



MOTHER TERESA WOMEN'S UNIVERSITY
KODAIKANAL - 624101



DEPARTMENT OF COMMERCE

B.COM, BANK MANAGEMENT

Curriculum Framework, Syllabus, and Regulations

(Based on TANSCHÉ Syllabus under Choice Based Credit System -CBCS)



(For the candidates to be admitted from the Academic Year 2023-24)

TABLE OF CONTENTS

S.No.	Contents
1.	About the Programme
2.	Programme Educational Objectives
3.	Programme Outcomes
4.	Programme Specific Outcomes
5.	Eligibility
6.	General Guidelines for UG Programme
7.	Evaluation 7.1. Evaluation Pattern 7.2. Internal Assessment 7.3. Written Examination Question Paper Pattern 7.4. Methods of Assessment
8.	Project 8.1. Project Report 8.2. Project Evaluation
9.	Conversion of Marks to Grade Points and Letter Grade(Performance in a Course/Paper)
10.	Attendance
11.	Maternity Leave
12.	Any Other Information
13.	Faculty Course File Structure
14.	Common Template for UG Programme as per TANSICHE
15.	Templates for Semesters
16.	Syllabus in Detail

Mother Teresa Women's University, Kodaikanal
Department of Commerce
Choice Based Credit System (CBCS)
(2023-2024 onwards)
Bachelor of Commerce Bank Management

1. About the Programme

The syllabus for B.Com. (Bank Management) is recommended from the academic year 2023 – 2024 onwards. Regulations scheme of examinations and syllabus for B. Com (Bank Management) is based on UGC/TANSICHE guidelines under Choice Based Credit System (CBCS). The Bachelor's Degree in B. Com (Bank Management) is awarded to the student on the basis of demonstrated achievement of outcomes (expressed in terms of knowledge, understanding, skills, attitudes, and values) and academic criteria expected of graduates at the end of the Programme. The Learning Outcomes of this particular Programme are aimed at facilitating the students to acquire these attributes, keeping in view changes in the current socio-economic environment. The Learning Outcome-based Curriculum Framework (LOCF) of B. Com. (Bank Management) has been designed keeping in view the graduate attributes, qualification descriptors, Programme Learning Outcomes, and Course Learning Outcomes.

2. Programme Educational Objectives(PEOs)

This Programme provides ample exposure to courses from the fields of Commerce, Accountancy and Management. The course equips the students for entry level jobs in industry, promotes the growth of their professional career, entrepreneurship and a key contributor to the economic development of the country.

- This course aims at enabling the students to understand and to contribute to the strategic operational policies and practices of commercial bank management in a competitive environment.
- This course prepares the students to take up various positions in the banking industry and financial services industry. The course is also a stepping stone for students aspiring to undertake higher education in Commerce, Banking, Management, etc.
- A general framework for bank valuation provides the background for a discussion of value-based bank management, covering topics including the drivers of bank value, a detailed examination of deposit and loan pricing and to risk management in banking.

PEO1	Students will be able to understand the concepts of commerce.
PEO2	Students will develop comprehensive professional skills in the field of Commerce.
PEO3	Students will develop an understanding of various commerce functions such as Finance, accounting, financial analysis, project evaluation, and cost accounting.
PEO4	Students will be able to prove the proficiency with the ability to complete exams like C.A,C.S and CMA.
PEO5	Students can do commerce-oriented research and consequence of this, they can Become Professors in Colleges and Universities.

3. Programme Outcomes

Programme Outcomes (POs)	
On successful completion of the B.Com. Bank Management programme, students will be able to	
PO1	Disciplinary knowledge: Capable of demonstrating comprehensive knowledge and understanding of one or more disciplines that form a part of an undergraduate Programme of study
PO2	Communication Skills: Ability to express thoughts and ideas effectively in writing and orally; Communicate with others using appropriate media; confidently share one's views and express herself/himself; demonstrate the ability to listen carefully, read and write analytically, and present complex information in a clear and concise manner to different groups.
PO3	Critical thinking: Capability to apply analytic thought to a body of knowledge; analyse and evaluate evidence, arguments, claims, beliefs on the basis of empirical evidence; identify relevant assumptions or implications; formulate coherent arguments; critically evaluate practices, policies and theories by following scientific approach to knowledge development.
PO4	Problem solving: Capacity to extrapolate from what one has learned and apply their competencies to solve different kinds of non-familiar problems, rather than replicate curriculum content knowledge; and apply one's learning to real life situations.
PO5	Analytical reasoning: Ability to evaluate the reliability and relevance of evidence; identify logical flaws and holes in the arguments of others; analyze and synthesize data from a variety of sources; draw valid conclusions and support them with evidence and examples, and addressing opposing viewpoints.
PO6	Research-related skills: A sense of inquiry and capability for asking relevant/appropriate questions, problem arising, synthesising and articulating; Ability to recognise cause-and-effect relationships, define problems, formulate hypotheses, test hypotheses, analyse, interpret and draw conclusions from data, establish hypotheses, predict cause-and-effect relationships; ability to plan, execute and report the results of an experiment or investigation
PO7	Cooperation/Team work: Ability to work effectively and respectfully with diverse teams; facilitate cooperative or coordinated effort on the part of a group, and act together as a group or a team in the interests of a common cause and work efficiently as a member of a team
PO8	Scientific reasoning: Ability to analyse, interpret and draw conclusions from quantitative/qualitative data; and critically evaluate ideas, evidence and experiences from an open-minded and reasoned perspective
PO9	Reflective thinking: Critical sensibility to lived experiences, with self awareness and reflexivity of both self and society.
PO10	Information/digital literacy: Capability to use ICT in a variety of learning situations, demonstrate ability to access, evaluate, and use a variety of relevant

	information sources; and use appropriate software for analysis of data.
PO11	Self-directed learning: Ability to work independently, identify appropriate resources required for a project, and manage a project through to completion.
PO12	Multicultural competence: Possess knowledge of the values and beliefs of multiple cultures and a global perspective; and capability to effectively engage in a multicultural society and interact respectfully with diverse groups.
PO13	Moral and ethical awareness/reasoning: Ability to embrace moral/ethical values in conducting one's life, formulate a position/argument about an ethical issue from multiple perspectives, and use ethical practices in all work. Capable of demonstrating the ability to identify ethical issues related to one's work, avoid unethical behaviour such as fabrication, falsification or misrepresentation of data or committing plagiarism, not adhering to intellectual property rights; appreciating environmental and sustainability issues; and adopting objective, unbiased and truthful actions in all aspects of work.
PO14	Leadership readiness/qualities: Capability for mapping out the tasks of a team or an organization, and setting direction, formulating an inspiring vision, building a team who can help achieve the vision, motivating and inspiring team members to engage with that vision, and using management skills to guide people to the right destination, in a smooth and efficient way.
PO15	Lifelong learning: Ability to acquire knowledge and skills, including „learning how to learn“, that are necessary for participating in learning activities throughout life, through self-paced and self-directed learning aimed at personal development, meeting economic, social and cultural objectives, and adapting to changing trades and demands of work place through knowledge/skill development/reskilling.

4. Programme Specific Outcomes

Programme Specific Outcomes(PSOs)	
On successful completion of the B.Com.Bank Management programme, students will be able to	
PSO1	Apply basic microeconomic, macroeconomic and monetary concepts and theories in real life and decision making.
PSO2	Sensitize students to various economic issues related to Development, Growth, International Economics, Sustainable Development and Environment.
PSO3	Know about the concepts and theories related to Finance, Investments and Modern Marketing.
PSO4	Evaluate various social and economic problems in the society and develop answer to the problems as global citizens.
PSO5	Acquire skills of analytical and critical thinking to analyze effectiveness of economic policies.

5. Eligibility

Candidate should have passed the Higher Secondary Examination or CBSE Examination from school.

6. General Guidelines for UG Programme

- i. **Duration:** The programme shall extend through a period of 6 consecutive semesters and the duration of a semester shall normally be 90 days or 450 hours. Examinations shall be conducted at the end of each semester for the respective subjects.
- ii. **Medium of Instruction:** English

7. **Evaluation:** Evaluation of the candidates shall be through Internal Assessment and External Examination for both Theory and Practical.

7.1. Evaluation Pattern

EVALUATION PATTERN	Components for Evaluation	Maximum Marks (both Theory and Practical)	Minimum Marks(both Theory and Practical)
Internal Evaluation	Continuous Internal Assessment Test	25 Marks	10 Marks
	Assignments / Snap Test / Quiz		
	Seminars		
	Attendance and Class Participation		
External Evaluation	End Semester Examination-Theory and Practical	75 Marks	30 Marks
Total		100 Marks	40 Marks

*Minimum credits required to pass:140

7.2. Internal Assessment

There shall be three tests conducted by the faculty concerned and the average of the best two can be taken as the Continuous Internal Assessment (CIA) for a maximum of 25 marks. The duration of each test shall be one / one and a half hour.

