



**Syllabus of BBA Banking and Financial Services**  
 (Effective from academic session 2020-21)



**Semester-**  
**IV**

<b>Name of the Course:</b> Bachelors in Banking and Financial Services			
<b>Subject:</b> Indian Banking structure & laws			
<b>Course Code:</b> BBABFS401		<b>Semester:</b> 4	
<b>Duration:</b> 30		<b>Maximum Marks:</b> 100	
<b>Teaching Scheme</b>		<b>Examination Scheme</b>	
<b>Theory:</b> 4 hours per week		<b>End Semester Exam:</b> 70	
<b>Tutorial:</b>		<b>Teacher's Assessment:</b> 10	
<b>Practical:</b>		<b>Internal Assessment:</b> 20	
<b>Credit:</b> 3		<b>Practical Sessional internal continuous evaluation:</b>	
		<b>Practical Sessional external examination:</b>	
<b>Aim:</b>			
<b>Sl. No.</b>			
1.	Build a foundational understanding of the Indian Banking structure & its laws		
2.	To gain knowledge about the various components of the Indian Banking structure, its regulations, legal aspects, banking related operations and laws		
<b>Objective:</b>			
<b>Sl. No.</b>			
1.	To gain valuable knowledge about the Indian Banking Structure and Laws		
<b>Pre-Requisite:</b>			
<b>Sl. No.</b>			
1.	NA		
<b>Contents</b>			<b>Hrs./week</b>
<b>Chapter</b>	<b>Name of the Topic</b>	<b>Hours</b>	<b>Marks</b>
01 Regulations and Compliance	<ul style="list-style-type: none"> <li>• Legal Framework of Regulation of Banks</li> <li>• Control Over Organization of Banks</li> <li>• Regulation of Banking Business</li> <li>• Returns Inspection, Winding up, Mergers &amp; Acquisitions</li> <li>• Public Sector Banks and Cooperative Banks</li> <li>• Financial Sector Legislative Reforms</li> <li>• Recent Legislative Changes in RBI Act</li> <li>• Financial Sector Development Council</li> </ul>	8	18
02 Legal aspects of	<ul style="list-style-type: none"> <li>• Different Types of Borrowers</li> <li>• Types of Credit Facilities</li> </ul>	8	18



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Banking Operations	<ul style="list-style-type: none"> <li>• Secured and Unsecured Loans, Registration of Firms and Incorporation of Companies</li> <li>• Indemnities</li> <li>• Bank Guarantees</li> <li>• Letters of Credit</li> <li>• Deferred Payment Guarantees</li> <li>• Laws Relating to Bill Finance</li> <li>• Various Types of Securities</li> <li>• Laws Relating to Securities and Modes of Charging – I</li> <li>• Laws Relating to Securities and Modes of Charging – II</li> <li>• Registration and Satisfaction of Charges</li> <li>• Case Laws on Responsibility of Paying Bank</li> <li>• Case Laws on Responsibility of Collecting Bank</li> </ul>		
03 Banking Related Laws	<ul style="list-style-type: none"> <li>• Recovery of Debts due to Banks and Financial Institutions Act, 1993(DRT Act)</li> <li>• Securitisation and Reconstruction of Financial Assets and Enforcement of Securities Interest Act (SARFAESI)</li> <li>• Banking Ombudsmen Scheme</li> <li>• Bankers Books Evidence Act, 1891</li> <li>• The Legal Services Authorities Act, 1987</li> <li>• The Consumer Protection Act, 1986 and CERSAI</li> <li>• The Law of Limitation</li> <li>• Tax Laws</li> <li>• Negotiable Instruments Act, 1881</li> <li>• Payment &amp; Settlements Systems Act, 2007</li> </ul>	8	18
04 Commercial Laws with reference to Banking Operations	<ul style="list-style-type: none"> <li>• Indian Contract Act, 1872</li> <li>• The Sale of Goods Act, 1930</li> <li>• Indian Partnership Act, 1932</li> <li>• Definition and features of a company</li> <li>• The Companies Act, 1956</li> <li>• Foreign Exchange Management Act, 1999</li> <li>• Transfer of Property Act, 1882</li> <li>• The Right to Information Act, 2005</li> <li>• Right To Information and Obligation of Public Authorities</li> <li>• The Prevention of Money Laundering Act, 2002</li> <li>• Information Technology Act, 2000</li> </ul>	6	16
	<b>Sub Total:</b>	<b>30</b>	<b>70</b>
	<b>Internal Assessment Examination &amp; Preparation of Semester Examination</b>		<b>30</b>



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<b>Total:</b>				<b>100</b>			
<b>List of Books</b>							
<b>Text Books:</b>							
<b>Name of Author</b>	<b>Title of the Book</b>	<b>Edition/ISSN/ISBN</b>	<b>Name of the Publisher</b>				
N K Gupta	Legal And Regulatory Aspects of Banking - JAIB - 2020 Edition	2020 / B08413PC45	IBC Academy Publications				
<b>Reference Books:</b>							
Mishra Sukhvinder	Banking Law and Practice	2014 / B06XKV724W	S Chand				
<b>List of equipment/apparatus for laboratory experiments:</b>							
Sl. No.							
1.	<b>NA</b>						
<b>End Semester Examination Scheme.</b>		<b>Maximum Marks-70.</b>		<b>Time</b>			
<b>allotted-3hrs.</b>							
<b>Group</b>	<b>Unit</b>	<b>Objective Questions</b> (MCQ only with the correct answer)		<b>Subjective Questions</b>			
		No of question to be set	Total Marks	No of question to be set	To answer	Marks per question	Total Marks
<b>A</b>	<b>1,2,3, 4</b>	<b>10</b>	<b>18</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>52</b>
<b>B</b>	<b>4,5, 6, 7, 8</b>	<b>10</b>		<b>4</b>	<b>3</b>		
<ul style="list-style-type: none"> <li>Only multiple choice type question (MCQ) with one correct answer are to be set in the objective part.</li> <li>Specific instruction to the students to maintain the order in answering objective questions should be given on top of the question paper.</li> </ul>							



**Syllabus of BBA Banking and Financial Services**  
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<b>Name of the Course:</b> Bachelors in Banking and Financial Services			
<b>Subject:</b> Corporate Finance			
<b>Course Code:</b> BBABFS402		<b>Semester:</b> 4	
<b>Duration:</b> 30 HOURS		<b>Maximum Marks:</b> 100	
<b>Teaching Scheme</b>		<b>Examination Scheme</b>	
<b>Theory:</b> 4 hours per week		<b>End Semester Exam:</b> 70	
<b>Tutorial:</b>		<b>Teacher's Assessment:</b> 10	
<b>Practical:</b>		<b>Internal Assessment:</b> 20	
<b>Credit:</b> 3		<b>Practical Sessional internal continuous evaluation:</b>	
		<b>Practical Sessional external examination:</b>	
<b>Aim:</b>			
<b>Sl. No.</b>			
1	Build a foundational understanding in the field of Corporate Finance		
	Establish a link between the various components of Corporate Finance		
<b>Objective:</b>			
<b>Sl. No.</b>			
1	To build a foundational understanding in the field of Corporate Finance		
<b>Pre-Requisite:</b>			
<b>Sl. No.</b>			
1	NA		
<b>Contents</b>			<b>Hrs./week</b>
<b>Chapter</b>	<b>Name of the Topic</b>	<b>Hours</b>	<b>Marks</b>
01 Corporate Financial Statements	<b>Management Skills</b> <ul style="list-style-type: none"> <li>Identify the three key financial statements of corporations (i.e., the income statement, balance sheet, and statement of cash flows) and describe their contents and purposes</li> <li>Follow the standard formats for organizing items on financial statements</li> <li>Interpret the items on financial statements and recognize how they're related</li> <li>Recognize when errors have been made in financial statements</li> </ul> <b>Spread sheet Skills</b> <ul style="list-style-type: none"> <li>Create spread sheets for financial statements</li> <li>Organize the content of spread sheets in logical formats</li> </ul>	2	5



