

(Accredited by NAAC with A+ Grade with a CGPA of 3.55 out of 4 in the 3<sup>rd</sup> cycle)

Gandhi Nagar, Vellore – 6.

# DEPARTMENT OF BANKING & INSURANCE LESSON PLAN 2020-2021

### UCBINIO - PRACTICAL AUDITING.

Month

postions to be carried of

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Auduling - Meaning - objectes-

July

Interest Audit - Audin Data

Auguest

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september

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Assets:

October

Andrew Limited companyanew Fration Dights - pourese.

12 CBIEIG - Losal and Regulatory Aspects of

Month

postions to be coursed.

June

Definition of Non-Bankling finacial companies - Regulationscontrol over organisation.

July.

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August pour

Insolvency and Rankoupetu, 2016 - Non-puterning Asserts (NPA).

September

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	Chand & Sons, New welhi				
	Lesson P		goldfautra		
West			e Platform (LMS)		
1	Meaning and definitions of Management, characteristics and importance of management. Contribution of F.w. Taylor		3 Google Meet.		
2.	Contribution of Itenry Fayol, Peter Drucker, concept of Management by objective (MBO)	23 1131 1545	3 Google Meet		
State of the state	Management by Exception CMBE) and corporate Social Responsibility (CSR)		s Groogle Meet		
k.	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. Grupta. C.B	Google meet		
6.	Meaning and Definition of decision making, Process of	AND DESTROYAL	Google Meet 3		
7.	Meaning of Organizing, hatur importance and Principles of organizing-Steps in organizing	e Dr. Gupha C-B	Google Meet		
	ederals a	A se Hacilino la	N.S. SOURCE		
	Page 2	of 68	žZ		

Portions to be covered Reference Platform (11) 8. Types of organizing, live organizing Dr. Grupta C.B. Gloogle Meet- Frunctional, live & staff and Committee. Organization. 9. Hearing of Delegation. Types Dr. Grupta C.B. Gloogle Meet Of Delegation. 10. Principles of Centralisation. Difference between both. 11. Hearing of Staffing, Importance Dr. Grupta C.B. Gloogle Meet of Staffing, Meaning directing, Nature and characteristics of Directing. 12. Heaning of Notivation, Types Dr. Grupta C.B. Gloogle Meet Monetary and Non-Monetary Incentives. 13. Meaning of Leadership, Nature Dr. Grupta C.B. Gloogle Meet Styles and Functions of Leadership. 14. Theories of Hotivation, Maslow Dr. Grupta C.B. Gloogle Meet Theory, McGregor and Herzberg Theory of Hotivation. 15. Meaning of Communication, Nature & Importance, Essential of Google Meet to Communication and Steps to overcome the barriers. 16. Definition of Control. Meaning of Control, Elements of Control and Process of Control. 18. Meaning of Co-ordination. Nearing of Co-ordination & Co-operation & Co-operat	iocek	Portions to be covered R	eferience	Platform (LM)
q. Maaning of Delegation. Types Dr. Grupta C.B Gloogle Meet of Delegation.  10. Principles of Centralisation. Principles of Decentralisation. Difference between both.  11. Meaning of Steffing, Importance Dr. Grupta C.B Gloogle Meet of Staffing, Meaning directing, Nature and Characteristics of Directing.  12. Meaning of Motivation, Types Dr. Grupta C.B Gloogle Meet Monetary and Non-Monetary. Incentives.  13. Meaning of Leadership, Nature Dr. Grupta C.B Gloogle Meet Leadership.  14. Theories of Hotivation, Maslow Dr. Grupta C.B Gloogle Meet Theory, McGregor and Herzberg Theory of Hotivation.  15. Meaning of Communication, Nature & Importance, Essential of Google Meet to Communication and Steps to overcome the barriers.  16. Cemmunication Process, Barriers Dr. Grupta C.B Gloogle Meet to Communication and Steps to overcome the barriers.  17. Definition of Control. Neawing of Control, Elements of Control and process of Control.  18. Meaning of Co-ordination, Nature, Importance, Types Problems and Difference metoward Co-ordination Ar. Grupta C.B Gloogle Meet C.B C.B Gloogle Meet C.B	8.	Functional, line & Staff and Committee. Organization.		Horap o)
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	18	Meaning of Co-ordination, D Nature, importance, Types Problems and Difference between co-ordination & co-operation	Dr-Grupta	Google Medr

Lesson Plan				
week	Portions to be covered	Reference	Platform (111)	
1-	Introduction of Joint Stock Companies, introduction of various terms in Issue of Shares. Introduction of Journal Entries.	Reddy: T.S. & Murthy: A		
2.	Problems in Issue of shares at Par, Premium and Discount. Problem with forfeiture.	Reddy · T.s. &  Murthy · A	Google Meat	
8.	Problems in forfeiture, Re-18sue and Capital Reserve.	Reddy .T.S & Murthy .A	Google Heet.	
4.	Accounting of Banking Companion Introduction of terms & Schedules.	eg Reddy ·T-3 & Murthy · A	Google Heat	
5.	Preparation of Profite Loss Statement with related Schedules.	Reddy T.S. & Mourthy 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 Per Alc and related schedules	Roddy Tis. & Murthy A	Google Meet	
8.	Preparation of Balance Sheet with related Schedules.	Reddy T-S- & Murthy-A	Google Heet	
9.	elelement of life Insurance	Reddy-T-S & Murthy-A	Groogle Heet	
lo.	Insurance company Accounts, Insurance of terms of General Insurance (Fire). Preparation of Pel Page 4 of 68	Murthy A	Google Meet.	

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eck	Parliana da la Carramad	Reference	Platform CLM8)
1	Portions to be covered Preparation of Balance Sheet of	Reddy T-S &	Google Meet
Town or	fire Insurance and Final Statement of fire Insurance with related	Murthy - A	bred bred
1	Schedules. Proportion of Protiteloss of	Reddy T.S. &	Google Meet
12	Marine Insurance with related Schedules.	Murthy-A	Harry
100	Preparation of Balance Sheet &	Reddy T.S.A.	Google Meet
13.	Final Statements of Marine Insurance with related Schodules.	Murthy · A	P. philas
14	Redemption of Preference share	Reddy T-sa	Google Meet
14,	- calculation of capital Profit and Revenue Profit Calculation of Minimum Fresh Issue of Shares		i sono
15.	1ssue of Debentures, Consideration of issue for cash, assets or		Google Meet
- NEW	Issue made as collateral security of loans.	Murthy-A	S S S S S S S S S S S S S S S S S S S
16	Redemption of Debentures,	Reddy . T-Sa	Google Meet
	Redemption without provision and Redemption out of Provision.	Murthy-A	fer of
-	Redemption of Debenture	Reddy-T-S	Grand
7.	out of provision.	& &	Google Med
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18		Reddy-T-s.	Google
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tribunal - Voluntary Winding up - Procedure Power exercisable with the a Computary and Voluntary Minding up - Davey and duties 9 a Company diquidator is Voluntary Winding up. Textbook! Margham Rel. D Santhi J. Company Law Roberances:

D Kapoor N.D - Business Law - Suttan chardens UCBIM19 - Corporate Lows Lesson Plan For the Year 2020-2021. Postions to be confessed. References (Lms) Week unit -I Google J. Santhi Meet Introduction-Tabulation Margham Provisions - kinds of Publ. Companies - Preliminary Prospectus. Registration - Documents-11 y tind Memorandum and Mehring mel 124 Articles 9 Association metalskiet top for the Page 6 of 68

Platform Portions to be colleged. References (Lms) Lifting of Corporate Veil - J. Santhi Google Doctrine of Indoor Mand - Margham Meet Meet Doctine 9 Constructive unit - Il Reason For Separation - Steuclier of Company -Legal Position of Directors Appointment, Retisement 9 Reappointment & Dissectors By Rotation - Retiring disseting reappointment. Appointment q new directors - Independent directors -Code 9 Conduct For Inde -Pendent directors. Kinds of Company Meeting - General Objects and Purposes of Meeting Statutery Meeting - Annual General Meeting - Statutory Prolitions. Page 7 of 68

