

**(P.G.D.B.F.)**

**P.G. Diploma in Business Finance**

**DEPARTMENT OF COMMERCE**  
**Aligarh Muslim University, Aligarh**  
**BUSINESS ECONOMICS AND STATISTICS**  
**P.G. DIPLOMA IN BUSINESS FINANCE**  
**(DBF-01)**

**Max. Marks - 100**  
**Sessional - 25**  
**Examination - 75**

**OBJECTIVES :**

The objectives of this course is to develop an under-standing regarding the application of economics, statistical tools and techniques of analysis for business decisions.

**COURSE INPUTS**

- UNIT - I** The nature of Economics, Types of Economic System, Tools of Economic analysis. The Market Mechanism: Demand - Supply Framework, Measurement of National Income: Methods of Estimation of National Income. Consumption Function, Investment Function.
- UNIT - II** Meaning, Significance and Role of Business Economics, Objectives of a Firm, Price determination in different market Conditions - Pure & perfect competition, Monopoly and Monopolistic-competition; Break Even Analysis. Cost function & Revenue Function.
- UNIT - III** Data Collection and Classification, Normal Frequency Distribution, Measures of Central Tendency; Measures of Dispersion, Deviation and Variation, Correlation, Regression.
- UNIT - IV** Association of Attributes, Index Numbers, Construction and Uses, Sampling Theory and Tests of Significance, Time Series Analysis, Fluctuations and Trends.
- UNIT - V** Sampling: Types of Sampling, Statistical Quality Control, Inventory Control, Network Techniques and Probability, Simulation, Forecasting, Chi Square Test, Diagrammatic and Graphic Representation of Data.

**Suggested Readings**

- |    |                    |   |                              |
|----|--------------------|---|------------------------------|
| 1. | Deat, J.           | : | Managerial Economics         |
| 2. | Samuelson, Pal, A. | : | Economics                    |
| 3. | Baumol, N.J.       | : | Economic Theory & Operations |
| 4. | Chopra, O.P.       | : | Managerial Economics         |

5.	Pillai, R.S.N.	:	Statistics
6.	Shukla, M.C. & S.S. Gul	:	Statistics
7.	Gupta, S.C.	:	Fundamentals of statistics
8.	Gupta, S.P.	:	Statistical Methods
9.	Ahmad, M.M.	:	Introduction of Statistics
10.	Gupta, C.B.	:	Statistical Methods
11.	Croxton & Cowden	:	Applied General Statistical

**DEPARTMENT OF COMMERCE**  
**Aligarh Muslim University, Aligarh**  
**FINANCIAL ACCOUNTING AND REPORTING**  
**P.G. DIPLOMA IN BUSINESS FINANCE**  
**(DBF-02)**

**Max. Marks - 100**  
**Sessional - 25**  
**Examination - 75**

**OBJECTIVES :**

The course has been designed to acquaint the students with the basic principles and practice accounting and their applications in business. It will also focus on corporate financial reporting.

**COURSE INPUTS**

**UNIT - I Fundamental Principles of Accounting:**

Meaning and importance of accounting, Generally accepted Accounting Principles, Concepts and Conventions. Double Entry System of Accounting, Recording of transactions - preparation of ledger accounts, subsidiary books. recording of cash and bank transactions, preparation of trial balance. Bank Reconciliation Statement.

**UNIT - II Preparation of Financial Statements (Non-Corporate Entities):**

Distinction between Capital and Revenue items, Manufacturing Account; Trading Account; Profit and Loss Account, Balance Sheet; Adjustment entries. Closing entries Errors Management; Classification, Location and rectification of errors.

**UNIT - III Depreciation, Provisions and Reserves**

Concept, causes and significance of depreciation, depreciation, depletion, amortization and dilapidation; Depreciation accounting - Methods of providing depreciation, Sale of Asset, Change in the Method of charging Depreciation; Provisions and reserves.

**UNIT - IV Special Accounting Areas :**

Consignment Accounts - Meaning, Account Sales, Accounting Treatment; Valuation of unsold stock; Normal loss - Abnormal Loss, Invoicing goods higher than cost Joint Venture Accounts - Meaning of Joint Venture, Difference between Joint Venture and Consignment, Accounting Treatment.

## **UNIT - V Company Accounts :**

Accounting for Shares; Issue, forfeiture and reissue of Shares. Accounting for Debentures - Meaning and Types of Debentures, difference between Shares and Debentures, Issues and Redemption of Debentures.

