

PONDICHERRY UNIVERSITY



**NEP SYLLABUS AND REGULATIONS FOR
B.COM. BANKING & INSURANCE (HONORS)
AFFILIATED COLLEGES
FROM THE ACADEMIC YEAR (2023-24)**

PONDICHERRY UNIVERSITY

BACHELOR OF COMMERCE (B.COM) DEGREE COURSE- NEP REGULATIONS (WITH EFFECT FROM ACADEMIC YEAR 2023–24 onwards)

AIM OF THE COURSE

The B. Com (General / Foreign Trade/Corporate Secretaryship / Co-operative Management/ Professional Accounting/ Banking & Insurance) Degree program provides ample exposure to subjects from the field of Commerce, Accountancy, and Management. The course equips the students for entry-level jobs in industry and to become future entrepreneurs, thus playing a vital role in the country's economic development.

DURATION OF THE COURSE:

The duration of the B. Com (General / Foreign Trade / Corporate Secretaryship / Co-operative Management/ Professional Accounting/ Banking & Insurance) Degree program shall be four academic years, so eight semesters with exit options.

ELIGIBILITY FOR ADMISSION

Candidates for admission to the first year of the B.Com (General/Foreign Trade/Corporate Secretaryship/ Cooperative Management Professional Accounting/ Banking & Insurance) Degree shall be required to have passed the Higher Secondary Course examination (+2) of any board or equivalent recognized by Pondicherry University, having Accountancy with Commerce/Business Studies. For lateral entry, candidates who passed a Diploma in Commerce or Diploma in Modern Office Practice (3 years course) awarded by the Directorate of Technical Education of Tamil Nadu or other states shall be admitted to the second year of the B. Com Degree Programme.

AGE LIMIT

The rules are as applicable to other undergraduate courses as prevailing at Pondicherry University.

COURSE OF STUDY

The course of study for the B.Com (General/Foreign Trade/Corporate Secretaryship/Co-operative Management/ Professional Accounting/ Banking & Insurance) Degree shall comprise the following.

Part I - Language (For the First two years only: Any one of the Part I languages is available at the candidate's option. This includes Hindi, Tamil, Malayalam, Sanskrit, Telugu, French, and Bengali). The syllabus and textbooks for the Language courses are as prescribed by Pondicherry University NEP guidelines from time to time.

Part II - English for the First two years only). Pondicherry University NEP guidelines occasionally prescribe the syllabus and textbooks for the English courses.

Part III – Includes Major Disciplinary courses (MJD compulsory) and Minor Disciplinary courses (MID choose as per requirement given in the course structure), Multi-Disciplinary courses (MLD compulsory), Ability Enhancement Compulsory Courses (AECC), Skill Enhancement Courses (SEC) (any one) and NEP value Added Course (I & II compulsory). The syllabus and textbooks for major courses are as prescribed by the Board of Studies in Commerce, Pondicherry University, from time to time.

EXAMINATION (In line with CBCS prescriptions with few changes) There shall be examinations at the end of each semester, i.e., December/ April. A student who fails to pass the examination in any course(s) shall be permitted to appear in such failed course(s) in the subsequent semester examinations. Students shall only be allowed to register for a subsequent examination if they register at the first appearance. In this regard, the rules and regulations prevailing in the University regarding other courses will be followed. The examination results will be communicated to the students through the principals of the respective colleges.

PATTERN OF EXAMINATION

The Pondicherry University shall conduct the End-Semester examination for each course in a Programme of Study for a maximum of 75 marks and Internal Continuous Assessment for 25 marks.

Internal Assessment: Internal assessment for all courses that do not have practical shall have 25 marks in total assessed through at least two Internal Assessment tests (15 marks), term courses/assignments/seminars/case demonstrations/presentations/writeups/viva, etc. (5

marks) and attendance (5marks). The question paper for the First Internal Test will be from the units covered in the syllabus up to the test time to assess students' knowledge. For these internal tests, the question paper is from the Practical Exercises given in each syllabus paper. The following weightage shall be given to attendance:

95%-100% (5marks)

90%-94% (4marks)

85%-89% (3marks)

80%-84% (2marks)

75%-79% (1mark)

Internal Assessment for the practical courses like Computer Applications in Business /Ecommerce: Two practical exams (10 marks each) will be conducted with 20 marks for land and five marks for attendance as prescribed above. It required adding theory questions with the practical ones. The idea is to ensure students are equipped with the skills needed in the subjects. Internal Assessment marks shall be displayed on the notice board a week before the commencement of end-semester examinations. Students are expected to sign the internal marks prepared by the department for onward transmission to the University when required.

End-Semester Examinations: Students with adequate attendance and participated in the internal assessment process are eligible for end-semester examinations. Students who did not participate in the internal assessment process are not eligible for end-semester examinations. The course teacher/Department/College is responsible for not registering them for end-semester examinations. Examinations for the Courses that do not have practicals: End-semester examinations for all courses that do not have practicals shall be conducted by the University, and the duration of the examination shall be 3 hours. Maximum marks are 75 (Seventy-five). The student would be declared as pass only when they acquire a minimum of 40 (Forty) marks.

Examinations for the courses that have practicals: End Semester Examinations for all such courses with practicals like Computer Applications in Business and e-commerce shall be internal without any University examinations; the course teacher who teaches these courses is responsible for conducting these examinations. Students' practical skills are to be assessed through only practical exams for three hours; if needed, some theory questions can be added

with practical questions. Maximum marks are 75 (Seventy- Five). The student would be declared as pass only when they acquire a minimum of 40 (Forty) marks. Passing Minimum: To pass a course, the student must secure a minimum of 40 out of 100 marks (40%) in the internal and the end–semester examinations together. A student who earned the required number of 120/160 credits by clearing all the courses necessary shall be declared as passed and entitled to get a B. Com Degree and B. Com (Honor), respectively, even if he/she could not clear optional courses which were taken more than the required number of courses.

SUPPLEMENTARY EXAMINATION

A failed student who meets the attendance requirement may be permitted to register for the subsequent end-of-semester examination in the following semester itself. Students who have failed due to insufficient attendance should repeat the course as and when offered.

EVALUATION: Theory/Practical examinations will be evaluated by Pondicherry University.

ATTENDANCE:

Students with at least 75% in any particular course shall be permitted to attend the end-semester examination and shall be given a grade of FA failure due to lack of attendance. A student who has been awarded FA shall repeat the course when offered. The Principal/Head of the Department shall ensure that the candidate is informed about the lack of attendance before the commencement of the end-semester examination and confirm that such candidates are not permitted to write the examination.

CLASSIFICATION OF SUCCESSFUL CANDIDATES:

Student's classification into I Class, II Class, and III Class based on CPGA will follow the CBCS guidelines under NEP.

AWARD OF THE DEGREE:

The student should have undergone the prescribed course of study with the exit option for a period of not less than 4 years and passed the prescribed examination in all the courses/years. Further, a Student will get a maximum of 6/8 years only from the year of admission to pass all the courses and get the B. Com Degree and B. Com (Hons), respectively, as prescribed by the NEP guidelines of Pondicherry University from time to time.

REVISION OF REGULATIONS AND CURRICULUM:

The University may, from time to time, revise, amend, and change the Regulations and Curriculum if found necessary.

QUESTION PAPER PATTERN UNDER CBCS

FOR QUANTITATIVE SUBJECTS

SECTION A: Answer any 5 out of 8 questions (5X7 Marks = 35 Marks)

SECTION B: Answer any 2 out of 3 questions (2X20Marks=40Marks)

FOR OTHER SUBJECTS

SECTION A: Answer all questions (5X2Marks=10Marks)

SECTION B: Answer any 5 out of 8 questions (5X7Marks=35Marks)

SECTION C: Answer any 2 out of 3 questions (2X15Marks=30Marks)

FACULTY REQUIREMENTS AND WORKLOAD:

Every faculty member shall be assigned a workload as per the UGC norms. In addition to regular handling classes, teachers are required to participate in the preparation of detailed syllabi, designing of the teaching plan, invigilation, course setting, evaluation of answer scripts during continuous assessment, and any other duties as and when assigned by the Principal or University authorities. Teachers shall associate with organizing practical lab sessions, internships, field visits, industrial tours, and guided project work, as per directives of the Principal/Head of the institution. As per the UGC guidelines for the course with three credits, a minimum of 45(15 weeks x 3 hours per week) hours; for four credit courses, 60hours (15weeks'x4hours); and for two credit courses, 30 hours (15weeksx2hours) of teaching/lecture hours is a must in addition to two weeks for two internal tests. Faculty requirements in Departments shall be as per UGC guidelines and based on a teachers and students ratio of 1:20. Faculties are expected to have any M. Com and NET (Commerce) / Ph.D (Commerce) to teach B.Com courses (Commerce, Finance, Taxation, Business Mathematics, Business Economics, Cost and Financial Accountancy, Banking, Marketing Management, Business Management, Human Resources Management TALLY, Computerized Accounting). Allied subjects (like Indian Economy, Micro and Macro Economy, General Mathematics, and General Statistics) and specialized subjects (like Foreign Trade, Cooperative Management, and Corporate Secretaryship) are to be taught by the faculty who are qualified with respective degrees and NET /Ph.D. in the respective subjects.

Minimum Number of Faculty Required:

Semester	Subject	No. of Faculty Required	Semester	Subject	No. of Faculty Required
I	Basic Language and Literature (AEC)	1	II	Basic Language and Literature (AEC)	1
	Functional Language (AEC)	1		Functional Language (AEC)	1
	Spoken Communication (AEC)			Spoken Communication (AEC)	
	MJD Major Subjects	3		MJD Major Subjects	3
	Minor (MID) Subjects	1		Minor (MID) Subjects	1
	SEC Subjects	0		SEC Subjects	0
III	Basic Language and Literature (AEC)	1	IV	Basic Language and Literature (AEC)	1
	Functional Language (AEC)	1		Functional Language (AEC)	1
	Spoken Communication (AEC)			Spoken Communication (AEC)	
	MJD Major Subjects	5		MJD Major Subjects	5
	Minor (MID) Subjects	0		Minor (MID) Subjects	0
	SEC Subjects	0		WP/Internship	
	MJD Major	5		MJD Major Subjects	5

V	Subjects		VI		
	Minor (MID)	0		Minor (MID)	0
VII	Subjects		VIII	Subjects	
	SEC Subjects	0		-	
	MJD Major Subjects	3		MJD Major Subjects	2
	Minor (MID) Subjects	2		Minor (MID) Subjects	3

Chartered Accountants, Cost Accountants, Bank Managers (Senior Level), Stock Brokers (Senior Level), and Senior Managers from Business Establishments can be appointed as adjunct/visiting faculty.

INDUSTRIAL VISIT AND INTERNSHIP:

During the first-year and second-year summer breaks, all students are expected to take up an internship for 30 days each with any business establishment (like MSME, Audit Firms, Stock Broking firms, Forex Traders, Company administration, etc.) with monitoring by the faculty adviser from the Department. Students should receive a certificate of internship from the responsible officer of the business establishment and submit it along with the report consisting of day-wise learnings during the internship. Students from the Islands are to be brought to the mainland for such internships by the college/government if no business establishments are available in adequate numbers. During the third semester, students should be taken for an industrial visit to enhance their practical knowledge. The industrial visit report should be submitted to the college for further perusal, and they are subjected to verification by the university. Students from the Islands are to be taken on v is it to the mainland by the College/Government. With the approval of the college's principal, the head of the Department should certify and submit the list of students who have successfully completed internship and industrial visits.

LEARNER SUPPORT SERVICES:

The college will provide ICT-based support services for B.Com learners. Programs are listed below:

Website: The College has to develop a full-fledged official website for the learners and the general public. All the necessary Information is provided to the learners through this website. The website is linked to social networking sites like Facebook to facilitate interaction among learners, faculty members, and stakeholders.

Community Radio Service: Community Radio, being a platform for the community to take up community issues, is also a platform to broadcast several educational programs that include debates, discussions, and talk shows.

Akashvani Phone-in Programme: The College has to make arrangements to offer a one-hour live phone-in counseling program through AIR, Puducherry, where officers and members of the faculty from the College clarify queries of listeners/learners via telephone.

E-SLM: The college may launch an e-learning portal. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the program study materials can be assessed in this portal. Open Access Journals Search Engine (OAJSE) may be developed to provide easy access to various open-access Journals worldwide.

Mobile App: The College has to develop a mobile application to connect the learners 24x7 with the College.

SMS and e-mail Alert Facility: The College has to initiate an SMS and e-mail alert facility for learners regarding news, events, and learner-related information about the College. Learners can write emails to any official's/faculty members through this email ID. Queries raised through this e-mail ID are addressed by concerned officials/faculty members of the College.

TV program: The College has to initiate a half-hour live educational program through a TV Channel.

REQUIREMENTS OF THE LABORATORY SUPPORT AND LIBRARY RESOURCES:

Laboratory Support:

Commerce has more practical applications to business, and businesses are run with modern technology. Therefore, colleges must have computer labs separately for UG Commerce students with licensed software like TALLY, MS Excel, SPSS, and SAP. The college has to ensure that a minimum of one computer system for two students enrolled for the B.Com course. Adequate servers and power backup should also be installed.

Library Resources:

Library services are to be offered to the learners through physical library facilities set up by the College. The Central Library has to have textbooks to add 5 books for each subject every year from the list of books provided in the syllabus for each paper.

Magazines and Newspapers:

The college should subscribe to the following magazines and make them available in the central library for student's reference:

- Chartered Accountant
- Management Accountant
- Company Secretary
- Commerce
- Management
- Marketing
- Financial Express
- Business Line
- Currency and Finance
- Economic Times
- Nanayam (Tamil)

E-Journals:

The Central Library should subscribe to e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for the academic and research community of the Commerce discipline. Hard copies of five national and five international journals should be subscribed to and made available for reference for each subject, such as finance, marketing, human resources management, cost accounting, financial accounting, stock market, taxation, and management.

Digital Library:

The Digital Library is to locate, digitize, preserve, collect, and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference /Seminar Proceedings, Faculty Publications, Newsletters, Annual Reports, Public Lectures, Convocation Addresses, Working Papers, etc.



**PONDICHERRY UNIVERSITY
PONDICHERRY**

**B. Com BANKING & INSURANCE
DEGREE PROGRAMME
SEMESTER PATTERN
UNDER NEP**

B.COM (BANKING & INSURANCE) COURSE STRUCTURE-UNDER NEP

SEMESTER-WISE CREDITS AND HOURS OF WORK

WITH EFFECT FROM

ACADEMIC YEAR 2023–2024

ANNEXURE II

SEMESTER-WISE CREDITS AND HOURS OF WORK AS PER NEP- B. Com (General)

SEMESTER I				
Code No	Nature of Course	Title of the Course	Credits	Teaching Hours
MJD1	Major Disciplinary courses (compulsory)	MJD-1-FinancialAccounting	4	5
MID1	Minor Disciplinary courses (choose anyone)	MID-1(A)-Business Economics	4	5
		MID-1(B)-Financial Literacy		
		MID-1(C) Business Environment		
MLD 1	Multi-Disciplinary courses (compulsory)	MLD-1 (Natural Sciences)- Herbal Nutrition/ Basic Botany/ Basic Zoology/ Basic Microbiology/ Fundamentals of Biotechnology	3	4
AEC I&II	Ability Enhancement courses I&II English or Indian Language	AEC-1(A) Basic Language and Literature	2+1	4
		AEC-1(B). Functional Language		
		AEC-1. Spoken communication		
		AEC-2(A). Basic Language and Literature		
		AEC-2(B). Functional Language		
		AEC-2. Spoken communication		
SEC	Skill Enhancement	SEC-1(A)-Entrepreneurial Skills &Practices		

	Course (Anyone)	SEC-1(B)-Personality Dynamics	3	4
		SEC-1(C)-Computational Skills		
VAC	NEP Value Added common Courses I & II (compulsory)	VAC-1. Environmental Education	2	4
		VAC-2. Understanding India (Theory/Field based)	2	4
		Total Credits/Total Hours of Work	20 Credit	30 Hours

The Department floats 2 to 3 streams of minor courses (Allied/specializations/elective), and the student chooses any one

SEMESTER II				
Code No	Nature of Course	Title of the Course	Credits	Teaching Hours
MJD2	Major Disciplinary courses (compulsory)	MJD-2-Business Organisations & Management	4	5
MID2	Minor Disciplinary courses (choose anyone)	MID-2(A)-Indian Economy	4	5
		MID-2(B)-Principles and Practices of Insurance		
		MID-2(C)-Economics of Transportation		
MLD 2	Multi-Disciplinary courses (compulsory)	MLD-2 (Physical Sciences)- Electronics in Everyday Life/ Chemistry in Everyday Life/ Science and Society/ Energy in Everyday Life/ Basic Mathematics	3	4
AEC III&IV	Ability Enhancement courses III & IV English or Indian Language	AEC-3(A). Basic Language and Literature	2+1	4
		AEC-3(B). Functional Language		
		AEC-3. Spoken communication		
		AEC-4(A). Basic Language and Literature		
		AEC-4(B). Functional Language		
		AEC-4. Spoken communication		
SEC	Skill Enhancement Course (Anyone)	SEC-2(A)-Accounting in Excel	3	4
		SEC-2(B)-E-Filling		
		SEC-2(C)-E-Commerce		
VAC	NEP Value added common courses I & II (compulsory)	VAC-3. Health & Wellness/Yoga Education	2	4
		VAC-4. Digital Technology Education (Theory/Field based)	2	4
		Total Credits/Total Hours of Work	20 Credit	30 Hours

SEMESTER III				
Code No	Nature of Course	Title of the Course	Credits	Teaching Hours
MJD3 MJD4	Major Disciplinary courses (compulsory)	MJD 3: Business Law MJD 4: Marketing Management	4 4	5 5
MID3	Minor Disciplinary courses (choose anyone)	MID-3(A): Indian Banking System MID-3 (B): Marketing of Banking Services MID-3(C): Organizational Behaviour	4	5
MLD 3	Multi-Disciplinary courses (compulsory)	MLD-3. (Humanities & Social Sciences- Basic Economics Concepts and Measurement/ Basics of Accounting/ French for Beginners/ Commercial Geography/ Introduction to Public Administration	3	4
AEC V & VI	Ability Enhancement courses V&VI English or Indian Language	AEC-5(A). Basic Language and Literature AEC-5(B). Functional Language AEC-5. Spoken communication AEC-6(A). Basic Language and Literature AEC-6(B). Functional Language AEC-6. Spoken communication	2+1	4
SEC	Skill Enhancement Course (Anyone)	SEC-3(A)-E-Banking Practices SEC-3(B)-Tally-Prime SEC-3(C)-Web Designing Total Credits/Total Hours of Work	3 20 Credit	4 27 ours

SEMESTER IV

Code No	Nature of Course	Title of the Course	Credits	Teaching Hours
MJD5	Major Disciplinary courses (compulsory)	MJD 5: Cost Accounting	4	5
MJD6		MJD 6: Company Law	4	5
MJD7		MJD7: Business Statistics	4	5
MID4	Minor Disciplinary courses (choose anyone)	MID-4(A): Fundamentals of Insurance	4	5
		MID-4 (B): Insurance Management Practices		
		MID-4(C) Goods and Service Tax		
AEC VII & VIII	Ability Enhancement courses VII & VIII English or Indian Language	AEC-7(A). Basic Language and Literature	2+1	4
		AEC-7(B). Functional Language		
		AEC-7. Spoken communication		
		AEC-8(A). Basic Language and Literature		
		AEC-8(B). Functional Language		
AEC-8. Spoken communication				
Project	WP/ Internship	Community Engagement	2	6
		Total Credits/Total Hours of Work	20 Credit	30 Hours

SEMESTER V

Code No	Nature of Course	Title of the Course	Credits	Teaching Hours
MJD8	Major Disciplinary courses (compulsory)	MJD8: Management Accounting	4	5
MJD9		MJD9: Indian Financial System	4	5
MJD10		MJD10: Income Tax Law & Practice	4	5
MID5	Minor Disciplinary courses (choose anyone)	MID-5(A): Merchant Banking	4	5
		MID-5 (B): Commercial Bank Management		
		MID-5(C): Computer Application in Business		
SKD	Skill Enhancement Course	MJD15–Summer Internship	4	6
		Total Credits/Total Hours of Work	20 Credit	26 Hours

SEMESTER VI

Code No	Nature of Course	Title of the Course	Credits	Teaching Hours
MJD11	Major Disciplinary courses (compulsory)	MJD11: Money and Banking	4	5
MJD12		MJD12: Principles and Practice of Auditing	4	5
MJD13		MJD13: Financial Management	4	5
MJD14		MJD14: Corporate Accounting	4	5
MID6	Minor Disciplinary courses (choose anyone)	MID-6(A): Regulations and Practices of Insurance	4	5
		MID-6(B): Principles and Practices of Insurance		
		MID-6(C): Retail Banking		
		Total Credits/Total Hours of Work	20 Credit	25 Hours

SEMESTER VII

Code No	Nature of Course	Title of the Course	Credits	Teaching Hours
MJD16	Major	MJD16: Security Analysis & Portfolio Management	4	5
MJD17	Disciplinary courses (compulsory)	MJD 17: Double Accounting	4	5
MJD18		MJD18: Financial Statement Analysis	4	5
MID7	Minor Disciplinary courses (choose anyone)	MID-7(A): Insurance and Risk Management MID-7(B): Agricultural & Rural Insurance MID-7(C): Insurance Environment	4	5
MID8		MID-8(A): Rural Banking MID-8(B): Banking and International Finance MID-8(C) Co-operative Banking	4	5
		Total Credits/Total Hours of Work	20	25 Hours

SEMESTER VIII				
Code No	Nature of Course	Title of the Course	Credits	Teaching Hours
MJD19	Major Disciplinary courses (compulsory)	MJD 19: Foreign Exchange Management	4	5
MJD20		MJD 20: Actuarial Science	4	5
MID	Research Project or Major Disciplinary Course (Choose one) or Major Disciplinary Courses	Research Project (Alternatively)	12	15
		Or 1. Banking Technology Management 2. Credit and Risk Management in Banks 3. Risk Management /general/Health Insurance	4*3	5*3
		Total Credits/Total Hours of Work	20	25Hours

SEMESTER-I

MJD (1)- FINANCIAL ACCOUNTING

COURSE OBJECTIVES:

To make the students learn basic accounting records and statements and prepare them.

LEARNING OUTCOMES:

After completion of the course, learners will be able to:

- Explain journal, subsidiary books, ledger, trial balance, and rectify journal entries.
- Prepare Bank Reconciliation Statement and record the transactions
- To Analyse and prepare the final accounts of sole traders.
- Familiarize with the various methods of depreciation as per AS6

UNIT I	Accounting–Definition–Branches of Accounting–Objectives of Accounting–Methods of Accounting- Double Entry System of Accounting - Accounting Concepts and Conventions Accounting standards in India, International accounting standards–Preparation of Journal and Ledger.
UNIT II	Subsidiary Books – Meaning – Advantages– Preparation of Purchases book, Sales book, Purchases returns book, Sales returns book-Cashbook – Single column, Double column and Three column cash book– Petty cash book – Imprest system – Journal proper. Trial Balance- Errors disclosed by Trial Balance – Errors not disclosed by Trial Balance - Rectification of Errors - Classification of errors – Suspense A/c.
UNIT III	Bank Reconciliation Statement – Meaning of Bank Reconciliation Statement–Causes of the difference between Cash Book and Passbook – Preparation of Bank Reconciliation Statement.
UNIT V	Final Accounts of Sole Traders: Meaning of Final Accounts – Utility of Final Accounts – Components of Final Accounts– Manufacturing Account- Trading Account– Profit and Loss Account– Balance Sheet -Adjusting Entries – Treatment of Closing Stock, Outstanding expenses, Prepaid expenses, Accrued income, Income received in advance, Depreciation, Interest on capital, Interest on drawings, Bad debts, Provision for Bad and doubtful debts, Provision for discount on debtors and creditors, Loss of stock by accidents, fire, etc., stock taken away by the proprietor, stock given as free samples
UNIT IV	Depreciation Accounting - Meaning – Causes of depreciation - Objectives of providing depreciation - Factors affecting Depreciation – methods of providing depreciation - Straight Line Method – Diminishing Balance Method – Annuity Method – Sinking Fund Method - Insurance Policy Method – Revaluation Method.

(Problems–80% & Theory20%)

Practical Exercises:

The learners are required to:

- Download 'Framework for the Preparation and Presentation of Financial Statements' from the websites of the Institute
- Chartered Accountants of India (ICAI) analyze the qualitative characteristics of accounting information provided therein.
- Collect and examine the balance sheets of business Organisations to study how these are prepared.
- Examine the accounting policies and revenue recognition policies by collecting necessary data from small business firms.
- Prepare Trading and Profit & Loss Account and Balance Sheet, collecting necessary data from small business firms.
- Prepare financial statements manually and using appropriate software.
- Collect data from your college and prepare the Receipt and Payment Account, Income and Expenditure Account, and Balance Sheet.

Text Book

- T.S. Reddy & Dr. A. Murthy, 2019: Advanced Accountancy- Volume: I, Second Revised Edition, Reprint2019, Margham Publications, Chennai.

