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**DEPARTMENT OF BUSINESS FINANCE & ECONOMICS  
FACULTY OF COMMERCE & MANAGEMENT STUDIES  
JAI NARAIN VYAS UNIVERSITY, JODHPUR**

***PROFESSOR (DR. ) D.S.KHEECHEE***  
***HEAD OF DEPARTMENT***

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List of Programs: Operational in the Department FOR THE SESSION 2020-21

**2020-21 (4 Programme)**

Program Code	Program Name
BCOMHBFE	B.COM.HONOURS B.F.E.
MCOMBFE	M.COM.B.F.E. (CBCS)
MBAFM	M.B.A. (F.M.)
MCOMBFEAS	Master of Commerce (MCOM) ANNUAL SCHEME

  
HEAD

**MBA (FINANCIAL MANAGEMENT)\***  
**ACADEMIC SESSION 2020-22**

**DEPARTMENT OF BUSINESS FINANCE AND ECONOMICS**  
**FACULTY OF COMMERCE & MANAGEMENT STUDIES,**  
**JAI NARAIN VYAS UNIVERSITY, JODHPUR**



**JAI NARAIN VYAS UNIVERSITY**  
**JODHPUR**

Objective :

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Department of Business Finance & Economics  
Faculty of Comm. & Mgt Studies  
Jai Narain Vyas University  
Jodhpur (Raj.) 342001



The 'Department of Business Finance & Economics' came into existence on 3<sup>rd</sup> February 1990 as a result of restructuring of the then 'Faculty of Commerce' into four teaching departments, namely (1) Department of Accounting, (2) Department of Business Administration, (3) Department of Business Finance and Economics, and (4) Department of Management Studies. Since then the Department of Business Finance & Economics has grown both academically and professionally. We have had a long journey of two decades taking the department to greater heights over the years. The Department offers **M.Com, M.F.C, B.Com.(Hons.), P.G.Diplomas in I.B.F., B.I.O.M., C.M.F and S.A.P.M, M.Phil, Ph.D & D.Litt** in Business Finance & Economics. At the undergraduate level, the Department offers B.Com and BBA Degree courses in combination with sisters departments. Four separate Post Graduate Diploma Courses, namely, PG Diploma in International Business Finance, P.G.Diploma in Banking Insurance Organisation and Management, P.G.Diploma in Corporate Managerial Finance and P.G. Diploma in Security Analysis and Portfolio Management have been running successfully on self-financing basis. Both the diplomas have proved quite useful as professional job oriented courses for past 20 years. Apart from the other post-graduate and research courses, M.Com & M.B.A. Financial Management are most exalted two year full time post-graduate programmes in business finance & Economics. These courses provides an extreme and rigorous base for teaching, research and allied business finance & economics. These programmes are well received in the industry and for years had been serving the needs of managerial cadre in Indian and abroad. These courses serve the needs of academics and prepare students for research and teaching. The Alumni of these courses are well placed in business, academics and administration in the country as well as abroad. The Department of Business Finance & Economics is headed by Professor Raman Kumar Dave with rich teaching experience of over 36 years. The department is supported by Six Professor and five Associate Professor and three Assistant Professors. Our teaching faculties are widely acknowledged as leaders in research in varied business streams. They actively contribute in professional organizations and serve on influential editorial boards. The faculty members have authored various books, produce academic papers, and written an array of articles for general business publications. The research and consultancy are translated into a classroom experience that is theoretically grounded, evidence-based, practical and forward looking. The teaching team comprises of:

#### TEACHING STAFF OF THE DEPARTMENT

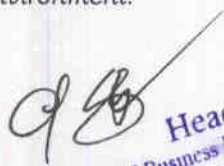
Sr.	Name of Teacher	Designation
1.	Dr.Mahendra Singh Rathore	Professor
2.	Dr.Raman Kumar Dave	Professor & Head
3.	Dr. Ram Singh Meena	Professor
4.	Dr. Sunil Mehta	Professor
5.	Dr. D.S. Kheechee	Professor
6.	Dr.Navneeta Singh	Professor
7.	Dr.Krishn Awatar Goyal	Professor
8.	Dr. (Mrs.) Jatan Kanwar Jain	Associate Professor
9.	Dr.Mahendra Kumar	Associate Professor
10.	Dr.(Mrs.)Anju Agarwal	Assistant Professor
11.	Dr.Kshitiz Maharshi	Assistant Professor
12.	Dr.Rajendra Prasad Meena	Assistant Professor

#### VISION

*To be recognized as knowledge hub of business finance education and research creating socially responsible citizens.*

#### MISSION

*To develop future business leaders and professionals from a cross-functional, cross-cultural perspective with the consciousness, knowledge, and practical skills to assume responsible positions in organizations, and develop them into well-rounded managers to be successful in dynamic, ever changing business environment.*

  
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## OBJECTIVES

- To offer academic and research programmes in business and allied disciplines.
- To offer educational programmes at different levels in the field of business education.
- To provide opportunity to students to acquire skills for improving employability and entrepreneurial abilities.
- To undertake consultancy, research and extension activities with a focus on sustainable development.

*\* As per UGC D.O. No. F.5-1/2014 (CPP-II) dated 11<sup>th</sup> July, 2014 and The Gazette of India Notification Number 27 dated July 5 – July 11, 2014 (Asadha 14, 1936) we have changed the nomenclature and Scheme of MFC to MBA Financial Management.*

## COURSES FOR STUDIES

The department offers following programmes of teaching:

- Bachelor of Commerce (B.Com.) – In combination with other department of the faculty.
- Bachelor of Commerce – B.Com. (Honours) Business Finance & Economics
- Bachelor of Business Administration (BBA) – In combination with other department of the faculty.
- Master of Commerce (M.Com.) – Business Finance & Economics
- MBA (Financial Management)
- POST-GRADUATE DIPLOMA IN BANKING INSURANCE ORGANISATION AND MANAGEMENT
- POST-GRADUATE DIPLOMA IN CORPORATE MANAGERIAL FINANCE
- POST-GRADUATE DIPLOMA IN INTERNATIONAL BUSINESS AND FINANCE
- POST-GRADUATE DIPLOMA IN SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT

## RESEARCH PROGRAM

The department provides facilities for full time M.Phil / Ph.D. / D.Lit. programmes in Business Finance & Economics. The research programs in the department promote innovation; focus on activities that can make a difference to problems that matter to industry & society. These research program continue to attract researchers of excellent caliber.

## NEW INITIATIVES AND FUTURE VISION

Department plans to organize Management Development Programmes, Quality improvement in Business Education, Faculty Development Programmes, Quality improvement in teaching, Student-industry Partnership activities. At the department, changes are occurring in the form of revised course curriculum, increased industry interaction; focus on business research, leadership applications, student-alumni interaction and career building. Recently the Department is launching new Course MBA Financial Management as per UGC Gazette Notification 5-11 July 2014.

### Objective:

The business scenario is ever changing in terms of practice and knowledge generation and these have a tremendous impact on management education worldwide. The objective of this course is therefore to provide a thorough knowledge and impart relevant skills in the broad areas of Financial Management particularly to develop appreciation of the interface between finance on the one side and other areas like Economics, Management, International Finance, Capital Market and e-Commerce. To make familiar with nature and scope of financial management

### Eligibility for Admission:

Post graduates or graduates of a recognized University from any discipline having minimum 50% marks in aggregate in either of the degrees are eligible for admission.


### Admission Procedure:

Admission will be based strictly on Merit. The HOD may decide to conduct entrance Test comprising of written examination, G.D. and P.I. if number of applicants is very high.

### Nature of the Program:

The post graduate program of 'MBA (Financial Management)' will be of two years duration comprising of four semesters. It will be a full-time and Regular Self-financing post graduate program of the University. There shall be separate courses of studies for each semester and there shall be separate examinations for each semester. The courses of studies and examination in relation thereto shall comprise of theory papers, seminar, viva-voce and Research Report as indicated in the Scheme of Examination.

### Medium of Instruction:

  
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The language medium of instructions and examination in each course shall be English only.

**Career Prospects:**

The programme 'MBA (Financial Management)' would provide challenging career opportunities in the area of Corporate Finance, Merchant Banking, Financial Institutions, Insurance Companies, Stock Exchanges and other Corporate Organisations.

**Course Fee:**

The course fee for the entire post graduate program shall be Rs 80,000/- which will have to be paid by demand draft in two installments of Rs. 40,000/- each at the time of admission in Previous and Final year. Besides, faculty and examination fees will have to be deposited separately as per University Rules. No refund of fee is admissible

**Intake:**

The program will have maximum intake of 60 students. This will include reserved seats as per University rules, provided they qualify the eligibility.

**Attendance and other Rules:**

In order to be eligible to take examination each candidate shall have to fulfill minimum attendance requirement, rules and regulations prescribed by the University from time to time. Candidates shall not be allowed to seek part- time or full-time employment during the tenure of two years of the program.

**Minimum Pass Marks:**

The minimum pass marks in respect of each examination shall be 40% in individual paper and 50% marks in the aggregate in respect of all the examinations in a relevant semester. Grace marks will be awarded as per University Rules.

**Award of Division:**

The division shall be awarded to a candidate on the basis of marks of all the examinations in respect of all the semesters on the following basis:

<b>Division:</b>	<b>Percentage of marks:</b>
First with Honors	70 and above
First	60 and above but less than 70
Second	50 and above but less than 60

**Deficiency:**

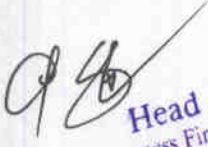
If a candidate fails in one or two examinations he or she will be permitted to make up the deficiency. Such candidates will be promoted to the next semester and may be permitted to make up the deficiency at subsequent but regular and scheduled examination only. Subsequent examination will be treated as main examination. Further, a candidate appearing at an examination to make up the deficiency shall have to appear at such an examination based on the course of studies in force at the time, unless the paper itself no longer forms that part of the course of studies. In such eventuality the course of study soon before the deletion shall be deemed to be relevant. However, the department shall have no responsibility of organizing and imparting teaching in the paper in which the candidate has got deficiency. Those candidates who appeared at the subsequent examination for clearing the deficiency and passed shall be awarded the actual marks obtained. But, in no case it will be more than 60% of the maximum marks in the concerned paper, irrespective of the marks secured by them at the subsequent examination. *However, students are advised to be hardworking and sincere so as to avoid any such deficiency.*

**Award of the Post graduate Degree:**

After the fourth semester examinations are over and the results are declared, the degree of 'MBA (Financial Management)' will be awarded when a candidate passes all the examinations in respect of all the four semesters including those papers for which deficiency, if any, is to be made up.

**Teaching Methods:**

A combination of different teaching methods such as Lectures; Case Discussions; Seminars; Presentations, Individual and Group Exercises and Assignments etc will be used.

  
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**Teaching Faculties:**

Faculty will be drawn from within the Jai Narain Vyas University of Jodhpur and outside subject to availability considering nature of the subject and availability of resources as the case may be. In addition, an attempt will be made to draw Professionals from Business, Industry to share their experience with Participants.

**Structure, Teaching and Examination Scheme:**

The MBA (Financial Management) is divided into two parts as under. Each Part will consist of two semesters.

		<b>Semester</b>	<b>Semester</b>
Part – I	First Year	Semester I	Semester II
Part – II	Second Year	Semester III	Semester IV


There shall be six theory papers / courses for written examination plus a seminar/training report and viva-voce of 50 marks each for every semester. Thus, each semester shall be of 400 marks (50 × 8). The written examination for the theory papers shall be of 3 hours duration for each paper. *The Examination Question Papers shall contain eight questions of Ten marks each and the candidates shall be required to answer any Five question of them.* Also, candidates will be required to submit a written research report in the IV Semester (Course No. 407). For the purpose, they will be required to undergo a four- week summer training to be received in a chosen business organization and the report thereof will be teacher- supervised which will be evaluated by the Head of the Department and the concerned supervisor in each case. Students shall be required to go for such training immediately after the examinations of second Semester are over. Seminar on contemporary issues to be presented by every student in each semester shall be conducted and evaluated by a teacher of the department nominated by Head of the department for the purpose. For conduct of Viva-voce, there shall be two examiners - one internal and one external. Revaluation of Examination Answer books shall be allowed as per University Rules. The details are as follows:

**Semester I**

S.No.	COURSE CODE	COURSE	LECTURE/ WEEK	MAXIMUM MARKS
1	MBAFM-101	Organizational Behaviour	6	50
2	MBAFM-102	Financial Management	6	50
3	MBAFM -103	Marketing Management	6	50
4	MBAFM -104	Accounting for Managers	6	50
5	MBAFM-105	Managerial Economics	6	50
6	MBAFM-106	Principles of Management	6	50
7	MBAFM-107	Seminar on Contemporary Issues	-	50
8	MBAFM-108	Viva - Voce	-	50
<b>TOTAL</b>			<b>36</b>	<b>400</b>

**Semester II**

S.No.	COURSE CODE	COURSE	LECTURE/ WEEK	MAXIMUM MARKS
1	MBAFM-201	Research Methodology	6	50
2	MBAFM-202	Business Communication	6	50
3	MBAFM -203	Production and Operations Management	6	50
4	MBAFM -204	Investment management	6	50
5	MBAFM-205	Strategic Management	6	50
6	MBAFM-206	Quantitative Techniques	6	50
7	MBAFM-207	Seminar on Contemporary Issues	-	50
8	MBAFM-208	Viva – Voce	-	50
<b>TOTAL</b>			<b>36</b>	<b>400</b>

  
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**Semester III**

S.No.	COURSE CODE	COURSE	LECTURE/ WEEK	MAXIMUM MARKS
1	MBAFM-301	Management of Financial Institution and Services	6	50
2	MBAFM-302	Human Resource Management	6	50
3	MBAFM -303	Corporate Legal Framework	6	50
4	MBAFM -304	Commercial Bank Management	6	50
5	MBAFM-305	E-Commerce	6	50
6	MBAFM-306	Business Environment	6	50
7	MBAFM-307	Seminar on Contemporary Issues	-	50
8	MBAFM-308	Viva – Voce	-	50
<b>TOTAL</b>			<b>36</b>	<b>400</b>

**Semester IV**

S.No.	COURSE CODE	COURSE	LECTURE/ WEEK	MAXIMUM MARKS
1	MBAFM-401	Portfolio Management	6	50
2	MBAFM-402	International Financial Management	6	50
3	MBAFM -403	Foreign Exchange Management	6	50
4	MBAFM -404	Entrepreneurship and Small Business	6	50
5	MBAFM-405	Financial Derivatives and Risk Management	6	50
6	MBAFM-406	Merchant Banking	6	50
7	MBAFM-407	Major Research Project	-	50
8	MBAFM-408	Viva – Voce	-	50
<b>TOTAL</b>			<b>36</b>	<b>400</b>

  
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## Detailed Syllabus

### SEMESTER I

#### **MBAFM-101: ORGANIZATIONAL BEHAVIOUR**

The objectives of this paper are to familiarize the student with basic management concepts and behavioral processes in the organization.

#### **Course Contents:**

Introduction: Concept, Nature of Organizational Behavior, Need on Integrated Approach to Study Behaviour, Significance of Organizational Behavior for Managers.

Perception, Learning and Attitude: Perception: Meaning, Definition, Significance of Perception for Understanding Human Behaviour. Learning: Nature, Types of Learning, Principles of Learning, Factors in Human Learning. Attitude: Meaning and Concept of Attitude, Significance of Attitude for Understanding Human Behaviour.

Motivation, Personality and Communication: Motivation: Motivation and Goal Directed Nature of Human Behavior, Concept of Motivation, Importance of Motivation, Theories of Motivation. Personality: Concept, Factors influencing Personality, Theory of Personality.

Communication: Process, Barriers, How to Make Communication Effective. Social Behavior: Definition, Properties of a Group, Group & Human Behavior and Why People Join Groups, Types of Groups, Group Cohesiveness. Influencing Human Behavior: Techniques of Influence, Power & Politics, Leadership as an Influence Process, Organizational Change and Organizational Effectiveness

#### **Suggested Readings:**

Koontz, Hand, Wechrich, H, Management, Tata McGraw Hill. Luthans. F., Organizational Behavior, Tata McGrawHill.


Robbins, S P., Organizational Behavior, Prentice Hall of India.

Singh, Dalip, Emotional Intelligence at Work, Response Books, Sage Publications, Delhi.

Staw, R M. Psychological Dimensions of Organizational Behavior, Prentice Hall Inc.

Stoner, J, etc., Management, Prentice Hall of India.

K. Aswathappa, Organizational Behaviour, Himalaya Publishing House

  
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## MBAFM 102: FINANCIAL MANAGEMENT

The purpose of this course is to acquaint the students with the broad framework of financial decision making in a business unit.

### Course Contents:

Financial Management: Meaning, nature and scope of finance, Importance and Limitation, Financial goal: Profit vs. Wealth maximization; finance functions- investment, financing and dividend decisions, Organization of Finance Function. Financial Planning: Meaning, Definition, Contents, Types, process, estimating Financial requirement, Factors affecting Financial planning, Characteristic of sound financial plan, Significance, Limitation.

Capital Budgeting: Meaning, Definition, importance, types, process, Investment evaluation criteria: Net present value, Internal rate of return, Profitability index, Payback period, Accounting rate of return, NPV an IRR comparison. Capital rationing, Risk analysis in capital budgeting.

Capital Structure: Meaning and Definition, Pattern, point of indifference, Factor affecting Capital structure, optimum capital structure, Trading on equity, Capital Gearing, Theories of capital structure: Net Income, Net Operating Income, Modigliani- Miller, Traditional Theory. Cost of Capital :Meaning, Definition, Approach and significance, characteristics, calculation of cost of debts; preference capital, equity capital, cost of depreciation fund, and retained earnings, Combined Cost of capital (weighted).

Operating and Financial Leverage : Concept of leverage, characteristic of operating and financial leverage, Measurement of operating and finance leverages, Effect of operating and financial leverage on profit Analysis, financial break-even point, Combined leverage.

Dividend: Meaning, Forms of dividend, sound dividend policy: Factor affecting Dividend policy, Meaning, Sound Dividend Policy, Factors effecting Dividend policy, Dividend decisions, Walter's model, Gordon's model.

### Suggested Readings:

V.K.Bhalla: Financial Management, S.Chand, New Delhi

I.M.Pandey: Essential of Financial Management, S.Chand, New Delhi Girish P.Jakhotiya: Strategic

Financial Management, S.Chand, New Delhi Bhavesh Patel: Fundamental of Financial

Management, S.Chand, New Delhi

Agarwal, Agarwal, Kothari: Financial Management, (Hindi & English) RBD Publication,

Jaipur. Khan M.Y and Jain P.K.: Financial Management. TataMcGraw hill, New Delhi

Pandey I.M: Financial Management. Vikas Publishing house, New Delhi


Prasanna Chandra: Financial Management - Theory and Practice. TataMcGraw hill, New

Delhi Bierman, H. And Smidt, S.: The Capital Budgeting Decisions. Harcourt collage publisher, Singapore. Van Horne, J.C.: Financial Management and Policy. Prentice hall, New Delhi

Kuchhal, S.C.: Financial Planning – An Analytical Approach. Chaitanya Publishing House, Michgun.

Ravi M. Kishore: Financial Management. Taxman Publisher, New Delhi

Sharma R.: Financial Management, LNAE, Publisher, Agra

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## MBAFM -103: MARKETING MANAGEMENT

The objective of this course is to enable students understand of the conceptual framework of marketing and its application in decision making under various environmental constraints.

### Course Contents:

Introduction: Concept, nature, scope and importance of marketing; Marketing concept and its evolution, Marketing mix; Strategic Marketing Planning-an overview Market Analysis and Selection : Marketing environment macro and micro components and their impact on marketing decisions.; Market segmentation and positioning; buyer behavior, Consumer verses organizational buyers ; Consumer decision-making process

Product Decisions: concepts of a Product; Classification of Products, Major Product decisions. Product line and Product mix Branding, Packaging and labeling, Product life-cycle. Strategic implications, New product development and consumer adoption process Distribution Channels and Physical distribution Decision : Nature, functions and types of distribution channels,


Distribution Channel intermediaries, Channel management decisions, Retailing and wholesaling Promotion Decisions : Communication Process : Promotion mix advertising personal selling, sales promotion, Publicity and Public relations, determining advertising budget Copy designing and its testing. Media selection, Advertising effectiveness, Sales Promotion tools and techniques

Marketing Research : Meaning and scope of marketing research : Marketing research process Marketing Organisation and Control : Organising and controlling marketing operations

Issues and Developments in Marketing : Social, Ethical and legal aspects of marketing, Marketing of services: International Marketing, concept and Modes of entering Foreign markets. Green marketing : Cyber marketing : Relationship in marketing and other developments in marketing

### Suggested Readings:

- Kotler, Philip and Gray Armstrong : Principles of Marketing, Prentice Hall, New Delhi  
Kotler, Philip : Marketing Management-An al ysis, Plannin g Implementation and Control, Prentice Hall, New Delhi  
Majumdar, Ramanuj : Product Management in India, Prentice Hall, New Delhi  
Mc Carthy, E. Jenome and William D. Perreault : Jr. Basic Marketing: Managerial Approach,  
Richard Irwin, Hoomwood, Illinois Ramswamy V.S. and Namakumari S. : Marketing Management, McMillan India, New Delhi  
Srinivasan, R.: Case Studies in Marketing : The Indian Context, Prentice Hall, New Delhi  
Stanton, William J. and Charles Futrell : Fundamentals af Marketing : Mc Graw Hill Publishing Co., New York Still,  
Richard R. Edward W. Cundiff and Norman, A.P. Govani : Sales; Management; Decisions, Strategies and Cases, Prentice Hall, New Delhi

  
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## MBAFM 104: ACCOUNTING FOR MANAGERS

The basic purpose of this course is to develop an insight of postulates, principles and techniques of accounting and utilization of financial and accounting information for planning. Decision-making and control.

### Course Contents:

Accounting - Concept, Importance and Scope, Generally Accepted Accounting Principles, Inventory Valuation and Depreciation. Financial Statement with special reference to analysis of a balance sheet and measurement of business income;

Management Accounting - Concept. Need. Importance and Scope. Financial Statement Analysis, Ratio analysis, Funds Flow Analysis. Cash Flows analysis.

Cost Accounting - Cost, Cost Classifications, Cost Sheet, Cost Accounting. Records and Processes, Cost Ledger and Control Accounts, Reconciliation and Integration between Financial and Cost Accounts: Overhead Cost and Control:

Costing for Decision-Making, Marginal Costing and Breakeven analysis, Absorption Costing, Budget and Budgetary Control, Performance Budgeting. Zero-Base Budgeting; Standard Costing and Variance Analysis - Material Labor and Overheads. Elementary Knowledge of Job and Process Costing.

### Suggested Readings:

Anthony, R.N. and Reece, J.S. Accounting Principles, Homewood, Illinois, Richard D. Irwin.


Bhattacharya, S.K. and Dearden, J. Accounting for Management, Text and Cases, South Asia Books.

Heitger, L. F. and Matulich, Serge. Financial Accounting, Mc-Graw Hill.

Hingorani N. L. and Raman, A. Than. Management Accounting, Sultan Chand.

Horngren, Charles etc. Principles of Financial and Management Accounting, Englewood Cliffs, Prentice Hall Inc.

Management Accountancy – R.Bissa, Rajpurohit, Joshi

  
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## **MBAFM 105: MANAGERIAL ECONOMICS**

The Objectives of this course is to acquaint the participants with concepts and techniques used in Micro-Economic Theory.

### **Course Contents:**

Introduction: Nature and Scope of Managerial Economics, Fundamental Concepts, Business Goals, Economics and Ethics. Micro and Macro economics : Concept and difference between Micro economics and Macro economics.

Demand Analysis and Forecasting: Demand Determinants and Distinctions, Elasticity of Demands, Demand Forecasting for Established Products and New Products.

Production and Cost Behaviour: Production Function, Law of Returns, Return to Scale, Cost Volume Relationship in Short and Long Run.

Pricing: Market : Concept and types of market. Price and output determination under perfect competition, imperfect competition, monopoly and oligopoly.

Pricing, Pricing Methods – Cost Plus Pricing, Incremental Pricing, Product Line Pricing, Pioneer Pricing, Differential Pricing, Cyclical Pricing and Retail Pricing.  
Profit Volume Analysis and its Applications.

### **Suggested Readings:**

Adhikary, M. Business Economics, Excel Books.

Baumol, W J. Economic Theory and Operations Analysis, Prentice Hall. Mehta, P.L. Managerial Economics, Sultan Chand & Sons.

Keat. Paul G. & Philips, K. Y. Young, Managerial Economics, Prentice Hall.

Koutsoyiannis, A. Modern Micro Economics, Macmillan,

Milgrom, P and Roberts, J. Economics, Organization and Management, Englewood Cliffs, Prentice Hall Inc.

Diwedi, D.N. Managerial Economics, Vikas Publishing, New Delhi

  
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## MBAFM 106: PRINCIPLES OF MANAGEMENT

The objectives of this paper are to familiarize the student with basic management concepts and principles of management

### Course Contents:

Managing in Today's Environment: Meaning, Definition, Characteristics of Management, Management Vs. Administration, Management – Art, Science and Profession, Professional Management in India, Arguments For and Against Professionalization, Levels of Management, Skills of a Manager, Development of Management Thought.

Theories of Management: Evolution of Management Thought – Contribution of Taylor, Weber and Fayol Management and Modern Management Theories.

Managing the Organization Resources: Concept, Process and Types of Planning – Meaning, Characteristics, Advantages, Limitations, Essentials of Sound Plan, Steps in Planning Process, Planning Premises, Types and Elements of Planning, Decision of Rational Decision Making, Creativity in Decision-making, Concept of MBO, Characteristics, Objectives, MBO – Process, Advantages, Limitations, Managing Organizational Change.

The Anatomy of an Organization: Concept, Nature, Process, Significance, Principle of Organising, Concept of Distinctions between Line and Authority, Line Staff and Functional Authority Relationships, Delegation and Decentralisation, Distinction between Formal and Informal Organization, Group Dynamics.

Managerial Control: Concepts, Nature, Elements, Significance, Types, Interrelationship between Planning and Control, Steps in Control Process, Requirements of an Effective Control System, Management by Exception, Techniques of Management Control ROI, PERT, CPM, MIS.

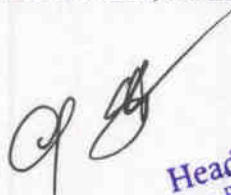
### Suggested Readings :

Stephen P. Robbins and Mary Coulter, 'Management', Prentice Hall of India, 8th edition.

Charles W L Hill, Steven L McShane, 'Principles of Management', McGraw Hill Education, Special Indian Edition, 2007..

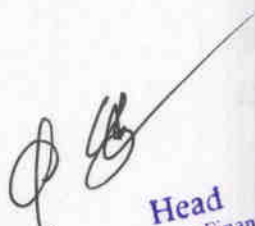
Hellriegel, Slocum & Jackson, 'Management - A Competency Based Approach', Thomson South Western, 10th edition, 2007.

Harold Koontz, Heinz Weihrich and Mark V Cannice, 'Management - A global

  
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**MBAFM 107: SEMINAR ON CONTEMPORARY ISSUES**

**MBAFM 108: VIVA-VOCE**

  
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## SEMESTER II

### **MBAFM 201: RESEARCH METHODOLOGY**

To equip the students with the basic understanding of the research methodology and to provide an insight into the application of modern analytical tools techniques for the purpose of management decision making.

#### **Course Contents:**

Introduction: Meaning, Definition, Characteristic, Objectives, Significance, Process of Research, Approaches to Research, Characteristics of Business Research, Application of Business Research in India.

Research Design: Types of Research – Exploratory, Conclusive, Modeling and Algorithm, Formulation and Testing of Hypothesis – Means, Proportion and Variances.

Information Collection: Collection of Data – Primary & Secondary Sources, Classification – Questionnaire Construction, Schedule and Scale Development, Attitude Management.

Analysis of Data – Tabulation, Coding, Graphical Representation of Data, Statistical Tools, Mean, Mode, Median, Measures of Standard Deviation. Statistical Techniques & Report Writing:

#### **Suggested Readings:-**

Bonnet, Roger: Management Research. I LO. 1983 Fowler, Floyd J. Survey Methods, Sage Publication.

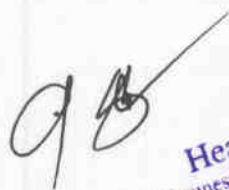
Fox, J.A. and P.E. Tracy: Randomized Response: A Method of Sensitive Surveys. Sage Publication, 1986

Gupta, S.P. Statistical Methods, Sultan Chand.

Golden, Biddle, Korea and Karen D. Locke: Composing Qualitative Research, Sage Publication.

Salkind, Neil J. Exploring Research. Prentice-Hall, NJ.

CR Kothari, Research Methodology, Vikas Publishing House, New Delhi

  
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## **MBAFM 202: BUSINESS COMMUNICATION**

The Objectives of this course is to develop understanding about Business Communication Methods and to make them understand effective communication skills. To improve the student's self-confidence to express themselves in the professional business environment

### **Course Contents:**

Nature of Communication: Different Types of Communication like Letters, Memos, Reports, Fax, Email, Presentations, Telephone and Multimedia, Choosing the Means of Communication, Stages in Communication Cycle, Barriers to Communication, Communication Systems.

Writing Techniques: Rules of Good Writing, Adaptation and Selection of Words, Masculine Words, Writing with Style – Choosing Words with Right Strength and Vigor, Using a Thesaurus, Writing Effective Sentences, Developing Logical Paragraphs, Overall Tone, Drafting, Editing and Finalizing the Business Letters.

Recruitment and Employment Correspondence: Application Letter, Curriculum Vitae, Interview, References, Offer of Employment, Job Description, Letter of Acceptance, Letter of Resignation.

Internal Communications: Memoranda, Reports, Types of Reports, Formal Reports and Informal Reports, Meetings, Documentation.

External Communications: Public Notices, Invitations to Tender Bid, Auction Notices etc.


