

INTERNATIONAL INSTITUTE OF PROFESSIONAL STUDIES

DEVI AHILYA VISHWAVIDYALAYA, INDORE

SYLLABUS



**B. Com. /Hons. Semester II
(March – June 2023)**

Learning Outcomes-based Curriculum Framework (LOCF) in B. Com. /Hons.

1. Introduction

In order to foster education development agenda in India, significant reforms in the undergraduate education is to introduce the Learning Outcomes-based Curriculum Framework (LOCF) which aims at making teaching student-centric, interactive, and outcome-oriented with well-defined aims, objectives, and goals to be achieved. The programme learning outcomes include subject-specific skills and generic skills, including transferable global skills and competencies. It would also focus on knowledge and skills that prepare students for further study, research, employment, and research. One of the ways to measure the development of a nation is the advancement of the knowledge of its people. Hence, advanced measures should be taken to improve the quality of commerce knowledge in our society by nurturing quality higher education. This shall include translation of academic research into innovations for practical use in society and economy.

2. Learning Outcomes-based approach to curriculum planning

The Bachelor's Degree in B. Com. (Hons.) 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. Therefore, 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 LOCF of B. Com. (Hons.) has been designed keeping in view the graduate attributes, qualification descriptors, programme learning outcomes, and course learning outcomes. The committee has tried to frame the syllabi in order to engage students through an all – encompassing knowledge

impartation.

3. Aims of Bachelor's Degree Programme in B. Com. /Hons. (Programme Objectives)

The overall aim of B. Com. (Hons.) as a programme is to:

- Provide a conducive environment that holistically engages students through an all- encompassing knowledge impartation;
- Widen the scope and depth of the course enabling them to undertake further studies in commerce and its allied areas on multiple disciplines concerned with commerce;
- Construct a sound theoretical footing;
- Acquainting students with recent business practices related to field of commerce;
- Encourage the students to advance a range of generic skills helpful in employment, internships, and social activities;

4. Graduate Attributes in B. Com. / Hons.

The graduate attributes in B. Com. (Hons.) are the outline of the expected course learning outcomes mentioned in the beginning of each course. The characteristic attributes that a B. Com. (Hons.) graduate will be able to demonstrate through learning various courses are listed below:

1. Disciplinary Knowledge:

- Capability of executing comprehensive knowledge and understanding of one or more discipline that form part of commerce.

2. Communication skills:

- Ability to communicate long standing unsolved problems in commerce;
- Ability to show the importance of commerce as precursor to various market developments since the beginning of the civilization.

3. Critical Thinking:

- Ability to engage in reflective and independent thinking by understanding the concepts in every area of Commerce and Business;
- Ability to examine the results and apply them to various problems appearing in different branches of Commerce and Business.

4. Problem solving :

- Capability to deduce a business problem and apply the class room learning into practice to offer a solution for the same.
- Capabilities to analyze and synthesize data and derive inferences for valid conclusion.
- Able to comprehend solution to sustain problems originating in the diverse management areas such as Finance, Marketing, Human Resource, and Taxation.

5. **Employability:** Ability to get employed in related disciplines/areas at entry level.

6. Research Related Skills

- Ability to search for, locate, extract, organise, evaluate, and use or present information that is relevant to a particular topic;
- Ability to identify the developments in various branches of Commerce and Business.

7. Information and Communication Technology (ICT) digital literacy

- Capability to use various technical ICT tools (like spreadsheet) for exploring, analysis, and using the information for business purposes.

8. Experimental Learning

- Capability to work independently in diverse projects and ensure

detailed study of various facets of Commerce and Business.

9. Moral and Ethical Awareness/Reasoning

- Ability to ascertain unethical behaviour, falsification, and manipulation of information;
- Ability to manage self and various social systems.

