

SARDAR PATEL UNIVERSITY
Programme: B.Com.
Semester: I
Syllabus with Effect From: June-2018

Paper Code: UB01DCOM30	Total Credit: 3
Title Of Paper: Advanced Banking - II	

Objective: To Impart the Basic Knowledge of Negotiable Instruments in Banking.

Unit	Description of Detail	Weighting(%)
I	Negotiable Instruments: Definition, Meaning and characteristics of Promissory Note. Bill of Exchange and Cheque. Types of Cheques: Bearer, Order and Crossed. Types of Crossings: General and Special.	25%
II	Parties to a Negotiable Instruments: Introduction, Parties to a Negotiable Instruments, Drawee in Case of Need, Holder and Holder in Due Course, Liabilities of Parties to Negotiable Instruments.	25%
III	Endorsement: Meaning and Definition of Endorsement, Characteristics of Endorsement, Effects of Endorsement, Types of Endorsement: Blank or General Endorsement, Special or Full Endorsement, Partial Endorsement, Restrictive Endorsement, Conditional Endorsement, Facultative Endorsement, Different parties to Endorsement.	25%
IV	Different means of Remittances: Demand Draft, Letters of Credit, Credit Card, Debit Card. ATM (Automated Teller Machine): Advantages and Disadvantages. MICR Cheques.	25%

Basic Text & Reference Books:-

- Elements Banking and Insurance – B. S. Shah Publication, Ahmadabad
- Elements of Banking and Insurance – New Popular Publication, Surat
- Basics of Banking and finance, K. M. Bhattacharya and O. P. Agrawal, Himalaya Publishing House.
- Banking Theory and Practice, Prem Kumar Srivastava, Himalaya Publishing House.
- Fundamentals of Banking Theory and Practice by Basu A. K.
- Banking Law and Function, Saurashtra University Banking Association.