

B.Com. (Hons.): Semester-I
Paper BCH 1.4(a): BASICS OF ACCOUNTING

Duration: 3Hrs.**Marks: 100****Credits: 6****Course Objective**

This course provides students a firm foundation in basic accounting concepts and methodology and also acquaints them with the changes taking place in the preparation and presentation of financial statements in accordance to the applicable accounting standards and relevant Acts.

Course Learning Outcomes

After completing the course, the student shall be able to:

- CO1: gain an understanding of theoretical framework of accounting
- CO2: explain the concept of accounting equation and accounting process
- CO3: develop understanding of depreciation and inventory
- CO4: understand financial statements of a company
- CO5: state the meaning, objectives and significance of different types of ratios.

Course Contents**UNIT 1: Introduction to Accounting**

Accounting- concept, objectives, advantages and limitations, types of accounting information; users of accounting information and their needs. Qualitative Characteristics of Accounting Information, Basic Accounting Terms- Business Transaction, Capital, Drawings. Liabilities (Non-Current and Current). Assets (Non-Current, Current); Fixed assets (Tangible and Intangible), Expenditure (Capital and Revenue), Expense, Income, Profit, Gain, Loss, Purchase, Sales, Goods, Stock, Debtor, Creditor, Voucher, Accounting Concepts, Principles and Conventions, Introduction to financial accounting standards, System of Accounting. Basis of Accounting: cash basis and accrual basis

UNIT 2: Concepts Related to Income Determination

Voucher and Transactions: Source documents and Vouchers, Rules of Debit and Credit. Recording of Transactions: Books of Original Entry- Journal, Special Purpose books: Cash Book: Simple, cash book with bank column and petty cashbook (simple practical problems), Purchases book, Sales book, Purchases return book, Sales return book (theory only), Bank Reconciliation Statement: Need and preparation, Trial balance: Objectives and preparation, preparation of trading, profit & loss account and Balance sheet of sole proprietorship concerns.

UNIT 3: Business Income

Depreciation: Concept, Features, Causes, factors affecting depreciation. Other similar terms: Depletion and Amortisation. Methods of Depreciation: Straight Line Method (SLM) Written Down Value Method (WDV) (Excluding change of method), Difference between SLM and WDV; Advantages of SLM and WDV

Inventory Valuation: Meaning, Significance of inventory Valuation, Inventory record systems: Periodic and perpetual, Methods: FIFO, LIFO and Weighted Average

UNIT 4: Financial Statements of companies

Understanding and reading financial statement of companies

UNIT 5: Financial Statement Analysis

Objectives, importance and limitations, Accounting Ratios: Meaning, Objectives, classification and computation. (Simple numerical only)

References

- Grewal, T S. *Introduction to Accounting*. S Chand and Company, New Delhi.
- Monga, J R. *Basic Corporate Accounting*. Mayur Publication, New Delhi.
- Monga, J R. *Basic Financial Accounting*. Mayur Publication, New Delhi.
- Sehgal, Ashok & Deepak Sehgal. *Fundamentals of Financial Accounting*. Taxmann, New Delhi.

Additional Resources

- Charles T Horngren, Gart L Sundem, John A. Elliot and Donna R Philbrick. *Introduction to Financial Accounting*, Pearson.
- Leonardo, A. Robinson, James R. Qanis, C. Wayne Alderman, *Accounting Information Systems: A cycle Approach*. Publisher Wiley
- Marshall, B Romney and Paul, John Steinbart, *Accounting Information Systems*, Pearson Education Limited.
- Robert, L. Hurt, *Accounting Information Systems: Basic Concepts and Current Issues*, McGraw Hill.

Note: Latest edition of readings may be used

Teaching Learning Process

Theory/ numerical with examples

Assessment Tasks

Class participation, Presentation, Practical's, Viva/ test, End Semester Exam

Keywords

Accounting Process, Trial Balance, Trading & Profit and Loss Account, Depreciation, Accounting, Ratios

B.Com. (Hons.): Semester-I
Paper BCH 1.4(b): BUSINESS ORGANISATION AND MANAGEMENT

Duration: 3Hrs**Marks: 100****Credits: 6****Course Objective**

The course aims to familiarize the non-commerce students with the world of business organisation and management.