5. Programme Learning Outcomes of B. Com. / Hons. [P.S.O.]

Completion of the program shall result in-

- i. Giving comprehensive knowledge of Business and Corporate Law, Economics, Finance, Accounting, Management, Tax and several other branches of Commerce.
- ii. Helping students in building a concrete footing for advanced studies and to stand with the requirement of business sector, insurance, banking seeking youth fit for employment.
- iii. Ability to develop managerial knowledge with a broader skill set and encourages them to seek out audacious, innovative solutions for today's business.
- iv. Inculcation of good value systems leading to high ethical and moral conduct in society at large Competencies and attitudes, values

Scheme

B.Com. / Hons. Semester II

Subject Code	Subject	Classification as per NEP	Hours per Week
IB-201N	Financial Accounting – II	Major	3
IB-207N	Management Accounting – II	Major	3
IB-203N	Business Law	Minor	3
IB-208N	Human Resource Management	Minor	3
IB-209NE	Business Communication and Personality Development	AEC	4
IB-210NE	Business Environment	GE- I	4
IB-211NE	Financial Literacy	GE-II	4
Total Hours per week			20

Note: Student can choose any one Generic Elective

GE: Generic Elective

AEC: Ability Enhancement Course

(IB-201N) Financial Accounting II

Course Type: - Major

Course Credits: 3, Theory

Course Objective – The objective of the course is to give the students an insight into fundamental aspects of Accounting relating to specific aspects concerning partnership concerns.

Course Outcomes – After completion of the course, student will;

- **CO1:- Get orientation and awareness about specific financial accounting relating to partnership firms.**
- **CO2:- Acquire the basic skill of preparing the accounting records by a partnership firm in situations relating to admission, retirement and death of partners.**
- **CO3:- Acquire the basic skill of preparing the accounting records by a partnership firm in situation relating to dissolution of a solvent partnership firm and in case of insolvency of one or more partners.**
- **CO4:- Acquire the basic skill of preparing the accounting records by a partnership firm in situation relating to dissolution of a partnership firm in case of insolvency of all its partners.**
- **CO5:- Acquire the basic skill of preparing the accounting records by a partnership firm in specific situations relating to amalgamation of partnership firms and conversion of partnership firm into Joint Stock Company.**

Course Contents –

Unit No	Title	Contents	Hrs
1	Partnership Accounts – Fundamentals	Meaning of Partnership, Essential characteristics, partnership deed- It's contents, Fixed and Fluctuating Capitals, Final accounts, Adjustments after closing accounts, Guarantee of Profit, Joint Life Policy & Change in profit sharing ratio, Numerical Problems.	6
2	Partnership Accounts- Admission	Adjustments regarding Future Profit Sharing Ratio, Calculation of new and sacrificing ratio, Revaluation of Assets & Liabilities, Calculation of goodwill and its treatment, Treatment of accumulated profits & losses, Preparation of various accounts etc after Admission. Numerical Problems.	5

3	Partnership Accounts- Retirement & Death	Adjustments regarding Future Profit Sharing Ratio, Calculation of new and gaining ratio, Revaluation of Assets & Liabilities, Calculation of goodwill & its treatment, Treatment of accumulated profits & losses, Preparation of various accounts etc after retirement payment of retired partner's share, Ascertainment of Share of deceased partner's interest, Calculation of share of profit of Deceased partner, Concept of joint life policy & its Accounting treatment, Mode of Payment of Deceased partner's share.	5
4	Partnership Accounts- Dissolution of Firm I	Dissolution of partnership firm: Meaning & Types, Modes of Dissolution, Rights & Obligations of partners, Accounting entries & Accounts prepared by a firm in dissolution, Dissolution in case of death of a partner.	6
5	Partnership Accounts- Dissolution of Firm II	Dissolution of a partnership firm with insolvency of partner, Rule of Garner V/S Murray, Applicability of this rule in Indian Context Insolvency of one or more partners, Insolvency of all partners, piece meal distribution- Proportionate capital method Maximum loss Method.	8
6	Partnership Accounts- Amalgamation	Amalgamation of partnership firms- Accounting Record in the books of old firm, accounting record in the books of new firm, Calculation of Goodwill, revaluation of assets & liabilities, Preparation of various accounts.	4
7	Conversion of a Partnership Firm into Joint Stock Company	Process of Conversion, Legal Provisions, Calculation and Payment of Purchase Consideration, Accounting Records in the books of firm, Accounting Records in the books of Purchasing Company, Numerical Problems.	4

