

**DISCIPLINE SPECIFIC CORE COURSE – 13**  
**Management Information Systems**

**CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE**

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Management Information Systems	4	3	1	0	NIL	NIL

**Learning Objectives:**

To provide the understanding and use of management information systems in an office and organization.

**Learning Outcomes:**

After completing this course, students shall be able to:

1. Relate the basic concepts and technologies used in the field of management information systems.
2. Compare the processes of developing and implementing information systems.
3. Outline the role of the ethical, social, and security issues of information systems.

**Unit I: Conceptual Foundations**

**(10 Hours)**

Management Information Systems - Need, Purpose and Objectives - Contemporary Approaches to MIS - Information as a strategic resource - Use of information for Competitive advantage - MIS as an instrument for the organizational change. Nature and scope of MIS- Structure of MIS- Types of MIS- -Definition of system-system related concepts Information, Management and Decision Making - Models of Decision Making Classical, Administrative and Herbert Simon's Models - Types of information-Porters Five Forces Model.

**Unit II: Information Technologies**

**(10 Hours)**

Information Technology - Definition, IT Capabilities and their organizational impact - Telecommunication and Networks - Types and Topologies of Networks - IT enabled services such as Call Centers, Geographical Information Systems etc.

Data Base Management Systems - Data Warehousing and Data Mining, Systems Analysis and Design - Systems Development Life Cycle - Prototyping -Application of DBMS using MS ACCESS.

**Unit III: Business Applications of IS (10 Hours)**

e-Commerce , e-Business and e- Governance .e-Commerce infrastructure. e-Commerce Applications and payment systems.e-Business and e-Governance. Customer Relationship Management system(CRM) System. Supply chain Management (SCM) System.

Tools - Object Oriented Systems (Only introduction to these tools & techniques),  
Decision Support Systems - Group Decision Support Systems - Executive Information Systems - Executive Support Systems - Expert Systems and Knowledge Based Expert Systems - Artificial Intelligence.

**Unit IV: Management of IS (10 Hours)**

Information system planning-creating an IS plan. IS development and project Management.  
System development life cycle- system development Models.  
IS Implementation and change management

**Unit V: IS Security and control and ethical and social issues of ISs (5 Hours)**

IS Security threats -protecting information system - IS security technology- IS security level.Ethical responsibility of business professionals. Social issues of IS.

**Suggested Readings:**

1. Management Information Systems, Laudon and Laudon, 7th Edition, Pearson Education Asia
2. Management Information Systems, Jawadekar, Tata McGraw Hill
3. Management Information Systems, Davis and Olson, Tata McGraw Hill
4. Analysis and Design of Information Systems, Rajaraman, Prentice Hall
5. Decision Support Systems and Intelligent Systems, Turban and Aronson, Pearson Education Asia

**DISCIPLINE SPECIFIC CORE COURSE – 14  
CORPORATE ACCOUNTING**

**CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE**

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Corporate Accounting	4	3	1	0	NIL	NIL

**Learning Objectives:**

To enable students to conceptualize the knowledge in the area of corporate accounting and understanding the techniques employed in the preparation of financial statements of the companies.

**Learning Outcomes:**

After completing this course, students shall be able to:

1. Understand and prepare the final accounts according to revised schedule.
2. Comprehend the concepts as well as standards intrinsic to the accounting systems utilised for measuring the performance of the businesses.

**Unit 1 Final Accounts**

**(12 Hours)**

Preparing the statement of profit and loss account and balance sheet as per Schedule III of Companies Act 2013.

**Unit 2 Banking Companies**

**(9 Hours)**

Differentiation between the balance sheet of banking and non-banking companies; Prudential norms; Asset structure of banks; Concept of Capital Adequacy Norms; Provisioning of NPAs (Nonperforming assets).

**Unit 3 Analysis of Financial Statements of Companies**

**(12 Hours)**

Preparation of Cash Flow Statements (CFS) as per AS 3 (Revised): Indirect Method & AS 7 (theory only); Ratio Analysis – Profitability Ratio, Liquidity Ratio, Capital Structure Ratio, Activity Ratio, Stock Valuation.

**Unit 4 Contemporary Trends in Accounting****(12 Hours)**

Forensic Accounting – Concept, History, Types of fraud, Techniques of forensic accounting; Introduction to provisions of Insolvency and Bankruptcy Code; Internal Reconstruction (practical questions).

