

॥ सा विद्या या विमुक्तये ॥



स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड

“ज्ञानतीर्थ” परिसर, विष्णुपुरी, नांदेड - ४३१६०६ (महाराष्ट्र)

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED

“Dnyanteerth”, Vishnupuri, Nanded - 431606 Maharashtra State (INDIA)

Established on 17th September 1994 – Recognized by the UGC U/s 2(f) and 12(B), NAAC Re-accredited with 'A' Grade



ACADEMIC (1-BOARD OF STUDIES) SECTION

Phone: (02462) 229542

Fax : (02462) 229574

Website: www.srtmun.ac.in

E-mail: bos.srtmun@gmail.com

वाणिज्य व व्यवस्थापन अभ्यास
विद्याशाखेतील विविध पदवी व पदव्युत्तर
विषयांचे सी.बी.सी.एस. पॅटर्नचे अभ्यासक्रम
शैक्षणिक वर्ष २०१९-२० पासून लागू
करण्याबाबत. .

प रि प त्र क

या परिपत्रकान्वये सर्व संबंधितांना कळविण्यात येते की, दिनांक ०८ जून २०१९ रोजी संपन्न झालेल्या ४४ व्या मा. विद्या परिषद बैठकीतील ऐनवेळचा विषय क्र. १५/४४-२०१९ च्या ठरावानुसार प्रस्तुत विद्यापीठाच्या संलग्नित महाविद्यालयांतील वाणिज्य व व्यवस्थापन विद्याशाखेतील पदवी व पदव्युत्तर स्तरावरील खालील विषयांचे **C.B.C.S. (Choice Based Credit System) Pattern** नुसारचे अभ्यासक्रम शैक्षणिक वर्ष २०१९-२० पासून लागू करण्यात येत आहेत.

- 1) M.Com. (Affiliated College) I year (I&II Sem.)
- 2) M.Com. (External Mode) Syllabus.
- 3) M.Com. I year Syllabus (School of Commerce and Management Sciences. S.R.T.M.U.N. Campus Syllabus.
- 4) M.Com. (Banking & Insurance) I year I & II Sem. Syllabus for Bhokar and Sengaoon College.
- 5) M.Com. I year Syllabus (New Model College, Hingoli)
- 6) B.B.A. I year Syllabus (New Model College, Hingoli)
- 7) M.B.A. I year (School of Commerce & Management Science, S.R.T.M.U. Compus) Syllabus.
- 8) M.B.A. I year (Sub-Centre Latur).
- 9) B.Com. I year (Banking & Insurance) I year Syllabus.
- 10) D.D.M. Syllabus. (Sub-Centre, Latur)
- 11) M.Com. I year Syllabus. (Sub-Centre, Latur)
- 12) B.Com.- I,II,III year Syllabus. (New Model Degree College, Hingoli)

सदरील परिपत्रक व अभ्यासक्रम प्रस्तुत विद्यापीठाच्या www.srtmun.ac.in या संकेतस्थळावर उपलब्ध आहेत. तरी सदरील बाब ही सर्व संबंधितांच्या निदर्शनास आणून द्यावी.

‘ज्ञानतीर्थ’ परिसर,

विष्णुपुरी, नांदेड - ४३१ ६०६.

जा.क्र.: शैक्षणिक-०१/परिपत्रक/पदवी व पदव्युत्तर-सीबीसीएस
अभ्यासक्रम/२०१९-२०/८९

दिनांक : २०.०६.२०१९.

प्रत माहिती व पुढील कार्यवाहीस्तव :

- १) मा. कुलसचिव यांचे कार्यालय, प्रस्तुत विद्यापीठ.
- २) मा. संचालक, परीक्षा व मूल्यमापन मंडळ, प्रस्तुत विद्यापीठ.
- ३) प्राचार्य, सर्व संबंधित संलग्नित महाविद्यालये, प्रस्तुत विद्यापीठ.
- ४) उपकुलसचिव, पदव्युत्तर विभाग, प्रस्तुत विद्यापीठ.
- ५) साहाय्यक कुलसचिव, पात्रता विभाग, प्रस्तुत विद्यापीठ.
- ६) सिस्टम एक्सपर्ट, शैक्षणिक विभाग, प्रस्तुत विद्यापीठ.

