



SATAVAHANA UNIVERSITY

KARIMNAGAR, TELANGANA STATE, INDIA

FACULTY OF COMMERCE

B.Com (INSURANCE), CBCS, III YEAR, SEMESTER-VI SYLLABUS

BCO601	SEC-4	Regulations of Insurance Business
BCO602	GE- II	Water Resources Management
BCO603	DSC-1E	Managerial Accounting
BCO604	DSC-2E	Company Law
BCO605	DSC-3E	Auditing
BCO606	DSC-4E	Commerce Lab
BCO607	DSE-1E	Fire and Marine Insurance (Specialisation-III)
BCO608	DSE-2E	Property and Liability Insurance (Specialisation – IV)

Note: SEC- Skill- Enhancement Course; CC - Core Course; DSC - Discipline Specific Course; DSE- Discipline Specific Elective ; GE – Generic Elective; L-Lecture; T-Tutorial; P-Practical Marks; T-Theory Marks; R- Report; VV- Viva Voce Examination.

SKILL ENHANCEMENT COURSE: IV
BC 601: REGULATIONS OF INSURANCE BUSINESS

Paper: BC601

Max. Marks: 40+10

PPW: 2 Hrs

Exam Duration: 1½ hrs

Objective: To equip the students with the knowledge regarding Insurance Business Regulations

UNIT I: INSURANCE LEGISLATION IN INDIA:

History of life and non-life insurance legislation—nationalization—insurance reforms—insurance business Act, 1972—IRDA and its functions including licensing functions—Web

aggregators—regulation for intermediaries—CCS-SPV-PoS-insurance repositories-TPAs—Role and duties of surveyors—Origin and development of micro-insurance—regulation of ULIPs—pension schemes—money laundering—KYC—methods of receipt of premium—Exchange control regulations relating to General and Life Insurance—IRDA Health Insurance Regulations, 2016—Health plus life combi products.

UNIT II: POLICY HOLDERS RIGHTS OF ASSIGNMENT, NOMINATION AND TRANSFER:

Assignment and transfer of insurance policies—provisions related to nomination—repudiation—Fraud—protection of policyholder interest—stages in insurance policy—presale stage—post sale stage—free look period—grievance redressal—claim settlement—key feature document—dispute resolution mechanism—insurance ombudsman—solvency margin and investments—international trends in insurance regulation.

SUGGESTED READINGS :

1. Regulation of Insurance Business – Insurance Institute of India

2. Regulation of Insurance Business – D.S. Vittal, HPH
3. Regulation of Insurance Business: Dr. V. Padmavathi, PBP
4. Risk Management : A Publication of the Insurance Institute of India
5. Insurance Theory and Practice: Tripathi PHI
6. Life and Health Insurance: Black, JR KENNETH & Harold Skipper, Pearson
7. Risk Management and Insurance : Trieschman ,Gustavson and Hoyt
8. South Western College Publishing Cincinnati, Ohio.
9. Insurance Management – S.C. Sahoo & S.C. Das-HPH.

GENERIC ELECTIVE II (FOR ALL FACULTIES)

BC 602: WATER RESOURCES MANAGEMENT

Paper: BC602

PPW: 2 Hrs

Max. Marks: 40+10

Exam Duration: 1½ hrs

UNIT-I

1. Importance of Natural Resources – Different Types and Resources
2. Significance of Water Resources and their uses
3. Conservation of water and recycling of the water – Global distribution of water
4. Water shed programmes and their management
5. Storing the rain water in tanks and recharging ground water

Unit-II

6. Rain water harvesting in rural areas (*chekdam, trenches* etc.,)
7. Overuse of surface and ground water and control measures.

8. Aims, objectives and implementation of *Mission Bhagiratha* (Telangana Government Drinking water programme)
9. Aims, objectives and implementation of *Mission Kakatiya* (Telangana Government minor irrigation programme)
10. Issues and challenges in Water Resources Management

Paper: (BCO603) MANAGERIAL ACCOUNTING

Paper: BCO603

Max. Marks: 80 + 20

PPW: 6 Hrs (5L+1T)

Exam Duration: 3 Hrs

Objective: *to acquire knowledge of Managerial Accounting decision making techniques, preparation of budgets and estimation of working capital.*

UNIT-I: INTRODUCTION:

Managerial Accounting: Features – Objectives – Scope – Functions – Advantages and Limitations – Relationship between Cost, Management and Financial Accounting.