Report Writing: Planning, Technique of Writing a Report, Characteristics of Business Reports, Common Types of Reports, Purposes of Reports.

Persuasive Messages: Planning the Persuasive Message, Common Types of Persuasive Requests, Principles of Persuasive Communication, Effective Communication and Impact of Information Technology. Oral Communication: Nature and Significance.

### **Suggested Readings:**

Scot Ober, Contemporary Business Communication, Fifth Edition, Biztantra.

Lesiler & Flat Lay, Basic Business Communication. Tata Mc Graw Hill.

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## MBAFM 203: PRODUCTION AND OPERATIONS MANAGEMENT

Production management involves the integration of numerous activities and processes to produce products and services in a highly competitive global environment. Emphasis is given both to familiarization of various production processes and service systems, and to quantitative analysis of problems arising in the management of operations.

### Course Contents:

Production Function – nature and scope, interface with other functional areas like Marketing, Finance, Personnel, Materials. Types of Production Systems, Production Planning and Control, Job order manufacturing, Production Selection, Product Design, and Development, Process Selection, Location, facility Layout, Capacity Design, Determination of Material required

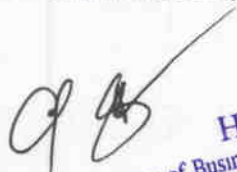
Inventory Management and Control – Introduction, Types of inventory management, Basic Deterministic Models- Purchase Models, Manufacturing Models with and without shortages. Scheduling – objectives, elements of scheduling, master scheduling, priority planning, facility loading, sequencing problem of scheduling.

Network Analysis – Activity Analysis, Network Diagramming, PERT, CPM, Estimation of Schedule statistics, Earliest and latest start and finishing times, floats, Cost crashing, Estimation of probability of completion of project in a given time, applications in industry.

Concept of total Quality (TQ). International Quality Certification and other standards and their applicability in design manufacturing Humanistic and Marketing Aspects of TQ. ERP and Business process engineering

### SUGGESTED READINGS:

1. Kanishka Bedi, Production and Operations Management, 3/e, ISBN: 9780198072096 Oxford University Press, 2013
2. William J. Stevenson. Operations Management, 11/e, ISBN: 9780073525259, McGraw-Hill, 2012
3. L.C. Jhamb, Production Planning and Control, Everest Publishing House, Paperback Edition, 2003, ISBN 9788186314722
4. J. R. Tony Arnold, Stephen N. Chapman , Introduction To Materials Management, 6/e, ISBN 9788131726273, Pearson Education, 2009. Adam, E E & Ebert, R J. Production and Operations Management, 5/e, ISBN: 9788129700001, Pearson Education, 2003
6. Chary, S N. Production and Operations Management, 5/e, ISBN: 9781259005107, Tata McGraw-Hill, New Delhi, 2013
7. Rusell & Taylor. Operation Management, 4/e, Pearson Education, 2003
8. Morton. Production and Operations Management. Vikas Publishing House, First Indian Reprint, 2003.
9. Oakland John S, Quality Management, ISBN: 9788131211946, Elsevier, Paperback n, 2008

  
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## MBAFM 204: INVESTMENT MANAGEMENT

### Course Contents:

Investment: Introduction, Investment, Speculation, Risks of Investment, Objectives of Security Analysis, Types of Security, Equity, Preference Share, Bond, Government Securities etc., The Stock Market in India.

Preference Share and Equity Valuation & Analysis: Introduction, Features of Preference Share, Preference Share Yields, Current Yield, Holding Period Return, Passive Vs. Active Strategy for Equity.

Equity Valuation Models: Present Value Estimation, Price Earning Ratio etc. Analyst's Best Estimate, Intrinsic Value Vs. Market Price.

Bond Valuation: Introduction, Features of Bonds, Types of Bond, Bond Prices, Yields & Interest Rate, Current Yield, Yield to Maturity, Bonds Intrinsic Value, Concept of Duration and Immunization.

Fundamental Analysis: Introduction, Significance and Interpretation of the Economic Indicators, The Concept of Industry, Classification of Industries, Key Characteristics of Industry Analysis, Company Analysis, Sources of Information of Industry & Company Analysis.

Technical Analysis: Introduction, Technical Vs. Fundamental Analysis, The Dow's Theory, Charting as Market Indicators.

Efficient Market Theory: Introduction, Forms of Efficient Market Theory, Random Walk Theory, Appraisal of Efficient Market Theory.

CAPM: Capital Assets Pricing Model, Security Market Line, Arbitrage Price Theory. Portfolio Management: Concept, Portfolio Risk & Return, Diversification.


Portfolio Analysis: Markowitz Model Risk Return Optimization, Sharpe Index Model, Portfolio Beta, Generating Efficiency Frontier. Portfolio Selection & Portfolio Revision: Concept, Techniques, Portfolio Rebalancing & Upgradation, Evaluation Managed Portfolio.

### Suggested Readings:

Bodie, Zvi, Alex Kane, and Alan J. Markus, Investments, McGraw Hill, 2005 (Sixth Edition) or a Later Edition - short: BKM

Elton, Edwin J., Martin J. Gruber, Stephen J. Brown, and William N. Goetzmann, • Modern Portfolio Theory and Investment Analysis, John Wiley, 2007 (Seventh Edition) or a Later Edition - short: EG

Instefjord, Norvald, Investment Management Study Guide, London: University of • London Press, 2009 or a Later Edition- short: SG

  
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## MBAFM-205: STRATEGIC MANAGEMENT

The Purpose of this course is to develop the student's ability to think strategically, understand the language of business, analyze and craft strategies on paper and verbally in class discussion, critically reflect on existing theories and tools, to creatively combine or generate frameworks and tools and use them where applicable

### Course Contents:

Conceptual framework for strategic management, the Concept of Strategy and the Strategy Formation Process – Stakeholders in business – Vision, Mission and Purpose – Business definition, Objectives and Goals - Corporate Governance and Social responsibility-case study. COMPETITIVE ADVANTAGE 9 External Environment - Porter's Five Forces Model-Strategic Groups Competitive Changes during Industry Evolution-Globalisation and Industry Structure - National Context and Competitive advantage Resources- Capabilities and competencies-core competencies-Low cost and differentiation Generic Building Blocks of Competitive Advantage-Distinctive CompetenciesResources and Capabilities durability of competitive Advantage-Avoiding failures and sustaining competitive advantage-Case study. STRATEGIES 10 The generic strategic alternatives – Stability, Expansion, Retrenchment and Combination strategies - Business level strategy- Strategy in the Global Environment-Corporate StrategyVertical Integration-Diversification and Strategic Alliances- Building and Restructuring the corporation-Strategic analysis and choice - Environmental Threat and Opportunity Profile (ETOP) - Organizational Capability Profile - Strategic Advantage Profile - Corporate Portfolio Analysis - SWOT Analysis - GAP Analysis - Mc Kinsey's 7s Framework - GE 9 Cell Model - Distinctive competitiveness - Selection of matrix - Balance Score Card-case study. STRATEGY IMPLEMENTATION & EVALUATION 9 The implementation process, Resource allocation, Designing organisational structure-Designing Strategic Control Systems- Matching structure and control to strategy-Implementing Strategic change-Politics-Power and Conflict-Techniques of strategic evaluation & control-case study. OTHER STRATEGIC ISSUES 8 Managing Technology and Innovation-Strategic issues for Non Profit organisations. New Business Models and strategies for Internet Economy-case study

### Suggested Readings

- Hill. Strategic Management : An Integrated approach, 2009 Edition Wiley (2012).
2. John A.Parnell. Strategic Management, Theory and practice Biztantra (2012).
3. Azhar Kazmi, Strategic Management and Business Policy, 3rd Edition, Tata McGraw Hill,2008

  
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## **MBAFM-206: QUANTITATIVE TECHNIQUES**

The objective of the course is to make the students familiar with some basic statistical and linear programming techniques. The main focus, However, Is in their applications in business decision making.

### **Course Contents**

Mathematical basis of managerial decision: Functions- Measures of Central Tendency; Measures of Dispersion, Skewness

Coefficient; Correlation of Karl Pearson coefficient and Probable Error. Interpolation, Extrapolation, Regression Analysis

Theory of Probability: Addition and Multiplication Theorem; Theoretical frequency Distribution, Bionomial, Poisson and Normal Poisson, Analysis of Time Series

Nature and Significance of Operation Research; Game Theory and Two person Zero Game, Queing Theory

### **Suggested Readings:**


Chadha, N. K., Statistics for Behavioral and Social Scientists. Reliance Publishing House.

Gupta, S P and Gupta, M P., Business Statistics, Sultan Chand.

Levin Richard, I and Rubin David.S., Statistics for Management, Prentice Hall Inc .

Narag. A S., Linear Programming and Decision Making, Sultan Chand. Sharma. J.K., Fundamentals of Operations Research, Macmillan.

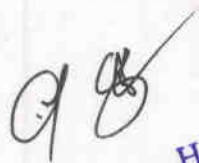
Terry, Sincich., Business Statistics by Examples, Prentice Hall PTR.

  
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**MBAFM-207 – SEMINAR ON CONTEMPORARY ISSUES**

**MBAFM-208 - VIVA-VOCE**



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### SEMESTER III

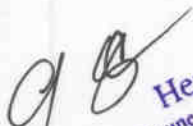
#### **MBAFM-301: MANAGEMENT OF FINANCIAL INSTITUTION AND SERVICES**

##### **Course Contents:**

Concept: Introduction to Financial Services and their Relevance in the New Economic Order, Types, Scope and Significance of Financial Services, Innovations and Recent Developments in the Field of Financial Services in India. Lease Financing: Leasing, Concepts and Types, their Legal, Taxing and Accounting Aspects, Financial Evaluation of Lease Structuring, Qualitative Factors in Lease Decisions, Lease Agreements, Imports and Cross Border Leasing, Hire Purchase Agreements – Types, Difference between Hire Purchase and Lease, Flat and Effective Rates of Interests, Regulation of Leasing Services. Credit Rating: Concept, Agencies of Credit Rating – CRISIL, ICRA, FITCH and CARE, Factoring Services – Factoring Services in India, Types and its Relevance, Regulation of Factoring and Credit Rating Services. Commercial Paper Market in India: Growth and Prospects in India, Merchant Banking – Merchant Banking in India, Emerging Trend and Present Scenario, Regulation of Merchant Banking Services. Miscellaneous Financial Services: Mutual Funds – Types of Mutual Funds, Performance and Prospectus of Mutual Funds, Venture Capital – Concept, Significance and its Relevance, Regulation of Mutual Funds and Venture Capital Funds.

##### **Suggested Readings:**

Louis A Allen, Management & Organisation, McGrawHill, New York  
A.Pardhasardhy & R.Satya Raju: Management Text and Cases, Prentice Hall of India.  
AS Lather, M Handa, Cases in Management, Wsdm, Delhi  
Heinz Weihrich & Harold Koontz, Essentials of Management, Tata-McGraw Hill, ND  
JS Chandan, Management: Theory & Practice, Vikas, New Delhi  
RW Griffin, Management: Principles and Applications, Cengage, New Delhi  
Prem Vrat, KK Ahuja & PK Jain, Management Cases, Vikas, New Delhi  
Laura P Hartman, A Chatterjee, Perspectives in Business Ethics, TMH, ND  
Earnest Dale, Great Organisers, McGraw Hill 10. Peter F Drucker, The Practice of Management, McGraw Hill

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## **MBAFM-302 HUMAN RESOURCE MANAGEMENT**

In a complex world of industry and business, organizational efficiency is largely dependent on the contribution made by the members of the Organization. The Objectives of this course is to sensitize students to the various facets of managing people and to create an understanding of the various policies and practices of human resource management.

### **Course Contents**

Concepts and Perspectives on Human Resource Management; Human Resource Management in a Changing Environment. Corporate Objectives and Human Resource Planning; Career and Succession, Planning;

Job Analysis and Role Description: Methods of Manpower Search; Attracting and Selecting Human Resources. Induction and Socialization: Manpower Training and Development; Performance Appraisal and Potential Evaluation; Job Evaluation & Wage

Determination. Employee Welfare: Industrial Relations & Trade Unions; Dispute Resolution & Grievance Management: Employee Empowerment.

### **Suggested Readings:**

Aswathappa, K. Human Resource and Personnel Management Tata McGraw Hill, New Delhi.

De Cenzo, D A & Robbins, S.P. Human Resource Management, John Wiley.

Guy, V. & Mattock J., The New international Manager. Sage Publication.

Holloway J., Performance Measurement and Evaluation. Sage Publications.

Stone, Lloyed and Leslie W Rue. Human Resource and Personnel Management Richard D. Irwin, Illinois.

Monappa A & Saiyadain M personnel Maangment, 2nd New Delhi Tata McGraw Hill 1996

  
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## MBAFM -303 CORPORATE LEGAL FRAMEWORK

### Course Contents:

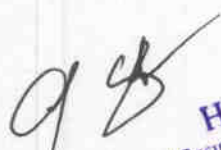
Indian Contracts Act, 1872 : Definitions, essentials of a valid contract, offer, acceptance, free consent consideration, legality of object, capacity to contract, discharge of contract, consequences of breach of contract. Sale of Goods Act : Definitions, conditions and warranties; Transfer of property, rights of unpaid seller.

Negotiable Instruments Act, 1881 : Definitions, types of negotiable instrument; Negotiation; Holder and holder in due course payment in due course; Endorsement and crossing of cheque; Presentation of negotiable instruments. The New Companies Act, : Definition and types of companies, Memorandum of association, Articles of association, Prospectus; Share capital and membership; Meetings and resolutions; Company managements; Winding up and dissolution of companies, corporate social responsibility, FEMA, 2000

Definition of consumer, rights of consumer, Grievance redressal machinery. SEGI Act, 1992. WTO : Regulatory framework of WTO : Basic principles and charter of WTO : Provisions relating to Preferential treatment developing countries, Regional groupings; Technical standards; Antidumping duties and other NTBS; Custom valuation; Dispute settlement, TRIPs and TRIMs

### Suggested Readings:

Avdhan, V.A. : SEBI Guidelines and Listing of Companies, Himalaya Pub., New Delhi, Indian Contract Act, 1872 SEBI Act 1992 : Nabhi Publication, Delhi Securities (Contract and Regulation) Act, 1956 Taxman's Company Act (Latest) Taxman's Masters Guide to Companies Act, 1998 Taxman's Mercantile Law (Latest)  
The Companies Act, 1956 The Negotiable Instrument Act, 1881 Singh, Avtar : Law Relating to Monopolies, Restrictive and Unfair Trade Practices, Eastern Book Co. Bhandari, M.L. : Guide to Company Law Procedure, Vols. I, II and III, Jain Book Agency, New Delhi Ramaiya, A. : Guide to Companies Act, Wadhwa Publishing, Nagpur

  
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## **MBAFM -304: COMMERCIAL BANK MANAGEMENT**

### **Course Contents**

An Introduction to the Banking Business, Present structure of Commercial Banking System in India, Management and Organizational Set-up of the Commercial Banks in India,

Asset Liability Management Techniques and Hedging Interest Rate and Credit Risk; Determining and Measuring Interest Rates and Controlling a Bank's Interest-Sensitive Gap, The concept of Duration and Managing a Bank's duration Gap. Credit Derivatives. Managing the Bank's Investment Portfolio and Liquidity Position; The Investment function in Banking, Liquidity and Reserve Management Strategies,

Managing Bank Sources of Funds; Management of Capital Funds, Management of Deposit, Management of primary and Secondary Reserves.

Management of Loans; Working capital Financing, Consumer and Housing loans, Equipment Financing, Priority Sector Lending, Export Financing

Non Fund Based Services; Letter of Guarantee, Depositary Services, Portfolio Management, Bank Assurance; Mutual Fund Marketing,

other Allied Services,

E-Banking; Network Banking, MIS in Banking Recent Developments in Indian Banking Industry.

### **Suggested Readings:**

Thomson Learning, Commercial Bank Management , Rose Peter Thomson Learning, Bank Management Koch;

Robert W Kolb; The Commercial Bank Management; Thomson Learning

  
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## MBAFM 305: E-COMMERCE

### Course Contents:

Introduction to E-Commerce : Meaning and concept; Electronic commerce versus traditional commerce; Channels of e-commerce, Business application of E-commerce; Need for e-commerce, Internet Concepts and Technologies : Concept and evolution of Internet; Web Technologies;

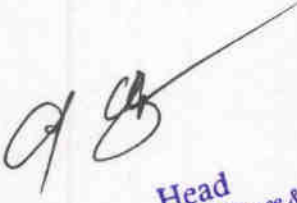
Business Models of E-Commerce and Infrastructure: E-commerce models ; Supply chain management, product and service digitization, Online marketing and advertising; E-commerce resource and infrastructure resources and planning for infrastructure

Business to Consumer E-Commerce: Cataloguing order planning and order generation, cost estimation and pricing order receipt and accounting, order-selection and prioritization, order scheduling, order fulfilling and delivery, order billing and payment management, post sales services; Electronic Payment System: Special features required in payment system for e-commerce, Types of e-payment systems; E-cash and currently servers, e-cheques, credit cards, smart cards, electronic purses and debit cards

Security Issues in E-commerce: Security risk of e-commerce, exposure of resources; types of threats sources of threats, security tools and risk-management approach, e-commerce security and a rational security policy for e-commerce; corporate digital Library I.T. Act, 2000 Regulatory and Legal Framework of E-Commerce; Cyber laws aims and salient provision; Cyber Laws in India and their limitation;

### Suggested Reading:-

Agarwala, K.N. and Deeksha Agarwala : Business on the net : What's and How's of e-commerce, Macmillan, New Delhi Agarwala, K.N. and Deeksha Agarwala : Business on the Net : Bridge to the Online Storefront; Macmillan, New Delhi Cady, Gloc Harrab and McGregor Pat : Mastering the Internet, BDB Publication, New Delhi Diwan, Prag and Sunil Shrama : Electronic Commerce- A Manager's Guide To E-Business, Vanity Books International, Delhi Janal, D.S. : On Line Marketing Hand Book, Van Nostrand Reinhold, New York Kosivr, David : Understanding Electronic Commerce, Microsoft Press, Washington Minoli and Minol : Web Commerce Technology Handbook, Tata Mcgraw Hill, New Delhi Schneider, Gray P. : Electronic Commerce, Course Technology, Delhi Young, Margaret Levine : The Complete Reference To Internet, Tata Mcgraw Hill, New Delhi O'Brien J. : Management Information Systems, Tata Mcgraw Hill, New Delhi 3.6 : CORP

  
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### **MBAFM-306: BUSINESS ENVIRONMENT**

Business Environment, Characteristics, Objectives Factors affecting business environment, Non-economic investment and its components. Income, Saving and Investment: Concept, Trend.

Economic Planning: Definition, Characteristics, Types and Techniques of Economic Planning, justification of Economic Planning, demerits of Economic Planning, Progress and achievement of Economic Planning since inception. Brief knowledge of 1<sup>st</sup> to 11<sup>th</sup> Five Year Plan. 12<sup>th</sup> Five Year Plan: Objectives, evaluation, Review (Failure and achievements), Present Five Year Plan: Objectives, Governments Policy.

Economic Reforms: Liberalization: Meaning, Definition, Need, Economic Reforms in India, Recent trend, Impact of Economic Reforms, criticism, small scale, cottage and village industries: Meaning, Role, Problems, steps taken by Government, suggestion, Latest changes in Small Scale Industry Policy. Business Cycle: Meaning, Phases, theories.

Industrial Relations: Meaning, Definition, Characteristic, Objectives, Sound Industrial Relations; Industrial Sickness: Meaning, Responsible Factors for Industrial Sickness, Measure to prevent sickness. Environment changes by technology: Concept, Importance, benefits, impact of technology, Forms of technology transfer, Technology and Society, Technology and Economy

Infrastructure: Energy, power, coal, oil and gas, atomic, non-conventional energy sources, transport system, communication. Population: Meaning, Rate of growth, causes of increase population, population and economic development, Unemployment: Meaning, Concept, Trends, Nature, estimates, Unemployment in rural and urban areas, causes, Govt. policy.

Agriculture: Role, nature, cropping pattern and challenges,

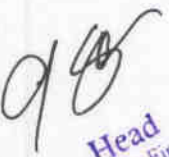
#### **SUGGESTED READINGS**

- Dave, Rathore, Mathur: Economic Environment, Vide Vision, Publishing House, Jaipur  
Biswanath Ghosh: Economic Environment of Business, Vikas Publication, New Delhi.  
Ashwani Mahajan: Indian Economy, S.Chand, New Delhi  
H.L.Ahuja: Macro Economic Analysis, S.Chand, New Delhi  
H.L.Ahuja: Macro Economic theory & Policy, S.Chand, New Delhi  
H.G.Mannur: Indian Economy, S.Chand, New Delhi  
M.C.Vaish: Macro Economic Theory & Practice, S.Chand, New Delhi  
Sundaram & Black : The International Business Environment, prentice Hall, New Delhi  
Agarwal, A.N. : Indian Economy, Vikas publishing House, Delhi  
Khan, Farooq A. : Business and Society, S.Chand, Delhi  
Dutt, R. and Sundharam, K.P.M. : Indian Economy, S.Chand, Delhi  
Misra. S.K. and Puri, V.K. : Indian Economy, Himalaya Publishing House, New Delhi  
Hedge, Ian : Environmental Economics, Macmillan, Hampshire  
Dutt Ruddar : Economic Reforms in India - A critique, S. Chand, New Delhi  
Gupta, Swami and Vaishnaw : Economic and Business Environment, RBD, Jaipur  
Pant evam Pant: Aarthik Vicharon ka Itihas, LNAE, Publisher, Agra  
T.T.Sethi: Aarthik Vishleshan Ke Siddhanth, LNAE, Publisher, Agra  
L.N.Koli: Bhartiya Aarthik Samsyaen, LNAE, Publisher, Agra  
H.S.Agarwal: Indian Economy, LNAE, Publisher, Agra  
U.C.Kulshreshtha: Economic Development & Planning, LNAE, Publisher, Agra  
S.Dodia: Environmental Studies, LNAE, Publisher, Agra  
N.Kumar : Environmental Economics, LNAE, Publisher, Agra

  
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**MBAFM-307: SEMINAR ON CONTEMPORARY ISSUES**

**MBAFM-308: VIVA-VOCE**

  
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## SEMESTER IV

### **MBAFM-401: PORTFOLIO MANAGEMENT**

The objective of this course is to give the students an in-depth knowledge of the theory and practice of Portfolio Management.

#### **Course Contents**

Introduction to Portfolio Management- An Optimum Portfolio Selection Problem. Markowitz Portfolio Theory, The Mean-variance Criterion (MVC) - The Nature of Investment Risk, MVC and Portfolio Selection, The Investment in Liquid Assets. Portfolios of Two Risky Securities.

A Three Security Portfolio, The Efficient Frontier, Tracing the Efficient

Frontier -The relationship between the Unrevealed and

Leveraged Portfolio, Sharpe: Single index, Model; Application' of Market Model in Portfolio Construction.

Capital Asset Pricing Model, Characteristic Lines, Factor Models and Arbitrage Pricing Theory, Constructing Efficient Frontier, Optimum Portfolios -Constructing the Optimum Portfolio, Portfolio investment Process.

Bond Portfolio management Strategies investment timing and portfolio performance Evaluation, Corporate portfolio Management in India, International Diversification.

#### **Suggested Readings:**

Alexander, Gordon J. and Sharpe, William F. Fundamentals of Investments, Englewood Cliffs New Jersey, Prentice Hall Inc.


Bhalla V.K. Investment Management Security Analysis and portfolio Management S. Chand.

Portfolio Analysis and Management, S. Chand.

Elton Edwin J and Gruber, Martin J. Modern Portfolio Theory and Investment Analysis. New York John Wiley.

Lee. Cheng F etc. Security Analysis and Portfolio Management, Socct. Foreman. Markowitz, Harry M. Mean, Variance Analysis in Portfolio Choice and Capital Markets, London Basic Blackwell.

The list of cases and specific references including recent articles will be announced in the class at the time of launching of the course.

  
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## **MBAFM-402 INTERNATIONAL FINANCIAL MANAGEMENT**

The objective of this paper is to give students an overall view of the international financial system and how multinational corporations operate.

### **Course Contents:**

Multinational Financial Management- An overview, Evolution of the International Monetary and Financial System; Balance of Payments, Managing short-term assets and liabilities.

The foreign investment Decision; Country Risk Analysis political Risk Management, Multinational Capital Budgeting Application and Interpretation.

International Banking and Money Market, International Bond Markets International Equity Market, International portfolio management, Foreign Direct Investment.

Risk in International Operations Financing of International Projects and Subsidiaries.

### **Suggested Readings:-**

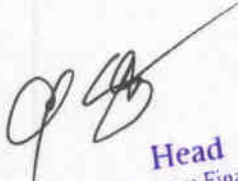
Abdullah. F.A. Financial Management for the Multinational Firm, Englewood Cliffs, New Jersey Prentice Hall Inc.

Bhalla, V.K. International Management, Anmol Publication. Buckley, Adrian Multinational Finance, New York, Prentice Hall Inc.

Kim.Suk and Kim, Secung Global Corporate Finance Text and cases Miami Florida Kolla.

Shapiro, Alan C.: Multinational Financial Management, New Delhi, Prentice Hall of India.

Cheal S.Eum Bruce G. Resnick International Financial Management TMH.

  
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## **MBAFM-403 FOREIGN EXCHANGE MANAGEMENT**

To acquaint the participants with the mechanism of the foreign exchange markets, measurement of the foreign exchange exposure, and hedging against exposure risk.

### **Course Contents**

Types of Foreign Exchange Markets and Transactions, Quoting Foreign Exchange Rates, Spread, Official and Free Market Rates, Cross Rates, Forward Rates, Quoting Forward Rates  
Organization of the Foreign Exchange Markets; Currency Futures; Currency Options; Currency Swaps; Corporate Exposure Management:

Alternative Definitions. Of Foreign Exchange Risk. Exposure Information System, Alternative Strategies for Exposure Management, Exposure Management Techniques. Organization of the Exposure:

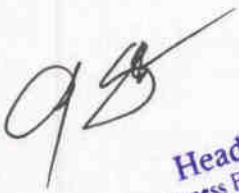
Management Function; Parameters and Constraints on Exposure Management. Theory and practice of Forecasting Exchange Rates-Economic Fundamentals, Financial and Socio- Political Factors, Technical Analysis: Tax Treatment of Foreign Exchange Gains and Losses; FEMA.

### **Suggested Readings:**

Caliber, R.Z. Exchange Risk and Corporate International Finance, Macmillan.

Ballad V.K. International Financial Management, Anmol Publication. Luca Cornelius Trading in the Global Currency markets, Prentice Hall. Shapiro A.C. International Financial management, Boston, Allyn and Bacon.

Sutton, W.H. Trading in currency Options, New York Institute of Finance.

  
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## **MBAFM-404 ENTREPRENEURSHIP AND SMALL BUSINESS**

The course aims to acquaint the students with challenges of starting new ventures and enable them to investigate, understand and internalize the process of setting up a business.

### **Course Contents:**

Entrepreneurship: Definition, Concept, Classification, Nature and Importance of Entrepreneurship, Entrepreneurial Environment, Entrepreneurship Vs. Professional Manager, Entrepreneurial Development, Development of Women Entrepreneurship, Problem of Entrepreneurship. Entrepreneurial Development: Environmental Factors affecting Entrepreneurial Development, Entrepreneurial Development Programme and their Evaluation, Role of Government and their policies, Other Institutions in Entrepreneurial Development. Project Management: Introduction, Significance, Definition of the Project, Project Planning, Project Development Cycle, Project Identification and Formulation, Project Report, Identification of Investment, Project Appraisal, Location of an Enterprise and Choice of Organization. Management of Small Units I: Importance of Small Units and Government Policy relating thereto, Various Specific Issues related to Production, Marketing, Personnel and Financial Management of Small Scale Units. Management of Small Units II: Reservation of Spheres and Concession for Small Units. Industrial Sickness and Small Units: Causes, Prevention and Remedies.


### **Suggested Readings:**

Hisrich, Robert D., Michael Peters and Dean Shepherd, Entrepreneurship, Tata McGraw Hill, ND

Barringer, Brace R., and R., Duane Ireland, Entrepreneurship, Pearson Prentice Hall, New Jersey (USA).

Lall, Madhurima, and Shikha Sahai, Entrepreneurship, Excel Book, New Delhi.

Charantimath, Poornima, Entrepreneurship Development and Small Business Enterprises, Pearson Education, New Delhi.

  
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## **MBAFM-405 FINANCIAL DERIVATIVES AND RISK MANAGEMENT**

### **Course Contents:**

Derivatives: Meaning, Evolution, Types, Factors Contributing to the Growth of Derivative Markets, Derivatives in a Liberalizing India. Future Trading: Definition, Legal Definition, Speculation in Future Markets, Short Hedging Vs. Long Hedging. Financial Futures: Nature and Characteristics, Interest Rate Futures, Currency Futures, Stock Index Futures, Need and Scope for Financial Futures in India, The Badla System, Badla Vs. Forward Trading, Alternatives to Badla. Options: Terminology and Methodology of Options Trading, Options Pricing, Comparison of Options and Futures, Economic Functions of Options Trading, Swaps – Currency, Commodity, Equity, Swaps as a String of Futures, Exotic Swaps and Economic Functions of Swap Transactions. Other Derivatives: Forward Rate Agreement, Range Forwards Swaptions, Commodity Linked Loans and Bonds, Interest only/Principle only, Equity Linked Bonds and Notes, Credit Derivatives, Market Organization, Trading System. Regulatory Framework: Regulatory Framework in India, Regulatory Instruments, Regulation of Forward and Futures Trading, Committees on Forward Markets, SEBI Decisions, Policy Recommendation, Foreign Participation in Indian Future Markets, The Future of Derivatives Internationally.

### **Suggested Readings:**

Jayanth Rama Verma, Derivatives and Risk Management, Tata McGraw Hill Company.