स्वाक्षरित / -

उपकुलसचिव

शैक्षणिक (१-अभ्यासमंडळ विभाग)

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED.
CBCS PATTERN SYLLABUS OF M. COM. (BANKING & INSURANCE)
(WITH EFFECT FROM 2019-20)

Course Code	Semester	Papers Proposed to offer	Lectures per week	CA	ESE	Total	Credit
101	First	Business Environment	04	25	75	100	4
102		Principles & Practice of Bank Management	04	25	75	100	4
103		Indian Financial System.	04	25	75	100	4
104		Elective Any One: Principles & Practice of Insurance.	04	25	75	100	4
105		OR Corporate Financial Accounting	04	25	75	100	4
201	Second	Accounting in Banking and Insurance	04	25	75	100	4
202		Marketing of Financial Services.	04	25	75	100	4
203		Work Force Management.	04	25	75	100	4
204		Elective Any One: Business Research Methodology.	04	25	75	100	4
205		OR Mathematics for Business.	04	25	75	100	4
301	Third	Management of Life and General Insurance.	04	25	75	100	4
302		Investment Analysis.	04	25	75	100	4
303		Computer Application in Accounting.	04	25	75	100	4
304		Elective Any One: Information Technology for banking and Insurance.	04	25	75	100	4
305		OR Practical Training in any select Insurance company including Project Report and Viva-Voce.	04	50	50	100	4
401	Fourth	Management and Organization Theory	04	25	75	100	4
402		Enterprise Resource Planning	04	25	75	100	4
403		Analysis of Financial Statements.	04	25	75	100	4
404		Elective Any One: New issues in Public Management. OR	04	25	75	100	4



405		Practical Training in any select Bank Including project report and Viva-Voce.	04	50	50	100	4
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Syllabus for M.Com (Banking & Insurance)

Subject Name: Business Environment
Course Code: 101

Semester: I
Marks Distribution: 25+75

- Unit:- I: Business Environment- meaning and scope- types of environment- business firm and its environment- Factors influencing decision making- Environmental scanning.
- Unit:- II: Demographic Environment- Population size- falling birth rate and changing age structure- migration and ethnic aspects.
- Unit:- III: Social Environment- Business and society- Objectives of business- Social responsibilities of business- Business and Culture- Ecological and Environmental factors influencing the business.
- Unit:- IV: International Environment- Role of International Institutions IMF, IBRD- Regional Trading Blocks- Multinational Corporations- WTO & India- Globalization- Problems & Prospects.

Suggested Readings:

1. Ashwathappa: Business Environment, Himalaya Publishing House
2. Francis Cherunilam: Business Environment
3. Adhikary: Economic Environment of Business

Syllabus for M.Com (Banking & Insurance)

Subject Name: Principles & Practice of Bank Management Semester: I
Course Code: 102 Marks Distribution: 25+75

- Unit- I: Nationalization of Banks – Nationalization a new horizon, post-nationalization development, co-ordination and monitoring, RIDF
- Unit:- II: Introduction to modern management – introduction, schools of management thoughts, social responsibilities of commercial banks, banking structure, branch expansion and fund management.
- Unit:- III: Marketing management in banks – marketing concepts and banks, marketing in banks, types of bank customers, marketing of banking products, business banking.
- Unit:- IV Human resource management in banks – introduction, objectives, human resource and banks, mobility, industrial relations and disputes in banking industry.

Reference Books:

1. Vasant Desai Principles of Management, Himalaya Publications House, Delhi.
2. Principles of Banking: Indian Institute of Banking of Finance, Mcillin.
3. Dr. P.K. Srivastava: Banking Theory and Practice, Himalaya Publications House, Delhi.
4. Suubba Rao P; Principles of practice of bank Management, Himalaya Publications House, Delhi.
5. Sundaram and Varsgbet: Banking theory law and Practice.
6. Banking a insurance- R. K. Shavma, Kalyani publishing

Syllabus for M.Com (Banking & Insurance)

Subject Name: Indian Financial System
Course Code: 103

Semester: I
Marks Distribution: 25+75

Unit: I: Introduction – significance and definition, types of markets, liberalization of the financial system, perfect capital market.

Unit: II; Saving and financial intermediation – factors determining savings, financial liabilities, savings rate in the ninth and tenth plan, financial intermediation.