Portions to be Corbered. References Platform VIII Duties of Company Secretary J. Santhi Google - Extraordinary gen. necture Margham Publ. Meet - Board - Committee Meeting Class - Creditor - meding Statutory Meeting Statutory Report. Provisions relating to Stateday Meeting -Minutes 7 powert of transfer unit-w The Employee Provident " Fund & Misc. Act 1952 Definition - Scheme -In Determination of money due from employer -Recovery of Money due from employer. Page 8 of 68

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Air marks	XVIII	Voluntary Procedure Voluntary	a Compulsion Winding up.	and program	11
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1986 14 Preamble Extent 9 Definition Protection Councily 16 Consumes Rights 17 Corrumer Awarences. 18 Consumer Postgetronof 68
Redecial agencies

USBIEND - USBIESIA - Practical Aspects of Intometar Losson Plan For the Jean 2020 - 2021 Platform Portions to be Contened. Referency Platform (Ling)

Mack Sett-off and carry forward Google Study Meet Material 9 losses Clubbing of Income 2 Deemed Income 3 Deductions From GTI -4 Computation & total Income. Tax Liability a Individual 5 E-Filing Practice - Introduction - different forms of vetures: Types & E-Filling T Process - Returns - IT Returns -E-Filing Security. 8 Instructions for filing The for return Part I. 9 IRT Return - Online 10 ta Instructions - Part II - Filling 11 Out 9-from. XBRL - Introduction - Procedure 12 E-Filing of Roc 13 Digital Signatures 14 Ventication of Plage 11 of 68 cords

Lesson Plan for the year 2020-21. Week Postions to be calosed. References Platforms Buiness Communication - Mooning Textbook Google ma - Definition - types of Communication. General Objectives - Specific Objectiles - Process 9 Communication. Disections - Bassers to Reflectible Communication. Bank Corres Pordence - Escented features 9 bank Correspondence Letter From Customer to bank bank to customer Correspondence within the bank. Memorandum reports - long reports - Mais Jeatures -Various Sections - Nicc. Reports. Sales Reports / Production Reports / News Reports. Page 12 of 68

Losson Hon For the year 2000 -2021, Parano Varjamens Portions to he Contract Joek young and a wage Sexually - Ruberty in male and Jestine Mast female - Sexual Organiand activity. Female Reproductive System Childbirth - Sexual activity. Mariage - What type of Mariage is batter? 4 What is needed for successful Mariage? 5 What about down? Why do so Mary Malliages Fail? Family - Functions - kinds of Family - Stages and tasks. Effective Parenting- Mothers 9 Family Planning. Natural and Artificial Family Planning Motheds. Women health and health Problem during addoctions. A balanced diet - Signe & Symptoms of Anoenla interne 11 Pre- Monstrual Grane - What Cames Uterine Herode? 12 Bread Carror - Corlical Carror - Page 13 of 68 Conclusion.

### LESSON PLAN

### Managerial Economics

MONTHS	PORTIONS TO BE LOYERED
ZUNE	Introduction to Managerial Economics - Importance - Scope - uses - Tools
JULY	Indittounce were tralyis
AUGUST	Supply - Meaning - Law of supply - Break
SEPTEMBER	law of Retwen - law of increasing retwent
DETOBLE	Perject competition - Monopoly - Duopoly - oligopoly

# Banking Theory Law and practice

HONTHS	PORTIONS TO BE COVERED
JONE	Introduction components of Indian Banking system - Banking sultime - Definition of Banking
podic mi	elessification - commercial Bonks - Functions Bank Accounts - Types - Steps in opening Accounts
July	saving a current Account - Passbook - Surum
	and customer Relationship - Kyc notine - Biniples of fending foan
August	Meaning - Characteristics - Types of crossing - Meaning - Types of Endrosement - Rules Meaning - Types of Endrosement - westomers
SEPTEMBER	theoring - Bankou duly - modern of payment theoring - Refusal of payment
octor	Instruction - customer Grananus - procedure
	Page 14 of 68

### LESSON PEAN

### SEE: Practical Aspects of Income Pax and E-Filing

MONTHS	PORTIONS TO BE COVERED
JUNE	Set off and carry forward of Lasses - clubbing of .  Income and Deemed Encome.
YAVE	Peductions from GTI - computation of total Income- 9ax Fiability of Individuals
AUGUST	E-Filing Practice - Introduction - Types - Benefits - Proces - IT Returns - E-filing securities
September	Instruction for filing the Tax Return online_ITR Tax Payer Guide part I and part I - Instructions for Filling out from
AUGUST	An Introduction to Extensible business reporting Language (XBRL) - E-Filing Providure towards XBRL

## Banking System in India

MONTHS	PORTIONS TO BE COVERED
JUNE	origin of Banking - Bankey & untomer Relationship.  Stalutory obligation to Honour cheques - Duty to maintain Severy of customer account
July	Indigenous Bankors - commercial Banks - Co-operative Banks - Regional Rural Banks - Foreign Banks - Development Banks - IDBI - NABARD
Avaust	Reserve Bank of India - Functions - Clears
SEPTEMBER	Introduction to Digital Banking - Brief History - Need - Types of cards - Features - Benefits - Europay Master Card Visa
OCOBER	ATM- History - Features - Mobile Banking - pas - Addhan Enabled Payment System - RTChs - NEFT Page 15 of 68
100 TO 10	

polinicples of autounting new delhe, sevesed 2014. new delhe, terised entry book-8. Chand and to Ltd, new delhi, sevesed 2010. 4. Tulsean P.c - Francial Accounting - Tata Mc Graw Will, new delhi, adelien 2009. LESSON PLAN Accounting UCBIB20 - Pelnuples of Platform Portions to be lovered Reference (TWZ) Week Francial alc Introduction to accounting, meaning, definition, Stepsin To S. Raddy and broagle Muthy, R Meet. accounting, objectives Muugadoss Advantages, Limitations and groups interested in autounting information T.S. Ready and Georgle 2 Muthy, Ko Meet Murugadoss and bearthes of accounting Accounting concepts, meaning T.S. Reddy and classification, and Musthy, Prenciples of double entry K. Musugadess Crocgle rneet system Types of accounts, persons T.S. Reddy and Murthy, brogle interested in accounting, Meet accounting equation, K. Murugadoss accounting cycle broagle Meaning of Journal, T.S. Raddy and Murthy, Problems on Journal, Meet K. Murugadoss ledgers and Tetal balance Page 16 of 68

Platform Portions to be covered Reference Meaning of final accounts, Tos. Pelly and Problems, trading (Problems) Musthy Mack (LIMS) Cragle 6 Medt Profit and loss ale and Tos. Roddy balance sheet with and Muth broagle and Muthy Meet adjustments (Publims) Meaning of Substallary T.S. Raddy broagle books, problems, purchase and mustry meet return (meaning), problems Sales letren (meaning), To 8. Raddy Google Single column double and Muethy Meat Column, Problems broogle Most I continuous cusessment 10 Cash (meaning), problems and Recitification of errors Muth Google T. S. Reddy 11 Meet muthy (with Suspense a 1c) Partlons T. S. Reddy Grocgle and Murthy Meet Bank Keronaliation 12 Statement (meaning), Problems Causes for differences, T.S. Raddy Proparation of bank and seconceliation Statement Muettry broagle Meet Features of manufathing T. S. Roddy Groegle alc, teading account and Muethy Meet 14 Preparation of trading T.S. Roddy Giorgle account, balance shoot and Muethy Meet 15 Reconcilitation from 16 Favorable Page 170768