Sunil Parameswaran, Fundamentals of Options ; Tata McGraw Hill Company.

Sunil Parameswaran, Futures and Forwards; Tata McGraw Hill Company.

Dun & Bradstreet; Financial Risk Management; Tata McGraw Hill Company.


T Soma Nathan; Derivatives; Tata McGraw Hill Company

Prasanna Chandra Financial Derivatives

Prof. P. Vijaya Derivatives Simplified

Bhaskar & B Mahapatra Gupta S.L. Financial Derivatives

Vohra N.D. & Future Options Bagri B.R. Somnath T.V. Derivatives

  
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## **MBAFM-406: MERCHANT BANKING**

### **Course Contents:**

Merchant Banking: Nature and Scope Types of Merchant Bankers, Regulation of Merchant Banking Activity, Project Preparation and Appraisal, Types of Securities, Money Market Instruments, Design of capital Structure, Savings and Primary Markets, SEBI Guidelines for Public Issues, Pre-issue Management; Types of Issues and Analysis of Prospectus, Public Issue Through Prospectus, Private Placement Bought Out Deals, Book Building Method Pricing of Securities, Management of Public Issues; Coordination, Marketing and Underwriting Allotment/ Refunds Listing Requirement, Loan Syndication; Domestic and External, Buy-Back of Shares . Mergers, Acquisitions Amalgamations and Takeovers Advisory Services; Non- Residents, Indian Investors. Oversea Corporate Body, Foreign Institutional Investors Recent Developments.

### **Suggested Readings:-**

Gurusamy; Merchant Banking and Financial Services; Publisher: Tata McGraw Hill.

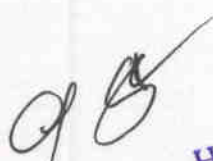
Dr K Ravichandran, Merchant Banking and Financial Services, HPH.

K C Gupta and Joginder Singh, Merchant Banking in India; RBSA Pub.

Stanley Chapman, The Rise of Merchant Banking;

Thomson Learning, Commercial Bank Management , Rose Peter Thomson Learning, Bank Management Koch;

Robert W Kolb; The Commercial Bank Management; Thomson Learning

  
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**MBAFM-407 MAJOR RESEARCH PROJECT**

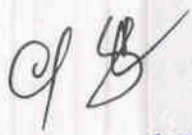
**MBAFM-408: VIVA-VOCE**

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## Objective :

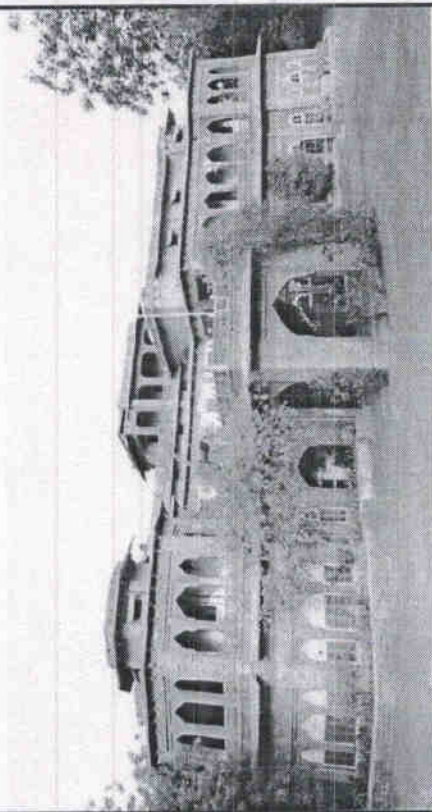
The objectives of course  
is to provide a thorough and  
comprehensive knowledge of  
different aspects of  
Business finance & Economics

  
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# SYLLABUS

DEPARTMENT OF  
BUSINESS FINANCE AND ECONOMICS

(ANNUAL SCHEME)  
M.Com. (Previous) B.F.E. Examination, 2021  
M.Com. (Final) B.F.E. Examination, 2022



JAI NARAIN VYAS UNIVERSITY  
JODHPUR



# SYLLABUS

DEPARTMENT OF  
BUSINESS FINANCE AND ECONOMICS

M.Com. (Previous) B.F.E. Examination, 2021

M.Com. (Final) B.F.E. Examination, 2022

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Department of Business Finance & Economics  
Faculty of Comm. & Mgt Studies  
Jai Narain Vyas University  
Jodhpur (Raj.) 342001



JAI NARAIN VYAS UNIVERSITY  
JODHPUR

## NOTIFICATION

In compliance of decision of the Hon'ble High Court all students are required to fulfil 75% attendance rule in each subject and there must be 75% attendance of the student before he/she could be permitted to appear in the examination.

REGISTRAR  
(Academic)

DEPARTMENT OF BUSINESS FINANCE & ECONOMICS  
FACULTY OF COMMERCE & MANAGEMENT STUDIES  
JAI NARAIN VYAS UNIVERSITY, JODHPUR

LIST OF STAFF MEMBERS

**PROFESSORS**


- 1 Dr. Mahendra Singh Rathore
- 2 Dr. Raman Kumar Dave, Head of Department
- 3 Dr. Ram Singh Meena
- 4 Dr. Sunil Mehta
- 5 Dr. Dungan Singh Kheechee
- 6 Dr.(Mrs.) Navneeta Singh
- 7 Dr.Krishn Awatar Goyal

**ASSOCIATE PROFESSORS**

- 8 Dr.(Mrs.) Jatan Kanwar Jain
- 9 Dr.Mahendra Kumar

**ASSISTANT PROFESSORS**

- 10 Dr.(Mrs.) Anju Agarwal
- 11 Dr.Kshitiz Maharshi
- 12 Dr.Rajendra Prasad Meena

  
**Head**  
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Faculty of Comm. & Mgt Studies  
Jai Narain Vyas University  
Jodhpur (Raj.) 342001

**Contents**

General Information for Students	1
Teaching and Scheme of Examination	3
M.Com. (Previous)	4
M.Com. (Final)	8



**MASTER OF COMMERCE IN BUSINESS FINANCE &  
ECONOMICS (M.COM.)**

**General Information for Students**

The examination for the degree of M.Com in Business Finance & Economics will consist of two parts (1) Previous Examination and (2) Final Examination.

M.Com. Previous : A written examination in two compulsory papers and one of the optional groups with two papers, each paper being of 100 marks.

M.Com Final : A written examination in three compulsory paper and one optional group of two papers, each paper being of 100 marks. For a pass at the M.Com BFE (Previous) and M.Com. BFE (Final) examination a candidate is required to secure at least 25 percent marks in each paper and 36 percent marks in the aggregate of subject concerned at each of the examination.

Successful candidates will be placed in the following divisions on the basis of the total marks obtained in previous and final examination taken together.

1. First Division	60% and over
2. Second Division	48% and over
3. Third Division	36% and over

No student will be permitted to register him self/her self simultaneously for more than one post-graduate course (except P.G. Diplomas as per University rules).

**SCHEME OF EXAMINATION :**

**M.COM. PREVIOUS B.F.E., 2021**

1. Managerial Economics.
2. Financial Management and Institutions.
3. Optional-I
4. Optional-II

**M.COM. FINAL B.F.E. 2022:**

**Paper (Compulsory)**

1. International Business.
2. Research Methodology and Quantitative Technique.
3. Business Budget & Budgetary Control

In M.Com. Final students will opt for one Optional Group consisting of two papers in addition to the above compulsory papers ( 1, 2 & 3)

**OPTIONAL GROUPS :** *(Select any one) Common for M.Com. (Previous) and (Final)*

**Note :** The Group opted in M.Com. (Previous) cannot be opted in M.Com. Final

Group A Paper I : Monetary Theory & Practice

Paper II : Public Finance

Group B Paper I : Regional Economic & Economy of Rajasthan

Paper II : Rural Economy of India

Group C Paper I : Industrial & Labour Economics

Paper II : Economics of Industrial Relations

Group D Paper I : Financial Markets and Financial Services

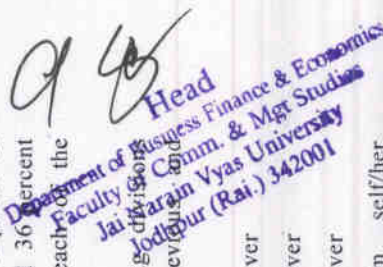
Paper II : Working Capital Management

Group E Paper I : Cooperative Movement in India

Paper II : Development of Financial Institutions

**Eligibility :**

B.Com. or equivalent with 45% marks or B.Sc./B.A. with Economics with 48% marks will be eligible for admission to M.Com. Previous BFE Course.

  
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## EXAMINATION TEACHING SCHEME

## Format of Question paper

Subject	Period		Exam.		Max. Min.
	Per	Hou	Hours	Marks	
	Week		Pass%		
M.Com. PREVIOUS	6	3	100	25	
Compulsory Papers :					
1. Managerial	6	3	100	25	
Economics					
2. Financial Management &					
Financial Institutions	6	3	100	25	
Any one group consisting of two papers (Gr. A,B,C,D,E)					
3. Optional - I	6	3	100		
4. Optional - II	6	3	100		
Aggregate Total					400

a

b

c

d

e

f

g

h

i

j

## M.Com. FINAL

Answer of each question shall be limited upto 30 words.

## Compulsory Papers :

## 1. International Business

## 2. Research Methodology and Quantitative Technique

## 3. Business Budget &amp; Budgetary Control

Paper	Period	Exam Hou.	Max. Marks	Min. Marks
Paper - I	6	3	100	25
Paper - II	6	3	100	25
Paper - III	6	3	100	25

Optional Papers (Common for M.Com. Previous and Final) (Any one group consisting of two papers) of 100 marks each

Paper	Exa.Hou.	Max.M.	Min.M.
Group A or Gr. B or	6	3	100
Group C or Gr. D	6	3	100
Aggregate Total	500		36%

Unit - 5

5 Question A or B

Answer of each question shall be limited upto 250 words.

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MANAGERIAL ECONOMICS

Objective:

The course develops managerial perspective to economics, economics fundamentals as an aid decision making under given environmental constraints.

Unit 1: Meaning and Scope of Business Economics, Features, Significance, Role, Functions, Demand Analysis: Utility approach – Meaning, Definition, Characteristics, Measurement, Total and marginal Utility, Law of Diminishing Marginal Utility, Law of Equi-Marginal Utility: Scope, Importance, Criticism, Indifference Curve Approach: Meaning, Definition, Assumption, Characteristics, Limitation, Application, Superiority of indifference curve analysis over utility analysis. Superiority of ordinal approach.

Unit 2: Law of Demand : Meaning, Definitions, Demand Function, Determinants, Assumptions, Demand Schedule, Demand Curve, Extension and Contraction, Increase or Decrease in Demand, exceptions. Elasticity of demand: Meaning and Definition, Price Elasticity of demand, Methods, types of Elasticity, Factors affecting Elasticity of Demand, Significance. Demand Forecasting: Meaning, Definitions, Characteristic, Objectives, determinants, Phases, Methods or Techniques, Significance Cost and Output Analysis: Concept, types of cost, short run and long run cost curve, Economics and diseconomies of scale. Production Function: Meaning, Type, Law of Return. ISO-Product-Curve: Meaning, Characteristic, ISO-Cost-Curve, Return to Scale. Law of Supply: Meaning, Definition, supply function, Determinants, Assumption, Supply Curve, Price, Elasticity of Supply, Degree of price, Elasticity of Supply

Unit 3: Market: Meaning, Definition, Characteristic, Classification. Market Structure: Different Forms of Market. Revenue Analysis: Total revenue, Average revenue, Marginal revenue, Inter-Relationship among Total Revenue, Average Revenue, Marginal Revenue, Role of Time Element in Price Determination, Market price and Normal price: Characteristic, determination. Price and output determination under perfect competition: Meaning, feature, Firm and Industry equilibrium: short period, long period,

Section-C

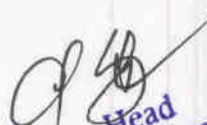
This section will include 05 questions (One question from each unit). Student will answer any 03 questions. Each question will carry 15 marks.

- 1 Unit 1
- 2 Unit 2
- 3 Unit 3
- 4 Unit 4
- 5 Unit 5

Answer of each question shall be limited up to 500 words.

Note :- In case Numerical, Figures, chart, Diagrams and

Graph the above limit of words shall not apply

  
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Price and out determination under Monopoly: Meaning, Definition, Classification, Characteristic, short period, long period, Equilibrium under different cost condition. Discriminating Monopoly: Meaning, Condition, Types, price and out determination, Dumping, justification for price discrimination, price and output determination under imperfect/monopolistic competition: Meaning, Definition, feature, Firm equilibrium: short period, long period. Price and output determination under Oligopoly: Meaning and Definition, Characteristic, Independent pricing, Price war, Price Rigidity, price collusion, price leadership. National Income Analysis: Meaning and Definition, Concept, Methods of estimating, Difficulties in estimating and Importance

**Unit 4 :**  
**Factor Pricing:** Meaning and Definition, Need, Problems, Importance, Theory of Distribution: Classical, Modern and Marginal Productivity Theory: Meaning, assumption, criticism, Rent: Concept, Economic Rent, Scarcity Rent, Quasi Rent, Factor affecting Rent. Theories of Rent: Ricardian theory, Modern theory, Rent element in wages-interest-profit, Relationship of Rent and price. Wages: Meaning, Nominal and Real wage, Factors affecting Real wage, Theory of wages: Classical, Modern (Demand and Supply), Wage under perfect competition & imperfect competition. Trade Union: Concept, Functions, Objectives, Problems and role of Trade Unions in India.  
**Interest:** Meaning, Definition, Gross and Net interest, components of interest, causes of variation in interest rate, economic progress and rate of interest, negative rate of interest, justification of interest under Capitalist Economy, Real and Monetary. Theories of Interest: Classical, Fisher's time preference, Neo-Classical, Lovable Fund, Keynes Liquidity Preference and Modern Theory. Profit: Meaning, Concept of Gross and Net Profit. Theories of Profit: Dynamic, Risk bearing (Hawley's), Innovation, Uncertainty Bearing (Knight), Demand & Supply of Profit Theory.

#### SUGGESTED READINGS :

Amit Ahuja: Business Economics, S.Chand, New Delhi  
 Amit Ahuja: Managerial Economics, S.Chand, New Delhi  
 Amit Kumar Upadhyay: Principles of Economics, Vikas Publications, New Delhi  
 D.N.Dwivedi: Essential of Business Economics, Vikas Publications, New Delhi  
 D.N.Dwivedi: Principles of Economics, Vikas Publications, New Delhi

Mathur B.L. Rathore M.S. and Dave R.K. : Business Economics (H & E), Vide Vision Publisher, Jaipur

Seth M.L. : Principles of Economics, S.Chand, New Delhi

Ahuja H.L. : Advanced Economic Theory, S.Chand, New Delhi

Dewett K.K. : Modern Economic Theory, S.Chand, New Delhi

Stonier and Hague : A Text Book of Economic Theory

Mithani, D.M. : Principles of Economics, Himalaya Publishing House, New Delhi

Agarwal and Ararwal: Vyavsayik Arthshastra, RBD, Jaipur

Ojha & Ojha : Business Economics, RBD Publication, Jaipur.

C.M. Chaudhary: Business Economics, Jaipur

Agarwal M.D & Som Deo: Business Economics, RBDS, Jaipur

S.K. Agarwal: Micro Economics: Indian Economic Development, S.Chand, New Delhi

D.N.Dwivedi: Managerial Economics, S.Chand, New Delhi

R.Sharma : Managerial Economics, LNAE, Publisher, Agra

S.Sachdeva: Managerial Economics, LNAE, Publisher, Agra

Jhijan M.L.: Managerial Economics (Hindi & English)

Sinha V.C. : Business Economics, S.Chand, New Delhi

#### PAPER - II

#### FINANCIAL MANAGEMENT & INSTITUTIONS

##### Objective :

The objective of the course is to help students to understand the conceptual frame work of financial management/institution and its applications under various environment constraints

##### Unit 1 :

Financial Management: Meaning, nature and scope of finance, Importance and Limitation, Financial goal: Profit vs. wealth maximization; finance functions- investment, financing and dividend decisions, Organization of Finance Department. Financial Planning: Meaning, Definition, Contents, Types, process, estimating Financial requirement, Factors affecting Financial planning, Characteristic of sound financial plan, Significance, Limitation.

##### Unit 2 :

Capital Budgeting: Meaning, Definition, importance, types, process, Investment evaluation criteria: Net present value, Internal rate of return, Profitability index, Payback period, Accounting rate of return, NPV and IRR comparison. Capital rationing, Risk analysis in capital budgeting. Capital Structure: Meaning and Definition, Pattern, point of indifference, Factor affecting



## Paper - I

### International Business

#### Course objective:

The course is introductory in nature and broad in approach. It gives the candidate a big picture of the subject of Foreign Exchange & Trade as new dimension in an academic discipline. Under the active leadership of the instructor, the group is inducted to think on the issue rather than seek information and to verbalise their thought in the classroom.

**PAPER - I**  
**INTERNATIONAL BUSINESS**

Capital structure, optimum capital structure, Trading on equity, Capital Gearing, Theories of capital structure: Net Income, Net Operating Income, Modigliani-Miller, Traditional Theory.

Unit 3 :

Cost of Capital : Meaning, Definition, significance, characteristics, calculation of cost of debts; preference capital, equity capital, cost of depreciation fund, and retained earnings, Combined Cost of capital (weighted). Operating and Financial Leverage : Concept of leverage, characteristic of operating and financial leverage, Measurement of operating and finance leverages, Effect of operating and financial leverage on profit Analysis, financial break-even point, Combined leverage.

Unit 4 :

Dividend: Meaning, Forms of dividend, sound dividend policy: Factor affecting Dividend policy, Meaning, Sound Dividend Policy, Factors effecting Dividend policy, Dividend decisions, Walter's model, Gordon's model.

Unit 5 :

Financial and other Institutions : Objective and Working of World Bank, IMF, IDBI, SEBI, UTI, Mutual Funds.

**SUGGESTED READINGS :**

- V.K.Bhalla: Financial Management, S.Chand, New Delhi  
I.M.Pandey: Essential of Financial Management, S.Chand, New Delhi  
Girish P.Jakhota: Strategic Financial Management, S.Chand, New Delhi  
Bhavesh Patel: Fundamentals of Financial Management, S.Chand, New Delhi  
Agarwal, Agarwal, Kothari: Financial Management, (Hindi & English) RBD Publication, Jaipur.  
Khan M.Y and Jain P.K.: Financial Management. TataMcGraw hall, New Delhi  
Pandey I.M: Financial Management. Vikas Publishing house, New Delhi  
Prasanna Chandra: Financial Management - Theory and Practice. TataMcGraw hall, New Delhi  
Bierman, H. And Smidt, S.: The Capital Budgeting Decisions. Harcourt collage publisher, Singapore.  
Van Horne, J.C.: Financial Management and Policy. Prentice hall, New Delhi  
Kuchhal, S.C.: Financial Planning - An Analytical Approach. Chaitanya Publishing House, Michgun.

- Ravi M. Kishore: Financial Management. Taxman Publisher, New Delhi  
Sharma R.: Financial Management, LNAE, Publisher, Agra  
Sharma R.: Corporation Finance, LNAE, Publisher, Agra

Unit 1 :

International Business: Concept, Importance, International Business Environment, Trends in World Trade and Problems of developing countries. Balance of Payment-- Concept, importance, structure and adjustment mechanism. Commercial Policy-- Meaning, Importance, Instruments

Unit 2 :

Export Promotions--Infrastructure and Institutional set up, Importance, Policy measures--100% EOU, Export Houses & Trading Houses, EPZs, SEZs. Recent India foreign Trade Policy.

Unit 3 :

Foreign Exchange Market--Concept, types, mechanism of determination. Foreign Exchange Control--objectives, Methods and Documents; International Payments. Foreign Exchange Control in India. Main Provisions of FEMA 1999.

Unit 4 :

International Business Environment and WTO. Globalization Dimensions, Indian Scenario and WTO - Important Agreements; Concept of GATS, TRIMS, TRIPS, Agreement on Anti Dumping; FDI-Brief Study of Working, objectives, Progress of IBRD, IMF, IFC and IDA

Unit 5 :

Foreign Exchange Risk Management : Foreign Exchange Risk-Nature, types of Exposures; Transaction and Economic Exposure. Management of Exposure: Techniques, Internal Techniques Netting, Matching, Leads and Lags, Pricing Policy, Asset and Liability Management. External Techniques : Factoring, Discounting, Arbitrage Operations. Derivatives: SWAPs, Futures, Options and Forward Contracts.

**Books Recommended:**

- Francis Cherunilam: International business Environment, Himalaya Publishing House, Delhi  
Johan Daniels: International Business, Himalaya Publishing House, Delhi  
Charles W.L.Hills: International Business, McGraw Hill, Delhi  
D.M.Mithani : Introduction to International Economy, Himalaya Publishing House, Delhi  
Adhikary: Global Business Management, Macmillian, New Delhi  
Black & Sundaram : International Business Environment, Prentice Hall, New Delhi



Objective: To equip the students with the basic understanding of the research methodology and to provide an insight into the application of modern analytical tools

## PAPER - II

### RESEARCH METHODOLOGY AND QUANTITATIVE

#### TECHNIQUE

Unit 1 : Concept framework of research; Research : Meaning, objectives, features of good research study, Types of research studies, scientific method and Non-scientific method, Research Method and Research Methodology. Role of research methods in Business/Industry. Scientific objectivity in social science research limitations of research; Problems encountered by researchers in India.

Unit 2 : Research Design : Research Process, Formation of the Problem, Criteria of good research problems; components of research design; Types of research design; Hypothesis Formulation of Hypothesis; How to prepare a synopsis. Sampling; Need, types and techniques, sampling errors.

Unit 3 : Tools of Analysis (I) : Measures of dispersion-standard deviation, coefficient of variation, Bivariate correlation and regression Analysis, Interpolation and extrapolation.

Unit 4 : Tools of Analysis (II) procedure of testing Hypothesis, sample distribution standard error, Difference between two sample means. Test of Independence of Chi square test, small sample test T test and F test.

Unit 5 : Research Methodology and Reporting: Data, types, tools of data collection, observation, interview, Questionnaire. Schedule, survey, case study. Research Report : General principle, types, Guidelines for writing a Report format, Bibliography.

#### SUGGESTED READINGS

Goode and Hall : Research Methodology  
Tandon, B.C. : Research Methodology in Social Science  
Kothari, C.R. : Research Methodology  
Nichamisanand Nichamisan : Research Methodology in Social Science

P.C. Tripathi : Research Methodology in Social Science  
Paudin V. Young : Research Methodology  
Mukherjee, R.N. : Research (Hindi)  
Shukla and Trivadi : Research Methodology  
Leving and Rubin : Statistics for Management  
Elhance, D.N. : Fundamental of Statistics  
Gupta, S.P. : Statistical Method  
S.P. Singh : Sankhya Ke Siddhanta

## Paper III

### Business Budget & Budgetary Control

Unit 1 : Business Budget: Meaning, Nature, Objective, Advantage, Disadvantage and Limitation of Budget. Budget Terminology, Preparation of budget, Budget coordination, Essential of effective budget

Unit 2 : Types of Budget : Need, Importance, Fixed and Flexible Budget, Production Budget, Cost of Production, Direct Material Budget, Direct Labour Budget, Overhead Budget, Performance Budget, Zero Based Budget, Master Budget, Cash Budget: Meaning, Importance and Advantage, Forms of Cash Budget, Method of Preparing Cash Budget

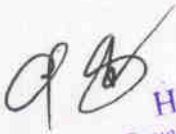
Unit 3 : Business Forecasting: Meaning, Theories, Importance, Limitations, Techniques and Tools of Business Forecasting, Essentials of Business Forecasting. Business Product Decisions: Meaning, Area, Use of Alternative Production Facilities, Determination of Profitable Level of Production, Determination of Product Mix on the basis of key factors

Unit 4 : Budgeting Control : Meaning, Characteristics, Object, Advantage and Disadvantage, Principles, Limitations of Budgeting Control. Project Planning : Meaning, Features, Stages, Advantages, Essential of good Project planning, Types of Project, Analysis of Project, Profitability and Estimates of Project, Feasibility Study: Economic, Financial and Technical Feasibility Study  
Unit 5 : Analysis of Risk and Uncertainty: Introduction, Description of the basic risk concept, Measurement of Risk, Risk evaluation approaches, Types of risk. Value analysis: Meaning, Characteristics, Phases, Objective and Importance.

#### Recommended Books:

Project Planning & Budgetary Control: Agarwal & Saraswat, RBD, Jaipur  
Business Budgeting : M.D. Agarwal & Vijaesh, R.B.D. Jaipur

Objective: The purpose of this course is to acquaint the students are expected to understand the role of Budget in the process of cost control and decisions making.

  
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Jai Narain Vyas University  
Jodhpur (Rai.) 342001



Business Budgeting : M.R. Agarwal, R.B.D. Jaipur  
 Management Accounting : S.P. Gupta, Sahitya Bhawan Publications, Agra  
 Public Budgeting: Nand Dhameja, S.Chand, New Delhi  
 Corporate Finance: Ross, Westerfield, McGraw Hill  
 Investment Analysis and Management: Charles P. Jones, John Wiley & Sons.

Modern Financial Management: Ross, Westerfield, Jaffe, Jordan, McGraw Hill

Practical Budgeting Decision : Harold & Seymour

Theory of Practice of Management Accounting ; N.K. Kulshrestha  
 Bhavesh Patel: Project Management, Vikas Publication, New Delhi

Objective:

The course acquaints students with the concept and tools and techniques of monetary system. It aims to provide an understanding of the role played by various financial institutions in financing economy needs of the country with special reference to India.

#### Optional Group A

#### PAPER - I

#### MONETARY THEORY AND PRACTICE

##### Unit 1 :

Money and Economic Process, characteristics of money, its static and dynamic functions, the influence of money on the functioning of the economy; Role on money as a capitalist; Socialist; and planned economy. Demand for money in developed and under-developed system, Determinants of the supply of money-Monetary versus real liquidity.

##### Unit 2 :

Fisher's quantity theory of money the Cambridge equation. The Keynesian approach, saving and Investment. Business cycle: Nature, Phases of a Business Cycle, the problems of Business Cycle. Commercial Bank : Meaning & Definition of Banks, functions and importance, Types, Organisation. Credit creation by banks

##### Unit 3 :

Innovative Trends & recent trends in Indian Banking: E-banking, Internet banking. Electronic payment system: NEFT, ECS, RTGS, Mobile banking, Retail banking, Debit & credit card. Negotiable Instruments- Cheques, Bill of Exchange and Promissory notes. Rural Banking, Co-operative Banks in India

##### Unit 4 :

Policies of Government of India: Economic Policy, Monetary Policy, Deficit financing, Import-Export Policy, Foreign Investment Policy, Disinvestment Policy.

##### Unit 5 :

Forms of International Liquidity : International Monetary standards-Role of IMF, special Drawing Rights, Foreign exchange control: Meaning,

#### SUGGESTED READINGS

K.D. Swami : International Trade Singhal : International Trade M.C. Vaish : Macro Economics

Daniels & Radebaugh : International Business  
 Cheruvilam : International Business

Mittani D.M.: Money, Banking, International trade and Public Finance

R.Sharma.: International Trade & Finance, LNAE, Publications, Agra  
 Mathur B.L. and Dave R.K.: International Trade and Finance (Hindi & English), Vide Vision Publication House, Jaipur

Saini, H.C. : India's Foreign Trade, Its Nature and Financing  
 Choudhary, B.K. : Foreign Trade and Its Financing, Himalaya Pub. House, Agra

Mathur B.L. & Dave R.K. : International Trade & Finance, (Hindi & English), Vide Vision Publisher, Jaipur.

Singhal : Antarashtriya Arthshastra, Sahitya Bhawan, Agra  
 Agarwal, Singh, & Gupta: International Trade & Finance, RBD, Jaipur.

Ojha B.L. & Hai M.A.: International Trade & Finance, RBD, Jaipur  
 Eleseworth, P.T. : International Economy, New York

Saini, H.C.: India's Foreign Trade, Its Nature and Financing  
 Habaler, G.: Theory of International Trade, William Hedge & Co. UK.

Mittani D.M.: Money, Banking, International Trade & Public Finance, Himalaya Publishing, Delhi

Seth, M.L.: Money Banking and International Trade, Education Pub., Agra

Vasant Desai: Indian Banking Nature and Problems, Himalaya Publishing House, Delhi

Natarajan S, Parameshwaran R: Indian Banking, S.Chand & Company  
 Averbach, Robert D: Money, Banking and Financial Markets

Macmillan, London.

Varshney, P.N. : Indian Financial System, Sultan Chand & Sons, New Delhi.

Khan, M.Y.: Indian Financial System, Tata McGraw Hill, Delhi.

