

**The Kelkar Education Trust's  
V. G. Vaze College of Arts, Science and Commerce  
(Autonomous)**



Revised Syllabus and  
Question Paper Pattern of Courses of

**BACHELOR OF COMMERCE  
(BANKING & INSURANCE)**

**(B & I) PROGRAMME**

**FIRST YEAR**

***SEMESTER I AND II***

Under Choice Based Credit System,

Grading and Semester System

(To be implemented from

Academic Year 2020-2021)

Board of Studies

**The Kelkar Education Trust's  
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<b>B.Com (B &amp; I) SEMESTER I</b>		
Course Code	Full Name of Course (with Paper Name)	Credit Point
	<b>Core Courses (CC)</b>	
BIECO101	Business Economics-I	3
BIQM102	Quantitative Methods-I	3
	<b>Ability Enhancement Course (AEC)</b>	
BIBC103	Business Communication-I	3
	<b>Skill Enhancement Courses (SEC)</b>	
BIFC104	Foundation Course – I	2
	<b>Elected Courses (EC)</b>	
BIEMF105	Environment and Management of Financial Services.	3
BIPOM106	Principles of Management	3
BIFA107	Financial Accounting – I	3

**\*Note:-**

Content in **RED COLOUR** indicates changes made in Proposed Syllabus after Banking & Insurance's Board of Studies (BOS) Meeting held on 17<sup>th</sup> August 2020.



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**Syllabus for FY B. Com (Banking & Insurance)**

(June 2020 Onwards)

Program: B.Com (Banking & Insurance)

Semester I

**Course: BUSINESS ECONOMICS - I**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>
BIECO101	Business Economics-I	03



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1. Syllabus as per **Choice Based Credit System**

- i) Name of the Programme : B.Com (Banking & Insurance)
- ii) Course Code : BIECO101  
Semester I
- iii) Course Title : Business Economics-I
- iv) Semester wise Course Contents : Copy of the syllabus Enclosed
- v) References and additional references : Enclosed in the syllabus
- vi) Credit structure :
- No. of Credits per Semester : 03
- vii) No. of lectures per Unit : 12
- viii) No. of lectures per week : 04
- ix) No. of Tutorial per week : ---
- 2 Scheme of Examination :
  - Semester End Exam:60 marks (5 Questions of 12 marks)
  - Internal Assessment 40 marks:
    - Test 15 marks,
    - Project/ Assignment 15 marks
    - Class Participation: 10 marks
- 3 Special notes, if any : No
- 4 Eligibility, if any : As laid down in the College Admission brochure/website
- 5 Fee Structure : As per College Fee Structure specifications
6. any Special Ordinances / Resolutions, if any : No



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Programme: FY B.Com ( Banking and insurance)

Semester: I

Course : Business Economics I

Course Code : BIECO101

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	15	15	10		-	60	100
<b>Max. Time, End Semester Exam (Theory) -2Hrs.</b>										

**Prerequisites : Basic knowledge about Microeconomics.**  
**: Basic interest in current Economics.**

**Course Objectives:**

- 1 It will help students analyse how an economy functions, combining practical & theoretical knowledge of Economics.
- 2 This course, which is a field in applied economics, will help them analyse cost benefit theories, deadweight loss, economies of scale.
- 3 It will help them to focus on the economic issues related to business organization and management.



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<u>Unit</u>	<u>Module</u>	<u>Lecture</u>
<b>I</b>	<b>INTRODUCTION:</b> <ul style="list-style-type: none"> <li>• Scope and Importance of Business Economics - Relevance - Opportunity Cost principle- Incremental and Marginal Concepts. Basic economic relations - equations - Total, Average and Marginal relations- use of Marginal analysis in decision making,</li> <li>• The basics of market demand, market supply and equilibrium price-shifts in the</li> <li>• demand and supply curves and equilibrium</li> <li>• 10 Principles of Business Economics.</li> <li>• <b>Moral Hazard and Adverse selection.</b></li> </ul>	<b>12</b>
<b>II</b>	<b>DEMAND ANALYSIS:</b> <ul style="list-style-type: none"> <li>• Demand Function - nature of demand curve under different markets</li> <li>• Meaning, significance, types and measurement of elasticity of demand (Price, income cross and promotional)- relationship between elasticity of demand and revenue concepts</li> <li>• Demand estimation and forecasting: Meaning and significance - methods of demand estimation : survey and statistical methods</li> <li>• (numerical illustrations on trend analysis and simple linear regression</li> </ul>	<b>12</b>
<b>III</b>	<b>SUPPLY AND PRODUCTION DECISIONS AND COST OF PRODUCTION:</b> <ul style="list-style-type: none"> <li>• 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</li> <li>• Expansion path - Economies and diseconomies of Scale.</li> <li>• Cost concepts: Accounting cost and economic cost, implicit and explicit cost, fixed and variable cost - total, average and marginal cost - Cost Output Relationship in the Short Run and Long Run (hypothetical numerical problems to be discussed), LAC and Learning curve - Break even analysis (with business applications).</li> </ul>	<b>12</b>
<b>IV</b>	<b>MARKET STRUCTURE: PERFECT COMPETITION AND MONOPOLY AND PRICING AND OUTPUT DECISIONS UNDER IMPERFECT COMPETITION:</b> <ul style="list-style-type: none"> <li>• Short run and long run equilibrium of a competitive firm and of industry - monopoly - short run and long- run equilibrium of a firm under Monopoly</li> <li>• Monopolistic competition: Equilibrium of a firm under monopolistic competition, debate over role of advertising</li> <li>• (topics to be taught using case studies from real life examples)</li> <li>• Oligopolistic markets: key attributes of oligopoly - Collusive and non-collusive oligopoly market - Price rigidity - Cartels and price leadership models</li> <li>• (with practical examples)</li> </ul>	<b>12</b>



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<b>V</b>	<b>PRICING PRACTICES:</b> <ul style="list-style-type: none"><li>• Cost oriented pricing methods: cost – plus (full cost) pricing, marginal cost pricing, Mark up pricing, discriminating pricing, multiple – product pricing - transfer pricing</li><li>• (case studies on how pricing methods are used in business world)</li></ul>	<b>12</b>
<b>Total No. of Lectures</b>		<b>60</b>

**Beyond the Syllabus**

Group Discussions on current issues and book reviews.



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<b>Internal Assessment</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Marks</b>
<b>I</b>	Class Test	15
	<b>Q.1 Objectives. (1 Mark each)</b> (Fill in the blanks / True or False / Match the Following)	
	<b>Q.2 Answer Any Two of the Three. (05 Marks each)</b> (Unit based theory questions)	
<b>II</b>	Project / Assignment	15
<b>III</b>	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	<b>TOTAL MARKS</b>	<b>40</b>





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External Assessment		
<ul style="list-style-type: none"> <li>• <b>Maximum Marks: 60</b></li> <li>• <b>Questions to be set: 05</b></li> <li>• <b>Duration: 2 Hrs.</b></li> <li>• <b>All Questions are Compulsory Carrying 12 Marks each.</b></li> </ul>		
Q. No.	Description	Marks
Q.1	Objective Questions A) Sub Questions to be asked 8 and to be answered any 06 B) Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
Q.2	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.3	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.4	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.5	A) Theory questions (6 Marks) B) Theory questions (6 Marks) <b>OR</b> C) Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
	<b>TOTAL MARKS</b>	<b>60</b>
<p>Note:</p> <p>Theory question of 12 marks may be divided into two sub questions of 6/6.</p>		



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Course Outcomes:	
	After the completion of the course students will be able to
<b>CO1</b>	Know about the economic situations and the reasons for the same.
<b>CO2</b>	Be in a position to understand the concept of Demand & Supply Analysis.
<b>CO3</b>	Analyse different Market Structures including types and its effects on economy.
<b>CO4</b>	Will be able to differentiate between different markets structures and analyse which market structure is the best.
<b>CO5</b>	Able to understand types of pricing strategies and how it can help business units to achieve competitive price.

Recommended Resources	
<b>Reference Books -</b>	<ul style="list-style-type: none"> <li>• Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand &amp; Sons, N. Delhi,2000)</li> <li>• Hirchey .M., Managerial Economics, Thomson South western(2003)</li> <li>• Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore,2001)</li> <li>• Frank Robert.H, Bernanke. Ben S., Principles of Economics (Tata McGraw Hill(ed.3)</li> <li>• Gregory Mankiw., Principles of Economics, Thomson South western (2002reprint)</li> <li>• Samuelson &amp; Nordhas.: Economics (Tata McGraw Hills, New Delhi,2002)</li> <li>• Pal Sumitra, Managerial Economics cases and concepts (Macmillan, NewDelhi,2004)</li> </ul>
<b><u>E-Resources</u></b>	-
<b>Webliography:</b>	-



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**Syllabus Prepared by:**

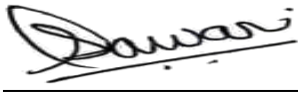
- |          |   |
|----------|---|
| <b>1</b> | Ms. Mayura Ranade : Chairperson, Syllabus Committee<br>Assistant Professor,<br>Dept. of SFC,<br>V.G Vaze College, Mulund (East), Mumbai                   |
| <b>2</b> | Mr. Prasanjeet Bhave : Member, Syllabus Committee<br>HOD - Dept., Business Economics,<br>Assistant Professor,<br>V.G Vaze College, Mulund (East), Mumbai. |
| <b>3</b> | Mr. Krishnan S. Member, Syllabus Committee<br>Visiting Faculty.   |
| <b>4</b> | Mr. Sreevallaban Narayanan : Member, Syllabus Committee<br>Visiting Faculty.  |



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**The Final Syllabus which has been approved by the following BOS Members**

Ms. Seema Pawar	:	HOD (Banking & Insurance)
Ms. Anita Yakkali	:	Member – Faculty
Ms. Annu Singh	:	Member – Faculty
Mr. Ambadas Shinge	:	Member – Faculty
Ms. Sunanda Pandita	:	Member – Faculty
Ms. Mayura Ranade	:	Member – Faculty
Mr. S. Krishnan	:	Member – Visiting Faculty
Ms. Geeta Gokhale	:	Member – Visiting Faculty
Ms. Ashwini Mondkar	:	Member – Visiting Faculty
Ms. Parinaaz Mehta	:	Subject Expert from NMIMS University
Dr. (CA) Seema Tarak Shah	:	Subject Expert from SNDT University
Ms. Devashree M. Ghorpade	:	Vice Chancellor Nominee
Mr. Viral Rami	:	Industry / Corporate Sector
Mr. Suraj Sakpal	:	Meritorious Alumni
Dr. Mrunmayee R. Thatte.	:	Expert from VPM's N.G. Bedekar College, Thane
Ms. Laveleen Kaur Narang	:	Other Member form Staff



**Ms. Seema Pawar  
Chairperson  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



**Ms. Devashree M. Ghorpade  
Vice Chancellor Nominee  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**

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**Syllabus for FY B. Com (Banking & Insurance)**

(June 2020 Onwards)

Program: B.Com (Banking & Insurance)

Semester I

**Course: QUANTITATIVE METHODS - I**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>
BIQM102	Quantitative Methods - I	03



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1. Syllabus as per **Choice Based Credit System**

i) Name of the Programme	:	B.Com (Banking & Insurance)
ii) Course Code	:	BIQM102
		Semester I
iii) Course Title	:	Quantitative Methods - I
iv) Semester wise Course Contents	:	Copy of the syllabus Enclosed
v) References and additional references	:	Enclosed in the Syllabus
vi) Credit structure		
No. of Credits per Semester	:	03
vii) No. of lectures per Unit	:	12,12,8,12,8,8
viii) No. of lectures per week	:	04
ix) No. of Tutorial per week	:	02
2 Scheme of Examination	:	<ul style="list-style-type: none"><li>• Semester End Exam:60 marks (5 Questions of 12 marks each)</li><li>• Internal Assessment 40 marks:<ul style="list-style-type: none"><li>-Test 15 marks,</li><li>-Project/ Assignment 15 marks</li><li>-Class Participation: 10 marks</li></ul></li></ul>
3 Special notes, if any	:	No
4 Eligibility, if any	:	As laid down in the College Admission brochure/website
5 Fee Structure	:	As per College Fee Structure specifications
6. Special Ordinances / Resolutions, if any	:	No



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Programme: FY B.Com ( Banking and insurance)

Semester: I

Course : Quantitative Methods – I

Course Code : BIQM102

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	2	-	3	15	15	10	-	-	60	100
<b>Max. Time, End Semester Exam (Theory) -2Hrs.</b>										

**Prerequisites : Basic knowledge about Quantitative Data.**

**Course Objectives:**

- 1 This course will enable the students to combine practical & theoretical knowledge of Statistic & Mathematics.
- 2 It will make students understand index numbers and its application to banking and insurance sector. To develop graphical presentation.
- 3 It will provide fundamental basic knowledge of statistical techniques as applicable to business.



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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
<b>I</b>	<p><b>INTRODUCTION, ORGANISING, DATA, FREQUENCY DISTRIBUTION, DATA REPRESENTATION</b></p> <p>Organizing Data, Frequency Distribution, Measure of Central tendency, Org Data, preparation of frequency distribution graphical and diagrammatic representation histogram, frequency polygon and gives. Definition of averages and objective of averages types of average. Arithmetic mean, Geometric, harmonic mean and its usages, mode and medium (using graph also) for both) for grouped as well as ungrouped data.</p>	<b>12</b>
<b>II</b>	<p><b>MEASURES OF CENTRAL TENDENCIES</b></p> <p>Definition of Averages and objective of Averages Types of Averages. Arithmetic mean, Geometric Mean, Harmonic Mean and its advantages, Disadvantages and usages, mode, median, quartiles, deciles and percentiles for both grouped as well as ungrouped data.</p>	<b>12</b>
<b>III</b>	<p><b>MEASURES OF DISPERSION</b></p> <p>Concept and idea of dispersion. Various measures Range, quartile deviation, Mean Deviation, Standard Deviation and corresponding relative measure of dispersion. Geographical representation and utility of various is measure of Dispersions</p>	<b>08</b>
<b>IV</b>	<p><b>CO-VARIANCE, CORRELATION AND REGRESSION</b></p> <p>Meaning, definition and Application of covariance, concept of correlation. Rank correlation, regression concept, relationship with correlation, Assumptions in simple Regression, Estimation using Simple Regression: Fitting of straight line, method of least square, construction of characteristic line/estimation line</p>	<b>12</b>
<b>V</b>	<p><b>INDEX NOS. , MATRICES &amp; DETERMINATION</b></p> <p>Concept and usage of index nos. Construction of index nos. Types of index nos. Aggregate and Relative method of constructing index nos. Chain base index nos. Test of consistency: Time reversal factor reversal and circular test. Quantity and Value index no's for agricultural, industrial production, Retail Prices, Consumer price index nos. for security prices, etc. Matrices, Types of Matrices, Transpose, Addition, Multiplications, Subtraction of a Matrix, Determinants, Type of Determinants, inverse of a matrix by Pivotal Reduction Method, Adjoin Method and Row / Column Transformation. Application of Matrices and Determinants to Business and Economics. (Please concentrate on application of Matrices and Determinants to Business &amp; Economics)</p>	<b>08</b>





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<b>VI</b>	<b>INSURANCE</b> Meaning, Objective, Purpose and need for Insurance. Fundamentals of Insurance Calculation of age, Premiums, Bonuses, Paid up value of a policy, Maturity Value of the Policy. Claim Calculation and Surrender Value	<b>08</b>
<b>Total No. of Lectures</b>		<b>60</b>

**Beyond the Syllabus**

Group Discussions, Tutorial & Book Review.



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<b>Internal Assessment</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Marks</b>
<b>I</b>	Class Test	15
	<b>Q.1 Objectives. (1 Mark each)</b> (Fill in the blanks / True or False / Match the Following)	
	<b>Q.2 Solve Any One of the Two. (10 Marks each)</b> (Unit based practical questions)	
<b>II</b>	Project / Assignment	15
<b>III</b>	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	<b>TOTAL MARKS</b>	<b>40</b>



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External Assessment		
<ul style="list-style-type: none"> <li>• <b>Maximum Marks: 60</b></li> <li>• <b>Questions to be set: 05</b></li> <li>• <b>Duration: 2 Hrs.</b></li> <li>• <b>All Questions are Compulsory Carrying 12 Marks each.</b></li> </ul>		
Q. No.	Description	Marks
Q.1	Objective Questions A. Sub Questions to be asked 8 and to be answered any 06 B. Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
Q.2	Full Length Practical Question <b>OR</b> Full Length Practical Question	12
Q.3	Full Length Practical Question <b>OR</b> Full Length Practical Question	12
Q.4	Full Length Practical Question <b>OR</b> Full Length Practical Question	12
Q.5	A. Theory questions (6 Marks) B. Theory questions (6 Marks) <b>OR</b> C. Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
	<b>TOTAL MARKS</b>	<b>60</b>
<p>Note:</p> <p>Practical question of 12 marks may be divided into two sub questions of 6/6.</p>		



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Course Outcomes:	
	After the completion of the course, students will able to
<b>C01</b>	Organize data using frequency distributions, graphically using histograms, frequency polygons.
<b>C02</b>	Calculate central tendencies like mean, median and mode and recognise the applicability of these in relevant section of banking.
<b>C03</b>	Apply various measures of dispersion. Understand its Geographical representation and utility.
<b>C04</b>	Understand covariance, correlation and regression and how is it commonly used in forecasting and financial analysis—for a company to tell how a change in the GDP could affect
<b>C05</b>	Use Index Nos. , Matrices & Determination and application of Matrices and Determinants to Business and Economics.
<b>C06</b>	Understand basics of Insurance, Calculation of age, Premiums, Bonuses, Maturity Value of the Policy. Claim Calculation and Surrender Value.

