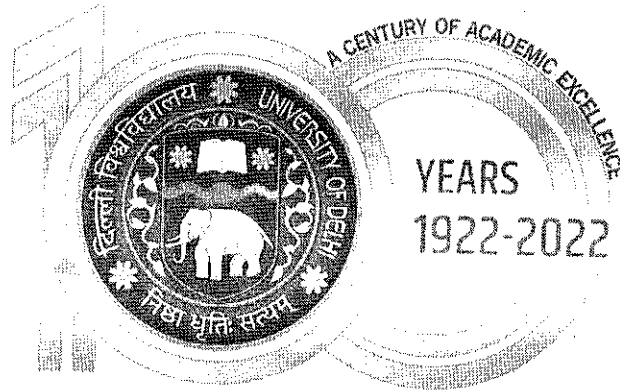


**UNIVERSITY OF DELHI**  
**Ramanujan College**  
**Bachelor of Vocation**  
**(Banking & Financial Services and Insurance)**



(Tentative Syllabus to Be Effective from Academic Year 2022-23)

Revised Syllabus as approved by

**Academic Council**

Date:

No:

**Executive Council**

Date:

No:

## Preamble

To actualize the noble objective, as succinctly brought out in the National Education Policy 2020, the university has endeavored to explore the possibility of further restructuring and refinement of its undergraduate curriculum framework in line with the objective and underlying philosophy of the NEP 2020 to capture the imagination of the youth of our nation which depicts the contemporary realities of our demographic advantage globally. The University of Delhi envisions all its programs in the best interest of their students and in this endeavor, it offers a new vision to all its Under-Graduate courses.

Skill oriented courses are envisioned to align higher education with emerging industry standards. The objective is to provide adequate knowledge and all necessary skills to students of undergraduate courses that result in better employment opportunities and to make them successful entrepreneurs. The proposed programme will prepare the students for both academia and employability inculcating the emerging needs of various industries in the curriculum and providing flexibility along with all round development. The programme is aimed to promote socio-economic attributes of a student and prepares students for sustainability and life-long learning.

The University Grants Commission (UGC) has launched a scheme on skills development based higher education as part of college/university education, leading to Bachelor of Vocation (B.Voc.) Degree with multiple exit and entry option to a Diploma/Advanced Diploma or Bachelor's Degree/ Bachelor's Degree (Honours) and Bachelor's Degree (Honours with research/academic/industry project), under the NSQF (National Skills Qualifications Framework). The course content is developed based on Industry requirements and targets a holistic development and human centric learning by imparting a skill-oriented learning. The curriculum in each of the semester/years of the programme(s) will be a suitable mix of general education and skill development components and imbibes student-centric features of NEP 2020.

## 1. Introduction to Programme – B.Voc Banking & Financial Services and Insurance

Ramanujan College under the umbrella of Deen Dayal Upadhyaya (DDU) Kaushal Kendra set up vocational course B.Voc. (Banking & Financial Services and Insurance). The course is designed to develop analytical skills in the field of finance. The program has focused to create financial expertise to contribute in fast evolving economy of India in the following specific fields of Banking and financial services; Investment and fund management; Corporate financial management; Financial Risk Management and Insurance Sector. The students are exposed to various statistical, quantitative, econometric tools & techniques used for financial analysis with the help of Software like Statistical Package for the Social Sciences (SPSS), Eviews, R, Python etc. This program will serve as a benchmark for professional education in the field of finance, banking and insurance at the under graduation level.

The course covers the basics of banking like security analysis, derivative markets, financial management, and risk management. The course equips the students dealing with a variety of financial problems in any particular sector. The course equips the students with the basics of accountancy, banking and many other bank related techniques and ensures that the students are skilled to work in banks and financial institutions.

The course is a four year honors with research program designed to develop analytical skills in the field of software development. The program is structured with **multiple Entry/Exit schemes**. The certification levels will lead to **Diploma/Advanced Diploma/B. Voc. Degree/ B. Voc. Degree (Honours with research/academic/industry project)** in one or more vocational areas and will be offered under the aegis of the University.

## 2. Description

### 2.1 Aims and objectives

1. Understanding of the relevant basic concepts and principles in Banking and Insurance so that he/she is able to understand the subject.
2. Understanding of the basic concepts in Business Operation & Administration.
3. Understanding of the concepts, principles of working of basic Marketing & Accounting.
4. Understanding of the knowledge of Retail & Finance and the Risk Management practices.
5. Understanding of the concepts and principles used in Depository Operations & Entrepreneurship.
6. Develop foundation in the ever-growing field of banking and insurance.
7. Develop analytical acumen, to pursue higher studies and research.

