

B.Com. (Banking and Insurance) Programme

Under Choice Based Credit, Grading and Semester System

T.Y.B.Com. (Banking and Insurance)

(To be implemented from Academic Year 2018-2019)

No. of Courses	Semester V	Credits	No. of Courses	Semester VI	Credits
1	Elective Courses (EC)		1	Elective Courses (EC)	
1,2,3 & 4	*Any four courses from the following list of the courses	12	1,2,3 & 4	**Any four courses from the following list of the courses	12
2	Core Courses (CC)		2	Core Courses (CC)	
5	International Banking and Finance	04	5	Central Banking	04
3	Ability Enhancement Course(AEC)		3	Ability Enhancement Course (AEC)	
6	Research Methodology	04	6	Project Work In Banking & Insurance	04
Total Credits		20	Total Credits		20

✓ **Note:** Project work is considered as a special course involving application of knowledge in solving/analyzing/exploring a real life situation/ difficult problem. Project work would be of 04 credits each. A project work may be undertaken in any area of Elective Courses/ Study Area

*List of Elective Courses for Semester V (Any Four)		**List of Elective Courses for Semester VI (Any Four)	
01	Financial Reporting & Analysis(Corporate Banking & Insurance)	01	Security Analysis and Portfolio Management
02	Auditing - I	02	Auditing - II
03	Strategic Management	03	Human Resource Management
04	Financial Services Management	04	Turnaround Management
05	Business Ethics and Corporate Governance	05	International Business
06	Actuarial Analysis in Banking & Insurance	06	Marketing in Banking & Insurance

Note: Course selected in Semester V will continue in Semester VI



Bachelor of Management Studies (BMS) Programme

Under Choice Based Credit, Grading and Semester System Course Structure

(To be implemented from Academic Year- 2018-2019)

Semester VI

No. of Courses	Semester VI	Credits
1	<i>Elective Courses (EC)</i>	
1,2,3 & 4	**Any four courses from the following list of the courses	12
2	<i>Core Course (CC)</i>	
5	Operation Research	04
3	<i>Ability Enhancement Course (AEC)</i>	
6	Project Work	04
	Total Credits	20

**** List of group of Elective Courses(EC)for Semester VI (Any Four)**

Group A: Finance Electives (Any four Courses)

1	International Finance	✓
2	Innovative Financial Services	
3	Project Management	✓
4	Strategic Financial Management	✓
5	Financing Rural Development	✗
6	Indirect Taxes	✓

Group B: Marketing Electives (Any four Courses)

1	Brand Management	
2	Retail Management	
3	International Marketing	
4	Media Planning & Management	
5	Sports Marketing	
6	Marketing of Non Profit Organisation	

Group C: Human Resource Electives (Any four Courses)

1	HRM in Global Perspective	✓
2	Organisational Development	✓
3	HRM in Service Sector Management	✓
4	Workforce Diversity	✗
5	Human Resource Accounting & Audit	✗
6	Indian Ethos in Management	✓



Skill Enhancement Courses (SEC)

Foundation Course

Semester - I

**F.Y.B.Com., B.A., B.Sc.,
F.Y.B.M.S., B.A.F., B.B.I., B.F.M.**

Michael Vaz

Vice Principal

*Mithibai College of Arts, Science & Commerce
Vile-Parle (W), Mumbai - 400 056.*

Madhu Nair

Principal,

Nirmala College, Kandivali (E), Mumbai.



Meeta Seta

I/C Principal

*Patuck - Gala College of Commerce & Management
Santacruz (E), Mumbai - 400 055.*



MANAN PRAKASHAN

G - 1, 2, Siddhi Enclave, Nanda Patkar Road,
Vile-Parle (E), Mumbai - 400 057.

☎ 2618 2124, 2617 0908

E-mail : mananprakashan@gmail.com

Website : www.mananprakashan.com

Syllabus



Unit - 1 : Overview of Indian Society

(5 Lec.)

Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender;
Appreciate the concept of linguistic diversity in relation to the Indian situation;
Understand regional variations according to rural, urban and tribal characteristics;
Understanding the concept of diversity as difference.

Unit - 2 : Concept of Disparity - 1

(10 Lec.)

Understand the concept of disparity as arising out of stratification and inequality;
Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media;
Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities.

Unit - 3 : Concept of Disparity - 2

(10 Lec.)

Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof;
Understand inter-group conflicts arising out of communalism;
Examine the causes and effects of conflicts arising out of regionalism and linguistic differences.

Unit - 4 : The Indian Constitution

(10 Lec.)

Philosophy of the Constitution as set out in the Preamble;
The structure of the Constitution - the Preamble, Main Body and Schedules;
Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society;
Basic features of the Constitution.

Unit - 5 : Significant Aspects of Political Processes

(10 Lec.)

