



SADHANA EDUCATION SOCIETY
**L. S. RAHEJA COLLEGE OF ARTS &
COMMERCE**

SANTACRUZ(W), MUMBAI – 400054

**DEPARTMENT OF BACHELOR OF BANKING &
INSURANCE**

HANDBOOK

PREPARED BY:

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1 .1 Introduction and Objectives

INTRODUCTION

Bachelor of Commerce in Banking and Insurance popularly known as **BBI** is an undergraduate commerce programme. BBI provides a greater in-depth knowledge of various features of Banking, Insurance and other financial services. The University of Mumbai started the Bachelor of Commerce (Banking & Insurance) course in 2003-04.

The BBI programme provides comprehensive training to students in the field of Banking and Insurance by way of interaction, projects, presentations, industrial visits, practical training, job orientation and placements.

This course also provides the students an insight about Insurance & Banking which includes financial investments, economics, communications, legal parameters, etc. With the BBI qualifications, students can take up promising banking jobs or they can do a PG course in Banking and Insurance and climb higher up the ladder in future.

OBJECTIVES

1. The curriculum is designed to mold the learners who aspire to become managers and banker.
2. To provide the learners basic understanding of management education and overall development so that they are well trained to be absorbed as middle level managers by big companies.
3. The course aims to familiarize the learners with the fundamental aspects of various issues associated with Banking, Insurance, business economics, marketing strategies in banking and insurance , human resource management in banking and insurance, organizational behaviour etc.
4. The course further helps the learners acquire decision-making skills which is a necessity in today's globally competitive market, delegate work and primarily to coordinate with the entire organisation.

2.1 ELIGIBILITY CRITERION FOR ADMISSION TO THE PROGRAMME:

1. As per Circular No.UG/489 of 2004 , Dated 17th November, 2004 - A candidate for being eligible for admission to the Bachelor of Commerce (Banking and Insurance) degree course should have passed XII std. Examination of the Maharashtra State Board of Secondary and Higher Secondary Education, Pune, or its equivalent and secured not less than 45% marks in aggregate (40% in the case of reserved category candidates) at one and the same sitting. Every candidate admitted to the degree course in the affiliated colleges conducting the course shall have to register enroll himself/herself with the University.
2. Every candidate admitted to the degree programme in the constituent /affiliated college / recognised institution, conducting the programme, shall have to register himself/herself with the University.

PLEASE NOTE THAT NO ENTRANCE EXAMINATIONS IS PRESCRIBED BY THE UNIVERSITY OF MUMBAI FOR ADMISSION TO THE PROGRAMME. THE ADMISSION TO THE PROGRAMME IS PURELY ON THE BASIS OF THE MARKS OBTAINED AT THE XIITH STD OR ITS EQUIVALENT EXAMINATION.

3.1 DURATION OF THE PROGRAMME

BBI. is a THREE (03) year FULL TIME Undergraduate Degree Programme offered by University of Mumbai comprising SIX (06) Semesters. Each year is divided into TWO (02) semesters.

4.1 PROGRAMME CONTENT

The course shall consist of 38 subjects and 2 project work each of 100 marks. Broadly the programmes are on, Principles of Banking and Insurance, Introduction to insurance Financial reporting at bank, Management, Law, Economics, Financial Accounting, Information Technology and Quantitative Methods. *Detail contents are given in the next section.*

5.1 EVALUATION AND ASSESSMENT

For every programme (subject) the evaluation / assessment of the student will comprise of two components: Internal Assessment (25% of total marks 25 marks) which will be continuous evaluation and Semester End Examination which will be a theory paper of 75% of the marks for the programme (subject) i.e. 75 marks. To pass in the programme (subject/paper) the learner (student) is required to obtain 40% marks individually in each of the two components i.e.

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Internal Assessment (i.e. 10 marks out of 25 marks) and Semester End Examination (30 marks out of 75 marks) separately and overall 40% of the total marks (40 marks out of 100 marks).

Refer to the Scheme of Examination for details.

6.1 BRIEF CURRICULUM

Bachelor of Banking and Insurance (BBI) is a 3 years full time Programme offered by University of Mumbai. Each year is divided into 2 semesters. The course consists of 40 modules comprising 40 theory papers and no project. This is one of the few Self Financing Courses which does not have project as one paper.

Semester I and II

No. of Courses	Semester I	Credits	No. of Courses	Semester II	Credits
1 Elective Courses (EC)			1 Elective Courses (EC)		
1	Environment and Management of Financial Services	3	1	Principles and Practices of Banking & Insurance	3
2	Principles of Management	3	2	Business Law	3
3	Financial Accounting -I	3	3	Financial Accounting -II	3
2 Ability Enhancement Courses (AEC)			2 Ability Enhancement Courses (AEC)		
2A Ability Enhancement Compulsory Course (AECC)			2A Ability Enhancement Compulsory Course (AECC)		
4	Business Communication - I	3	4	Business Communication - II	3
2B*Skill Enhancement Courses (SEC)			2B**Skill Enhancement Courses (SEC)		
5	Any one course from the following list of the courses	2	5	Any one course from the following list of the courses	2
3 Core Courses (CC)			3 Core Courses (CC)		
6	Business Economics-I	3	6	Organizational Behaviour	3
7	Quantitative Methods-I	3	7	Quantitative Methods-II	3
Total Credits		20	Total Credits		20

*List of Skill Enhancement Courses (SEC) for Semester I (Any One)		**List of Skill Enhancement Courses (SEC) for Semester II (Any One)	
1	Foundation Course - I	1	Foundation Course - II
2	Foundation Course in NSS - I	2	Foundation Course in NSS - II
3	Foundation Course in NCC - I	3	Foundation Course in NCC - II
4	Foundation Course in Physical Education - I	4	Foundation Course in Physical Education - II
Note: Course selected in Semester I will continue in Semester II			

Semester III and IV

No. of Courses	Semester III	Credits	No. of Courses	Semester IV	Credits
1 Elective Courses (EC)			1 Elective Courses (EC)		
1,2 & 3	*Any three courses from the following list of the courses	9	1,2 & 3	**Any three courses from the following list of the courses	9
2	Ability Enhancement Courses (AEC)		2	Ability Enhancement Courses (AEC)	
2A. Ability Enhancement Compulsory Course (AECC)			2 A. Ability Enhancement Compulsory Course (AECC)		
4	Information Technology in Banking and Insurance - I	3	4	Information Technology in Banking and Insurance - II	3
2B. Skill Enhancement Course (SEC)			2B - Skill Enhancement Course (SEC)		
5	Foundation Course – III (An Overview of Banking Sector)	2	5	Foundation Course – IV (An Overview of Insurance Sector)	2
3 Core Courses (CC) -			3 Core Courses (CC) -		
6	Financial Markets	3	6	Corporate & Securities Law	3
7	Direct Taxation	3	7	Business Economics-II	3
Total Credits		20	Total Credits		20

*List of Elective Courses (EC) for Semester III (Any Three)			**List of Elective Courses (EC) for Semester IV (Any Three)		
1	Financial Management - I		1	Financial Management – II	
2	Management Accounting		2	Cost Accounting	
3	Organizational Behaviour		3	Entrepreneurship Management	
4	Risk Management		4	Wealth Management	
5	Mutual Fund Management		5	Customer Relationship Management	

Note: Course selected in Semester III will continue in Semester IV

Semester V and VI

No. of Courses	Semester V	Credits	No. of Courses	Semester VI	Credits
1 Elective Courses (EC)			1 Elective Courses (EC)		
1,2,3 & 4	*Any four courses from the following list of the courses	12	1,2,3 & 4	**Any four courses from the following list of the courses	12
2 Core Courses (CC)			2 Core Courses (CC)		
5	International Banking & Finance	4	5	Central Banking	4
3 Ability Enhancement Course (AEC)			3 Ability Enhancement Course (AEC)		
6	Research Methodology	4	6	Project Work (in Banking and Insurance)	4
Total Credits		20	Total Credits		20

Note: Project work is considered as a special course involving application of knowledge in solving/analyzing/exploring a real life situation/ difficult problem. Project work would be of 04 credits each. A project work may be undertaken in any area of Elective Courses/study area

*List of Elective Courses for Semester V (Any Four)			**List of Elective Courses for Semester VI (Any Four)		
1	Financial Reporting & Analysis(Corporate Banking & Insurance)		1	Security Analysis and Portfolio Management	
2	Auditing		2	Auditing II	
3	Strategic Management		3	Human Resource Management	
4	Financial Services Management		4	Turnaround Management	
5	Business Ethics & Corporate Governance		5	International Business	
6	Actuarial Analysis in Banking & Insurance		6	Marketing in Banking and Insurance	
Note: Course selected in Semester V will continue in Semester VI					

7.1 DETAILED SYLLABUS

• Semester - I

1.1 Environment and Management of Financial Services

Units 1 Introduction to Financial System

• Financial System □ Institutional set- up □ Marketing Structure □ Instruments □ Overview of different kinds of financial services. (e.g Leasing, Hire purchase, factoring, forfaiting, Bill financing/Bill discounting, housing finance, letter of credit, insurance, venture capital, merchant banking, stock broking and credit rating.) • Meaning, Definition and scope of Banking and Insurance.

Unit 2 Phases of Development of Banking and Insurance

• Significance and Role of Banking and Insurance in mobilizing savings, investment, accumulation and economic growth. • Functions and working of banking and insurance companies

Unit 3 Management, Regulation and Development

• Risk management within the organizations of Banks and Insurance companies • Asset - Liability Management in Banking and Insurance • Organisational structure and management

Unit 4 Regulatory and Developmental Framework of Banking & Insurance

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- Banking companies and RBI Acts and legal framework governing the insurance.
- Developmental Activities of RBI and IRDA
- Mechanism of supervision and regulation.
- Prudential Norms.

1. 2. Principles of Management

Unit 1 Introduction to Management

- Definition of Management
- Management as a Profession
- Traditional Vs Contemporary Management (Henry Fayol, F.W. Taylor, Peter Drucker) (C.K.Pralhad, Mr. Vijay Govindarajan)

Unit 2 Management Process

- Management Process, Practices, Functions of Management related to Banking and Insurance companies

Unit 3 Organization Structure of Banking and Insurance companies

Unit 4 Business Leaders

- Leaders in the Indian Industry (J.R.D Tata, Ratan Tata, Aditya Birla, Kumar Mangalam Birla, Mr Dhirubhai Ambani and Sons, Kiran Mazumdar Shaw, Verghese Kurien)
- Leaders in the Banking and Insurance Industry □ Indian Leaders (Banking & Insurance: H.Shanbagh. Uday Kotak, K.V. Kamath Naina Kidwai, Deepak Parekh, Chanda Kochhar, Hinduja, Godrej, Aziz Premzi, Narayan Murthy, Anand Mahindra , Governor of RBI) □ International Leader President of World bank, President of Asian Development Bank, President of Fed Reserve, President of International Monetary Fund

1.3 Financial Accounting

Unit 1 Introduction to accounting

Meaning, scope, objectives, need, importance and limitations of accounting. Basic accounting terminology. Branches of accounting. Accounting concepts, Conventions and Principles. Double Entry System, Classifications of accounts, Rules of debit and credit. Writing of journal Entries and Ledger, Sub division of journal and Trial Balance

Unit 2 Classification of Income & Expenses & Accounting Standards

Classifications of Income, Expenditure and Receipts on the basis of capital and revenue. Source documents required for practical accounting. Introduction to Bank Reconciliation Statement and Errors and their Rectification. Accounting Standard 1, 2, 6, 8, 9, 10. Understanding Fair value concept, Overview of Ind-AS vis-a-vis International Financial Reporting Standards (IFRSs).

Unit 3 Issues of Shares, Stock Valuation & Hire purchase

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Introduction to issue of shares. Stock valuation (FIFO and Weighted Average Method only) Hire Purchase Transactions (calculation of interest, accounting as per asset purchase method only, exclude repossession), Introduction to Depreciation: Fixed Installment method, Written Down Value Method, Change of method. Valuation of goodwill (problems based on average profit method and super profit method only)

Unit 4 Final Accounts

Trading Account, Profit and Loss Account, Balance Sheet, Adjustment Entries. Introduction to Accounts of Non Profit Organizations

1.4 Business Communication – I

Unit 1 Theory of Communication Concept of Communication:

Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world Impact of technological advancements on Communication Channels and Objectives of Communication: Channels- Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine Objectives of Communication: Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees (A brief introduction to these objectives to be given) Methods and Modes of Communication: Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette Modes: Telephone and SMS Communication 3 (General introduction to Telegram to be given) Facsimile Communication

Unit 2 Obstacles to Communication in Business World Problems in Communication /Barriers to Communication:

Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers Listening: Importance of Listening Skills, Cultivating good Listening Skills – 4 Introduction to Business Ethics: Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, Corporate Social Responsibility Teachers can adopt a case study approach and address issues such as the following so as to orient and sensitize the student community to actual business practices: Surrogate Advertising, Patents and Intellectual Property Rights, Dumping of Medical/E-waste, Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace Piracy, Insurance, Child Labour

Unit 3 Business Correspondence Theory of Business Letter Writing:

Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing, Personnel Correspondence: Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of

Resignation [Letter of Appointment, Promotion and Termination, Letter of Recommendation (to be taught but not to be tested in the examination)]

Unit 4 Language and Writing Skills

Commercial Terms used in Business Communication Paragraph Writing: Developing an idea, using appropriate linking devices, etc Cohesion and Coherence, self-editing, etc [Interpretation of technical data, Composition on a given situation, a short informal report etc.] Activities □ Listening Comprehension □ Remedial Teaching □ Speaking Skills: Presenting a News Item, Dialogue and Speeches □ Paragraph Writing: Preparation of the first draft, Revision and Self – Editing, Rules of spelling. □ Reading Comprehension: Analysis of texts from the fields of Commerce and Management

1.5 Foundation Course I

Unit 1 Overview of Indian Society

Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender; Appreciate the concept of linguistic diversity in relation to the Indian situation; Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as difference

Unit 2 Concept of Disparity-

Understand the concept of disparity as arising out of stratification and inequality; Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media; Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities

Unit 3 Concept of Disparity-2

Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof; Understand inter-group conflicts arising out of communalism; Examine the causes and effects of conflicts arising out of regionalism and linguistic differences

Unit 4 The Indian Constitution Philosophy of the Constitution as set out in the Preamble

The structure of the Constitution-the Preamble, Main Body and Schedules; Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society; Basic features of the Constitution

Unit 5 Significant Aspects of Political Processes

The party system in Indian politics; Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics; Role and significance of women in politics

1.6 Business Economics

Unit 1 Introduction to business economics

Scope and Importance of Business Economics - basic tools- Opportunity Cost principle- Incremental and Marginal Concepts. Basic economic relations - functional relations: equations- Total, Average and Marginal relations- use of Marginal analysis in decision making, The basics of market demand, market supply and equilibrium price- shifts in the demand and supply curves and equilibrium

Unit 2 Demand Analysis

Demand Function - nature of demand curve under different markets Meaning, significance, types and measurement of elasticity of demand (Price, income cross and promotional)- relationship between elasticity of demand and revenue concepts Demand estimation and forecasting: Meaning and significance - methods of demand estimation : survey and statistical methods (numerical illustrations on trend analysis and simple linear regression)

Unit 3 Supply and Production Decisions and Cost of Production

Production function: short run analysis with Law of Variable Proportions- Production function with two variable inputs- isoquants, ridge lines and least cost combination of inputs- Long run production function and Laws of Returns to Scale - expansion path - Economies and diseconomies of Scale. Cost concepts: Accounting cost and economic cost, implicit and explicit cost, fixed and variable cost - total, average and marginal cost - Cost Output Relationship in the Short Run and Long Run (hypothetical numerical problems to be discussed), LAC and Learning curve - Break even analysis (with business applications)

Unit 4 Market structure:

Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition Short run and long run equilibrium of a competitive firm and of industry - monopoly - short run and long- run equilibrium of a firm under Monopoly Monopolistic competition: Equilibrium of a firm under monopolistic competition, debate over role of advertising. (topics to be taught using case studies from real life examples) Oligopolistic markets: key attributes of oligopoly - Collusive and non-collusive oligopoly market - Price rigidity - Cartels and price leadership models (with practical examples) .

