OUTLINES OF TESTS SYLLABUS AND COURSES OF READING

FOR

Add on courses for B.A./B.Sc./B.Com

CERTIFICATE COURSE

For the examination of 2011-2012
SYLLABUS

1. Tourism and Travel
2. Insurance Business
3. Foreign Trade Practices & Procedures
4. Advertising and Sales Management
5. Computer Based Accounting
6. Event Management
7. Entrepreneurship Development
8. Bank Management
9. Computer Based Business Statistics
10. Portfolio Management and Security Analysis
ELIGIBILITY

FOR CERTIFICATE COURSE

* Students at the undergraduate level from any stream can opt for Certificate course. Student can take Add-on Course only during graduation

* Eligibility is pass marks (35% marks) at +2 level

FOR DIPLOMA COURSE

50% marks in certificate course

FOR ADVANCED DIPLOMA COURSE

50% marks in diploma course

WORK LOAD & MARKS DISTRIBUTION

1. There will be two papers of 100 marks each at each level (i.e.) certificate level Diploma level and advanced diploma level.

2. Each paper shall have 2 credits and total marks shall be 100 marks out of 100 Marks theory paper shall consist of 75 marks and internal assessment based upon practical training. Class participation. Attendance case studies project report shall be 25 marks.

3. There shall be 6 lectures per subject per week.

Instructions for paper setters.

Each paper will have two units Unit I will consist of short answers questions Students will be required to attempt 5 out of 8 questions. Each question will be of 3 marks.

Unit II will consist of long answer questions Students will be required to attempt 4 out of 7 questions from the entire syllabus. Each question will be of 15 marks.
Course 1

1. Travel And Tourism

First Year

Paper-1: Tourism Business

- Understanding Tourism
- Historical evolution and development of tourism both internationally and domestic
- Constituents of Tourism Industry and Tourism organization.
- Tourism Regulation
- Tourism Service and Operation
- Modes of Transport
- Tourist accommodation
- Informal Service. Shop. emporium and Meals.
- Travel agency Tour Operators
- Tourism Information
- Writing for Tourism
- Role of Media
- Personality Development and communication skills
- Use of History
- Living Culture and Performing arts
- Map-work
- Tourism Policy and Planning
- Infrastructure Development
- Tourism impact : Economic .Social .Environmental and Political impact
- Threats and Obstacles to tourism

SUGGESTED READING :

Christopher J. Holloway: The business of tourism : Macdonald and Evans.1983
A.K.Bhatia Tourism development .principles and practices
Kaul . R H  Dynamics of Tourism A. trilogy
Anan. M.M Tourism and Hotel Industry in India
ITTM Tourism as an industry-monograph: ITTM . New-Delhi, 1989
Brymer . Rober A: Introduction to Hotel and Restaurant management
Surinder Aggarwal Travel agency Management .Communication India.1983.
Paper II : Tourism Products and Operations

- Tourism Product
- Study of Product-India
- Its Resources both Nature and Man made
- Historical and Geographical background
- Art and Architecture
- Historical Monuments
- Religious and Spiritual centers
- Museum and Art galleries. Land-form and Geographical features. Water-bodies, flora and fauna
- Archaeological site
- Case studies promotional skills-PATA, A study of Travel Mart. Marketing Overseas: State
- Government Tourism Promotional Plans: SITA: Air India Haryana Tourism.
- Heritage Hotels.
- Profiling host Relationshop
- Guides and Escorts

Suggested Readings:
Percy Brown Indian Architecture-Hindu and Buddhist Period
Harle J.C. The Art and Architecture of India Sub-Continent
Bhartiya Vidya Bhawan : Imperial Unity
Bhartiya Vidya Bhawan Classical Age
Acharya Ram Tourism and culture Heritage of India Jaipur 1986
Basham A.L The wonde that was India Delhi 1988
Basham A.L The Gazette of India History and Cultural Vol 2 Publication Division Ministry of Information and Broadcasting Govt of India 1988
Hussain A.A. The National Cultural of India. National Book Trust New Delhi-1987
The Treasures of Indian Museums Marg Publication Bombay.

Second Year

- Paper I Tourism and Environment
- Paper II Tourism and Management

Third Year

- Paper I Tourism and Culture
- Paper II Tourism and Marketing
Course II

2. INSURANCE BUSINESS

First Year

Paper-I: Life Insurance

INTRODUCTION

Need For Security Against economic difficulties risk and uncertainty individual value system, individual Life Insurance Nature and uses of Life Insurance. Life Insurance as a collateral as a measure of financing business continuation. As a protection to property as a Measure of investment

Life Insurance Contract

Distinguishing characteristics. Utmost Good Faith Insurable Interest Caveat Emptor unilateral and aleatory nature of contrast Proposal and application form warranties. Medical examination policy Construction and delivery policy provision lapse revival surrender value paid-up policies maturity nomination and assignment suicide and payment of insured amount Loan to policy holders.

