

Program Name: B.Com in Banking, Finance and Insurance

Class: F.Y.B.Com. Sem-I
Subject: Fundamentals of Banking-I

Academic Year: 2024-2025

Sem. No.	Subject Code	Types of Course	Name of the Subject	Credits	No. of Lecture per Week in Hours
I		Subject-I & II Major Mandatory	Fundamentals of Banking-I	4	4

Course Objectives:

1. To provide knowledge of Fundamentals of Banking.
2. To create awareness about various banking concepts.
3. To conceptualize banking operations.
4. To develop the working capability of students in banking sector
5. To Make the Students aware of Banking Business and practices.

Unit	Title and Contents	No. of Lectures in Clock Hours
1	Evolution of Banking: 1.1 Meaning, Definition and Origin of Bank 1.2 Evolution of Banking in India 1.3 Structure of Indian Banking System 1.4 Functions of Bank: Primary and Secondary Functions	15
2	Procedure for Opening and Operating of Deposit Account: 2.1 Procedure for Opening of Deposit Account: Know Your Customer Norms, (KYC Norms), Application Form, Introduction, Proof of Residence, Specimen Signature, and Nomination Facility: Their Importance. No Frill Account 2.2 Procedure for Operating Deposit Account: Pay-in-slip, Withdrawal slip, Issue of Pass Book, (Current, Savings or Recurring Deposit), Issue of Cheque Book, Issue of Fixed Deposit Receipt, Premature encashment of a Fixed Deposit and Loan against Fixed Deposit. Recurring Deposit: Premature encashment and loan against Recurring Deposit. a) Closure of Account b) Transfer of Account c) Death Claim Procedure 2.3 Types of Account Holders: 2.3.1 Individual Account Holders- Individual Account, Joint Account, Illiterate, Minor, Married Woman, Pardahnashin Woman, Non-Resident Account 2.3.2 Institutional Account Holders- Sole Proprietorship, Partnership Firm, Joint Stock Company, Hindu Undivided Family, Clubs, Associations, Societies and Trusts	15
3	Lending Principles and Balance Sheet of a Bank: 3.1 Safety, Liquidity, Profitability, Diversification of risks and other Principles of Lending, Conflict between Liquidity, Profitability and Safety	15

	3.2 Customer Assessment through CIBIL and other similar agencies 3.3 Balance Sheet of a Bank	
4	Negotiable Instruments: 4.1 Definition, meaning and characteristics of Negotiable instruments 4.2 Definition, meaning and characteristics of Promissory Note, Bill of Exchange and Cheque 4.3 Types of Cheques: Bearer, Order and Crossed 4.4 Types of Crossing: General and Special 4.5 Dishonour of Cheque 4.6 Endorsement: Definition and Meaning of Endorsement	15

Internship for Students if any: Not applicable	
List of Recommended Books and Study Materials	
1. Majumdar N. C., 'Fundamentals of Modern Banking', New Central Book Agency (P) Ltd., New Delhi. 2. Arondekar A.M. & Others, 'Principles of Banking', Macmillan India Pvt. Ltd. 3. Srinivasan D. & Others, 'Principles & Practices of Banking', Macmillan India Pvt. Ltd. 4. Agarwal O.P., (4 th Edition, 2017), 'Banking and Insurance', Himalaya Publishing House. 5. Gopinath M. N. (1 st Edition, 2008), 'Banking Principles and Operations', Snow White Publications Pvt. Ltd, Mumbai 6. Gordon E. & Natarajan K., 'Banking - Theory, Law and Practice', (21 st Revised Edition), Himalaya Publishing House. 7. Joshi Vasant & Joshi Vinay, (3 rd Edition), 'Managing Indian Banks', Sage Publication, New Delhi. 8. Varshney P.N. (12 th Edition, 2003), 'Banking - Law and Practice', Sultan Chand & Co. New Delhi 9. Kothari V., (26th Edition) 'Tanna's Banking Law & Practice in India,' Lexis Nexis Publication. 10. Kaptan S S & Choubey N S, "E-Indian Banking in Electronic Era", Sarup & Sons, New Delhi 2003. 11. Padmalatha Suresh, Justin Paul, "Management of Banking and Financial Services" Second Edition, 2013, Published By Dorling Kindersley (Pearson) 12. Principles and Practices of Banking, Indian Institute of Banking and Finance, Macmillan	
Continuous Internal Evaluation – Refer Point No. 10 of Page No. 8	
Semester End Examination: Max. Marks 70 and Duration of Examination is 3 Hours	
Instructions: 1. Question No. 1 and 6 are compulsory 2. Attempt any three questions from Question No. 2 to 5	
Q 1. Fill in the Blanks	06 Marks
Q 2. Theory Question on Unit-1	18 Marks
Q 3. Theory Question on Unit-2	18 Marks
Q 4. Theory Question on Unit-3	18 Marks
Q 5. Theory Question on Unit-4	18 Marks
Q 6. Write Short Notes on all Units (Any 2 out of 4)	10 Marks