



AUXILIUM COLLEGE (Autonomous)

(Accredited by NAAC with A+ Grade with a CGPA of 3.55 out of 4 in the 3rd cycle)
Gandhi Nagar, Vellore – 6.

**DEPARTMENT OF BANKING &
INSURANCE
LESSON PLAN
2019-2020**

LESSON PLAN

UCBIE16 - PRACTICAL AUDITING.

<u>Month</u>	<u>portions to be covered</u>
June	Auditing - Meaning - objectives - scope - classification.
July	Audit programme, Note, Paper - Internal Audit - Audit duty.
August	Vouching - Meaning - Impitans - cash receipts, payments.
September	Valuation of Assets and Liabilities - Meaning - objectives - Valuation of different kinds of Assets.
October	Audit of Limited company - Qualification Rights - Powers.

UCBIE16 - Legal and Regulatory Aspects of Banking

<u>Month</u>	<u>portions to be covered</u>
June	Definition of Non-Banking financial companies - Regulations - Control over Organisation.
July	Indemnity - Role guarantee - Legal Law Related to Bill of exchange, changes I & II.
August	Insolvency and Bankruptcy, 2016 - Non-performing Assets (NPA).
September	Establishment of tribunals and Appellate - procedure of Tribunals - Lok Adalats.
October	Consumer protection Act 1986 - Consumer protection council.

Chand & Sons, New Delhi
 Lesson Plan

Week	Portions to be covered	Reference	Platform (LMS)
1.	Meaning and definitions of Management, characteristics and importance of management. Contribution of F.W. Taylor	Dr. Gupta. C.B	Google Meet.
2.	Contribution of Henry Fayol, Peter Drucker, concept of Management by objective (MBO)	Dr. Gupta. C.B	Google Meet.
3.	Management by Exception (MBE) and corporate Social Responsibility (CSR)	Dr. Gupta C.B	Google Meet
4.	Meaning and definition of Planning, Nature and importance of Planning, Advantages and Limitations	Dr. Gupta C.B	Google Meet
5.	Types of Planning and Steps in Planning process.	Dr. Gupta. C.B	Google Meet
6.	Meaning and Definition of decision making, Process of decision making.	Dr. Gupta C.B	Google Meet
7.	Meaning of Organizing, nature importance and principles of organizing. Steps in organizing	Dr. Gupta C.B	Google Meet

Week	Portions to be covered	Reference	Platform (LMS)
8.	Types of organizing, line organizing Functional, line & Staff and Committee Organization.	Dr. Gupta C.B	Google Meet
9.	Meaning of Delegation, Types of Delegation.	Dr. Gupta C.B	Google Meet
10.	Principles of Centralisation, Principles of Decentralisation, Difference between both.	Dr. Gupta C.B	Google Meet
11.	Meaning of Staffing, Importance of Staffing, Meaning directing, Nature and characteristics of Directing.	Dr. Gupta C.B	Google Meet
12.	Meaning of Motivation, Types Monetary and Non-Monetary Incentives.	Dr. Gupta C.B	Google Meet
13.	Meaning of Leadership, Nature, Styles and Functions of Leadership.	Dr. Gupta C.B	Google Meet
14.	Theories of Motivation, Maslow Theory, McGregor and Herzberg Theory of Motivation.	Dr. Gupta C.B	Google Meet
15.	Meaning of Communication, Nature & Importance, Essential of good Communication.	Dr. Gupta C.B	Google Meet
16.	Communication Process, Barriers to communication and Steps to overcome the barriers.	Dr. Gupta C.B	Google Meet
17.	Definition of Control, Meaning of control, Elements of control and process of control.	Dr. Gupta C.B	Google Meet
18.	Meaning of Co-ordination, Nature, Importance, Types, Problems and Difference between Co-ordination & Co-operation	Dr. Gupta C.B	Google Meet

Lesson Plan.

Week	Portions to be Covered	Reference	Platform (LMS)
1.	Introduction of Joint stock Companies, introduction of various terms in Issue of Shares. Introduction of Journal Entries.	Reddy T.S. & Murthy. A	Google Meet.
2.	Problems in Issue of shares at Par, Premium and Discount. Problem with forfeiture.	Reddy. T.S. & Murthy. A	Google Meet
3.	Problems in forfeiture, Re-issue and Capital Reserve.	Reddy. T.S & Murthy. A	Google Meet.
4.	Accounting of Banking Companies Introduction of terms & Schedules.	Reddy. T.S & Murthy. A	Google Meet
5.	Preparation of Profit & Loss Statement with related Schedules.	Reddy T.S. & Murthy. A	Google Meet.
6.	Preparation of Final Statement with related Schedules.	Reddy. T.S. & Murthy. A	Google Meet
7.	Insurance Company Accounts, Introduction of Important terms in Life Insurance, Preparation of P&L A/c and related schedules.	Reddy T.S. & Murthy. A	Google Meet.
8.	Preparation of Balance sheet with related Schedules.	Reddy T.S. & Murthy. A	Google Meet
9.	Preparation of Final Statement of Life Insurance Company.	Reddy. T.S & Murthy. A	Google Meet
10.	Insurance company Accounts, Insurance of terms of General Insurance (Fire). Preparation of P&L Account.	Reddy. T.S & Murthy. A	Google Meet.

Week	Portions to be covered	Reference	platform (LMS)
1.	Preparation of Balance sheet of Fire Insurance and Final Statement of Fire Insurance with related Schedules.	Reddy-T.S & Murthy-A	Google Meet
12.	Preparation of Profit & Loss of Marine Insurance with related Schedules.	Reddy-T.S. & Murthy-A	Google Meet
13.	Preparation of Balance sheet & Final Statements of Marine Insurance with related Schedules.	Reddy T.S & Murthy-A	Google Meet
14.	Redemption of Preference Share - calculation of capital Profit and Revenue Profit. Calculation of Minimum Fresh issue of shares.	Reddy-T.S & Murthy-A	Google Meet
15.	Issue of Debentures, Consideration of issue for cash, assets or issue made as collateral security of loans.	Reddy-T.S & Murthy-A	Google Meet
16.	Redemption of Debentures, Redemption without provision, and Redemption out of Provision.	Reddy-T.S & Murthy-A	Google Meet
17.	Redemption of Debenture out of provision.	Reddy-T.S & Murthy-A	Google Meet
18.	Underwriting of shares and Debentures.	Reddy-T.S. & Murthy-A	Google Meet.

Powers exercisable with the sanction of the
 Tribunal - Voluntary Winding up - Procedure
 & Compulsory and Voluntary Winding up - Powers
 and duties of a Company liquidator is Voluntary
 Winding up.

Textbook:

1) Santhi. J. Company Law - Maegham Publ.

References:-

1) Kapoor N.D - Business Law - Sattan chand

UCBIM19 - Corporate Laws
 Lesson Plan for the Year 2020-2021.

Week	Portions to be covered.	References	Platform (Lms)
<u>I</u>	<u>Unit - I</u> Introduction - Tabulation - Provisions - kinds of Companies - Preliminary Prospectus.	J. Santhi Maegham Publ.	Google Meet
<u>II</u>	Registration - Documents - Memorandum and Articles of Association -	" " "	" " "

Week	Portions to be covered.	References	Platform (Lms).
III	Lifting of Corporate Veil - Doctrine of Indoor mgmt - Doctrine of Constructive notice.	J. Santhi Malgham Publ.	Google meet
IV	unit - II Reason For separation - Structure of Company - Legal Position of Directors	"	"
V	Appointment, Retirement of Reappointment of Directors - By Rotation - Retiring Directors reappointment.	"	"
VI	Appointment of new directors - Independent directors - Code of Conduct For Inde- pendent directors.	"	"
VII	unit - III Kinds of Company Meeting. - " General objects and Purposes of Meeting - Statutory Meeting - Annual General Meeting - Statutory Provisions.	"	"

Week	Portions to be covered.	References	Platform (Lms)
<u>VIII</u>	Duties of Company Secretary - Extraordinary gen. meeting - Board - Committee Meeting	J. Santhi Maegham Publ.	Google Meet
<u>IX</u>	Class - Creditor - meeting Statutory Meeting - Statutory Report.	"	"
<u>X</u>	Provisions relating to Statutory Meeting - Proxies - Minutes of resolutions.	"	"
<u>XI</u>	<u>Unit - IV</u> The Employee Provident Fund & Misc. Act 1952 Definition - Scheme -	"	"
<u>XII</u>	Determination of money due from employee - Recovery of money due from employee.	"	"