Course Learning Outcomes

After completing the course, the student shall be able to:

CO1: learn business activities to compete in competitive world.

CO2: understand entrepreneurship from local to international perspective.

CO3: evaluate the application of functional areas of business activity.

CO4: analyze decision making and communication.

CO5: evaluate the impact of legal, social, and economic environment on business.

Course Contents**Unit I: Introduction to Organisations & Management**

Meaning and pervasiveness of organisations; Range of business activities; Meaning and importance of management in organisations; Perspectives on experiencing business- Consumer's point of view-app-based, web-based and in-store commerce; Producer's point of view- thinking end-to-end, from farm to fork, from the ultimate source of supply to the consumer, supply chain and distribution channels; Careers in business ownership and management point of view-thinking domains (functions) and verticals (industries).

Unit II: Entrepreneurship: Founding the Business

Entrepreneur-Entrepreneurship-Enterprise; Process of entrepreneurship; Entrepreneurs as the persons behind businesses; Stories of local, national and international businesspersons.

Unit III: Organisation of Business

Ownership forms- proprietary and corporate; Unorganized (informal enterprises) versus organized (registered/incorporated enterprises); Business families and family business, multinational businesses; Domains/functions of business- an overview-reinforcing career options- of production & operations, marketing, accounting, finance and HR.

Unit IV: Management of Business

Overview of functions of management and managerial roles in business; Managerial levels, skills/competencies; Decision-making techniques; Motivation; Leadership and Communication – exemplary practices in developing people as individuals and teams.

Unit V: Context of Business

Interface between business, government, society and natural environment; Industry analysis; business level strategy formulation.

Practical

Project Work

References

- Barry, J., Chandler, J., Clark, H., Johnston, R., & Needle, D. (1999). *Organisation and Management: A Critical Text*. Cengage Learning.
- Basu, C. (2017). *Business Organisation and Management*. McGraw Hill Education.
- Burton G. and Thakur, M. *Management Today: Principles and Practice*. New Delhi. Tata McGraw Hill.
- Buskirk, R.H., et al. *Concepts of Business: An Introduction to Business System*. New York. Dryden Press.
- Chhabra, T. N. *Business Organisation and Management*. Sun India Publications. New Delhi.
- Griffin, R. W., Phillips, J. M., & Gully, S. M. (2017). *Organisational Behavior: Managing People and Organisations*. Cengage Learning.
- Griffin. *Management Principles and Application*. Cengage Learning.
- Gupta C. B. *Modern Business Organisation*. New Delhi. Mayur Paperbacks.
- Kaul, V. K. (2012). *Business Organisation Management*. Pearson Education .
- Koontz, H., & Weihrich, H. (2012). *Essentials of Management: An International and Leadership Perspective*. Paperback.
- Singh, B. P., & Singh, A. K. *Essentials of Management*. New Delhi. Excel Books Pvt. Ltd.

Note: Latest edition of readings may be used

Teaching Learning Process

Learning through analysis and discussion of case studies and active participation in experiential exercises and simulations.

Assessment Methods

Class tests/Assignments, Class participation, Presentations, End-semester examination

Keywords

App-Based Commerce, Family Business, Decision Making Techniques, Motivation, Leadership, Industry Analysis.

B.Com. (Hons.): Semester-II
Paper BCH 2.4(a): ENTREPRENEURSHIP

Duration: 3Hrs**Marks: 100****Credits: 6****Course Objective**

The course aims at imparting basic knowledge on entrepreneurship and new enterprise creation so as to provide an opportunity to students to opt for entrepreneurship as an alternative career option as well as provide opportunity towards greater exposure to entrepreneurial process through hands-on training.

Course Learning Outcomes

After completing the course, the student shall be able to:

CO1: understand entrepreneurship as volition in context of India.