The party system in Indian politics;
Local self-government in urban and rural areas;
The 73rd and 74th Amendments and their implications for inclusive politics;
Role and significance of women in politics.

Topics for Project Guidance : Growing Social Problems in India

- Substance abuse - impact on youth & challenges for the future
- HIV/AIDS - awareness, prevention, treatment and services
- Problems of the elderly - causes, implications and response
- Issue of child labour - magnitude, causes, effects and response
- Child abuse - effects and ways to prevent
- Trafficking of women - causes, effects and response

Note : Out of the 45 lectures allotted for 5 units for Semester I, about 15 lectures may be allotted for project guidance.

F.Y.B.Com., B.A., B.Sc.,
F.Y.B.M.S., B.A.F., B.B.I., B.F.M.

Semester - II

Skill Enhancement Courses (SEC)

Foundation Course - II

Michael Vaz
Meeta Seta

001/VAZ



7596

MANAN PRAKASHAN

MP

**MINE
OF MINDS**

Syllabus



Unit 1 : Globalisation and Indian Society

(7 Lec.)

Understanding the concepts of liberalization, privatization and globalization;
Growth of information technology and communication and its impact manifested in everyday life;

Impact of globalization on industry: changes in employment and increasing migration;

Changes in agrarian sector due to globalization; rise in corporate farming and increase in farmers' suicides.

Unit 2 : Human Rights

(10 Lec.)

Concept of Human Rights; origin and evolution of the concept;

The Universal Declaration of Human Rights;

Human Rights constituents with special reference to Fundamental Rights stated in the Constitution.

Unit 3 : Ecology

(10 Lec.)

Importance of Environment Studies in the current developmental context;

Understanding Concepts of Environment, Ecology and their inter-connectedness;

Environment as natural capital and connection to quality of human life;

Environmental Degradation - Causes and Impact on human life;

Sustainable Development - Concept and components; poverty and environment

Unit 4 : Understanding Stress and Conflict

(10 Lec.)

Causes of stress and conflict in individuals and society;

Agents of socialization and the role played by them in developing the individual;

Significance of values, ethics and prejudices in developing the individual;

Stereotyping and prejudice as significant factors in causing conflicts in society;

Aggression and violence as the public expression of conflict.

Unit 5 : Managing Stress and Conflict in Contemporary Society

(8 Lec.)

Types of conflicts and use of coping mechanisms for managing individual stress;

Maslow's theory of self-actualisation;

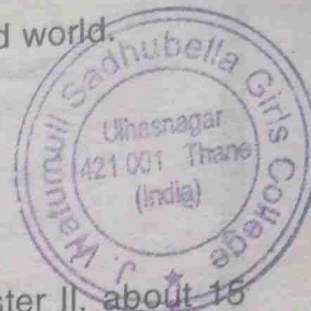
Different methods of responding to conflicts in society;

Conflict-resolution and efforts towards building peace and harmony in society.

Topics For Project Guidance : Contemporary Societal Challenges

- (a) Increasing urbanization, problems of housing, health and sanitation;
- (b) Changing lifestyles and impact on culture in a globalised world.
- (c) Farmers' suicides and agrarian distress.
- (d) Debate regarding Genetically Modified Crops.
- (e) Development projects and Human Rights violations.
- (f) Increasing crime/suicides among youth.

Note: Out of the 45 lectures allotted for 5 units for Semester II, about 15 lectures may be allotted for project guidance.



Question Paper Pattern

Maximum Marks : 75

Duration: 2½ Hrs.

Questions to be Set : 05

All Questions are Compulsory Carrying 15 Marks each.

Q.No.	Particulars	Marks
Q.1	Objective Questions* (A) Sub questions to be asked 10 and to be answered any 08 (B) Sub questions to be asked 10 and to be answered any 07 (* Multiple Choice / True or False / Match the Columns / Fill in the Blanks)	15
Q.2	Full Length Question	15
Q.2	OR Full Length Question	15
Q.3	Full Length Question	15
Q.3	OR Full Length Question	15
Q.4	Full Length Question	15
Q.4	OR Full Length Question	15
Q.5	Full Length Question	15
Q.6	OR Short Notes To be asked 05, to be answered 03	15

Note : Full length question of 15 marks may be divided into two sub questions of 8 and 7 marks.

Skill Enhancement Courses (SEC)

Foundation Course - I

Semester - I

F.Y.B.Com., B.A., B.Sc.,
F.Y.B.M.S., B.A.F., B.B.I., B.F.M.

*Michael Vaz
Madhu Nair
Meeta Seta*

001, VAZ

6536



MANAN PRAKASHAN

S.Y.B.Com., B.A., B.Sc.,
S.Y.B.M.S., B.A.F., B.B.I., B.F.M.