Week	Portions to be covered.	References	Platform (Time)
<u>XIII</u>	The Payment of Bonus Act - Determination of bonus - Definitions.	J. Santhi Maegham Publ.	Google Meet
<u>XIV</u>	The Payment of Gratuity Act - ESI Act 1948 - types of benefits.	"	"
<u>XV</u>	<u>Unit - V</u> Meaning of Winding up of Company - Winding up and dissolution - Modes of Winding up.	"	"
<u>XVI</u>	Winding up by the tribunal - Official Liquidator - Powers exercisable.	"	"
<u>XVII</u>	Voluntary Winding up - Procedure of Compulsory & Voluntary Winding up.	"	"
<u>XVIII</u>	Powers and duties of a Company Liquidator on Voluntary Winding up.	"	"

Week	Positions to be covered	References	Platform (Lms)
8	Central Registry - Offences and Penalties - Non Performing Assets.	Legal & Regulatory aspects of banking -	Google Meet
9	Unit - IV Establishment of tribunal & Appellate Tribunal.	Indian Institute of banking & Finance MacMillan Pub.	"
10	Jurisdiction, Powers and Authority of tribunal.	"	"
11	Recovery of debts determined by the tribunal - Misc. Provisions.	"	"
12	The Banker's Evidence Act - Lok Adalat.	"	"
13	Unit - V The Consumer Protection Act 1986	"	"
14	Preamble Extent of Definition	"	"
15	Protection Councils	"	"
16	Consumer Rights	"	"
17	Consumer Awareness.	"	"
18	Consumer Protection Redressal agencies	"	"

USBIE19 - USBIE19 - Practical Aspects of Income tax & E-Filing
 Lesson Plan for the year 2020-2021

Week	Portions to be Covered.	References	Platform (Lms)
1	Sett-off and Carry forward of losses	Study Material	Google Meet
2	Clubbing of Income	"	"
3	Deemed Income	"	"
4	Deductions from GTI - Computation of total Income.	"	"
5	Tax Liability of Individual	"	"
6	E-Filing Practice - Introduction - different forms of returns.	"	"
7	Types of E-Filing	"	"
8	Process - Returns - IT Returns - E-Filing Security.	"	"
9	Instructions for filing The tax return Part I.	"	"
10	IRT Return - online	"	"
11	Instructions - Part II - Filing Out of form.	"	"
12	XBRF - Introduction - Procedure.	"	"
13	E-Filing of ROC	"	"
14	Digital Signatures	"	"
15	Verification of Electronic Records	"	"

Lesson Plan For the year 2020-21.

Week	Portions to be covered.	References	Platform (Lms)
1	Business Communication - Meaning - Definition - types of Communication.	Textbook	Google meet
2	General Objectives - Specific Objectives - Process of Communication.	"	"
3	Directions - Barriers to Effective Communication.	"	"
4	Bank Correspondence - Essential Features of bank Correspondence	"	"
5	Letter From Customer to bank - bank to Customer.	"	"
6	Correspondence within the bank.	"	"
7	Memorandum reports - Long reports - Main features - Various Sections - Misc. Reports.	"	"
8	Sales Reports / Production Reports / News Reports.	"	"

Lesson Plan for the year 2020-2021,

Week	Portions to be Covered	References	Platform (Lms)
1	Sexuality - Puberty in male and female - Sexual Organs and activity.	Young and happy fortnite.	Google Meet
2	Female Reproductive System - Childbirth - Sexual activity.	"	"
3	Marriage - What type of Marriage is better?	"	"
4	What is needed for successful Marriage?	"	"
5	What about dowry? Why do so many Marriages fail?	"	"
6	Family - functions - kinds of Family - Stages and tasks.	"	"
7	Effective Parenting - Methods of Family Planning.	"	"
8	Natural and Artificial Family Planning Methods.	"	"
9	Women health and health Problem during adolescence.	"	"
10	A balanced diet - Signs & Symptoms of Anaemia in teens.	"	"
11	Pre-menstrual Syndrome - What Causes uterine fibroids?	"	"
12	Breast Cancer - Cervical Cancer - Conclusion.	"	"

LESSON PLAN

Managerial Economics

MONTHS	PORTIONS TO BE COVERED
JUNE	Introduction to Managerial Economics - Importance - Scope - Uses - Tools
JULY	Demand Analysis - Law of Demand - Types - Indifference curve Analysis
AUGUST	Supply - Meaning - Law of supply - Break Even Analysis - Cost - Types
SEPTEMBER	Law of return - Law of increasing returns - Pricing methods - price discrimination
OCTOBER	Perfect competition - Monopoly - Duopoly - oligopoly

LESSON PLAN

Banking Theory Law and practice

MONTHS	PORTIONS TO BE COVERED
JUNE	Introduction - components of Indian Banking system - Banking structure - Definition of Banking classification - commercial banks - Functions
JULY	Bank Accounts - Types - steps in opening Accounts saving & current Account - Passbook - Banker and customer Relationship - KYC norms - Principles of lending Loan
AUGUST	Meaning - Characteristics - Types of crossing - Meaning - Types of Endorsement - Rules
SEPTEMBER	Meaning - Bankers duty - Dishonouring customers cheque - material alteration - Refusal of payment
OCTOBER	Meaning of collecting Banker - Role - Res Instruction - customer grievances - procedure

LESSON PLAN

SEE: Practical Aspects of Income Tax and E-Filing

MONTHS	PORTIONS TO BE COVERED
JUNE	Set off and carry forward of losses - clubbing of Income and Deemed Income.
JULY	Deductions from GTI - computation of total Income - Tax Liability of Individuals
AUGUST	E-filing practice - Introduction - Types - Benefits - Process - IT Returns - E-filing securities
SEPTEMBER	Instruction for filing the Tax Return online - ITR Tax Payer Guide part I and part II - Instructions for Filing out from.
AUGUST	An Introduction to Extensible business reporting Language (XBRL) - E-filing Procedure towards XBRL

LESSON PLAN

1. Banking System in India

MONTHS	PORTIONS TO BE COVERED
JUNE	Origin of Banking - Banker & customer Relationship - Statutory obligation to Honour cheques - Duty to maintain secrecy of customer account
JULY	Indigenous Bankers - commercial Banks - Co-operative Banks - Regional Rural Banks - Foreign Banks - Development Banks - IDBI - NABARD
AUGUST	Reserve Bank of India - functions - credit control - Methods
SEPTEMBER	Introduction to Digital Banking - Brief History - Need - Types of cards - Features - Benefits - Europay Master card Visa
OCTOBER	ATM - History - Features - Mobile Banking - pos - Aadhaar Enabled payment system - RTGS - NEFT

- Principles of accounting, new delhi, revised 2014.
3. Grewal T.S. - double entry book - S. Chand and Co. Ltd, new delhi, revised 2010.
 4. Tulsian P.C - Financial Accounting - Tata McGraw Hill, new delhi, edition 2009.

LESSON PLAN

UCBIB20 - Principles of Accounting

Week	Portions to be covered	Reference	Platform (LMS)
1	Introduction to accounting, meaning, definition, steps in accounting, objectives	Financial a/c T.S. Reddy and Murthy, K. Murugadoss	Google Meet.
2	Advantages, Limitations and groups interested in accounting information and branches of accounting	T.S. Reddy and Murthy, K. Murugadoss	Google Meet
3	Accounting concepts, meaning and classification, Principles of double entry system	T.S. Reddy and Murthy, K. Murugadoss	Google Meet
4	Types of accounts, persons interested in accounting, accounting equation, accounting conventions, accounting cycle	T.S. Reddy and Murthy, K. Murugadoss	Google Meet
5	Meaning of Journal, Problems on Journal, ledgers and Trial balance	T.S. Reddy and Murthy, K. Murugadoss	Google Meet