CO2: gather knowledge and ideas on the existing support system for entrepreneurial orientation.

CO3: understand enterprise formation process for gaining ideas as to creation of an enterprise for pursuing a career.

CO4: understand requirements of post-enterprise creation for effective operation of the business.

CO5: gain knowledge on available growth strategies for implementing effective suitable strategy for expansion and growth.

Course Contents**Unit I: Introduction**

Entrepreneurship- meaning and importance, entrepreneurship in Indian context, entrepreneurship as a creative solution provider, meaning of various terms related to entrepreneurship- intrapreneurship, social entrepreneurship, net entrepreneurship, technopreneurship.

Unit II: Entrepreneurial Eco-System

Socio-economic support system for entrepreneurship; Public and private system of stimulation; Role of development institutes, availability of finance, marketing, technology and project related assistance; Role of trade associations and self-help groups for promotion of entrepreneurship; Types of business entities- micro, small and medium enterprises, role of MSME sector in Indian economy family businesses in India; Conflicts in family business; Startup Action Plan; Make in India initiative.

Unit III: Enterprise Formation Process

Understanding and analyzing business opportunities, market demand analysis, project feasibility study; preparation of business plan; Start ups and basic start ups problems, sources of financing business start ups; Cases of Indian start ups (practical knowledge on preparation of business plan/project report shall be imparted).

Unit IV: Managerial Aspects of Business

Managing finance- preparation of operating/cost budget, cash budget; Understanding management of short term and long term capital; Human resource planning; Contract

management; Understanding marketing methods; Understanding of GST and other tax compliances.

Unit V: Managing Growth

Business growth strategies specific to small enterprises; Enterprise life cycle and various growth strategies; Business collaboration and outsourcing of resources; Network management; Succession planning for sustenance.

Practical

Visit to new enterprise for securing ideas and knowledge on enterprise creation process and effecting an interaction with the entrepreneur is an essential requirement for learners for ensuring the propensity of entrepreneurial orientation among the students.

References

- Brandt, S. C. *Entrepreneurship: The Ten Commandments for Building a Growth Company*. MacMillan Business Books.
- Holt, D. H. *Entrepreneurship: New Venture Creation*. New Delhi: Prentice Hall of India.
- Panda, S. C. *Entrepreneurship Development*. New Delhi: Anmol Publications.
- Taneja, S., & Gupta, S. L. *Entrepreneurship Development-New Venture creation*. New Delhi: Galgotia Publishing House.

Additional Resources

- Dollinger, M. J. *Entrepreneurship: Strategies and Resources*. Illinois: Irwin.
- Vasper, K. H. *New Venture Strategies (Revised Edition)*. New Jersey: Prentice-Hall.

Note: Latest edition of readings may be used

Teaching Learning Process

Direct interactive class room teaching method for ensuring learning objectives is suggested in this course.

Assessment Methods

Class tests, Assignments based evaluation on various entrepreneurial opportunities, Class participation, Presentations, End-semester examination

Keywords

Intrapreneurship, Technopreneurship, Basic Start Ups, Enterprise Life Cycle, Social Entrepreneurship, Family Business, GST.

B.Com. (Hons.): Semester-II
Paper BCH 2.4(b): FINANCE FOR NON-FINANCE EXECUTIVES

Duration: 3 Hrs.**Marks: 100****Credits: 6****Course Objective**

To familiarize non-finance executives with the basic concepts of finance.

Course Learning Outcomes

After completing the course, the student shall be able to:

- CO1: understand the overview of finance, concept of time value of money as well as concept of risk & return
- CO2: learn financial analysis with the aid of various financial statements & analyze capital budgeting process and techniques.
- CO3: analyze cost of capital, capital structure and leverage
- CO4: examine dividend & working capital dividend decisions
- CO5: perform valuation of securities

Course Contents**Unit: I Introduction**

Meaning and importance of Finance. Time Value of money (Compounding & Discounting), Risk & Return. Alternative investment options, Sources of Long term financing and short term financing.