7.3.Question Paper Pattern for External Examination for all Course Papers**Max. Marks: 75****Time: 3 hours**

S.No.	Part	Type	Marks
1	A	10*1Marks=10 Multiple Choice Questions(MCQs):Two questions from each Unit	10
2	B	5*4=20 Two questions from each Unit with Internal Choice(either/or)	20
3	C	3*15=45 Open Choice: Any three questions out of 5:one question from each unit	45
Total Marks			75

7.4.Methods of Assessment

METHODS OF ASSESSMENT	
Recall(K1)	Simple definitions, MCQ, Recall steps, Concept definitions
Understand / Comprehend (K2)	MCQ, True/False, Short essays, Concept explanations, Short summary or Overview
Application (K3)	Suggest idea/concept with examples, Suggest formulae, Solve problems, Observe, Explain
Analyze(K4)	Problem-solving questions, Finish a procedure in many steps ,Differentiate Between various ideas, Map knowledge
Evaluate(K5)	Longer essay/Evaluation essay, Critique or justify with pros and cons
Create(K6)	Check knowledge in specific or off beat situations, Discussion, Debating or Presentations

8. Project**8.1.Project Report**

A student should select a topic for the Project Work at the end of the fifth semester itself and submit the Project Report at the end of the sixth semester. The Project Report shall not exceed 30 typed pages in Times New Roman fontwith1.5 line space.

8.2.Project Evaluation

There is a Viva Voce Examination for Project Work. The Guide and an External Examiner shall evaluate and conduct the Viva Voce Examination. The Project Work carries 100marks(Internal:25Marks;External(Viva):75Marks)

9. Conversion of Marks to Grade Points and Letter Grade(Performance in a Course/Paper)

Range of Marks	Grade Points	Letter Grade	Description
90 –100	9.0 –10.0	O	Outstanding
80-89	8.0 –8.9	D+	Excellent
75-79	7.5 –7.9	D	Distinction
70-74	7.0 –7.4	A+	Very Good
60-69	6.0 –6.9	A	Good
50-59	5.0 –5.9	B	Average
40-49	4.0 –4.9	C	Satisfactory
00-39	0.0	U	Re-appear
ABSENT	0.0	AA A	ABSENT

10.Attendance

Students must have earned 75% of attendance in each course for appearing for the examination. Students with 71% to 74% of attendance must apply for condonation in the Prescribed Form with prescribed fee. Students with 65% to 70% of attendance must apply for condonation in the Prescribed Form with the prescribed fee along with the Medical Certificate. Students with attendance lesser than 65% are not eligible to appear for the examination and they shall re-do the course with the prior permission of the Head of the Department, Principal and the Registrar of the University.

11.Maternity Leave

The student who avails maternity leave may be considered to appear for the examination with the approval of Staff i/c, Head of the Department, Controller of Examination and the Registrar.

12.Any Other Information

In addition to the above-mentioned regulations, any other common regulations pertaining to the UG Programmes are also applicable for this Programme.

13. Faculty Course File Structure

a.	Academic Schedule	q.	Laboratory Experiments related to the Courses
b.	Students Name List	r.	Internal Question Paper
c.	Time Table	s.	External Question Paper
d.	Syllabus	t.	Sample Home Assignment Answer Sheets
e.	Lesson Plan	u.	Three best, three middle level and three average Answer sheets
f.	Staff Work load	v.	Result Analysis (CO wise and whole class)
g.	Course Design (content, Course Outcomes(COs), Delivery method, mapping of COs with Programme Outcomes(POs), Assessment Pattern in terms of Revised Bloom's Taxonomy).	w.	Question Bank for Higher studies Preparation (GATE/Placement)
h.	Sample CO Assessment Tools	x.	List of mentees and their academic achievements
i.	Faculty Course Assessment Report(FCAR)		
j.	Course Evaluation Sheet		
k.	Teaching Materials (PPT,OHPetc)		
l.	Lecture Notes		
m.	Home Assignment Questions		
n.	Tutorial Sheets		
o.	Remedial Class Record, If any		
p.	Projects related to the Course		

14. Template for UG Programmes as per TANSCHÉ (Credit Distribution)

Sem I	Cr edi t	H	Sem II	C re di t	H	Sem III	Cre dit	H	Sem IV	C re di t	H	Sem V	Cre dit	H	Sem VI	C re di t	H
Part 1. Language – Tamil	3	6	Part..1. Language – Tamil	3	6	Part..1. Language – Tamil	3	6	Part..1. Language – Tamil	3	6	5.1 Core Course –\CC IX	4	5	6.1 Core Course – CC XIII	4	6
Part.2 English	3	6	Part..2 English	3	6	Part..2 English	3	6	Part..2 English	3	6	5.2 Core Course – CC X	4	5	6.2 Core Course – CC XIV	4	6
1.3 Core Course – CC I	5	5	2.3 Core Course – CC III	5	5	3.3 Core Course – CC V	5	5	4.3 Core Course – CC VII Core Industry Module	5	5	5. 3.Core Course CC -XI	4	5	6.3 Core Course – CC XV	4	6
1.4 Core Course – CC II	5	5	2.4 Core Course – CC IV	5	5	3.4 Core Course – CC VI	5	5	4.4 Core Course – CC VIII	5	5	5. 4.Core Course –/ Project with viva-voce CC -XII	4	5	6.4 Elective - VII Generic/ Discipline Specific	3	5
1.5 Elective I Generic/ Discipline Specific	3	4	2.5 Elective II Generic/ Discipline Specific	3	4	3.5 Elective III Generic/ Discipline Specific	3	4	4.5 Elective IV Generic/ Discipline Specific	3	3	5.5 Elective V Generic/ Discipline Specific	3	4	6.5 Elective VIII Generic/ Discipline Specific	3	5
1.6 Skill Enhancement Course SEC-1	2	2	2.6 Skill Enhancement Course SEC-2	2	2	3.6 Skill Enhancement Course SEC-4, (Entrepreneurial Skill)	1	1	4.6 Skill Enhancement Course SEC-6	2	2	5.6 Elective VI Generic/ Discipline Specific	3	4	6.6 Extension Activity	1	-
1.7 Skill Enhancement -(Foundation Course)	2	2	2.7 Skill Enhancement Course –SEC-3	2	2	3.7 Skill Enhancement Course SEC-5	2	2	4.7 Skill Enhancement Course SEC-7	2	2	5.7 Value Education	2	2	6.7 Professional Competency Skill	2	2
						3.8 E.V.S.	-	1	4.8 E.V.S	2	1	5.8 Summer Internship /Industrial Training	2				
	23	30		23	30		22	30		25	30		26	30		21	30
Total – 140 Credits																	

15. Semester-wise Structures

B.Com.Bank Management Programme Structure from the Academic Year 2023-2024 onwards

Sl. No	Course Code	Course Title	Credits	Hours			Continuous Internal Assessment (CIA)	End Semester Exam (ESE)	Total
				L	T	P			
SEMESTER- I									
1	U23TAL11	Part-I Language	3	6	-	-	25	75	100
2	U23ENL21	Part II- English	3	6	-	-	25	75	100
3	U23CBT11	Part-III Core Paper I Financial Accounting I	5	5	-	-	25	75	100
4	U23CBT12	Part-III Core Paper II Principles of Management	5	5	-	-	25	75	100
5	U23CBE1A	Part III-Elective I (A) Business Communication	3	4	-	-	25	75	100
	U23CBE1B	Elective I (B) Indian Economic Development							
	U23CBE1C	Elective I (C) Indian Banking System							
6	U23CBS11	Part-IV-Skill Enhancement Course SEC-I- Fundamentals of Computers(Practical)	2		-	2	25	75	100
7	U23CBF11	Part-IV- Foundation Course-FC Fundamentals of Commerce	2	2	-	-	25	75	100
		Total	23	30					700
SEMESTER-II									
8	U23TAL12	Part-I Language	3	6			25	75	100
9	U23ENL22	Part-II English	3	6			25	75	100
10.	U23CBT23	Part-III Core III -Financial Accounting II	5	5			25	75	100
11	U23CBT24	Part-III Core IV-Banking Law and Practice	5	5			25	75	100
12	U23CBE2A	Elective-II-Business Mathematics and Statistics	3	4			25	75	100
	U23CBE2B	Elective-I-Insurance and Risk Management							
	U23CBE2C	Elective II-Business Environment							
13	U23CBS22	Part-IV Skill Enhance Course-SEC-2 Soft Skills	2	2			25	75	100
14	U23CBS23	Part-IV Skill Enhancement Course – SEC 3-Managerial Skills	2	2			25	75	100
		Total	23	30					700

16. Syllabus in Detail**B.COM.BANK MANAGEMENT**

First Year

Core – I

Semester I

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23CBT11	FINANCIAL ACCOUNTING-I	CORE	5	-	-	-	5	5	25	75	100

Learning Objectives

1	To understand the basic accounting concepts and standards.
2	To know the basis for calculating business profits.
3	To familiarize with the accounting treatment of depreciation.
4	To learn the methods of calculating profit for single entry system.
5	To gain knowledge on the accounting treatment of insurance claims.
Prerequisites: Should have studied Accountancy in XII Std	

COURSE CONTENTS

UNIT-I	(15 Hrs)
Fundamentals of Financial Accounting	
Financial Accounting – Meaning, Definition, Objectives, Basic Accounting Concepts and Conventions - Journal, Ledger Accounts– Subsidiary Books — Trial Balance - Classification of Errors – Rectification of Errors – Preparation of Suspense Account – Bank Reconciliation Statement - Need and Preparation	
UNIT-II	(15 Hrs)
Final Accounts	
Final Accounts of Sole Trading Concern- Capital and Revenue Expenditure and Receipts – Preparation of Trading, Profit and Loss Account and Balance Sheet with Adjustments.	
UNIT-III	(15 Hrs)
Depreciation and Bills of Exchange	
Depreciation - Meaning – Objectives – Accounting Treatments - Types - Straight Line Method – Diminishing Balance method – Conversion method.	
Units of Production Method – Cost Model vs Revaluation	
Bills of Exchange – Definition – Specimens – Discounting of Bills – Endorsement of Bill – Collection – Noting – Renewal – Retirement of Bill under rebate	

UNIT-IV**(15 Hrs)****Accounting from Incomplete Records – Single Entry System**

Incomplete Records -Meaning and Features - Limitations - Difference between Incomplete Records and Double Entry System - Methods of Calculation of Profit - Statement of Affairs Method – Preparation of final statements by Conversion method.

