



BHARATHIDASAN UNIVERSITY

TIRUCHIRAPPALLI -24.

(Centre for Distance Education)

B.Com (Bank Management)

(For the Candidates to be admitted from the academic year 2018-2019 onwards)

Scheme of Examinations

(Annual Pattern)

Year	Part	Title of the Course	Exam Hours	Marks
1	Part –I	Tamil	3	100
	Part – II	English	3	100
	Major Paper - I	Banking Theory law and Practice	3	100
	Major Paper - II	Principles of Accountancy	3	100
	Allied Paper –I	Business Tools for Decision Making	3	100
	Part – IV	Environmental Studies	3	100
II	Part –I	Tamil	3	100
	Part – II	English	3	100
	Major Paper - III	Co-Operative Banking	3	100
	Major Paper – IV	Corporate Accounting	3	100
	Allied Paper –II	Computer Application to Banking	3	100
III	Major Paper – V	Credit Management	3	100
	Major Paper – VI	Development Banking	3	100
	Major Paper – VII	Indian Financial System	3	100
	Elective Paper	i) Financial Services Or ii) Inverstment Banking	3	100
	Major Paper – VIII	E-Banking	3	100
Total				1600

Major I

BANKING THEORY LAW AND PRACTICE

Unit I:

Banking and Financial System: Definition of Bank – Origin of bank – Classification of banks – Banking system in India: Reserve Bank of India – Functions of RBI – Function of Commercial banks.

Unit II:

Bank Deposit Accounts: Fixed Deposits account – Savings Bank accounts – Current accounts – Recurring Deposit accounts – Cash Certificate - Annuity Deposit – Reinvestment plans – Non Resident (External) accounts Scheme. – Mutual Fund Schemes.

Unit III:

Customer: Special types of Customers – Procedure for opening and closing of bank accounts – Banker Customer relationship - Paying banker - collecting bankers – Pass book – Credit Card.

Unit IV:

Negotiable instruments: Introduction – features – negotiable instrument Act – Types of negotiable instruments – Cheque: Definition – Functions – Crossing of Cheque – Endorsement – Demand Draft.

Unit V:

Modern Banking Operation: Introduction – Internet banking – Mobile banking – ATM (Automated Teller Machine – EFT (Electronic Fund Transfer) – RTGS (Real Time Gross Settlement – NEFT (National Electronic Fund Transfer).

Text and Reference Book:

1. Sundaram and Varshney, "Banking Theory, Law & Practice" Sultan Chand Company, New Delhi
2. S.M. Sundaram "Banking Theory, Law & Practice" Sri Meenaksi Publications, Karaikudi
3. M.Kumar, Srinivasa, "Banking" New Central Book Agency
4. M.S. Ramasamy, "Tanna's Banking Law & Practice in India" Sultan Chand Company, New Delhi.
5. B.Santhanam, "Banking Theory, Law & Practice" Margham Publications, Chennai.

Major II

PRINCIPLES OF ACCOUNTANCY

Unit-I

Introduction to Accounting - Definition-Accounting Rules - Book Keeping - Objectives of Accounting - Methods of Accounting-Types of Accounts - Basic Accounting Concepts and Conventions - Double entry system - Journal , Ledger, Subsidiary Books, Trial Balance.

Unit-II

Final Accounts: Introduction – Trading Account – Profit & Loss Account – Balance Sheet – Adjustments. Bank Reconciliation Statement: Meaning – Causes for differences between cash book and pass book – Methods of preparation of Bank Reconciliation Statement.

Unit III

Rectification of errors: Classification of errors – Basic Principles for rectification of errors – Suspense Account. Single entry system: Meaning – Definition – Salient features – Limitation – Ascertainment of Profit – Net worth method – Conversion method.

Unit IV

Average due date: Meaning – Practical uses – Basic types of problem – Determination of due date. Account current: Meaning – Definition – Procedure for calculating days of interest – Preparation of account current – Product method – Red-ink interest – Daily balance method.

Unit V

Consignment Account: Meaning – Distinction between sale and consignment – journal entry in the books of consignor – journal entry in the books of consignee. Joint Venture Account: Meaning – Distinction between joint venture and partnership – journal entry when separate set of book is kept.