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	<ul style="list-style-type: none"> <li>• Label rows and columns to communicate clearly as well as to calculate correctly</li> <li>• Enter data values to show the basis for calculated values</li> <li>• Formulate and enter expressions to calculate values</li> <li>• Wrap text in rows or columns</li> <li>• Use cell references in expressions for calculated values that link the cells to other cells with data or other calculated values</li> <li>• Format values</li> <li>• Hide rows or columns of financial statements so that only selected ones are displayed</li> <li>• Link worksheets so that entries or values on one worksheet can be used for calculating values on another worksheet in the same workbook</li> <li>• Use Excel's Formula Auditing tool to examine cell linkages</li> <li>• Where possible, include tests that automatically detect errors or validate results</li> </ul>		
02 Analysis of Financial Statements	<p><b>Management Skills</b></p> <ul style="list-style-type: none"> <li>• Use common-size financial statements to compare the financial status of companies of different sizes—that is, perform “vertical analysis”</li> <li>• Analyze year-to-year trends—that is, perform “horizontal analysis”</li> <li>• Use financial ratios to gauge their financial health</li> <li>• Benchmark changes in a firm's financial ratios against other companies in the same industry</li> </ul> <p><b>Spread sheet Skills</b></p> <ul style="list-style-type: none"> <li>• Prepare common-size financial statements</li> <li>• Calculate and display year-to-year changes of financial statements and financial ratios</li> <li>• Transfer values from the worksheets for financial statements to other worksheets for calculating financial ratios</li> <li>• Use IF tests and add text to identify whether or not a company's financial ratios are improving from one year to the next, and to indicate how well a company's financial ratios compare to industry averages</li> <li>• Use conditional formatting to highlight items needing management attention</li> </ul>	2	5



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<p>03 Forecasting Annual Revenues</p>	<p><b>Management Skills</b></p> <ul style="list-style-type: none"> <li>• Give examples of why forecasting is essential to good business management</li> <li>• Be able to discriminate between valid and invalid models and justify one's position</li> <li>• Define the accuracy of models and projected values</li> <li>• Understand the risks associated with projections based on past values</li> <li>• Explain why it is necessary to adjust statistical projections of past trends for future changes in trends</li> <li>• Alert managers and investors to changes in past trends that should trigger changes in their long-term strategies and short-term tactics</li> </ul> <p><b>Spread sheet Skills</b></p> <ul style="list-style-type: none"> <li>• Use Excel's Chart Wizard to create a scatter plot of a set of data values</li> <li>• Select non-contiguous cell ranges for plotting</li> <li>• Insert different types of trend lines on a scatter plot to see which best fits a set of data values</li> <li>• Use Excel commands (e.g., INTERCEPT, SLOPE, and CORREL) and tools (e.g., LINEST and LOGEST) to create a statistical model that follows the trend of historical data for annual revenues</li> <li>• Insert and format text boxes on charts</li> <li>• Discriminate between random and systematic errors, validate a model, and recognize the difference between a model that is valid and one that is not</li> <li>• Evaluate the accuracy of a model and its forecasts</li> <li>• Calculate confidence limits and create downside risk curves for forecasts</li> <li>• Use \$ signs and the F4 key to lock cell references so they don't change when entries are copied to other cells</li> <li>• Recognize changes in trends and the need to revise or replace a forecasting model.</li> </ul>	<p>2</p>	<p>5</p>
<p>04 Turning Points in Financial Trends</p>	<p><b>Management Skills</b></p> <ul style="list-style-type: none"> <li>• Perform close, critical examinations to determine how well statistical models fit data trends and recognize departures from past trends</li> <li>• Use sound judgment, experience, and semi quantitative protocols to adjust statistical projections of the past for anticipated changes in trends in order to provide more accurate forecasts of the future</li> </ul>	<p>2</p>	<p>5</p>



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	<ul style="list-style-type: none"> <li>Provide real-life examples that illustrate techniques for recognizing turning points and periodically revising forecasts and management strategies</li> <li>Keep abreast of changes in a company's strategies and recognize the need for "insider information" to forecast its financial health</li> </ul> <p><b>Spread sheet Skills</b></p> <ul style="list-style-type: none"> <li>Create charts that consist of different trend lines for different periods</li> <li>Use dummy variables to splice curves that consist of two or more different trend lines into a single, continuous curve</li> </ul>		
05 Forecasting Financial Statements	<p><b>Management Skills</b></p> <ul style="list-style-type: none"> <li>Use forecasts of annual sales and other considerations to forecast financial statements as part of a firm's long-range plans</li> <li>Analyze the impacts of potential changes in future growth and other factors on gross profits, earnings after taxes, and other financial results</li> </ul> <p><b>Spread sheet Skills</b></p> <ul style="list-style-type: none"> <li>Incorporate forecasts of future annual revenues and other items into future Income Statements and Balance Sheets</li> <li>Use Excel's Scenario Manager tool to perform sensitivity analysis</li> </ul>	2	5
06 Forecasting Seasonal Revenues	<p><b>Management Skills</b></p> <ul style="list-style-type: none"> <li>Recognize seasonal variations in a firm's income and their importance to financial, sales, marketing, personnel, and operational management</li> <li>Explain what is meant by "seasonally adjusted annual rates" and how to calculate them</li> </ul> <p><b>Spread sheet Skills</b></p> <ul style="list-style-type: none"> <li>Create a seasonally-adjusted model by joining seasonal adjustments to the model for an annual trend line</li> <li>Create a seasonally-adjusted model by joining seasonal adjustments to a model for a moving average trend line</li> <li>Use error feedback to correct a forecasting model so that the average error is zero</li> <li>Create an automatic feedback system for using future values to revise a forecasting model and improve forecasts of the future</li> </ul>	2	5
07 The Time Value of Money	<p><b>Management Skills</b></p> <ul style="list-style-type: none"> <li>Understand and be able to apply the concepts of the time value of money</li> </ul>	2	5



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	<ul style="list-style-type: none"> <li>Recognize the sensitivity of financial payoffs to changes in interest rates and other conditions that business managers must cope with</li> <li>Tailor a series of future cash inflows or outflows necessary to satisfy present or future business objectives</li> </ul> <p><b>Spread sheet Skills</b></p> <ul style="list-style-type: none"> <li>Use Excel's financial commands to convert future values to their equivalent present values, and vice versa</li> <li>Use Excel's financial commands to determine the net present value of a series of future cash flows</li> <li>Calculate periodic payments for mortgages and other loans to identify how much of each payment goes to paying off the principal and how much goes to paying interest</li> <li>Use Excel's Goal Seek and Solver tools to achieve an objective</li> <li>Create one- and two-variable input tables to do sensitivity analysis</li> </ul>		
08 Cash Budgeting	<p><b>Management Skills</b></p> <ul style="list-style-type: none"> <li>Understand the purpose of cash budgeting and its role in a company's financial and operating plans</li> <li>Recognize the inputs required for cash budgeting and identify the organizations that are responsible for providing them</li> <li>Edit cash budgets for changes in corporate policies and operating strategies</li> <li>Evaluate alternate strategies to satisfy fluctuating or seasonal customer demands at minimum cost</li> </ul> <p><b>Spread sheet Skills</b></p> <ul style="list-style-type: none"> <li>Consolidate inputs from various parts of a business organization into a worksheet</li> <li>Evaluate a firm's cash collections, disbursements, and ending cash balance for successive periods</li> <li>Forecast the short-term borrowing and investing that a CFO must plan for</li> <li>Create one-variable input tables to evaluate the impacts of changes in interest rates, safety stocks, and other variables on a firm's operations and costs</li> <li>Include the cost of holding inventories in a cash budget</li> <li>Include the cost of working overtime in a cash budget</li> </ul>	2	5
09 Cost of Capital	<p><b>Management Skills</b></p>	2	5