Mittani D.M.: Money, Banking & International Trade, Himalaya Publishing, Delhi



Bhole L.M.: Financial Market and Institution, Tata McGraw Hill, Delhi  
 J.K. Tandon and T.N. Mathur, Banking and Finance, Shivam Book House, Jaipur (Hindi & English Version)  
 Vashitha, Swami, Gupta: Banking and Finance, RBD, Jaipur  
 Agarwal & Singh: Internet Banking Technology, Raj Publishing house, Jaipur  
 Mathur B.L. & Dave R.K.: Money and Banking System, (Hindi & English), Vide Vision, Jaipur  
 Ojha B.L.: Money and Financial System, (Hindi & English), Ajmera book Company, Ajmer  
 Trivedi, dashora, Nagar and Jain: Money and Banking System, (Hindi & English), RBD, Jaipur  
 Mathur & Kateva: Banking & Finance, Wide Vision, Jaipur  
 Bhat Anil K.: Indian Banking System, Shivam Book, Jaipur.  
 Sundharam & Vaishney: Banking Theory Law & Practice, Sultan Chand & Sons, Delhi

#### PAPER - II PUBLIC FINANCE

- Unit 1 : Public Finance - Meaning, Nature and Scope, Principles, importance of Public finance, Principal of Maximum Social Advantage. Difference between public Finance and Private Finance. Public Finance and Economic Development.
- Unit 2 : Public Expenditure : Meaning, classification, Objective, importance and Principles. Effects of Public Expenditure - production, consumption, saving, Investment and distribution. Trends and causes of rising public expenditure in India.
- Unit 3 : Public Revenue: Meaning, Significance & Sources. Functional and economic classification. Public Borrowing : Meaning, Nature, types, techniques of principles of public borrowing. Sources of Public debt and redemption of Public debt. Role and effects of Public debt in economic Development Trends and causes of rise in public debt.
- Unit 4 : Taxation : Taxation-Types, Principle and Cansos. Impact and Effects, Incidence of Taxes, Shifting of tax, Problem of tax evasion and black money, Taxable Capacity. Indian Tax System. Non tax revenues.
- Unit 5 : Fiscal Policy - Meaning, objective and tools, Fiscal Deficit, Fiscal policy in India, Finance Commission, Financial

**Objective:** The course is introductory in nature and broad in approach to give the candidate a big picture of the subject of Public finance as new dimension in an academic discipline.

relationship between Centre and State, Major criterion for transfer of funds, Current Issue: VAT and Service tax: concept and implications.

#### BOOKS RECOMMENDED

H.L.Bhatia: Public Finance, Vikas Publishing House, New Delhi  
 H.L.Bhatia: Lok Vitt, Vikas Publishing House, New Delhi  
 Hajela.T.N. Rajasva (H) Dalton, H. : Public Finance  
 Hicks, U.K. : Public Finance  
 Musgrave, R.A. : The Economics of Public Finance  
 Prof. J.K. Mehta : Public Finance  
 B.N. Gupta : Government Budgeting  
 D.T. Lakadwala : Union State Finance Relation  
 Dr.T.T.Sethi: Lokvitt evam Antarrashtriya Vyapar, LNAE Publishers, Agra  
 M.L.Seth: Money, Banking, International Trade & Public Finance, LNAE Publishers, Agra  
 R.C.Agarwal: Public Finance, LNAE Publishers, Agra  
 Chowdhary & Chakraborty: Public Finance & Fiscal Policy, Kalyani Book, Delhi  
 D.M.Mithani: Public Finance, Himalaya Publishing House, Delhi  
 D.M.Mithani: Modern Public Finance, Himalaya Publishing House, Delhi

#### Optional Group B

#### PAPER - I

#### REGIONAL ECONOMICS & ECONOMY OF RAJASTHAN

- Unit 1 : Basic Characteristics of economy of Rajasthan. Regional imbalance, need for regional economic planning, Regional Development Programmes, Position of Rajasthan in India, Salient features of Rajasthan Economy, causes of low literacy in Rajasthan. Panchayat Raj : Concept, background, importance, set up, progress and problems. Rural Development Programmes in Rajasthan.
- Unit 2 : Natural Resources of Rajasthan : Mines and Minerals, Land and water, Forest and Wild Life; Live stock, New Mineral Policy; Mineral Based Industries in Rajasthan, Human Resources of Rajasthan, Energy Resources in Rajasthan, Unemployment, Poverty. Main

**Objective:** This course aims at imparting basic knowledge of Economy of Rajasthan.



causes of high population growth in Rajasthan, Government measures towards control of population.

Unit 3 :

Animal Husbandry, White Revolution : Dairy Development Programme; Irrigation in Rajasthan and Indira Gandhi Canal Project, Co-operative Movement in Rajasthan. Land Reforms in Rajasthan.

Unit 4 :

Economic Planning in Rajasthan, Various Five Year Plan, Progress and Pit falls, Constraints in economic development of Rajasthan, Special emphasis in Plan periods. Economic Planning Mechanism in Rajasthan.

Unit 5 :

Industries, Small Scale, Cottage and Village Industries; Handicrafts Industries in Rajasthan; Industrial Policy; Transport-Communication-Tourism Development in Rajasthan, Main feature of tourism in Rajasthan; Role of RFC, RICCO and RAJSICO in Industrial Development; Economic Reforms and Liberalization in Rajasthan, Major development project of Rajasthan, Public-Private partnership model.

#### BOOKS RECOMMENDED

B.L. Mathur: Cooperative Development, Jaipur  
B.L. Ojha: *Rajasthan Ki Arthyavastha*  
Laxmi Narayan Nathuramka: *Rajasthan Ki Arthyavastha*  
Nanavati, M.B. and Anjaria, J.J. : Indian Rural Problems, Vora & Co. Agarwal, A.N. : Indian Agriculture  
Desai, Vasant : A Study of Rural Economic, Himalaya Publishing House, Delhi  
Mathur B.L.: Cooperative Development, RBSA, Jaipur  
H.R. Swami & B.P. Gupta: Rural Development & Cooperation, RBD, Jaipur  
B.P. Gupta, H.R. Swami : Grameen Vikas evam Sahakarita  
B.P. Gupta: Sahakarita ke Siddhanth evam Vyavhar, RBD, Jaipur

#### PAPER - II

#### RURAL ECONOMY OF INDIA

Unit 1 :

Concept of Rural Economy, Nature and Problems of Rural Economy; Rural Backwardness, Significance of Rural Development, Social, Economic and Political Development, Recent development in rural area.

Unit 2 :

Rural Development Strategies - Nature and problems of Rural Economy, Concept of Rural Economy, Rural Versus Urban Development, Nature and

Causes of imbalance between rural areas and urban areas during planning period; Panchayat Raj System and 73rd Amendment; Employment Guarantee schemes- Swarnajayanti Gram Swarajya Yojana (SGSY), Rural Employment Guarantee Scheme, Pradhan Mantri Gram Sadak Yojana (PMGSY), Sampura Gramin Rojgar Yojana (SGRY), Jawahar Gram Samridhi Yojana (JGSY), Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)

Unit 3 :

Indian Agriculture: Agriculture Development: Characteristics, Importance of Indian Agriculture, Problems, Suggestion, Irrigation, Land Reform, Modern Technology and Agriculture Policy; Crop Insurance.

Unit 4 :

Rural Finance, Unorganized Sector-Rural Indebtedness. Organized Sector : Role of Rural Credit Institutions. Cooperative and Commercial Banks, Role of Regional Rural Banks, NABARD, Rural Insurance.

Unit 5 :

Rural Energy Problems, Energy Development & Utilization; Rural Renewable Sources of Energy; Rural Industry-Rural-Industrialisation-KVIC, Government Policy for Rural Industrial Development, Programmes related to Tribal Welfare, Drought area development, Desert, forest conservation, Woman and Child Development.

#### BOOKS RECOMMENDED

B.L. Ojha: *Rajasthan Ki Arthyavastha, RBD, Jaipur*  
Laxmi Narayan Nathuramka: *Rajasthan Ki Arthyavastha*  
Nanavati, M.B. and Anjaria, J.J. : Indian Rural Problems, Vora & Co. Agarwal, A.N. : Indian Agriculture  
Desai, Vasant : A Study of Rural Economic, Himalaya Publishing House, Delhi  
Mathur B.L.: Cooperative Development, RBSA, Jaipur  
Garg Basu: Rural Marketing, Kalyani Books, Delhi  
Desai, Vasant: Rural development of India, Himalaya Publishing House, Delhi  
Satya Sundaram: Rural Development, Himalaya Publishing House, Delhi  
Venkata Reddy K: Agriculture and Rural Development, Himalaya Publishing House, Delhi

**Objective :** The course shall build up a broad picture of the dimensions of rural economics as a subject of study. It shall adopt a decision oriented approach or get into the organisational operational details of the functional areas.



### Optional Group C

#### PAPER - I

#### INDUSTRIAL AND LABOUR ECONOMICS

- Unit 1 : Industrialization: Meaning, Strategies and Pattern of Industrial Growth, Industrial Productivity, Determinants of industrial growth. Impact and advantages of industrialization. Dangers of heavy industrialization, changes in Indian Economy in recent years.
- Unit 2 : Industrial Policy : Industrial (Dev. and Regulation) Act, 1951. Licensing Policy, Policy towards multinationals, Industrial Location: Theories, Factors influencing location, Tariff Policy. Rationalisation: Object, Importance, Merits. Issues of Indian Industry: Growth and Changes in Structure, Public Sector: Shortcoming, New Economic Policy, Pricing Policy, Industrial Sickness: Causes, Remedial Action. Private Sector: Growth, Characteristics, Contribution, Defects, Liberalisation and Private Sector.
- Unit 4 : Labour Economics : Meaning and scope, Labour and Labour welfare : Concept, Principles, Labour welfare in Indian Industries: Internal and external welfare facilities. Factories Act 1948: Different definition; Workers: Rights, Obligation, Occupier and his duties.
- Unit 5 : Theory of Wages : Living wage, minimum wage, need based wage, Deduction from wages, claims for wrongful deductions. The Payment of wage Act, 1936 and Minimum Wages Act, 1948: Object, Scope of the act, Fixation and revision of minimum wages, Advisory and Central Advisory Board, Safeguard on payment of Minimum Wages.

#### BOOKS RECOMMENDED

- S.C. Srivastava: Industrial Relations & Labour Law, Vikas Publishing House, New Delhi
- Pylee & George: Industrial relations & Personnel Management, Vikas Publishing House, New Delhi
- R.S. Davar: Personnel Management & Industrial Relations, Vikas Publishing House, New Delhi
- D.K. Kulshreshtha: Industrial Law, LNAE Publications, Agra
- D.K. Kulshreshtha: Labour Legislation, LNAE Publications, Agra
- Amandeep Kaur: Industrial Relations, Kalyani Books, Delhi
- Ghosh, Biswanath: Industrial Relations of Developing Economy, Himalaya Publishing House, Delhi
- Kubendran, Kodesswari: Industrial Relations & Labour Laws, Himalaya Publishing House, Delhi

Objective: This course expose the students with the principles of Industrial and Labour economics as are applicable in business.

- Mamoria, Mamoria & Gankar: Dynamics of Industrial Relations, Himalaya Publishing House, Delhi
- Sharma A.M.: Industrial Relations & Labour Laws, Himalaya Publishing House, Delhi
- N.Kumar: Industrial Economics, LNAE Publications, Agra
- R.Sharma: Human Resources Development, LNAE Publications, Agra
- Sahni N.K., Amandeep & Agarwal: Industrial Relations, Kalyani Book, Delhi
- Bhogilwal T.N.: Industrial relation and Labour Welfare, Sahitya Bhawan Publication, Agra

#### PAPER - II

#### ECONOMICS OF INDUSTRIAL RELATIONS

- Unit 1 : Industrial Relations : Definition, Importance, Determining Factor, Causes and suggestions of Poor Industrial Relations. collective bargaining : concept, need, practice and progress, strikes and lockout: Right to strike and workout, Worker's Participation in management: Meaning, object, Forms, Merit and Demerit.
- Unit 2 : Social Security: Definition, Need, Significance, Working of the various Social Security measures. Industrial Discipline: Meaning, Objectives, Principles, Types, Act of Misconduct, causes of indiscipline, Measure, Kinds of Punishment, Procedure for taking disciplinary action. Grievances: Definition, Causes, Features of grievance procedure.
- Unit 3 : Personnel Management : Definition, Nature, Objective, Scope, Principles and functions, Organisation of personnel department, role of a personnel officer; line and Staff function; Recruitment, induction; promotion and transfer, development and training.
- Unit 4 : Wage and Salary Administration: Meaning, Classification, Principles, Wage variation, Methods of Payment, wage incentives essential of a good incentive plan. Non-wage incentives: Meaning, Roke, Fringe Benefits: Meaning, Features, Kinds, Growth factors of Fringe Benefits.
- Unit 5 : Human Relation: Need, Objectives, Scope, Themes, causes of slow Human Relation in Industry, Suggestions to improve Human Relation, Philosophy of Human Relation.

#### BOOKS RECOMMENDED

- Agarwal, R.D.: Dynamics of Labour Relation in India

Objective: This course enable the student to know basic knowledge of Economics of Industrial Relations prevailing in India.



Agnihotry, V.: Industrial Relation in India  
 Gadgil, D.R.: Industrial Relation in India  
 Davar, R.S.: Personnel Management and Industrial Relation Chatterjee,  
 R.N.: Management of Personnel in India Sharma, D.C. and R.C.:  
 Industrial Relations and Personnel Management  
 Ghosh, Biswanath: Industrial Relations of Developing Economy, Himalaya  
 Publishing House, Delhi  
 Kubendran, Kodesswari: Industrial Relations & Labour Laws, Himalaya  
 Publishing House, Delhi  
 Mamoria, Mamoria & Gankar: Dynamics of Industrial Relations, Himalaya  
 Publishing House, Delhi  
 Sharma A.M.: Industrial Relations & Labour Laws, Himalaya Publishing  
 House, Delhi  
 N.Kumar: Industrial Economics, LNAE Publications, Agra  
 R.Sharma: Human Resources Development, LNAE Publications, Agra  
 N.Kumar: Labour Economics, LNAE Publications, Agra  
 R.Sharma: Industrial Relations, LNAE Publications, Agra  
 D.K.Kulshrestha: Industrial Law, LNAE Publications, Agra  
 D.K.Kulshrestha: Labour Legislation, LNAE Publications, Agra  
 Sahni N.K., Amandeep & Agarwal: Industrial Relations, Kalyani Book,  
 Delhi  
 Bhogilwal T.N.: Industrial relation and Labour Welfare, Sahitya Bhawan  
 Publication, Agra

#### Optional Group 'D' M. Com (BFE)

#### PAPER - I

#### FINANCIAL MARKETS AND FINANCIAL SERVICES

Unit : Indian Financial System: Meaning, Structure. Financial  
 Market: Characteristic, Importance, Classification. Market  
 Types: Financial, Foreign Exchange and Insurance Market.  
 Indian Money Market: Evolution, Objective, Importance,  
 Players, Investments, Suggestion for improving money  
 market, Policy development in Primary Market. Capital  
 Market: Meaning, Importance, Recent trends, New Issue  
 Market: Meaning, Functions, Instruments and its  
 Mechanism, Problems and Remedial measures.  
 Stock Exchange: Definition, Features, Merit and demerit,  
 Function, listing, Public issues. Securities contract and  
 regulation Act: Objectives, Main provisions. Investor  
 Protection: Complaints of investors, Redressal of Investor  
 complaints, Removal of Grievance.

Unit 2 :

↓  
 Objective: This course aims at  
 acquainting the students with the  
 working of financial market and services  
 in India.

Unit 3 :

SEBI: Objectives, Organisation, Power of SEBI,  
 Registration, insider dealing, online Real Time trading,  
 Mobile Trading, Role and achievement of SEBI, Criticism  
 of SEBI, Guideline of SEBI: General guidelines, new issue  
 market, secondary market underwriting, Bonus issue.

Unit 4 :

Depository Custodian: Meaning, definition, Organisational  
 Structure, Objectives, function and Role. Derivative  
 Market: Concept, Benefits, Need and Importance. Credit  
 rating: Objectives, function, Advantages, disadvantages,  
 Rating process, Types, Credit rating Agencies in India.

Unit 5 :

Mutual fund: Meaning, regulation and operation,  
 Types/Classification, Risk in Mutual fund, future of MF,  
 Factoring: Meaning and Definition, function, services.  
 Forfeiting: Meaning, drawback, factor affecting Forfeiting  
 growth in India. Merchant Banker, Mutual fund, Guidelines  
 of SEBI regarding Mutual Fund. Efficient Market  
 Hypothesis: Meaning, Random Walk Theory, form of  
 efficient Market, Corporate Governance: Meaning,  
 definition, Government mechanism, Mandatory and non-  
 mandatory Recommendation

#### BOOKS RECOMMENDED

Sapna Nibsaia: Indian Financial System, S.Chand, New Delhi  
 H.R.Machiraju: Indian Financial System, S.Chand, New Delhi  
 C.Rama Gopal : Management of Financial Services, S.Chand, New Delhi  
 Punithavathy Pandian: Financial Services & Market, S.Chand, New Delhi  
 Punithavathy Pandian: Security Analysis & Portfolio Management,  
 S.Chand, New Delhi  
 Gurley, J. and Saw, E.S. : Money in a Theory of Finance,  
 Washington, Brookings Institution  
 Gold Smith, R.W. : Financial Institution, Random House  
 Khan, M.Y. : Indian Financial Theory and Practice, Vikas  
 Publishing House, Delhi  
 Khan, M.Y. : Financial Services, Vias Publishing House, Delhi  
 Bhalla V.K.: Financial Market, S chand, Delhi  
 Mehta Jogendra: Mutual Fund & Stock Exchange, Aadi Publication, Jaipur  
 Mathur B.L. & Dave R.K.: Financial Market Operations, (Hindi &  
 English), Vide Vision Publisher, Jaipur  
 Mishra V.K.: Financial Market Operations, (Hindi & English), RBD,  
 Jaipur  
 Saraswat & Choudhary: Financial Market Operations, (Hindi & English),  
 RBD, Jaipur  
 Garden, & Natarajan: Financial Market & Institution: Himalaya  
 Publishing, Delhi



Agarwal, Garden, & Natarajan: Indian Financial Market & Services: Himalaya Publishing, Delhi  
 Gurusamy S: Financial Market & Institutions: Himalaya Publishing, Delhi  
 Sachdeva S.: Indian Financial System, LNAE Publication, Agra  
 Gupta, Agarwal, Gupta: Financial Market Operations, Kalyani Books, Delhi  
 Gupta, Gupta, Gupta: Financial Market & Financial Services, Kalyani Book, Delhi

## PAPER-II

### WORKING CAPITAL MANAGEMENT

Unit 1 : Working Capital: Concept, kinds, Importance, Advantages, Disadvantages, Sources: Long term-Medium term-Short term, Methods of estimating, Accounting Ratio related to Working Capital.

Unit 2 : Financing of working Capital: Tandon & Chore Committee, recommendation, Factoring Services: Meaning, Mechanism, Function, Benefit, Limitations.

Unit 3 : Management of Cash: Meaning, Need, Factors determining, Objectives, Functions, Models, Advantages, Disadvantages

Unit 4 : Management of Receivables: Meaning, Objectives, Factors determining, Functions, Ageing Schedule

Unit 5 : Management of Inventory Control: Meaning, Objective, Need of hold inventory, factor determining levels in inventory, Risk and Cost association with inventory, Techniques of inventory control: ABC Analysis, Maximum-Minimum-Re-order-Danger Level, Economic Order Quantity.

### SUGGESTED READINGS

- V.K.Bhalla: Working Capital Management, S.Chand, New Delhi
- H.R.Machiraju: Introduction to Project Finance, S.Chand, New Delhi
- Bhaves Patel : Fundamental of Financial Management, S.Chand, New Delhi
- Agarwal, Agarwal, Kohari: Financial Management,(Hindi & English) RBD Publication, Jaipur.
- Khan M.Y and Jain P.K.: Financial Management. TataMcGraw hill, New Delhi
- Pandey I.M: Financial Management. Vikas Publishing house, New Delhi
- Prasanna Chandra: Financial Management - Theory and Practice. TataMcGraw hill, New Delhi

Objective: The purpose of this course is to acquaint the students with the broad framework of financial decision making in a business unit.

- Bierman, H. And Smidt, S.: The Capital Budgeting Decisions. Harcourt college publisher, Singapore.
- Van Home, J.C.: Financial Management and Policy. Prentice hall, New Delhi
- Kuchhal, S.C.: Financial Planning - An Analytical Approach. C Publishing House, Michgun.

Ravi M. Kishore: Financial Management. Taxman Publisher, New Delhi

S.N. Maheshwari: Financial Management. New Delhi

Periasamy.P: Working Capital Management, Himalaya Publishing House, Delhi

Sharma D.: Working Capital Management, Himalaya Publishing House, Delhi

## GROUP E

### PAPER I

#### COOPERATIVE MOVEMENT IN INDIA

Unit 1 : Evolution of Cooperative Movement in India, Cooperative movement before and after independence. Organisation and function of non-credit cooperative society: Marketing Cooperative, consumer cooperative, Industrial cooperative, Housing Cooperative, Producer Cooperative, Government control over Cooperative: Legal and Administrative.

Unit 2 : Need of Bureaucratic manager in Cooperative Organisation, merit and demerit, Role, Function, Power, Duties of General Body, Board of Director, Secretary of the Society.

Unit 3 : Cooperative movement in Rajasthan : Meaning, Definition, Evolution before and after Independence. Cooperatives during plan, cooperative principles, Importance. Study of Rajasthan Cooperative Societies Act 1965 and amended upto date.

Unit 4 : Shodha Ram Committee, Mirdha Committee, Shivraman Committee Cooperative Institutions in Rajasthan; Cooperative Credit: Short-Medium-Long term Loan, Credit Societies.

Unit 5 : Role of the State Government in the growth of Cooperative movement, Problems, Drawbacks and suggestion for its progress

Objective: This course enables the student to know the cooperative movement system prevailing in India.



#### SUGGESTED READINGS:

- H.R. Swami & B.P. Gupta: Rural Development & Cooperation, RBD, Jaipur  
B.P. Gupta, H.R. Swami : *Grameen Vikas evam Sahakarita*  
B.P. Gupta, RBD, Jaipur : *Sahakarita ke Siddhanti evam Vyavhar*  
Nair K.M.: Cooperative Management & Administration, Kalyani Books, Delhi  
Kamat G.S.: New Dimensions of Co-operative Movement, Himalaya Publishing House, New Delhi  
Sharada V: The Theory of Co-operation, Himalaya Publishing House, New Delhi  
Singh L.P.: Co-operative Marketing in India & abroad, Himalaya Publishing House, New Delhi

#### GROUP E PAPER II

##### DEVELOPMENT OF FINANCIAL INSTITUTIONS

- Unit 1 : International and National Economic Institution: Organisation, Management, Function, Objectives,  
Unit 2 : Working and achievement of: World Trade Organisation (WTO), International Development Association (IDA), International Monetary Fund (IMF), International Bank of Reconstruction & Development (IBRD), International Financial Corporation (IFC), UNCTAD,  
Unit 3 : Industrial Development Bank of India (IDBI), Industrial Credit and Investment Corporation of India Bank (ICICI), Industrial Reconstruction Bank of India (IRBI), State Financial Institution (SFI), Unit Trust of India (UTI), Life Insurance Corporation of India (LIC).  
Unit 5 : Concept of General Agreement of Trade & Services (GATT), Trade Related Intellectual Property Rights (TRIPS), Trade Policy Review Mechanism (TRIMS)

#### SUGGESTED READINGS:

- Mathur B.L. & Dave R.K.: Economic Environment (H&E), Vide Vision Publication, Jaipur  
C. Ram Goyal: Management of Financial Services, Vikas Publication, New Delhi  
H.R. Machiraja: Introduction to Project Finance, Vikas Publication, New Delhi

- Sapna Nibsatya: Indian Financial System, Vikas Publication, New Delhi  
M.B. Rao, Manjula: WTO & International Trade, Vikas Publication, New Delhi  
Fabozzi: Foundation of Financial Market & Institutions, Pearson, Delhi  
Mishkin: Financial Market & Institutions, Pearson, Delhi  
Sharma: Management of Financial Institutions, PHI, Delhi (Hindi & English)  
Dewett, K.K.: Modern Economic Theory, S. Chand, Delhi  
Sundaram & Black : The International Business Environment, prentice Hall, New Delhi  
Agarwal, A.N.: Indian Economy, Vikas publishing House, Delhi  
Dutt, R. and Sundharam, K.P.M.: Indian Economy, S.Chand, Delhi  
Misra. S.K. and Puri, V.K. : Indian Economy, Himalaya Publishing House, New Delhi  
Hedge, Ian : Environmental Economics, Macmillan, Hampshire  
Gupta, Swami and Vaishnav : Economic and Business Environment, RBD, Jaipur  
S.Sachdeva: Management of Financial Institutions & Services, LNAE Publication, Agra  
Gupta & Gupta: Management of Financial Institution, Kalyani Books, Delhi  
Gupta, Shashi & Gupta Neeti: Financial Institutions & Market, Kalyani Books, Delhi  
Desai, Vasant: Development banking and Financial Intermediaries, Himalaya Publishing House, Delhi  
Srivastava & Nigam: Management of Indian Financial Institutions, Himalaya Publishing House, Delhi  
Varshney, P.N. : Indian Financial System, Sultan Chand & Sons, New Delhi.  
Khan, M.Y.: Indian Financial System, Tata McGraw Hill, Delhi.  
Mittani D.M.: Money, Banking & International Trade, Himaliya Publishing, Delhi  
Vashitha, Swami, Gupta: Banking and Finance, RBD, Jaipur  
Mathur B.L. & Dave R.K.: Money and Banking System, (Hindi & English), Vide Vision, Jaipur  
Sundharam & Vaishney: Banking Thory Law & Practice, Sultan Chand & Sons, Delhi

  
Head  
Department of Business Finance & Economics  
Faculty of Comm. & Mgr Studies  
Jai Narain Vyas University  
Jodhpur (Raj.) 342001

Objective: This course helps students understand the conceptual framework of Development of various financial Institutions.



## Objective:

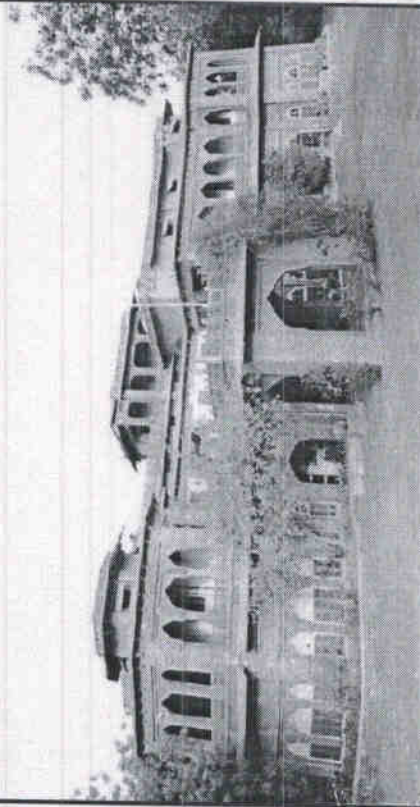
The objectives of course is to provide a thorough and comprehensive knowledge of different aspects of Business Finance & Economics

  
 Head  
 Department of Business Finance & Economics  
 Faculty of Comm. & Mgt Studies  
 Jai Narain Vyas University  
 Jodhpur (Raj.) 342001

# SYLLABUS

DEPARTMENT OF  
BUSINESS FINANCE AND ECONOMICS

B. Com. (Hons.) B.F.E. Previous Examination, 2021  
B. Com. (Hons.) B.F.E. Final Examination, 2022  
(Two Years)



JAI NARAIN VYAS UNIVERSITY  
JODHPUR

# SYLLABUS

## DEPARTMENT OF BUSINESS FINANCE AND ECONOMICS

B. Com. (Hons.) B.F.E. Previous Examination, 2021  
B. Com. (Hons.) B.F.E. Final Examination, 2022  
(Two Years)



Head  
Department of Business Finance & Economics  
Faculty of Comm. & Mgt Studies  
Jai Narain Vyas University  
Jodhpur (Rai.) 342001



JAI NARAIN VYAS UNIVERSITY  
JODHPUR

### NOTIFICATION

In compliance of decision of the Hon'ble High Court all students are required to fulfil 75% attendance rule in each subject and there must be 75% attendance of the student before he/she could be permitted to appear in the examination.

REGISTRAR  
(Academic)



DEPARTMENT OF BUSINESS FINANCE & ECONOMICS  
FACULTY OF COMMERCE & MANAGEMENT STUDIES  
JAI NARAIN VYAS UNIVERSITY, JODHPUR

LIST OF STAFF MEMBERS

**PROFESSORS**


- 1 Dr. Mahendra Singh Rathore
- 2 Dr. Raman Kumar Dave, Head of Department
- 3 Dr. Ram Singh Meena
- 4 Dr. Sunil Mehta
- 5 Dr. Dungar Singh Khedchee
- 6 Dr. (Mrs.) Navneeta Singh
- 7 Dr. Krishn Awatar Goyal

**ASSOCIATE PROFESSORS**

- 8 Dr. (Mrs.) Jatan Kanwar Jain
- 9 Dr. Mahendra Kumar

**ASSISTANT PROFESSORS**

- 10 Dr. (Mrs.) Anju Agarwal
- 11 Dr. Kshitiz Maharshi
- 12 Dr. Rajendra Prasad Meena

  
11.11.21  
Department of Business Finance & Economics  
Faculty of Comm. & Mgt Studies  
Jai Narain Vyas University  
Jodhpur (Raj.) 342001

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## BACHELOR OF COMM. & CE HONOURS COURSE

### BUSINESS FINANCE AND ECONOMICS GENERAL INFORMATION FOR STUDENTS

The Bachelor of Commerce (Hons) BFE course is not intended to be a terminal course. The students who aspire to take up post-graduate courses (M.Com.), (M.B.A.) in the Faculty of Commerce and Management Studies are preferred to join this course.

The examination for the degree of Bachelor of Commerce (Hons.) will consist of two parts : B. Com. (Hons.) Previous and B. Com.(Hons.) Final respectively.

If admitted to the B.Com. Honours course the candidates will take the Honours Previous examination at the end of the first year of the course and after having attended a regular course of study for the second year, the candidate will take the B. Com. Hons.Final examination at the end of the second year.

#### *Eligibility for Admission*

No candidate shall be eligible for admission to the B. Com. (Hons.) Course unless he/she has passed in *all the subjects of B. Com. Pt. I Examination of this University* or in all the compulsory and optional subjects including B.A. I/B. Sec. I with Economics from this University or of any other examination recognised as equivalent thereto and has secured atleast 48% marks in the aggregate (including language) and 50% marks in the subject which he/she offers for the Honours Course (Business Finance and Economics Group). The candidate for the B. Com. Hons. Examination shall answer question through English or Hindi medium. The medium of instruction shall be English or Hindi medium. The candidate for the B. Com. (Hons.) Course shall be a select group preparing for higher academic achievements.

