

FACULTY OF ECONOMICS & BUSINESS

SYLLABUS

FOR

P.G. DIPLOMA IN FINANCIAL SERVICES (BANKING & INSURANCE)

(SEMESTER: I-II)

Session: 2016-17



GURU NANAK DEV UNIVERSITY AMRITSAR

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PG Diploma in Financial Services
(Banking & Insurance) (Semester System)

Course Scheme

| Semester – I | | | | |
|---------------------|---------------------|-----------------------------|--------------|------------------------------------|
| S. No. | Subject Code | Subject | Marks | Number of Periods in a Week |
| 1. | PGDFS101 | Financial Services – I | 50 | 6 |
| 2. | PGDFS102 | Financial Institutions | 50 | 6 |
| 3. | PGDFS103 | Corporate Legal Framework | 50 | 6 |
| 4. | PGDFS104 | Financial Management | 50 | 6 |
| 5. | PGDFS105 | Financial Markets | 50 | 6 |
| 6. | PGDFS106 | Seminar Based on Term Paper | 50 | 3 |
| | | Total: | 300 | 33 |

| Semester – II | | | | |
|----------------------|---------------------|--|--------------|------------------------------------|
| S. No. | Subject Code | Subject | Marks | Number of Periods in a Week |
| 1. | PGDFS201 | Corporate Legal Environment | 50 | 6 |
| 2. | PGDFS202 | Financial Services – II | 50 | 6 |
| 3. | PGDFS203 | Financial and Cost Accounting | 50 | 6 |
| 4. | PGDFS204 | Information Technology in Financial Services | 50 | 6 |
| 5. | PGDF 205 | Management of Banking and Insurance Services | 50 | 6 |
| 6. | PGDFS206 | Seminar Based on Term Paper | 50 | 3 |
| | | Total: | 300 | 33 |

FINANCIAL SERVICES - I
PGDFS 101

Time Allowed: 3 Hours

Maximum Marks: 50

Note: The question paper covering the entire syllabus shall be divided into three Sections as follows:

Section A: It will consist of 8 very short answer type questions covering the whole syllabus with answer to each question up to five lines in length. The candidates are required to attempt any 5 questions. Each question will carry 2 marks. The total weightage of this section shall be 10 marks.

Section B: It will consist of four questions (Q. No. 2, 3, 4, 5) from Part- I of the syllabus. The candidates are required to attempt any two with answer to each question up to 5 pages in length. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Section C: It will consist of four questions (Q. No. 6, 7, 8 and 9) from Part- II of the syllabus. The candidates are required to attempt any two with answer to each question up to 5 pages in length. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART – I

Leasing: Introduction, Tax, Legal and Accounting Aspects, Financial Evaluation: Lessor and Lessee Points of View, Qualitative Factors, Lease Structuring, Lease Agreement, Funding of Leases

Merchant Banking: Managing of Public Equity / Debenture Issues, Mobilizing Fixed Deposits, Arranging Inter-corporate Loans, Raising term Finance and Loan Syndication., Hire Purchase and Installment System

PART – II

Consumer Finance, Securitization, Credit Cards, Credit Rating in India, Services of Registrars and Transfer Agents, Depositories Act, Mutual Funds

Recommended Readings:

1. A Manual of Merchant Banking, J C Verma - Bharat Law House.
2. SEBI Guidelines, Nabhi Publications.
3. Capital Market Management, V.A Avadhani - Himalaya publishing House.
4. Financial Institutions and Market, LM Bhole - Tata McGraw Hill.
5. Primary Market & IPO, ICFAI Publication.
6. Economic Times Market Watch, ICFAI Publication.
7. Handbook of leasing, hire purchase and factoring, K Sriram - ICFAI Publication.
8. How to do lease financing and hire purchase business, Nabhi Publications.
9. Inside Leasing, Faroul Irani - Tata McGraw Hill.
10. Leasing comes of age : Indian scene, Dr Premlal Joshi - Amrita Prakashan.
11. Equipment leasing partnerships, Cudworth- Probus.
12. The Financial Services Revolution, Clifford E Kirsch - McGraw Hill.
13. Credit Rating, J C Verma - Bharat Law.