Unit: III: Commercial banking – evolution, variable rate lending, characteristics of banks, risk management, basic function of banks, CRR, Loans and advances.

Unit: IV: Money Market – introduction, features of money market, instruments, secondary market for money market instruments.

Reference Books;

1. Vasant Desai Indian Financial System and Development, Himalaya Publications House, Delhi.
2. H.R. Machiraju: Financial Systems and Development, Vikas Publications Housing, Pvt, Ltd
3. Principles of Banking: Indian Institute of Banking & Finance, Mc.Millin.
4. V.A. Avadhani: Marketing of Financial Services, Himalaya Publications House, Delhi.
5. Derek Honey Gold: International Financial Markets, Wood Head- Faulkar, New York.

Syllabus for M.Com (Banking & Insurance)

Subject Name: Principles & Practice of Insurance
Course Code: 104

Semester: I
Marks Distribution: 25+75

- Unit- I: The concept of risk- Kinds and classification of risks- Assessment- Transfer: the concept of Insurance- Classification of Insurance- types of Life Insurance- Pure and term types of General Insurance, Fire, Marine Motor, Engineering Aviation and Agricultural Insurance of Property, pecuniary interest, Liability and person
- Unit- II: Basic Principles of Insurance- Utmost good faith- Insurable interest- material facts indemnity- Proximate cause. Economic Principles Insurance- sharing- subrogation- Contribution, Role of Insurance in the national economy: National agricultural insurance schemes.
- Unit- III: Legal Principles of Insurance- The Indian Contract Act 1872- Insurance Interest Nomination and assignment- Utmost good faith- Indemnity- Subrogation- Contribution- Proximate Cause, reinsurance.
- Unit- IV: Life insurance – classification of life insurance policy, marketing of life insurance, world life insurance market.

Reference Books:

1. Dr. P.Periaswamy: Principles and Practice of insurance, Himalaya Publishing House, Delhi.
2. Fundamentals of insurance, Himalaya Publishing House, Delhi.
3. M.N. Mishra: Insurance Principles and Practice, S Chand, New Delhi.
4. T.T.Seth Insurance Principles and Practice, S Chand, New Delhi.
5. P.K. Gupta: Principles and Practice of Non-Life Insurance, Himalaya Publishing House, Delhi.

Syllabus for M.Com (Banking & Insurance)

Subject Name: Corporate Financial Accounting
Course Code: 105

Semester: I
Marks Distribution: 25+75

- Unit:- I: Valuation of Shares and Goodwill: Valuation of Shares- Need and Scope- Methods of Valuation- Valuation of Goodwill: Need, Scope- Methods of Valuation of Godwill. (Including Problems)
- Unit:- II: Inflation Accounting: Meaning and Need and Scope- Price level Changes and Financial Statements- Approaches to Price level accounting- Current Purchasing Power Accounting- Current cost Accounting- Merits and Demerits. (Including Problems)
- Unit:- III: Investment Accounts: Meaning and need- Quotations- Types of Quotations- Divided Quotations- Investment Accounts. (Including Problems)
- Unit:- IV: Company final accounts – final accounts of joint stock companies, form of balance sheet, form of statement of profit and loss of a company, profit and loss appropriation account. (Including Problems)

Suggested Readings:

1. S.K. Battacharya, John Dearden, Accounting for Management: Vikas Publishing House Ltd., New Delhi.
2. Jain and Narang: Advanced Accountancy, Kalyani Publishers, New Delhi.
3. R.L. Gupta and M.Radhaswamy; Advanced Accountancy, Chand & Sons, New Delhi.
4. Shukl and Grewal- Advanced Accounts, S. Chand & Co, New Delhi.
5. Jain R.K. and Narang, K.L; Advanced Accountancy, Kalyani Publishers, New Delhi
6. Corporate Finance- R.L.Mathur-Sublime Pub.
7. Corporate Accounting- Prof.Suresh Bhirud Dimand Pub.

Syllabus for M.Com (Banking & Insurance)

Subject Name: Accounting in Banking and Insurance

Semester: II

Course Code: 201

Marks Distribution: 25+75

Unit:- I: Accounting- Meaning- Nature- Scope- Functions Need For Accounting- Book Keeping Accounting Process- Journal- Classification of Account- Ledger- Interpretation of Balances of Ledger Accounts- Trial Balance- Accounting Concepts and Conventions.