Books for References

- S.P. Jain, K. L. Narang, 2019: Advanced Accountancy- Volume: I, Twenty-Second Edition Kalyani Publishers, Ludhiana.
- R.L. Gupta & M. Radaswamy, 2019: Advanced Accountancy- Volume: I, S. Chand and Company Ltd., New Delhi.

SEMESTER I

MID1 (A): BUSINESS ECONOMICS

LEARNING OBJECTIVE:

- To familiarize the students with basic concepts of Business Economics

LEARNING OUTCOMES:

- After completing the course, the students would be able to:
- Understand the Basic problems of an economy and the concept of business cycles
- Learn the theory of Demand and related concepts
- Understand the theory of supply and Consumer Behaviour.
- Obtain knowledge about the theory of Production, Costs, and Revenue.
- Identify various types of Markets.

UNIT I	Introduction to Business Economics: Meaning of Business Economics – Scope of Business Economics - Basic Problems of an Economy- Role of Price Mechanism - Concept of Business Cycles: Meaning of Business Cycles –Phases of Business Cycles -Features of Business Cycles –Causes behind Business Cycles.
UNIT II	Theory of Demand: Theory of Demand - Meaning and determinants of demand - Law of demand and Elasticity of demand - Price elasticity, Income elasticity, and Cross elasticity.
UNIT III	Theory of Supply and Consumer Behaviour - Meaning and determinants of supply - Law of supply - Elasticity of supply -Theory of consumer's behavior- Marshallian approach and Indifference curve approach - Demand Forecasting.
UNIT IV	Theory of Production – Theory of Production- Meaning and Factors of Production- Laws of Production the Law of Variable Proportions and Laws of Returns to Scale - Producer's equilibrium – Theory of Cost Concepts of Costs - Short-run and long-run costs, Average and marginal costs, Total, fixed and variable costs.
UNIT V	Market Structure - Various forms of markets - Meaning and characteristics – Perfect Competition, Monopoly, Monopolistic Competition, and Oligopoly - Price determination in these markets.

Practical Exercises:

The learners are required to:

- Apply the concept of demand analysis in real life;
- Study various effects of changes in demand and supply in consumption;
- Visit local markets and classify firms into various markets;
- Visit any industrial unit and study its production process;
- Prepare a production schedule for a hypothetical product under a particular condition of demand-supply;
- Visit any industrial unit and classify its cost into fixed and variable costs;
- Analyse the effects of changes in demand and supply on pricing policies.

Text Books:

- Dr. S. Sankaran, 2015, Business Economics, Margham Publications, Chennai.

Reference Books:

- Samuelson, Paul Antony and William D Nordhaus, 2015, Economics, Tata Mc Graw Hill Publishing Company Ltd, New Delhi
- CA. G. Sekar, CA. B. Saravana Prasath, Business Economics & Business and Commercial Knowledge, Padhukas Publications, Chennai, 2019.
- ICAI, Study Material, June, 2020.

SEMESTER I
MID1 (B)-FINANCIAL LITERACY

LEARNING OBJECTIVES

The Learning Objectives of this course are as follows:

- Familiarity with different aspects of financial literacy, such as savings, investment, taxation, and insurance
- Understand the relevance and process of financial planning
- Promote financial well-being

LEARNING OUTCOMES

The Learning Outcomes of this course are as follows:

- Develop proficiency for personal and family financial planning
- Apply the concept of investment planning
- Ability to analyze banking and insurance products
- Personal tax planning

UNIT I	Financial Planning and Financial Products: Introduction to Saving - Time value of money - Management of spending and financial discipline
UNIT II	Banking and Digital Payment: Banking products and services - Digitisation of financial transactions: Debit Cards {ATM Cards} and Credit Cards. - Net banking and UPI, digital wallets - Security and precautions against Ponzi schemes and online frauds
UNIT III	Investment Planning and Management: Investment opportunity and financial product - Insurance Planning: Life and non-life including medical insurance schemes
UNIT IV	Personal Tax: Introduction to basic Tax Structure in India for personal taxation - Aspects of Personal tax planning - Exemptions and deductions for individuals - e-filing

Note: Some of the theoretical concepts will be dealt with during practice hours.

Practical component (if any) - (15 Weeks)

- Regular class activities to enhance students' understanding of topics and the application of concepts. The case study method may be followed as a teaching pedagogy.
- Numerical questions pertaining to each unit, wherever applicable, should be practiced.
- For the second unit, students may be assigned a project wherein they can log on to the websites of various banks and conduct an in-depth analysis and comparison of various financial products offered.
- For Unit III, a Project related to building a dummy portfolio of stocks and tracking their returns may be given.
- An investment budget may be given to the students to select investment options that maximize the return and
- minimize the tax implications.
- For the last unit, students may also file a dummy IT return to get hands-on experience with e-filing.
- Students may conduct a financial literacy survey among at least 25 respondents to
- measure the level of financial literacy and share the findings in the awareness in the form of a report.
- Any other Practical/Practice as decided from time to time. Essential/recommended readings
- Introduction to Financial Planning (4th Edition 2017)- Indian Institute of Banking 27& Finance.
- Sinha, Madhu. Financial Planning: A Ready Reckoner July 2017, McGraw Hill.

Suggested readings

- Halan, Monika, Lets Talk Money: You've Worked Hard for It, Now Make It Work for You, July 2018 Harper Business.
- Pandit, Amar The Only Financial Planning Book that You Will Ever Need, Network 18 Publications Ltd

SEMESTER – I

MID1 (C)- BUSINESS ENVIRONMENT

LEARNING OBJECTIVES:

To realize the importance of micro and macro environmental factors for business decisions.

LEARNING OUTCOMES:

After completion of the course, the learners will be able to:

- Know and analyze different business environments
- Conduct a business analysis of the local environment
- Understand the major problems in Indian Economy
- Know about five-year planning and LPG in different sectors
- Explain the concept of social and political responsibilities of Business

UNIT I	Indian Business Environment: Concept, components, and importance- Indian economy; features of mixed economy- major problems in the Indian economy – poverty, inequalities, unemployment, and population.
UNIT II	Economic Environment: Business and economic environment – Economic Systems – Economic parameters and their impact on business – five-year planning – Economic reforms – Liberalisation; Privatisation; Globalisation – Impact on LPG on different sectors, Foreign Investments – MNCs.
UNIT III	Industrial and Technological Environment: Business Environment and IPRS – Industrial Licensing– Anti-social Trends and Practices – Regulation Monopoly and Restrictive Trade Practices.
UNIT IV	Social and Political Environment: Political Environment – Government and business relationship in India – Provision of Indian constitution pertaining to business – Social responsibility of business – Business and society – Ethical issues and value in business – corporate social policies, issues and challenges.
UNIT V	Natural and Technological Environment: Innovation, technological leadership and followership, sources of technological dynamics, the impact of technology on globalization, transfer of technology, time lag in technology introduction, Status of technology in India; Management of technology; Features and Impact of technology.

Practical Exercises:

The learners are required to:

- To visit Companies & collect details about technology upgradation
- Suggest practical measures to overcome unemployment in India
- Prepare LPG Status in India vs other countries.

Text Book

- K. Aswathappa, 2014: Essentials of Business Environment, Himalaya Publishing House, New Delhi.

Books for References

- Francis Cherunilam, 2016: Business Environment Text and Cases, 25th Edition, Himalaya Publishing House, Mumbai.
- Dr. K. Chidambaram and Dr. V. Alagappan, 2012: Business Environments, Vikas Publishing House Pvt Ltd., New Delhi

SEMESTER – I
NATURAL SCIENCES
MLD - HERBAL NUTRITION

LEARNING OUTCOMES

Students will be able to

- Gain knowledge on common herbs used as food, their botanical classification, and culinary use
- Acquire knowledge of herbs and their drug interactions, toxicity, and herbal product regulations

LEARNING OUTCOMES

- Acquire more knowledge about common herbs, their nutritional properties and their regulations
- Gains more knowledge about the healing properties of common medicinal plants and their use in traditional healthcare systems
- Utilize these herbs as food and supplements

UNIT I	Definition of herb, herbal Nutrition, Selection, identification, and authentication of herbs, Processing of herbal raw material. Introduction to Medicinally important Plant parts: Fruits, Leaves, Stem and its modifications (underground and aerial), Roots. Importance of medicinal plants – role in human health care – health and balanced diet.
UNIT II	Study of some medicinally important families with reference to systematic position. Diagnostic features and medicinal uses only: Meliaceae, Myrtaceae, Apiaceae, Asclepiadaceae, Solanaceae, Lamiaceae, Euphorbiaceae, Zingiberaceae, Musaceae and Poaceae. Cultivation methods – Crop protection – Harvesting – Storage and Protection – Marketing and utilization - Export of medicinally important (General aspects).
UNIT III	Nutritional content of common Indian herbs, Phenolic content, Carotenoids, minerals, and essential oils. Significance of common herbs, culinary herbs, cooking methods of herbs – Basil, Cherril, Chimes, Cilantro, Dill, Mint, Oregano, Parsley, Rosemary, Sage, Tarrangon, Thyme, Lemongrass.
UNIT IV	Plants in day-to-day life – Ocimum sanctum, Centella asiatica, Solanum trilobatum, Cassia auriculata, Aloe vera. Nutritive and medicinal value of some fruits (Guava, Sapota, Orange, Mango, Banana, Lemon, Pomegranate) and vegetables - Greens (Moringa, Solanum nigrum) Cabbage.
UNIT V	Common herbal dietary supplements, possible side effects and drug interactions – Black cohosh, Cranberry, Curcumin, Echinacea, Garlic, Ginkobiloba, Gingeng, Goldenseal, Green tea extract, Kava-kava, Milk thistle, Saw paletto, St. John’s wort, Valerian, Phrmacokineics of herbal supplements.

Text Books:

- Gokhale, S.S., C. K. Kokate and A.P. Purohit (1994) Pharmacognosy. Nirali Prakashan. Pune.
- Farooqi, A.A., and B.S. Sreeramu (2004). Cultivation of Medicinal and Aromatic Crops. University Press (India) Pvt. Ltd., Hyderabad.

References:

- Mukherjee, P.W. Quality Control of Herbal Drugs: An Approach to Evaluation of Botanicals. Business Horizons Publishers, New Delhi, India, 2002.
- Herb Nutrient and drug interactions: Clinical implications and therapeutic strategies (2008)
- Mitchell Bebel Stargrove Jonathan Treasure Dwight L. McKee, Published by Elsevier – Health Sciences Division

WEBLINKS

- Natural Medicines Comprehensive Database. Available at <http://www.naturaldatabase.com> last accessed on April 2, 2013
- <https://www.aafp.org/pubs/afp/issues/2017/0715/p101.html>

SEMESTER – I

MLD: BASIC BOTANY

LEARNING OBJECTIVE AND OUTCOME:

This course will provide an understanding of plant cells, major plant groups, plant ecology, and diversity. On completing the course, students will be able to understand – the cell and its types with emphasis on plant cells; the major groups of plants; the concept of ecology and biodiversity, and the importance of plants and their role in human life.

UNIT I	Cell and Anatomy: Introduction to cell and its types - Prokaryotes and Eukaryotes; Study of plant cells; Introduction to tissues - simple and complex; Study of Leaf - monocot and dicot; Structure and function of flower
UNIT II	Ecology and Plant Diversity: Five Kingdom concept; Study of major groups - Bacteria, Algae, Fungi, Bryophytes, Pteridophytes, Gymnosperm and Angiosperm (only general characteristics) Concepts of ecology; Structure and function of ecosystem; Trophic organization - food chain and food web; Ecological pyramid; Ecosystem types in India; Case study of any one of the following in relation to Andaman and Nicobar Islands - forest ecosystem, aquatic ecosystem (marine or freshwater), and mountain ecosystem. Concept of a biodiversity hotspot
UNIT III	Plants and Human Affairs: Important vascular plants and products used as food, textiles and medicines, oils, and perfumes; Spices of Andaman & Nicobar Islands; Study of harmful plants; Advantages and disadvantages of genetically modified plants

Reading List

- Campbell NA, Reece JB (2008) Biology, 8th edition, Pearson Benjamin Cummings, San Francisco.
- Evert RF, Eichhorn SE (2012) Raven Biology of Plants, 8th edition, New York, NY: W.H. Freeman and Company.
- Singh V, Pandey PC, Jain DK (2001) A Text Book of Botany. Meerut, UP: Rastogi and Co.
- Odum EP (2005) Fundamentals of ecology. Cengage Learning India Pvt. Ltd., New Delhi.
- The edition. Ambasht and Ambasht (2002) A textbook of Plant Ecology. CBS publisher and Distribution

SEMESTER – I
MLD: BASIC ZOOLOGY

LEARNING OBJECTIVE AND OUTCOME:

The objective of the paper is to understand biodiversity, habitat, adaptation organization of animals, and their economic importance. At the end of the course, the students will understand the significance of animals in the biosphere their economic importance and the need for the conservation of their habitats

UNIT I	General classification of Animal Kingdom – general characteristics of Invertebrates, Chordata, and Vertebrata. Parasites of humans – Plasmodium, Tapeworm. Vector and vector control – mosquitoes
UNIT II	Economic importance of insects – honey bee, silkworm. Economic importance of Mollusca – pearl oysters, shells. Fish culture
UNIT III	Geographical distribution of animals; Land and aquatic animals; Corals and coral reefs; Importance and threats to biodiversity

Reading List

- Arumugam N. (2017). Developmental Zoology, Saras Publication, Nagercoil, Tamil Nadu.
- Ghosh, K.C. and Manna, B. (2015): Practical Zoology, New Central Book Agency, Kolkata
- Nair NC, Leelavathy S, Soundara Pandian N and Arumugam N. (2013). A Text Book of Invertebrates, Saras Publication Nagercoil, Tamil Nadu.
- Thangamani A, Prasannakumar S, Narayanan LM, Arumugam N. (2013). A Text Book of Chordates, Saras Publication, Nagercoil, Tamil Nadu.

SEMESTER – I

MLD - BASIC MICROBIOLOGY

LEARNING OBJECTIVE:

To understand the basics of microbiology and to know its role in the environment. To provide a fundamental understanding of the microbial world, basic structure and functions of microbes, metabolism, nutrition, their diversity, physiology, and relationship to environment and human health. To impart practical skills of isolation and manipulating conditions for their propagation. To ensure the students to understand the structure and function of microorganisms.

LEARNING OUTCOMES:

Students will be able to

- Define the science of microbiology, its development, and its importance in human welfare.
- Describe the historical concept of spontaneous generation and the experiments performed to disprove it.
- Describe some of the general methods used in the study of microorganisms.
- Recognize and compare the structure and function of microbes and factors affecting microbial growth.
- Demonstrate aseptic microbiological techniques in the laboratory and check sources of microbial contamination and their control.

UNIT I	Microbial Diversity: Basics of microbiology, History and Scope of microbiology, General features and Classification of Archaea, Bacteria, Fungi, Algae, Protozoa, Viruses and Prions. Differences between prokaryotic and eukaryotic organisms.
UNIT II	Ultrastructure of Bacteria: Sub-cellular structures - Cell wall of bacteria and its biosynthesis, Cell envelope - capsule and slime layer, Cellular appendages - pili, flagella and fimbriae, Cell membrane, inclusion bodies, Plasmid DNA and chromosomal DNA. Bacterial genetics - conjugation, transduction (generalized and specialized), and transformation.
UNIT III	Microscopy: Staining - Principles and types of staining (simple and differential) Microscopy - Instrumentation, principles, and applications of light microscopes (bright field, dark field, phase contrast, fluorescent microscopes) and electron microscopes (transmission and scanning electron microscopes)
UNIT IV	Microbial Nutrition: Classification of microorganisms based on their nutritional types, Preparation of media, types of media, culturing of microbes, Microbial growth curve, viral replication: lytic and lysogenic cycles, Isolation, preservation and maintenance of microorganisms, Aerobic and Anaerobic culturing of bacteria, Effect of biotic and abiotic factors on the growth of organisms.
UNIT V	Microbial Control: Sterilization, disinfection, antisepsis, fumigation. Physical control: Temperature (moist heat, autoclave, dry heat, hot air oven and incinerators), desiccation, osmotic pressure, radiation, UV-light, electricity, ultrasonic sound waves, filtration. Chemical control: Antiseptics and disinfectants (halogens, alcohol, gaseous sterilization)

Text Books:

- M.J. Pelczar Jr. E.C.S. Chan and N.R. Kreig, Microbiology (5th edition), Tata McGraw-Hill, New Delhi;
- R. Ananthanarayanan. and C. K. Jayaram Panickar, Textbook of Microbiology (9th edition), Orient Longman Publications, New Delhi
- Lansing M. Prescott, John. P. Harley, Donald A. Klein, 1999. Microbiology (9th edition) WCB McGraw-Hill, New York

Further reading:

- Sundararajan S (2003). College Microbiology, revised edition, Vardhana publications, Bangalore.
- R.C. Dubey, D. K. Maheswari, A Textbook of Microbiology (2005), S. Chand & C7ompany Ltd. New Delhi

SEMESTER – I

MLD- Fundamentals of Biotechnology

LEARNING OBJECTIVES:

This course introduces the basics and fundamental concepts of biotechnology that cover the diversity of life, different kingdoms of living life, as well as applications of biotechnology in several fields.

LEARNING OUTCOME:

The students will be able to learn the basics of biology, classification of living organisms, nomenclature, and anatomy of different living systems. Also, they will learn cell biology and the application of biotechnology.

UNIT I	Biodiversity and Classification: Classification of the living organisms -five kingdom classification concepts. Salient features of animals-non-chordates up to phylum level and chordates up to class level; salient features of plants -Angiosperms up to class.
UNIT II	Structural arrangements of animal and plant systems: Anatomy and functions of animal organs- digestive, circulatory, respiratory, nervous, and reproductive. Anatomy and functions of dicots and monocots plants.
UNIT III	Cell-Fundamental unit of life: Differentiate between plant and animal cell; cell envelope; cell membrane, and cell wall. Cellular organelles - structure and function; endoplasmic reticulum, Golgi apparatus, lysosomes, vacuoles, mitochondria, ribosomes, plastids, microbodies; cytoskeleton, cilia, flagella, centrioles; nucleus.
UNIT IV	Human Diseases and Public Health Issues: Pathogens and parasites causing human diseases (dengue, chikungunya, dengue, filariasis, ascariasis, typhoid, pneumonia, common cold, amoebiasis, ring worm) and their control; cancer, diabetes, HIV and AIDS; Adolescence - drug and alcohol abuse.
UNIT V	Biotechnological Applications: General perspectives of Biotechnology: Genetic engineering applications of biotechnology. Application of Biotechnology in health and agriculture: Production of Human insulin and vaccines.

Text Books

- The Cell: A Molecular Approach. 2019, 8th Edition, Oxford University Press, Author: Geoffrey Cooper.
- Biotechnology Fundamentals, 2017, 2nd Edition, CRC Press, Author: Firdos Alam Khan
- Life: The Science of Biology, 2012, 10th Edition. Authors: David E. Sadava, David M. Hillis, H. Craig Heller and May Berenbaum.
- Biology of Plants, 2005, 7th Edition, New York: W.H. Freeman and Company. ISBN 0-7167-1007-2 Authors: Raven Peter H, Evert Ray F and Eichhorn, Susan E.
- General Microbiology, 2007, 5th edition, MacMillan Press. Authors: Stanier R. Y, Adelberg E.A and Ingraham J. L

SEMESTER I

SEC1 (A)– ENTREPRENEURSHIP SKILLS AND PRACTICES

LEARNING OBJECTIVES:

- To expose students to the concepts of Entrepreneurship and to enable them to start a small business enterprise.

LEARNING OUTCOMES:

After completion of the course, learners will be able to:

- Discern distinct entrepreneurial traits.
- Identify the parameters to assess opportunities and constraints for new business ideas.
- Develop a business idea by adopting a systematic process; Design strategies for successful implementation of ideas.
- Analyse the institutional finance & Support of entrepreneurs. The steps involved in setting up micro and small enterprises.
- Create a Business Plan.

UNIT I	Entrepreneurship: Meaning – Evaluation of the concept of the entrepreneur – Characteristics of a successful entrepreneur – Functions – Needs for an entrepreneur – Types of an Entrepreneur – Intrapreneur – Growth of Entrepreneurship in India – Role of Entrepreneurship in Economic Development. Women Entrepreneurship: Concept of Women Entrepreneur – Functions of Women Entrepreneur – Growth of Women Entrepreneurship in India – Problems of Women Entrepreneur – Developing Women Entrepreneur – Limitations of Women Entrepreneur – Institutional support and Assistance to Women Entrepreneur.
UNIT II	Entrepreneurial Development Programmes: Meaning of Entrepreneurial competency – Major Entrepreneurial competencies – Meaning of EDP – Need for EDP – Objectives of EDP – EDP in India – Phases of EDP – Problems of EDP.
UNIT III	Institutional Finance & Support to Entrepreneur: Need for Institutional finance – Commercial banks –IDBI – IFCI – ICICI – IRBI – SFC – SIDCS – SIDBI – EXIM bank – Need for institutional support – NSIC –SIDO – SSIB – SSID – SISI – DIC – TCO.
UNIT IV	Micro & Small Enterprises: Meaning – Definition – Micro & Macro units – Characteristics, Objectives and essentials of Small-Scale Enterprises – Steps in stepping up of small enterprises – Role of micro-enterprises in economic development – Problems of Micro and Small Enterprises
UNIT V	Sources of business ideas and tests of feasibility: Significance of writing the business plan/project proposal including feasibility analysis; Contents of business plan/project proposal; Designing business processes, location, layout, operation, planning & control; preparation of project report (various aspects of the project report such as size of investment, nature of product, sourcing of material, market potential may be covered); Project submission/presentation and appraisal thereof by external agencies, such as financial / non-financial institutions. Mobilizing Resources: Mobilizing resources for start-up. Accommodation and utilities; Preliminary contracts with the vendors, suppliers, bankers, and principal customers; Contract management: Basic start-up problems.

Practical Exercises:

The learners are required to:

- Discuss various cases of entrepreneurship and distinguish between different entrepreneurial traits.
- Analyse and interpret case study on business philosophy at Tata Group, Aditya Birla Group, Reliance Industries Limited, and similar organizations.
- Analyse and present the key initiatives of the Government of India for promoting entrepreneurship in the country for any one business area.
- Develop a business idea and conduct a feasibility analysis of the same.
- Participate in Business Plan Competition-designing a business plan proposal and identifying alternative sources of raising finance for a startup.

Text Book:

- S.S. Khanka, Entrepreneurial Development, Revised Ed (2013), S. Chand & Company Ltd., New Delhi.
- Renu Arora. S.K. Sood, Revised Ed. 2004, Entrepreneurial Development, Kalyani Publishers, Ludhiana.
- Desai.V., Dynamics of Entrepreneurial Development and Management, Himalaya Publishing House, Mumbai.

Books for Reference:

- Desai. V. (2009). Dynamics of Entrepreneurial Development and Management, Mumbai: Himalaya Publishing House.
- Dollinger. M. J (2008). Entrepreneurship: Strategies and Resources, New Jersey: Prentice Hall.
- Hisrich. R., Peters. M., & Shepherd. D (2017). Entrepreneurship, New York: McGraw Hill Education.
- Rao. T. V., & Kuratko. D. F (2012). Entrepreneurship: A South Asian Perspective, Boston: Cengage Learning.
- Yadav. V, & Goyal. P (2015). User innovation and entrepreneurship: case studies from rural India. Journal of Entrepreneurship & Innovation, 4(5). Retrieved from <https://link.springer.com/article/10.1186/s13731-015-0018-4>.

SEMESTER – I

SEC1 (B)-PERSONALITY DYNAMICS

LEARNING OBJECTIVES:

The meaning of the personality, determinants of the personality, Personality types, and assessment to enhance mental health

UNIT I	Personality- meaning- Definition- Determinants of personality-Genetic Determinants-Social Determinants-Cultural Determinants- Psychological Determinants-Development of personality Need for personality development Guidelines to improve personality.
UNIT II	Theories of personality-Freudian theory-Jung's analytical psychology defense mechanism- Displacement Repression-Projection -Reaction formation- fixation and Regression-The dynamics of personality.
UNIT III	Stress –Concept of stress- Stressful situations and life transition- Stress arousing events- Personal Crisis-Bereavement and grief- Stress coping skills Assessing stress-social support.
UNIT IV	Mental Health-Concept-Definition-Factors that influence mental health Significance of youth period-Specific mental health problems of rural youth.
UNIT V	Personality -Approaches and personality assessment- Uses of personality assessment- Projective techniques- Rorschach inkblot test-Thematic apperception test (TAT)

Reference books:

- Wittig, A.E. and Williams G. III. Psychology-An introduction. New Delhi. Mc Graw Hill
- Book Co (international student edition) 1984. Baron, R.A, Byrne, and Kantowitz, B.H. Psychology,
- understanding human Behaviour. NY. Holt, Rinehart and Winston,1980 De fruyt, f. [2001]. Personality
- and individual difference Hall, C.S., & Lindzey, G. Theories of personality Halle, Larry. A &Ziegler
- Daniel. 1981. personality theories, New Delhi, McCraw Hill Ltd.