Recommended Resources	
<b>Reference Books -</b>	<ul style="list-style-type: none"> <li>• Mathematics for Economics &amp; Finance by Martin Anthony &amp; Norman Biggs.</li> <li>• Fundamentals of Statistics - D. N. Elhance,</li> <li>• Statistical Methods - S.G. Gupta (S. Chand &amp; Co.</li> <li>• Statistics for Management - Lovin R. Rubin D.S, (Prentice Hall of India)</li> <li>• Statistics - Theory, Method &amp; Applications D.S. Sancheti &amp; V. K. Kapoor.</li> <li>• Modern Business Statistics - (Revised)-B. Pearles &amp; C. Sullivan -Prentice Hall of India.</li> <li>• Business Mathematics &amp; Statistics : B Aggarwal, Ane Book Pvt. Limited</li> <li>• Business Mathematics : D C Sancheti &amp; V K Kapoor, Sultan Chand &amp; Sons</li> <li>• Business Mathematics: A P Verma, Asian Books Pvt.: Limited.</li> <li>• IRDA: IC.33</li> <li>• Fundamentals of Applied Statistics: S G Gupta and V K Kapoor, Sultan Chand &amp; Co</li> </ul>
<b>E-Resources</b>	-
<b>Webliography:</b>	-



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**Syllabus Prepared by:**

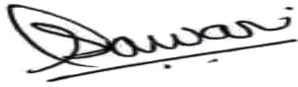
1. Ms. Geeta Gokhale, Chairperson, Syllabus Committee  
Visiting Faculty.
2. Mr. Rajkumar Chaudhari, Member, Syllabus Committee  
Visiting Faculty,



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Ms. Seema Pawar	:	HOD (Banking & Insurance)
Ms. Anita Yakkali	:	Member – Faculty
Ms. Annu Singh	:	Member – Faculty
Mr. Ambadas Shinge	:	Member – Faculty
Ms. Sunanda Pandita	:	Member – Faculty
Ms. Mayura Ranade	:	Member – Faculty
Mr. S. Krishnan	:	Member – Visiting Faculty
Ms. Geeta Gokhale	:	Member – Visiting Faculty
Ms. Ashwini Mondkar	:	Member – Visiting Faculty
Ms. Parinaaz Mehta	:	Subject Expert from NMIMS University
Dr. (CA) Seema Tarak Shah	:	Subject Expert from SNDT University
Ms. Devashree M. Ghorpade	:	Vice Chancellor Nominee
Mr. Viral Rami	:	Industry / Corporate Sector
Mr. Suraj Sakpal	:	Meritorious Alumni
Dr. Mrunmayee R. Thatte.	:	Expert from VPM's N.G. Bedekar College, Thane
Ms. Laveleen Kaur Narang	:	Other Member form Staff



**Ms. Seema Pawar  
Chairperson  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



**Ms. Devashree M. Ghorpade  
Vice Chancellor Nominee  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**

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**Syllabus for FY B. Com (Banking & Insurance)**

(June 2020 Onwards)

Program: B.com (Banking and insurance)

Semester I

**Course: BUSINESS COMMUNICATION I**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>
BIBC103	Business Communication I	03



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1. Syllabus as per **Choice Based Credit System**

- i) Name of the Programme : B.Com ( Banking and insurance)
- ii) Course Code : BIBC103  
Semester I
- iii) Course Title : Business Communication I
- iv) Semester wise Course Contents : Copy of the syllabus Enclosed
- v) References and additional references : Enclosed in the Syllabus
- vi) Credit structure
- No. of Credits per Semester : 03
- vii) No. of lectures per Unit : 15
- viii) No. of lectures per week : 04
- ix) No. of Tutorial per week : ---
- 2 Scheme of Examination :
  - Semester End Exam:60 marks (5 Questions of 12 marks each)
  - Internal Assessment 40 marks:
    - Test 15 marks,
    - Project/ Assignment 15 marks
    - Class Participation: 10 marks
- 3 Special notes, if any : No
- 4 Eligibility, if any : As laid down in the College Admission brochure/website
- 5 Fee Structure : As per College Fee Structure specifications
6. Special Ordinances / Resolutions, if any : No





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**Programme: FY B.Com ( Banking and insurance)**

**Semester: I**

**Course : Business Communication I**

**Course Code : BIBC103**

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	15	15	10	-	-	60	100
<b>Max. Time, End Semester Exam (Theory) -2Hrs.</b>										

**Prerequisites : Basic competence in English**  
**: Basic interest in written and spoken communication.**

**Course Objectives:**

- 1 To develop awareness of the communication process among the learners.
- 2 To make the learners master various aspects business communication such as effective listening, official correspondences etc.
- 3 To develop effective spoken skills to enable students to express confidently interpersonally as well as in large groups.
- 4 To develop effective writing skills so as enable students to write in clear, concise, persuasive and audience-centred ways.
- 5 To enable the students to develop the awareness of communication technology.



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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
<b>I</b>	<b>THEORY OF COMMUNICATION 1</b> <ul style="list-style-type: none"> <li>• <b>Concept of Communication: Models of Communication</b> – Linear / Interactive / Transactional / Shannon and Weaver (To be only discussed in class) Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world</li> <li>• <b>Impact of Technology Enabled Communication:</b> Types – Internet, Blogs, E-Mail, Moodle, Social Media (Facebook, Twitter &amp; Whats App: Advantages &amp; Disadvantages)</li> <li>• <b>Communication at Workplace:</b> Channels– Formal and Informal—Vertical, Horizontal, Diagonal, Grapevine, Methods – Verbal / Non Verbal (including Visual), Business Etiquettes</li> </ul>	<b>15</b>
<b>II</b>	<b>THEORY OF COMMUNICATION – 2</b> <ul style="list-style-type: none"> <li>• <b>Problems in Communication /Barriers to Communication:</b> Physical/ Semantic/ Language/ Socio-Cultural/ Psychological Barriers; Ways to Overcome these Barriers</li> <li>• <b>Listening:</b> Importance of Listening Skills, Obstacles to Listening, Cultivating good Listening Skills</li> </ul>	<b>15</b>
<b>III</b>	<b>BUSINESS CORRESPONDENCE</b> <ul style="list-style-type: none"> <li>• <b>Theory of Business Letter Writing:</b> Parts, Structure, Layouts-Full Block, Principles of Effective Letter Writing, Principles of effective E- mail Writing</li> <li>• <b>Personnel Correspondence:</b> Letter of Recommendation, Job Application Letter and Resume, Letter of Appointment (To be only discussed in class), Letter of Acceptance of Job Offer, Letter of Appreciation, Letter of Resignation</li> </ul>	<b>15</b>
<b>IV</b>	<b>LANGUAGE AND WRITING SKILLS</b> <ul style="list-style-type: none"> <li>• <b>Commercial Terms used in Business Communication (to be only discussed)</b></li> <li>• <b>Paragraph Writing:</b> Developing an idea, using appropriate linking devices, etc. Cohesion and Coherence etc.</li> <li>• <b>Tutorial Activities</b> Speaking Skills, Writing Skills, Remedial Grammar, Soft Skills – EQ, Conflict Management, Time Management (Students may be asked to make a Power Point Presentation on any topic of their choice in order to enhance LSRW – Listening/ Speaking/ Reading / Writing)</li> </ul>	<b>15</b>
<b>Total No. of Lectures</b>		<b>60</b>



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**Beyond the Syllabus**

Tutorial Activities: Students' Presentations, Group Discussions, Use of M-learning and E-learning, Mock Interviews, Mock Meetings / Conferences, Book Review

<b>Internal Assessment</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Marks</b>
<b>I</b>	Class Test	15
	<b>Q.1 Objectives. (1 Mark each)</b> (Fill in the blanks / True or False / Match the Following)	
	<b>Q.2 Answer Any Two of the Three. (05 Marks each)</b> (Unit based theory questions)	
<b>II</b>	Project / Assignment	15
<b>III</b>	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	<b>TOTAL MARKS</b>	<b>40</b>



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External Assessment		
<ul style="list-style-type: none"> <li>• <b>Maximum Marks: 60</b></li> <li>• <b>Questions to be set: 05</b></li> <li>• <b>Duration: 2 Hrs.</b></li> <li>• <b>All Questions are Compulsory Carrying 12 Marks each.</b></li> </ul>		
Q. No.	Description	Marks
Q.1	Objective Questions A) Sub Questions to be asked 8 and to be answered any 06 B) Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
Q.2	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.3	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.4	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.5	A) Theory questions (6 Marks) B) Theory questions (6 Marks) <b>OR</b> C) Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
	<b>TOTAL MARKS</b>	<b>60</b>
<p>Note:</p> <p>Practical question of 12 marks may be divided into two sub questions of 6/6.</p>		



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Course Outcomes:	
	After the completion of the course, students will able to
<b>CO1</b>	Develop competence in using various registers and styles of English used in the business world.
<b>CO2</b>	Gain competence in-group communication.
<b>CO3</b>	Gain command over formal correspondence.
<b>CO4</b>	Improve their soft skills.
<b>CO5</b>	Enhance their Listening, Speaking, Reading and Writing skills to meet the challenges of the world.

Recommended Resources	
<b>Reference Books -</b>	<ul style="list-style-type: none"> <li>• Bangh, L. Sue, Fryar, Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group.</li> <li>• Krevolin, Nathan (1983) Communication Systems and Procedures for Modern Office, Prentice Hall.</li> <li>• Majumdar, P.K. (1992) Commentary on the Consumer Protection Act, Prentice.</li> <li>• Ashley, A (1992) A Handbook of Commercial Correspondence, Oxford University Press.</li> <li>• Aswalthapa, K (1991) Organisational Behaviour, Himalaya Publication.</li> <li>• Balan, K.R. and Rayudu C.S. (1996) Effective Communication, Beacon.</li> <li>• Barkar, Alan (1993) Making Meetings Work, Sterling Publications Pvt. Ltd.</li> <li>• Basu, C.R. (1998) Business Organisation and Management, T.M.H.</li> <li>• Benjamin, James (1993) Business and Professional Communication Concepts and Practices, HarperCollins College Publishers.</li> <li>• Black, Sam (1972) Practical Public Relations, E.L.B.S.</li> <li>• Bovee Courtland, L and Thill, John V (1989) Business Communication Today. McGraw Hill, New York, Taxman Publication.</li> <li>• Burton, G and Thakur, (1995) Management Today – Principles and Practices. T.M.H.</li> <li>• Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) Public Relations Handbook, The Dartwell Co., Chicago.</li> <li>• Drucher, P.F. (1970) Technology, Management and Society, Pan Books.</li> <li>• Ecouse Barry, (1999), Competitive Communication: A</li> </ul>



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	<p>Rhetoric for Modern Business, OUP.</p> <ul style="list-style-type: none"> <li>• Eyre, E.C. (1985) Effective Communication Made Simple, Rupa and Co.</li> <li>• Fisher Dalmar, (1999), Communication in Organisation, Jaico Publishing House.</li> <li>• French, Astrid (1993) Interpersonal Skills. Sterling Publishers.</li> <li>• Garlside, L.E. (1980) Modern Business Correspondence, McDonald and Evans Ltd.</li> <li>• Ghanekar,A (1996) Communication Skills for Effective Management. Everest Publishing House.</li> <li>• Graves, Harold F. (1965) Report Writing, Prentice Hall.</li> <li>• Kaul, Asha. (2013) Business Communication, Prentice-Hall.</li> <li>• Lesikar, Raymond V and Petit, John D. (1994) Business Communication: Theory and Application, Richard D. Irwin Inc.</li> <li>• Ludlow, Ron. (1995) The Essence of Effective Communication, Prentice.</li> <li>• Martson, John E. (1963) The Nature of Public Relations, McGraw Hill.</li> <li>• Merrihue, William (1960) Managing by Communication, McGraw Hill.</li> <li>• Monippalli, M.M. (1997), The Craft of Business Letter Writing, T.M.H.</li> <li>• Monippally, Matthukutty M. (2014) Business Communication Strategies. Tata McGraw-Hill Publishing Company Ltd., 2014.</li> <li>• Murphy, Herta and Hilde Brandt, Herbert W (1984) Effective Business Communication, McGraw Hill.</li> <li>• Phillip, Louis V. (1975) Organisational Communication – The Effective Management, Columbus Grid Inc.</li> <li>• Raman, Meenakshi and Sharma, Sangeeta (2004) Technical Communication: Principles and Practice, Oxford University Press.</li> <li>• Ross, Robert D. (1977) The Management of Public Relations. John Wiley and Sons.</li> <li>• Stephenson, James (1988) Principles and Practice of Commercial Correspondence. Pilman and Sons Ltd.</li> </ul>
<p><b><u>E-Resources</u></b></p> <p><b>Webliography:</b></p>	<ul style="list-style-type: none"> <li>• <a href="https://www.slideshare.net/iniwannalangniyaakobastabasta/models-of-communication-63235607">https://www.slideshare.net/iniwannalangniyaakobastabasta/models-of-communication-63235607</a></li> <li>• <a href="https://www.slideshare.net/draizelle_sxon/business-letter-12043197">https://www.slideshare.net/draizelle_sxon/business-letter-12043197</a></li> </ul>



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**Syllabus Prepared by:**

- |   |
|---|
| 1) Dr.Nilakshi Roy: Chairperson, Syllabus Committee<br>Associate Professor,<br>Dept. of English,<br>V. G. Vaze College , Mulund (East), Mumbai        |
| 2) Dr. Dinesh Kumar: Member, Syllabus Committee<br>Associate Professor,<br>Dept. of English,<br>V. G. Vaze College, Mulund (East), Mumbai             |
| 3) Dr. Shyam Choithani : Member, Syllabus Committee<br>HOD - Dept. of Mass Media,<br>Assistant Professor,<br>V.G. Vaze College, Mulund (East), Mumbai |



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**The Final Syllabus which has been approved by the following BOS Members**

Dr. Nilakshi Roy	: Head of the Department of English
Dr. Dinesh Kumar	: Member – Faculty
Dr. Susmita Dey	: Member – Faculty (Retd.)
Ms. Sundari Johnson	: Member – Faculty
Ms. Tanvi Joshi	: Member – Faculty
Dr Prantik Banerjee	: Subject Expert from Hislop College, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
Dr. Pramod T. Kharate	: Vice Chancellor Nominee
Dr. Pratima Das	: Subject Expert from Smt. CHM College, Ulhasnagar.
Dr. Suddhaseel Sen	: Subject Expert from IIT Bombay, Powai, Mumbai.
Dr. Mandar Talvekar	: Subject Expert from Tata Power Skill Development Institute, Parel Tank Road, Mumbai.
Dr. Manoshi Bagchi	: Subject Expert from NKTT College, Tembhi Naka, Thane (W)



**Dr. Nilakshi Roy**  
Chairperson  
BOS (BC)  
Date – 18<sup>th</sup> Aug. 2020



**Dr. Pramod T. Kharate**  
Vice Chancellor Nominee  
BOS (BC)  
Date - 18<sup>th</sup> Aug. 2020

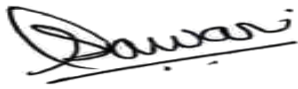




**The Kelkar Education Trust's  
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**The Final Syllabus which has been approved by the following BOS Members**

Ms. Seema Pawar	:	HOD (Banking & Insurance)
Ms. Anita Yakkali	:	Member – Faculty
Ms. Annu Singh	:	Member – Faculty
Mr. Ambadas Shinge	:	Member – Faculty
Ms. Sunanda Pandita	:	Member – Faculty
Ms. Mayura Ranade	:	Member – Faculty
Mr. S. Krishnan	:	Member – Visiting Faculty
Ms. Geeta Gokhale	:	Member – Visiting Faculty
Ms. Ashwini Mondkar	:	Member – Visiting Faculty
Ms. Parinaaz Mehta	:	Subject Expert from NMIMS University
Dr. (CA) Seema Tarak Shah	:	Subject Expert from SNDT University
Ms. Devashree M. Ghorpade	:	Vice Chancellor Nominee
Mr. Viral Rami	:	Industry / Corporate Sector
Mr. Suraj Sakpal	:	Meritorious Alumni
Dr. Mrunmayee R. Thatte.	:	Expert from VPM's N.G. Bedekar College, Thane
Ms. Laveleen Kaur Narang	:	Other Member form Staff



**Ms. Seema Pawar  
Chairperson  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



**Ms. Devashree M. Ghorpade  
Vice Chancellor Nominee  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



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**Syllabus for FY B. Com (Banking & Insurance)**

(June 2020 Onwards)

Program: B.Com (Banking & Insurance)

Semester 1

**Course: FOUNDATION COURSE - I**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>
BIFC104	Foundation Course- I	02



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1. Syllabus as per **Choice Based Credit System**

- i) Name of the Programme : B.Com (Banking & Insurance)
- ii) Course Code : BIFC104  
Semester I
- iii) Course Title : Foundation Course - I
- iv) Semester wise Course Contents : Copy of the syllabus Enclosed
- v) References and additional references : Enclosed in the Syllabus
- vi) Credit structure :
- No. of Credits per Semester : 02
- vii) No. of lectures per Unit : 11,12,12,10
- viii) No. of lectures per week : 03
- ix) No. of Tutorial per week : ---
- Semester End Exam:60 marks (4 Questions of 15 marks)
  - Internal Assessment 40 marks:
    - Test 15 marks,
    - Project/ Assignment 15 marks
    - Class Participation: 10 marks
- 2 Scheme of Examination :
- 3 Special notes, if any : No
- 4 Eligibility, if any : As laid down in the College Admission brochure/website
- 5 Fee Structure : As per College Fee Structure specifications
6. any Special Ordinances / Resolutions, if : No



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Programme: FY B.Com ( Banking and insurance)

Semester: I

Course : Foundation Course-I

Course Code : BIFC104

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
3	-	-	2	15	15	10		-	60	100
<b>Max. Time, End Semester Exam (Theory) -2Hrs.</b>										

**Prerequisites** 1. Background of Indian society and political system.  
 2. Basic knowledge of English

**Course Objectives:**

- 1 Recall the multicultural nature of Indian society and study its demographic features.
- 2 Develop basic knowledge about issues related to gender disparities, problems of the elderly, and people with disabilities.
- 3 Identify challenges and solutions related to disparities among the social and regional groups.
- 4 Gain an overview of the Indian constitution and political processes in India.
- 5 Apply the knowledge gained in their immediate and distant environment.