Unit:- II: Banking Company Accounts I- Bank- Reconciliation Statement- Need – Reasons for Differences Between Cash Book and Pass Book Balance- Problems of Favorable and Overdraft Balances- Ascertainment of Correct Cash Book Balance.

Unit:- III: Insurance Company Accounts I- Accounts of Life Insurance Business- Statutory and Subsidiary Books- Revenue Accounts- Balance Sheet- Ascertainment of Net Profit/Loss.

Unit:- IV: Insurance Company Accounts II- Accounts of General Insurance Business- Statutory and Subsidiary Books- Revenue Account- Balance Sheet- Ascertainment of Net Profit/Loss.

Reference Books:

1. Jain and Narang, Accounting part- I Kalyani Publishing Ludhiana.
2. R. Narayana Swamy, Financial Accounting, Prentice Hall of India
3. Arunlanadam Advances Accounting Himalaya Publishing House
4. Ashok Sehgal Deepak Sehgal: Advance Accounting- II Corporat Accounting Taxmain's Publications

Syllabus for M.Com (Banking & Insurance)

Subject Name: Marketing of Financial Services
Course Code: 202

Semester: II
Marks Distribution: 25+75

Unit- I: Financial system and real system – economic activity, accounting of economic activity, financial inputs, interactions between real and financial sectors, functions of the financial system.

Unit:- II; Reserve bank and financial system – introduction, organized vs unorganized markets, role of central banks, money and capital markets, RBI and the financial system, interest rate structure.

Unit:-III; Savings and investment for growth – how saving emerges?, impact of inflation, investment activity, saving and investments, objectives of investors, investment for consumption and business.

Unit:- IV Financial system intermediation – financial intermediation, ratios of financial intermediation, some financial indicators, RBI and the financial system, money market, discount and finance house, operations of DFHI .

References Books:

1. M.K. Rampal, S.L. Gopal (20025): Service Marketing Concepts, Application and cases: Galgotia Publishing Company, New Delhi.
2. Hoffman: Services Marketing, 3rd Edition, Thomson, 2007
3. Mohan Rao R.L. Hyderabad: Financial Services- Text, Cases and strategies: Deep and Deep publications Pvt Delhi.
4. Gurusamy: Financial Services and Markets, Thomson, 2005
5. Owen stalson: Marketing Life Insurance: Mc Cahan Foundation Publications.
6. Avadhani V.A: Marketing of Financial Services: Himalaya Publications House.
7. Marketing Management- R.S.N. Pillai, Bhagwati S. Chand.

Syllabus for M.Com (Banking & Insurance)

Subject Name: Work force Management

Semester: II

Course Code: 203

Marks Distribution: 25+75

Unit- I: Introduction – Meaning and definition, basic approaches to personnel management, aims objectives functions of personnel management, personnel policies of companies.

Unit: II: Human resource as challenge of today and tomorrow – introduction, recent trends in personnel management, the job ahead, the kind of men required, the kind of challenge facing personnel managers.

Unit: III: Lay out of modern personnel department – introduction, union, effect of various business organizations, A master plan for personnel management, developing workable personnel policies in organization.

Unit: IV: Job training of labour – introduction, important aspects of learning, selective learning for employees, acquisition of skill by employees, job training procedures, aids to selective learning for employees.

Reference Books:

1. Treischamann: Risk Management & Insurance, Thomson 2007
2. Alka Mittal and SL Gupta: Principles of Insurance and Risk Management: Sultan Chand & Sons.
3. Dr. P. K. Gupta: Insurance and Risk Management: Himalaya Publishing House.
4. Bank Management by Koch Mac Donald- Thomson.
5. Risk Management, Indian Institute of Banking and Finance MC Milloan.
6. Dr. K.M. Batta Charya, Risk Management in Indian Banks, Himalaya Publishing House.
7. working force management, sarita sharma, ABD Publications, Jaipur.

