

B. VOC. (BANKING, FINANCIAL SERVICES & INSURANCE)

Fifth Semester

Business Laws

Course Code:	BFSI
Paper Code:	BF501T
Course Title:	Business Laws

Learning Objective: The objective of the course is to impart basic knowledge of the important business laws along with relevant case law.

Unit	Details	Contact Hours
I	The Indian Contract Act, 1872 Provisions related to meaning of contract, its characteristics and kinds, Essentials of valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects, Void agreements, Discharge of contract – modes of discharge including breach and its remedies, Contingent contracts, Quasi contracts, Contract of Indemnity and Guarantee, Contract of Bailment, Contract of Agency.	9
II	Indian Companies Act 2019 Company and its Nature and Scope, Meaning, Definition and characteristics of company, Kinds of companies, Merits and Demerits of Incorporation of company. Shares - Meaning, Types of Shares and Transfer of shares. Share Capital: Meaning, Kinds, Alteration, Reduction and Voting Rights, Debenture - Meaning, Types, Charge-Fixed and Floating. Provisions related to Membership.	9
III	The Central Goods and Services Tax Act, 2017 Introduction - Stages of Evolution of Goods and Services Tax - Methodology of GST – Subsuming of taxes- constitutional background - Benefits of implementing GST- Structure of GST- Central Goods and Services Tax - State Goods and Services Tax - UTGST - Integrated Goods and Services Tax - Important concepts and definitions under CGST Act and IGST Act GSTN - HSN Code - SAC code - GST council – Structure, Power and Functions. Provisions related to Input Tax Credit & Payment of GST.	9
IV	The Partnership Act, 1932: Nature and Characteristics of Partnership, Registration of Firms, Types of Partners, Rights and Duties of Partners, Implied Authority of a Partner. The Limited Liability Partnership Act, 2008: Salient Features of LLP, Difference between LLP and Partnership, LLP and Company, LLP Agreement, Partners and Designated Partners.	9
V	The Negotiable Instruments Act, 1881 Meaning and Characteristics of Negotiable Instruments: Promissory Note, Bill of Exchange, Cheque, Holder and Holder in due Course, Privileges of Holder in Due Course, Negotiation: Types of Endorsements, Crossing of Cheque, Bouncing of Cheques	9

Learning Outcome: The student will be aware of the important business laws along with relevant case law.

Scheme of Examination:

Continuous Assessment (MM: 100)

The continuous assessment shall be done by the concerned faculty based on mid-term test (40 marks); demonstration / presentation (40 marks) and attendance / punctuality / personality traits (20 marks)

End term Assessment (MM: 100)

The End Term Assessment of educational component shall be carried out by the University in the form of written examination whose duration shall be 3 hours as per following examination paper pattern:

Section – A: Ten questions of 2 mark each. Student shall be required to attempt all.

Section – B: Eight questions of 10 marks each out of which student shall be required to attempt any Four.

Section – C: Four questions of 20 marks each out of which student shall be required to attempt any two.

Suggested Readings:

Kuchhal, M.C. and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.

Dagar Inderjeet & Agnihotri Anurag “Business Law” Galgotia Publishing Company, New Delhi

Singh, Avtar, *Business Law*, Eastern Book Company, Lucknow.

Maheshwari & Maheshwari, *Business Law*, National Publishing House, New Delhi.

Goyal Bhushan Kumar and Jain Kinneri, *Business Laws*, International Book House

Illustrated Guide to Goods and Service Tax- C A Rajat Mohan- Bharat Publications

All About GST- V S Datey- Taxmann Publications.

Beginner’s Guide to GST- Dr Vandana Bangar and Dr Yogendra Bangar- Aadhya Prakashan Banagar

Mutual Fund Operations – I

Course Code:	BFSI
Paper Code:	BF502T
Course Title:	Mutual Fund Operations – I

Learning Objective: The objective of this paper is to introduce the student to the basics of Mutual Fund Operations.

Unit	Details	Contact Hours
I	Mutual Funds: Meaning, Concept and Types	9
II	Structure and constituents of Mutual Funds	9
III	Mutual fund products	9
IV	Net Asset Value- Concept, Computation, Applicable NAV and cut-off time	9
V	Purchase, redemption, Systematic transactions: systematic investment, systematic withdrawal.	9

Learning Outcome: The student will understand the mechanism of mutual fund operations as one of the investment options and important financial product.

Scheme of Examination:

Continuous Assessment (MM: 100)

The continuous assessment shall be done by the concerned faculty based on mid-term test (40 marks); demonstration / presentation (40 marks) and attendance / punctuality / personality traits (20 marks)

End term Assessment (MM: 100)

The End Term Assessment of educational component shall be carried out by the University in the form of written examination whose duration shall be 3 hours as per following examination paper pattern:

Section – A: Ten questions of 2 mark each. Student shall be required to attempt all.

Section – B: Eight questions of 10 marks each out of which student shall be required to attempt any Four.

Section – C: Four questions of 20 marks each out of which student shall be required to attempt any two.

Suggested Readings:

Machiraju H.R., Indian Financial System, Vikas Publishing House.

Desai V., Fundamentals of Indian Financial System, Himalaya Publishing House.

Khan M.Y., Financial Services, The McGraw Hill Publishing Company Ltd. New Delhi.

Depository Operations – I

Course Code:	BFSI
Paper Code:	BF503T
Course Title:	Depository Operations – I

Learning Objective: The objective of this paper is to introduce the student to concept of depositories in investment activities.

