

VEER NARMAD SOUTH GUJARAT UNIVERSITY



F.Y.B.COM. **Element of Banking & Insurance** (Proposed Syllabus) (Effect form June 2006)

Objectives: To impart to the students the elementary knowledge of terminology, concepts, definitions, procedures and principles in Banking and Insurance.

Section :1 **Elements of Banking**

1. Definition of Banking, Types of commercial Banks, Traditional and non-traditional functions of modern commercial bank. Functions and limitations. (10%)
2. Co-operative Banking in India- Primary Co-operative credit societies, District co-operative Banks and State co-operative Bank- Their Management, Functions and limitations, Peoples co-operative Bank- its management, functions and limitations. (10%)
3. Different Types of accounts- Current, Savings and Fixed Deposit Accounts, Recurring Accounts, Non-Resident's Accounts. (10%)
4. Cheque- Its meaning, characteristics, types, crossing and endorsement. (05%)
5. Different means of remittances- Tele Banking Home Banking, Inter-link Branch Banking, Marketing of Banking Services, Online Banking Computerisation in Banking Field. Demand Draft, Mail, Telegraphic and telephonic Transfer, letter of Credit, Debit Card, Modern Trends in Banking – Micr cheque, ATM (Automated Teller machine). (15%)

Section :2

Elements of Insurance

1. Meaning of Insurance contract, Importance of Insurance (05%)
2. Life Insurance - (20%)
Definitions of Life Insurance contracts, fundamental principles of life Insurance, procedure of taking life policy, Types of insurance policy, Whole life policy and endowment policy, policy conditions, procedure for the settlement of claims, nomination and assignment, annuity, mediclaim policy, privatization of Life Insurance & General Insurance.
3. Marine Insurance- (15%)
Definition of Marine Insurance contract, procedure of taking marine policy fundamental principles of marine insurance, warranties in marine insurance Types of warranties, Types of marine policies, marine policy conditions.
4. Fire Insurance- (10%)
Definition of Fire Insurance contract, procedure of taking fire policy, fundamental principles of fire insurance, Types of fire insurance policies, policy conditions – implied and express conditions.

List of Books Recommended.

1. Banking in India, by Panandikar S.G.
Orinet Longmans Ltd., Kolkatta-13
2. Fundamentals of Banking Theory and Practice, by Basu A.K.
3. Theory and Practice of Banking, by Bedi H.L. Ayyar G.S. Shenoy H.P.
Subramanian N.V.
Jeevandeep Prakashan, Bombay-400004
4. Principles of Banking, by Garg K.N.
Kitab Mahal, Allahabad
5. Elementary Banking, by Sheldon, Mcdonald & Evans.
6. ભારતીય બેંકીંગ કાનૂન અને વ્યવહાર- લેખક : ટેનન એમ.એલ.અનુ.વેલવન ડી.એસ.
યુનિવર્સિટી ગ્રંથ નિર્માણ બોર્ડ, અમદાવાદ.
7. બેંકીંગ કાનૂન અને વ્યવહાર- લેખક: ચાવલા માલવિયા, (સૌરાષ્ટ્ર યુનિવર્સિટી બેંકીંગ એસોસિએશન)

8. Insurance Principles and Practice, by R.S.Sharma
9. Insurance Principles, Practice and Registration, by M.K.Ghosh & A.N.Agrawal
10. Life Insurance in India, by P.A.S.Mani
11. Life Insurance, by Prof.O.S.Gupta
12. વીમાના સિદ્ધાંતો, - લેખક- ત્રિવેદી વછરાજાની