Hindi Vidya Prachar Samiti's

Ramniranjan Jhunjhunwala College

of Arts, Science & Commerce

(Empowered Autonomous College)

Affiliated to

UNIVERSITY OF MUMBAI

Syllabus for the T.Y.B.Com. (B & I)

Program: B. Com Banking and Insurance

Program Code: RJCUBBI

Course Code: RJMINBBI351 & RJMINBBI361

(CBCS 2025-26)

THE PREAMBLE

Why B.Com. in Banking and Insurance?
With the increasing popularity and demand for the financial services sector in India, the sector also required trained professionals or specialists who can handle various tasks in the financial services industry.
The course offers to enrolled candidates:

- Knowledge of different aspects of Banking and Insurance.
- Thorough understanding of the practical application of the theory.
- Advanced lessons in:
  1. Business Communication
  2. Business Economics Paper
  3. Environmental Studies
  4. Accountancy & Financial Management
  5. Mathematical & Statistical Techniques.

The discipline is about concepts such as:

- Risk-coverage or protection against various hazards of life.
- Financial contracts that bind two people to certain responsibilities which is known as Policy.
- Policy-holder and insurer relationship.

B.Com. in Banking and Insurance: Who should opt?
Ideal candidates for the course would possess:

- Good communication skills.
- Ability to handle customers.
- Basic knowledge about the industry.
- Specialization in certain areas like credit appraisal skills.
- Skills to manage huge loan files and foreign exchange.

Why B.Com (Banking & Insurance) at RJ?

With the B. Com. in Banking and Insurance is a 3-year full time undergraduate course which is divided into 6 semesters.

The curriculum at RJ has been designed to create trained professionals who can:

- Handle various financial activities associated with banking and insurance sectors.
- Operate efficiently in the Banking and Insurance environment in the financial service sector.
- Handle various technologies employed in the field of Banking and Insurance.

The course offers to eligible candidates (both theoretical and practical insights into):

- Theoretical and application-based knowledge in the banking and financial sector.
- Management and analytic skills to work with various financial tools, such as:
    1. Regulatory agencies
    2. Global markets.

- **lessons in:**
    1. Lending finance
    2. Bank management
    3. Investing
    4. Commercial, public and private banking
    5. Customer service skills

- For professionals working with loans, the Loan Review Certificate program offered by the Bank Administration Institute can be pursued.
- Financial bankers who meet the required experience and education can take the exam needed to earn the Certified Mortgage Banker credential issued by the Mortgage Bankers Association.
- Students seeking a career in the banking industry can complete a Bachelor's degree program in business administration.
- The average annual course fee in India ranges between INR 14,000 to 10 lakhs, depending upon the institute offering the course.
- The average salary offered in India to successful graduates of the course ranges between INR 2 to 20 lakhs, depending upon the candidate's expertise in the field.

Programme Outcome

Programme outcome refers to the overall characteristic an individual is supposed to acquire on the completion of the three year degree program in B.Com (Banking & Insurance). The knowledge and skills acquired, while pursuing the course is applicable beyond the discipline and also applicable in various practical aspects of life. After successful completion of the course, students will be able to enhance their:

- Critical thinking: capability to generate an analytical frame of mind in terms of application of concepts, theories and methods, formulate questions and quest to seek solutions to the problems.
- Analytical skills: ability to evaluate the problems, identify the logical flaws, skillful application of research methods and generate and understand data sets.
- Problem solving capacity: capacity to extrapolate from what one has learned and apply their competencies to solve different kinds of non-familiar problems.
- Team work: Ability to work effectively and respectfully with diverse teams; facilitate cooperative or coordinated effort on the part of a group, and act together as a group or a team in the interests of a common cause and work efficiently as a member of a team.
- Moral and ethical awareness: Ability to embrace moral/ethical values in conducting one's life, formulate a position/argument about an ethical issue from multiple perspectives, and use ethical practices in all work.
- Digital literacy: Capability to use ICT in a variety of learning situations, demonstrate ability to access, evaluate, and use a variety of relevant information sources; and use appropriate software for analysis of data.