UNIT-V**(15 Hrs)****Royalty and Insurance Claims**

Meaning – Minimum Rent – Short Working – Recoupment of Short Working – Lessor and Lessee–Sublease–Accounting Treatment.

Insurance Claims –Calculation of Claim Amount-Average clause (Loss of Stock only)

Question pattern: Theory 20% & Problem 80%

COURSE OUTCOMES

Students will be able to

CO	Course Outcomes
CO1	Remember the concept of rectification of errors and Bank reconciliation statements
CO2	Apply the knowledge in preparing detailed accounts of sole trading concerns
CO3	Analyse the various methods of providing depreciation
CO4	Evaluate the methods of calculation of profit
CO5	Determine the royalty accounting treatment and claims from insurance companies in case of loss of stock.

Textbooks

1	S. P. Jain and K. L. Narang Financial Accounting- I, Kalyani Publishers, New Delhi.
2	S.N. Maheshwari, Financial Accounting, Vikas Publications, Noida.
3	Shukla Grewal and Gupta, “Advanced Accounts”, volume 1, S.Chand and Sons, New Delhi.
4	Radhaswamy and R.L. Gupta: Advanced Accounting, Sultan Chand, New Delhi.
5	R.L. Gupta and V.K. Gupta, “Financial Accounting”, Sultan Chand, New Delhi.

Reference Books	
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1	Dr. Arulanandan and Raman: Advanced Accountancy, Himalaya Publications, Mumbai.
2	Tulsian , Advanced Accounting, Tata McGraw Hills, Noida.
3	Charumathi and Vinayagam, Financial Accounting, S.Chand and Sons, New Delhi.
4	Goyal and Tiwari, Financial Accounting, Taxmann Publications, New Delhi.
5	Robert N Anthony, David Hawkins, Kenneth A. Merchant, Accounting: Text and Cases. McGraw-Hill Education, Noida.

NOTE: Latest Edition of Textbooks May be Used

Web Resources	
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1	https://www.slideshare.net/mcsharma1/accounting-for-depreciation-1
2	https://www.slideshare.net/ramusakha/basics-of-financial-accounting
3	https://www.accountingtools.com/articles/what-is-a-single-entry-system.html

**Mapping With Programme Outcomes
and Programme Specific Outcomes**

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3
CO1	3	2	3	3	2	3	2	2	3	2	2
CO2	3	2	3	3	3	2	2	2	3	2	2
CO3	3	2	3	3	3	2	2	2	3	2	2
CO4	3	2	3	3	2	2	2	2	3	2	2
CO5	3	2	3	3	3	2	2	2	3	2	2
TOTAL	15	10	15	15	13	11	10	10	15	10	10
Average	3	2	3	3	2.6	2.2	2	2	3	2	2

3 – Strong, 2- Medium, 1- Low

B.COM. BANK MANAGEMENT

First Year

Core – II

Semester I

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23CBT12	PRINCIPLES OF MANAGEMENT	CORE	5	-	-	-	5	5	25	75	100

Learning Objectives

1	To understand the basic management concepts and functions
2	To know the various techniques of planning and decision making
3	To familiarize with the concepts of organisation structure
4	To gain knowledge about the various components of staffing
5	To enable the students in understanding the control techniques of management
Prerequisites: Should have studied Commerce in XII Std	

COURSE CONTENTS**UNIT I****(15 Hrs)****Introduction to Management**

Meaning- Definitions – Nature and Scope - Levels of Management – Importance - Management Vs. Administration – Management: Science or Art –Evolution of Management Thoughts – F. W. Taylor, Henry Fayol, Peter F. Drucker, Elton Mayo - Functions of Management - Trends and Challenges of Management. Managers – Qualification – Duties & Responsibilities.

UNIT II**(15 Hrs)****Planning**

Planning – Meaning – Definitions – Nature – Scope and Functions – Importance and Elements of Planning – Types – Planning Process - Tools and Techniques of Planning – Management by Objective (MBO). Decision Making: Meaning – Characteristics – Types - Steps in Decision Making – Forecasting.

UNIT III Organizing Meaning - Definitions - Nature and Scope – Characteristics – Importance – Types - Formal and Informal Organization – Organization Chart – Organization Structure: Meaning and Types - Departmentalization– Authority and Responsibility – Centralization and Decentralization – Span of Management.	(15 Hrs)
UNIT IV Staffing Introduction - Concept of Staffing- Staffing Process – Recruitment – Sources of Recruitment – Modern Recruitment Methods - Selection Procedure – Test- Interview– Training: Need - Types– Promotion –Management Games – Performance Appraisal - Meaning and Methods – 360 degree Performance Appraisal – Work from Home - Managing Work from Home [WFH].	(15 Hrs)
UNIT V Directing Motivation –Meaning - Theories – Communication – Types - Barriers to Communications – Measures to Overcome the Barriers. Leadership – Nature - Types and Theories of Leadership – Styles of Leadership - Qualities of a Good Leader – Successful Women Leaders – Challenges faced by women in workforce - Supervision. Co-ordination and Control Co-ordination – Meaning - Techniques of Co-ordination. Control - Characteristics - Importance – Stages in the Control Process - Requisites of Effective Control and Controlling Techniques – Management by Exception [MBE].	(15 Hrs)

COURSE OUTCOMES

Students will be able to

Outcomes	
CO1	Demonstrate the importance of principles of management.
CO2	Paraphrase the importance of planning and decision making in an organization.
CO3	Comprehend the concept of various authorizes and responsibilities of an organization.
CO4	Enumerate the various methods of Performance appraisal
CO5	Demonstrate the notion of directing, co-coordination and control in the management.

Text Books	
1	Gupta.C.B, -Principles of Management-L.M. Prasad, S.Chand& Sons Co. Ltd, New Delhi.
2	DinkarPagare, Principles of Management, Sultan Chand & Sons Publications, New Delhi.
3	P.C.Tripathi& P.N Reddy, Principles of Management. Tata McGraw, Hill, Noida.
4	L.M. Prasad, Principles of Management, S.Chand&Sons Co. Ltd, New Delhi.
5	R.K. Sharma, Shashi K. Gupta, Rahul Sharma, Business Management, Kalyani Publications, New Delhi.
Reference Books	
1	K Sundhar, Principles Of Management, Vijay Nichole Imprints Limited, Chennai

2	Harold Koontz, Heinz Weirich, Essentials of Management, McGraw Hill, Sultan Chand and Sons, New Delhi.
3	Griffin, Management principles and applications, Cengage learning, India.
4	H.Mintzberg - The Nature of Managerial Work, Harper & Row, New York.
5	Eccles, R. G. & Nohria, N. Beyond the Hype: Rediscovering the Essence of Management. Boston The Harvard Business School Press, India.

NOTE: Latest Edition of Textbooks May be Used

Web Resources

1	http://www.universityofcalicut.info/syl/management
2	https://www.managementstudyguide.com/manpower-planning.htm
3	https://www.businessmanagementideas.com/notes/management-notes/coordination/coordination/21392

Mapping With Programme Outcomes and Programme Specific Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3
CO1	3	2	2	3	3	2	2	2	3	2	3
CO2	3	2	3	3	2	2	2	2	3	2	2
CO3	3	2	2	3	2	2	2	1	3	2	2
CO4	3	2	2	3	2	2	2	2	3	2	2
CO5	3	2	3	3	2	2	2	1	3	2	2
TOTAL	15	10	12	15	11	10	10	8	15	10	11
AVERAGE	3	2	2.4	3	2.2	2	2	1.6	3	2	2.2

3 – Strong, 2- Medium, 1- Low

B.COM. BANK MANAGEMENT

First Year

Elective – IA

Semester I

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23CBE1A	BUSINESS COMMUNICATION	DEPT.ELECTIVE IA	4	-	-	-	3	4	25	75	100

Learning Objectives

1	To enable the students to know about the principles, objectives and importance of communication in commerce and trade.
2	To develop the students to understand about trade enquiries.
3	To make the students aware about various types of business correspondence.
4	To develop the students to write business reports.
5	To enable the learners to update with various types of interviews.