#### *The Course Design*

There shall be six papers for the B. Com. Honours (Previous) Examination and six papers for the B. Com. Honours (Final) Examination.

Each paper shall be of three hours duration carrying 100 marks. For a pass at the B. Com. Honours (Previous) Examination a candidate is required to secure atleast 25 percent marks in each paper/subject and 48 per cent marks in the aggregate.

For a pass at the B. Com. Honours (Final) Examination a candidate is required to secure atleast 25 per cent marks in each paper/subject and 48 per cent marks in the aggregate of both B. Com. Honours

(Previous) and B. Com. Honours (Final), Examination taken together for Honours Degree but 36% for B.Com. Pass Degree.

For the B. Com. Honours, the candidates will be awarded divisions as per under after taking into consideration the marks secured at the B. Com. Honours (Previous) and B. Com. Honours (Final).

First Division : 60 per cent and above of the aggregate marks.

Second Division : 48 per cent and above but less than 60 per cent of the aggregate marks.

However, candidates securing at least 25 per cent marks in each paper/subject and 36 per cent or more but less than 48 per cent marks in the aggregate, shall be awarded B. Com. (Pass) degree.

**Note :** (1) For all regular candidates in the Faculties of Arts, Education and Social Sciences, Law, Commerce and Engineering, the minimum attendance requirement shall be that a candidate should have attended at least 70% of the lectures delivered and the tutorials held taken together as well as 70% of the practicals and sessionals from the date of his/her admission.

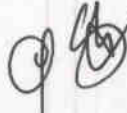
(2) Condonation of shortage of attendance :

The shortage of attendance upto the limit specified below may be condoned on valid reasons.

i) Upto 6% in each subject plus 5 attendance in all in aggregate of the subject/papers may be condoned by the Vice-Chancellor on the recommendation of the Dean/Director/ Principal for under-graduate students and on the recommendation of the Head of the Department for the post-graduate classes.

ii) The N.C.C./N.S.S. Cadets sent out to parades and such students who are deputed by the University to take part in games, athletic or cultural activities may, for purposes of attendance be treated as present for the days of their absence in connection with the aforesaid activities and that period shall be added to their subjectwise attendance.

**Note :** The attendance for supplementary students will be counted from date of admission.

  
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# BUSINESS FINANCE AND ECONOMICS

## Teaching and Examination Scheme

Paper	Duration					
1	2	3	4	5	6	
B.Com. Honours (Previous) 2021		36		48 (P+F)		
<b>CORE PAPERS</b>						
1. Money and Banking System in India	1.	100	25		3 Hours	
2. Rural Economics	2.	100	25		3 Hours	
3. Business Economics	3.	100	25		3 Hours	
4. Foreign Exchange & Foreign Trade	4.	100	25		3 Hours	
<b>SUBSIDIARY PAPERS</b>						
1. CORPORATE ACCOUNTING AND AUDITING	5	100	25		3 Hours	
2. Business Communication and Management	6	100	25		3 Hours	
<b>B.Com. Honours (Final) 2022</b>						
<b>CORE PAPERS</b>						
1. Financial Management	1	100	25		3 Hours	
2. Financial Market Operations & Services	2	100	25		3 Hours	
3. Business Statistics	3	100	25		3 Hours	
4. Public Finance	4	100	25		3 Hours	
<b>SUBSIDIARY PAPERS</b>						
5. Business Budget & Budgetary Control	5	100	25		3 Hours	
6. Economic Laws & Taxation	6	100	25		3 Hours	

Note : There will be no Supplementary/ATKT.

To Pass 25% and 36% in aggregate, for Hons. 48%

## Format of Question paper

Durations 3 Hours Max. Marks : 100

### Section-A

Two questions from each Unit.

10 very small question. Each question carry 2 marks.

a  
b  
c  
d  
e  
f  
g  
h  
i  
j

Answer of each question shall be limited upto 30 words.

### Section-B

10 Question (Two questions from each Unit) Students will answer one question from each Unit. Each question will carry 7 Marks.

Unit - 1

1 Question A or B

Unit - 2

2 Question A or B

Unit - 3

3 Question A or B

Unit - 4

4 Question A or B

Unit - 5

5 Question A or B

Answer of each question shall be limited upto 250 words.

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**Section-C**

This section will include 05 questions (One question from each unit).  
Student will answer any 03 questions. Each question will carry 15 marks.

- 1 Unit 1
- 2 Unit 2
- 3 Unit 3
- 4 Unit 4
- 5 Unit 5

Answer of each question shall be limited up to 500 words.

Note :- In case Numerical, Figures, chart, Diagrams and Graph the above limit of words shall not apply

  
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**B.COM.HONS.(BFE) PREVIOUS EXAMINATION, 2021**


**PAPER I**

**Money and Banking System in India**

- Unit 1 : Money : Meaning, Definition, Function, importance, classification of money, money supply in India, Monetary Standards-India monetary system, An overview of Inflation & Deflation: Causes and Remedial action
- Unit 2 : Fisher's quantity theory of money the Cambridge equation. The Keynesian approach, saving and Investment. Business cycle: Nature, Phases of a Business Cycle, the problems of Business Cycle.
- Unit 3 : Commercial Bank : Meaning & Definition of Banks, functions and importance, Types, Organisation. Credit creation by banks,
- Unit 4 : Innovative Trends & recent trends in Indian Banking: E-banking, Internet banking, Electronic payment system: NEFT, ECS, RTGS. Mobile banking, Retail banking, Debit & credit card. Negotiable Instruments- Cheques, Bill of Exchange and Promissory notes. Rural Banking, Co-operative Banks in India
- Unit 5 : SBI: Establishment & objectives, Organisation & Management, Functions, progress, RBI: Establishment, objectives, Function, Organisation & Management

**Suggested Books:**

- Vasant Desai: Indian Banking Nature and Problems, Himalaya Publishing House, Delhi  
Natarajan S, Parameshwaran R: Indian Banking, S.Chand & Company  
Averbach, Robert D: Money, Banking and Financial Markets Macmillan, London.  
Varshney, P.N. : Indian Financial System, Sultan Chand & Sons, New Delhi.  
Khan, M.Y.: Indian Financial System, Tata McGraw Hill, Delhi.  
Mittani D.M.: Money, Banking & International Trade, Himalaya Publishing, Delhi  
Bhole L.M.: Financial Market and Institution, Tata McGraw Hill, Delhi  
J.K. Tandon and T.N. Mathur, Banking and Finance, Shivam Book House, Jaipur ( Hindi & English Version)  
Vashitha, Swami, Gupta: Banking and Finance, RBD, Jaipur  
Agarwal & Singh: Internet Banking Technology, Raj Publishing house, Jaipur  
Mathur B.L. & Dave R.K.: Money and Banking System, (Hindi & English), Vide Vision, Jaipur  
Ojha.B.L.: Money and Financial System, (Hindi & English), Ajmera book Company, Ajmer  
Trivedi, dashora, Nagar and Jain: Money and Banking System, (Hindi & English), RBD, Jaipur  
Mathur & Kateva: Banking & Finance, Wide Vision, Jaipur  
Bhat Anil K: Indian Banking System, Shivam Book, Jaipur.  
Sundharam & Vaishney: Banking Thory Law & Practice, Sultan Chand & Sons, Delhi

  
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**Objective:** The objective of the course is to impart a sense of acquaintance in dealing with financial institutions where economic forces are worked out. This course expose the students to the working of money and banking system prevailing in India.



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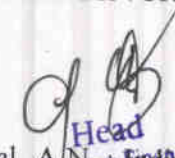
**PAPER II**

**Rural Economics**

- Unit I : Nature and problems of rural economy, concept of Rural Economy. Rural versus urban development, Nature and causes of imbalance between rural areas and urban areas during planning period, Causes of Rural backwardness, need for rural development; Significance of rural development, Social significance, Economic significance, Political significance, *Bharat-Nirmaan*.
- Unit2: Agriculture Policy, Characteristics, Importance, problems and suggestion. Irrigation : Meaning, problem and suggestion for improvement, Green, white and blue Revolution.
- Unit:3 Rural Development Strategies : Objective of Panchayati Raj. Role of Panchayati Raj System in Rural Development, Women empowerment with special reference to Panchayati Raj Institutions, Problems of rural unemployment, types, measures to solve the problem with special reference to employment guarantee schemes.
- Unit4 : Rural credit-Role of Rural Credit Institutions Cooperative and Commercial Banks, Role of Regional Rural Banks, NABARD, Micro Finance, Rural Tourism with special reference to Rajasthan, Rural Industrial Development : Government Policy for Industrial Development in rural areas under Plan
- Unit 5 : A) Rural Energy-Features, problems. Energy Development & Utilization : Conventional and non-conventional sources of energy, Windmill, Solar energy.  
B) Co-operation-Meaning, Principles of Co-operative Organization and function of co-operative societies specially towards White Revolution, Co-operative Movement in India

**BOOKS RECOMMENDED**

- Nanavati, M.B. and Anjaria, J.J. : Indian Rural Problems, Vora & Co. Agarwal, A.N. : Indian Agriculture  
Desai, Vasant : A Study of Rural Economic, Himalaya Publishing House  
Mathur B.L.: Cooperative Development, RBSA, Jaipur  
Govt. of India : Sixth and Seventh Five Year Plans, National Commission on Agriculture  
Reports on-RBI Working Group on Regional Rural Banks  
Working Group on Multi Agency Approach to Agricultural Finance

  
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**Objective:** The course shall build up a broad picture of the dimensions of rural economics as a subject of study. It shall adopt a decision oriented approach or get into the organisation operational details of the functional areas.



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**Paper III**

**Business Economics**

- Unit 1: Market: Meaning and Classification. Market price, Normal price and relationship, General theory of price, determination of equilibrium price and condition for firms equilibrium, Time element in price determination.
- Unit 2: Price and output determination under perfect competition: Meaning and definition, characteristics, Perfect & pure competition, Equilibrium of a firm & industry in the short and long period. Monopoly: Meaning and definition, characteristics, classification, Price and output determination in the short and long period. Price determination under Discriminating Monopoly.
- Unit 3 : Price and output determination under imperfect competition( Monopolistic Competition): Meaning and definition, characteristics, Price and output determination in the short and long period. Price and output determination under Oligopoly: Meaning, definition, essential conditions, Types, Price and output determination and price leadership and collusive oligopoly.
- Unit 4 : Factor pricing (i) : Theory of Distribution, Marginal Productivity, Modern theory of distribution. Wages: Meaning, characteristics, Theories of wages. Rent: Concept, Ricardian & Modern Theory of rent, Scarcity Rent, Quasi Rent
- Unit 5 : Factor pricing (ii) : Interest: Concept and theories of Interest. Profit: Concept and theories of profit, Price mechanism: concept, Characteristics, Role and limitation.

**BOOKS RECOMMENDED**

- Stonier and Hague : A Text Book of Economic Theory  
Dewett : Modern Economic Theory, H.E. Singh, V.P. : Economic, H.E.  
Dewett, K.K. : Modern Economic Theory, S. Chand  
Mithani, D.M. : Principles of Economics, Himalaya  
Agarwal and Ararwal: Vyavsayik Arthshastra, RBD, Jaipur  
Mathur B.L. & Dave R.K.: Business Economics, (Hindi & English) Vide vision publisher, Jaipur.  
Ojha B.L.: Business Economics, RBD Publication, Jaipur.  
C.M. Chaudhary: Business Economics, Jaipur  
Agarwal M.D & Som Deo: Business Economics, RBDS, Jaipur

  
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Objective : The objectives of this course is to acquaint the participants with concepts and techniques used in Micro-Economic Theory.



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**Paper IV**

**Foreign Exchange & Foreign Trade**

- Unit 1 Introduction: Meaning, definition, importance and problems of foreign trade. terms of trade: Meaning, types, and factors, Balance of trade, Balance of payment, concept, importance, causes of disequilibrium and remedial measures.
- Unit 2 International payments: Meaning, characteristics, need, difficulties, and methods. Documentary credit: Meaning, characteristics, procedure, types, advantages, limitations and precautions.
- Unit 3 International Economic and Trade Organization, International Monetary Fund (IMF), International Bank for Reconstruction & Development (IBRD), International Financial Corporation (IFC), Asian Development Bank (ADB), World Trade Organisation (WTO), Special Drawing (SDR)
- Unit 4 Foreign exchange rate: Meaning, types, importance, causes of Fluctuations and theories of Foreign exchange rate determination. Exchange Control : Meaning, objectives and methods, Exchange control in India.
- Unit 5 Export promotion and import substitution. Export Credit Guarantee cooperation (ECGC). Commercial Policy, Export houses and Trading Houses, Export Processing Zones (EPZ's), Special Economic Zones (SEZ's), 100 % Export Oriented Units (EOU), Export Import (EXIM) bank.

**BOOKS RECOMMENDED**

- Saini, H.C. : India's Foreign Trade, Its Nature and Financing  
Choudhary, B.K. : Foreign Trade and Its Financing, Himalaya Pub. House  
Mathur B.L. & Dave R.K. : International Trade & Finance, (Hindi & English) Vision Publisher, Jaipur.  
Singhal : Antarashtriya Arthshastra, Sahitya Bhawan, Agra  
Agarwal, Singh, & Gupta: International Trade & Finance, RBD, Jaipur.  
Ojha B.L. & Hai M.A.: International Trade & Finance, RBD, Jaipur  
Guttridge & Megral; Law Relating to Letter of Credit  
Elseworth, P.T. : International Economy, New York  
Habaler, G.: Theory of International Trade, William Hedge & Co. Uk.  
Mittani D.M.: Money, Banking, International Trade & Public Finance, Himaliya Publishing, Delhi  
Seth, M.L.: Money Banking and International Trade, Education Pub., Agra

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*Objective: The course is introductory in nature and broad in approach. It gives the candidate a big picture of the subject of Foreign Exchange & Trade as new dimension in an academic discipline.*



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**PAPER V**

**CORPORATE ACCOUNTING AND AUDITING**

- Unit 1 : Meaning of underwriting of shares, their accounting entries and provisions of underwriting of shares in Company Act, Difference between Shares and Debentures. Issue and Forfeiture of shares, Issue of Debentures.
- Unit 2 : Redemption of Preference shares, Profit Prior to Incorporation: Meaning, calculation of Time, Sales and Other Ratios, Calculation of Purchase consideration.
- Unit 3 : Liquidation of Company : Meaning, Liquidator's Final Statement of Account, Calculation of Liquidator's Remuneration. Valuation of Goodwill : Meaning and Methods.
- Unit 4 : Auditing : Meaning, Objectives, Fraud, Audit Programme, Internal Control. Verification of assets and Liabilities.
- Unit 5 : Vouching : Meaning. Importance. Auditor's Report : Clean and qualified, Investigation : Meaning Objectives, Investigation on suspecting frauds, Company Auditor : Qualification, Powers and Duties.

**SUGGESTED READINGS**

Bissa Chitlangi Rajpurohit : Corporate Accountancy

Shukla and Grewal : Advanced Account


Gupta R.L. and Radhaswami : Advanced Accounts

Chakraborty, H. : Advanced Accountancy

Spicer and Pegler : Practical Auditing

Tondon B.N. : A Handbook of Practical Auditing (H & E) Sharma, T.R. : Ankeshan (H & E)

Jain and Khandelwal : Ankeshan (H & E) Gupta Kamal : Contemporary Auditing

  
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Objective: The course incorporates adequate accounting theory in order to prepare the students in historical development of accounting, postulates and principles and ~~are~~ accounting concept, and to provide material for study and discussion ~~with~~ which help the students develop a basic understanding of accounting so that they may make effective use of accounting and assist the student in the development of his/her power to grapple with facts in the analysis of problems.



Objective: The objectives of this course is to develop understanding about Business Communication methods and to make them understand effective communication skills. To improve the students self confidence to express themselves in the professional business environment.

**B.COM.HONS.(BFE) PREVIOUS EXAMINATION, 2021**


**PAPER VI**

**BUSINESS COMMUNICATION AND MANAGEMENT**

- Unit 1 : Business Communication; Introduction, Basic forms of Communicating, communication Models and processes, Theories of communication, Corporate Communication, Improving communication Practices in business communication, Group discussions, Mock Interviews, Seminar, Effective Listening Exercises, Individual and Group presentation and Report writing.
- Unit 2 : Purchasing: Concept and scope of Purchasing Management, Principles and objectives of Purchasing, Purchasing procedure; Requisitioning, Selecting Source of supply, ordering, Delivery, Scientific Purchasing.
- Unit 3 : Production : Meaning and Scope, Production, Planning and Control-Objectives; Techniques, Importance, and Advantages of Production Planning and Control, Quality Control and Inspection : Concept and Importance, Plant layout, Plant Location : Meaning, Determinants and Basis of Optimum Plant Location.
- Unit 4 : Marketing : Concept, Functions and importance, Marketing Research : Meaning, Scope, Contributions and limitations of Marketing Research procedure, Types and Techniques. Product : Meaning, role, planning, process and Life cycle, pricing, Meaning, role procedure and Management, Channels of Distribution : Meaning, role, Classification and Factors governing choice of channels of distribution.
- Unit 5 : Personnel : Meaning, Scope, Functions of personnel Management. Introduction to Recruitment, Selection, Evaluation, Methods of job Analysis and Evaluation, Scheme and limitations of Job Evaluation, Merit Rating, Meaning, objectives and techniques. Training and Development.

**SUGGESTED READINGS**

- Bovee and Thill : Business Communication Today, Tata McGraw Hill  
Delhi
- Randall, E. Magors : Business Communication, Harper and Row  
New York
- Kaul : Business Communication, Prentice Hall, New Delhi
- Kaul : Effective Business Communication, Prentice Hall, New Delhi
- Robinson, Netrakanti and Snintre : Communicative Competence in Business  
English, Orient Longman, Hyderabad
- Agarwal, R.D. : Organisation and Management
- Philip Kotler : Marketing Management

  
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**B.COM.HONS.(BFE) FINAL EXAMINATION, 2022**

**PAPER I**


**Financial Management**

- Unit 1 Meaning, Importance, Objectives and functions of Financial Management, Conflicts in profit versus value maximization principle, Role of Chief Financial Officer. Time value of money.
- Unit 2 Cost of Capital, Capital Structure decisions- Capital structure patterns, designing optimum capital structure, Various capital structure theories. operating leverage, financial leverage and Combined Leverage.
- Unit 3 Capital budgeting- concept, theory, Techniques of Decision making: Non-discounted and Discounted Cash flow approaches.
- Unit 4 Dividend & Dividend Policy, determinants of Dividend policy, Walter's, and Gordon's model, M.M. Hypothesis.
- Unit 5 Management of working capital: Nature, significance, determining of working capital requirements, Inventory management, cash management, Receivables management.

***SUGGESTED READINGS***

- Agarwal, Agarwal, Kothari: Financial Management, (Hindi & English) RBD Publication, Jaipur.
- Kothari & Dave : : Financial Management, (Hindi & English) Shivam book house, Jaipur.
- Khan M.Y and Jain P.K.: Financial Management. TataMcGraw hill, New Delhi
- Pandey I.M: Financial Management. Vikas Publishing house, New Delhi
- Prasanna Chandra: Financial Management - Theory and Practice. TataMcGraw hill, New Delhi
- Agarwal & Mishra: Financial Management.
- Bierman, H. And Smidt, S.: The Capital Budgeting Decisions. Harcourt collage publisher, Singapore.
- Fama, E.F. and Miller, M.H.: The Theory of Finance.
- Hunt, P., Williams, C.M. and Donaldson, G.: Basic Business Finance.
- Van Horne, J.C.: Financial Management and Policy. Prentice hall, New Delhi
- Kuchhal, S.C.: Financial Planning – An Analytical Approach. Chaitanya Publishing House, Michgun.
- Malodia, G.L.: Financial Management. Jodhpur
- Ravi M. Kishore: Financial Management. Taxman Publisher, New Delhi
- S.N. Maheshwari: Financial Management. New Delhi

**Objective :** The purpose of this course is to acquaint the students with the broad framework of financial decision making in a business unit.

  
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**B.COM.HONS.(BFE) FINAL EXAMINATION, 2022**

**PAPER II**

**Financial Market Operations & Services**

- Unit I : Indian financial system: Meaning, Role of financial market in India, Structure of Financial Market, Money Market: Definition, composition, Defect, and suggestion for improving money market, Money market instruments, recent trends of Organised money market.
- Unit 2 : Capital market: Meaning, definition, instruments, Primary Market : Functions of New Issue market, Method of Issue of Stock & securities, Agencies related with new issue market, Problems of new issue market, Suggestion for new issue market reform.
- Unit 3 : Stock Exchange: Definition, characteristics, advantages, disadvantages and functions of Stock Exchange. Listing & De-listing of Securities: procedure, advantage, legal requirement. Regulatory structure, Public issue: Pricing, Marketing. Reform of secondary market. Functionaries of stock Exchanges: Stock Broker, and sub-broker.
- Unit 4 : SEBI: Establishment, Organisation & Management, power and function of SEBI, role and achievement of SEBI, Guidelines of SEBI: new issue market, Initial Public Offers (IPO's), secondary market, listing, underwriting, bonus share.
- Unit 5 : Merchant banking: Meaning, functions, Guidelines of SEBI regarding Merchant banking. Investor protection: grievances and removal. Credit rating: Meaning, objectives, functions advantages & disadvantages. Credit rating in India.

**BOOKS RECOMMENDED**

- Gurley, J and Saw, E.S : Money in a Theory of Finance, Washington, Brookings Institution
- Gold Smith, R.W. : Financial Institution, Random House
- Khan, M.Y. : Indian Financial Theory and Practice, Vikas Publishing House, Delhi
- Khan, M.Y. Financial Services, Vikas Publishing House, Delhi
- Bhalla V.K.: Financial Market, S chand, Delhi
- Mehta Jogendra: Mutual Fund & Stock Exchange, Aadi Publication, Jaipur
- Mathur B.L. & Dave R.K.: Financial Market Operations, (Hindi & English), Vide Vision Publisher, Jaipur
- Mishra V.K.: Financial Market Operations, (Hindi & English), RBD, Jaipur
- Saraswat & Choudhary: Financial Market Operations, (Hindi & English), RBD, Jaipur
- Garden, & Natarajan: Financial Market & Institution: Himalaya Publishing, Delhi
- Agarwal, Garden, & Natarajan: Indian Financial Market & Services: Himalaya Publishing, Delhi
- Gurusamy S: Financial Market & Institutions: Himalaya Publishing, Delhi

**Objective :** This course aims at providing students with an understanding of structure, organization and working of Financial market operations & services.



**B.COM.HONS.(BFE) FINAL EXAMINATION, 2022**

**PAPER III**

**BUSINESS STATISTICS**

- Unit I : Statistics: Definition, Function, Limitations (Distrust), Collection of Data; Primary and Secondary, Meaning and Sources of collection of Data, Index Numbers
- Unit 2 : Classification and Tabulation of Data, measures of central tendency; Mean, Mode and Median, Analysis of Time Series - Theoretical explanations.
- Unit 3 : Measures of Desperation : Quartile Deviation, Mean Deviation and Standard Deviation, Correlation; Karl's Pearson Rank and Concurrent Deviation Method
- Unit 4 : Business Forecasting: Meaning, Importance and Technique, Interpolation and Extrapolation : Binomial, Newton and Lagranges Method
- Unit 5 : Vital Statistics: Meaning, Utility, Vital Statistics in India, Share shortcomings, suggestion, Death and Birth Rates, fertility rates, Reproduction rates, Regression Analysis (Simple problems).

**SUGGESTED READINGS**

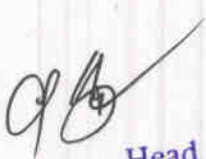
Elhance, D.N. : Fundamental of Statistics

Nagar, K.N. : Sankhyiki Ke Mool Tatva

Gupta, S.C. and Indra Gupta : Business Statistics

Sancheti and Kapur : Statistics

Gupta, S.P. : Statistics Methods

  
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**Objective :** The objective of this Course is to make the students learn the application of statistical tools and techniques for decision making.

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**PAPER IV**

**Public Finance**

- Unit 1 : Public Finance - Meaning, Nature and Scope, importance of Public finance. Principal of Maximum Social Advantage, **Difference** between public Finance and Private Finance. Public Finance and Economic Development.
- Unit 2: Taxation :Taxation-Types, Principle and Cannos. Impact and Effects, Incidence of Taxes, Shifting of tax. Taxable Capacity, Indian Tax System. Non tax revenues.
- Unit 3: Public Expenditure: Meaning, classification and Principles of Public expenditure, Importance of Public Expenditure. Canons of public expenditure, Effects of Public Expenditure. Trends and causes of rising public expenditure in India.
- Unit 4: Public Borrowing : Meaning, Nature, types, techniques of principles of public borrowing. Sources of Public debt and redemption of Public debt. Role and effects of Public debt in economic Development, Trends and causes of rise in public debt.
- Unit 5: Fiscal Policy - Meaning, objective and tools, Fiscal policy in India. Deficit Financing, Government budgeting - Meaning, types and procedure. Public Revenue: Meaning, sources and classification.

**BOOKS RECOMMENDED**

- Hajela. : T.N. Rajasva (H) Dalton, H. : Public Finance  
Hicks, U.K. : Public Finance  
Musgrave, R.A. : The Economics of Public Finance  
Prof. R.N. Bhargava: Theory and Working of Union Finance  
Prof. R.N. Bhargava : Public Finance  
Dr. R.C. Agarwal : Public Finance, Viks Publishing house, Delhi.  
Prof. J.K. Mehta : Public Finance B.N. Gupta : Government Budgeting  
Mittani D.M.: Money, Banking , International Trade & Public Finance, Himaliya Publishing, Delhi  
D.T. Lakadwala : Union State Finance Relation  
Report on currency of Finance (annual) R.B.I. : Bulletin  
Bhatiya H.L.: Public Finance, Vikas Publishing house, Delhi  
Vaish M.C.: Money, Banking, Trade & Public Finance, Wiley Eastern Liited, DELHI

  
**Head**  
Department of Business Finance & Economics  
Faculty of Comm. & Mgr Studies  
Jai Narain Vyas University  
Jodhpur (Raj.) 342001

**Objective :** The course is introductory in nature and broad in approach. It give the candidate a big picture of the ~~st~~ subject of public finance as new dimension in an academic discipline.



**B.COM.HONS.(BFE) FINAL EXAMINATION, 2022**

**PAPER V**

**Business Budget & Budgetary Control**

- Unit 1: Business Budget: Meaning, Definition, Objective, characteristics, limitation of budget. Budgeting: Meaning, Definition, Objective, characteristics, Principles, advantages & limitation of budgeting. Essential of effective budget, Budget Committee.
- Unit 2 : Types of Budget : Classification of Budget: Fixed and Flexible Budget, Production Budget, Cost of Production, Direct Material Budget, Direct Labour Budget, Overhead Budget, Performance Budget, Zero Based Budget, Master Budget. Cash Budget: Meaning, objectives, Importance and Advantage, Format of Cash Budget, Method of Preparing Cash Budget
- Unit 3 : Business Forecasting: Meaning, characteristics, objects, Importance, Limitations. Theories and Techniques of Business Forecasting. Business Product & Production Decisions: Meaning, product & production decision area, Use of Alternative Production Facilities, Determination of Profitable Level of Production, Determination of Product Mix on the basis of key factors.
- Unit 4 : Budgeting Control : Meaning, Definition, Characteristics, Object, principles, Advantage and Disadvantage, Limitations of Budgeting Control. Project Planning: Meaning, features, stages, Types of Project, Project Appraisal: Project feasibility study & Profitability Analysis.
- Unit 5 : Analysis of Risk and Uncertainty: Basic risk concept, Risk evaluation approaches, Value analysis: Meaning, Characteristics, Objective, phases and limitation of value analysis. Management information & reporting system.

**Recommended Books:**

Project Planning & Budgetary Control: Agarwal & Saraswat, B.B.F. Jaipur

Business Budgeting : M.D.Agarwal & Vijaesh, R.B.D, Jaipur

Business Budgeting : M.R.Agarwal , R.B.D, Jaipur

Corporate Finance, Ross, Westerfield, McGraw Hill, USA

Investment Analysis and Management, Charles P.Jones, John Wiley & Sons, USA

Modern Financial Management, Ross, Westerfield, Jaffe, Jordan, McGraw Hill, USA

Practical Budgeting Decision : Harold & Seymour,

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Jai Narayan Vastiyal University  
Jaipur (Raj.) 302001  
Jodhpur

*Objective : The purpose of this course is to acquaint the students are expected to understand the role of Budget in the process of cost control and decision making.*

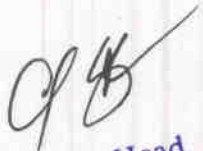
**B.COM.HONS.(BFE) FINAL EXAMINATION, 2022**  
**PAPER VI**

**ECONOMIC LAWS & TAXATION**

- Unit 1 : Consumer Protection Act, 1986: Nature and scope, Salient features, objective, right of consumer under this act, , Remedies, Salient features of payment of wages Act, 1936.
- Unit 2 : Workmen Compensation Act, 1923, Main provision, salient feature of Factories Act, 1948, Black Money Act 2015 – Main Highlights
- Unit3 : Income Tax: Definition: Assessment year, Previous year, Income, Assessee, casual Income. Exempted income under I.T. Act, Tax Evasion, Tax Avoidance, Residence and Types of Residence.
- Unit 4 : Deemed Income. Deduction from Gross total Income, Income tax authorises and their powers. Assessment procedure and Types of Assessment.
- Unit 5: Income from salary, Income from House Property, set off and carry forward of losses.

**BOOKS RECOMMENDED**

Giri, V.V. : Labour Problems in Indian Industries  
Trivedi : Labour Legislation in India  
Sinha, V.V. & Sharma : Arthashastra  
Pant, S.C. : Indian Labour Problems  
Mahrotra, H.C. : Income Tax Law and Practice  
Patel and Choudhary : Income Tax  
Gupta and Modi : Income Tax Law  
Bare Acts

  
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Jodhpur (Raj.) 342001

**Objective:**

This course aims at imparting basic knowledge of Economic Laws and Income tax.