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	<ul style="list-style-type: none"> <li>• Understand what is meant by the cost of capital and how it is calculated</li> <li>• Identify sources of capital and their costs</li> <li>• Understand the components of capital and how they appear in a corporation's capital structure</li> <li>• Understand what is meant by flotation costs</li> <li>• Recognize the relationship of WACC to the discount rate used in capital budgeting</li> </ul> <p><b>Spread sheet Skills</b></p> <ul style="list-style-type: none"> <li>• Calculate the weighted average cost of capital (WACC) from its components</li> <li>• Use Excel's Goal Seek and Solver tools to determine the value of an independent variable that's needed to satisfy a related goal</li> <li>• Distinguish between WACC based on book value and WACC based on market value, and show how to calculate them</li> <li>• Include flotation costs in the calculation of WACC</li> <li>• Calculate the WACC for different amounts of total capital raised and create a chart that shows WACC as a function of the total capital raised</li> </ul>		
<p>10 Profit, Break-Even, and Leverage</p>	<p><b>Management Skills</b></p> <ul style="list-style-type: none"> <li>• Understand what is meant by profit, break-even, and leverage</li> <li>• Understand the difference between fixed and variable costs</li> </ul> <p><b>Spread sheet Skills</b></p> <ul style="list-style-type: none"> <li>• Create a model to evaluate the profit from making and selling a product</li> <li>• Compare algebraic and spread sheet methods for determining break-even points (i.e., the sales volumes needed to recoup costs)</li> <li>• Use Excel's Solver tool to determine the sales volume needed to break even or achieve other financial goals</li> <li>• Relate sales volume to selling price and use Excel's Solver tool to identify an optimum selling price for greatest profit</li> <li>• Create one-variable input tables to perform sensitivity analysis for the effects of selling price on the number of units sold, sales revenue, net income, and other items on a firm's income statement</li> <li>• Create charts to show graphically the impact of selling price on the number of units sold, sales revenue, net income, and other items on a firm's income statement</li> </ul>	<p>2</p>	<p>5</p>



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<p>11 Depreciation and Taxes</p>	<p><b>Management Skills</b></p> <ul style="list-style-type: none"> <li>Understand the concept of depreciation and the various types of depreciation schedules used in business</li> <li>Understand the difference between income tax on regular income and income tax on capital gains and be able to calculate them</li> </ul> <p><b>Spread sheet Skills</b></p> <ul style="list-style-type: none"> <li>Use Excel's function commands to calculate depreciation schedules for capital assets</li> </ul>	<p>2</p>	<p>5</p>
<p>12 Capital Budgeting: The Basics</p>	<p><b>Management Skills</b></p> <ul style="list-style-type: none"> <li>Identify the cash flows associated with capital budgeting and their timing</li> <li>Understand the difference between an internal rate of return (IRR) and a modified internal rate of return (MIRR), and why using IRR can lead to errors</li> <li>Use the correct financial criteria (e.g., net present value, modified internal rate of return, and years to break even) for evaluating investments in capital assets</li> <li>Understand the importance of judgment, experience, and nonfinancial criteria to the proper selection of investments in capital assets</li> </ul> <p><b>Spread sheet Skills</b></p> <ul style="list-style-type: none"> <li>Create worksheets that show the steps in moving from sales revenues to after-tax cash flow (or net income), including the places of depreciation and taxes in the process</li> <li>Use Excel's financial commands to calculate financial measures of success, such as an investment's net present value (NPV), internal rate of return (IRR), modified internal rate of return (MIRR), and payback period (or years to break even)</li> <li>Formulate a nested IF statement to calculate the payback period (or years to break even)</li> <li>Create a two-variable input table that shows the sensitivity of financial measures of success to variations in real-world conditions, such as tax rates and the discount rate of money</li> <li>Use Excel's Goal Seek and Solver tools to determine changes that must be made in order to achieve financial goals, such as achieving a given net present value, modified internal rate of return, or breaking even in a given time</li> <li>Create a spread sheet protocol for including judgment, experience, and nonfinancial criteria in</li> </ul>	<p>2</p>	<p>5</p>



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	<p>the evaluation of alternate investments in capital assets</p> <ul style="list-style-type: none"> <li>Use binary variables with Excel's Solver tool to identify the optimum choices from a list of potential projects that are competing for limited funds</li> </ul>		
13 Capital Budgeting: Applications	<p><b>Management Skills</b></p> <ul style="list-style-type: none"> <li>Understand how to evaluate the financial payoffs for various types of capital budgeting alternatives</li> <li>Understand the importance of product quality in making decisions</li> </ul> <p><b>Spread sheet Skills</b></p> <ul style="list-style-type: none"> <li>Apply Excel's NPV, IRR, and MIRR commands to calculate the net present value, internal rate of return, and modified internal rate of return from various types of capital investments</li> <li>Formulate nested IF statements to calculate the payback periods (or years to break even) for various types of capital investments.</li> <li>Use one- and two-variable input tables to analyze the sensitivity of financial payoffs to changes in the cash inflows, interest rates, and other conditions with which managers must cope</li> <li>Create downside risk curves that display the probabilities for achieving financial goals.</li> <li>Use Solver to identify the changes needed to satisfy new goals</li> <li>Create a "spider plot" to compare the impacts of changes in input variables on an investment's payoff</li> </ul>	2	5
14 Capital Budgeting: Risk Analysis with Scenarios	<p><b>Management Skills</b></p> <ul style="list-style-type: none"> <li>Understand the concept of risks and the use of probability distributions to evaluate them</li> </ul> <p><b>Spread sheet Skills</b></p> <ul style="list-style-type: none"> <li>Use probability distributions to calculate the risks for achieving success or suffering failure</li> <li>Apply Excel's Scenario Manager tool to analyze the effects of various combinations of conditions (e.g., best-on-best, worst-on-worst, and most probable) on future payoffs</li> <li>Create "downside risk charts" to express risks in a graphical format that can be easily understood and used to make decisions that involve risks</li> </ul>	2	3
15 Capital Budgeting: Risk Analysis with Monte Carlo Simulation	<p><b>Management Skills</b></p> <ul style="list-style-type: none"> <li>Understand the concept of Monte Carlo simulation and its use to evaluate the risks for achieving success or suffering failure in capital budgeting decisions</li> </ul> <p><b>Spread sheet Skills</b></p>	2	3



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	<ul style="list-style-type: none"> <li>• Use Monte Carlo simulation to determine the possible payoffs for capital investments with several input variables that have different types of probability distributions</li> <li>• Generate random numbers with several types of distributions</li> <li>• Use random numbers to simulate random values or events</li> <li>• Execute a large number of iterations to ensure that the simulation results are not compromised by “the luck of the draw,” which can occur with only a small number of iterations</li> <li>• Use Excel’s FREQUENCY and NORMDIST commands to convert the results from a large number of iterations into probability distributions for possible outcomes or payoffs</li> <li>• Create “downside risk curves” that express the probability distributions in a graphical format that can be easily understood and used for making decisions</li> </ul>		
	<b>Sub Total:</b>	<b>30</b>	<b>70</b>
	<b>Internal Assessment Examination &amp; Preparation of Semester Examination</b>		<b>30</b>
	<b>Total:</b>		<b>100</b>
<p><b>Practical:</b>  <b>Skills to be developed:</b>                  Intellectual skills:                  1.                  2.                  3.</p> <p>Motor Skills:                  1.                  2.                  3.                  4.                  5.</p> <p><b>List of Practical: Sl. No. 1&amp; 2 compulsory &amp; at least three from the rest)</b>                  1.                  2.                  3.                  4.</p> <p><b>Assignments:</b></p>			