Platform Reference R.L. Vaushney, Week Poetions to be covosed (LMS) Introduction to domand brook analysis, Meaning law of domand, types of domand, Enrone K.L. Maheshuai Mest and demand Pièces of related goods and R.L. Vaeshney, Groegle alemand, Indefference were, K.L. Macheshual Moet analysis, demand forecasting Supply, Meaning, Supply, Schedule, law of Supply, R.L. Vaishney, broagle k. L. Maheshward Meet Supply curve, determinats of Supply, contraction and expansion of Supply, increase and decrease th Supply Elasticity of Supply and Its measurement, break even analysis, doternination Roto Varshney, Groogle k. L. Maheshw Meet Assumptions, advantages, Roto Vaishney, Groogle cenitations, cost, types, cost reduction, cost control Kol. Maheshus Moet law of returns, law of derinishing returns, law of invessing returns, law of constant returns, modern R.L. Vaishney, Georgle k.L. Meet Maheshuroi appeach, production function Groogle R. L. Varshney. Plicing Methods and Stratugles, objectives, Most Kolo Maheshware factors, methods of Roto Varshnay Google Role of government, dual Percing, Price Page 48 at 680 Maheshing meet K-L.

Platform portions to be lovered Perfect competition, definition, features and conditions Reference R.L. Varshney (LMS) Week Croagle K.L.Mahesbox meet Perce deternination under Croogle perfect competition Mact Equilibelum pela, monopoly, P.L. Vaushney, definition, detamination of K.L. Maheshus Groogle Meet Price, oligopoly. Difference between perfect and monopoly, monopolistic competition, assumptions, features, defects, duopoly Rolo Varshney Croogle k.c. Mahashus Meet Groogle modern appealh, production Meet function Difference between perfect and monopoly, features, defects broagle Meet 15 Equilibrium peice, monophy features, funtions Groogle Meet 16 Determination of piece, objectives, defects broogle Meet 17 Assumptions, features, Croogle 18 Oligopoly, features, importance, objectives. Google Meet. CHAIR CONT TO TOP TO THE PARTY Brasbane. Page 19 of 68

market - Online Stock trading - DEMAT. Text book: B.-Marghan publications. 1. Sarthanam Book for Reference: 1. Santhanam B. Banking financial systems, margham publications. 2. Sharma - Indian stock Market - Deep and Deep publications. 3. Dr. Grundswary S. - Firancial Services - Vijay Nicole Empeints put Ital. 4. Dr. Ramavath N. - Firancial Services. LESSON PLAN UCBIE16-Elective ii: Business Financial Services Platform Reference Week Portions to be covered (LMS) Francial Services, meaning, types, merchant banking B. Santharam Google Meet 2 Meaning of merchant banking, B. Santhana Supe and limitations of merchant bankers in Public essues broagle Meet B. Santhanan broughe Meet 3 Right Essue, Venture Capital, meaning features, importance, methods B. Santharam Google of Financing. Most B. Sarthanam Google Most 5 Forms of venture capital Provestment Page 20 of 68

Reference (LMS)
B. Schrithanan (roogle)
Meet Week portions to be covered

6 Venture Capital Institutions In India Capital market, need and B. Santhanam Grouple Importance of capital market, B. Santhanam Grouple Most 8 Classification, stock exchanges, B. Santhanam Groupe Meet functions, powers, SEBI segulations, weakness of stock exchanges B-Santhanam Google Meet SEBI regulations, benefits of stock exchanges. SEMESTER V/VI USBIAG9 - 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 . TCs for
offective Business Communication - Layout of
Business Letterpage Traitsuss in Layout.

Work 1	portions to be world Business communication, Maaning, Definition, objectives, process of communication, Types of communication.	Roferen Raghuna N. S and Santhana	than Google Meet
2	Directions of communication, Barriors to effective communication	"	Groups Meet
	76s for effective business communication, Layout of Business Letter, features in Layout.	1 e	"
4	Bank Correspondance, Essential features of Bank Correspondance	"	broade Meet
5	Letters from customers to Bank, Letters from Bank to customers	"	Google
6	Correspondence within the Bank, proposal to Bank and Reply to authorities Letter	h	"
7	Insurance correspondance, Specific terms used in Insurance correspondance.	11	"
	Specimen letters related to life insurance.	11	11
9	Specimen Letters related to General Insurarpage 22 0868 Marche Insurance	<i>h</i>	2/

bleck 10	poetions to be covered Interview, Types, Job interview, Interview process, Common, Interview Questions.	Raference	Patform"
ti	Specialized Interview formats, Mock interview, Tips for interviewee and interviewer	"	11
	Qualities of broad interviewer, Do's and Don'ts in Interview.		Google Meet.

SEMESTER - Ý UG - ji - Year UVEDAIS Value Education.

SEMESTER I part II-chapter 9 to 11

- 1. Conflict Management The art of hardling Conflict.
  - 2. Stress Management The art of coping with tension and stress.
  - 3. Time Management The act of using time Peofitablity.
- 4. Medta Management-The art of ensuing media help-not haim us.

LESSON PLAN

UVEDIS - Value Education

pollions to be lovered Leference conflict Management: Text Obook ; Hatter Introduction, recumstances, Young and Groogle Nature, Types of conflict Happy - value fee West 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 6. Eleminating waste of time, Edentify the time Problem. 7 Set the study schedule, steps to successful time management. 8. Medea Management: Introduction, media in Irolly. Understanding mass medea, types of medea, Digital medea, managing medage 24 of 68

" UCBIPIT - Skills for competitive Examinations

Objective:

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

vnit I: Verbal Reasoning - I

Analogy test-coding-Decoding-Blood relations Directions sense test-sitting averangement - Logical averangement of words-bata sufficiency - analytical reasoning - Statement assumptions, arguments and conclusions.

unit II: Verbal Reasoning II:

comparison of ranks - logic based ven diagrams - logical alphabet, number and time requence test - letter revies - Number series - Mathematical operations - Number puzzles - colonks - calender - Arithmetical reasoning.

Unit iii: Non-Verbal Reasoning

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

unit iv : General awareness

History of India - Geography - Economics - International trade - Indias Five year plans - Banking - Indian constitution culture - Everyday science - sports - Books and authors - Honows and Awards - Days and commissions - werent Affairs.

Definition of computers - The language of the computer software the History of computers - The Development of computers - The Universal Characteristics of a computer - The different computing system Page 25 of 68

15. Jyn 840 12. X

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.

  Thand & Company Ltd; Ram Nagar, New Delhi Reprint 2005 Books for Reference:
  - 1. Abhijit Guha Quantilative Aptitude for competitive Examination - Tata McGraw Hill publishing company Limited
  - 2. Sijwali. B. S & Indu Sijwali Reasoning Verbal and Non-Verbal Anihant publication (I) pvt . ltd , single Ed, 2014
    - 3. R Grupta Popular Master guide Bank clerical Cadre -Ramesh publishing House, New Delhi, 2014
- 4. Sanjay kurnar \_ Unique Master quide state Bank of India: clerical Recruitment Examination - Unique publishers, New Delhi, 2012

situation (or placement) - English for competitue Examinal

History of India - Gazzaphy - Economics: International

ede - India His year plans - conting - Indian until

thereway and freedo - bone at a constitions was the

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### LESSON PLAN PERSON PLAN UCBIPIT- SKILLS for compelitive Examinations