1.1  
+ 3.1

# SYLLABUS

DEPARTMENT OF  
BUSINESS FINANCE AND ECONOMICS

M. Com. (B.F.E.) Previous Examination, 2021

M. Com. (B.F.E.) Final Examination, 2022  
(Two Years)

As per Choice Based Credit System (CBCS)  
Applicable for the Regular Students



JAI NARAIN VYAS UNIVERSITY JODHPUR

Head  
Department of Business Finance & Economics  
Faculty of Comm. & Mgt Sci  
Jai Narain Vyas University  
Jodhpur (Raj.) 342005

## Objective:

The objective of course is to provide a thorough and comprehensive knowledge of different aspects of Business Finance & Economics.

# MASTER OF COMMERCE (M.COM.) – BUSINESS FINANCE & ECONOMICS

*As per Choice Based Credit System (CBCS)*

*Applicable for the Regular Students*

## ACADEMIC SESSION 2020-22

### DEPARTMENT OF BUSINESS FINANCE & ECONOMICS

FACULTY OF COMMERCE & MANAGEMENT STUDIES,

JAI NARAIN VYAS UNIVERSITY, JODHPUR

The 'Department of Business Finance & Economics' came into existence on 3<sup>rd</sup> February 1990 as a result of restructuring of the then 'Faculty of Commerce' into four teaching departments, namely (1) Department of Accounting, (2) Department of Business Administration, (3) Department of Business Finance and Economics, and (4) Department of Management Studies. Since then the Department of Business Finance & Economics has grown both academically and professionally. We have had a long journey of two decades taking the department to greater heights over the years. The Department offers **M.Com, M.F.C, B.Com.(Hons.), P.G.Diplomas in I.B.F., B.I.O.M., C.M.F and S.A.P.M, M.Phil, Ph.D & D.Litt** in Business Finance & Economics. At the undergraduate level, the Department offers B.Com and BBA Degree courses in combination with sisters departments. Four separate Post Graduate Diploma Courses, namely, PG Diploma in International Business Finance, P.G.Diploma in Banking Insurance Organisation and Management, P.G.Diploma in Corporate Managerial Finance and P.G. Diploma in Security Analysis and Portfolio Management have been running successfully on self-financing basis. Both the diplomas have proved quite useful as professional job oriented courses for past 20 years. Apart from the other post-graduate and research courses, M.Com & M.F.C. are most exalted two year full time post-graduate programmes in business finance & Economics. These courses provides an extreme and rigorous base for teaching, research and allied business finance & economics. These programmes are well received in the industry and for years had been serving the needs of managerial cadre in Indian and abroad. These courses serve the needs of academics and prepare students for research and teaching. The Alumni of these courses are well placed in business, academics and administration in the country as well as abroad.

Prof.(Dr.) Raman Kumar Dave is Head of Department. Among 14 Faculty Members of the Department, presently we have six Professors, five Associate Professor and three Assistant Professors.

#### TEACHING STAFF OF THE DEPARTMENT

Sr.	Name of Teacher	Designation
1.	Dr.Mahendra Singh Rathore	Professor
2.	Dr.Raman Kumar Dave	Professor & Head of Department
3.	Dr. Ram Singh Meena	Professor
4.	Dr. Sunil Mehta	Professor
5.	Dr. D.S. Kheechee	Professor
6.	Dr.Navneeta Singh	Professor
7.	Dr.Krishn Awatar Goyal	Professor
8.	Dr. (Mrs.) Jatan Kanwar Jain	Associate Professor
9.	Dr.Mahendra Kumar	Associate Professor
10.	Dr.(Mrs.)Anju Agarwal	Assistant Professor
11.	Dr.Kshitiz Maharshi	Assistant Professor
12.	Dr.Rajendra Prasad Meena	Assistant Professor

In the year 2016, this course has been changed from annualized to Choice Based Credit System (CBCS)



mode dividing the whole course into 4 semesters. During the semesterization of the course, the overall structure has been improved to provide an insight of research in business finance & economics and interdisciplinary areas.

As per the new structure, there are 4 papers in each semester. In the second year, there are 2 compulsory papers in each semester. As per the area of interest, the students are required to choose one optional group in the beginning of 2nd year i.e. in the III and IV Semester. The selective/choice group shall consist of 4 papers to be studied in 3rd and 4th semester. The structure for the groups has been designed with intent to provide advanced level specialization in the respective field.

#### Admission

The minimum qualification for admission to M.Com. Course is B.Com. (10+2+3) degree / B.Com.(Hons.) /B.B.A./ B.A./B.Sc with Economics. The details of eligibility conditions and admission procedure are given in the admission form. The admission will be done on the basis of merit calculated by the aggregate marks obtained at graduate level including the marks awarded under the category (a) and (b) mentioned in the admission form [i.e. (a) benefit to the candidates who are resident of Rajasthan, and (b) benefit for candidates of J.N. Vyas University, Jodhpur]. Reservation of Scheduled Caste / Scheduled Tribes / Disabled / OBC / SBC and Teacher candidates will be as per University and Government rules.

#### Medium of Instruction:

The language medium of instructions and examination in each course shall be English and Hindi.

**Name of the Program:** Master of Commerce (M.Com.) in Business Finance & Economics

#### Agency conducting the course:

Department of Business Finance & Economics, Faculty of Commerce and Management Studies, Jai Narain Vyas University, Jodhpur

#### Program Structure:

The M.Com. Program is divided into two parts as under. Each Part will consist of two semesters.

		<b>Semester</b>	<b>Semester</b>
Part – I	First Year	Semester I	Semester II
Part - II	Second Year	Semester III	Semester IV

- There will be 6 lecture hours of teaching per week for each paper.
- Duration of End Semester Examination of each paper shall be 3 hours.
- Each paper will be of 100 marks out of which 70 marks shall be allocated for End Semester Examination (ESE) and 30 marks for Continuous Comprehensive Assessment (CCA)

The Schedule of papers prescribed for various semesters shall be as follows:

TYPE OF COURSE	COURSE CODE	TITLE OF THE COURSE	LECTURE / WEEK	NO. OF CREDITS	CCA	ESE	TOTAL
<b>SEMESTER I</b>							
Core course 1	BF&E-101	Economic Environment of India	6	6	30	70	100
Core course 2	BF&E -102	Micro Economics I	6	6	30	70	100
Core course 3	BF&E -103	Principles of Financial Management	6	6	30	70	100
Core course 4	BF&E -104	International Trade and Foreign Exchange	6	6	30	70	100

  
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TYPE OF COURSE	COURSE CODE	TITLE OF THE COURSE	LECTURE / WEEK	NO. OF CREDITS	CCA	ESE	TOTAL
Skill Course I	E-Commerce		2				
Total				24	120	280	400
SEMESTER II							
Core course 5	BF&E -201	Micro Economics II	6	6	30	70	100
Core course 6	BF&E -202	Indian Financial System	6	6	30	70	100
Core course 7	BF&E -203	Economic theory of Distribution	6	6	30	70	100
Core course 8	BF&E -204	Business Budget & Budgetary Control	6	6	30	70	100
Skill course II	Personality Development & Communication Skills		2				
Total				24	120	280	400
SEMESTER III							
Core course 9	BF&E -301	Development of Financial Institution	6	6	30	70	100
Core course 10	BF&E -302	Quantitative Technique	6	6	30	70	100
Discipline Specific Elective 1	Elective Paper : GROUP A						
	1.ECONOMYOF RAJASTHAN		6	6	30	70	100
	2. RURAL ECONOMY OF INDIA		6	6	30	70	100
OR							
Discipline Specific Elective 2	Elective Paper : GROUP B						
	1. PUBLIC FINANCE		6	6	30	70	100
	2. WORKING CAPITAL MANAGEMENT		6	6	30	70	100
Skill course III	Micro Finance		2				
Total				24	120	280	400
SEMESTER IV							
Core course 11	BF&E -401	Policies of Government of India	6	6	30	70	100
Core course 12	BF&E -402	Research Methodology	6	6	30	70	100
Discipline Specific Elective 3	Elective Paper : GROUP A (The papers will be from the same group as chosen in Semester III)						
	3. MODERN BANKING		6	6	30	70	100
	4. COOPERATIVE MOVEMENT IN RAJASTHAN AND INDIA		6	6	30	70	100
OR							
Discipline Specific Elective	Elective Paper : GROUP B (Both two papers of any one chosen)						


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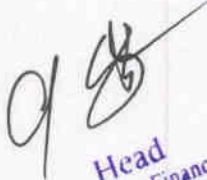
**Teaching Methods:**

A combination of different teaching methods such as Lectures; Case Discussions; Seminars; Presentations, Individual and Group Exercises and Assignments etc will be used.

**Teaching Faculties:**

Faculty will be drawn from within the Jai Narain Vyas University of Jodhpur and outside subject to availability considering nature of the subject and availability of resources as the case may be. In addition, an attempt will be made to draw Professionals from Business, Industries to share their experience with Participants.

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Department of Business Finance & Economics  
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Jai Narain Vyas University  
Jodhpur (Raj.) 342001

TYPE OF COURSE	COURSE CODE	TITLE OF THE COURSE	LECTURE / WEEK	NO. OF CREDITS	CCA	ESE	TOTAL
4		group. The papers will be from the same group as chosen in Semester III)					
	3.	INDUSTRIAL AND LABOUR ECONOMICS	6	6	30	70	100
	4.	ECONOMICS OF INDUSTRIAL RELATIONS	6	6	30	70	100
Skill course IV		Investing in Stock Market	2				
<b>Total</b>				<b>24</b>	<b>120</b>	<b>280</b>	<b>400</b>

CCA – Continuous Comprehensive Assessment

ESE – End Semester Examination (University Examination)

**Note:**

- The elective group in the Semester IV will remain the same as the one selected in Semester III.
- Once a group has been selected, no change in selected group will be allowed later.

**LIST OF OPTIONAL GROUPS:**

The Department will announce in the beginning of the respective semester, the list of elective groups which will be offered during the semester depending upon the availability of faculty members and demand of electives.

**GROUP A : RURAL DEVELOPMENT & COOPERATION**

PAPER I : ECONOMY OF RAJASTHAN

PAPER II : RURAL ECONOMY OF INDIA

PAPER III : MODERN BANKING

PAPER IV : COOPERATIVE MOVEMENT IN RAJASTHAN AND INDIA

**GROUP B : FINANCE AND LABOUR ECONOMICS**

PAPER I : PUBLIC FINANCE

PAPER II : WORKING CAPITAL MANAGEMENT

PAPER III : INDUSTRIAL AND LABOUR ECONOMICS

PAPER IV : ECONOMICS OF INDUSTRIAL RELATIONS

  
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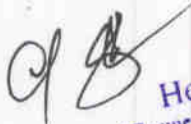
### Key Guidelines

1. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
2. **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed elective and skill courses. A student needs to select separate **elective group** offered by the Department of Business Finance & Economics as part of core programme during third and fourth semester. The elective group in the Semester IV will remain the same as the one selected in Semester III. Once a group has been selected, no change in selected group will be allowed later. Each student has to complete **four skill courses**: two within the Department of Business Finance & Economics (Semester I and III) and two from other Department within JNV University or the Universities approved by JNV University (Semester II and IV).
3. **Course:** Usually referred to, as 'papers' is a component of a programme.
4. **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree is prescribed in terms of number of credits to be completed by the students.
5. **Credit Point:** It is the product of grade point and number of credits for a course.
6. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one period of teaching (lecture or tutorial) or two periods of practical work/field work per week.
7. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
8. **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
9. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
10. **Programme:** An educational programme leading to award of the Postgraduate Degree in the Core subject in which he/she is admitted.
11. **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
12. **Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to November/ December and even semester from December/January to May.  
**Odd semester University examination shall be during second/third week of December and even semester University examination shall be during second/third week of May.**
13. **Transcript or Grade Card or Certificate:** Based on the grades earned, a statement of grades obtained shall be issued to all the registered students after every semester. This statement will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

### Fairness in Assessment

Assessment is an integral part of system of education as it is instrumental in identifying and certifying the academic standards accomplished by a student and projecting them far and wide as an objective and impartial indicator of a student's performance. Accordingly the Faculty of Commerce & Management Studies resolves the following:

- a. All internal assessments shall be open assessment system only and that are based on term test and seminar.
- b. Attendance shall carry the prescribed marks in all papers.

  
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- c. In each semester two out of four theoretical components of the University examinations shall be undertaken by external examiners from outside JNV University, who may be appointed by the competent authorities.

**Grievances and Redressal Mechanism**

- a) The students will have the right to make an appeal against any component of evaluation. Such appeal has to be made to the Head, Department of Business Finance & Economics in writing the reason(s) for the complaint / appeal.
- b) The appeal will be assessed by the Head and he/she shall place before the **Grievance Redressal Committee (GRC)**, Chaired by the Head, Department of Business Finance & Economics comprising of the senior most Professor from Department of Business Finance & Economics and one teaching staff nominated by the Head and if need be Course Teacher(s) be called for suitable explanation; GRC shall meet at least once in a semester and prior to CCA finalization.
- c) The Committee will consider the case and may give a personal hearing to the appellant before deciding the case. The decision of the Committee will be final.

**Table 1: Grades and Grade Points**

S.No.	Letter Grade	Meaning	Grade Point
1	'O'	Outstanding	10
2	'A+'	Excellent	9
3	'A'	Very Good	8
4	'B+'	Good	7
5	'B'	Above Average	6
6	'C'	Average	5
7	'P'	Pass	4
8	'F'	Fail	0
9	'Ab'	Absent	0


- i. A student obtaining Grade F in a paper shall be considered failed and will be required to reappear in the University End Semester examination.
- ii. For noncredit courses (Skill Courses) 'Satisfactory' or "Unsatisfactory" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA

**Grade Point assignment**

= and > 95 % marks Grade Point 10.0  
 90 to less than 95 % marks Grade Point 9.5  
 85 to less than 90 % marks Grade Point 9.0  
 80 to less than 85 % marks Grade Point 8.5  
 75 to less than 80 % marks Grade Point 8.0  
 70 to less than 75 % marks Grade Point 7.5  
 65 to less than 70 % marks Grade Point 7.0  
 60 to less than 65 % marks Grade Point 6.5  
 55 to less than 60 % marks Grade Point 6.0  
 50 to less than 55 % marks Grade Point 5.5  
 45 to less than 50 % marks Grade Point 5.0  
 40 to less than 45 % marks Grade Point 4.5  
 35 to less than 40 % marks Grade Point 4.0

**Computation of SGPA and CGPA:**

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student,  
 i.e.

  
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$$SGPA (S_i) = \sum (C_i \times G_i) / \sum C_i$$

Where  $C_i$  is the number of credits of the  $i$ th course and  $G_i$  is the grade point scored by the student in the  $i$ th course.

- ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme,  
i.e.

$$CGPA = \sum (C_i \times S_i) / \sum C_i$$

where  $S_i$  is the SGPA of the  $i$ th semester and  $C_i$  is the total number of credits in that semester.

- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

#### Illustration for SGPA

S.No.	Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
1	Course 1	6	B	6	6 x 6 = 36
2	Course 2	6	B+	7	6 X 7 = 42
3	Course 3	6	B	6	6X 6 = 36
4	Course 4	6	O	10	6 X 10 = 60
	<b>Total</b>	<b>24</b>			<b>36+42+36+60=174</b>

Thus,  $SGPA = 174/24 = 7.25$

#### Illustration for CGPA

	Semester- I	Semester-II	Semester-III	Semester-IV
Credit	24	24	24	24
SGPA	7.25	7.25	7	6.25

$$CGPA = (24 \times 7.25 + 24 \times 7.25 + 24 \times 7 + 24 \times 6.25) / 96$$

$$666/96 = 6.94$$

\* Department of Business Finance & Economics shall offer one skill course per semester from the list of skill courses approved for the Department.

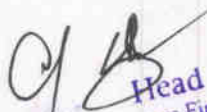
In view of the course content, the Department of Business Finance & Economics has distributed the lecture as under per paper

- 6 (six lectures only per week) – For Theory Paper
- 2 (two lectures) - For Skill course

The Duration of the lecture shall be forty five minutes.

#### Course Evaluation (Evaluation of the Students)

All courses (Core/ Elective) involve an evaluation system of students that has the following two components:-

  
 Head  
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 Faculty of Comm. & Mgt Studies  
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- (i) **Continuous Comprehensive Assessment (CCA)** accounting for 30% of the final grade that a student gets in a course; and
- (ii) **End-Semester Examination (ESE)** accounting for the remaining 70% of the final grade that the student gets in a course.
- (iii) Every Student should pass CCA & ESE separately in each Semester. No marks shall be set-off from each other.

**Continuous Comprehensive Assessment (CCA):** This would have the following components:

- a. **Quizzes:** Two Quizzes shall be arranged for each paper during the semester. The maximum marks for each Quiz will be 5 for each quiz per paper.
- b. **Term Test:** One term test shall be arranged for each paper during the semester. The maximum marks for term test for will be 10 for each paper
- c. **Seminar:** Each student shall prepare and deliver a seminar per theory paper; maximum marks shall be 5. The seminar shall be completed prior to term test for all the papers.
- d. **Classroom Attendance** – Each student will have to attend a minimum of 75% Lectures. A student having less than 75% attendance will not be allowed to appear in the End-Semester Examination (ESE). Attendance shall have 5 marks and will be awarded by following the system proposed below:

Those having greater than 75% attendance (for those participating in Co-curricular activities, 25% will be added to per cent attendance) will be awarded CCA marks as follows:-

75% to 80%	=	1 marks
80% to 85%	=	2 marks
85 to 90%	=	3 marks
90% to 95%	=	4 marks
> 95%	=	5 marks

Each student's cumulative attendance shall be displayed in the Department Notice Board every month.

- e. CCA is based on open evaluation system without any bias to any student
- f. Any grievance received in the Department from student shall be placed before the **Grievance Redressal Committee** with adjudicated comments

**Skill Course Evaluation:** Based on his/her performance and hands on practice, the respective Department shall declare the result as "Satisfactory" or "Non-Satisfactory"; each student need to get a minimum of three "Satisfactory" declaration for the course completion

**For the ESE:**

ESE paper shall be divided into three parts that is Part A, Part B and Part C.

**Part A**

Ten short questions (Definitions, illustrations, functions, short explanations, etc; up to 25 words) for two marks each; two questions from each Unit; no choice in this Part.  
10 X 2 = 20 marks

20 marks

**Part B**

Ten Questions (Two Questions from each Unit) (up to 250 words); with internal choice i.e. students need To answer one question from each Unit. Each question will carry four marks.  
5 X 4 = 20 marks

20 marks

**Part C**

*[Signature]*  
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Five questions of long/explanatory answer (up to 500 words) type, one drawn  
From each Unit; students need to answer any three; ten marks each;  
3 X 10 = 30

30 marks

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70 marks

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#### Qualifying for Next semester

1. A student acquiring minimum of 40% in total of the Continuous Comprehensive Assessment (CCA) is eligible to join next semester. The candidates who fail in CCA shall not be promoted to next semester.
2. A student who does not pass the examination (CCA + ESE) in any course(s) (or due to some reason as he/she has not been able to appear in the ESE, other conditions being fulfilled, and so is considered 'Fail'), shall be permitted to appear in such failed course(s) in the subsequent ESE to be held in the following October / November or April / May, or when the course is offered next, as the case may be
3. A student who fails in one or more papers in a semester shall get three more chances to complete the same; if he/she fails to complete the same within the prescribed time, i.e. three additional chances for each paper; the student is ineligible for the Postgraduate degree in the subject.
4. Students failed in CCA: Any student declared "Not Eligible" by the department based on CCA in Semester I, II, III or IV and accordingly did not appear in ESE; can be readmitted as an additional student in that semester in the following year only. Such student need to deposit the annual university fee as prescribed for that academic year.
5. The consolidated mark-sheet of the M.Com. (BFE) will be issued and the degree will be awarded only after completing all the requirements i.e. satisfactorily passing the Skill Papers, CCA, and ESE. For grace-marks and revaluation, the rules and regulations declared by the University from time to time will be applicable.

#### Improvement Option:

Every student shall have the opportunity to improve Credit thorough University Examination only. Improvement opportunity for each paper is only with two additional chances; improvement examination fee shall be on additive basis; the Credit obtained in improvement examination shall be final.

#### Commencement of next Semester:

The Theory Classes of even semesters shall begin from the next day of ESE; whereas odd semester classes shall commence after summer vacation.

#### Skill Courses

Electives would be discipline centric and only students from concerned departments can register.

#### M. Com.

Semesterization with Choice Base Credit System (CBCS) mode is applicable only for regular students. The annual system will be applicable for private students.

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Head  
Department of Business Finance & Economics  
Faculty of Comm. & Mgt Studies  
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### Semester I

Core course 1	BF&E-101	Economic Environment of India
Core course 2	BF&E -102	Micro Economics I
Core course 3	BF&E -103	Principles of Financial Management
Core course 4	BF&E -104	International Trade and Foreign Exchange
Skill Course I		E Commerce

### Semester II

Core course 5	BF&E -201	Micro Economics II
Core course 6	BF&E -202	Indian Financial System
Core course 7	BF&E -203	Economic theory of Distribution
Core course 8	BF&E -204	Business Budget & Budgetary Control
Skill Course II		Personality Development & Communication Skills

### Semester III

Core course 9	BF&E -301	Development of Financial Institution
Core course 10	BF&E -302	Quantitative Technique
Discipline Specific Elective 1	Elective Paper (Both two papers of Group A) 1. ECONOMY OF RAJASTHAN 2. RURAL ECONOMY OF INDIA	
OR		
Discipline Specific Elective 2	Elective Paper (Both two papers of Group B) 1. PUBLIC FINANCE 2. WORKING CAPITAL MANAGEMENT	
Skill Course III	Micro Finance	

### Semester IV

Core course 11	BF&E -401	Policies of Government of India
Core course 12	BF&E -402	Research Methodology
Discipline Specific Elective 3	Elective Paper : Group A (The papers will be from the same group as chosen in Semester III) 3. MODERN BANKING 4. COOPERATIVE MOVEMENT IN RAJASTHAN AND INDIA	
OR		
Discipline Specific Elective 4	Elective Paper : Group B (The papers will be from the same group as chosen in Semester III) 3. INDUSTRIAL AND LABOUR ECONOMICS 4. ECONOMICS OF INDUSTRIAL RELATIONS	
Skill Course IV	Investing in Stock Market	

### GROUP A: RURAL DEVELOPMENT & COOPERATION

1. ECONOMY OF RAJASTHAN
2. RURAL ECONOMY OF INDIA
3. MODERN BANKING
4. COOPERATIVE MOVEMENT IN RAJASTHAN AND INDIA



## GROUP B: FINANCE AND LABOUR ECONOMICS

1. PUBLIC FINANCE
2. WORKING CAPITAL MANAGEMENT
3. INDUSTRIAL AND LABOUR ECONOMICS
4. ECONOMICS OF INDUSTRIAL RELATIONS

## M.COM. (BUSINESS FINANCE & ECONMICS)

### SESSION 2020-21 SEMESTER I

#### BF&E-101: ECONOMIC ENVIORNMENT OF INDIA

UNIT1: Economic Environment and non-economic environment: Characteristics, concept and components.

Economic Trends and Concept (Overview): Investment, Income and Saving. Economic Planning: Objectives, Types and Techniques of Economic Planning, Justification of Economic Planning, Critical Appraisal of current and Last five year Plans.

UNIT 2 : Problems relating to Poverty, Regional Imbalance, Parallel Economy and Inequalities of income.

UNIT 3 : Industrial Development and Industrial Policy, Industrial Sickness, Economic Reforms: Liberalization, Economic Reforms in India and Recent trend.

Small scale, Cottage and village Industries: Meaning, Role, Problems, Steps taken by Government, Suggestions, Latest changes in Small scale Industry Policy.

UNIT 4 : Business Cycle: Meaning, Phases and Theories. Industrial Relations: Meaning and Characteristics, Objectives of Sound Industrial Relations.

UNIT 5: Infrastructure: Energy, Power, Coal, Oil and Gas, Atomic, Non-Conventional Energy Sources, Transport System, Communication. Agriculture: Role, nature, cropping pattern and challenges. Population: Rate of population growth, Causes of increase in population.

Objective :

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This course aims at acquainting the student with the emerging issues in business at the national and international level in the light of the policies of liberalization and globalization.

## Population and economic development, Government policy.

### SUGGESTED READINGS

- Dave, Rathore, Mathur: Economic Environment, Vide Vision, Publishing House, Jaipur  
Biswanath Ghosh: Economic Environment of Business, Vikas Publication, New Delhi.  
Ashwani Mahajan: Indian Economy, S.Chand, New Delhi  
H.L.Ahuja: Macro Economic Analysis, S.Chand, New Delhi  
H.L.Ahuja: Macro Economic theory & Policy, S.Chand, New Delhi  
H.G.Mannur: Indian Economy, S.Chand, New Delhi  
M.C.Vaish: Macro Economic Theory & Practice, S.Chand, New Delhi  
Sundaram & Black : The International Business Environment, prentice Hall, New Delhi  
Agarwal, A.N. : Indian Economy, Vikas publishing House, Delhi  
Khan, Farooq A. : Business and Society, S.Chand, Delhi  
Dutt, R. and Sundharam, K.P.M. : Indian Economy, S.Chand, Delhi  
Misra. S.K. and Puri, V.K. : Indian Economy, Himalaya Publishing House, New Delhi  
Hedge, Ian : Environmental Economics, Macmillan, Hampshire  
Dutt Ruddar : Economic Reforms in India - A critique, S. Chand, New Delhi  
Gupta, Swami and Vaishnav : Economic and Business Environment, RBD, Jaipur  
Pant evam Pant: Aarthik Vicharon ka Itihas, LNAE, Publisher, Agra  
T.T.Sethi: Aarthik Vishleshan Ke Siddhanth, LNAE, Publisher, Agra  
L.N.Koli: Bhartiya Aarthik Samsyaen, LNAE, Publisher, Agra  
M.L.Sethi: Macro Economics, LNAE, Publisher, Agra  
H.S.Agarwal: Indian Economy, LNAE, Publisher, Agra  
R.C.Agarwal : Public Economics, LNAE, Publisher, Agra  
R.C.Agarwal: Economics of development & planning (Theory & Practice), LNAE, Publisher, Agra  
U.C.Kulshreshtha: Economic Development & Planning, LNAE, Publisher, Agra  
S.Dodia: Environmental Studies, LNAE, Publisher, Agra  
N.Kumar : Environmental Economics, LNAE, Publisher, Agra

### BF&E-102 : Micro Economics – 1

Unit 1: Business Economics: Meaning, Nature and Scope, Responsibilities of a Business Economist, Micro and Macro Economic Analysis, National Income and Economic Welfare.

Unit 2: Cardinal approach and ordinal approach: Utility, Law of Diminishing



Marginal Utility, Law of Equi-Marginal Utility, Indifference curve analysis: Meaning, Characteristics, Superiority of Indifference curve analysis over utility analysis

Unit 3: Demand Analysis : Meaning, Definition, Determinants, Demand Schedule, Extension and Contraction, Increase or Decrease in Demand  
Law of Demand : Meaning, Assumptions, Causes of application of Law of Demand, Exception of Law of Demand.

Unit 4: Elasticity of Demand: Types, measurement, determinants and importance of Elasticity of demand  
Law of Supply: Meaning and Determinants of supply. Supply curve, Elasticity of supply, Degree of Price elasticity of supply.

Unit 5: Cost and Output Analysis: Concept, Types of cost, Short run and long run cost curve, Economies and diseconomies of Scale.  
Production Function: Law of Returns, Return to Scale  
ISO-Product-Curve, Ridge lines

### BOOKS RECOMMENDED

S.K. Agarwal: Micro Economics: Indian Economic Development, S.Chand, New Delhi  
Amit Ahuja: Managerial Economics: S.Chand, New Delhi  
Amit Kumar Upadhyay: Principles of Economics, S.Chand, New Delhi  
D.N. Dwivedi: Essential of Business Economics, S.Chand, New Delhi  
D.N. Dwivedi: Managerial Economics, S.Chand, New Delhi  
Stonier and Hague : A Text Book of Economic Theory  
Dewett : Modern Economic Theory, S.Chand, New Delhi (Hindi & English)  
Mithani, D.M. : Principles of Economics, Himalaya Publishing House, New Delhi  
Agarwal and Ararwal: Vyavsayik Arthshastra, RBD, Jaipur  
Mathur B.L. & Dave R.K.: Business Economics, (Hindi & English)  
Vide vision publisher, Jaipur.  
Ojha B.L.: Business Economics, RBD Publication, Jaipur.  
C.M. Chaudhary: Business Economics, Jaipur  
Agarwal M.D & Som Deo: Business Economics, RBD, Jaipur  
M.L. Seth: Principles of Economics, LNAE, Publisher, Agra  
R. Sharma : Managerial Economics, LNAE, Publisher, Agra  
S. Sachdeva: Managerial Economics, LNAE, Publisher, Agra

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Objective :

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This course is meant to acquaint the student with the principles of Business Economics as are applicable in business.

### **BF&E-103 : PRINCIPLES OF FINANCIAL MANAGEMENT**

- Unit 1: Financial Management: Meaning, nature and scope of Financial Management, Financial goal: Profit vs. wealth maximization, Financial Function: Investment, Financing and dividend decisions, Financial Planning: Meaning, Definition, Types, process, estimating Financial requirement, Factors affecting Financial planning, Sound financial plan.
- Unit 2: Capital Budgeting: Meaning, definition, importance, process, Investment evaluation criteria: Payback period, Accounting rate of return, Net present value, Profitability index and Internal rate of return, Comparison between NPV and IRR
- Unit 3: Capital Structure: Meaning and Definition, Point of indifference, Factor affecting Capital structure, optimum capital structure, Trading on equity, Capital Gearing, Theories of capital structure: Net Income, Net Operating Income, Modigliani-Miller, Traditional Theory.
- Unit 4: Cost of Capital : Meaning, Definition, Significance. Calculation of cost of Debenture, Preference share capital, Equity share capital, cost of depreciation fund and retained earnings, Combined cost of capital (weighted).  
Operating and Financial Leverage: Concept and impact, Measurement of operating, Financial and combined leverage. Financial break-even point.
- Unit 5: Dividend: Meaning and Forms, Sound dividend policy, Factors affecting Dividend policy, Dividend decisions, Walter's model and Gordon's model.