Unit	Details	Contact Hours
I	Capital Market – Primary and Secondary markets	9
II	Introduction to Depository: CSDI, NSDL	9
III	Depository and its Business Partners – Functioning and structure of Depositories Participants	9
IV	Functions of Depository Participant - Opening, Maintenance and closure of account	9
V	Functions of Depository Participant - Transmission and Nomination	9

Learning Outcome: The student will be able to understand operations of depositories in investment activities.

Scheme of Examination:

Continuous Assessment (MM: 100)

The continuous assessment shall be done by the concerned faculty based on mid-term test (40 marks); demonstration / presentation (40 marks) and attendance / punctuality / personality traits (20 marks)

End term Assessment (MM: 100)

The End Term Assessment of educational component shall be carried out by the University in the form of written examination whose duration shall be 3 hours as per following examination paper pattern:

Section – A: Ten questions of 2 mark each. Student shall be required to attempt all.

Section – B: Eight questions of 10 marks each out of which student shall be required to attempt any Four.

Section – C: Four questions of 20 marks each out of which student shall be required to attempt any two.

Suggested Readings:

Machiraju H.R., Indian Financial System, Vikas Publishing House.

Desai V., Fundamentals of Indian Financial System, Himalaya Publishing House.

Khan M.Y., Financial Services, The McGraw Hill Publishing Company Ltd. New Delhi.

Life Insurance and Health Insurance Practices

Course Code:	BFSI
Paper Code:	BF504T
Course Title:	Life Insurance and Health Insurance Practices

Learning Objective: After studying this paper the student will be able to know and understand the art and science of the practice of life insurance.

Unit	Details	Contact Hours
I	Life Insurance: meaning, need and importance. Policy Servicing- meaning and facets, need, and IRDA's guidelines- both pre-sale and post-sale. Advisor's/Broker's role in servicing. Answering queries and complaints of customers.	6
II	Policy term Services - premium notice, premium collection and processing, change in mode of premium payment, lapse intimation, revival, alterations, non-forfeiture- surrender and paid up, loans, foreclosure, change in name of beneficiaries, issue of duplicate policy, and other services under the policy.	6
III	Claim Services- meaning and importance. Maturity and death claims- documents required and the procedure to make a claim, processing of claims, early and fraudulent claims, supplementary benefit payments, and claimant's title. Settlement options. Claim concession. Repudiation of claims and grievance redressal.	6
IV	Health Insurance- Concept and salient features, Indian context, various players. Healthcare delivery system. Basic health policy- scope and renewal. Family floater policy. Elderly and group health policies. Long term policy. Social security schemes. Claim settlement- tackling inflated and fraudulent claims. Cost control by insurers- preventive health care, and customer responsiveness.	6
V	Health Insurance Policies - Developments- policies of life and non- life insurers. Market linked plans. Savings linked plans. Composite products, Loss of income and expenses covers. Riders. Tax benefits.	6

Learning Outcome: The student will understand the retailing as a business format and retail market in detail and its various facets.

Scheme of Examination:

Continuous Assessment (MM: 100)

The continuous assessment shall be done by the concerned faculty based on mid-term test (40 marks); demonstration / presentation (40 marks) and attendance / punctuality / personality traits (20 marks)

End term Assessment (MM: 100)

The End Term Assessment of educational component shall be carried out by the University in the form of written examination whose duration shall be 3 hours as per following examination paper pattern:

Section – A: Ten questions of 2 mark each. Student shall be required to attempt all.

Section – B: Eight questions of 10 marks each out of which student shall be required to attempt any Four.

Section – C: Four questions of 20 marks each out of which student shall be required to attempt any two.

Suggested Readings:

K. C. Mishra & C. S. Kumar, Life Insurance- Principles and Practice, (2009), Cengage Learning India Pvt. Ltd.

H. Narayanan, Indian Insurance- A profile, (2006), Jaico Publishing House.

Kenneth Black, JR. & Harold D. Skipper, JR. Life and Health Insurance, Thirteenth Ed. (2000), Pearson Education.

Publications of the Insurance Institute of India-

IC- 02- Practice of Life Insurance

IC- 33- Life Insurance

IC- 78- Miscellaneous Insurance.

Mutual Fund Manager

Course Code:	BFSI
Paper Code:	BF5A1S
Course Title:	Mutual Fund Manager

Continuous Assessment of Skill (on the Job/self) (MM: 100):

The continuous assessment of skill component shall be done by the concerned officer at industry partner based on Viva-voce (20 marks); demonstration / presentation (20 marks); and attendance / punctuality / personality traits (10 marks)

End term Assessment of Skill – On the Job/Self.: (MM: 100):

The End Term Assessment of skill component shall be carried out by a panel comprising of a faculty nominated by Director / HOD of the college, an officer nominated by industry partner and external examiner appointed by the University.

Business Development Manager – Insurance Products

Course Code:	BFSI
Paper Code:	BF5A2S
Course Title:	Business Development Manager – Insurance Products

Continuous Assessment of Skill (on the Job/self) (MM: 100):

The continuous assessment of skill component shall be done by the concerned officer at industry partner based on Viva-voce (20 marks); demonstration / presentation (20 marks); and attendance / punctuality / personality traits (10 marks)

End term Assessment of Skill – On the Job/Self.: (MM: 100):

The End Term Assessment of skill component shall be carried out by a panel comprising of a faculty nominated by Director / HOD of the college, an officer nominated by industry partner and external examiner appointed by the University.