Books and Reading

BOOKS:

Financial Accounts by S.M. Shukla, Sahitya Bhawan Publication

An Introduction to Accountancy by Maheshwari and Maheshwari (Vikas Publication)

Advanced Accounts volume I by Shukla Grewal and Gupta (S. Chand Publication)

Journals: 1. "THE MANAGEMENT ACCOUNTANT" (ICMA, LONDON)

CO-PO Mapping

	CO1	CO2	CO3	CO4	CO5
PO1-Values for life and character building					
PO2- Disciplinary knowledge	✓	✓	✓	✓	✓
PO3- Communication skills	✓	✓	✓	✓	✓
PO4- Critical thinking, Problem Solving	✓	✓	✓	✓	✓
PO5- Research related skills					
PO6- Application Skills	✓	✓	✓	✓	✓
PO7- Employability	✓	✓	✓	✓	✓

(IB- 207N) MANAGEMENT ACCOUNTING - I

Course Type :- Minor

Course Credits – 3

Course Objective – This course is designed to give an insight to the students about practical use of concepts, techniques and practices of this subject which can help in financial decision making to the managers. It further helps in planning and controlling of business operations.

Course Outcomes – After completion of the course, student will develop;

- CO1- Conceptual clarity of Management Accounting & Financial Statements Analysis
- CO2- Basic understanding of identifying inflow and outflow of cash and funds in Business and its significance in the planning and control functions of management
- CO3- Understanding important ratios and their implications for business firms.
- **Course Content** -

Unit No	Name	Contents	Hours
1	Introduction to Management Accounting	Introduction to Management Accounting, Nature and Functions of Management Accounting, Difference between Management, Cost & Financial Accounting.	4
2	Statements of Financial Information	Balance Sheet & related concepts. The Profit and Loss account & related concepts.	2
3	Financial Statements Analysis	Introduction to Financial Statement Analysis and its Techniques. Comparative Statements, Cross-section and Trend analysis, Numerical problems.	4
4	Ratio Analysis	Meaning, Advantages, Limitations, Significance and Classification of ratios, Computation of Ratios and Numerical Problems.	5
5	Fund Flow Statement	Importance, Limitations, Utility of Fund Flow Statement to different parties, Preparation of schedule of changes in working capital and its utility, calculation of funds from operation, Numerical problems.	6
6	Cash Flow Statement	Meaning, Importance, Advantages, Limitations. Computations of cash from operations and other activities, Difference between fund flow and cash flow analysis, Numerical problems.	6

7	Reconciliation of Cost and Financial Accounts	Need of reconciliation, Remodelling Financial Records, Reconciliation of Profits.	3
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Books and Reading

- **Text Book:** Management Accounting by M.N. Arora, Himalaya Pub. House, 2009.
- **References :**
 1. Management Accounting by I.M.Pandey
 2. Principles of Management Accounting by DR.S.N.Maheshwari
 3. Management Accounting by Khan & Jain

CO-PO Mapping

	CO1	CO2	CO3	CO4	CO5
PO1-Values for life and character building					
PO2- Disciplinary knowledge	✓	✓	✓	✓	✓
PO3- Communication skills	✓	✓	✓	✓	✓
PO4- Critical thinking, Problem Solving	✓	✓	✓	✓	✓
PO5- Research related skills					
PO6- Application Skills	✓	✓	✓	✓	✓
PO7- Employability	✓	✓	✓	✓	✓

(IB-203N) BUSINESS LAW

Course Type: - Minor

Course Credits – 3 Theory

Course Objective – The course is based on important provisions of various laws related to business. The aim of the course is to gain an insight into the Indian Legal process and legal provisions specifically with reference to business and corporate functioning. Level of knowledge expected from the students after completion of this course is working knowledge.

Course Outcome

After completion of this course the learner will be able to-

CO1: understands the provisions of various business related legislations.

CO2: interprets the provisions of different laws for their optimum use in the interest of business.

CO3: apply knowledge in day to day practical life.

