Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies (Autonomous)
(Affiliated to University of Mumbai)

New Education Policy (NEP) 2020

Bachelor of Commerce

B. Com (Banking and Insurance)
(Programme Code: - SMSUGBI03)

First Year Course Structure

Semester I Syllabus

(To be implemented from the Academic Year 2024-2025)

Approved in the Governing Body held on 28.06.2024

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About the Programme

- **Introduction**

In India banking and insurance sector is undergoing a paradigm shift. They aim at identifying and building long-term relationships with customers and are trying to create customised solutions for their clients to maximize their profits. B.Com. (Banking and Insurance) typically provides an in-depth exploration of the financial services industry, focusing specifically on banking operations, insurance principles, and the regulatory environment that governs these sectors. It is a full-time degree course spread over three years with each year being divided into two semesters. However, students who aspire for a degree with honours or research then the degree programme is for four years.

The program includes training for various concepts and fundamentals used and practiced in the insurance and banking sectors. The programme focuses on banking and insurance which provides strategic choice for students aspiring to build a career in the financial services sector. This program provides an understanding of the principles, practices, and challenges specific to the banking and insurance sector and is designed in an industry- oriented way.

- **Aims and Objectives**

1. To prepare learners for successful careers in banking, finance, insurance and other related fields on a global scale.

2. Equip learners with a comprehensive understanding of principles and practices of Banking and Insurance Sectors, accounting principles and practices of banking and insurance sectors and its analysis.

3. Foster awareness of various legal aspects in Banking, Insurance and Corporate world.

4. Develop analytical skills to assess financial risks, evaluate banking products, and understand insurance policies.

5. Explore current trends and challenges in banking and insurance, such as digital transformation, Fintech innovations, and regulatory changes.

6. Prepare students for pursuing professional certifications and competitive examinations in Insurance and Banking Sectors (e.g., IBPS RRB, IBPS Clerk, IBPS PO, IBPS SO, SBI Clerk, SBI PO, RBI Assistant, RBI Grade B etc.)

PROGRAMME OUTCOME
B. Com (Banking and Insurance)

	Programme Outcome
PO1	The learners will gain hands-on experience in banking processes such as lending, deposit management, electronic banking, and payment systems and understand the underwriting process, claims management, reinsurance mechanisms, and regulatory compliance in insurance.
PO2	Develop skills to analyze financial statements, evaluate investment opportunities, and assess the financial health of banks, insurance companies and corporate sectors.
PO3	This program will also give them an improved sense of greater communication skills, analytical skills, self-confidence and self-efficacy and an awareness of their responsibilities as professionals in their field
PO4	The learners are able to identify the social and environmental issues and challenges and contribute towards it.
PO5	The learners will get an ability to understand economic theories and functioning of basic microeconomic and macroeconomic systems
PO6	To acquire & apply legal knowledge to the complex Socio-legal problems along with professional skills required for legal practice such as Argument, Pleading, drafting, conveyancing etc.

	Programme Specific Outcome
PSO1	Gain a deep understanding of banking operations, financial markets, insurance principles, and regulatory frameworks.
PSO2	The learners will gain hands-on experience in banking processes such as lending, deposit management, electronic banking, and payment systems and understand the underwriting process, claims management, reinsurance mechanisms, and regulatory compliance in insurance.
PSO3	Prepare for entry-level positions in banking, insurance, risk management, financial analysis, or pursue further education in related fields.
PSO4	Stay updated on industry trends, technological advancements, and regulatory changes affecting banking and insurance.
PSO5	Learners can create a base to do higher studies in the field of Banking and Insurance.

B. COM (BANKING AND INSURANCE)

FIRST YEAR SEMESTER I
COURSE STRUCTURE

COURSE CODE	COURSE TITLE	COURSE CREDIT
MAJOR MANDATORY (CORE) *VERTICAL A*		
UBIS1.1	Principles and Practices of Banking & Insurance	4
UBIS1.2	Financial Accounting I	2
OPEN/ GENERIC ELECTIVE (OE/GE) *VERTICAL B*		
UOE1.10	Information Technology (Office Tools)	2
UOE1.6	Quantitative Methods- I	2
VSC (VOCATIONAL SKILL COURSES) *VERTICAL C*		
UBIS1.3	Introduction to Financial Markets	2
SEC (SKILL ENHANCEMENT COURSE) *VERTICAL D*		
UBIS1.4	Legal Aspects in Business - Theory & Practice	2
AEC (ABILITY ENHANCEMENT COURSE) *VERTICAL E*		
UBIS1.5	Effective English Communication	2
IKS (INDIAN KNOWLEDGE SYSTEM) *VERTICAL E*		
UBIS1.7	Trade & Commerce in Precolonial India	2
VEC (VALUE EDUCATION COURSE) VERTICAL E		
UBIS1.6	Constitution & Electoral Governance	2
CO-CURRICULAR (CC) *VERTICAL F*		
UCC1.1	Cultural/ Sports/ Yoga/ Gender Sensitization	2
TOTAL CREDITS		**22**

B. COM (BANKING AND INSURANCE)

FIRST YEAR SEMESTER II
COURSE STRUCTURE

COURSE CODE	COURSE TITLE	COURSE CREDIT
MAJOR MANDATORY (CORE) **VERTICAL A**		
UBIS2.1	Fundamentals of Management & Organizational Behaviour	2
UBIS2.2	Financial Accounting II	2
	MINOR **VERTICAL B**	
UBIS2.3	Business Economics I	2
OPEN/ GENERIC ELECTIVE (OE/GE) **VERTICAL C**		
UOE2.11	Information Technology (E-commerce & E-banking)	2
UOE2.6	Quantitative Methods- II	2
VSC (VOCATIONAL SKILL COURSES) **VERTICAL D**		
UBIS2.4	Introduction to Capital Markets	2
SEC (SKILL ENHANCEMENT COURSE) **VERTICAL E**		
UBIS2.5	Legal Aspects in Commercial Sectors - Theory & Practice	2
AEC (ABILITY ENHANCEMENT COURSE) **VERTICAL E**		
UBIS2.7	Digital Communication	2
VEC (VALUE EDUCATION COURSE) **VERTICAL E**		
UBIS2.6	Business Ethics & Corporate Governance	2
CO-CURRICULAR (CC) **VERTICAL F**		
UCC1.2	Cultural/ Sports/ Yoga/ Gender Sensitization	2
TOTAL CREDITS		**22**

Semester I

Course Code	UBIS1.1					
Name of the Course	Principles and Practices of Banking & Insurance (MAJOR)					
Name of the Board of Studies	Commerce					
Semester	I					
Number of Credits	04					
Number of Lectures	60					
Lecture Duration	60 Minutes					
Total Marks:	CE	40	SEE	60	Total	100

Learning Objectives of the Course

Sr. No.	Objectives
LOC1	To study the business practices, products, and services offered by banks and insurance companies
LOC2	To promote financial literacy among students by enhancing their understanding of banking and insurance products, services, and terminology
LOC3	To familiarize students with the principles, theories, and concepts underlying banking and insurance activities

Learning Outcomes of the Course

Sr. No.	Outcomes
	After completing the course, the student shall be able to:-
CO1	Define Bank, KYC, Core Banking Solutions, Insurance, Re-insurance, Life Insurance, General Insurance
CO2	Demonstrate a comprehensive understanding of the principles, concepts, and practices governing the banking and insurance sectors
CO3	List the types of account and categorize the types of insurance
CO4	Evaluate banking and insurance products, services, and practices, assessing risks,opportunities, and implications for market competitiveness

SYLLABUS

Module. No	Details	No. of Lectures
1	**Introduction to Banking**	**15**
	Introduction to Bank, Evolution of Banking in India, Classification of Banks, Scope and Functions of Banks, Types of Account, Know Your Customer (KYC) - Needs and Norms, Opportunities for Indian commercial banks, Financial Inclusion , Banking Regulations and Role of RBI.	
2	**Modern Banking**	**15**
	Concept and benefits of Core Banking Solution, Use of Artificial Intelligence in Banking Sector, E-Banking: ATM, Various types of card, Tele Banking, Mobile Banking, Net Banking (RTGS, NEFT and IMPS): Concept and Benefits, Methods of Remittances, Loans and Advances, Non-Performing Assets, Introduction to Microfinance Institutions and NBFCs.	
3	**Introduction to Insurance**	**15**
	Insurance: Meaning, Definition, Need, Functions of Insurance, Evolution of Insurance, Principles of Insurance, Types of Insurance, Meaning and Types of Risk and Risk Management, Reinsurance, Role of IRDA. Life Insurance: History and Formation of Life Insurance Corporation (LIC) of India, Nature of Life Insurance contract, Classification of Policies, Concept of Claim, Privatization of Life Insurance Industry. Non-Life Insurance: History, Meaning and Definition, Types.	
4	**Non-Life Insurance**	**15**
	Fire Insurance: Nature and Use of Fire Insurance, Types of Fire Insurance, Fire Insurance Claim calculation. Health Insurance and Motor Insurance: Meaning, Various types of Policies and Procedure	
	TOTAL	**60 Lectures**

Reference Books:

1. Principles and Practices of Banking Authors by Indian Institute of Banking & Finance Published by Macmillan India Ltd.

2. Banking Theory, Law and Practice Authors by T.N. Varshney and S.L. Gupta Published by Sultan Chand & Sons Edition

3. Principles and Practices of Banking Authors by Jyotsna Seth and N.K. Gupta Published by Taxmann Publications Pvt Ltd.

4. Insurance Principles and Practice Authors by M.N. Mishra Published by S. Chand Publishing Edition: Latest edition Publication Year: Varies based on the edition

5. Banking Theory & Practice, Dr.P.K.Srivastava, Himalaya Publishing House

6. Principles and Practices of Banking and Insurance, Dr. Seethalekshmy & Jitendra Aherkar, Sheth Publishing House
7. Basics of Banking and Finance, Dr. K.M.Bhattacharaya & O.P.Agarwal, Himalaya Publishing House

Scheme of Evaluation Pattern
Table 1A: Scheme of Continuous Evaluation (CE)

Component	Total Marks	Min. Passing Percentage	Min. Passing Marks
1) Internal Test	20 Marks		
2) Assignment/Case Studies	10 Marks	40%	16
3) Active Class Participation	10 Marks		
Total	**40 Marks**		

Note: Learner must be Present in all the exam components

Table 1B: Scheme of Semester End Examination (SEE)
Evaluation Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 60   Minimum Marks to Pass: 24   Duration: 2 hours

Note: All questions are compulsory. Each question has an internal choice.

