

JYOTI NIVAS COLLEGE AUTONOMOUS
OPEN ELECTIVE (UNDER NEP)
PROGRAMME: B.B.A
SEMESTER: II - BASICS OF BANKING AND INSURANCE

NO. OF HOURS: 45

COURSE OBJECTIVES:

- To provide students with the necessary knowledge of the banking and insurance sector.
- To provide the intellectual framework use in banks and insurance companies to deal with customers.
- To make the students aware of the changes and innovations in the banking and insurance industries.

LEARNING OUTCOMES:

- Students will gain knowledge about the working of Banking and Insurance sector.
- Students will be able to understand the need and importance of KYC and other documents required.
- Students will understand the need for regulations in both Banking and Insurance sector.

UNIT 1: Relationship between Banker and Customer and Role of Banker **06 HRS**

Meaning and concept of bank -Definition of Banker and Customer-General relationship. Special relationship -. KYC Policy- meaning.

UNIT 2: Paying banker and collecting banker **08 HRS**

Paying Banker - Duties and responsibilities - Statutory Protection - Dishonour of Cheques - grounds - payment of cheques and other instruments.

Collecting Banker - Duties and Responsibilities - Statutory Protection, Banker as a holder in due course. Banker as holder for value.

UNIT 3: Negotiable Instruments and Advances **08 HRS**

Meaning - Characteristics of Negotiable Instruments - Parties to the Instruments - Different types of negotiable instruments - Cheques - Essentials, MICR Cheques - Material alterations - Markings - Endorsement –Meaning.

UNIT 4: Reforms and Innovations in Banking **09 HRS**

Core Banking – Virtual Banking, E-banking, ATM, CDM (Cash Deposit Machine), Mobile Banking, ECS, EFT, NEFT, RTGS, SWIFT, Credit Card, Debit Card, E- Money, Digital Cash, payment bank- pay tm, Google Pay.

UNIT 5: Principles of Insurance **14 HRS**

A) Meaning and definition of Insurance, Characteristics of Insurance contract, Functions, Importance and Benefits of Insurance.

B) Classification of Insurance: Meaning, Principles of contract of Insurance, Definition and essentials of contract of Insurance. Insurance Documents (concept only).

SKILL DEVELOPMENT

1. To open a savings bank account
2. Collect and fill pay in slips of savings bank account
3. List customer services offered by at least two banks of your choice.
4. List of different types of policies offered by insurance companies.
5. Relevant case studies to be discussed.

REFERENCES:

1. Sundaram & Varshney, Banking Law and Practice, Sultan Chand & Sons,
2. S.N. Maheshwari, Banking Law and Practice – Kalyani Publishers.
3. E. Gordon & K. Natarajan, Banking Theory Law & Practice, Himalaya Publishing House.
4. Gajendran, Banking Theory Law & Practice, Vrinda Publications Pvt Ltd.
5. Dr. P Periasamy, Principles and Practice of Insurance, Himalaya Publishing House.
6. M.N. Mishra, Dr. S. B. Mishra, Insurance principles and practice