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<b>List of Books</b>							
<b>Text Books:</b>							
<b>Name of Author</b>	<b>Title of the Book</b>	<b>Edition/ISSN/ISBN</b>		<b>Name of the Publisher</b>			
Ross (Author), Westerfield (Author), Jaffe (Author), Kakan	Corporate Finance	2014 / 978- 9339203122		McGraw Hill Education			
<b>Reference Books:</b>							
Aswath Damodaran	Corporate Finance Theory and Practice	2007 / 978- 8126511150		Wiley			
<b>List of equipment/apparatus for laboratory experiments:</b>							
Sl. No.							
	<b>NA</b>						
<b>End Semester Examination Scheme.</b>		<b>Maximum Marks-70.</b>			<b>Time</b>		
<b>allotted-3hrs.</b>							
<b>Group</b>	<b>Unit</b>	<b>Objective Questions</b> (MCQ only with the correct answer)		<b>Subjective Questions</b>			
		No of question to be set	Total Marks	No of question to be set	To answer	Marks per question	Total Marks
<b>A</b>	<b>1,2,3, 4</b>	<b>10</b>	<b>18</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>52</b>
<b>B</b>	<b>4,5, 6, 7, 8</b>	<b>10</b>		<b>4</b>	<b>3</b>		
<ul style="list-style-type: none"> <li>Only multiple choice type question (MCQ) with one correct answer are to be set in the objective part.</li> <li>Specific instruction to the students to maintain the order in answering objective questions should be given on top of the question paper.</li> </ul>							



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<b>Name of the Course:</b> Bachelors in Banking and Financial Services			
<b>Subject:</b> Investment Banking			
<b>Course Code:</b> BBABFS403		<b>Semester:</b> 4	
<b>Duration:</b> 30 HOURS		<b>Maximum Marks:</b> 100	
<b>Teaching Scheme</b>		<b>Examination Scheme</b>	
<b>Theory:</b> 4 hours per week		<b>End Semester Exam:</b> 70	
<b>Tutorial:</b>		<b>Teacher's Assessment:</b> 10	
<b>Practical:</b>		<b>Internal Assessment:</b> 20	
<b>Credit:</b> 3		<b>Practical Sessional internal continuous evaluation:</b>	
		<b>Practical Sessional external examination:</b>	
<b>Aim:</b>			
<b>Sl. No.</b>			
1	Build a foundational understanding of Investment Banking		
2	Understanding the various components involved in the working of Investment Banks and its concepts		
<b>Objective:</b>			
<b>Sl. No.</b>			
1	To build a foundation in understanding the concepts of Investment Banking		
<b>Pre-Requisite:</b>			
<b>Sl. No.</b>			
	NA		
<b>Contents</b>			<b>Hrs./week</b>
<b>Chapter</b>	<b>Name of the Topic</b>	<b>Hour s</b>	<b>Marks</b>
01 Overview of Investment Banking	<ul style="list-style-type: none"> <li>• How did Investment Banking evolve in India?</li> <li>• What is Investment Banking?</li> <li>• What do Investment Banks do?</li> <li>• What is the difference between Investment banks v/s Commercial Banks?</li> <li>• What is the Investment banking hierarchy?</li> </ul>	2	5
02 Investment Banking Activities	<ul style="list-style-type: none"> <li>• What are the core activities of Investment Banks?</li> <li>• What are the steps in raising capital?</li> <li>• What are the role of Investment Banks in sales and trading?</li> <li>• What are the role of Investment Banks in M&amp;A?</li> </ul>	2	5



**Syllabus of BBA Banking and Financial Services**  
**(Effective from academic session 2020-21)**



03 Raising Equity Capital	<ul style="list-style-type: none"> <li>• What are the instruments involved in equity offering?</li> <li>• What are the parties involved in equity offering?</li> <li>• What are Public issues, rights issues, and private placements?</li> <li>• How Initial Public Offerings (IPOs) work?</li> <li>• What is Clause 49 of listing agreement?</li> </ul>	2	5
04 IPO Process-1	<ul style="list-style-type: none"> <li>• What are the key phases in an IPO?</li> <li>• What is the difference between Book building and fixed price offering?</li> </ul>	2	5
05 IPO Process-2	<ul style="list-style-type: none"> <li>• How the book building process works?</li> <li>• What is the role of underwriters in IPO?</li> </ul>	2	5
06 Private Equity Investments-1	<ul style="list-style-type: none"> <li>• What is Private Equity (PE)?</li> <li>• What are the different equity funding stages?</li> <li>• Which are the different types of PE investors?</li> </ul>	2	5
07 Private Equity Investments-2	<ul style="list-style-type: none"> <li>• How PE businesses work?</li> <li>• How the Private equity investment process works?</li> </ul>	2	5
08 Role of IBs in Debt Markets-1	<ul style="list-style-type: none"> <li>• Role of Investment Banks in Debt Capital Markets (DCM)</li> <li>• How NCDs/Bonds work?</li> </ul>	2	5
09 Role of IBs in Debt Markets-2	<ul style="list-style-type: none"> <li>• Role of Investment Banks in helping companies raise syndicated loans</li> <li>• Securitization and Structured products</li> </ul>	2	5
10 Raising Finance From International Markets-1	<ul style="list-style-type: none"> <li>• Which are the instruments involved raising finance from international markets?</li> <li>• What are Depository receipts: ADRs and GDRs?</li> <li>• How the depository receipt issuing mechanism works?</li> <li>• What are International bonds?</li> </ul>	2	5
11 Raising Finance from International Markets-2	<ul style="list-style-type: none"> <li>• Other Instruments</li> <li>• What are FCCBs?</li> </ul>	2	5
12 Introduction to M&A	<ul style="list-style-type: none"> <li>• What are Mergers and Acquisitions (M&amp;As)?</li> <li>• How are M&amp;As classified?</li> <li>• What are some of the major motivations behind M&amp;As?</li> <li>• Which are the different forms of Acquisition?</li> <li>• Which are the different methods of payments in M&amp;A transactions?</li> </ul>	2	5
13 M&A Analysis	<ul style="list-style-type: none"> <li>• What is the difference between friendly mergers and hostile takeovers?</li> <li>• Which are the different hostile takeover styles?</li> </ul>	2	3



**Syllabus of BBA Banking and Financial Services**  
 (Effective from academic session 2020-21)



	<ul style="list-style-type: none"> <li>• What are some pre-offer target defense mechanisms?</li> <li>• What are some post-offer target defense mechanisms?</li> </ul>		
14 M&A Analysis	<ul style="list-style-type: none"> <li>• What are antitrust regulations in M&amp;A?</li> <li>• How is an LBO structured?</li> </ul>	2	3
15 Corporate Restructuring	<ul style="list-style-type: none"> <li>• What is corporate restructuring?</li> <li>• Why do corporates restructure their business?</li> <li>• What are the different ways in which a corporate can restructure their business?</li> <li>• What is the role of investment banks in corporate restructuring?</li> </ul>	2	4
	<b>Sub Total:</b>	<b>30</b>	<b>70</b>
	<b>Internal Assessment Examination &amp; Preparation of Semester Examination</b>		<b>30</b>
	<b>Total:</b>		<b>100</b>

**Practical:**

**Skills to be developed:**

Intellectual skills:

Motor Skills:

**List of Practical: Sl. No. 1& 2 compulsory & at least three from the rest)**

**Assignments:**

**List of Books**

**Text Books:**

Name of Author	Title of the Book	Edition/ISSN/ISBN	Name of the Publisher
Pratap Giri S.	Investment Banking, Concepts, Analyses and Cases	2016 / 978-9352607006	McGraw Hill Education

**Reference Books:**

by Joshua Rosenbaum (Author), Joshua Pearl (Author)	Investment Banking: Valuation, Leveraged Buyouts and Mergers & Acquisitions	2015 / 978-8126555734	Wiley





**Syllabus of BBA Banking and Financial Services**  
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<b>List of equipment/apparatus for laboratory experiments:</b>							
Sl. No.							
<b>1</b>		<b>NA</b>					
<b>End Semester Examination Scheme.</b>			<b>Maximum Marks-70.</b>			<b>Time</b>	
<b>allotted-3hrs.</b>							
Group	Unit	Objective Questions (MCQ only with the correct answer)		Subjective Questions			
		No of question to be set	Total Marks	No of question to be set	To answer	Marks per question	Total Marks
<b>A</b>	<b>1,2,3, 4</b>	<b>10</b>	<b>18</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>52</b>
<b>B</b>	<b>4,5, 6, 7, 8</b>	<b>10</b>		<b>4</b>	<b>3</b>		
<ul style="list-style-type: none"> <li>• Only multiple choice type question (MCQ) with one correct answer are to be set in the objective part.</li> <li>• Specific instruction to the students to maintain the order in answering objective questions should be given on top of the question paper.</li> </ul>							