Prerequisites: Should have studied Commerce in XII Std**COURSE CONTENTS**

UNIT I Introduction to Business Communication Definition – Meaning – Importance of Effective Communication – Modern Communication Methods – Barriers to Communication – E-Communication - Business Letters: Need - Functions – Essentials of Effective Business Letters – Layout	(12 Hrs)
UNIT II Trade Enquiries Trade Enquiries – Orders and their Execution – Credit and Status Enquiries – Complaints and Adjustments – Collection Letters – Sales Letters – Circulars	(12 Hrs)
UNIT III Banking & Insurance Correspondence Banking Correspondence – Types – Structure of Banking Correspondence – Elements of a Good Banking Correspondence – Insurance – Meaning and Types – Insurance Correspondence – Difference between Life and General Insurance – Meaning of Fire Insurance – Kinds – Correspondence Relating to Marine Insurance – Agency Correspondence – Introduction – Kinds – Stages of Agent Correspondence – Terms of Agency Correspondence	(12 Hrs)

UNIT IV (12 Hrs)**Secretarial Correspondence**

Company Secretarial Correspondence – Introduction – Duties of Secretary – Classification of Secretarial Correspondence – Specimen letters – Agenda and Minutes of Report writing – Introduction – Types of Reports – Preparation of Report Writing

UNIT V (12 Hrs)**Interview Preparation**

Application Letters – Preparation of Resume – Interview: Meaning – Objectives and Techniques of Various Types of Interviews – Creating & maintaining Digital Profile

COURSE OUTCOMES

Students will be able to

Course Outcomes	
CO1	acquire the basic concept of business communication.
CO2	exposed to effective business letter correspondence.
CO3	paraphrase the concept of various correspondences.
CO4	prepare Secretarial Correspondence like agenda, minutes and various business reports.
CO5	acquire the skill of preparing an effective resume.

Textbooks

1	Rajendra Pal & J.S. Korlahalli, Essentials of Business Communication-Sultan Chand & Sons- New Delhi.
2	Gupta and Jain, Business Communication, Sahityabahvan Publication, New Delhi.
3	K.P. Singha, Business Communication, Taxmann, New Delhi.
4	R. S. N. Pillai and Bhagavathi. S, Commercial Correspondence, Chand Publications, New Delhi.
5	M. S. Ramesh and R. Pattenshetty, Effective Business English and Correspondence, S. Chand & Co, Publishers, New Delhi.

Reference Books

1	V.K. Jain and Om Prakash, Business communication, S.Chand, New Delhi.
2	Rithika Motwani, Business communication, Taxmann, New Delhi.
3	Shirley Taylor, Communication for Business-Pearson Publications - New Delhi.
4	Bovee, Thill, Schatzman, Business Communication Today - Pearson Education, Private Ltd- NewDelhi.
5	Penrose, Rasbery, Myers, Advanced Business Communication, Bangalore.

NOTE: Latest Edition of Textbooks May be Used

Web Resources	
1	https://accountingseekho.com/
2	https://www.testpreptraining.com/business-communications-practice-exam-questions
3	https://bachelors.online.nmims.edu/degree-programs

Mapping With Programme Outcomes and Programme Specific Outcomes

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	3	2	3	2	2	2	2	2	2	2
CO2	3	3	2	3	2	2	2	3	2	2	2
CO3	3	3	2	3	2	2	2	2	2	2	2
CO4	3	3	2	3	2	2	2	2	2	2	2
CO5	3	3	2	3	2	2	2	2	2	2	2
TOTAL	15	15	15	15	10	10	10	11	10	10	10
AVERAGE	3	3	3	3	2	2	2	2.2	2	2	2

3 – Strong,

2- Medium,

1- Low

B.COM. BANK MANAGEMENT

First Year

Elective – IB

Semester I

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23CBE1B	INDIAN ECONOMIC DEVELOPMENT	DEPT. ELECTIVE-IB	4	-	-	-	3	4	25	75	100

Learning Objectives

1	To understand the concepts of Economic growth and development.
2	To know the features and factors affecting economic development.
3	To gain understanding about the calculation of national income.
4	To examine the role of public finance in economic development.
5	To understand the causes of inflation.
Prerequisites: Should have studied Commerce in XII Std	

COURSE CONTENTS

UNIT-I Economic Development And Growth Concepts of Economic Growth and Development. Measurement of Economic Development: Per Capita Income, Basic Needs, Physical Quality of Life Index, Human Development Index and Gender Empowerment Measure.	(12 Hrs)
UNIT-II Economic Development Factors affecting Economic Development - Characteristics of Developing Countries- Population and Economic Development- Theories of Demographic Transition. Human Resource Development and Economic Development.	(12 Hrs)
UNIT-III National Income Meaning, Importance, National Product-Concept, types of measurement, Comparison of National Income at Constant and Current Prices. Sectorial Contribution to National Income. National Income and Economic Welfare.	(12 Hrs)
UNIT-IV Public Finance Meaning, Importance, Role of Public Finance in Economic Development, Public Revenue-Sources, Direct and Indirect taxes, Impact and Incidence of Taxation, Public Expenditure-Classification and	(12 Hrs)

Cannons of Public Expenditure, Public Debt-Need, Sources and Importance, Budget-Importance, Types of Deficit -Revenue, Budgetary, Primary and Fiscal, Deficit Financing.

UNIT-V**(12 Hrs)****Money Supply**

Theories of Money and Its Supply, Types of Money-Broad, Narrow and High Power, Concepts of M1, M2 and M3. Inflation and Deflation -Types, Causes and Impact, - Price Index- CPI and WPI, Role of Fiscal Policy in Controlling Money supply.

COURSE OUTCOMES

Students will be able to

Course Outcomes	
CO1	Analyse the various the Forms of Organisation.
CO2	Understand the basic Legal requirements of a Partnership Firm.
CO3	Understand the basic Legal requirements of a Company.
CO4	Understand the basic Legal requirements of a AOP and Co-operative society.
CO5	Understand the terminologies in Taxation and license formalities of a Company.

Textbooks	
1	Y.K. Bhushan, Business Organisation and Management, (2012), Sultan Chand & Sons.
2	C.B. Gupta, Business Organisation and Management, (2011), Mayur Paperbacks.
3	S.A. Sherlekar, Modern Business Organisation and Management- A System Approach, (2010), Himalaya Publications.

Reference Books	
1	P.C.Tulsian and Vishal Pandey , Business Organisation and Management (2009) Pearson Education ,India
2	Dr.F.C. Sharma ,Business Organisation (2021) SBPD Publications

NOTE: Latest Edition of Textbooks May be Used

Web Resources	
1	https://openstax.org/books/introduction-business/pages/references
2	https://www.oxfordreference.com/display/10.1093/acref/9780199290543.001.0001/acref-9780199290543-e-203;jsessionid=41B6F8F9997B8F18318CA2F1D5B4C1D6
3	https://bachelors.online.nmims.edu/degree-programs

Mapping With Programme Outcomes and Programme Specific Outcomes

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	2	3	2	2	2	2	2	2	2
CO2	3	2	3	3	2	2	2	2	2	3	2
CO3	3	2	3	3	2	2	2	2	2	2	2
CO4	3	2	3	3	2	2	2	2	2	2	2
CO5	3	2	3	3	2	2	2	2	2	2	2
TOTAL	15	10	14	15	10	10	10	10	10	13	10
AVERAGE	3	2	2.8	3	2	2	2	2	2	2.2	2

3 – Strong,**2- Medium,****1- Low**

First Year

B.COM. BANK MANAGEMENT

Elective – IC

Semester I

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23CBE1C	INDIAN BANKING SYSTEM	DEPT. ELECTIVE-IC	4	-	-	-	3	4	25	75	100

Learning Objectives

1	To understand the banking system prevailing in India.
2	To Absorb the functions of SBI.
3	To gain the knowledge of Acts related to banking regulations.
4	To Equip with the functions of cooperative banks.
5	To Learn the working functions of RBI.

Prerequisites: Should have studied Commerce in XII Std**COURSE CONTENTS**

UNIT-I Introduction to Indian Banking System Indian banking system: Meaning & Definition – Evolution of Banking – Features of Banking – Classification of Banks – Development of Banking in India – Banking System	(12 Hrs)
UNIT-II State Bank of India & Its Function State Bank of India: Evaluation of SBI – Nationalisation of Imperial Bank - Structure and organization of the SBI – Functions of SBI - Working and progress in SBI	(12 Hrs)
UNIT-III Banking Acts Banking Regulation Act, 1949: History - Social control - Banking Regulation Act as applicable to banking companies and public sector banks - Banking Regulation Act as applicable to Co- operative banks	(12 Hrs)
UNIT-IV Regional Rural and Co-Operative Banks Regional Rural and Co- operative Banks in India: Functions of RRBs - Role of Regional rural and cooperative banks in rural India - Progress and achievement of RRBs	(12 Hrs)

UNIT-V**(12 Hrs)****Reserve Bank of India**

Reserve Bank of India: Objectives of establishment in RBI – Evaluation of RBI - Function of RBI - Monetary policy - Credit control measures and their effectiveness - RBI agricultural and industrial finance

Note: Question paper shall cover 100% theory

COURSE OUTCOMES

Students will be able to

Course Outcomes	
CO1	Elaborate the role of bank in India
CO2	Explain the functions of State Bank of India
CO3	Illustrate the banking regulations Act
CO4	Describe the functions of Regional Rural and Co-Operative Banks
CO5	Understand the Evaluation and Functions of Reserve Bank of India

Textbooks	
1	H.L. Ahuja, Business Economics–Micro & Macro - Sultan Chand & Sons, New Delhi.
2	C.M. Chaudhary, Business Economics-RBSA Publishers - Jaipur-03.
3	Aryamala.T, Business Economics, Vijay Nocole, Chennai.
4	T.P Jain, Business Economics, Global Publication Pvt. Ltd, Chennai.
5	D.M. Mithani, Business Economics, Himalaya Publishing House, Mumbai.

