

Name of Specialization: Banking No. of Question: 50 (Objective Type) Duration: 1 Hr. 30 Min	Maximum Marks: 50
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FOUNDATIONS OF MANAGEMENT: Management Definition, Evolution of Management, Fundamentals of Planning, Organizing, Staffing, Directing, Leadership, Controlling.

BUSINESS MATHEMATICS AND STATISTICS: Matrices and Determinants, Linear Programming, Role of statistics, Regression, Time series forecasting, Index Numbers, Probability and Probability Distributions, Decision Theory.

COMPUTER APPLICATIONS IN MANAGEMENT: Basic Concepts of Computers, Essential Components of computer, Software, Computer networks and Internet, MS-Office, Microsoft Excel, Microsoft PowerPoint, MS Access, MS Project, E-commerce, Applications of Information Technology.

COMMUNICATION FOR MANAGEMENT: Introduction, Employment Communication, Oral Communication, Written Communication, Business Letters and Reports, Case Method of Learning, Presentation Skills, Group Communication

RESEARCH METHODS IN MANAGEMENT: Introduction, Process of Research, Collection of Data, Quantitative data analysis, Report Preparation

MANAGEMENT INFORMATION SYSTEM: Introduction, Role of MIS, Developing MIS Systems, Applications

RISK MANAGEMENT & LIFE INSURANCE UNDERSTANDING: Risk Management, Exposure Analysis, Check Lists, DOW index, Fault Tree, Event Tree HAZOP studies, safety audit, Introduction to the process of Risk evaluation and concept of Probability, Importance of valuation of a risk, concept of Sum Insured and how to fix the Sum Insured, Introduction to the process of Risk Control, Loss Prevention, Techniques of Risk Retention.

LEGAL AND REGULATORY ASPECTS OF BANKING AND INSURANCE: Definition and Sources of Law: Judicial set up in India, Banking & Insurance as a Contract, Doctrines of Banking & Insurance & their Legal Implications. Insurance Act 1938, IRDA Act 1999, Licensing of Brokers, Other Important legislations.

INTERNATIONAL BANKING AND FINANCE: Evolution of the foreign exchange markets, Methods of payments, International remittance, Concepts and techniques, Remittance in practice, Correspondent banking, processing clean instruments, Basics of exchange rates, Forward transactions, Basics of merchant rates, Exchange rate arithmetic, Forward contracts & swaps, Financial futures and options, Risk management in foreign exchange, Financing international trade, The knowledge bank.

SERVICE MARKETING: Introduction to services Management, The services marketing triangle, the understanding of Company, Employees and Customers, The services Marketing mix, Four I's of Services, Building customer relationships through segmentation and retention strategies, service recovery; Delivering service.

RURAL INSURANCE AND MICRO CREDIT: Rural Insurance: Agriculture (crop insurance) & weather insurance, Agricultural pump set insurance, Insurance of cattle, Insurance of poultry and ducks, livestock insurance, Insurance of micro animals, Re-insurance of agriculture risks. Micro Credit, 3 C's of micro credit, traditional informal micro credit and consumer micro credit, Micro credit lending models, Impact of micro credit on economy, Challenges of micro credit.

MERCHANT BANKING AND FINANCIAL SERVICES: Merchant banking, Investment banking Regulation of merchant banking activity, Project preparation and appraisal, Design of capital structure, SEBI guidelines for public issues, Pre-issue management, coordination, marketing and underwriting, post issue management, Security credit rating, Financial Services - Credit Rating - Factoring and Forfeiting - Leasing and Hire Purchasing – RBI guidelines for NBFCs - Credit Cards- Securitization of debts - Housing Finance.

MONEY AND CAPITAL MARKET: Money market, fixed income or debt market, definition, instruments, call money, Notice money, term money, repos, commercial papers, certificate of deposits, inter-corporate deposits, treasury bills, bonds and securities, government dated securities and debentures, Primary and secondary markets, Organization of the money market, Regulatory framework, Monetary Policy.

BANKING AND RETAIL FINANCE: Introduction to Retail Banking, Retail Products and Channels, Types of Retail Banking Products & Services, Recent Trends in Retail Banking, Facilities Management, Emerging New System, Product Management, Sales and Distribution Management, Personal Banking, Securitization, Credit and Risk Management