Text and reference books:

1. T.S. Redy & A. Murthy, **Financial Accounting**, Margham Publications.
2. R.L. Gupta , **Advanced Accountancy**, Sultan Chand Sons.
3. M.C. Shukla, **Advanced Accounts**, S.Chand and Co.

Allied I
BUSINESS TOOL FOR DECISION MAKING

Unit I

Statistics: Introduction – Meaning – Characteristics – Uses – Classification. Diagrams and Graphs: Bar diagram – Pie diagram – Graphs of one variable and two variables – Measure of central tendency – Arithmetic Mean, Median and Mode – Geometric Mean – Harmonic Mean.

Unit II

Measures of Dispersion: Introduction – Range – Quartile – Deciles – Quartile deviation – Mean deviation – Standard deviation . Co-efficient of variation – Measurement of skewness. (Karl Person & Bowley methods only)

Unit III

Correlation: Introduction – Simple correlation – Karl Pearson's co-efficient of correlation – Spearman's rank correlation – Concurrent deviation method. Regression: Introduction – Simple regression – Regression equations X on Y and Y on X.

Unit IV

Time Series Analysis: Introduction – Components – Methods – Semi average method – Moving average method – Methods of least square. Interpolation: Meaning – Uses – Assumptions – Newton's method only.

Unit V

Index Number: Introduction - Price index number – weighted and non weighted – Tests in index number (Time and factor reversal test only) – Cost of living index number – Aggregate expenditure method – Family budget method.

(Problem 80% - Theory 20%)

Text and Reference Books:

1. S.P. Gupta 'Elements of Statistics' – Sultan Chand & Sons
2. SL Aggarwal and SL Bharadwaj, 'Tools and Decision making'-Kalyani Publishers
3. PA. Navanitham - Business Statistics – Jai Publications
4. S.K. Kappoor – Elements of Practical Statistics – Oxford and IBHP Publishing Company.

MAJOR-III

CO-OPERATIVE BANKING

Objectives:

To understand the basic principles of co-operation and its application in banking

Unit-I

Banking System in India – Co Operative Banking – Meanings – Definitions – Objectives and Functions – Growth of Co Operative Credit in India – Structure of Co Operative Credit – Limitations and Problems

Unit – II

Types of cooperative banks - Primary Agricultural Co Operative Credit Society – Organization, Functions and Working – Lending Policies – Programmers – Recovery and Overdue Problems – Viability of Primary Co Operatives.

Unit – III

District Co-operative Banks – organisations - Functions and Workings – Lending Policy and Procedure. Funds Positions in cooperative banks – Recovery and Overdue Problems. State Co Operative Banks – Constitution and Working.

Unit – IV

Cooperative Land Development Bank – SLDB – PLDB – Constitution, Objects, Working – Source of Funds Lending and Overdue Problems. Urban Co Operative Banks – Employee Co Operative Credit Societies – Objects – Functions And Working.

Unit – V

Role of NABARD and Cooperative Development – Objectives – Functions – Organizational Structure – Direct and Indirect Finance by NABARD – Operational Performance of NABARD.

Text and Reference Books (latest revised edition only)

1. Co Operative Banking in India – Dr.S. Nakkiran., rainbow publication Coimbatore.
2. Co Operative Banking – C .D. Indule, continental prakashan, pune.
3. Principles and Practice Of Co Operative Banking In India – B.N. Chobey., Asia Publishing House, London.

MAJOR IV
CORPORATE ACCOUNTING

Objectives

To enable the students to know about accounting procedure in corporate accounting

UNIT –I

Company accounts – introduction – legal provisions regarding issues of shares, applications , allotment, calls, call in arrears, call in advance, issue of shares at premium- issues of shares at discount- forfeiture of shares- re issue of shares – accounting entries.

UNIT –II

Issue and redemption of debentures- methods of redemption of debenture- redemption in installment- cum interest and Ex interest- redemption by conversion, sinking fund , insurance policy and redemption of preference shares.

UNIT –III

Profit prior to incorporation – treatment of profit or loss to incorporation- method of asserting profit or loss to incorporation - steps involved in asserting profit or loss to pre incorporation and post incorporation.