Unit 5 Pricing Practices

Cost oriented pricing methods: cost – plus (full cost) pricing, marginal cost pricing, Mark up pricing, discriminating pricing, multiple – product pricing - transfer pricing (case studies on how pricing methods are used in business world)

1.7 Quantitative Methods –I

Unit 1 Introduction to Quantitative Methods

Organizing, Data, Frequency Distribution, Data Representation Organizing Data, Frequency Distribution, Measure of Central tendency, Org Data, preparation of frequency distribution graphical and diagrammatic representation histogram, frequency polygon and gives. Definition of averages and objective of averages types of average. Arithmetic mean, Geometric, harmonic mean and its usages, mode and medium (using graph also) for both) for grouped as well as ungrouped data

Unit 2 Measures of Central Tendencies

Definition of Averages and objective of Averages Types of Averages. Arithmetic mean, Geometric Mean, Harmonic Mean and its advantages, Disadvantages and usages, mode, median, quartiles, deciles and percentiles for both grouped as well as ungrouped data.

Unit 3 Measures of Dispersion

Concept and idea of dispersion. Various measures Range, quartile deviation, Mean Deviation, Standard Deviation and corresponding relative measure of dispersion. Geographical representation and utility of various is measure of Dispersions

Unit 4 Co-variance, Correlation and Regression

Meaning, definition and Application of covariance, concept of correlation. Rank correlation, regression concept, relationship with correlation, Assumptions in simple Regression, Estimation using Simple Regression: Fitting of straight line, method of least square, construction of characteristic line/estimation line

Unit 5 Probability, Probability Distribution and decision Theory

Concept of probability yen diagrams, Rules of Probality conditional & unconditional probality, Baye theorem. Discrete and continuous variable. Expected value of the variable, Decision theory normal distribution

Unit 6 Index Nos. Concept and usage of index nos.

Construction of index nos. Types of index nos. Aggregate and Relative method of constructing index nos. Chain base index nos. Test of consistency: Time reversal factor reversal and circular

test . Quantity and Value index nos for agricultural, industrial production, Retail Prices, Consumer price index nos. for security prices, etc.

Unit 7 Insurance

Meaning, Objective, Purpose and need for Insurance. Fundamentals of Insurance Calculation of age, Premiums, Bonuses, Paid up value of a policy, Maturity Value of the Policy. Claim Calculation and Surrender Value.

• SEMSTER II

2.1 Principles and Practices of Banking & Insurance

Unit 1 Introduction to Banking Basic Concepts:

Origin, Need, Types, Scope and Functions of Banking - Need for Regulation and Supervision

Unit 2 Banking Scenario in India Banking Operations –

Types of accounts - Banking Services - Current Scenario, Financial Inclusion and Banking Regulations & Role of RBI.

Unit 3 Introduction to Insurance

Understanding Risk - Kinds of business risks - Need and Scope of insurance - Evolution of insurance - Principles of insurance - Types of insurance and policies - Risk and Return relationship

Unit 4 Insurance Business Environment in India

Growth of Insurance Business - Actuarial Role - Claim and Settlement Procedures - Insurance Regulations Role of IRDA.

2.2 Business Law

Unit 1 Introduction to Law

Meaning, Definitions, Features, Types, Sources and Classification

Unit 2 Indian Constitution

Natural Justice, Special Leave Appeal, Features, Writs, Fundamental Rights

Unit 3 Contract Act

Meaning, Essentials, Agreement, Offer, Acceptance, Consent, Free Consent, Consideration, Capacity of contract, Kinds and Classification of Contract, Performance, Discharge and Termination of Contract, Void - Quasi- Contingent Wager - Minor Contracts, Breach and Remedies For the Contract.

Unit 4 Special Contract

Indemnity & Guarantee - Meaning, Features, distinguish, position, Surety, discharge of surety • Bailment : Meaning, Types, Features, Position, Lien, Finder of Goods Pledge • Agency: Meaning, Features, types, Position, Ratification, Modes of Creation and Termination, Liabilities. • Sale of Goods Act: Introduction, Meaning, Features, Terms, Goods Classification, Sale and Agreement to sell, Unpaid Seller and position Conditions and Warranty

Unit 5 Negotiable Instrument Act

Features, Promissory Notes, Bills of Exchange, Cheque, Features, Distinguish, Acceptance, Crossing, Dishonor, Position Of Banker, Holder and Holder In Due Course, Privileges, Payment In and Out of Due Course, Types of Instruments, Penalties For Dishonour, Endorsement

Unit 6 Information Technology Act

Objectives, Scheme, Digital Signature, Authorization, E- Governance, Certifying Authorities, Digital Certificates, Cyber

2.3 Financial Accounting - II**Unit 1 Valuation of Goodwill and Shares**

Valuation of Goodwill Maintainable Profit method, Super Profit Method Capitalization method, Annuity Method Valuation of Shares Intrinsic Value Method, Yield method and Fair Value Method

Unit 2 Buyback of equity shares

Company Law/ Legal Provisions (including related restrictions, power, transfer to capital redemption reserve account and prohibitions) Compliance of conditions including sources, maximum limits and debt equity ratio

Unit 3 Redemption of preference shares

Company Law / Legal Provisions for redemption of preference shares in Companies Act
Sources of redemption including divisible profits and proceeds of fresh issue of shares Premium on redemption from security premium and profits of company Capital Redemption Reserve Account - creation and use

Unit 4 Redemption of debentures

Redemption of debentures by payment from sources including out of capital and / or out of profits. Debenture redemption reserve and debenture redemption sinking fund excluding insurance policy. Redemption of debentures by conversion into new class of shares or debentures with options- including at par, premium and discount

2.4 Business Communication - II

Unit 1 Presentation Skills

Presentations: (to be tested in tutorials only) 4 Principles of Effective Presentation Effective use of OHP Effective use of Transparencies How to make a Power-Point Presentation

Unit 2 Group Communication

Interviews: Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit Meetings: Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions Conference: Meaning and Importance of Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing Public Relations: Meaning, Functions of PR Department, External and Internal Measures of PR

Unit 3 Business Correspondence

Trade Letters: Order, Credit and Status Enquiry, Collection (just a brief introduction to be given) Only following to be taught in detail:- Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act [Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However students should not be tested on the theory.]

Unit 4 Language and Writing Skills

Reports: Parts, Types, Feasibility Reports, Investigative Reports Summarization: Identification of main and supporting/sub points Presenting these in a cohesive manner Board

2.5 Foundation Course – II

Unit 1 Globalization and Indian Society

Understanding the concepts of liberalization, privatization and globalization; Growth of information technology and communication and its impact manifested in everyday life; Impact of globalization on industry: changes in employment and increasing migration; Changes in agrarian sector due to globalization; rise in corporate farming and increase in farmers' suicides.

Unit 2 Human Rights

Concept of Human Rights; origin and evolution of the concept; The Universal Declaration of Human Rights; Human Rights constituents with special reference to Fundamental Rights stated in the Constitution

Unit 3 Ecology

Importance of Environment Studies in the current developmental context; Understanding concepts of Environment, Ecology and their interconnectedness; Environment as natural capital and connection to quality of human life; Environmental Degradation- causes and impact on human life; Sustainable development- concept and components; poverty and environment

Unit 4 Understanding Stress and Conflict

Causes of stress and conflict in individuals and society; Agents of socialization and the role played by them in developing the individual; Significance of values, ethics and prejudices in developing the individual; Stereotyping and prejudice as significant factors in causing conflicts in society. Aggression and violence as the public expression of conflict

Unit 5 Managing Stress and Conflict in Contemporary Society

Types of conflicts and use of coping mechanisms for managing individual stress; Maslow's theory of self-actualisation; Different methods of responding to conflicts in society; Conflict-resolution and efforts towards building peace and harmony in society

2.6 Organizational Behavior

Unit 1 Introduction of organizational Behavior

Meaning, Nature and scope of OB, Models of OB, Theories of Motivation : • Maslow, Herzberg, Mc.Gregor Theory X and Theory Y, William Ouchi's Theory Z, Victor Vroom . ERG theory • Application of the Theories • Motivational techniques in Banking and Insurance Industry

Unit 2 Group Dynamics

• Individual Behavior (IQ, EQ, SQ) • Group Formation, Team Building, Team Development. • Goal Setting • Soft Skills, Interpersonal Skills, Multicultural Skills, Cross Cultural Skills. • Johari Window

Unit 3 Organizational Culture and Change Management

Work Culture, Ways for Making Work Culture Effective and Lively, Work Conflicts. • Organizational Change, effects of Resistance to Change, ways to overcome resistance to change. • Time and Stress Management.

Unit 4 Organizational Development

• Meaning and Nature of OD. • Techniques of OD. • Importance of OD.

2.7 Quantitative Methods-II**Unit 1 Testing of Hypothesis**

Null Hypothesis, Alternative Hypothesis, Decision Criterion, Critical Region, Type I and Type II Error, level of significance, Test based on large Sample for Means and Proportion/s

Unit 2 Linear Programming Techniques

Meaning, Advantages, limitations, business applications, basic terminology, formulation of linear Programming Problems, Graphical Method of solving Linear Programming Problems, Simplex method (upto 3 variables) with Maximisation and Minimisation. Duality in Linear Programming (concept only)

Unit 3 Matrices & Determinants (Application in Business and Economics)

Matrices, Types of Matrices, Transpose, Addition, Multiplication, Subtraction of a Matrix, Determinants, Type of Determinants, inverse of a matrix by Pivotal Reduction Method, Adjoint Method and Row / Column Transformation. Application of Matrices and Determinants to Business and Economics. (Please concentrate on application of Matrices and Determinants to Business & Economics)

Unit 4 Ratio, Proportion & Percentage

Ratio Definition, Continued Ratio, Inverse Ratio, Proportion, Continued Proportion, Direct Proportion, Inverse proportion, Variation, Inverse Variation, Joint Variation, Percentage: Meaning & Computation of Percentage.

Unit 5 Statistical Applications In Investment Management

Expected return from shares (using probability) Measuring total risk from investigator shares (using standard deviations) Partitioning risk into systematic and unsystematic component (using co-variance) Measuring risks of portfolio (using co-relation) to draw conclusions regarding share prices (using testing of hypothesis).Economic indicators GDP, Real growth in GDP price level Inflation rate, Money supply, Index for agricultural production Index for industrial production, Electrical

Semester III

• Elective course 1 Financial Management - I

Unit 1. Introduction to Finance and Financial Management

A) Introduction to Finance • Meaning and definition of finance • Importance finance • Types of Finance: Public and Private • Sources of finance

1. Long Term Sources : Term Loans, Debentures, Bonds, Zero Coupon bonds, Convertible Bonds, Equity shares, Preference shares, CD, CP, Public Deposits

2. Short Term sources: Bank Finance, Trade Credit ,Other Short Term Sources

3. Venture Capital and Hybrid Financing

B) Financial Management • Meaning and Importance of Financial Management • Scope of Financial Management • Functions and Objectives of Financial Management • Primary Objective of Corporate Management • Agency Problem • Organization of Finance Function • Emerging role of Finance Managers in India. C) Objectives of the Firm • Profit Maximization and Shareholders Wealth Maximization, • Profit V/s Value Maximization

Unit 2. Financial Goal Setting & Time value of Money

A) Financial Goal Setting • Introduction • Financial Forecasting – Meaning, Techniques, Benefits • Approaches to Financial Planning • Economic Value Added (EVA)– Measurement & Components • Free Cash Flow (FCF) –

B) Time Value of Money • Concept • Present Value • Annuity • Techniques of Discounting • Techniques of Compounding,

Unit 3. Investment Decisions: Capital Budgeting

A) Capital Budgeting • Nature of Capital Budgeting • Purpose of Capital Budgeting • Capital Budgeting Process • Types of Capital Investment • Basic Principle of Measuring Project Cash Flows • Increment Principle, Long Term Funds Principle, Exclusion of Financial Cost Principle, Post Tax Principle Board of Studies-in-Banking & Finance, University of Mumbai6 | P a g e •

Probability technique for measurement of cash flow • Capital Budgeting Techniques: Net Present Value Profitability Index and Discounted Pay Back Method. • A Comparison; Project Selection Under Capital Rationing (Note: Problems on computation of cash flow, ranking of projects on various techniques, selection and analysis with / without capital rationing)

Unit 4. Financial Decisions

A) Cost of Capital : • Introduction and Definition of Cost of Capital • Measurement of Cost of Capital • Measurement of WACC using book value and market value method. • Measuring Marginal Cost of Capital

B) Capital Structure Decisions: • Meaning and Choice of Capital Structure • Importance of Optimal Capital Structure • EBIT -EPS Analysis • Capital Structure Theories • Dividend Policies (Walter & Gordon)

Elective Course 2. Management Accounting

Unit 1. Introduction to Management Accounting

Meaning and Definition , Scope, Functions , Objectives, Importance, Role of Management Accounting, Management Accounting Framework, Tools of Management Accounting

Unit 2. Financial Statement analysis

A) Introduction to Corporate Financial Statements : Understanding the Balance sheet and Revenue statements with the headings and sub headings, Uses of financial statements, Users of Financial Statements.

B) Financial Statement Analysis Introduction and Meaning of Financial Statement Analysis, Steps, Objective, Types of Analysis. • Ratio analysis: Meaning, classification, Du Point Chart, advantages & limitations. • Balance Sheet Ratios: Current Ratio, Liquid Ratio, Stock Working Capital Ratio, Proprietary Ratio, Debt Equity Ratio, Capital Gearing Ratio. Revenue Statement Ratios: Gross Profit Ratio, Expenses Ratio , Operating Ratio, Net Profit Ratio , Net Operating Profit Ratio , Stock Turnover Ratio, Combined Ratio, Return on Capital employed (Including Long Term Borrowings), Return on proprietor's Fund (Shareholders Fund and Preference Capital , Return on Equity Capital, Dividend Payout Ratio, Debt Service Ratio, Debtors Turnover, Creditors Turnover.

Unit 3. Working Capital Management:

Concept, Nature of Working Capital, Planning of Working Capital, Estimation /Projection of Working Capital Requirements in case of Trading and Manufacturing Organization Operating Cycle.

Unit 4. Management of Profits/Dividend Policy

Meaning, Types, Factors influencing dividend policy, Forms of dividend. Determinants of Dividends Policy: Factors; Dividend Policy in India; Bonus Shares (Stock dividend) and Stock (Share) Splits; Legal, Procedural; and Tax Aspects associated with Dividend Decision

Elective Course 3. Risk Management

Unit 1. Foundations of Risk Management

Basic risk types , The role of risk management ,Enterprise Risk Management (ERM) ,History of financial disasters and risk management failures , 2007 financial crisis 2. Capital Market Risk Management , Equity, currencies & commodities markets in India , Introduction to Derivatives , Forward, Future and option contracts ,Hedging through Derivatives contract, Fixed-income securities , Fixed-income risk management through derivatives , Rating agencies

Unit 2. Capital Market Risk Management

Equity, currencies & commodities markets in India ,Introduction to Derivatives , Forward, Future and option contracts , Hedging through Derivatives contract , Fixed-income securities , Fixed-income risk management through derivatives ,Rating agencies

Unit 3. Credit Market Risk Management

Introduction, Information required for evaluation of credit risk, Procedure for Credit Risk Management, Credit Lifecycle, Loan Review Mechanism, RBI guidelines on Credit Rating Framework in Banks, Introduction of Basel Norms and calculation of capital adequacy ratio

Unit 4. Risk Measurement

Estimation of volatilities and correlations (application to volatility term structures) Monte Carlo simulations (application to interest rate forecasting) ,Linear Value-at-Risk (application to market, credit and operational risk), Option valuation ,Risk-adjusted return on capital (RAROC) & beta calculation , Risk management of derivatives (application to convertible risk) ,Interest rates and measures of interest rate sensitivity

4.Information Technology in Banking & Insurance - I (AECC)

Unit 1 Introduction to Electronic Commerce

E-Commerce Framework, E-Commerce and media convergence, anatomy of E-Commerce Applications, E-Commerce Consumer and Organization Applications B) The network Infrastructure for Electronic Commerce - Market forces influencing the I-way, Components of I-way, Network Access Equipment C) E-Commerce and World Wide Web- Architectural

framework of E-Commerce, WWW and its architecture, hypertext publishing, Technology behind the web, Security and the Web

Unit 2 E-banking

A) Meaning, definition, features, advantages and limitations- core banking, the evolution of e-banking in India, Legal framework for e-banking. B) Electronic Payment System Types of Electronic Payment Systems, Digital Token-based EPS, Smart Card EPS, Credit Card EPS, Risk in EPS, Designing a EPS

Unit 3 MS-Office: Packages for Institutional Automation:

A) Ms-Word: Usage of smart art tools, bookmark, cross-reference, hyperlink, mail merge utility and converting word as PDF files.