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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
<b>I</b>	<b>OVERVIEW OF INDIAN SOCIETY</b> <ul style="list-style-type: none"> <li>• The multiculturalism of Indian Society: Religion, Caste, Linguistic Diversities; Concept of Unity in diversity</li> <li>• Demographic Composition of India</li> <li>• Regional variations: Rural, Urban and Tribal Regions</li> </ul>	<b>11</b>
<b>II</b>	<b>CONCEPT OF DISPARITY- I</b> <ul style="list-style-type: none"> <li>• Gender Disparities: Violence against Women; Portrayal of Women in Media</li> <li>• Inequalities faced by the Elderly and People with Disabilities.</li> <li>• Types, Causes, Treatment, and Cure for Physical and Mental Disabilities</li> </ul>	<b>12</b>
<b>III</b>	<b>CONCEPT OF DISPARITY - II</b> <ul style="list-style-type: none"> <li>• Inter Group Conflicts due to the Caste System.</li> <li>• Communalism: Causes, effects, remedial measures and role of youth in creating harmony in the society</li> <li>• Regionalism and Linguistic Conflicts: Causes, effects, and remedial measures</li> </ul>	<b>12</b>
<b>IV</b>	<b>INDIAN CONSTITUTION</b> <ul style="list-style-type: none"> <li>• Structure, features of Indian Constitution, Fundamental duties and the Indian citizens</li> <li>• Party system in Indian politics and the participation of women in Indian politics.</li> <li>• Local self-governing bodies; 73<sup>rd</sup> and 74<sup>th</sup> Amendments.</li> </ul>	<b>10</b>
<b>Total No. of Lectures</b>		<b>45</b>

**Beyond the Syllabus**

Paper presentations, discussions, field trips.



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Internal Assessment		
Sr. No.	Description	
1	Unit 1	Test & Assignment
2	Unit 2	Class Discussion, Role Play, Field Trip
3	Unit 3	Skits, Class Discussion
4	Unit 4	Class Presentation with PPT

External Assessment		
<ul style="list-style-type: none"> <li><b>Maximum Marks: 60</b></li> <li><b>Questions to be set: 04</b></li> <li><b>Duration: 2 Hrs.</b></li> <li><b>All Questions are Compulsory Carrying 15 Marks each.</b></li> </ul>		
Q. No.	Description	Marks
Q.1	Essay (Unit 1)	15
Q.2	Essay (Unit 2)	15
Q.3	Essay (Unit 3)	15
Q.4	Essay (Unit 4)	15
	<b>TOTAL MARKS</b>	<b>60</b>



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Course Outcomes:	
	After completing the course the student will be able to
<b>CO1</b>	Classify different cultural groups in India and factors binding them into a composite culture; identify areas where development policies need to be addressed.
<b>CO2</b>	Recognize causes leading to gender disparity, problems of the elderly, people with disabilities and suggest solutions for the same.
<b>CO3</b>	Explain the roots of conflicts between diverse social and regional groups, their impact, and propose solutions.
<b>CO4</b>	Acquire basic knowledge of the features, structure of the Indian constitution, the fundamental duties of the citizens, and political processes in India.
<b>CO5</b>	Disseminate knowledge about the multicultural nature of Indian society and the Indian political system, comprehend and express lessons learnt in the form of answers, apply the information acquired in assignments and presentations, examine critically what they have learnt, establish a connect with present situations and be in a position to evaluate the value of information acquired.

Recommended Resources	
<b>Reference Books -</b>	<ul style="list-style-type: none"> <li>• M. Laxmikanth, Indian Polity, Tata McGraw Hill, New Delhi, 2013.</li> <li>• Durga Das Basu, An Introduction to the Constitution of India, Prentice Hall, 1982</li> <li>• P.M.Bakshi, Constitution of India, Universal Law Publishing , 2010</li> <li>• Jhabwalla, Noshirvan H, The Constitution of India, c. Jamnadas &amp; Co., 2004</li> <li>• M. Priyam, Tribal Communities and Social Change, Sage Publications, new Delhi, 2005.</li> <li>• Madan T.N. (ed.), Religion in India, Oxford University Press, New Delhi, 1991.</li> <li>• Singha Roy (ed.), Social Development and the Empowerment of the Marginalized Groups: Perspectives and Strategies, Sage Publications, New Delhi, 2004.</li> <li>• Ziyauddin K.M. (ed.) Dimensions of Social Exclusion: Ethnographic Explorations, Cambridge Scholars Publishing, 2009.</li> <li>• Dharmapal, Atharvya Shatakatil Bhartiya Vidnyan ani Tantradnyan, Bhartiya Shikshan Mandal, Nagpur, 2013.</li> <li>• Kulkarni, Dileep, Badluya Jeevanshaili, Bhag 1 ani 2, Rajhans Prakashan, Pune</li> </ul>
<b><u>E-Resources</u></b>	-
<b>Webliography:</b>	-



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**V. G. Vaze College of Arts, Science and Commerce**  
**(Autonomous)**

Syllabus Prepared by:
1. Dr. Satwant Balse, Chairperson : Syllabus Committee, Coordinator for Foundation Course, Assistant Professor, Dept. of History, V. G. Vaze College , Mulund (East), Mumbai
2. Dr. Preeti Nilesh, Member : Syllabus Committee, HOD – Dept. of History. Professor, V. G. Vaze College , Mulund (East), Mumbai
3. Dr. Neeta Mehta, Member : Syllabus Committee, HOD – Dept. of Psychology Associate Professor, V. G. Vaze College , Mulund (East), Mumbai
4. Ms. Matangi Iyer, Member : Syllabus Committee, HOD - Dept. of Law, Associate Professor, V. G. Vaze College, Mulund (East), Mumbai
5. Ms. Sirisha Gupte, Member : Syllabus Committee, HOD - Dept. of Environmental Studies., Assistant Professor, V. G. Vaze College, Mulund (East), Mumbai
6. Ms. Shilpa Suryawanshi, Member : Syllabus Committee, Assistant Professor, Dept. of Political Science, V. G. Vaze College, Mulund (East), Mumbai
7. Ms. Madhura Todewale, Member : Syllabus Committee, Assistant Professor, Dept. of Economics, V. G. Vaze College, Mulund (East), Mumbai
8. Ms. Deepa Shirsat, Member : Syllabus Committee, Assistant Professor, Dept. of Sociology, V. G. Vaze College, Mulund (East), Mumbai
9. Ms. Lavleen Kaur, Member : Syllabus Committee, Assistant Professor, Dept. of SFC V. G. Vaze College, Mulund (East), Mumbai
10. Ms. Arati Shah, Member : Syllabus Committee, Assistant Professor Dept. of SFC V. G. Vaze College, Mulund (East), Mumbai
11. Ms. Annu Singh, Member : Syllabus Committee, Assistant Professor, Dept. of SFC V. G. Vaze College, Mulund (East), Mumbai
12. Dr. Lakshmi Periaswami, Member : Syllabus Committee,





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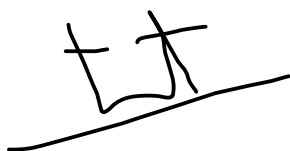
Assistant Professor, Dept. of Sociology, V. G. Vaze College, Mulund (East), Mumbai
13. Ms. Dhanalakshmi Medida, Member : Syllabus Committee, Assistant Professor, Dept. of English V. G. Vaze College, Mulund (East), Mumbai
14. Ms. Harshana Nikam, Member : Syllabus Committee, Assistant Professor, Dept. of History, V. G. Vaze College, Mulund (East), Mumbai
15. Mr. Shivraj Bhosale, Member : Syllabus Committee, Visiting faculty



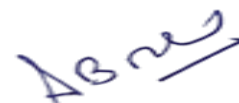
**The Kelkar Education Trust's**  
**V. G. Vaze College of Arts, Science and Commerce**  
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**The Final Syllabus which has been approved by the following BOS Members**

Dr. Satwant Balse	: Coordinator for Foundation Course
Prof. (Dr.) Preeti Nilesh	: Member – Faculty
Ms. Sirisha Gupte	: Member – Faculty
Ms. Shilpa Suryawanshi	: Member – Faculty
Ms. Madhura Todewale	: Member – Faculty
Ms. Deepa Shirsat	: Member – Faculty
Ms. Annu Singh	: Member – Faculty
Ms. Arati Shah	: Member – Faculty
Ms. Lavleen Kaur	: Member – Faculty
Dr. Lakshmi Periaswami	: Member – Faculty
Ms. Harshana Nikam	Member – Faculty
Ms. Vishakha Patil	Member – Faculty
Ms. Reena Pillai	Member – Faculty
Ms. Tanvi Joshi	Member – Faculty
Dr. Sujata Gokhale	: Subject Expert from SNTD University
Ms. Sumali Bose	: Vice Chancellor Nominee
Mr. Hemant Manchekar	: Industry / Corporate Sector
Ms. Sneha Ramchandran	: Meritorious Alumni
Dr. Shanti Upadhye	: Expert from K.J. Somaiya College of Commerce & Science, Vidyavihar, Mumbai.



**Dr. Satwant Balse**  
**Chairperson**  
**BOS (FC)**  
**Date – 20<sup>th</sup> Aug. 2020**



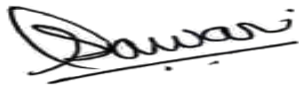
**Ms. Sumali Bose**  
**Vice Chancellor Nominee**  
**BOS (FC)**  
**Date - 20<sup>th</sup> Aug. 2020**



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**The Final Syllabus which has been approved by the following BOS Members**

Ms. Seema Pawar	:	HOD (Banking & Insurance)
Ms. Anita Yakkali	:	Member – Faculty
Ms. Annu Singh	:	Member – Faculty
Mr. Ambadas Shinge	:	Member – Faculty
Ms. Sunanda Pandita	:	Member – Faculty
Ms. Mayura Ranade	:	Member – Faculty
Mr. S. Krishnan	:	Member – Visiting Faculty
Ms. Geeta Gokhale	:	Member – Visiting Faculty
Ms. Ashwini Mondkar	:	Member – Visiting Faculty
Ms. Parinaaz Mehta	:	Subject Expert from NMIMS University
Dr. (CA) Seema Tarak Shah	:	Subject Expert from SNDT University
Ms. Devashree M. Ghorpade	:	Vice Chancellor Nominee
Mr. Viral Rami	:	Industry / Corporate Sector
Mr. Suraj Sakpal	:	Meritorious Alumni
Dr. Mrunmayee R. Thatte.	:	Expert from VPM's N.G. Bedekar College, Thane
Ms. Laveleen Kaur Narang	:	Other Member form Staff



**Ms. Seema Pawar  
Chairperson  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



**Ms. Devashree M. Ghorpade  
Vice Chancellor Nominee  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



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**Syllabus for FY B. Com (Banking & Insurance)**

(June 2020 Onwards)

Program: B.Com (Banking & Insurance)

Semester: I

**Course: ENVIRONMENT AND MANAGEMENT OF  
FINANCIAL SERVICE**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>
BIEMF105	Environment and Management of Financial Service	03



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1. Syllabus as per **Choice Based Credit System**

i) Name of the Programme	:	B.B.I
ii) Course Code	:	BIEMF105
		Semester I
iii) Course Title:	:	Environment and Management of Financial Service
iv) Semester wise Course Contents	:	Copy of syllabus enclosed
v) References and additional references	:	Enclosed in the syllabus
vi) Credit structure	:	
No. of Credits per Semester	:	03
vii) No. of lectures per Unit	:	15
viii) No. of lectures per week	:	04
ix) No. of Tutorial per week	:	---
2 Scheme of Examination	:	<ul style="list-style-type: none"><li>• Semester End Exam:60 marks (5 Questions of 12marks each)</li><li>• Internal Assessment 40 marks:<ul style="list-style-type: none"><li>-Test 15 marks,</li><li>-Project/ Assignment 15 marks</li><li>-Class Participation: 10 marks</li></ul></li></ul>
3 Special notes, if any	:	No
4 Eligibility, if any	:	As laid down in the College Admission brochure/website
5 Fee Structure	:	As per College Fee Structure specifications
6. Special Ordinances / Resolutions, if any	:	No



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Programme: FY B.Com ( Banking and insurance)

Semester: I

Course : Environment and Management of Financial Service Course Code : BIEMF105

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	15	15	10		-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

**Prerequisites Understanding of Financial Market.**

**Course Objectives:**

1	To understand the concept of Financial System
2	To study the development of Banking & Insurance
3	To understand the regulation and development of financial markets
4	To understand regulatory frame work of Banking & Insurance



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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
<b>1</b>	<b>INTRODUCTION TO FINANCIAL SYSTEM :</b> Financial System <ul style="list-style-type: none"> <li>▪ Institutional set-up</li> <li>▪ Marketing Structure</li> <li>▪ Instruments</li> <li>▪ Overview of different kinds of financial services.</li> <li>▪ Meaning, Definition and scope of Banking and Insurance.</li> </ul>	<b>15</b>
<b>2</b>	<b>PHASES OF DEVELOPMENT OF BANKING AND INSURANCE</b> <ul style="list-style-type: none"> <li>• Significance and Role of Banking and Insurance in mobilizing savings, investment, accumulation and economic growth.</li> <li>• Functions and working of banking and insurance companies</li> </ul>	<b>15</b>
<b>3</b>	<b>MANAGEMENT, REGULATION AND DEVELOPMENT</b> <ul style="list-style-type: none"> <li>• Risk management within the organizations of Banks and Insurance companies</li> <li>• Asset - Liability Management in Banking and Insurance</li> <li>• Organisational structure and management</li> </ul>	<b>15</b>
<b>4</b>	<b>REGULATORY AND DEVELOPMENTAL FRAMEWORK OF BANKING &amp; INSURANCE</b> <ul style="list-style-type: none"> <li>• Banking companies, RBI Acts, and legal framework governing the insurance.</li> <li>• Developmental Activities of RBI and IRDA</li> <li>• Mechanism of supervision and regulation. Prudential Norms.</li> </ul>	<b>15</b>
	<b>Total No. of Lectures</b>	<b>60</b>

**Beyond the Syllabus**

Market Discussion, Debate



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<b>Internal Assessment</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Marks</b>
<b>I</b>	Class Test	15
	<b>Q.1 Objectives. (1 Mark each)</b> (Fill in the blanks / True or False / Match the Following)	
	<b>Q.2 Answer Any Two of the Three. (5 Marks each)</b> (Unit based theory questions)	
<b>II</b>	Project / Assignment	15
<b>III</b>	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	<b>TOTAL MARKS</b>	<b>40</b>





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External Assessment		
<ul style="list-style-type: none"> <li>• <b>Maximum Marks: 60</b></li> <li>• <b>Questions to be set: 05</b></li> <li>• <b>Duration: two Hrs.</b></li> <li>• <b>All Questions are Compulsory Carrying 12 Marks each.</b></li> </ul>		
Q. No.	Description	Marks
Q.1	Objective Questions A) Sub Questions to be asked 8 and to be answered any 06 B) Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
Q.2	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.3	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.4	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.5	A) Theory questions (6 Marks) B) Theory questions (6 Marks) <b>OR</b> C) Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
<b>TOTAL MARKS</b>		<b>60</b>
Note:  Practical question of 12 marks may be divided into two sub questions of 6/6.		



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**Course Outcomes:**

	After the completion of the course, students will able to
<b>CO1</b>	Understand different types of financial services
<b>CO2</b>	Understand working of Banking and Insurance
<b>CO3</b>	Understand risk management& ALM in banks and insurance
<b>CO4</b>	Understand Development, regulation supervision in Banks and Insurance.