Lask	portions to be covered	Reference	platform
Week	portions to be covered analogy test - coding - Decoding	Aggarwal R.S. A	classroom,
1	Blood relations, Directions	modern Approach to	Google Meet
	sense Test	verbal Reasoning.	and the same
	source and leavel	Aggarwal R.S:	llauroom,
2	Silting arrangement - logical	A Modern Approach to	
	arrangement of words - Data sufficiency - analytical	verbal Reasoning	Google Meet
	reasoning has pushed	-province of artisted	
		Aggarwal·R. S:	llassroom,
3	statement, assumptions,	A modern Approach to	Google Meet
	arguments and conclusions in reasoning	verbal Reasoning	
		Aggarwal . R.S:	Classroom
4	Non verbal Reasoning:	A modern Approach to	Was aborry
	completion of series - Analogy, classification - counting of	verbal Reasoning	ndgi
days	figures	to miles some	100
121	completion of figures, Mound	Aggarwal. R.S:	lassroom
5	images - Dot situation of	A modern Approach to	
	Placement - English for	voibal Reasoning	
honde	competitive examination	mbadat I manual	Alm
30.31	Computer knowledge: Definition	The same of the sa	Uassroom
Ь	of computers, the language of	A modern Approach to	
	the computer software, The	verbal reasoning	, Les
	a b a cable in	n to make a manum	
	Development of computers,	Aggarwal . R.S:	Clauroom
-	different computing system,	A modern Approach to	
	need for computer Literacy	Verbal Reasoning	
	Page 2	27 of 68	

Week	portions to be lovered	Reference	platform	
8	Representing information in	Aggarwal . R. S:		
	computers - some popular	A modern Approach	lauroom	
arte	operating system	to verbal Reasoning	ailm	
9	Role of computers in Banking Important lowns linked to computer technology	Aggarwal R.S: A modern Approach to Verbal Reasoning	Classroom	
	SEMESTER -	July and July	alor	
	UCBIRIT- E-Commerce, E-	Banking and Tally	Political Control	
(me or	Objective: 12.9 100 mg	4		
L Hee	TO Provide technical knowledge	about application	ators states	
	Objective: TO Provide technical knowledge about applications of E-banking and E-commerce.			
00000	unit ]: Concept - Elemente - E - Commerce in Indian Scenario - Economic			
	Potential of E-Commerce - M-Commerce - Implementation of			
	E-commerce - creation of web,	site - Technology	constant	
area	E-commerce - Creation of Website - Technology - constraints of Implementation - Advantages of E-commerce - Business			
RESER	models of E-Commerce _ B2B	, B2C C2B 672B 0	nd & GOVERNAL	
	unit I: provide Judio Al Malprid - Sauranda			
77	Thomas Introduction-	factors that drive to	1- commerce -	
Ortgon	Mobile commerce _ Entroduction_ factors that drive M. commerce _ Difference between E-Commerce and M. commerce _ Growth of M-commerce in India _ Advantages of Mobile commerce _ Technology			
	M-commerce - Tunes of - Application of			
San No.	mobile commerce.	rugment _ pular	i of	
	of the same of the	dupment of nominal		
REL	Programma Leasure	light priling ma drawq	Aid	

unit iii:

E-Banking Meaning Benefits - Internet Banking Lervices mobile Banking - Telebanking - call centre banking - features ATM, credit card, sebit card, smart card, Biometric and MICR cheques - senefits - Electronic cleaning system - REI quidelines - Benefits - cheque Transactions - E-Cheques -E - Money - Digital cash - Benefits to Banker and wistomer single window - concept and benefits

Emerging Trends in Banking - E-banking - centralised online realine Electronic Banking (CORE) - core banking solutions (UBS) - Electronic clearing Service (ECS) - Electronic Fund Transfer (EF)\_ Real Time Gross settlement (RTGS) - National Electronic fund Transfer (NEFT) - Society for world wide Interbank financial Telecommunication (SWIFT) - Immediate Payment Service (IMPS)

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 Coreate, display delete) nultiple groups - Ledger (create, display, alter) -Multiple ledger - Inventory master creation: stocks groups and stock items - Entering vouchers and Envoices: Different types of Accounting Vouchers and Inventory vouchers\_ Reports in tally -Balance sheet, projet & loss account -Tetal balance - sous book - Ratio analysis - Reconciliation of bank Account

Study Material will be provided to the students

### LESSON PLAN

UCBIR17- E-Commerce, E-Banking and Tally

Weeks	Partiens to be covered	Reference	Platform
1 Casy	in Indian scenario _ E-commune potential - M-commune	Study natural	Croogle Hell
2	Implemention of E-Commerce - cuation of website - Technology Constraints on Implemention -	study Material	Google Heet Mannoom
. Desil	Advantages of E-commerce- Business models of E-commerce	chied in though pro- charing market controls to the control	igetam j idridžaje
3	Mobile commerce - Introduction factors that drive M-commerce, Difference between E-commerce and M-commerce	1 milimore 1	Google Meet
		(\$ Sorvice (THES)	what a
the state	India - Advantages of Mobile commune technology	study Material	hoogle Meet
E Wald	behind mobile commerce	and ledged decrees	
ique found	Application of M-commerce- types of mobile payment- future of mobile commerce	Study naterial	classroom, broogle Meet
10 000	6-Bankura massing	study Material	dauroom
7	Call cooks, 1	study Maloual	lassoom

Week	s poetions to be covered	Reference	platform
8	Biometric and MICR-Benefits	Study material	Latitable
	Electronic cleaning system -	or Grants (mate	dasaroom
	RBI guidelines - Benefits	algalium ( Du	b polyab
9	cheque transactions - E-cheques	stude waterial	1 process
	E-Money-Digital cash-		dassroom
1	Renolite to hankey and	oslaval - tipto	
		Lien. Stick grown	
	concept and benefits.	آلیمی (دائس) مع مسالید	conting/
10	Emerging trends in banking -	study Material	
	E-banking - centralized online	milweit je seju	class room
	Realtime Electronic banking	palmed by	erubuor.
		plicat desper	
11	Electronic clearing services s	study Material	
	Fund transfer, Real Time	- Invant will	
		and heer make	
		dellinary - inthi	
	Transfer (NEFT)	Linnin,	a contract to the contract of
12	society for worldwide &	tudy naterial c	lasstoom
	Interbank Financial Tele		
	communication (SWIFT)-		sulsije U
130	Immediale payment services	splatness for	apai ar
	(IMPS)	of little upo	
13	Introduction to Tally - stu	edy material al	in hour
	Accounting with arresting -	dis publication 13	county -
(CO)	An outline - ledger 4 ledger	T gunsten	Ministral
mile	Accounts - Trial balance	Engraphic Land	
14	Trading & profit and loss Stud	dy Material cla	MADOM
	Account - Balancesheet -		umara sa
	Fundamentale of Inventory		
The same	Page 31	of 68	

Neeki	portions to be covered	Reference	platform
15	Account oreation, Account information - Groups Create,	study Material	class soom
	display, delete) Multiple groups - Ledger	ine - mentile antique - resupu	
16	Multiple tedger - Inventory master creation: Stock groups	Study Material	class Room
	and stock items_Entering vouchers and Invoices	- Status (Co. 2) person - Waland	brite aparen
17	Different types of Accounting	study material	Ulais Room
	rowhers and Enventory rowhers - Reports in tally.	arbani unada	
	Balance sheet	Divis Same	
18	Profit and Loss Account -	study Material	Llaus Room
	Trial balance _ Day book -	- (Erling) daung	Lykons settle
	Ratio analysis - Reconciliation of Bank Account	ment ment	la London, no.

### SEMESTER - V

U biBIA619 - Non-Major Elective : Banking System in Indio

### 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 Chapus - Banker's Lien - Duly to maintain secrety of customer account.