B) Ms-Excel: Manipulating data, Working with charts, Working with PIVOT table and what-if analysis; Advanced excel functions-Vlookup (),hlookup(),PV(), FV(),average(),goal seek(),AVERAGE(), MIN(), MAX(), COUNT(),COUNTA(), ROUND(), INT(), nested functions, name ,cells/ranges/constants,relative, absolute &mixed cell references, >,<=,=operators, Logical functions using if, and, or =, not, date and time functions & annotating formulae. C) Application in Banking and Insurance Sector – Calculation of Interest, Calculation of Instalment, Calculation of Cash Flow, Calculation of Premium, Calculation of risk coverage in Insurance and Reporting.

Unit 4 Cyber Law & Cyber Security:

A) Need of Cyber Law, History of Cyber Law in India B) Cyber Crimes: Various threats and attacks, Phishing, Key Loggers, Identity Theft, Call & SMS forging, e-mail related crimes, Denial of Service Attacks, Hacking, Online shopping frauds, Credit card frauds, Cyber Stalking C) Cyber Security: Computer Security, E-Security, Password Security and Reporting internet fraud.

5. Foundation Course – III (An Overview of Banking Sector) (SEC)

Unit 1 An Overview of Banking Industry

Definition of Banks, Types of Banks, Principles of Banking ,Banking System in India, Overview of RBI, Public, Private, Co-operative, Payment Bank, Regional Rural Banks Emerging trends of banking - Universal banking, electronic banking, globalization of banking. Brief history of banking sector reforms from 1991-2000 and Current developments in banking sector ,Regulatory Architecture – Overview of Banking Regulation Act 1949, Banking Regulation Act(Amendment 2015), Payment and Settlement Act 2007, Negotiable Instrument Act 1881, BIS, Basel I, II and III. Bank Crises in India Critical Evaluation of Banking Industry in India

Unit 2 Commercial Banking and Customer –

Banker Relationship, Definition and meaning of Commercial Bank, E Evolution of Commercial Banking in India, Functions of Commercial Bank , Services offered by Commercial Bank. Retail Banking – Meaning, Features, Significance of Retail Banking and Overview of its products, Corporate Banking -Meaning, Features, Significance of Corporate Banking and Overview of its products, Rural Banking - Meaning, Features, Significance of Rural Banking and Overview of its products, Banking Ombudsman – Meaning and Functions

Unit 3 Universal Banking & Technology in Banking sector

A) Universal Banking : Concept of Universal Banking, Evolution of Universal banking ,Services to Government, Payment & Settlement, Merchant Banking, Mutual Fund, Depository Services, Wealth Management, Portfolio Management Bancassurance, NRI Remittance.

B) Technology in Banking: Features, norms and Limitations of E- banking, Mobile Banking, Internet Banking, RTGS, POS Terminal, NEFT, IMPS, Brown Label ATM's, White Label ATM's, NUUP, AEPS, APBS, CBS, CTS, Digital Signature , M- Wallets , Online opening of bank accounts – savings & current, and application for credit cards, loan. Applicability of KYC norms in Banking Sector.

Unit 4 Microfinance & Financial Inclusion

A) Microfinance : Introduction, Need and Code of Conduct for Microfinance Institutions in India, Advantages, Purpose, Limitations and Models of SHG – Bank Linkage Program. Role of NABARD and SIDBI,

Portfolio Securitization, SHG-2, NRLM and SRLM , Priority Sector and its ClassificationB) Financial Inclusion Need & Extent RBI Committee Report of Medium Term Path on Financial Inclusion 2015, World Findex Report 2015, NISM Report 2015, (Only Brief Extracts relating to bank account holdings and credit taken and contrast between developing and developed nations.) Features & Procedures of Pradhan Mantri Jan Dhan Yojana, and PM Mudra Yojana. Features, procedures and significance of Stand up India Scheme for Green Field

Core Course 1.Financial Markets

Unit 1 Indian Financial System

A) Introduction, Meaning, Functions of financial system, Indian financial system from financial neutrality to financial activism and from financial volatility to financial stability, Role of Government in financial development, Overview of Phases of Indian financial system since independence (State Domination – 1947-1990, Financial sector reforms 1991 till Financial

Sector Legislative Reforms Commission 2013), Monitoring framework for financial conglomerates.

B) Structure of Indian Financial System – Banking & Non-Banking Financial Institutions, Organized and Unorganized Financial Markets, Financial Assets/Instruments, Fund based & Fee Based Financial Services.

Unit 2 Financial Markets in India

Indian Money Market – Meaning, Features, Functions, Importance, Defects, Participants, Components of Organized and Unorganized markets and Reforms B) Indian Capital Market - Meaning, Features, Functions, Importance, Participants, Instruments, Reforms in Primary and Secondary Market. C) Indian Stock Market - Meaning and functions of Stock Exchange- NSE and BSE. D) Equity Market – Primary Market, IPO, Book Building, Role of Merchant Bankers, ASBA, Green Shoe Option, Issue of Bonus shares, Right Shares, Sweat Equity shares, ESOP. E) Indian Debt Market –Market Instruments, Listing, Primary and Secondary Segments

Unit 3 Commodity Market

Introduction to commodities market - Meaning History & origin, Types of commodities traded, Structure of commodities market in India, Participants in commodities market, Trading in commodities in India(cash & derivative segment), Commodity exchanges in India & abroad Reasons for investing in commodities.

Unit 4 Derivatives Market

Introduction to Derivatives market- Meaning, History & origin, Elements of a derivative contract, Factors driving growth of derivatives market, Types of derivatives, Types of underlying assets, Participants in derivatives market, Advantages & disadvantages of trading in derivatives market, Current volumes of derivative trade in India, Difference between Forwards & Futures

Core Course 2. Direct Taxation

Unit 1 Definitions and Residential Status

A) Basic Terms (S. 2,3,4) Assesse, Assessment, Assessment Year, Annual Value, Business, Capital Assets, Income, Previous Year, Person, Transfer. B) Determination of Residential Status of Individual, Scope of Total Income (S.5)

Unit 2 Heads of Income - I

A) Salary (S.15-17) B) Income from House Property (S. 22-27) C) Profit & Gain from Business and Profession (S. 28, 30,31,32, 35, 35D, 36, 37, 40, 40A and 43B)

Unit 3 Heads of Income - II

A) Capital Gain (S. 45, 48, 49, 50 and 54) B) Income from other sources (S.56- 59) C) Exclusions from Total Income (S.10) (Exclusions related to specified heads to be covered with relevant heads of income)

Unit 4 Computation of Total Income & Taxable Income

A) Deductions from Total Income S. 80C, 80CCC, 80D, 80DD, 80E, 80U, 80TTA B) Computation of Taxable Income of Individuals.

Semester IV**Elective Courses (EC) Financial Management -II****1 Working Capital Management**

• Management of Working Capital in India • Estimating working capital needs • Operating or working capital cycle • Working Capital Financing: Trade Credit; Bank Credit; Commercial Papers; Certificate of Deposits (CDs); Financing.

2 Management of Components of Working Capital

• Management of Cash and Marketable Securities: Motives for Holding Cash; Objectives of Cash Management; Factors Determining Cash Needs; Basic Strategies of Cash Management; Cash Management Techniques / Processes; Marketable Securities; and Cash Management Practices in India. • Receivables Management: Objectives; Credit Policies; Credit Terms; and Collection Policies. • Inventory Management: Objectives; and Techniques.

3 Financial Planning

Introduction • Meaning and Essentials of Budget • Types of Budget • Advantages of Budgeting • Zero Based Budgeting • Master Budget. • Sales Budget, Production Budget, Material Budget, Cash Budget and Flexible Budget.

4 Financial Policy and Corporate Strategy

Meaning of Strategic Financial Management • Strategic financial decision making framework • Functions of Strategic financial management Business Risk and Financial Risk • Introduction • Debt v/s Equity Financing • Types of Leverage • Investment Objective/Criteria for Individuals/Non-Business Purpose

2. Elective Courses (EC) Cost Accounting

1 Introduction to Cost Accounting

□ Objectives and scope of Cost Accounting, Cost centers and Cost units, Cost classification for stock valuation, Profit measurement, Decision making and control, Coding systems, Elements of Cost

2 Classification of Cost and Cost Sheet

□ Classification of costs, Cost of Sales, Cost Centre, Cost Unit, Profit Centre and Investment Centre, Cost Sheet and Reconciliation of cost and financial accounts

(Note- Practical problems based on preparation of cost sheet reconciliation of cost and financial accounts)

3 Standard Costing

□ Various types of standards, setting of standards, Basic concepts of, Labour and Overhead (Fixed and Variable) variance analysis.

4 Introduction to Marginal Costing

□ Marginal costing meaning, application, advantages, limitations, Contribution, Breakeven analysis and profit volume graph.

Note:- Practical problems based on Marginal Costing excluding decision making

3. Elective Courses (EC) Wealth Management

1 Introduction to Wealth Management

A) Overview

□ Define Wealth, Meaning & Scope of Wealth Management, Wealth cycle, Wealth Management Process, Introduction to Financial literacy.

B) Savings and Investments

□ Introduction, Nature and Scope of Saving Investments, Objectives of Saving and Investment (Tax Saving, Income and Growth of Capital), Investment Alternatives, Investment Attributes, Approaches to investment decision making, Qualities for successful investment, Alternatives to Investment decision – Direct & Indirect

2 Wealth Management Strategy

A) Wealth Management Strategy

□ Meaning & scope of wealth management strategy, The un wealthy habits, Philosophy of wealth creation & management, Need for planning

B) Investment planning:

□ Types of investment risk, Risk profiling of investors & asset allocation (life cycle model), Asset allocation strategies (strategic, tactical, life- cycle based), Goal-based financial planning, Active & passive investment strategies

3 Financial Planning & Financial Mathematics:

A) Financial Planning

□ Introduction, Role of Financial planner, Process of financial planning, Cash flow analysis, Financial Planning in India, Financial Blood Test Report

B) Financial Mathematics:

□ Calculation of returns (CAGR, Post-tax returns, etc.), Calculation of Total assets, Net worth calculations

4 Retirement & Estate Planning

A) Retirement Planning

□ Meaning & Objectives of Retirement planning, Gifts & Trust, Charity planning, Avoidable mistakes in retirement planning, Power of attorney for asset management,

B) Estate planning

□ Meaning & scope, Need for Estate planning, Tools for Estate planning, Considerations for personal property and collectibles

C) Insurance Planning :

□ Meaning, Basic principles of insurance, Functions and Characteristics of Insurance, Rights and responsibilities of Insurer and Insured, Types of life insurance policies, Types of general insurance policies, Health insurance – mediclaim – Calculation of Human Life Value / Belth Method CPT

4.Ability Enhancement Courses (AEC)Information Technology in Banking & Insurance II

1 E-banking Business Models

Various models- home banking, office banking, online banking, internet banking, mobile banking, SMS banking,- models of electronic payments, other business models

2 Induction of TechnoManagement

Development Life Cycle, Project Management, Building Data Centres, Role of DBMS Banking, Data Warehousing and Data Mining, RDBMS Tools

□ Technological Changes in Indian Banking Industry, Trends in Banking and Information Technology, Technology in Banking, Lead Role of Reserve Bank of India, New Horizons for Banking based IT, Automated Clearing House Operations, Electronic Wholesale Banking Credit Transfer, Credit Information Bureau (I) Ltd., Credit Information Company Regulation Bill-2004, Automation in Indian Banks, Cheque clearing using MICR technology, Innovations, Products and Services, Core-Banking Solutions(CBS), Human Resource Development(HRD)-The Road Ahead,Technology in Banking Industry Teleconferencing, Internet Banking, Digital Signature in Banking, MICRFacility for 'paper-based' clearing, Cheque Truncation Dealing with Fraudulent transactions under CTS, Efficient customer service, smart quill computer pen, Institute for Development & Research in Banking & Technology (IDRBT). E-Checks-Protocols and Standards, Problems on mechanization, e-Banking-RBI Regulations & Supervision, Technology Diffusion.

3. IT Applications and Banking

Objectives, Electronic Commerce and Banking, Banking Software,Electronic Clearing and Settlement Systems, Plastic Money

4 MS-Office: Packages for Institutional Automation

□ MS-PowerPoint presentation: Internal links between slides, hyperlinks,embedding multimedia content onto the slides (video/audio/stylish text),slide animation, timer, creating new presentation by existing theme, importonline themes, creating a template of presentation, save and run the slideshow(.ppsx)

□ Applications of Internet: Introduction to e-mail, writing professional emails,creating digitally signed documents, use of outlook express:configuring outlook express, creating and managing profile in outlook,sending and receiving e-mails via outlook express, Emailing the mergeddocuments, boomerang facility of email, Google drive: usage of Googledrive in storing the Google documents, excel sheets, presentations and PDFfiles.

5.Skill Enhancement Courses (SEC) Foundation Course – IV(An Overview of Insurance Sector)

1 An Introduction to Life Insurance

A) Life Insurance Business – Components, Human Life Value Approach, Mutuality, Principle of Risk Pooling, Life Insurance Contract ,Determinants of Risk Premium

B) Products of LIC – Introduction of life insurance plans - Traditional Life Insurance Plans – Term Plans, Whole Life Insurance, Endowment Assurance, Dividend Method of Profit Participation Purpose of plans ,Riders in plan - Introduction, Forms and procedures

C) Non Traditional Life Insurance Products (Those of SBI and ICICI –Introduction, Forms and procedures)

2 An Introduction to Health Insurance

A) Health Insurance – Meaning, IRDA Regulations, determinants of Health Insurance, Health Insurance Market in India and determinants of Risk Premium.

B) SBI and ICICI Health Insurance Plans - Introduction and Forms and Procedures of Hospitalization, Indemnity Products, top up covers, cashless insurance, Senior citizen plans, critical illness plans and Micro Insurance.

3 An Introduction to Home and Motor Insurance

A) Home Insurance - SBI and ICICI Plans – Introduction, Forms and Procedures, Inclusions and Exclusions in policies, Determinants of Risk Premium and Impact of Catastrophes on Home Insurance.

B) Vehicle Insurance- SBI and ICICI Plans-Introduction, Forms and Procedures, Determinants of Risk Premium, Inclusions and Exclusions.

4 Role of Insurance in Logistic

A) Role of Insurance in Logistic - Meaning &Importance, Hazards, Protection, Social Security – Type of Risks and Accidents.

B) Fire Insurance – SBI and ICICI Plans – Introduction, Forms and Procedures, Standard Fire and Special Perils Policy, Tariff system and special policies.

6. Core Courses (CC) Corporate and Securities Law

1 Company Law – An Overview

A) Development of Company Law in India

B) Doctrines Governing Corporates – Lifting the Corporate Veil, Doctrine of Ultra Vires, Constructive Notice, Indoor Management, Alter Ego. The Principle of Non Interference (Rule in Foss V/s Harbottle) – Meaning , Advantages , Disadvantages & Exceptions, Majority and Minority Rights under Companies Act

C) Application of Company Law to Banking and Insurance Sector Application of Companies Act to Banking and Insurance sector governed by Special Acts. S.1(4) of Companies Act 2013 Exceptions provided (S.67(3), S.73(1), S.129(1), 179(3), S.180(1)(c), S.186, S.189

2 Regulatory Framework governing Stock Exchanges as per Securities

Contracts Regulation Act 1956

□ Definition of Securities, Spot Delivery Contract, Ready Delivery Contract, Stock Exchange. Corporatization and demutualization of Stock Exchange –Meaning, Procedure & Withdrawal, Power of Recognized Stock Exchange to make rules restricting voting rights etc, Power of Central Government to Direct Rules or Make rules, Power of SEBI to make or amend bye laws of recognized stock exchange, Books and Accounts to be maintained by recognized stock exchange, Grounds on which stock exchange can delist the securities of a company. Section 3 to Section 20

3 Security Exchange Board Of India

A) SEBI: Objectives-terms-establishment-powers-functions-accounts and audit- penalties – registration.

B) Issues of Disclosure Investors Protection Guidelines: Pre & Post obligations-conditions for issue-Debt Security-IPO-E-IPO-Employee option-right-bonus-preferential allotment intermediary-operational-promoter lock in period requirements-offer document.

4 The Depositories Act, 1996

□ Depository – Meaning , Benefits , Models, Functions Participants, The Depository Act 1996 – Objectives, Eligibility condition for depository services, Fungibility, Bye laws of depository , Governance of Depository and Internal audit of depository Participants

□ BSDA and single registration for depository participants.