UNIT- IV

Valuation of shares and goodwill – factors affecting valuation of shares- methods of valuation of shares- factors affecting valuation of goodwill - methods of valuation of goodwill.

UNIT –V

Final accounts of company-statement of profit and loss- content of statement of profit and loss- form of balance sheet – content of balance sheet.

Text and reference books

1. Advanced Accountancy – M.C. Guptha, Shukla and Grewel – S.Chand Publishing , New Delhi
2. Advanced Accountancy – R.L.. Guptha and Radhasamy– Sultan Chand & Sons Pulishing , New Delhi
3. Advanced Accountancy- Jain and Narang – Kalyani Pulishers , Chennai
4. Corporate Accounting – T.S.Reddy and A.Murthy, Margham Publ;ications, Chennai

Allied II

COMPUTER APPLICATION TO BANKS

Unit I

Computer: Introduction, Meaning, Definition, Character, and Function of a computer - Components of a Computer – Input and Output devices – Hardware and Software. Operating System. Windows: Introduction – log on to windows – desktop – taskbar – icon – start-up menu option – creation of folder and file.

Unit II

MS Word: Introduction - Opening word document – Creating business letter using the options of page layout, line spacing, align text, paragraph, font, clipboard, bullets, change case, page layout – Creating table with necessary workings – naming and saving the file – closing and opening the document.

Unit III

MS Excel: Introduction – features – spread sheet – building work sheets – entering data in work sheets – using simple formulas – statistical analysis – sorting and filtering data – creating chart diagram for the data – creating table – naming, saving, closing and opening excel file.

Unit IV

Tally: Introduction – features – functions – configuration – Tally screen and menu – creation of company – creation, modification, editing and deleting of ledger – creation of group ledger – voucher entry – payment and receipt entry – sales and purchase entry – contra and journal entry – editing and deleting voucher entry.

Unit V

Computer application to bank: computerized banking system – customer and banker relationship via and electronic device – maintaining customers account in computer– pass book entry – debit, credit, balance entry – Preparing Profit & loss account and balance sheet using tally.

Text and Reference books:

1. Computer application in business – Dr. S.V. Srinivasa Vallabhan – Sultan Chand
2. Introduction to computer application – Dr. S.V.Srinivasa Vallabhan – Sultan Chand
3. Computer Application in business – Dr. Joseph Anbarasu, Learntech press

MAJOR V

CREDIT MANAGEMENT

Unit – I

Basic Credit Terms and Credit Terminology – Origin of Credit – Cost of Credit – Types of Credit – Credit Functions – Evaluation of Credit – Worthiness of an Applicant – Collection System – Credit – Procedure.

Unit - II

Credit Management – Nature – Scope – Concept – Importance – Objectives – Process – Forms of Credit – Consumer Credit – Trade Credit – Banking Credit – Agricultural Credit.

Unit – III

Credit And Collection Policy – Factors of Credits Policy – Analysis of Credit Information – Role of Credit Agency – Credit Selection of an Enterprises Credit Portfolio – Credit Rating System.

Unit – IV

Credit Documents and Records – Financial Statement – Credit Transaction – Consumer Master File – Sales Ledger System – Computerized System - Effective Management of Credit

Unit – V

Credit and Collection Policy – Alternative Collection Procedure – Insolvency – Credit Insurance – Credit Risk – Influence of Credit and Collection of the Working Capital Position of an Enterprise.

Text and Reference Books (Latest Revised Edition Only)

1. Credit Management by Ed. Vol – Oscar Publication, New Delhi
2. Credit Management Handbook by Cecil J. Bond, Mcgraw Hill., USA
3. Credit Planning and Management By Krishna Gupta – Arihant Publishers, Jaipur.
4. Credit Appraisal, Risk Analysis and Decision Making – Dr. D.D. Mukharjee,
5. Risk Management, IIBF, Macmillan, New Delhi
6. Credit Risk Management, Andrew Fight, Butterworth Heinmann, Oxford, UK

MAJOR – VI
DEVELOPMENT BANKING

Objectives:

To enable students gain knowledge about development banking in India.

Unit – I

Development Banks – Concepts – Objectives – Functions, Difference between Commercial Banking and Development Banking – Types of Development Banks - Role of Development Banks in Indian Economy.