Question Number		Nature of Questions	Maximum Marks
1)		Full Length Theory Question: (From Module I)	
	A.		
		OR	15
	B.		
2)		Full Length Theory Question: (From Module II)	
	A.		
		OR	15
	B.		
3)		Full Length Theory Question: (From Module III)	
	A.		
		OR	15
	B.		
4)		Full Length Theory Question: (From Module IV)	15
	A.		
		OR	
	B.		

Note: Theory Question of 15 marks may be divided into two sub questions of 8 + 7 Marks

Course Code	UBIS1.2					
Name of the Course	**Financial Accounting- I (MAJOR)**					
Name of the Board of Studies	**Accountancy and Finance**					
Semester	**I**					
Number of Credits	**02**					
Number of Lectures	**30**					
Lecture Duration	**60 Minutes**					
Total Marks:	**CE**	**20**	**SEE**	**30**	**Total**	**50**

Learning Objectives of the Course

Sr. No.	Objectives
LOC1	To understand the concepts and significance of inventory valuation methods, Bank Reconciliation Statement and their application in financial reporting.
LOC2	To familiarize students with the computation of loss of stock by fire and the process of ascertaining claims as per insurance policies.
LOC3	To provide students with the knowledge and skills required to prepare final accounts for manufacturing concerns

Learning Outcomes of the Course

Sr. No.	Outcomes
	After completing the course, the student shall be able to:
CO1	Define Inventory Valuation, Fire Insurance Claim, Bank Reconciliation Statement, Final Accounts
CO2	Classify the capital and revenue, expenditure and receipts Compare the FIFO System with Weighted Average Inventory System.
CO3	Organize and prepare Final Accounts of Manufacturing Concern
CO4	Evaluate the Bank Reconciliation Statement.

SYLLABUS

Module. No	Details	No. of Lectures
1	**Inventory Valuation and Insurance Claims Processing**	**10**
	Inventory Valuation: Meaning of inventories, Cost for inventory valuation, Inventory systems : Periodic Inventory system and Perpetual Inventory System Valuation: Meaning and importance, Methods of Stock Valuation as per AS – 2 : FIFO and Weighted Average Method. Computation of valuation of inventory as on balance sheet date: If inventory is taken on a date after the balance sheet or before the balance sheet **Fire Insurance Claim:** Computation of Loss of Stock by Fire Ascertainment of Claim as per the Insurance Policy Exclude: Loss of Profit and Consequential Loss	
2	**Bank Reconciliation Statement**	**10**
	Reasons for difference between Bank Balances as per Cash Book and Pass Book Procedure for Preparation of Bank Reconciliation Statement Practical Problems on Bank Reconciliation Statement	
3	**Final Accounts of Manufacturing Concern**	**10**
	Expenditure: Capital, Revenue Receipts: Capital, Revenue Adjustment and Closing Entries Final accounts of Manufacturing concerns	
	TOTAL	**30 Lectures**

Reference Books:

1. Financial Accounting by P. C. Tulsian, Pearson Publications, New Delhi

2. Introduction to Accountancy by T. S. Grewal, S. Chand and Company (P) Ltd., New Delhi

3. Advance Accounts by Shukla & Grewal, S. Chand and Company (P) Ltd., New Delhi

4. Compendium of Statement & Standard of Accounting, ICAI

5. Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill & Co. Ltd., Mumbai

6. Financial Accounting by Williams, Tata Mc. Grow Hill & Co. Ltd., Mumbai

7. Financial Accounting by M. Mukherjee. M. Hanif. Tata McGraw Hill Education Private Ltd; New Delhi

Scheme of Evaluation Pattern
Table 1A: Scheme of Continuous Evaluation (CE)

Component	Total Marks	Min. Passing Percentage	Min. Passing Marks
1) Internal Test	10 Marks		
2) Assignment/Case Studies	5 Marks	40%	8
3) Active Class Participation	5 Marks		
Total	**20 Marks**		

Note: Learner must be Present in all the exam components

Table 1B: Scheme of Semester End Examination (SEE)
Evaluation Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30   Minimum Marks to Pass: 12   Duration: 1 hour

Note: All questions are compulsory. Each question has an internal choice.

Question Number		Nature of Questions	Maximum Marks
1)		Full Length Practical Question: (From Module I)	
	A.		
		OR	10
	B.		
2)		Full Length Practical Question: (From Module II)	
	A.		
		OR	10
	B.		
3)		Full Length Practical Question: (From Module III)	10
	A.		
		OR	
	B.		

Note: Question of 10 marks may be divided into two sub questions of 5 + 5 Marks.

Course Code	UOE1.10					
Name of the Course	Information Technology (Office Tools) [Open Elective]					
Name of the Board of Studies	Information Technology and Data Science					
Semester	I					
Number of Credits	02					
Number of Lectures	30					
Lecture Duration	60 Minutes					
Total Marks:	CE	20	SEE	30	Total	50

Learning Objectives of the Course

Sr. No.	Objectives
LOC1	To provide learners with valuable technical skills and prepare them for the workplace.
LOC2	To enable the learners to perform documentation and presentation skills.

Learning Outcomes of the Course

Sr.No.	Outcomes
CO1	To learn the skills necessary for efficient document creation, formatting and management.
CO2	To create and manage spreadsheets to organize data systematically.
CO3	To create and deliver effective presentations using Power Point as well as using cloud-based tools for collaboration and file sharing.

SYLLABUS

Module. No	Details	No. of Lectures
1	**MS- WORD**	**10**
	Introduction to Word: Creating/ Saving/ Opening of Document, Designing a title page, Preparing Index, Use of shapes, Text box, Smart Art, Table and Table tools, Page setup and Screen shot. **Basic Formatting:** Basic Formatting Options (Font, Page break, Alignment, Line Spacing, Header, Footer, Page number, Margins setting), Bookmark and Hyperlink. **Mail Merge Feature**	
2	**MS- EXCEL**	**10**
	Introduction to Excel: Excel Workbook, Quick Access Toolbar, Worksheet, Cell, Formula Bar, Status Bar, Keyboard Shortcuts. **Formatting Cells:** Basic Formatting Options (Font, Alignment and Number Formatting), Conditional Formatting (Highlighting Rules, Data Bars, Color Scales, Icon Sets, etc.) **Formulae and Functions:** Understanding Basic Formulas, Arithmetic Operations (Addition, Subtraction, Multiplication, Division), General Functions (Sum, Average, Min, Max, Count, etc.)	
3	**POWER POINT**	**10**
	Introduction to PowerPoint: Creating/ Saving/ Opening of a presentation, Working with Slides and Layouts, Adding Text, Images and Multimedia. Applying themes and Templates, Use of shapes, Text box, Smart Art, Table and Table tools. **Google Drive & Google Slides:** Usage of Google drive in storing the Google documents, excel sheets, presentations and PDF files, Creating Google forms, Creating Google Slides and Formatting.	
	TOTAL	**30 Lectures**

Reference Books:

1. Excel Formulas and Functions 2020 by Adam Ramiraz, May 2020.
2. Computer Basics Absolute Beginner Guide by Michael Miller, August 2015.
3. Microsoft Office 365 for Dummies by Rosemarie Withee, Ken Withee, and Jennifer Reed, December 2018.
4. Teach Yourself Visually: Windows 10 and Office 365 by Paul Mc Fedries, June 2022.
5. Microsoft Office 2019 Step by Step by Joan Lambert and Curtis Frye, January 2019.

Scheme of Evaluation Pattern
Table 1A: Scheme of Continuous Evaluation (CE)

Component	Total Marks	Min. Passing Percentage	Min. Passing Marks
1. Internal Test	10 Marks	40%	8
2. Assignments/Case Studies/Topic based activities	5 Marks		
3. Active Class Participation	5 Marks		
Total	**20 Marks**		

Note: Learner must be Present in all the exam components

Table 1B: Scheme of Semester End Examination (SEE)
Evaluation Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30   Minimum Marks to Pass: 12   Duration: 1 hour

Note: All questions are compulsory. Each question has an internal choice.

Question Number		Nature of Questions	Maximum Marks
1)		Attempt any TWO of the following: (From Module I)	10
	A.		
	B.		
	C.		
2)		Attempt any TWO of the following: (From Module II)	10
	A.		
	B.		
	C.		
3)		Attempt any TWO of the following: (From Module III)	10
	A.		
	B.		
	C.		

Note: Questions of 10 marks may be divided into two sub questions of 5 marks each.

Course Code	UOE1.6					
Name of the Course	Quantitative Methods – I (Open Elective)					
Name of the Board of Studies	Mathematics and Statistics					
Semester	I					
Number of Credits	02					
Number of Lectures	30					
Lecture Duration	60 Minutes					
Total Marks:	CE	20	SEE	30	Total	50

Learning Objectives of the Course

Sr. No.	Objectives
LOC1	To develop the ability of understanding, analyzing, synthesizing, evaluating and drawing conclusions in order to solve mathematical problems and cultivate logical reasoning skills.
LOC2	To use statistical models for predicting future outcomes based on historical data.

Learning Outcomes of the Course

Sr. No.	Outcomes
CO1	Define and Understand the basic concepts of descriptive & inferential Statistics.
CO2	Analyze data using Statistical tools such as measures of central tendencies and drawing inferences using correlation & regression.
CO3	Apply and compare the concept of ratio, proportion and percentage to solve real world problems.