SEMESTER – I

SEC1 (C)- COMPUTATIONAL SKILLS

LEARNING OBJECTIVES:

- To enable students to gain an understanding of mathematical applications to business activities.

LEARNING OUTCOMES:

After completing the course, the student shall be able to:

- Acquire proficiency in using different mathematical tools (ratios, matrices, and mathematics of finance) in solving real-life business and economic problems.

UNIT I	Ratio, Proportion and Percentage: Ratio: Definition – Continued Ratio – inverse Ratio. Proportion – Continued Proportion – Direct Proportion – Inverse Proportion – Variation – Inverse Variation – Joint Variation – Percentage: Meaning and computation of percentage. Interest: Simple interest – compound interest (reducing balance and flat interest rate) – equated monthly installments (EMI) – Problems.
UNIT II	Matrices and Determinates (up-to order 3 only): Multivariable data - Definition of a Matrix; Types of matrices; Algebra of matrices; Determinates– Ad-joint of a matrix – Inverse of a matrix via ad-joint matrix– homogeneous system– Solution of non-homogeneous system of linear equations (not more than three variables)– Conditions for existence and uniqueness of solution–Solution using inverse of the coefficient matrix – Problems.
UNIT III	Functions: (To identify and define the relationships that exist among the business variables) Definition of function, constants, variables, continuous real variable, domain or interval – Types of functions – one valued function – Explicit function – Algebraic functions – Polynomial functions– Absolute value function– Inverse function – Rational and irrational function – Monotone function – Even and odd function – Supply/demand function – Cost function – Total revenue function– Profit function – Production function – Utility function – Consumption function.
UNIT IV	Arithmetical Logical Reasoning Analogy Blood Relation Directional Sense Number and Letter Series Coding-Decoding, Calendars, Clocks, Venn Diagrams, Seating Arrangement Syllogism, Mathematical Operations
UNIT V	Competitive Review – Quantitative Aptitude, Quantitative Ability (Basic Mathematics) Number Systems - LCM and HCF, Decimal Fractions, Simplification Square Roots and Cube Roots – Average, Problems on Ages, Surds & Indices, Percentages Problems on Numbers.

SEMESTER– II
MJD (2)- BUSINESS ORGANISATION AND MANAGEMENT

LEARNING OBJECTIVES:

- To acquaint learners with the basics of business concepts and functions, forms of business organization, and functions of management.

LEARNING OUTCOMES:

After completion of the course, the learners will be able to:

- Distinguish and explain each form of business;
- Explain principles and functions of management implemented in the Organisation;
- Identify and explain the managerial skills used in business;
- Analyse the concept of Delegation of Authority, coordination, and control.

UNIT I	Concept and Forms of Business Organisations: Concepts of Business, Trade, Industry and Commerce- Objectives and functions of Business– Social Responsibility of a business, Responsible Business, Ethical Conduct & Human Values. Forms of Business Organisation-Meaning, Characteristics, Advantages, and Disadvantages of Sole Proprietorship – Meaning, Characteristics, Advantages, and Disadvantages of Partnership - Kinds of Partners - Partnership Deed - Concept of Limited liability partnership– Meaning, Characteristics, Advantages and Disadvantages of Hindu Undivided Family– Meaning, Advantages and Disadvantages of Cooperative Organisation.
UNIT II	Joint Stock Company Joint Stock Company- Meaning, Definition, Characteristics-Advantages and Disadvantages, Code of Business Ethics. Kinds of Companies - Promotion - Stages of Promotion - Promoter- Characteristics -Kinds-Preparation of Important Documents-Memorandum of Association - Clauses - Articles of Association - Contents –Prospectus - Contents – Red herring Prospectus Statement In lieu of Prospectus (as per Companies Act, 2013).
UNIT III	Principles and Functions of Management - Meaning- Characteristics - Fayol’s 14 Principles of Management. Functions of Management - Levels of Management – Skills of Management Scientific Management - meaning, objectives, relevance, and criticism.
UNIT IV	Planning and Organizing Meaning, Characteristics, Types of Plans, Advantages and Disadvantages– Approaches to Planning - Management by Objectives (MBO)- Steps in MBO - Benefits –Weaknesses. Organizing - Process of Organizing; Principles of Organisation - Formal and Informal Organisations -Line, Staff Organisations, Line and Staff Conflicts. Functional Organisation, Span of Management - Meaning-Determining Span- Factors influencing the Span of Supervision.
UNIT V	Authority, Coordination, and Control Meaning of Authority, Power, responsibility and Accountability - Delegation of Authority - Decentralization of Authority - Definition, importance, process, and principles of Coordination techniques of Effective Coordination. Control-Meaning, Relationship between planning and control, Steps in Control– Types (post, current, and precontrol). Requirements for effective control.

Practical Exercises:

The learners are required to:

- Complete the exercise wherein they are given different situations and scenarios to start their own business (in terms of capital, liability, scale of operations, etc.) and are asked to select the most suitable form of business and justify the same highlighting the advantages and disadvantages of their choice.
- Prepare the Article of Association & Memorandum of Association/rules and regulations/bye-laws for the form of business organization chosen in Unit 1.
- Participate in role-play activity for describing the various levels of Management and the ways the 14 Principles of Management are used in defining the policies of the chosen organization.
- Participate in simulation activity wherein each learner is asked to prepare plans with respect to increasing the effectiveness in their respective organization.
- Participate in a simulation activity wherein learners are asked to draft roles and responsibilities of members in the chosen organization.

Text Books:

- Koontz, H., & Weihrich, H. (2008). Essentials of Management. New York: McGraw Hill Education.
- Gupta, C.B., Business Management by, Sultan Chand Publication
- Drucker Peter., Practice of Management, Pan Books, London
- Maslow, A. H., Frager, R., & Cox, R., Motivation and Personality Harper & Row New York
- Virmani, B.R., The Challenges of Indian Management, Response Books, New Delhi

Books for References

- Basu, C. R. (1998). Business Organization and Management. New Delhi: McGraw Hill Publishing India.
- Chhabra, T. N. (2011). Business Organization and Management. New Delhi: Sun India Publications.
- Kaul, V. K. (2012). Business Organization and Management, Text and Cases. New Delhi
- Pearson Education. Singh, B.P., & Singh, A.K. (2002). Essentials of Management. New Delhi
- Excel Books.

SEMESTER II

MID2 (A) - INDIAN ECONOMY–PERFORMANCE AND POLICIES

LEARNING OBJECTIVES:

- To enable the students to grasp the major economic problems in India and their solutions. It also seeks to provide an understanding of modern tools of macro-economic analysis and policy framework.

LEARNING OUTCOMES:

After the completion of the course, the learners will be able to:

- Evaluate the magnitude, size, and dimensions of the Indian economy and study the effect of privatization and liberalization on the Indian economy; Evaluate the role of the population as an economic resource.
- Explain the role and contribution of agriculture in the economic development of India.
- Analyse the contribution of the industrial and service sector to the Indian economy.
- Evaluate the recent trends in the economic planning of India as well as the role and functions of central banks and commercial banks.

UNIT I	Basic Issues and Features of the Indian Economy: Basic Issues: Concept and Measures of Development and Underdevelopment; Human Development; Composition of national income and occupational structure. Indian Economy: Major features and problems. Role of the public and private sector in Indian Economy; Functions and problems of the public sector; dis-investment; Privatization – its importance in Indian Economy. Globalization, Liberalization, and Its Impact on Indian Economy
UNIT II	Policy Regimes: The Evolution of planning and import-substituting industrialization. Economic Reforms since 1991. Monetary and Fiscal Policies with the implications on the economy
UNIT III	Growth, Development, and Structural Change The experience of Growth, Development, and Structural Change in different phases of growth and policy regimes across sectors and regions. The Institutional Framework: Patterns of asset ownership in agriculture and industry; Policies for restructuring agrarian relations and for regulating concentration of economic power; c. Changes in policy perspectives on the role of institutional framework after 1991. Growth and Distribution; Unemployment and Poverty; Human Development; Environmental Concerns. Demographic Constraints: Interaction between population change and economic development.
UNIT IV	Sectoral Trends and Issues Agriculture Sector: Agrarian growth and performance in different phases of policy regimes i.e. pre green revolution and the two phases of green revolution; Factors influencing productivity and growth; the role of technology and institutions; price policy, the public distribution system, and food security. Industry and Services Sector: Phases of Industrialisation – the rate and pattern of industrial growth across alternative policy regimes; Public sector– its role, performance, and reforms; the small-scale sector; Role of Foreign capital. Financial Sector: Structure, Performance and Reforms. Foreign Trade and Balance of Payments: Structural Changes and Performance of India’s Foreign Trade and Balance of Payments; Trade Policy Debate; Export policies and performance; Macro-Economic Stabilisation and Structural Adjustment; India and the WTO, Role of FDI, Capital account convertibility.
UNIT V	Inflation, Unemployment, and Labour Market: Inflation: Causes of rising and falling inflation, inflation and interest rates, social costs of inflation; Unemployment – the natural rate of unemployment, frictional and wait for unemployment. Labor market and its interaction with the production system; the Phillips curve, the trade-off between inflation and unemployment, sacrifice ratio, the role of expectations adaptive and rational. Planning Process in India: Trends and Features Planning process and features of Economic planning in India, planning commission and NITI Aayog, Budgeting in India.

Practical Exercises:

The learners are required to:

- Prepare a statistical profile of the Indian Economy.
- List out the various PSUs that have undergone disinvestment since 1991. Visit to one or two
- may be advisable.
- Prepare a chart explaining demographic development.
- Prepare a comparative statement of private companies and PSUs.
- Visit any PSU and prepare a report on how it functions.

Text Book

- Mishra & Puri, Indian Economy, Himalaya Publishing House

Books for References:

- Acharya. S., & Mohan. R (2010) India's Economy: Performance and Challenges, New Delhi:
- OUP India.
- Puri, V. K., & Mishra, S. K. (2018). Indian Economy. Mumbai: Himalaya Publishing House. Datt,
- G., & Sundharam, A. (2017). New Delhi: Sultan Chand Publishing.
- Hingra, I.C., Indian Economy, Sultan Chand & Sons
- Gaurav, D. & Sundarum, K.P.M., Indian Economy, S. Chand & Company
- Uma Kapila, Indian Economy since Independence, Relevant articles
- Bhagwati, J. & Desai, P., India: Planning for industrialization, OUP, Ch2
- Patnaik, Prabhat Some Indian Debates on Planning. T. J. Byres (ed.). The Indian Economy: Major Debates Since Independence, OUP
- Ahluwalia, Montek, S. State-level Performance under Economic Reforms in India.
- A.O. Krueger. (ed.). Economic Policy Reforms and the Indian Economy, The University of Chicago Press

SEMESTER– II

MID2 (B) – PRINCIPLES AND PRACTICE OF INSURANCE

LEARNING OBJECTIVES:

- To expose the students to impart knowledge on principles and practices of insurance in India.

LEARNING OUTCOMES:

After completing the course learners will be able to:

- Explain the Principles of Insurance.
- Compare and Contrast insurance with assurance and explain provisions relating to life insurance.
- Analyse the principles of Marine Insurance.
- Prepare Claims on fire insurance policies.
- Apply the acquired skills in the marketing of the Life Insurance business.

UNIT I	Principles of Insurance: Insurance - Meaning – Definition – Essentials of insurance contract – Kinds of Insurance contract – Principles of Insurance – Insurable interest – At most good faith – Indemnity – Subrogation – Contribution – Proximate clause – Mitigation of loss.
UNIT II	Life Insurance: Meaning of life insurance – Insurance versus Assurance – Features of life insurance – Procedure for effecting life insurance – Life Insurance policies – Classification of policies based on duration, premium payment, participation in profits, persons assured, methods of payment of policy amount – Money back policies – Group insurance scheme – Partnership insurance – Employer - Employee Insurance - Features of each policy.
UNIT III	Marine Insurance – Important Definitions – Subject Matter of Marine Insurance – Characteristics of Marine Insurance – Elements of Marine Insurance – Contents of Marine Policy – Kinds of Marine Policies – Life Insurance versus Marine Insurance – Procedures for taking out a Marine Policy – Important Clauses in Marine Policy – Kinds of Marine Losses.
UNIT IV	Fire Insurance - Common Policies in Fire Insurance – Average Clause in Fire Insurance Policy – Rights of the Insurer – Procedures for Fire Insurance Claim – Types of Losses due to Fire – Procedures for calculating a claim for loss of stock.
UNIT V	Marketing of Life Insurance Business: Characteristics of Life Insurance Services – Objectives of Life Insurance Marketing – Importance of Life Insurance Marketing – Market Segmentation in Insurance Business – Distribution channels in Life Insurance Business – Scope of Life Insurance Marketing.

Practical Exercise:

The learners are required to:

- Prepare the documents of a hypothetical insurance claim.
- Make a comparative analysis of the claim settlement procedure of select insurance companies and assess their proficiency.

Text Book:

- P. Periasamy, 2013; Fundamentals of Insurance, Vijay Nicole Imprints Pvt, Ltd

Books for References:

- Gupta. P.K (2011). Insurance and Risk Management, New Delhi: Himalaya Publishing.
- Inderjit Singh, Rakesh Katyayal and Sanjay Arora, 2010; Kalyani Publishers, Chennai.
- Black. K. J., & Skipper. H. J (2000). Life and Health Insurance, London: Pearson Education.
- Mishra. M. N., & Mishra. S. B (2007). Insurance Principles and Practice. New Delhi: S. Chand Publishing.
- Vaughan. E. J., & Vaughan. T. M (2013). Fundamentals of Risk and Insurance, New Jersey: Wiley.

SEMESTER– II

MID 2 (C) ECONOMICS OF TRANSPORTATION - THEORY AND PRACTICE

Preamble: In this course, the tools of microeconomic analysis will be applied to the transport sector. We will build on theories and concepts developed in the microeconomics courses and we will show how extensions of the theory can deal with the idiosyncrasies of the transport sector. For example, the concept of “price” is generalized to include the value of time to the traveler. The demand for transporting freight is explained using the theory of the derived demand for an input. At the same time, the impact of modern approaches to management (logistics) will be considered. Just as the concept of “price” requires modification, we will see that “output” has many dimensions and explore the implications of this. In particular, we will examine the cost complexities exhibited in the transport sector and the need to modify pricing principles accordingly. The transport sector is very rich in terms of applications of concepts such as price discrimination and social cost-benefit analysis. In addition, a study of transport economics would also involve the application of microeconomics in the analysis of policies, especially concerning appropriate ways to regulate firms. The course, in general, covers the relationship between transport and the economy. The course has been designed to apply economic concepts in a practical setting and illustrate them using case studies especially chosen from the Indian context to provide important insights into the economics and management of different parts of the transport sector.

Pre-requisites: The stated prerequisites for the course are: Introduction to Microeconomics and Introduction to Macroeconomics. A reasonable background in basic Algebra and Calculus is needed. Some of the mathematics may be reviewed in class if required.

MODULE 1	Introduction: Transport as a catalyst to development; measuring the impact of transport on the economy- case studies of impacts. An overview of transportation activities in India: network and performance; issues for the future. Some basic considerations: transportation and land use, the transport planning process
MODULE 2	Demand and Supply Analysis: Transport Demand: The Basic Framework- measuring the demand in a spatial and temporal setting. Traditional Four-Stage Demand Model; modern approaches to modeling demand and practical issues in demand estimation. Supply: the nature of output in transport, output and costs, economies of size, density, and scope, empirical estimation of transport cost functions- the approaches and illustrations.
MODULE 3	Market Structure and Pricing: The spectrum of transport market structures: market power and the scope for pursuing different strategies. Pricing Principles – First Best Rules, Ramsey Pricing – Second Best Solution, Price Discrimination, Pricing with Stochastic Demand, Road Pricing and Congestion. Pricing in practice – public transport fares, rail tariffs, pricing by shipping conferences, and electronic road pricing schemes
MODULE 4	Investment Decisions: The nature of investment decisions; financial evaluation of transport investments; social cost-benefit analysis: economic evaluation of transport investments. Practical issue in evaluation and case studies of road and rail projects evaluation.
MODULE 5	Market Regulation and Policy: Theory of Regulation, Deregulation and Privatisation in Transport. Approaches to privatization of transport infrastructure and services and a competition policy for transport. Evolution of transport policy in India with a focus on case studies regarding different modes.

References:

- McCarthy, P. S., Transportation Economics, Massachusetts: Blackwell Publishers. 2001(All Modules)
- Button, K. J., Transport Economics, Second edition, London: Heinemann. 1993 (All Modules)

Additional Readings

- Boyer, K. D., Principles of Transport Economics, Massachusetts: Addison-Wesley, 1998
- Cole, S., Applied Transport Economics: Policy, Management and Decision Making, London: Kogan Page, 1998
- Winston, C., Conceptual Developments in the Economics of Transportation: An Interpretive Survey,
- Journal of Economic Literature, Vol. XXIII (March 1985), pp.57-94

SEMESTER II

MLD (2)- PHYSICAL SCIENCES

MLD - Electronics in Everyday Life

This course aims to introduce a non-specialist student to the world of digital and smart devices the nanoscience and nanotechnology behind it, all covering the following topics (45 Lectures Total).

- Binary system of numbers.
- Difference between analog and digital systems of electronics.
- Concepts of memory (bits, bytes, speed).
- Different digital devices: desktops, tablets, laptops, flash drives, printers, scanners (components operation and communication).
- Introduction to sensors.
- Smart devices: Touch and voice-enabled devices (such as phones, tablets, ATMs, etc.).
- Technologies of inter-device communication.
- Innovative applications, societal impact, and barriers to implementation.
- Future electronic devices.
- Introduction to nanoscience and nanotechnology

SEMESTER– II

MLD- CHEMISTRY IN EVERYDAY LIFE

LEARNING OBJECTIVES:

- To study functional food additives and food adulteration
- To study soaps and detergents, manufacturing processes, and environmental hazards
- To study the chemical composition of cosmetics and perfumes
- To study the chemical nature of glasses, ceramics, and plastics in daily use

LEARNING OUTCOMES:

- Learn about food adulteration, food additives and artificial sweeteners, saccharin, cyclamate, and aspartate in the food industries
- Understand the chemistry of soaps and detergents and their action
- Know about the ingredients in commonly used cosmetics and perfumes
- Gain knowledge about glasses and ceramics and their properties
- Learn the nature of the plastics used in everyday life and the natural substitution for plastic

UNIT I	Food additives Functional food additives and their importance, food adulteration, detection of food adulterations, food safety laws and FSSAI regulations. Food colors-permitted and nonpermitted – Flavours – natural and synthetic, artificial sweeteners, the toxic effect of additives.
UNIT II	Soaps and Detergents Soaps and Detergents – saponification, classification, cleansing action of soap, manufacturing process, additives, fillers, flavors, bleaching agents and enzymes used in commercial detergents, environmental hazards.
UNIT III	Cosmetics and perfumes Cosmetics and perfumes – classification, ingredients and regulations, bathing oils, face creams, talcum powder, skin products, hair dyes, shaving cream, shampoo, conditioners, nail polish, deodorants, antiperspirants, oral hygiene products, toxic effect of cosmetics.
UNIT IV	Glasses and ceramics Glasses and ceramics – classification, manufacturing process, composition and properties of glasses, soda glass, borosilicate glass, colored glass, photosensitive glass, armored glass, safety glass, Important clays and feldspar, plasticity of clay, ceramic and its types, white pottery, glazing, applications.
UNIT V	Plastics in daily use Plastics in daily use. Polymerization process (brief). Thermosetting and thermoplastic polymers. Use of PET, HDPE, PVC, LDPE, PP, PS, ABS, and others. Recycling of plastics. Biodegradable plastics. Environmental Hazards of Plastics. Paper newsprint, writing paper, paper boards, cardboards. Organic materials, wood, cotton, Jute, coir – International Universal recycling codes and symbols for identification.

Reference Books:

- Food – The Chemistry of its components, T.P. Coultate, Royal Society of Chemistry London, 2001.
- Engineering Chemistry, Shashi Chowla, Danpat Rai & Co., 2017.
- Industrial Chemistry, B.K. Sharma, Krishna Prakashan Publishers, 2012.
- Understanding Chemistry, CNR Rao, Universities Press, 1999.
- Engineering Chemistry, Jain and Jain, Darpat Rai Publication, 17th Ed., 2015.
- Chemistry of cosmetics, Kumari R, Prestige publications, 2018.

SEMESTER– II
MLD- SCIENCE AND SOCIETY

UNIT I	Manhattan project and definition of Modern and Ancient science in words of Prof. J. R. Oppenheimer. The first science Texts. The first theory of evolution and the 1st use of mathematics to measure the universe, nature, culture, and science.
UNIT II	The birth of scientific methods refutation of ancient authorities through observation and experimentation. Instruments and new concepts, Rules of reasoning
UNIT III	The laws of new science, two different theories of earth's present form, Unanswered questions- calculating the age of the earth, Continental drift
UNIT IV	The first systematic attempt to describe the history of life, the origin of species, the laws of heredity, cell-level discoveries, mysteries of inheritance, Darwinist reductionism, relativity, quantum jumps, the big bang, butterfly effect
UNIT V	Distinction between heat and temperature – Evolution of temperature measurements – Kelvin's absolute temperature – Concept of triple point of water – Three laws of thermodynamics.

Textbooks

- Story of science From writings of Aristotle to the Big Bang Theory by Susan Wise Bauer, W.W. Norton and Company, 2015.

Supplementary Readings

- Tantra Sangrah of Nilakantha Somayaji by K Ramaswamy and M S Sriram, Hindustan Book Agency, 2011.
- Hindu Astronomy by W. Brennand, (Caxton Publication India, 1998).
- Indian Astronomy: Concepts and Procedure by Dr. S. Balachandra Rao.
- Origin of Life by Freeman Dyson, (Cambridge University Press)

SEMESTER– II

MLD - ENERGY IN EVERYDAY LIFE

LEARNING OBJECTIVES

- To teach the importance of energy in life
- To sensitize the human pattern of energy consumption
- To sensitize the energy consumption and related environmental issues
- To sensitize the other possible hostile free energy technologies
- To sensitize the energy-related economic impacts

LEARNING OUTCOME:

- Understand the importance of energy
- Understand the human pattern of energy consumption Understand the energy-related environmental problems
- Learn about the possible hostile-free alternative energy sources
- Understand the relevance between energy and economy

UNIT I	Energy Introduction to Energy, atoms, energy - atom interaction, energy consumption, units of energy - Energy sources: solar energy, geothermal energy and nuclear energy - bioenergy - wind energy- ocean energy and fossil fuels - human patterns of energy consumption: internal consumption and external consumption, Global energy cycle
UNIT II	Fossil Fuel and Energy Conversion Energy sources: Fossil fuels and their types, energy content and energy potential, energy capacity measurement, energy conversion, conversion efficiency, Global potentials of fossil fuels and supply chain - the origin of pollution - types of pollution and their impact on daily life - nexus between energy, environment, and sustainable development.
UNIT III	Ecology and Environment Concept and theories of ecosystems, - energy flow in natural and manmade ecosystems. Examples of natural and manmade ecosystems - agricultural, industrial and urban ecosystems - sources of pollution from energy technologies and their impact on the atmosphere: air, water and soil - environmental laws on pollution control.
UNIT IV	Pollution free renewable energy Technologies Solar Energy: potential, energy conversion through photosynthesis, Photovoltaic conversion and solar thermal energy conversion. Wind Energy: potential and energy conversion systems. Ocean Energy: potential and energy conversion principles Bioenergy: resources and types.
UNIT V	Energy and Economy Energy and Economics: gross domestic product (GDP) and energy- energy market and society - energy efficiency - exergy - exergy and economics - energy: security-equity - environmental sustainability index and global measure

References

- Energy and Environment, (Eds.) Loulou, Richard; Waaub, Jean- Philippe; Zaccour, Georges (2005).
- Energy and the Environment, Ristinen, Robert A. Kraushaar, Jack J.
- AK. Raushaar, Jack P. Ristinen, Robert A., 2nd Edition, John Wiley, (2006)
- Energy and the Challenge of Sustainability, World Energy assessment, UNDP, N York, (2000).
- Solar Energy: Principles of Thermal Collection and Storage, S.P. Sukhatme, Tata McGraw-Hill (1984).
- Y. Goswami, F. Kreith and J. F. Kreider, Principles of Solar Engineering, Taylor and Francis, Philadelphia (2000).
- Wind Energy Conversion Systems, L.L. Freris, Prentice Hal 1990.
- Geothermal Energy: From Theoretical Models to Exploration and Development by Ingrid Sober and Kurt Bucher, Springer, 2013.
- Ocean Energy: Tide and Tidal Power by R. H. Charlier and Charles W. Finkl, Springer 2010
- Energy Economics by Peter M. Schwarz, Routledge Publications (2018).

SEMESTER– II
MLD - BASIC MATHEMATICS

*Offered to those who had not studied Mathematics or Business mathematics in their secondary level of Education.