Reference Books	
1	G.S. Popli Anuradha Jain, Principles and Systems of Banking, PHI Learning
2	Vasant Desai, Principles of Bank Management, Himalaya Publications, Mumbai, 2017
3	Dr. Abhishek Kumar, Indian Banking System - Conundrums and Opportunities, Shandiya Publications
4	Hr. Machiraj, Indian Financial System –Vikas Publication House, Chennai - 2018
NOTE: Latest Edition of Textbooks May be Used	

Web Resources	
1	http://www.unoreads.com
2	http://www.studocu.com
3	http://www.lopol.org

Mapping With Programme Outcomes and Programme Specific Outcomes

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	2	3	2	2	2	2	2	2	2
CO2	3	2	3	3	2	2	2	2	2	3	2
CO3	3	2	3	3	2	2	2	2	2	2	2
CO4	3	2	3	3	2	2	2	2	2	2	2
CO5	3	2	3	3	2	2	2	2	2	2	2
TOTAL	15	10	14	15	10	10	10	10	10	13	10
AVERAGE	3	2	2.8	3	2	2	2	2	2	2.2	2

3 – Strong,**2- Medium,****1- Low**

**B.COM. BANK MANAGEMENT
SKILL ENHANCEMENT COURSE-1**

First Year

Semester I

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23CBS11	FUNDAMENTALS OF COMPUTERS	SEC-1 - PRACTICAL	-	-	2	-	2	2	25	75	100

Learning Objectives

1	To understand the Fundamentals of Computer Software and Hardware.
2	To know the functions of Word Processor.
3	To understand the Spread sheet package.
4	To understand the various styles of Presentation.
5	To create Database package.
Prerequisites: Should have studied Commerce in XII Std	

COURSE CONTENTS

UNIT-I	(6 Hrs)
Fundamentals of Computer: Definition - Characteristics of computer – Application – Components: Hardware- input device, Output device, CPU - Memory unit, ALU, Control unit, Software – Application Software – System Software - Introduction to Windows Operating System – Windows Utilities: Recycle Bin, Paint File Explorer, Network, Notepad, Task Bar.	
UNIT-II	(6 Hrs)
Word Processor: Introduction – Screen layout – Rules Line, Tool Bar, Menu Bar – Editing a Document –Formatting Features – Fonts – Shapes – Insertion of Objects: Clip Art, Organizational Chart, Equation Editor – Mail Merge – Saving and Printing of Document - Word Art.	
UNIT-III	(6 Hrs)
Spreadsheet Package: Introduction – Screen Layout – Cell , Cell Pointer, Cell Addresses -Data Entry: Labels and Numbers – Automatic Recalculation - Formula – Copying Formula – Relative and Absolute Addressing – Formatting Cell Contents – Data Manipulation –Sorting, Filtering Data – Transformation of Data into Charts – Formatting of Charts – Worksheet Manipulation : Insertion, Deletion, Moving and Copying – Saving and Printing Spreadsheet data.	

UNIT-IV**(6 Hrs)**

Presentation package: Slide Creation – Editing of Slides – Slide Sorter: Transition Effects, Applying Design Templates – Animation Effects - Time Setting – Organizing Slides – Slide show – Attaching Music to the Powerpoint.

UNIT-V**(6 Hrs)**

Database Package: Introduction – Table creation – Fields – Data Types – Validation Properties – Design Templates – Validation Properties – Design View of Table – Datasheet View of Table – Adding data to Table – Primary Key Setting – Creating Multiple Tables – Relating Tables – One to Many Relationship - Form: Data Entry Screen - Query: Retrieving Data from Multiple Tables – Reports: Creation of Report.

Note: 100% Practical

COURSE OUTCOMES

Students will be able to

Course Outcomes	
CO1	understand the Fundamentals of Computer Software and Hardware.
CO2	know the functions of Word Processor.
CO3	understand the Spread sheet package.
CO4	understand the various styles of Presentation.
CO5	create Database package.

Textbooks	
1	V.Rajaraman and Neeharika Adabala, Fundamentals of Computers(2015) PHI learning Pvt.Ltd , Delhi
2	P.K.Sinha, Pradeep K.Sinha , Computer Fundamentals(2016) BPB Publications
Reference Books	
1	E.Balagurusamy, Fundamentals of Computers(2019),MC Graw Hill Educations
2	Herb Tyson, Microsoft Office Word 2007,(2007) Wiley Publishing Inc.,
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	www.sarkarirush.com
2	www.bou.ac.in
3	Wsmg.com

Mapping With Programme Outcomes and Programme Specific Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3
CO1	3	2	3	3	2	3	2	2	3	2	2
CO2	3	2	3	3	3	2	2	2	3	2	2
CO3	3	2	3	3	3	2	2	2	3	2	2
CO4	3	2	3	3	2	2	2	2	3	2	2
CO5	3	2	3	3	3	2	2	2	3	2	2
TOTAL	15	10	15	15	13	11	10	10	15	10	10
Average	3	2	3	3	2.6	2.2	2	2	3	2	2

3 – Strong,**2- Medium,****1- Low**

B.COM. BANK MANAGEMENT

First Year

FC-Foundation Course

Semester I

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23CBF11	FUNDAMENTALS OF COMMERCE	FC	2	-	-	-	2	2	25	75	100

Learning Outcomes

1	To Understand the nature and purpose of Commerce
2	To Analyse the nature and Classification of Business
3	To know the various form of Business Organisation
4	To understand the services of Banking Sector
5	To understand the various modes of E-Business

COURSE CONTENTS**UNIT I****(6 Hrs)**

Nature, Scope and Purpose of Commerce: Human wants and their satisfaction, Specialization and exchange – Division of labour – Need for Commerce – Localization – Classification of productive activities – Branches of Commerce

UNIT II**(6 Hrs)**

Nature and Purpose of Business: Business: Concept- characteristics - objectives – classification of business – Industry: Types – primary- secondary- tertiary – Trade: types - internal, external, wholesale and retail and auxiliaries to trade – Transportation – Warehousing- Communication - Advertising - Business risks – Social Responsibility of Business.

UNIT III**(6 Hrs)**

Forms of Business Organization: Sole Proprietorship - Partnership - Hindu Undivided Family Business - Cooperative Societies – Company - Private and public company – Meaning- features, merits and limitations - Starting a business – Sources of Business Finance.

UNIT IV

Business Services-Banking: Types of bank accounts - savings, current, recurring, fixed deposit and multiple option deposit account - Banking services with particular reference to issue of bank

draft, banker's cheque (pay order), RTGS (Real Time Gross Settlement), NEFT (National Electronic Funds Transfer), Bank overdraft, Cash credits and E-banking

UNIT V

Emerging Modes of Business: E-business – Scope and benefits, resources required for successful e-business implementation, Types of E-business, online transactions, payment mechanism, security and safety of business transactions.

Note: Question paper shall cover 100% theory

COURSE OUTCOMES

Students will be able to

Course Outcomes	
CO1	understand the nature and purpose of Commerce
CO2	analyse the nature and Classification of Business
CO3	know the various form of Business Organisation
CO4	understand the services of Banking Sector
CO5	understand the various modes of E-Business
Text Books	
1	Fundamentals of Commerce, V.K.Puri and Vijay Kapur, Applied Publishers Pvt. Limited, Mumbai.
Reference Books	
1	Books on fundamentals of Commerce and Banking including E-commerce
Web Resources	
1	https://www.bgateway.com/resources/e-commerce-and-selling-online-the-fundamentals
2	https://www.informationpk.com/principle-of-commerce-notes-for-i-com-part-i-1st-year/

Mapping With Programme Outcomes and Programme Specific Outcomes

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	2	2	2	2	2	2	1	2	2
CO2	3	2	3	3	2	2	2	2	2	2	2
CO3	3	2	3	3	2	2	2	2	2	2	2
CO4	3	2	2	3	2	2	2	2	2	2	2
CO5	3	2	3	3	2	2	2	2	2	2	2
TOTAL	15	10	13	14	11	10	10	10	10	10	10
AVERAGE	3	2	2.6	2.8	2.2	2	2	2	2	2	2

3 – Strong,

2- Medium,

1- Low

B.COM. BANK MANAGEMENT

First Year

Core – III

Semester II

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23CBT23	FINANCIAL ACCOUNTING-II	CORE	5	-	-	-	5	5	25	75	100

Learning Objectives

1	To prepare different kinds of accounts such Higher purchase and Instalments System.
2	To understand the allocation of expenses under departmental accounts.
3	To gain an understanding about partnership accounts relating to Admission and retirement.
4	To provide knowledge to the learners regarding Partnership Accounts relating.
5	To know the requirements of international accounting standards.

Prerequisites: Should have studied Accountancy in XII Std.**COURSE CONTENTS**

UNIT-I	(15 hrs)
Hire Purchase and Instalment System Hire Purchase System – Accounting Treatment – Calculation of Interest - Default and Repossession - Hire Purchase Trading Account - Instalment System - Calculation of Profit	
UNIT-II	(15 hrs)
Branch and Departmental Accounts Branch – Dependent Branches: Accounting Aspects – Debtors system -Stock and Debtors system – Distinction between Wholesale Profit and Retail Profit – Independent Branches (Foreign Branches excluded) - Departmental Accounts: Basis of Allocation of Expenses – Inter- Departmental Transfer at Cost or Selling Price.	
UNIT-III	(15 hrs)
Partnership Accounts – I Partnership Accounts: –Admission of a Partner – Treatment of Goodwill - Calculation of Hidden Goodwill –Retirement of a Partner – Death of a Partner.	
UNIT-IV	(15 hrs)
Partnership Accounts – II Dissolution of Partnership - Methods – Settlement of Accounts Regarding Losses and Assets – Realization account – Treatment of Goodwill – Preparation of Balance Sheet - One or more Partners insolvent – All Partners insolvent – Application of Garner Vs Murray Theory – Accounting Treatment – Piecemeal Distribution – Surplus Capital Method – Maximum Loss Method.	