SYLLABUS

Module. No	Details	No. of Lectures
1	**RATIO, PROPORTION AND PERCENTAGE**	10
	Definition of Ratio, Continued Ratio, Inverse Ratio, duplicate, triplicate, sub-duplicate and sub-triplicate of a ratio, Proportion, Continued Proportion, Direct Proportion, Inverse proportion Percentage: Meaning, Computation of Percentage (Profit and Loss)	
2	**MEASURES OF CENTRAL TENDENCIES, DISPERSION**	10
	Introduction: Meaning and definition of statistics- Functions – scope – limitations. Collection of data, **Measures of Central Tendency** Concept of central tendency of data. Requirements of good measure. For Raw Data, Grouped Frequency Data **Mathematical averages:** Arithmetic mean (Simple, weighted mean, combined mean), Geometric mean (Concept only), Harmonic mean (Concept only). **Locational averages:** Median and Mode **Partition Values:** Quartiles, Deciles and Percentiles. Merits and demerits of different measures & their applicability. **Measures of Dispersion** Concept of dispersion. Requirements of good measure. Absolute and Relative measures of dispersion: Range, Quartile Deviation, Standard deviation, Variance	
3	**CORRELATION & REGRESSION**	10
	Bivariate Linear Correlation: Meaning and types of correlation, Scatter Diagram, Computation of Karl Pearson's coefficient of Correlation, Spearman's Rank Correlation (With and without ties), A word of caution. **Bivariate Linear Regression:** Concept of linear regression. Principle of least squares. Fitting a straight line by method of least squares. Properties of regression. Relation between regression coefficients and correlation coefficient. *** Experiential learning of above-mentioned topics using MS Excel.**	
	TOTAL	**30 Lectures**

Reference Books:

1. Quantitative Techniques in Management by N. D. Vohra, Tata McGraw Hill Education Pvt. Limited, July 2017.

2. Statistics for Management - Lovin R. Rubin D.S, (Prentice Hall of India), 2017

3. Modern Business Statistics – Anderson, Sweeney, Williams, South Western, May 2005.

4. Statistical Methods by Dr. S.P. Gupta, S. Chand & Sons Co., January 2021

5. Quantitative Techniques of Decision Making, Anand Sharma, Himalaya Publishing House, October 2017.

6. Business Mathematics & Statistics, B Aggarwal, Ane Book Pvt. Limited, December 2019.

7. Fundamentals of Applied Statistics: S G Gupta and V K Kapoor, Sultan Chand & Co,2014

8. Business Mathematics: A P Verma, Asian Books Pvt.: Limited, 2009

9. Business Mathematics : D C Sancheti & V K Kapoor, Sultan Chand & Sons, 2012

10. Quantitative Methods- By S. Saha and S. Mukerji, New Central Book Agency, January 2002.

Scheme of Evaluation Pattern
Table 1A: Scheme of Continuous Evaluation (CE)

Component	Total Marks	Min. Passing Percentage	Min. Passing Marks
1. Internal Test	10 Marks		
2. Assignments/Case Studies/Topic based activities	5 Marks		
3. Active Class Participation	5 Marks	40%	8
Total	**20 Marks**		

Note: Learner must be Present in all the exam components

Table 1B: Scheme of Semester End Examination (SEE)

Evaluation Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30   Minimum Marks to Pass: 12   Duration: 1 hour

Note: All questions are compulsory. Each question has an internal choice.

Question Number		Nature of Questions	Maximum Marks
1)		Attempt any TWO of the following: (From Module I)	10
	A.		
	B.		
	C.		
2)		Attempt any TWO of the following: (From Module II)	10
	A.		
	B.		
	C.		
3)		Attempt any TWO of the following: (From Module III)	10
	A.		
	B.		
	C.		

Note: Questions of 10 marks may be divided into two sub questions of 5 marks each.

Course Code	UBIS1.3					
Name of the Course	**Introduction to Financial Markets** **(Vocational Skill Course)**					
Name of the Board of Studies	Accountancy and Finance					
Semester	I					
Number of Credits	02					
Number of Lectures	30					
Lecture Duration	60 Minutes					
Total Marks:	CE	50	SEE	00	Total	50

Learning Objectives of the Course

Sr. No.	Objectives
LOC1	Understand the structure and functioning of financial markets,
LOC2	Understand the significance and instrument of Money Market and Capital market.
LOC3	Understand the concept, importance, types of financial services and challenges in Indian Economy

Learning Outcomes of the Course

Sr. No.	Outcomes
CO1	Remember & Understand the structure and importance of the Indian financial system
CO2	Apply the knowledge of money market and capital market instruments in investment analysis.
CO3	Analyze the types of financial services and able to Connect problems of Indian financial services.

SYLLABUS

Module. No	Details	No. of Lectures
1	**Indian Financial System**	**10**
	Introduction, Meaning, Functions of Financial System. Structure of Indian Financial System. Meaning and Characteristics of Financial Markets, types, structure and function of Financial markets, role of Financial Market in Economic Development. Case Studieson the impact of financial markets on economic development	
2	**Money Market and Capital Market**	**10**
	Introduction, Meaning, Characteristics & Structure of the Indian Money Market and Capital Market, instruments of Money Market and Capital Market, Role of RBI and SEBI in financial markets. Hands on sessions for using Demat accounts, trading software	
3	**Indian Financial Services**	**10**
	Meaning, Objectives of financial services, types of financial services, importance, characteristics, problems in financial services sector in India, Framework of Financial institutions in India. Sessions on live trading at NSE and BSE	
	TOTAL	**30 Lectures**

Reference Books:
1) Frederic S. Mishkin and Stanley Eakins - "Financial Markets and Institutions"
2) E. Gordon and K. Natarajan – Financial Markets and Services
3) "Indian Financial Market: A Complete Guide" by M. R. Vasudevan
4) "Indian Financial System" by M. Y. Khan
5) "Financial Markets and Institutions in India" by Praveen Kumar Bhalla 6) Khan M.Y, Financial Services, Mc Graw Hill Education.
7) Dr.S. Gurusamy, Financial Services, Vijay Nicole Imprints.
8) E. Gordon and K. Natarajan – Financial Markets and Services 9) Niti Chatnani- Commodity markets McGraw Hill Publication
10)S. Kevin, - Commodities & financial derivatives PHI Learning Pvt Ltd.

Scheme of Evaluation Pattern
Table 1A: Scheme of Continuous Evaluation (CE)

Sub-components	Maximum Marks	Min. Passing Percentage	Min. Passing Marks
1) Internal Test	30 Marks	40%	20
2) Assignments/Case Studies/Project/Topic based activities	10 Marks		
3) Active Class Participation	10 Marks		
Total	**50 Marks**		

Note: Learner must be Present in all the exam components

Course Code	UBIS1.4					
Name of the Course	Legal Aspects in Business: Theory and Practice (Skill Enhancement Course)					
Name of the Board of Studies	Commerce					
Semester	I					
Number of Credits	02					
Number of Lectures	30					
Lecture Duration	60 Minutes					
Total Marks:	CE	20	SEE	30	Total	50

Learning Objectives of the Course

Sr. No.	Objectives
LOC1	To help the students to understand the fundamental legal principles on basic legal knowledge of business transactions and its legal drafting formalities.
LOC2	To help the students to evaluate the concepts of all various laws in context to business and its drafting and registration process.
LOC3	To make the students analyze the object behind sale, and the benefits and rights of the consumers and how to protect them from unfair competition and how to file its grievance.

Learning Outcomes of the Course

Sr.No.	Outcomes
CO1	Retrieve and Summarize the fundamental legal principles on basic legal knowledge to business transactions
CO2	Integrate and Categorize the various kinds of law and the concepts of Contract act, Consumer Protection Act, Competition Act.
CO3	Criticize and solve the relevant rules regarding different laws and the concepts of Contract act, Consumer Protection Act, Competition Act, Negotiable and Sale of Goods Act.

SYLLABUS

Module. No	Details	No. of Lectures
1	**MODULE 1:- Contract and Special Contract**	**10**
	- Meaning and Nature of Contract, Offer / Proposal (Definition, Communication, Revocation) - General/Specific Offer, Invitation to Treat, Acceptance (Definition, Communication, Revocation, Tenders / Auctions). - Types of Contract - Consideration (Definition, Essentials, Privity of Contract), Capacity to enter into a Contract (Minor's position, Nature / effect of Minor's Agreements) - Capacity, Validity, Discharge and Performance and Remedies of Contract - Indemnity and Guarantee/Bailment and Pledge - Drafting and Pleading	
2	**MODULE II :- Consumer Protection Act and Competition Act**	**10**
	- Consumer Protection Act ; Salient Features, Limitations and Guidelines for Filing Consumer Complaint, Rights of Consumer - Competition Act, Salient Features, Anti-Competitive Agreements, Abuse of Dominant Position - Drafting and Pleading	
3	**MODULE III :- Negotiable Instrument Act and Sales of Goods Act**	**10**
	- Contract of Sale: Nature and definition, Conditions and Warranties, Transfer of Property and Title, Performance of the contracts, rights of unpaid seller, suit for breach of contract. - Negotiable Instruments Act : Salient Features , Kinds of Negotiable Instruments, Holder and Holder in due course - Drafting and Pleading	
	TOTAL	**30 Lectures**

Reference Books:
1. Pollock and Mulla, Indian Contract Act
2. Avtar Singh, Indian Contracts Act
3. Bimal N. Patel, Dolly Jabbal, Prachi V. Motiyani, Banking Law and Negotiable Instruments Act, (2015)
4. 2. O.P. 'Faizi' & Ashish Aggarwal, Khergamvala on The Negotiable Instruments Act (20h ed., 2008) PL. Subramanian Snow White Publications Pvt. Ltd Books
5. R.K. Bangia, Sales of Goods Act, 1930
6. Dr H K Saharay Consumer Protection Law
7. Avtar Singh, Sales of Good Act
8. Desai, T.R., Law of Contracts and Partnership sale of good Act

9. Anirudh Wadhwa (Reprint 2022) Mulla - The Indian Contract Act
10. N. D. Kapoor Elements of Mercantile Law

Scheme of Evaluation Pattern
Table 1A: Scheme of Continuous Evaluation (CE)

Component	Total Marks	Min. Passing Percentage	Min. Passing Marks
1) Internal Test	10 Marks		
2) Assignments/Case Studies/Topic based activities	5 Marks		
3) Active Class Participation	5 Marks	40%	8
Total	**20 Marks**		

Note: Learner must be Present in all the exam components

Table 1B: Scheme of Semester End Examination (SEE) Evaluation
Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30   Minimum Marks to Pass: 12   Duration: 1 hour

Note: All questions are compulsory. Each question has an internal choice.