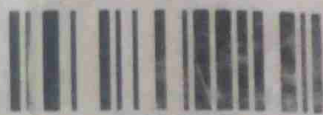
Semester - IV

Skill Enhancement Courses (SEC)

Foundation Course - IV

(Contemporary Issues)

100/VAZ



7338

Michael Vaz
Aurora Vaz



MANAN PRAKASHAN

1. **Significant, Contemporary Rights of Citizens** (12 Lec.)

A. **Rights of Consumers** - Violations of consumer rights and important provisions of the Consumer Protection Act, 2016; Other important laws to protect consumers; Consumer courts and consumer movements. (3 Lectures)

B. **Right to Information** - Genesis and relation with transparency and accountability; important provisions of the Right to Information Act, 2005; some success stories. (3 Lectures)

C. **Protection of Citizens'/Public Interest** - Public Interest Litigation, need and procedure to file a PIL; some landmark cases. (3 Lectures)

D. **Citizens' Charters, Public Service Guarantee Acts.** (3 Lectures)

2. **Approaches to Understanding Ecology** (11 Lec.)

A. **Understanding approaches to ecology** - Anthropocentrism, Biocentrism and Eco centrism, Ecofeminism and Deep Ecology. (3 Lectures)

B. **Environmental Principles - 1** : The Sustainability Principle; The Polluter Pays Principle; The Precautionary Principle. (4 Lectures)

C. **Environmental Principles - 2** : The Equity Principle; Human Rights Principles; The Participation Principle. (4 Lectures)

3. **Science and Technology – II** (11 Lec.)

Part - A : Some Significant Modern Technologies, Features and Applications (7 Lectures)

i. **Laser Technology** - Light Amplification by Stimulated Emission of Radiation; Use of Laser in Remote Sensing, GIS/GPS Mapping, Medical Use.

ii. **Satellite Technology** - Various uses in satellite navigation systems, GPS, and imprecise climate and weather analyses.



- iii. **Information and Communication Technology**- convergence of various technologies like satellite, computer and digital in the information revolution of today's society.
- iv. **Biotechnology and Genetic Engineering** - Applied biology and uses in medicine, pharmaceuticals and agriculture; genetically modified plant, animal and human life.
- v. **Nanotechnology** - Definition: the study, control and application of phenomena and materials at length scales below 100 nm; uses in medicine, military intelligence and consumer products.

Part - B : Issues of Control, Access and Misuse of Technology. (4 Lectures)

4. Introduction to Competitive Exams (11 Lec.)

Part - A : Basic information on Competitive Examinations- the pattern, eligibility criteria and local centres:

- i. Examinations conducted for entry into Professional Courses - Graduate Record Examinations (GRE), Graduate Management Admission Test (GMAT), Common Admission Test (CAT) and Scholastic Aptitude Test (SAT).
- ii. Examinations conducted for entry into jobs by Union Public Service Commission, Staff Selection Commission (SSC), State Public Service Commissions, Banking and Insurance sectors, and the National and State Eligibility Tests (NET / SET) for entry into teaching profession.

Part - B : Soft skills required for Competitive Examinations (7 Lectures)

- i. **Information on areas tested** : Quantitative Ability, Data Interpretation, Verbal Ability and Logical Reasoning, Creativity and Lateral Thinking
- ii. **Motivation**: Concept, Theories and Types of Motivation
- iii. **Goal-Setting**: Types of Goals, SMART Goals, Stephen Covey's concept of human endowment
- iv. **Time Management**: Effective Strategies for Time Management
- v. **Writing Skills**: Paragraph Writing, Report Writing, Filing an application under the RTI Act, Consumer Grievance Letter.



Projects / Assignments (for Internal Assessment)

- i. Projects/Assignments should be drawn for the component on Internal Assessment from the topics in **Module 1 to Module 4**.
- ii. Students should be given a list of possible topics - at least 3 from each Module at the beginning of the semester.
- iii. The Project/Assignment can take the form of Street-Plays / Power-Point Presentations / Poster Exhibitions and similar other modes of presentation appropriate to the topic.
- iv. Students can work in groups of not more than 8 per topic.
- v. Students must submit a hard / soft copy of the Project / Assignment before appearing for the semester end examination.