Syllabus for M.Com (Banking & Insurance)

Subject Name: Business Research Methodology
Course Code: 204

Semester: II
Marks Distribution: 25+75

- Unit:- I: Business research methods – introduction, research?, business strategy, methods and methodology, features of a good research, fallacy in research, important terms in research, types of research, impact of mobile phone usage on academic environment.
- Unit:- II: Development of research methodology – induction and deduction, scientific methods, paradigm shift, radical thoughts, objectives in research, ethics in research.
- Unit:- III: Collection of primary data- Interview, Questionnaires and Schedules- Designing Questionnaires- Collection of secondary data- sources of secondary data for business research.
Sampling Design: Types of samples- criteria for selection of sample- Characteristics of good sample design.
- Unit:- IV: Data processing and Analysis: Validity and Reliability- Data Processing- Editing, Coding and Tabulation.
Analysis of Quantitative Data: Application of statistical techniques- Averages, Correlation, regression, time- series- Analysis of Quantitative data: Scaling Techniques- Important Scaling Techniques.

Suggested Readings:

1. C.R.Kothari: Research Methodology Methods and Techniques, Wishwa Prakashan, New Delhi.
 2. Wilkinson and Bhandarkar Methodology and Techniques of Social Sciences Research, Himalaya Publications.
 3. Ferber T and Verdoorn F.H. Research Methods in Economics and Business
 4. Nemmers B.E. & Mysers J.H Business Research, Text and Cass, Mc Graw Hill
 5. Freund J.E. Elementary Business Statistics, F.J.Prentice Hall
- Speigal M.R.An Introduction to Management for Business Analysis, Mc Graw Hill,
Michael V.P.Research Methodology in Management, Himala Publishing House.



Syllabus for M.Com (Banking & Insurance)

Subject Name: Mathematics for Business
Course Code: 205

Semester: II
Marks Distribution: 25+75

Unit:- I: Permutations and Combinations:
Introduction- Fundamental Rules of Counting- Factorial Notation-
Permutations of n Different Things – Circular Permutations- Permutations
of Things not all Different- Restricted Permutations- Combinations-
Complementary Theorems- Restricted Combinations- Combinations of
Things not All Different. (Problems)

Unit:- II: Matrices:
Introduction- Definition- Types of Matrices- Scalar Multiplication of a
Matrix- Algebra of Matrices: Addition and Subtraction of Matrices-
Multiplication of Matrices- Transpose of a Matrix- Determinant of a Square
Matrix: Determinants of Order Two- Determinates of Order Three, inverse of
matrix. (Problems)

Unit: III Mathematics of Finance:
Compound Interest: Introduction- Simple Interest- Compound Interest-
Nominal and Effective Rates of Interest- Equation of Value, (Problems)
Annuities: Introduction- Types of Annuities- The amount of an Ordinary
Annuity: Sinking Fund- Present Value of an Ordinary Annuity:
Amortization- Deferred Annuity- Leasing, Capital Expenditure and Bonds.
(Problems)

Unit: IV Ratio and Proportion – ratio, types, proportion meaning and types.
(Problems)

Reference Books:

1. D C. Sanchati & V K Kapoor, Business Mathematics, Sultan Chand & Sons, New Delhi.
2. C Satyadevi, Quantitative Techniques, Sultan Chand & Sons, New Delhi
3. Dr. P C Twshan, Bharat Zunzunwal- Business Statistics S Chand
4. Dr. B. N. Asthaman- Elements of statistic



Syllabus for M.Com (Banking & Insurance)

Subject Name: Management of Life Insurance and General Semester: III
Insurance Products

Course Code: 301

Marks Distribution: 25+75

- Unit- I: Group Insurance: Nature of Group Insurance- Types – Group gratuity schemes- Ways of meeting gratuity liabilities- Group super annuation schemes- Other group schemes- Social security schemes- Other Special need plans- Industrial Life Insurance Salary Saving Schemes- Additional benefits, Married Women Property Act.
- Unit- II: Applications and acceptance: Principles of good faith- Insurable Interest- Prospectus- Proposal forms and other related documents- medical Examinations- Age proof,- Special reports- Medical report- IRDA regulations on Management of Life Insurance Services/Products.
- Unit- III Corporate Agents- Corporate Agents- Brokers- Functions of Broker- Tariff Advisory- Committee Insurance forms- Proposal of Insurance- Cover notes- Motor Vehicle Act, 1988- Motor Vehicle Coverage- Declaration Policy- Floating Policy- Private Insurance Companies- Comparison between different Products offered by various Insurance.
- Unit- IV; Policy Document in General Insurance: Need and Format- Policy Preamble- Schedule attestation- Conditions and Privileges- Alteration- Duplicate Policy- Premium payment, lapse and renewal, - Assignment- Nomination, loans- Surrenders- Foreclosure.