Question Number		Nature of Questions	Maximum Marks
1)		Attempt any TWO of the following: (From Module I)	10
	A.		
	B.		
	C.		
2)		Attempt any TWO of the following: (From Module II)	10
	A.		
	B.		
	C.		
3)		Attempt any TWO of the following: (From Module III)	10
	A.		
	B.		
	C.		

Note: Theory questions of 10 marks may be divided into two sub questions of 5 marks each.

Course Code	UBIS1.5					
Name of the Course	**Effective English Communication** **(Ability Enhancement Course)**					
Name of the Board of Studies	**Multi Media and Communication Skills**					
Semester	I					
Number of Credits	02					
Number of Lectures	30					
Lecture Duration	60 Minutes					
Total Marks:	CE	20	SEE	30	Total	50

Learning Outcomes of the Course

Sr.No.	Outcomes
CO1	Student will be able to read and understand basic English communication
CO2	Students will be able to write correct and coherent information in English
CO3	Students will be able to listen, understand and converse in English for everyday functioning.

Learning Objectives of the Course

Sr. No.	Objectives
LOC1	To develop in the learners the ability to communicate effectively and to be able to use language for real life functions.
LOC2	To locate and understand specific information contained in notices, instructions, signs and product description
LOC3	To develop basic-level reading comprehension and focus on the sub-skills of reading such as predicting, identifying factual details.

SYLLABUS

Module. No	Details	No. of Lectures
1	**READING**	**10**
	1. Infer meaning from context 2. Locate and understand specific information from a product description (brochure/advertisement/poster) 3. Locate and understand specific information from a product description from short texts. 4. Learn topic related new words/phrases 5. Read information /interesting events (national & international)from newspapers & magazines 6. Read and understand short illustrated narratives 7. Draw simple inferences based on a story 8. Locate and understand information & provide accurate details about the events. 9. Read short informative text about new age jobs (newspapers/internet)	
2	**WRITING**	**10**

	1. Paragraph writing:
	    ● Basic concepts of writing a paragraph (topic sentence/organization/coherence/transition phrases)
	    ● Types of paragraph
	    Expository Paragraph, Comparison Paragraph, Contrast Paragraph.
	    ● Writing a paragraph
	2. Describing an event
	    Describing past events by using words, phrases and expressions.
	3. Describing an object
	    Describing size, shape, colour, texture, material.
	4. Describing a place/location
	    Describing through use of senses (smell, sight, touch etc.) dimensions, geographical orientation	

3	**LISTENING & SPEAKING**	**10**

	A. Listening: ● Listing for the main idea in a spoken piece ● Pronunciation ● Differences between sounds ● Listening for pauses		
	● Addressing people ● Emphasis & tonal variations **B. Speaking:** ● Introducing oneself and others ● Asking for and giving information ● Making requests and responding to requests ● Giving Instructions ● Giving permission		
		TOTAL	**30 Lectures**

Reference Books:

1. English through reading by W.W.S. Bhaskar and N.S. Prabhu
2. Study Reading- A course in reading skills for Academic purposes by Eric H. Glendinning and Beverly Holmstrom
3. Speaking English Effectively by Krishna Mohan, N.P. Singh

Scheme of Evaluation Pattern
Table 1A: Scheme of Continuous Evaluation (CE)

Component	Total Marks	Min. Passing Percentage	Min. Passing Marks
1. Internal Test	10 Marks		
2. Assignments/Case Studies/Topic based activities	5 Marks		
3. Active Class Participation	5 Marks	40%	8
Total	**20 Marks**		

Note: Learner must be Present in all the exam components

Table 1B: Scheme of Semester End Examination (SEE)

Evaluation Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30   Minimum Marks to Pass: 12   Duration: 1 hour

Note: All questions are compulsory. Each question has an internal choice.

Question Number		Nature of Questions	Maximum Marks
1)		Attempt any TWO of the following: (From Module I)	10
	A.		
	B.		
	C.		
2)		Attempt any TWO of the following: (From Module II)	10
	A.		
	B.		
	C.		
3)		Attempt any TWO of the following: (From Module III)	10
	A.		
	B.		
	C.		
Note : Theory questions of 10 marks may be divided into two sub questions of 5 marks each.			

Course Code	UBIS1.7					
Name of the Course	**Trade and Commerce in Precolonial India (Indian Knowledge System)**					
Name of the Board of Studies	Economics					
Semester	I					
Number of Credits	02					
Number of Lectures	30					
Lecture Duration	60 Minutes					
Total Marks:	CE	50	SEE	00	Total	50

Learning Objectives of the Course

Sr. No.	Objectives
LOC1	To evaluate the historiography of precolonial Indian trade and commerce, including primary sources such as travel accounts, inscriptions, economic treatises, and archaeological evidence, and the challenges of interpreting them.
LOC2	To explore the major trade routes within India and with other regions such as Central Asia, Southeast Asia, the Middle East, and Europe, including the Silk Road and maritime routes.
LOC3	To evaluate the historiography of precolonial Indian trade and commerce, including primary sources such as travel accounts, inscriptions, economic treatises, and archaeological evidence, and the challenges of interpreting them.

Learning Outcomes of the Course

Sr. No.	Outcomes
CO1	Demonstrate a comprehensive understanding of the socio-economic and political landscape of precolonial India, including the major empires and kingdoms.
CO2	Analyze and evaluate the key trade routes and networks connecting precolonial India with other regions their significance in facilitating the exchange of goods, ideas, and cultures
CO3	Evaluate the market structures and institutions that governed trade and commerce in precolonial India.

SYLLABUS

Module. No	Details	No. of Lectures
1	**Introduction to Precolonial India**	**10**
	● **Historical overview of Precolonial India** Economic life of Indus people- Vedic age- Epic age- Mauryas-Sangam age- Guptan age- Medieval India. ● **Trade routes and networks** Silk Route and maritime routes-Overland trade with Central Asia and China- Maritime trade with Southeast Asia, the Middle East, and Europe.	
2	**Market Structures and Institutions**	**10**
	● **Goods and Commodities** Spices, textiles, and luxury goods-Precious metals, gems, and jewellery-Agricultural products and raw materials ● **Urban marketplaces and trading centres** Guilds, merchant associations, and banking systems- State regulation and taxation of trade	
3	**State Policies and External invasion**	**10**
	● **State Policies and Regulation** Royal monopolies and trade privileges-Tariffs, customs duties, and taxation-Administration of trade routes and markets ● **Impact of External Influences** Invasions, conquests, and colonization-Changes in market dynamics and production techniques-Integration into global trade networks	
	TOTAL	**30 Lectures**

Reference Books:

1. Bayly, C. A. (1998). Indian Society and the Making of the British Empire. Cambridge University Press.

2. Chaudhuri, K. N. (1985). Trade and Civilization in the Indian Ocean: An Economic History from the Rise of Islam to 1750. Cambridge University Press.

3. Habib, I. (2006). The Agrarian System of Mughal India, 1556-1707. Oxford University Press.

4. Jayapalan, N (2008).Economic History of India: Ancient to Present Day.Atlantic Publishers

5. Raychaudhuri, T., & Habib, I. (1982). The Cambridge Economic History of India: Volume 1, c. 1200-c. 1750. Cambridge University Press.

6. Roy, T. (2015). Economic History of India, 1857-1947. Oxford University Press.

7. Subrahmanyam, S. (2012). The Portuguese Empire in Asia, 1500-1700: A Political and Economic History. Wiley-Blackwell

Scheme of Evaluation Pattern
Table 1A: Scheme of Continuous Evaluation
(CE) Scheme of Evaluation Pattern

Sub-components	Maximum Marks	Conditions for passing
1) Fieldtrip and reporting 2) Book review/newspaper article review. 3) Story writing/case studies 4) Suggested videos for review 5) Any other course related method of evaluation	10 10 10 10	a) A learner must be present for each of the subcomponents. **b)** The subtotal of both the sub-components must be minimum **20 marks**
6) MCQ Based Test	10	
Total	50	

Note: Learner must be Present in all the exam component

Course Code	UBIS1.6						
Name of the Course	Constitution and Electoral Governance (Value Education Course)						
Name of the Board of Studies	Commerce						
Semester	I						
Number of Credits	02						
Number of Lectures	30						
Lecture Duration	60 Minutes						
Total Marks:	CE	20	SEE	30	Total	50	

Learning Objectives of the Course

Sr. No.	Objectives
LOC1	Outline of Constitution, Electoral System and Electoral Governance
LOC2	Analyze Electoral System, Role and Challenges of Electoral Governance

Learning Outcomes of the Course

Sr.No.	Outcomes
CO1	To outline the Constitution and the System of Election.
CO2	To analyze the Constitutional Governance and Electoral Governance
CO3	To examine demographic governance and challenges faced in democratic pattern of government

