

As per the NEP 2020

Economic Administration and Financial Management (EAFM)

(Minor Syllabus)

(Effective from Academic Year 2024-2025 onwards)



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Semester	Course Code	Course Title	Contact Hrs per Week			Credits	Weightage (%)		
			L	T	P		CWS	MTE	ETE
I	24BEM5101M	E-Commerce	2	0	0	2	10	20	70
II	24BEM5201M	Credit Management	2	0	0	2	10	20	70
III	24BEM6301M	Rural Governance In Rajasthan	4	0	0	4	10	20	70
IV	24BEM6401M	E-Banking	4	0	0	4	10	20	70

Semester – I

Course Title:	E-Commerce	Course Code: 24BEM5101M
Total Lecture hour 30		Hours
Unit I	E-Commerce-Origin, Meaning, Characteristics, Key Drivers of E-Commerce, E-Commerce Models	8
Unit II	Internet and E-Commerce, Networking-LAN, WAN, Business Uses of Internet, www, Protocols, Intranet and Internet	8
Unit III	Electronic Payment Systems- Methods, Security Issues, Electronic Banking, Electronic Stock Trading.	7
Unit IV	Business Intelligences, Ethics, Security and E-Governance.	7
Reference Books:		
1	E-Commerce and E-Business Dr. C.S. Rayudu, Himalaya Publishing House.	
2	Information Technology: E-Commerce & E-Business: V.D.Dudeja, (Common Wealth Publisher, New Delhi	
3	Electronic Consumer Framework & Technologies and Applications: B. Bhasker, Tata McGraw Hill	
4	Electronic Commerce A Managers Guide to E-Business: Prayag Dawan and Sunil Sharma, Vanity Books International, New Delhi	

Semester – II

Course Title:	Credit Management	Course Code: 24BEM5201M
Total Lecture hour 30		Hours
Unit I	Credit Management: Definition and Objectives, Principles.	10
Unit II	Credit Policy in Banks: Need and Components, Credit policy of Reserve Bank of India	6
Unit III	Evaluation of Borrower- The 6 Cs –Fair Practices Code. Types of Borrowers: Various categories including the special type of Borrowers.	7
Unit IV	Debt Recovery Management: Debt Recovery Tribunals: Object and functioning of Debt Recovery Tribunal, Authority of Debt Recovery Tribunal, Procedure and Powers of Debt Recovery Tribunals	7
Reference Books:		
1	Fredric S Mishkin : Economics of Money, Banking and Financial Markets, Addison Wesley Publishing	

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2	Lawrence S. Ritler, William L Silber, Gregory Fudell :Principles of Money, Banking and Financial Markets, Longman Science and Technology
3	Lloyd B Thomas : Money, Banking and Financial Markets, McGraw Hill Primis Custom Publishing 4. Singh Gopal : Credit Management, RBSA Publishers, Jaipur
4	Fredric S Mishkin : Economics of Money, Banking and Financial Markets, Addison Wesley Publishing

Semester – III

Course Title:	Rural Governance In Rajasthan	Course Code: 24BEM6301M
Total Lecture hour 60		
Unit I	Local Governance: Meaning, Nature, Importance and Thoughts related with Local Governance in Rural Areas Good Governance Initiatives in Local Government	Hours 15
Unit II	Panchayati Raj System: Origin, Meaning, Constitutional Steps and 73 rd Amendment Act (1992) Progress Report of Panchayati Raj	15
Unit III	Rural Development Administration: Meaning, Importance and Process of Rural Development Rural Development Agencies	15
Unit IV	Agriculture: Importance and Role of Agriculture in the Economy of Rajasthan New Agriculture Policy of Rajasthan	15
Reference Books:		
1	Maheswari, Shriram (2008), Local Government in India	
2	Sachdeva, Pradeep (2011), Local Government in India	
3	RBD Publication, Rural Development and Corporations	

Semester – IV

Course Title:	E-Banking	Course Code: 24BEM6401M
Total Lecture hour 60		
Unit I	Electronic Banking: Meaning, Types of E-Banking, E-Banking transactions - truncated and Electronic cheque Models for E-banking - Complete Centralized Solution & features	Hours 15
Unit II	Online Banking: Meaning and concept, Electronic delivery channels - need for computerization - Automatic Teller Machine (ATM) Electronic Fund Transfer (EFT) - uses & computerization in clearing houses	15
Unit III	Telebanking - Banking on home computers, Electronic Money Transfer - uses of EMT. E-Cheque - Magnetic Ink Character Recognition (MICR) and Cheques. E-Banking in India – Procedure Programmes, Components - How to go on net for Online Banking – Advantages - Limitations.	15
Unit IV	E-Banking Security - Introduction need for security - Security concepts - Privacy -Survey. E-Builder solutions - Digital certificate and Signature E-Security solutions - Solutions providers, E-locking technique, E-locking services	15
Reference Books:		
1	C.S. Rayudu, E-Business, Himalaya Publishing House.	
2	Roger Hunt & John Shelly, Computers and Common-sense.	
3	Bhushan Dewan, E-Commerce.	

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