### **SUGGESTED READINGS**

V.K.Bhalla: Financial Management, S.Chand, New Delhi

I.M.Pandey: Essential of Financial Management, S.Chand, New Delhi

Girish P.Jakhotiya: Strategic Financial Management, S.Chand, New Delhi

Bhavesh Patel: Fundamental of Financial Management, S.Chand, New Delhi

  
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### **Objectives :**

The objective of this course is to help students to understand the conceptual of this financial management.



Agarwal, Agarwal, Kothari: Financial Management, (Hindi & English) RBD Publication, Jaipur.  
 Khan M.Y and Jain P.K.: Financial Management. TataMcGraw hill, New Delhi  
 Pandey I.M: Financial Management. Vikas Publishing house, New Delhi  
 Prasanna Chandra: Financial Management - Theory and Practice. TataMcGraw hill, New Delhi  
 Bierman, H. And Smidt, S.: The Capital Budgeting Decisions. Harcourt collage publisher, Singapore.  
 Van Horne, J.C.: Financial Management and Policy. Prentice hall, New Delhi  
 Kuchhal, S.C.: Financial Planning – An Analytical Approach. Chaitanya Publishing House, Michgun.  
 Ravi M. Kishore: Financial Management. Taxman Publisher, New Delhi  
 Sharma R.: Financial Management, LNAE, Publisher, Agra  
 Sharma R.: Corporation Finance, LNAE, Publisher, Agra

## **BF&E-104 : INTERNATIONAL TRADE AND FOREIGN EXCHANGE**

Unit 1: International Trade: Meaning, Nature, Need, Advantages and Disadvantages, Remedial measures of International trade; Classical and Ohlin view

Unit 2: Term of Trade: Balance of Trade and Balance of Payment – Concept, Causes of Disequilibrium and measures for correction. Trends in World Trade and Problems of developing countries.

Unit 3: Free Trade Policy: Protection, Advantages and Role in underdeveloped countries, Protection trade devices, Tariffs, effects of Tariffs, Import Quotas: Type, effect of Quotas, Quotas Vs. Tariffs, Trends in International trade, Planning of International trade operations.

Unit 4: Foreign Exchange: Meaning, Definition, Problems and Importance. Foreign exchange Rate: Meaning, Definition, Types – Fixed and Flexible. Theories of exchange rate determination: Mint Par theory and Purchasing Power Parity theory. Fluctuations in exchange rate: Causes, limits and effects. Foreign exchange control: Meaning, Objectives and methods, Foreign Exchange Control in India.

**Objective :**

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This course enables the student to know the working of the international trade and finance.

Unit 5: International Payment: Meaning, Characteristics, necessity and Methods.  
Documentary Credit, Export and Import Finance, Export Import Policy,  
Export Promotion and Import Substitution, Export Credit Guarantee  
Corporation (ECGC).

### SUGGESTED READINGS

K.D. Swami : International Trade Singhal : International Trade M.C. Vaish : Macro Economics  
Daniels & Radebaugh : International Business  
Cheruvilam : International Business  
Mittani D.M.: Money, Banking, International trade and Public Finance  
R.Sharma.: International Trade & Finance, LNAE, Publications, Agra  
Mathur B.L. and Dave R.K.: International Trade and Finance (Hindi & English), Vide Vision  
Publication House, Jaipur  
Saini, H.C. : India's Foreign Trade, Its Nature and Financing  
Choudhary, B.K. : Foreign Trade and Its Financing, Himalaya Pub.  
House, Agra  
Mathur B.L. & Dave R.K. : International Trade & Finance, (Hindi & English), Vide Vision  
Publisher, Jaipur.  
Singhal : Antarashtriya Arthshastra, Sahitya Bhawan, Agra  
Agarwal, Singh, & Gupta: International Trade & Finance, RBD, Jaipur.  
Ojha B.L. & Hai M.A.: International Trade & Finance, RBD, Jaipur  
Elesworth, P.T. : International Economy, New York  
Saini, H.C.: India's Foreign Trade, Its Nature and Financing  
Habaler, G.: Theory of International Trade, William Hedge & Co. Uk.  
Mittani D.M.: Money, Banking, International Trade & Public Finance, Himaliya Publishing, Delhi  
Seth, M.L.: Money Banking and International Trade, Education Pub., Agra

### M.COM. PREVIOUS SEMESTER I SKILL PAPER I : E-COMMERCE

- Unit 1: Internet: Meaning, concept, costs of E-commerce, E-market: Basics; Types, Advantages, as a seller and buyer; E-business issues, E-market place. Need for e-commerce. Business Model: Shop, membership, Market portal model, Online marketing and advertisement.
- Unit 2: Business to consumer E-commerce: Concept B2C, Advantage order online catalog, ordering system. Current opportunities and challenges of E-commerce, Post sales service. Web-site Design: Role, Design Model, Principles, push and pull technology, e-mail.
- Unit 3: Electronic Payment System: Special features, Types, Development checks & bank transfer, Electronic Data Inter change, Credit card, ATM, Bank, e-cash, Electronic purse, debit card, Benefit of using-e-payment, Risk, Digital Signature.
- Unit 4: Business to Business E-commerce: B2B Concept, Benefit of B2B,

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Objective: The objective of this course is to enable student gain knowledge about a e-commerce and its various components.



Electronic Data Interchange: Overview of EDI standard, Paperless trading, E-business models, components of EDI , cost of EDI.

Unit 5: Workflow management issues in e-business, Mass communication & product differentiation, organization restructuring, knowledge management issues, Role of e-commerce infrastructure, concept & role of multimedia, media elements.

Security issues in E-commerce: Risks, Keys, one-way functions, Hackers.

### SUGGESTED READINGS

Chaffey, Mayer, Johnston, Ellis-Chadwick: Internet Marketing, Prentice Hall. Hagel, J and Singer M.: Net Worth, McKinsey.

Hanson, W.: Principles of Internet Marketing, International Thomson Publishing

Reedy, Schullo, Zimmerman, K.: Electronic Marketing,

Dryden.Siebel, D.: Futurize your Enterprise,

J.Wiley. eSterne, J.: World Wide Web Marketing,

John Wiley & Sons. Straus, J. and Frost R.: Marketing on the Internet, Prentice Hall.

Sharma & Gupta: E-Commerce, RBD, Jaipur

Soni Gupta & Jain: E-Commerce, RBD, Jaipur

Bhargava: E-Commerce, RBD, Jaipur

Agarwal, Bhargava & Jain: E-Banking and Security Transaction, RBD, Jaipur

Vivek Jain: Internet Technology and Application, LNAE Publication, Agra

WhiteLey: E-Commerce: Strategy, Technology & Application, McGraw Hill Education, New Delhi

Bansal Sandeep, Sanjeev, Rama: E-Commrce, Kalyani Book, Delhi

Bhardwaj & Puneet: Fundamental of E-Commerce, Kalyani Book, Delhi

Dhull & Bhardwaj: E-Commerce, Kalyani Book, Delhi

Manjot Kaur: E-Commerce & Application, Kalyani Book, Delhi

  
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## **M.COM. (BUSINESS FINANCE & ECONMICS)**

### **SESSION 2020-21**

### **SEMESTER II**

#### **BF&E-201 : MICRO ECONOMICS – II**

- Unit 1: Market: Meaning, Definition, Characteristic, Classification and Different Forms of Market. Time Element in Price Determination, Market price and Normal price: Characteristic and determination.
- Unit 2: Revenue Analysis: Types and Inter-Relationship among Total Revenue, Average Revenue and Marginal Revenue.  
National Income Analysis: Meaning and Definition, Concept, Methods of estimating, Importance and difficulties in estimating of National Income.
- Unit 3: Perfect Competition: Meaning and Characteristics, Price and output determination under Perfect competition, Firm and Industry equilibrium  
Monopoly: Meaning, Definition and Classification, Short run and Long run Equilibrium under different cost conditions.
- Unit 4: Discriminating Monopoly: Meaning, Condition, Forms, price and output determination under Discriminating Monopoly, Justification of Price Discrimination.  
Monopolistic Competition: Meaning, Definition and Features, Short run and Long run Equilibrium.
- Unit 5: Oligopoly: Meaning, Definition and Features, Price and output determination: Price Leadership, Independent pricing, Price war, Price Rigidity, Perfect collusion,  
Price Strategies: Cost plus pricing, Multiple product pricing, Pricing in maturity period.

#### **BOOKS RECOMMENDED**

Amit Ahuja: Business Economics, S.Chand, New Delhi

Amit Ahuja: Managerial Economics, S.Chand, New Delhi

Amit Kumar Upadhyay: Principles of Economics, Vikas Publications, New Delhi

D.N.Dwivedi: Essential of Business Economics, Vikas Publications, New Delhi

*Handwritten signature*  
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**Objective :** The objectives of this course is to acquaint the participants with ~~course~~ concepts and techniques used in Micro-Economic theory.



D.N.Dwivedi: Managerial Economics, Vikas Publications, New Delhi  
 Stonier and Hague : A Text Book of Economic Theory  
 Singh, V.P. : Economic (Hindi & English)  
 Dewett, K.K. : Modern Economic Theory, S.Chand, New Delhi  
 Jhijan M.L.: Managerial Economics (Hindi & English)  
 Mithani, D.M. : Principles of Economics, Himalaya Publishing House, New Delhi  
 Agarwal and Ararwal: Vyavsayik Arthshastra, RBD, Jaipur  
 Mathur B.L. & Dave R.K.: Business Economics, (Hindi & English) Vide vision publisher, Jaipur.  
 Ojha B.L.: Business Economics, RBD Publication, Jaipur.  
 C.M. Chaudhary: Business Economics, Jaipur  
 Agarwal M.D & Som Deo: Business Economics, RBDS, Jaipur  
 Seth M.L. : Principles of Economics, S.Chand, New Delhi  
 Ahuja H.L. : Advanced Economic Theory, S.Chand, New Delhi  
 Sinha V.C. : Business Economics, S.Chand, New Delhi

### BF&E-202 : INDIAN FINANCIAL SYSTEM

- Unit 1: Indian Financial System: Meaning, Structure. Financial Market: Characteristic, Importance, Classification. Market Types: Financial, Foreign Exchange and Insurance Market. Indian Money Market: Evolution, Objective, Importance, Players, Investments, Suggestion for improving money market, Policy development in Primary Market. Capital Market: Meaning, Importance, Recent trends, New Issue Market: Meaning, Functions, Instruments and its Mechanism, Problems and Remedial measures.
- Unit 2: Stock Exchange: Definition, Features, Merit and demerit, Function, listing, Public issues. Securities contract and regulation Act: Objectives, Main provisions. Investor Protection: Complaints of investors, Redressal of Investor complaints, Removal of Grievance.
- Unit 3: SEBI: Objectives, Organisation, Power of SEBI, Registration, insider dealing, online Real Time trading, Mobile Trading, Role and achievement of SEBI, Criticism of SEBI, Guideline of SEBI: General guidelines, new issue market, secondary market underwriting, Bonus issue.
- Unit 4: Depository Custodian: Meaning, definition, Organisational Structure, Objectives, function and Role. Derivative Market: Concept, Benefits, Need and Importance. Credit rating: Objectives, function, Advantages, disadvantages, Rating process, Types, Credit rating Agencies in India.

Objective: This course aims acquainting the students with the working of financial market in India.




Unit 5: Mutual fund: Meaning, regulation and operation, Types/Classification, Risk in Mutual fund, future of MF, Factoring: Meaning and Definition, function, services. Forfeiting: Meaning, drawback, factor affecting Forfeiting growth in India. Merchant Banker, Mutual fund, Guidelines of SEBI regarding Mutual Fund.

Efficient Market Hypothesis: Meaning, Ransom Walk Theory, form of efficient Market, Corporate Governance: Meaning, definition, Government mechanism, Mandatory and non-mandatory Recommendation

#### BOOKS RECOMMENDED

Sapna Nibsaia: Indian Financial System, S.Chand, New Delhi  
H.R.Machiraju: Indian Financial System, S.Chand, New Delhi  
C.Rama Gopal : Management of Financial Services, S.Chand, New Delhi  
Punithavathy Pandian: Financial Services & Market, S.Chand, New Delhi  
Punithavathy Pandian: Security Analysis & Portfolio Management, S.Chand, New Delhi  
Gurley, J. and Saw, E.S. : Money in a Theory of Finance, Washington, Brookings Institution  
Gold Smith, R.W. : Financial Institution, Random House  
Khan, M.Y. : Indian Financial Theory and Practice, Vikas Publishing House, Delhi  
Khan, M.Y. Financial Services, Vikas Publishing House, Delhi  
Bhalla V.K.: Financial Market, S chand, Delhi  
Mehta Jogendra: Mutual Fund & Stock Exchange, Aadi Publication, Jaipur  
Mathur B.L. & Dave R.K.: Financial Market Operations, (Hindi & English), Vide Vision Publisher, Jaipur  
Mishra V.K.: Financial Market Operations, (Hindi & English), RBD, Jaipur  
Saraswat & Choudhary: Financial Market Operations, (Hindi & English), RBD, Jaipur  
Garden, & Natarajan: Financial Market & Institution: Himalaya Publishing, Delhi  
Agarwal, Garden, & Natarajan: Indian Financial Market & Services: Himalaya Publishing, Delhi  
Gurusamy S: Financial Market & Institutions: Himalaya Publishing, Delhi  
Sachdeva S.: Indian Financial System, LNAE Publication, Agra  
Gupta, Agarwal, Gupta: Financial Market Operations, Kalyani Books, Delhi  
Gupta, Gupta, Gupta: Financial Market & Financial Services, Kalyani Book, Delhi

  
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#### BF&E-203 : ECONOMIC THEORY OF DISTRIBUTION

Unit 1: Factor Pricing: Meaning and Definition, Need, Problems, Importance, Theory of Distribution: Classical, Modern and Marginal Productivity Theory: Meaning, assumption, criticism, factor pricing under Perfect-competition, Imperfect Competition.

Unit 2: Rent: Concept, Economic Rent, Scarcity Rent, Quasi Rent, Factor affecting Rent. Theories of Rent: Ricardian theory, Modern theory, Rent element in wages-interest-profit, Relationship of Rent and price.

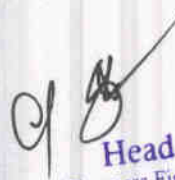
Objective: This course develops managerial perspective to economic fundamentals as aids to decision making under given environmental constraints.



- Unit 3: Wages: Meaning, Nominal and Real wage, Factors affecting Real wage, Theory of wages: Classical, Modern (Demand & Supply), Wage under perfect competition & imperfect competition. Trade Union: Concept, Functions, Objectives, Problems and role of Trade Unions in India.
- Unit 4: Interest: Meaning, Definition, Gross and Net interest, components of interest, causes of variation in interest rate, economic progress and rate of interest, negative rate of interest, justification of interest under Capitalist Economy, Real and Monetary. Theories of Interest: Classical, Fisher's time preference, Neo-Classical, Lovable Fund, Keynes Liquidity Preference and Modern Theory.
- Unit 5: Profit: Meaning, Concept of Gross and Net Profit. Theories of Profit: Dynamic, Risk bearing (Hawley's), Innovation, Uncertainty Bearing (Knight), Demand & Supply of Profit Theory.

#### **SUGGESTED READINGS :**

- Amit Ahuja: Business Economics, S.Chand, New Delhi  
 Amit Ahuja: Managerial Economics, S.Chand, New Delhi  
 Amit Kumar Upadhyay: Principles of Economics, Vikas Publications, New Delhi  
 D.N.Dwivedi: Essential of Business Economics, Vikas Publications, New Delhi  
 D.N.Dwivedi: Principles of Economics, Vikas Publications, New Delhi  
 Mathur B.L. Rathore M.S. and Dave R.K. : Business Economics (H & E), Vide Vision Publisher, Jaipur  
 Seth M.L. : Principles of Economics, S.Chand, New Delhi  
 Ahuja H.L. : Advanced Economic Theory, S.Chand, New Delhi  
 Dewett K.K. : Modern Economic Theory, S.Chand, New Delhi  
 Sinha V.C. : Business Economics.  
 Stonier and Hague : A Text Book of Economic Theory  
 Dewett, K.K. : Modern Economic Theory, S. Chand, New Delhi  
 Mithani, D.M. : Principles of Economics, Himalaya  
 Agarwal and Ararwal: Vyavsayik Arthshastra, RBD, Jaipur  
 Ojha & Ojha : Business Economics, RBD Publication, Jaipur.  
 C.M. Chaudhary: Business Economics, Jaipur  
 Agarwal M.D & Som Deo: Business Economics, RBDS, Jaipur

  
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#### **BF&E-204 : Business Budget & Budgetary Control**

- Unit 1: Business Budget: Meaning, Nature, Characteristic Objective, Advantage, Disadvantage, Principles and Limitation of Budget. Budget Terminology, Preparation of budget, Budget coordination, Essential of effective budget. Budget Committee, Budget Manual.
- Unit 2: Types of Budget : Need, Importance, Fixed and Flexible Budget: Methods of Preparing Budget, Production Budget, Cost of Production, Direct Material

Objective : The purpose of this course is to acquaint the students are expected to understand the role of Budget in the process of cost control and decision making.



- Budget, Direct Labour Budget, Overhead Budget, Performance Budget, Zero Based Budget, Master Budget. Cash Budget and Preparation of Cash Budget.
- Unit 3: Business Forecasting: Meaning, Theories, Importance, Limitations, Characteristic, Objectives, assumption, Theories of Business Forecasting, Tools of Business Forecasting, Essentials of Business Forecasting. Business Product Decisions: Meaning, Area, Use of Alternative Production Facilities, Determination of Profitable Level of Production, Determination of Product Mix on the basis of key factors
- Unit 4: Budgeting Control : Meaning, Definition, Characteristics, Object, Advantage and Disadvantage, Principles, Limitations of Budgeting Control. Project Planning : Meaning, Features, Stages, Advantages, essential of good Project Planning. Types of Project, Appraisal of Project,
- Unit 5: Analysis of Risk and Uncertainty: Introduction, Description of the basic risk concept, Measurement of Risk, Risk evaluation approaches, Types of risk. Value analysis: Meaning, Definition, Characteristics, Phases, Limitation, Objective and Importance.

### Recommended Books:

Project Planning & Budgetary Control: Agarwal & Saraswat, RBD, Jaipur  
 Business Budgeting : M.D.Agarwal & Vijaesh, R.B.D, Jaipur  
 Business Budgeting : M.R.Agarwal , R.B.D, Jaipur  
 Management Accounting : S.P.Gupta, Sahitya Bhawan Publications, Agra  
 Nand Dhameja: Public Budgeting, S.Chand, New Delhi  
 Corporate Finance, Ross, Westerfield, McGraw Hill  
 Investment Analysis and Management, Charles P.Jones, John Wiley & Sons.  
 Modern Financial Management, Ross, Westerfield, Jaffe, Jordan, McGraw Hill  
 Practical Budgeting Decision : Harold & Seymour  
 Theory of Practice of Management Accounting ; N.K.Kulshrestha  
 Bhavesh Patel: Project Management, Vikas Publication, New Delhi

  
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### SKILL PAPER II : PERSONALITY DEVELOPMENT AND COMMUNICATION SKILL

- Unit 1: Introduction to Communication: Meaning and Definition - Process - Functions - Objectives - Importance - Essentials of good communication - Communication barriers - Overcoming communication barriers - Cross cultural Communication.
- Unit 2: Written Communication Need and functions of business letters - Planning & layout of business letter - Essentials of effective

**Objective:**

The objective of this course is to help students to understand the conceptual of personality development and communication skill.



correspondence – Advantages & limitations of written communication.  
Oral Communication Meaning, nature and scope - Principles of effective oral communication - Techniques of effective speech - The art of listening - Principles of good listening - Advantages and limitations of oral communication.

Unit 3: Personality Development: The concept personality - Dimensions of personality - Term personality development - Significance.

Unit 4: The concept of success and failure: What is success? - Hurdles in achieving success - Overcoming hurdles - Factors responsible for success – What is failure - Causes of failure - Do's and Don'ts regarding success and failure.

Unit 5: Attitude: Concept - Significance - Factors affecting attitudes - Positive attitude - Advantages - Negative attitude - Disadvantages - Ways to develop positive attitude - Difference between personalities having positive and negative attitude.

Interpersonal Relationships: Interpersonal relationships - Teaming - Developing positive personality - Analysis of strengths and weaknesses.

Other Aspects of Personality Development : Body language - Assertiveness - Problem-solving - Conflict and Stress Management – Decision making skills - Positive and creative thinking - Leadership and qualities of a successful leader - Character-building - Team-work - Lateral thinking - Time management - Work ethics - Management of change - Good manners and etiquettes.

### **SUGGESTED READINGS**

Business Communication - K. K. Sinha - Galgotia Publishing Company, New Delhi.

Media and Communication Management - C. S. Rayudu - Himalaya Publishing House, Bombay.

Essentials of Business Communication - Rajendra Pal and J. S. Korlhalli – Sultan Chand & Sons, New Delhi.

Business Communication - Dr. S.V. Kadvekar, Prin. Dr. C. N. Rawal and Prof. Ravindra Kothavade - Diamond Publications, Pune.

Communicate to Win - Richard Denny - Kogan Page India Private Limited, New Delhi.

You Can Win - Shiv Khera - Macmillan India Limited

Group Discussion and Public Speaking - K. Sankaran and Mahendra Kumar - M.I.Publications, Agra

Organisational Behaviour - S. P. Robbins - Prentice-Hall of India Pvt. Ltd., New Delhi

Basic Managerial Skills For All - Prentice-Hall of India Pvt. Ltd., New Delhi


S.Sachdeva : Communication for Management, LNAE Publication, Agra

S.Sachdeva : Communication Skill, LNAE Publication, Agra

Gupta, Varinder, Bodh Raj: Business Communication, Kalyani Books, Delhi

Varinder, Sania, Bawa: Personality Development & Business Communication, Kalyani Books, Delhi

Roa & Das: Communication Skill, Himalaya Publishing House, Delhi

  
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## **M.COM. (BUSINESS FINANCE & ECONMICS)**

### **SESSION 2021-22**

### **SEMESTER III**

#### **BF&E-301 : DEVELOPMENT OF FINANCIAL INSTITUTIONS**

- Unit 1: International and National Economic Institution : Organisation, Management, Function, Objectives, Working and achievement of: World Trade Organisation (WTO),
- Unit 2: International Development Association (IDA), International Monetary Fund (IMF), International Bank of Reconstruction & Development (IBRD),
- Unit 3: International Financial Corporation (IFC), UNCTAD, Industrial Development Bank of India (IDBI), Industrial Credit and Investment Corporation of India Bank (ICICI),
- Unit 4: Industrial Reconstruction Bank of India (IRBI), State Financial Institution (SFI), Unit Trust of India (UTI), Life Insurance Corporation of India (LIC).
- Unit 5: Concept of General Agreement of Trade & Services (GATT), Trade

Page 25 of 39

*Objective: This course helps students understand the conceptual framework of Development of various financial institutions.*



Related Intellectual Property Rights (TRIPS), Trade Policy Review  
Mechanism (TRIMS)

**SUGGESTED READINGS:**

- Mathur B.L. & Dave R.K.: Economic Environment (H&E), Vide Vision Publication, Jaipur  
C.Ram Goyal: Management of Financial Services, Vikas Publication, New Delhi  
H.R.Machiraja: Introduction to Project Finance, Vikas Publication, New Delhi  
Sapna Nibsaiya: Indian Financial System, Vikas Publication, New Delhi  
M.B.Rao, Manjula: WTO & International Trade, Vikas Publication, New Delhi  
Fabozzi: Foundation of Financial Market & Institutions, , Pearson, Delhi  
Mishikin: Financial Market & Institutions, Pearson, Delhi  
Sharma: Management of Financial Institutions, PHI, Delhi (Hindi & English)  
Dewett, K.K. : Modern Economic Theory, S. Chand, Delhi  
Mithani, D.M. : Principles of Economics, Himalaya Publishing House, New Delhi  
Sundaram & Black : The International Business Environment, prentice Hall, New Delhi  
Agarwal, A.N. : Indian Economy, Vikas publishing House, Delhi  
Khan, Farooq A. : Business and Society, S.Chand, Delhi  
Dutt, R. and Sundharam, K.P.M. : Indian Economy, S.Chand, Delhi  
Misra. S.K. and Puri, V.K. : Indian Economy, Himalaya Publishing House, New Delhi  
Hedge, Ian : Environmental Economics, Macmillan. Hampshire  
Dutt Ruddar : Economic Reforms in India - A critique S. Chand, New Delhi  
Gupta, Swami and Vaishnav : Economic and Business Environment, RBD, Jaipur  
S.Sachdeva: Management of Financial Institutions & Services, LNAE Publication, Agra  
Gupta & Gupta: Management of Financial Institution, Kalyani Books, Delhi  
Gupta, Shashi & Gupta Neeti: Financial Institutions & Market, Kalyani Books, Delhi  
Desai, Vasant: Development banking and Financial Intermediaries, Himalaya Publishing House, Delhi  
Srivastava & Nigam: Management of Indian Financial Institutions, Himalaya Publishing House, Delhi  
Varshney, P.N. : Indian Financial System, Sultan Chand & Sons, New Delhi.  
Khan, M.Y.: Indian Financial System, Tata McGraw Hill, Delhi.  
Mittani D.M.: Money, Banking & International Trade, Himaliya Publishing, Delhi  
J.K. Tandon and T.N. Mathur, Banking and Finance, Shivam Book House, Jaipur ( Hindi & English Version)  
Vashitha, Swami, Gupta: Banking and Finance, RBD, Jaipur  
Mathur B.L. & Dave R.K.: Money and Banking System, (Hindi & English), Vide Vision Publication, Jaipur  
Sundharam & Vaishney: Banking Theory Law & Practice, Sultan Chand & Sons, Delhi

  
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**BF&E-302 : QUANTITATIVE TECHNIQUES**

- Unit 1: Statistics: Meaning, Definition, Objective, Limitation, Functions, Importance, Distrust. Statistical Errors: Sources, Kinds, Measurement.  
Unit 2: Measurement of Central tendency: Meaning, Definition, Characteristic, Median, Mode, Arithmetic Mean, Harmonic Mean and Geometric Mean

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*Objective : The objective of this course is to make the student learn the application of statistical tool and techniques for decision making.*



- Unit 3: Measures of Dispersion: Meaning, Definition, Characteristics, Methods: Range, Inter-Quartile range, Percentile Range, Quartile deviation, Mean Deviation, Standard deviation, Skewness.
- Unit 4: Index Number: Meaning, Definition, Characteristics, Kinds, Importance, Limitation, Base: Fixed base, Chain base method, Index Number for more than one commodity, Weighted Index Method, Fishers Index Number, Consumer price Index Number, Test of adequacy.
- Unit 5: Correlation: Definition, Importance, Types, Degree of correlation, Methods: Karl Pearson, Rank, Concurrent. Regression Analysis. Interpolation and Extrapolation: Meaning, Definition, Difference, Need, Assumption, Binomial, Newton and Langrange's Methods. Chi square test.

### **SUGGESTED READINGS:**

C.Satya Devi: Quantitative technique, S.Chand, New Delhi  
 D.S.Hira: operational Research, S.Chand, New Delhi  
 P.N.Arora: Managerial Statistics, S.Chand, New Delhi  
 Padmalochan Hazarika: Business Statistics, S.Chand, New Delhi  
 S.P.Singh: Sankhayiki Sidhant Avam Vyavhar, S.Chand, New Delhi  
 C.R.Kothari: Quantitative Techniques, Vikas Publication, New Delhi  
 J.K.Sharma: Business Statistics, Vikas Publication, New Delhi  
 Elhance, D.N. : Fundamental of Statistics, Kalyani Publishers, Meerut  
 Nagar, K.N. : Sankhyiki Ke Mool Tatva  
 Gupta, S.C. and Indra Gupta : Business Statistics  
 Sancheti and Kapur : Statistics  
 Gupta, S.P. : Statistics Methods  
 Rajpurohit, Maheshwari and Sharma: Business Statistics, RBD, Jaipur

  
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### **SKILL PAPER III : MICRO FINANCE**

- Unit 1: Micro Finance: Meaning, Definition, Salient feature, Benefits, target group, Microfinance and poverty: Role in poverty alleviation in rural area. Micro Finance and Women Empowerment.
- Unit 2: Microfinance as a tool for development. Evolution and character of microfinance in India. Microfinance delivery methodologies. Microfinance in India: Present and Future. Some Innovative and Creative Microfinance Models. Monitoring and Evaluation Findings. Emerging issues.
- Unit 3: Microfinance debates and challenges: Interest rates, Use of Loans, Reach versus Depth of Impact, Gender. Benefits and Limitations. Microfinance Standards and Principles. Scale of Microfinance Operations, Micro finance and financial institutions, Microfinance and Social Interventions, criticisms of microfinance
- Unit 4: Rural Credit institution. Micro Finance Institutions: Object, Functions and achievements. Credit requirement for farm, non-farm, livelihood poor person. Need for saving, credit and insurance.

*Objective: The objective of this course is to help students to understand the conceptual framework of micro finance under various environmental constraints.*

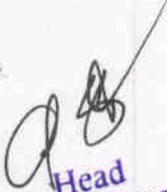


Unit 5: Role of Financial intermediation, Problems and Remedial measures.

Joint liabilities group (JLG), Micro Finance and Self help Group (SHGs),  
Collective action for empowerment and uplifting poverty. Role of  
federation of SHG.