Reference Books:

1. Treschmann: Risk Management and Insurance, Thomson 2007
2. Alka Mittal and SL Guptha: Principles of Insurance and Risk Management, S Chand & Sons, New Delhi.
3. P.K. Guptha, Principles and Practice of Non-Life Insurance, Himalaya Publications
4. Dr. P.K. Gupta, Fundamentals of Insurance, Himalaya Publications
5. Dr. P. Peria Swamy, Principles and Practice of Insurance, Himalaya Publications
6. Banking & Finance- Dr. Sanhipa Athalale
7. Business Management- Dr. S. V. Kadlekar
8. Principal & Functions of Management- Pof. Suresh
9. Financial Accounting- Prof. Suresh Bhirad

Syllabus for M.Com (Banking & Insurance)

Subject Name: Investment Analysis
Course Code: 302

Semester: III
Marks Distribution: 25+75

- Unit: I Nature and Types of Investments: Nature, Objectives, Process, Types and Media- Investment and Speculation, Securities- Nature and Characteristic of Securities Markets- primary and Secondary Markets- Stock Exchanges- BSE-NSE-OTCEI- Organization and Regulation.
- Unit: II: Securities Analysis: Objectives of Securities Analysis- Fundamental Analysis- Economy- Industry and Company Analysis- Technical Analysis- DOW Theory- Oscillators- Elliot Wave Theory- Efficient Market Theory.
- Unit: III Securities Analysis: Valuation of Equity Shares and Preference Shares- Valuation of Debt Securities- Interest rate risk- Default and purchase power risk (Problems)
- Unit: IV Portfolio Theory: Traditional theory of Portfolio Management- Arbitrage Pricing Theory- Modern theory of Portfolio Management- Morkpswitz Risk Return Optimization- CAPM- Sharpe Portfolio Optimization- Portfolio Selection- Diversification- Efficient Frontier- Capital Market Line (Problems)

Suggested Readings:

1. Fisher and Jordan: Security analysis and Portfolio Management, PHI, New Delhi.
2. Preethi Sing: Invest Management, Himalaya Publications, Mumbai.
3. V.K. Balia: Invest Management, S. Chand & Sons, New Delhi.
4. Elton EJ & Martin Grube: Modern Portfolio Theory
5. Geoffrey A., Hirt, Stanley B. Block: Fundamentals of Investment Management, McGraw-Hill International Editions.
6. Investment Management- V K Bhalla. S. chand.

Syllabus for M.Com (Banking & Insurance)

Course Name: Computer Applications In Accounting
Course Code: 303

Semester: III
Marks Distribution: 25+75

- Unit:- I: Introduction: Importance of Computer Applications in Accounting- MS Excel Application in Financial Management- Calculation of Operating and Financial Leverage- EBIT and EPS- NPV- IRR- Preparation of Statement of Working Capital forecast.
- Unit:- II: MS Excel Application in Cost Accounting: Calculation and preparation of Marginal Costing Statement- BEP and CPV analysis- BEP Charts- Profit planning- Production & Sales Budgets- Functional Budgets: Flexible budgets- Preparation of Projected income statement and Balance sheet.
- Unit:- III Accounting Packages: Features- Importance – Differences in Accounting Packages and Spread sheet applications- Creation of Accounts- Vouchers- Voucher Number- Journal- Subsidiary Journal- Ledgers- Preparation of Bank Reconciliation Statement.
- Unit:- IV Calculation of Depreciation: Preparation of Trial Balance- Income Statement- Balance Sheet (Sole Proprietor, Partnership, Joint Stock Companies).