**Recommended Resources**

<b>Reference Books -</b>	<ul style="list-style-type: none"> <li>• Essentials of Business Finance - R.H. Srivastava,Himalaya</li> <li>• Management of Financial Institution - R.N. Srivastava,Himalaya</li> <li>• Investment Management - Preeti Singh,Himalaya.</li> <li>• Corporate Financial Policies and Returns to the Shareholders. N.Balsubramanian</li> <li>• Modern Banking- R.S.Sayers</li> <li>• Investment Analysis and Securities in India, V.A. Avadhani,Himalaya.</li> <li>• Life insurance Corporates as Financial Institutions, IIC Associates of America.</li> <li>• Modern Life Insurance, M J Oster and W, Robert, MacmillanNY</li> <li>• Capital Market in a Planned Economy, NCAERT,Delhi,</li> <li>• Banking In India. S.G. Panandikar, Worali,Mumbai.</li> <li>• Investment Mgmt. S.L.V. Sinha &amp; Others, Institute for Financial Development and Research.Madras</li> <li>• Indian Financial System (Vol. I &amp; II) B.D. Ghonasgi &amp; MalotiAnagol</li> <li>• Indian Financial System M.Y. Khan, Tata McgrowHill.</li> <li>• Financial Institutions in India - Vadilal Dagli,Mumbai.</li> <li>• Financial Institutions in Indian Markets - L. M. Bhole,Tata McgrowHill</li> <li>• Outline of Mondy - G.M.Gonter</li> <li>• Investment for Beginners - V.A. Avadhani,Himalaya</li> <li>• Financial Services in India - M.Y. Khan, Tata MacgrowHill.</li> <li>• Structure of Financial Institutions - V,V. Bhatt,Varadeo</li> <li>• Financial Analysis and Portfolio Management-Graham Dodd &amp; Cotler, MacgrowHill.</li> <li>• Globalisation Indian Financial Markets - Tandon R.K. GuptaS.L.</li> <li>• Life Insurance Corporation of India. Vol.1. II &amp; III MishraM.N.</li> <li>• Life Insurance Corporation Act, 1956.</li> <li>• Insurance Regulatory Development Act, 1999.</li> </ul>
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**Syllabus Prepared by:**

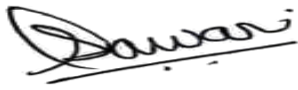
1. Mr. Viral Rami: Chairperson, Syllabus Committee  
Expert from Corporate,  
Visiting Faculty,
2. Mr. Krishnan S: Chairperson, Syllabus Committee  
Visiting Faculty,



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**The Final Syllabus which has been approved by the following BOS Members**

Ms. Seema Pawar	:	HOD (Banking & Insurance)
Ms. Anita Yakkali	:	Member – Faculty
Ms. Annu Singh	:	Member – Faculty
Mr. Ambadas Shinge	:	Member – Faculty
Ms. Sunanda Pandita	:	Member – Faculty
Ms. Mayura Ranade	:	Member – Faculty
Mr. S. Krishnan	:	Member – Visiting Faculty
Ms. Geeta Gokhale	:	Member – Visiting Faculty
Ms. Ashwini Mondkar	:	Member – Visiting Faculty
Ms. Parinaaz Mehta	:	Subject Expert from NMIMS University
Dr. (CA) Seema Tarak Shah	:	Subject Expert from SNDT University
Ms. Devashree M. Ghorpade	:	Vice Chancellor Nominee
Mr. Viral Rami	:	Industry / Corporate Sector
Mr. Suraj Sakpal	:	Meritorious Alumni
Dr. Mrunmayee R. Thatte.	:	Expert from VPM's N.G. Bedekar College, Thane
Ms. Laveleen Kaur Narang	:	Other Member form Staff



**Ms. Seema Pawar  
Chairperson  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



**Ms. Devashree M. Ghorpade  
Vice Chancellor Nominee  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



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**Syllabus for FY B. Com (Banking & Insurance)**

(June 2020 Onwards)

Program: B.com (Banking and insurance)

Semester I

**COURSE: PRINCIPLES OF MANAGEMENT**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>
BIPOM106	Principles of Management	03



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1. Syllabus as per **Choice Based Credit System**

i) Name of the Programme	:	B.Com ( Banking and insurance)
ii) Course Code	:	BIPOM106
		Semester I
iii) Course Title	:	Principles of Management
iv) Semester wise Course Contents	:	Copy of the syllabus Enclosed
v) References and additional references	:	Enclosed in the Syllabus
vi) Credit structure		
No. of Credits per Semester	:	03
vii) No. of lectures per Unit	:	12,12,20,16
viii) No. of lectures per week	:	04
ix) No. of Tutorial per week	:	---
2 Scheme of Examination	:	<ul style="list-style-type: none"><li>• Semester End Exam:60 marks (5 Questions of 12marks each)</li><li>• Internal Assessment 40 marks:<ul style="list-style-type: none"><li>-Test 15 marks,</li><li>-Project/ Assignment 15 marks</li><li>-Class Participation: 10 marks</li></ul></li></ul>
3 Special notes, if any	:	No
4 Eligibility, if any	:	As laid down in the College Admission brochure/website
5 Fee Structure	:	As per College Fee Structure specifications
6. Special Ordinances /Resolutions, ifany	:	No



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Programme: FY B.Com ( Banking and insurance)

Semester: I

Course :Principles of Management

Course Code : BIPOM106

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	15	15	10	-	-	60	100
<b>Max. Time, End Semester Exam (Theory) -2Hrs.</b>										

**Prerequisites : Basic knowledge of organization of commerce.**  
**: Basic interest in management.**

**Course Objectives:**

- 1 To make students understand working of the organization.
- 2 Make students aware of functions of Management.
- 3 How management functions are performed in service sector industry like banking and insurance.
- 4 To make students aware about leadership styles and its functions.

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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
I	<b>INTRODUCTION TO MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Definition of Management</li> <li>• Management as profession</li> <li>• Traditional Vs Contemporary Management (Henry Fayol, F.W. Taylor, Peter Drucker) (C.K.Pralhad, Mr. VijayGovindarajan)</li> </ul>	<b>12</b>
II	<b>MANAGEMENT PROCESS</b> <ul style="list-style-type: none"> <li>• Management Process, Practices, Functions of Management related to Banking and</li> <li>• Insurance companies.</li> <li>• Planning definition, Process, Advantages, Limitations, Decision-making, MBO, staffing, directing with its process, and coordination with steps. Communication, its features, importance, reporting, motivation with factors, objectives and types of budgeting, controlling with steps.</li> </ul>	<b>12</b>
III	<b>ORGANIZATION STRUCTURE OF BANKING AND INSURANCE COMPANIES</b>	<b>20</b>
IV	<b>BUSINESS LEADERS</b> <ul style="list-style-type: none"> <li>• Leaders in the Indian Industry ( J.R.D Tata, Ratan Tata, Aditya Birla, Kumar Mangalam Birla, Mr Dhirubhai Ambani and Sons, Kiran Mazumdar Shaw, Verghese Kurien)</li> <li>• Leaders in the Banking and Insurance Industry</li> </ul> <b>Indian Leaders</b> <ul style="list-style-type: none"> <li>• (Banking &amp; Insurance: H.Shanbagh. Uday Kotak, K.V. Kamath Naina Kidwai, Deepak Parekh, Chanda Kochhar, Honduran, Godrej, Aziz Premzi, Narayan Murthy, Anand Mahindra , Governor of RBI)</li> </ul> <b>International Leader</b> <ul style="list-style-type: none"> <li>• President of World bank, President of Asian Development Bank, President of Fed Reserve, President of International Monetary Fund</li> </ul>	<b>16</b>
<b>Total No. of Lectures</b>		<b>60</b>

**Beyond the Syllabus**

Class activity, group discussion, presentation, role play





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<b>Internal Assessment</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Marks</b>
<b>I</b>	Class Test	15
	<b>Q.1 Objectives. (1 Mark each)</b> (Fill in the blanks / True or False / Match the Following)	
	<b>Q.2 Answer Any Two of the Three. (05 Marks each)</b> (Unit based theory questions)	
<b>II</b>	Project / Assignment	15
<b>III</b>	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	<b>TOTAL MARKS</b>	<b>40</b>

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External Assessment		
<ul style="list-style-type: none"> <li>• <b>Maximum Marks: 60</b></li> <li>• <b>Questions to be set: 05</b></li> <li>• <b>Duration: 2 Hrs.</b></li> <li>• <b>All Questions are Compulsory Carrying 12 Marks each.</b></li> </ul>		
Q. No.	Description	Marks
Q.1	Objective Questions A. Sub Questions to be asked 8 and to be answered any 06 B. Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
Q.2	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.3	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.4	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.5	A. Theory questions (6 Marks) B. Theory questions (6 Marks) <b>OR</b> C. Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
<b>TOTAL MARKS</b>		<b>60</b>
<p>Note:</p> <p>Theory question of 12 marks may be divided into two sub questions of 6/6.</p>		



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Course Outcomes:	
	After the completion of the course, students will able to
<b>CO1</b>	Meaning of Management, difference between traditional and modern management
<b>CO2</b>	Learner will understand in detail functions of management in corporates.
<b>CO3</b>	Students will study different organizations structures of banking and insurance.
<b>CO4</b>	Students will study about different leaders at national level and at international level.

Recommended Resources	
<b>Reference Books -</b>	<ul style="list-style-type: none"> <li>Principles of Management, T.Ramaswamy Himalaya Publications, Mumbai.</li> <li>Practices and Principles of Management L.M. Prasad, S.Chand and Sons Education Publishers, New Delhi.</li> <li>Business Maharajas, Gita Piramal, Penguin Books, New Delhi.</li> <li>Wisdom of Indian Business Leadership, G. Narayana, English Edition Publishers and Distributors India Pvt, Ltd.</li> <li>In Search of Change Maestros Pritam Singh and Asha Bhandarkar, Sage Publications, UK</li> </ul>
<b><u>E-Resources</u></b>	-
<b>Webliography:</b>	-



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**Syllabus Prepared by:**

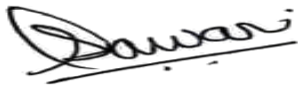
1. Ms. Seema Pawar: Chairperson, Syllabus Committee  
HOD - Dept. of SFC  
Assistant Professor,  
V. G. Vaze College, Mulund (East), Mumbai
2. Ms. Khursheed Shaikh: Member, Syllabus Committee  
Assistant Professor,  
Dept. of SFC  
V. G. Vaze College, Mulund (East), Mumbai
3. Ms. Arati Shah: Member, Syllabus Committee  
Assistant Professor,  
Dept. of SFC  
V. G. Vaze College, (Mulund (East), Mumbai



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**The Final Syllabus which has been approved by the following BOS Members**

Ms. Seema Pawar	:	HOD (Banking & Insurance)
Ms. Anita Yakkali	:	Member – Faculty
Ms. Annu Singh	:	Member – Faculty
Mr. Ambadas Shinge	:	Member – Faculty
Ms. Sunanda Pandita	:	Member – Faculty
Ms. Mayura Ranade	:	Member – Faculty
Mr. S. Krishnan	:	Member – Visiting Faculty
Ms. Geeta Gokhale	:	Member – Visiting Faculty
Ms. Ashwini Mondkar	:	Member – Visiting Faculty
Ms. Parinaaz Mehta	:	Subject Expert from NMIMS University
Dr. (CA) Seema Tarak Shah	:	Subject Expert from SNDT University
Ms. Devashree M. Ghorpade	:	Vice Chancellor Nominee
Mr. Viral Rami	:	Industry / Corporate Sector
Mr. Suraj Sakpal	:	Meritorious Alumni
Dr. Mrunmayee R. Thatte.	:	Expert from VPM's N.G. Bedekar College, Thane
Ms. Laveleen Kaur Narang	:	Other Member form Staff



**Ms. Seema Pawar  
Chairperson  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



**Ms. Devashree M. Ghorpade  
Vice Chancellor Nominee  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



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**Syllabus for FY B. Com (Banking & Insurance)**

(June 2020 Onwards)

Program: B. Com (Banking and insurance)

Semester I

**Course: FINANCIALACCOUNTING - I**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>
BIFA107	Financial Accounting – I	03



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1. Syllabus as per **Choice Based Credit System**

i) Name of the Programme	:	B.Com ( Banking and insurance)
ii) Course Code	:	BIFA107
		Semester I
iii) Course Title	:	Financial Accounting – I
iv) Semester wise Course Contents	:	Copy of the syllabus Enclosed
v) References and additional references	:	Enclosed in the Syllabus
vi) Credit structure		
No. of Credits per Semester	:	03
vii) No. of lectures per Unit	:	12,12,20,16
viii) No. of lectures per week	:	04
ix) No. of Tutorial per week	:	---
2 Scheme of Examination	:	<ul style="list-style-type: none"><li>• Semester End Exam:60 marks (5 Questions of 12marks each)</li><li>• Internal Assessment 40 marks:<ul style="list-style-type: none"><li>-Test 15 marks,</li><li>-Project/ Assignment 15 marks</li><li>-Class Participation: 10 marks</li></ul></li></ul>
3 Special notes, if any	:	No
4 Eligibility, if any	:	As laid down in the College Admission brochure/website
5 Fee Structure	:	As per College Fee Structure specifications
6. Special Ordinances / Resolutions, if any	:	No



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Programme: FYB.com ( Banking and insurance)

Semester: I

Course : Financial Accounting - I

Course Code : BIFA107

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	15	15	10	-	-	60	100
<b>Max. Time, End Semester Exam (Theory) -2Hrs.</b>										

**Prerequisites : Basic knowledge about Book Keeping.**  
**: Basic interest in Accountancy.**

**Course Objectives:**

- 1** This course will enable the students to combine practical & theoretical knowledge of financial accounting.
- 2** The course will provide decision-making skills to the students in the financial analysis context.
- 3** The students of this course will be active learners & develop awareness of emerging trends in financial accounting.





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<u>Unit</u>	<u>Module</u>	<u>Lectures</u>
<b>I</b>	<b>INTRODUCTION TO ACCOUNTING</b> <ul style="list-style-type: none"> <li>• Meaning, scope, objectives, need, importance and limitations of accounting.</li> <li>• Basic accounting terminology. Branches of accounting.</li> <li>• Accounting concepts, Conventions and Principles.</li> <li>• Double Entry System, Classifications of accounts, Rules of debit and Credit.</li> <li>• Writing of journal Entries and Ledger, Sub division of journal and Trial Balance</li> </ul>	<b>12</b>
<b>II</b>	<b>CLASSIFICATION OF INCOME &amp; EXPENSES &amp; ACCOUNTING STANDARDS</b> <ul style="list-style-type: none"> <li>• Classifications of Income, Expenditure and Receipts based on capital and revenue.</li> <li>• Source documents required for practical accounting.</li> <li>• Introduction to Bank Reconciliation Statement and Errors and their Rectification</li> <li>• . Accounting Standard 1, 2, 6, 8,9,10.</li> <li>• Understanding Fairvalue concept, Overview of Ind-AS vis-a-vis International</li> <li>• Financial Reporting Standards (IFRSs).</li> </ul>	<b>12</b>
<b>III</b>	<b>STOCK VALUATION &amp; HIRE PURCHASE</b> <ul style="list-style-type: none"> <li>• Stock valuation (FIFO and Weighted Average Method only)</li> <li>• Hire Purchase Transactions (calculation of interest, accounting as per asset purchase method only, exclude repossession),</li> <li>• Introduction to Depreciation: Fixed Instalment method, Written down Value Method, Change of method.</li> </ul>	<b>20</b>
<b>IV</b>	<b>FINAL ACCOUNTS</b> <ul style="list-style-type: none"> <li>• Trading Account, Profit and Loss Account, Balance Sheet, Adjustment Entries.</li> <li>• Introduction to Accounts of Non Profit Organizations</li> </ul>	<b>16</b>
<b>Total No. of Lectures</b>		<b>60</b>

**Beyond the Syllabus**

Group Discussions ,Book Review, Presentation



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**(Autonomous)**

<b>Internal Assessment</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Marks</b>
<b>I</b>	Class Test	15
	<b>Q.1 Objectives. (1 Mark each)</b> (Fill in the blanks / True or False / Match the Following)	
	<b>Q.2 Solve Any One of the Two. (10 Marks each)</b> (Unit based practical questions)	
<b>II</b>	Project / Assignment	15
<b>III</b>	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	<b>TOTAL MARKS</b>	<b>40</b>

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External Assessment		
<ul style="list-style-type: none"> <li>• <b>Maximum Marks: 60</b></li> <li>• <b>Questions to be set: 05</b></li> <li>• <b>Duration: 2 Hrs.</b></li> <li>• <b>All Questions are Compulsory Carrying 12 Marks each.</b></li> </ul>		
Q. No.	Description	Marks
Q.1	Objective Questions A. Sub Questions to be asked 8 and to be answered any 06 B. Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
Q.2	Full Length Practical Question <b>OR</b> Full Length Practical Question	12
Q.3	Full Length Practical Question <b>OR</b> Full Length Practical Question	12
Q.4	Full Length Practical Question <b>OR</b> Full Length Practical Question	12
Q.5	A. Theory questions (6 Marks) B. Theory questions (6 Marks) <b>OR</b> C. Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
<b>TOTAL MARKS</b>		<b>60</b>
<p>Note:</p> <p>Practical question of 12 marks may be divided into two sub questions of 6/6.</p>		



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<b>Course Outcomes:</b>	
	After the completion of the course, students will able to
<b>CO1</b>	Prepare Trial Balance & record accounting transaction.
<b>CO2</b>	Know about how to classify the expenditures and rectify the errors in books of accounts.
<b>CO3</b>	Know about stock valuation methods & accounting of hire purchase
<b>CO4</b>	Know about how to prepare final Accounts of a manufacturer.