UNIT I	Matrices Matrices-Elementary Concepts- Evaluation of Determinant of a square matrix - Types of Matrices- Sum and product of Matrices-Inverse of a square matrix of order 2 and order 3 –Rank of Matrix.
UNIT II	Theory of Equations Relation between roots and coefficients - solution of equations under simple given conditions - Formation and solution of equations with imaginary and surd roots.
UNIT III	Application of Matrices Consistency of a system of linear non-homogeneous equations (statement only)- simple problems characteristic equation of a square matrix - evaluation of eigenvalues – Cayley Hamilton Theorem (statement only) – verification and computing inverse using Cayley Hamilton Theorem
UNIT IV	Differential Calculus Differential coefficient of $f(x)$ concerning x - rules for differentiation - Differential coefficient of standard functions – Trigonometric and Inverse trigonometric functions.
UNIT V	Differential Calculus (continued) Logarithmic differentiation - Differentiation of one function concerning another. Integral Calculus Integration is the inverse process of differentiation - integration of standard functions.

BOOKS FOR STUDY

- Manicavachgam Pillay, T.K., T. Natarajan, and K.S. Ganapathy. Algebra Vol. II. Chennai :
- S. Viswanathan printers and publishers Pvt. Ltd., 2006. Chapter 2 Sections: 1-5, 7, 8, 11,16.
- Manicavachgam Pillay, T.K., T. Natarajan, and K.S. Ganapathy. Algebra Vol. I. Chennai
- S. Vishwanthan printers and publishers Pvt. Ltd., 2006. Chapter 6 Sections: 1, 9, 10, and 11 Narayanan S., and T.K. Manicavachgam Pillay. Calculus Vol. I. Chennai S. Vishwanthan printersand publishers Pvt. Ltd., 2004. Chapter 7 Sections: 1- 3.10, 4.1, 4.2, and 7
- Narayanan S., and T.K. Manicavachgam Pillay, Ancillary Mathematics: Book II. Chennai: S. Vishwanthan printers and publishers Pvt. Ltd., 2004. Chapter 1 Sections: 1.1- 6.1

BOOKS FOR REFERENCE

- Vittal, P.R. Allied Mathematics. Chennai: Margham Publications, 2002.
- Narayanan S., R. Hanumantha Rao, T.K. Manicavachgam Pillay, and
- P. Kandaswamy. Ancillary Mathematics Vol. I. Chennai :
- S. Vishwanthan printers and publishers Pvt. Ltd., 2007. Vittal, P.R., Business
- Mathematics. Chennai: Margham Publications, 1999

SEMESTER II

SEC2 (A)- ACCOUNTING IN EXCEL

LEARNING OBJECTIVES:

- This course provides an introduction to the role and use of models and modeling in managerial decision-making, focusing on the functionality of Microsoft Excel.

LEARNING OUTCOME:

- Students will learn about using Excel to solve accounting problems.
- Through solving problems, students will learn more about concepts and principles of accounting, including
- financial statements and financial analysis, as well as many accounting concepts.
- Students will be able to navigate the Excel environment by managing workbooks, worksheets, and cells.
- Students will be able to perform statistical and financial calculations using formulas and functions in Excel.
- Students will be able to analyze data using logic and reference functions in Excel.
- Students will be able to manipulate text, dates, and times using Excel functions.
- Students will be able to develop appropriate and professional-looking charts using Excel.

UNIT I	Intro to Excel Accounting Application: Creation of Financials Statements, Linking Financial Statements - Formulas and Functions - Performing Quantitative Analysis Accounting Application - Ratio Analysis
UNIT II	Charts - Depicting Data - Visually Accounting Application: Summarizing Accounting Data - Datasets and Tables Managing Large Volumes of Data Accounting Application: Selecting Random Records for Audit
UNIT III	Subtotals, PivofTables, and Pivot Charts Summarizing and Analyzing Data Accounting Application: Accounts Receivable Aging - What-if Analysis Using Decision-Making Tools Accounting Application: Financial Forecasting and Goal Setting
UNIT IV	Specialized Functions Logical, Lookup, Databases, and Finances Accounting Application: Bond Amortization Schedules - Statistical Functions Analyzing Statistics Accounting Application: Financial Trends and Relationships.
UNIT V	Data Validation, Auditing Formulas, Text Functions, Protecting Workbooks Accounting Application: Data Security - Templates, Styles, and Macros Automating Excel Accounting Application: Lease Schedules and Financial Effects

SEMESTER II
SEC2 (B)- E-FILLING

UNIT I	Conceptual Framework: e-filing Meaning of e-filing; difference between e-filing and regular filing of returns; benefits and Limitations of e-filing; types of e-filing; e-filing process; relevant notifications.
UNIT II	Income tax and e-filing of ITRs Introduction to income tax – basic terminology; types of assesses income taxable under different heads; basics of computation of total income and tax liability; deductions available from gross total income; PAN card; due date of filing of income tax return. Instructions for filling out form ITR-1, ITR-2, ITR-3, ITR-4, ITR-4S, ITR-5, ITR-6. Introduction to Income Tax Portal; preparation of electronic return (practical workshops)
UNIT III	TDS and e-Filing of TDS returns: Introduction to the concept of TDS; provisions in brief relating to advance payment of tax; schedule for deposit of TDS; schedule for submission of TDS returns; prescribed forms for filing of TDS returns; exemption from TDS – Form 13, 15G, 15H; Practical workshop on e-filing of TDS returns
UNIT IV	Conceptual framework of GST & Filing of GST returns: Introduction to basic concepts of GST: Output tax liability of CGST, SGST, UTGST, IGST, State compensation cess, GST Network. Input tax credit utilization. Small supplies and composition scheme. Schedule for payment of GST. Interest/penalty for late/non-filing of return.
UNIT V	Payment of GST by electronic ledger: Electronic liability register, electronic credit ledger, electronic cash ledger. GST returns: GSTR-1, GSTR-2, GSTR-3, GSTR-4, GSTR-9, GSTR-3B

SEMESTER – II

SEC2 (C)- E-Commerce

LEARNING OBJECTIVE:

- The course aims to enable students to know the mechanism for conducting business through electronic means.

LEARNING OUTCOMES:

After completion of the course, learners will be able to:

- Explain the concept of E-business and its various aspects;
- Acquire skills in designing a website for e-business;
- Explain about e-commerce activities and its applications;
- Comprehend about various payment gateway options;
- Assess the security issues and measures of e-business.

UNIT I	Introduction: Overview of E-Business; Origin and need of E-Business; Factors affecting E-Business, Major requirements in E-Business; Emerging trends and technologies in E-Business, E-Business models, E-Market and its types, E-Government services, Management challenges and opportunities, Impact of E-Commerce on Business. Enterprise system – Enterprise Resource Planning, Customer Relationship Management, Supply Chain Management.
UNIT II	Website Designing and Publishing: Internet Services, elements, URLs, and Internet-Protocols (shopping cart, cookies) Internet Service Protocols (ISP), World Wide Web (WWW); Portals – steps in designing and developing E-Commerce website. Introduction to HTML tags and attributes: Text formatting, fonts, hypertext links, tables, images, lists, forms, cascading style sheets. Online publishing, strategies, and approaches.
UNIT III	E-Commerce Activities and Operations: Various E-Commerce activities; various manpower associated with e-commerce activities; Types of E-Commerce Providers and Vendors; Modes of operations associated with E-Commerce; E-Commerce types. E-commerce business models - key elements of a business model and categories; E-Commerce Systems and Pre-requisites. E-commerce applications in various industries (banking, insurance, payment of utility bills, and others), e-marketing, e-tailing, online services, e-auctions, online portals, online learning, e-publishing and e-entertainment, and online shopping.
UNIT IV	Payment Gateways Management: Electronic payment system, electronic cash, smart cards, risk and electronic payment system, Unified Payment Interface, Mobile wallets; Application and management, Role of National Payments Corporation of India.
UNIT V	Security and Legal Aspects of E-Business: E-commerce security – meaning and issues. Security threats in the E-commerce environment- security intrusions and breaches, attacking methods like hacking, sniffing, cyber-vandalism, etc.; Technology solutions- encryption, security channels of communication, protecting networks, servers, and clients. Information Technology Act 2000 provides services related to offenses, secure electronic records, digital signatures, penalties, and adjudication.

Practical Exercises:

The learners are required to:

- Design a Web Page in Note pad and HTML.
- Design a web page for a hypothetical e-business model.
- Help others to learn the use of e-wallet, e-payment, and digital signatures. Prepare a report on the skills used by you to help them learn.
- Open an internet banking account and operate it.

Text Books

- Chaffey. D (2011). E-Business and E-Commerce Management: Strategy, Implementation and Practice. London: Pearson Education.

Books for References

- Bajaj. K.K., & Nag .D (2017). E-Commerce, New Delhi: Tata Mc Graw Hill Pvt, Ltd.
- Marilyn. G. M., & Feinman. T (2000). Electronic Commerce: Security Risk Management and Control. New York: McGraw-Hill Education.

SEMESTER-III

MJD (3)- BUSINESS LAW

LEARNING OBJECTIVES:

- To familiarize the students with the provisions of various Acts relating to commercial undertakings.

LEARNING OUTCOMES:

After the completion of the course, the learners will be able to:

- Examine the various provisions of the Indian Contract Act, 1872
- Define various legal procedures under Sale of Goods Act, 1930 and apply the same in business.
- Summarise the Negotiable Instruments Act 1881
- Analyse the Provision of Information Technology Act 2000
- Familiarise with Consumer Protection Act, 1986

UNIT I	Indian Contract Act, 1872: Definitions – Contract – Essentials of a valid contract- Classification of contracts – Offer-Legal rules of an offer – Acceptance – Legal rules as to acceptance – Communication of offer, Acceptance and Revocation – Consideration – Legal Rules as to Consideration – Capacity to Contract – Free Consent – Coercion – Undue Influence – Fraud – Misrepresentation – Mistake – Discharge of Contracts – Breach - Remedies for breach
UNIT II	The Sale of Goods Act, 1930: Definitions – Essentials of a Contract of Sale – Sale Vs Agreement to Sell – Sale Vs Hire-purchase Agreement – Classification of Goods – Conditions and Warranties – Express and Implied Conditions and Warranties – Delivery of Goods – Rules as to Delivery of Goods – Rights and Duties of the Buyer – Unpaid Seller – Rights of an Unpaid Seller against the goods.
UNIT III	Negotiable Instruments Act, 1881: Introduction of Negotiable Instruments Act 1881 – History and nature of Negotiable Instruments – different kinds of Negotiable Instruments – Promissory note – Bill of Exchange and Cheque – Nature and Definition. Holder and Holder in due Course – Meaning – Rights and privileges of holder in due course - Liability of parties and Discharge from liability: Liability of acceptor or maker, Drawer, Drawee and Endorser.– Crossing – Types - Banker's liabilities for unjustified dishonor of Cheque – Discharge from Liability by cancellation, by Release, by payment, by material alteration, by qualified acceptance and by negotiation.
UNIT IV	Information Technology Act, 2000 & Competition Act, 2002: Salient features of Information Technology Act 2000 – Legal provisions under Information Technology Act - Information Technology (Amendment Act) 2008 – Data Privacy – Section 43A – Punishment for Cyber Crimes: Section 66A, 66B, 66C, 66D, 66E and 66F – Section 67A, 67B and 67C. Competition Act, 2002: Objectives and basic concepts, Consumer, goods, service, Prohibition of anti- competitive agreements, Prohibition of Abuse of Dominant Position
UNIT V	Consumer Protection Act, 2019 & Foreign Exchange Management Act, 1999 : Introduction, application of the Act - Objectives of the Act - Definitions - Consumer Protection Councils - Redressal Machinery under the Act - District forum - State Commission - National Commission - Administrative Control - Procedures for complaints -Nature and scope of remedies under the Act - Appeals - enforcement of orders – Penalties; Foreign Exchange Management Act, 1999: Important definition, Regulation and management of foreign exchange, RBI Guidelines on KYC.

Practical Exercises:

The learners are required to:

- Enlist steps involved in the execution of the contract.
- Enlist steps involved in the agreement to sell.
- Enlist steps involved in the discharge of the contract.
- Prepare agreement to sale and contract related to the sale of movable property, pledging of property, indemnity & guarantee bond, etc.
- Enlist the various KYC documents for opening of bank account, e-wallet account, mutual fund account, bank locker, etc.

Text Book:

- N.D. Kapoor, 2019, Elements of Company Law, 34th Revised Edition, Sultan Chand & Sons, New Delhi.

Books for References

- ND Kapoor, 2019, Elements of Mercantile Law, Sultan Chand & Sons Educational Publishers, New Delhi.
- R.S.N Pillai and Bagavathi, 2019: Business Law, S. Chand and Co Pvt Ltd. New Delhi

SEMESTER– III

MJD (4) - MARKETING MANAGEMENT

LEARNING OBJECTIVES:

- To make the students aware of the basic concepts of marketing and the art of personal selling.

LEARNING OUTCOMES:

After completing the course, the learners shall be able to:

- Explain the marketing concept, functions of marketing and marketing mix
- Develop a new product and to apply the pricing strategies
- Determine the channels of distribution for marketing products
- Apply the various promotional strategies in marketing
- Segment the market and apply the modern marketing techniques

UNIT I	Nature and Scope of Marketing: Definition - Importance of Marketing – Scope – Approaches to the study of Marketing – Marketing Concepts – Functions of Marketing – Functions of Exchange – Functions of Physical Treatment – Facilitating functions -; Marketing concepts - traditional and modern; selling vs. marketing - Marketing mix; Marketing environment. – Marketing is a Science as well as an art.
UNIT II	Product: Concept of Product - Features – Classification of Products – Stages involved in Development of New Product – Product Life Cycle – Product line and Mix – Product Differentiation; Branding, packaging; Labeling. Pricing: Pricing Strategies – Factors influencing Pricing Decisions – Procedure of Price Determination.
UNIT III	Channels of Distribution and Physical Distribution: Definition – Functions – Importance – Concept and Role- type of distribution channels - Factors affecting choice of a distribution channel; Retailer and wholesaler; Physical distribution of goods Transportation; Warehousing; inventory control - Order Processing. Types of Services – Direct Marketing – Meaning – Mass Marketing Vs Direct Marketing – Advantages and Limitations.
UNIT IV	Promotion: Promotion Mix – Sales Promotion – Objectives – Advertising – Kinds – Advertising Media the irrelative Merits and Limitations – Personal Selling – Kinds – Functions – Qualities of a Good Salesman – Personal Selling Vs. Sales Promotion – Market Research – Meaning- Objectives and Advantages.
UNIT V	Market Segmentation: Meaning – Importance – Base of Market Segmentation – Consumer Behaviour– Fundamentals – Factors influencing Consumer Behavior – Electronic Marketing – Significance of Electronic Marketing – Meaning – Objectives – Advantages.

Practical Exercises:

The learners are required to:

- Analyse the impact of various environmental forces in the context of a given durable and non-durable product.
- Analyse the marketing mix strategy of a durable and non-durable product.
- Select any product and analyze its segmentation strategy in comparison to its immediate competitive product.
- Analyse the case of product line extension and its impact on business performance.
- Analyse the distribution strategy of a given product and Find out the ethical concerns of customers concerning various marketing mix decisions in regard to a given product.

Text Books:

- Phillip Kotler, Marketing Management, Englewood cliffs, Prentice-Hall, NJ.
- R. S. N. Pillai and Bagavathi, 2014, Marketing Management, 3rd Ed, S. Chand & Co., Ltd., New Delhi.
- Dr. C.B. Gupta & Dr. N. Rajan Nair, 2012: Marketing Management, Sultan Chand & Sons (P) Ltd., New Delhi.
- Neelamegam. S., Marketing in India: Cases and Readings, Vikas, New Delhi.

Books for References:

- Etzel, M. J., Walker, B. J., Stanton, W. J., & Pandit, A. (2010). Marketing, New York: McGraw Hill. Grewal. D., & Levy .M (2017).
- Marketing, New York: McGraw Hill Education.
- Kotler. P., Armstrong. G., & Agnihotri. P (2018). Principles of Marketing, London: Pearson Education. Kotler. P., Keller. K. L., Koshy
- Jha .M (2013). Principles of Marketing: A South Asian Perspective, London: Pearson Education.
- Mahajan. J. P., & Mahajan. A (2014). Principles of Marketing, Delhi: Vikas Publications.
- Saxena. R (2006). Marketing Management, Delhi: Tata McGraw Hill Education.
- Sharma. K., & Aggarwal. S (2018). Principles of Marketing, Delhi: Taxmann Publication.

SEMESTER III

MID3 (A)- INDIAN BANKING SYSTEM

LEARNING OBJECTIVES:

- To facilitate the understanding of the origin and the growth of the Indian Banking System
- To understand the modern-day Developments in the Indian Banking Sector.

LEARNING OUTCOMES:

- After completion of this subject students understand the growth of Indian Banking Systems and their Modern-Day Development.

UNIT I	Introduction to Indian Banking System Indian banking system: structure and organization of bank; Reserve Bank of India; Apex banking institution; Commercial banks; Regional rural banks; Co- Co-Operative banks; Development banks
UNIT II	State Bank of India & Its Function State Bank of India: Brief History; objectives; Functions; Structure and organization; Working and progress
UNIT III	Banking Acts Banking Regulation Act, 1949: History; Social control; Banking Regulation Act as applicable to banking companies and public sector banks; Banking Regulation Act as applicable to Co-operative banks
UNIT IV	Regional Rural and Co-Operative Banks Regional Rural and Co-operative Banks in India: Functions; Role of Regional Rural and co-operative banks in Rural India; Progress and performance
UNIT V	Reserve Bank of India Reserve Bank of India: Objectives; Organization; Function and working; Monetary policy; Credit control measures and their effectiveness.

TEXT BOOK(S)

- Basu A.K: Fundamentals of Banking- Theory and practice; A Mukerjee and co; Calcutta
- Sayers R.S: Modern Banking; Oxford University Press.
- Panandikar S.G. and Mithani DM: Banking in India; Orient Longman

REFERENCE BOOKS

- Prof. Gordon E & Natarajan K: Banking Theory, Law and Practices; Himalaya Publication House, Mumbai
- Gopinath M.N: Banking Principles and Operations; Snow White Publisher, Mumbai
Natarajan and Parameswaran: Indian Banking; S. Chand Company Ltd, New Delhi

SEMESTER III

MID3 (B)- MARKETING OF BANKING SERVICES

LEARNING OBJECTIVES

- Ability to understand practical applications of investment and portfolio theories.
- Development of skills required to act as a financial analyst or consultant having a thorough knowledge of financial analysis, risk management, portfolio theory insurance, etc.
- Equip the students with the required proficiency to enable them to work in banks.

LEARNING OUTCOMES

- To impart knowledge regarding the components of the Indian banking System.
- To provide an depth understanding of different avenues of the financial system viz. capital markets, banking, insurance, mutual funds & other related services.
- To enable the students to understand the role & functioning of regulatory bodies in the banking sector
- To equip the students with the skills required to operate in a competitive environment in the service sector

UNIT I	MARKETING TO BANKING Marketing – Meaning – Importance Of Marketing – Modern Marketing Concept – Features of the Modern Marketing Concept – Relevance of marketing to banking – Marketing environment for a banker – Marketing Mix of a banker
UNIT II	BANKING – MARKET SEGMENTATION, PRODUCT MIX, NEW PRODUCT DEVT Market segmentation – Bases – Marketing outlet – Suitable location for a bank branch – Branch Layout. Product mix: A product line of banker, New Product Development, Constraints on Product Development, Product Management, non –Fund Based Business.
UNIT III	BANKING – PRICE MIX, POLICIES Price Mix: Meaning, Importance, Factors affecting the price of a product, pricing objectives, Pricing Policies, Deregulation of interest rates, service charges
UNIT IV	BANKING PROMOTION MIX Promotion Mix: Meaning, Objectives, Methods, Factors Affecting Promotion Mix, Promotional Mix of a banker: Personal Promotional Efforts, Direct Marketing, Public Relations.
UNIT V	BANK MARKETING PERSONNEL Bank Marketing Personnel – Selection Motivation – Training and Development.

TEXTBOOKS

- Marketing of Banking Services – IIB
- Marketing Financial Products – IBS Center for Management Research

REFERENCE BOOKS

- Dynamics of bank marketing: Madhukar.
- The bank marketing handbook: Kenneth Andrew

SEMESTER III

MID-3(C) – ORGANISATIONAL BEHAVIOUR

Learning Objectives:

- The course aims to develop a theoretical understanding among learners about the structure and behavior of an organization as it develops over time. The course will also make them capable of realizing the competitiveness of firms.

Learning Outcomes:

After completion of the course, learners will be able to:

- Differentiate between various types of personality using standard tools;
- Appreciate the applicability of the decision-making process in real-life situations and use TA and Johari Window
- Know to understand the level of motivation in employees;
- Describe the characteristics of a leader;
- Learn how to build a supportive organizational culture.

UNIT I	Introduction and Individual Behaviour: Organisational Behaviour: concepts, determinants, challenges and opportunities of OB. Contributing disciplines of OB. Organizational Behavior Models. Personality - Type A and B, Big Five personality types, Factors influencing personality. Values and Attitudes - Concept and types of values: Terminal value and Instrumental Value. Components of attitude, job-related attitudes. Learning-Concept, Learning Theories, and reinforcement. Perception and Emotions - Concept, Perceptual process, Importance, Factors influencing perception, Emotional Intelligence.
UNIT II	Decision making and Communication: Concept and nature of decision-making process, Individual versus group decision making. Communication and Feedback, Transactional Analysis (TA), Johari Window.
UNIT III	Motivation: Meaning and Importance, Equity theory of Motivation, Vroom's Valence Expectancy theory, Ken Thomas' Intrinsic Motivation theory, McClelland's theory of Motivation. Motivation and organizational effectiveness.
UNIT IV	Leadership, Power, and Conflict: Meaning and concept of Leadership, Trait theory, Transactional, Charismatic, and Transformational Leadership. Power and conflict, Power tactics, Sources of conflict, Conflict Resolution Strategies.
UNIT V	Dynamics of Organizational Behaviour: Organisational Culture and climate - Concept and determinants of organizational culture. Organizational change – Importance, Managing Change. Individual and organizational factors to stress; Prevention and Management of stress.

Practical Exercises:

The learners are required to:

- Apply the tools for measuring personality types like Type A&B, 16 Personality Traits, etc. Role Play on TA and Johari Window;
- Assume a case for decision-making in a business context, write a report, and present how they would proceed step by step to arrive at the final decision;
- Design a questionnaire to measure the level of motivation & intrinsic motivation using Ken Thomas Theory;
- Consider your role model of a leader and describe the characteristics of that leader;
- Practice stress management tools including meditation;
- Measure organizational culture using OCTAPACE or any other tool.

Text Books:

- Robbins. S.P., & Judge .T. A. (2015). Organizational Behaviour, New Delhi: London: Pearson Education.
- Singh. A.K., & Singh. B.P (2007). Organizational Behaviour, New Delhi: Excel Books Pvt, Ltd.

Books for Reference:

- Chhabra. T. N (2017). Management Process & Organizational Behaviour. Delhi: Sun India Publications.
- Greenberg. J., & Baron. R. A (1996). Organizational Behaviour, New Jersey: Prentice Hall. Luthans. F (2010). Organizational Behaviour, New York: McGraw Hill Education.

SEMESTER –III

MLD-3 HUMANITIES & SOCIAL SCIENCES

MLD-BASIC ECONOMIC CONCEPTS AND MEASUREMENT

MODULE 1	Principles of Economics Economic problems – Economics and household management – Scope of Economics Optimization with constraints in economic analysis - Ten basic Principles of Economics - Microeconomics vs Macroeconomics – Normative and Positive Economics - Economic systems.
MODULE 2	Concepts in Microeconomics Basic concepts and measurement in consumer analysis: Utility, tastes and preferences, types of goods, income, wealth, prices of goods and services, budget constraint, indifference curve, utility maximization, elasticity – Basic concepts and measurement in producer analysis: Labour, Capital, technology, factor productivity, revenue, cost, profit, returns to scale, economies and diseconomies of scale, - Different market structure and market Equilibrium - Market imperfections and externalities.
MODULE 3	Concepts in Macroeconomics Measurement of the standard of living and national income accounting – circular flow of income - major socioeconomic indicators, cost of living indicators – key macroeconomic variables: saving, investment, interest rate, money, inflation, the balance of payments, foreign exchange rate, labor force, and unemployment rate, Evolution of macroeconomic thinking: An overview

Readings:

- Abel, Bernanke and Croushore, Macroeconomics, Pearson Education, 8th Edition, 2013.
- Case, K.E. and Fair, R.C, Principles of Economics, Pearson Publisher, 8th Edition, 2013.
- Dornbusch, R., Fischer, S. and Startz, R. Macroeconomics, Tata McGraw Hill, 12th Edition, 2018.
- Gregory Mankiw, Principles of Economics, Samuelson and Nordhaus, Economics, TATA McGraw Hill, 20th Edition, 2019

SEMESTER –III
MLD- BASICS OF ACCOUNTING

COURSE OBJECTIVES:

- To understand the basics of Accountancy.
- To know the fundamental concepts of Cost Accounting and Management Accounting
- To gain the basics of Accounting Application Package

UNIT I	Accounting – Introduction-Meaning-Accounting and bookkeeping distinguished-objectives of accounting- Branches of accounting-accounting concepts and conventions- accounting standards in India.
UNIT II	Double Entry System of Book Keeping -Journal-Ledger-preparation of Trial balance- rectification of errors - Cash book and Petty cash book
UNIT III	Preparation of Trading account- Preparation of Profit and loss account and Balance sheet- Final accounts with simple adjustments
UNIT IV	Financial statement Analysis: Nature, significance, and Types – Ratio Analysis and Cash Flow Analysis. Basics of Application Package-Tally, SAP, Excel programming
UNIT V	Basics of cost Accounting – Basic Concepts- Elements of cost – prime cost – works cost – the cost of production –Preparation of cost-sheet: Computation of total cost, total revenue, and profit/loss.