Week	Portions to be covered	Reference	Platform (LMS)
6	Meaning of final accounts, Problems, trading (Problems)	T.S. Reddy and Muethy	Google Meet
7	Profit and loss a/c and balance sheet with adjustments (Problems)	T.S. Reddy and Muethy	Google Meet
8	Meaning of Subsidiary books, problems, purchase return (meaning), problems	T.S. Reddy and Muethy	Google Meet
9	Sales return (meaning), Single column, double column, Problems	T.S. Reddy and Muethy	Google Meet
10	<u>I</u> continuous assessment	-	Google Meet
11	Triple column and petty cash (meaning), problems Rectification of errors (with Suspense a/c) Problems	T.S. Reddy and Muethy	Google Meet
12	Bank Reconciliation Statement (meaning), Problems	T.S. Reddy and Muethy	Google Meet
13	Causes for differences, Preparation of bank reconciliation Statement	T.S. Reddy and Muethy	Google Meet
14	Features of manufacturing a/c, trading account	T.S. Reddy and Muethy	Google Meet
15	Preparation of trading account, balance sheet	T.S. Reddy and Muethy	Google Meet
16	Reconciliation from Favourable cash, book balance, Reconciliation		

Week	Portions to be covered	Reference	Platform (LMS)
1	Introduction to demand analysis, Meaning law of demand, types of demand, Price and demand, Income and demand	R.L. Vaishney, K.L. Maheshwari	Google Meet
2	Prices of related goods and demand, indifference curve, analysis, demand forecasting	R.L. Vaishney, K.L. Maheshwari	Google Meet
3	Supply, Meaning, Supply Schedule, law of Supply, Supply curve, determinants of Supply, contraction and expansion of Supply, increase and decrease of Supply	R.L. Vaishney, K.L. Maheshwari	Google Meet
4	Elasticity of Supply and its measurement, break even analysis, determination	R.L. Vaishney, K.L. Maheshwari	Google Meet
5	Assumptions, advantages, limitations, cost, types, cost reduction, cost control	R.L. Vaishney, K.L. Maheshwari	Google Meet
6	Law of returns, law of diminishing returns, law of increasing returns, law of constant returns, modern approach, production function	R.L. Vaishney, K.L. Maheshwari	Google Meet
7	Pricing Methods and Strategies, objectives, factors, methods of pricing	R.L. Vaishney, K.L. Maheshwari	Google Meet
8	Role of government, dual Pricing, Price discrimination	R.L. Vaishney, K.L. Maheshwari	Google Meet

Week	portions to be covered	Reference	Platform (LMS)
9	Perfect competition, definition, features and conditions	R.L. Varshney K.L. Maheshwar	Google Meet
10	Price determination Under Perfect competition	"	Google Meet
11	Equilibrium price, monopoly, definition, determination of price, oligopoly.	R.L. Varshney, K.L. Maheshwar -ai	Google Meet
12	Difference between perfect and monopoly, monopolistic competition, assumptions, features, defects, duopoly	R.L. Varshney K.L. Maheshwar -ai	Google Meet
13	modern approach, production function	"	Google Meet
14	Difference between perfect and monopoly, features, defects	"	Google Meet
15	Equilibrium price, monopoly, features, functions	"	Google Meet
16	Determination of price, objectives, defects	"	Google Meet
17	Assumptions, features, duopoly	"	Google Meet
18	oligopoly, features, importance, objectives.	"	Google Meet.

market - Online stock trading - DEMAT.

Text book:

1. Santhanam B. - Margham publications.

Book for Reference:

1. Santhanam B. - Banking financial systems, Margham publications.
2. Sharma - Indian Stock Market - Deep and Deep publications.
3. Dr. Guruswamy S. - Financial Services - Vijay Nide Imprints Pvt Hdl.
4. Dr. Ramavath N. - Financial Services.

LESSON PLAN

UCBIE16-Elective II: Business Financial Services

Week	Portions to be covered	Reference	Platform (LMS)
1	Financial Services, meaning, types, merchant banking	B. Santhanam	Google Meet
2	Meaning of merchant banking, Scope and limitations of merchant bankers in Public Issues	B. Santhanam	Google Meet
3	Right issue, Venture Capital, meaning	B. Santhanam	Google Meet
4	Features, importance, methods of financing.	B. Santhanam	Google Meet
5	Forms of Venture Capital investment	B. Santhanam	Google Meet

Week	portions to be covered	Reference	Platform (LMS)
6	Venture Capital Institutions in India	B. Santhanam	Google Meet
7	Capital market, need and importance of capital market, NIM	B. Santhanam	Google Meet
8	Classification, stock exchanges, functions, powers, SEBI regulations, weakness of stock exchanges.	B. Santhanam	Google Meet
9	SEBI regulations, benefits of stock exchanges.	B. Santhanam	Google Meet

SEMESTER V/VI

USB 19 - SKILL-BASED ELECTIVE-I:
Banking and Business Correspondance

Objective :

To develop communication skills related to Banking, Insurance and personality development of the students.

Unit I: Introduction to Business Communication

Business communication - Meaning - Definition - objectives - process of communication - Types of communication - Directions of communication - Barriers to effective communication - 7Cs for effective Business Communication - Layout of Business Letter - Features in Layout.

Week	portions to be covered	Reference	Platform
1	Business communication, Meaning, Definition, objectives, process of communication, Types of communication.	Raghuathan N.S and Santharam.B	Google Meet
2	Directions of communication, Barriers to effective communication	"	Google Meet
3	Tks for effective business communication, Layout of Business Letter, features in Layout.	"	"
4	Bank Correspondance, Essential features of Bank Correspondance	"	Google Meet
5	Letters from customers to Bank, Letters from Bank to customers	"	Google Meet
6	Correspondance within the Bank, proposal to Bank and Reply to authorities Letter	"	"
7	Insurance Correspondance, Specific terms used in Insurance Correspondance.	"	"
8	Specimen letters related to life Insurance.	"	"
9	Specimen Letters related to General Insurance and Marine Insurance	"	"

Week	portions to be covered	Reference	Platform
10	Interview, Types, Job interview, Interview process, Common, Interview Questions.	"	"
11	Specialized Interview formats, Mock interview, Tips for Interviewee and interviewer	"	"
12	Qualities of Good interviewer, Do's and Don'ts in Interview.	"	Google Meet.

SEMESTER - I
 UG - II - Year
 UVEDA15 Value Education.

SEMESTER II post II - chapters 9 to 11

1. Conflict Management - The art of handling conflict.
2. Stress Management - The art of coping with tension and stress.
3. Time Management - The art of using time profitably.
4. Media Management - The art of ensuring media help - not harm us.

LESSON PLAN
 UVED15 - Value Education.

Week	portions to be covered	Reference	Platform
1	Conflict Management : Introduction, circumstances, Nature, Types of conflict	Text book ; Young and Happy - value for life	Platform Google Meet
2	Conflict management Styles, response to conflict situation.	"	"
3	Stress Management : Introduction, Symptoms of stress	"	"
4	Causes of stress, Steps to manage stress.	"	"
5	Time Management : Introduction, self management, use of time.	"	"
6	Eliminating waste of time, identify the time problem.	"	"
7	Set the study schedule, steps to successful time management.	"	"
8.	Media Management : Introduction, media in India.	"	"
9.	Understanding mass media, types of media, Digital media, managing media 24	"	"

EVEN SEMESTER -

SEMESTER - VI

VCBIPIT - Skills for Competitive Examinations

Objective :

To provide coaching to the students to attempt Banking and other competitive Examinations

Unit I: Verbal Reasoning - I :

Analogy test - coding - decoding - Blood relations - Directions
sense test - Sitting arrangement - Logical arrangement of words -
Data sufficiency - analytical reasoning - Statement, assumptions,
arguments and conclusions.

Unit II: Verbal Reasoning - II :

Comparison of ranks - logic based Venn diagrams - logical
alphabet, number and time sequence test - letter series -
Number series - Mathematical operations - Number puzzles -
clocks - calendar - Arithmetical reasoning.

Unit III: Non-verbal Reasoning

Completion of series - Analogy - classification - counting of
figures - completion of figures - Mirror images - Dot
situation (or placement) - English for competitive Examinations

Unit IV: General awareness

History of India - Geography - Economics - International
Trade - India's Five year plans - Banking - Indian constitution
culture - Everyday science - sports - Books and authors -
Honours and Awards - Days and commissions - Current
Affairs.

Unit V: Computer knowledge

Definition of computers - The language of the computer software
The History of computers - The development of computers - The
Characteristics of a computer - The different computing systems

The need for computer literacy - Representing information in computers - some popular operating systems - Role of computers in Banking - Important terms linked to computer Technology.