Course Contents

Unit No	Name	Contents	Hours
1	<i>The Indian Contract Act, 1872</i>	General principles of contract, classification of contract and key terms Essential elements of a valid contract viz., offer & acceptance competence of contracting parties, free consent, consideration, legality of object and consideration, void agreements. Performance of contracts, discharge of contract, breach of contract remedies for breach of contract. Specific contracts viz, contingent contracts, quasi-contracts, contracts of indemnity and guarantee, contract of bailment, contract of agency.	10
2	<i>The Indian</i>	General Principles- Meaning of	2

	Partnership Act 1932	partnership, essential features of partnership, types of partners. Formation of Partnership-Partnership deed, registration of partnership firms, position of a minor partner, duration partnership firm, rights of outgoing partner. Rights and Liabilities of Partners- Relations of partner with each other, rights of partner, duties of partners, relation of partner with third parties.	
3	The Sale of Goods Act, 1930	Introduction - Definition and essentials of a contract of sale Goods and its classification. Meaning of price Conditions and Warranties Performance of a contract of sale of goods unpaid seller and his rights Remedies for breach of contract	4
4	The Negotiable Instruments Act, 1881	General Principles- Meaning of negotiable instrument, types of negotiable instruments, ambiguous instruments, maturity of negotiable instrument, payments of negotiable instruments, dishonor of negotiable instruments, provisions of sections 138 to 145.	5
5	The Consumer Protection Act, 2019	General Principles- Meaning & definition of various important terms, Rights of consumers, Consumer Protection council, Consumer Dispute Redressal Commission, Central consumer protection authority- Empowered to - Conduct investigations into violations of consumer rights and institute Complaints / Prosecution Order recall of unsafe goods and services Order discontinuance of unfair trade practices and misleading advertisements Impose penalties on Manufacturers/Endorsers/Publishers of Misleading Advertisements. Mediation- An Alternate Dispute Resolution (ADR) mechanism. Product liability- A manufacturer or product service provider or product seller to be responsible to compensate for injury or damage	3

		caused by defective product or deficiency in services. Offences & Penalties.	
6	Foreign Exchange Management Act, 1999	General Principles- Meaning & definition of various important provisions Regulation & Management of Foreign Exchange- Current account transaction, capital account transaction Provisions related to authorized person, Reserve Bank's power to issue directions to authorized person Contravention & penalties Adjudication & appeal.	3
7	An overview of Laws	The Information Technology Act, 2000, , The Competition Act, 2002, Limited Liability Partnership Act, 2008, the Competition Act, 2002, Laws relating to Intellectual Property- Provisions relating to patent, copyright and trademarks and Environment Protection Laws	3

Suggested Books:

- Mercantile Law by S.S. Gulshan
- Elements of Mercantile Law by N.D. Kapoor
- Business Legislation for Management by M.C. Kuchhal
- Business Law by S.K. Agrawal
- *Legal Aspects of Business* by Akhileshwar Pathak

CO-PO Mapping

	CO1	CO2	CO3
PO1-Values for life and character building			
PO2- Disciplinary knowledge	✓	✓	✓
PO3- Communication skills			
PO4- Critical thinking, Problem Solving	✓	✓	✓
PO5- Research related skills			
PO6- Application Skills	✓	✓	✓
PO7- Employability	✓	✓	✓

(IB-208N) Human Resource Management

Course Type: Minor

Course Credits: 3 Theory

Course Objective:

This course introduces HRM as a fundamental component of the competitiveness, effectiveness, and sustainability of an organization. The course aims at teaching students to be able to develop decisions concerning HRM issues on the department level, participate in development of HR policies and practices for the company, implement HR strategy of the company.

Course Outcomes:

CO1: Developing better leaders by enhancing their effectiveness in managing human resources.

CO2: different forms and methods of HR functions, such as resource planning, recruitment and selection, training and development, and assessment.

CO3: The course will introduce the manager to practices and techniques for evaluating performance, structuring teams, coaching and mentoring people, and performing the wide range of other people related duties of a manager in today's increasingly complex workplace.