**FINANCIAL INSTITUTIONS
PGDFS 102**

Time Allowed: 3 Hours

Maximum Marks: 50

Note: The question paper covering the entire syllabus shall be divided into three Sections as follows:

Section A: It will consist of 8 very short answer type questions covering the whole syllabus with answer to each question up to five lines in length. The candidates are required to attempt any 5 questions. Each question will carry 2 marks. The total weightage of this section shall be 10 marks.

Section B: It will consist of four questions (Q. No. 2, 3, 4, 5) from Part- I of the syllabus. The candidates are required to attempt any two with answer to each question up to 5 pages in length. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Section C: It will consist of four questions (Q. No. 6, 7, 8 and 9) from Part- II of the syllabus. The candidates are required to attempt any two with answer to each question up to 5 pages in length. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART – I

Development Banking: Evolution, Growth and Structure of Development Banking Institution in India, Role of Development Banks in the achievement of National Development Objectives. Commercial Banking and Development Banking.

Development Banking Institutions: Viz. IDBI, IFCI, ICICI, IRBI, NABARD, SIDBI, and EXIM Bank -Objectives, Operations, Schemes of Financing, Investments Policy, Portfolio Management and Resource Mobilization Efforts.

Project Appraisal: Appraisal for Term Lending, Project Appraisal, Various Aspects of Project Appraisal including Social Cost Benefit Analysis.

PART – II

Application of Marketing Concept to Development Banking: Product Mix of Development Banking, Development of Marketing Strategy and Organizing Marketing Function – Need for & Implementation of Perspective Planning for Development Banks.

Role of RBI, Commercial Banks and Co-operative Banks in the Development of Economy – Considerations Governing Lending to Priority Sectors such as Agriculture, Small Scale Industry, Export etc.

Credit Planning & Credit Monitoring Arrangements.

Guidelines for Opening and Operations of Foreign Banks in India.

Overview of Narasimhan Committee Reports.

Recommended Readings:

1. Kohn Meir, Financial Institutions and Markets, - Tata McGraw Hill, 1996.
2. Bhole L M , Financial Institutions and Markets, - Tata McGraw Hill.
3. Srivastava R M, Management of Indian Financial Institutions, Himalaya Publishing.
4. Gursamy S., Financial Markets and Institutions, Thomson (2004).
5. Bhalla V.K. Management of Financial Services, Anmol Publications Pvt. Ltd., New Delhi, 2002.
6. Pathak Bharati, Indian Financial System, Pearson Education, New Delhi, 2004.
7. Gurusamy S., Financial Services and System, Vijay Nicole Imprints Pvt. Ltd., Chennai, 2004.
8. Machiraju H.R., Indian Financial System, Vikash Publishing House Pvt. Ltd., New Delhi, 2002.
9. Khan M.Y., Financial Services, Tata McGraw Hill, New Delhi, 2001.
10. Khan M.Y., Indian Financial System, Tata McGraw Hill, New Delhi, 2001.
11. Desai Vasant, The Indian Financial System, Himalaya Publication, Mumbai, 2001.

CORPORATE LEGAL FRAMEWORK
PGDFS 103

Time Allowed: 3 Hours

Maximum Marks: 50

Note: The question paper covering the entire syllabus shall be divided into three Sections as follows:

Section A: It will consist of 8 very short answer type questions covering the whole syllabus with answer to each question up to five lines in length. The candidates are required to attempt any 5 questions. Each question will carry 2 marks. The total weightage of this section shall be 10 marks.

Section B: It will consist of four questions (Q. No. 2, 3, 4, 5) from Part- I of the syllabus. The candidates are required to attempt any two with answer to each question up to 5 pages in length. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Section C: It will consist of four questions (Q. No. 6, 7, 8 and 9) from Part- II of the syllabus. The candidates are required to attempt any two with answer to each question up to 5 pages in length. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART – I

Company: Meaning of company, Incorporation, Types of Companies Memorandum and Articles of Association, Prospectus.

Share Capital: Types of shares, Alterations of share capital, Allotment of shares, Book building, Transfer of shares, Dividend, Bonus shares, Buy Back of shares, Borrowing Powers – Debentures, Charges.

Company Administration: Board of Directors and their Qualifications, Appointment of Directors, Powers and legal position, removal, remuneration of Directors (including managing director, manager and sole selling agents).

PART – II

Company Management: Appointment, Removal, Legal Position, Powers of Directors including MD and Manager.