Textbooks :

1. Aggarwal R. S. - A Modern Approach to Verbal Reasoning. S. Chand & Company Ltd, Ram Nagar, New - Delhi Reprint 2005

Books for Reference :

1. Abhijit Guha - Quantitative Aptitude for competitive Examination - Tata McGraw Hill publishing company Limited
2. Sijwali, B. S & Indu Sijwali - Reasoning Verbal and Non-Verbal Arihant publication (I) PVT. Ltd, Single Ed, 2014
3. R Gupta - Popular Master guide - Bank clerical Cadre - Ramesh publishing House, New Delhi, 2014
4. Sanjay Kumar - Unique Master guide - state Bank of India: clerical Recruitment Examination - Unique publishers, New Delhi, 2012

LESSON PLAN

VCBPIT- SKILLS for competitive Examinations

Week	Portions to be covered	Reference	Platform
1	Analogy test - Coding - Decoding Blood relations, Directions sense Test	Aggarwal R.S: A Modern Approach to Verbal Reasoning.	Classroom, Google Meet
2	Sitting arrangement - logical arrangement of words - Data sufficiency - analytical reasoning	Aggarwal R.S: A Modern Approach to Verbal Reasoning	Classroom, Google Meet
3	Statement, assumptions, arguments and conclusions in reasoning	Aggarwal R.S: A Modern Approach to Verbal Reasoning	Classroom, Google Meet
4	Non verbal Reasoning: Completion of series - Analogy, Classification - counting of figures	Aggarwal R.S: A modern Approach to Verbal Reasoning	Classroom
5	Completion of figures, Mirror images - Dot Situation or Placement - English for competitive Examination	Aggarwal R.S: A modern Approach to Verbal Reasoning	Classroom
6	Computer knowledge: Definition of computers, The language of the computer software, The History of computer	Aggarwal R.S: A modern Approach to Verbal Reasoning	Classroom
7	Development of computers, Different computing system, need for computer literacy	Aggarwal R.S: A modern Approach to Verbal Reasoning	Classroom

Week	Portions to be covered	Reference	Platform
8	Representing information in computers - some popular operating system	Aggarwal . R.S: A modern Approach to Verbal Reasoning	Classroom
9	Role of computers in Banking Important terms linked to computer Technology	Aggarwal . R.S: A modern Approach to Verbal Reasoning	Classroom

SEMESTER - VI

UCBIR 17- E-Commerce, E-Banking and Tally

Objective:

TO provide technical knowledge about applications of E-banking and E-Commerce.

Unit I:

Concept - Elements - E-Commerce in Indian scenario - Economic potential of E-Commerce - M-Commerce - Implementation of E-Commerce - Creation of Website - Technology - Constraints of Implementation - Advantages of E-Commerce - Business models of E-Commerce - B2B, B2C, C2B, G2B and E-governance

Unit II:

Mobile commerce - Introduction - Factors that drive M-commerce - Difference between E-commerce and M-commerce - Growth of M-commerce in India - Advantages of mobile commerce - Technology behind mobile commerce - Application of M-commerce - Types of mobile payment - Future of mobile commerce.

Unit III :

E-Banking - Meaning - Benefits - Internet Banking services - mobile Banking - Telebanking - call centre banking - features ATM, credit card, debit card, smart card, Biometric and MICR cheques - Benefits - Electronic clearing system - RBI guidelines - Benefits - cheque transactions - E-cheques - E-money - Digital cash - Benefits to Banker and customer single window - concept and benefits

Unit IV :

Emerging Trends in Banking - E-banking - centralised online real time Electronic Banking (CORE) - core banking solutions (CBS) - Electronic clearing Service (ECS) - Electronic Fund Transfer (EFT) - Real Time Gross Settlement (RTGS) - National Electronic fund Transfer (NEFT) - Society for world wide Interbank financial Telecommunication (SWIFT) - Immediate Payment Service (IMPS)

UNIT V :

Introduction to Tally - Accounting and Inventory - An outline - Ledger and Ledger Accounts - Trial balance - Trading and Profit and Loss account - Balancesheet - Fundamentals of Inventory - Account creation, Account Information - Groups (create, display delete) Multiple groups - Ledger (create, display, alter) - Multiple ledger - Inventory master creation: stocks groups and stock items - Entering vouchers and Invoices: Different types of Accounting vouchers and Inventory vouchers - Reports in Tally - Balance sheet, Profit & loss account - Trial balance - Day book - Ratio analysis - Reconciliation of bank Account

Note :

Study Material will be provided to the students

LESSON PLAN

UCBIR17 - E-commerce, E-Banking and Tally

Weeks	Portions to be covered	Reference	Platform
1	Concept, Elements - E-commerce in Indian scenario - E-commerce potential - M-commerce	Study material, Web resources	Google Meet, Classroom
2	Implementation of E-commerce - creation of website - Technology constraints on Implementation - Advantages of E-commerce - Business Models of E-commerce	Study Material	Google Meet, Classroom
3	Mobile commerce - Introduction factors that drive M-commerce, Difference between E-commerce and M-commerce	Study Material	Google Meet
4	Growth of M-commerce in India - Advantages of Mobile commerce - Technology behind mobile commerce	Study Material	Google Meet
5	Application of M-commerce - Types of mobile payment - Future of mobile commerce	Study Material	classroom, Google Meet
6	E-Banking, meaning, Benefits - Internet banking services - Mobile banking - Teleshopping	Study Material	classroom
7	callcentre banking - Features ATM, credit card, debit card, smart card	Study Material	classroom

Weeks	portions to be covered	Reference	platform
8	Biometric and MIRC-Benefits Electronic clearing system - RBI guidelines - Benefits	Study material	classroom
9	Cheque Transactions - E-cheques E-Money - Digital cash - Benefits to banker and customer - Single window - Concept and benefits.	Study Material	Class room
10	Emerging trends in banking - E-banking - centralised online Realtime Electronic banking (CORE) - CBS	Study Material	Class room
11	Electronic clearing services Fund transfer, Real time Gross settlement (RTGS) - National Electronic fund Transfer (NEFT)	Study Material	Class room
12	Society for worldwide Interbank Financial Tele communication (SWIFT) - Immediate payment services (IMPS)	Study Material	Class room
13	Introduction to Tally - Accounting and Inventory - An outline - Ledger & ledger Accounts - Trial balance	Study Material	Classroom
14	Trading & Profit and loss Account - Balance sheet - Fundamentals of Inventory	Study Material	Classroom

Weeks	portions to be covered	Reference	platform
15	Account creation, Account information - Groups (create, display, delete) Multiple groups - Ledger	study Material	Class room
16	Multiple ledger - Inventory master creation: stock groups and stock items - Entering vouchers and Invoices	Study Material	Class Room
17	Different types of Accounting vouchers and Inventory vouchers - Reports in tally - Balance sheet	study material	Class Room
18	Profit and Loss Account - Trial balance - Day book - Ratio analysis - Reconciliation of Bank Account	study Material	Class Room

SEMESTER - VI

UGBIA619 - Non-Major Elective: Banking System in India

Objective :

To impart knowledge to the students about Traditional banking and Digital banking systems.

Unit I: Introduction to Banking:

Origin of banking - Banker - Banking and other business - customer - The relationship between a banker and customer - General relationship - statutory obligation to Honor cheques - Banker's Lien - duty to maintain secrecy of customer account.

unit II: Banking Structure:

Indigenous Bankers - commercial banks - Co-operative banks - Regional Rural Banks - Foreign banks - Development banks - Industrial Development Bank of India (IDBI) - Industrial Finance Corporation of India (IFCI) - Industrial Reconstruction Bank of India (IRBI) - National Bank for Agricultural and Rural Development (NABARD) - Export and Import Bank (EXIM) - National Housing bank (NHB) - Small Banking Non Banking Financial company (NBFC)

unit III: Reserve Bank of India

Reserve Bank of India - Functions - Credit Control - Methods of credit control.

unit IV: Introduction to Digital Banking:

Introduction to digital banking - Brief history - Need for Digital channels - customer preference to digital banking - Types of cards - features - Benefits - Magnetic strip card and Europay Master Card Visa (EMV) Technology.

unit V: Modes of Digital Payment:

Automatic Teller Machine (ATM) - History - Product features - Instant Money Transfer (IMT) - Cash Deposit Machine (CDM) - Mobile banking - Product features - Immediate Payment System (IMPS) - Online banking - Product features - point of Sale (POS) - Features - Types - Aadhar Enabled payment system (AEPS) - Real Time Gross Settlement (RTGS) - National Electronic fund Transfer (NEFT)