**Syllabus of BBA Banking and Financial Services**  
 (Effective from academic session 2020-21)



<b>Name of the Course:</b> Bachelors in Banking and Financial Services			
<b>Subject:</b> Information Technology in Business Management			
<b>Course Code:</b> BBABFS404 – A		<b>Semester:</b> 4	
<b>Duration:</b> 30		<b>Maximum Marks:</b> 100	
<b>Teaching Scheme</b>		<b>Examination Scheme</b>	
<b>Theory:</b> 4 hours per week		<b>End Semester Exam:</b> 70	
<b>Tutorial:</b>		<b>Teacher's Assessment:</b> 10	
<b>Practical:</b>		<b>Internal Assessment:</b> 20	
<b>Credit:</b> 3		<b>Practical Sessional internal continuous evaluation:</b>	
		<b>Practical Sessional external examination:</b>	
<b>Aim:</b>			
<b>Sl. No.</b>			
1	Appreciate the role of IT in Business Management		
<b>Objective:</b>			
<b>Sl. No.</b>			
1	Use IT tools to manage business effectively		
<b>Pre-Requisite:</b>			
<b>Sl. No.</b>			
1	Basic IT skills		
<b>Contents</b>			<b>Hrs./week</b>
<b>Chapter</b>	<b>Name of the Topic</b>	<b>Hours</b>	<b>Marks</b>
01 Introduction to Business Intelligence	<ul style="list-style-type: none"> <li>• Business Intelligence Tools and Techniques</li> <li>• Business Intelligence Strategies</li> </ul>	6	14
02 Data Manipulation	<ul style="list-style-type: none"> <li>• Data Types</li> <li>• Importing Data</li> <li>• Keyboard Input</li> <li>• Database Input</li> <li>• Exporting Data</li> <li>• Viewing Data</li> <li>• Variable Labels</li> <li>• Value Labels</li> <li>• Missing Data</li> <li>• Date Values</li> <li>•</li> </ul>	6	14



**Syllabus of BBA Banking and Financial Services**  
 (Effective from academic session 2020-21)



03 Decision Making Systems	<ul style="list-style-type: none"> <li>• Conceptual Foundations of Decision Making</li> <li>• The Systems Approach</li> <li>• How Support is Provided</li> </ul>	6	14
04 Database Structures	<ul style="list-style-type: none"> <li>• Structure of Relational Databases</li> <li>• Fundamental Relational-Algebra-Operations</li> <li>• Additional Relational-Algebra-Operations</li> <li>• Extended Relational-Algebra-Operations</li> <li>• Null Values</li> <li>• Normalisation</li> <li>•</li> </ul>	6	14
05 Data Visualization	<ul style="list-style-type: none"> <li>• Intro to Tableau</li> <li>• Connect various data files using tableau</li> <li>• Tableau- various graphs</li> <li>• Dimensions and measures</li> <li>• Draw charts in tableau</li> <li>• Superstore example to draw basic charts</li> <li>• Example of calculated fields</li> <li>• Examples of filters and various chart enhancement in tableau</li> <li>• Publish tableau dashboards</li> </ul>	6	14
	<b>Sub Total:</b>	<b>30</b>	<b>70</b>
	<b>Internal Assessment Examination &amp; Preparation of Semester Examination</b>		<b>30</b>
	<b>Total:</b>		<b>100</b>

**List of Books**

**Text Books:**

Name of Author	Title of the Book	Edition/ISSN/ISBN	Name of the Publisher
Reema Thareja	Information Technology and its Applications in Business	2017 / 978-0199489299	Oxford University Press

**Reference Books:**

James A. O'Brien	Management Information Systems	2017 / 978-1259026713	McGraw Hill Education

**End Semester Examination Scheme.**  
**allotted-3hrs.**

**Maximum Marks-70.**

**Time**



Syllabus of BBA Banking and Financial Services  
(Effective from academic session 2020-21)



Group	Unit	Objective Questions (MCQ only with the correct answer)		Subjective Questions			
		No of question to be set	Total Marks	No of question to be set	To answer	Marks per question	Total Marks
A	1,2,3, 4	10	18	3	2	4	52
B	4,5, 6, 7, 8	10		4	3		

- Only multiple choice type question (MCQ) with one correct answer are to be set in the objective part.
- Specific instruction to the students to maintain the order in answering objective questions should be given on top of the question paper.



**Syllabus of BBA Banking and Financial Services**  
 (Effective from academic session 2020-21)



<b>Name of the Course:</b> Bachelors in Banking and Financial Services			
<b>Subject:</b> Introduction to FinTech			
<b>Course Code:</b> BBABFS404 – B		<b>Semester:</b> 4	
<b>Duration:</b> 30 HOURS		<b>Maximum Marks:</b> 100	
<b>Teaching Scheme</b>		<b>Examination Scheme</b>	
<b>Theory:</b> 4 hours per week		<b>End Semester Exam:</b> 70	
<b>Tutorial:</b>		<b>Teacher’s Assessment:</b> 10	
<b>Practical:</b>		<b>Internal Assessment:</b> 20	
<b>Credit:</b> 3		<b>Practical Sessional internal continuous evaluation:</b>	
		<b>Practical Sessional external examination:</b>	
<b>Aim:</b>			
<b>Sl. No.</b>			
<b>1</b>	To explore the field of FinTech and understand various concepts pertaining to it		
<b>2</b>	Establish a foundation of understanding crowdfunding, robotics, process automation, blockchain, cryptocurrency, RegTech and so on.		
<b>Objective:</b>			
<b>Sl. No.</b>			
<b>1</b>	To explore the field of FinTech by understanding the various concepts involved in it		
<b>Pre-Requisite:</b>			
<b>Sl. No.</b>			
	NA		
<b>Contents</b>			<b>Hrs./week</b>
<b>Chapter</b>	<b>Name of the Topic</b>	<b>Hour s</b>	<b>Marks</b>
01 Exploring the Scope of Fintech	<ul style="list-style-type: none"> <li>• Describe what is Fintech &amp; Explore the Market Size and Potential</li> <li>• Examine the use of Fintech in the following areas                             <ul style="list-style-type: none"> <li>○ Payments</li> <li>○ Wealth Management</li> <li>○ Crowdfunding and Alternative Capital</li> <li>○ Investment Management</li> <li>○ Deposits and Lending</li> <li>○ Regulatory Framework</li> <li>○ Big Data and Credit Scoring</li> <li>○ Insurance Tech</li> <li>○ Blockchain &amp; Cryptocurrency</li> </ul> </li> </ul>	3	7