TEXTBOOKS

- S.N. Maheswari, “Advanced Accountancy Vol I”, Vikas Publishing
- R.L. Gupta, “Advanced accounting”, S. Chand & Co. New Delhi
- Pillai and Baghawati, “Cost Accounting”
- Jain and Narang, “Cost Accounting”, Kalyani Publications
- T.S. Reddy & Murthy, “Financial Accounting”
- Jain & Narang, “Financial Accounting”
- M. C. Shukla & T. S. Grewal, “Financial Accounting”

SEMESTER –III

MLD - COMMERCIAL GEOGRAPHY

UNIT I	Introduction to Commercial Geography - a. Meaning and Definition of Commercial Geography, b. Nature, Scope and Development of Commercial Geography, c. Importance of Applied Commercial Geography, d. Approaches to the study of Commercial Geography - Economic Activities in the Geographical Environment - a. Basic Economic Activities of Man Geographical Environment - Primary, ii. Secondary, iii. Tertiary, iv. Quaternary, v. Quinary b. Factors affecting the Economic activities of Man - i. Physical or Natural ii. Cultural or Human.
UNIT II	Economic Resources -i. Meaning, Importance, and Types of Resources, ii. Classification of Resources. Natural – Renewable, Non-Renewable, etc., ii Man Made Resources – Quantitative and Qualitative iii. Major Resources- Water, Soil, Forests, Energy (w.r.t. related economic and commercial activities), iv. Crises and Conservation of Resources
UNIT III	Human Resources - a. Meaning, Characteristics, Advantages and Disadvantages of - i. Over population, ii. Under population, iii. Optimum population. - b. Contemporary Issues of Population and Development, i. Dependency Ratio, ii. Human Development Index (HDI), iii. Migration and its effects, - c. Major Population Characteristics of India
UNIT IV	Industry and Economic Development, a. Role of Industry in Economic Development, Classification of Industries, ii. Factors affecting Industrial Location, iii. Weber's theory of Industrial Location - b. Major Industries in India- i. Agro-Based – Sugar, Cotton Textile Assembly line Based – Automobile, iii. Footloose and I.T. Industry, - c. New Industrial Policy in India
UNIT V	Trade, Transport and Communication - a. Types of Trade, Factors affecting and Communication Trade, Balance of Payments for India, Major Trade Blocs and the role of W.T.O. in International Trade, - b. Classification of various means of Transport. Advantages and Disadvantages. Latest developments in India for: i Land Transport (Road and Railway), ii Water Transport (Inland and Oceans), iii Air Transport - c. Types of Communications and their use in Commerce, i. Use of telecommunications, Internet, Mobile phones in Trade

Reference Books.

- Hartshorne T. N. & Alexander J.W., (1994), Economic Geography, Prentice Hall, New Delhi.
- Wheeler J. O. et., at (1995), Economic Geography, John Wiley, New York.
- Robertson D., (2001), Globalization and Environment, E. Elgar Co., U.K.
- Saxena, H. M., (1990), Marketing Geography, Rawat Publication, Jaipur.
- Khanna K. K. & Gupta V. K., (1982), Economic and Commercial Geography, Sultan Chand, New Delhi.
- Reference Books: Commercial Geography – Sir Dudley
- Stamp Commercial Geography – E.C. K. Gonner, Trieste Publishing Human and Economic Geography
- Goh Cheng Leong & Gillian Morgan, Oxford University Press Indian Economy (Datt & Sundaram)
- Gaurav Datt & Ashwani Mahajan, S. Chand and Company.

SEMESTER –III

MLD - INTRODUCTION TO PUBLIC ADMINISTRATION

This course introduces the students to the elements of public administration. This would help them obtain a suitable conceptual perspective on Public Administration. In addition, the course introduces to students, the growth of such institutional devices as to meet the needs of changing times. The course also aims to instill and emphasize the need for ethical seriousness in contemporary Indian public administration within the Constitutional framework.

Introduction

Meaning, nature, and Scope of Public Administration and its Relationship with other disciplines Evolution of Public Administration as a discipline – Woodrow Wilson, Henry Fayol, Max Weber and others - Evolution of Public Administration in India – Arthashastra – Colonial Administration up to 1947.

Public Administration in India

Enactment of Indian Constitution - Union Government – The Cabinet – Central Secretariat – All India Services – Training of Civil Servants – UPSC Niti Ayog – Statutory Bodies: The Central Vigilance Commission – CBI -National Human Rights Commission – National Women’s Commission –CAG.

State and Union Territory Administration

Differential Administrative systems in Union Territories compared to States Organization of Secretariat: -Position of Chief Secretary, Functions and Structure of Departments, Directorates–Ministry of Home Affairs supervision of Union Territory Administration – Position of Lt. Governor in UT – Government of Union Territories Act 1963 – Changing trend in UT Administration in Puducherry and Andaman and Nicobar Island.

Emerging Issues in Indian Public Administration

Changing Role of District Collector – Civil Servants – Politicians relationship Citizens Charter- Public Grievance Redressal mechanisms — The RTI Act 2005 – Social Auditing and Decentralization – Public-Private partnership -

References:

- R. Tyagi, Public Administration, Atma Ram Sons, New Delhi, 1983.
- Appleby P.H, Policy and Administration, The University of Alabama Press, Alabama, 1949.
- Avasthi and Maheswari, Public Administration in India, Agra: Lakshmi Narain Agarwal,2013
- Gerald. E. Caden. Public Administration. Pablidas Publishers, California, 1982.
- <http://cic.gov.in/>
- <http://www.mha.nic.in/>
- <http://rti.gov.in/>
- <http://www.cvc.nic.in/>
- R. B. Jain, Public Administration in India, 21st Century Challenges for Good Governance, New Delhi: Deep and Deep,2002
- Ramesh K Arora, Indian Public Administration, New Delhi: Wishwa Prakashan
- Ramesh K. Arora. Public Administration, Fresh Perspective. Alekh Publishers, Jaipur.
- Rumki Basu, Public Administration: Concept and Theories, New Delhi: Sterling,2013

SEMESTER - III

SEC3 (A)- E-BANKING PRACTICES

UNIT I	Electronic banking: Traditional banking vs E-banking facets of E-banking transactions truncated cheque and Electronic cheque Models for E-banking complete centralized solution features CCS Cluster approach– HI tech bank within bank advances of E-banking–Constraints in E-banking.
UNIT II	Online Banking: Introduction –concept and meaning – the electronic delivery channels-need for computerization – Automatic Teller Machine (ATM) at home –Electronic Fund Transfer (EFT)-uses – computerization in clearing houses –Telebanking – Banking on home computers – Electronic Money Transfer-uses of EMT.
UNIT III	Updating Bank savings accounts- Computer bank branches- Financial transaction Terminals –(FTT)- E-Cheque- Magnetic Ink Character Recognition (MICR) and Cheques –E-banking in IndiaproceduresProgrammes-Components-Howto goonlineforonlineBanking-Advantages– Limitations.
UNIT IV	E-banking Security- Introduction need for security-security Concepts-Privacy-Survey, findings on security-Attack-Cybercrimes-reasons for Privacy-Tampering-Encryption-meaning-The encryption process-may appear as follows-Crypto Grams-Cryptanalyst-cryptography-types of Cipher system- code systems Cryptography-Cipher-Decipher-Jumbling-Asymmetric-Crypto Systems Data Encryption Standard-(DES)
UNIT V	E-builder solution-Digital Certificate-Digital Signature& Electronic signature, E-Security solutions providers-E-locking techniques-E-locking services-Netscape security solutions-Pry Zone-e-Software security internet-Transactions-Transaction security-PKI-Sierras internet solutions-in c-security devices-Public Key Infrastructure-(PKI)-Firewalls secure ledger (FSL) secure Electronic Transactions (SET).

Practical Exercises:

The learners are required to:

- Comment on the correctness of documents like cheques.
- Responding to stimulated exercises on Customer/bank employee Complaints
- Format of letters of credit.
- Examining the working Mechanisms of ATMs and ETAs
- Working Knowledge of Telebanking.
- Knowledge of working Mechanisms of Encryption and E-security.
- Learning Internet transactions Firewalls.

Text Book:

- C. S. Rayudu, E-Business, Himalaya Publishing house

REFERENCE BOOKS:

- Roger Hunt & John Shelly, Computer and Commonsense.
- Bhushan Dewan, E-commerce

SEMESTER - III
SEC3 (B)- TALLY-PRIME

UNIT I	Accounting Basics: Introduction to accounting principles - Journal entries, ledgers, trial balance - Final accounts Cost accounting principles - Ratio analysis
UNIT II	Tally Interface and Navigation: Understanding the user interface - Data entry and modification - Masters creation (company accounts, inventory) Customizing interface layout - Integrating with other applications
UNIT III	Tally Interface and Navigation: Recording purchases, sales, receipts, and payments - Creating vouchers (sales, purchase, contra) - Bank reconciliation Inventory transactions and adjustments – Payroll processing.
UNIT IV	Reports and Analysis: Generating basic reports (profit & loss, balance sheet, cash flow) - Exporting reports to other formats Ration analysis and financial statement interpretation – Budgeting and Forecasting.
UNIT V	Inventory Management: Basic stock management (adding, deleting, modifying items) - Stock valuation methods Reorder Points, ABC analysis – Warehouse Management and Costing

Books Recommended:

- Tally Essential-Level 1 by Tally Education Pvt. Ltd.
- Tally Essential-Level 2 by Tally Education Pvt. Ltd.
- Tally Essential-Level 3 by Tally Education Pvt. Ltd.
- Tall Ace by Tally Education Pvt. Ltd.
- Official Guide to Financial Accounting- Managing Your Business Just Got Simpler using Tally Prime by Tally Education Pvt. Ltd.
- Official Guide to Financial Accounting using Tally.ERP9 by Tally Education Pvt. Ltd.
- Tally Guru Volume 1 by Tally Education Pvt. Ltd.
- Tally Guru Volume 2 by Tally Education Pvt. Ltd.

SEMESTER - III

SEC3 (C)- WEB DESIGNING

UNIT I	Introduction to Web Technologies: Internet - World Wide Web – URL – Hyperlink - Basic parts of the web browser window - Navigating a web page - Client Side Scripting & Server Side Scripting – Domains - Web standards & W3C recommendations
UNIT II	Introduction to HTML: Markup Language – Basic Structure of HTML – Meta Tags – HTML Formatting tags – Lists
UNIT III	Working with Tables and Frames: Introduction to tables – table tags – adding a border – aligning a table – Background color – Setting the width – Cell spacing & cell padding – Frames
UNIT IV	Using Forms: Forms – Creating Forms – The <FORM> tag – Adding Controls – Using all the controls in a Form
UNIT V	Introduction to HTML5: Introduction to HTML5 – What’s new in HTML5 – Difference between HTML4 & HTML5 – HTML5 Features – Basic structure of an HTML5 Document – Geolocation – Creating a simple program in HTML5.

Recommended Books:

- Web Theory – An Introduction by David Marshall and Robert Burnett
- Web Design with HTML and CSS – HTML and CSS Complete Beginners’ Guide by Prem Kumar
- Web Designing and Development Training Guide by Satish Jain

SEMESTER - IV

MJD (5) – COST ACCOUNTING

LEARNING OBJECTIVES:

- To enable the students to learn the basic concepts of Cost Accounting and enable them to compute the cost of products and services.

LEARNING OUTCOMES:

After completion of the course, learners will be able to:

- The Concept and Principles of Cost, Costing and Cost Accounting.
- Compute unit cost and total cost of production and prepare cost statements.
- Apply the various material control techniques.
- Compute the labor cost under different methods and allocate the overheads to various departments.
- Prepare Reconciliation Statement

UNIT I	Cost Accounting: Meaning of Costing and Cost Accounting – Objectives – Advantages of Costing – Methods and Treatment of Costing – Basic Cost Concepts – Cost Centre – Cost Unit – Elements of Cost – Classification of Cost – Preparation of Cost Sheet – Preparation of Tenders and Quotations.
UNIT II	Material Control: Meaning– Objectives of Material Control - Material Control Techniques – Economic Order Quantity (EOQ) – Bin Card Vs Stores Ledger – Preparation of Stores ledgers - Pricing of material issues under LIFO, FIFO, Simple Average, Weighted Average and Base Stock Methods –Merits and demerits of each method – ABC Analysis - VED Analysis, Continuous stock-taking, and Perpetual Inventory System.
UNIT III	Labor Cost: Computation of labor cost - Labour Turnover - Meaning – Causes – Methods of Computation of Labour Turnover. Remuneration and Incentives: System of wage payment– Time Wage System – Piece Rate System – Merits and Demerits of each system– Essential features of a Good Wage System– Premium and Bonus Plans – Halsey Premium Plan – Rowan Premium Plan – Taylors and Merricks Differential Piece Rate Systems.
UNIT IV	Overheads: Meaning –Classification of Overheads – Accounting for overheads - Allocation Vs Apportionment of Overheads – Bases of Apportionment – Primary Distribution and Secondary Distribution of Overheads: Repeated distribution, Simultaneous equation method – Absorption of overheads- Bases of absorption - Calculation of Machine Hour Rate.
UNIT V	Reconciliation of Cost and Financial Accounts: Need for Reconciliation – Reasons for disagreement in profit – Preparation of Reconciliation Statement.

Problems–80% & Theory-20%

Practical Exercises:

The learners are required to:

- Prepare a cost statement for a manufacturing or service organization.
- Identify the items to be included and excluded in the cost system.
- Apply different price determination methods to assess sales price.
- Prepare a cost statement for different processes.
- Suggest an ideal cost system.
- Calculate the impact of material consumption, usage, and wastage on total material cost.
- Prepare different formats for the acquisition of material and storage.
- Determine total labor cost.

Text Books:

- S.P. Jain and K.L. Narang, 2012: Cost Accounting, Kalyani Publishers, Ludhiana

Books for References

- V.K. Saxena & C.D, Vashist, Sultan Chand and Sons, New Delhi.
- R.S.N. Pillaiand & V. Bagavathi, 2013: Cost Accounting, Sultan Chand and Company Limited, New Delhi.
- A. Murthy and S. Gurusamy, 2014: Cost Accounting, Vijay NicoleIm prints(P) Ltd., Chennai.

SEMESTER – IV

MJD (6) - COMPANY LAW

LEARNING OBJECTIVE:

- The course aims to impart the learner's working knowledge of the provisions of the Companies Act, 2013.

LEARNING OUTCOMES:

After completion of the course, learners will be able to:

- Explain relevant definitions and provisions relating to the issue of prospectus and allotment of shares;
- To familiar with the provisions of the Limited Liability Partnership Act 2008
- Describe the framework of dividend distribution, Accounts of the company, and Audit and Auditors of the company.
- Determine the role of the Board of directors and their legal position;
- Develop the knowledge about the company meeting

UNIT I	Companies Act, 2013 - An Introduction: Salient Features of the Companies Act, 2013 - Important Definitions and Concepts – Companies Act, 2013 Vs Companies Act, 1956 - Corporate Identity Number (CIN) – Features of a Company – Kinds of Companies (including One Person Company, Small Company, Producer Company, and Dormant Company) – Company Vs Partnership – Public Company Vs Private Company.
UNIT II	Incorporation of a Company: Promoters – Functions – Duties and Remuneration of Promoters – Stages in the formation of a Private and a Public Limited Company – Promotion - Documents to be submitted for registration – Incorporation – Capital Formation – Commencement of Business - Memorandum of Association – Contents – Articles of Association – Contents – Distinction between Memorandum and Articles of Association – Prospectus – Contents – Statement in lieu of Prospectus – Shelf Prospectus – Red-herring Prospectus – Private Placement.
UNIT III	The Limited Liability Partnership (LLP) Act, 2008: Definitions – Origin – LLP in India - Salient features of LLP – Difference between LLP and Partnership – LLP Versus Company – LLP agreement – Nature of LLP - Partners and designated partners – Partners and their relations - Incorporation document - Incorporation - Registered office of LLP– Advantages and Disadvantages of LLP.
UNIT IV	<p>Company Management and Administration: Structure of Company Management - Board of Directors - appointment and Qualifications of Directors - Legal Position of Directors – Woman Director – Number of Directorship – Director Identification Number (DIN) – Qualification and Disqualification of Directors –Appointment and Removal of Directors – Managerial Remuneration, Duties, Powers and Liabilities of Directors – Company Secretary – Appointment – Qualifications – Duties, Rights and Liabilities of a Company Secretary – Dismissal of a Secretary - Role of the Company Secretary before, during and after meetings.</p> <p>Company Meetings: General Meetings - Statutory meeting – Statutory Report - Meaning of Annual General Meeting - Company Meetings: General Meetings - Statutory meeting – Statutory Report - Meaning of Annual General Meeting - Extraordinary General Meeting – Conduct of Extraordinary General Meeting – Board Meeting – Frequency, Notice and Agenda of Board Meeting – Methods of voting – Proxies – Quorum - Motions – Types of Motions – Resolutions – Types of Resolutions – Minutes.</p>
UNIT V	Winding up of Companies: modes of winding up - appointment, duties and remuneration of company liquidator – removal and replacement of company liquidator– appointment of official liquidator – effect of winding up order – procedures for liquidation.

Practical Exercises:

The learners are required to:

- Enlist the content of the prospectus.
- Prepare a hypothetical notice, resolutions, and minutes of a meeting.
- Read the Annual Report and Financial Statements of a company and prepare a report on the same.

Text Books

- N.D. Kappor, N.D., Company Law – Incorporating the Provisions of the Companies Amendment Act, 2000, Sullen Chand & Sons, New Delhi.

Books for References

- M.M. Sulphery and Basheer, 2013 - Law For Business, 2nd Edition, PHT Learning Pvt Ltd. New Delhi.
- MC Kuchhal, 2018 Secretarial Practice, 18th Revised Edition, Vikas Publishing House Pvt, Ltd., Noida.
- Chadha. R, & Chadha. S (2018). Company Laws, Delhi: Scholar Tech Press.
- Gowar. L. C. B (1969). Principles of Modern Company Law, London: Stevens & Sons.
- Hicks. A., & Goo. S. H (2017). Cases and Material on Company Law, Oxford: Oxford University Press.
- Kuchhal. M. C., & Kuchhal. A (2020). Corporate Laws, New Delhi: Shree Mahavir Book Depot.
- Hannigan. B (2018). Company Law, Oxford: Oxford University Press.
- Sharma. J. P (2018). An Easy Approach to Corporate Laws, New Delhi: An E-Books Pvt, Ltd.

SEMESTER - IV

MJD (7)- BUSINESS STATISTICS

Learning Objectives:

To train the students in the collection, processing, analysis and presentation of Statistical Data.

Learning Outcomes:

After completing the course, the student shall be able to:

- Explain the relationship between two variables through correlation and regression;
- Explain the construction and application of index numbers to real-life situations;
- Analyze the trends and tendencies over some time through time series analysis

UNIT I	Statistics – Definition – Functions, Scope, and Limitations of Statistics - Statistical Enquiry – Stages in conducting a statistical survey – Primary data Vs secondary data – Sources of secondary data – Classification, Tabulation and Presentation of data - Diagrams.
UNIT II	Univariate Analysis Measures of Central Tendency - Average – Meaning – Characteristics of a typical average– Computation of Mean, Median, Mode, Geometric Mean, Harmonic Mean, and Weighted Arithmetic Mean- Merits and Limitations of each. Measures of Dispersion: Dispersion – Meaning – Properties of a good measure of dispersion– Absolute versus relative measure of dispersion– Computation of Range, Quartile Deviation, Mean Deviation, Standard Deviation and Co-efficient of Variation- Merits and Limitations of each. (c) Skewness – Meaning – Variation versus Skewness – Measures of Skewness - Karl Pearson’s and Bowley’s Co-efficient of Skewness.
UNIT III	Bi-variate Analysis Simple and Liner Correlation Analysis: Meaning - Definition – Types of Correlation – Methods of Studying Correlation – (Karl Pearson’s Co-efficient and Spearman’s Rank Correlation) and Properties. Simple and Liner Regression Analysis: Definition – Correlation Vs Regression – Regression lines and Regression Equations – Regression co-efficient - Computation of correlation co-efficient from regression-co-efficient.
UNIT IV	Index Numbers: Definition – Characteristics of Index Numbers – Uses – Types of Index Numbers – Construction of Price Index Numbers – Unweighted Index Numbers – Weighted Index Numbers– Tests of adequacy of Index number - formulae. Chain–basis index number base shifting, splicing, and deflating problems in constructing index numbers; Consumer price index.
UNIT V	Analysis of Time Series: Introduction – Uses - Components of time series – Measurement of trend-graphical method, semi-average method, moving average and method of least square (including linear, second degree, Parabolic, and exponential trend) – Computational of seasonal, indices by simple average, Ratio – trend, ratio – to – moving average and link relative methods.

(Problems: 80%, Theory: 20%)

Practical Exercises:

The learners are required to:

- Take the case of a business problem and identify the decision-making variables and assess their functional relationship with other variables
- affecting the decision in a business situation;
- Use commonly used statistical packages to apply various statistical tools to a data set available through secondary sources;
- Make use of computer-aided software packages and prepare the practical graphical presentation of correlation and regression analysis, frequency charts, etc.

Text Books

- J.K. Sharma, Business Statistics, Vikas Publishing House (P), Ltd., New Delhi.
- R.S.N. Pillai and Bagavathi, Business Statistics, S. Chand & Co., New Delhi.

Books for References

- S.P. Gupta & M.P. Gupta, Statistical Methods, Sultan Chand & Co, New Delhi
- K. Alagar, Business Statistics, Tata Mc Graw Hill Publications, New Delhi Arora & Arora., Statistics for Management, S. Chand &Co, New Delhi

SEMESTER - IV

MID4 (A)- FUNDAMENTALS OF INSURANCE

LEARNING OBJECTIVES:

To enable the students to understand the fundamentals of insurance, learn how to attain the agency license and learn the organization functions, structures & promotional strategies.

LEARNING OUTCOMES:

- Acquire the basics of insurance and types of insurance.
- Acquire the skills of Agency Law and its Compensation.
- Apply the procedural aspects of agency license and identify the code of conduct
- Apply the procedure for settlement of Policy claims
- Recognize the organization's function, structures & promotional strategies.

UNIT I	Introduction to Insurance – Meaning, Definition of Insurance – General principles of insurance – Types of insurance life, fire, and marine – Difference between life and other types of insurance, Growth & Development of the Indian insurance industry – Regulations of insurance business and the emerging scenario
UNIT II	Life Insurance – Introduction to life insurance: Features of life insurance – Essentials of life insurance, Different types of life policies – Annuities, Formation of life insurance contracts – Assignment and nominations – Lapses and revivals of policies. Surrender value, paid-up value, Loans – Claims- Procedure for claims – Settlement of claims – Death and Maturity.
UNIT III	Fire Insurance – Fire insurance contracts – Fire insurance coverage – Policies for stocks – Rate fixation in fire insurance – Settlement of claims. Marine Insurance – Functions – Marine perils – Types of marine policies – Clauses in general use – Warranties and conditions – proximate cause – subrogation and conciliation – Re-insurance – Double insurance – Types of marine losses.
UNIT IV	Procedure for becoming an Agent – Pre-requisite for obtaining a license – Duration of license – Cancellation of license – Termination of agency – Code of Conduct – Functions of the Agent.
UNIT V	Miscellaneous Insurance – Motor insurance – Employer's liability insurance – Personal accident and sickness insurance – Aviation insurance – Burglary insurance – Fidelity guarantee insurance – Engineering insurance – cattle insurance – Crop insurance.

TEXTBOOKS:

- Fundamentals of Insurance - Dr. Periyasamy, Himalaya Publishing Pvt Ltd, Mumbai.
- Insurance principles and practice - Moorthy. A, Margham Publications, Chennai.
- Fundamentals of insurance - Dr. P.K. Guptha, Margham publications, Chennai

REFERENCE BOOKS:

- Insurance principles and practice - Periasamy. P, Margham Publications, Chennai
- Insurance principles and practice - Mishra. M. N, Sultan Chand & Sons, New Delhi.
- Insurance principles and practice - Balu. V. & Premilan, Margham Publications, Chennai.

SEMESTER IV

MID4 (B)- INSURANCE MANAGEMENT PRACTICES

LEARNING OBJECTIVES:

- This course intends to provide a basic understanding of the insurance mechanism.
- It will enable students to understand and gain insights into various Life insurance schemes and managerial practices.