Semester End Examination :

Total Marks : 75

Duration : 2½ Hours



No.	Description	Marks
1.	<ol style="list-style-type: none">i. Question 1 A will be asked on the meaning / definition of concepts / terms from all Modules.ii. Question 1 B will be asked on the topic of the Project / Assignment done by the student during the Semesteriii. In all 8 Questions will be asked out of which 5 have to be attempted.	<ol style="list-style-type: none">a) Total marks: 15b) For 1 A, there will be 3 marks for each sub-question.c) For 1 B there will be 15 marks without any break-up.
2.	Descriptive Question with internal option (A or B) on Module 1	15
3.	Descriptive Question with internal option (A or B) on Module 2	15
4.	Descriptive Question with internal option (A or B) on Module 3	15
5.	Descriptive Question with internal option (A or B) on Module 4	15

As Per Revised Syllabus w.e.f. June 2017

Skill Enhancement Courses (SEC)

Foundation Course - III (Contemporary Issues)

S.Y.B.Com., B.A., B.Sc.,
S.Y.B.M.S., B.A.F., B.B.I., B.F.M.

Semester - III

Michael Vaz
Aurora Vaz

001, VAZ

6583



MANAN PRAKASHAN

1. **Human Rights Violations and Redressal** (12 Lec.)
 - A. Scheduled Castes - Constitutional and legal rights, Forms of violations, Redressal mechanisms. (2 Lectures)
 - B. Scheduled tribes - Constitutional and legal rights, Forms of violations, Redressal mechanisms. (2 Lectures)
 - C. Women - Constitutional and legal rights, Forms of violations, Redressal mechanisms. (2 Lectures)
 - D. Children - Constitutional and legal rights, Forms of violations, Redressal mechanisms. (2 Lectures)
 - E. People with Disabilities, Minorities, and the Elderly population - Constitutional and legal rights, Forms of violations, Redressal mechanisms. (4 Lectures)
2. **Dealing With Environmental Concerns** (11 Lec.)
 - A. Concept of Disaster and general effects of Disasters on human life- physical, psychological; economic and social effects. (3 Lectures)
 - B. Some locally relevant case studies of environmental disasters. (2 Lectures)
 - C. Dealing with Disasters - Factors to be considered in Prevention, Mitigation (Relief and Rehabilitation) and disaster Preparedness. (3 Lectures)
 - D. Human Rights issues in addressing disasters- issues related to compensation, equitable and fair distribution of relief and humanitarian approach to resettlement and rehabilitation. (3 Lectures)
3. **Science and Technology – I** (11 Lec.)
 - A. **Development of Science** - the ancient cultures, the Classical era, the Middle Ages, the Renaissance, the Age of Reason and Enlightenment. (3 Lectures)
 - B. **Nature of science** - its principles and characteristics; Science as empirical, practical, theoretical, validated knowledge. (2 Lectures)



C. **Science and Superstition**- the role of science in exploding myths, blind beliefs and prejudices; Science and scientific temper- scientific temper as a fundamental duty of the Indian citizen. **(3 Lectures)**

D. **Science in everyday life**- technology, its meaning and role in development; Interrelation and distinction between science and technology. **(3 Lectures)**

4. **Soft Skills for Effective Interpersonal Communication**

(11 Lec.)

Part A

(4 Lectures)

- (I) Effective Listening - Importance and Features.
- (II) Verbal and Non-Verbal Communication; Public-Speaking and Presentation Skills.
- (III) Barriers to Effective Communication; Importance of Self-Awareness and Body Language.

Part B

(4 Lectures)

- (I) Formal and Informal Communication - Purpose and Types.
- (II) Writing Formal Applications, Statement of Purpose (SOP) and Resume.
- (III) Preparing for Group Discussions, Interviews and Presentations.

Part C

(3 Lectures)

- (I) Leadership Skills and Self-Improvement - Characteristics of Effective Leadership.
- (II) Styles of Leadership and Team-Building.



Question Paper Pattern

Projects / Assignments (for Internal Assessment)

- Projects/Assignments should be drawn for the component on Internal Assessment from the topics in **Module 1 to Module 4**.
- Students should be given a list of possible topics - at least 3 from each Module at the beginning of the semester.
- The Project/Assignment can take the form of Street-Plays / Power-Point Presentations / Poster Exhibitions and similar other modes of presentation appropriate to the topic.
- Students can work in groups of not more than 8 per topic.
- Students must submit a hard / soft copy of the Project / Assignment before appearing for the semester end examination.

Semester End Examination :

Total Marks : 75

Duration : 2½ Hours



No.	Description	Marks
1.	<ol style="list-style-type: none"> Question 1 A will be asked on the meaning / definition of concepts / terms from all Modules. Question 1 B will be asked on the topic of the Project / Assignment done by the student during the Semester In all 8 Questions will be asked out of which 5 have to be attempted. 	<ol style="list-style-type: none"> Total marks: 15 For 1 A, there will be 3 marks for each sub-question. For 1 B there will be 15 marks without any break-up.
2.	Descriptive Question with internal option (A or B) on Module 1	15
3.	Descriptive Question with internal option (A or B) on Module 2	15
4.	Descriptive Question with internal option (A or B) on Module 3	15
5.	Descriptive Question with	