Life Insurance Risk


Life Insurance Policies

Type and their applicability to different situations important life insurance policies issued by the life insurance corporation of India Life insurance enquiries important legal provisions and judicial pronouncements in India

Life Insurance Salesmanship

Rules of agency Essential qualities of an ideal insurance salesman .Rules to canvass and business from prospective customers after sales service to policy holders.

Suggested Books:

3. Meclean Life Insurance
4. Gupta O.S Life Insurance (Frank Brothers New Delhi)
5. Mishra Mn Insurance principles and practice (Vikas Publishing House Delhi)
Paper II : General Insurance

1. Introduction to risk and Insurance
   (a) Risk
   (b) The treatment of risk

2. the structure and operation of the insurance business
   (a) Insurance contract fundamentals
   (b) Insurance marketing
   (c) Insurance loss payment
   (d) Underwriting roting reinsurance and other functions

3. General Insurance corporation and other insurance institutions
   Working of GIC in India Types of risk assumed and specific policies
   issued by ECGC

4. health insurance
   a) individual health insurance
   b) Group health insurance

5. Motor Insurance

6. Multiple life and all lines insurance such as rural Insurance- Full Insurance etc

Recommended Courses of Reading:

7. General insurance by Bickelhaunt and magee Eighth Edition published by

Chapters 1 to 4, 13, 21, 27 & 28

Second year

Paper I Fire and Marine Insurance
Paper II Insurance Finance and Legislation

Third Year

Paper I Property and liability Insurance
Paper II Adjustment of Losses and Claims Compensation
Course III

3. Foreign Trade : Practices & Procedure

First Year

Foreign trade : Practices & Procedure

Paper-1 : Basis of Foreign Trade
- Why trade takes place? Theories of international trade
- Balance of Trade and Balance of payments
- Objective of trade policy and role of foreign trade in economic growth
- Instruments of trade policy tariffs quantitative restrictions exchange Control and exchange rate adjustments
- International economic Institutions. GATT . UNCTAD .IMF and World Bank
- Trade Blocs and Regional Economic Cooperation

Paper –II : India’s Foreign Trade
- Analysis of India’s Foreign Trade Growth trends composition and direction
- India’s Balance of Payments including invisibles
- Assessment of prospects-products and markets
- India trade agreements
- Salient features of India’s export-import policy
- Institutional set-up for export promotion
- Export assistance measures free trade Zones and 100 EOUS
- State trading in India
- Sources and analysis of foreign trade statistics

Books for

Paper –I International economics by P. T. Ellsworth
International economic by C .P. Kindelberger

Paper –II Annual Reports of the Ministry of Commerce
Annual Economic Surveys
Import and Export Policy 1992-97

Second Year

Paper I Element of Export Marketing
Paper II Foreign Trade Financing and Procedure

Third Year

Paper I Shipping and Insurance Practices
Paper II Foreign Trade Documentation and Procedure
Course IV

4. ADVERTISING AND SALES MANAGEMENT

First Year

Paper-1: Marketing Communication

- Nature and importance of communication
- Communication Process elements of the communication process. Application of communication process in marketing steps in developing effective marketing communication
- Methods of marketing communication
- Advertising personal selling public relations sales promotion. Their meaning and distinctive characteristics
- Setting up of targets policies, strategies and methods of achievements
- Integrated communication in marketing

Suggested Reading:
3. Subroto Sen Gupta: Case in Advertising and Communication management in India (IIM Ahmedabad)

Paper -II: Advertising in Modern Times

- Importance of advertising in modern marketing. Role of advertising in the national economy
- Types of advertising commercial and non-commercial advertising primary demand and selective demand advertising classified and display advertising comparative advertising cooperative advertising
- Setting of advertising objectives
- Advertising message: Preparing an affective advertising copy: Elements of a print copy Headlines illustration body copy slogan logo seal of approval role of colon elements of a broadcast copy copy for direct mail

Suggested Readings:
1. Wright winters and Zeiglas: Advertising management (McGaw Hill (relevant chapters)
2. Duna and Darban advertising its role in modern marketing (The Drydon press) (Relevant chapters)
3. Mahendra Mohan Advertising (Tata Mcgraw Hill) (Relevant Chapters)
5. Subroto Sengupta: Cases in Advertising and Communication Management in India (IIM Ahmedabad)

Second Year

- Paper I: Advertising in India
- Paper II: Personal Selling and Salesmanship

Third Year

- Paper I: Management of the Sales Force
- Paper II: Sales Promotion and Public Relation
COURSE V

5. COMPUTER BASED ACCOUNTING

First Year:

Paper I: Fundamental of Computer Accounting:
Basic of Computerized Accounting: Meaning Importance Difference of
Computerized and traditional accounting. Book Keeping and Accounting Accounting
Concepts. Accounting Groups and planning. Accounting Equation. Accounting Cycle
Rectification. Preparation of Final Accounts. Accounting Database Management MS
Excel and its applications in Accounts and Statistics. Brief Introduction of different
software available Tally 6.3 Busy Wings SAP etc

Paper II: Tally 6.3
Creation of company Gateway of tally Menu Buttons Features and continuation
Accounting Group Ledger Cost Category Currency. Voucher Types & Classes Accounts
Voucher Reversing Journal. Memorandum Voucher Optional Voucher Post dated
Reconciliation Consolidation of Group and Company Accounts

Stock Groups Stock Categories. Unit of measure Godown Stock item Multiple Price list
Quotation Purchase Enquiry. Order Performa Invoice Sales Purchase & Rejection
Voucher. Additional Purchase Goal Effective Rates Invoice

Note. Rejection In /Out. Tracking Numbers Stock Summary Godown and Batch details
Query. Report Configuration Option Inventory Books. Statements with options and
formats Splitting of Data. Creation of New Year Books.

Second Year
Paper I Wings Trade
Paper II Busy

Third Year
Paper I SAP
Paper II Oracle based accounting
CERTIFICATE
IN
6. Event Management
(First Year)


- Definition What is event Management ?
- Role of an event manager.
- The qualities of a good event manager.
- Introduction to events , various types of events concept development
- Event Planning and coordination, scheduling of event.
- Human resources in event management.
- Event Team Leadership and goal.
- Team building and work distribution.
- Motivation and morale studies.
- Personality development-effective speaking.
- Team work development, body language.
- Presentation of skills, interview techniques and grooming.
- Hospitality and customers relations.
- Basic Principles of event management-functions, forms and strategic planning
- Basic principles of marketing – Marketing process, brand building and management.

Paper-II : Various types of events and their management:

- Meetings and conferences, exposition/trade shows weedding planning, sports events, government civic and political events.
- Organization of events: The importance of organization in event planning. The components of organization, organization techniques.
  Tips for better organization.
- Learning Your client needs-getting to know your client, planning correctly for the right type of event.
- Selecting location-steps to selecting the perfect location, site inspection securing the location.
- Event planning: Planning and organization.
- Event organizers, targeting clients, selecting event categories, event management and media, steps of media campaign
- Promotional strategy: case studies.
7. ENTREPRENEURSHIP DEVELOPMENT CERTIFICATE: FIRST YEAR

Paper-1 Fundamentals of Entrepreneurship

Entrepreneurship
Evolution of Entrepreneurship. Definition and meaning of Entrepreneurship. Importance Scope and its relevance in career growth. Theories of Entrepreneurship. Entrepreneurial competencies. Difference between Self-employment and Entrepreneurship. Form of Entrepreneurial. Form of entrepreneurship prevailing in India the most and the reasons behind it

Entrepreneur

Intrapreneurship- Meaning, scope, attractive factors of Intrapreneurship – being an employee and owner as well, risk factors involved, Intrapreneurs in India industry, arguments for and against Intrapreneurs. Difference between entrepreneurship and Intrapreneurship.

Entrepreneurship Development Program
Entrepreneurship development program- Meaning, need relevance and achievements. Role of government and NGOs in organizing such programmes. Entrepreneurship as a career, charms of becoming an Entrepreneur- being own boss, taking initiatives and personal responsibilities, becoming independent.

Creativity and Innovation
Creativity and Innovation- Meaning, importance and methods of inducing creativity and innovation, exercise on creativity, Global and Indian innovations-their historical background. Difference between invention and innovation.

Case Histories
Case histories of successful entrepreneurs including women.
Paper-II  Basics of Small Business

Small Scale Industries

Meaning, characteristics and role in economic development, contribution of SSI in domestic as well as in international markets, impact of liberalization and globalization on SSI.

Setting up of Small Scale Enterprise

Planning a small scale enterprise, Need and importance of planning procedures and formalities for setting up of small scale enterprises. Preparing the preliminary project Report (PPR)-Contents, importance, how to prepare PPR, expectations of financial institutions, seeing most feasible opportunity. Preparing own PPR.

Financial Assistance and Schemes for SSI

Schemes and assistance of support agencies-Banks DIC SFC, KVIC, SIDBI, NGOs, SSIDC, representatives of similar agencies. Schemes available for Women Entrepreneurs

Sickness in Small Scale units


Field Work

Visit to small-scale industries. Interaction with Entrepreneurs.
8. Bank Management

First Year

Paper –I: Contemporary Banking

Unit- 1

Banking system in India – role and functions of commercial banks development banks and merchant banks in the modern economy. Reserve bank of India-its role functions and position in the banking system of India

Commercial bank :Organization structure and functions. Process of multiple credit creation sources and uses of bank funds. Credit control and the tools of credit control

Asset structure of a commercial bank significance of liquidity in banking statutory liquidity ratio and cash reserve ratio. loans and advances principles of

Sound bank leading assessment of credit worthiness of borrowers secured advances modes of creating charge – lien pledge. Hypothecation purchase and discounting of bills. Sanctioning credit limit for discounting of bills letter of credit types of letter of credit.