**Syllabus of BBA Banking and Financial Services**  
**(Effective from academic session 2020-21)**



02 Mobile payments and e-wallets	<ul style="list-style-type: none"> <li>Identify the different types of money</li> <li>Identify and learn about the different types of Mobile Payments</li> <li>Understanding E-Wallets</li> </ul>	3	7
03 Crowd funding and Alternative Capital	<ul style="list-style-type: none"> <li>Understanding what is crowdfunding</li> <li>Understanding Initial coin offerings</li> </ul>	3	7
04 Robotics and Process Automation	<ul style="list-style-type: none"> <li>Understanding impact of robotics in financial industry</li> </ul>	3	7
05 Deposits and Lending	<ul style="list-style-type: none"> <li>P2P lending</li> <li>Loan Marketplace</li> <li>SMB Lending</li> <li>Supply Chain finance</li> <li>Student Lending</li> <li>Real Estate and industry</li> <li>Specific originators</li> <li>Marketplaces</li> </ul>	3	7
06 RegTech	<ul style="list-style-type: none"> <li>What is RegTech?</li> <li>State RegTech Industry momentum</li> <li>Listing salient features of RegTech</li> </ul>	3	7
07 Insurtech	<ul style="list-style-type: none"> <li>What is Insurtech?</li> <li>Online distribution</li> <li>Policy management</li> <li>Claims Management</li> <li>Artificial Intelligence and Machine learning in Insurance</li> <li>Data Analytics</li> <li>P2P Insurance</li> <li>Telematics Insurance</li> <li>Internet of Things (IoT)</li> </ul>	3	7
08 Blockchain & Cryptocurrency	<ul style="list-style-type: none"> <li>Blockchains and Distributed Ledgers</li> <li>Identify Types of Cryptocurrencies (and uses)</li> <li>Current Legal Landscape</li> <li>Investment Potential and Concerns</li> <li>Smart Contracts</li> <li>Other Blockchain Uses</li> </ul>	3	7
09 Fintech Risk	<ul style="list-style-type: none"> <li>Identify potential risks emerging from the rapid adoption of Fintech</li> <li>Explore strategies to mitigate these risks</li> </ul>	3	7
10 Fintech shaping skills in FS	<ul style="list-style-type: none"> <li>Understanding how Fintech is helping in shaping the Financial Services</li> </ul>	3	7



**Syllabus of BBA Banking and Financial Services**  
 (Effective from academic session 2020-21)



	<b>Sub Total:</b>	<b>30</b>	<b>70</b>
	<b>Internal Assessment Examination &amp; Preparation of Semester Examination</b>		<b>30</b>
	<b>Total:</b>		<b>100</b>

**Practical:**

**Skills to be developed:**

Intellectual skills:

1. Knowledge of Financial reporting and analysis
2. Knowledge of IT tools
3. Analytical ability. ...
4. Management skills
5. Commercial acumen

Motor Skills:

1. Interpersonal skills
2. Ability to communicate. ...

**List of Practical: Sl. No. 1 & 2 compulsory & at least three from the rest)**

1. Knowledge of Financial reporting and analysis
2. Knowledge of IT tools
3. Interpersonal skills
4. Ability to communicate. ...
5. Analytical ability. ...
6. Management skills
7. Commercial acumen

**Assignments:**

**List of Books**

**Text Books:**

<b>Name of Author</b>	<b>Title of the Book</b>	<b>Edition/ISSN/ISBN</b>	<b>Name of the Publisher</b>
Sanjay Phadke	Fintech Future : The Digital DNA of Finance	2020 / 978-9353882488	SAGE Publications India Pvt Ltd

**Reference Books:**

Susanne Chishti	The FINTECH Book: The Financial Technology Handbook for Investors, Entrepreneurs and Visionaries	2016 / 978-1119218876	John Wiley & Sons



**Syllabus of BBA Banking and Financial Services**  
**(Effective from academic session 2020-21)**



<b>End Semester Examination Scheme.</b>		<b>Maximum Marks-70.</b>		<b>Time allotted-3hrs.</b>			
<b>Group</b>	<b>Unit</b>	<b>Objective Questions</b> (MCQ only with the correct answer)		<b>Subjective Questions</b>			
		No of question to be set	Total Marks	No of question to be set	To answer	Marks per question	Total Marks
<b>A</b>	<b>1,2,3, 4</b>	<b>10</b>	<b>18</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>52</b>
<b>B</b>	<b>4,5, 6, 7, 8</b>	<b>10</b>		<b>4</b>	<b>3</b>		
<ul style="list-style-type: none"> <li>• Only multiple choice type question (MCQ) with one correct answer are to be set in the objective part.</li> <li>• Specific instruction to the students to maintain the order in answering objective questions should be given on top of the question paper.</li> </ul>							





**Syllabus of BBA Banking and Financial Services**  
 (Effective from academic session 2020-21)



<b>Name of the Course:</b> Bachelors in Banking and Financial Services			
<b>Subject:</b> Business Data Analytics			
<b>Course Code:</b> BBABFS404 – C		<b>Semester:</b> 4	
<b>Duration:</b> 30 HOURS		<b>Maximum Marks:</b> 100	
<b>Teaching Scheme</b>		<b>Examination Scheme</b>	
<b>Theory:</b> 4 hours per week		<b>End Semester Exam:</b> 70	
<b>Tutorial:</b>		<b>Teacher’s Assessment:</b> 10	
<b>Practical:</b>		<b>Internal Assessment:</b> 20	
<b>Credit:</b> 3		<b>Practical Sessional internal continuous evaluation:</b>	
		<b>Practical Sessional external examination:</b>	
<b>Aim:</b>			
<b>Sl. No.</b>			
1	Creating a foundational understanding of concepts involved in Business Data Analytics		
2	Establish a link between various components of data analytics for business		
<b>Objective:</b>			
<b>Sl. No.</b>			
1	To gain an understanding of data analytics using Python and other varied methods effective for business		
<b>Pre-Requisite:</b>			
<b>Sl. No.</b>			
1	NA		
<b>Contents</b>			<b>Hrs./week</b>
<b>Chapter</b>	<b>Name of the Topic</b>	<b>Hours</b>	<b>Marks</b>
01 Introduction to data	<ul style="list-style-type: none"> <li>• Why Mine Data? Commercial and Scientific Viewpoint</li> <li>• Mining Large Data Sets – Motivation</li> <li>• What is Data Mining?</li> <li>• Origins of Data Mining</li> <li>• Data Mining Tasks</li> </ul>	4	9
02 Statistical Inference	<ul style="list-style-type: none"> <li>• Parameters and Statistics</li> <li>• Precision and Reliability</li> <li>• Simulation Experiment</li> <li>• Sampling Behaviour of Counts and Proportions</li> <li>• Normal Approximation for a Binomial Count</li> </ul>	4	9



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**(Effective from academic session 2020-21)**



03 Exploratory Data Analysis	<ul style="list-style-type: none"> <li>• Summarizing Data</li> <li>• Probability Distribution</li> <li>• Hypothesis Testing</li> <li>• ANOVA (Analysis of Variance)</li> <li>• Correlation</li> <li>• Regression Analysis</li> </ul>	4	9
04 Communicati ng Data	<ul style="list-style-type: none"> <li>• The data discovery process</li> <li>• A Model of Communication</li> <li>• Three Types of Communication Problems</li> <li>• Six Principles of Communicating Data</li> </ul>	4	9
05 Data Visualization	<ul style="list-style-type: none"> <li>• Intro to Tableau</li> <li>• Connect various data files using tableau</li> <li>• Tableau- various graphs</li> <li>• Dimensions and measures</li> <li>• Draw charts in tableau</li> <li>• Superstore example to draw basic charts</li> <li>• Example of calculated fields</li> <li>• Examples of filters and various chart enhancement in tableau</li> <li>• Publish tableau dashboards</li> </ul>	4	9
06 Applied Data Science with Python	<ul style="list-style-type: none"> <li>• Python Introduction- Anaconda IDE, Spyder and Jupyter Notebook. Explain the nuts and bolts</li> <li>• Variable declaration and defining functions in Python</li> <li>• If and else if statement</li> <li>• Python vs R</li> <li>• Loops in python</li> <li>• String manipulation</li> <li>• Different data types in python</li> <li>• Exception handling in python</li> <li>• read write files in python</li> <li>• Pandas various functions</li> <li>• Numpy functions</li> <li>• Loops practical</li> <li>• data types hands-on</li> <li>• Practical on Pandas</li> <li>• creating functions in python</li> <li>• Plot histogram, bar chart using matplotlib</li> <li>• Plot pie chart, heat map, line graphs using matplotlib</li> <li>• Handson on reading and writing files. Change the type of data.</li> </ul>	10	15
	<b>Sub Total:</b>	<b>30</b>	<b>70</b>
	<b>Internal Assessment Examination &amp; Preparation of Semester Examination</b>		<b>30</b>