<b>Recommended Resources</b>	
<b>Reference Books -</b>	<ul style="list-style-type: none"> <li>Introduction to Accountancy -T. S. Grewal-(S.Chand &amp;Co.)</li> <li>Double Entry Book Keeping- J. R.Batliboi.</li> <li>Double Entry Book Keeping - M. M.Chokshi</li> <li>Advanced Accounts -Shukia &amp; Grewal (S.Chand &amp;Co.)</li> <li>Advanced Accountancy - R.L.Gupta &amp; M.Radhaswamy</li> <li>Accounting Standards -Institute of Chartered Accountants of India. New Delhi</li> <li>Gupa S C &amp; Shukla, M C: Advanced Accounts Vol.1. New Delhi. S. Chand &amp; CompanyLtd</li> </ul>
<b><u>E-Resources</u></b>	-
<b>Webliography:</b>	-



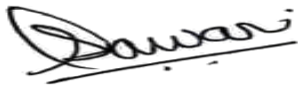
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Syllabus Prepared by:	
1.	Ms. Laveleen Kaur Narang: Chairperson, Syllabus Committee Assistant Professor, Dept. of SFC, V. G. Vaze College, Mulund (East), Mumbai
2.	Ms. Niti Shirke: Member, Syllabus Committee Assistant Professor, Dept. of SFC, V. G. Vaze College , Mulund (East), Mumbai
3.	Mr. Ambadas S. Shinge: Member, Syllabus Committee, Assistant Professor, Dept. of SFC, V. G. Vaze College ,Mulund (East), Mumbai

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**The Final Syllabus which has been approved by the following BOS Members**

Ms. Seema Pawar	:	HOD (Banking & Insurance)
Ms. Anita Yakkali	:	Member – Faculty
Ms. Annu Singh	:	Member – Faculty
Mr. Ambadas Shinge	:	Member – Faculty
Ms. Sunanda Pandita	:	Member – Faculty
Ms. Mayura Ranade	:	Member – Faculty
Mr. S. Krishnan	:	Member – Visiting Faculty
Ms. Geeta Gokhale	:	Member – Visiting Faculty
Ms. Ashwini Mondkar	:	Member – Visiting Faculty
Ms. Parinaaz Mehta	:	Subject Expert from NMIMS University
Dr. (CA) Seema Tarak Shah	:	Subject Expert from SNDT University
Ms. Devashree M. Ghorpade	:	Vice Chancellor Nominee
Mr. Viral Rami	:	Industry / Corporate Sector
Mr. Suraj Sakpal	:	Meritorious Alumni
Dr. Mrunmayee R. Thatte.	:	Expert from VPM's N.G. Bedekar College, Thane
Ms. Laveleen Kaur Narang	:	Other Member form Staff



**Ms. Seema Pawar  
Chairperson  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



**Ms. Devashree M. Ghorpade  
Vice Chancellor Nominee  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**

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<b>B.Com (B &amp; I) SEMESTER II</b>		
Course Code	Full Name of Course (with Paper Name)	Credit Point
	<b>Core Courses (CC)</b>	
BIOB201	Organizational Behavior	3
BIQM202	Quantitative Methods-II	3
	<b>Ability Enhancement Course (AEC)</b>	
BIBC203	Business Communication-II	3
	<b>Skill Enhancement Courses (SEC)</b>	
BIFC204	Foundation Course – II	2
	<b>Elected Courses (EC)</b>	
BIPPB205	Principles and Practices of Banking & Insurance	3
BILAW206	Business Laws	3
BIFA207	Financial Accounting – II	3



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**Syllabus for FY B. Com (Banking & Insurance)**

(June 2020 Onwards)

Program: B.Com. (Banking & Insurance)

Semester II

**Course: ORGANIZATIONAL BEHAVIOR**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>
BIOB201	Organizational Behavior	03





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1. Syllabus as per **Choice Based Credit System**

i) Name of the Programme	:	B.Com. (Banking & Insurance)
ii) Course Code	:	BIOB201
		Semester II
iii) Course Title	:	Organizational Behavior
iv) Semester wise Course Contents	:	Copy of the syllabus Enclosed
v) References and additional references	:	Enclosed in the Syllabus
vi) Credit structure		
No. of Credits per Semester	:	03
vii) No. of lectures per Unit	:	15
viii) No. of lectures per week	:	04
ix) No. of Tutorial per week	:	---
2 Scheme of Examination	:	<ul style="list-style-type: none"><li>• Semester End Exam:60 marks (5 Questions of 12marks each)</li><li>• Internal Assessment 40 marks:<ul style="list-style-type: none"><li>-Test 15 marks,</li><li>-Project/ Assignment 15 marks</li><li>-Class Participation: 10 marks</li></ul></li></ul>
3 Special notes, if any	:	No
4 Eligibility, if any	:	As laid down in the College Admission brochure/website
5 Fee Structure	:	As per College Fee Structure specifications
6. Special Ordinances /Resolutions, ifany	:	No



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Programme: FYB.com ( Banking and Insurance)

Semester: II

Course :Organisational Behaviour

Course Code : BIOB201

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	15	15	10	-	-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

**Prerequisites** : Basic knowledge about Organisation.  
: Basic interest in Human behaviour.

**Course Objectives:**

- 1 This course will enable the students to combine practical & theoretical knowledge of Organisational Behaviour
- 2 The course will provide decision-making skills to the students.
- 3 The students of this course will be active learners & develop awareness of Human Behavior



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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
I	<b>INTRODUCTION OF ORGANIZATIONAL BEHAVIOUR</b> <ul style="list-style-type: none"> <li>• Meaning, Nature and scope of OB, Models of OB,</li> <li>• Theories of Motivation :</li> <li>• Maslow, Herzberg, Mc.Gregor Theory X and Theory Y, William Ouchi's Theory Z, Victor Vroom. ERG theory</li> <li>• Application of the Theories</li> <li>• Motivational techniques in Banking and Insurance Industry</li> </ul>	<b>15</b>
II	<b>GROUP DYNAMICS</b> <ul style="list-style-type: none"> <li>• Individual Behaviour ( IQ, EQ,SQ)</li> <li>• Group Formation, Team Building, Team Development.</li> <li>• Goalsetting</li> <li>• Soft Skills, Interpersonal Skills, Multicultural Skills, Cross Cultural Skills.</li> <li>• Johari Window</li> </ul>	<b>15</b>
III	<b>ORGANIZATIONAL CULTURE AND CHANGE MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Work Culture, Ways for Making Work Culture Effective and Lively, Work Conflicts.</li> <li>• Organizational Change, effects of Resistance to Change, ways to overcome resistance to change.</li> <li>• Time and Stress Management.</li> </ul>	<b>15</b>
IV	<b>MEANING AND NATURE OF OD.</b> <ul style="list-style-type: none"> <li>• Techniques of OD.</li> <li>• Importance of OD.</li> </ul>	<b>15</b>
<b>Total No. of Lectures</b>		<b>60</b>

**Beyond the Syllabus**

Presentation, Group Discussions & Book Review.



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<b>Internal Assessment</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Marks</b>
<b>I</b>	Class Test	15
	<b>Q.1 Objectives. (1 Mark each)</b> (Fill in the blanks / True or False / Match the Following)	
	<b>Q.2 Answer Any Two of the Three. (05 Marks each)</b> (Unit based theory questions)	
<b>II</b>	Project / Assignment	15
<b>III</b>	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	<b>TOTAL MARKS</b>	<b>40</b>

**The Kelkar Education Trust's**  
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External Assessment		
<ul style="list-style-type: none"> <li>• <b>Maximum Marks: 60</b></li> <li>• <b>Questions to be set: 05</b></li> <li>• <b>Duration: 2 Hrs.</b></li> <li>• <b>All Questions are Compulsory Carrying 12 Marks each.</b></li> </ul>		
Q. No.	Description	Marks
Q.1	Objective Questions A. Sub Questions to be asked 8 and to be answered any 06 B. Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
Q.2	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.3	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.4	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.5	A. Theory questions (6 Marks) B. Theory questions (6 Marks) <b>OR</b> C. Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
<b>TOTAL MARKS</b>		<b>60</b>
<p>Note:</p> <p>Theory question of 12 marks may be divided into two sub questions of 6/6.</p>		



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Course Outcomes:	
	After the completion of the course, students will able to
<b>CO1</b>	Understand Theories of Motivation.
<b>CO2</b>	Know Group Dynamics.
<b>CO3</b>	Understand Organizational Culture.
<b>CO4</b>	Understand what Organizational Development is.

Recommended Resources	
<b>Reference Books -</b>	<ul style="list-style-type: none"> <li>Stephen P. Robbins "Organizational Behaviour" Prentice Hall of India Private Ltd.</li> <li>Mirza S. Saiyadain "Organizational Behaviour" Tata Mc. Graw Hill.</li> <li>John Bratton "Work and Organizational Behaviour" Militza Callinan Carolyn Forshaw and Peter Sawchuk Palgrave Macmilla, New York.</li> <li>Margie Parikh and Rajen Gupta "Organizational Behaviour" Tata Mc. Graw Hill Education Private Limited, New Delhi.</li> <li>Suja Nair "Organizational Behaviour" Himalaya Publishing House, Mumbai.</li> <li>John. R. Schermerhorn, James Hunt, Richard Osborn, Mary Uih Bien, "Organizational Behaviour" John Wiley and Sons Publications, San Francisco.</li> <li>Don Hellriegel &amp; John W. Slocum "Organizational Behaviour", South Western Cengage Learning Publications.</li> <li>Joan V. Gallos "Organizational Development" John Wiley and Sons Publications, San Francisco.</li> </ul>
<b><u>E-Resources</u></b>	-
<b>Webliography:</b>	-



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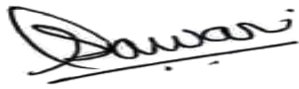
Syllabus Prepared by:
1. Ms. Seema Pawar: Chairperson, Syllabus Committee HOD - Dept. of SFC Assistant Professor V. G. Vaze College, Mulund (East), Mumbai
2. Ms. Arati Shah: Member, Syllabus Committee Assistant Professor, Dept. of SFC V. G. Vaze College, Mulund (East), Mumbai
3. Mr. Aditya Davane: Member, Syllabus Committee Assistant Professor, Dept. of SFC V. G. Vaze College, Mulund (East), Mumbai



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Ms. Annu Singh	:	Member – Faculty
Mr. Ambadas Shinge	:	Member – Faculty
Ms. Sunanda Pandita	:	Member – Faculty
Ms. Mayura Ranade	:	Member – Faculty
Mr. S. Krishnan	:	Member – Visiting Faculty
Ms. Geeta Gokhale	:	Member – Visiting Faculty
Ms. Ashwini Mondkar	:	Member – Visiting Faculty
Ms. Parinaaz Mehta	:	Subject Expert from NMIMS University
Dr. (CA) Seema Tarak Shah	:	Subject Expert from SNDT University
Ms. Devashree M. Ghorpade	:	Vice Chancellor Nominee
Mr. Viral Rami	:	Industry / Corporate Sector
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Ms. Laveleen Kaur Narang	:	Other Member form Staff



**Ms. Seema Pawar  
Chairperson  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



**Ms. Devashree M. Ghorpade  
Vice Chancellor Nominee  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



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**Syllabus for FY B. Com (Banking & Insurance)**

(June 2020 Onwards)

Program: B.Com. (Banking & Insurance)

Semester II

**Course: QUANTITATIVE METHODS - II**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>
BIQM202	Quantitative Methods - II	03



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1. Syllabus as per **Choice Based Credit System**

i) Name of the Programme	:	B.Com (Banking & Insurance)
ii) Course Code	:	BIQM202
		Semester II
iii) Course Title	:	Quantitative Methods - II
iv) Semester wise Course Contents	:	Copy of the syllabus Enclosed
v) References and additional references	:	Enclosed in the Syllabus
vi) Credit structure		
No. of Credits per Semester	:	03
vii) No. of lectures per Unit	:	10,10,10,10,15,5
viii) No. of lectures per week	:	04
ix) No. of Tutorial per week	:	02
2 Scheme of Examination	:	<ul style="list-style-type: none"><li>• Semester End Exam:60 marks (5 Questions of 12 marks each)</li><li>• Internal Assessment 40 marks:<ul style="list-style-type: none"><li>-Test 15 marks,</li><li>-Project/ Assignment 15 marks</li><li>-Class Participation: 10 marks</li></ul></li></ul>
3 Special notes, if any	:	No
4 Eligibility, if any	:	As laid down in the College Admission brochure/website
5 Fee Structure	:	As per College Fee Structure specifications
6. Special Ordinances / Resolutions, if any	:	No



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**V. G. Vaze College of Arts, Science and Commerce**  
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Programme: FY B.Com ( Banking and Insurance)

Semester: II

Course : Quantitative Methods – II

CourseCode : BIQM202

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	2	-	3	15	15	10	-	-	60	100
<b>Max. Time, End Semester Exam (Theory) -2Hrs.</b>										

**Prerequisites** : Basic understanding of Maximisation of profits and minimization of losses.

**Course Objectives:**

- 1 Application of statistics in Investments. These methods regulate the lending ability of the financial sector of the whole economy.
- 2 To give and adequate exposure to operational environment in the field of Banking Insurance & other related financial services.
- 3 Testing of Hypothesis. Calculation of Ratio, Proportion and Percentage.



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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
I	<b>TESTING OF HYPOTHESIS</b> <ul style="list-style-type: none"> <li>• Testing of hypotheses: Null Hypothesis, Alternative Hypothesis, Decision Criterion, Critical Region, Type I and Type II Error, level of significance, Test based on large</li> <li>• Sample for Means and Proportion/s</li> </ul>	<b>10</b>
II	<b>LINEAR PROGRAMMING TECHNIQUES</b> Meaning, Advantages, limitations, business applications, basic terminology, formulation of linear Programming Problems, Graphical Method of solving Linear Programming Problems, Simplex method (up to 3 variables) with Maximization And Minimization. Duality in Linear Programming (concept only)	<b>10</b>
III	<b>RATIO, PROPORTION &amp; PERCENTAGE</b> <ul style="list-style-type: none"> <li>• Ratio Definition, Continued Ratio, Inverse Ratio, Proportion, Continued</li> <li>• Proportion, Direct Proportion, Inverse proportion, Variation, Inverse Variation, Joint Variation, Percentage: Meaning &amp; Computation of Percentage.</li> </ul>	<b>10</b>
IV	<b>PROBABILITY DISTRIBUTION &amp; DECISION THEORY</b> <ul style="list-style-type: none"> <li>• Probability Distribution</li> <li>• Decision Theory</li> </ul>	<b>10</b>
V	<b>STATISTICAL APPLICATIONS IN INVESTMENT MANAGEMENT</b> <ul style="list-style-type: none"> <li>• 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) to draw conclusions regarding share prices (using testing of</li> <li>• Hypothesis).Probability, Probability distribution &amp; decision theory.</li> </ul>	<b>15</b>
VI	<b>ECONOMIC INDICATORS</b> GDP, Real growth in GDP price level Inflation rate, Money supply, Index for agricultural production Index for industrial production, Electrical.	<b>05</b>
<b>Total No. of Lectures</b>		<b>60</b>



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**Beyond the Syllabus**

Group Discussions, Tutorial & Book Review.

<b>Internal Assessment</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Marks</b>
<b>I</b>	Class Test	15
	<b>Q.1 Objectives. (1 Mark each)</b> (Fill in the blanks / True or False / Match the Following)	
	<b>Q.2 Solve Any One of the Two. (10 Marks each)</b> (Unit based practical questions)	
<b>II</b>	Project / Assignment	15
<b>III</b>	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	<b>TOTAL MARKS</b>	<b>40</b>



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External Assessment		
<ul style="list-style-type: none"> <li>• <b>Maximum Marks: 60</b></li> <li>• <b>Questions to be set: 05</b></li> <li>• <b>Duration: 2 Hrs.</b></li> <li>• <b>All Questions are Compulsory Carrying 12 Marks each.</b></li> </ul>		
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Q.4	Full Length Practical Question <b>OR</b> Full Length Practical Question	12
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<p>Note:</p> <p>Practical question of 12 marks may be divided into two sub questions of 6/6.</p>		



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Course Outcomes:	
	After the completion of the course, students will able to
<b>CO1</b>	Understand and draw hypothesis, make use of Decision Criterion, its significance, Test based on large sample for Means and Proportion/s
<b>CO2</b>	Formulate and solve linear Programming Problems, Graphical Method and Simplex method and Duality in LPP.
<b>CO3</b>	Understand and compute Ratio, Proportion, variation & Percentage.
<b>CO4</b>	Understand and apply concept of Probability Distribution & Decision Theory
<b>CO5</b>	Apply Statistics In Investment Management and to draw conclusions regarding share prices using Probability, Probability distribution & decision theory.
<b>CO6</b>	Acquaint themselves with Economic indicators like GDP, Inflation rate, Money supply, Index for various productions.

