

**SARDAR PATEL UNIVERSITY**  
**B. Com. (Honours) (3 Years)**  
**Specialization in Corporate Banking & Insurance**  
 (Under Choice Based Credit System Based on UGC Guidelines)  
**Syllabus with effect from: June 2019**  
**Semester: III**

<b>Paper Code: UB03DCOH24</b>	<b>Total Credits: 4</b>
<b>Title of Paper: Bank Management</b>	
<b>Objective:</b> Management skills are required for students of any field. However, management differs from business to business. This subject is aimed at giving the students the unique management lessons that are specific to the fields of banking and insurance.	

Unit No.	Description in Detail	Weightage
1	<b>MANAGEMENT FUNCTIONS FOR BANKS</b> <ul style="list-style-type: none"> <li>• Planning and MBO (Management by Objectives) in banks.</li> <li>• Strategic and Operational planning in banks</li> <li>• Need and process of Manpower Planning in Banks</li> <li>• Various services offered by banks</li> <li>• Resent Trends in banking</li> </ul>	25%
2	<b>FORMS OF BANKING</b> <ul style="list-style-type: none"> <li>• Meaning and Definition of form of banking.</li> <li>• Forms of banking               <ul style="list-style-type: none"> <li>○ Unit banking (Merits and Demerits)</li> <li>○ Branch Banking (Merits and Demerits)</li> <li>○ Mixed banking (Merits and Demerits)</li> <li>○ Chain banking (Merits and Demerits)</li> <li>○ Group banking (Merits and Demerits)</li> </ul> </li> </ul>	25%
3	<b>LIQUIDITY MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Meaning, Concept, Need and Significance of Liquidity</li> <li>• Theories of Liquidity Management</li> <li>• Liquidity Risks – Determinants of Liquidity</li> <li>• Asset-Liability Management of Bank</li> </ul>	25%
4	<b>CREDIT MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Credit management in banks</li> <li>• Regulations Related to Loan and advance</li> <li>• Credit Exposure Limit</li> <li>• Directed Lending</li> <li>• Risk in banks</li> </ul>	25%

**Evaluation : Internal : 40 Marks (Theory)**  
**: External : 60 Marks (Theory) – Two Hours Examination**

**Tutorial : Credit – 1 Marks – 25**

<b>Unit – 5</b>	Total Twenty questions (theory and examples) from Unit 1 to 4, shall comprise as a part of Journal, which shall be maintained by the students	<b>25%</b>
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**Evaluation: Internal: 25 Marks**

Journal shall be evaluated by the concerned teachers.

**Reference Books:**

- Principles and Practice of Bank Management by P. Subba Rao (Himalaya Pub. House)
- Principles of Management for Bankers by Dr.C, B.Gupta (Sultan Chand & Sons)
- Bank Management by V.S.P.Rao