LEARNING OUTCOMES:

- To explore knowledge of Life insurance, its history, and its development in India.
- To know about various provisions in the Life insurance contracts.
- To understand and be aware of various Life insurance policies.
- To explore the knowledge of claims procedure & documentation in risk and premium.
- To have in-depth knowledge of policy conditions and claim procedures

UNIT I	Introduction: Savings and investment schemes like shares, units, capital, markets, mutual funds, etc.; Tax benefits under insurance policies; Life cycle needs - including solutions, matching of the customer's needs and requirements to available products; Comparison between different products offered, chargeable premium, and coverage.
UNIT II	Computation of premiums/Bonus: Premium calculation -including rebates, modes, large-sum assured policies; Extra premium, under premium, Computation of benefits, surrender value, Paid- up value.
UNIT III	Insurance Documents: Insurance documents, including proposal forms and other relevant forms; First premium receipt/renewal premium receipt; Policy contract; Endorsements; Renewal notice/bonus notices; other insurance documents related to the receipt
UNIT IV	Life insurance Product - Traditional unit Linked Policies: Individual and group policies; with-profit and without-profit policies; Different types of insurance products- Whole life products, interest sensitive products, term-assurance annuities, Endowment, Assurance.
UNIT V	Options and Guarantees- Group Insurance, pension plans, & health insurance

TEXTBOOKS (LATEST REVISED EDITION ONLY)

- Mishra M.N: Insurance Principles and Practice.
- S. Chand and Co, New Delhi.

BOOKS FOR REFERENCES

- Periasamy P, Fundamentals of Insurance; Vijay Nicole Imprints (P) Ltd
- Insurance Regulatory Development Act 1999 3 Life Insurance Corporation Act 1956.

Note: The Latest edition of the textbooks should be used

SEMESTER - IV

MID4 (C)- GOODS AND SERVICES TAX (GST)

LEARNING OBJECTIVES:

To enable the students to get familiarized with the existing Companies Act 2013.

LEARNING OUTCOMES:

After the completion of the course, the learners will be able to:

- Explain the concept, need, and utility of indirect taxes;
- Identify exemptions for different types of goods and services;
- Examine implications of input tax credit;
- Explain the various procedures under GST;
- Analyse provisions regarding penalties and interest;
- Prepare and file GST returns online.

UNIT I	Concept and types of Indirect Tax; Right to impose indirect tax by Centre (Union)/State and Union Territory Governments before and after the 101st Amendment of the Constitution of India; Introduction of GST in India; Definition- Supply, Aggregate Turnover, Person, Business, Appropriate Government, Mixed Supply, Composite Supply, GSTN, GSTIN, E-Commerce Operator, Input Tax Credit etc.– Salient Features of GST- GST Models: Single GST & Dual GST; Types of GST: - CGST, SGST/ UT GST, IGST Act;
UNIT II	Levy and collection of GSTS – Time and Value of Supply - Reverse Charge Mechanism - Composition Scheme and assessment under composition scheme, Zero rated supply, Exemption from GST, GST Tax rate, Time, Place and Value of Supply Registration under GST: Persons liable to get registered, Compulsory Registration, Registration Procedure, Amendment of Registration, Cancellation of Registration, Revocation of Cancellation of Registration.
UNIT III	Input Tax Credit (ITC), Eligibility and conditions for taking Input Tax Credit, Apportionment of ITC and Blocked Credit; Various Documents under GST- Tax Invoice, (Meaning and Content of Tax Invoice)- Bill of Supply, Debit Note, Credit Note, Payment Voucher, Receipt Voucher, E-way bill, HSN Code and SAC Code.
UNIT IV	Administration of GST - Tax Authorities and their powers - Role and Functions of GST Council. Assessment of GST – Meaning - Types of Assessment & Assessment Procedures, Types of GST Returns, Tax Deduction at Source & Tax Collection at Source, Refund of Tax – Demand and Recovery.
UNIT V	Accounts & Records: Manner of maintenance of accounts, period of retention of relevant records. Audit: meaning, types – Advance Ruling – Meaning and Procedure - Appeals and Revision- Offences and Penalty under GST.

Practical Exercise:

Learners are required to:

- Fill up an online application for registration under GST for a hypothetical firm.
- Fill up online various forms of GST Returns for hypothetical firms.
- Prepare a way bill for the hypothetical firm.
- Practical problems on the computation of input tax under reverse charge for the hypothetical firm.
- Practical problems on the computation of input tax credit for hypothetical firms.
- Practical problems on payment of tax and interest, if any, for hypothetical firms.

Text Book:

- GST Manual 2017 by Tax man Publications
- GST Laws Manual: Acts, Rules and Forms – May 2017 by Rakesh Garg, Sandeep Garg
- GST Law and Analysis with Conceptual Procedures by "Bimal Jain", "Isha Bansal"
- GST in India - Impact, Management and Way Forward by RBKEZGCTGNQJMKUA
- GST Made Easy – Answers to All Your Queries on GST by CA Arpit Haldia

Books for References

- Ahuja, G., & Gupta, R. (2020). Direct Taxes Ready Reckoner. New Delhi: Wolters Kluwer India Private Limited.
- Mehrotra, H.C., & Agarwal, V. P. (2019). Goods and Services Tax GST. Uttar Pradesh: Sahitya Bawan Publications.
- Singhania, V. K., & Singhania, M. (2020). Student's Guide to Income Tax Including GST. New Delhi: Taxmann Publication.
- Singhania, V. K., & Singhania, K. (2020). Direct Taxes: Law & Practice. New Delhi: Taxmann Publication.
- The ICAI Study Material for Final Course Group-II, Paper-8: Indirect Tax Laws [Module 1, 2, and 3]

SEMESTER – V

MJD (8)- MANAGEMENT ACCOUNTING

LEARNING OBJECTIVES:

- To expose students to management principles, management accounting, and their applications

LEARNING OUTCOMES:

After completing the course learners will be able to:

- Explain the Concepts and techniques of Management Accounting and Preparation of the Financial Statements
- Compute and construct the Balance sheet by using ratios
- Prepare the Fund flow statement and compare it with the balance sheet
- Apply accounting Standard 3 in the preparation of the Cash flow statement
- Determine the working capital requirements of a business

UNIT I	Management Accounting: Meaning – Definition – Nature and Scope, and functions, Role of management accounting in decision making; management accounts Vs. financial accounting, Tools and techniques of management accounting.
UNIT II	Financial Statement Analysis: Meaning and types of financial statement; Limitations of Financial Statement Analysis; Common size and Comparative statements – Trend Analysis - Comparative Statement Analysis.
UNIT III	Ratio Analysis: Meaning- Utility and Limitations of Ratio Analysis – Classification of Ratios – Advantages of ratio analysis, Limitations of accounting ratios- Computation of Liquidity, Solvency, Profitability and Turnover Ratios and construction of Balance Sheet.
UNIT IV	Funds Flow Analysis: Meaning – Need – Objectives – Preparation of fund flow statement (As per AS 3) -Calculation of fund from operation – Advantages and limitations of fund flow analysis – Fund flow statement versus Balance sheet.
UNIT V	Cash Flow Analysis: Meaning – Preparation of cash flow statement (As per AS 3) – Calculation of cash from operation – Utility and Limitation of cash flow analysis.

(Problems: 80%, Theory: 20%)

Practical Exercise:

The learners are required to:

- Prepare Financial Statement Analysis and ratio Analysis for a company or small factory.
- They shall also prepare a little report on the financial performance of the company.

Text Book

- Jawahar Lal., Advanced Management Accounting Text and Cases, S. Chand & Co., New Delhi

Books for References

- Horngren. C. T, Sundem. G.L., Stratton. W.O., Burgstahler .D., & Schatzberg .J., Introduction to management accounting, Prentice Hall, New Delhi
- Garrison H., Ray & Eric W. Noreen, Managerial Accounting, McGraw Hill., Delhi.
- Khan. M.Y., & Jain. P.K., Management Accounting, Tata McGraw Hill Publishing Co., New Delhi.

SEMESTER – V

MJD (9)- INDIAN FINANCIAL SYSTEM

UNIT I	Financial System Structure – Components – Markets – Institutions – Instruments – Services – Functions – Significance – Development of Financial Sector – Parameters of Development of Financial Sector –Regulatory Framework
UNIT II	Financial Markets Capital Markets – Money Markets – Foreign Exchange Markets – Equity and Derivative Markets – Commodity Markets – Characteristics Features – Participants – Instruments – Challenges. – Role of SEBI in regulating Financial Markets.
UNIT III	Financial Institutions in India Banking – Commercial Banks –Spreads and NPAs – Capital Adequacy Norms – Capital Market Support – Development Financial Institutions: IFCI, IDBI, ICICI, SFCS, SIDBI etc - Development vs Commercial Banking – Universal Banking. - Regulations of RBI over Financial Institutions
UNIT IV	Financial Instruments Primary and secondary market instruments – features, distinctions, Debt – Equity – Hybrid, Innovative Instruments – Mutual Funds – Financial Instruments for Foreign Capital – ADRs – GDRs – FCCB – P Notes – IDRs
UNIT V	Financial Services Meaning, Characteristics, and Types of Financial Services-Significance; Scope of Financial Services- fund-based and fee-based financial services- Leasing and Hire-purchase, Merchant banking services

Reference Books:

- Bhole L.M, “Financial Institutions & Markets”, Tata McGraw Hill, 2021
- Machiraju H.R., “Merchant Banking, New Age International, 4th Edition, 2012.
- Khan, M.Y., “Indian Financial System, 4/e Tata McGraw-Hill, 2013, 8th Edition
- Vasant Desai, “Financial Markets and Financial Services”, Himalaya Publishing, 2018, 2nd Revised Edition
- Meir Kohn, Financial Institutions and Markets”, Oxford University Press, 2006, 2nd Edition

SEMESTER V

MJD (10) – INCOME TAX LAW AND PRACTICE

LEARNING OBJECTIVES:

- To enable the students to learn the various provisions of the Income Tax Act 1961 and to apply them to compute tax under different heads of income.

LEARNING OUTCOMES:

After completing the course, the student shall be able to:

- Determine the residential status of individuals and to calculate the incidence of taxation
- Compute income from salary by applying the provisions of the Income Tax Act 1961
- Compute income/loss from house property
- Prepare a Statement showing taxable income from business/profession
- Assess capital gains and income from other sources.

UNIT I	Introduction: Basic concepts – Exempted incomes – Fully exempted incomes – Partly exempted incomes – Agricultural income and Non-Agricultural income - Heads of incomes – Income which does not form a part of Total Income – Gross Total Income – Tax rate for individuals. Residential status of individuals and HUFs – Incidence of tax – Problems on the incidence of taxation
UNIT II	Income from salaries: Different forms of salary – Treatment of Allowances – Perquisites - Deductions from salary income – Computation of income from salary.
UNIT III	Income from House property: Basis of charge – Exempted house property incomes – Computation of income from let out house property – Gross Annual Value – Deductions u/s24 – Treatment of loss from house property – Income from self-occupied house property – Computation of total Income from house property.
UNIT IV	Income from Business / Profession: Expressly admissible deductions – Expenses expressly disallowed - Deemed profits - Valuation of stock - Computation of Income from Business - Cash system and mercantile system of accounting – Computation of Income from Profession- simple problems. Income from Capital gains - Basis of charge – Meaning of capital assets – Types of capital gains - Transactions not regarded as transfer – Indexed cost of acquisition - Indexed cost of Improvement - Computation of capital gain - Exempted capital gains. Income from Other Sources – Chargeability – Interest on Securities – Basis of charge - Grossing up - Deductions – Computation of Income from other sources.
UNIT V	Computation of Tax Liability: Assessment of Tax-Types –PAN- Tax Liability of Individuals and HUF.

(Problems: 80%, Theory: 20%)

Practical Exercises:

- The learners are required to:
- File Income – tax returns of individuals and HUF
- Compute income under different heads, total income, and an individual's tax liability and HUF.

Text Book:

- INCOME TAX LAW & ACCOUNTS – Dr. H.C. Mehrotra, Revised Edition (as per latest AY) Sahitya hawan Publications, Hospital Road, Agra – 282 003.

Books for References:

- INCOME TAX LAW & PRACTICE – V.P. GAUR, D.B. NARANG, Revised edition (as per latest AY) Kalyani Publications B-1/1292, Rajinder Nagar, Ludhiana-14008
- INCOME TAX LAW & PRACTICE - T.S. REDDY AND MURTHY, Revised edition (as per latest AY) Margham Publications, Chennai-17

SEMESTER V

MID5 (A)- MERCHANT BANKING

LEARNING OBJECTIVE:

- To enable a better understanding of the financial structure in India and various regulations in the Merchant Banking domain and also throw light on the rules and regulations governing the Indian securities market.
- To familiarize the students with public issue management mechanism, role of issue manager, SEBI guidelines, and marketing of securities.

LEARNING OUTCOME:

- Students can get exposure to fund-based financial services such as leasing hire purchasing, and financial evaluation.
- Students can understand the trends in financial services, mergers and acquisitions, portfolio management services, and credit rating.
- Students can understand other fund-based financial services such as consumer credit, real estate financing, bill discounting, factoring, and venture capital.

UNIT I	Merchant Banking Merchant Banking: Functions; Scope; Merchant banking in India; SEBI guidelines for merchant bankers
UNIT II	Credit Rating Credit Rating: Introduction; Instruments; Benefits; Rating methodology; Cautions; Types of rating.
UNIT III	Issue Management Issue Management - Pre-Issue and Post-Issue Management Activities performed by Merchant Banks - Issue Pricing - Book Building. Methods of Issue - Public Issue, Offer for Sale, Private Placement and Bought out Deals.
UNIT IV	Project Appraisal Project Appraisal: Product life cycle; Evaluation; Social cost benefit analysis; Capital cost and financial projections.
UNIT V	Long term Finance & Working Capital Finance 8 Long term Finance & Working Capital Finance: Term loans; Working capital loans Maximum permissible bank finance; Factoring and forfeiting.

TEXTBOOK

- Gurusamy S: Merchant Banking and Financial Services; Tata Mc Graw Hill, New Delhi
- Machiraju H.R: Merchant Banking, Principles And Practice; New Age International

REFERENCE BOOKS

- Anil Agashe, Merchant Banking and Financial Services, Everest Publishing House.

SEMESTER V

MID5 (B)- COMMERCIAL BANK MANAGEMENT

LEARNING OBJECTIVE:

- The course examines the key risks of financial institutions (market, credit, liquidity, pre-payment risks) and the importance of Asset Liability management.
- Students will be exposed to key trends and changes that take place in the banking sector, the current problems confronting managers in banking, and become familiar with the various career opportunities in the industry.

LEARNING OUTCOME:

- The student should be able to critically evaluate the role of financial institutions in the economy, their structure, and the regulatory environment in which they operate, as well as the implication of regulations in the structure of capital.
- The student should be able to understand the role and the risks of off-balance sheet activities.
- Assess the role of capital in financial institutions and the importance of capital management.

UNIT I	Management principles in Banks Management principles in Banks: Managerial functions in banks; Hierarchy; individual and group behavior; Management of personnel -V functions of manager, inspector, local advisory committee, Recruitment; Selection; Training; Promotion; Control of staff
UNIT II	Management of deposits and advances Management of deposits and advances: Deposit mobilization; Classification and nature of deposit accounts; Advances; Lending practice; Types of advances; Principles of sound bank lending; preparation of reports; credit plans; planning customers; limits of credit; security.
UNIT III	Investment Management Investment Management: Nature of bank investment; Liquidity and profitability; preparation of cheques; Bill of lading; Book debts; Securities -V government and commercial.
UNIT IV	Management of finance Management of finance: Bank accounts; Records; Reports; Statement of advances; Evaluation of loan applications; profit and loss account; balance sheet and statutory reports regarding cash revenue.
UNIT V	Banking Services Banking Services - Recruitment system - Foreign Exchange Management

TEXT BOOK(S)

- Tannan ML: Banking- Law and practice in India; Indian Law House, New Delhi
- Radhaswami M and Basudevan A: Textbook of banking; s. Chand & co. New Delhi.

REFERENCE BOOKS

- Singh Kanhaiya, Commercial Bank Management, McGraw Hill Indian

SEMESTER– V

MID5 (C)- Computer Application in Business

LEARNING OBJECTIVES:

- To provide exposure to the use of office automation software and accounting package software in making business decisions.

LEARNING OUTCOMES:

After completing the course, the learners shall be able to:

- Acquire theoretical knowledge in MS Office
- Construct a worksheet on MS Excel
- Prepare presentations using MS PowerPoint and Develop a database management system using MS-Access
- Explain the fundamentals and key components of Tally ERP9 and Create ledgers and groups in various modes.

UNIT I	Introduction to Computer Concepts – Elements of computer – Characteristics of a Computer – Classification of Computers – Basic Computer Architecture – Input - output Devices - Software Concepts: Types of software – Software: its nature and qualities - Windows Operating System Functions.
UNIT II	Microsoft Word: Creating a New Document – Edit and Formatting a document – Change the page layout, Background and Borders – Headers & Footers – Creating Tables – Editing tables – insert Word Art, Clip Arts, and Pictures – Business Correspondence: Letters, Tables, Mail Merge, Labels.
UNIT III	Microsoft Excel: Building a Spread Sheet – Using Autofil – Adding and Removing Rows and Columns – Creating and Copying Formulae – Changing Column widths & Row Height – Using Auto format – Creating and Printing Graphs and Chart - Calculation of various financial and statistical Equations and functions.
UNIT IV	Microsoft PowerPoint: Creating and saving a presentation using Auto - Content wizard – Design template – Blank Presentation – Opening an Existing Presentation – Setting Slide transitions – Slide Animations – Power Point Presentation views – Printing Slides, Notes, and Handouts. Microsoft Access: Creating a new database – Creating a new table – Creating a Primary Key – Adding, editing, and deleting fields and records – Query: Query in Design View and by using Wizard – Forms: Creating an Auto form, by using Wizard and Entering data by using forms – Reports: Design view and by using wizard.
UNIT V	Applications of Accounting Software: Introduction – Features - tally Introduction to Accounting software (Ver.9.ERP): Characteristics of the Software Creation of a Company – Accounts Information – Creation of Ledgers – Vouchers – P& L a/c – Balance Sheet – Inventory Handling – Creation of Stock Groups - Creation of Stock Categories – Creation of Stock Items – Accounts of Banking and Departmental Accounting.

(Theory– 50% and Practical– 50%)

Text Book

- Rajagopalan. S.P., Computer Application in Business, Vikas Publishing House, New Delhi.
- Sanjay Saxena, 2009, MS-Office 2007 for everyone, Vikas Publishing House Pvt, Ltd., New Delhi.
- Nellai Kannan, C2002: MS-Office, Nels Publication, Tirunelveli, Tamil Nadu.

Books for References:

- Deepak Bharihoke., Fundamentals of IT, Excel Books, New Delhi.
- Dhiraj Sharma., Foundation of IT, Excel Books, New Delhi.
- Bhatnagar. S.C.& Ramani. K.V., Computers and Information Management, Prentice Hall of India, New Delhi.
- Martin, Principles of Database Management, Prentice Hall of India, New Delhi.
- Sulochana. M., Kameswara Rao. K & Kishore Kumar .R., Accounting Systems, Kalyani Publishers, Hyderabad.
- Parameswaran. R., Computer Application in Business, S. Chand & Co, New Delhi.

SEMESTER – VI

MJD (11) - MONEY AND BANKING

LEARNING OBJECTIVES:

- To expose the students to the working of banking and financial system prevailing in India

LEARNING OUTCOMES:

After the completion of the course, the learners will be able to:

- Explain the Meaning, Scope, and functions of Banking Systems in India
- Illustrate the recent trends in Banking and its services
- Explain the Concept of the Credit Creation Process

UNIT I	Money: Functions; Alternative measures to money supply in India – their different Components; Meaning and changing relative importance of each; High powered money Meaning and uses; Sources of changes in High Powered Money. Finance: Role of finance in an economy; kinds of finance; Financial System; Companies Financial intermediaries; Markets and instruments, and their functions.
UNIT II	Indian Banking System: Definition of Banking – Types of Banks – Commercial Banks - importance and functions; Structure of commercial banking- Agency services and General utility services of Commercial Banks - Importance and Meaning and importance of main liabilities and assets; Regional Rural Banks; Co-operative Banking in India.
UNIT III	Process of Credit Creation by Bank: Credit creation process; Determination of money supply and total bank credit; Interest Rates: Various rates in India (viz., bond rate, bill rate, deposit rates etc.) – the impact of inflation and inflationary expectations.
UNIT IV	Recent Trends in Banking: Electronic Banking - Features - Internet Banking Vs Traditional banking– Mobile banking – Features – Requirements – Telephone banking – Features - Telephone banking facilities – ATM – Features – Functions of ATM – Benefits of ATM – Credit cards – Electronic Fund Transfer –Features – Real Time Gross Settlement (RTGS) – Digital Payments – Digital Payment Systems – Types of Digital Payment Systems- Measures for promoting digital payments and creation of Less cash economy.
UNIT V	The Reserve Bank of India Functions Instruments of monetary and credit control Main features of monetary policy since independence - Development Bank and Other Non-Banking Financial Institutions: Their main features; unregulated credit markets in India – main feature.

Practical Exercises:

The learners are required to:

- Describe the Procedure of opening a Bank account – Current account, Savings account, Recurring account, and fixed deposit account based on your experience.
- Practice online account opening, E-banking operations, and UPI transfers.
- Analyse the Balance Sheet of a bank concerning loans and advances and identify the stressful assets.

Text Books

- Gupta. S.B (2008) Monetary Planning of India S. Chand, New Delhi.

Books for References

- Khan. M. Y (2009) India Financial System – Theory and Practice; Tata McGraw Hill, New Delhi.
- Modern Money & Banking, (1999) Roger Miller, McGraw Hill, New Delhi
- Banking Commission: Reports(s)
- Reserve Bank of India Bulletins

SEMESTER – VI

MJD (12) - PRINCIPLES & PRACTICE OF AUDITING

LEARNING OBJECTIVE:

The course aims to provide knowledge of auditing principles, procedures, and techniques under current legal requirements in India.

LEARNING OUTCOMES:

After completion of the course, learners will be able to:

- Explain the basic concepts of auditing and differentiate it from accounting and investigation
- Prepare the audit program and frame the audit procedure
- Examine the vouchers relating to the cash book
- Familiarise with the provisions of the Companies Act Regarding the qualification, appointment, rights, and duties of a company auditor.
- Apply the Computer Assisted Auditing Techniques and Green Audit concept in auditing practice.

UNIT I	Basic Principles of Auditing: Definition – Nature and Scope of Auditing – Difference between Accounting, Auditing and Investigation – Objects of Audit – Qualities of an Auditor – Types of Audits – Ethics of Auditing.
UNIT II	Audit Procedure and Internal Control: Preparatory steps to be followed in the commencement of a new audit - Audit Programme – Audit Note Book – Audit Working Papers – Audit Files – Audit report – Essentials of Effective Reporting-Standards on Audit. Internal Control: Elements - Objectives – Internal check – Objects of Internal Check – Duties of an auditor in connection with Internal check.
UNIT III	Vouching: Definition - Meaning – Auditors duty regarding vouching of various items of debit side of the cashbook: cash in hand, collection from debtors, interest on investment and rent received – Credit side of the cash book: wages, payment to suppliers, cash purchases and purchase of land & buildings – Verification of Assets and Buildings.
UNIT IV	Audit of limited companies: Company Auditor - qualification, disqualification, Appointment – Remuneration - rights and duties – removal of auditor - Liabilities of the auditor - Civil and Criminal liabilities, Tax-audit.
UNIT V	Auditing of computerized accounting: EDP Audit – EDP Audit features and limitation – General approach to EDP Audit – Major areas on Internal control system – CIS and Internal Control System – Special Techniques for Auditing in EDP environment – Need for Computer Assisted Auditing Techniques (CAAT) – Types and Uses of CAAT – Green Environmental Audit: Definition – objectives – stages of Green Auditing.

Practical exercises: The learners are required to:

- Prepare an Audit Programme for conducting an audit of receipts of a school / charitable institution.
- Identify and verify any five - documentary evidence in connection with sales, purchases of goods/machinery, payment of expenses, and liabilities.
- Prepare an internal control questionnaire and internal control checklist for the audit of an organization/business firm.
- Perform internal control under a computerized audit environment using Audit Expert Systems.
- Perform vouching of cash book of college/student functions, small business firms, clubs, etc., to gain practical knowledge.
- Collect audit evidence for verification of Property, Plant, and Equipment.
- Perform a dummy audit of a club, college, and a small business firm.

Note:

- Where necessary Standard on Auditing and Statements on Auditing Practice issued by the ICAI shall be referred.
- Students shall be provided with corporate annual reports and audit reports to get an idea of the format and contents.

