

DRAFT SYLLABUS UNDER AUTONOMY

COMMERCE

SEMESTER I

COURSE : A.COM.1.01

ORGANISATION OF COMMERCE: INTRODUCTION TO COMMERCE AND INDUSTRY [60 LECTURES]

LEARNING OBJECTIVES:

To understand the components of the machinery of commerce and appreciate its importance.

UNIT 1 : Meaning, nature and importance of Trade, Commerce & Industry. [**15 lectures**]
Economic & Non-economic activities- Classification of Industry, Trade, Commerce, Aids to trade, Importance of Commerce

UNIT 2 :Banks [**15 lectures**]
Importance – Types of banks – Central Bank and its functions, Functions of commercial Banks- (Primary & Secondary) – Cheques, D.D., M.T, T.T. AT.M., E-Banking (Electronic Fund Transfers, A.T.M.s, Credit Card, Debit Cards), Phone Banking, Types of Accounts, Types of Loan Accounts and Procedures for opening account & taking loan.

UNIT 3: Insurance [**15 lectures**]
Meaning, Importance, Terms used in Insurance (Insurer, Insured, Proposal, Policy, Premium, Claim), Principle of Insurance, Double Insurance & reinsurance, Life Insurance (Meaning, Important technical words [surrender value, Paid-up value, Nomination, Assignment] Procedure for taking a policy & claim, Types of Policies, Fire Insurance, Marine Insurance, Health Insurance, General Insurance.

UNIT 4: Sectoral Organization of Business [**15 lectures**]
Introduction to Private & Public sector through Industrial Policy
Public sector- Objectives- Importance- Problems of Public Sector- Privatization.

CIA: Quiz/ Project Work including conducting (group) case studies.