### 2.2 Graduate Attributes

1. An analytical approach while working on a job.
2. An open mind while locating/rectifying faults.
3. Respect for working with his/her own hands.

4. Respect for honesty, punctuality and truthfulness
5. Adequate Professional Skills and Competencies in Installation of Costing System  
Concept of Annuity & Policies, Scope & Importance of Marketing Ability to communicate effectively through oral and written means.
6. Ability to work in a team.
7. Ability to become an entrepreneur and face the challenges associated with it.

### 3. Program Structure

The course will consist of combination of practice, theory and hands on skills in the banking and insurance sector. The curriculum in each of the years of the programme would be a suitable mix of general education and skill components.

#### Credit Distribution for B.Voc - Banking & Financial Services and Insurance

Bachelor of Vocation (B.Voc. – Banking & Financial Services and Insurance) – I Year								
S E M	Core DSC	SEC#	GE	AEC	DSE	IAPC	VAC	Total Credits
1	Basics of Financial Accounting (4)	Accounting Assistant (2)	Principles and Practices of Banking and Insurance (4)	Choose from pool of AEC (2)	--	--	Choose from pool of VAC (2)	22
	Business Organization and Management (4)							
	Business Environment (4)							
2	Business Economics (4)	Front Office Assistant (2)	Fundamentals of Insurance (4)	Choose from pool of AEC (2)	--	--	Choose from pool of VAC (2)	22
	Computer Application in Business (4)							
	Basics of Banking and operations (4)							

**SEM:** Semester

**DSC:** Discipline Specific Core

**SEC:** Skill Enhancement Course

**DSE:** Discipline Specific Elective

**GE:** Generic Elective

**AEC:** Ability Enhancement Course

**VAC:** Value Addition Course

**IAPC:** Internship/ Apprenticeship/ Project/ Community Outreach

**\*Skill Enhancement Course: (02 Credits)**

The college will provide in house training program in collaboration with industry experts/banks and insurance sectors. The mode of interaction would be short term courses/ expert lecture/ workshops/ hands on training sessions. The student needs to participate in these programs to learn related skills and the objective is to make the student familiar with industry standards and banking/insurance operations.

**Assessment and Evaluation of Student's Performance:**

Assessment of the skill component SEC and other skill options given to students as part of DSE or IAPC will be taken care by the respective industry partner/skill sector/training partner/industry expert/Banking Sectors/Insurance partners. The students shall be assessed based upon the continuous performance during their training programs. The respective partners may be asked to submit evaluation/assessment report time to time and shall submit the final assessment result at the end of each semester as per the requirements of University of Delhi to enable the computation of grades.

The assessment/ absolute marks and evaluation of other components shall be done by the College/University under the guidelines of University of Delhi. Detailed guidelines for assessment and evaluation of student internships, Apprenticeship/ Project/Community Outreach/Research Dissertations shall be developed by the college (as per University of Delhi guidelines) and may be revised from time to time as per the need.

The final examination (end semester examination) will be conducted by University of Delhi. As the Delhi University is the degree awarding body for all UG courses, the result declaration of BVoc courses along with the generation of combined mark sheet and degree is the responsibility of the University and college shall provide all necessary grades/marks of all internal/skill component as per the format given by the university.

**SEMESTER I**

**Paper Title: Basics of Financial Accounting**

**DSC -01**

**Objective:** *The basic purpose of this course is to develop an insight of postulates, principles and techniques of accounting and application of financial and accounting information for planning, decision-making and control.*

**Learning Outcomes:** *After completion of the course, learners will be able to:*

1. *Students will be able to describe various accounting concepts and principles while recording transactions and preparing financial statements;*
2. *Measure business income applying relevant Accounting Standards;*
3. *Prepare cash book and other accounts necessary while running a business;*
4. *Prepare financial statements of sole proprietors and partnership firms;*
5. *Understand and analyze the financial statements from different the perspective of different stakeholders using ratio analysis.*

**Unit I**

Introduction to Financial Accounting, Accounting as an Information System. Importance, Scope, and Limitations. Users of Accounting Information. Need for Generally Accepted Accounting Principles. Basic Concepts and Conventions: Business Entity, Dual Aspect, Going Concern, Accounting Period, Money Measurement, Accrual, Disclosure, Materiality, Consistency, and Conservatism. The Accounting Equation. Understanding Assets, Liabilities, Revenues, and Expenses. Understanding Capital Expenditure, Revenue Expenditure, Deferred Revenue Expenditure, Capital Receipts, and Revenue Receipts. Nature of Accounts and Rules of Debit and Credit. Recording Transactions in General Journal. Journal entries passed for accounting of transactions including GST. Preparation of Ledger Accounts. Opening and Closing Entries. Preparation of Trial Balance. Recording Transactions in three-column Cash Book.

