

- 1) This Direction may be called, "Examinations leading to the Diploma in Banking and Insurance, and Business Administration in the faculty of Commerce, Direction, 2010.
- 2) This direction shall come into force from the academic session 2010-11.
- 3) Provisions made in original Ordinance No. 156 relating to Examinations leading to the Diploma in- (i) Financial Management (आर्थिक प्रबंध पदविका), (ii) Industrial Relations and Personnel Management (औद्योगिक संबंध व व्यक्तिगत प्रबंध पदविका), (iii) Marketing Management (विपणन प्रबंध पदविका), (iv) Taxation (कर निर्धारण पदविका), (v) Office Management (कार्यालय प्रबंध पदविका), (vi) Farm Management (शेती प्रबंध पदविका), (vii) Cost and Management Accountancy (परिव्यय आणि व्यवस्थापन लेखे पदविका), (viii) Advanced Banking and Finance (उच्च अधिकोषण आणि वित्त पदविका), and (ix) Actuarial Science shall be applicable for the Examinations leading to the Diploma in Banking and Insurance, and Business Administration excluding provisions made for the following matters.
Provisions as detailed in Appendix-B relating to Examination for Diploma in Marketing Management (विपणन प्रबंध पदविका) which is appended with the original Ordinance No.156.
- 4) The Papers, Practical/Sessional, College assessment in which a candidate is to be examined and the maximum marks which each paper and college assessment in Practical/Sessional carries and the maximum marks which an examinee must obtain in order to pass the examination shall be as detailed in Appendix-A appended with original Ordinance No.156.

Amravati.
Date : 22/6/2010

Sd/-
(Dr.Kamal Singh)
Vice-Chancellor

Syllabi prescribed for Diploma in Banking and Insurance

Paper-I

BANKING AND FINANCIAL SYSTEM

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| Unit-I | INTRODUCTION : |
| | 1.1 Brief History of Banking |
| | 1.2 Meaning, Definition, Nature, Scope & Types of Banking. |
| | 1.3 Structure, Organisation and Types of Banks. |
| | 1.4 Functions & Significance of Banks. |
| | 1.5 Business Ethics- Social responsibility of Banks. |
| Unit-II | CREDIT & FINANCE : |
| | 2.1 Concept, Meaning and Role in Economy. |
| | 2.2 Types and forms of credit & Finance. |
| | 2.3 Procedure to obtain credit & finance and Essential documents thereof. |
| | 2.4 Credit Creation- Process, Instruments & Limitations. |
| | 2.5 Sectorial Finance- Corporate finance, Agriculture finance & Services sector finance. |
| Unit-III | RESERVE BANK OF INDIA & MONEY MARKET: |
| | 3.1 Objectives, Organisation & Management. |
| | 3.2 Functions of R.B.I. |
| | 3.3 Monetary policy, Credit control measures and their effectiveness. |
| | 3.4 Indian Money Market- Components & Characteristics. |
| | 3.5 Stock Exchange- Concept, Features & Role in Indian Economy. |
| Unit-IV- | ACCOUNTING & AUDITING : |
| | 4.1 Basic terms in Banking Accounts & Trial Balance. |
| | 4.2 Profit & Loss Accounts, Suspense Account, Adjustment Account. |
| | 4.3 Balance Sheet. |