Suggested Readings:

1. Peter Norton: Introduction of Computer, TMH, New Delhi, 1998
2. Maheshwari, SN: Financial Management, Sultan Chand Publications Pvt. Ltd, New Delhi, 2000.
3. Maheshwari, SN: Cost & Management Accounting, Sultan Chand Publications Pvt. Ltd, New Delhi, 2000.
4. Workbook on Tally
5. Workbook on Wings

Syllabus for M.Com (Banking & Insurance)

Subject Name: Information Technology for Banking
& Insurance

Semester: III

Course Code: 304

Marks Distribution: 25+75

- Unit: I Information Technology: Nature- Application of IT in Banking and Insurance Fundamentals of Computers- Input process and Output- Software: System vs Application Computers in decision making- E-Commerce, Meaning, Applications.
- Unit: II Windows: Fundamentals of Operations- Microsoft Excel: Using Excel, statistical and graphic functions- MS Access Database concept and Operations using Access- Enterprise Resource planning- Nature and Applications.
- Unit: III Technology for Insurance: Applications in Functional Areas- E-Insurance- IT department and Applications in Insurance.
- Unit: IV Core Banking Solutions: Nature, Applications Modules- Insurance software: Nature, Applications Modules.

Text Books:

1. Turban, Mc. Lean Wetherbe- Information Technology for Management, 4th Edition, Wiley India, 2007.
2. Peter Norton- Introduction to Computer- 6th Edition, 2007, Tata Mc Graw Hill
3. Brian K. Williams, Stacey C. Sawyer- Using Information Technology- A Practice Introduction. To Computers And Communications, 6th Edition, Tata Mc Graw Hill
4. V.Rajaraman: Introduction to Information Technology, Prentice Hall India, 2008.

Reference Books:

1. Cox tall- 2007 MS Office System step by Step, 1st Edition, Prentice Hall India, 2007
2. Winston- MS Office, Excel 2007 data Analysis and Business Modeling, 1st Edition, Prentice Hall India, 2007
3. Devid Whigam- Business Data Analysis Using Excel, 1st Edition, Oxford University, 2007
4. Business information for Banking-Preven Gupta S. Chand.

Syllabus for M.Com (Banking & Insurance)

Subject Name: Management & Organization Theory
Course Code: 402

Semester: IV
Marks Distribution: 25+75

- Unit- I: Nature of Management – concept, nature, scope of management, functions at various levels of management, effective management.
- Unit- II: Planning: Nature and Process- Decision making: Types, Rationality vs Social- Organizing: Steps- Organization Structure- Bases, Span of control, Delegation, Line and staff Controlling: Nature and process, Techniques, Resistance to change and requirements of good Control System: Staffing, functions.
- Unit: III: Team Building: Nature, Reason, Developing and Managing effective teams- Conflicts: Nature, Types, reasons, Managing Conflicts- Stress Management: Reasons, effects and strategies- Time Management: Significance, Effective Utilization.
- Unit: IV: Leadership: Nature, Basic styles of Leadership for emerging Organizations- Motivations: Nature, Financial and Non- Financial, Maslow is need Hierarchy and achievement Motivation- Communications & Skills: Nature and Process, Barriers, Language, Strategies, for effective interpersonal communication- Organizational Culture.

Text Books:

1. Weihrich Heinz, Cannice V Mark and Koontz, 2008 Management: A global and Entrepreneurial Perspective, Tata McGraw Hill Publishing Company Ltd., New Delhi.
2. Cullen B John Praveen K Parboteeah, 2005. International Management. A Strategic Perspective, Cengage Learning India Pvt. Ltd. New Delhi.

Reference Books:

1. Draft L.Richard, 2006 The New Era of Management, Thomson Corporation, New Delhi.
2. Robbins P Stephen and Decenzo A David, 2006 Fundamentals of Management: Essential Concepts and Applications Pearson Education, New Delhi.
3. Sridhara Bhat, 2005 Management and Behavioral Process: Text and Cases, Himalaya Publishing House, Hyderabad.
4. Satya Raju, R and Parthasarathy, A 2005 Management: Text and Cases, Printice Hall of India Pvt. Ltd, New Delhi.
5. Hill WL Charles and Mc Shanel L Steven, 2008 Principles of Management, Tata Mc. Graw Hill Company Ltd. New Delhi.

Syllabus for M.Com (Banking & Insurance)

Subject Name: Enterprise Resource Planning
Course Code: 403

Semester: IV
Marks Distribution: 25+75

Unit I. Induction to ERP: introduction, information system, enterprise, ERP definition, component of an ERP system, evolution benefits of ERP, business modeling, integrated data model.