Recommended Resources	
<b>Reference Books -</b>	<ul style="list-style-type: none"> <li>• Mathematics for Economics &amp; Finance by Martin Anthony &amp; Norman Biggs.</li> <li>• Fundamentals of Statistics - D. N.Elhance,</li> <li>• Statistical Methods - S.G. Gupta (S. Chand &amp;Co.</li> <li>• Statistics for Management - Lovin R. Rubin D.S, (Prentice Hall ofIndia)</li> <li>• Statistics - Theory, Method &amp; Applications D.S.Sancheti &amp; V. K.Kapoor.</li> <li>• Modern Business Statistics - (Revised)-B. Pearles &amp; C. Sullivan -Prentice Hall ofIndia.</li> <li>• Business Mathematics &amp; Statistics : B Aggarwal, Ane Book Pvt.Limited</li> <li>• Business Mathematics : D C Sancheti &amp; V K Kapoor, Sultan Chand &amp; Sons</li> <li>• Business Mathematics: A P Verma, Asian Books Pvt.: Limited.</li> <li>• IRDA: IC.33 Fundamentals of Applied Statistics: S G Gupta and V K Kapoor, Sultan Chand &amp; Co</li> </ul>
<b><u>E-Resources</u></b>	-
<b>Webliography:</b>	-



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**V. G. Vaze College of Arts, Science and Commerce**  
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**Syllabus Prepared by:**

1. Ms. Geeta Gokhale, Chairperson, Syllabus Committee  
Visiting faculty,
2. Mr. Rajkumar Chaudhari, Member, Syllabus Committee  
Visiting Faculty,

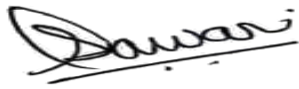




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Ms. Laveleen Kaur Narang	:	Other Member form Staff



**Ms. Seema Pawar  
Chairperson  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



**Ms. Devashree M. Ghorpade  
Vice Chancellor Nominee  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



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**Syllabus for FY B. Com (Banking & Insurance)**

(June 2020 Onwards)

Program: B.com (Banking and insurance)

Semester II

**Course: BUSINESS COMMUNICATION II**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>
BIBC203	Business Communication II	03



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1. Syllabus as per **Choice Based Credit System**

i) Name of the Programme	:	B.com ( Banking and insurance)
ii) Course Code	:	BIBC203
		Semester II
iii) Course Title	:	Business Communication II
iv) Semester wise Course Contents	:	Copy of the syllabus Enclosed
v) References and additional references	:	Enclosed in the Syllabus
vi) Credit structure		
No. of Credits per Semester	:	03
vii) No. of lectures per Unit	:	15
viii) No. of lectures per week	:	04
ix) No. of Tutorial per week	:	---
2 Scheme of Examination	:	<ul style="list-style-type: none"><li>• Semester End Exam:60 marks (5 Questions of 12 marks each)</li><li>• Internal Assessment 40 marks:<ul style="list-style-type: none"><li>-Test 15 marks,</li><li>-Project/ Assignment 15 marks</li><li>-Class Participation: 10 marks</li></ul></li></ul>
3 Special notes, if any	:	No
4 Eligibility, if any	:	As laid down in the College Admission brochure/website
5 Fee Structure	:	As per College Fee Structure specifications
6. Special Ordinances / Resolutions, if any	:	No



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Programme: FYB.com ( Banking and Insurance)

Semester: II

Course : Business Communication II

Course Code : BIBC203

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	15	15	10	-	-	60	100
<b>Max. Time, End Semester Exam (Theory) -2Hrs.</b>										

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**Prerequisites**    1. Basic competence in English  
                           2. Basic interest in written and spoken communication

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**Course Objectives:**

- 1 To develop awareness of the communication process among the learners.
- 2 To make the learners master various aspects business communication such as effective listening, official correspondences etc.
- 3 To develop effective spoken skills to enable students to express confidently interpersonally as well as in large groups.
- 4 To develop effective writing skills so as enable students to write in clear, concise, persuasive and audience-centred ways.
- 5 To enable the students to develop the awareness of communication technology.



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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
<b>I</b>	<b>GROUP COMMUNICATION – 1</b> <ul style="list-style-type: none"> <li>• <b>Presentations:</b> (to be tested in Tutorials/Internals only) Principles and techniques of Effective Presentation Effective use of OHP How to make a Power-Point Presentation</li> <li>• <b>Interviews:</b> Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit</li> <li>• <b>Meetings:</b> Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions</li> </ul>	15
<b>II</b>	<b>GROUP COMMUNICATION – 2</b> <ul style="list-style-type: none"> <li>• <b>Conference:</b> Meaning and Importance of Conference, Organizing a Conference, Modern Methods: Video and Tele-Conferencing</li> <li>• <b>Public Relations:</b> Meaning, Functions of PR Department, External and Internal Measures of PR</li> </ul>	15
<b>III</b>	<b>BUSINESS CORRESPONDENCE</b> <ul style="list-style-type: none"> <li>• <b>Letters:</b> Order, Credit and Status Enquiry, Collection (just a brief introduction to be given)</li> <li>• <b>Only following to be taught in detail:</b> Letters of Inquiry, Letters of Complaints, Claims, Adjustments, Sales Letters, Consumer Grievance Letters, Letters under Right to Information (RTI) Act [Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However, students should not be tested on the theory.]</li> </ul>	15
<b>IV</b>	<b>LANGUAGE AND WRITING SKILLS</b> <ul style="list-style-type: none"> <li>• <b>Reports:</b> Parts, Types, Feasibility Reports, Investigative Reports</li> <li>• <b>Summarisation:</b> Identification of main and supporting/sub points Presenting these in a cohesive manner</li> </ul>	15
<b>Total No. of Lectures</b>		60



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**Beyond the Syllabus**

Tutorial Activities: Students' Presentations, Group Discussions, Use of M-learning and E-learning, Mock Interviews, Mock Meetings/Conferences, Book Reviews/Summarization, and Reading Comprehension

**Internal Assessment**

Sr. No.	Description	Marks
I	Class Test	15
	<b>Q.1 Objectives. (1 Mark each)</b> (Fill in the blanks / True or False / Match the Following)	
	<b>Q.2 Answer Any Two of the Three. (05 Marks each)</b> (Unit based theory questions)	
II	Project / Assignment	15
III	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	<b>TOTAL MARKS</b>	<b>40</b>



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External Assessment		
<ul style="list-style-type: none"> <li>• <b>Maximum Marks: 60</b></li> <li>• <b>Questions to be set: 05</b></li> <li>• <b>Duration: 2 Hrs.</b></li> <li>• <b>All Questions are Compulsory Carrying 12 Marks each.</b></li> </ul>		
Q. No.	Description	Marks
Q.1	Objective Questions A) Sub Questions to be asked 8 and to be answered any 06 B) Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
Q.2	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.3	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.4	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.5	D) Theory questions (6 Marks) E) Theory questions (6 Marks) <b>OR</b> F) Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
	<b>TOTAL MARKS</b>	<b>60</b>
<p>Note:</p> <p>Practical question of 12 marks may be divided into two sub questions of 6/6.</p>		



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Course Outcomes:	
	After the completion of the course, students will able to
<b>CO1</b>	Develop competence in using various registers and styles of English used in the business world.
<b>CO2</b>	Gain competence in-group communication.
<b>CO3</b>	Gain command over formal correspondence.
<b>CO4</b>	Improve their soft skills.
<b>CO5</b>	Enhance their Listening, Speaking, Reading and Writing skills to meet the challenges of the world.

Recommended Resources	
<b>Reference Books -</b>	<ul style="list-style-type: none"> <li>• Bangh, L. Sue, Fryar, Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group.</li> <li>• Krevolin, Nathan (1983) Communication Systems and Procedures for Modern Office, Prentice Hall.</li> <li>• Majumdar, P.K. (1992) Commentary on the Consumer Protection Act, Prentice.</li> <li>• Ashley, A (1992) A Handbook of Commercial Correspondence, Oxford University Press.</li> <li>• Aswalthapa, K (1991) Organisational Behaviour, Himalaya Publication.</li> <li>• Balan, K.R. and Rayudu C.S. (1996) Effective Communication, Beacon.</li> <li>• Barkar, Alan (1993) Making Meetings Work, Sterling Publications Pvt. Ltd.</li> <li>• Basu, C.R. (1998) Business Organisation and Management, T.M.H.</li> <li>• Benjamin, James (1993) Business and Professional Communication Concepts and Practices, HarpeCollins College Publishers.</li> <li>• Black, Sam (1972) Practical Public Relations, E.L.B.S.</li> <li>• Bovee Courtland, L and Thill, John V (1989) Business Communication Today. McGraw Hill, New York, Taxman Publication.</li> <li>• Burton, G and Thakur, (1995) Management Today – Principles and Practices. T.M.H.</li> <li>• Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) Public Relations Handbook, the Dartwell Co., Chicago.</li> </ul>





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	<ul style="list-style-type: none"><li>• Drucher, P.F. (1970) Technology, Management and Society, Pan Books.</li><li>• Ecouse Barry, (1999), Competitive Communication: A Rhetoric for Modern Business, OUP.</li><li>• Eyre, E.C. (1985) Effective Communication Made Simple, Rupa and Co.</li><li>• Fisher Dalmar, (1999), Communication in Organisation, Jaico Publishing House.</li><li>• French, Astrid (1993) Interpersonal Skills. Sterling Publishers.</li><li>• Garlside, L.E. (1980) Modern Business Correspondence, McDonald and Evans Ltd.</li><li>• Ghanekar, a (1996) Communication Skills for Effective Management. Everest Publishing House.</li><li>• Graves, Harold F. (1965) Report Writing, Prentice Hall.</li><li>• Kaul, Asha. (2013) Business Communication, Prentice-Hall.</li><li>• Lesikar, Raymond V and Petit, John D. (1994) Business Communication: Theory and Application, Richard D. Irwin Inc.</li><li>• Ludlow, Ron. (1995) the Essence of Effective Communication, Prentice.</li><li>• Martson, John E. (1963) the Nature of Public Relations, McGraw Hill.</li><li>• Merrihue, William (1960) Managing by Communication, McGraw Hill.</li><li>• Monippalli, M.M. (1997), the Craft of Business Letter Writing, T.M.H.</li><li>• Monippally, Matthukutty M. (2014) Business Communication Strategies. Tata McGraw-Hill Publishing Company Ltd., 2014.</li><li>• Murphy, Herta and Hilde Brandt, Herbert W (1984) Effective Business Communication, McGraw Hill.</li><li>• Phillip, Louis V. (1975) Organisational Communication – The Effective Management, Columbus Grid Inc.</li><li>• Raman, Meenakshi and Sharma, Sangeeta (2004) Technical Communication: Principles and Practice, Oxford University Press.</li><li>• Ross, Robert D. (1977) the Management of Public Relations. John Wiley and Sons.</li><li>• Stephenson, James (1988) Principles and Practice of Commercial Correspondence. Pilman and Sons Ltd.</li></ul>
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<b><u>E-Resources</u></b>  <b>Webliography:</b>	<ul style="list-style-type: none"><li>• <a href="http://www.garreynolds.com/preso-tips/design/">http://www.garreynolds.com/preso-tips/design/</a> ( how to make ppts)</li><li>• <a href="https://www.slideshare.net/sekharkls/group-discussion-ppt">https://www.slideshare.net/sekharkls/group-discussion-ppt</a> (GD)</li><li>• <a href="https://www.inc.com/jeff-haden/27-most-common-job-interview-questions-and-answers.html">https://www.inc.com/jeff-haden/27-most-common-job-interview-questions-and-answers.html</a></li></ul>
---	--

Syllabus Prepared by:
1) Dr. Nilakshi Roy: Chairperson, Syllabus Committee Associate Professor, Dept. of English, V. G. Vaze College, Mulund (East), Mumbai
2) Dr. Dinesh Kumar: Member, Syllabus Committee Associate Professor, Dept. of English, V. G. Vaze College, Mulund (East), Mumbai
3) Dr. Shyam Choithani : Member, Syllabus Committee HOD – Dept. of Mass Media, Assistant Professor, V. G. Vaze College , Mulund (East), Mumbai



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**The Final Syllabus which has been approved by the following BOS Members**

- Dr. Nilakshi Roy : Head of the Department of English
- Dr. Dinesh Kumar : Member – Faculty
- Dr. Susmita Dey : Member – Faculty (Retd.)
- Ms. Sundari Johnson : Member – Faculty
- Ms. Tanvi Joshi : Member – Faculty
- Dr Prantik Banerjee : Subject Expert from Hislop College,  
Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
- Dr. Pramod T. Kharate : Vice Chancellor Nominee
- Dr. Pratima Das : Subject Expert from Smt. CHM College, Ulhasnagar.
- Dr. Suddhaseel Sen : Subject Expert from IIT Bombay, Powai, Mumbai.
- Dr. Mandar Talvekar : Subject Expert from Tata Power Skill Development Institute,  
Parel Tank Road, Mumbai.
- Dr. Manoshi Bagchi : Subject Expert from NKTT College, Tembhi Naka, Thane (W)



**Dr. Nilakshi Roy**  
Chairperson  
BOS (BC)  
Date – 18<sup>th</sup> Aug. 2020

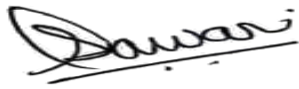


**Dr. Pramod T. Kharate**  
Vice Chancellor Nominee  
BOS (BC)  
Date - 18<sup>th</sup> Aug. 2020

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**The Final Syllabus which has been approved by the following BOS Members**

Ms. Seema Pawar	:	HOD (Banking & Insurance)
Ms. Anita Yakkali	:	Member – Faculty
Ms. Annu Singh	:	Member – Faculty
Mr. Ambadas Shinge	:	Member – Faculty
Ms. Sunanda Pandita	:	Member – Faculty
Ms. Mayura Ranade	:	Member – Faculty
Mr. S. Krishnan	:	Member – Visiting Faculty
Ms. Geeta Gokhale	:	Member – Visiting Faculty
Ms. Ashwini Mondkar	:	Member – Visiting Faculty
Ms. Parinaaz Mehta	:	Subject Expert from NMIMS University
Dr. (CA) Seema Tarak Shah	:	Subject Expert from SNDT University
Ms. Devashree M. Ghorpade	:	Vice Chancellor Nominee
Mr. Viral Rami	:	Industry / Corporate Sector
Mr. Suraj Sakpal	:	Meritorious Alumni
Dr. Mrunmayee R. Thatte.	:	Expert from VPM's N.G. Bedekar College, Thane
Ms. Laveleen Kaur Narang	:	Other Member form Staff



**Ms. Seema Pawar  
Chairperson  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



**Ms. Devashree M. Ghorpade  
Vice Chancellor Nominee  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



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**Syllabus for FY B. Com (Banking & Insurance)  
(June 2020 Onwards)**

Program: B. Com (Banking & Insurance)

Semester II

**Course: FOUNDATION COURSE - II**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>
BIFC204	Foundation Course – II	02



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1. Syllabus as per **Choice Based Credit System**

i) Name of the Programme	:	B.Com (Banking & Insurance)
		BIFC204
ii) Course Code	:	Semester II
iii) Course Title	:	Foundation Course – II
iv) Semester wise Course Contents	:	Copy of the syllabus Enclosed
v) References and additional references	:	Enclosed in the Syllabus
vi) Credit structure	:	
No. of Credits per Semester	:	02
vii) No. of lectures per Unit	:	12,12,11,10
viii) No. of lectures per week	:	03
ix) No. of Tutorial per week	:	---
2 Scheme of Examination	:	<ul style="list-style-type: none"><li>• Semester End Exam:60 marks (4 Questions of 15 marks)</li><li>• Internal Assessment 40 marks:<ul style="list-style-type: none"><li>-Test 15 marks,</li><li>-Project/ Assignment 15 marks</li><li>-Class Participation: 10 marks</li></ul></li></ul>
3 Special notes, if any	:	No
4 Eligibility, if any	:	As laid down in the College Admission brochure / website
5 Fee Structure	:	As per College Fee Structure specifications
6 Special Ordinances / Resolutions, if any	:	No



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Programme: FY B. Com (Banking & Insurance)

Semester: II

Course : Foundation Course – II

Course Code :BIFC204

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
3	-	-	2	15	15	10		-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

**Prerequisites** : An elementary understanding of globalization, human rights, stress and sustainable development will be desirable.  
: Basic knowledge of English.

**Course Objectives:**

- 1 Describe the concept, merits, and demerits of liberalization, privatization, and globalization; and explain the impact of globalization on culture, infrastructure, and economic sectors.
- 2 Explain the concept of human rights, trace its evolution and study the work of human rights activists.
- 3 Grasp the relationship between human beings and environment, define sustainable development and identify its applicability within the framework of United Nations goals of sustainable development.
- 4 Comprehend the terms stress and conflict within an individual and society; identify their causes, impact, and learn strategies to handle them successfully.
- 5 Apply the knowledge they have gained in their immediate and distant environment.