Page 32 of 68

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 [i] : Reserve Bank of India Reserve Bank of Sodia - functions - tredit control -Methods of credit control.

unit N: Introduction to Digital Banking:

Introduction to digital Banking - Brief history - Need for Digital channels - unstomer preference to digital banking -Types of cards - features - Benefite - Magnetic Strip card and Europay Master Sard Visa (EMV) Technology

unit I Modes of Digital payment:

Automatic Teller Machine (ATM) - History - Product Jealures -Instant Money Teansfer (IMT) - Cash Deposit Machine (WM) 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 bund Transfer (NEFT)

Textbook:

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

week	Partions to be covered	Reference	No.
land, land, charling	Origin of Banking - Banker	study naterial,	Platform classroom Google Meet
	Openeral relationship - statutory obligation to Honour cheques, Bankers Lun - Duty to maintain secrety of customers account	Study material	Classeom, broogle Heet
3	Endigeneus bankers - Commercial banks - co-operative banks - Regional Rural banks - Foleign banks - Development banks	study Material	dondar.
4	Industrial Development bank & India [IDBI] - Industrial	study Material	Class room
الاساء -	Finance corporation of India (IFCI) - Industrial Reconstruction, Bank of Endia (IRBI)	latinit jo sekura de selles pales este	rdea
15 m	National Bank for Agricultural		class room
6	National Housing Bank (NHB) Small Banking - Non-Banking Emanual Company (NBFe)	Study Material	class soom
	Page 34 c	of 68	

Week	portions to be covered	Reference	platform
7	Reserve Bank of India - functions, credit control,	study Material	class hoom
la Har	Methods of credit control	Etros : E colu	341
8	Aug Contract	study material	class room
1	banking - Brief History -	mes - gidente	
	Well for Digital and	aruba ni yan	
	customer preference for Digital Banking		
9	Magnetic Strip card and	word at at death	class soom
	Europay master card vua	great : philippingus	buoti 1
	(EMV) Technology, mobile	dance and adult	annut a
	20000		
122/0		with person of the	me
S pritts		wed and to	
ord.			0.600
10	Automatic Teller Machine (ATM)		lass room
	Hillory - product features.	Anumentonia to for	
	Instant money transfer (IMT)	Tunner 1	
	COLUMN TO THE REAL PROPERTY OF THE PERSON OF	sercel allitely of	2 6264
- 11	point of sale (POS) - Fealiver S	tudy Maderial	class room
2	Types - Aadhan Enabled	in sure indean	nter de
ogertade	payment system (AEPS),	and blooks the	alute
	Real Time Gross settlement		met
are see	(RTGIS) - National Electronic	no unbiobh bus	pails *
	fund Transfer	mbull.	KMI .
	Page 35 of 6	68	

# UVEDAIS VALUE EDVLATION

2020 - 2021

nother

Vy - II - years

Semester IN: Part II - chapters 11 to 14 5. Social Responsibility - our duties towards our fellow humans

6. leadership - Skills to be at the helm Thering for Nature - our duties towards own Home LESSON PLAN

	UVEDAIS : VALV	JE EDUCATION	
HEEK	poetions to be covered	0.1	
1	Social Responsibility: Components	Reference	platforn
	of sualle, I sues commetted to	The state of the s	Canal List
	social justice, straturgies	Young & Happy-value for Life	classroom
2	Leadership: Meaning, Traits of	Calabara	TAUN S
	Personal application	young & Happy value	Google Meet
3	Nature egod pollution, Acid	Text 600k!	Classicom
-	grommung made of	Young & Happy-value	un three
4	aring for Environment.	Textbook:	Haur
	global warning	Young & Happy. Value	lass room
5	ozone depletión, smoke	bor Happy life	S LABRE
	and her smag	Text book:	class room
6	The state of the s	young thappy-value for life	day is
	Reduce; Reuse and Rengthe Materials should be	Text book:	class soom
	Land	Young & Happy - value	
7	Student Activities and	for life	1
		Young & Happy -	class noom
		Value for life 36 of 68	

w	ack House	s Unit	Topics	Teaching Methodology	Learning Posterio	Method of evaluation.
I		ij	Financial Management: Meaning and definition-Scope and objectives of Financial Management-Profit Maximization Vs wealth maximization -	TEMEDA	Textbook  Financial Managen  - Dr. A-Murthy	Asking questions after every class
I		I	Other objectives  Role of finance Manager- Functions of financial Management - Methods and	Method	Text book Financial Management - Dr. A. Murthy	conducting oral test at the end of each unit.
ij		11	Tools of financial Management cost of capital: Introduction - meaning - Definition - Components of cost of Capital - Importance of		Financial Management -Dr. A. Murthy.	By giving extra problems to work out.
ĮŅ.		II I	Cost of capital  Types-Computation of Cost of capital-Factors  determining cost of capital	halk & Talk. 37 of 68		By giving adolitional . Problems to coorkay

week	House	Unit	Topics	Teaching Methodology	Learning Resource	Method of Evaluation.
5		1	Computation of cost of capital - cost of Debt - Cost of Irredocmable preference Share capital - cost of Redocmable Preference Share capital.		Financial Manageme -Dr-A. Murthy	to solve problems by applying relevant formulae
6.			Computation of cost of Equity capital - Dividend Yield Method - Dividend	Chalke Talk.	7	+ By giving additional Problems to solve:
T-L		I	Price plus browth Method - Earnings   price Method - Realised Yield Method - CAPM - weighted wereage cost of Capital	Lecture House	Tess lands Financial Popularia - Est Astrontia	
7		\ \bar{\bar{\bar{\bar{\bar{\bar{\bar{	apital Structure: Meaning and Definition - Difference between Capital Structure and capitalisation - optipage apital Structure.	Method.	Financial Management Dr. A-Murthy	Asking open-end questions

8	<u>w</u>	Features of an appropriate	Lecture	Financial Management	Asking Open-end
The same		Capital Structure-Factors	Method	-Dr.A. Musthy	questions.
12	-	determining capital Structure.	hestine!	incursion Processor	Certahushburg Crack
9.		Theories of capital Structure - Net Income (NI)	Lecture Method		ordusting order
No.		Approach - Net operating Income (NOI) Approach, Traditional Approach.	technice F	Inancio) Homogened F	y outday spen-
10	îŋ .	computation of Problems under - Net Income (ND)	Charketalk	Financial Management Dr. A. Murthy	to solve Problem
B	IA.	Approach Net operating Income (NOI) Approach.		Andricial Managard	Method.
11.	Ŋ	Capital structure under		Financial Management Dr-A-Murthy.	- Solving additional Problems in each
		Traditional Approach and Modigliani and Millor	Hethed		Model -
		Approach - Criticism of MM Approach. Page:	39 of 68	E Permets	Helend of

# Semester iv - II. B.com (Banking & Insurance) Losson Plan

Programme.	B.com CBanking & Insurance
Programme Code	Al
Semester	ıς̄ν
Course	Research Methodology
Hours / Course code.	UCBIJI6 / 5 hours
Credits	4
Total Hours	5
Maximum Marks	(40+60) = 100 marks
Course Instructor	Dr. R. Gayathini