Unit: II Financial Analysis & Capital Budgeting

Types of Financial Statements- Income Statement, Balance Sheet, Ratio Analysis: Meaning, Significance and Limitations. Current Ratio, Quick Ratio, Absolute Liquidity Ratio, Debt-Equity Ratio, Interest Coverage Ratio, Inventory Turnover Ratio, Debtors Turnover Ratio, Average Collection Period, Creditors Turnover Ratio, Average Payment Period, Return on Capital Employed, Earning Per Share, Dividend Per Share.

Capital Budgeting Process, Capital Budgeting Techniques (Pay Back Period, Discounted payback period, NPV, IRR).

Unit: III Cost of Capital & Capital Structure

Concept of Cost of Capital and Capital Structure: Cost of Debt Capital, Cost of Preference Share Capital, Equity Share Capital, Weighted Average Cost of Capital (WACC). Meaning of Leverage. Operating Leverage, Financial Leverage, Combined Leverage.

Unit: IV Dividend Decisions & Working Capital

Types of Dividends, Dividend policies and factors affecting dividend policies. Concept of Working Capital, its components and Factors affecting working capital requirements. Contemporary issues in Finance

Unit: V Valuation of Securities

Types of Risks and Returns. Concept of Valuation, Equity Valuation & Analysis, Bond Valuation & Analysis. Portfolio Analysis

References

- Bhargav, B, K, *Finance For Non Finance Managers. Jaiko Publishing House.*
- Chandra, P. *Finance Sense: Finance For Non Finance executives. Tata McGraw Hill.*
- Gabriel Hawawini, Claude Viallet, *Finance For Non Finance Managers, Cengage Delmar Learning India Pvt Ltd.*
- Gene Siciliano ,*Finance for Nonfinancial Managers, (Briefcase Books Series), Tata McGraw Hill*
- Tripathi, Vanita, *Basic Financial Management” Taxmann Publication.*

Additional Resources

- Chandra, P. *Financial Management-Theory and Practice., Tata McGraw Hill*
- Tripathi, Vanita, *Fundamentals of Investments. Taxmann Publication.*

Note: Latest edition of text books may be used.

Teaching Learning Process

As the course is designed To familiarize non finance executives with the essentials of finance, the teaching learning process will be based on lectures, project work/field work and cases studies

Assessment Methods

The assessment of the students must be aligned with the course learning outcomes and requires Class Participation, Class Test, Assignment, Project Work/field work, End Semester Examination

Keywords

Time Value of Money, Risk, Return, Financial Statements, Financial Ratio Analysis, Capital Budgeting.

B.Com. (Hons.): Semester-III
Paper BCH 3.4(a): INVESTING IN STOCK MARKETS

Duration: 3 Hrs.**Marks: 100****Credits: 6****Course Objective**

To equip students with the basic skills required to operate in stock market.

Course Learning Outcomes

After completing the course, the student shall be able to:

- CO1: learn the basics of investing in stock market, the investment environment as well as risk & return
- CO2: analyze indian securities market including the derivatives market
- CO3: examine EIC framework and conduct fundamental analysis
- CO4: perform technical analysis
- CO5: invest in mutual funds market

Course Contents**Unit-I: Basics of Investing**

Basics of Investment & Investment Environment. Risk and Return, Instruments of Investment - Equity shares, Preference shares, Bonds and Debentures.

Indian Security Markets: Primary Markets (IPO, FPO, Private placement, Offer for sale), Secondary Markets (cash market and derivative market: Futures and Options) Market Participants: Stock Broker, Investor, Depositories, Clearing House, Stock Exchanges. Role of stock exchange, Stock exchanges in India: BSE, NSE, MSEI. Security Market Indices: Nifty & Sensex, Sources of financial information.

Trading in securities: types of orders, using brokerage and analyst recommendations.