Course Contents:

Unit No	Name	Contents	Hours
1	Human Resource Management	Relevance and spectrum, concept and evolution, Organization of HR Department, Role, Functions of HRM, HR Policies. Emerging dimensions in HRM.	5
2	Acquisition of Human Resource	Human Resource Planning- Process and Importance of HRP, Quantitative and Qualitative dimensions; job analysis – job description and job specification; Concept and sources; recruitment – selection – Concept and process; test and interview; placement induction, Turnover, Retirement, layoff, retrenchment and discharge, VRS.	6
3	Training and Development	Concept and importance; identifying training and development needs; designing training programmes; role specific and competency based training; training process outsourcing; management development systems.	6

4	Performance Appraisal System	Nature and objectives; techniques of performance appraisal; potential appraisal and employee counseling; job changes - transfers and promotions.	5
5	Compensation	Concept, policies and administration; job evaluation; methods of wage payments and incentive plans; fringe benefits; performance linked compensation. Maintenance: employee health and safety; employee welfare; social security; grievance handling and redressal	6
6	Career planning and succession planning	Concept, need and process of Career planning. Difference between Career planning and succession planning. Concept, process and benefits of both types of planning.	6
7	Separation	Retirement, Resignation, Lay off, Retrenchment, Discharge and Dismissal	6
		Total Hours	40

Suggested Books:

1. David S. Decenzo and Stephen P. Robbins, "Personnel/Human Resource Management", New Delhi, Prentice Hall
2. K. Aswathappa (Author) "Human Resource Management: Text & Cases " | 8th Edition McGraw Hill.
3. V.S.P Rao. "Human Resource Management" Taxmann
4. P Subba Rao, "Essentials of Human Resource Management and industrial Relations: Text, Cases and Games", Mumbai, Himalaya

PO –CO Mapping:

PROGRAM SPECIFIC OUTCOMES	CO1	CO2	CO3
PSO 1a- Disciplinary Knowledge	√		
PSO 1b – Problem Solving	√		
PSO 2 – Entrepreneurial Skill			√
PSO 3 – Resource Management		√	
PSO 4 – Social Consciousness		√	
PSO 5a – Decision Making Skills	√		
PSO 5b – Managerial Skills	√		
PSO 6 a - Analytical skills/ reasoning			√
PSO 6b–Digital Literacy		√	
PSO 6c – Research Skills			
PSO 7a – Ethical Awareness			
PSO 7b – Leadership Skills	√		
PSO 7c – Values for Life and Character Building	√		

(IB-209NE) Business Communication and Personality development

Course Type :- AEC

Course Credits –4 credits

Course Objective – The course aims at promoting the understanding among students of the dynamics of communication. This course will help students to become effective communicators and develop good interpersonal skills. The course also aims at guiding students in being self aware and hone their etiquettes and time management skills.

Course Outcomes – After completion of course learner will be able to

- CO1- compose/draft formal business communication in the form of letters, mails , notices etc.
- CO2- exhibit effective verbal communication in formal as well as informal settings
- CO3-develop better awareness of his/her personality/ competencies & that will help him/her in managing stress & time .

Course Content -

Unit No	Name	Contents	Hours
1	Introduction to Communication	Communication Meaning , definition , and objectives Components of effective communication – 5 Cs of communication, Models of communication, Barriers to effective communication Listening, Importance of listening, Types of Listening	6
2	Dimensions and Channels of Communication	Dimensions-Upward, Downward, Lateral/Horizontal, Diagonal Channels -Formal and Informal (grapevine) Media of Communication- Verbal and Nonverbal	5
3	Interpersonal Communication	Transactional Analysis Johari Window Conflicts and negotiations Basics of negotiation – BATNA and WATNA	6

4	Formal communication	Speeches and Presentations, Group discussion Professional use of telephone Interviews	5
5	Written communication I	Business letters Layout, Planning, Cover letter for job application , Types of business letters, Enquiries and replies, Complaints follow up goodwill letter	6
6	Written communication II	Circulars and notices Notice, Writing Email, Report writing Preparing Resume – Do’s and Don’t	8
7	Self Improvement	Developing positive attitude , Self motivation Self awareness - Self analysis through SWOT, Time Management, Stress Management Business Etiquettes	4