Copply	Hours	Unit	Tools	Teaching	Learning	Hethod of
	nocos	- Criar	Topics not	Methodology	Resources	Evaluation
1-	Section 1	I	Definition of Research - Hearing -	Lecture.	Research	conducting oral
30			Objectives - Type of Research.	Method	Methodology	Test
-		+			-P-Raviloclana	The supplier is
2.		I	Research Process - Qualities	Lecture,	Research	Asking open-end
			of a Rosearcher.	Lecture Method	Methodology	questions.
3.		I	THE STATE OF THE S		-P-Ravilochano	
3.		4	Criteria of Good Research -	Lecture,		
			Problems Encountered in	Method	Research Methodology	Conducting oral
			Research.		-P. Ravilochana	
4		_		netherd	100000000000000000000000000000000000000	
7		11	Defining Research Problem -	Lecture	P	Cardinalian
	1000		Research Design - Features	hecture	Research Methodology	Asking openend
			of Good Rosearch Design.		P. D. VI	questions.
5.		II	Tue	Westerd.	P. Ravilochanar	
		14	Types of Research Design -	Lecture	Research	Dekling open-end
			Factors Affecting Design.	Lecture	Methodology	Asking open-end
,					P. Ravilochanar	
6.		I	Hypothesis - Meaning-Definition	Lock		
1000		-	- Need for Hypothesis.	Lecture Method	Research	Conducting oral
7	18 19		The state of the s	, restrator	Methodology	Test
7.		I	Formulation of Hypothesis - Types	lock.	P. Ravilochanan	ATAL STREET
			- Test of Hupothoers - Tupo T	Lecture	Methodology	Asking Open-end
	The House of	6	- Test of Hypothesis - Type I and Type II Error. Page 41 of 61	8 Method	Research Methodology Pr Rawtocharon	questions.
			The IT could be ago it of or			The second second

week	Hours	Unit	Topics	Methodology	Learning Resources	Method of Evaluation
8		ij	Sampling - Introduction - Merits of sampling - Limitations - Methods	Lecture Method	Research Methodology - P. Ravilocharan	Conducting oral Test.
			of Sampling - Types of Kandom		Remarks E	
8-1			Probability Sampling - Simple Random Sampling.		E-rosporate and a	
q.		iğ	Stratified Random Sampling- Merits & Limitation of Stratified Random Sampling.	hecture method	Research Methodology P. Ravilochanan	Asking open- end quastions
10.		ıŷ	Systematic Random Sampling- Ments and Limitations of Random Sampling	heeture Method	Research Methodology P-Ravilochanan	Conducting oral Test
			eampling - Merits and demerits.	A-grane	- Partir dang	E Una
1		ij	Non-Random Sampling or Non- Probability Sampling - Judgement Sampling - Convivent Sampling Sampling - Determination Quota Sampling - Determination of Size of Sample Page 42 of 68	Lecture	Research Methodology P. Ravilochanan	conducting oral Test
		C	F Size of Sample Page 42 of 68			Asking open-end

12.	17	Collection of Primary and Secondary Data - Sources of Secondary Data.		Research	Asking openend questions.
13.	W .	Interview Techniques - Survey and Diterriew Method - Morits and	Lecture Method	P-Rantocheman Research	Asking open-
1000	TI- S COM	Dements.	Paranti	Methodology P. Ravilochanar	end questiang.
lh.	ly	Questionnaire - Pre-requisites of using questionnaire.	Leeture Method	Research Methodology	
15	lý s	Structure and unstructured quastioned	e lecture Method	P. Ravilochanan Research Mothodology	
16	Ž.	Measurement and Scaling	Lecture	P. Ravilochana	
		ntrepretation.	Method	Research Methodology	
17		Report writing.	Lecture Method	P. Ravilochanan Research Methodology	Asking openen
18	ÿ	Application of Spss.	Lecture	-P. Ravilochanan	Juan
		chie chee s'or phonodol manage	Method	Research Methodology -P-Railochan	conclusting oral
Non in	BARD I	Physician and definition - Sent	construction of the constr	Day South May	3

anin' EVEN SEMESTER 2020-21. SEMESTER - IV. UCBIKIG- INCOME TAX LAW AND PRACTILE Objective !-To impart knowledge about the Prolisions is Income Tax. writ -I Income Pax Act 1961 - Important Definitions: Assesses, Asserment Year, Income, Person, Previous year -Residence and Incidence of Tax - Incomes exempt from Tax - Salaries - Definition - Perquisites - Valuation and taxability of Perquisites - Allowances - Deducting Income from house Property - Annual Value Determinations of Annual Value - Let out house, -Set - occupied house - Deductions. Capital gains - Definition - Kinds & Capital Assets -Transfer - Transfer hot regarded as transfer -Short term and long term - Deductions and Exemptions.

Profit and Gains of Business or Profession and other allowances - Computation q. Buiness Income - Computation of Professional

Income Page 44 of 68

Income From Other Sources - Incomes Chargeable to tax - Deductions.

Feat book '

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

Books for Reference?

- 1. Vinod K. Singhanla Students Guide to Income Tax Taxmann Publications RIt. Ltd., (Latest Ed.).
- 2. Gaux and Naearg Income Tax Sultan Chand and co, [latest Ed.].
- 3. Harshavan Income Tax Law and Practice-Vijay Nicole Imprints Prt. Ltd. Chenna (Latert &)
- 4. Reddy T.S and Hars Prasad Reddy Y\_ Income Tax Maegham Publications Chennai. (latert td.).

UCBIKIB - Income Tax haw and Practice. Leeron Plan for the year 2020-21. plack Portions to be contend. References Platform. Income Tax Act 1961 - Important Mehotoatt.c Google meet.
- Definitions - Assessment Income Tax Year - Income - Person - Previous Law & Practice 2 Residence and Incldence 9 Tax - Mehoba H.c. Googlement Income exempt from Tax -Salaries Law & Practice 3 Salaries - Definition - Perquisites - Mehotra H.c Googlement Valuation and taxability of Perquisites Income Tax Valuation and Deductions. Law & Practice - Allowances and Deductions. Mehoba H.c Google meet 4 Income From house Property -Annual Value -Incometax Law & Practice 5 Deformination 9 Annual Value Let Out house. Mehotra. H.c Online / PPT Income Tan Law & practice. Mehorsa H.c Georgie meet 6 Sett-occupied house - Deductions Incometax 7 Capital gains - Definitions - Kinds of Law & Practice Capital arrets - Tourstes.

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a Langterm Capital gain-Deduction	Mehotra H.C Income Tax Law & Practice	online PPT
and Exemptions.	saw all vacin	making to
10 Profits and gains of Buriness or Profession - Deprevation	Mehotra H.C Income Tax Low & Practice	online PPT
11 Other Allowances - Computation	Mehoba H.C	online PPT
of Buriness Income	Low & Practice	solenia -
		D- PAPT
12 Computation of Professional	Mehotoa H.C Income tax Law & Practice	orline [PPT
Income.	Law & Frause	Late
From other Sources	Mehotsa H-c	orline (PP)
The word.	Income Tax Law & Practice	
	Mehotra H.C	online PPT
	Income Tax Law & Practice	
15. Deductions.	Mehotra H.c	online PPT
	Income Tax Low & Practice	
Page 47 of 68		

### SEMESTER - W

ULBIHIT - LEGAL ASPECTS OF BANKING & INSURANCE

Objective !-

regulations To import knowledge about IRDA and legal aspects q business.

wit I.

Indias Contract Act 1972: Law 9 Contract - Her and Acceptance - Consideration and Capacity -Free Consent - Discharge of Contrad - Breach of Contract.

Sale 9 Goods Act 1930: Definition 9 sale - Actual Sale - Agreement to Sell - Distinction between Sale and agreement to Sell - Consideration and warranties - Doctrine q Carleat Emptor - Delirley q goods -Transfer q Property - Transfer q title by non-Owners - Resale - Auction Sale.

History of Insurance - An Introduction to the Legal aspects of Insueance - The Insueance Act, 1935-The Life Inemeance Cosposation of India Act, 1956-The General Insurance Business Mationalization Act, 1972 - Insurance Regulatory and Development Authority Ad, 1999 - Inevenue Regulatory and Development Authority ( Appointed Actuary) Regulations, 2000.

Tremance Regulatory and Development Authority (General Trimeance - Reinmance) Regulations, 2000 -Inwance Regulatory and Delelopment Authority (Protection 4 Policy holder Is Interests). Regulations, 2002. Insurance Regulatory and Delelopment Authority Cobbyatory a Themse to Rural Soual Sectors) Regulating 2002 - Insulance Ombudaman.

Rueal Insulance us India - Introduction - Rural Invuence Schemes - Sperial Features - Benefits -Challenges to be encountered in the Indian Reval Inmeance Market - Scope of Collaborative Action; Health Invueance is India - Introduction - Definition Health Tremeance Schemes - Health Inemeance Initiatiles by State Gorloonments - Concerns, Challerges and the Way ahead.