Textbook:

Digital Banking - Indian Institute of Banking and Finance, Taxman Publication

Week	Portions to be covered	Reference	Platform
1	Origin of Banking - Banker Banking and other Business customer - The relationship between banker and customer	study material, web resources.	Platform classroom Google Meet
2	General relationship - statutory obligation to Honour cheques, Bankers Lien - Duty to maintain secrecy of customers account	study material	classroom, Google Meet
3	Indigenous bankers - Commercial banks - co-operative banks - Regional Rural banks - Foreign banks - Development banks	study Material	classroom
4	Industrial Development bank of India [IDBI] - Industrial Finance Corporation of India (IFCI) - Industrial Reconstruction Bank of India (IRBI)	study Material	Class room
5	National Bank for Agricultural and Rural Development (NABARD) - Export and Import Bank (EXIM)	Study Material.	Class room
6	National Housing Bank (NHB) Small Banking - Non-banking Financial Company (NBFC)	Study Material	class room

Week	Portions to be covered	Reference	platform
7	Reserve Bank of India - Functions, Credit control, Methods of credit control	study material	class room
8	Introduction to digital banking - Brief History - Need for Digital channels, customer preference for Digital Banking	study material	class room
9	Magnetic Strip card and Europay master card visa (EMV) Technology, mobile Banking - Product features. Immediate payment system (IMPS) - Online banking - Product features	study material	class room
10	Automatic Teller Machine (ATM) History - Product features - Instant money Transfer (IMT) Cash Deposit Money	study material	class room
11	Point of sale (POS) - Features Types - Aadhar Enabled Payment System (AEPS), Real Time Gross Settlement (RTGS) - National Electronic fund Transfer	study material	class room

VEDAIS VALUE EDUCATION

2020-2021

VII - II - years

Semester IV : Part II - chapters 11 to 14

5. Social Responsibility - our duties towards our fellow humans

6. Leadership - Skills to be at the helm

7. Caring for Nature - our duties towards our home

LESSON PLAN

VEDAIS : VALUE EDUCATION

Week	Portions to be covered	Reference	Platform
1	Social Responsibility: Components of Justice, Issues connected to social justice, Strategies	Textbook: Young & Happy - value for life	Google Meet, Classroom
2	Leadership: Meaning, Traits of Good leaders, Personal application	Textbook: Young & Happy - value for life	Google Meet Classroom
3	Caring for Nature: Beauty, Nature & god, pollution, Acid rain, global warming	Textbook: Young & Happy - value for life	Classroom
4	Caring for Environment, global warming	Textbook: Young & Happy - value for Happy life	Class room
5	ozone depletion, smoke and for smog	Textbook: Young & Happy - value for life	Class room
6	Reduce, Reuse and Recycle, Materials should be recycled	Textbook: Young & Happy - value for life	Class room
7	Student Activities and case studies	Textbook: Young & Happy - value for life	class room

Work done for the [Even Semester - 2020-2021]

Week	Hours	Unit	Topics	Teaching Methodology	Learning Resource	Method of Evaluation
I		I	Financial Management : Meaning and definition-Scope and objectives of Financial Management - Profit Maximization Vs wealth maximization - other objectives	Lecture Method	[Textbook] Financial Management - Dr. A. Murthy	Asking questions after every class
II		I	Role of finance Manager- Functions of financial Management - Methods and Tools of financial Management.	Lecture Method	[Text book] Financial Management - Dr. A. Murthy	conducting oral test at the end of each unit.
III		II	cost of capital : Introduction - meaning - Definition - components of cost of Capital - Importance of cost of Capital	Lecture Method	[Text book] Financial Management - Dr. A. Murthy.	By giving extra problems to work out.
IV		II	Types - Computation of cost of Capital - Factors determining cost of capital	Chalk & Talk.	Text book & Reference Book.	By giving additional problems to work out.

Week	Hours	Unit	Topics	Teaching Methodology	Learning Resource	Method of Evaluation
5		II	Computation of cost of Capital - cost of Debt - Cost of Irredeemable preference Share Capital - cost of Redeemable preference Share Capital.	Chalk & Talk	Financial Management - Dr. A. Murthy	Asking students to solve Problems by applying relevant formulae.
6.		II	Computation of cost of Equity Capital - Dividend Yield Method - Dividend Price plus Growth Method - Earnings / price Method - Realised Yield Method - CAPM - weighted Average cost of Capital	Chalk & Talk.	Financial Management Dr A. Murthy	By giving additional Problems to solve.
7		III	Capital Structure : Meaning and Definition - Difference between Capital Structure and capitalisation - optimum Capital Structure.	Lecture Method.	Financial Management Dr. A. Murthy	Asking open-end Questions

8	iv	Features of an appropriate Capital Structure - Factors determining Capital Structure.	Lecture Method	Financial Management - Dr. A. Murthy	Asking Open-end Questions
9.	iii	Theories of capital Structure - Net Income (NI) Approach - Net operating Income (NOI) Approach, Traditional Approach.	Lecture Method	Financial Management Dr. A. Murthy.	Conducting Oral Test.
10	iii	Computation of Problems under - Net Income (NI) Approach, - Net operating Income (NOI) Approach.	Chalk & Talk	Financial Management Dr. A. Murthy.	Asking Students to solve Problems under each Method.
11.	iv	Computation of optimum Capital structure under Traditional Approach and Modigliani and Miller Approach - criticism of MM Approach.	Chalk & Talk	Financial Management Dr. A. Murthy.	Solving additional Problems in each Model.

Semester IV - II: B.com (Banking & Insurance)

Lesson Plan

Programme	B.com (Banking & Insurance)
Programme Code	H1
Semester	IV
Course	Research Methodology
Hours / Course code	UCBIJ16 / 5 hours
Credits	4
Total Hours	5
Maximum Marks	(40 + 60) = 100 marks
Course Instructor	Dr. R. Gayathiri

Week	Hours	Unit	Topics	Teaching Methodology	Learning Resources	Method of Evaluation
1.		I	Definition of Research - Meaning - Objectives - Type of Research.	Lecture Method	Research Methodology - P. Ravilochanan	Conducting oral Test
2.		I	Research Process - Qualities of a Researcher.	Lecture Method	Research Methodology - P. Ravilochanan	Asking open-end Questions.
3.		I	Criteria of Good Research - Problems Encountered in Research.	Lecture Method	Research Methodology - P. Ravilochanan	Conducting oral Test
4.		II	Defining Research Problem - Research Design - Features of Good Research Design.	Lecture Method	Research Methodology P. Ravilochanan	Asking open-end Questions.
5.		II	Types of Research Design - Factors Affecting Design.	Lecture Method	Research Methodology P. Ravilochanan	Asking open-end Questions.
6.		II	Hypothesis - Meaning - Definition - Need for Hypothesis.	Lecture Method	Research Methodology P. Ravilochanan	Conducting oral Test
7.		II	Formulation of Hypothesis - Types - Test of Hypothesis - Type I and Type II Error.	Lecture Method	Research Methodology P. Ravilochanan	Asking open-end Questions.

Week	Hours	Unit	Topics	Teaching Methodology	Learning Resources	Method of Evaluation
8		III	Sampling - Introduction - Merits of sampling - Limitations - Methods of sampling - Types of Random Probability Sampling - Simple Random Sampling.	Lecture Method	Research Methodology - P. Ravilochan	Conducting oral Test.
9.		III	Stratified Random Sampling - Merits & Limitation of Stratified Random Sampling.	Lecture Method	Research Methodology P. Ravilochan	Asking open-end questions
10.		III	Systematic Random Sampling - Merits and Limitations of Systematic Random Sampling - Multi Stage or cluster Sampling - Merits and demerits.	Lecture Method	Research Methodology P. Ravilochan	Conducting oral Test
		III	Non-Random sampling or Non-Probability sampling - Judgement Sampling - Convenience Sampling - Quota Sampling - Determination of size of sample.	Lecture Method	Research Methodology P. Ravilochan	Conducting oral Test

Asking open-end

12.	<u>IV</u>	Collection of Primary and Secondary Data - Sources of Secondary Data.	Lecture Method	Research Methodology P. Ravilochanan	Asking open-end questions.
13.	<u>IV</u>	Interview Techniques - Survey and Interview Method - Merits and Demerits.	Lecture Method	Research Methodology P. Ravilochanan	Asking open-end questions.
14.	<u>IV</u>	Questionnaire - Pre-requisites of using questionnaire.	Lecture Method	Research Methodology P. Ravilochanan	Conducting oral Test
15.	<u>IV</u>	Structure and unstructured questionnaire.	Lecture Method	Research Methodology P. Ravilochanan	Conducting oral Test.
16.	<u>V</u>	Measurement and Scaling Techniques - Analysis and Interpretation.	Lecture Method	Research Methodology P. Ravilochanan	Asking open-end questions
17.	<u>V</u>	Report writing.	Lecture Method	Research Methodology - P. Ravilochanan	Asking open-end questions
18.	<u>V</u>	Application of SPSS.	Lecture Method	Research Methodology - P. Ravilochanan.	conducting oral Test

UCBIKIB - INCOME TAX LAW AND PRACTICE

Objective:-

To impart knowledge about the Provisions in Income Tax.