Text Book:

- AUDITING – B.N. Tandon, Revised Edition-2009 Sultan Chand and Sons, 23, Dharyaganj, New Delhi
- PRINCIPLES AND PRACTICE - Dr. T. R. Sharma OF AUDITING Revised edition 2010 Sahithya Bhavan, Hospital Road, Agra – 282003.
- CONTEMPORARY AUDITING – Kamal Gupta Revised Edition – 2008 Tata McGraw Hill Publishing Co Ltd, 7, West Patel Nagar, New Delhi – 110008.
- A TEXT ON AUDITING - Partha Chatterjee, Revised Edition – 2011, Vrinda Publications (p) Ltd, New Delhi – 110 091

Books for References

- Ainapure. V., & Ainapure .M (2009). Auditing & Assurance, Delhi: PHI Learning.
- Aruna. J (2016). Auditing, Delhi: Taxmann Publication.
- Kumar. R., & Sharma. V (2015). Auditing Principles and Practice, Delhi: PHI Learning.
- Garg. P (2019). Auditing & Assurance, Delhi: Taxmann Publication.
- Singh. A.K., & Gupta. L, Auditing: Theory and Practice, Galgotia Publishing.
- Kamal. G (1987). Contemporary Auditing, Delhi: Tata McGraw Hill Publishing Company.
- Tandon. B. N., Sudharsnam. S., & Sundharabahu. S (2013). A Handbook on Practical Auditing, New Delhi: S. Chand Publishing

SEMESTER – VI

MJD (13) – FINANCIAL MANAGEMENT

LEARNING OBJECTIVE:

- To help students to understand the conceptual framework of financial management.

LEARNING OUTCOMES:

After completion of the course, learners will be able to:

- Explain the nature and scope of financial management; Assess the impact of the time value of money in different business decisions;
- Analyse the capital budgeting process and apply capital budgeting techniques for business decisions;
- Explain various capital structure theories and analyze factors affecting capital structure decisions.
- Critically examine various theories of dividend, identify and analyse factors affecting dividend policy; and suggest sound dividend policy.
- Design a working capital policy based on the assessment of financial requirements. Compare CSR and Profitability

UNIT I	Financial Management: Nature, scope, and objectives of financial management - profit maximization Vs wealth maximization; Value maximization - concept and implications, Economic Value Added (EVA), Market Value Added (MVA). Functions and Responsibilities of Finance Manager. Responsible Investment – concept and significance; Triple Bottom Line Concept - People, Planet, and Profit. Time value of money, Risk and Return Analysis; Emerging dimensions in finance area- Crypto Currencies, Block Chain. Financial goals; Profit vs. Wealth maximization, Financial functions – Investment, financing, and dividend decisions; financial planning.
UNIT II	Cost of Capital: Significance of cost of capital; Calculating cost of debt; Preference share, equity capital and retained earnings; combined (weighted) cost of capital. Operating and Financial Leverage: Their measure; Effects on profit, analyzing alternate financial plans, and combined financial and operating leverage - Capital Structure: Theories and determinants.
UNIT III	Capital Budgeting: Nature of investment decisions – evaluation criteria, pay - back period – accounting rate of return, net present value, internal rate of return - profitability index - NPV and IRR Comparison.
UNIT IV	Management of Working Capital: Nature of working capital, significance of working capital, Operation cycle and factors determining working capital requirements - Management of Working capital – cash, receivables, and inventories.
UNIT V	Dividend Policies: Issues in dividend policies; Welters model; Gordon’s model M.M. Hypothesis, forms of dividends and stability in dividends, determinants. “Portfolio Derivative”

(Problems-60% & Theory 40%)

Practical Exercises:

The learners are required to:

- Work on the spreadsheet for various financing decisions of a select company based on published annual reports.
- Analyse and interpret case studies on Capital Budgeting, Financial Structure, Working Capital, and CSR spending of a select company based on published annual reports.
- Read the case study titled 'Investment in Wee Infant Milk Formula: A Capital Budgeting Dilemma.' Prepare and present a report on key learnings from the same.
- Select 10 companies (5 each from public and private sector). Study their CSR policy and present a comparative analysis of their profitability and CSR spending over a period of 5 years.
- Prepare and present the strategy to be followed as a finance manager of a hypothetical company that is about to launch an IPO in the market.
- Prepare and present the strategy to be followed as a finance manager of a hypothetical company while making decisions on dividend distribution.
- Use the expert system for making various decisions related to financial management

Text Book:

- Pandey. I.M., Financial Management, Vikas Publishing House, New Delhi.
- Van Home. J. C., Financial Management and Policy, Prentice Hall of India, New Delhi.
- Prasanna Chandra., Management Theory and Practice, Tata McGraw Hill, New Delhi.
- Bhalla. V. K., Modern working Capital Management, Anmol Publishers, Delhi.

Books for References:

- Khan. M. Y., & Jain. P. K (2018). Financial Management: Text and Problem, New Delhi: Tata McGraw Hill Education.
- Kothari. R (2016). Financial Management: A Contemporary Approach, New Delhi: Sage Publications India Pvt. Ltd.
- Rustagi. R.P (2015). Fundamentals of Financial Management, New Delhi: Taxmann Publication.

- Pandey. I.M (2015). Financial Management, New Delhi: Vikas Publications.
- Sharma. S.K., & Sareen. R (2018). Fundamentals of Financial Management, New Delhi: S. Chand Publishing.
- Singh. P. (2010). Financial Management, New Delhi: An E-Books Pvt, Ltd.
- Singh. J. K (2016). Financial Management -Theory and Practice, Delhi: Galgotia Publishing House.
- Singh. S., & Kaur. R. (2011). Fundamentals of Financial Management, New Delhi: SCHOLAR Tech. Press.
- Tripathi. V (2017). Basic Financial Management, Delhi: Taxmann Publication.
- Chandra. P (2007). Financial Management - Theory and Practice, New Delhi: Tata McGraw Hill Education.
- Horne. J. C., & Wachowicz. J. M (2008). Fundamentals of Financial Management, New Jersey: Prentice Hall.
- Ross. S.A., Westerfield, R.W. Jaffe, J., & Kakani, R. K. (2014). Corporate Finance. New York: McGraw Hill Education.
- Srivastava. R., & Mishra. A (2011). Financial Management, New Delhi: OUP India. Study Material of CA Course (New) Intermediate Level Paper 8A: Financial Management.

SEMESTER - VI

MJD (14) - CORPORATE ACCOUNTING

LEARNING OBJECTIVES:

- To train the students in preparing company accounts and to enable them to prepare company final accounts.

LEARNING OUTCOMES:

After completion of the course, learners will be able to:

- Describe the rationale, merits, and demerits of issuing bonus shares for a company.
- Prepare financial statements (Profit & Loss Account, Balance Sheet, etc.) using online software.
- Prepare a balance sheet after the Internal Reconstruction of the company.
- Analyse the case study of major amalgamations of companies in India.
- Describe the process of Holding companies

UNIT I	Shares: Shares – Definition – Classes of shares – Issue of shares for cash – Issue of shares for consideration other than cash – Issue of shares at premium – Issue of shares at discount – Forfeiture of shares - Re-issue of forfeited shares – Issue of Rights and Bonus Shares; ESOPs and Buy Back of shares. Debentures -Definition – Types of debentures – Issue of debentures – Redemption of debentures. Underwriting of shares and debentures. Underwriting – Marked and Unmarked applications – Pure underwriting– Firm underwriting – Determination of liability of underwriters. (In reference to Relevant Accounting Standards (AS and Ind AS) and Guidance Notes as applicable).
UNIT II	Final Accounts: Preparation of Profit and Loss account and balance sheet of corporate entities (excluding calculation of managerial remuneration) Disposal of Company Profit (as per AS and Ind AS) schedule III of Indian Companies Act.
UNIT III	Valuation of Goodwill and Shares: Goodwill – Definition – Factors affecting value of goodwill – Need for valuation – Methods of Valuation - Valuation of shares –Yield method – Earning capacity method– Fair value of a share.
UNIT IV	Amalgamation, Absorption and Reconstruction: Meaning – Purchase consideration – Accounting treatment in the books of purchasing company and the vendor company– Alteration of share capital – Internal reconstruction – Scheme of capital reduction – Construction of Balance Sheet after reconstruction (Excluding external reconstruction)
UNIT V	Accounts of Holding Companies: Meaning of Holding Company and Subsidiary company – Minority interest – Cost of control or capital reserve– Preparation of consolidated balance sheet (Simple problems only). Liquidation: Meaning – Legal provisions – Preparation of Statement of affairs & Deficiency/ surplus a/c– Preparation of liquidator’s final statement of account.

Problems – 80% & Theory 20%

Practical Exercises:

The learners are required to:

- Collect prospectus issued by reputed companies, and examine the matters related to issues of shares.
- Examine the annual reports of business Organisations to find out whether applicable accounting standards (AS and Ind AS) are complied with or not.
- Collect information from business newspapers and periodicals on the amalgamation of companies and prepare a report.
- Prepare financial statements using appropriate software.

Text Books

- T.S. Reddy and A. Murthy, 2016: Corporate Accounting, Margham publications, Chennai.

Books for References

- R.L. Gupta and M. Ramaswamy, 2014: Advanced Accountancy, Sultan Chand and Sons, New Delhi.
- S.Kr. Paul, 2009: Corporate Accounting, New Central Book Agency, Kolkatta.

SEMESTER VI

MID6 (A)- REGULATIONS AND PRACTICES OF INSURANCE

LEARNING OBJECTIVES:

- This course intends to provide a basic understanding of the insurance mechanism.
- It will enable students to understand and gain insights into various Life insurance schemes and managerial practices.

LEARNING OUTCOMES:

- To explore knowledge of Life insurance, its history, and its development in India.
- To know about various provisions in Life insurance contracts.
- To understand and be aware of various Life insurance policies.
- To explore knowledge of claims procedure & documentation in risk and premium.
- To have in-depth knowledge of policy conditions and claim procedures.

UNIT I	Indian Insurance Act 1938: Provision applicable to Insurer- Insurance Companies Registration of Insurance Companies - LIC Act 1956: Organization Structure- Role of LIC in National Economy.
UNIT II	Insurance Legislation in India – Insurance Act 1938, Marine Insurance Act 1968, General Insurance Business (Nationalisation) Act, 1972, IRDA Act (a Brief Study). Marine Insurance – Nature of Marine Insurance Contract – marine insurance policies – policy conditions – rate fixation in fire insurance – payment of claim – Re-insurance.
UNIT III	Insurance Regulatory & Development Authority Act 1999: Development Authority – Regulation 2000, 2002, 2013, 2016 & 2017 regards amended Provision. Insurance Sector: General Insurance - Drawbacks of the regulated insurance industry in India Privatization and Challenges in Insurance Sector - Ombudsman scheme: Territorial Jurisdiction of Ombudsman.
UNIT IV	Life Insurance Organization, Premiums and Bonuses, Plans of Life insurance, Annuities - Group Insurance, Linked Life Insurance Policies - Applications and Acceptance, Policy Documents -Premium payment, Life Insurance Corporation (L.I.C) of India policy lapse and revival - Assignment, Nomination and Surrender of policy, Policy Claim
UNIT V	Claim settlement- Procedure Regarding the Settlement of Claims - Intimating or notifying the insurance company - life, health, or car insurance - Submitting the necessary documents - declaration in case of health insurance - FIR in case of loss of property or vehicle - Verification of the submitted documents - raising a legitimate claim

TEXT BOOK(S)

- Mishra M. N and Dr. Mishra S. B 2016 Insurance Principles and Practice (Twenty-Second Edition) Sultan Chand and Sons
- Dr. Periasamy P 2017 Principles and Practice of Insurance (Fifth edition) Himalaya Publishing House
- Inderjith Singh 2015 Fundamentals of Insurance (Fifth Edition), Kalyani publishers, New Delhi.
- Nalini Prava Tripathy 2014 Insurance Theory and Practice (First Edition) PHILearning, New Delhi.

REFERENCE BOOKS

- Ghanashyan Panda 2013 Principles and Practice of Insurance (Third Edition) Kalyani publishers, New Delhi.
- Murthy A 2015 Principles and Practice of Insurance (First Edition) Margham Publications, Chennai.
- Mishra, M. N., Principles and Practices of Insurance, S. Chand and Sons.
- Crane, F., Insurance Principles and Practices, John Wiley and Sons, New York
- Dorfman, Marks S., Introduction to Risk Management and Insurance, Pearson

REFERENCE: <https://www.insuranceinstituteofindia.com/web/guest/e-book1#>

SEMESTER VI

MID6 (B)- PRINCIPLES AND PRACTICE OF GENERAL INSURANCE

LEARNING OBJECTIVES:

- This course intends to provide a basic understanding of the insurance mechanism.
- It will enable students to understand and gain insights into various Life insurance schemes and Managerial practices.

LEARNING OUTCOMES:

- To explore knowledge of Life insurance, its history, and its development in India.
- To know about various provisions in Life insurance contracts.
- To understand and be aware of various Life insurance policies.
- To explore knowledge of claims procedure & documentation in risk and premium.
- To have in-depth knowledge of policy conditions and claim procedures.

UNIT I	Insurance Legislation in India - Insurance Act 1938, Marine Insurance Act 1968, General Insurance Business (Nationalisation) Act, 1972, IRDA Act (a brief study)
UNIT II	Marine Insurance – Nature of Marine Insurance contract - Marine insurance policies – policy conditions – premium calculation – Marine losses - payment of claims
UNIT III	Fire Insurance – Nature and use – fire insurance contract – kinds of policies – policy conditions – rate fixation in fire insurance – payment of claim - reinsurance.
UNIT IV	Miscellaneous insurance – motor insurance – burglary and personal accident insurance Rural Insurance in India – Urban non – traditional insurance.
UNIT V	Accounting and Finance – Accounting for insurance business – compliance with IRDA rules – Taxation. Investments – evaluation of investments – capital structure - cost of capital – solvency margin and compliance. Financial ratios – critical ratios and analysis, control system. Insurance company output and cost. The difference in Accounting Practices between Life and General Insurance –Reserve funds – investments – capital structure – solvency margin – deposits with Government. Recommended Practical's

TEXTBOOK:

- Sharma R. S. Insurance Principles and Practice, Vora, Mumbai.
- Dinsdale M. A. Elements of Insurance, Pitman, London.

BOOKS FOR REFERENCES

- Mishra M.N. Insurance Principles and Practice, Sultan Chand & Sons, New Delhi.
- Mathew M.J. Insurance Principles and Practice, RBSA Publishers, Jaipur.
- Arthur Williams. C, Jr., Michael L. Smith, Peter C Young. Risk Management and Insurance, McGraw Hill.
- Vinayakam N, Radhaswamy and Vasudevan S.V. Insurance – Principles and Practice, Frank Brothers, New Delhi.
- Balachandran S. General Insurance, Insurance Institute of India, Mumbai. Insurance Regulatory Development Act 1999 and other relevant Acts.

SEMESTER - VI

MID6 (C)- RETAIL BANKING

LEARNING OBJECTIVES:

- This course in Retail Banking ensures that the students acquire the required practical knowledge to understand retail banks and its real-life applications.

LEARNING OUTCOMES:

- After this Course in Retail Banking, students would understand Banking as core business function and the basic principles of Retail Banking & its products.
- This course enables the students to capture the dynamic realities of Financial Inclusion while emphasizing various aspects of Banking, prospecting and CASA acquisition, complaint resolution, and other elements of customer service.

UNIT I	CONCEPTS OF RETAILING - Retailing Concepts- History and definition, role within the bank operations, Applicability of retailing concepts, the distinction between Retail and Corporate/Wholesale Banking.
UNIT II	RETAIL PRODUCTS Retail Products Overview – Customer requirements, Product development process, Liabilities and Assets Products / Description of Liability products, Description of Asset Products.
UNIT III	CREDIT & DEBIT CARDS Credit / Debit Cards – Credit Vs Debit Cards, Eligibility, Purpose, Amounts, Margin, Security, Process of using the cards, Billing Cycle, Credit Points.
UNIT IV	SELLING OF RETAIL PRODUCTS Marketing / Selling of retail products, tie-up with Institutions for Delivery Channels – Branch, Extension counters, ATM, POS, Internet Banking, M- Banking. Microcredit- MSMEs (an overview)
UNIT V	CUSTOMER RELATIONSHIP MANAGEMENT Customer Relationship Management – Role and impact of Customer relationship, Stages in customer relationship management process. Account opening, basic loan origination data.

TEXTBOOKS:

- Retail Banking by Macmillan Education Experts and Macmillan Education
- Retail Banking (a guide for Novices) by Dr. Ramamurthy N

REFERENCE BOOKS:

- Retail Banking by Keith Pond
- Retail Banking Technology by Suresh Samudrala
- Smart Manager Retail Banking Decoded, Poppy Sharma, Taxmann's

SEMESTER - VII

MJD (16)- SECURITY ANALYSIS &PORTFOLIO MANAGEMENT

LEARNING OBJECTIVES

- To know the terms such as common stock, stock market, stock options, and approaches to investing in the stock market and building stock portfolios.
- To provide a basic introduction to portfolio theory and study various portfolio modeling associated with risks

UNIT I	Investments: Nature and scope of Investment analysis; elements of investment; avenues of investment, approaches to investment analysis; Concept of return and risk Security return and risk analysis, measurement of return and risk.
UNIT II	Security Markets: Primary and Secondary market; Primary market -role, functions, and methods of selling; securities in the primary market; Allotment procedure; New financial instruments Secondary Market: Role, importance, type of brokers, trading mechanism, a listing of securities in stock exchanges, screen-based trading; Depository; role and need; Depositories Act 1996. – Valuation of securities; bonds; debentures, preference shares, and equity shares.
UNIT III	Fundamental Analysis: Economic analysis, Industry analysis, and Company analysis. Technical Analysis: Trends, indicators, indices and moving averages applied in technical analysis.
UNIT IV	Efficient Market Hypothesis: Weak, semi-strong, and strong market and its testing techniques. Capital market Theory: Capital market line, security market line, risk-free lending, and borrowings; Factor models: Arbitrage pricing theory, two-factor, and multi-factor models; Principles of arbitrage, arbitrage portfolios
UNIT V	Portfolio Analysis: Estimating rate of return and standard deviation of the portfolio; Effect of combining the securities; Markowitz Risk-return optimization; Single Index Model or Market Model, Portfolio total risk, portfolio total risk, portfolio market risk and unique risk, Simple Sharpe's optimization solution. Portfolio Performance Evaluation: Measure of return, risk-adjusted measures of return, market lining, evaluation criteria, and procedures.

Note: Proportion of Questions: Problem 20% and Theory 80%

Books Recommended

- Bhalla, Investment Analysis, S. Chand & Co. Delhi.
- Amling, Fundamentals of Investment Analysis; Prentice Hall, International Edition.
- Machi Raja: H.R. Merchant Banking, Wiley Eastern Ltd., New Delhi.
- Sharpe William F: Gordon J. Alexander and J.V. Bailly, Investment, Prentice-Hall of India, New Delhi.
- Gupta, L.C. Stock Exchange, Trading in India: Security for Capital Market Research and Development, Delhi

Note: The latest edition of textbooks may be used.

SEMESTER VII

MJD (17)- DOUBLE ACCOUNTING

LEARNING OBJECTIVE:

The Objective of the double Accounting Program is to help students learn about accounting to prepare them for a mix of accounting professional activities, including public accounting, governmental accounting, and corporate accounting.

LEARNING OUTCOME:

- Students will be able to use financial statements to make decisions.
- Students will be able to evaluate accounting systems.
- Students will be able to file tax returns for individuals and businesses.

UNIT I	The Accounting Equation and The Statement of Financial Position - Book-keeping and Accounting - Users of accounting information - The accounting equation.
UNIT II	The Double Entry System for Assets, Liabilities, and Capital - The Double Entry System for Inventory - The Double Entry System for recording drawings - The Double Entry System for recording Expenses and Revenues.
UNIT III	Balancing off Accounts - The Trial Balance - Accounting Concepts and Assumptions - Books of original entries and ledgers - The Cash Book - The Petty Cash Book.
UNIT IV	Sales Day Book and Sales Ledger - Purchases Book and Purchases Ledger - Sales Return Day Book. Purchases Return Day Book - The Journal/General Journal.
UNIT V	Correction Of Errors - Errors not affecting Trial Balance - Suspense account - Manufacturing accounts - Departmental Accounts.

TEXTBOOKS:

- T.S. Grewal's Double Entry Book Keeping (Accounting for Companies): Vol. 2(Old Edition)

REFERENCE BOOKS:

- Double Entry Bookkeeping Up To Date: Augustus Armstrong.

SEMESTER - VII

MJD (18)- FINANCIAL STATEMENT ANALYSIS

UNIT I	<p>The Basic Financial Statements Financial Statements: Demand and Supply - Demand for Information -Supply of Information - International Accounting Standards - Review of Financial Statements - Balance Sheet- Income Statement - Statement of Stockholders' Equity - Statement of Cash Flows - Information Beyond Financial Statements. Managerial Choices in Financial Reporting - Analysis of Return on Assets-Components of Return on Assets – Analysis of Return on Equity.</p>
UNIT II	<p>Profitability Analysis and Interpretation Profitability Analysis and Interpretation: Return on Equity (ROE)-ROE Disaggregation: DuPont Analysis - Return on Assets-Financial Leverage Return on Assets and Its Disaggregation Analysis of Profitability and Productivity- Analysis of Profitability -Analysis of Productivity- Analysis of Financial Leverage -Balance Sheet Analysis with an Operating Focus –Return on Net Operating Assets (RNOA) –Net Operating Assets (NOA)- Net Non-operating Obligations (NNO) - Income Statement Analysis with an Operating and Non-Operating Line Items of the Income statement.</p>
UNIT III	<p>Credit Risk Analysis and Interpretation Credit Risk Analysis and Interpretation - Market for Credit - Supply of Credit -Credit Risk Analysis Process –Information for Credit Risk Analysis of Default-Loss Given Default-Review-Measuring Credit Risk- Adjusting Financial Information Profitability Analysis - Coverage Analysis -Liquidity Analysis - Solvency Analysis (- Credit Ratings-How Credit Ratings Are Determined Predicting Bankruptcy- Altman Z-Score-Application of Z-Score - Bankruptcy Prediction.</p>
UNIT IV	<p>Financial Statement Forecasting Financial Statement Forecasting –Forecasting Process- Forecasting the Income Statement- Forecasting the Balance Sheet Building Forecasts from the Bottom Up-Segment Data- Forecasting the Statement of Cash Flows -Multi-year Forecasting with Target Cash and New Debt Financing-Parsimonious Method for Forecasting NOPAT and NOA-Multiyear Forecasting with Parsimonious.</p>
UNIT V	<p>Fundamentals of Valuation Valuation Basics- Basics of Valuation - Payoffs from Equity and Debt Instruments - Steps in Stock Valuation – Intrinsic Value- Review of Time Value of Money – Valuation of a Debt Instrument- Valuation of an Equity Instrument - Recursive Process of Valuation -Cash-Flow- Based Valuation- Equity Valuation – Operating -Income-Based Valuation-Equity Valuation Models- Multi-Year Forecast Precision –Market-Based Valuation- Valuation Model Using Market Multiples, Balance Sheet Multiples, Net Operating Asset (NOA) Multiples, Book Value (BV) Multiples, Income Statement Multiples, Net Income(NI) Multiples, Industry- Based Multiples, Combining Estimates from Differing Multiples</p>

Reference Books:

- Easton, McAnally and Sommers, Financial Statement Analysis & Valuation,6th edition (2020),
- Cambridge Business Publishers, ISBN: 978-1-61853-360- 9
- Financial Statement Analysis and Security Valuation (2017) Fourth edition, Stephen H. Penman, Publisher: McGraw Hill Education;
- Business Analysis and Valuation: Using Financial Statements (2015) 5th edition, Krishna G. Palepu, Publisher: Cengage Publications;
- Timothy R Mayes, Financial Analysis with Microsoft Excel, Cengage Learning (2016)

Open Resources

- http://www.tvmcalcs.com/excel/excel_tutorial_index

Tools and Software

- Practical aspects of financial statement analysis through R, Excel.

SEMESTER VII

MID7 (A)- INSURANCE AND RISK MANAGEMENT

LEARNING OBJECTIVES:

- To make the students learn about the role of the financial planner in the personal risk assessment process

LEARNING OUTCOMES:

- To learn about the process of advising various types of insurance products for clients.
- To have a clear idea about how to integrate risk assessment and risk protection into a comprehensive financial plan
- To gain a working knowledge regarding the various concepts and regulatory environment of insurance in India
- Matching the insurance needs and risk assessment of clients

UNIT I	Introduction To Insurance Business Definition of insurance - Characteristics of insurance – Principles of a contract of insurance – General Concepts of Insurance – Insurance and hedging – Types of insurance – Insurance Intermediaries Life Insurance Business - Fundamental principles of life insurance – Basic features of life insurance contracts - Life insurance products – Traditional and unit-linked policies – Individual and group policies - With and without profit policies – Types of life insurance policies – Term insurance – Whole life insurance and its variants – Endowment insurance and its variants – Annuities – Policies for children and females – Policies for handicapped lives – Pension plans – Health insurance – Claims settlement.
UNIT II	General Insurance Business - Fundamental principles of general insurance – Fire insurance – Marine insurance – Motor insurance – Personal accident insurance – Liability insurance –Miscellaneous insurance – Claims settlement.
UNIT III	Insurance Regulations in India Insurance Act, 1938 – Summary provisions of Insurance Act, 1938 Insurance Regulatory and Development Authority (IRDA) – Introduction – Purpose, Duties, Powers, and functions of IRDA – Operations of IRDA – Insurance policyholders’ protection under IRDA – Exposure/Prudential norms. Summary provisions of related Acts – Consumer Protection Act and Transfer of Property Act
UNIT IV	Introduction To Risk Management Risk management – Objectives of risk management – Risk management process – Identifying and evaluating potential losses – Selecting appropriate technique for treating loss exposure – Risk financing – Implementing and administering risk management program – Personal risk management – Loss forecasting
UNIT V	Risk Assessment, Analysis, Evaluation, Risk Control and Treatment - Risk Reduction - Transfer and Sharing of Risk - Elimination and Retention of Risk

TEXTBOOKS

- George Rejda, Principles of Risk Management and Insurance, Pearson Education.
- S. Balachandran, General Insurance, Insurance Institute of India.