Unit II: Indian Security Markets

Primary Markets (IPO, FPO, Private placement, Offer for sale), Secondary Markets (cash market and derivative market: Futures and Options) Market Participants: Stock Broker, Investor, Depositories, Clearing House, Stock Exchanges. Role of stock exchange, Stock exchanges in India: BSE, NSE, MSEI. Security Market Indices: Nifty & Sensex, Sources of financial information.

Trading in securities: types of orders, using brokerage and analyst recommendations.

Unit III: Fundamental Analysis

Top down and bottom up approaches, Analysis of international & domestic economic scenario, Industry analysis, Company analysis (Quality of management, financial analysis :Both Annual and Quarterly, Income statement analysis, position statement analysis including key financial ratios, Cash flow statement analysis, Industry market ratios: PE, PEG, Price over sales, Price over book value, EVA), Understanding Shareholding pattern of the company.

Unit-IV: Technical Analysis

Trading rules (credit balance theory, confidence index, filter rules, market breath, advances vs declines and charting (use of historic prices, simple moving average and MACD) basic and advanced interactive charts. Do's & Don'ts of investing in markets.

Unit-V: Investing in Mutual Funds

Concept and background on Mutual Funds: Advantages, Disadvantages of investing in Mutual Funds, Types of Mutual funds: Open ended, close ended, equity, debt, hybrid, money market, and entry load vs. exit load funds. Factors affecting choice of mutual funds. CRISIL mutual fund ranking and its usage, calculation and use of Net Asset *Value*.

References

- Kumar, Vinod and Nangia, Raj Sethi, *Investing in Stock Markets*, Ane books
- Singh J K , Singh Amit Kumar, *Investing in Stock Markets*, A K Publications, Delhi.
- Tripathi, Vanita and Pawar, Neeti (2019), *Investing in Stock Market*, Taxmann Publications.

Additional Resources

- Aswath, Damodaran, *Investment Validation Tools and Technique for Determining Mutual Funds*, John Wiley & Sons
- Chandra, Prasanna. *Investment Analysis and Portfolio Management*, Tata McGraw Hill
- Gurman and Jochnk, *Fundamentals of Investing*, Pearworth
- Madura, Jeff, *Personal Finance*, Pearson

Note: Latest edition of text books may be used.

Teaching Learning Process

As the course is designed To equip students with the basic skills required to operate in stock market the teaching learning process will be based on lectures, seminars, workshops, project work and cases studies

Assessment Methods

The assessment of the students must be aligned with the course learning outcomes and requires Class Participation, Class Test, Assignment, Project Work, End Semester Examination

Keywords

Investments, Indian Securities Market, Primacy Market, Secondary Market, Derivatives market, EIC Framework, Fundamental Analysis.

B.Com. (Hons.): Semester-III
Paper BCH 3.4(b): HUMAN RESOURCE MANAGEMENT

Duration: 3 Hrs**Marks: 100****Credits: 6****Course Objective**

The course aims to sensitize the students with various facets of managing people in the organisations from the stage of acquisition to development and retention and to create an understanding of various policies and practices of human resource management.

Course Learning Outcomes

After completing the course, the student shall be able to:

CO1: understand different tools used in forecasting and planning human resource needs.

CO2: demonstrate the ability to prepare a selection strategy for a specific job.

CO3: understand the significance of different methods of performance appraisal.

CO4: recommend actions based on results of the compensation analysis and design compensation schemes that are cost effective, that increase productivity of the work force, and comply with the legal framework.

CO5: understand modern HRM to meet the challenges of changing business environment.

Course Contents**Unit I: Introduction**

Human resource management—meaning, scope, functions and importance; Role and responsibilities of HR managers; Human resource planning—meaning, objectives, problems of HRP; Job analysis—meaning and process evaluation of factors affecting HRP, methods of data collection; Job description and specification; Job design- concept, factors affecting and methods/techniques.

Unit II: Recruitment, Selection and Development

Recruitment—meaning, process and sources (internal and external), factors affecting recruitment; Selection—meaning and process; an introduction to placement, induction, socialization; an overview of training and development; Training need analysis, methods of training, career development; Emerging trends in recruitment, selection, and development.