Unit - I.

Income Tax Act 1961 - Important Definitions: Assessee, Assessment Year, Income, Person, Previous Year - Residence and Incidence of Tax - Incomes Exempt from Tax - Salaries - Definition - Prerequisites - Valuation and taxability of Prerequisites - Allowances - Deductions

Unit - II.

Income from house Property - Annual Value - Determination of Annual Value - Let out house, - Self-occupied house - Deductions.

Unit - III.

Capital Gains - Definition - Kinds of Capital Assets - Transfers - Transfer not regarded as transfer - Short term and long term - Deductions and Exemptions.

Unit - IV.

Profits and Gains of Business or Profession - Depreciations and other allowances - Computation of Business Income - Computation of Professional Income.

Unit - V

Income from other sources - Income Chargeable to tax - Deductions.

Text book:

Mehotra H.C - Income Tax Law and Practice -
Sahitya Bhawan Publications, Agra (Latest Ed.)

Books for Reference:

1. Vinod K. Singhania - Students Guide to Income Tax - Taxmann Publications Pvt. Ltd., (Latest Ed.)
2. Gaur and Narang - Income Tax - Sultan Chand and Co., (Latest Ed.)
3. Harisharan - Income Tax Law and Practice - Vijay Nicole Imprints Pvt. Ltd., Chennai (Latest Ed.)
4. Reddy T.S and Hari Prasad Reddy - Income Tax - Macgham Publications - Chennai. (latest ed.)

UCBIK16 - Income Tax Law and Practice.
Lesson Plan for the year 2020-21.

Week	Portions to be Covered.	References	Platforms.
1	Income Tax Act 1961 - Important - Definitions - Assessee - Assessment Year - Income - Person - Previous Year.	Mehotra H.c Income Tax Law & Practice.	Google meet
2	Residence and Incidence of Tax - Income exempt from Tax - Salaries.	Mehotra H.c Income Tax Law & Practice.	Google meet
3	Salaries - Definition - Prerequisites - Valuation and taxability of Prerequisites - Allowances and Deductions.	Mehotra H.c Income Tax Law & Practice	Google meet
4	Income from house Property - Annual Value -	Mehotra H.c Income Tax Law & Practice	Google meet
5	Determination of Annual Value - let out house.	Mehotra H.c Income Tax Law & Practice.	Online / PPT
6	Self-occupied house - Deductions.	Mehotra H.c Income Tax Law & Practice	Google meet
7	Capital Gains - Definitions - Kinds of Capital assets - Transfers.		

Sl. No.	Topics to be covered.	References	Platform.
8	Transfer not regarded as transfer - Short-term Capital gain	Mehotra H.c Income Tax Law & Practice	online / PPT
9	Long-term Capital gain - Deductions and Exemptions.	Mehotra H.c Income Tax Law & Practice	online / PPT
10	Profits and gains of Business or Profession - Depreciation	Mehotra H.c Income Tax Law & Practice	online / PPT
11	Other Allowances - Computation of Business Income	Mehotra H.c Income Tax Law & Practice	online / PPT
12	Computation of Professional Income.	Mehotra H.c Income Tax Law & Practice	online / PPT
13	Income from other Sources	Mehotra H.c Income Tax Law & Practice	online / PPT
14	Income Chargeable to tax	Mehotra H.c Income Tax Law & Practice	online / PPT
15	Deductions -	Mehotra H.c Income Tax Law & Practice	online / PPT

SEMESTER - IV

UCLB1117 - LEGAL ASPECTS OF BANKING & INSURANCE

Objective:-

To impart knowledge about IRDA regulations and legal aspects of business.

Unit - I

Indian Contract Act 1972: Law of Contract - Offer and Acceptance - Consideration and Capacity - Free Consent - Discharge of Contract - Breach of Contract.

Unit - II

Sale of Goods Act 1930: Definition of Sale - Actual Sale - Agreement to Sell - Distinction between Sale and agreement to sell - Consideration and warranties - Doctrine of Caveat Emptor - Delivery of goods - Transfer of Property - Transfer of title by non-owners - Resale - Auction Sale.

Unit - III

History of Insurance - An Introduction to the legal aspects of Insurance - The Insurance Act, 1938 - The Life Insurance Corporation of India Act, 1956 - The General Insurance Business Nationalization Act, 1972 - Insurance Regulatory and Development Authority Act, 1999 - Insurance Regulatory and Development Authority (Appointed Actuary) Regulations, 2000.

Unit - IV

Insurance Regulatory and Development Authority
(General Insurance - Reinsurance) Regulations, 2000 -
Insurance Regulatory and Development Authority
(Protection of Policyholder's Interests) Regulations, 2002 -
Insurance Regulatory and Development Authority
(Obligations & Issues to Rural Social Sectors) Regulations,
2002 - Insurance Ombudsman.

Unit - V

Rural Insurance in India - Introduction - Rural
Insurance Schemes - Special Features - Benefits -
Challenges to be encountered in the Indian Rural
Insurance Market - Scope of Collaborative Action;
Health Insurance in India - Introduction - Definition
Health Insurance Schemes - Health Insurance
Initiatives by State Governments - Concerns, Challenges
and the way ahead.

Text book:

1. Kapoor N.D - Business law - Sultan Chand &
Publication

Books for Reference:

1. Sarasalanathel.p. and Sumathi.S - Legal Systems
in Business - Himalaya Publishing House - 7th edition.

2. Kauchal M.C - Business law - Vikas Publ.

UCB1117 - Legal Aspects of Banking & Insurance.
Lesson Plan for the year 2020-21

Block	Portions to be Covered	References	Platform
I	Business Indian Contract Act 1972 Law of Contract - Offer and Acceptance	Study Material	online/ PPT
II	Consideration and Capacity - Free Consent	Study Material	online/ PPT
III	Discharge of Contract - Breach of Contract	Study Material	online/ PPT
IV	Sale of Goods Act 1930 - Definition of Sale Actual Sale - Agreement to Sell - Consideration and Warranties	Study Material	online/ PPT
V	Distinction between Sale and Agreement to Sell - Doctrine of Caveat Emptor - Auction Sale.	Study Material	online/ PPT
VI	Delivery of goods - Transfer of Property - Transfer of title by non-owners - Resale	Study Material	online/ PPT
VII	History of Insurance - An Introduction to Legal Aspects of Insurance - The Insurance Act 1938 - LIC Act 1956	Principles of Insurance Nareshan Publ. Natarajan	online/ PPT
VIII	General Insurance Business Nationalization Act 1972 -	Principles of Insurance Nareshan Publ. Natarajan	Google Meet

Slack	Topics to be covered	References	Platform
<u>ix</u>	Insurance and Regulatory Development Authority Act 1999 - Insurance and Regulatory Authority (Appointed Actuary 2000). - Insurance ombudsman.	Principles of Insurance - Dr. A. Murthy Maegham Publ.	Google meet
<u>x</u>	Insurance Regulatory and development Authority (General Insurance - Re-insurance) Regulations 2000 -	Principles of Insurance - Dr. A. Murthy Maegham Publ.	Google meet
<u>xi</u>	Insurance Regulatory and development Authority (Protection of Policy holder's Interest) Regulations 2002. - IRDA Obligations to Rural sector 2000.	Principles of Insurance - Dr. A. Murthy Maegham Publ.	Google Meet
<u>xii</u>	Rural Insurance in India - Introduction - Rural Insurance Scheme - Special features - Benefits.	Principles of Insurance - Dr. A. Murthy Maegham Publ.	Google Meet
<u>xiii</u>	Challenges to be encountered in the Indian Rural Insurance Market -	Principles of Insurance - Dr. A. Murthy Maegham Publ.	Google Meet
<u>xiv</u>	Scope of Collaborative Action - Health Insurance in India - Health Insurance Initiatives by State Government.	Principles of Insurance - Dr. A. Murthy Maegham Publ.	Google Meet
<u>xv</u>	Concerns Challenges and the way ahead.	Principles of Insurance - Dr. A. Murthy Maegham Publ.	Google Meet

USBIAT - Skill Based Elective - I

Business Communication

Objective :-

To Make the students regarding business Communication skills helping them through various stages in their lines.