Text book !

1. Kapor N.D - Business Law - Sutton Chand & Publication

Books for Reference!

- 1. Sarabanald. p. and Sumathi. 5 Legal Systems is Business - Hemalaya Publishing House-th colinar.
  - 2. Kanchal Mc Bushas Law Vikas Publ. Page 49 of 68

g and UCBIHIT - Legal Asperts of Barbing & Inweance. descon Plan For the year 2020-21 Referency platform Postions to be Collered. Idook Burines Indian Contract Act 1972 study orline Law of Contract - Offer and Malerial FFT Acceptance Study online/ Material PPT Consideration and Capacity I Free Consent Study online Discharge of Contract - Breach 1 9 Contract Sale 9 goods Act 1930 - Definition Study online PPT
9 sale Actual sale - Agreement to Material PPT 9 Sale Adval Sale - Agreement to B Sell - Consideration and Wallante Study online) Maleuri PPT Distinction between Sale and Agreement to Sell - Dectrine q Carleat Emptor - Auction Sale Study Orline PPT Delivery of goods - Transfer of Property - Transfer a title by non-owners - Resale History of Inmance - An Introduction Principle Online to legal aspects of Inmuence - The Trumere PPT Insulance Act 1938 - Lie Act 1956 Marghan Natorayan General Therearce Bucines Nationalization Principalization Principalizatio VIII Page 50 of 68

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Klack	Postions to be carlesed.	References Platform
- <u>1</u>	Inemance and Regulatory Declepament Authority Act 1999	Principles 9 anno
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on	Appointed Actuary 2000) Therese budiman.	
Ir Au	reveance Regulatory and developments of Ceneral Invuence -	Inewance - Gorgle meet
Re	-inmance) Regulations 2000 -	Margham Publ.
Aut	encance Regulatory and dalelopm thority Eprotection of Policy holder	Inmante gage med
Inte Oblig	justins to Rural Sector 2002.	- A - 1115-1911
Run	al Inmeance in India -	Principles 9 Google Meet Insulance -
Intoo	duction - Rural Insulance me - Spend Features -	Dr. A. Mustery Mazglam Publ.
Bene	fits.	Lelis C +
The Chall	lenges to the same	Principles & Google Meet Inmeans - Dr. A. Muetery
Marke	d -	Margham Rudo.
Healt	9 Collaboratile Action -	Principles & Google Meet
Healt	& Inculance In tiates ky	Dr. A. Mustay Magrown Pul.
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ahead	D F4 (00	Dr. A. Muethy Maegham Pukln.

# VSBIATY - Skill Band Electrile-I Business Communication

Objective:

To Make the Students regarding business Communication Slids helping them through Various stages in their lines.

Buiness Communication - Meaning - Definition -General Objectives - Specific Objectives - Process 9 Communication - Types of Communication - Disections 9 Communications - Bareviews to effective Communication Tc's 9 Effective Business Communication -

hayout a Buriners letter - features is layout -Kinds 9 huiners letter - Need for Buriney letter-

Function 9 a business letter.

Bank Correspondence - Essential Features Unit -III 9 bank Correspondence - Letter From Clustomer to bank - Letter From bank to Customer -Corsespondence hothis the bank.

Inhueance Correspondence - Specific terms Wed is Inemance Correspondence - Sperific Teems Marine Tremance. General Inculance and Marine Tremance.

Unit - V

Business Reports - Impertance - Kinds -Quidelines for effective report - Short report Format - Memorandum report - Long reports. Nais Features - Various Schemes - Miscellaneau Reports - Sales Report / Production Reports / New

Textbook

Study Material Will be Provided to the

Students.

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USBIAIT - Skill Based Sleetile-I Bueness Communication Lesson Plan Jos the year 2020-21 Portions to be Collesed References Platform Business Communication - Meaning Study Maleuri Google Meet
- Definition - General Objectiles Study Maleuri Google Meet Study Nateur Google Meet Decitic Objectives - Process 9 Communication - Types 9 Directions of Communications - Study Material Google Meet Barriers to effective Communication Tels q effective business Study Moteral Google Med Communication - Layout 9 Features is layout - Kinds a Study Material Online (pp) Need for business letter and Study Material Online (PF)
Junctions of a business letter. Bank Correspondence - Essental Study Material Online [PFT] Jeatures of bank Correspondence · VII Letter From Customer to bank - Study Malain Mine (PPT Lotter From bank to Customers - Correspondence Within the beank. 一一 Page 54 of 68

References Platform. Week Portions to be Carlesed Study Material Online / PPT Inclueance Correspondence -Recific terms herd is business - mitingo Esperific terms used in General Study Material Online PPT Tremence - Insulance terms. Lie, Marine. Bueiness Reports - Importance - Study online PPT Kinds - Guidelines For effective Material KI report - Short Report - Format Memorandum report - Long Study Material ntine PPT
Report - Nais Features - Material ntine PPT report - Naus - Miscellaneous Various Schemes - Miscellaneous XIII Sales Report - Production Report Study
Material
News Report. But Correspondence - Escriptist Study material Orders (197) Jestima of book Corresposar-(14) and the control plant - stand of sempland most which And it willed wood a formal Page 55 of 68

## UVEDAIS - Value Education

Semester - W Part - II (Chapter 19 to 21).

1. Momen Rights - What you need
to Fight for.

- 2. Happiners How to find it
- 3. Faith Religion and Sprituality - Meaning of Life

Young and happy - Value for life.

Leven Plan for the year 2020-21

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1	Women Rights - Constitutional	Young & happy	online (PF)
The hot	Provision. Educated Woman	young Exhappy	ordine 1997
7 2.	Women Rights - Constitutional Provision.  Responsibility of Educated Momen is India.  Happiness - Major Jactors that Contribute to happiness.  Happiness is Endand a Wester Happiness is Endand a Wester Tooms of dialogue.	young Exhappy	onlin   PPT
3.	Control to to happiness.	Voing & happy.	online 198T
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USBIEBIA - Skill Bound Eloctile - ].

Practical Aspects & Income Tax & E-Filing
Lesson Plan For the year 2020-21

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Platform use Reference Tos. Reddy and Muethy Week Portsons to be lovered Method, conversion (LMS). broagle Method. (co. Meet. Bill of Exchange, Meaning Francial Alc Google raw Definition, features, parties To S. Roldy and Muethy Meet. to Bills of Exchange. Advantages, Types, Recording Financial Alc broogle To So Raddy and Muethy. Teansactions en Journal Meet. and Ledger. tform (SM Croogle Financial Alc Retiring a Bill Under agle To S. Reddy Rebate, Dishonor of Meet. eet and Muethy. oogle Here purchase and Francial Alc Google punchase T.S. Roddy Instalement eet Mæl and Muethy. System. Calculation of Interest, Financial Alc Default and Repossession. To So Reddy and Mustry, broogle ogle eet Meet. 13. Difference between HPRE Purchase System and Financial Alc Croogle oogle To S. Reddy Meet. Instalement purchase and Muethy System. Complete . Repossess Pon, Francial Alc Grougle Partial Repossession, Hartial Kepossession, T.S. Roldy Accounting of Installment and Muetry. meet. Purchase. Fire Insurance claims, Financial Ak Types of fire Insurance To S. Reddy claims. Croogle meet. hoogle 16. Loss of stocks and Page 59 of 68 Financial Alc Meet.

Week	Portions to be covered Assets, Lors of profit.	Reference T.S. Reddy and Muethy.	Platform (LMS)
17.	Destinct Teams on Free Insurance claims, Insuran Claims when hors profit Ratio & given.	T.S. Reddy	Groogle Meet.
18.	When Guess profet Ratio & not giveno	Ffrancial Alc ToS. Reddy and Murthy	Google Meet.