7. Core Courses (CC) Business Economics II (Macroeconomics)

1 Introduction to Macroeconomic Data and Theory

□ Macroeconomics: Meaning, Scope and Importance., Circular flow of aggregate income and expenditure: closed and open economy models, The Measurement of national product: Meaning and Importance - conventional and Green GNP and NNP concepts - Relationship between National Income and Economic Welfare., Short run economic fluctuations : Features and Phases of Trade Cycles, The Keynesian Principle of Effective Demand: Aggregate Demand and Aggregate Supply - Consumption Function - Investment function - effects of Investment Multiplier on Changes in Income and Output

2 Money, Inflation and Monetary Policy

□ Money Supply: Determinants of Money Supply - Factors influencing Velocity of Circulation of Money, Demand for Money : Classical and Keynesian approaches and Keynes' liquidity preference theory of interest, Money and prices : Quantity theory of money - Fisher's equation of exchange - Cambridge cash balance approach, Inflation: Demand Pull Inflation and Cost Push Inflation - Effects of Inflation Nature of inflation in a developing economy. Monetary policy :Meaning, objectives and instruments, inflation targeting

3 Constituents of Fiscal Policy

□ Role of a Government to provide Public goods-Principles of Sound and Functional Finance, Fiscal Policy: Meaning, Objectives - Contra cyclical Fiscal Policy and Discretionary Fiscal Policy, Instruments of Fiscal policy : Canons of taxation - Factors influencing incidence of taxation - Effects of taxationSignificance of Public Expenditure - Social security contributions-Low Income Support and Social Insurance Programmes - Public Debt - Types, Public Debt and Fiscal Solvency, Burden of debt finance, Union budget -Structure- Deficit concepts-Fiscal Responsibility and Budget Management Act.

4 Open Economy : Theory and Issues of International Trade

□The basis of international trade : Ricardo's Theory of comparative cost advantage - Heckscher – Ohlin theory of factor endowments - terms of trade - meaning and types - Factors determining terms of trade - Gains from trade – Free trade versus protection, Foreign Investment : Foreign Portfolio investment- Benefits of Portfolio capital flows-Foreign Direct Investment - Merits of Foreign Direct Investment - Role of Multinational corporations, Balance of Payments: Structure - Types of Disequilibrium - Measures to correct disequilibrium in BOP. Foreign Exchange and foreign exchange market : Spot and Forward rate of Exchange - Hedging, Speculation and Arbitrage -Fixed and Flexible exchange rates- Managed flexibility

- **Semester V**

1. Elective Courses (EC) Financial Reporting and Analysis (Corporate Banking & Insurance)**Unit 1 Final Accounts of Banking Company**

Legal Provisions in Banking Regulation Act, 1949 relating to Accounts. Statutory Reserves including Cash Reserve and Statutory Liquidity Ratio. Bills Purchase and Discounted, Rebate on Bill Discounted. Final Accounts in Prescribed Form. Non – performing Assets and Income from Non – performing Assets. Classification of Advances: Standard, Sub – standard, Doubtful and Provisioning Requirement.

Unit 2 Final Accounts of Insurance Company

(a) Preparation and Presentation of Corporate Final Accounts for Insurance Companies. (b) Final Accounts in accordance with Insurance Legislation (c) Study of Accounting Policies from Annual Reports of Listed Insurance Companies

Unit 3 Preparation of Final Accounts of Companies

Relevant Provisions of Companies Act related to Preparation of Final Account (excluding cash flow statement) Preparation of Financial Statements as per Companies Act. (excluding cash flow statement) AS 1 in Relation to Final Accounts of Companies (Disclosure of Accounting Policies) Adjustment for –

1. Closing Stock 2. Depreciation 3. Outstanding expenses and income 4. Prepaid expenses and Pre received income 5. Proposed Dividend and Unclaimed Dividend 6. Provision for Tax and Advance Tax 7. Bill of exchange (Endorsement, Honour, Dishonour) 8. Capital Expenditure included in Revenue expenditure and vice versa eg- purchase of furniture included in purchases 9. Unrecorded Sales and Purchases 10. Good sold on sale or return basis 11. Managerial remuneration on Net Profit before tax 12. Transfer to Reserves 13. Bad debt and Provision for bad debts 14. Calls in Arrears 15. Loss by fire (Partly and fully insured goods) 16. Goods distributed as free samples. Any other adjustments as per the prevailing accounting standard.

Unit 4 Cash Flow Analysis & Ethical Behaviour and Implications for Accountants

Cash Flow Analysis as per AS 3 (Indirect Method Only)

Ethical Behaviour and Implications for Accountants Introduction, Meaning of Ethical Behaviour Financial Reports – Link between Law, Corporate Governance, Corporate Social Responsibility and Ethics. Importance and Relevance of Ethical Behavior in Accounting Profession. Implications of Ethical Values for the Principles Versus Rule Based Approaches to Accounting

Standards The Principal Based Approach and Ethics The Accounting Standard Setting Process and Ethics The IFAC Code of Ethics for Professional Accountants Contents of Research Report in Ethical Practices Implications of Unethical Behavior on Financial Reports Company Codes of Ethics The increasing role of Whistle – Blowing Need to learn ethics.

Unit 5 Introduction to IFRS

IFRS 1- First Time Adoption of International Financial Reporting Standards Objective, Scope, Definitions, First IFRS Financial Statements, Recognition and Measurement, Comparative Information, Explanation of Transition to IFRS, Reconciliations, Interim Financial Reports, Designation of Financial Assets or Financial Liabilities, Use of Fair Value as Deemed Cost, Use of Deemed Cost, Exceptions to Retrospective Application of other IFRS, Exemptions for Business Combination, Exemptions from other IFRS and Presentation and Disclosure. IFRS 2- Share Based Payment – Objective, Scope, Definitions, Recognition, Equity Settled Share Based Payment Transactions, Transactions in Which Services are Received, Treatment of Vesting Conditions, Expected Vesting Period, Determining the Fair Value of Equity Instruments granted, Modifications of terms and conditions, Cancellation, Cash Settled Share Based Payment Transactions, Share Based Payment Transactions in Which The Terms of The Arrangement Provide The Counterparty With A Choice of Settlement, Share Based Payment Transactions in which the Terms of the Arrangement Provide the Entity with a Choice of Settlement, Share Based Payment Transactions Among Group Entities (2009 Amendments) Disclosure.

Elective Courses (EC) 2. Auditing-I

Unit 1 Introduction to Auditing

Basics–Financial Statements, Users of Information, Definition of Auditing, Objectives of Auditing – Primary and Secondary, Expression of Opinion, Detection of Frauds and Errors, Inherent limitations of Audit. Difference between Accounting and Auditing, Investigation and Auditing. Errors & Frauds–Definitions, Reasons and Circumstances, Types of Error – Commission, Omission, Compensating error. Types of frauds, Risk of Fraud and Error in Audit, Auditors Duties and Responsibilities in Case of Fraud Principles of Audit –Integrity, Objectivity, Independence, Skills, Competence, Work Performed by Others, Documentation, Planning, Audit Evidence, Accounting System and Internal Control, Audit Conclusions and Reporting Types of Audit – Meaning, Advantages and Disadvantages of Balance sheet Audit, Interim Audit, Continuous Audit, Concurrent Audit and Annual Audit

Unit 2 Audit Planning, Procedures and Documentation

Audit Planning –Meaning, Objectives, Factors to be Considered, Sources of Obtaining Information, Discussion with Client, Overall Audit Approach. Audit Program – Meaning,

Factors, Advantages and Disadvantages, Overcoming Disadvantages, Methods of Work , Instruction before Commencing Work, Overall Audit Approach Audit Working Papers - Meaning, Importance, Factors Determining Form and Contents, Main Functions / Importance, Features, Contents of Permanent Audit File, Temporary Audit File, Ownership, Custody, Access of Other Parties to Audit Working Papers, Auditors Lien on Working Papers, Auditors Lien on Client's Books Audit Notebook – Meaning, Structure, Contents, General Information, Current Information, Importance.

Unit 3 Auditing Techniques and Internal Audit

Introduction Test Check-Test Checking Vs Routing Checking, Test Check meaning, Features, Factors to be Considered, When Test Checks Can be Used, Advantages, Disadvantages and Precautions. Audit Sampling -Audit Sampling, Meaning, Purpose, Factors in Determining Sample Size -Sampling Risk, Tolerable Error and Expected Error, Methods of Selecting Sample Items, Evaluation of Sample Results, Auditors Liability in Conducting Audit Based on Sample. Internal Control -Meaning and Purpose, Review of Internal Control, Advantages, Auditors Duties, Review of Internal Control, Inherent Limitations of Internal Control, Internal Control Samples for Sales and Debtors, Purchases and Creditors, Wages and Salaries. Internal Checks Vs Internal Control, Internal Checks Vs Test Checks. Internal Audit -Meaning, Basic Principles of Establishing Internal Audit, Objectives, Evaluation of Internal Audit by Statutory Auditor, Usefulness of Internal Audit, Internal Audit Vs External Audit, Internal Checks Vs Internal Audit.

Unit 4 Auditing Techniques:

Vouching Audit of Income - Cash Sales, Sales on Approval, Consignment Sales, Sales Returns Recovery of Bad Debts written off, Rental Receipts, Interest and Dividends Received, Royalties Received. Audit of Expenditure - Purchases, Purchase Returns, Salaries and Wages, Rent, Insurance Premium, Telephone Expenses, Postage and Courier, Petty Cash Expenses, Travelling Commission, Advertisement, Interest Expenses.

Unit 5 Auditing Techniques:

Verification Audit of Assets Book Debts / Debtors, Stocks -Auditors General Duties; Patterns, Dies and Loose Tools, Spare Parts, Empties and Containers, Quoted Investments and Unquoted Investment, Trade Marks / Copyrights, Patents, Know-how, Plant and Machinery, Land and Buildings, Furniture and Fixtures. Audit of Liabilities - Outstanding Expenses, Bills Payable, Secured loans, Unsecured Loans, Contingent Liabilities.

Elective Courses (EC) 3. Strategic Management

Unit 1 Strategic Management

an Overview Definitions, Strategic Decision Making, Levels of Strategic Management, Process of Strategic Management, Principles of Good Strategy, Elements of Strategic Management, Models of Strategic Management.

Unit 2 Strategic Management Environment:

Importance of Politics in Strategic Management, Social, Political, and Technological forces, Role of Competition, National and Global Business Environment. Components of Environment, Environmental Scanning, Analysis of Strategies and Choice of Strategy. Ethics, Social Responsibility, Impact of Legal Factors in Strategic Management, SWOT Analysis.

Unit 3 Levels of Strategies and Analysis

Corporate Level Strategies- Concentration, Integration and Diversification, Internationalization, Digitization. Process of Strategic Choice, Factors of Strategic Choice, Strategic Analysis.

Unit 4 Activating Strategy and Implementation

Process and Nature of Strategy implementation, Barriers, Model of Strategy Implementation- Structural, Behavioral and Functional.

Unit 5 Strategic Evaluation and Control

Standards, Benchmarking, Gap Analysis. Features and Importance of Evaluation, Barriers in Evaluation, Types. Strategic Control- Setting Standards, Comparison, Control Process, Systems, Approaches, Techniques of Evaluation and Control. Role of Information System.

Elective Courses (EC) 4. Business Ethics and Corporate Governance

Unit 1 Introduction to Business Ethics

Definition, Meaning, Nature of Ethics, Meaning of Moral & Ethics. Types of Ethics, Importance of Ethics, Business Ethics -Meaning and Nature. Importance of Ethics in Business, Areas of Business Ethics, Meaning of Functional Ethics, Types of Ethics According to Functions of Business- Marketing Ethics, Foreign Trade Ethics and Ethics Relating to Copyright. Ethics relating to Free and Perfect Competitive Market.

Unit 2 Application of Ethical Theories in Business

Ethical Decision Making: Decision Making (Normal Dilemmas And Problems): (I) Utilitarianism (J. Bentham And J.S. Mill), (ii) Deontology (I. Kant) Virtue Ethics (Aristotle). Gandhain Approach In Management And Trusteeship, Importance And Relevance of Trusteeship

Principle in Modern Business. Ethical Issues in Functional Areas of Business. Ethics in Advertising (Truth In Advertising). Ethical Issues in Finance,

Unit 3 Introduction to Corporate Governance

Definition & Conceptual Framework of Corporate Governance, Business Ethics - an important dimension to Corporate Governance, Fair and Unfair Business Practices. Theoretical Basis of Corporate Governance, Mechanism- Corporate Governance Systems, Indian Model of Governance, Good Corporate Governance, Obligations Towards Society and Stake holders. Theories underlying Corporate Governance (Stake holder's theory and Stewardship theory, Agency theory, Separation of Ownership and Control, Corporate Governance Mechanism: Process, Indian Model, OECD, and Emphasis on Corporate Governance, (Transparency Accountability and Empowerment).

Unit 4 Genesis and Implementation of corporate Governance in India:

Introduction principles – Arthashastra and Good Governance in ancient India, Protection of Interest of Customer and Investors, Historical perspective of Corporate Governance and Issues in Corporate Governance. Values: Meaning, Types Teaching from Scriptures Like Gita, Quran, Bible Value Systems in Business. Implementation of Corporate Governance Role of Board of Directors and Board Structure, Role of the Non- executive Director, Role of Auditors, SEBI Growth of Corporate Governance. Role of Government, Corporate Governance in India. Accounting Standards and Accounting disclosures. Finance Reporting and Corporate Governance, Non Accounting Regulations in Corporate Governance, Corporate Governance & CSR, Family Owned Business - Background, Family Businesses in India, Need for Professionalization and Transparency in Family Business.

Unit 5 Global Scenario Business Ethics in Global Economy.

Ethics in the Context of Global Economy, Relationship Between Business Ethics & Business Development, Role of Business Ethics in Building a Civilized Society. Corporate Governance and Issues Related to Scams Corruption: Meaning, Causes, Effects. Frauds and Scams in Banks, Insurance Companies, Financial Institutions, Measures to Overcome Fraud and Corruption, Zero Tolerance of Corruption.

Core Course (CC) 1. International Banking and Finance

Unit 1 Fundamentals of International Finance

Meaning and Scope of International Finance, Balance of Payment, Components, Deficit in Balance of Payment, Concept of Currency Convertibility. International Monetary System, Gold Standard, Features, Bretton Wood System, Background and Features, Reasons for its Failure, Smithsonian Agreement, SDRs, European Monetary System. Current Exchange Rate Systems -

Fixed and Flexible Exchange Rate, Merits Demerits, Types of Fixed Exchange Rate, Hard Pegs and Soft Pegs, Types of Flexible Exchange Rate, Managed and Free Float.

Unit 2 International Capital Markets

Types of Capital Flows, FDI, FPI, FII Euro Currency Markets, Origin and Reasons of growth, a Brief Understanding of Eurocurrency Deposit, Loans Bonds and Notes Market ,Concept of Offshore Banking. International Equity Markets, Concept of Depository Receipts, GDR, Characteristics, Mechanism of Issue, Participants Involved, ADR, Types and Characteristics, Concept of IDR. International Bond Market, Concepts of Domestic Bond, Concept and Types of Foreign Bonds, Concept and Types of Euro Currency Bonds, Concepts of Foreign Currency Convertible and Foreign Currency Exchangeable Bonds, Participatory Notes.

Unit 3 Foreign Exchange Markets

Introduction, Market and Market Participants, Foreign Exchange Management in India, Retail and Whole Sale Component of Indian Foreign Exchange Market, Role of FEDAI, FEMA and Regulatory Framework, Dealing Room Operations. Foreign Exchange Arithmetic, Exchange Rate Quotations, Direct, Indirect and Cross rate, Percentage Spread, Arbitrage, Geographical, Triangular and Interest Rate (formula method only), Calculation of Forward Rates using Schedule of Swap Points, AFM, Determinants of Exchange Rate – Purchasing Power and Interest Rate Parity.

Unit 4 Risk Management

Risk Management and Derivatives, Transaction, Translation and Economic Risk Faced by Corporates, Transaction, Position, Settlement, Pre-settlement, Gap/Mismatch Risk faced by Banks, Internal and External Hedging, Foreign Currency Derivative Instruments for Risk Management, Forward, Futures, Swaps and Options, Country Risk Management.