SYLLABUS

Module. No	Details	No. of Lectures
1	**Introduction to Constitution Governance**	**14**
	Overview Of Constitutional Governance-Historical Context and Evolution of Constitution - Sources of Indian Constitution-Constitutional Design- Nature and Scope of Constitutional Rights- Fundamental Principles of Constitutional Governance - Importance of Constitutional Governance [Level II & Level IV]	
2	**Electoral System**	**06**
	Introduction to Electoral System, Role of Electoral Management Bodies, Election Campaigning, Voter Registration and Voter's Education, Voting Methods, Political Financing-Electoral Reforms and Challenges-Electoral System and Democratic Governance [Level II & Level IV]	
3	**Electoral Governance**	**10**
	Electoral Process, Electoral Integrity, Electoral Observation and Monitoring, Electoral Reforms and Impact, Electoral Participation, Role of Technology in Electoral Process, Electoral Governance, Challenges faced in Democratic pattern of Government [Level II & Level IV]	
	TOTAL	**30 Lectures**

Reference Books:

1. Constitutional Law: Governance Structure by Udai Raj Rai
2. Indian Constitutional Law – M.P Jain
3. Contemporary on the Constitution of India- P.M. Bakshi
4. The Framing of India's Constitution – B. Shiva Rao
5. Governance, Constitution and Social Justice –Salman Khurshid and Gaurav Gupta
6. Elections in India: An Overview – Sanjay Kumar
7. How India Votes – V S Rama Devi & S K Mendiratta
8. Every vote counts – Navin Chawla
9. The Verdict –Decoding Indian Elections – Prannoy Roy

Scheme of Evaluation Pattern

Table 1A: Scheme of Continuous Evaluation (CE)

Component	Total Marks	Min. Passing Percentage	Min. Passing Marks
1. Internal Test	10 Marks		
2. Assignments/Case Studies/Topic based activities	5 Marks		
3. Active Class Participation	5 Marks	40%	8
Total	**20 Marks**		

Note: Learner must be Present in all the exam components

Table 1B: Scheme of Semester End Examination (SEE)

Evaluation Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30   Minimum Marks to Pass: 12   Duration: 1 hour

Note: All questions are compulsory. Each question has an internal choice.

Question Number		Nature of Questions	Maximum Marks
1)		Attempt any TWO of the following: (From Module I)	10
	A.		
	B.		
	C.		
2)		Attempt any TWO of the following: (From Module II)	10
	A.		
	B.		
	C.		
3)		Attempt any TWO of the following: (From Module III)	10
	A.		
	B.		
	C.		

Note: Theory questions of 10 marks may be divided into two sub questions of 5 marks each.

SEMESTER 2

Course Code	UBIS2.1					
Name of the Course	Fundamentals of Management & Organizational Behavior (MAJOR)					
Name of the Board of Studies	Management Studies					
Semester	II					
Number of Credits	04					
Number of Lectures	60					
Lecture Duration	60 Minutes					
Total Marks:	CE	40	SEE	60	Total	100

Learning Objectives of the Course

Sr. No.	Objectives
LOC1	To provide students with a comprehensive understanding of the management process in various organizational contexts.
LOC2	To develop students' managerial skills and competencies to achieve organizational goals.
LOC3	To study individual and group behavior within organizations facilitating a deeper understanding of human behavior in the workplace

Learning Outcomes of the Course

Sr. No.	Outcomes
	After completing the course, the student shall be able to:
CO1	Define Management, Planning, Organizing, Directing, Leadership & Control, Motivation, Theories of Motivation, and Group Dynamics
CO2	Illustrate the Contribution of F.W Taylor, Henri Fayol & Theories of Motivation
CO3	Analyze the relationship amongst functions of management i.e. planning, organizing, directing and controlling. Analyze the relationship between Soft Skills, Interpersonal Skills, Multicultural Skills, Cross Cultural Skills
CO4	Evaluate the Styles and Qualities of Good Leader. Evaluate the motivational techniques in Banking and Insurance Industry

SYLLABUS

Module. No	Details	No. of Lectures
1	**Introduction of Management**	15
	● **Management:** Concept, Significance, Managerial skills, Levels of Management, Managerial Grid. ● Evolution of Management thoughts, Contribution of F.W Taylor, Henri Fayol and Contingency Approach. ● **Planning:** Meaning, Importance, Process, Limitations and MBO. ● **Decision Making**: Meaning, Importance, Process, Techniques of Decision Making. ● **Organizing:** Concepts, Structure (Formal & Informal, Line & Staff and Matrix), Advantages and Limitations ● **Delegation:** Authority & Responsibility relationship	
2	**Directing, Leadership, Co-ordination and Controlling**	15
	● **Directing:** Meaning and Process ● **Leadership:** Meaning, Styles and Qualities of Good Leader ● **Co-ordination** as an Essence of Management ● **Controlling:** Meaning, Process and Techniques	
3	**Introduction to Organizational Behaviour**	15
	● Meaning, Nature, Scope and Models of Organizational Behaviour **Theories of motivation** ● Maslow, Herzberg, Mc.Gregor's Theory X and Theory Y, William Ouchi's Theory Z, Victor Vroom. ERG theory ● Application of the Theories ● Motivational techniques in Banking and Insurance Industry.	
4	**Group Dynamics**	15
	● Individual Behaviour (IQ, EQ, SQ) ● Group Formation, Team Building, Team Development and Goalsetting ● Soft Skills, Interpersonal Skills, Multicultural Skills, Cross Cultural Skills ● Johari Window	
	TOTAL	**60 Lectures**

Reference Books:

1. Principles of Management , P C Tripathi & P N Reddy , Tata Mc Graw Hill
2. Principles of Management , Ramesh B Rudani , Tata Mc Graw Hill
3. Principles of Management, Dr.Neeru Vasishth, Taxmann Publication
4. Principles of Management , Ramasamy , Himalya Publication , Mumbai
5. Management Text & Cases , VSP Rao , Excel Books, Delhi
6. Management Concepts and OB , P S Rao & N V Shah , Ajab Pustakalaya
7. Essentials of Management , Koontz II & W , Mc. Grew Hill , New York
8. Principles of Management-Text and Cases –Dr..M.Sakthivel Murugan, New Age

Publications

9. Essentials of Management: An International and Leadership Perspective" by Harold Koontz, Heinz Weihrich, and Mark V. Cannice, published by Tata McGraw-Hill Education.
10. Management: A Global and Entrepreneurial Perspective" by Hitt, Black, and Porter, published by Cengage Learning India

Scheme of Evaluation Pattern
Table 1A: Scheme of Continuous Evaluation (CE)

Component	Total Marks	Min. Passing Percentage	Min. Passing Marks
1) Internal Test	20 Marks		
2) Assignment/Case Studies	10 Marks	40%	16
3) Active Class Participation	10 Marks		
Total	**40 Marks**		

Note: Learner must be Present in all the exam components

Table 1B: Scheme of Semester End Examination (SEE)Evaluation
Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 60   Minimum Marks to Pass: 24   Duration: 2 hours

Note: All questions are compulsory. Each question has an internal choice.

Question Number		Nature of Questions	Maximum Marks
1)		Full Length Theory Question: (From Module I)	
	A.		
		OR	15
	B.		
2)		Full Length Theory Question: (From Module II)	
	A.		
		OR	15
	B.		
3)		Full Length Theory Question: (From Module III)	15
	A.		
		OR	
	B.		
4)		Full Length Theory Question: (From Module IV)	15
	A.		
		OR	
	B.		

Note: Theory Question of 15 marks may be divided into two sub questions of 8 + 7 Marks.

Course Code	UBIS2.2						
Name of the Course	Financial Accounting- II (MAJOR)						
Name of the Board of Studies	Accountancy and Finance						
Semester	II						
Number of Credits	02						
Number of Lectures	30						
Lecture Duration	60 Minutes						
Total Marks:	CE	20	SEE	30	Total	50

Learning Objectives of the Course

Sr. No.	Objectives
LOC1	Understand and apply the Maintainable Profit method, Super Profit Method, Capitalization method, and Annuity Method for valuing goodwill
LOC2	To teach about the methods and sources for redeeming debentures, including payment from capital or profits.
LOC3	To make students understand the legal framework governing and accounting treatment for the Redemption of preference shares under the Companies Act.

Learning Outcomes of the Course

Sr. No.	Outcomes
CO1	Define the valuation of Goodwill and Shares
CO2	Distinguish between the redemption of preference shares and redemption of debentures
CO3	Examine the various methods used to determine the value of goodwill and shares.
CO4	Evaluate the legal provisions and accounting treatment pertaining to the redemption of Preference shares and Debentures

SYLLABUS

Module. No	Details	No. of Lectures
1	**Valuation of Goodwill and Shares**	**10**
	• **Valuation of Goodwill** Maintainable Profit method, Super Profit Method Capitalization method, Annuity Method • **Valuation of Shares:** Intrinsic Value Method, Yield method and Fair Value Method	
2	**Redemption of Preference Shares**	**10**
	Company Law / Legal Provisions for redemption of preference shares in Companies Act Sources of redemption including divisible profits and proceeds of fresh issue of shares Premium on redemption from security premium and profits of company Capital Redemption Reserve Account - creation and use.	
3	**Redemption of Debentures**	**10**
	Redemption of debentures by payment from sources including out of capital and / or out of profits. Debenture redemption reserve and debenture redemption sinking fund excluding insurance policy. Redemption of debentures by conversion into new class of shares or debentures with options- including at par, premium and discount	
	TOTAL	**30 Lectures**

Reference Books:

1. Financial Accounting: Valuation of Shares, Goodwill and Other Assets" by V.K. Bhalla (Publisher: S. Chand & Company Ltd.)

2. Valuation of Shares and Goodwill" by Arun Kumar and Rachana Sharma (Publisher: Bharat Law House Pvt. Ltd.)

3. "Fundamentals of Accounting: Redemption of Preference Shares" by D.S. Rawat (Publisher: Taxmann Publications Pvt. Ltd.)

4. "Accounting for Management: Redemption of Shares" by Amresh Kumar (Publisher: PHI Learning Pvt. Ltd.