UNIT-II: COST-VOLUME-PROFIT ANALYSIS:

Introduction – Importance – Techniques: Marginal and Break Even Analysis – Break-Even Analysis: Meaning – Assumptions – Importance- Calculation of BEP - Limitations.

UNIT-III: MARGINAL COSTING AND DECISION MAKING:

Marginal Costing: Meaning – Marginal Cost Equation – Difference between Marginal Costing and Absorption Costing – Marginal Costing and Decision Making: Product Decisions – Pricing Decisions - Make or Buy Decisions.

UNIT-IV: BUDGETARY CONTROL:

Budget: Meaning – Objectives — Essentials of Budgets - Budgetary Control - Classification of Budgets-Preparation of Budgets - Advantages and Limitations

UNIT-V: WORKING CAPITAL:

Working Capital: Meaning – Classification – Importance – Objectives –Estimation of Working Capital Requirements- Management of Current Assets.

SUGGESTED READINGS:

1. Introduction to Management Accounting: Charles T, Horngren et al, Pearson
2. Management Accounting: S.P.Gupta
3. Management Accounting: Manmohan &Goyal
4. Management Accounting: Sharma Shashi K. Gupta, Kalyani Publishers
5. Management Accounting: MN Arora, Himalaya
6. Management Accounting: Khan & Jain, Tata McGraw Hill
7. Accounting for Management: SN Maheshwari, Vik

Paper: (BCO604) COMPANY LAW

Paper: BCO604

Max. Marks: 80 + 20

PPW: 5Hrs

***Objective:** to understand legal provisions applicable for establishment, management and winding up of companies in India as per Companies Act 2013.*

UNIT-I: INCORPORATION OF COMPANIES:

Company: Meaning and Definition – Characteristics - Classification – Legislation on Companies – Incorporation - Promotion – Registration - Memorandum of Association – Articles of Association – Certificate of Incorporation - Prospectus – Statement in lieu of Prospectus – Commencement of business.

UNIT-II: MANAGEMENT OF COMPANIES:

Director: Qualification - Disqualification - Position - Appointment - Removal – Duties and Liabilities – Loans – Remuneration – Managing Director – Corporate Social Responsibility – Corporate Governance.

UNIT-III: COMPANY SECRETARY:

Company Secretary: Definition – Appointment – Duties – Liabilities – Company Secretary in Practice – Secretarial Audit.

UNIT-IV: COMPANY MEETINGS:

Meeting: Meaning – Requisites - Notice – Proxy - Agenda – Quorum – Resolutions – Minutes – Kinds – Shareholder Meetings - Statutory Meeting - Annual General Body Meeting – Extraordinary General Body Meeting – Board Meetings.

UNIT–V: WINDING UP:

Meaning – Modes of Winding Up –Winding Up by tribunal – Voluntary Winding Up – Compulsory Winding Up – Consequences of Winding Up –Removal of name of the company from Registrar of Companies

SUGGESTED READINGS:

- 1) Company Law: ND Kapoor, Sultan Chand and Co.
- 2) Company Law and Practice: GK Kapoor& Sanjay Dhamija, Taxmann Publication.
- 3) Company Law: Revised as per Companies Act- 2013: KC Garg et al, Kalyani Publication.
- 4) Corporate Law: PPS Gogna, S Chand.
- 5) Company Law: Bagrial AK: Vikas Publishing House

Paper: (BCO605) AUDITING

Paper: BCO605

PPW: 5Hrs

Max Marks: 80 + 20

Exam Duration: 3Hrs

Objective: to understand meaning and elements of auditing and gain knowledge for execution of audit.

UNIT-I: INTRODUCTION:

Auditing: Meaning – Definition – Evolution – Objectives – Importance -Types of Audit – Standards of Auditing – Procedure for issue of standards by AASB.

UNIT–II: AUDITOR AND EXECUTION OF AUDIT:

Appointment – Qualification and Disqualification – Qualities – Remuneration – Removal – Rights – Duties – Civil and Criminal Liabilities of Auditors – Commencement of Audit –Engagement Letter – Audit Program – Audit Note Book – Audit Workbook – Audit Markings.

UNIT–III: INTERNAL CONTROL, INTERNAL CHECK AND INTERNAL AUDIT:

Meaning and Objectives of Internal Control – Internal Check and Internal Audit – Internal Check Vs.Internal Audit – Internal Control vs.Internal Audit.

UNIT–IV: VOUCHING:

Meaning – Objectives – Types of Vouchers – Vouching of Trading Transactions – Vouching Cash Transaction – Auditing in an EDP Environment.