Unit 5 International Banking Operations

Introduction, Definition, Features of International Banking, Reasons for Growth of International Banking, Recent Trends in International Banking, Emergence of Crypto currency - Overview, Brief Overview of Bitcoin and other Crypto Currencies, Note on Mining and Crypto Currency Exchanges, Advantages, Disadvantages of Crypto Currency. Functions of International Banking, Correspondent Banking, International Payment Systems, NRI accounts, Export Finance, Import Finance, International Merchant Banking, Financing Project Exports, Derivative Offering, Remittances, Compliance related- Interbank Functions, Internal Functions, Letter of Credit and Bank Guarantees. International Lending Operation, Loan Syndication, Parties Involved, Phases /Stages in Loan Syndication, Types of Syndication, Role of LIBOR, Risk in International Lending, Role of International Credit Rating Agencies.

3. Ability Enhancement Course (AEC) 1. Research Methodology

Unit 1 Introduction to Research

□ Meaning, Objectives and Importance of Research □ Types of Research □ Research Process.
□ Characteristics of Good Research □ Hypothesis-Meaning, Nature, Significance, Types and Sources. □ Research Design- Meaning, Definition, Need and Importance, Steps, Scope and Essentials of a Good Research Design. □ Sampling- a) Meaning of Sample and Sampling, b) Methods of Sampling i) Non-Probability Sampling-Convenient, Judgment, Quota, Snow ball ii) Probability- Simple Random, Stratified, Cluster, Multi Stage.

Unit 2 Data Collection and Processing

□ Types of Data and Sources-Primary and Secondary Data Sources □ Methods of Collection of Primary data a. Observation- i) structured and unstructured, ii) disguised and undisguised, iii) mechanical observations (use of gadgets) b. Experimental i) Field ii) Laboratory c. Interview – i) Personal Interview ii) focused group, iii) in- depth interviews Method d. Survey- Telephonic survey, Mail, E-mail, Internet survey, Social media, and Media listening. e. Survey instrument- i) Questionnaire designing. a. Types of questions-i) structured/close ended and ii) unstructured/open ended, iii) Dichotomous, iv) Multiple Choice Questions. b. Scaling techniques- i) Likert scale, ii) Semantic Differential scale.

Unit 3 Data Analysis and Interpretation

□ Processing of Data- Meaning & Essentials of i) Editing ii) Coding iii) Tabulation □ Analysis of Data-Meaning, Purpose, Types. □ Interpretation of Data-Essentials, Importance, Significance and Descriptive Analysis □ Testing of hypothesis- One Sample T- Test, ANOVA, F- test, Chi Square and Paired Sample Test

Unit 4 Advanced Statistical Techniques

Introduction, Characteristics and Application of Correlation and Regression Analysis □ Factor Analysis □ Cluster Analysis □ Discriminant Analysis □ Multidimensional Scaling

Unit 5 Research Report

□ Report writing – i) Meaning, Importance, Structure, Types, Process and Essentials of a Good Report.

- **SEMESTER VI**

Elective Courses (EC) 1. Security Analysis and Portfolio Management**Unit 1 Portfolio Management –**

An Introduction & Process Investment, Meaning, Characteristics, Objectives, Investment V/s Speculation, Investment V/s Gambling and Types of Investors. Portfolio Management – Meaning, Evolution, Phases, Role of Portfolio Managers, Advantages of Portfolio Management. Investment Environment in India and Factors Conducive for Investment in India. Portfolio Analysis – Meaning and its Components, Calculation of Expected Return and Risk, Calculation of Covariance, Risk – Return Trade off. Portfolio Selection – Meaning, Feasible Set of Portfolios, Efficient Set of Portfolios, Selection of Optimal Portfolio, Markowitz Model, Limitations of Markowitz Model, Measuring Security Return and Portfolio Return and Risk under Single Index Model and Multi Index Model.

Unit 2 Portfolio Management –

Valuation Portfolio Revision – Meaning, Need, Constraints and Strategies. Portfolio Evaluation – Meaning, Need, Measuring Returns (Sharpe, Treynor and Jensen Ratios) and Decomposition of Performance. Bond Valuation – Meaning, Measuring Bond Returns, Yield to Maturity, Yield to Call and Bond Pricing. Bond Pricing Theorems, Bond Risks and Bond Duration.

Unit 3 Fundamental Analysis Economy Analysis –

Meaning, Framework, Economic Analysis, Forecasting, Barometric or Indicator Approach, Econometric Model Building and Opportunistic Model Building. Industry Analysis – Concept of Analysis, Industry Life Cycle, Industry Characteristics Company Analysis – Financial Statements, Analysis of Financial Statements, (Practical questions on Debt Equity Ratios, Total Debt Ratio, Proprietary ratios, interest coverage ratio, Profitability ratios related to sales, investment and equity shares Efficiency or Activity Ratios) and Assessment of Risk(Leverages)

Unit 4 Technical Analysis

Dow Theory Meaning and Principles of Technical Analysis, Price Chart, Line Chart, Bar Chart, Japanese Candlestick Chart, Trends and Trend Reversals, Chart Patterns, Support and Resistance, Reversal Patterns, Continuation Patterns and Elliot Wave Theory Mathematical Indicators – Calculation of Moving Averages (Simple and Exponential Moving Average), Oscillators and Relative Strength Index Market Indicators Fundamental Analysis V/s Technical Analysis

Unit 5 Efficient Market

Theory & CAPM Random Walk Theory The Efficient Market Hypothesis Forms of Market Efficiency Competitive Market Hypothesis CAPM – Fundamental Notions of Portfolio Theory, Assumption of CAPM, Efficient Frontier with Riskless Lending and Borrowing, Capital Market Line, Security Market Line and Pricing of Securities with CAPM. Arbitrage Pricing Theory (APT) – The Return Generating Model, Factors Affecting Stock Return, Expected Return on Stock, APT V/s CAPM.

Elective Courses (EC) 2. Auditing – II**Unit 1 Audit of Limited Companies**

Qualifications, Disqualifications, Appointment, Removal, Remuneration of Auditors, Audit Ceiling, Status, Power, Duties and Liabilities of Auditors, Branch Audit, Joint Audit, Special Audit. Maintenance of Books of Account –Related Party Disclosures, Segment Reporting, Divisible Profit, Dividend and Depreciation (Companies Act, Standards on Accounting, Legal Decisions and Auditor's Responsibility), Representations by Management, Contents of Annual Report. Definition, Distinction between Report and Certificate, Types of Reports/Opinion.

Unit 2 Audit of Banking Companies

Introduction of Banking Companies, Form and Content of Financial Statements, Qualifications of Auditor, Appointment of Auditor, Remuneration of Auditor, Power of Auditor, Auditor's Report, Format of Audit Report, Long Form Audit Report, Conducting an Audit, Initial Consideration by Statutory Audit, Internal Control System, Verifications of Assets and Balances

Unit 3 Audit of Insurance

Companies Audit of Companies carrying General Insurance Business, Audit of Companies carrying Life Insurance Business, Applicability of Accounting Standards (AS 3, 4,9,13,17), Books and Registers to be maintained, Submission of Reports and Returns, Audit of Accounts, Preparation of Audit and Internal Controls.

Unit 4 New Areas of Auditing

Introduction to Cost Audit, Human Resource Audit, Management Audit, Operational Audit, Forecast Audit, Social Audit, Tax Audit, Forensic Audit and Environmental (Green) Audit. Audit in an EDP Environment, Introduction, General Approach to EDP Based Audit and Special Techniques for Auditing in an EDP Environment.

Unit 5 Professional Ethics and Misconduct

Introduction, Meaning of Professional Ethics Meaning of Professional Misconduct, Schedules to the Chartered Accountants Act, 1949 Relating to Professional Misconduct, Enquiry into Charges of Misconduct of Chartered Accountants.

Elective Courses (EC) 3. Human Resource Management

Unit 1 Framework of Human Resource Management

Introduction to HRM, Nature of HRM, Scope of HRM, Functions and Objectives of HRM, HRM Policies and Practices, Role and Functions of HR Manager (in Banking and Insurance Sector) HRM and Strategies, Strategic function of HRM, Understanding and Implementing Global Competitiveness and HR, strategic HR, Linkages of Organizational and HR Strategies.

Unit 2 HR Procurement Job Analysis and Design-

Job Analysis, Introduction, Importance, Purpose , Benefits, Job Evaluation, Competency Based Job Analysis Job Design- Introduction, Characteristics, Factor Affecting Job Design, Job Satisfaction.

Unit 3 HR Planning and Recruitment

Definition, Objectives, Need and Importance of HR Planning, Preparing Manpower Inventory. Promotions and Transfers. Recruitment- Strategic Approach to Recruitment, Recruitment Source; Internal and External, Selection Procedure.

Unit 4 Training and Development

Employee Training and Development - Nature and Process of Training, Training methods, On the job, Off the job. Management Development Program, Performance Appraisal -Definition, Methods. Advantages and Limitations of Appraisal.

Unit 5 Compensation

Meaning, Need and Importance, Current Trends in Compensation, Team Based Incentives, Pension Schemes with Reference to Banking and Insurance, Fringe Benefits, Perquisites, Allowances and other Non – Monetary Benefits Voluntary Retirement Scheme - Concept, Types, Needs, Effects with reference to Banking and Insurance Participative Management Meaning, Levels, Types, Employee Welfare, Comparative Study of Working Conditions in Banks, Financial Institutions, Insurance Companies

Elective Courses (EC) 4. Turnaround Management

Unit 1 Introduction to Business

Meaning, Definition, Features, Importance, Symptoms, Types of Business Organization. Different approaches for Growth and Survival. • Internal Strategies • External Strategies • Survival Strategies

Unit 2 Industrial Sickness

Meaning and Internal /External Reasons of Industrial Sickness • Symptoms of Industrial Sickness • Measures to Overcome Sickness by Government and Stakeholders • Role of BIFR in Sick Industries

Unit 3 Turnaround Management

Strategies Turnaround – Meaning, Definition, Indicators of Successful Turnaround • TQM and Restructuring. • Selling of a sick unit • BPR - Meaning, Definition, Elements, Need, Implications - Approaches (Reengineering Team, BPR Leader, Process Owner, Kaizen, Flow Chart, 5S principles, Process Mapping)

Unit 4 Business Scenario

Features, Advantages, Disadvantages, Types and Present Status of: • Outsourcing • Networking • Franchising • Free lancing • Self-Financing • Start up

Unit 5 Leadership and Turnaround Management Outfitting the Management Team, Personal Characteristic, Focusing on Present Operations, Focus on Needs in Turnarounds, Styles of Decision Making in the Turnaround Process, Organizational Change. Quality in the Managerial Process, Dilemma of Management, Turnaround Management as a Skill.

Core Course (CC) 1. Central Banking

Unit 1 An Overview of Central Banking Overview:

Concept of Central Banking, Institutional Growth of Central Banking, The Changing Face of Central Banking. Role of Central Banks: Determination of Goals, Inflation Targeting, Exchange Rate Targeting, Money Supply Targeting, Money Growth Targeting, Viable Alternatives to Central Bank, Central Banking in India. Contemporary Issues, Autonomy and Independence, Credibility, Accountability and Transparency of a Central Bank.

Unit 2 RBI as the Central Bank of India Policy Framework for RBI:

Organizational Framework, Operational Framework – Role as a Central Banker, Promotional Role of RBI, Regulatory Role of RBI. RBI and Monetary Policy Macroeconomic Policies:

Meaning & Objectives. Monetary Policy- Meaning& Objectives Monetary Policy in India - Goals, Targets and Instruments A Brief Overview of Fiscal Policy, Striking Balance between Inflation and Growth through Monetary and Fiscal Policies

Unit 3 Supervisory Role of RBI Regulation and Supervision:

Need for Regulation and Supervision, Banking Regulation Act, 1949, Banking Regulation and Supervision, Functions of the Department of Supervisory, Regulations Review Authority, Unified Regulator v/s Multiple Regulators. RBI – On-site Inspection and Off-site Monitoring and Surveillance: The Core Principles for Effective Supervision – On-site Examination – Off-site Surveillance – On-site Inspection and Off-site Monitoring in India – Off-site Monitoring in Different Countries – Computerized Off-site Monitoring and Surveillance (OSMOS). RBI and Financial System, Introduction, Functions, Characteristics of Financial System, Role of RBI in Regulating Financial System and Financial Sector Reforms.

Unit 4 Central Bank in other Countries

Federal Reserve System – Bank of England – The European Central Banking, Bank of Japan, Peoples Bank of China Interconnectivity of Central Banks with Other International Financial Institutions, ADB, IMF, World Bank, and BIS,(Objectives, Role and Functions)

Unit 5 Central Banking in Cyber World:

E -Banking, E- money, IT induced Changes and Monetary Policy, E- payments, Risks in the New IT Era, Impact of IT, Globalization and Central Banks

3. Ability Enhancement Course (AEC) 1. Project Work

8.1 FEES STRUCTURE

B. COM. (BANKING & INSURANCE)			
FEE HEADS	FYBBI	SYBBI	TYBBI
TUTION FEES	10000	10000	10000
LIBRARY FEES	600	600	600
GYMKHANA FEES	400	400	400
OTHER FEES	250	250	250
EXAM FEES	1965	1965	0
ENROLLMENT FEES	220	0	0
DISASTER RELIEF FUND	10	10	10
ADMISSION PROCESSING FEES	200	200	200
UTILITY FEES	250	250	250
MAGAZINE FEES	100	100	100
ID & LIBRARY CARD FEES	50	50	50
GROUP INSURANCE FEES	40	40	40
STUDENT WELFARE	50	50	50
DEVELOPMENT FEES	500	500	500
VICE CHANCELLOR FUND	20	20	20
UNI-SPORTS & CULTURAL FEES	30	30	30
E-SUVIDHA FEES	50	50	50
E-CHARGES	20	20	20
COMPUTER PRACTICAL FEES	0	1000	0
COMPUTER LAB FEES	1000	1000	1000
CAUTION MONEY*	150	0	0
LIBRARY DEPOSIT*	250	0	0
LABORATORY DEPOSIT*	400	0	0
PROJECT FEES	0	0	1000
ALIMINI ASSOCIATION FEES	25	25	25
UNIVERSITY EXAM FEES	0	0	1965
CONVOCATION FEES	0	0	250
ADMIN FORM_PROS/BROCHURE	0	100	100
NSS FEES	10	10	10
TOTAL	16590	16670	16920

Document Verification Fee: Additional fees of ` 400/- to be paid by the students those who have not passed the HSC examinations from Maharashtra State Board of Secondary and Higher Secondary Education.

9.1 REFUND OF FEES

Refund of fees can be claimed as per Mumbai University's Circular No. UG / 412 of 2008

0.2859: Refund of Tuition, Development and all other fees after cancellation of admissions:

The candidates who have taken admission in under graduate programmes in Govt. colleges, in Govt. aided and unaided programmes conducted by affiliated colleges, and recognized Institutions may request for refund of fees after applying in writing for cancellation of their admission to the programme. The refund of fees as applicable shall be made on or before the 30th day after the date of cancellation and thereafter. The percentage of fees for the programme shall be refunded to the candidate after deducting charges as follows:

Table – 1: Fees Deduction on cancellation of admission

Period and Percentage of Deduction charges

	(i)	(ii)	(iii)	(iv)	(v)	(vi)
	Prior to Commence ment of academic term and instruction of the programme	Up to 20 days after commence ment of the academic term of the programme	From 21st day up to 50 days After Commence ment of the academic term of the Programme	From 51st day up to 80 days after the commence ment of academic term of the programme or August 31st whichever is earlier	From September 1st to September 30th	After September 30 th
Deduction	` 500/- Lump Sum	20% of the total amount of fees.	30% of the total amount of fees.	50% of the total amount of fees.	60% of the total amount of fees.	100% of the total amount of fees.

Note:

- i. The total amount considered for the refund of fees from the commencement of academic term of the programmes including the following:
- ii. The fee charged towards group insurance and all fee components to be paid as University share (including Vice-Chancellor fund, University fee for sports and cultural activities, E-charge, disaster management fund, exam. Fee and Enrollment fee) are non-refundable if payment is made by the college prior to the date of cancellation.
- iii. Fee collected for identity card and Library card, admission form and prospectus, enrollment and any other programme specific fee are not refundable after the commencement of the academic term.
- iv. All refundable deposits (Laboratory, Caution Money and Library etc.) shall be fully returned at the time of cancellation.