Unit-II


Reference

1. P.A.Elliot The Bank Managers Handbook
2. Kenneth Toft Practice Bank Management
3. Singh &Bhattacharya Ledl Banking towards 21st century
4. Uppal chawla & Malhotra Baking towards 21st century
5. Tripathi &Uppal Role of Banking & New Economic Program
6. Upadhyaya Management of commercial Banks of India
8. P.N. Varshney Banking Law and Practice
9. Gordon and Natarajan Banking theory law and practice
10. B.S.Khubehandani Practice and law of Banking
Paper – II : Banking Law and Practice

Unit – 1


Customers account with the banker. Types of bank accounts-fixed savings
Recurring and Current accounts Closing of bank accounts.

Special types of bankers customers-Minors Married woman, Illiterate persons lunatics Trustees . Executors Aadministrators joint Hindu families Partnership firms and joint stock companies

Unit-II

Essential features of negotiable instruments holder in due course payment in due course.

Meaning kinds and rules relating to endorsement rules regarding the form of endorsement.

Crossing of cheques types of crossing liability of paying banker on crossed cheques not negotiable crossing account payee crossing double- crossing obliterating of crossing and opening of crossing.

Payment of cheques Precaution to be taken by the paying banker proper form of a cheque. When the banker must refuse the payment of a cheque

Collection of cheques. Collecting bank as holder for value . Statutory protection to the collecting bank. Liabilities and duties of a collecting banker.


References:
1. P N .Varshney Banking Law and Practice
2. Gordon and Natarajan Baking theory law and practice
3. B.S.Khubehandani Practice and law of Banking

Second Year
1 Merchant Banks and Financial Services
2 Money and Capital Markets

Third Year
1 E Banking and Innovation Bank Products
2 Multinational Banking
CERTIFICATE IN

9. COMPUTER BASED BUSINESS STATISTICS

1st Year Paper-I

Section A

1. Collection of statistical Data: Primary and secondary data, Sources of Data Collection, Questionnaires, Personal Interview and Observation Methods.
2. Presentation of Statistical Data: Classification and Tabulation of Data, Graphical Representation of Data.
3. Measure of Central Tendency; Mean (A.M., G.M., H.M.), Median made and Quartiles.
4. Measure of Dispersion: Rang, Quartile Deviation, Average Deviation, Variance and Standard Deviation.
5. Skewness and Kurtosis.

Section-B

Development of Computer Programs for Different Statistical Methods using BASIC and FORTRAN.

COMPUTER BASED BUSINESS STATISTICS

1st Year Paper-II

Section – A

2. Probability Distributions: Discrete Distributions (Binominal Distribution and poisson Distribution), Continuous Distributions (normal, Exponential and Uniform Distribution)

Section B

Basics of Windows User Interface. Use of Microsoft (Excel, Access) to solve statistical problems:
10. Add on Course: Portfolio Management and Security Analysis

First Year

Paper 1: Indian Money market
Objective: To provide the student with basic and advanced knowledge of different aspects of Indian money market.

Indian financial System
Concept nature functions and historical aspects of Indian financial system. Structure of Indian financial system. Growth of Indian financial system over the Years.

Money Market
Meaning, Concept, Structure and importance of Indian money market. Comparison of Indian money market with money markets in developed countries. Recent trends in Indian money market. Regulatory framework of Indian money market, SEBI

Financial Institutions
Meaning, characteristics and types of money market institutions including banking and non-banking financial institutions.

Money Market Instruments
Treasury bill market, call money market, commercial bill market, gilt edged security market, commercial paper market, certificate of deposit.

Financial Services
Leasing, factoring, hirepurchase, venture capital, credit rating and securitization.

Paper 2: Indian Capital Market
Objective: To provide the student with basic and advanced knowledge of different aspects of Indian Capital market.

Capital market
Meaning nature, characteristics, functions of Indian capital market. Evolution and growth of Indian capital market. Recent initiatives and major issues in Indian issues in Indian capital market. Comparison of Indian capital market with developed markets.

New issue market
Meaning and services provided by new issue market. Initial Public offering, Right and bonus issue. Intermediaries of new issue market; merchant bankers, underwriters, bankers to the issue. Causes of poor performance of new issue market in India.

Stock exchanges

Regulatory framework
Security exchange board of India (SEBI). Guidelines for investors protection