**Unit II**

Bank Reconciliation Statement, Need for Bank Reconciliation; Causes of Differences; Preparation of Bank Reconciliation Statement; How to prepare a Bank Reconciliation Statement when Extracts of Cash Book and Pass Book are given; adjusting the Cash Book Balance; Advantages of Bank Reconciliation Statement. Preparation of Financial Statements: Preparing Trading Account, Profit & Loss Account and Balance & Cash Flow Statement for a Sole Proprietor. Introduction to Depreciation: Fixed Installment method, Written down Value Method, Change of method.

**Unit III: Accounting for Branch and Not-for Profit Organizations**

(a) Accounting for Branch: Concept of Dependent branches; Branch Accounting - debtors system, stock and debtors' system, branch final account system and wholesale basis system. Independent branches: concept, accounting treatment with necessary adjustment entries:

(b) Accounting for Not-for-Profit Organizations: Meaning of Not-for-Profit Organization; Significance of Receipt and Payment Account, Income and Expenditure Account and Balance Sheet; Difference between Profit and Loss Account and Income and Expenditure Account; Preparation of Receipt and Payment Account, Income and Expenditure Account and Balance Sheet.

**Unit IV:** Analyzing Financial Statement : Objectives of Financial Statement Analysis; Sources of information; Standards of Comparison; Techniques of financial statement Analysis- Horizontal Analysis and Vertical Analysis; Meaning and usefulness of Financial Ratios; Analysis of financial ratios from the perspective of different Stakeholders like investors, Lenders, Short-term creditors: Profitability ratios, Solvency Ratios, Liquidity Ratios and turnover Ratios; Limitations of Ratio Analysis; Concept of Earning Management and its Detection.

**Unit V:** Computerized Accounting Systems

Computerized Accounting Systems: Computerized Accounts by using any popular accounting software Creating a Company; Configure and Features settings; Creating Accounting Ledgers and Groups; Creating Stock Items and Groups; Vouchers Entry; Generating Reports - Cash Book, Ledger Accounts, Trial Balance, Profit and Loss Account, Balance Sheet, Cash Flow Statement. Selecting and shutting a Company; Backup, and Restore data of a Company.

**Suggested Readings:**

1. Lal, J., & Srivastava, S. (2012). *Financial Accounting Text & Problems*. Mumbai: Himalaya Publishing House.
2. Monga, J. R. (2017). *Financial Accounting: Concepts and Applications*. New Delhi: Mayur Paperback Publishing.
3. Shukla, M. C., Grewal, T. S., & Gupta, S. C. (2016). *Advanced Accounts. Vol.-I*. New Delhi: Sultan Chand Publishing.
4. Maheshwari, S. N., Maheshwari, S. K., & Maheshwari, S. K. (2018). *Financial Accounting*. New Delhi: Vikas Publishing House Pvt. Ltd.
5. Sehgal, D. (2014). *Financial Accounting*. New Delhi: Vikas Publishing House Pvt. Ltd.
6. Goyal, B. K., & Tiwari, H. N. (2019). *Financial Accounting*. New Delhi: Taxmann Publication.
7. Goldwin, N., Alderman, W., & Sanyal, D. (2016). *Financial Accounting*. Boston: Cengage Learning.
8. Tulsian, P. C. (2002). *Financial Accounting*. Chennai: Pearson

**SEMESTER I**

**Paper Title: Business Organization and Management**

**DSC -02**

**Objectives:** *To acquaint learners with the basics of business concepts and functions, forms of business organization, and functions of management.*

**Learning Outcomes:** *After completion of the course, the learners will be able to:*

- 1. Distinguish and explain each form of business;*
- 2. Prepare draft of Article of Association & Memorandum of Association for a business;*
- 3. Explain principles and functions of management implemented in the Organization;*
- 4. Identify and explain the managerial skills used in business;*
- 5. Analyze the concept of Delegation of Authority, coordination, and control.*

**Unit 1: Concept and Forms of Business Organizations**

Concepts of Business, Trade, Industry and Commerce- Objectives and functions of Business- Social Responsibility of a business, Responsible Business, Ethical Conduct & Human Values. Forms of Business Organization-Meaning, Characteristics, Advantages and Disadvantages of Sole Proprietorship – Meaning, Characteristics, Advantages and Disadvantages of Partnership- Kinds of Partners - Partnership Deed - Concept of Limited liability partnership – Meaning, Characteristics, Advantages and Disadvantages of Hindu Undivided Family – Meaning, Advantages and Disadvantages of Co-operative Organization.

