

Dayanand College of Commerce (Jr.),Latur.

Annual Topic Plan

Subject – BANKING –Paper- I

For the Academic Year 2021-22

Class – XIIth

Part – I Topic Wise Annual Plan (From- April to January)

Sr.No.	Name of Topic	Topic Contents	Tentative No. of Lectures
1.00	Profit & Loss Account of Commerical Bank	<ul style="list-style-type: none"> • Meaning 1 • Specimen 1 • Items of Expenditure side :- <ol style="list-style-type: none"> 1. Interest paid on deposits & borrowing 2 2. Salaries & allowances 2 3. Directors & local committee members Fees 2 4. Rent taxes, insurance & lighting 2 5. Law charges 2 6. Postage telegrams and stamps etc. 2 7. Auditors fees 2 8. Depreciations & repairs 2 9. Stationary, printing & advertisement etc. 2 10. Loss on non-banking assets 2 11. Other expenditures 2 12. Balance of profits 2 • Items of Income side:- <ol style="list-style-type: none"> 1. Interest & discount received 2 2. Commission exchange & brokerage 2 3. Rent received 2 4. Profit on self of investments 2 5. Profit on revaluation of Investment 2 6. Income from non-banking assets 2 7. Other receipts 2 8. Loss 2 • Tutorial checking. 2 	44

2.00	Banking Regulation act1949 & Negotiable Instrument Act 1881	<ul style="list-style-type: none"> • Introduction 1 • Meaning 1 • Definition of Negotiable Instrument 2 • Feature of Negotiable Instrument 2 • Presumptions of the Negotiable Instrument 2 • Promissory Note:- <ul style="list-style-type: none"> 1. Definition 1 2. Features 2 3. Parties of Promissory Note 2 4. Specimen 1 • Bill of Exchange :- <ul style="list-style-type: none"> 1. Introduction 1 2. Meaning 1 3. Definition 1 4. Feature of bill of exchange 2 5. Parties of bill of exchange 2 6. Types of bill of exchange 2 7. Specimen of bill of exchange 2 8. Terms related to bill of exchange:- <ul style="list-style-type: none"> a) Drawee in case of needs 2 b) Acceptance of the bill 2 c) Maturity Date 2 d) Grace Date 2 e) Noting & protesting bill 2 • Cheque :- <ul style="list-style-type: none"> 1. Introduction 1 2. Meaning 1 3. Definition 1 4. Features of the cheque 2 5. Parties of the cheque 2 6. Types of cheque 2 7. Terms related to the cheque :- <ul style="list-style-type: none"> a) Crossing 1 b) Definition 1 c) Types of Crossing 1 d) Feature of Crossing 1 8. Endorsement:- <ul style="list-style-type: none"> a) Meaning 1 b) Definition 1 c) Parties 1 d) Types of endorsement 1 e) Make the correct Endorsement 1 9. Distinction between cheque & bill of Exchange 1 10. Distinction between cheque & promissory note 1 11. Bill of Exchange & Promissory note. 1 12. Visit Report of bearer cheque 1 13. Visit Report of cross cheque 1 14. Visit Report of travellers cheque 1 15. Visit Report of Demand Draft 1 16. Tutorial checking, Practical notebook checking 1 	61
------	--	---	----

3.00	Important sections of Banking Companies	<ul style="list-style-type: none"> • History of Indian banking:- <li style="padding-left: 20px;">Meaning 1 <li style="padding-left: 20px;">Introduction 2 <li style="padding-left: 20px;">Sections of banks 2 <li style="padding-left: 20px;">Act related to banks 2 <li style="padding-left: 20px;">Name of the nationalized bank 2 	09
4.00	Banks and Foreign Trade	<ul style="list-style-type: none"> • Introduction 1 • Meaning 1 • Meaning & Type of Trade 2 • Inland Trade and Foreign Trade 2 • Difference Between Inland Trade and Foreign Trade 2 • Methods of payments used in International Trade :- <li style="padding-left: 20px;">a) Bill of Exchange method 1 <li style="padding-left: 20px;">b) Letter of credit method 1 <li style="padding-left: 20px;">c) Cash against document payment method 2 <li style="padding-left: 20px;">d) Case with order method 1 <li style="padding-left: 20px;">e) Deferred payment method 1 <li style="padding-left: 20px;">f) Sale proceed method 2 <li style="padding-left: 20px;">g) Post parcel method 1 • Letter of Credit:- <li style="padding-left: 20px;">a) Meaning 1 <li style="padding-left: 20px;">b) Definition 1 <li style="padding-left: 20px;">c) Parties of letter of credit 1 <li style="padding-left: 20px;">d) Types of letters of credit 10 • Shipping Document:- <li style="padding-left: 20px;">a) Invoice 2 <li style="padding-left: 20px;">b) Mate's receipts 2 <li style="padding-left: 20px;">c) Marine insurance policy 2 <li style="padding-left: 20px;">d) Bill of lading 2 <li style="padding-left: 20px;">e) Other document 2 • Work of Foreign Exchanges Department • Packing Credit:- <li style="padding-left: 20px;">Introduction 1 <li style="padding-left: 20px;">Meaning 1 <li style="padding-left: 20px;">Visit report 1 • Collection of clean & document foreign bill 1 • Negotiation of foreign bills 1 • Methods of Remittance 1 • Terminology used in Foreign Exchange :- <li style="padding-left: 20px;">Foreign Currency • Authorized Dealers in Foreign Exchange 1 • Rate of Exchange 1 • Types of rates :- 	

		a) Selling rates b) T.T. selling rate c) B.C. selling rate d) Forward exchange rate • Tutorial checking, Practical notebook Checking	1 1 1 1 1	52
--	--	---	-----------------------	-----------

Part – II No. of Days Required for Examination

Exam Type	Exam Duration (In Days)	Syllabus
1) Unit Test – I	03	Chapter 1,2
2) First Term Exam	06	Chapter 1,2,3
3) Unit Test – II	03	Chapter 4
4) First Practice Exam	06	All Syllabus
5) Second Practice Exam	06	All Syllabus
6) Application Based Test(ABT-Final Practical Exam.)	06	All Syllabus
Total Exam Duration (In Days)	30 Days	In Words: Thirty Days
B) The total no. of days required for Examinations (Part-II) to be held through out the year = 163 Days*		
C) Total No. of Days (A+B = C) i.e. 163 Days + 30 Days = 193 Days**		

- There will be 4 bank visits of the students to the various banks for paper I in 12 th Standard

Sr.No.	Name of the Subject Teacher	Signature	Remark (If Any...)
1.00	Prof. Thakur S.B.		
2.00	Prof.Kshirsagar S.S.		

Co-ordinator

Supervisor