Unit – II

Development Banking In India – Structure – Non Banking Financial Institutions – Insurance Companies – Mutual Funds.

Unit – III

National Banks for Agriculture and Rural Development (NABARD) – Objectives and Functions, Financial, Developmental and Supervisory Role of NABARD in the Development of agriculture and Rural India.

Unit – IV

National Level Development Banks – **IFCI** (Industrial Finance Corporation In India), **SIDBI** (Small Industries Development Bank Of India), **EXIM** (Export Import Bank of India) and **NHB** (National Housing Bank) – Organization – Objectives – Functions – Role In The Development Of The India.

Unit – V

State Level Development Banks – State Finance Corporation, Small Industries Development Corporation – **TIIIC** (Tamil Nadu Industrial and Investment Corporation Ltd.)– Organization – Objectives – Functions – Role in the Industrial Development in the States.

Text and Reference Books (Latest Revised Edition Only)

1. Corporation Finance in India By S.C. Kuchal., Chaithanya Publishing House.
2. Development Banking in India by Kaushal Kumar Arora., Atantic Publishers and Distributors.
3. Development Banking by Vasant Desai Himalaya Publishers.

MAJOR VII

INDIAN FINANCIAL SYSTEM

OBJECTIVES:

To Learn About The Indian Financial System and to Understand the Role and Development of Banks In India. (Theory Only)

Unit – I

Financial System: Meaning, Significant and Components – Composition of Indian Financial System – Financial Instruments and Services – Financial Institution – Indian Money Market – Indian Capital Market.

Unit – II

Reserve Bank of India: History and origin of Reserve Bank of India - Organization, Management, Functions - Credit Creation and Credit Control; Monetary Policy – Techniques of Monetary Control.

Unit – III

Commercial Banks: Meanings, Functions- classification of Commercial Banks- public sector, Private and foreign banks - Management and Investment Policies of Commercial Banks, Recent Trends Indian Commercial Banks – Banking Innovations

Unit – IV

All India Development Banks: Concept, Objectives, and Functions of Various All India Development Banks, Operational and Promotional Activities of all India Development Banks – Development Banks In Industrial Financing in India

Unit – V

State Level Development Banks: Objective, Functions and Role of State Level Banks, State Financial Corporation– Operational performance of State Financial Corporation - TIIC – THADC.

Text and Reference Books (Latest Revised Edition Only)

1. Bhole, L.M. “Financial Markets And Institutions” Tata Mcgraw Hill Publishing Company, New Delhi.
2. Khan, M.Y. Indian Financial System; Theory And Practice” Vikas Publishing House, New Delhi.
3. Chandra, Prasanna, Financial Management: Theory And Practice Tata Mcgraw Hill, New Delhi
4. Sharma, G.L And Singh, Y.P. (Eds.) Contemporary Issues In Finance And Taxation Academic Foundation, Delhi.

- 5. Kapila, Raj And Kapila, Uma, Banking And Financial Sector Reforms In India” Academic Foundation Delhi**
- 6. Saundaers, Antony, “ Financial Institution Management A Modern Perspective” Irwin Publication, Mcgraw Hill Co., New York**
- 7. Madura, Jeff, “ Financial Markets And Institutions” West Publishing Co., New York.**
- 8. Srivastava, R.M., Management Of India Financial Institutions” Himalaya Publishing House, Mumbai.**

ELECTIVE-I

FINANCIAL SERVICES

Objective:

To enable the students to know the nature and types of financial services.

UNIT- I

Financial services – Meaning – Classification – Financial products and services – Challenges facing the financial service sector – Merchant banking – Meaning – Functions – SEBI Guidelines – Scope of merchant banking in India. NBFCs – RBI guidelines.

UNIT-II

Hire purchase – Meaning – Features – Process – Hire purchase and credit sales – Hire purchase vs Instalment purchase – Banks and hire purchase business Hire purchase and transport in dusty - Leasing – Concept – Steps in evolved in leasing – Lease vs Hire purchase – Types of lease – Problems and prospects of leasing in India.