**Unit 2: Joint Stock Company**

Joint Stock Company- Meaning, Definition, Characteristics - Advantages and Disadvantages, Code of Business Ethics. Kinds of Companies - Promotion - Stages of Promotion - Promoter - Characteristics - Kinds - Preparation of Important Documents - Memorandum of Association - Clauses - Articles of Association - Contents – Prospectus - Contents – Red herring Prospectus- Statement In lieu of Prospectus (as per Companies Act, 2013).

**Unit 3: Principles and Functions of Management**

Management - Meaning - Characteristics - Fayol's 14 Principles of Management. Functions of Management - Levels of Management – Skills of Management- Scientific Management - meaning, objectives, relevance and criticism.

**Unit 4: Planning and Organizing**

Meaning, Characteristics, Types of Plans, Advantages and Disadvantages – Approaches to Planning - Management by Objectives (MBO) - Steps in MBO - Benefits –Weaknesses. Organizing - Process of Organizing; Principles of Organization - Formal and Informal Organizations - Line, Staff Organizations, Line and Staff Conflicts. Functional Organization, Span of Management - Meaning - Determining Span - Factors influencing the Span of Supervision.

**Unit 5: Authority, Coordination, and Control**

Meaning of Authority, Power, responsibility and accountability - Delegation of Authority - Decentralization of Authority - Definition, importance, process, and principles of Coordination techniques of Effective Coordination. Control-Meaning, Relationship between planning and control, Steps in Control – Types (post, current, and pre-control). Requirements for effective control.



**Suggested Readings:**

1. Basu, C. R. (1998). *Business Organization and Management*. New Delhi: McGraw Hill Publishing India.
2. Chhabra, T. N. (2011). *Business Organization and Management*. New Delhi: Sun India Publications.
3. Gupta, C. B. (2011). *Modern Business Organization*. New Delhi: Mayur Paperbacks.
4. Kaul, V. K. (2012). *Business Organization and Management, Text and Cases*. New Delhi: Pearson Education.
5. Koontz, H., & Weihrich, H. (2008). *Essentials of Management*. New York: McGraw Hill Education.
6. Singh, B. P., & Singh, A. K. (2002). *Essentials of Management*. New Delhi: Excel Books.

**SEMESTER I**

**Paper Title: Business Environment**

**DSC -03**

**Objectives:** *The course aims at providing the student with knowledge of basic concepts of the Business Environment, its different factors and their impact.*

**Learning Outcomes:** *After completion of the course, the learners will be able to:*

- 1. Students will be able to identify different micro and macro factors which consist of Business Environment.*
- 2. Students will be able to identify and illustrate the impact, challenges and opportunities of all environmental indicators on business organizations.*
- 3. Students will be able to distinguish and examine the necessary techniques and skills that help them in handling the organization's global and national issues efficiently.*
- 4. Students will be able to evaluate and value the importance of environment within which a business organization has to sustain itself successfully.*

**UNIT-I**

Nature and Importance of business environment. Indicators of Internal and External Business environment; Environmental scanning and risk assessment; Concepts of Economic systems; Industrial Policy-1991 and Recent Financial and Economic Reforms, Recent Monetary and Fiscal Policy and their impact on Business Environment.

**UNIT-II**

Impact of Political, Economic, Social and Technological Environment on the Emerging Sectors of Indian Economy: Public Sector, Private Sectors, Services Sector and SME Sector; Privatization in India; Public Private Partnership; Challenges and Opportunities in the Rural sector. Economic Planning- Objective and problems; Economic reforms; Economic Growth and its variables, PPP model for growth.

**UNIT-III**

Globalization Business Environment; Opportunities and challenges for MNCs in India; Foreign investment in India; Indian Foreign Trade and its Impact on Balance of Payment, Exchange rate Movements and India's Competitiveness in the world economy; World Trade Trends and Economic Integration. Contemporary Issues: Climate change, Food security, Geopolitics Sustainable Development and De-Globalization.

**UNIT-IV**

Legislations for Social Responsibilities- Consumer protection Act, 1986 and its Amendments, Competition Act, 2002 and its Amendments and Environmental Protection Act, 1986; Foreign Exchange Management Act, 1999 (FEMA) and their influences on the Business Environment.

**Suggested Readings:**

- 1. Puri and Mishra, Indian Economy, Himalaya Publishing House, Mumbai.*
- 2. K. Aswathappa, Essentials of Business Environment, Himalaya Publishing House, Mumbai.*
- 3. Francis Cherunilam, Business Environment, Himalaya Publishing House, Mumbai.*

4. *Misra, S.K. & Puri, V.K., Indian Economy, Himatya Publishing House.*
5. *Aswath Thapa, K., Business Environment, Excel Books.*
6. *Bedi S.K., Business Environment, Excel Books.*
7. *Paul Jastin, Business Environment, Tata Mc Graw Hill.*
8. *Economic Survey, Govt. of India.*