PROGRAM SPECIFIC OUTCOMES FOR B. COM (BANKING & INSURANCE)

The following program specific outcome of B.Com (Banking & Insurance) is:

- To develop core competency in the discipline of Finance and Commerce
- To understand the fundamental concepts, pertaining to Financial services and financial markets
- To understand and evaluate the functioning of various investment avenues available.
- To expose the students to the concept and procedures and practices of accounting and taxation system in India.
- To train the students in understanding the Accounting concepts, practical application of the same.
- To expose the students to the interdisciplinary modules to demonstrate the interconnectedness of the discipline with other subjects.
- To understand the national interests of India in comprehensive terms and Indian endeavors and response to emerging challenges in the financial system and issues in a fluid and dynamic global scenario.
- To demonstrate critical, innovative, and out of box thinking on the Financial System.
- To develop excellent writing skills and articulations following ethical norms of scholarship and academic writings.
- To develop digital literacy, research temperament, and research skills.

B.Com (Banking & Insurance) Programme Specific Outcomes Descriptors

	FYBBI Paper I Semester I	II	FYBBI Paper II Semester I	II	FYBBI Paper III / VII Semester I	II	SYBBI Paper V Semester III	IV	SYBBI Paper VII Semester III	IV	TYBBI Paper III Semester V	VI	TYBBI Paper V Semester V	VI
Disciplinary knowledge	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Critical Thinking	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Ethical values	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Gender sensitivity	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Social skills	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Research Skills	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Team Work	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Digital learning	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔

PROGRAMME SPECIFIC (OUTCOMES PSOs) FOR BBI BACHELOR IN BANKING & INSURANCE

Sr. No	The Students will be able to:
PSO1	Explain , evaluate and interpret the terminology and concepts related to banking & insurance and finance.
PSO2	Apply fundamental accounting knowledge to analyse and interpret relevant accounting and financial statements
PSO3	Identify ,compare and analyse the characteristics , structure , functioning and performance of banking and insurance companies.
PSO4	Demonstrate the capability to work independently in the related fields/areas Integrate and communicate qualitative and quantitative information to the community at large
PSO5	Will gain the knowledge, skills and attitude of managing banking and finance at the end of the degree course.

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Revised NEP Syllabus of Courses of B.Com. (Banking & Insurance) Programme at Semester V with effect from the Academic Year 2025-26

Minor

SEMESTER	V
Subject:	Financial Services Management
Paper Code:	RJMINBBI351
Credits:	02
Duration	60

SEMESTER V		L	Cr
Financial Services Management	**Paper Code:** RJMINBBI351	30	2
UNIT I		10	
INTRODUCTION TO FINANCIAL SERVICES			
1	**Financial Services** Meaning, Classification, Scope, Fund Based Activities, Non Fund Based Activities, Modern Activities, Sources of Revenue, Need for Financial Innovation, New Financial Products & Services, Innovative Financial Instruments, Challenges Facing the Financial Sector.		
UNIT II		10	
MUTUAL FUNDS			
1	**Mutual Funds** Introduction to Mutual Funds, Structure of Mutual Fund in India, Classification of Mutual Funds, AMFI Objectives, Advantages of Mutual Funds, Disadvantages of Mutual Funds, NAV Calculation and Pricing of Mutual Funds, Mutual Funds Abroad, Mutual Funds in India, Reasons for Slow growth, Future of Mutual Funds Industry.		
UNIT III		10	
HOUSING FINANCE AND CONSUMER FINANCE			
1	**Housing Finance** Introduction, Housing Finance Industry, Housing Finance Policy Aspect, Sources of Funds, Market of Housing Finance in India, Major Issues of Housing Finance in India, Growth Factors, Housing Finance Institutions in India, National Housing Bank(NHB), Guidelines for ALM System in Housing Finance Companies, Fair Trade Practice, Code for HFC's, Housing Finance Agencies.		
2	**Consumer Finance** Introduction, Sources, Types of Products, Consumer Finance Practice in India, Mechanics of Consumer Finance, Terms, Pricing,		

	Marketing & Insurance of Consumer Finance, Consumer Credit Scoring.		

T.Y.BBI	SEMESTER V
RJMINBBI351 Financial Services Management	**Course Outcomes:** - This course is designed for students to understand the financial system and its components and their working and also the behavioral aspects of finance. Specific topics include: an introduction to the basics of finance, how to evaluate risk and expected return, the behavioral aspect of investment hire purchase, venture capital and how they work and also the legalities in them. **Learning outcomes:** On completion of the course students would be able to: - Explain the broad features of Indian financial institutions with its apex banks' objectives and purview. Also understand the instruments to control credit in the country. - Effectively narrate the kinds and components of money with its regulatory system, be aware of the functions, objectives and Limitations of commercial banks. - Identify the existence and development of non-banking financial institutions, know the important role of Mutual funds, LIC, investment companies etc., utilize and effectively participate in the development process. - Understand the conditions of financial markets and its impact in the economy. - Demonstrate the role and significance of foreign exchange rate and its markets with its impact on various sectors in the economy.