Scheme of Evaluation Pattern
Table 1A: Scheme of Continuous Evaluation (CE)

Component	Total Marks	Min. Passing Percentage	Min. Passing Marks
1) Internal Test	10 Marks		
2) Assignment/Case Studies	5 Marks	40%	8
3) Active Class Participation	5 Marks		
Total	**20 Marks**		

Note: Learner must be Present in all the exam components

Table 1B: Scheme of Semester End Examination (SEE)
Evaluation Question Paper Pattern for Semester EndExamination (SEE)

Maximum Marks: 30   Minimum Marks to Pass: 12   Duration: 1 hour

Note: All questions are compulsory. Each question has an internal choice.

Question Number		Nature of Questions	Maximum Marks
1)		Full Length Practical Question: (From Module I)	
	A.		
		OR	10
	B.		
2)		Full Length Practical Question: (From Module II)	
	A.		
		OR	10
	B.		
3)		Full Length Practical Question: (From Module III)	
	A.		
		OR	10
	B.		

Note: Question of 10 marks may be divided into two sub questions of 5 + 5 Marks.

Course Code	UBIS2.3						
Name of the Course	Business Economics I (Minor)						
Name of Board of Studies	Economics						
Semester	II						
Number of Credits	02						
Number of Lectures	30						
Lecture Duration	60 Minutes						
Total Marks:	CE	20	SEE	30	Total	50

Learning Objectives of the Course

Sr. No.	Objectives
LOC1	To develop students critical thinking and analytical abilities around concepts of economics
LOC2	To make students understand key economic principles, theories and relate it to the world they live in.
LOC3	To make students understand how and why markets work and how prices are determined

Learning Outcomes of the Course

Sr. No.	Outcomes
CO1	Understand the fundamental principles of Economics
CO2	Apply microeconomic models such as supply and demand analysis, consumer choice theory, and producer theory to analyze real-world economic problems and predict market outcomes.
CO3	Analyze the behavior of consumers and producers in different market structures, including perfect competition, monopoly, monopolistic competition, and oligopoly.

SYLLABUS

Module. No	Details	No. of Lectures
1	**Introduction to Economics**	**10**
	Basic concepts of Economics - Understanding the philosophy of economics - Nature of economics: Is economics a science or an art? - Definitional pluralities and distinctions such as micro-versus macro, theories versus models Ten Principles of Economics- Thinking like an Economist- Home Economicus and Bounded Rationality-Human decision making and its impact on business. The Market Forces of Demand and Supply, Market Equilibrium – Elasticity of demand- Types - Using Elasticities in Managerial Decision Making.	
2	**Production and Cost analysis**	**10**
	Production function: short run analysis with Law of Variable Proportions-. Production function with two variable inputs isoquants, ridge lines and least cost combination of inputs - long run production function and Laws of Returns to Scale Economies and diseconomies of Scale **Cost analysis-** Types of Cost- Cost Output Relationship in the short Run -Long Run cost function Revenue- Concepts of Total Revenue, Average Revenue, Marginal Revenue	
3	**Market Structure and Competitive Strategy**	**10**
	● **Perfect competition:** Classification of market structures-Features of Perfect Competition- Short run Equilibrium of the Competitive firm –Long run equilibrium adjustment of acompetitive firm- ● **Monopoly** Sources, Features and Causes of Monopoly-Price and Marginal Revenue under Monopoly-Price and Output Equilibrium under Monopoly-Long -run Equilibrium under Monopoly- Price Discrimination-meaning and examples of Price Discrimination Degrees of Price Discrimination, Price and OutputDetermination by a Discriminating Monopolist. ● **Monopolistic competition:** Features of Monopolistic Competition-Price and Output Equilibrium under Monopolistic Competition- Long run Firm's	

	Equilibrium and Group Equilibrium		
	● **Oligopoly:**		
	Characteristics of Oligopoly- Indeterminateness of price and output under Oligopoly -The kinked demand curve model Collusive oligopoly; Cartels, Price leadership, the Prisoner's Dilemma.		
	Total	**30 Lectures**	

Reference Books:

1. H L Ahuja: Business Economics (2016) -Microeconomic Analysis, 13th Edition, S. Chand, New Delhi.
2. N. Gregory Mankiw, Mark P. Taylor (2013), and Andrew Ashwin: Business Economics, 1st Edition, Cengage Learning.
3. Robert Pindyck and Daniel Rubinfeld (2018): Microeconomics, 8th Edition, Pearson, New Delhi.
4. N. Gregory Mankiw (2017): Principles of Economics Cengage, 6th edition, New Delhi.
5. Paul A Samuelson & William Nordhaus(2019), Economics, 20th edition—, McGraw Hill
6. Mazumder Debashis (2024) Basics of Microeconomics – ABS Publishing House,New Delhi.
7. Paul A Samuelson & William Nordhaus, Anindya Sen (2021), Economics, 20th edition—, McGraw Hill

Additional Reading:

(A)Newspapers:
• The Economic Times
• The Mint
• The Business Line
• The Times of India
• The Indian Express
• The Hindu

(B) Magazines:
• The Economist
• The Economic and Political Weekly
• Business India
• Business World
• Outlook Money

Scheme of Evaluation Pattern

Table 1A: Scheme of Continuous Evaluation (CE)

Component	Total Marks	Min. Passing Percentage	Min. Passing Marks
1. Internal Test / MCQ Based Test	10 Marks	40%	8
2. Book review 3. Case study analysis 4. Digital story telling	10 Marks		
Total	**20 Marks**		

Note: Learner must be Present in all the two exam components

Table 1B: Scheme of Semester End Examination (SEE) Evaluation Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30   Minimum Marks to Pass: 12   Duration: 1 hour

Note: All questions are compulsory. Each question has an internal choice.

Question Number		Nature of Questions	Maximum Marks
1)		Attempt any TWO of the following: (From Module I)	
	A.		
	B.		10
	C.		
2)		Attempt any TWO of the following: (From Module II)	10
	A.		
	B.		
	C.		
3)		Attempt any TWO of the following: (From Module III)	
	A.		
	B.		10
	C.		

Note: Questions of 10 marks may be divided into two sub questions of 5 marks each

Course Code	UOE2.11					
Name of the Course	Information Technology (E- Commerce and E-Banking) [Open Elective]					
Name of the Board of Studies	Information Technology and Data Science					
Semester	II					
Number of Credits	02					
Number of Lectures	30					
Lecture Duration	60 Minutes					
Total Marks:	CE	20	SEE	30	Total	50

Learning Objectives of theCourse

Sr. No.	Objectives
LOC1	To gain knowledge and skills needed to work in the banking industry.
LOC2	To adapt the technological advancements and effectively utilize e-banking platforms.

Learning Outcomes of the Course

Sr. No.	Outcomes
CO1	To learn knowledge and skills to manage the operational aspects of online businesses.
CO2	To understand the regulatory framework governing electronic banking and payment systems.
CO3	To develop a keen awareness of the various cyber threats and risks faced by financial institutions.

SYLLABUS

Module. No.	Details	No. of Lectures
1	**INTRODUCTION TO ELECTRONIC COMMERCE**	**10**
	E-Commerce Framework, E-Commerce and media convergence, anatomy of E-Commerce Applications, E-Commerce Consumer and Organization Applications. **The network Infrastructure for Electronic Commerce**: Market forces influencing the I-way, Components of I-way, Network Access Equipment **E-Commerce and World Wide Web**: Architectural framework of E-Commerce, WWW and its architecture, hypertext publishing, Technology behind the web, Security and the Web.	
2	**IT APPLICATION IN BANKING**	**10**
	Meaning, definition, features, types, advantages and limitations, the evolution of e-banking in India, Legal framework for e-banking. **Electronic Payment System:** Types of Electronic Payment Systems, Digital Token-based EPS, Smart Card EPS, Credit Card EPS, Payment gateway, Risk in EPS, Designing a EPS	
3	**CYBER LAW & CYBER SECURITY**	**10**
	Need of Cyber Law, History of Cyber Law in India **Cyber Crimes:** Various threats and attacks, Phishing, Key Loggers, Identity Theft, Call & SMS forging, e-mail related crimes, Denial of Service Attacks, Hacking, Online shopping frauds, Credit card frauds, Cyber Stalking **Cyber Security:** Computer Security, E-Security, Password Security and Reporting internet fraud	
	TOTAL	**30 Lectures**

Reference Books:

1. E-commerce 2018 by Kenneth C. Laudon and Carol Guercio Traver, Pearson, 2018.
2. Electronic Commerce: The Strategic Perspective by Richard T. Watson, Harcourt College Pub, 2014.
3. Cyber Law and Cyber Security in Developing and Emerging Economies by Zeinab Karake & Sheikha Lubna Al Qasimi, Edward Elgar Publishing Ltd, 2010.
4. Information Technology and Digital Banking, Macmilan publisher, January 2023.
5. IT Skills for Managers by Hem Chand Jain & H.N. Tiwari, September 2022.

Scheme of Evaluation Pattern
Table 1A: Scheme of Continuous Evaluation (CE)

Component	Total Marks	Min. Passing Percentage	Min. Passing Marks
1. Internal Test	10 Marks		
2. Assignments/Case Studies/Topic based activities	5 Marks		
3. Active Class Participation	5 Marks	40%	8
Total	**20 Marks**		

Note: Learner must be Present in all the exam components

Table 1B: Scheme of Semester End Examination (SEE)
Evaluation Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30   Minimum Marks to Pass: 12   Duration: 1 hour

Note: All questions are compulsory. Each question has an internal choice.

Question Number		Nature of Questions	Maximum Marks
1)		Attempt any TWO of the following: (From Module I)	10
	A.		
	B.		
	C.		
2)		Attempt any TWO of the following: (From Module II)	10
	A.		
	B.		
	C.		
3)		Attempt any TWO of the following: (From Module III)	10
	A.		
	B.		
	C.		

Note: Questions of 10 marks may be divided into two sub questions of 5 marks each.