**SUGGESTED READINGS:**

H.L.Bhatia: Public Finance: Vikas Publishing House, New Delhi  
M.C.Vaish: Macro Economics Theory, Vikas Publishing House, New Delhi  
A.Sharmila: Business Policy, Vikas Publishing House, New Delhi  
Bimal Jaiswal: Banking Operation Management, Vikas Publishing House, New Delhi  
Singh & Bani: Behavioural Finance, Vikas Publishing House, New Delhi  
N.K.Sengupta: Government & Business, Vikas Publishing House, New Delhi  
Armendaviz & Morduch: Economics of Micro Finance, PHI, Delhi  
Kennedy: Applied Computational Economics & Finance, PHI, Delhi  
Kaushik & Rengarajen: Micro Finance & Women's Empowerment, Serials Publication  
Ratan Kumar: Cooperative & Microfinance, Serial Publication

  
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# **M.COM. (BUSINESS FINANCE & ECONMICS)**

## **SESSION 2021-22**

### **SEMESTER IV**

#### **BF&E-401 : POLICIES OF GOVERNMENT OF INDIA**

- Unit 1: Economic Policy  
Monetary Policy  
Population Policy
- Unit 2: Fiscal Policy and Deficit financing  
Employment Policy  
Wage Policy
- Unit 3: EXIM (Export-Import) Policy  
Commercial Policy  
Foreign Investment Policy
- Unit 4: Industrial Policy  
Small Scale Industrial Policy  
Price Policy
- Unit 5: Tariff Policy  
Agriculture Policy  
Disinvestment Policy  
Education Policy

  
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#### **SUGGESTED READINGS:**

- Mathur B.L. & Dave R.K.: Economic Environment, Vide Vision Publications, Jaipur
- N.K.Sengupta: Government & Business, Vikas Publications, New Delhi
- Gopal, Suman, Anisha: Indian Economy: Performance & Policies, Vikas Publications, New Delhi
- Sundaram & Black : The International Business Environment, prentice Hall, New Delhi
- Agarwal, A.N. : Indian Economy, Vikas publishing House, Delhi
- Khan, Farooq A. : Business and Society, S.Chand, Delhi
- Dutt, R. and Sundharam, K.P.M. : Indian Economy, S.Chand, Delhi
- Misra. S.K. and Puri, V.K. : Indian Economy, Himalaya Publishing House, New Delhi
- Hedge, Ian : Environmental Economics, Macmillan. Hampshire
- Dutt Ruddar : Economic Reforms in India - A Critique, S. Chand, New Delhi
- Gupta, Swami and Vaishnav : Economic and Business Environment, RBD, Jaipur
- Memoria & Rao: Business Planning & Policies, Himalaya Publication House, Delhi
- Gupta N.A.: Business Policy, Himalaya Publication House, Delhi
- H.G.Mannur: Indian Economy, S.Chand, New Delhi
- M.C.Vaish: Macro Economic Theory & Practice, S.Chand, New Delhi
- T.T.Sethi: Aarthik Vishleshan Ke Siddhanth, LNAE, Publisher, Agra

#### **Objective :**

The objective of this course is to provide and understanding various Government policies of India.



### BF&E-402 : RESEARCH METHODOLOGY

- Unit 1: Research : Meaning, objectives, features of good research study, Types, Research approach, Significance, scientific method and Non-scientific method, Research Methodology. Research Process. Role of research methods in Business/Industry. Research Problem, Selection of the Problem, limitations of research; Problems encountered by researchers in India.
- Unit 2: Research Design : Meaning, Need, Formation of the Problem, Criteria of good decision, different research design: Basic Principles of Experimental Design Hypothesis: Basic Concept of Testing of Hypothesis, Procedure, Test of hypothesis, Parametric Tests, Limitation of the test of Hypothesis; How to prepare a synopsis. Sampling; Need, types and techniques, sampling errors.
- Unit 3: Data collection: Meaning, Collection process, Types and editing, advantages and disadvantages, Primary and secondary data: Meaning, Sources, Advantage and Disadvantages, Limitation. Role of Statistical tools in data analysis.
- Unit 4: Business Forecasting: Meaning, Techniques, Importance. Report: Significance of Report Writing, Different steps, Layout, Types, Mechanics of writing a Report, Bibliography.
- Unit 5: Computer Research: Role, Computer technology, System, Characteristics, Computer applications.

### SUGGESTED READINGS

Vijay & Shende: Research Methodology, S.Chand, New Delhi  
Chawla & Sodha: Research Methodology, S.Chand, New Delhi  
Goode and Hall : Research Methodology  
Tondon, B.C. : Research Methodology in Social Science  
Kothari, C.R. : Research Methodology  
Nichamisand Nichamis : Research Methodology in Social Science  
P.C. Tripathi : Research Methodology in Social Science  
Paudin V. Young : Research Methodology  
Mukherjee, R.N. : Research (Hindi)  
Shukla and Trivadi : Research Methodology  
Leving and Rubin : Statistics for Management  
Elhance, D.N. : Fundamental of Statistics  
Gupta, S.P. : Statistical Method  
S.P. Singh : Sankhya Ke Siddhanta

  
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Objective: To equip the students with the basic understanding of the research methodology and provide an insight into the application of modern analytical tools techniques for the purpose of management decision making.



#### SKILL PAPER IV : INVESTING IN STOCK MARKET

- Unit 1: Type of investment – Equity Shares, Initial Public Offer (IPO). Bonds. Indian Securities Market: the market participants, trading of securities. Security market indices, sources of financial information. Role of Stock Exchange, Stock exchanges in India: Bombay Stock Exchange (BSE), National Stock Exchange (NSE), Multi Commodity Exchange (MCX). Buying and selling of stocks: using brokerage and analysis recommendation. Use of limit order and market order.
- Unit 2: Online trading of stocks. Understanding stock quotations, types and placing or order, Risk: its valuation and mitigation, Analysis of the company: financial characteristics.
- Unit 3: Comparative analysis of companies. Stock valuations: using ratios like Price Earning ratio. Price Revenue ratio. Use of historic prices, simple moving average, basic and advanced interactive charts. Examining the shareholding patten of company. Pitfalls to avoid while investing: high price stocks, low price stocks, stop loss, excess averaging.
- Unit 4: Background of Mutual Funds: Advantages of investing in Mutual Funds. Motives of mutual fund investments, Net Asset Value. Types of Mutual funds: Open ended, close ended, equity, debts, hybrid, money market, Load vs. no load funds, Factors affecting choice of mutual funds. CRISIL Mutual fund Ranking and its Usage.
- Unit 5: Future, Options, trading in futures and options. Understanding stock market quotes on futures and options. Types of orders, Put and Call options: How Put and Call options work. Commodities, Derivatives of commodities, trading of commodity derivatives on MCX. Currency derivatives and its trading.

#### SUGGESTED READINGS:

- Gitman and Joehnk. Fundamentals of Investing. Pearson, New Delhi  
Madura. Jeff. Personal final. Pearson, New Delhi  
Chandra. Prasanna. Investment Analysis and Portfolio Management. Tata McGraw  
Damodaran, Aswath, Investment Valuation: Tool and Techniques for Determining the Value of Any Asset, Wiley Publication, New Delhi  
Bodie, Alex, Marcus and Mohanty. Investments. McGraw Hill Publishing Co., Delhi

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Objective : This course aims at acquainting the students with the working of financial markets in India.



# M.COM. (BUSINESS FINANCE & ECONMICS)

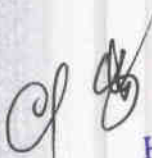
## Group A : Elective Paper - I

### ECONOMY OF RAJASTHAN

- Unit 1: Basic Characteristics of economy of Rajasthan. Regional imbalance, need for regional economic planning, Regional Development Programmes, Position of Rajasthan in India, Salient features of Rajasthan Economy, causes of low literacy in Rajasthan. Panchayat Raj : Concept, background, importance, set up, progress and problems. Rural Development Programmes in Rajasthan.
- Unit 2: Natural Resources of Rajasthan : Mines and Minerals, Land and water, Forest and Wild Life; Live stock, New Mineral Policy; Mineral Based Industries in Rajasthan, Human Resources of Rajasthan, Energy Resources in Rajasthan, Unemployment, Poverty. Main causes of high population growth in Rajasthan, Government measures towards control of population.
- Unit 3: Agricultural, Agriculture based industries in Rajasthan, Animal Husbandry, White Revolution : Dairy Development Programme; Irrigation in Rajasthan and Indira Gandhi Canal Project, Co-operative Movement in Rajasthan. Land Reforms in Rajasthan.
- Unit 4: Economic Planning in Rajasthan, Various Five Year Plan, Progress and Pit falls, Constraints in economic development of Rajasthan, Special emphasis in Plan periods. Economic Planning Mechanism in Rajasthan.
- Unit 5: Industries, Small Scale, Cottage and Village Industries; Handicrafts Industries in Rajasthan; Industrial Policy; Transport-Communication-Tourism Development in Rajasthan, Main feature of tourism in Rajasthan; Role of RFC, RICCO and RAJSICO in Industrial Development, Economic Reforms and Liberalization in Rajasthan, Major development project of Rajasthan, Public-Private partnership model.

### BOOKS RECOMMENDED

- B.L.Mathur: Cooperative Development, Jaipur  
B.L.Ojha: *Rajasthan Ki Arthvyavastha*  
Laxmi Narayan Nathuramka: *Rajasthan Ki Arthvyavastha*  
Nanavati, M.B. and Anjaria, J.J. : Indian Rural Problems,  
Vora & Co. Agarwal, A.N. : Indian Agriculture  
Desai, Vasant : A Study of Rural Economic, Himalaya Publishing House, Delhi  
Mathur B.L.: Cooperative Development, RBSA, Jaipur  
H.R. Swami & B.P.Gupta: Rural Development & Cooperation, RBD, Jaipur  
B.P.Gupta, H.R.Swami : Grameen Vikas evam Sahakarita  
B.P.Gupta: Sahakarita ke Siddanth evam Vyavhar, RBD, Jaipur

  
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Objective : This course aims at imparting basic knowledge of Economy of Rajasthan.



**Group A : Elective Paper - II**  
**RURAL ECONOMY OF INDIA**

- Unit 1: Concept of Rural Economy, Nature and Problems of Rural Economy; Rural Backwardness, Significance of Rural Development, Social, Economic and Political Development, Recent development in rural area.
- Unit 2: Rural Development Strategies - Nature and problems of Rural Economy, Concept of Rural Economy, Rural Versus Urban Development, Nature and Causes of imbalance between rural areas and urban areas during planning period; Panchayat Raj System and 73rd Amendment; Employment Guarantee schemes- Swarnajayanti Gram Swarajgar Yojana (SGSY), Rural Employment Guarantee Scheme, Pradhan Mantri Gram Sadak Yojana (PMGSY), Sampura Gramin Rojgar Yojana (SGRY), Jawahar Gram Samridhi Yojana (JGSY), Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)
- Unit 3: Indian Agriculture: Agriculture Development: Characteristics, Importance of Indian Agriculture, Problems, Suggestion, Irrigation, Land Reform, Modern Technology and Agriculture Policy; Crop Insurance.
- Unit 4: Rural Finance, Unorganized Sector-Rural Indebtedness. Organized Sector : Role of Rural Credit Institutions. Cooperative and Commercial Banks, Role of Regional Rural Banks, NABARD, Rural Insurance.
- Unit 5: Rural Energy Problems, Energy Development & Utilization; Rural Renewable Sources of Energy; Rural Industry-Rural-Industrialisation-KVIC, Government Policy for Rural Industrial Development, Programmes related to Tribal Welfare, Drought area development, Desert, forest conservation, Woman and Child Development.

**BOOKS RECOMMENDED**

B.L.Ojha: *Rajasthan Ki Arthvyavastha*, RBD, Jaipur

Laxmi Narayan Nathuramka: *Rajasthan Ki Arthvyavastha*

Nanavati, M.B. and Anjaria, J.J. : Indian Rural Problems,

Vora & Co. Agarwal, A.N. : Indian Agriculture

Desai, Vasant : A Study of Rural Economic, Himalaya Publishing House, Delhi

Mathur B.L.: Cooperative Development, RBSA, Jaipur

Garg Basu: Rural Marketing, Kalyani Books, Delhi

Desai, Vasant: Rural development of India, Himalaya Publishing House, Delhi

Satya Sundaram: Rural Development, Himalaya Publishing House, Delhi

Venkata Reddy K: Agriculture and Rural Development, Himalaya Publishing House, Delhi

  
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Objective: The course shall build up a broad ~~pic~~ picture of the dimensions of rural economics as a subject of study. It shall adopt a decision oriented approaches or get into the organisation operational details of the functional areas.



## Group A : Elective Paper - III

### MODERN BANKING

- Unit 1: Money : Meaning, Definition, Function, importance, classification of money, money supply in India, Monetary Standards-India monetary system, An overview of Inflation & Deflation: Causes and Remedial action
- Unit 2: Fisher's quantity theory of money the Cambridge equation. The Keynesian approach, saving and Investment. Business cycle: Nature, Phases of a Business Cycle, the problems of Business Cycle.
- Unit 3: Commercial Bank : Meaning & Definition of Banks, functions and importance, Types, Organisation. Credit creation by banks, Rural Banking, Co-operative Banks in India
- Unit 4: Innovative Trends & recent trends in Indian Banking: E-banking, Internet banking, Electronic payment system: NEFT, ECS, RTGS. Mobile banking, Retail banking, Debit & credit card. Negotiable Instruments- Cheques, Bill of Exchange and Promissory notes.
- Unit 5: SBI: Establishment & objectives, Organisation & Management, Functions, progress, RBI: Establishment, objectives, Function, Organisation & Management

#### Suggested Books:

Vasant Desai: Indian Banking Nature and Problems, Himalaya Publishing House, Delhi

Natarajan S, Parameshwaran R: Indian Banking, S.Chand & Company

Averbach, Robert D: Money, Banking and Financial Markets Macmillan, London.

Varshney, P.N. : Indian Financial System, Sultan Chand & Sons, New Delhi.

Khan, M.Y.: Indian Financial System, Tata McGraw Hill, Delhi.

Mittani D.M.: Money, Banking & International Trade, Himaliya Publishing, Delhi

Bhole L.M.: Financial Market and Institution, Tata McGraw Hill, Delhi

J.K. Tandon and T.N. Mathur, Banking and Finance, Shivam Book House, Jaipur ( Hindi & English Version)

Vashitha, Swami, Gupta: Banking and Finance, RBD, Jaipur

Agarwal & Singh: Internet Banking Technology, Raj Publishing house, Jaipur


Mathur B.L. & Dave R.K.: Money and Banking System, (Hindi & English), Vide Vision, Jaipur

Ojha.B.L.: Money and Financial System, (Hindi & English), Ajmera book Company, Ajmer

Trivedi, dashora, Nagar and Jain: Money and Banking System, (Hindi & English), RBD, Jaipur

Mathur & Kateva: Banking & Finance, Wide Vision, Jaipur

Bhat Anil K: Indian Banking System, Shivam Book, Jaipur.

  
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#### Objective

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This course expose the students to the working of money and banking system prevailing in India.



Objective : This course enables the student to know the cooperative movement ~~in India~~ system prevailing in India

Sundharam & Vaishney: Banking Theory Law & Practice, Sultan Chand & Sons, Delhi

### Group A : Elective Paper - IV

#### COOPERATIVE MOVEMENT IN INDIA

- Unit 1: Concept of Co-operation, Principles of Co-operation, Co-operation v/s Capitalism and Socialism. Evolution of Cooperative Movement in India, Cooperative movement before and after independence.
- Unit 2: Organisation and function of non-credit cooperative society: Marketing Cooperative, consumer cooperative, Industrial cooperative, Housing Cooperative, Producer Cooperative, Government control over Cooperative: Legal and Administrative,
- Unit 3: Need of Bureaucratic manager in Cooperative Organisation, merit and demerit, Role, Function, Power, Duties of General Body, Board of Director, Secretary of the Society.
- Unit 4: Cooperative movement in Rajasthan : Meaning, Definition, Evolution before and after Independence. Cooperatives during plan, cooperative principles, Importance. Study of Rajasthan Cooperative Societies Act 1965 and amended upto date. Shodha Ram Committee, Mirdha Committee, Shivraman Committee.
- Unit 5: Cooperative Institutions in Rajasthan; Cooperative Credit: Short-Medium-Long term Loan, Credit Societies  
Role of the State Government in the growth of Cooperative movement, Problems, Drawbacks and suggestion for its progress

#### SUGGESTED READINGS:

H.R. Swami & B.P.Gupta: Rural Development & Cooperation, RBD, Jaipur

B.P.Gupta, H.R.Swami : *Grameen Vikas evam Sahakarita*

B.P.Gupta, RBD, Jaipur : *Sahakarita ke Siddhant evam Vyavhar*

Nair K.M.: Cooperative Management & Administration, Kalyani Books, Delhi

Kamat G.S.: New Dimensions of Co-operative Movement, Himalaya Publishing House, New Delhi

Sharada V: The Theory of Co-operation, Himalaya Publishing House, New Delhi

Singh L.P.: Co-operative Marketing in India & abroad, Himalaya Publishing House, New Delhi

  
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### Group B : Elective Paper - I

#### PUBLIC FINANCE

- Unit 1: Public Finance - Meaning, Nature and Scope, Principles, importance of Public finance. Principal of Maximum Social Advantage. Difference between public Finance and Private Finance. Public Finance



and Economic Development.

- Unit 2: Public Expenditure : Meaning, classification, Objective, importance and Principles. Effects of Public Expenditure - production, consumption, saving, Investment and distribution. Trends and causes of rising public expenditure in India.
- Unit 3: Public Revenue: Meaning, Significance & Sources, Functional and economic classification. Public Borrowing :Meaning, Nature, types, techniques of principles of public borrowing. Sources of Public debt and redemption of Public debt. Role and effects of Public debt in economic Development Trends and causes of rise in public debt.
- Unit 4: Taxation :Taxation-Types, Principle and Cannos. Impact and Effects, Incidence of Taxes, Shiting of tax, Problem of tax evasion and black money, Taxable Capacity. Indian Tax System. Non tax revenues.
- Unit 5: Fiscal Policy - Meaning, objective and tools, Fiscal Deficit, Fiscal policy in India, Finance Commission, Financial relationship between Centre and State, Major criterion for transfer of funds, Current Issue: Goods and Service Tax (GST): Concept and implications.

#### BOOKS RECOMMENDED

- H.L.Bhatia: Public Finance, Vikas Publishing House, New Delhi  
H.L.Bhatia: Lok Vitt, Vikas Publishing House, New Delhi  
Hajela.T.N. Rajasva (H) Dalton, H. : Public Finance  
Hicks, U.K. : Public Finance  
Musgrave, R.A. : The Economics of Public Finance  
Prof. J.K. Mehta : Public Finance  
B.N. Gupta : Government Budgeting  
D.T. Lakadwala : Union State Finance Relation  
Dr.T.T.Sethi: Lokvitt evam Antarrashtriya Vyapar, LNAE Publishers, Agra  
M.L.Seth: Money, Banking, International Trade & Public Finance, LNAE Publishers, Agra  
R.C.Agarwal: Public Finance, LNAE Publishers, Agra  
Chowdhary & Chakraborty: Public Finance & Fiscal Policy, Kalyani Book, Delhi  
D.M.Mithani: Public Finance, Himalaya Publishing House, Delhi  
D.M.Mithani: Modern Public Finance, Himalaya Publishing House, Delhi

Objective : The course is introductory in nature and broad in approach It give the candidate a big picture of the subject of public finance as new dimension in an academic discipline.

  
Head

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#### Group B : Elective Paper - II

#### WORKING CAPITAL MANAGEMENT

- Unit 1: Working Capital: Concept, kinds, Importance, Advantages, Disadvantages, Sources: Long term-Medium term-Short term, Methods

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Objective : The purpose of this course is to acquaint the students with the broad framework of financial decision making in a business unit.



of estimating, Accounting Ratio related to Working Capital.

- Unit 2: Financing of working Capital: Tandon & Chore Committee, recommendation, Factoring Services: Meaning, Mechanism, Function, Benefit, Limitations. Management of Cash: Meaning, Need, Factors determining, Objectives, Functions, Models, Advantages, Disadvantages
- Unit 3: Management of Receivables: Meaning, Objectives, Factors determining, Functions, Ageing Schedule
- Unit 4: Management of Inventory Control: Meaning, Objective, Need of hold inventory, factor determining levels in inventory, Risk and Cost association with inventory
- Unit 5: Techniques of inventory control: ABC Analysis, Maximum-Minimum-Re-order-Danger Level, Economic Order Quantity.

#### **SUGGESTED READINGS**

- V.K.Bhalla: Working Capital Management, S.Chand, New Delhi
- H.R.Machiraju: Introduction to Project Finance, S.Chand, New Delhi
- Bhavesh Patel : Fundamental of Financial Management, S.Chand, New Delhi
- Agarwal, Agarwal, Kothari: Financial Management,(Hindi & English) RBD Publication, Jaipur.
- Khan M.Y and Jain P.K.: Financial Management. TataMcGraw hill, New Delhi
- Pandey I.M: Financial Management. Vikas Publishing house, New Delhi
- Prasanna Chandra: Financial Management - Theory and Practice. TataMcGraw hill, New Delhi
- Agarwal & Mishra: Financial Management.
- Bierman, H. And Smidt, S.: The Capital Budgeting Decisions. Harcourt collage publisher, Singapore.
- Fama, E.F. and Miller, M.H.: The Theory of Finance.
- Hunt, P., Williams, C.M. and Donaldson, G.: Basic Business Finance.
- Van Horne, J.C.: Financial Management and Policy. Prentice hall, New Delhi
- Kuchhal, S.C.: Financial Planning – An Analytical Approach. Chaitanya Publishing House, Mich
- Malodia, G.L.: Financial Management. Jodhpur
- Ravi M. Kishore: Financial Management. Taxman Publisher, New Delhi
- S.N. Maheshwari: Financial Management. New Delhi
- Periasamy.P: Working Capital Management, Himalaya Publishng House, Delhi
- Sharma D.: Working Capital Management, Himalaya Publishng House, Delhi

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#### **Group B : Elective Paper - III**

#### **INDUSTRIAL AND LABOUR ECONOMICS**

- Unit 1: Industrialization: Meaning, Strategies and Pattern of Industrial Growth, Industrial Productivity, Determinants of industrial growth. Impact and advantages of industrialization. Dangers of heavy industrialization, changes in Indian Economy in recent years.

*Objective: This course expose the students with the principles of Industrial and labour economics as are applicable in business.*

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- Unit 2: Industrial Policy : Industrial (Dev. and Regulation) Act, 1951. Licensing Policy, Policy towards multinationals, Industrial Location: Theories, Factors influencing location, Tariff Policy. Rationalisation: Object, Importance, Merits.
- Unit 3: Issues of Indian Industry: Growth and Changes in Structure, Public Sector: Shortcoming, New Economic Policy, Pricing Policy, Industrial Sickness: Causes, Remedial Action. Private Sector: Growth, Characteristics, Contribution, Defects, Liberalisation and Private Sector.
- Unit 4: Labour Economics : Meaning and scope, Labour and Labour welfare : Concept, Principles, Labour welfare in Indian Industries: Internal and external welfare facilities. Factories Act 1948: Different definition; Workers: Rights, Obligation, Occupier and his duties.
- Unit 5: Theory of Wages : Living wage, minimum wage, need based wage, Deduction from wages, claims for wrongful deductions. The Payment of wage Act, 1936 and Minimum Wages Act, 1948: Object, Scope of the act, Fixation and revision of minimum wages, Advisory and Central Advisory Board, Safeguard on payment of Minimum Wages.

### BOOKS RECOMMENDED

- S.C.Srivastava: Industrial Relations & Labour Law, Vikas Publishing House, New Delhi  
 Pylee & George: Industrial relations & Personnel Management, Vikas Publishing House, New Delhi  
 R.S.Davar: Personnel Management & Industrial Relations, Vikas Publishing House, New Delhi  
 Kuchhal, S.C. : Industrial Organisation  
 Agarwal, A.N. : Indian Economy  
 Datta and Sundaram : Industrial Economics  
 Mishra and Puri : Economic Planning  
 Dhar, P.N. and Lydel : The Role of Small Enterprises in Indian Economic Development  
 Bagchi, A. and Banerjee : Change and Choice in Indian Industry  
 S.C. Kuchhal : Industrial Economy of India, 1983  
 Gupta, K.R. : Organisation and Management of Public Enterprises  
 D.K.Kulshreshtha: Industrial Law, LNAE Publications, Agra  
 D.K.Kulshreshtha: Labour Legislation, LNAE Publications, Agra  
 Amandeep Kaur: Industrial Relations, Kalyani Books, Delhi  
 Ghosh, Biswanath: Industrial Relations of Developing Economy, Himalaya Publishing House, Delhi  
 Kubendran, Kodesswari: Industrial Relations & Labour Laws, Himalaya Publishing House, Delhi  
 Mamoria, Mamoria & Gankar: Dynamics of Industrial Relations, Himalaya Publishing House, Delhi  
 Sharma A.M.: Industrial Relations & Labour Laws, Himalaya Publishing House, Delhi  
 N.Kumar: Industrial Economics, LNAE Publications, Agra  
 R.Sharma: Human Resources Development, LNAE Publications, Agra  
 N.Kumar: Labour Economics, LNAE Publications, Agra  
 R.Sharma: Industrial Relations, LNAE Publications, Agra  
 D.K.Kulshreshtha: Industrial Law, LNAE Publications, Agra  
 D.K.Kulshreshtha: Labour Legislation, LNAE Publications, Agra  
 Sahni N.K., Amandeep & Agarwal: Industrial Relations, Kalyani Book, Delhi  
 Bhogilwal T.N.: Industrial relation and Labour Welfare, Sahitya Bhawan Publication, Agra

  
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## Group B : Elective Paper - IV

### ECONOMICS OF INDUSTRIAL RELATIONS

- Unit 1: Industrial Relations : Definition, Importance, Determining Factor, Causes and suggestions of Poor Industrial Relations. collective bargaining : concept, need, practice and progress, strikes and lockout: Right to strike and workout, Worker's Participation in management: Meaning, object, Forms, Merit and Demerit. Social Security: Definition, Need, Significance, Working of the various Social Security measures.
- Unit 2: Industrial Discipline: Meaning, Objectives, Principles, Types, Act of Misconduct, causes of indiscipline, Measure, Kinds of Punishment, Procedure for taking disciplinary action. Grievances: Definition, Causes, Features of grievance procedure.
- Unit 3: Personnel Management: Definition, Nature, Objective, Scope, Principles and functions, Organisation of personnel department, role of a personnel officer; line and Staff function; Recruitment, induction; promotion and transfer, development and training.
- Unit 4: Wage and Salary Administration: Meaning, Classification, Principles, Wage variation, Methods of Payment, wage incentives essential of a good incentive plan. Non-wage incentives: Meaning, Role, Fringe Benefits: Meaning, Features, Kinds, Growth factors of Fringe Benefits.
- Unit 5: Human Relation: Need, Objectives, Scope, Themes, causes of slow Human Relation in Industry, Suggestions to improve Human Relation, Philosophy of Human Relation.

### BOOKS RECOMMENDED

- Agarwal, R.D. : Dynamics of Labour Relation in India
- Agnihotry, V. : Industrial Relation in India
- Gadgil, D.R. : Industrial Relation in India
- Davar, R.S. : Personnel Management and Industrial Relation
- Personnel in India Sharma, D.C. and R.C. : Industrial Relations and Personnel Management
- Ghosh, Biswanath: Industrial Relations of Developing Economy, Himalaya Publishing House, Delhi
- Kubendran, Kodesswari: Industrial Relations & Labour Laws, Himalaya Publishing House, Delhi
- Mamoria, Mamoria & Gankar: Dynamics of Industrial Relations, Himalaya Publishing House, Delhi
- Sharma A.M.: Industrial Relations & Labour Laws, Himalaya Publishing House, Delhi
- N.Kumar: Industrial Economics, LNAE Publications, Agra
- R.Sharma: Human Resources Development, LNAE Publications, Agra
- N.Kumar: Labour Economics, LNAE Publications, Agra
- R.Sharma: Industrial Relations, LNAE Publications, Agra
- D.K.Kulshreshtha: Industrial Law, LNAE Publications, Agra
- D.K.Kulshreshtha: Labour Legislation, LNAE Publications, Agra
- Sahni N.K., Amandeep & Agarwal: Industrial Relations, Kalyani Book, Delhi
- Bhogilwal T.N.: Industrial relation and Labour Welfare, Sahitya Bhawan Publication, Agra

Objective : This course enables the student to know basic knowledge of Economics of Industrial Relations prevailing in India.



### 1.1.3 & 1.2.1



## JAI NARAIN VYAS UNIVERSITY, JODHPUR

List of new courses introduced program-wise during the last five year period as certified by the Registrar.

**The following programme was introduced by the Department of Business Finance & Economics during the last five year period.**

### **(1) M.B.A. (F.M.) COURSE INTRODUCED IN 2017-18;**

M.B.A. (F.M.)	2017-18	<a href="https://drive.google.com/file/d/1Bd9DgiF1iQimAxDcByBzcCrOaX4Xrh3K/view?usp=sharing">https://drive.google.com/file/d/1Bd9DgiF1iQimAxDcByBzcCrOaX4Xrh3K/view?usp=sharing</a>
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List of programs in which CBCS/ECS was implemented in the last completed academic year as certified by the Registrar.

**CBCS/ECS was implemented in the following programme by the Department of Business Finance & Economics during the last five year period.**

### **(1) SEMESTERISATION IN M.COM. INTRODUCED IN 2016-17**

M.COM.B.F.E. (CBCS)	2016-17	<a href="https://drive.google.com/file/d/1TxKyleNjNYB231o2qUavf05Zji9WOVrW/view?usp=sharing">https://drive.google.com/file/d/1TxKyleNjNYB231o2qUavf05Zji9WOVrW/view?usp=sharing</a>
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