

# Revised syllabi (2019Pattern) for three years F.Y. B. Com. Degree course (CBCS)

## Semester: I

### BANKING & FINANCE- I

#### (Fundamentals of Banking I)

Course Code – 115 - B

No. of Credits :- 03

#### Objectives -

- To provide knowledge of fundamentals of Banking
- To create awareness about various banking concepts
- To conceptualize banking operations.

Unit No.	Unit Title	Contents	Purpose Skills to be developed
1.	<b>Evolution of Banking</b>	<ul style="list-style-type: none"><li>• Meaning, Definition and Origin of 'Bank'</li><li>• Evolution of Banking in Europe and Asia</li><li>• Evolution of Banking in India</li><li>• Structure of Indian Banking System</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of evolution of banking.</li><li>• Understanding structure of Indian Banking</li></ul>
2.	<b>Functions of Bank</b>	<p><b>Primary Functions:</b></p> <p><b>o Accepting Deposits:</b></p> <ol style="list-style-type: none"><li>i. Demand Deposits - Current Deposit and Savings Deposits;</li><li>ii. Time Deposits - Fixed Deposit and Recurring Flexi Deposits (Auto Sweep)</li></ol> <p><b>o Granting Loans and Advances-</b></p> <ol style="list-style-type: none"><li>i. Short Term Loan- Overdraft Facility, Cash Credit Facility, Purchasing and Discounting of Bills,</li><li>ii. Term Loan</li></ol>	<ul style="list-style-type: none"><li>• Understanding primary and secondary functions of a bank.</li><li>• Understanding the concepts related to lending and ratios.</li></ul>

		<p><b>Secondary Functions:</b></p> <ul style="list-style-type: none"><li>A. Agency Functions- Payment and Collection of a Cheque, Bill and Promissory Note, Execution of standing instructions, Acting as a Trustee and Executor</li><li>B. General Utility Functions- Safe Custody, Safe Deposit Vaults, Remittance of funds, Pension payments, Acting as a Dealer in Foreign Exchange (FOREX) Market.</li><li>C. Distribution of Third Party Products, Bancassurance, Mutual Funds, Issuance of Credit Card and Debit Card</li><li>D. Non Fund Based Credit Facilities- Letter of Credit, Bank Guarantee and Deferred Payment.</li><li>E. Government Business – Collecting GST, Stamp Duty, Excise Payment, etc.</li></ul> <ul style="list-style-type: none"><li>• Concepts of Priority and non- priority sector lending Security Based and Purpose Oriented Lending, Bridge Loans, Reserve Ratios- CRR and SLR. Credit Appraisal and Credit Monitoring</li></ul>	
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<p>3.</p>	<p><b>Procedure for Opening and Operating of Deposit Account</b></p>	<p>Procedure for Opening of Deposit Account: Know Your Customer Norms, (KYC Norms), Application Form, Introduction, Proof of Residence, Specimen Signature, and Nomination Facility: Their Importance. No Frill Account</p> <p>Procedure for Operating Deposit Account: Pay-in-slip, Withdrawal slip, Issue of Pass Book, (Current, Savings or Recurring Deposit), Issue of Cheque Book, Issue of Fixed Deposit Receipt, Premature encashment of a Fixed Deposit and Loan against Fixed Deposit. Recurring Deposit: Premature encashment and loan against Recurring Deposit.</p> <p>a) Closure of Account</p> <p>b) Transfer of Account</p> <p>c) Death Claim Procedure</p> <p><b>Types of Account Holders</b></p> <p>a) Individual Account Holders- Individual Account, Joint Account, Illiterate, Minor, Married Woman, Pardahnashin Woman, Non-Resident Account</p> <p>b) Institutional Account Holders- Sole Proprietorship, Partnership Firm, Joint Stock Company, Hindu Undivided Family, Clubs, Associations, Societies and Trusts.</p>	<ul style="list-style-type: none"> <li>• Understanding the process of opening and operating procedure of bank accounts.</li> <li>• Understanding various types of bank accounts holders</li> </ul>
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4	<b>Methods of Remittance</b>	<p>Demand Draft, Bankers' Cheque</p> <p>Electronic Funds Transfer (EFT) – Real Time Gross Settlement (RTGS), National Electronic Funds Transfer (NEFT), Procedure of fund transfer through NEFT/ RTGS,</p> <p>Society for Worldwide</p> <p>Interbank Financial Telecommunication (SWIFT)</p> <p>Immediate Payment Service (IMPS) - Interbank (Bank to Bank) and Intra Bank (Branch to Branch) Fund Transfer</p>	<ul style="list-style-type: none"> <li>• Understanding various methods of remittance.</li> </ul>
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### Teaching Methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1.	<b>10</b>	Lecture, PPT/ Poster Presentation, Group Discussion, Library / Home Assignment	Relevant YouTube videos	<b>NA</b>	<ul style="list-style-type: none"> <li>• Knowledge of evolution of banking.</li> <li>• Understanding structure of Indian Banking</li> </ul>
2.	<b>14</b>	Lecture, PPT/ Poster Presentation, Group Discussion, Library / Home Assignment	Relevant YouTube videos	Report writing of expert lecture	<ul style="list-style-type: none"> <li>• Understanding primary and secondary functions of a bank.</li> <li>• Understanding the concepts related to lending and ratios.</li> </ul>

3.	14	Lecture, Expert Lecture, PPT/ Poster Presentation, Group Discussion, Library / Home Assignment,	Relevant YouTube videos	Visit to a bank	<ul style="list-style-type: none"> <li>• Understanding the process of opening and operating procedure of bank accounts.</li> <li>• Understanding various types of bank accounts holders</li> </ul>
4.	10	Lecture, Expert Lecture, PPT / Poster Presentation, Group Discussion, Library / Home Assignment,	Relevant YouTube videos	Visit to a bank	<ul style="list-style-type: none"> <li>• Understanding various methods of remittance.</li> </ul>

#### References:

1. Majumdar N. C., 'Fundamentals of Modern Banking', New Central Book Agency (P) Ltd., New Delhi.
2. Arondekar A.M. & Others, 'Principles of Banking', Macmillan India Pvt. Ltd.
3. Srinivasan D. & Others, 'Principles & Practices of Banking', Macmillan India Pvt. Ltd.
4. Agarwal O.P., (4<sup>th</sup> Edition, 2017), 'Banking and Insurance', Himalaya Publishing House.
5. Gopinath M. N., (1<sup>st</sup> Edition, 2008), 'Banking Principles and Operations', Snow White Publications Pvt. Ltd, Mumbai
6. Gordon E. & Natarajan K., 'Banking - Theory, Law and Practice', (21<sup>st</sup> Revised Edition), Himalaya Publishing House.
7. Joshi Vasant & Joshi Vinay, (3<sup>rd</sup> Edition), 'Managing Indian Banks', Sage Publication, New Delhi.
8. Varshney P.N. (12<sup>th</sup> Edition, 2003), 'Banking - Law and Practice', Sultan Chand & Co. New Delhi
9. Kothari V., (26<sup>th</sup> Edition) 'Tanna's Banking Law & Practice in India,' Lexis Nexis Publication.

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