Provided that wherever admissions are made through centralized admission process for professional and / or for any other programmes by other competent Authorities, the Refund Rules are applicable if specified by such authorities (as per the rules of relevant agencies) for the 1st year admission. In case of admission to subsequent years of the programme, 0.2859 is applicable for cancellation of admission.

Provided further that this refund rule is concurrent with the rules and guidelines of other professional statutory bodies appointed for admission for relevant programmes.

Further that 0.2859-A & 0.2859-B have been repealed and the amended 0.2859 relating to the refund of Tuition Fees, Development and all other fees after cancellation of admission for the Under Graduate Programmes has been brought into force with effect from the academic year 2008-2009.

10.1 R:8433: The definitions of the key terms used in the Choice Based Credit System introduced from the academic year 2011-12 are as under:**Programme:**

A Program is a set of programmes that are linked together in an academically meaningful way and generally ends with the award of a Certificate or Diploma or Degree depending on the level of knowledge attained and the total duration of study. (for ex B.A., B.Sc. and B.Com. are Programs.

A 'programme' corresponds to the word 'course' used in many universities. A programme is essentially a constituent of a 'program' and may be conceived of as a composite of several learning topics taken from a certain knowledge domain, at a certain level. All the learning topics included in a programme must necessarily have academic coherence, that is, there must be a common thread linking the various components of a programme. A number of linked programmes considered together are in practice, a 'program'.

Credit Point:

Credit Point refers to the 'Workload' of a learner and is an index of the number of learning hours deemed for a certain segment of learning. These learning hours may include a variety of learning activities like reading, reflecting, discussing, attending lectures / counseling sessions, watching especially prepared videos, writing assignments, preparing for examinations, etc. Credits assigned for a single programme always pay attention to how many hours it would take for a learner to complete a single programme successfully. A single programme should have, by and large a programme may be assigned anywhere between 2 to 8 credit points wherein 1 credit is construed as corresponding to approximately 30 to 40 learning hours.

Credit completion and Credit accumulation:

Credit completion or Credit acquisition shall be considered to take place after the learner has successfully cleared all the evaluation criteria with respect to a single programme. Thus, a learner who successfully completes a 4 CP (Credit Point) programme may be considered to have collected or acquired 4 credits. His level of performance above the minimum prescribed level (viz. grades / marks obtained) has no bearing on the number of credits collected or acquired. A learner keeps on adding more and more credits as he completes successfully more and more programmes. Thus the learner 'accumulates' programme wise credits.

Credit Bank:

The process of accumulating Credits over a period of time, leads to the idea of a 'Credit Bank'. Conceptually, a Credit Bank in simple terms refers to stored and dynamically updated information regarding the number of Credits obtained by any given learner along with details regarding the programme/s for which Credit has been given, the programme-level, nature, etc. In addition, all the information regarding the number of Credits transferred to different programs or credit exemptions given may also be stored with the individual's history. In short, this would involve maintaining all the Credit-related transactions of an individual. Credit Banking, when practiced would go a long way in facilitating credit transfers and learner mobility.

O. 5974

Duration of the B.A., B.Com. and B.Sc. programme will be of 3 years in the Semester pattern i.e. from Sem. I to Sem. VI. Bachelor of Commerce (Accounting & Finance) will be a THREE (03) year Program comprising SIX (06) Semesters i.e. each year will be divided into 2 semesters.

The degree will be awarded to a learner who successfully completes 120 credits of the programme in period of 3 to 6 years from the year of enrollment to Semester I.

If a learner does not earn 120 credits in 12 semesters from the year of enrolment to semester I, he/she may at his/her option transfer his/her performance in the existing/new program after establishing equivalence between old and new syllabus. Such a performance transfer will be decided by the Board of Studies / Ad-hoc Board / Ad hoc Committee of the concerned course. The admission to the program will be governed by the existing rules.

11.1 SCHEME OF EXAMINATION

The scheme of Examination shall be divided into two components: Internal assessment and External assessment (semester end examination) for each course of the program. For each course, there is a passing minimum for internal Assessment as 40% for External / Semester End Examination 40% and overall 40%. The performance of the learner will be evaluated in each course in the following manner

The Scheme of Examination shall be divided into two components: Internal assessment (Internal assessment and External Internal Assessment) and External assessment (semester end examination) for each course of the program. For each course, there is a passing minimum 40% in each component. Internal Assessment as 40% (10 out of 25 marks), for Internal External

Assessment 40% (20 out of 50 marks), for External / Semester End Examination 40% (30 out of 75 marks) .

Internal Assessment	Semester end examination	Total (for each course or head of passing)
25%	75%	100%

1. Theory Examination :- 75 Marks
2. Theory Internal :- 25 Marks

1. THE SEMESTER END EXAMINATION (EXTERNAL COMPONENT) OF 75% FOR EACH COURSE WILL BE AS FOLLOWS :-

- i. Duration – 2.5 Hours
- ii. Theory Question Paper Pattern :-
 1. There shall be FIVE questions each of 15 marks.
 2. All questions shall be compulsory with internal choice within the questions.
 3. Question may be subdivided into sub-questions.

2. THE INTERNAL ASSESSMENT OF 25 % FOR EACH COURSE WILL BE AS FOLLOWS :-

Sr. No.	Evaluation Type	Marks
1	ONE class test.	20
2	Overall conduct as a responsible learner, manners, skill in Â articulation, leadership qualities demonstrated through organizing co-curricular activities, etc.	5

NORMS FOR PROMOTION TO NEXT SEMESTER

For Semester I & II	
1	A learner shall be allowed to keep term for Semester II irrespective of number of heads of failure in the Semester I.
2	A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I & Semester II
OR	
A learner who fails in not more than four courses of Semester I and Semester II taken together with not more than two courses each in semester I & II.	
For Semester III & IV	
1	A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I & Semester II.

2	A learner shall be allowed to keep term for Semester IV irrespective of number of heads of failure in Semester III. However, the learner shall pass each course of Semester I and Semester II in order to appear for Semester IV.
For Semester V	
1	Shall have passed Semester I, II, III and IV in full.
OR	
1	Shall have passed Semester I and II in full and secured ATKT in the Second year by failing in not more than Two Courses in each of Semester III and Semester IV.
OR	
1	Shall have Secured ATKT in First Year by failing in not more than Two Courses in each of Semester I and Semester II and have passed Semester III and Semester IV in full.
For Semester VI	
1	A learner shall be allowed to keep term for Semester VI irrespective of number of heads of failure in the Semester V. However, the learner shall pass each course of Semester III and Semester IV in order to appear for Semester VI.
	The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.

ADDITIONAL EXAMINATION

A candidate who does not appear i.e. remains absent in some or all the courses on medical grounds or for representing the College / University in sports, cultural activities, activities of NSS, NCC or sports training camps conducted by recognized bodies / competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the Institute OR fails in some or all the courses is eligible to appear for the additional examination. A candidate who does not appear for both the Internal Assessment and Semester End Examination shall not be eligible to appear for the additional Semester End Examination. The additional Semester End Examination shall be of two and a half hour duration and of 75 marks per course. The learner shall appear for the Semester End Examination of the course for which he/she was absent or has failed. Learners who are punished under O.5050 shall not be eligible to appear for this additional examination.

PROCEDURE AND PUNISHMENTS TO DEAL WITH USE OF UNFAIR MEANS

Students resorting to the use of unfair means during the examinations conducted by the College on behalf of the University or by the University are requested to note that the minimum punishment recommended by the University (vide circular no. UG / 139 OF 2001 DATED 23RD APRIL 2001) is “Annulment of the performance of the Student at the University / College / Institution Examination in full”. The above action is recommended in case the student is found in possession of the copying material. If it is established that he/she has actually copied from the material, the recommendation is “Exclusion of the student from the University or College or Institution Examination for one additional examination”. The above referred circular is available with the Examination Committee for your reference.

Copy of the circular is available on the college website <http://lsraheja.org> and also Chairperson of the Examination Committee and Chairperson of the Unfair Means Inquiry Committee.

STUDENTS ARE REQUESTED NOT TO RESORT TO USE OF UNFAIR MEANS

12.1 ASSESSMENT OF SEMESTER I TO SEMESTER IV:

The assessment of Part ‘A’ i.e. Internal Assessment and Part ‘B’ i.e. Semester End Examination for Semesters I to IV shall be processed by the Colleges / Institutions of their learner on behalf of the University of Mumbai. The University will set the question papers, conduct the examinations, assess the answer books and declare the result of the learner. The College / Institution will issue the grade cards to the learner after the conversion of marks into grade as per the procedure mentioned in the manual. The format of the grade card will be as prescribed by the University so as to maintain the uniformity across the all colleges for the examinations conducted by the colleges on behalf of the University.

13.1 ASSESSMENT OF SEMESTER V and SEMESTER VI:

The assessment of **Part ‘A’ i.e. Internal Assessment** for Semesters V & VI shall be **processed/conducted by the Colleges / Institutions** of their learners admitted to the programme while the University of Mumbai shall conduct the assessment of **Part ‘B’ i.e. Semester End Examination** for Semesters V & VI. The Internal Assessment marks of learners appearing for Semesters V & VI shall be submitted to the University by the respective colleges/ Institutions before the commencement of respective Semester End Examinations. The Semester End Examinations for Semesters V & VI shall be conducted by the University and the results shall be declared after processing the internal assessment and the marks awarded to the learners. The grade card shall be issued by the University after converting the marks into grades. The

overall performance of the learner will be taken into account before declaring the result of the learner by the University i.e. overall result / performance of the learner will be based on the performance of the learner at Semester I, Semester II, Semester III, Semester IV, Semester V and Semester VI Examinations.

14.1 THE MARKS OF THE INTERNAL ASSESSMENT SHOULD NOT BE DISCLOSED TO THE STUDENTS TILL THE RESULTS OF THE CORRESPONDING SEMESTER IS DECLARED.

14.1 R.8436 PASSING STANDARD AND PERFORMANCE GRADING:

PASSING STANDARD

The learners to pass a programme shall have to obtain a minimum of 40% marks in aggregate for each programme where the programme consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) separately, to pass the programme and minimum of Grade E in the project component, wherever applicable to pass a particular semester. A learner will be said to have passed the programme if the learner passes the Internal Assessment & Semester End Examination together.

15.1 PASSING STANDARD AND PERFORMANCE GRADING

The PERFORMANCE GRADING of the learners shall be on the TEN point ranking system as under:

Marks	Grade Points	Grade	Performance
80 & Above	10	O	Outstanding
70 - 79.99	9	A+	Excellent
60 - 69.99	8	A	Very Good
55 - 59.99	7	B+	Good
50 - 54.99	6	B	Above Average
45 - 49.99	5	C	Average
40 - 44.99	4	D	Pass
Less Than 40	0	F	Fail
Note :- The subject weight will remain as earlier.			

The performance grading shall be based on the aggregate performance of Internal Assessment and Semester End Examination.

Carry forward of internal mark : A candidate who fails in any particular theory paper shall be allowed to reappear for that theory paper. However, his/her internal evaluation marks shall be carried over.

16.1 EXAMINATION PATTERN OF THE SEMESTER END ADDITIONAL EXAMINATION & ATKT EXAMINATION

In case of a learner who is reappearing for the Internal Examination, the examination will consist of one project of 25 marks which will be divided into 15 marks for the documentation of the project, 05 marks for the presentation and 05 marks for the viva and the interaction

17.1 R.8438 ALLOWED TO KEEP TERMS (ATKT): (as per circular no. UG/02 of 2012-2013 dated April 3, 2012, UG/52 of 2013-2014 dated August 26, 2013)

- a. A learner shall be allowed to keep term for Semester II irrespective of number of programmes of failure in the Semester I.
- b. A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I and Semester II

OR

A learner fails in not more than FOUR programmes of Semester I and Semester II taken together with not more than TWO programmes at each of Semester I & Semester II.

- c. A learner shall be allowed to keep term for Semester IV irrespective of number of programmes of failure in Semester III.
- d. Eligibility criteria for a learner, to be admitted in Semester V (Third year) of UG programs (aided and non-aided) in Faculties of Arts and Commerce is amended as follows,
 - i. Shall have passed Semester I, II, III and IV in full

OR

- ii. Shall have passed Semester I and II in full and secured ATKT in the Second year by failing in not more than Two Programmes in each of Semester III and Semester IV

OR

- iii. Shall have Secured ATKT in First Year by failing in not more than Two Programmes in each of Semester I and Semester II and have passed Semester III and Semester IV in full

e. A learner shall be allowed to keep terms for Semester VI irrespective of grades obtained in each programme of Semester V. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V in full.

18.1 ADDITIONAL EXAMINATION FOR SEMESTER I, II, III and IV. (vide circular no UG/61 Of 201 dated 20/8/2015)

The additional examination for semester I, II, III & IV be conducted only for those who have remained absent on the ground in consistence with R 8917. A learner can who fails in some or all the courses can appear for A.T.K.T. Examination which will be conducted only in the month of October & April of every year for all semester i.e. Semester I, II, III & IV.

19.1 R. 8917 ELIGIBILITY NORMS TO APPEAR FOR THE ADDITIONAL SEMESTER END EXAMINATIONS

A learner who does not appear in some or all the courses on medical grounds or for representing the College/University in Sports, Cultural Activities. Activities of NSS/NCC or Sports Training Camps conducted by recognized bodies/competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the institution is eligible to appear for Additional Examination.

It is not the right of the learner, who has failed or has remained absent, to appear for the additional examination without fulfilling the norms prescribed by the Head of the Institution / Department / Principal of the College and same has been brought into force with effect from the academic year 2015-16.

20.1 EXAMINATION PATTERN OF THE SEMESTER END ADDITIONAL EXAMINATION & ATKT EXAMINATION

The Additional Semester End Examination shall be of two and half hours duration and of 75 marks per course. The learner shall appear for the semester END examination of the course for which he/she was absent for the reason as stated above. Learner who is punished under O.5059 shall not be eligible to appear for this Additional Examination.

21.1 R.8441: Programme wise, Semester wise Credit allocation:

Compiled by Mr. Raju Gole (Asst. Professor) L.S. Raheja College of Arts & Commerce

Faculty	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total Credits
Arts for BA Program only.	15	15	22	22	22	24	120
Science (for all programmes)	20	20	20	20	20	20	120
Bachelor of Commerce (B.Com.)	20	20	17	17	23	23	120
Bachelor of Management Studies (BMS)	20	20	20	20	20	20	120
Bachelor of Commerce (Accounting & Finance) (BAF)	20	20	20	20	20	20	120
Bachelor of Commerce (Banking & Insurance) (BBI)	20	20	20	20	20	20	120
Bachelor of Commerce (Financial Markets) (BFM)	20	20	20	20	20	20	120

22.1 PROCEDURE FOR VERIFICATION AND/OR

REVALUATION OF THE ASSESSED ANSWER BOOK/S in

case of discrepancy in the Assessed Answer book

On receipt of the photocopy if the discrepancy of following nature (listed below) is noticed by the examinee, he/ she should apply to the Principal in the prescribed form along with the said **photocopy and copy of the question paper within three (03) working days from the date of publication of the notice by the Principal** of the respective college as per the provisions hereinabove.

- i) Mistake in totaling
- ii) Non assessment of a question / sub-question

if required after due verification, the Principal of respective college shall make necessary rectification in the marks allotted to the said course and consequently in the result of the candidate without charging any further fee for necessary rectification.

On rectification of the result as per the provisions above, the candidate can apply for revaluation within seven (7) working days from the date of receipt of the rectified result, if he/she was not eligible to apply for revaluation of the said answer book under Rule 29 herein below mentioned and only by such rectification becomes eligible for revaluation in the said course, course to other limitations contained herein.

The examinee is free to apply for Photocopy/ies of answer books of as many courses as he / she so desires.