UNIT–V: VERIFICATION AND VALUATION OF ASSETS:

Meaning and Definition – Distinction – Verification and Valuation of various Assets and Liabilities – Audit Committee – Role of Audit Committee – Audit Reports.

SUGGESTED READINGS:

1. Principles and Practice of Auditing: RG Saxena, Himalaya Publishing House.
2. Auditing and Assurance for CA Integrated Professional Competence: SK Basu, Pearson.
3. Auditing: ArunaJha, Taxmann Publications.
4. Auditing Principles, Practices & Problems: Jagdish Prakash, Kalyani Publishers.
5. Auditing and Assurance: Ainapure&Ainapure, PHI Learning.
6. Principles and Practice of Auditing: DinkarPagare, Sultan Chand & Sons.
7. Fundamentals of Auditing: Kamal Gupta andAshok Arora, Tata McGraw-Hill
8. A Hand Book of Practical Auditing: B.N. Tandonetal., S. Chand.

Paper : (BCO606) COMMERCE LAB

Paper: BCO606

Max. Marks: 20 Internal +60PF + 20VV

PPW: 4

Exam Duration: 3 Hrs

Credits:4

***Objective:** to become familiar with various business documents and acquire practical knowledge, which improve over all skill and talent.*

UNIT-I: BASIC BUSINESS DOCUMENTS:

Trade license under Shops and Establishments Act - Labor license from Department of labor - Partnership Deed - Pollution, Health licenses – Quotation - Invoice form and preparation - Computation of simple interest, compound interest and EMI - Way bill used during transport - Debit Note and Credit Note - Audit Report.

UNIT-II: FINANCE, BANKING AND INSURANCE DOCUMENTS:

Promissory Note - Bill of exchange – Cheque - Pay in slip - Withdrawal form - Account opening and Nomination form - Deposit form and Deposit Receipts - Loan application form - Insurance Proposal form and Insurance Policy - ATM Card Application form - Credit appraisal report - Insurance agency application procedure - ESI / PF membership form.

UNIT-III: BUSINESS LEGAL DOCUMENTS:

Memorandum of Association - Articles of Association - Certificate of Incorporation – Prospectus - Certificate of Commencement of Business - Annual Report – Chairman’s Speech - Model bye-laws of some society - Society/ Trust registration form - Complaint in a Consumer forum - Complaint under Right to Information Act.

UNIT-IV: DOCUMENTS OF TAXATION:

PAN application under Income Tax Act - TAN application under Income Tax Act - Form:16 to be issued by Employer - TDS and its certificate u/s15 - Income Tax payment challans and Refund Order - Income Tax Returns including TDS Return - Notices under Income Tax Act - Assessment Order - VAT/TOT Dealer-Application and License - Registration under Service Tax.

UNIT-V: BUSINESS CHARTS:

Elements of business - Forms of business organizations - Procedure of incorporation of companies - Classification of partners with salient features of each of them - International, National, State level and Regional entrepreneurs - Hierarchy of Banking business in India - Tax administration in India - Various taxes imposed in India - Export and import procedure - Purpose and powers of authorities like RBI, SEBI, IRDA, ROC.

COMMERCE LAB FACILITIES:

- i) Colleges are required to provide a commerce lab containing all the documents related to commerce and facilities as, computer, printer, OHP, LCD Projector with sufficient furniture.
- ii) Teachers should practically explain the documents and help in filling the same in the simulated environment.
- iii) Students are required to do the above personally and gain the knowledge of filling the above documents and the same are to be kept in a portfolio.
- iv) At the end of semester, the portfolios would be evaluated by the external examiner designated by the Controller of Examinations, Satavahana University, from the panel submitted by the Board of Studies in Commerce. The Examiner would evaluate the portfolio for a maximum of 35 marks and conduct viva-voce examination for 15 marks. The award lists duly signed are to be sent the Controller of Examinations.

Paper: (BCO607) FIRE AND MIRE INSURANCE

Paper: BCO607
PPW: 5 Hrs (4L +1T)

Max. Marks: 80+20
Exam Duration: 3hrs

UNIT- I: INTRODUCTION:

Fire Insurance Contract: Fire Insurance Origin – Nature, Risks, hazards and indemnity- Legal basis stipulations and Conditions contracts- full disclosure of material facts - Inspection and termination of coverage.

UNIT-II: FIRE INSURANCE POLICIES:

Issue and renewal of polices - different kinds perils covered and excluded - recovery of claims insurer's option - exgratia payment, subrogation and contribution - policy conditions - contribution and average - reinsurance, double insurance and excess insurance, Types of fire protection.