Unit - I

Business Communication - Meaning - Definition - General Objectives - Specific Objectives - Process of Communication - Types of Communication - Directions of Communications - Barriers to effective Communication.

Unit - II

T.C's of Effective Business Communication - layout of Business letter - Features of layout - kinds of business letter - Need for Business letter - Function of a business letter.

Unit - III

Bank Correspondence - Essential Features of bank Correspondence - letter from Customer to bank - letter from bank to Customer - Correspondence within the bank.

Unit - IV

Insurance Correspondence - Specific terms used in Insurance Correspondence - Specific terms related to Life Insurance, General Insurance and Marine Insurance.

Unit - V

Business Reports - Importance - Kinds -
Guidelines for effective report - Short report -
Format - Memorandum report - Long reports -
Main features - Various Schemes - Miscellaneous
Reports - Sales Report / Production Reports / News
Report.

Textbook : ..

Study Material will be provided to the
Students.

UCBIAIT - Skill Based Elective - I
 Business Communication
 Lesson Plan For the year 2020-21

Week	Portions to be Covered	References	Platform
I	Business Communication - Meaning - Definition - General objectives	Study Material	Google Meet
II	Specific objectives - Process of Communication - Types of Communication	Study Material	Google Meet
III	Directions of Communications - Barriers to effective Communication	Study Material	Google Meet
IV	Tels of effective business Communication - layout of Business letter	Study Material	Google Meet
V	Features in layout - kinds of business	Study Material	Online / PPT
VI	Need for business letter and Functions of a business letter.	Study Material	Online / PPT
VII	Bank Correspondence - Essential features of bank Correspondence -	Study Material	Online / PPT
VIII	Letter from Customer to bank - Letter from bank to Customer - Correspondence within the bank.	Study Material	Online / PPT

Week	Portions to be Covered	References	Platform
<u>IX</u>	Insurance Correspondence - Specific terms used in business LIC, Marine.	Study Material	Online / PPT
<u>X</u>	Specific terms used in General Insurance - Insurance terms.	Study Material	Online / PPT
<u>XI</u>	Business Reports - Importance - Kinds - Guideline for effective report - Short Report - Format	Study Material	Online / PPT
<u>XII</u>	Memorandum report - long report - Main features - Various Schemes - Miscellaneous Reports.	Study Material	Online / PPT
<u>XIII</u>	Sales Report - Production Report News Report.	Study Material	Online / PPT

UNEDAIS - Value Education

Semester - IV Part - II (Chapter 19 to 21)

1. Women Rights - What you need to fight for.

2. Happiness - How to find it

3. Faith Religion and Spirituality - Meaning of life.

Young and happy - Value for life.

Lesson Plan for the year 2020-21

Week	Portions to be Covered	References	Platform
1	Women Rights - Constitutional Provision.	Young & happy	online / PPT
2	Responsibility of Educated Women in India.	Young & happy	online / PPT
3	Happiness - Major factors that contribute to happiness.	Young & happy	online / PPT
4	Happiness is indeed a virtue.	Young & happy.	online / PPT
5	Religion - Forms of dialogue	Young & happy	online / PPT
6	Means of nurturing inter-religious harmony.	Young & happy	online / PPT

USBIE 619 - Skill Based Elective ->
 Practical Aspects of Income Tax & E-Filing
 Lesson Plan for the year 2020-21

Week	Portions to be Covered.	References	Platform
I	Sett-off & Carry Forward of losses	Study material	Google meet
II	Clubbing & Income	"	Google meet
III	Deemed Income	"	Offline / group meet
IV	Deductions from GITI - Computation & total Income.	"	Offline / group meet
V	Tax liability of Individual	"	Offline
VI	E-Filing - Practice - Introduction - different forms & returns.	"	Direct Teaching
VII	Types of E-Filing	"	Direct Teaching
VIII	Process - Returns - IT Returns - E-Filing Security.	"	Direct Teaching
IX	Instructions for filing the returns - Part - I.	"	Direct Teaching
X	ITR Returns - online.	"	Direct Teaching
XI	Instructions - Part - II Filing out the form.	"	Chalk & talk
XII	XBR - Introduction - Procedure.	"	Chalk & talk
XIII	E-Filing & ROC.	"	Chalk & talk
XIV	Digital Signatures	"	Chalk & talk
XV	Verification of electronic Records.	"	Chalk & talk

Work Done for the month of January 2021

2. Nagarajan K.L., Nagarajan V. and Nagarajan L., -
Principles of Accountancy - Eurasia Publishing House,
New Delhi, Revised 2014.

3. Grewal T.S. - Double Entry Book - S. Chand and Co.
Ltd, New Delhi, Reprint 2010.

4. Tulsian P.C - Financial Accounting - Tata McGraw
Hill, New Delhi, Edition 2009.

LESSON PLAN

UCBID16 - FINANCIAL ACCOUNTING - I

Week	portions to be covered	Reference	Platform (LMS)
1	Depreciation, Meaning, Definition, Causes, Methods of charging Depreciation.	Financial Alc T.S. Reddy and Murthy	Google Meet
2	Straight Line Method and Written Down Value Method, Provision for Depreciation.	Financial Alc T.S. Reddy and Murthy	Google Meet
3.	Change in Methods of Charging Depreciation, Annuity Method	Financial Alc T.S. Reddy and Murthy	Google Meet
4.	Depletion, Revaluation, Machine Hour Rate, Sinking Fund, Insurance Policy Method.	Financial Alc T.S. Reddy and Murthy	Google Meet
5.	Single Entry, Meaning, Definition, Method.	Financial Alc T.S. Reddy and Murthy.	
6.	Difference between Single Entry and Double Entry System.	Financial Alc T.S. Reddy and Murthy.	
7.	Statement of Affairs	Financial Alc	

Week	Portions to be covered Method, conversion Method.	Reference T.S. Reddy and Murthy	Platform (LMS). Google Meet.
8.	Bill of Exchange, Meaning Definition, features, parties to Bills of Exchange.	Financial Ac T.S. Reddy and Murthy	Google Meet.
9.	Advantages, Types, Recording Transactions in Journal and Ledger.	Financial Ac T.S. Reddy and Murthy.	Google Meet.
10.	Retiring a Bill Under Rebate, Dishonor of Bill.	Financial Ac T.S. Reddy and Murthy.	Google Meet.
11.	Hire purchase and Instalment purchase System.	Financial Ac T.S. Reddy and Murthy.	Google Meet.
12.	Calculation of Interest, Default and Repossession.	Financial Ac T.S. Reddy and Murthy.	Google Meet.
13.	Difference between Hire Purchase System and Instalment purchase System.	Financial Ac T.S. Reddy and Murthy	Google Meet.
14.	Complete Repossession, Partial Repossession, Accounting of Installment Purchase.	Financial Ac T.S. Reddy and Murthy.	Google Meet.
15.	Fire Insurance claims, Types of fire Insurance claims.	Financial Ac T.S. Reddy and Murthy.	Google Meet.
16.	Loss of stocks and	Financial Ac	Google Meet.

Week	Portions to be covered	Reference	Platform (LMS)
	Assets, Loss of profit.	T.S. Reddy and Murthy.	
17.	Distinct Terms on Fire Insurance claims, Insurance claims when Gross profit Ratio is given.	Financial A/c T.S. Reddy and Murthy	Google Meet.
18.	When Gross profit Ratio is not given.	Financial A/c T.S. Reddy and Murthy	Google Meet.

SEMESTER-IV

VAIBAI9-ALLIED-IV: INTERNATIONAL BUSINESS.