SEBI: Objectives, Status, Powers, Guidelines issued by SEBI Regarding Disclosure and Investor Protection with Reference to Pre-issue Obligations, Post-issue Obligations, Promoter's Contribution & Lock in Period.

Recommended Readings:

1. Singh, Avtar, Company Law, Easter Book Co. Lucknow Ed., 2007.
2. Avadhanni, V. A., SEBI Guidelines and Listing of Companies, Himalaya Publishing House, Delhi.
3. Begrail Ashok K., Company Law, Vikas Publishing House (P), Ltd., 5 Ansari Road, Delhi Ed. 2006.
4. Chuhan, S.D. Singh and Sharma N.K., Indian Company Law Sahitya Bhawan, Agra, Ed., 1981.
5. Shah, S.M. Lectures on Company Law; Law, N.M. Tripathi (P) Ltd. Co., 1974
6. Samaldas Gandhi Marg, Mumbai Ed., 1981.

**FINANCIAL MANAGEMENT
PGDFS 104****Time Allowed: 3 Hours****Maximum Marks: 50**

Note: The question paper covering the entire syllabus shall be divided into three Sections as follows:

Section A: It will consist of 8 very short answer type questions covering the whole syllabus with answer to each question up to five lines in length. The candidates are required to attempt any 5 questions. Each question will carry 2 marks. The total weightage of this section shall be 10 marks.

Section B: It will consist of four questions (Q. No. 2, 3, 4, 5) from Part- I of the syllabus. The candidates are required to attempt any two with answer to each question up to 5 pages in length. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Section C: It will consist of four questions (Q. No. 6, 7, 8 and 9) from Part- II of the syllabus. The candidates are required to attempt any two with answer to each question up to 5 pages in length. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART – I

Objectives of Financial Management: Profit maximization Vs. Wealth maximization, Environment of Financial Management.

Analysis of Financial Statements: Common size financial statements, Ratio Analysis, Funds flow and cash flow statement.

Working Capital Management: Estimates of working capital, Accounts Receivable management, cash management, inventory management.

PART – II

Capital budgeting – Techniques of Evaluation of Capital Expenditure – Capital Budgeting under Risk & Uncertainty,

Cost of Capital: Meaning, Significance and Computation of Cost of Capital.

Capital structure planning: leverage, concept of optimum capital structure , Capital market instruments , Securitisation of Debt, GDR/ADR issue.

Dividend policy: theories of dividend, bonus shares including SEBI guidelines

Recommended Books:**References:**

1. Berk, Jonathan and DeMarzo, Peter: Financial Management, Pearson Education, Dorling Kindersley (India) Pvt. Ltd.
2. Bhattacharya, Hrishlkas: Working Capital Management: Strategies and Techniques. Prentice Hall, New Delhi.
3. Brealey, Richard A and Seward C. Myers: Corporate Finance, McGraw Hill, Int. Ed, New York.
4. Chandrara, Prasanna: Financial Management, Tata McGraw Hill, Delhi
5. Hampton, John: Financial Decision Making, Prentice Hall, Delhi.
6. Pandey, I,M: Financial Management, Vikas Publishing House, Delhi.
7. Van Horne. J.G. and J.M. Wachowicz Jr.: Fundamentals of Financial Management. Prentice-Hall, Delhi.
8. Van Horne, James G: Financial Management and Policy, Prentice Hall, Delhi,
9. Pinches,George E: Essentials of Financial Management; Harper and Row, New York.
10. Khan MY, Jain PK: Financial Management; Tata McGraw Hill, New Delhi.
11. Archer, Stephen, H., Choate G Marc, Racette, George; Financial Management; John Wiley, New York
12. Block, Stanley B, Geoffrey A Hilt: Foundations of Financial Management; Richard D. Irwin, Homewood Illinois.

**FINANCIAL MARKETS
PGDFS 105**

Time Allowed: 3 Hours

Maximum Marks: 50

Note: The question paper covering the entire syllabus shall be divided into three Sections as follows:

Section A: It will consist of 8 very short answer type questions covering the whole syllabus with answer to each question up to five lines in length. The candidates are required to attempt any 5 questions. Each question will carry 2 marks. The total weightage of this section shall be 10 marks.