UNIT-V**(15 hrs)**

Accounting Standards for financial reporting (Theory only) Objectives and Uses of Financial Statements for Users-Role of Accounting Standards - Development of Accounting Standards in India Role of IFRS- IFRS Adoption vs Convergence Implementation Plan in India- Ind AS- An Introduction - Difference between Ind AS and IFRS.

THEORY 20% ; PROBLEMS 80%**COURSE OUTCOMES**

Students will be able to

Course Outcomes	
CO1	evaluate the Hire purchase accounts and Instalment systems.
CO2	prepare Branch accounts and Departmental Accounts.
CO3	to understand the accounting treatment for admission and retirement inPartnership.
CO4	know Settlement of accounts at the time of dissolution of a firm.
CO5	elaborate the role of IFRS.

Text Books	
1	Radhaswamy and R.L. Gupta: Advanced Accounting, Sultan Chand, New Delhi.
2	M.C. Shukla T.S. Grewal & S.C. Gupta, Advance Accounts, S ChandPublishing, New Delhi.
3	R.L. Gupta and V.K. Gupta, "Financial Accounting", Sultan Chand, New Delhi.
4	S P Jain and K. L. Narang: Financial Accounting- I, Kalyani Publishers, NewDelhi.
5	T.S. Reddy& A. Murthy, Financial Accounting, Margam Publishers, Chennai

Reference Books	
1	Dr. S.N. Maheswari: Financial Accounting, Vikas Publications, Noida.
2	Dr. Venkataraman& others (7 lecturers): Financial Accounting, VBH, Chennai.
3	Dr.Arulanandan and Raman: Advanced Accountancy, Himalaya publications, Mumbai.
4	Tulsian , Advanced Accounting, Tata MC. Graw hills, India.
5	Charumathi and Vinayagam, Financial Accounting, S.Chand and sons, New Delhi

NOTE: Latest Edition of Textbooks May be Used

Web Resources	
1	https://www.slideshare.net/mcsharma1/accounting-for-depreciation-1
2	https://www.slideshare.net/ramusakha/basics-of-financial-accounting
3	https://www.accountingtools.com/articles/what-is-a-single-entry-system.html

Mapping With Programme Outcomes and Programme Specific Outcomes

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	3	2	3	2	2	3	2	2
CO2	3	2	3	3	3	2	2	2	3	2	2
CO3	3	2	2	3	3	2	2	2	3	2	2
CO4	3	2	3	3	2	2	2	2	3	2	2
CO5	3	3	3	3	3	3	3	3	3	3	3
TOTAL	16	11	14	15	14	12	11	11	15	11	11
AVERAGE	3.2	2.2	2.8	3	2.8	2.4	2.2	2.2	3	2.2	2.2

3 – Strong,**2- Medium,****1- Low**

B.COM. BANK MANAGEMENT

First Year

Core – IV

Semester II

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23CBT24	BANKING LAW AND PRACTICE	CORE	5	-	-	-	5	5	25	75	100

Learning Objectives

LO1	To help the students understand various provision of Banking Regulation Act 1949 applicable to banking companies including cooperative banks
LO2	To trace the evolution of central bank concept and prevalent central banking system around the world and their roles and function
LO3	To throw light on Central Bank in India, its formation, nationalizing its organization structure, role of bank to government, role in promoting agriculture and industry, role in financial inclusion
LO4	To understand how capital fund of commercial banks, objectives and process of Asset securitization etc.
LO5	To explore practical banking systems relationship of bankers and customers, crossing of cheques, endorsement etc.

COURSE CONTENTS

UNIT-I Introduction to Banking History of Banking- Provisions of Banking Regulations Act 1949 - Components of Indian Banking - Indian Banking System-Phases of Development - Banking Structure in India – Public Sector Banks, Private Banks, Foreign Banks, RRB, UCB, Payment Banks and Small Finance Banks - Banking System – Branch Banking - Unit Banking - Universal Banking- Financial Inclusion	(15 hrs)
UNIT-II Central Bank and Commercial Bank Central Banking: Definition –Need - Principles- Central Banking Vs Commercial Banking - Functions of Central Bank – Credit Creation. Commercial Banking: Definition - Functions – Personal Banking – Corporate Banking – Digital banking – Core Banking System (CBS) - Role of Banks in Economic Development.	(15 hrs)
UNIT-III Banking Practice Types of Accounts CASA – Types of Deposits - Opening Bank Account- Jan DhanYojana - Account Statement vs Passbook vs e-statement - Banker Customer Relationship - Special Types of Customers –KYC norms. Loans & Advances –Lending Sources- Lending Principles-Types of Loans - classification of assets and	(15 hrs)

income recognition / provisioning (NPA) – Repo Rate & Reverse Repo Rate - securities of lending- Factors influencing bank lending.

UNIT-IV**(15 hrs)**

Negotiable Instruments Act Negotiable Instruments – Meaning & Definition – Characteristics -Types of negotiable instruments.

Crossing of Cheques– Concept - Objectives – Types of Crossing - - Consequences of Non-Crossing.

Endorsement - Meaning-Components-Kinds of Endorsements-Cheques payable to fictitious person

Endorsement by legal representative –Negotiation bank-Effect of endorsement-Rules regarding

Endorsement. Paying banker - Banker’s duty - Dishonouring of Cheques- Discharge by paying banks -

Payments of a crossed cheque - Refusal of cheques Payment. Duties of Collecting Banker-Statutory

protection under section 131-Collecting bankers’ duty –RBI instruction –Paying Banker Vs Collecting

Banker- Customer Grievances-Grievance Redressal –Banking Ombudsman.

UNIT-V**(15 hrs)****Digital Banking**

Meaning- Services - e-banking and financial services- Initiatives-Opportunities - Internet banking Vs Traditional Banking

Mobile banking–Anywhere Banking-Any Time Banking- Electronic Mobile Wallets. ATM – Concept -

Features - Types-. Electronic money-Meaning-Categories-Merits of e-money - National Electronic Funds

Transfer (NEFT), RTGS, IMPS, UPI and Digital currency – Differences - Safety and Security in Digital

Banking.

COURSE OUTCOMES

Students will be able to

Course Outcomes	
CO1	Be aware of various provision of Banking Regulation Act 1949 applicable to banking companies including cooperative banks
CO2	Analyse the evolution of Central Banking concept and prevalent Central Banking system in India and their roles and function
CO3	Gain knowledge about the Central Bank in India, its formation, nationalizing its organization structure, role of bank to government, role in promoting agriculture and industry, role in financial inclusion
CO4	Evaluate the role of capital fund of commercial banks, objectives and process of Asset securitization etc
CO5	Define the practical banking systems relationship of bankers and customers, crossing of cheques, endorsement etc.

Textbooks

1	Gurusamy S, Banking Theory: Law and Practice, Vijay Nicole Publication, Chennai
2	Muraleedharan, Modern Banking: Theory and Practice, Prentice Hall India Learning Private Ltd, New Delhi
3	Gupta P.K. Gordon E. Banking and Insurance, Himalaya publication, Kolkata
4	Gajendra, A Text on Banking Theory Law & Practice, Vrinda Publication, Delhi

5	K P Kandasami, S Natarajan&Parameswaran, Banking Law and Practice, S Chand publication, New Delhi
Reference Books	
1	B. Santhanam, Banking & Financial System, Margam Publication, Chennai
2	KataitSanjay, Banking Theory and Practice, Lambert Academic Publishing,
3	Henry Dunning Macleod, The Theory And Practice Of Banking, Hard Press Publishing, Old New Zealand
4	William Amasa Scott, Money And Banking: An Introduction To The Study Of Modern Currencies, Kesinger publication, USA
5	NektariosMichail, Money, Credit, and Crises: Understanding the Modern Banking System, Palgrave Macmillan, London
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://www.rbi.org.in/
2	https://businessjargons.com/e-banking.html
3	https://www.wallstreetmojo.com/endorsement/

Mapping With Programme Outcomes and Programme Specific Outcomes

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	2	3	2	2	2	3	3	2
CO2	3	2	2	2	3	2	2	2	3	3	2
CO3	3	2	3	2	3	2	2	2	3	3	2
CO4	3	2	2	2	3	2	2	2	3	3	2
CO5	3	2	3	2	3	2	2	2	3	3	2
TOTAL	15	10	13	10	15	10	10	10	15	15	10
AVERAGE	3	2	2.6	2	3	2	2	2	3	3	2

3 – Strong, 2- Medium, 1- Low

First Year

B.COM. BANK MANAGEMENT
Elective -II

Semester II

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23CBE2A	BUSINESS MATHEMATICS AND STATISTICS	DEPT. ELECTIVE-2A	4	-	-	-	3	4	25	75	100

Learning Objectives

LO1	To impart knowledge on the basics of ratio, proportion, indices and proportions
LO2	To learn about simple and compound interest and arithmetic, geometric and harmonic progressions.
LO3	To familiarise with the measures of central tendency
LO4	To conceptualise with correlation co-efficient
LO5	To gain knowledge on time series analysis
Prerequisite: Should have studied Commerce in XII Std	