UNIT-III: MARINE INSURANCE CONTRACT:

Origin and growth - history of Lloyds – Marine Insurance Act of 1963 – insurance interest, utmost good faith, implied warranties – Claims A, B and C, General Exclusions, Types of Marine insurance policies – Freight, cargo and vessel – Open cover and specific policies – Marine insurance and International Trade.

UNIT-IV: POLICIES AND PROCEDURES:

Procedure for obtaining marine protection policy – marine policies and conditions – nature of coastal marine insurance perils of Sea, Select Clauses – Procedure for preparation and presentation of claims, Marine Claims Survey.

UNIT-V: MARINE LOSSES:

Total loss, partial loss, particular average loss and general average loss – preparation of loss statement – Payment of Marine losses, duties of the insured, Claims Documents needed, procedure for presentation of a claim – salvage – limits of liability – attachment and termination of risk.

SUGGESTED READING:

1. Regda, George E-(2001), Principles of Risk Management and Insurance (7 Edition), Addison Wesley Longman, Inc, Boston, MS.
2. Pinto, VHP: Management of Public Liability Risk, Published by VHP Pinto, Jeevan Bharat, Khar, Mumbai, 1996.
3. Cabell, H: The Fine insurance contract; Indian Policy, Federation of Insurance Institute, Fire & Marine Insurance.
4. Rodder: Marine Insurance, Prentice Hall International, New Jersey, 1999.
5. Course material prepared by the Insurance Institute of India, PO Box 1507, Universal Insurance Building, Sir P.M Road, Mumbai – 400 001.

Paper: (BCO608) PROPERTY AND LIABILITY INSURANCE

Paper: BCO608

PPW: 5 Hrs (4L +1T)

Max. Marks: 80+20

Exam Duration: 3hrs

UNIT-I: INTRODUCTION:

Risk and Insurance – Insurable and uninsurable risks – nature of property and liability insurance – scope of liability insurance, legal principles, Onus of proof, Types of damages, Types of liability insurance – Crop and Cattle Insurance – Reinsurance.

UNIT-II: BASIC CONCEPTS OF LIABILITY INSURANCE:

- a) Basic concepts- Specific and all risks insurance – indemnity contracts and specific value contracts – average contribution – under insurance.
- b) Liability insurance – Procedure for obtaining liability insurance – Legal position of insurance agent – Construction and issue of policy – Records of Liability Insurance – Policy Conditions, Mandatory Public Liability Insurance.

UNIT-III: TYPES OF PROPERTY AND PERSONAL INSURANCE (COVERAGE, RATING AND UNDERWRITING):

- a) Industrial Insurance Machinery Breakdown Insurance – Boiler Explosion cover, Erection all Risk cover – Fidelity Guarantee – Public Liability policy (industrial/non-industrial risk) –

workmen's Compensation policy – Business Interruption Cover, Theft insurance – Auto Liability Insurance – Products Liability, Directors and Officers Liability – Medical Insurance – Employer's Liability Insurance – other Commercial and Industrial property Insurance Policies, Package Cover.

- b) Personal Accident and Group Personal Accident Policy, Money in Transit Policy, Banker's Indemnity Policy, Jewellers Block Policy, Travel Insurance.

UNIT-IV: INSURANCE OF NON-INDUSTRIAL ESTABLISHMENTS (COVERAGE, RATING AND UNDERWRITING):

Insurance education and religious institutions – hospitals , clubs and associations, Schools and colleges, Office Premises, Exhibitions, ware-houses – package contracts – Errors and Omissions, insurance – Professional Liability Insurance – Limits on amount of insurance – Doctor's Package policy – Doctor's indemnity policy, Professional Indemnity Policy – Marketing and underwriting of liability insurance – Financing of liability insurance.

UNIT-V: ADJUSTMENT OF LOSSES AND CLAIMS COMPENSATION:

Nature of losses and their, adjustments – procedure of adjustments, functions of adjusters – responsibility of adjusters – survey of losses – procedure for preparing claims statements – documents in vise of claim settlement – Requirement of insured in the event of loss – apportionment and loss valuation, statutory control over liability insurance in India.

SUGGESTED READINGS:

1. Luthart, Constance M, et al (1999), Property and Liability Insurance Principles, (3rd Edition), Insurance Institute of America, Malvan, Pa.
2. Rodda: Property and Liability Insurance (A hand book) – Homewood, Richard D.