Section B: It will consist of four questions (Q. No. 2, 3, 4, 5) from Part- I of the syllabus. The candidates are required to attempt any two with answer to each question up to 5 pages in length. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Section C: It will consist of four questions (Q. No. 6, 7, 8 and 9) from Part- II of the syllabus. The candidates are required to attempt any two with answer to each question up to 5 pages in length. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART – I

The Indian Financial System: An Overview-Public Ownership of Financial Institutions, Investor protection participation in Corporate Management.

Reserve Bank of India: role and functions, the Regulation of the money markets-Instruments of monetary control and their effectiveness.

Industrial Finance: Role of Investment Trusts-Unit Trust of India-LIC, GIC and Nationalized Banks, Natural Funds, Operations of these Institutions in the market, Advantages to small investors.

Development Banks: The role of these Institutions in mobilizing resources and in assisting industry and agriculture, a brief account of the contribution of each such Institution during the past decade.

PART – II

Commercial Banking: Before and after Nationalization, Regulation of Commercial Banks, Lead Bank Scheme, Priority Sector lending, Policies of Commercial Banks.

Securities Markets: Role of Stock Exchanges and the Regulation and Control, Listing Requirements, Underwriting of Issues, Merchant Bankers in the issue of shares and debentures, Derivatives Trading

Consumer Financing (including Credit Cards) and Housing Financing, Agencies involved and progress achieved.

Recommended Readings:

1. Management of Banking and Financial Services, Paul and Suresh, Pearson Education, 2007.
2. Banking Theory Law and Practices, Sunderam and Varshney, Sultan Chand and Sons Publisher, 2004, Edition.
3. Managing Indian Banks: Challenging Ahead, Vasant Joshi & Vinay Joshi, Sage Publications, 2e.
4. Money Banking and International Trade, KPM Sundharam, Sultan Chand and Sons, 2002, Edition.
5. SEBI Guidelines, Nabhi Publications
6. Capital Market Management, V.A Avadhani - Himalaya Publishing House
7. Primary Market & IPO, ICFAI Publication.
8. Economic Times Market Watch, ICFAI Publication
9. The Financial Services Revolution, Clifford E Kirsch - McGraw Hill
10. Financial Institutions and Markets, L.M. Bhole, Tata McGraw Hill, 2004, 4th Edition.
11. Indian Financial System, Theory and Practices, M.Y. Khan, Tata McGraw Hill, 2004, 4th Edition.

**SEMINAR BASED ON TERM PAPER
PGDFS 106**

Time Allowed: 3 Hours

Maximum Marks: 50

**CORPORATE LEGAL ENVIRONMENT
PGDFS 201**

Time Allowed: 3 Hours

Maximum Marks: 50

Note: The question paper covering the entire syllabus shall be divided into three Sections as follows:

Section A: It will consist of 8 very short answer type questions covering the whole syllabus with answer to each question up to five lines in length. The candidates are required to attempt any 5 questions. Each question will carry 2 marks. The total weightage of this section shall be 10 marks.

Section B: It will consist of four questions (Q. No. 2, 3, 4, 5) from Part- I of the syllabus. The candidates are required to attempt any two with answer to each question up to 5 pages in length. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Section C: It will consist of four questions (Q. No. 6, 7, 8 and 9) from Part- II of the syllabus. The candidates are required to attempt any two with answer to each question up to 5 pages in length. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART-I

Indian Contract Act: Essentials of a Valid Contract, Types of Contracts, Offer and Acceptance, free consent, consideration, Breach of Contract, Bailment, Indemnity and Guarantee, Provisions regarding Agency.

Negotiable Instrument Act: Negotiable Instruments, Holder and Holder in due Course, Endorsement and Crossing, Dishonour of a Negotiable Instrument. Limited Liability Partnership Act, 2009

Fundamentals of Indirect Taxes: Excise and Custom Duties

Sale of Goods Act: Definitions, Conditions and Warranties, Caveat Emptor, Rules Regarding Delivery, Unpaid Seller's Rights.

PART-II

Company Meetings: General Provisions, Statutory Meeting, AGM, EGM, Board Meetings

Prevention of Oppressions and Mismanagement of Companies

Compulsory Winding up of a Company.