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<u>Units</u>	<u>Modules</u>	<u>Lectures</u>
<b>I</b>	<b>GLOBALIZATION AND INDIAN SOCIETY</b> <ul style="list-style-type: none"> <li>• Liberalization, Privatization, Globalization: Concepts, Merits, Demerits.</li> <li>• Impact of Globalization: Industries, Agriculture, Employment.</li> <li>• Impact of Globalization: Culture, Migration, Housing.</li> </ul>	<b>12</b>
<b>II</b>	<b>HUMAN RIGHTS</b> <ul style="list-style-type: none"> <li>• Concept and Characteristics of Human Rights; Role of Thinkers in Evolution of Human Rights; Landmark Events in Evolution of the Human Rights.</li> <li>• Universal Declaration of Human Rights; Fundamental Rights in the Indian constitution.</li> <li>• Human Rights Champions: (M.K. Gandhi, Martin Luther King, Nelson Mandela, Periyar Ramasamy, Dr. B.R. Ambedkar)</li> </ul>	<b>12</b>
<b>III</b>	<b>ECOLOGY: SUSTAINABLE DEVELOPMENT GOALS</b> <ul style="list-style-type: none"> <li>• Ecology, Ecosystem; Man-Environment relationship</li> <li>• Concept of sustainable development, Goals of sustainable development</li> <li>• Smart and sustainable cities; sustainable tourism, sustainable agriculture</li> </ul>	<b>11</b>
<b>IV</b>	<b>UNDERSTANDING AND MANAGEMENT OF STRESS AND CONFLICT</b> <ul style="list-style-type: none"> <li>• Concept and Causes of Stress</li> <li>• Coping with Stress and Strategies for Stress Management</li> <li>• Conflicts within an Individual and Society; Conflict Resolution</li> </ul>	<b>10</b>
<b>Total No. of Lectures</b>		<b>45</b>

**Beyond the Syllabus**

Paper presentations, discussions, field trips





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Internal Assessment		
Sr. No.	Description	
1	Unit 1	Test & Assignment
2	Unit 2	Class Discussion, Role Play, Field
3	Unit 3	Skits, Class Discussion
4	Unit 4	Class Presentation with PPT

External Assessment		
<ul style="list-style-type: none"> <li><b>Maximum Marks: 60</b></li> <li><b>Questions to be set: 04</b></li> <li><b>Duration: 2 Hrs.</b></li> <li><b>All Questions are Compulsory Carrying 15 Marks each.</b></li> </ul>		
Q. No.	Description	Marks
Q.1	Essay (Unit 1)	15
Q.2	Essay (Unit 2)	15
Q.3	Essay (Unit 3)	15
Q.4	Essay (Unit 4)	15
	<b>TOTAL MARKS</b>	<b>60</b>



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**(Autonomous)**

Course Outcomes:	
	After completing the course the student will be able to
<b>CO1</b>	Explain different aspects of liberalization, privatization and globalization and also comment on social, cultural and economic impact of globalization in India.
<b>CO2</b>	Describe the concept of human rights, assess the role of philosophers and explain the landmark events in the evolution of human rights.
<b>CO3</b>	Comprehend the human-environment interrelationship; and utilize the UN sustainable development goals to form a plan for integrated sustainable development in their near and distant environment.
<b>CO4</b>	Identify situations that create stress, and conflict and chart out strategies to reduce the same to create harmony within the self and society.
<b>CO5</b>	Disseminate knowledge about the impact of globalization, evolution of human rights, sustainable development goals, and management of stress and conflicts, comprehend and express lessons learned in the form of answers, apply the information acquired in assignments and presentations, examine critically what they have learned, establish a connect with present situations and be in a position to evaluate the value of information acquired.

Recommended Resources	
<b>Reference Books -</b>	<ul style="list-style-type: none"> <li>• Chatterji, Subhasish, Globalisation and its Impact on Indian Culture, Lambert Academi Publishing, 4 Oct 2011, ISBN-10 3846507083.</li> <li>• Ciccarelli, S.K., &amp; White, J.N., Psychology, 5<sup>th</sup> edition, Pearson Education, New Jersey, 2018.</li> <li>• Donnelly, Jack, Universal Human Rights in Theory and Practice, Cornell University Press, Ithaca, April 13, 2013, 3<sup>rd</sup> edition, ISBN-10 0801450950.</li> <li>• Jhunjhunwala, Bharat, Globalisation and Indian Economy, Kalpaz Publications, 30 Aug 2007, ISBN – 10, 817835599X.</li> <li>• Guha Ramchandra and Gadgil M, Ecology and Equity: The Use and Abuse of Nature in Contemporary India, Penguin, New Delhi, 1995.</li> <li>• Lewin, K., A Dynamic Theory of Personality. New York: McGraw-Hill, 1935.</li> <li>• Maikhuri. R. 1992. Ecology, Environmental and Sustainable Development in Economic Development and Environment: A Case Study of India (Ed.) K.C. Ray, C.A. Tisdell and R.K. Sen. Delhi: Oxford University Press.</li> <li>• Rao, B.V., History of the Modern World- from AD 1500 to AD 2013, Sterling Publishers Pvt. Ltd., 2014, ISBN 9788120777767, 9788120777767</li> <li>• Schafer, W., Stress Mangement, 4<sup>th</sup> ed., Wadsworth</li> </ul>



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	<p>Cengage Learning India Pvt.Lts., New Delhi, first re-print 2008.</p> <ul style="list-style-type: none"><li>• Kulkarni, Dileep, Nisargayan, RajhansPrakashan, Pune, 2005</li></ul>
<p><b><u>E-Resources</u></b></p> <p><b>Webliography:</b></p>	<ul style="list-style-type: none"><li>• <a href="http://www.psychologydiscussion.net/conflicts/conflicts-notes-on-3-types-of-conflictspsychology/688">http://www.psychologydiscussion.net/conflicts/conflicts-notes-on-3-types-of-conflictspsychology/688</a></li><li>• <a href="https://www.managers.org.uk/knowledge-bank/conflict-management">https://www.managers.org.uk/knowledge-bank/conflict-management</a></li><li>• <a href="https://www.amanet.org/articles/the-five-steps-to-conflict-resolution/">https://www.amanet.org/articles/the-five-steps-to-conflict-resolution/</a></li><li>• <a href="https://opentextbc.ca/socialpsychology/chapter/defining-aggression/">https://opentextbc.ca/socialpsychology/chapter/defining-aggression/</a></li><li>• Environment, Natural Resources and Sustainable Development- <a href="https://swayam.gov.in/nd2_aic19_ge05/preview">https://swayam.gov.in/nd2_aic19_ge05/preview</a></li></ul>

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Syllabus Prepared by:
1. Dr. Satwant Balse, Chairperson : Syllabus Committee, Coordinator for Foundation Course, Assistant Professor, Dept. of History, V. G. Vaze College , Mulund (East), Mumbai
2. Dr. Preeta Nilesh, Member : Syllabus Committee, HOD – Dept. of History., Professor, V. G. Vaze College , Mulund (East), Mumbai
3. Dr. Neeta Mehta, Member : Syllabus Committee, HOD – Dept. of Psychology Associate Professor, V. G. Vaze College , Mulund (East), Mumbai
4. Ms. Matangi Iyer, Member : Syllabus Committee, HOD - Dept. of Law, Associate Professor, V. G. Vaze College, Mulund (East), Mumbai
5. Ms. Sirisha Gupte, Member : Syllabus Committee, HOD - Dept. of Environmental Studies., Assistant Professor, V. G. Vaze College, Mulund (East), Mumbai
6. Ms. Shilpa Suryawanshi, Member : Syllabus Committee, Assistant Professor, Dept. of Political Science, V. G. Vaze College, Mulund (East), Mumbai
7. Ms. Madhura Todewale, Member : Syllabus Committee, Assistant Professor, Dept. of Economics, V. G. Vaze College, Mulund (East), Mumbai
8. Ms. Deepa Shirsat, Member : Syllabus Committee, Assistant Professor, Dept. of Sociology, V. G. Vaze College, Mulund (East), Mumbai
9. Ms. Lavleen Kaur, Member : Syllabus Committee, Assistant Professor, Dept. of SFC V. G. Vaze College, Mulund (East), Mumbai
10. Ms. Arati Shah, Member : Syllabus Committee, Assistant Professor Dept. of SFC V. G. Vaze College, Mulund (East), Mumbai
11. Ms. Annu Singh, Member : Syllabus Committee, Assistant Professor, Dept. of SFC V. G. Vaze College, Mulund (East), Mumbai



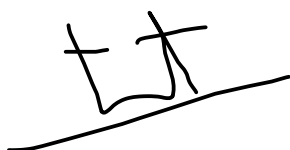
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12. Dr. Lakshmi Periaswami, Member : Syllabus Committee, Assistant Professor, Dept. of Sociology, V. G. Vaze College, Mulund (East), Mumbai
13. Ms. Dhanalakshmi Medida, Member : Syllabus Committee, Assistant Professor, Dept. of English V. G. Vaze College, Mulund (East), Mumbai
14. Ms. Harshana Nikam, Member : Syllabus Committee, Assistant Professor, Dept. of History, V. G. Vaze College, Mulund (East), Mumbai
15. Mr. Shivraj Bhosale, Member : Syllabus Committee, Visiting faculty

**The Kelkar Education Trust's  
V. G. Vaze College of Arts, Science and Commerce  
(Autonomous)**

**The Final Syllabus which has been approved by the following BOS Members**

Dr. Satwant Balse	: Coordinator for Foundation Course
Prof. (Dr.) Preeti Nilesh	: Member – Faculty
Ms. Sirisha Gupte	: Member – Faculty
Ms. Shilpa Suryawanshi	: Member – Faculty
Ms. Madhura Todewale	: Member – Faculty
Ms. Deepa Shirsat	: Member – Faculty
Ms. Annu Singh	: Member – Faculty
Ms. Arati Shah	: Member – Faculty
Ms. Lavleen Kaur	: Member – Faculty
Dr. Lakshmi Periaswami	: Member – Faculty
Ms. Harshana Nikam	: Member – Faculty
Ms. Vishakha Patil	: Member – Faculty
Ms. Reena Pillai	: Member – Faculty
Ms. Tanvi Joshi	: Member – Faculty
Dr. Sujata Gokhale	: Subject Expert from SNTD University
Ms. Sumali Bose	: Vice Chancellor Nominee
Mr. Hemant Manchekar	: Industry / Corporate Sector
Ms. Sneha Ramchandran	: Meritorious Alumni
Dr. Shanti Upadhye	: Expert from K.J. Somaiya College of Commerce & Science, Vidyavihar, Mumbai.



**Dr. Satwant Balse**  
**Chairperson**  
**BOS (FC)**  
**Date – 20<sup>th</sup> Aug. 2020**



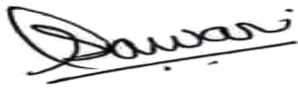
**Ms. Sumali Bose**  
**Vice Chancellor Nominee**  
**BOS (FC)**  
**Date - 20<sup>th</sup> Aug. 2020**



**The Kelkar Education Trust's  
V. G. Vaze College of Arts, Science and Commerce  
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**The Final Syllabus which has been approved by the following BOS Members**

Ms. Seema Pawar	:	HOD (Banking & Insurance)
Ms. Anita Yakkali	:	Member – Faculty
Ms. Annu Singh	:	Member – Faculty
Mr. Ambadas Shinge	:	Member – Faculty
Ms. Sunanda Pandita	:	Member – Faculty
Ms. Mayura Ranade	:	Member – Faculty
Mr. S. Krishnan	:	Member – Visiting Faculty
Ms. Geeta Gokhale	:	Member – Visiting Faculty
Ms. Ashwini Mondkar	:	Member – Visiting Faculty
Ms. Parinaaz Mehta	:	Subject Expert from NMIMS University
Dr. (CA) Seema Tarak Shah	:	Subject Expert from SNDT University
Ms. Devashree M. Ghorpade	:	Vice Chancellor Nominee
Mr. Viral Rami	:	Industry / Corporate Sector
Mr. Suraj Sakpal	:	Meritorious Alumni
Dr. Mrunmayee R. Thatte.	:	Expert from VPM's N.G. Bedekar College, Thane
Ms. Laveleen Kaur Narang	:	Other Member form Staff



**Ms. Seema Pawar  
Chairperson  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



**Ms. Devashree M. Ghorpade  
Vice Chancellor Nominee  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



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**Syllabus for FY B. Com (Banking & Insurance)**

(June 2020 Onwards)

Program: B.Com (Banking & Insurance)

Semester II

**Course: PRINCIPLES AND PRACTICES OF BANKING AND INSURANCE**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>
BIPPB205	Principles and Practices of Banking and Insurance	03





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**V. G. Vaze College of Arts, Science and Commerce**  
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1. Syllabus as per **Choice Based Credit System**

i) Name of the Programme	:	B.Com (Banking & Insurance)
ii) Course Code	:	BIPPB205
		Semester II
iii) Course Title	:	Principles and Practices of Banking and Insurance
iv) Semester wise Course Contents	:	Copy of the syllabus Enclosed
v) References and additional references	:	Enclosed in the Syllabus
vi) Credit structure	:	
No. of Credits per Semester	:	03
vii) No. of lectures per Unit	:	15
viii) No. of lectures per week	:	04
ix) No. of Tutorial per week	:	---
2 Scheme of Examination	:	<ul style="list-style-type: none"><li>• Semester End Exam:60 marks (5 Questions of 12 marks)</li><li>• Internal Assessment 40 marks: -Test 15 marks, -Project/ Assignment 15 marks -Class Participation: 10 marks</li></ul>
3 Special notes, if any	:	No
4 Eligibility, if any	:	As laid down in the College Admission brochure/website
5 Fee Structure	:	As per College Fee Structure specifications
6. Special Ordinances / Resolutions, if any	:	No



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**V. G. Vaze College of Arts, Science and Commerce**  
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**Programme: FYB.Com (Banking & Insurance)**

**Semester: II**

**Course :Principles and Practices of  
Banking and Insurance**

**CourseCode :BIPPB205**

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	15	15	10		-	60	100
<b>Max. Time, End Semester Exam (Theory) -2Hrs.</b>										

**Prerequisites** 1. Meaning of Banking.  
2. Meaning of Insurance.

**Course Objectives:**

- 1 Know about evolution of banking, types of banks and types of accounts and services provided by bank.
- 2 Know the functions and powers of central Bank of India and regulatory framework of banking industry.
- 3 Know the types of risk, evolution of insurance and various types of Life Insurance policies, Marine and Fire insurance Policies.
- 4 Understand the claim settlement procedure of different insurance policies.



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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
I	<b>INTRODUCTION TO BANKING</b> Basic Concepts: Origin, Need, Types, Scope and Functions of Banking - Need for Regulation and Supervision	15
II	<b>BANKING SCENARIO IN INDIA</b> Banking Operations -Types of accounts - Banking Services - Current Scenario, Financial Inclusion and Banking Regulations & Role of RBI.	15
III	<b>INTRODUCTION TO INSURANCE</b> Understanding Risk - Kinds of business risks - Need and Scope of insurance - Evolution of. insurance - Principles of insurance - Types of insurance and policies - Risk and Return relationship	15
IV	<b>INSURANCE BUSINESS ENVIRONMENT IN INDIA</b> Growth of Insurance Business - Claim and Settlement Procedures	15
<b>Total No. of Lectures</b>		<b>60</b>

**Beyond the Syllabus**

Paper presentations, discussions.



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<b>Internal Assessment</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Marks</b>
<b>I</b>	Class Test	15
	<b>Q.1 Objectives. (1 Mark each)</b> (Fill in the blanks / True or False / Match the Following)	
	<b>Q.2 Answer Any Two of the Three. (05 Marks each)</b> (Unit based Theory questions)	
<b>II</b>	Project / Assignment	15
<b>III</b>	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	<b>TOTAL MARKS</b>	<b>40</b>



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External Assessment		
<ul style="list-style-type: none"> <li>• <b>Maximum Marks: 60</b></li> <li>• <b>Questions to be set: 05</b></li> <li>• <b>Duration: 2 Hrs.</b></li> <li>• <b>All Questions are Compulsory Carrying 12 Marks each.</b></li> </ul>		
Q. No.	Description	Marks
Q.1	Objective Questions A. Sub Questions to be asked 8 and to be answered any 06 B. Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
Q.2	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.3	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.4	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.5	A. Theory questions (6 Marks) B. Theory questions (6 Marks) <b>OR</b> C. Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
<b>TOTAL MARKS</b>		<b>60</b>
<p>Note:</p> <p>Theory question of 12 marks may be divided into two sub questions of 6/6.</p>		



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<b>Course Outcomes:</b>	
	After completing the course the student will be able to
<b>CO1</b>	Understand the evolution of banks, types of banks and functions performed by them and services provided by such banks.
<b>CO2</b>	Understand the role played by RBI and Banking Regulation Act, 1949 governing the working of banking companies.
<b>CO3</b>	Understand the types of risk and role played by Insurance sector in combating those risks by providing different types of policies.
<b>CO4</b>	Understand the claim settlement procedure according to the features of the policy.