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		<b>Total:</b>			<b>100</b>		
<b>List of Books</b>							
<b>Text Books:</b>							
<b>Name of Author</b>	<b>Title of the Book</b>	<b>Edition/ISSN/ISBN</b>	<b>Name of the Publisher</b>				
James Miller	Statistics for Data Science: Leverage the power of statistics for Data Analysis, Classification, Regression, Machine Learning, and Neural Networks	2017/ 1788290674	Packt				
Ben Jones	Communicating Data with Tableau	June 2014/ 978-1-449-37202-6	O'Reilly Media				
John Paul Mueller	Beginning Programming with Python For Dummies	2014/ 978-1-118-89145-2	John Wiley & Sons,				
<b>Reference Books:</b>							
Sinan Ozdemir	Principles of Data Science: Learn the techniques and math you need to start making sense of your data	2016/ B01A8T8YNC	Packt				
<b>End Semester Examination Scheme.</b>		<b>Maximum Marks-70.</b>		<b>Time</b>			
<b>allotted-3hrs.</b>							
<b>Group</b>	<b>Unit</b>	<b>Objective Questions</b> (MCQ only with the correct answer)		<b>Subjective Questions</b>			
		No of question to be set	Total Marks	No of question to be set	To answer	Marks per question	Total Marks
<b>A</b>	<b>1,2,3, 4</b>	<b>10</b>	<b>18</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>52</b>
<b>B</b>	<b>4,5, 6, 7, 8</b>	<b>10</b>		<b>4</b>	<b>3</b>		
<ul style="list-style-type: none"> <li>Only multiple choice type question (MCQ) with one correct answer are to be set in the objective part.</li> <li>Specific instruction to the students to maintain the order in answering objective questions should be given on top of the question paper.</li> </ul>							



**Syllabus of BBA Banking and Financial Services**  
 (Effective from academic session 2020-21)



<b>Name of the Course:</b> Bachelors in Banking and Financial Services			
<b>Subject:</b> Principles of Management			
<b>Course Code:</b> BBABFS405 A		<b>Semester:</b> 4	
<b>Duration:</b> 30		<b>Maximum Marks:</b> 100	
<b>Teaching Scheme</b>		<b>Examination Scheme</b>	
<b>Theory:</b> 4 hours per week		<b>End Semester Exam:</b> 70	
<b>Tutorial:</b>		<b>Teacher's Assessment:</b> 10	
<b>Practical:</b>		<b>Internal Assessment:</b> 20	
<b>Credit:</b> 3		<b>Practical Sessional internal continuous evaluation:</b>	
		<b>Practical Sessional external examination:</b>	
<b>Aim:</b>			
<b>Sl. No.</b>			
<b>1</b>	Understanding the nature of Management, Planning and Decision-making		
<b>2</b>	To establish a link between effective management and good leadership		
<b>Objective:</b>			
<b>Sl. No.</b>			
<b>1</b>	Gain an insight to effective management skills for better leadership		
<b>2</b>	To understand how direction, control, planning, decision-making and coordination mounts to good leadership		
<b>Pre-Requisite:</b>			
<b>Sl. No.</b>			
<b>1</b>	NA		
<b>Contents</b>			
<b>Chapter</b>	<b>Name of the Topic</b>	<b>Hrs./week</b>	
		<b>Hour s</b>	<b>Marks</b>
01 Nature of Management	<ul style="list-style-type: none"> <li>• Concept, Significance, Role &amp; Skills, Levels of Management, Concepts of PODSCORB, Managerial Grid.</li> <li>• Evolution of Management thoughts, Contribution of F.W Taylor, Henri Fayol and Contingency Approach.</li> </ul>	6	15
02 Planning and Decision Making	<ul style="list-style-type: none"> <li>• Meaning of Planning, its importance, elements, process, limitations and MBO.</li> <li>• Meaning of Decision Making, its importance, process and techniques</li> </ul>	8	15



**Syllabus of BBA Banking and Financial Services**  
 (Effective from academic session 2020-21)



03 Organizing	<ul style="list-style-type: none"> <li>• <b>Organizing:</b> Concepts, Structure (Formal &amp; Informal, Line &amp; Staff and Matrix), Meaning, Advantages and Limitations</li> <li>• <b>Departmentation:</b> Meaning, Basis and Significance</li> <li>• <b>Span of Control:</b> Meaning, Graicunas Theory, Factors affecting span of Control Centralization Vs Decentralization</li> <li>• <b>Delegation:</b> Authority &amp; Responsibility relationship</li> </ul>	8	15
04 Directing, Leadership, Co-ordination and Controlling	<ul style="list-style-type: none"> <li>• <b>Directing:</b> Meaning and Process</li> <li>• <b>Leadership:</b> Meaning, Styles and Qualities of Good Leader</li> <li>• <b>Co-ordination</b> as an Essence of Management</li> <li>• <b>Controlling:</b> Meaning, Process and Techniques</li> <li>• <b>Recent Trends:</b> Green Management &amp; CSR</li> </ul>	8	25
	<b>Sub Total:</b>	<b>30</b>	<b>70</b>
	<b>Internal Assessment Examination &amp; Preparation of Semester Examination</b>		<b>30</b>
	<b>Total:</b>		<b>100</b>

**Practical:**

**Skills to be developed:**

Intellectual skills:

1. Organisation and delegation.
2. Forward planning and strategic thinking.
3. Problem solving and decision-making.
4. Commercial awareness.
5. Mentoring.
6. Interpersonal skills.
7. Communication

Motor Skills:

1. Interpersonal skills.
2. Communication

**List of Practical: Sl. No. 1 & 2 compulsory & at least three from the rest)**

1. Organisation and delegation.
2. Forward planning and strategic thinking.
3. Problem solving and decision-making.
4. Interpersonal skills.
5. Communication

**List of Books**

**Text Books:**

Name of Author	Title of the Book	Edition/ISSN/ISBN	Name of the Publisher
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Harold Koontz and Heinz Weihrich	Essentials of Management: An International, Innovation and Leadership Perspective	2015 / 978-9339222864	McGraw Hill Education				
<b>Reference Books:</b>							
Peter F. Drucker	The Practice of Management Paperback	2006 / 978-0060878979	Harper Business				
<b>End Semester Examination Scheme. Maximum Marks-70. Time allotted-3hrs.</b>							
Group	Unit	Objective Questions (MCQ only with the correct answer)		Subjective Questions			
		No of question to be set	Total Marks	No of question to be set	To answer	Marks per question	Total Marks
<b>A</b>	<b>1,2,3, 4</b>	<b>10</b>	<b>18</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>52</b>
<b>B</b>	<b>4,5, 6, 7, 8</b>	<b>10</b>		<b>4</b>	<b>3</b>		
<ul style="list-style-type: none"> <li>Only multiple choice type question (MCQ) with one correct answer are to be set in the objective part.</li> <li>Specific instruction to the students to maintain the order in answering objective questions should be given on top of the question paper.</li> </ul>							



**Syllabus of BBA Banking and Financial Services**  
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<b>Name of the Course:</b> Bachelors in Banking and Financial Services			
<b>Subject:</b> Blockchain Technology and Practical Use Cases			
<b>Course Code:</b> BBABFS405 - B		<b>Semester:</b> 1	
<b>Duration:</b> 30		<b>Maximum Marks:</b> 100	
<b>Teaching Scheme</b>		<b>Examination Scheme</b>	
<b>Theory:</b> 4 hours per week		<b>End Semester Exam:</b> 70	
<b>Tutorial:</b>		<b>Teacher's Assessment:</b> 10	
<b>Practical:</b>		<b>Internal Assessment:</b> 20	
<b>Credit:</b> 3		<b>Practical Sessional internal continuous evaluation:</b>	
		<b>Practical Sessional external examination:</b>	
<b>Aim:</b>			
<b>Sl. No.</b>			
1	To appreciate the functionality of Blockchain technologies		
<b>Objective:</b>			
<b>Sl. No.</b>			
1	To be able to apply blockchain in traditional business contexts		
<b>Pre-Requisite:</b>			
<b>Sl. No.</b>			
1	Basic knowledge of Economics		
<b>Contents</b>			<b>Hrs./week</b>
<b>Chapter</b>	<b>Name of the Topic</b>	<b>Hours</b>	<b>Marks</b>
01 Understanding the technology	<ul style="list-style-type: none"> <li>How it began and the blockchain landscape: size of the market, geographies and major players.</li> <li>Not one technology but many: key business protocols and how they work.</li> <li>Design principles: security, privacy, preservation of rights.</li> <li>Business application framework: challenges and solutions in integration and implementation.</li> </ul>	6	15
02 Applying blockchain in traditional business contexts	<ul style="list-style-type: none"> <li>To disrupt or sustain: How is blockchain being applied to drive value for business across sectors, enterprises and business models?</li> <li>When is blockchain the answer? Ideal use cases and criteria: blockchain vs. traditional distributed databases.</li> </ul>	6	15



