

VEER NARMAD SOUTH GUJARAT UNIVERSITY

F.Y.B.COM. Semester – II

Course Code - CE 225 D

Elements of Banking & Insurance Paper-II

(Syllabus effective from Academic Year 2017-18 and onward)

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

Elements of Banking

- Unit 1** Cheque - Its meaning, Characteristics, Meaning of Crossing and endorsement, Clearing System- Traditional and three days clearing, MICR Cheque clearing, CTS (cheque Truncation System) (25%)
- Unit 2** Different means of Remittances:- Demand Draft, Letter of Credit, Credit Card, Debit Card, ATM (Automated Teller Machine), Cheque Deposit Machine & Cash Deposit Machine, Online Banking ECS (Electronic clearing system), EFT (Electronic Funds Transfer) Computerization in Banking Field. (15%)
- Unit 3** Different Types of Accounts- Current, Savings, Fixed Deposit Accounts, Recurring and Non-Resident's Accounts. (10%)

Elements of Insurance

- Unit 4** Marine Insurance - Definition of Marine Insurance Concept, procedure of taking marine policy, Warranties in marine insurance, Types of warranties, Types of marine policies. (20%)
- Unit 5** Fire Insurance- Definition of Fire Insurance contract, procedure of taking fire policy, Types of fire insurance policies, Policy conditions – implied and express conditions. (20%)

Unit 6 Privatization in Insurance :- Concept, Merits & Demerits of (10%) Privatization.

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 વધરાજાની
13. Fundamentals of Insurance by P.K. Gupta, Himalaya Publications.
14. Principles and Practice of Insurance by M.N. Mishra, S.N. Chand Company.
15. Elements of Banking and Insurance – Jyotsna Sothi, Nishwan Bhatia