Unit II. ERP & Related technologies – introduction, BPR, MIS, DSS, EIS, Data warehousing, the ETL process, the scope of data mining, data mining mechanism.

Unit III ERP marketplace and marketplace dynamics – market overview, SAP AG, product and technology, R/3 system, BAAN ERP tools, oracle corporation, JD Edwards world solution company, system software association, QAD, product, knowing the ERP market.

Unit IV ERP functional modules – introduction, finance, sales and distribution, manufacturing, human resource, manufacturing, plant maintenance, quality management, materials management, ERP integration, top problems involved in ERP integration.

Reference Books:

1. The Benchmarking Management Guide- American Productivity and Quality Centre, Productivity Press, USA 1993.
2. Beyond TQM- Flood, R L John Wiley & Sons, England 1994.
3. Enterprise resource planning, Himalaya publishing house, Nirupama Pathak.

Syllabus for M.Com (Banking & Insurance)

Subject Name: Analysis of Financial Statements
Course Code: 404

Semester: IV
Marks Distribution: 25+75

- Unit:- I: Accounting Theory: Definition- Need- Scope- Functions and Limitations of Accounting- Inter-relationship among various branches of Accounting. Financial Accounting: Nature and functions- Accounting Concepts and conventions relevant to preparation of Financial Statements- Accounting Standards.
- Unit:- II: Analysis and Interpretation of Financial Statements:
Meaning and Types of Financial Statements- Formats of the Income Statement and the Balance Sheet- Nature of Financial Statements- Limitations of Financial Statements- Analysis and Interpretation of Financial Statements- Types of Financial Analysis- Steps involved in Financial Statement Analysis- Tools of Financial Analysis. (Problems)
- Unit:- III: Ratio Analysis for Analyzing Financial Statements:
Meaning of Ratio Analysis- Classification of Ratios- Profitability Ratios- Liquidity Ratios- Turnover Ratios- Financial Ratios- Advantages of Ratio Analysis – Limitations of Accounting Ratios- Computation of Items of Financial Statements- DU Point Control Chart- Capital Gearing- Inter-firm and Intra-firm Comparison. (Problems)
- Unit:- IV: Statement of Changes in Financial Position:
Funds Flow Statement: Need- Meaning- Uses- Differences between Funds Flow Statement and Income Statement- Preparation of Funds Flow Statement- Is Depreciation a Source of Funds? (Problems)
Cash Flow Statement: Meaning- Uses- Preparation of Cash Flow Statement- Difference between Cash Flow Analysis and Funds Flow Analysis- Uses of Cash Flow Statement- Cash Forecasts (Problems)

Reference Books:

1. S.N. Maheshwari, "Management Accounting and Financial Control", Sultan Chand & Sons, New Delhi.
2. Subhash Sharma & M P Vithal, "Financial Accounting for Management- Text and Cases", Macmillan India Limited, Delhi.
3. P C Tulsian, "Financial Accounting", Tata McGraw-Hill Publishing Company Limited, New Delhi.
4. R Narayanaswamy, "Financial Accounting", Prentice Hall of India, New Delhi.s

Syllabus for M.Com (Banking & Insurance)

Subject Name: New issues in Public Management

Semester: IV

Course Code: 405

Marks Distribution: 25+75

Unit:- I: Introduction – new concepts in public management, down from public policy: the P-approach, up from business: the B-approach, issues in public management theory development, theories of public management, strategies and public management, influence of political institutions on public management.

Unit:-II: Role of women in public management – introduction, the political paradigm, the psychological paradigm, the sociological paradigm.

Unit:- III: Intergovernmental management: The state of the discipline – purpose, Management: the linking of politics and administration, federalism, IGR and IGM, towards a theory of IGM, organizational interaction and networking, professionalism, pragmatic problem solving.

Unit:- IV Theories of comparative public administration – introduction, an elusive prey, supply and demand, tributary streams, bureaucratic wealth, scope bureaucracy, future directions, introduction to management and the revolving door.

Reference Books:

4. The Benchmarking Management Guid- American Productivity and Quality Centre, Productivity Press, USA 1993.
5. Beyond TQM- Flood, R L John Wiley & Siobns, England 1994.
6. New issues in Public management, Dr. R. Kumar, ABD Publishers, Jaipur.