Course Code	UOE2.6					
Name of the Course	Quantitative Methods – II (Open Elective)					
Name of the Board of Studies	Mathematics and Statistics					
Semester	II					
Number of Credits	02					
Number of Lectures	30					
Lecture Duration	60 Minutes					
Total Marks:	CE	20	SEE	30	Total	50

Learning Objectives of the Course

Sr. No.	Objectives
LOC1	To develop a basic understanding of statistical concepts and principles, enabling individuals to interpret and evaluate statistical information encountered in daily life.
LOC2	To acquire skills to address complex business and operational challenges and to draw evidence-based conclusions.

Learning Outcomes of the Course

Sr. No.	Outcomes
CO1	Define and understand the concept of decision-making in business using LPP and probability theory.
CO2	Compare and apply the concept of analytical techniques and draw conclusions based on the evidence provided by the data.
CO3	Apply the knowledge of analytical techniques to navigate financial markets, optimize investment portfolios and make sound investment decisions.

SYLLABUS

Module. No	Details	No. of Lectures
1	**ELEMENTARY PROBABILITY THEORY AND LPP**	**10**
	Probability: Concept of permutation& combination, definition of sample space, eventsand probability, Simple examples, Addition theorem(without proof), Complementarytheorem, conditional probability. Independenceof Events: $P(A \cap B) = P(A) P(B)$. Simple examples.**Random Variable:** Probability distribution of a discrete random variable (Probability mass function), Expectation and Variance ofrandom variable, simple examples on probability distributions, Normal distribution (Concept only). **Linear Programming Problem:** Sketching of graphs of (i) linear equation $Ax + By + C = 0$ (ii) linear inequalities. Mathematical Formulation of Linear Programming Problems upto 2 variables. Solution of Linear Programming Problems using graphical method up to two variables. **Linear Programming Problem:** Introduction and Application of Linear Programming Problem, Concepts on feasible solution, basic feasible solution and optimum solution. Sketching of graphs of (i) linear equation $Ax + By + C = 0$ (ii) linear inequalities. Mathematical Formulation of Linear Programming Problems upto 2 variables. Solution of Linear Programming Problems for maximization/minimization function under given constraints using graphical method up to two variables.	
2	**TESTING OF HYPOTHESIS**	**10**
	Null Hypothesis, Alternative Hypothesis, Decision Criterion, Critical Region, Type I and Type II Error, level of significance, Test based on large Sample for Means and Proportion/s.	
3	**QUANTITATIVE ANALYSIS IN INVESTMENT MANAGEMENT**	**10**
	Expected return from shares (using probability), Measuring total risk from investigator shares (using standard deviations), Partitioning risk into systematic and unsystematic component (using co-variance), Measuring risks of portfolio (using co-relation).	
	TOTAL	**30 Lectures**

Reference Books:

1. Quantitative Techniques in Management by N. D. Vohra, Tata McGraw Hill Education Pvt. Limited, July 2017.

2. Statistics for Management - Lovin R. Rubin D.S, (Prentice Hall of India), 2017 3. Modern Business Statistics – Anderson, Sweeney, Williams, South Western, May 2005.

4. Statistical Methods by Dr. S.P. Gupta, S. Chand & Sons Co., January 2021

5. Quantitative Techniques of Decision Making, Anand Sharma, Himalaya Publishing House, October 2017.

6. Business Mathematics & Statistics, B Aggarwal, Ane Book Pvt. Limited, December 2019.

7. Fundamentals of Applied Statistics: S G Gupta and V K Kapoor, Sultan Chand & Co,2014

8. Business Mathematics: A P Verma, Asian Books Pvt.: Limited, 2009

9. Business Mathematics : D C Sancheti & V K Kapoor, Sultan Chand & Sons, 2012

10. Quantitative Methods- By S. Saha and S. Mukerji, New Central Book Agency, January 2002.

Scheme of Evaluation Pattern
Table 1A: Scheme of Continuous Evaluation (CE)

Component	Total Marks	Min. Passing Percentage	Min. Passing Marks
1. Internal Test	10 Marks		
2. Assignments/Case Studies/Topic based activities	5 Marks		
3. Active Class Participation	5 Marks	40%	8
Total	**20 Marks**		

Note: Learner must be Present in all the exam components

Table 1B: Scheme of Semester End Examination (SEE)
Evaluation Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30   Minimum Marks to Pass: 12   Duration: 1 hour

Note: All questions are compulsory. Each question has an internal choice.

Question Number		Nature of Questions	Maximum Marks
1)		Attempt any TWO of the following: (From Module I)	10
	A.		
	B.		
	C.		
2)		Attempt any TWO of the following: (From Module II)	10
	A.		
	B.		
	C.		
3)		Attempt any TWO of the following: (From Module III)	10
	A.		
	B.		
	C.		

Note: Questions of 10 marks may be divided into two sub questions of 5 marks each

Course Code	UBIS2.4
Name of the Course	**Introduction to Capital Market** (Vocational Skill Course)
Name of the Board of Studies	**Accountancy and Finance**
Semester	**II**
Number of Credits	**02**
Number of Lectures	**30**
Lecture Duration	**60 Minutes**

Total Marks:	CE	50	SEE	00	Total	50

Learning Objectives of the Course

Sr. No.	Objectives
LOC1	Understand the concepts of Capital Market and their role in the Economy
LOC2	Explore the various types of securities traded in capital markets, including stocks, bonds, derivatives, and alternative investments.

Learning Outcomes of the Course

Sr. No.	Outcomes
CO1	Introduction to Indian Capital Market, Indian Stock Exchanges and Regulations of Indian Capital Market.
CO2	Apply the basic knowledge of the capital market while making investment decisions.
CO3	Evaluate the different investment instruments

SYLLABUS

Module. No	Details	No. of Lectures
1	**Introduction to the Capital Market**	
	Definition and basic concepts: Capital market, investors, traders, brokers, shares, debentures, bonds, derivatives, Systematic Investment Plan (SIP), Systematic Withdrawal Plan (SWP), and mutual funds. Participants, Instruments, Reforms in Primary and Secondary Market, IPO, Book Building, Role of Merchant Bankers Simulation on IPO	**10**
2	**Trading and Settlement System in Stock Exchanges**	
	Indian Stock Market - Meaning and functions of Stock Exchange- NSE and BSE, Different trading systems – Share groups on BSE – BOLT System – Different types of settlements - Pay-in and Pay-out – Bad Delivery – Short delivery – Auction NSE – Market segments – NEAT system options – Market types, Order types and books – Demat settlement – Physical settlement – Institutional segment – Funds settlement – Valuation debit – Valuation price – Bad and short delivery – Auction. Trading Simulations, Live Trading Sessions	**10**
3	**Regulations of Indian Capital Market**	
	Regulatory Framework, Committees on Regulatory Framework SEBI - Objectives, Powers & Functions, Regulatory Role Investors Protection - Insider Trading, Rationale, Insiders Information, Connected Persons.	**10**
	TOTAL	**30 Lectures**

Reference Books:

1. "Indian Capital Markets: Trends & Developments" by R. Srinivasan
2. "Capital Market and Securities Laws" by V.S. Somanath
3. "Understanding Indian Financial Markets: An Insider's Guide to How Markets Work" by Jayant R. Pai and Vinayak Sapre
4. "Indian Capital Market: A Functional Perspective" by G. Shankar
5. Punithavathy Pandian, Security Analysis and Portfolio Management, Vikas Publishing House Pvt. Ltd.
6. Gomez Clifford (2008). Financial Markets, Institutions and Financial Services. Prentice Hall of India,
7. Meir Kohn (2013). Financial Institutions and Markets. Oxford University Press.
8. Pathak Bharati (2018). Indian Financial System. Pearson Education; Fifth edition.

9. Rajesh Kothari (2012). Financial Services in n India: Concept and Application. Sage Publications, New Delhi
10. Articles from financial newspapers and journals such as Economic Times, Business Standard, and Mint

Scheme of Evaluation Pattern
Scheme of Continuous Evaluation (CE)

Sub-components	Maximum Marks	Min. Passing Percentage	Min. Passing Marks
1) Internal Test	30 Marks		
2) Assignments/Case Studies/Project/Topic based activities	10 Marks	40%	20
3) Active Class Participation	10 Marks		
Total	**50 Marks**		

Note: Learner must be Present in all the exam components

Course Code	UBIS2.5
Name of the Course	Legal Aspects in Commercial Sectors: Theory and Practice (Skill Enhancement Course)
Name of the Board of Studies	Commerce
Semester	II
Number of Credits	02
Number of Lectures	30
Lecture Duration	60 Minutes

Total Marks:	CE	20	SEE	30	Total	50

Learning Objectives of the Course

Sr. No.	Objectives
LOC1	To help the students to understand the fundamental legal principles and legal drafting on commercial laws and banking and Insurance related laws
LOC2	To help the students to evaluate the concepts of all various law in context to business and insurance and the most important which is linked to all account AADHAR Act and to apply for the same.
LOC3	To make the students analyze the object behind the formation of banks, its currency and various processes of Insurance and its types and to file the complaint and its legal registration process.

