

SEMESTER-V

UCBIO20 – PROJECT

- During the fifth semester every student shall undertake a Project under the guidance of a supervisor/ guide from among the Staff members in the Department.
- The student shall select a topic related to Banking/ Insurance sectors and carry out the research study in a Public/ Private Sector Banks/ Insurance Companies.
- A Questionnaire shall be framed, and Sample Size shall be of 35.
- The student shall submit the dissertation at the fifth semester.
- The dissertation shall be valued for 100 marks.
- The allotment of marks shall be as follows:
Internal Valuation – 40 Marks.
External Valuation of the dissertation – 40 Marks.
Viva Voce by the External Examiner – 20 Marks.

Course Objectives

- a) To enable students to undertake a relatively major research work related to Bank and Insurance sector.
- b) To enable students to write the research work in an effective manner.
- c) To provide a holistic knowledge on overall management, operation and functions of bank and insurance sector.

Course Outcomes (CO):

The Learners will be able to

- Identify Research Problem.
- Able to identify sample and collect data.
- Conduct research independently
- Demonstrate the skill of working on SPSS
- Carry out research in specialized areas like Bank and Insurance sector. Transmit their knowledge to the society.

CO/ PO	PO					
	1	2	3	4	5	6
CO1	H	H	H	M	H	H
CO2	H	H	H	M	M	H
CO3	H	H	H	M	H	H
CO4	H	H	H	M	H	H
CO5	H	H	H	M	H	H

H- HIGH M-MEDIUM L-LOW

CO/PSO	PSO					
	1	2	3	4	5	6
CO1	M	M	H	H	H	H
CO2	H	H	M	H	H	H
CO3	H	H	M	H	H	H
CO4	H	H	H	H	H	H
CO5	M	H	M	H	M	H

SEMESTER -III
USBIC20 -BANKING AND INSURANCE PRACTICALS

Year: II SEM: III	Course Code: USBIC20	Title of The Course: Banking and Insurance Practical	Course Type: Theory	Course Category: Skill Based Elective	H/W 2	CREDITS 2	MARKS 40+60
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COURSE OBJECTIVES

- a. To educate students to fill the banking relevant forms
- b. To enable the students to know the procedures for applying jewel loan
- c. To enhance the knowledge on E banking procedures
- d. To familiarize about the various forms regarding insurance Policies
- e. To make the students to fill the claim forms and IT forms

COURSE OUTCOMES (CO)

- Able to fill the forms related to banking sector
- Able to fill the various loan applications forms
- Access the E - banking facilities
- Able to fill the Insurance forms
- Ability to fill the claim forms

CO/PO	PO					
	1	2	3	4	5	6
CO1	H	M	H	M	M	H
CO2	H	M	M	M	M	H
CO3	H	H	H	M	M	M
CO4	H	M	M	M	M	H
CO5	H	M	M	M	M	M

(H- HIGH M-MEDIUM L-LOW)

CO/PSO	PSO					
	1	2	3	4	5	6
CO1	H	H	H	M	M	H
CO2	H	M	M	M	M	H
CO3	H	H	H	M	M	M
CO4	H	H	M	M	M	H
CO5	H	M	M	M	H	H

COURSE SYLLABUS

UNIT 1

(6 Hours)

- 1.1 Drawing Endorsing and Crossing of Cheques (K1, K2)
- 1.2 Filling up of pay in slips Demand draft application (K1, K2, K3)
- 1.3 Making entries in the passbook and filling up of Account Opening Forms for SB account, Current Account (K1, K2, K3)
- 1.4 FDR's- both online and offline forms (K1, K2, K3)
- 1.5 Drawing and endorsing of Bills of Exchange and Promissory notes (K1, K2, K3)
- 1.6 Preparation of Demand Drafts. (K1, K2, K3)

UNIT II

(6 Hours)

- 2.1 Filling up of Application Forms for Admission in cooperative societies (K1, K2, K3)
- 2.2 Filling up of Loan Application form (K1, K2, K3, K4)
- 2.3 Filling up of Deposit Challan (K1, K2, K3, K4)
- 2.4 Filling up of Jewel Loan Application form (K1, K2, K3)
- 2.5 Procedure for Jewel loan (K1, K2, K3)
- 2.6 Procedure for repayment of Jewel Loan (K1, K2, K3, K4)

UNIT III

(6 Hours)

- 3.1 Activation of Net Banking, Account Summary (K1, K2, K3, K4)
- 3.2 E –Statement, Add Beneficiary (K1, K2)
- 3.3 Funds Transfer- NEFT: Service availability durations minimum/ maximum amount for transactions (K1, K2, K3, K4)
- 3.4 Transaction flow, Processing Charges/ Service Charges (K1, K2, K3)
- 3.5 RTGS: Making Payment, Procedure, Working of RTGS (K1, K2, K3)
- 3.6 IMPS: Modes of transfer, Process flow, Advantages & Disadvantages (K1, K2, K3)

UNIT IV

(6 Hours)

- 4.1 Filling up of an application form of LIC (K1, K2, K3, K4)
- 4.2 How to fill a various insurance policy form (K1, K2, K3, K4)
- 4.3 Filling up the premium form (K1, K2, K3, K4)
- 4.4 Filling up the claim form (K1, K2, K3, K4)
- 4.5 filling up the challan for remittance of premium through Online (K1, K2, K3)
- 4.6 filling up the challan for remittance of premium through Offline. (K1, K2, K3)

UNIT V

(6 Hours)

- 5.1 Filling up of a Claim Forms of about LIC Policies (K1, K2, K3)
- 5.2 Filling up of a Claim Forms of General Insurance Policies (K1, K2, K3)
- 5.3 Filling up Income tax returns (K1, K2)
- 5.4 Banking Ombudsman Scheme (K1, K2)
- 5.5 Insurance Ombudsman Scheme (K1, K2)
- 5.6 Filling up Application of Permanent Account Number (K1, K2)

TEXTBOOK

STUDY MATERIAL

WEB SOURCES

1. <https://g.cokgs/q6fUxa>
2. <https://1firstcashadvance.org/how-to-fill-out-a-loan-application-form/>
3. www.onlinesbi.Com
4. <https://youtu.be/mjrn79ADO2I>
5. <https://www.Policyholder.gov.in/ombudsman.aspx>