VCD / 1 of 2016 Rules & Procedure for providing the Photocopies of assessed Answer-book(s) to the examinee & Process of Revaluation of the Answer-Book(s) WHEREAS as per the Order of the Hon'ble High Court of judicature at Bombay passed by a division bench consisting of their Lordship Chief Justice Dalvir Bhandari and Justice D.Y. Chandrachud, while hearing a group/ bunch of petitions filed by students from different faculties, directing the University to restart the revaluation in all faculties that has been scrapped since 2002, it was decided to restart the revaluation system in order to bring transparency on the examination system, and accordingly the Vice-Chancellor of University of Mumbai issued Directions No. Exam./ Rev./ VCD/785 of 2004 dated 17th November, 2004, and further issued Directions No. Exam./Rev./VCD/4637 of 2010 dtd. 5 th April, 2010, AND WHEREAS considering the delay being caused due to the modalities and procedure of revaluation, it was decided to modify the procedure of issuing photocopy and revaluating the answer books, AND WHEREAS it is required to review the existing revaluation process and to suggest modifications for making the process more effective and faster due to demands from various segments, students and teachers. AND WHEREAS considering the observation passed by the Hon'ble High Court in Writ Petition bearing No. 52 of 2009 dated 31st August 2009, regarding completion of the process of revaluation expeditiously and considering the importance and urgency of the matter, AND WHEREAS, making of the new Ordinance or Rules and Regulations in this respect by the Management Council will take some time, Now therefore, I, Dr. Sanjay V Deshmukh, holding the charge of the Vice-Chancellor, University of Mumbai in exercise of powers conferred upon me under sub- section (8) of section (14) of the Maharashtra Universities Act, 1994, hereby issue the revised Directions in supersession of the earlier Directions No. Exam. / Rev. / VCD / 4637 of 2010 dated 5 th April, 2010 as under:- 1. These directions may be called "Rules & Procedure for providing the Photocopies of assessed Answer-book(s) to the examinee & Process of Revaluation of the Answer-Book(s)." 2 These directions shall come into force with immediate effect i.e. from the examinations to be held in the First Half of the Year 2016. 3. In these directions unless the context otherwise requires: (a) "Act" means Maharashtra Universities Act, 1994. (b) "Directions" means directions issued in accordance with the provisions of sub-section (8) of Section 14 of the Act. (c) "College" means a College conducted by the University or affiliated to the University, situated in the University area, including autonomous College, academic institution/ Department of higher learning not being a College, associated with and admitted to the privileges of the University including autonomous institution, University Institution and recognized institution, University department of higher learning, research or specialized studies, recognized to be so by the University and imparting undergraduate/ postgraduate instructions or guidance for research. (d) "Principal" means a head of 'the College' {as defined in rule 3(c)}. (e) "Examinee" means the student, who

appeared for the examination conducted by the University during the current session. (f) The “32 (5) (a) Committee” and The “32 (6) (a) Committee” means a committee constituted by the Board of Examinations in accordance with the provisions of Clause (a) of sub-section (5) and sub-section (6) of Section 32 of Maharashtra Universities Act, 1994, respectively in order to appoint paper-setters, examiners and moderators. And in order to investigate and recommend disciplinary action for malpractices and lapses against the person or persons involved in the malpractices directly or indirectly. PART – I General Rules 4. Applying for Photocopy of answer book and applying for Revaluation will be two independent processes. 5. Applying for the Photocopy of the answer book or having Photocopy of the answer book shall not be a pre-requisite for applying for revaluation of the answer book in the said subject. 6. The Examinee can independently apply for Revaluation or photocopy or both simultaneously, if he desires so. 7. The Examinee who desires to apply for revaluation are requested to note that, his / her original marks will become null & void as soon as he submits his application for the revaluation. 8. The Examinee shall check the University website, time to time for the various details regarding his / her result status / information / list etc., as the entire process of photocopy of revaluation is carried out through online system. It is the responsibility of the Examinee to verify the online detail. No complaint will be entertained in this respect after due date is over. 9. However, The University may adopt any other procedure for acceptance of the application / fees, which will be circulated for the information of examinees. PART – II Rules & Procedure for providing the Photocopy(ies) of assessed answer-book(s) 10. The facility of obtaining Photocopy(ies) of assessed and / or moderated answer book(s) by the examinee is extended with a view to bring transparency in the examinations system and ensure its credibility. 11. Under these rules applying for the Photocopy(ies) of answer-books shall be permitted in respect of : (i) For theory papers of all the examinations conducted by the University in the current session. (ii) The examinations conducted by the Director of the Institute of Distance Education / Principals of constituent / affiliated Colleges or Directors / Heads of University Department / Recognized Institutions on behalf of the University, in the current session. (ii) The Scripts of practical examination / session work / project work / dissertation / internal assessment / term work (including theory part) wherever the written scripts are available, in the current session. 12. The Examinee(s) shall apply for the photocopy to the Principal / Directors of the respective College / Institution to which the candidate has registered for the said course in the prescribed format along with the non-refundable fee prescribed for the purpose by Controller of Examinations, as per the procedure & the manner decided by the University, time-to-time. The examinee belonging to the reserved categories shall be granted 50% concession in the Fees. 13. The Principal / Directors of the respective College / Institutions to which the candidate has registered for the said course shall process the applications of practical examination / session work / project work / dissertation / internal assessment / term work (including theory part) wherever the written scripts are available as per the procedure laid down here-in-after mutatis mutandis. 14. The Principal / Directors of the respective College / Institutions shall accept the prescribed application form for obtaining Photocopy(ies) of answer book(s) of the examinations conducted

by University within Ten (10) working days from the date of the declaration of result of the examination. He shall forward these applications to the University within next three days. No application after the due date will be entertained on any ground whatsoever. 15. Incomplete application forms, applications with false Information, unsigned applications shall be rejected without assigning any reason whatsoever and the fees paid along with the application form neither shall be refunded nor will any representation be entertained in such cases. 16. The University shall endeavor to supply Photocopy(ies) of answer books as far as possible within twenty five (25) working days from the date of receipt of application(s) to the University. 17. On receipt of Photocopy(ies) the applicant examinee shall be the sole custodian of it and under any circumstances the examinee shall not part with the custody / possession of the same and also shall not use the same for any other purpose(s). 18. The Photocopy(ies) so obtained by the examinee shall be for his / her exclusive and relevant use. Neither the said examinee nor any other person can use the said copy to dispute or challenge the quality of assessment or quantum of marks assigned to the answer there-in. 19. If the examinee is found guilty of indulging in any act / attempt he / she shall be liable to be tried before the Unfair Means Inquiry Committee of the University and the decision taken by the authorities based on the recommendation of the said committee shall be final. 20. If his / her indulgence / commission in unfair act / attempt are proved, the examinee shall be liable for the punishment ranging from: (i) Cancellation of his / her marks in the said subject either original or after revaluation, (ii) Cancellation of his / her result in full of the said examination, (iii) Annulment of examination(s) maximum up to 5 exams. 21. On receipt of the photocopy, if the discrepancy of following nature is noticed by the examinee, he should apply to the University within seven (07) working days to the Controller of Examinations along with the fees of Rs.100 as Grievance Redressal fee. i) Mistake in totaling ii) Non assessment of question / sub-question iii) Improper photocopy 22. After due verification, the Controller of Examinations shall make necessary rectification in the marks allotted to the said subject and consequently in the result of the candidate without charging any further fee for such rectification & also declare the same on University website. 23. It will be binding on the concern examiner / moderator to attend the call of the University and be present for revaluation work. It will also be the responsibility of the Principal / Director to relieve the examiner / moderator to attend University on the given date or within next three (03) working days. 24. Not attending the University Revaluation work within stipulated period will be treated as misconduct. Appropriate action and / or penalty of Rs.100/- per day will be imposed on concerned teacher and also the concerned Principal, if he / she does not relieve the teacher in time. 25. The examinee is free to apply for Photocopy(ies) of answer books of as many subjects as he / she desires. PART - III Rules and Procedure for the Revaluation of the Answer- book(s) 26. If the examinee is not satisfied with the marks awarded, he / she may apply for revaluation to the University / Institutions / College in the prescribed form within the prescribed period and in the manner prescribed here-in-after. 27. The revaluation facility shall be for theory papers of all the examinations conducted by the University for the respective current session and the applications received within prescribed time limit. 28. Under these rules the revaluation of answer books shall

also be permitted in respect of; ii) The examinations conducted by the director of the institute of Distance Education/ Principals of constituent / affiliated Colleges or Directors / Heads of University Departments / Recognized institutions, on behalf of the University, iii) The marks awarded to the scripts of practical examination / session work / project Work / dissertation / internal assessment / term work (including theory part) wherever written scripts are available. 29. All Examinees can apply for the revaluation of the answer book(s) with whatever marks he / she secured and even the Zero Marks. 30. The Examinee can apply for the revaluation of the his / her answer book(s) of the as many subjects as he / she desires. 31. The Examinee shall apply for Revaluation in the prescribed form along-with prescribed fee and in the manner & procedure decided by the University. 32. The candidates belonging to the reserved categories shall be given 50 % concession in the fees, provided the Principal of the concern college certify the same. 33. For the examinations conducted by the University, the prescribed application from for revaluation of answer book should be submitted to the college, within Ten (10) working days from the date of the declaration of the result of the respective examination. No documents are to be attached with application. 34. For the examinations conducted by the college / Department / Institutions, and also for practical examination / sessional work / project Work / dissertation / internal assessment / term work (including theory part) wherever written scripts are available, the prescribed application from for revaluation of answer book should be submitted to the respective college / Department / Institutions, within Ten (10) working days from the date of the declaration of the result of the respective examination. 35. Examinee has to endorse all details / marks correctly in the application form. Any false information, if observed at any time, the application will be summarily rejected. No refund will be entertained in such cases. 36. The examinee shall submit the application and remit the prescribed fees in the manner & procedure decided by University. The Principal of the concerned College shall verify the application data, especially the reserved category cases, certify & forward the applications of the examinations conducted by the University within next five days, to the University. The applications of the examinations conducted by the respective college / Department / Institution shall process the applications as per the manner and process defined by this VCD mutatis mutandis. 37. The processing and co-ordination of the revaluation cases will be done by the concern Unit. The verification and rectification, if required, in these cases will be done by the concern Unit. Assessment of the Revaluation process will be done by arranging the CAP. Marks statement will be send to the Revaluation Unit / CCF for processing and result(s) will be declared with new result file of the revaluation by the respective Results Units of the Examinations Section. 38. The applications for revaluation received after the last date shall not be accepted by the University under any circumstances, whatsoever. 39. Effect shall be given to the change in original marks on revaluation, as under:- (i) The marks obtained after revaluation shall be accepted, if the marks awarded to a paper as a result of revaluation, increase or decrease in revaluation by ten percent (10%) or more than the maximum marks assigned to that paper, and in such case(s) the marks originally obtained by the candidate in the paper shall be treated as null and void and the marks obtained by the candidate after revaluation shall be accepted as the marks obtained in that paper.

The fractions shall be ignored / rounded off as the case may be for the purpose of computing the ten percent (10%) difference in marks. Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the University, if the candidate gets benefit of passing the subject / examination or change of class or grade in that paper or in the overall result at the said examination with or without grace marks under the provisions of relevant Ordinances or as resolved by the examiners in the said subject. (ii) Notwithstanding what is contained in clause 39(i) where the difference between the marks originally obtained by the candidate in the paper without any grace marks and the marks obtained after revaluation will be accepted up to twenty five percent (25%) of the maximum marks assigned to that paper. However, if the difference between the marks originally obtained by the candidate in the paper, without any grace marks, and marks obtained after revaluation increase or decrease by more than twenty five percent (25%) of the maximum marks assigned to that paper, a second revaluation of the said answer book(s) be done by a third examiner from the panel of examiners for the said subject. In such an event the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject. (iii) An answer book shall also be sent for second revaluation to another examiner (third examiner) if on the first revaluation, a candidate's marks are decreased below the passing marks and in the such event the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject. (iv) The revised marks obtained by a candidate after revaluation, as accepted by the University shall be taken into account for the purpose of amendment of his results only and the said result will be communicated to the student(s) through University website. PART – IV Other Rules 40. The Principals of the Colleges / Departments / Institutions shall be bound to make available the teachers required for revaluation on top priority basis on the day and date communicated by the Controller of Examinations. 41. It will be mandatory for the teachers of the Colleges to attend the revaluation work on top priority basis. If any teacher fails to comply with the orders, it shall be treated as misconduct and such teacher shall be liable for disciplinary action. 42. If the Principal of the College fails to relieve the teacher for revaluation or the teacher fails to attend the work of revaluation, penalty of Rs. 100/- per day may be imposed on all concerned and the same shall be recovered from the pay and the same shall be credited to the University funds. 43. The remuneration for examiner(s) appointed shall be paid at the rate of Rs.25/- per answer book and Rs.200/- as Local travelling allowance per day; or the lump sum remuneration of Rs.450/- shall be paid to the examiner if the answer books available for revaluation at the revaluation center are less than 10 (ten) when the examiner visits the revaluation center from other colleges. The examiner(s) from the University Department shall not be entitled for the travelling allowance. 44. The answer books already revaluated shall not be moderated or further rerevaluated, unless so directed by the Vice-Chancellor, in exceptional cases. 45. The whole process of revaluation shall be completed as far as possible within a period of forty five (45) working days from the date of receipt of the application for revaluation by the University. 46. The Photocopy of the Revaluated Answer-Book(S) shall not be provided to the Examinee(S) in any case. 47. Pending the process of revaluation, and subject to the availability of the seats in the college, the student

may be admitted to the next higher class to which he could have been admitted if, he / she had passed in the said examination or had been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty of his education, as per the following norms:- (i) The student may be admitted to the next higher class to which he could have been admitted if, he / she had passed in the said examination or had been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty his / her education, if he / she had originally obtained required passing marks in the papers in which he / she had applied for revaluation, (ii) The college shall be entitled to charge fees of Rs.500/- at the time of granting admission to such students to the next class before declaration of the result of the revaluation, (iii) Such admission shall be provisional; and automatically stands cancelled on receipt of the result of revaluation process, if the student is not declared passed in the requisite number of the subjects on revaluation which would entitle him / her to take admission in the next higher class, and in such case the fees originally collected by the college or any part of the same shall not be refunded. 48. In case if the student is declared pass in the requisite number of the subjects on revaluation which would entitle him / her to take admission in the next class as per the Ordinances / regulations, the provisional admission will be regularized in the college. 49. In case of the reserved category student or other students who are entitled to get the fee concession, on appropriating the amount equal to the amount of fees which the College can collect from the student and the balance amount shall be refunded to the student at the time of confirmation and continuation of his / her admission. In case of other students, the said amount shall be deducted from the total fees which the College or the institution is entitled to collect from the student as per the rules applicable. 50. Pending the declaration of the result of the revaluation, the students who have taken admission to next higher class, as mentioned above, shall be allowed to appear at the examination of the next class however, their results of the next examinations shall not be declared if they could not pass the requisite number of the subjects on revaluation which would entitle them to take admission in the next class; and in case the students does not succeed in passing in such requisite number of subjects, their admission to the examinations of the next class, their performance and the results of the same shall be treated as null and void. 51. Examiners and / or moderators, if found careless in the original assessment, it will be treated as the unfair means of the examinations and the appropriate action will be taken as per the rules and regulations of the University. 52. This VCD shall come into force with immediate effect i.e. First Half 2016 Examinations and shall remain in force till new rules and regulations in pursuant to the subject matters dealt with in this VCD are made by the appropriate authorities. 53. With the issuance of this VCD, earlier VCD 4637 & 4636 of 2010 stands repealed. Sd/- Mumbai. Dr. Sanjay Deshmukh Date : 01 / 07 / 2016 Vice-Chancellor University of Mumbai Ref. No.: AA / ICD / 2016-17 / 101 Date : 01 / 07 / 2016 To, All the Directors / Heads of the University Departments, Director of IDOL Director of JBIMS, Director of ADMIMS, Director of GICD, The Principal of Sir J. J. College of Architecture and all the Principals / Directors of the affiliated colleges / Institutes are requested to implement the VCD for Rules & Procedure for providing the Photocopies of assessed Answer - book(s) & Process of

Revaluation of the Answer - Book(s) immediately. (copy attached) (Datta D. Ghuge) I/c. Controller of Examinations Copy forwarded with compliments for information to : 1. The Secretary to His Excellency & Chancellor of University of Mumbai. 2. The Principal Secretary, Higher & Technical Education Department. 3. The Secretary to the Chairman, University Grant Commission, Delhi. 4. The Director of Higher Education, Pune – 411 001. 5. The Director of Technical Education Mumbai. 6. The Joint Director, Higher Education, Mumbai Region, Mumbai. 7. The Joint Director, Technical Education, Mumbai Region, Mumbai. 8. The Deans of faculties (Co-ordinators) of Arts, Science, Commerce, Technology, Management & Fine Arts of University of Mumbai. Copy to : 1. Executive Secretary to the Vice - Chancellor. 2. Personal Assistant to the Pro-Vice – Chancellor. 3. Personal Assistant to the Registrar. 4. Personal Assistant to the Director (BCUD) 5. Personal Assistant to the Controller of Examinations 6. Personal Assistant to the Finance & Accounts Officer. 7. The Director (CCF), the Director (Students Welfare), Director (Adult & Continuation Education & Extension), the Co-ordinator (Ratnagiri Sub Centre). 8. All Deputy Registrars and All Assistant Registrars. (Datta D. Ghuge) I/c. Controller of Examinations.