UNIT-III

Mutual funds – Meaning – Types – Functions – Advantages – Institutions in evolved – UTI, LIC, Commercial bank – Entry of private sector – Growth funds in India – SEBI Guidelines – Asset Management Companies.

UNIT-IV

Venture capital – Meaning – Features – Methods of venture capital financing – Modes of venture financing – Venture capital investment process – Factors determining venture investment – Exit mechanism – Advantages of capital – Issues of Indian venture capital industry.

UNIT-V

Factoring – Concepts – Significance – Types – Factoring mechanism – Factoring vs bills discounting – Factoring in India – Forfeiting – Meaning – Forfeiting vs Export factoring – Problems of Forfeiting / factoring.

Reference Books

1. Financial markets & service by E. Gordon and K. Natarajan – Himalaya publishing house, New Delhi
2. Financial services by E. Dharmaraj – S. Chand & Co., New Dhli
3. Financial services by S. Mohan and R. Elangovan – Deep and Deep publication, New Delhi
4. Financial services by S, Gurusamy – Vijay Nicole Imprints (P) Ltd, Chennai
5. Lease Financial and Hire Purchase by Vinod Kothari – Wadhaw and Co., Nagpur.

ELECTIVE-II

(B) INVESTMENT BANKING

Objective:

To enable the students to knowledge about Investment banking in India.

UNIT- I

Investment Banking –Introduction – concept – objectives – importance and functions - History and evaluating of investment banks - structure of Investment banking – role of investment banks in industrial development.

UNIT-II

Securities Market: Primary Market – Introduction – Equity Capital Market, Debt Capital Market and Derivatives Segments- security Market Intermediaries - Role of Merchant Bankers in the Issue Management of IPO and FPO.

UNIT-III

Merchant Banking and Underwriting: Concept, Objectives, types, Importance and functions of merchant banking. Concept, Objectives, types, Importance and functions of underwriting.

UNIT-IV

Other Investment Institutions: Lease Finance - Objectives, Importance and Scheme. Mutual Funds Objectives, Importance and Schemes. Venture Capital- Objectives, Importance and Scheme. Factoring- Objectives, Importance and Scheme.

UNIT-V

Global Capital Market – Foreign Exchange Market – global depository receipts – American depository receipts – bond and bullion market – FERA.

Text and References Books (Latest Revised Edition Only)

1. Investment Banking – Pratapgiri.S., Tata McGraw Hill Education, New Delhi.
2. Merchant Banking & Financial Services – Dr. S. Gurusamy – Tata McGraw Hill Education New Delhi
3. Merchant Banking & Financial Services – S.B. Kulkarni&M.Govindaraj – Nirali Prakashan.

Major VIII

E – BANKING

Unit - I

E-Banking: Introduction – Meaning - Definition – features – use of Information Technology to banking company - E-Banking Channels: Automated Teller Machine - Internet Banking - Tele Banking - Mobile Banking - Ifsc number.

Unit - II

ATM: Meaning – Characters – Features – Function – Services available from ATM – Cash deposit – Cash withdraw – loan enquiry - Last few transaction – balance – fund transfer – ticket booking –payments – ATM Card – Pin Number.

Unit - III

Internet Banking: Introduction - World Wide Web – Net banking account opening – User name and Pass word – secrecy of maintaining One Time Pass word – Net Banking Services – Fund Transfer – Make Payment.

Unit - IV

National Electronic Fund Transfer (NEFT): Introduction – Meaning – Functions – Services. Real Time Gross Settlement (RTGS): Introduction – Meaning – Functions - Services Infrastructure requirement - RTGS transactions.

Unit - V

Security features SFMS: Formats of SFMS - SFMS transaction - Security aspects – RAS: Requirements of RAS – Application - security features of RAS - IT Act: legal status - Electronic Records - Cyber crime and law.

Text and Reference Books (Latest revised edition only)

1. Managing with information by H.JeromeLenter
2. Computer information Technology Global Business by Puri and Vidin Puri
3. Fundamentals of data base Systems by Jerome Lenter, Pearson
4. An Introduction to Information Technology byDr. Srinivasavallabhan, Sulthan Chand & Sons.
5. Law of Information Technology, D.P.Mittal, Tax Man. e Markets, Macmillan, 2007.