Unit III: Performance Appraisal

Performance appraisal—nature, objectives, process and methods (traditional and modern); Employee counseling; Job changes- transfers, promotions, and separations; Human resource audit.

Unit IV: Compensation Management and Employee Maintenance

Job evaluation; Compensation—concept, components—base and supplementary (fringe benefits, performance linked compensation—individual, group, organisation wide); Employee health, safety, welfare and social security (excluding legal provisions); Grievance handling and redressal.

Unit V: Emerging Issues in HRM

Emerging horizons posing challenges for HRM in the contemporary business environment- workforce diversity, employee empowerment, downsizing, work- life balance, e- HRM, green-HRM, outsourcing HRM, ethics in HRM (surveillance vs. privacy); International HRM- concept, importance and models; Challenges of international HR managers; Global HR practices.

References

- Awasthappa, K. *Human Resource Management*. Tata McGraw Hill Education.
- Decenzo, D. A., & Robbins, S. P. (2011). *Fundamentals of Human Resource Management*. India: Wiley.
- Dessler, G. (2017). *Human Resource Management*. Pearson.
- Haldar, U., & Juthika, S. (2012). *Human Resource Management (1st edition)*. Oxford University Press.
- Lynton, R., & Pareek, U. *Training for Development*. New Delhi: Vistaar.
- Mejjia, L. R., Balkin, D. B., & Cardy, R. L. (2012). *Managing Human Resources (7th edition)*. PHI learning private limited.
- Muller-Camen, M., Croucher, R., & Leigh, S. (2016). *Human Resource Management: A Case Study Approach*. CIPD. Viva Books.
- Pattanayak, B. (2018). *Human Resource Management*. Delhi. Prentice Hall of India.
- Rao, V. *Human Resource Management: Text and Cases*. Excel.
- Rastogi, S. *Management of Human Resources*. Sun India.

Latest editions of the books may be used.

Teaching Learning Process

Interactive class room sessions with the help of power point presentations, case discussions and group discussions to ensure active participation and continuous learning.

Assessment Methods

Class tests/Assignments, Class participation, Presentations, End-semester examination

Keywords

Human Resource Planning, Job Analysis, Recruitment, Selection, Job Changes, Employee Health, International HRM.

B.Com. (Hons.): Semester-III
Paper BCH 3.4(c): FUNDAMENTALS OF MARKETING

Duration: 3 Hrs**Marks: 100****Credits: 6****Course Objective**

The objective of this course is to provide basic knowledge of concepts, principles, tools and techniques of marketing.

Course Learning Outcomes

After completing the course, the student shall be able to:

CO1: learn the basic concepts and principles of marketing and to develop their conceptual skill to be able to manage marketing operations of a business firm.

CO2: understand the complexities involved in various targeting and positioning decisions.

CO3: take effective decisions for launching new products and to understand the implications of different pricing strategies.

CO4: develop the skills to design the promotion-mix strategies

CO5: familiarize about the current trends in marketing to take proactive measures while taking marketing decisions

Course Contents**Unit I: Introduction**

Marketing: Meaning, Nature, Scope and Importance; Marketing Philosophies; Marketing Mix; Marketing Environment- Concept and need for studying marketing environment; Micro environmental factors- company, suppliers, marketing intermediaries, customers, competitors, publics; Macro environmental factors- demographic, economic, natural, technological, politico-legal and socio-cultural.

Unit II: Consumer behaviour and Market Selection

Need for studying consumer behaviour; Stages in Consumer buying decision process; Factors influencing consumer buying decisions. Market Segmentation- concept, importance, levels and bases of segmenting consumer markets. Market Targeting- concept and factors affecting the choices for market targeting. Product Positioning- concept and bases. Product differentiation- concept and bases.

Unit III: Product and Pricing Decisions

Concept and classification; Levels of Product; Product-mix dimensions; Branding- concept, functions and qualities of good brand name; Packaging and Labeling- concept and functions; Product support services; New product development process. Concept and objectives of pricing decisions; Factors affecting price of a product; Pricing methods; Pricing strategies.