Learning Outcomes of the Course

Sr. No.	Outcomes
CO1	Highlight and Summarize the concept of Commercial Laws in context to Banking System in India and Banking Frauds (Level I &II)
CO2	Determine and deconstruct the Insolvency and Bankruptcy code and importance of AADHAR in the banking system. (Level III &IV)
CO3	Comment and solve the concept of Insurance Laws and its various types with reference to banking laws and AADHAR rules (Level V &VI)

SYLLABUS

Module. No	Details	No. of Lectures
1	**MODULE 1: Introduction to Commercial Law in context to Banking System in India and Banking Frauds**	**10**
	- Introduction to Commercial Laws - Banking System in India: Kinds of banks and their functions; Banking Regulation Laws: Reserve Bank of India Act, 1934, Banking Regulation Act, 1949; Relationship between banker and customer: Legal Character, Contract between banker & customer, Banks duty to customers; The Banking Ombudsman Scheme, 1995; Liability under Consumer Protection Act, 1986. - Nature of Banking Frauds; Legal Regime to Control Banking Frauds; Recent Trends in Banking: Automatic Teller Machine and Internet Banking, Smart Cards, Credit Cards. ● Drafting and Pleading	
2	**MODULE II: The Insolvency and Bankruptcy Code, 2016 and AADHAR ACT, 2016**	**10**
	The Insolvency and Bankruptcy Code- Insolvency Resolution and Liquidation for Corporate Persons, Corporate Insolvency Resolution Process, Bankruptcy Order for Individuals and Partnership Firm. The Insolvency and Bankruptcy Board of India **2016 -** **AADHAR ACT,** Unique Identification Authority of India, Protection of Information, Offences and Penalties - Drafting and Pleading	
3	**MODULE III: Insurance Law**	**10**
	- Nature of Insurance Contracts; Kinds of Insurance: Life Insurance, Med Claim, Property Insurance, - Fire Insurance, Motor Vehicles Insurance (With Special Reference to Third Party Insurance; - Constitution, Functions and Powers of Insurance Regulatory and Development Authority; Application of Consumer Protection Act, 1986. - Drafting and Pleading	
	TOTAL	**30 Lectures**

References:

1. Principles of Insurance Law (In 2 Volumes) by M N Srinivasan and K Kannan
2. J V N Jaiswal's Law of Insurance (in 2 Volumes) by Sumeet Malik Edition: 2nd Edition 2016, with Supplement, 2020
3. Banking Law & Negotiable Instruments Act – Sharma and Nainta
4. Banking System, Frauds and Legal Control – R.P. Namita
5. Law of Insurance – M.N. Mishra
6. Handbook of Insurance and Allied Laws – C. Rangarajan
7. Banking Law & Practice in India – M.L. Tannan
8. Bharat's Guide to Insolvency & Bankruptcy Code (2 Volumes) by Dr. D. K. Jain – 4th Edition 2024. About Guide to Insolvency & Bankruptcy Code (in 2 Volumes)
9. Law on Aadhaar - Based on The Aadhaar (Targeted Delivery Of Financial And Other Subsidies, Benefits And Services) Act, 2016 Paperback – 1 June 2016 by Pavan Duggal (Author)
10. Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 Bare Act (Print/eBook by EBC

Scheme of Evaluation Pattern
Table 1A: Scheme of Continuous Evaluation (CE)

Component	Total Marks	Min. Passing Percentage	Min. Passing Marks
1. Internal Test	10 Marks		
2. Assignments/Case Studies/Topic based activities	5 Marks		
3. Active Class Participation	5 Marks	40%	8
Total	**20 Marks**		

Note: Learner must be Present in all the exam components

Table 1B: Scheme of Semester End Examination (SEE)

Evaluation Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30   Minimum Marks to Pass: 12   Duration: 1 hour

Note: All questions are compulsory. Each question has an internal choice.

Question Number		Nature of Questions	Maximum Marks
1)		Attempt any TWO of the following: (From Module I)	10
	A.		
	B.		
	C.		
2)		Attempt any TWO of the following: (From Module II)	10
	A.		
	B.		
	C.		
3)		Attempt any TWO of the following: (From Module III)	10
	A.		
	B.		
	C.		

Note: Theory questions of 10 marks may be divided into two sub questions of 5 marks each

Course Code	UBIS2.7					
Name of the Course	Digital Communication (Ability Enhancement Course)					
Name of the Board of Studies	Multi Media and Communication Skills					
Semester	II					
Number of Credits	02					
Number of Lectures	30					
Lecture Duration	60 Minutes					
Total Marks:	CE	20	SEE	30	Total	50

Learning Objectives of the Course

Sr. No.	Objectives
LOC1	To provide a comprehensive coverage of the various concepts and principles of Business Communication.
LOC2	To develop the skills to diagnose and rectify the errors in communication with the help of digitalization.
LOC3	To understand the concepts and principles of digital communication

Learning Outcomes of the Course

Sr. No.	Outcomes
CO1	The learner will be able to analyze the various concepts of digitalization.
CO2	The learner will be able to compare and evaluate traditional and digital communication to facilitate effective communication through technology.
CO3	The learner will be able to format and develop Business Correspondence for organizational purpose.

SYLLABUS

Module. No	Details	No. of Lectures
1	**Introduction and Interpretation**	**08**
	Digital communication- Process of Communication-Elements of Communication-Factors of Communication (Symbolising patterns, Framing Patterns) Non-verbal communication, Barriers to Communication. Interpersonal Skills- Building positive Relationships, Dealing with Criticism.	
2	**Presentation**	**10**
	Planning Effective Presentation, Developing Presentation Content, Rehearsing a Presentation, Delivery of Presentation, Rapport Building, Technology at work (Presentation Software) Modes of Communication- The use of Internet- Computers and E-Communication Modern methods- Video and Tele-conferencing.	
3	**Web Communication.**	**12**
	Content writing for Digital Media (Instagram, Youtube, Twitter, Linkedin) Illustrations and data (Bar Charts, Line Charts, Pie charts, Process Charts, Organizational Charts) Effective Letter Writing- Business Letters (E-Mail)- Planning the Content. Citing Sources, Writing Reports.	
	TOTAL	**30**

Reference Books:
1. Business Communication by Urmila Rai, S.M. Rai.
2. Business Communication by RK Madhukar
3. SoftSkills for Everyone, Jeff Butterfield.
4. Power by Jeffrey Pfeffer.
5. The Art and Science of Business Communication by P.D. Chaturvedi, Mukesh Chaturvedi.

Scheme of Evaluation Pattern

Table 1A: Scheme of Continuous Evaluation (CE)

Component	Total Marks	Min. Passing Percentage	Min. Passing Marks
1. Internal Test	10 Marks		
2. Assignments/Case Studies/Topic based activities	5 Marks		
3. Active Class Participation	5 Marks	40%	8
Total	**20 Marks**		

Note: Learner must be Present in all the exam components

Table 1B: Scheme of Semester End Examination (SEE)

Evaluation Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30   Minimum Marks to Pass: 12   Duration: 1 hour

Note: All questions are compulsory. Each question has an internal choice.

Question Number		Nature of Questions	Maximum Marks
1)		Attempt any TWO of the following: (From Module I)	10
	A.		
	B.		
	C.		
2)		Attempt any TWO of the following: (From Module II)	10
	A.		
	B.		
	C.		
3)		Attempt any TWO of the following: (From Module III)	10
	A.		
	B.		
	C.		
Note: Theory questions of 10 marks may be divided into two sub questions of 5 marks each.			

Course Code	UBIS2.6				
Name of the Course	**Business Ethics and Corporate Governance (Value Education Course)**				
Name of the Board of Studies	**Management Studies**				
Semester	**II**				
Number of Credits	**02**				
Number of Lectures	**30**				
Lecture Duration	**60 Minutes**				
Total Marks:	CE	20	SEE	30	Total	50

Learning Objectives of the Course

Sr. No.	Objectives
LOC1	To make the students understand business ethics, practices of good governance
LOC2	To enhance awareness and build confidence in ethical decision-making.

Learning Outcomes of the Course

Sr.No.	Outcomes
CO1	Identify and address common ethical issues that arise for individuals, managers, and organizations.
CO2	Show logically sound discussion about moral dilemmas, various approaches to Business Ethics, and theories of corporate governance.
CO3	Identify significant corporate tools, policies, systems, and laws that explicitly apply to managing ethical conduct in the business environment.

SYLLABUS

Module. No	Details	No. of Lectures
1	**Introduction to Business Ethics**	**10**
	● Business Ethics – Meaning, Nature of Ethics, Concept of Moral & Ethics. ● Types of Ethics, Importance of Ethics, Business Ethics. ● Areas of Business Ethics - Finance and Accounting, Information Technology, Copyrights and Patents Foreign Trade Ethics. ● Various approaches to Business Ethics - Theories of Ethics Friedman's Economic theory, Kant's Deontological theory, Mill & Bentham's Utilitarianism theory	
2	**Introduction to Corporate Governance**	**10**
	● Corporate Governance: Concept, Definition, Importance, ● Theoretical Basis of Corporate Governance, MechanismCorporate Governance Systems, Indian Model of Governance ● Elements of Good Corporate Governance, Failure of Corporate Governance and its consequences obligations towards stakeholders ● Theories underlying Corporate Governance (Stakeholders theory and Stewardship theory, Agency theory, Separation of Ownership and Control. Corporate Governance Mechanism: Process, OECD and Emphasis on Corporate Governance, (Transparency Accountability, and Empowerment).	
3	**Implementation of Corporate Governance and Global Scenario**	**10**
	● Structure of Board of Directors and their roles. Role of Audit Committee ● Role of Government in Corporate Governance in India ● Corruption: Meaning, Causes, Effects. Frauds and Scams in Banking and Insurance Companies ● Measures to Overcome Fraud and Corruption	
	TOTAL	**30 Lectures**

Reference Books:

1. Business Ethics and Corporate Governance - A.C.Fernando
2. Business Ethics and Corporate Governance- Ghosh B.N
3. Business Ethics and Corporate Governance- C.S.V. Murthy

Scheme of Evaluation Pattern
Table 1A: Scheme of Continuous Evaluation (CE)

Component	Total Marks	Min. Passing Percentage	Min. Passing Marks
1. Internal Test	10 Marks	40%	8
2. Assignments/Case Studies/Topic based activities	5 Marks		
3. Active Class Participation	5 Marks		
Total	**20 Marks**		

Note: Learner must be Present in all the exam components

Table 1B: Scheme of Semester End Examination (SEE)
Evaluation Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30   Minimum Marks to Pass: 12   Duration: 1 hour

Note: All questions are compulsory. Each question has an internal choice.

Question Number		Nature of Questions	Maximum Marks
1)		Attempt any TWO of the following: (From Module I)	10
	A.		
	B.		
	C.		
2)		Attempt any TWO of the following: (From Module II)	10
	A.		
	B.		
	C.		
3)		Attempt any TWO of the following: (From Module III)	10
	A.		
	B.		
	C.		

Note: Theory questions of 10 marks may be divided into two sub questions of 5 marks each