SEMESTER	V
TITLE OF THE SUBJECT/ COURSE	Financial Services Management
COURSE CODE	RJMINBBI351
CREDITS	2
DURATION	30

Course Objectives	
1	To understand the overall structure of the financial system in India.
2	To get acquainted with the importance of credit ratings in the financial domain.
3	To categorize the mutual funds available in the market and compare the benefits that they give to the investors.
4	To apply the methods of determining lease rentals to business problems.

COURSE OUTCOME NUMBER	COURSE OUTCOME (COs)	PSO addressed	BLOOMS LEVEL
CO1	Understand the overall Indian financial system; compare the types of financial markets, financial instruments and financial services, apply the basics of stock markets to analyze the market behavior of various equities.	1,3	1, 2, 5 Remembering, Understanding, Evaluating
CO2	Understand the functions and objectives of merchant banking,apply the SEBI guidelines in managing new capital issues namely IPO and FPO, utilize the rationale of developing credit ratings to develop new sets of credit ratings for newly introduced kinds of financial securities.	1,2,3	2, 3 Understanding, Applying, Evaluating
CO3	Classify the various types of Mutual Funds, analyze the financial needs of investors in order to choose the correct mutual fund, and understand the concept of Insurance.	1,4	2, 4,5 Understanding, Analyzing, Evaluating
CO4	Understand the role that venture capitalists play in the modern day business environment.	2,3,4	2, 4, 5 Understanding, Analyzing, Evaluating

Revised Syllabus of Courses of B.Com.(Banking and Insurance) Programme at Semester V with effect from the Academic Year 2025-26

Reference Books and Reading Material

Financial Services Management
• *Financial Services, Dr.S Gurusamy, The Mcgraw Hill companies, 2 edition (26 June 2009).* • *Financial Markets and Financial services, Vasant Desai, Himalaya Publishing House, First Edition edition (2010).* • *Financial Services, M.Y.Khan, Tata Mc-Graw Hill Publishing Company Ltd, Ninth edition (2017).* • *Financial Markets and Services –E.Gordon and K.Natarajan,Himalaya Publishing House, Tenth Edition (2016)*

TYBBI Sem V Evaluation Pattern as per credit of the subject (2025-26)

Financial Services Management (02 credit) 50 Marks

Assessment– I - 20 Marks	Project
Assessment– II - 30 Marks	Activity based Submission / Subjective Exam

Question Paper Pattern
(Theoretical Subjects)
2025-26

For 30 Marks

Maximum Marks: 30

Questions to be set: 02

Duration: 1 Hr.

All Questions are Compulsory

Question	**Particulars**	**Marks**
Q1	Full Length Question (Any 2 out of 3)	7 Marks each
Q2	Full Length Question (Any 2 out of 3)	8 Marks each

Mapping of the Courses to Employability / Entrepreneurship / Skill Development

TYBBI Semester- V

Class	Course Name	Course Code	Unit no. and Topics focusing on Employability / Entrepreneurship / Skill development	Focus Area
TYBBI	Financial Services Management	RJMINBBI351	Unit 1: Introduction to Financial Services	Employability and Entrepreneurship
TYBBI	Financial Services Management	RJMINBBI351	Unit 2: Mutual Funds	Employability and Entrepreneurship
TYBBI	Financial Services Management	RJMINBBI351	Unit 3: Housing Finance & Consumer Finance	Skill development and Entrepreneurship

Mapping of Curriculum with relevance in the local, regional, national and global developmental needs

TYBBI Semester- V

Sr.no	Paper Code	Course Name	Relevance
1	RJMINBBI351	Financial Services Management (Unit: I, II, III)	Regional, National and Global Development needs

Mapping of Curriculum with cross cutting viz. Professional ethics, Gender, Human Values, Environment and Sustainable development goals and NEP 2020

TYBBI Semester- V

Sr.no	Course Name	Paper Code	Issues Addressed
1	Financial Services Management (Unit: I, II, III)	RJMINBBI351	SDG 1,2,4,8,9 Professional ethics

Revised NEP Syllabus of Courses of B.Com. (Banking & Insurance) Programme at Semester VI with effect from the Academic Year 2025-26