Unit IV: Distribution and promotion Decisions

Channels of distribution- meaning and importance; types of distribution channels and their functions; Factors affecting choice of distribution channel; Distribution logistics- concept, importance and major logistics decisions. Wholesaling and retailing. Nature and Importance of

Promotion; Promotion mix concept and distinctive characteristics of advertising, personal selling, sales promotion, public relations, publicity and direct marketing; Factors influencing promotion mix decisions.

Unit V: Developments in Marketing

Relationship Marketing; Sustainable Marketing; Rural marketing; Social marketing; Digital marketing; Legal Issues in marketing- The Consumer Protection Act, 1986; Ethical issues in marketing.

References

- Kotler, P., Armstrong, G. and Agnihotri, P. (2018). *Principles of Marketing (17th edition)* Pearson Education. Indian edition.
- Sharma, K., & Swati Aggarwal. (2018). *Principles of Marketing*. Taxmann's.
- The Consumer Protection Act, 1986.

Additional Resources

- Etzel, M. J., Walker, B. J., Stanton, W. J., & Pandit, A. (2010). *Marketing (14th ed.)*. McGraw Hill.
- Grewal, D. & Levy, M. (2017). *Marketing (5th ed.)*. McGraw-Hill Education.

Note: Latest editions of the books may be used.

Teaching Learning Process

The teaching learning process includes lectures, case study discussions, individual and group presentations and projects.

Assessment Methods

The assessments methods of the course include class tests, assignments, project evaluations and class presentations.

Keywords

Target Market, Product, Price, Distribution, Promotion, Segmentation, Targeting, Positioning, Branding, Packaging, Labelling, Consumer Behaviour, Marketing Environment

B.Com. (Hons.): Semester-IV**Paper BCH 4.4(a): INSURANCE & RISK MANAGEMENT****Duration: 3 Hrs.****Marks: 100****Credits: 6****Course Objective**

To develop an understanding among students about identifying, analyzing and managing various types of risks. Besides the students will be in a position to understand principles of insurance and its usefulness in business along with its regulatory framework.

Course Learning Outcomes

After completing the course, the student shall be able to:

CO1: understand the Concept of Risk, its types, sources and measurements.

CO2 : learn the Concepts and Principles of Insurance and its operations.

CO3: develop insights into various types of Insurance

CO4: examine the Legal aspects of Insurance contract and Actuaries

CO5: familiarize with the Regulatory Framework of Insurance

Course Contents**Unit I: Introduction**

Concept of risk, Types of risk, Assessment and Transfer, Sources and Measurement of risk, Risk evaluation and Prediction, Disaster risk management, Risk retention and Transfer

Unit II: Insurance I

Concept of insurance, Need for insurance, Principles of utmost good faith, Insurable interest, Indemnity, Economic Function, Proximate cause, Subrogation and Contribution.

Unit III: Insurance II

Types of insurance: Life and Non-life insurance; Features, Need and Policies of insurance; Re-insurance and Co-insurance: Features, Objectives and Methods; Bancassurance- features and Merits.

Unit IV: Insurance & Risk Management

Legal aspects of insurance contract, Loss Assessment and Loss control, Control of Malpractices and Mis-selling, Exclusion of perils, Actuaries, Computation of insurance premium.

Unit V: Regulatory Framework of Insurance

Regulatory Framework of Insurance, IRDA act 1999: objectives of IRDA, Composition of IRDA, Duties, Powers and Functions of IRDA, Role of IRDA, Delegation of powers, establishment of Insurance Advisory Committee, powers to make regulations.