Books and Readings

Business Communication, K.K. Sinha, Taxmann Publications

Business Communication Today , Coutland L. Bovee, John V. Thill ,Barbara E. Schatzman, Prentice Hall Publishing

Essentials of Business Communication , Mary Ellen Guffey, South Western Publishing

CO-PO Mapping

	PROGRAM SPECIFIC OUTCOMES	CO1	CO2	CO3
PSO1	Leadership readiness/qualities			✓
	Business skills			
	Innovative thinking			
	Research skills			
	Reflective thinking			
PSO2	Socially conscious		✓	
	Moral and ethical awareness/reasoning			
	Values for life and character building			✓
PSO3	Disciplinary knowledge	✓		
PSO4	Resource Management			
	Cooperation/Teamwork			
PSO5	Managerial Competencies	✓	✓	✓
PSO6	Communication skills	✓	✓	
	Decision making skills			
PSO7	Digital Literacy			
	Critical thinking			
	Analytical skills/ reasoning			✓
	Problem solving skills		✓	

(IB – 210NE) Business Environment

Course Type: -Generic Elective

Course Credits – 4 Theory

Course Objective – The course aims to provide the necessary theoretical and conceptual foundation for Commerce students to understand factors surrounding business. It also aims to impart analytical and decision-making skills in students for encountering the dynamisms of business and to be ahead of curve.

Course Outcomes –After completion of this course, learners will be able to

- CO1– Understand & analyse the influence of factors surrounding business.
- CO2–Decode the impact of changing economic policies on various businesses.
- CO3–Take appropriate business decisions considering dynamic global environment.
- CO4 – Demonstrate and lead business in sustainable manner preserving nature, in ever changing technological environment.

Course Content -

Unit No	Name	Contents	Hours
1	Introduction	Business & Business Environment, Nature of Business in 21 st century, Components of Business Environment, Stages of & Techniques for environmental analysis.	6
2	Economic Environment	Nature & Structure of Economy, Economic Reforms, Economic Policies: - Industrial, Monetary & Fiscal Policies, Case Studies.	6
3	Emerging Economic Environment	Anatomy & SWOT Analysis of Indian Economy. Recent Developments in Business Environment of India: - Privatization & Disinvestment– Mode, Reasons, Problems, and Indian scenario, Case Studies.	4
4	International Business Environment	Globalization- Meaning, scope, phases, indicators; WTO & GATT, Pre & Post COVID International Economic Environment, Case Studies.	6
5	International Financial Environment	Global Financial Markets and Indian Business, Capital Account Convertibility, Emerging Global Capital Flow & its Paradox, Forex	6

		Reserve Management, and its impact on Indian Business. Case Studies.	
6	Social & Technological Environment	Social Environment and Business, Social Responsibility of Business, Corporate Social responsibility, Corporate Governance, Technological Development, and its impact on various stakeholders of society. Case Studies.	8
7	Business and Nature	Economic Development and Environment, Market Failure, Externalities, Emerging trends in Climate change, Green Energy, Economic solutions to environmental problem. Ethical responsibility of Business towards nature. Case Studies.	4

Books and Reading

- Francis Cherullinum: - Business Environment, Himalaya Publishing House, NewDelhi
- K. Aswathappa: - Essentials of Business Environment, Himalaya Publishing House, New Delhi
- Mishra & Puri – Economic Environment in India, Himalaya Publishing House, New Delhi
- Justin Paul: - Business Environment – Text & Cases, McGraw Hill Companies, New Delhi
- Raj Agrawal - Business Environment, Excel Books, NewDelhi
- Dutt & Sundaram – Indian Economy, S. Chand & Co. NewDelhi
- I.J. Ahluwalia & I.M.D. Little – India’s Economic Reforms and Development, Oxford University Press, NewDelhi.