**Essential Readings:**

1. Monga, J. R. (2012). *Fundamentals of Corporate Accounting*. Mayur Paper Backs.
2. Goyal, B. K. (2020). *Corporate Accounting* (7th ed.). Taxmann.
3. Agarwal, O. P. (2013). *International Banking and Finance*. Himalaya Publishing House.
4. Tulsian, P. C., & Bharat, T. (2016). *Corporate Accounting*. S. Chand Publishing.

**Additional Readings:**

1. Gupta, R. K. (2011). *Banking Law and Practice (3 VOLS SET)*. Research publication .
2. Chadha, R., & Sumant, C. (2017). *Corporate Laws*. Scholar Tech Press.

**Note: Latest edition of the readings may be used.**

**DISCIPLINE SPECIFIC CORE COURSE – 15  
LIFE INSURANCE**

**CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE**

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Life Insurance	4	3	1	0	-	-

**Learning Objectives:**

The objective of the course is to make learners understand the concepts of Insurance, basic operations and technical components involved.

**Learning Outcomes:**

1. Identify the concept and components involved in Insurance.
2. Make learners familiar with Life Insurance and its practical usage.
3. Make them understand how digitisation has changed the face of Insurance.

**Unit 1: Foundation and Principles (9 hours)**

Life Insurance- Basic definition and Concept, Purpose and Need of Life Insurance, Important Terminologies: Premium, Sum Assured Insured, Proposer, Nominee, Survivor, Assignee, Assignment, Riders etc., Essential features of Life Assurance , Principles of Life Insurance, Importance of Life Insurance.

**Unit 2: Life Insurance Products (12 hours)**

Whole-life Plans, Endowment Insurance Plans, Term Insurance Plans, Whole-life and Endowment Plans: Comparison, Couple Life Insurance Policy, Female Insurance Plans, Children Plans, Plans for Handicapped Dependents, Plans for High Worth Individuals, Money Back Plans, Micro Insurance Plans, Group Insurance Schemes, Social Security Schemes, Pension/ Annuity Plans, Unit Plans.

ULIP, health insurance plans, Property insurance policies. Post office life insurance schemes: postal life insurance and rural postal life insurance.

**Unit 3: Insurance Pricing and Underwriting (12 hours)**

Pricing Objectives, Life Insurance Pricing Elements, Insurance Rating Methods, Calculation of Premium, Payment of Premium, Classification of Expenses, Surrender Value, Sum Assured Value and Paid up Value.

Appointment, Qualification and Disqualification of Life Insurance Agents, Authority of an Agent, Procedure for Becoming an Agent as a Profession, Functions of Agent, Remuneration of Agent, Code of Conduct for Agent under IRDA Act, 1999, Agent's Liability for Protection of Interest of Life Insurance Policyholders, Insurance Ombudsman Scheme, 2006.

**Unit 4: Insurance Products and Digitization (12 hours)**

Digitization in the field of Insurance. Benefits of digitization in field of Insurance.

Regulatory Framework of Insurance in India (briefly) – Insurance Legislation and IRDA. Control of Malpractices, Negligence, Loss Assessment and Loss Control, Exclusion of perils, Regulatory Framework of Insurance: Role, Power, and Functions of IRDA, Composition of IRDA, IRDA Act 1999.

Traditional Life Insurance Products- Products of LIC, Establishment and Incorporation of Life Insurance Corporation of India, Constitution and Functions of LIC, Constitution of Tribunal, Management of LIC.

Non-Traditional Life Insurance Products (SBI and ICICI- their Introduction, Forms and Procedures), Difference between traditional and non-traditional products in Insurance.

### **Essential Readings**

1. H. S. N. Murthy & Sharma Modern Law of Insurance in India, Fourth Ed. (2002). Universal Book Traders, Delhi.
2. Keneth Black, JR. & Harold D. Skipper JR.. Life and Health Insurance. Thirteen Fd. (2000), Pearson Education.K.C. Mishra &C. S. Kumar, Life Insurance- Principles and Practice. (2009).Cengage Learning India Pvt. Ltd.

### **Additional Readings**

1. H. Narayanan, Indian Insurance- A Profile, (2006). jaico Publishing House.
2. Shashidharan K. Kutty. Managing Life Insurance, (2008), Prentice- Hall of India Pvt. Ltd.
3. H. Sadhak. Life Insurance in India, Response Books, New Delhi- 1.
4. Kaninika Mishra. Fundamentals of Life Insurance. (2010). PHI Learning Pvt. Ltd. Publications of Insurance Institute of India, Mumbai