



**Dwaraka Doss Goverdhan Doss Vaishnav College (Autonomous)**  
**Chennai – 600 106**  
**(Affiliated to University of Madras)**  
**Post Graduate & Research Department of Commerce**



<b>Semester</b>	<b>I</b>
<b>Subject</b>	<b>BASICS OF BANKING</b>
<b>Core / Allied / Elective</b>	<b>Non Major Elective (For Non Commerce Students)</b>
<b>Maximum Marks</b>	CIA- 40 Marks ESE-100 Marks
<b>Credits/ Instruction Hours</b>	2 Credits / 30 Hours
<b>Exam Duration</b>	3 Hours

**Unit-I :**

Introduction to banking system in India – Commercial Banks, Financial Institutions, Credit unions - Commercial banking – definition – functions – basic functions – general utility services

**Unit-II:**

**Opening bank accounts** – type of bank accounts – Savings Accounts – Current Accounts - KYC Norms - procedure for opening - Pay-in-slip book, Withdrawal forms –

**Accepting Deposits** – Types of Deposit- Term Deposit, Recurring Deposits

**Cheque & Demand Draft** – Differentiation – Importance and usage of Cheque – procedure to obtain demand draft – validity of the instrument – Crossing of Cheques – Types of crossings – importance of crossing – Dishonour of Cheque – Reasons for dishonor – Sec. 138 of Negotiable Instruments Act.

**Unit-III:**

**Loans** – Types of Loans – Credit Appraisal – Loan Application process – Introduction to Guarantor rules - Credit Score – Importance – Factors determining Individual Credit Score – Credit Score institutions in India – RBI Guidelines in disclosure of credit score.

**Unit-IV:**

**Introduction to E-Banking** - meaning – services – Internet banking – Internet banking Vs. traditional banking – Limitations of internet banking – Mobile banking – ATM- CDM - Electronic Funds Transfer (NEFT - RTGS – IMPS- SWIFT ) – Indian Financial Network (INFINET) – IFSC - MICR – MMID, Debit Cards & Credit Cards, E-Payment Applications, Mobile Wallets, etc., – Precautions to be taken in using the E-banking.

**Unit-V:**

**Central banking** – definition – RBI- functions and working – objectives - Grievance Redressal Mechanism in Banks – Procedures for lodging grievances – Banking Ombudsman Scheme

End Semester Questions Pattern	Total Questions	To Answer Questions	Marks Per Question	Total Marks
Section – A	12	10	2	20
Section – B	7	5	7	35
Section – C	5	3	15	45

**Reference books:**

1. K.P.M.Sundharam, P.N.Varshney, Banking Theory Law & Practice – Sultan Chand & Sons
2. Khan, M.Y. Indian Financial System – Theory and Practice. Vikas Publishing House
3. Banker's advisory material, Indian Institute of Bankers
4. Study Material for CAIIB/ JAIIB, Institute of Finance and Banking (IFBI)

**Note: Latest edition of the books to be referred.**



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<b>Semester</b>	<b>II</b>
<b>Subject</b>	<b>BASICS OF INCOME TAX</b>
<b>Core / Allied / Elective</b>	<b>Non Major Elective (For Non Commerce Students)</b>
<b>Maximum Marks</b>	CIA- 40 Marks ESE-100 Marks
<b>Credits/ Instruction Hours</b>	2 Credits / 30 Hours
<b>Exam Duration</b>	3 Hours

**UNIT I:**

Introduction to Income Tax Act – Definition of Assessee, Total Income, Assessment Year, Previous Year, scope of total income – Residential Status and Incidence of tax of an individual

**UNIT II:**

**Income from Salary** – Definition of Salary – Introduction to Allowances – Fully Taxable, fully Exempted – Calculation of House Rent Allowance - Deductions u/s. 16 – Problems in computation of aggregate salary. (Simple Basic Problems)

**UNIT III:**

**Income From House property** – Basic rules in determination of House property income – concepts of self occupied property, let out property- Deductions u/s. 24 (Excluding Pre – construction interest) - Problems in computation of House property income. (Simple Basic Problems)

**UNIT IV:**

**Deductions u/s. Chapter VI A** - Sec. 80C, 80CCC, 80CCD, 80D, 80DD, 80DDB, 80G, 80U (Theory Only)

**UNIT V:**

PAN – Procedure for obtaining PAN – Importance of PAN - Income Tax Returns – Due Dates – Form relevant to individuals – Centralised Processing Centre (CPC) regarding Income Tax Returns

End Semester Questions Pattern	Total Questions	Theory	Problem	To Answer Questions	Marks Per Question	Total Marks
Section – A	12	8	4	10	2	20
Section – B	7	5	2	5	7	35
Section – C	5	3	2	3	15	45

**Reference Books:**

1. Dr.Vinod K.Singhania, Students Guide to Income Tax. Taxmann publications Pvt.Ltd, New Delhi
2. P.Gaur, D.B.Narang, Income Tax Law and Practice, Kalyani Publications