SEMESTER	VI
Subject:	Auditing
Paper Code:	RJMINBBI361
Credits:	02
Duration	30

SEMESTER VI		**L**	**Cr**
Auditing	**Paper Code:** RJMINBBI361	30	2
UNIT I		10	
INTRODUCTION TO AUDITING			
1	**Basics**–Financial Statements, Users of Information, Definition of Auditing, Objectives of Auditing – Primary and Secondary, Expression of Opinion, Detection of Frauds and Errors, Inherent limitations of Audit. Difference between Accounting and Auditing, Investigation and Auditing.		
2	**Errors & Frauds**–Definitions, Reasons and Circumstances, Types of Error – Commission, Omission, Compensating error. Types of frauds, Risk of Fraud and Error in Audit, Auditors Duties and Responsibilities in Case of Fraud		
3	**Principles of Audit** –Integrity, Objectivity, Independence, Skills, Competence, Work Performed by Others, Documentation, Planning, Audit Evidence, Accounting System and Internal Control, Audit Conclusions and Reporting		
4	**Types of Audit** – Meaning, Advantages and Disadvantages of Balance sheet Audit, Interim Audit, Continuous Audit, Concurrent Audit and Annual Audit.		
UNIT II		10	
AUDIT PLANNING, PROCEDURES AND DOCUMENTATION			
1	**Audit Planning** –Meaning, Objectives, Factors to be Considered, Sources of Obtaining Information, Discussion with Client, Overall Audit Approach.		
2	**Audit Program** – Meaning, Factors, Advantages and Disadvantages, Overcoming Disadvantages, Methods of Work , Instruction before Commencing Work, Overall Audit Approach		
3	**Audit Working Papers** - Meaning, Importance, Factors Determining Form and Contents, Main Functions / Importance, Features, Contents of Permanent Audit File, Temporary Audit File, Ownership, Custody, Access of Other Parties to Audit Working Papers, Auditors Lien on Working Papers, Auditors Lien on		

	Client's Books		
4	**Audit Notebook** – Meaning, Structure, Contents, General Information, Current Information, Importance.		
UNIT III		10	
AUDITING TECHNIQUES: VOUCHING & VERIFICATION			
1	**Audit of Income** - Cash Sales, Sales on Approval, Consignment Sales, Sales Returns Recovery of Bad Debts written off, Rental Receipts, Interest and Dividends Received, Royalties Received.		
2	**Audit of Expenditure** - Purchases, Purchase Returns, Salaries and Wages, Rent, Insurance Premium, Telephone Expenses, Postage and Courier, Petty Cash Expenses, Travelling Commission, Advertisement, Interest Expenses.		
3	**Audit of Assets, Book Debts / Debtors, Stocks** -Auditors General Duties; Patterns, Dies and Loose Tools, Spare Parts, Empties and Containers, Quoted Investments and Unquoted Investment, Trade Marks / Copyrights, Patents, Know-how, Plant and Machinery, Land and Buildings, Furniture and Fixtures.		
4	**Audit of Liabilities -** Outstanding Expenses, Bills Payable, Secured loans, Unsecured Loans, Contingent Liabilities.		

T.Y.BBI	Semester VI
RJMINBBI361 Auditing	**Course Outcomes:** - Auditing is by far the most important process in maintaining and evaluating an organization's finances, internal controls, and transparency. Maintaining these parameters will help the organization achieve business objectives,prevent fraud and misappropriation of assets, monitor compliance with company and government policy and help assure customers, shareholders, and investors. - The process of auditing is complex and organizations seek qualified professionals who can perform internal and external audits. - The course aims to provide you with the skills necessary to carry out audits, corporate governance, evaluate internal controls and identify and mitigate risks by making suitable recommendations. - Our workshop gives you a step-by-step overview of all the modules covered in the exam with detailed courseware and practical exercises. You will learn through live application about auditing financial statements and the steps to be taken to meet the objectives of the International Standards of Auditing. - With auditing forming an important aspect of every organization, this course will open up countless professional opportunities for you. **Learning outcomes:** On completion of the course, candidates should be able to: - The concept and function of audit and assurance, corporate governance, ethics and professional conduct. - How to distinguish between internal and external audits - How to assess misstatements and analyse potential risks arising from fraud How to make appropriate recommendations after exposing potential risks - How to perform IT related audits and review financial statements - How to manage internal audit reports, statutory reports and other types of reports - How to help organizations gain customer and investor assurance - How to help organizations comply with government regulations and policies

SEMESTER	VI
TITLE OF THE SUBJECT/ COURSE	Auditing
COURSE CODE	RJMINBBI361
CREDITS	2
DURATION	30

Learning Objectives	
1	To understand the meaning and objectives of auditing as an inter control system and types of audit.
2	To demonstrate the knowledge of audit programs, procedure and audit of different institutions.
3	To analyze the acquired knowledge and apply in auditor's report and various type investigations.
4	To understand the calculations and verification of the actual position of assets and liabilities of the institution.