BOOKS FOR REFERENCES

- S. Balachandran, Karve, Palav, Life Insurance, Insurance Institute of India.
- M. Y. Khan, Indian Financial System, Tata McGraw-Hill.
- Bharti Pathak, Indian Financial System, Pearson Education.
- C. Arthur, William Jr., Michael Smith, Peter Young, Risk Management and Insurance, McGraw-Hill
- Trieschmann, Gustavson, Hoyt, Risk Management and Insurance, South-Western College Publishing.
- Gupta, P. K, Insurance and Risk Management, Himalaya Publishing House
- Insurance Theory and Practice, Nalini Prava Tripathy & Prabir Pal, Prentice – Hall of India, Pvt Ltd, New Delhi

SEMESTER VII

MID7 (B)- AGRICULTURAL & RURAL INSURANCE

LEARNING OBJECTIVES:

- To provide a broad overview of Agricultural and rural insurance in India.
- To familiarize the students with products in rural insurance.

LEARNING OUTCOMES:

- To provide knowledge on Agriculture in India.
- To know about various agriculture crop insurance schemes in India.
- To understand crop Insurance.
- To explore knowledge on IRDA regulations in rural insurance.
- To provide knowledge on miscellaneous agricultural insurance Schemes in India.

UNIT I	Indian agriculture: Introduction - Agriculture in India – leader - distribution and indicators - agricultural in the post-independence era – agricultural census – modernization
UNIT II	Risk in Agriculture: Risk in agriculture and coping mechanism- climate change and agriculture crop insurance - schemes in India – Types of Agricultural insurance – NAIS premium rating in crop insurance-NAIS – WBCI.
UNIT III	Crop insurance: Design consideration - concepts - agricultural insurance Vs Agricultural relief approaches to crop insurance - crop insurance – design and operations - weather-based crop insurance model
UNIT IV	IRDA regulations in rural insurance: Livestock - types of cattle – buffaloes - Characteristics – classification - cattle insurance – market-market agreements –schemes-poultry – comprehensive coverage – duck insurance – exclusions
UNIT V	Miscellaneous Agricultural insurance Schemes: Pet insurance - sheep – goat – pig – elephant - agricultural pump set-cart-hut-gobar gas plant - lift irrigation insurance – comparative package for tribal

TEXT BOOKS:

- Insurance Institute of India – IC 71- Agricultural Insurance

REFERENCE BOOKS:

- Mishra & Promod, Agricultural risk Insurance & Income, The maritime and Insurance bookshop
- Dr. S S Raju & Dr. Ramesh Chand, Agricultural Risk & Insurance in India, NCAEPR, New Delhi.
- Deshpande S.P, Rural insurance business: Potentially and marketing, National Insurance Academy,1999.

SEMESTER VII

MID7 (C)- INSURANCE ENVIRONMENT

LEARNING OBJECTIVES:

- To enable students, to understand the opportunities and challenges of the prevailing and desirable insurance environment in which the financial market has to operate.
- Provide an understanding of the role of insurance in society and its economic growth.

LEARNING OUTCOMES:

- The learners will be able to understand various policies offered, and risks faced by insurance companies and also will understand insurance product cost and pricing, marketing, and distribution.
- They will also understand various principles, and provisions that govern insurance companies.

UNIT I	Insurance Act and Insurance Policies Insurance Act - Features - Scope – Licensing Registration - Core Insurance – Policy Document: Need and Format of Policy Preamble - Schedule Attestation - Conditions and Privileges - Alteration. Duplicate policy.
UNIT II	Insurance Agency for Life & General Insurance Fundamentals of Agency Law – Agent –Function - Powers of Agent -Types of Agents - Procedure for becoming an Agent - Remuneration of an Agent - Agent’s Regulation and Code of Conduct.
UNIT III	Reinsurance Re insurance - Meaning – History - Function- Nature and Types of Reinsurance - Laws and Documents of Reinsurance - Special Factors Related to Different kinds of Insurance - Setting Retention- Reinsurance Program Design - Negotiation & Placement of Reinsurance - Reinsurance Clauses, Accounting, Market, Financial Security - Alternative to Reinsurance – Reinsurance Business – Processing of Information for Reinsurance
UNIT IV	Underwriting Management - Meaning - Fundamentals of Underwriting - Underwriting Policy - Sources of Underwriting Information - Classes of Business - Product Design - Underwriting of Life Insurance, General Insurance - Underwriting and Pricing of Product –Underwriting Commission - Assessment and Management of Exposure - Perils and Clauses of Insurance Policies - Operational Control
UNIT V	Micro insurance Concepts – History - Need for Micro Insurance – Importance of Micro Insurance - Micro Insurance and Micro Finance - Delivery Mechanisms-Micro Insurance Models - Micro Insurance Products – Challenges in Micro Insurance.

TEXTBOOK

- Kanika Mishra., “Fundamentals of Life Insurance Theories and Applications”, 2nd Ed., PHI learning Ltd, New Delhi,2016

REFERENCE BOOKS

- Chris Paine., “Reinsurance”, 1st Ed., Ane Books Pvt Ltd., New Delhi, 2009.
- Anand Ganguly., “Insurance Management”, 1st Ed., New Age International Publishers Ltd. New Delhi, 2009.
- Sahoo. S.C. and Das. S.C., “Insurance Management”, 2nd Ed., Himalaya Publishing Pvt. Ltd., New Delhi, 2013.
- Shashidharan K. Kutty., "Managing Life Insurance", 1st Ed., PHI Learning Pvt. Ltd.

SEMESTER VII

MID8 (A)- RURAL BANKING

LEARNING OBJECTIVE:

- To Appreciate the challenges and opportunities of rural banking
- To Understand the structure and functions of co-operative banking
- To Describe the process and objectives of cash management by rural banks
- To Identify the methods used for liquidity management.

LEARNING OUTCOME:

- Students will be able to work in the rural banking sector.
- Students will be able to analyze the rural banking customer's requirements
- Understand the Regulation, Supervision, and Compliance of rural banking

UNIT I	Principles and functions of banking, Co-operative banking, Special features, Negotiable instruments, Cheques, Bill of Exchange, Promissory Notes - Banker customer relationship, Psycho-demographic approach, Customer-centric vs business-centric approach.
UNIT II	Co-operative banking, agriculture and non-agriculture organization, function of Apex MSCB, DCCB, RBI functions, and role, NABARD, Lead Bank Scheme, RRB objective and functions - Banking and I.T., E-banking. ATM. M-banking
UNIT III	Domestic Cash Management, ST/MT Funding, Meaning and importance cash management, Objectives, Cash flow cycle, Cash flow budgeting and forecasting, electronic cash management, MT and LT funding, Term loans, Securitization, Cost center, Profit center, Planning and control, Capital Budgeting.
UNIT IV	Liquidity Management- Objectives-Sources-Maturity concerns: Projected cash and core sources- Contingency Plans- ST/NT Liquidity – Maturity Ladder Limit- Internal control- Information- Netting.
UNIT V	Regulation, Supervision, and Compliance- Need and significance of internal and external audit.

TEXTBOOK:

- Banking Regulation Act.
- Basu. A.K. Fundamentals of Banking Theory and Practice.

BOOKS FOR REFERENCES

- Chatterjee, A., Bank Credit Management.
- Choubay, B.N., Principles and Practice of Co-operative Banking.
- Tanan, M.L. Banking Law and Practice in Negotiable Instrument India Act.

SEMESTER VII

MID8 (B)- BANKING AND INTERNATIONAL FINANCE

LEARNING OBJECTIVE:

- Students can understand the basic concept of International Banking and Financial Institutions and be exposed to various types of risk faced by international banks.

LEARNING OUTCOME:

- To learn & understand various aspects and basics of International Banking and Finance.
- To provide necessary knowledge of international banking operations and international payment arrangements.
- To develop a deeper understanding of various aspects and basis of international operations.
- To introduce the Foreign Exchange Market and various arithmetic operations that take place in the interbank market. Students would become more employable.

UNIT I	International Banking – Nature and Background of International Banks – Evolution of International Banking in India - International Finance - International Finance Centers, Cross Border Finance, Off Shore Market, International Banking Services.
UNIT II	International Financial Institutions – IMF, IBRD, BIS, IFC, ADB, WTO, IDA, NRI Accounts – Types - Foreign Currency Accounts – Types - RFC (Domestic Accounts) – EEFC Accounts - EXIM Bank – ECGC.
UNIT III	Foreign Exchange Meaning– History – Administrative set up – Functions of Foreign Exchange Department – Foreign Exchange Currency Accounts
UNIT IV	International Exchange System Introduction – Exchange Rate – Fixed Floating Exchange Rates- Exchange Rate System - Prior to IMF Exchange Rate System - Under IMF – Factors Influencing Exchange Rates – Currency Exchange Rates – Classification of External Value of Rupee – Convertibility of Rupee – Recent Developments – Balance of Payment – Components of Balance of Payment.
UNIT V	Foreign Exchange Markets Introduction – Features – Participants in Foreign Exchange Market – Users of Foreign Exchange Market - Hedgers – Speculators – Arbitrageurs – Settlement of Transaction – SWIFT, CHIPS, CHAPS, Fedwire – Transactions in Inter Bank – Types of Transactions – SPOT Transaction, Forward Transaction, SWAP Transaction, Non-Deliverable Forwards Transactions.

TEXTBOOKS

- Jeevanandham C., “Foreign Exchange, Practice, Concepts and Control”, 2nd Ed., Sultan Chand & Sons, New Delhi, 2016
- “General Bank Management”, Indian Institute of Banking & Finance, New Delhi, 2010.

REFERENCE BOOKS

- Avadhani V.A., “International Finance Theory and Practice”, 2nd Ed., Himalaya Publishing House, New Delhi, 2011.
- Madura J., “International Financial Management”, 13th Ed., India edition, 2015.
- Jeevanandham C., “Foreign Exchange and Risk Management”, 6th Ed., Sultan Chand & Sons, New Delhi, 2016.
- Gopala Krishnan P.G., “Foreign Exchange”, 1st Ed., Himalaya Publishing House, Bangalore, 2011.

SEMESTER - VII

MID8 (C)- COOPERATIVE BANKING

LEARNING OBJECTIVES:

- To enable the students to understand the fundamentals of management, decision-making, and execution aspects of cooperative banking enterprises

LEARNING OUTCOMES:

- To Apply the principles and functions of Management in Cooperative banking enterprises
- To Describe the management structure of cooperatives and their functions and powers
- To apply modern tools and techniques in the various functional areas of management of cooperative banks.
- To analyze the important issues affecting the functioning of cooperative banks.

UNIT I	Growth of Co-operative Credit in India - Structure of Co-operative Credit - Limitations and Problems.
UNIT II	Primary Agricultural Co-operative Credit Society – Organization, Functions and Working - Lending Policies – Programmer – Recovery and Overdue Problems – Viability of Primary Cooperatives.
UNIT III	District Co-operative Banks – Organisation Functions and Working–Lending Policy and Procedures. Funds Position – Recovery and Overdue Problems. State Co-operative Banks Constitution and Working.
UNIT IV	Co-operative Land Development Bank – SLDB – PLDB – Constitution, Objects, Working – Sources of Funds Lending and Overdue Problems. Urban Co-operative Banks Employee Co-operative Credit Societies– Objects – Functions and Working.
UNIT V	Role of NABARD and Co-operative Development. SBI and Co-operatives – Commercial Banks and Co-operative Credit – Marketing Co-operatives – Structure – Primary Co-operative Marketing Societies – State Co-operative Marketing Society – Constitution Objectives – Functions.

TEXTBOOKS

- Cooperative Banking in India – Dr. S. Nakkiran., Rainbow Publication Coimbatore

BOOKS FOR REFERENCES

- Cooperative Banking – C.D. Indule, Continental Prakashan, Pune.
- Principles and practice of Cooperative Banking in India – B.N. Chobey., Asia Publishing House, London.

Note: The Latest edition of the textbooks should be used

SEMESTER VIII

MJD (19)- FOREIGN EXCHANGE MANAGEMENT

LEARNING OBJECTIVE:

- To equip the students with the Foreign Exchange management concepts
- To provide an introduction to futures and an overview of financial future markets
- To enable the students to acquire knowledge about currency swaps
- To help students to understand the different types of exchange rate risks.

LEARNING OUTCOME:

- Students will be able to understand foreign exchange market structure and market dealings.
- Students will be able to understand the functions and players in the foreign exchange market.
- Students will be capable of understanding various forex exposures
- Students will be able to learn the forward and spot market operations

UNIT I	INTRODUCTION: Foreign Exchange Markets and Transactions - Quoting Foreign Exchange Rates, Spread, Official and Free market rates - Direct, Indirect and Cross Rates- Forward Rates: Quoting and Structure - Forward Exchange Rates versus Expected Future Spot Rate – Outright Forwards versus Swaps.
UNIT II	CURRENCY FUTURES AND OPTIONS MARKETS: Currency Futures, Marking to Market- Futures Contract Versus Forward Contract - The link between the Future and the Forward Contract - Currency Options, Exchange Traded Options - Quotation Conventions and market organization - Determining market value of Options- Over the Counter (OTC) Options.
UNIT III	DETERMINATION OF EXCHANGE RATES: The Balance of Payment Accounts- The net International Investment Position- Supply and Demand View of Exchange Rates - Modern Theories of Exchange Rates - Alternative Systems of Exchange Rate - Hybrid System and Target Zone Arrangement.
UNIT IV	FOREIGN EXCHANGE EXPOSURE AND RISK: The nature of Exchange Rate Risk and Exposure - Types of Foreign Exchange Exposure - Alternative Strategies for Exposure Management - Exposure Management Techniques - Hedging Risk and Exposure.
UNIT V	INTERNATIONAL TAXATION: Different Forms of Taxes, Import Duties - Withholding Taxes AND Branch vs Subsidiary Taxes - Organizational structures for reducing taxes - Tax Reliefs Tax Treatment of Foreign Exchange Gains and Losses.

TEXTBOOKS:

- Taxmann's Foreign Exchange Management Manual – 39th Edition (Two Vols)
- Foreign Exchange Management and International Finance, 2/e - Vivek Viswan V. & M. M. Sulphay

REFERENCE BOOKS:

- Foreign Exchange Management - A. Narasimha Rao, B.S.N. Raju

SEMESTER VIII

MJD (20)- ACTUARIAL SCIENCE

LEARNING OBJECTIVE:

- This course stresses the importance of actuarial science which is important for the actuarial profession. Discuss some case studies and scenarios to strengthen the understanding of scenarios that we may encounter in the actuarial profession.
- The business awareness touches on specific areas to understand the business environment better and related actuarial functions.

LEARNING OUTCOME:

- Students could able to analyze actuarial data using advanced statistical techniques.
- Students could able to describe the core areas of actuarial practice and relate to those areas of actuarial principles, theories, and models.
- Students could able to able to apply and synthesize mathematical, statistical, financial, and actuarial theory, models, and evidence to a variety of financial and insurance issues.

UNIT I	Probability Theory - principles and applications of probability theory- probability distributions, random variables, and probability calculations.
UNIT II	Financial Mathematics - principles and applications of financial mathematics - interest rates - present value - future value - annuities.
UNIT III	Economics - the principles and applications of economics – microeconomics – macroeconomics -econometrics.
UNIT IV	Risk Management- Principles of Reinsurance - principles and practices of risk management- identifying, analyzing, and mitigating financial risks.
UNIT V	Insurance - principles and practices of insurance- insurance products - actuarial calculations, and risk management strategies.

TEXTBOOKS:

- Stephen G. Kellison, The theory of interest. Irwin Mc Graw Hill, 2008.
- Steven Roman, Introduction to the Mathematics of Finance: From risk management to options pricing. Springer, 2004.
- Actuarial Mathematics - Arjun K. Gupta and Tamas Verma
- Mathematics of investment and credit - Samuel Broverman
- Solutions Manual for Probability of Risk Management - Donald G. Stewart
- Pension Actuarial Mathematics - Philip Martin

REFERENCE BOOKS:

- Newton L. Bowers, Actuarial Mathematics. The Society of Actuaries, 1986.
- David C. M. Dickson, Mary R. Hardy, Howard R. Waters, Actuarial Mathematics for life contingent risk. Cambridge University Press, 2009.
- Life, Death, and Money - Derek Renn

SEMESTER VIII

MID (1)- BANKING TECHNOLOGY MANAGEMENT

LEARNING OBJECTIVE:

- To understand Core Banking and the Technologies involved in it.
- To understand Banking Channels and Payments gateways.

LEARNING OUTCOMES

- To gain knowledge about CBS components and other banking software
- To acquire practical knowledge of Banking Technology

UNIT I	Branch Operation and Core Banking- Introduction and Evolution of Bank Management Analysis of Rangarajan - Committee Reports - Technological Impact in Banking Operations– Total Branch Computerization - Concept of Opportunities– Centralized Banking – Concept, Opportunities, Challenges & Implementation.
UNIT II	Delivery Channels -Overview of delivery channels – Automated Teller Machine (ATM) – Phone Banking –Call centers – Internet Banking – Mobile Banking- USSD, UPI, BHIM – Payment Gateways – Card technologies – MICR electronic clearing.
UNIT III	Backoffice Operations- Bank backoffice management –Inter-branch reconciliation – Treasury Management– Forex Operations – Risk Management – Datacenter Management – Network Management – Knowledge Management (MIS/DSS/EIS) – Customer Relationships Management (CRM)
UNIT IV	Interbank Payment System – INFINET Interface with Payment System Network– Structured Financial Messaging system –Electronic Fund transfer – RTGSS – Negotiated Dealing Systems & Securities Settlement Systems – Electronic Money – E Cheques
UNIT V	Contemporary Issues in Banking Techniques Block Chain and Bit-Coin – Cryptocurrency Analysis of Recent Core Banking Software-Case study.

TEXT BOOK:

- Financial Services Information Systems-Jessica Keyes Auerbach publication
- Kaptan SS & Choubey NS., E-Indian Banking In Electronic Era, Sarup& Sons, 2013.

BOOKS FOR REFERENCES:

- Vasudeva, E-Banking, Common Wealth Publishers, New Delhi, 2010
- Turban Rainer Potter, Information Technology, John Wiley & Sons Inc, 2012.
- Banking Technology – Indian Institute of Bankers Publication,2010

SEMESTER VIII

MID (2)- CREDIT & RISK MANAGEMENT IN BANKING

LEARNING OBJECTIVE:

- The learners will gain insights into the essential elements of the process adopted by Banks for Credit Risk Management.
- The students will be able to understand the concepts and process of Credit and Risks Management
- The Course discusses various tools, practices, and models related to Credit.
- It will also be of value to existing bankers who want to understand the various facets of Credit Risk Management.

LEARNING OUTCOME:

- To explore knowledge of Principles of Risk Management:
- To know about Basel Accords and its implications; Credit Risk Loss Distribution;
- To understand and be aware of the Application of Credit Risk Measurement: Reading Financial Statements and Economics of Credit
- Ability to understand practical applications of Strategic credit decision-making, management of Credit Portfolio, and Credit Rating System

UNIT I	BANK CREDIT: Bank credit – Basic Principles and Approach – Three C’s – Purpose of lending – Security aspects – business experience/Management – Market – Purpose Trading – Manufacturing Service, Agriculture, Personal – Security: Primary – Collateral – Stock, Machinery, Land and Building – Guarantee – Different types of Mortgages – Management/Experience: Business Experience – Technical Qualification – Professional Management – Market: Local – National – Global Types of Credit – Demand Loan – Cash Credit – Overdraft – Term Loan – Basic Characteristics and the difference between the four – Legal and Regulatory Aspect – Legal Documents – Loan Documents – RBI Directives – Various Committees - Tandon – Chore, Nayak and such other committees – Brief details.
UNIT II	LENDING: Lending to Different Customers – Individuals – Partnerships – Limited companies – Trust – Associations – Legal aspects – Documents to be called for.
UNIT III	LOAN PROCESSING: Loan Processing – Sanctioning – Monitoring – Recovering Commercial Loans (Activity Based) – Government Sponsored Loans (mostly agricultural, Rural and Weaver section) – Trading: small – Retail – Wholesale – Chain/Supermarket – Manufacturing: Industrial Advances – Service Transport – Telecommunication – Hospital – Hotel. Infrastructure: Power – Petrol – Port – Agriculture: Crop – Plantation – Well – Motor Pump set – Tractor etc. Miscellaneous: Self-employed. Business loan(Borrower Based) – Small Business: Self Employed – Transport – Trade – Hotel – Others – Approach – Assessment – Supervision – Recovery Medium and Large Scale: Small Scale Industries – Corporate – Approach – Assessment – Sanction –Disbursement – Follow Up – Recovery Agriculture: Small, Medium and Big Farmers – Short term and Medium term Loans – Corporate Borrowers. Government-sponsored: Priority sector lending – Lead Bank Scheme – Government-sponsored loan to Weaver section – Subsidy
UNIT IV	CORPORATE FINANCE: Corporate Finance – Project Finance – Appraisal – Assessment – Documentation – Disbursement – Monitoring – Follow Up – Review – Creation of Charge – Analysis of Balance sheet – Profit and Loss account – Cash flow and Fund flow working – Project approach
UNIT V	NPA – Causes and Remedial Measures – Management of NPA’s – Debt Recovery Tribunals – Asset Reconstruction Fund.

TEXTBOOKS

- Indian Financial System and Commercial Banking – IIB
- Special and preferred sector Finance – IIB
- Management and Accounting and Financial Management – IIB

REFERENCE BOOKS

- Prudential Accounting Norms and Audit of Banks – Naganatham. M and Jayaraman

SEMESTER VIII

MID (3)- RISK MANAGEMENT & LIFE / GENERAL / HEALTH INSURANCE

LEARNING OBJECTIVE:

- The course aims to provide a basic understanding of the concept & classification of risk.
- The student will understand the process of risk management in detail and how insurance acts as a risk management tool.
- It covers the special features of insurance, insurance contracts, and the critical role of law of large numbers.

LEARNING OUTCOMES:

- To understand the concept of risk and uncertainty and classify risks, level of risk, and explain the behavioral aspect of risk and economics of insurance.
- To explain insurable and non-insurable risks.
- To analyze the role of risk management and insurance in economic development and as a social security tool.
- To evaluate the managerial functions of risk management and its process and also the working of Insurance
- To evaluate the insurance contract as a risk management tool

UNIT I	Risk and Risk management: Concept of risk – Risk Management – Risk management program – types of risk identification techniques – statistical and other methods of assessing risk exposures – risk management techniques-Inter-relationship of risk analysis – Alternate Risk Transfer (ART) mechanisms – Enterprise risk management (ERM) – Assessing loss exposures
UNIT II	Life Insurance Underwriting: Principles & Concepts of Underwriting – Underwriting Structure and process – Underwriting Philosophy and Risk Management – Challenges Faced in Underwriting – Financial Underwriting – Reinsurance – Anatomy and Physiology of the Human Body with the Diseases and Medical Conditions – Their Impact on Underwriting life insurance policies
UNIT III	Health insurance underwriting: Health insurance – Models and Operating Environment – Health Insurance underwriting principles – health insurance underwriting practices – health insurance products
UNIT IV	General insurance underwriting Purpose and objectives – Retentions and Reinsurance - Methodology & Procedures of underwriting – Underwriting renewal business – principles of rate making – Rating approaches in pricing – File & use regulations – tools of underwriting – Review of claims and special events - IT applications in underwriting.

TEXT BOOK:

- Jim Bannister: Managing Risks
- C A Williams & R M Heins : Risk Management & Insurance
- George Head & Stephen HornII: Essentials of Risk Management
- CHUBB – The Rewards of Managing Risks

BOOKS FOR REFERENCE:

- Disaster Risk Management Programme, Ministry of Home Affairs, Govt. of India
- Joseph F Mangan / Connor M Harrison: Underwriting Principles & Advanced Underwriting Techniques
- J. E. Evans, J E / W N Mann: Guide to Life Assurance Underwriting including a short glossary of medical terms
- Mary C. Bickley /Barbara Foxenberger Brown / Brown Jane Lightcap: Life and health insurance