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	<ul style="list-style-type: none"> <li>Action principles for managing blockchain for business value.</li> <li>Creating an action plan for your business: initial thoughts and faculty input.</li> </ul>		
03 Blockchain and radical business innovation	<ul style="list-style-type: none"> <li>How can blockchain services, platforms and infrastructures innovate distributed business models?</li> <li>Analysis of case studies, including crypto-tokens, crowdfunded ICO startups, smart contracts and eco-system resource exchanges, to inform innovation in your business or work.</li> </ul>	6	15
04 Risks, return and regulation	<ul style="list-style-type: none"> <li>The business case for a blockchain application: learn how to identify and manage risks, problems and challenges and how to assess likely business value.</li> <li>Organisational implementation challenges and emerging solutions: build stakeholder buy-in and senior leadership support.</li> <li>Reviewing shared governance models and understanding the regulatory environment.</li> <li></li> </ul>	6	15
05 The future of blockchain – developments, directions and challenges	<ul style="list-style-type: none"> <li>Where is it all going? Expert analysis of emerging core uses and new areas.</li> <li>What are the risks, challenges and solutions?</li> <li>Action plan session: Designing a blockchain solution and building a paper-prototype.</li> </ul>	6	10
	<b>Sub Total:</b>	<b>30</b>	<b>70</b>
	<b>Internal Assessment Examination &amp; Preparation of Semester Examination</b>		<b>30</b>
	<b>Total:</b>		<b>100</b>

**List of Books**

**Text Books:**

<b>Name of Author</b>	<b>Title of the Book</b>	<b>Edition/ISSN/ISBN</b>	<b>Name of the Publisher</b>
Tailor Jacobs	Blockchain: A Step-by-step Guide for Beginners to Implementing Blockchain Technology and	2017 / 978-1548009595	Createspace Independent Pub





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	Leveraging Blockchain Programming		

**Reference Books:**

David Furlonger; Christophe Uzureau	The Real Business of Blockchain	2019/ 978-1633698048	Harvard Business Review Press

**List of equipment/apparatus for laboratory experiments:**

Sl. No.	
	<b>NA</b>

**End Semester Examination Scheme. Maximum Marks-70. Time allotted-3hrs.**

Group	Unit	Objective Questions (MCQ only with the correct answer)		Subjective Questions			
		No of question to be set	Total Marks	No of question to be set	To answer	Marks per question	Total Marks
<b>A</b>	<b>1,2,3, 4</b>	<b>10</b>	<b>18</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>52</b>
<b>B</b>	<b>4,5, 6, 7, 8</b>	<b>10</b>		<b>4</b>	<b>3</b>		

- Only multiple choice type question (MCQ) with one correct answer are to be set in the objective part.
- Specific instruction to the students to maintain the order in answering objective questions should be given on top of the question paper.



**Syllabus of BBA Banking and Financial Services**  
 (Effective from academic session 2020-21)



<b>Name of the Course:</b> Bachelors in Banking and Financial Services			
<b>Subject:</b> Economics – II			
<b>Course Code:</b> BBABFS405 - C		<b>Semester:</b> 4	
<b>Duration:</b> 30		<b>Maximum Marks:</b> 100	
<b>Teaching Scheme</b>		<b>Examination Scheme</b>	
<b>Theory:</b> 4 hours per week		<b>End Semester Exam:</b> 70	
<b>Tutorial:</b>		<b>Teacher's Assessment:</b> 10	
<b>Practical:</b>		<b>Internal Assessment:</b> 20	
<b>Credit:</b> 3		<b>Practical Sessional internal continuous evaluation:</b>	
		<b>Practical Sessional external examination:</b>	
<b>Aim:</b>			
<b>Sl. No.</b>			
1	To appreciate the role of Macroeconomics		
<b>Objective:</b>			
<b>Sl. No.</b>			
1	To be able to apply macroeconomic concepts		
<b>Pre-Requisite:</b>			
<b>Sl. No.</b>			
1	Basic knowledge of Economics		
<b>Contents</b>			<b>Hrs./week</b>
<b>Chapter</b>	<b>Name of the Topic</b>	<b>Hour s</b>	<b>Marks</b>
01 Monetary Economics	<ul style="list-style-type: none"> <li>• Evolution of money, Functions of money, Bank and its functions, Indian money</li> <li>• market, Commercial banks – need and functions, Reserve Bank of India – need and functions, Price indices –</li> <li>• uses and limitations, Inflation – cost push, demand pull, causes, effects and control, Devaluation, Quantity</li> <li>• theory of money .</li> </ul>	6	14
02 National Income	<ul style="list-style-type: none"> <li>• Concepts and definitions, Gross National Product (GNP), Gross Domestic Product (GDP), Net National Product and Net Domestic Product, Personal Income, Disposable Income and Per Capita</li> <li>• Income, Measurement of National Income, Factors that determine size of National Income</li> </ul>	6	14



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03 Public Finance	<ul style="list-style-type: none"> <li>Public Revenue, Public Expenditure, Public Debt, Fiscal Policy, Deficit Financing,</li> <li>Indian Public Finance – sources of central and state government revenues, importance of public expenditure in</li> <li>India, heads of public expenditure, budget : need and types</li> </ul>	6	14
04 International Trade and Finance	<ul style="list-style-type: none"> <li>Need for international trade, International Monetary Fund (IMF),</li> <li>International Bank for Reconstruction and Development (IBRD), Asian Development Bank, World Bank,</li> <li>Balance of Payments, Exchange Rate Mechanism, Gains from international trade, India and World Trade Organisation</li> </ul>	6	14
05 Economic Development and Welfare	<ul style="list-style-type: none"> <li>Characteristics of underdeveloped economics and developed</li> <li>economics, Development Planning in India, Pre and Post Liberalization Planning, The Indian Capital Market</li> </ul>	6	14
	<b>Sub Total:</b>	<b>30</b>	<b>70</b>
	<b>Internal Assessment Examination &amp; Preparation of Semester Examination</b>		<b>30</b>
	<b>Total:</b>		<b>100</b>

**List of Books**

**Text Books:**

Name of Author	Title of the Book	Edition/ISSN/ISBN	Name of the Publisher
R. Dornbusch & S. Fisher	Macroeconomics	2018 / 9781259290633	McGraw-Hill

**Reference Books:**

Dipankar Dasgupta :	The Macroeconomy	2011 / 9780198069966	Oxford University Press

**End Semester Examination Scheme. Maximum Marks-70. Time allotted-3hrs.**

Group	Unit	Objective Questions (MCQ only with the correct answer)	Subjective Questions
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Syllabus of BBA Banking and Financial Services  
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		No of question to be set	Total Marks	No of question to be set	To answer	Marks per question	Total Marks
<b>A</b>	<b>1,2,3, 4</b>	<b>10</b>	<b>18</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>52</b>
<b>B</b>	<b>4,5, 6, 7, 8</b>	<b>10</b>		<b>4</b>	<b>3</b>		
<ul style="list-style-type: none"><li>• Only multiple choice type question (MCQ) with one correct answer are to be set in the objective part.</li><li>• Specific instruction to the students to maintain the order in answering objective questions should be given on top of the question paper.</li></ul>							