

**DR. BABASAHEB AMBEDKAR OPEN UNIVERSITY**  
**SCHOOL OF COMMERCE & MANAGEMENT**  
**B.B.A. (Bachelor of Business Administration)**  
**(SEMESTER –4 Credit -4)**  
**Banking & Insurance**

Sr. No.	Unit	Writers Name and Contact No.
1	<b>Introduction to Banking</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Meaning, definition and origin of banks</li> <li>• Functions of commercial banks (Primary, Secondary)</li> <li>• Importance of banks for common people</li> <li>• Difference between traditional and modern banking</li> <li>• Exercise</li> </ul>	
2	<b>Banking Structure in India</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Classification of banks in India</li> <li>• Difference between scheduled and non-scheduled banks</li> <li>• Role of Public Sector vs. Private Sector banks</li> <li>• Cooperative credit institutions</li> <li>• Regional Rural Banks and Local Area Banks</li> <li>• Foreign banks in India</li> <li>• Exercise</li> </ul>	
3	<b>Role of RBI (Reserve Bank of India)</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Establishment of RBI (1935)</li> <li>• Lender of Last Resort</li> <li>• Supervision and regulation of commercial banks</li> <li>• Monetary policy and credit control measures</li> <li>• Promoting financial stability</li> <li>• Functions of RBI</li> <li>• Exercise</li> </ul>	
4	<b>Deposits in Banks</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Need for bank deposits</li> <li>• Features of savings account, current account, FD and RD</li> <li>• KYC (Know Your Customer) requirements</li> <li>• Difference between individual and joint accounts</li> <li>• Advantages of different deposit schemes</li> <li>• Passbook, cheque book, and digital passbook</li> <li>• Nomination facility in deposits</li> <li>• Exercise</li> </ul>	
5	<b>Loans &amp; Advances</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Objectives of giving loans</li> </ul>	

	<ul style="list-style-type: none"> <li>• Types of loans</li> <li>• Consumer loans vs. business loans</li> <li>• Priority sector lending (farmers, MSMEs, weaker sections)</li> <li>• Concept of interest rates and EMI</li> <li>• Difference between secured and unsecured loans</li> <li>• Exercise</li> </ul>	
<b>6</b>	<b>Banking Services</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Traditional vs. modern services</li> <li>• Plastic money: debit card, credit card, prepaid card</li> <li>• E-wallets and digital apps</li> <li>• Mobile banking features and benefits</li> <li>• RTGS, NEFT, IMPS, UPI payments</li> <li>• Safe deposit lockers</li> <li>• Customer care &amp; grievance redressal</li> <li>• Exercise</li> </ul>	
<b>7</b>	<b>Negotiable Instruments</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Characteristics of negotiable instruments</li> <li>• Parties to a cheque (drawer, drawee, payee)</li> <li>• Dishonour of cheque and penalties</li> <li>• Endorsement of cheque (types of endorsements)</li> <li>• Promissory notes and bills of exchange</li> <li>• Role of negotiable instruments in trade</li> <li>• Exercise</li> </ul>	
<b>8</b>	<b>Introduction to Insurance</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Meaning and scope of insurance</li> <li>• Importance of insurance</li> <li>• Difference between insurance and assurance</li> <li>• Contract of insurance and its features</li> <li>• Principles of insurance</li> <li>• Insurance as a tool of social security</li> <li>• Exercise</li> </ul>	
<b>9</b>	<b>Life Insurance</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Need and significance of life insurance</li> <li>• Various life policies: term, endowment, money-back, pension, ULIPs</li> <li>• Surrender value and maturity value</li> <li>• Policy nomination and assignment</li> <li>• Procedure for claim settlement</li> <li>• Role of LIC in India</li> <li>• Advantages of life insurance for families</li> <li>• Exercise</li> </ul>	
<b>10</b>	<b>General Insurance</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Concept of indemnity in general insurance</li> <li>• Types of General Insurance <ul style="list-style-type: none"> <li>• Fire insurance</li> <li>• Marine insurance</li> <li>• Motor insurance</li> <li>• Agricultural &amp; Crop insurance</li> <li>• Travel and home insurance</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Loan Protection insurance</li> <li>• Difference between life and general insurance</li> <li>• Exercise</li> </ul>	
<b>11</b>	<b>Health Insurance</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Need for health insurance in today's world</li> <li>• Individual vs. family floater policies</li> <li>• Cashless treatment</li> <li>• Government health insurance schemes</li> <li>• Exercise</li> </ul>	
<b>12</b>	<b>Regulatory Bodies in Banking &amp; Insurance</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• RBI as a regulatory body in banking</li> <li>• IRDAI as a regulatory body in insurance</li> <li>• Deposit Insurance and Credit Guarantee Corporation (DICGC)</li> <li>• SEBI's role in financial system</li> <li>• Ombudsman schemes (Banking &amp; Insurance)</li> <li>• Recent regulatory reforms</li> <li>• Exercise</li> </ul>	
<b>13</b>	<b>Emerging Trends in Banking &amp; Insurance</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Digital banks and neo-banks</li> <li>• Use of Artificial Intelligence, Chatbots in banking</li> <li>• E-insurance and online policy servicing</li> <li>• Bancassurance: meaning and benefits</li> <li>• Green banking &amp; sustainable insurance</li> <li>• Exercise</li> </ul>	
<b>14</b>	<b>Risk Management in Banking &amp; Insurance</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Meaning of risk and uncertainty</li> <li>• Banking risks: credit risk, liquidity risk, operational risk, market risk</li> <li>• Insurance risks: moral hazard, physical hazard, adverse selection</li> <li>• Risk mitigation techniques (diversification, reinsurance, hedging)</li> <li>• Importance of risk management for stability of financial system</li> <li>• Financial frauds: Detection and Prevention</li> <li>• Exercise</li> </ul>	