COURSE CONTENTS

UNIT-I Ratio Ratio, Proportion and Variations, Indices and Logarithms.	(12 Hrs)
UNIT-II Interest and Annuity Banker's Discount – Simple and Compound Interest - Arithmetic, Geometric and Harmonic Progressions. Annuity - Meaning - Types of Annuity Applications.	(12 Hrs)
UNIT-III Business Statistics Measures of Central Tendency Arithmetic Mean, Geometric Mean - Harmonic Mean - Mode and Median – Quartiles – Deciles - Percentiles. Measures of Variation – Range - Quartile Deviation and Mean Deviation - Variance and Standard Deviation & Co-efficient.	(12 Hrs)
UNIT-IV Correlation and Regression Correlation - Karl Pearson's Coefficient of Correlation – Spearman's Rank Correlation – Regression Lines and Coefficients.	(12 Hrs)
UNIT-V Time Series Analysis and Index Numbers Time Series Analysis : Secular Trend – Seasonal Variation – Cyclical variations - Index Numbers – Aggregative and Relative Index – Chain and Fixed Index –Wholesale Index – Cost of Living Index.	(12 Hrs)

COURSE OUTCOMES

Students will be able to

Outcomes	
CO1	Learn the basics of ratio, proportion, indices and logarithm
CO2	Familiarise with calculations of simple and compound interest and arithmetic, geometric and harmonic progressions.
CO3	Determine the various measures of central tendency
CO4	Calculate the correlation and regression co-efficient.
CO5	Assess problems on time series analysis
Textbooks	
1	Dr. B.N. Gupta, Business Mathematics & Statistics, Shashibhawan publishing house, Chennai
2	Asim Kumar Manna, Business Mathematics & Statistics, McGraw hill education, Noida
3	A.V. Rayarikar and Dr. P.G. Dixit, Business Mathematics & Statistics, NiraliPrakashan Publishing, Pune
4	Dr.S. Sachdeva, Business Mathematics & Statistics, Lakshmi NarainAgarwal, Agra
5	P.R. Vittal, Business Mathematics & Statistics, Margham Publications, Chennai
Reference Books	
1	J.K. Sharma, Fundamentals of business statistics, Vikas publishing, Noida
2	Peter Waxman, Business Mathematics & Statistics, Prentice Hall, New York
3	Andre Francis, Business Mathematics & Statistics, Cengage Learning EMEA, Andover
4	Aggarwal B M, Business Mathematics & Statistics, Ane Book Pvt. Ltd., New Delhi
5	R.S. Bhardwaj, Business Mathematics & Statistics, Excel Books Publisher, New Delhi
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://www.britannica.com/biography/Henry-Briggs
2	https://corporatefinanceinstitute.com/resources/data-science/central-tendency/
3	https://www.expressanalytics.com/blog/time-series-analysis/

**Mapping With Programme Outcomes
and Programme Specific Outcomes**

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	3	2	2	2	3	2	3	2	2
CO2	3	2	3	2	3	2	3	2	3	2	2
CO3	3	2	3	2	3	2	3	2	3	2	2
CO4	3	2	3	2	2	2	3	2	3	2	2
CO5	3	2	3	2	2	2	3	2	3	2	2
TOTAL	15	10	15	10	12	10	15	10	15	10	10
AVERAGE	3	2	3	2	2.4	2	3	2	3	2	2

3 – Strong, 2- Medium, 1- Low

B.COM. BANK MANAGEMENT

First Year

Elective -II

Semester II

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23CBE2B	INSURANCE AND RISK MANAGEMENT	DEPT.ELECTIVE-2B	4	-	-	-	3	4	25	75	100

Learning Objectives

LO1	To know the concepts and principles of contract of insurance
LO2	To understand the basic concepts of life insurance
LO3	To gain knowledge on the principles of general insurance
LO4	To examine the Insurance Regulatory and Development Authority 1999 (IRDA)
LO5	To know the risk management process

Prerequisites: Should have studied Commerce in XII Std**COURSE CONTENTS**

UNIT-I Introduction to Insurance Definition of Insurance - Characteristics of Insurance – Principles of Contract of Insurance – General Concepts of Insurance – Insurance and Hedging – Types of Insurance – Insurance Intermediaries – Role of Insurance in Economic Development.	(12 hrs)
UNIT-II Life Insurance Life Insurance Business - Fundamental Principles of Life Insurance – Basic Features of Life Insurance Contracts - Life Insurance Products –Traditional and Unit Linked Policies – Individual and Group Policies - With and Without Profit Policies – Types of Life Insurance Policies – Pension and Annuities – Reinsurance – Double Insurance	(12 hrs)
UNIT-III General Insurance General Insurance Business - Fundamental Principles of General Insurance – Types - Fire Insurance – Marine Insurance – Motor Insurance – Personal Accident Insurance – Liability Insurance – Miscellaneous Insurance – Claims Settlement.	(12 hrs)
UNIT-IV Risk Management Risk Management – Objectives – Process – Identification and Evaluation of Potential Losses – Risk Reduction - Risk Transfer – Risk Financing - Level of Risk Management – Corporate Risk Management – Personal Risk Management.	(12 hrs)

UNIT-V**(12 hrs)****IRDA Act 1999**

Insurance Regulatory and Development Authority (IRDA) 1999 – Introduction – Purpose, Duties, Powers and Functions of IRDA – Operations of IRDA – Insurance Policyholders’ Protection under IRDA – Exposure/Prudential Norms - Summary Provisions of related Acts.

COURSE OUTCOMES**Students will be able to**

Course Outcomes	
CO1	Identify the workings of insurance and hedging
CO2	Evaluate the types of insurance policies and settlement
CO3	Settle claims under various types of general insurance
CO4	Know the protection provided for insurance policy holders under IRDA
CO5	Evaluate the assessment and retention of risk

Textbooks	
1	Neeti Gupta, Anuj Gupta and Abha Chopra, Risk Management and Insurance, Kalyani Publishers, New Delhi.
2	Dr.N. Premavathy – Elements of Insurance, Sri Vishnu Publications, Chennai.
3	M.N. Mishra & S.B. Mishra, Insurance Principles and Practice, S Chand Publishers, New Delhi.
4	Michel Crouhy, The Essentials of Risk Management, McGraw Hill, Noida.
5	Thomas Coleman, A Practical Guide to Risk Management, CFA, India.

Reference Books	
1	John C.Hull, Risk Management and Financial Institutions (Wiley Finance), Johnwiley& sons, New Jersey.
2	P.K. Gupta, Insurance and Risk Management, Himalaya Publications, Mumbai.
3	Dr.Sunilkumar, Insurance and Risk Management, Gollatia publishers, New Delhi.
4	NaliniPravaTripathy, PrabirPaal, Insurance Theory & Practice, Prentice Hall of India.
5	AnandGanguly – Insurance Management, New Age International Publishers.

NOTE: Latest Edition of Textbooks May be Used

Web Resources	
1	https://www.mcminnlaw.com/principles-of-insurance-contracts/
2	https://www.investopedia.com/terms/l/lifeinsurance.asp
3	https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=PageNo108&flag=1

Mapping With Programme Outcomes and Programme Specific Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3
CO1	3	2	3	2	2	2	2	2	2	2	2
CO2	3	2	3	2	2	2	2	2	2	2	2
CO3	3	2	3	2	2	2	2	2	2	2	2
CO4	3	2	3	2	2	2	2	2	2	2	2
CO5	3	2	3	2	2	2	2	2	2	2	2
TOTAL	15	10	15	10	10	10	10	10	10	10	10
AVERAGE	3	2	3	2	2	2	2	2	2	2	2

3 – Strong, 2- Medium, 1- Low

B.COM. BANK MANAGEMENT

First Year

Elective -II

Semester II

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23CBE2C	BUSINESS ENVIRONMENT	DEPT.ELECTIVE -2C	4	-	-	-	3	4	25	75	100

Learning Objectives

LO1	To understand the nexus between environment and business.
LO2	To know the Political Environment in which the businesses operate.
LO3	To gain an insight into Social and Cultural Environment.
LO4	To familiarize the concepts of an Economic Environment.
LO5	To learn the trends in Global Environment / Technological Environment

Prerequisites: Should have studied Commerce in XII Std**COURSE OUTCOMES**

UNIT-I An Introduction The Concept of Business Environment - Its Nature and Significance –Elements of Environment- Brief Overview of Political – Cultural – Legal – Economic and Social Environments and their Impact on Business and Strategic Decisions.	(12 hrs)
UNIT-II Political Environment Political Environment – Government and Business Relationship in India – Provisions of Indian Constitution Pertaining to Business.	(12 hrs)
UNIT-III Social and Cultural Environment Social and Cultural Environment – Impact of Foreign Culture on Business – Cultural Heritage - Social Groups - Linguistic and Religious Groups – Types of Social Organization – Relationship between Society and Business - Social Responsibilities of Business.	(12 hrs)
UNIT-IV Economic Environment Economic Environment – Significance and Elements of Economic Environment - Economic Systems and their Impact of Business – Macro Economic Parameters like GDP - Growth Rate of Population – Urbanization - Fiscal Deficit – Plan Investment – Per Capita Income and their Impact on Business Decisions.	(12 hrs)
UNIT-V Technological Environment Technological Environment – Concept - Meaning - Features of Technology-Sources of Technology Dynamics - Transfer of Technology- Impact of Technology on Business - Status of Technology in India-Determinants of Technological Environment.	(12 hrs)

COURSE OUTCOMES

Students will be able to

Course Outcomes	
CO1	Remember the nexus between environment and business.
CO2	Apply the knowledge of Political Environment in which the businesses operate.
CO3	Analyze the various aspects of Social and Cultural Environment.
CO4	Evaluate the parameters in Economic Environment.
CO5	Create a conducive Technological Environment for business to operate globally.

