

**DEPARTMENT OF COMMERCE – BANKING AND INSURANCE****VALUE ADDED COURSE**

|                 |          |                                    |                                              |           |
|-----------------|----------|------------------------------------|----------------------------------------------|-----------|
| Programme Code: | B.Com-BI | Programme Title :                  | Bachelor of Commerce – Banking and Insurance |           |
| Hours:          | 30       | Title : Instruments for Investment | Batch :                                      | 2019-2022 |
|                 |          |                                    | Credits:                                     | 2         |

**Unit 1:****10 Hours**

Investment: Meaning - Definition - Importance - Investment Instruments: Meaning- Definition - Risks - Factors influencing Choice of Instrument- Types of Instrument. Share of Equity (Blue chip scrip, Growth scrip, Income scrip, Cyclical scrip, Speculative scrip) - Debentures or Bonds (Government securities, Savings bonds, Public Sector Units bonds, Debentures of private sector companies, Preference shares).

**Unit 2:****10 Hours**

Money Market Instruments (Treasury Bills, Commercial Paper, Certificate of Deposits) - Mutual Funds (Equity Schemes, Debt Schemes, Balanced Schemes, Sector Specific Schemes etc) - Life Insurance (Endowment Insurance Policy, Money Back Policy, Whole Life Policy, Term Insurance Policy, General Insurance for any kind of assets) - Real Estate (Agricultural Land, Semi-Urban Land, Commercial Property, Raw House, Farm House etc).

**Unit 3:****10 Hours**

Precious Objects - Derivatives (Forwards, Futures, Options, Swaps etc) - (Non-Marketable Securities (Bank Deposits, Post Office Deposits, Company Deposits, Provident Fund Deposits) - Direct equity - Equity mutual funds - Debt mutual funds - National Pension System (NPS) - Public Provident Fund (PPF) - Bank Fixed Deposit (FD) - Senior Citizens' Saving Scheme (SCSS) - RBI Taxable Bonds.

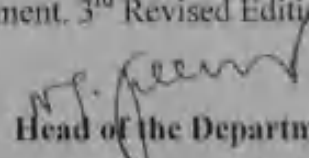
**Text Book**

Preeti Singh. (2010). Investment Management. New Delhi: Himalaya Publishing House.

**Reference Books**

Bhalla, V.K. (2011). Investment Management. New Delhi: Sultan Chand & Co Ltd.

Prasanna Chandra. (2011). Investment Analysis and Portfolio Management. 3<sup>rd</sup> Revised Edition. New Delhi: Tata McGraw Hill.

  
**Head of the Department**

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**VALUE ADDED COURSE**

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|-----------------|----------|-------------------------------------------|----------------------------------------------|-----------|
| Programme Code: | B.Com-BI | Programme Title :                         | Bachelor of Commerce – Banking and Insurance |           |
| Hours:          | 30       | Title : Quantitative Aptitude for Banking | Batch :                                      | 2019-2022 |
|                 |          |                                           | Credits:                                     | 2         |

**Unit-1**

**10 Hours**

Series Test: Number Series – Letter Series – Verbal Classification: Letter Classification – Word Classification – Jumbled Words – Graphical Missing Number – Alphabet Test – Classification Test.

**Unit-2**

**10 Hours**

Analogy Test - Coding And Decoding Test: Letter Coding – Number Coding - Statement Coding - Blood Relation Test - Direction Test.

**Unit-3**

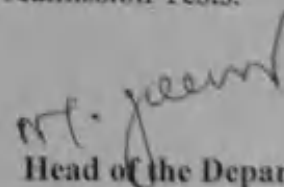
**10 Hours**

Venn Diagram: Statement And Assumption Test – Statement And Argument Test – Arranging In Order Test - Problems on Trains.

**Books for Study :** Aggarwal R. S, Quantitative Aptitude, S. Chand & Company Ltd, Ram Nagar, New Delhi, 2013.

**Reference Books:**

1. Arun Sharma - Quantitative Aptitude for CAT.
2. Arihant Publications - Fast Track Objective Arithmetic.
3. R.D. Sharma - Mathematics Class 11th and 12th.
4. Sarvesh K. Verma- Quantitative Aptitude Quantum CAT Common Admission Tests.

  
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