PO –CO Mapping:

PROGRAM SPECIFIC OUTCOMES	CO1	CO2	CO3	CO4
PO1- Values for life and character building				✓
PO2- Disciplinary knowledge	✓	✓	✓	✓
PO3- Communication skills				
PO4- Critical thinking, Problem Solving	✓	✓	✓	✓
PO5- Research related skills				
PO6- Application Skills	✓	✓	✓	✓
PO7- Employability			✓	✓

(IB-211NE) Financial Literacy

Course Type: - GE - II

Course Credits –04Theory

OBJECTIVE:

To create awareness in student about the need for possessing financial literacy.

Course Outcomes – After completion of the course-

CO1- The students will be able to understand the importance of financial literacy and prepare financial plans and budgets.

CO-2 The student will be able to describe the importance of insurance services as social securitymeasures.

Unit No	Name	Contents	Hours
1	Introduction	Financial Literacy- Meaning and Importance - Components of Financial Literacy- Financial Institutions : Meaning, Banking and Non Banking Financial Institutions, Post offices . Investment: Meaning, Difference between Investment Vs Gambling- Risk and Return - Principles of investment - Investment Avenues – Financial Planning and Budgets , Family Budget, Business Budget and National Budget. Budget deficit and Surplus.	10
2	Banking	Meaning and Types of Banks, Various services offered by banks, types of bank deposit accounts, Formalities to open various types of bank accounts, KYC norms. Various types of Loans: Short-term, Medium term and Long term loans. Cashless banking, e-banking, ATM, Debit and Credit cards, banking Complaints.	4
3	Financial Services from Post Office	Post office Savings Schemes: Savings account - Recurring deposit -Term Deposit - Monthly	5

		Income Scheme - Kissan Vikas Pathra – NSC – PPF - Senior Citizen Savings Scheme - Sukanya Samriddhi Yojana/Account - Indian Post Payments Bank -Money Transfer - Money Order.	
4	Insurance Services	Life Insurance – Life Insurance Policies - Term Insurance and Endowment Policies - Pension Policies - Health Insurance Plans – ULIP - Property Insurance - General Insurance - Types, Postal Life Insurance Schemes- Housing Loans - Institutions providing Housing Loans, Pradhanmantri Awas Yojana: Rural and Urban.	5
5	Investment avenues in Equity and Debt Instruments	Portfolio Management: Meaning and importance; Share Market and Debt Market, Sensex and its significance; Investment in Shares – selection procedure for investment in shares; Risk element; Investment Management - Services from brokers and Institutions, and self-management; Mutual Fund.	4

SKILL DEVELOPMENT

1. Visit a nationalized bank near your area and collect information regarding services offered by the bank.
2. Visit a post office in your area and collect information about various deposit schemes available.
3. Collect an account opening form from a nationalized bank and fill up the form with necessary enclosures. Collect an account opening form from a post office and fill the form.
4. Prepare an annual family budget considering the income of your family. Also prepare a personal budget for six months.
5. Visit a LIC branch in your area and collect information regarding any five insurance policies

Books for Reference:

1. Avadhani, V A (2019), Investment Management , Mumbai: Himalaya Publishing House Pvt Ltd
2. Chandra, P (2012), Investment Game: How to Win . New Delhi: Tata McGraw Hill Education.
3. Kothari , R (2010), financial Services in India: Concept and application. New Delhi: SagePublication India Pvt td
4. Milling B. E, (2003), The Basics of Finance: Financial Tools for Non Financial Managers,

Indiana
: Universe Company.

5. Zokaityte , A (2017), Financial Literacy Education. London: Palgrave Macmillan

CO-PO Mapping

	PROGRAM SPECIFIC OUTCOMES	CO1	CO2	CO3
PSO1	Leadership readiness/qualities			
	Business skills		✓	
	Innovative thinking			
	Research skills	✓		
	Reflective thinking			
PSO2	Socially conscious		✓	
	Moral and ethical awareness/reasoning		✓	
	Values for life and character building			
PSO3	Disciplinary knowledge	✓		
PSO4	Resource Management		✓	
	Cooperation/Teamwork			
PSO5	Managerial Competencies	✓	✓	
PSO6	Communication skills	✓	✓	
	Decision making skills			
PSO7	Digital Literacy		✓	
	Critical thinking			
	Analytical skills/ reasoning		✓	
	Problem solving skills		✓	