<b>Recommended Resources</b>	
<b>Reference Books -</b>	<ul style="list-style-type: none"> <li>• Dr.K.M.Bhattacharaya&amp;O.P.Agarwal, Basics of Banking and Finance, Himalaya Publishing House</li> <li>• Gordan and Natrajan, Banking Theory Law and Practices, Himalaya Publishing House</li> <li>• V.S.Gopal&amp; Sumathi Gopal, Principles and Practices of Banking and Insurance, Himalaya Publishing House.</li> <li>• Dr.Seethalekshmy&amp; Jitendra Aherkar, Principles and Practices of Banking and Insurance. Sheth publishing House</li> <li>• Dr.P.K.Gupta, Insurance and Risk Management, Himalaya publishing House</li> <li>• M.N.Mishra, Insurance Principles and Practices, S.Chand&amp; CompanyLtd.</li> <li>• Nailing Triparty, Insurance Theory and Practices, Prentice Hall of India Ltd. New Delhi</li> </ul>
<b><u>E-Resources</u></b>	-
<b>Webliography:</b>	-



**The Kelkar Education Trust's**  
**V. G. Vaze College of Arts, Science and Commerce**  
**(Autonomous)**

Syllabus Prepared by:

1. Ms. Arati Shah: Chairperson, Syllabus Committee  
Assistant Professor,  
Dept. of SFC,  
V. G. Vaze College, Mulund (East), Mumbai

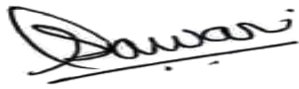
2. Mr. Viral Rami: Chairperson, Syllabus Committee  
Expert from Corporate,  
Visiting Faculty



**The Kelkar Education Trust's  
V. G. Vaze College of Arts, Science and Commerce  
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**The Final Syllabus which has been approved by the following BOS Members**

Ms. Seema Pawar	:	HOD (Banking & Insurance)
Ms. Anita Yakkali	:	Member – Faculty
Ms. Annu Singh	:	Member – Faculty
Mr. Ambadas Shinge	:	Member – Faculty
Ms. Sunanda Pandita	:	Member – Faculty
Ms. Mayura Ranade	:	Member – Faculty
Mr. S. Krishnan	:	Member – Visiting Faculty
Ms. Geeta Gokhale	:	Member – Visiting Faculty
Ms. Ashwini Mondkar	:	Member – Visiting Faculty
Ms. Parinaaz Mehta	:	Subject Expert from NMIMS University
Dr. (CA) Seema Tarak Shah	:	Subject Expert from SNDT University
Ms. Devashree M. Ghorpade	:	Vice Chancellor Nominee
Mr. Viral Rami	:	Industry / Corporate Sector
Mr. Suraj Sakpal	:	Meritorious Alumni
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Ms. Laveleen Kaur Narang	:	Other Member form Staff



**Ms. Seema Pawar  
Chairperson  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



**Ms. Devashree M. Ghorpade  
Vice Chancellor Nominee  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



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**Syllabus for FY B. Com (Banking & Insurance)**

(June 2020 Onwards)

Program: B.Com (Banking & Insurance)

Semester: II

**Course: BUSINESS LAW**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>
BILAW206	Business Law	03



**The Kelkar Education Trust's**  
**V. G. Vaze College of Arts, Science and Commerce**  
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1. Syllabus as per **Choice Based Credit System**

- i) Name of the Programme : B.Com (Banking & Insurance)
- ii) Course Code : BILAW206  
Semester II
- iii) Course Title : Business Law
- iv) Semester wise Course Contents : Copy of the syllabus Enclosed
- v) References and additional references : Enclosed in the Syllabus
- vi) Credit structure :
- No. of Credits per Semester : 03
- vii) No. of lectures per Unit : 08,10,16,12,14
- viii) No. of lectures per week : 04
- ix) No. of Tutorial per week : ---
- Semester End Exam:60 marks
  - (5 Questions of 12 marks)
  - Internal Assessment 40 marks:
    - Test 15 marks,
    - Project/ Assignment 15 marks
    - Class Participation: 10 marks
- 2 Scheme of Examination :
- 3 Special notes, if any : No
- 4 Eligibility, if any : As laid down in the College Admission brochure/website
- 5 Fee Structure : As per College Fee Structure specifications
6. any Special Ordinances / Resolutions, if : No



**The Kelkar Education Trust's**  
**V. G. Vaze College of Arts, Science and Commerce**  
**(Autonomous)**

Programme: FY B. Com (Banking & Insurance)

Semester: II

Course :Business Law

CourseCode :BILAW206

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	15	15	10		-	60	100
<b>Max. Time, End Semester Exam (Theory) -2Hrs.</b>										

**Prerequisites** Basic meaning of law and contract.  
 Basic Idea of Indian Constitution.

**Course Objectives:**

1. Know the meaning and origin of law.
2. Understand and appreciate the contents of Indian Constitution.
3. Understand concept of general contracts.
4. Have knowledge of special contracts and to know the concept of goods and legal aspects of contracts for movable goods.
5. Identify negotiable instruments and its types and legal provisions.



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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
I	<b>INTRODUCTION TO LAW :</b> Meaning, Definitions, Features, Types, Sources and Classification	<b>08</b>
II	<b>INDIAN CONSTITUTION :</b> Natural Justice, Special Leave Appeal, Features, Writs, Fundamental Rights	<b>10</b>
III	<b>CONTRACT ACT :</b> <ul style="list-style-type: none"> <li>• Meaning, Essentials, Agreement, Offer, Acceptance, Consent, Free Consent, Consideration, Capacity of contract, Kinds and Classification of Contract, Performance, Discharge and Termination of Contract, Void - Quasi- Contingent</li> <li>• Wager - Minor Contracts, Breach and Remedies for the Contract.</li> </ul>	<b>16</b>
IV	<b>SPECIAL CONTRACT :</b> <ul style="list-style-type: none"> <li>• Indemnity &amp; Guarantee - Meaning, Features, distinguish, position, Surety, discharge of surety</li> <li>• Bailment : Meaning, Types, Features, Position, Lien, Finder of Goods Pledge</li> <li>• Agency: Meaning, Features, types, Position, Ratification, Modes of Creation and Termination, Liabilities.</li> <li>• Sale of Goods Act: Introduction, Meaning, Features, Terms, Goods Classification, Sale and Agreement to sell, Unpaid Seller and position Conditions and Warranty</li> </ul>	<b>12</b>
V	<b>NEGOTIABLE INSTRUMENT ACT :</b> Features, Promissory Notes, Bills of Exchange, Cheque, Features, Distinguish, Acceptance, Crossing, Dishonour, Position Of Banker, Holder and Holder In Due Course, Privileges, Payment In and Out of Due Course, Types of Instruments, Penalties For Dishonour, Endorsement.	<b>14</b>
<b>Total No. of Lectures</b>		<b>60</b>

**Beyond the Syllabus**

Assignment, Discussion



**The Kelkar Education Trust's**  
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<b>Internal Assessment</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Marks</b>
<b>I</b>	Class Test	15
	<b>Q.1 Objectives. (1 Mark each)</b> (Fill in the blanks / True or False / Match the Following)	
	<b>Q.2 Answer Any Two of the Three. (05 Marks each)</b> (Unit based Theory questions)	
<b>II</b>	Project / Assignment	15
<b>III</b>	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	<b>TOTAL MARKS</b>	<b>40</b>

**The Kelkar Education Trust's**  
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**(Autonomous)**

External Assessment		
<ul style="list-style-type: none"> <li>• <b>Maximum Marks: 60</b></li> <li>• <b>Questions to be set: 05</b></li> <li>• <b>Duration: 2 Hrs.</b></li> <li>• <b>All Questions are Compulsory Carrying 12 Marks each.</b></li> </ul>		
Q. No.	Description	Marks
Q.1	Objective Questions A) Sub Questions to be asked 8 and to be answered any 06 B) Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
Q.2	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.3	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.4	Full Length Theory Question <b>OR</b> Full Length Theory Question	12
Q.5	A. Theory questions (6 Marks) B. Theory questions (6 Marks) <b>OR</b> C. Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
	<b>TOTAL MARKS</b>	<b>60</b>
<p>Note:</p> <p>Theory question of 12 marks may be divided into two sub questions of 6/6.</p>		



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<b>Course Outcomes:</b>	
	After completing the course, the students will be able to
<b>CO1</b>	Understand meaning of law, its sources and principles of natural justice
<b>CO2</b>	Understand the Indian Constitution, its unique nature and legal framework.
<b>CO3</b>	Understand concept and types of contracts and their legal implications.
<b>CO4</b>	Know the special contracts and contracts for movable goods.
<b>CO5</b>	Understand the different types of Negotiable Instruments and their legal framework.

<b>Recommended Resources</b>	
<b>Reference Books -</b>	<ul style="list-style-type: none"><li>• The Constitution of India</li><li>• Respective Acts</li><li>• Indian Contract Act, Sale of Goods Act, Partnership Act.</li><li>• Business Law - Kucchat M.C.</li><li>• Business Law - Kapoor N.D.</li><li>• Business Law - Chaudha P.R.</li></ul>
<b><u>E-Resources</u></b>	-
<b>Webliography:</b>	-



**The Kelkar Education Trust's  
V. G. Vaze College of Arts, Science and Commerce  
(Autonomous)**

**Syllabus Prepared by:**

1) Adv. Ashwini Mondkar: Chairperson Syllabus committee  
Visiting Faculty.

2. Ms. Aarti Shah: Member, Syllabus Committee  
Assistant Professor,  
Dept. of SFC,  
V. G. Vaze College, Mulund (East), Mumbai

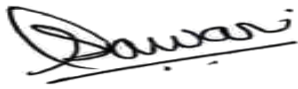




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Mr. Ambadas Shinge	:	Member – Faculty
Ms. Sunanda Pandita	:	Member – Faculty
Ms. Mayura Ranade	:	Member – Faculty
Mr. S. Krishnan	:	Member – Visiting Faculty
Ms. Geeta Gokhale	:	Member – Visiting Faculty
Ms. Ashwini Mondkar	:	Member – Visiting Faculty
Ms. Parinaaz Mehta	:	Subject Expert from NMIMS University
Dr. (CA) Seema Tarak Shah	:	Subject Expert from SNDT University
Ms. Devashree M. Ghorpade	:	Vice Chancellor Nominee
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Ms. Laveleen Kaur Narang	:	Other Member form Staff



**Ms. Seema Pawar  
Chairperson  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



**Ms. Devashree M. Ghorpade  
Vice Chancellor Nominee  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



**The Kelkar Education Trust's  
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**The Kelkar Education Trust's  
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**Syllabus for FY B. Com (Banking & Insurance)**

(June 2020 Onwards)

Program: B.Com (Banking & Insurance)

Semester II

**Course: FINANCIAL ACCOUNTING - II**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>
BIFA207	Financial Accounting - II	03



**The Kelkar Education Trust's**  
**V. G. Vaze College of Arts, Science and Commerce**  
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1. Syllabus as per **Choice Based Credit System**

i) Name of the Programme	:	B.Com (Banking & Insurance)
ii) Course Code	:	BIFA207
		Semester II
iii) Course Title	:	Financial Accounting – II
iv) Semester wise Course Contents	:	Copy of the syllabus Enclosed
v) References and additional references	:	Enclosed in the Syllabus
vi) Credit structure		
No. of Credits per Semester	:	03
vii) No. of lectures per Unit	:	15
viii) No. of lectures per week	:	04
ix) No. of Tutorial per week	:	---
2 Scheme of Examination	:	<ul style="list-style-type: none"><li>• Semester End Exam: 60 marks (5 Questions of 12 marks each)</li><li>• Internal Assessment 40 marks:<ul style="list-style-type: none"><li>-Test 15 marks,</li><li>-Project/ Assignment 15 marks</li><li>-Class Participation: 10 marks</li></ul></li></ul>
3 Special notes, if any	:	No
4 Eligibility, if any	:	As laid down in the College Admission brochure/website
5 Fee Structure	:	As per College Fee Structure specifications
6. Special Ordinances / Resolutions, if any	:	No



**The Kelkar Education Trust's**  
**V. G. Vaze College of Arts, Science and Commerce**  
**(Autonomous)**

Programme: FY B.Com (Banking & Insurance)

Semester: II

Course : Financial Accounting – II

Course Code : BIFA207

Teaching Scheme (Hrs/Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	15	15	10	-	-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

**Prerequisites** : Basic knowledge about Accounting & Securities.  
: Basic interest in valuation of Shares & Goodwill.

**Course Objectives:**

- 1 This course will enable the students to combine practical & theoretical knowledge of financial accounting.
- 2 The course will provide decision-making skills to the students in the financial analysis context.
- 3 The students of this course will be active learners & develop awareness of emerging trends in financial accounting relating to Goodwill & Valuation of Shares.



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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
I	<b>VALUATION OF GOODWILL AND SHARES</b> <ul style="list-style-type: none"> <li>• Valuation of Goodwill Maintainable Profit method, Super Profit Method Capitalization method, Annuity Method</li> <li>• Valuation of Shares Intrinsic Value Method, Yield method and Fair Value Method</li> </ul>	15
II	<b>BUYBACK OF EQUITY SHARES</b> <ul style="list-style-type: none"> <li>• Issue of Equity Shares</li> <li>• Company Law/ Legal Provisions (including related restrictions, power, transfer to capital redemption reserve account and prohibitions)</li> <li>• Compliance of conditions including sources, maximum limits and debt equity ratio.</li> <li>• Issue of shares &amp; debentures</li> </ul>	15
III	<b>REDEMPTION OF PREFERENCE SHARES</b> <ul style="list-style-type: none"> <li>• Issue of Preference Shares</li> <li>• 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</li> </ul>	15
IV	<b>REDEMPTION OF DEBENTURES</b> <ul style="list-style-type: none"> <li>• Issue of Debentures</li> <li>• 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</li> </ul>	15
<b>Total No. of Lectures</b>		<b>60</b>

Relevant Law/Statute/Rules in force and relevant Accounting Standards in force on 1st April immediately preceding commencement of Academic Year is applicable for ensuring examination after relevant year.

**Beyond the Syllabus**

Group Discussions & Book Review.



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<b>Internal Assessment</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Marks</b>
<b>I</b>	Class Test	15
	<b>Q.1 Objectives. (1 Mark each)</b> (Fill in the blanks / True or False / Match the Following)	
	<b>Q.2 Solve Any One of the Two. (10 Marks each)</b> (Unit based practical questions)	
<b>II</b>	Project / Assignment	15
<b>III</b>	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	<b>TOTAL MARKS</b>	<b>40</b>



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External Assessment		
<ul style="list-style-type: none"> <li>• <b>Maximum Marks: 60</b></li> <li>• <b>Questions to be set: 05</b></li> <li>• <b>Duration: 2 Hrs.</b></li> <li>• <b>All Questions are Compulsory Carrying 12 Marks each.</b></li> </ul>		
Q. No.	Description	Marks
Q.1	Objective Questions A. Sub Questions to be asked 8 and to be answered any 06 B. Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
Q.2	Full Length Practical Question <b>OR</b> Full Length Practical Question	12
Q.3	Full Length Practical Question <b>OR</b> Full Length Practical Question	12
Q.4	Full Length Practical Question <b>OR</b> Full Length Practical Question	12
Q.5	A. Theory questions (6 Marks) B. Theory questions (6 Marks) <b>OR</b> C. Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
	<b>TOTAL MARKS</b>	<b>60</b>
<p>Note:</p> <p>Practical question of 12 marks may be divided into two sub questions of 6/6.</p>		



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**(Autonomous)**

Course Outcomes:	
	After the completion of the course, students will able to
<b>CO1</b>	Value the Goodwill of the company & determine the value per share of the company's equity capital.
<b>CO2</b>	Know Conditions, Procedures & Methods of Buy-Back of Equity shares.
<b>CO3</b>	Know Conditions, Procedures & Methods of Redemption of Preference shares.
<b>CO4</b>	Know Conditions, Procedures & Methods of Redemption of Debentures.

Recommended Resources	
<b>Reference Books -</b>	<ul style="list-style-type: none"> <li>• Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., NewDelhi</li> <li>• Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., NewDelhi</li> <li>• AdvancedAccountancybyR.LGuptaandM.Radhaswamy,S. ChandandCompany(P)Ltd.,NewDelhi</li> <li>• Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd.,Mumbai</li> <li>• Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd., NewDelhi</li> <li>• Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai</li> <li>• Financial Accounting by P.C. Tulsian, Pearson Publications, NewDelhi</li> <li>• Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc.</li> <li>• FinancialAccountingbyMonga,J.R.Ahuja,GirishAhujaandAshokShehgal,MayurPaperBack,Noida</li> <li>• Compendium of Statement and Standard of Accounting, ICAI</li> <li>• Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd.,Mumbai</li> <li>• FinancialAccountingbyWilliams,TataMc.GrowHillandCo.Ltd.,Mumbai</li> <li>• CompanyAccountingStandardsbyShrinivasanAnand,Taxman,NewDelhi</li> <li>• Financial Accounting by V. Rajasekaran, Pearson Publications, NewDelhi</li> <li>• Introduction to Financial Accounting by Horngren, Pearson Publications, NewDelhi</li> <li>• FinancialAccountingbyM.MukherjeeandM.Hanif,TataMcGrawHillEducationPvt.Ltd.,NewDelhi</li> <li>• Financial Accounting a Managerial Perspective, Varadraj B. Bapat, Mehul Raithatha, Tata McGraw Hill Education Pvt. Ltd., NewDelhi</li> </ul>





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<b><u>E-Resources</u></b>	-
<b>Webliography:</b>	-

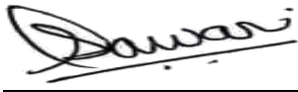
Syllabus Prepared by:	
1.	Ms. Laveleen Kaur Narang: Chairperson, Syllabus Committee Assistant Professor, Dept. of SFC, V. G. Vaze College, Mulund (East), Mumbai
2.	Ms. Niti Shirke: Member, Syllabus Committee Assistant Professor, Dept. of SFC, V. G. Vaze College ,Mulund (East), Mumbai
3.	Mr. Ambadas S. Shinge: Member, Syllabus Committee Assistant Professor, Dept. of SFC, V. G. Vaze College ,Mulund (East), Mumbai



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V. G. Vaze College of Arts, Science and Commerce  
(Autonomous)**

**The Final Syllabus which has been approved by the following BOS Members**

Ms. Seema Pawar	:	HOD (Banking & Insurance)
Ms. Anita Yakkali	:	Member – Faculty
Ms. Annu Singh	:	Member – Faculty
Mr. Ambadas Shinge	:	Member – Faculty
Ms. Sunanda Pandita	:	Member – Faculty
Ms. Mayura Ranade	:	Member – Faculty
Mr. S. Krishnan	:	Member – Visiting Faculty
Ms. Geeta Gokhale	:	Member – Visiting Faculty
Ms. Ashwini Mondkar	:	Member – Visiting Faculty
Ms. Parinaaz Mehta	:	Subject Expert from NMIMS University
Dr. (CA) Seema Tarak Shah	:	Subject Expert from SNDT University
Ms. Devashree M. Ghorpade	:	Vice Chancellor Nominee
Mr. Viral Rami	:	Industry / Corporate Sector
Mr. Suraj Sakpal	:	Meritorious Alumni
Dr. Mrunmayee R. Thatte.	:	Expert from VPM's N.G. Bedekar College, Thane
Ms. Laveleen Kaur Narang	:	Other Member form Staff



**Ms. Seema Pawar  
Chairperson  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



**Ms. Devashree M. Ghorpade  
Vice Chancellor Nominee  
BOS (B & I)  
Date – 17<sup>th</sup> Aug. 2020**



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--THE END --