Recommended Readings:

1. Singh, Avtar, Company Law, Easter Book Co., Lucknow Ed., 2007.
2. Avadhanni, V. A., SEBI Guidelines and Listing of Companies, Himalaya Publishing House, Delhi.
3. Begrail Ashok K., Company Law, Vikas Publishing House (P) Ltd., 5-Ansari Road, Delhi Ed., 2006.
4. Chuhan, S.D. Singh and Sharma N.K., Indian Company Law Sahitya Bhawan, Agra Ed., 1981.
5. Shah, S.M. Lectures on Company Law; Law, N.M. Tripathi (P) Ltd. Co., 1974.
6. Samaldas Gandhi Marg, Mumbai Ed., 1981.
7. Singh, A., "Principles of Mercantile Law", (2011), Eastern Book Co.
8. Tulsian, P. C., "Business Laws", 2nd Edition (2000), Tata McGraw Hill, New Delhi.
9. Kucchal, M.C., "Business Law", 5th Edition (2009), Vikas Publishing, House (P) Ltd.
10. Maheshwari & Maheshwari, "Business Law", National Publishing House, New Delhi.
11. Chadha, P. R., "Business Law" Galgotia Publishing Company, New Delhi.

FINANCIAL SERVICES – II
PGDFS- 202**Time Allowed: 3 Hours****Maximum Marks: 50**

Note: The question paper covering the entire syllabus shall be divided into three Sections as follows:

Section A: It will consist of 8 very short answer type questions covering the whole syllabus with answer to each question up to five lines in length. The candidates are required to attempt any 5 questions. Each question will carry 2 marks. The total weightage of this section shall be 10 marks.

Section B: It will consist of four questions (Q. No. 2, 3, 4, 5) from Part- I of the syllabus. The candidates are required to attempt any two with answer to each question up to 5 pages in length. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Section C: It will consist of four questions (Q. No. 6, 7, 8 and 9) from Part- II of the syllabus. The candidates are required to attempt any two with answer to each question up to 5 pages in length. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART – I

Portfolio Management: Portfolio management in theory: Risk and Return-Return and Risk for a Single Security, Risk and Return for a portfolio of Securities, Principles of Portfolio Construction Random Walk Theory and Stock Prices, The Capital Asset Pricing Model- Systematic and Unsystematic Risk, Efficient Diversification-Types of Market Efficiency, Price of Unsystematic Risk in Diversified Portfolio-Obtaining Beta Co-efficient and Alpha-A Final Perspective.- Capital Asset Pricing Model

Portfolio Analysis: Scope, Markovitz Theory, Efficient Frontier, Sharpe Ideal-Index, Traynor Index- Illustration

Some practical aspects- Fundamental and Technical Analysis, introduction to Equity Research

Portfolio Selection and International Diversification: Scope-types of Investors, Finding Cut-off Rate, Efficient Frontier and Portfolio Selection, Borrowing and Lending Factor and Efficient Frontier, International Diversification.

PART – II

Investment Analysis: Nature and scope of investment management. Financial and Economic Meaning of Investment, Importance and Features of Investment Programme, Investment Management Framework, Historical Development of Investment Management, Investment objectives and risks, Forms of Investment.

Evaluating Return and Risk: Arithmetic Average Return versus Geometric Average Return, Expected rate of Return, the Risk-Return-Trade off, Measuring Risk, Types of Risk, Beta Coefficient.

Investment Enrichment: Suggestions and guidelines for effective Investment for a successful Investor, Steps to become a present investor for corporate securities, Measures for promoting healthy sustained development of the investment market, Suggestions for building an Optimal Portfolio for Basic Investment and Fixed Investments, Equity Investments-General Guidelines.

Recommended Readings:

1. Security Analysis and Portfolio Management. 6e, Donald E Fischer and Ronald J Jordan, Prentice-Hall, India.
2. Investment Analysis and Management, 5e, Sharpe, Alexander, Bailey - Prentice Hall India.
3. Fundamentals of Investment, Geoffrey A Hirt, Stanley Block , Irwin/McGraw-Hill
4. Stock Market Analysis for Intelligent Investors, N J Yaraswy, Vision Books
5. Portfolio Management: Theory & Applications, 2e, James L Farrell, Irwin, McGraw-Hill
6. Stock Exchange and Investments, V Raghunathan - Tata McGraw-Hill
7. Essentials of Investments, 3e, Zvi Bodie, Alex Kane & Alan J Marcus, Irwin McGraw-Hill.
8. Investment Analysis & Portfolio Management, 8E, Reilly/Brown , Thomson.