#### SEMESTER-IV

UAIBAI9-ALLIED-IS: INTERNATIONAL BUSINESS.
Objective:

To teach the students the Concepts, Structure, theories and procedures in International Business.

Unit-I: Introduction to International Business.

between Domester Business and International Business Advantages - Problems in International Business - Made of Entry into International Business - Indicators - Prenciples of International Business Law.

Unit-1]: International Trade Organisation.

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

Page 60 of 68

Unit-11: Kegeonal Evonomic Cooperation. Integration and its Impact-Integration efforts among wurtures in Europe and Isla-International Francial Environment - Investment deusions-Financial decisions-Money Management deustons. Unit -N: Organisational Structure for International Business Operations. Uperation Management - Francial Management -Human Resource Management - Marketing Management-Conflects and Negotitation in International Business. Unit - v: Export Import preadure and Noumentation. Export Procedures in India-Export/Import Downerts - Import France, Multerational Enterprises. Types of Multinational Enterprise - Chanacteristics -Factors influencing growth of Multinational Enterprises (MNES)-Impact of MNES Dn Host Countries -Multinationals-Trade Agreement and Traiff-Bill of Entry-Clearing and Forwarding Agents. Jeyarathnam. M-International Business Management-Himalaya publishing House, Mumbal 2016. Books for Reference: 1. Dr. C.B. Gupta-International Business-Sultan Chard Publications, New Delhi, 2014. 2. Sankaran, S-International Business and Environment, Margham publications, 1st Edition, 2012. 3. Francis Cherunilan-International Business, Prentice Hall of India, 5th Edition, 2010. 4. Charles W.I. Hill and Aun Kumar Jain-International Business: Competing in the Gilobal Market Place-Mc Graw HPU, 2013. 5. Justin Paul-International Business, Prentice Hall of India, 5th Edition, Rage 61 of 68

Week Portions to be covered Reference Cilobalization, Delvers of LIMS International globalization, Difference between Domestic and International Busgness P. Subba Rao Business. Advantages, Problems Pr International Gogs International Business, Mode of Entry into International P. Subba Rao Meet International Business International George Environment, Economic Business Indicators, Prenuples of Enternational Business Law Meet. P. Subba Rao An overview, policy framework International Google for briobal Trade Instrum Business Med.

P. Subba Rao Med. Development of World Teade International Google System, International Business Organisations and P. Subba arrangements. Rao Meet. avangements. World Trade Exganisation International Google (wro), Establishment, Business Meet. Principles, World Trade P. Subba Rao. Organisation (WTO) and India. United Nations Conference Google International on Teade and Development Busness Mæt P. Subba Raco LUNCTCD). Google 8. Export promotion council, Integration and its Impact. International Business Meet P. Subba Rab.

Platform Portions to be covered Integration efforts among (Lms) Reference Week International Google 9. Lountries in Europe and Business Meet. P. Subba Kao. Groogle International Francial International 10. MEET. Business Environment, Enlestment P. Subba decistons. Rao. Croogle Financial decisions, Money management decisions, International Business Med. P. Subba Operation Management. Kao-Google International Financial Management, Busness Moet. Human Resource Management, Marketing R Subba Rao. Management. Google International Conflicts and Negotiation Bustness 13. Meet. Pn International Po Subba Rao. Business. Google Export procedures en India, International 14. Business Export/Import Documents, Moet. P. Subba Import France. Rao. Google Muttenational Enterprise, Types of Muttenational International 15. Business Mæt. Po Subba. Enterprises. Rao. Google International Characteristics, Factors enflues Business growth of Multinational Meet. P. Subba Enterprises, Impact of MNB Rao. on Host Countries. Google International Multinational Enterprises meet. for emerging economies, emergence of Indian Multinationals. Business P. Subba Rao. International Google Track Agreement and Fits Bill of entry Classing and Fits Busness Meet. P. Subba

(International and National)-AB (Prevention and Control of pollution) Act 1981, Water (Prevention and control of pollution) Act 1976, Weldlife Peolection Act, 1972 - Forest (conservation) Act, 1980 - Wildlife protection Act, 1970. General Environmental Essues - Global Warning clemate Change-Ozone layer depleteon-Aced rain. Sustainable Development - Population explosion-Role of Information Technology in Environmental Conservation. LESSON PLAN UNEVSIT- ENVIRONMENTAL Platform

> (LMS) Google

Meet

Environ mental

material

Studies:

#### Definition of Environment, Supe Environmental and importance, components studies: Wook and Segments of environment Study material Multidesuplenary nature of Enveronmental 2. Environmental studies, Studies: Natural Resources: Water, Study Land, Wind, Energy, forest material and Meneral resources. Ecosystem, Structure and functions of ecosystems, food chair and food web, Envisonmental Studies: Ecological Pyrameds, Types of Elosystems, Lake oxystem, Study material Pond ecosystem, forest

ecosystem, bleassland Ecosystem.

Desert Ecosystemand Ocean Ecosystem, Energy flow on

Ecosystem, Explore 64 of 68 Succession, Brodeversity:

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Week 8.	portions to be covered General term related to brodinersity, Types of Diversity, Indra as a mega brodinersity zone.	Reference	Platfo
8.	Threats to Biodliversity, convervation of Biodliversity, Values of Biodliversity, Environmental pollution: Air, Water, Soil and Norse pollution, lauses, effects and measures, Rainwater harvesting.	Environmental Studies: Study Material	
6.	Waterfaed management, Solid waste management, Human Population and Environment: Environmental protection Act, 1986.	Environmental Studies: Study material	
T.	Environment Protection agencies (International and National), All Prevention and control of Pollution) Act 1981, Water ( Prevention and control of Pollution) Act 1976, Wildlife Protection Act, 1972, Foxest (conservation) Act, 1980.	Environmental Studies: Study Material	
8.	General Enveronmental issues, Orlobal warning, Climate Change, Ozone layer cleptetion, Aced sain, Sustainable Development, Population explosion, Role of information technology in Environmental conservation.	Studies: Study material	
	Page 65 of 68	opto	

Lovering Letter to Restard Sound Southanam B - Burners

Communication - Margham publications, Chennai

Report 2017.

#### LESSON PLAN

USBIF619-SKILL BASED ELECTIVE-I: Banking and Business Correspondence

Week 1.	Portions to be covered Business communication, Meaning, Definition, objectives, process of communication, Types of communication.	Reference Raghunathan N.S and Santhanam.B	Platform (LMS) Google Meet
2.	Directions of Communication, Barriers to effective Communication	Raghunathan N.S and Santhanam.B	
3.	Tes for effective business communication, Layout of Business Letter, Features in Layout.	Raghunathan NoS and Santhanam. B	
4	Bank correspondance, Essential features of Bank correspondance.	Raghunathan No.8 and Santhanam.B	
	Page 66 of 68	No. of the last of	

'Platform Poetlons to be covered Reference (LMS) Letters from customers to Raghunathan Bank, Letters from N.S and Bank to customers Santhanam. B Correspondence within the Raghunathan Bank, Proposal to Bank Nos and and Reply to authorities Santhanamos Letter. 7. Insurance correspondance, Raghunathan Specific terms Used in Nos and Insurance correspondance. Santhanam.B Raghurathan Sperimen Letters related to life insurance. 8. N.S and SarthaniB Specemen Letters related to breneral Insurance and Marine Insurance. Raghunathan Nos. and Santhanam. B Raghurathan Interview, Types, Job Nos and SanthanamoB interview, Interview. Plocess, common Interview Questions. Kaghurathan Specialized Interview N.S and formats, Mock Enterview, Santharam.B Teps for entervewee and interviewer. Page 67 of 68

Week

Portions to be covered Qualities of good Interviewer, DO's and Don'ts In Interview.

Reference Raghunathan NoS and Santhanam. B. Platform (LMS).