References:

- *All the three modules of Insurance and Risk Management by Institute of Chartered Accountants of India*
- George, E, Rejda, *Principles of Risk Management and Insurance*. Pearson Education
- Gupta. P.K. *Insurance and Risk Management*, Himalaya Publishing House
- Mishra, M.N. *Principles and Practices of Insurance*. Sultan Chand & Sons.
- Vaughan, E.J. and Vaughan, T, *Fundamental of Risk and Insurance*, Wiley & Sons

Additional Resources

- Black, K & H. D. Skipper, *Life and Health Insurance*, Pearson Education
- Crane, F. *Insurance Principles and Practices*, John Wiley and Sons, New York
- Dorfman, Marks S. *Introduction to Risk Management and Insurance*, Pearson Education
- 2. Dinsdale, W.A. *Elements of Insurance*. Pitaman
- Hansell, D.S. *Elements of Insurance*, Macdonald Evans

Note: Latest edition of text books may be used.

Teaching Learning Process

As the course is designed to develop an understanding among students about identifying, analyzing and managing various types of risks, the teaching learning process will be based on lectures, project work and cases studies

Assessment Methods

The assessment of the students must be aligned with the course learning outcomes and requires Class Participation, Class Test, Assignment, Project Work, End Semester Examination

Keywords

Risk Management, Insurance, Bancassurance, Actuaries, Insurance Premium, Regulatory Framework Of Insurance

B.Com. (Hons.): Semester-IV
Paper BCH 4.4(b): PROJECT MANAGEMENT & TECHNIQUES

Duration: 3 Hrs.**Marks: 100****Credits: 6****Course Objective**

To enable the students to evolve a suitable framework for the preparation, appraisal, monitoring and control of industrial projects.

Course Learning Outcomes

After completing the course, the student shall be able to:

CO1 familiarize with the concept of project management and its attributes

CO2 understand project planning and project analysis

CO3 perform project appraisal.

CO4 examine project risk and conduct performance assessment and quality management of the project

CO5 learn cases in project management.

Course Contents**Unit I: Introduction**

Concept and attributes of Project, Identification of Investment opportunities, Project life cycle, Role of Project Manager, Project Management Information System, Project Management Process and Principles, Relationship between Project Manager and Line Manager, Project Stakeholder Analysis. Project Planning, Monitoring and Control of Investment Projects. Pre-Feasibility study.

Unit II: Project Preparation

Technical Feasibility, Marketing Feasibility, Financial Planning: Estimation of Costs and Funds (including sources of funds), Loan Syndication for the Projects, Demand Analysis and Commercial Viability (brief introduction to NPV), Project budget, Collaboration Arrangements, Tax considerations and legal aspects.

Unit III: Project Appraisal

Business Criterion of Growth, Liquidity and Profitability, Social Cost Benefit Analysis in Public and Private Sector, Investment Criterion and Choice of techniques, Estimation of Shadow prices and Social discount rate

Unit IV: Project Risk and Performance Assessment

Project Risk Management- Identification, Analysis and Reduction, Project quality management, Project Performance Measurement and Evaluation, Project Report.

Unit V: Project Management Techniques & Case Studies

Project Management Techniques (PERT & CPM) and 2 Case Studies.

References

- Chandra. Prasanna. *Project Preparation, Appraisal and Implementation*. Tara McGraw Hill.
- Gido, Jack,. and Clements, James P. *Project Management*. Cengage Learning.
- Gray, Clifford F., Larson, Eric W., and Desai, Gautam V. *Project Management: The Managerial Process*. McGraw Hill Education.

Additional Resources

- Barker, Stephen.and Cole, Rob. *Brilliant Project Management*, Pearson.
- Kharua, Sitangshu. *Project Management and Appraisal*. Oxford Press University.

Note: Latest Editions of the text books may be used.

Teaching Learning Process

As the course is designed to enable the students to evolve a suitable framework for the preparation, appraisal, monitoring and control of industrial projects the teaching learning process will be based on lectures, seminars, workshops, project work and cases studies

Assessment Methods

The assessment of the students must be aligned with the course learning outcomes and requires Class Participation, Class Test, Assignment, Project Work and End Semester Examination

Keywords

Project Management, Project Preparation, Project Appraisal, Project Risk, Performance Assessment