FINANCIAL AND COST ACCOUNTING**PGDFS- 203****Time Allowed: 3 Hours****Maximum Marks: 50**

Note: The question paper covering the entire syllabus shall be divided into three Sections as follows:

Section A: It will consist of 8 very short answer type questions covering the whole syllabus with answer to each question up to five lines in length. The candidates are required to attempt any 5 questions. Each question will carry 2 marks. The total weightage of this section shall be 10 marks.

Section B: It will consist of four questions (Q. No. 2, 3, 4, 5) from Part- I of the syllabus. The candidates are required to attempt any two with answer to each question up to 5 pages in length. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Section C: It will consist of four questions (Q. No. 6, 7, 8 and 9) from Part- II of the syllabus. The candidates are required to attempt any two with answer to each question up to 5 pages in length. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART – I

Concepts and Conventions of Financial Accounting, Introduction to Accounting Standards

Final Accounts of Limited Companies: Revised Schedule VI to Final Accounts, Disclosures in Financial Statements.

Final Accounts of Banking Companies

Final Accounts of Insurance Companies

PART – II

Concepts of Costs and Costing: Cost Accountancy, Classification of Costs, Installation of Costing System, Cost Sheet Preparation, Concepts of Decision Making tools in Cost Accounting

Overview of Cost Accounting Techniques: Budgetary Control, Standard Costing (only material variances) and Marginal Costing, Break-even-Analysis.

Recommended Readings:

1. Bhattacharya, S.K. and John Dearden, "Accounting for Management - Text and Cases", Vikas Publishing House.
2. Lele RK. and Jawahar Lal, "Accounting Theory", Himalaya Publishers.
3. Porwal, L.S. "Accounting Theory", Tata McGraw Hill.
4. Horngren, Charles T., Gary L. Sundem and William O. Stratton, "Introduction to Management Accounting", Pearson Education Asia.
5. Sharma, Subhash and M.P. Vithal, "Financial Accounting for Management Text and Cases", McMillan.
6. Arora, M.N., "Cost Accounting - Principles and Practice", Vikas Publishing House.
7. Pandey, I.M., "Essentials of Management Accounting", Vikas Publishing House.

INFORMATION TECHNOLOGY IN FINANCIAL SERVICES**PGDFS- 204****Time Allowed: 3 Hours****Maximum Marks: 50**

Note: The question paper covering the entire syllabus shall be divided into three Sections as follows:

Section A: It will consist of 8 very short answer type questions covering the whole syllabus with answer to each question up to five lines in length. The candidates are required to attempt any 5 questions. Each question will carry 2 marks. The total weightage of this section shall be 10 marks.

Section B: It will consist of four questions (Q. No. 2, 3, 4, 5) from Part- I of the syllabus. The candidates are required to attempt any two with answer to each question up to 5 pages in length. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Section C: It will consist of four questions (Q. No. 6, 7, 8 and 9) from Part- II of the syllabus. The candidates are required to attempt any two with answer to each question up to 5 pages in length. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART – I

Introduction to Computers: Block diagram of digital computer, their functions Memory types, I/O devices, Secondary storage devices, History of computer, Computer Generations, PC Applications.

Introduction to MS- Word: Features of MS – Word like Open and Create a document, Save a Document, Alignment of document, Mail merge Facility Spell check and grammar check, Printing of a document.

PART – II

Introduction to MS-Excel: Features of MS-Excel , Open and Create a worksheet Create and Print graph using pivot table, Save & Exit Worksheet, Using Multiple Worksheets, Using Formulas & Functions

Introduction to Tally Package: Using Tally package for Financial Accounting.

Recommended Readings:

1. Singh, Gurvinder, “Windows Based Computer System”, Kalyani Publisher, 2009.
2. Norton, Peter, “Introduction to Computers”, Tata McGraw Hill, 2009.
3. B.A. Forouzan, “Data Communication and Networking”, Tata McGraw Hill, 2009.
4. Sharma Anshuman, “A Book of Fundamentals of Information Technology”, Lakhanpal Publishers, 2009.
5. Sharma Anshuman, “Fundamentals of Internet Applications”, Lakhanpal Publishers, 2009.
6. Asok K. Nadhani, Kisor K Nandhani, Simple Tally 9: Financial Accounting, Invoicing & Inventory, BPB Publications, 2008.
7. Sinha, P.K. “Fundamental of Computers” BPB Publications, 2008.