CAN THE STUDENT BE ADMITTED TO THE NEXT HIGHER CLASS PENDING THE RESULT OF VERIFICATION / REVALUATION?

1. Pending the process of revaluation, and course to the availability of the seats in the college, the student may be admitted to the next higher class to which he could have been admitted if he/she had passed in the said examination or had been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty of his education, as per the following norms:
2. The student may be admitted to the next higher class to which he could have been admitted if he/she had passed in the said examination or had been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty if he/she had originally obtained required passing marks in the papers in which he/she had applied for revaluation,
3. The college shall be entitled to charge a fee of ` 500/- at the time of granting admission to such students to the next class before declaration of the result of the revaluation,
4. Such admission shall be provisional; and automatically stands cancelled on receipt of the result of revaluation process, if the student is not declared passed in the requisite number of the courses on revaluation which would entitle him/her to take admission in the next higher class, and in such case the fees originally collected by the college or any part of the same shall not be refunded,

5. In case if the student is declared to have passed in the requisite number of the courses on revaluation which would entitle him/her to take admission in the next higher class as per the Ordinances / regulations, the provisional admission will be regularized.
6. In case of the reserved category students or other students who are entitled to get fee concession, on appropriating the amount equal to the amount of fees which the college can collect from the student and the balance amount shall be refunded to the student at the time of confirmation and continuation of his/her admission.
7. In case of other students, the said amount shall be deducted from the total fees which the college or the institution is entitled to collect from the student as per the rules applicable.
8. Pending the declaration of the result of the revaluation, the students who have taken admission to next higher class, as mentioned above, shall be allowed to appear at the examination to the next class and their results of the next examinations shall be declared only on their passing in the requisite number of the courses on revaluation which would entitle them to take admission in the next class; and in case the students does not succeed in passing in such requisite number of courses, their admission to the examinations of the next class, their performance and results of the same shall be treated as null and void.

The details of the procedure can be obtained from the examination department of the college.

23.1 Procedure for obtaining the Photocopy of the Assessed Answer book/s.

1. This facility, thus provided, shall be for THEORY PAPERS ONLY of all the examinations conducted by the college / institution on behalf of the University in the current session.
2. Under these rules applying for the Photocopy/ies of answer-books shall not be permitted in respect of the scripts of practical examination / term-work / sessional work / project work / dissertation / internal assessment / term work (including theory part) and in Viva voce /oral / practical examinations.
3. The Photocopy/ies shall be sought by submitting an application in the prescribed form (available with college) along with the non-refundable fee `100/- per answer book by the examinee within seven (7) working days from the date of the declaration of result of the examination or issue of the statement of marks by the college / institution, whichever is later. The examinee/s belonging to reserved categories shall be granted 50% concession in fee.

BBI HANDBOOK

4. Incomplete application form shall be rejected without assigning any reason whatsoever and the fees paid along with the application form shall neither be refunded nor will any representation be entertained.
5. No application after the due date will be entertained on any ground whatsoever.
6. The College/Institution/Department shall endeavor to supply Photocopy/ies of answer books as far as possible within fifteen (15) working days from the date of receipt of application for photocopy/ies of the answer book/s.
7. The Photocopy/ies shall be handed over to the applicant examinee in person only and under no circumstances to any other person.
8. On receipt of Photocopy/ies the applicant examinee shall be the sole custodian of it and under any circumstances the examinee shall not part with the custody/possession of the same and also shall not use the same for any other purpose/s.
9. If the examinee is found guilty of indulging in any unfair act/attempt he/she shall be liable to be tried before the Unfair Means Inquiry Committee of the college and the decision taken by the authorities based on the recommendation of the said committee shall be final.

PROCEDURE FOR VERIFICATION AND/OR REVALUATION OF THE ASSESSED ANSWER BOOK/S in case of discrepancy in the Assessed Answer book

On receipt of the photocopy if the discrepancy of following nature (listed below) is noticed by the examinee, he/ she should apply to the Principal in the prescribed form along with the said photocopy and copy of the question paper within three (03) working days from the date of publication of the notice by the Principal of the respective college as per the provisions hereinabove.

- i) Mistake in totaling
- ii) Non assessment of a question / sub-question

if required after due verification, the Principal of respective college shall make necessary rectification in the marks allotted to the said course and consequently in the result of the candidate without charging any further fee for necessary rectification.

On rectification of the result as per the provisions above, the candidate can apply for revaluation within seven (7) working days from the date of receipt of the rectified result, if he/she was not eligible to apply for revaluation of the said answer book under Rule 29 herein below mentioned

and only by such rectification becomes eligible for revaluation in the said course, course to other limitations contained herein.

The examinee is free to apply for Photocopy/ies of answer books of as many courses as he / she so desires.

REVALUATION OF THE ANSWER BOOKS: RULES AND PROCEDURE:

- This revaluation facility shall be for theory papers only of all the examinations conducted by the college on behalf of the University for the respective current session.
- A candidate can apply for the revaluation of the answer book of the course only if he/she has secured at least 20% of the total marks in that course or 40% of the marks required for passing in the said course, whichever is less or the grade equivalent to the above criteria where grades are assigned to the theory papers.
- The non-refundable prescribed a fee of ` 500/- per course per answer book for the purpose of revaluation shall be paid by the examinee within seven (07) working days from the date of the declaration of the result of the respective examination or from the date on which the college issued the statement of marks, whichever is later. The examinees from the reserved categories shall be given fifty per cent (50%) concession, provided a certified copy of the caste certificate is enclosed.
- The revised marks obtained by a candidate after revaluation, as accepted by the Principal of the respective college shall be taken into account for the purpose of amendment of his results only and the said result shall be communicated to the student/s by the Principal of the respective college.
- The whole process of revaluation shall be completed as far as possible within a period of thirty (30) days from the date of receipt of the application for revaluation by the college / institution.

THE PHOTO COPY/COPIES OF THE REVALUATED ANSWER-BOOK/S SHALL NOT BE PROVIDED TO THE EXAMINEES

CAN THE STUDENT BE ADMITTED TO THE NEXT HIGHER CLASS PENDING THE RESULT OF VERIFICATION / REVALUATION?

1. Pending the process of revaluation, and course to the availability of the seats in the college, the student may be admitted to the next higher class to which he could have been admitted if he/she had passed in the said examination or had been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty of his education, as per the following norms:
2. The student may be admitted to the next higher class to which he could have been admitted if he/she had passed in the said examination or had been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty if he/she had originally obtained required passing marks in the papers in which he/she had applied for revaluation,
3. The college shall be entitled to charge a fee of `500/- at the time of granting admission to such students to the next class before declaration of the result of the revaluation,
4. Such admission shall be provisional; and automatically stands cancelled on receipt of the result of revaluation process, if the student is not declared passed in the requisite number of the courses on revaluation which would entitle him/her to take admission in the next higher class, and in such case the fees originally collected by the college or any part of the same shall not be refunded,
5. In case if the student is declared to have passed in the requisite number of the courses on revaluation which would entitle him/her to take admission in the next higher class as per the Ordinances / regulations, the provisional admission will be regularized.
6. In case of the reserved category students or other students who are entitled to get fee concession, on appropriating the amount equal to the amount of fees which the college can collect from the student and the balance amount shall be refunded to the student at the time of confirmation and continuation of his/her admission.
7. In case of other students, the said amount shall be deducted from the total fees which the college or the institution is entitled to collect from the student as per the rules applicable.
8. Pending the declaration of the result of the revaluation, the students who have taken admission to next higher class, as mentioned above, shall be allowed to appear at the

examination to the next class and their results of the next examinations shall be declared only on their passing in the requisite number of the courses on revaluation which would entitle them to take admission in the next class; and in case the students does not succeed in passing in such requisite number of courses, their admission to the examinations of the next class, their performance and results of the same shall be treated as null and void.

The details of the procedure can be obtained from the examination department of the college.

24.1 ISSUANCE OF DUPLICATE MARKSHEET

In the event if any student loses or misplaces his / her mark-sheet can apply for a duplicate mark-sheet in the prescribed form along with the prescribed fees (as applicable) to the college office.

25.1	<u>IMPROVEMENT OF GRADE AND CGPA</u>
(University circular KA/UG/2015-16 dated 19th December, 2015.)	
In order to improve Grade in CBSGS, a learner may reappear in ANY OF THE TWO SEMESTERS of Undergraduate and Post graduate programme concern.	

26.1 Resorting to Use of Unfair Means by the students during the Examination

UNFAIR MEANS INQUIRY COMMITTEE

Students resorting to the use of unfair means during the examinations conducted by the College or conducted by the college on behalf of the University or by the University itself are requested to note that the course of action and the procedure to be followed by the college / university i.e. the examination conducting authority will be governed by circular no. UG / 139 OF 2001 DATED 23RD APRIL 2001 of University of Mumbai. The minimum punishment recommended by the University (vide circular no. UG / 139 OF 2001 DATED 23RD APRIL 2001) is “Annulment of the performance of the Student at the University / College / Institution Examination in full.”

The above recommended punishment is for the learner / student / candidate found in possession of the copying material. If it is established that he/she has actually copied from the material, the recommendation is “Exclusion of the student from the University or College or Institution Examination for one additional examination”.

Given below is the extract from the University circular no. UG / 139 OF 2001 DATED 23RD APRIL 2001) specifying the broad Categories of Unfair Resorted to by Students at the University/ College/ Institution Examinations and the Quantum of Punishment for each Category thereof.

Sr. No. Quantum of Punishment

(1) Possession of copying material Annulment of the performance of the student at the University/ College/ Institution examination in full.

(Note: - This quantum of punishment shall apply also to the following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the punishment prescribed thereat.

(2) Actual copying from the copying material Exclusion of the student from University or College or Institution examination for one additional examination.

(3) Possession of another student's answer book Exclusion of the student from University or College or Institution examination for one additional examination. (BOTH THE STUDENTS)

(4) Possession of another student's answer book + Actual evidence of copying there from. Exclusion of the student from University or College or Institution examination for two additional examinations. (BOTH THE STUDENTS)

(5) Mutual / Mass copying Exclusion of the student from University or College or Institution examination for two additional examinations.

(6)

i. Smuggling-out or smuggling-in of answer book as copying material.

ii. Smuggling-in of written answer-book based on the question paper set at the examination.

iii. Smuggling-in of written answer book and forging signature of the Jr. Supervisor thereon.

i. Exclusion of the student from University or College or Institution examination for two additional examinations.

ii. Exclusion of the student from University or College or Institution examination for two additional examinations.

iii. Exclusion of the student from University or College or Institution examination for two additional examinations.

(7) Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement. Exclusion of the student from University or College or Institution examination for two additional examinations.

(8) Interfering with or counterfeiting of University / College / Institution seal, or answer books or office stationary used in the examinations. Exclusion of the student from University or College or Institution examination for two additional examinations.

(9) Answer book, main or supplement written outside the examination hall or any other insertion in answer book. Exclusion of the student from University or College or Institution examination for two additional examinations.

(10) Insertion of currency notes/to bribe or attempting to bribe any of the person/s connected with the conduct of examinations. Exclusion of the student from University or College or Institution examination for two additional examinations.

(11) Using obscene language / violence threat at the examination center by a student at the University / College / Institution examination to Jr. /Sr. Supervisors / Chief Conductor or Examiners. Exclusion of the student from University or College or Institution examination for two additional examinations.

(12) (a) Impersonation at the University/ College/ Institution examination.

(b) Impersonation at the University/ College/ Institute student at S.S.C./H.S.C. any other examinations. Exclusion of the student from University or College or Institution examination for two additional examinations.

Exclusion of the impersonator from University or College or Institution examination for five additional examinations.

(13) Revealing Identity in any form in the answer book by the student at the University or College or Institution examination. Annulment of the performance of the Student at the University or College or Institution examination in full.

(14) Found having written on palms or on the body, or on the clothes while in the examination. Annulment of the performance of the student at the University or College or Institution examination in full.

(15) All other malpractices not covered in the aforesaid categories. Annulment of the performance of the student at the University or College or Institution examination in full, and severe punishment depending upon the gravity of the offence.

(16) If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.

(17) Practical /Dissertation/Project report Examination.

Student involved in malpractices at Practical / Dissertation/ Project report examinations shall be dealt with as per the punishment provided for the theory examination.

(18) The Competent Authority, in addition to the above mentioned punishments may impose a fine on the student declared guilty.

(Note: The term “Annulment of Performance in full” includes performance of the student at the theory as well as Annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used threat).

Note: Exact details of the above can be obtained from the University website.

27.1 RULES & REGULATIONS RELATED TO ATTENDANCE AS PER ORDINANCE**6086 OF UNIVERSITY OF MUMBAI:**

Given below in brief are the rules, regulations about the requirement of attendance and the procedure to be followed by the college and/or the student who is detained. Detail circular available on University website.

Ordinance 6086 relating to the attendance for learners

- 1) There shall be the Attendance Committee, for smooth conduct of this ordinance, in every college/institute/Department of the University comprising of at least three members (to be nominated from other departments in case of the University Department having less than 3 teachers), the Vice-Principal/ Senior Teacher (Convener) and at least two more teachers ensuring representation of the concerned faculties, nominated by the Principal/Director/Head.
- 2) Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his/her enrolment, only if he/she fulfils at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures practical's, tutorials together etc. wherein short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of periods which are otherwise delivered on the material day/s Further it mandatory for every learner to have min 50% attendance for each course & overall attendance has to be 75%.
- 3) The same ratio shall be applied for computing the attendance of the learners by crediting the number of periods which are missed while participating in an extracurricular/co-curricular activity/competition/camp/workshop/convention/symposium/seminar etc. where the said learner is officially representing the college/ University/ District/ State/ Country with the permission of the Principal/ Director/ Head of the College/ Institute/ University Department or by the direction of the University Officer as the case may be wherein for the purpose of computing the average attendance the periods missed for what is envisaged here-in above, at Sr. No 2, shall be deemed to have been attended by the said learner.
- 4) Without prejudice to what is stated here-in-above, the Principal/Director/Head of the concerned College/Institute/Department of the University shall be the competent authority to condone the absence of any learner further up to additional 25%, if deemed fit and on recommendation of the attendance committee of the said college/ Institute/Department of the University, wherein it is mandatory on the said committee to do natural justice by giving

personal hearing to every learner falling short of minimum attendance for keeping terms and recommending case by case to the competent authority having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid evidence, documentary or otherwise.

5) The attendance committee will ensure that the attendance records are maintained in order and that the warning letters are issued to the defaulting learners at least twice in every semester & that in the first week of every month for the previous month defaulters list is displayed on college notice board. If the students are falling short of attendance while also displaying the list of defaulters declaring their respective attendance for the month. The defaulting learners should also be called (along with parent/guardian wherever necessary) to meet the Convener, attendance committee in the middle of the semester with a view to make the consequences adequately clear while understanding the difficulties if any and encouraging the learner to comply with the requirement of the attendance. Needless to say that the learners should be made aware of the provision of the ordinances for attendance at the time of admission and an undertaking may be obtained from them (countersigned by the parent/guardian wherever necessary) assuring regular attendance while understanding the consequences of defaulting.

6) At the end of the semester on recommendation of the attendance committee the Principal/Director/Head of the college/Institute/ University Department shall display list of the learners who are not allowed to keep terms, allowing them to appeal to the Principal/Director/Head of the College/Institute/Department of the University within 3 days from the date of display of the notice. After disposing the appeals, the Principal/Director/Head shall intimate the same to the In-charge of Examinations/the Controller of examinations to withdraw the examination forms of such defaulting learner under intimation to those learners ensuring that this communication reaches the concerned at least 10 working days before the commencement of the respective examinations.

7) The learners whose terms are not granted by the college/institute/department of the University can appeal to the controller of examinations, if desired, in a prescribed form and by paying fee prescribed by the Management Council within 3 days from the receipt of the intimation and that the controller of examinations shall arrange a hearing of the learners along with their concerned Principals/Director/Heads of the Department, represented in person or through a teacher nominated by them before the committee (one each for every faculty) nominated by the Management Council comprising of 3 members including the convener. The respective committees shall convey their decisions to the controller of examinations which shall

be final and binding on the learners once accepted and communicated by the controller of examinations.