Textbooks	
1	C. B. Gupta, Business Environment, Sultan Chand & Sons, New Delhi
2	Francis Cherunilam, Business Environment, Himalaya Publishing House, Mumbai
3.	Dr. V.C. Sinha, Business Environment, SBPD Publishing House, UP.
4.	Aswathappa.K, Essentials Of Business Environment, Himalaya Publishing House, Mumbai
5.	Rosy Joshi, Sangam Kapoor & Priya Mahajan, Business Environment, Kalyani Publications, New Delhi

Reference Books	
1.	Veenakeshavpailwar, Business Environment, PHI Learning Pvt Ltd, New Delhi
2.	Shaikhsaleem, Business Environment, Pearson, New Delhi
3.	S. Sankaran, Business Environment, Margham Publications, Chennai
4.	Namitha Gopal, Business Environment, Vijay Nicole Imprints Ltd., Chennai
5.	Ian Worthington, Chris Britton, Ed Thompson, The Business Environment, F T Prentice Hall, New Jersey

NOTE: Latest Edition of Textbooks May be Used

Web Resources	
1	www.mbaofficial.com
2	www.yourarticlelibrary.com
3	www.businesscasestudies.co.uk

Mapping With Programme Outcomes and Programme Specific Outcomes

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PSO 1	PSO 2	PSO 3
CO1	3	2	3	3	3	2	2	3	2	3	3
CO2	3	2	2	3	3	2	3	3	2	3	3
CO3	3	2	3	3	3	2	3	3	2	3	3
CO4	3	2	3	3	3	2	2	3	2	3	3
CO5	3	2	3	3	3	2	3	3	3	3	3
TOTAL	15	10	14	15	15	10	13	15	11	15	15
AVERAG E	3	2	2.8	3	3	2	2.6	3	2.2	3	3

3 – Strong, 2- Medium, 1- Low

B.COM. BANK MANAGEMENT
Skill Enhancement Course-II-Soft Skills

Course Title & Course Code	Soft Skills-U23CBS22				
Category	Skill Enhancement Course-SEC-2		Year	I	Credits 2
			Semester	II	
Instructional hours per week	Lecture	Tutorial	Lab Practice		Total
	1	1	-		2
Prerequisites	Communicative skills acquired in Higher Secondary				
Objectives of the Course	<p>The Course aims at</p> <ul style="list-style-type: none"> • enabling the learners to make self-discovery • enhancing the learners' overall personality • instilling the learners with positive attitudes to life • enabling the learners to efficiently manage their Time in learning and working environments • Improving the communication skills of the learners • Equipping the learners with interview skills 				
Course Outline	<p>Unit-I Soft Skills-Introduction What are soft skills? - Importance of Soft Skills-Difference between Hard Skills and Soft Skills-Kinds of Soft Skills Self-Discovery-SWOC Analysis-Advantages of SWOC analysis</p>				
	<p>Unit-II-Attitude What is Attitude? -Formation of attitudes-Positive and Negative attitudes -Power of positive attitude- Obstacles in Developing Positive Attitudes- Overcoming Negative Attitude and its Impacts- Developing Positive Attitude</p>				
	<p>Unit III-Time Management Value of Time-Sense of Time management- Reasons for procrastination-Overcoming procrastination- Tips for Time Management-Deciding upon Priorities-Effective Scheduling</p>				
	<p>Unit-IV-Communication Skills Listening-Listening and Hearing- Active and Passive Listening Speaking-Verbal and Non-verbal Communications Reading- Skimming, Scanning, Intensive, and Extensive Reading Writing-Formal and Informal Letters-Drafting Mails and Memos</p>				
	<p>Unit V- Interview Skills Preparing Resume/CV Preparing Resume/CV-Covering Letter Interview Etiquette, Dress Code, Dos, and Don'ts</p>				
Recommended Texts	<ol style="list-style-type: none"> 1. Alex, K. <i>Soft Skills</i>. S Chand & Co Ltd., Chennai: 2009. 2. Butterfield, Jeff et.al. <i>Soft Skills for Everyone</i>. Cengage India, New Delhi: 2022. 				

	<ol style="list-style-type: none">3. Hariharan, S., N. Sundararajan, S.P. Shanmugapriya. <i>Soft Skills. Gauvrav Books, Chennai:2020</i>4. Sharma, Prashant. <i>Soft Skills: Personality Development for Success.</i> BPB Publications, Bengaluru: 2019.
Reference Books	<ol style="list-style-type: none">1. Almonte, Richard. <i>A Practical Guide to Soft Skills: Communication, Psychology, and Ethics for Your Professional Life.</i> Routledge,Oxford: 2021.2. Bardhan, Peeta Bobby & Dr. Krishaveer Abhishek Challa. <i>A Complete Textbook on Soft Skills.</i> Kanishka Publisher, Chennai:2020.3. Mitra, Barun K.<i>Personality Development and Soft Skills</i> (Second Edition). Oxford UVP., New Delhi:2016.4. BAOU. <i>Business Communication & Soft Skills.</i>https://baou.edu.in/assets/pdf/BBAATR-304.pdf5. GoSkills. <i>Learn Soft Skills.</i> https://www.goskills.com National Council of Educational Research and Training. Soft skills for effective communication. https://ncert.nic.in/textbook/pdf/kect108.pdf6. SIRC of ICAI. <i>Soft Skills and Personality Development.</i> https://www.sirc-icai.org/images/cabf/Soft Skills & Personality Development.pdf

B.COM. BANK MANAGEMENT

First Year

Managerial Skills

Semester II

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									CIA	External	Total
U23CBS23	SEC-3 MANAGERIAL SKILLS	SEC-3	2	-	-	-	2	2	25	75	100

Learning Objectives	
LO1	To learn the basic skills of managing people, leading teams and improving work processes
LO2	To enable the students to become aware of their communication skills and develop the habit of improving the interpersonal relationships at organization
LO3	To prepare students to develop the art of negotiation with emphasis on empathetic listening and decision making.
LO4	To train students towards Inter-Personal Skills – working in teams and conflict management skills.
LO5	To enable students to learn the art of emotional intelligence and application of inter personal skills at tasks in an organisation
Prerequisites: Should have studied Commerce in XII Std	
COURSE CONTENTS	
Unit-I	(6 Hours)
Introduction to Essential Skills for Managers	
Definition, Importance of Managerial Skills, Essential Skills - Problem solving, Critical thinking, Creativity, Leadership, Collaboration and Communication, Interpersonal Skills	
Unit-II	(6 Hours)
Communication Skills	
Fundamentals, Types - horizontal, vertical, oral, written, email etiquettes; Virtual meetings; Pre requisites of meetings	
Unit-III	(6 Hours)
Team Formation Skills	
Teams- meaning, types; team structure, Stages of Team Development; Writing a Team Charter; Roles and Responsibilities on a Team	
Unit-IV	(6 Hours)
Listening Skills	
Importance and need, types of listening active and empathic listening, listening and judgment, developing skills, listening and understanding	
Unit-V	(6 Hours)
Interpersonal Skills for Managers	
Forms - building trust, emotional intelligence, empathy, vulnerability, and listening skills; Relationship Management, Self Confidence	
THEORY 100%	

CO	Course Outcomes
CO1	The students will be able to Describe and understand the elements of managerial skills
CO2	Communicate better across teams and clients.
CO3	Demonstrate empathy in negotiations with assertiveness.
CO4	Apply creative thinking to reach a beneficial outcome.
CO5	Know their strengths and build on the essential Managerial Skills.
Text books	
	S.S. Gupta , Global India Publication, (2008) Managerial Skills: Exploration in practical knowledge
Reference book	
	Chaturvedi P. D, & Mukesh Chaturvedi, (2011) Business Communication: Concepts, Cases And Applications —2/e, Pearson Education
NOTE: Latest Edition of Textbooks May be Used	
Web Resources	
1	https://corporatefinanceinstitute.com/resources/knowledge/finance/fintech-financial-technology
2	https://mrcet.com/downloads/digital_notes/CSE/IV%20Year/CSE%20B.TECH%20IV%20YEAR%20II%20SEM%20BCT%20(R18A0534)%20NOTES%20Final%20PDF.pdf
3	https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=PageNo108&flag=1

Mapping With Programme Outcomes and Programme Specific Outcomes

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	2	2	2	2	2	2	2	2	2	2
CO2	3	3	2	2	2	3	2	3	2	3	2
CO3	3	3	2	2	2	3	2	3	2	3	2
CO4	3	3	2	2	2	2	2	3	2	3	2
CO5	3	3	2	2	2	3	2	3	2	3	2
TOTAL	15	14	10	10	10	13	10	14	10	14	10
AVERAGE	3	2.8	2	2	2	2.6	2	2.8	2	2.8	2

3 – Strong, 2- Medium, 1- Low