Objective:

To teach the students the concepts, structure, theories and procedures in International Business.

Unit-I: Introduction to International Business.

Globalization - Drivers of Globalization - Difference between Domestic Business and International Business - Advantages - Problems in International Business - Mode of Entry into International Business - International Business Environment - Economic Indicators - Principles of International Business Law.

Unit-II: International Trade Organisation.

An Overview - Policy Framework for Global Trade - Instruments of Trade policy - Development of World Trade System - International Organisations and Arrangement - World Trade Organisation (WTO) - Establishment - Principles - World Trade Organisation (WTO) and India - United Nations Conference on Trade and Development (UNCTAD) - Export Promotion Council.

Unit - III: Regional Economic Cooperation

Integration and its Impact - Integration efforts among countries in Europe and Asia - International Financial Environment - Investment decisions - Financial decisions - Money Management decisions.

Unit - IV: Organisational Structure for International Business Operations.

Operation Management - Financial Management - Human Resource Management - Marketing Management - Conflicts and Negotiation in International Business.

Unit - V: Export Import procedure and Documentation.

Export Procedures in India - Export/Import Documents - Import Finance, Multinational Enterprises - Types of Multinational Enterprise - Characteristics - Factors influencing growth of Multinational Enterprises (MNEs) - Impact of MNEs on Host countries - Multinationals - Trade Agreement and Tariff - Bill of Entry - Clearing and Forwarding Agents.

Textbook:

Jeyarathnam. M - International Business Management - Himalaya publishing House, Mumbai 2016.

Books for Reference:

1. Dr. C.B. Gupta - International Business - Sultan Chand Publications, New Delhi, 2014.
2. Sankaran, S - International Business and Environment, Maigham publications, 1st Edition, 2012.
3. Francis Cherunilam - International Business, Prentice Hall of India, 5th Edition, 2010.
4. Charles W.L. Hill and Anur Kumar Jain - International Business: Competing in the Global Market Place - Mc Graw Hill, 2013.
5. Justin Paul - International Business, Prentice Hall of India, 5th Edition, 2016. 61

Week	Portions to be covered	Reference	Platform
1.	Globalization, Drivers of globalization, Difference between Domestic and International Business.	International Business P. Subba Rao	Zoom Meet
2.	Advantages, Problems in International Business, Mode of Entry into International Business.	International Business P. Subba Rao	Zoom Meet
3.	International Business Environment, Economic Indicators, Principles of International Business Law	International Business P. Subba Rao	Zoom Meet
4.	An overview, policy framework for Global Trade, Instruments of Trade policy.	International Business P. Subba Rao	Zoom Meet
5.	Development of World Trade System, International Organisations and arrangements.	International Business P. Subba Rao	Zoom Meet
6.	World Trade Organisation (WTO), Establishment, Principles, World Trade Organisation (WTO) and India.	International Business P. Subba Rao.	Zoom Meet
7.	United Nations conference on Trade and Development (UNCTAD).	International Business P. Subba Rao	Zoom Meet
8.	Export promotion Council, Integration and its Impact.	International Business P. Subba Rao.	Zoom Meet

Week	Portions to be covered	Reference	Platform (Lms)
9.	Integration efforts among countries in Europe and Asia.	International Business P. Subba Rao.	Google Meet.
10.	International financial Environment, Investment decisions.	International Business P. Subba Rao.	Google Meet.
11.	Financial decisions, Money management decisions, Operation Management.	International Business P. Subba Rao.	Google Meet.
12.	Financial Management, Human Resource Management, Marketing Management.	International Business P. Subba Rao.	Google Meet.
13.	Conflicts and Negotiation in International Business.	International Business P. Subba Rao.	Google Meet.
14.	Export procedures in India, Export/Import Documents, Import finance.	International Business P. Subba Rao.	Google Meet.
15.	Multinational Enterprise, Types of Multinational Enterprises.	International Business P. Subba Rao.	Google Meet.
16.	Characteristics, Factors influencing growth of Multinational Enterprises, Impact of MNEs on Host Countries.	International Business P. Subba Rao.	Google Meet.
17.	Multinational Enterprises for emerging economies, emergence of Indian Multinationals.	International Business P. Subba Rao.	Google Meet.
18.	Trade Agreements and Tariff, Bill of Exchange, Bill of entry, clearing and FATA	International Business P. Subba Rao.	Google Meet.

(International and National) - Air (Prevention and Control of Pollution) Act 1981, Water (Prevention and Control of Pollution) Act 1976, Wildlife Protection Act, 1972 - Forest (Conservation) Act, 1980 - Wildlife protection Act, 1972.

General Environmental Issues - Global Warming - climate change - Ozone layer depletion - Acid rain - Sustainable Development - Population explosion - Role of Information Technology in Environmental Conservation.

LESSON PLAN

UNESIT- ENVIRONMENTAL STUDIES

Week	portions to be covered	Reference	Platform (LMS)
1.	Definition of Environment, Scope and importance, components and segments of environment.	Environmental Studies: Study material	Google Meet
2.	Multidisciplinary nature of Environmental studies, Natural Resources: Water, Land, Wind, Energy, forest and Mineral resources.	Environmental Studies: Study material	
3.	Ecosystem, Structure and functions of ecosystems, Food chain and food web, Ecological Pyramids, Types of Ecosystems, Lake ecosystem, Pond ecosystem, forest ecosystem, Grassland Ecosystem.	Environmental Studies: Study material	
4.	Desert Ecosystem and Ocean Ecosystem, Energy flow in Ecosystem, Ecological Succession, Biodiversity:	Environmental Studies: Study material	

Week	portions to be covered	Reference
4.	General term related to biodiversity, Types of Diversity, India as a mega biodiversity zone.	
5.	Threats to Biodiversity, conservation of Biodiversity, Values of Biodiversity, Environmental pollution: Air, Water, Soil and Noise pollution, causes, effects and measures, Rainwater harvesting.	Environmental Studies: Study material
6.	Water had management, Solid waste management, Human Population and Environment: Environmental protection Act, 1986.	Environmental Studies: Study material
7.	Environment protection agencies (International and National), Air (Prevention and control of Pollution) Act 1981, Water (Prevention and control of Pollution) Act 1976, Wildlife Protection Act, 1972, Forest (conservation) Act, 1980.	Environmental Studies: Study material
8.	General Environmental issues, Global warming, climate change, Ozone layer depletion, Acid rain, Sustainable Development, Population explosion, Role of information technology in Environmental conservation.	Environmental Studies: Study material

covering Letter to Resistant Group Discussions.

Textbook:

Raghunathan N.S and Santhanam.B - Business Communication - Maigham publications, Chennai Reprint 2017.

LESSON PLAN

USBIF619 - SKILL BASED ELECTIVE-I:

Banking and Business Correspondance

Week	Portions to be covered	Reference	Platform (Lms)
1.	Business communication, Meaning, Definition, objectives, process of communication, Types of communication.	Raghunathan N.S and Santhanam.B	Google Meet
2.	Directions of communication, Barriers to effective communication	Raghunathan N.S and Santhanam.B	
3.	Tics for effective business communication, Layout of Business Letter, Features in Layout.	Raghunathan N.S and Santhanam.B	
4.	Bank correspondance, Essential features of Bank correspondance.	Raghunathan N.S and Santhanam.B	

Week	Portions to be covered	Reference
5.	Letters from customers to Bank, Letters from Bank to customers	Raghunathan N.S and Santhanam.B
6.	Correspondance within the Bank, proposal to Bank and Reply to authorities Letter.	Raghunathan N.S and Santhanam.B
7.	Insurance correspondance, Specific terms used in Insurance correspondance.	Raghunathan N.S and Santhanam.B
8.	Specimen Letters related to life insurance.	Raghunathan N.S and Santhanam.B
9.	Specimen Letters related to General Insurance and Marine Insurance.	Raghunathan N.S. and Santhanam.B
10.	Interview, Types, Job Interview, Interview. Process, Common Interview Questions.	Raghunathan N.S and Santhanam.B
11.	Specialized Interview formats, Mock interview, Tips for interviewee and interviewers.	Raghunathan N.S and Santhanam.B

Week 12.	Portions to be covered Qualities of good interviewer, DO's and Don'ts in Interview.	Reference Raghunathan N.S and Santharam. B.	Platform (LMS).
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