MANAGEMENT OF BANKING AND INSURANCE SERVICES**PGDFS- 205****Time Allowed: 3 Hours****Maximum Marks: 50**

Note: The question paper covering the entire syllabus shall be divided into three Sections as follows:

Section A: It will consist of 8 very short answer type questions covering the whole syllabus with answer to each question up to five lines in length. The candidates are required to attempt any 5 questions. Each question will carry 2 marks. The total weightage of this section shall be 10 marks.

Section B: It will consist of four questions (Q. No. 2, 3, 4, 5) from Part- I of the syllabus. The candidates are required to attempt any two with answer to each question up to 5 pages in length. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

Section C: It will consist of four questions (Q. No. 6, 7, 8 and 9) from Part- II of the syllabus. The candidates are required to attempt any two with answer to each question up to 5 pages in length. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.

PART – I

Introduction: Nature of Banking System in India, Meaning of Banking & Merchant terms. Types of Banks, Functions of Banks.

Liberalization in Financial Services: Need of Reforms in Banking structure, Different Phases of Indian Banking, Committees on Reforms in Banking Sector, Narasimham Committee, Verma Committee Recommendations, Challenges Ahead of Indian Banking. Mergers and Acquisitions in Indian Banking system, International Banking Trends, Operation of Indian Banking abroad.

Non-Performing Assets and Income Recognition: Introduction, Provisions for NPA, effects reasons for Assets belowing NPA, Tackling with NPA.

Services Provided by Banking: Deposit, Loans and Advances, Discounting of Bills, Letter of Credits, Guarantees, Liability & Rights of Surety.

Financing Priority Sector: Targets for funding to priority sector, credit guarantee schemes, SSI loan guarantee schemes, guidelines for financing priority sectors. Kinds of borrowers in the priority sector.

Financing of Agriculture : Lending procedure for Agriculture loans, guidelines for recovery of Agriculture advances, Rashtriya Krishi Bima Yojna, Kisan Credit Card Scheme, Small Farmers Development Agencies. Anciliary Services of the Bank.

PART – II

Insurance: Meaning, nature and significance, essential requirements and principles of Insurance, Contract elements of General Insurance and Life Insurance, re-insurance, nationalization of insurance business in India, Role of Insurance in national economy.

Definition of Risk and Uncertainty, Classification of risks, sources of risk-external and internal, risk management.

IRDA Act: Salient feature, duties, powers and functions of the authority, financial Accounts and audit, power of Central Government to issue directions, IRDA (Protection of Policy Holders Interest) Regulation 2002, Rationale of opening up of the insurance sector to the private sector.

LIC of India: Role, functions and policies, modern life insurance in India, private sector companies in life insurance sector, recent trends in life insurance.

General Insurance : Meaning and origin, growth of General Insurance, nature of general insurance, different types of general insurance, law relating to general insurance organization and management of general insurance in India.

Deposit and Credit Insurance: Nature, terms and conditions, claim, recovery etc. public liability insurance, emergency risk insurance.

Insurance Surveyorship: Appointment, Legal Provisions and licensing, functions. Application of Management concepts in Insurance, Marketing of Insurance Policies, Insurance and Information technology.

Recommended Readings:

1. Banking Theory Law and Practice, Sundaram and Varshney, Sultan Chand and Sons Publisher, year: 2004 Edition
2. Managing Indian Banks: Challenging Ahead, Vasant C Joshi & Vinay V Joshi, Sage Publications, 2e.
3. Money Banking and International Trade, KPM Sundharam, Sultan Chand and Sons, 2002.
4. Financial Institutions and Markets, LM Bhole Tata McGraw Hill, 2004, 4th Edition
5. Niehaus, Harrington (2007), Risk Management and Insurance, Tata McGraw-Hill
6. Financial Institutions and Markets, Meir Kohn - Tata McGraw Hill, 1996.
7. Management of Indian Financial Institutions, R M Srivastava Himalaya Publishing.
8. N.M. Misra Insurance Principles & Practice
9. O.S. Gupta Life Insurance (Frank Brothers, New Delhi)

SEMINAR BASED ON TERM PAPER
PGDFS- 206

Time Allowed: 3 Hours

Maximum Marks: 50