COURSE OUTCOME NUMBER	COURSE OUTCOME (COs)	PSO addressed	BLOOMS LEVEL
CO1	Remember and understand the concept of audit and internal control systems.	1	1, 2 Remembering, Understanding
CO2	Understand and analyze the ability to formulate an audit program and procedure.	1,2,3	2, 4 Understanding, Analyzing
CO3	Understand and evaluate the knowledge of auditing in making audit reports and audit of different banks – Privately owned and public sector.	2,3	2, 5 Understanding, Evaluating
CO4	Understand and evaluate on the knowledge of different types of checking and verification.	2,4	2, 5 Understanding, Evaluating

Revised Syllabus of Courses of B.Com. (Banking & Insurance) Programme at Semester VI with effect from the Academic Year 2025-26

Reference Books and Reading Material

Auditing
• *CA SurbhiBansal – Audit and Assurance* • *Taxmann – Auditing* • *Dr.S Meenakumari – Fundamentals of Auditing* • *Baldev Sachdeva & Jagwant Singh Pardeep Kumar – Auditing theory & Practice*

TYBBI Sem VI Evaluation Pattern as per credit of the subject (2025-26)

Auditing (02 credit) 50 Marks

Assessment– I 20 Marks	Project/ Practical Exam
Assessment– II - 30 Marks	Activity based Submission/ Subjective Exam

Question Paper Pattern
(Theoretical Subjects)
2025-26

For 30 Marks

Maximum Marks: 30

Questions to be set: 02

Duration: 1 Hr.

All Questions are Compulsory

Question	**Particulars**	**Marks**
Q1	Full Length Question (Any 2 out of 3)	7 Marks each
Q2	Full Length Question (Any 2 out of 3)	8 Marks each

Mapping of the Courses to Employability / Entrepreneurship / Skill Development

TYBBI Semester-VI

Class	Course Name	Course Code	Unit no. and Topics focusing on Employability / Entrepreneurship / Skill development	Focus Area
TYBBI	Auditing-I	RJMINBBI361	Unit 1: Introduction to Auditing	Employability and Entrepreneurship
TYBBI	Auditing-I	RJMINBBI361	Unit 2: Audit Planning, Procedures and Documentation	Employability and Entrepreneurship
TYBBI	Auditing-I	RJMINBBI361	Unit 3: Audit Techniques: Vouching & Verification	Employability and Entrepreneurship

Mapping of Curriculum with relevance in the local, regional, national and global developmental needs

TYBBI Semester-VI

Sr.no	Paper Code	Course Name	Relevance
1	RJMINBBI361	Auditing (Unit: I, II, III)	Regional, National and Global Development needs

Mapping of Curriculum with cross cutting viz. Professional ethics, Gender, Human Values, Environment and Sustainable development goals and NEP 2020

TYBBI Semester-VI

Sr.no	Course Name	Paper Code	Issues Addressed
1	Auditing (Unit: I, II, III)	RJMINBBI361	SDG 8,9 Professional ethics

Assessment of BBI Project Report

(For 20/25 Marks Internal Exam)

Name of the Department: Paper: ______________ Course Code: __________

Name of the Student: ____ Roll No: ______

Div: __________ Date: ____________________________

Marks: /20 or 25

Title of Assignment: ____

Assessment Pattern of Project work done/ Report Writing and Conclusion/Presentation

Type of Assessment	Written work	Presentation	Overall Conduct	Total
Project work done	04	04	02/07	**10/15**
Report Writing and Conclusion	02	02	01	**05**
Presentation	02	02	01	**05**

Teaching Learning Methods

The teaching learning method has been designed with student centric focus. The main aim of the teaching pedagogy is to teach domain knowledge to the students. It further aims to develop critical thinking, logical analysis and comprehensive development of the students studying the subject. The teaching learning methods include:

- Classroom teaching: Explaining concepts, theories, methodologies related to the subject
- Blended learning: Use of zoom platform, explainer videos and documentaries
- Knowledge repository: Use of Google classroom
- Group discussion: Online and offline based on topic taught
- Presentations: Online and offline based on the syllabus
- Field visits: Based on the syllabus
- Digital learning: Training students with the digital tools and technologies