Corporate Financial Reporting in India - Objects and Techniques of Financial Reporting, Limitations of Reported Financial Statements.

### **Suggested Readings**

1. Walgenbath, Dittrich & Hanson : Financial Accounting: An Introduction (Sec. Ed.)
2. Smith & Ashburne : Financial & Administrative Accounting
3. Shukla & Grewal : Advanced Accountancy
4. Niswonges : Accounting Principles
5. Smith & Keith : Accounting for Financial Statement Preparation.
6. R.L. Gupta & M. Radhaswamy : Advanced Accountancy I & II
7. A.N. Agarwal : Higher Science of Accountancy
8. M.C. Shukla, & T.S. Grewal : Advanced Accountancy
9. S.N. Maheshwari : Advanced Accountancy
10. S.P. Jain & Narang : Advanced Accountancy
11. Arulanandam & Raman : Advanced Accountancy

**DEPARTMENT OF COMMERCE**  
**Aligarh Muslim University, Aligarh**  
**COST AND MANAGEMENT ACCOUNTING**  
**P.G. DIPLOMA IN BUSINESS FINANCE**  
**(DBF-03)**

**Max. Marks - 100**  
**Sessional - 25**  
**Examination - 75**

### **OBJECTIVES :**

The course has been designed to acquaint the students with an accounting system which caters to the diversified requirements of modern management and assist management in formulation of policy and day to day operation of business.

### **COURSE INPUTS**

**UNIT - I** Emergence of Management Accounting, Definition, Function, Scope of Management Accounting, Role of Management Accounting. Distinction between Management Accounting, Financial Accounting and Cost Accounting. Ratio Analysis: Liquidity Ratios, Leverage Ratios Profitability Ratios.

**UNIT - II** Fund Flow Analysis: Concepts of Flow of Funds, Funds Flow Statement - Need, Managerial uses and preparation, Cash Flow Analysis; Concept of Cash, Uses of Cash Flow Analysis, Preparation of Cash Flow Statement.

**UNIT - III** Marginal Costing and Break-Even Analysis: Concept of marginal costing, variable and absorption costing distinguished, classification of overheads,

marginal costing equations, Cost-volume-profit (CVP) Analysis, Break-Even Analysis; Basic techniques, Graphic Presentation, Break-Even Chart, Margin of Safety, the Break even point formula and its uses.

**UNIT - IV** Standard Costing and Variance Analysis, Standard Cost and Historical Cost, Types of Standards, Steps involved in Standard Costing, Components of Standard Costing, Concept of Variance Analysis, Computation of Material, Labour and Overhead Variance and Sub-Variations.

**UNIT - V** Budgeting and Budgetary Control : The Budgeting Process, Steps in Budget Preparation, Fixed and Flexible Budget. Capital Budgeting: Meaning, Importance, Kinds of Capital Budgeting Decisions, Capital Budgeting Procedure.

### **Suggested Readings**

1. Sharma & Gupta : Management Accounting
2. Hingorani : Management Accounting
3. Belly : Management Accounting
4. Manmohan & Goyal : Principles and Practice of Management Accounting
5. Vinayakam, N & Sinha I.B. : Management Accounting: Tools and Techniques

**DEPARTMENT OF COMMERCE**  
**Aligarh Muslim University, Aligarh**  
**INDIAN FINANCIAL SYSTEM**  
**P.G. DIPLOMA IN BUSINESS FINANCE**  
**(DBF-04)**

**Max. Marks - 100**  
**Sessional - 25**  
**Examination - 75**

### **OBJECTIVES :**

The course is designed to acquaint the students with the development and working of the Indian Financial System and to develop the required skills to deal with it.

### **COURSE INPUTS**

**UNIT - I** Indian Financial System: Its constituents and impact of Liberalisation; Reserve Bank of India: Its Central Banking Functions; Commercial Banks: The changing profile, their role in economic development, State Bank of India: Financing for Rural Development.

**UNIT - II** Industrial Development Bank of India: Evaluation of its working; National Bank for Agriculture and Rural Development (NABARD) Assessment of its

role, performance and evaluations. Life Insurance Corporation. Mobilisation of Resources and development finance. Unit Trust of India and Industrial Financing.

**UNIT - III** Capitalisation and Capital Structure Under and Over-Capitalisation; Short Term, Medium Term and Long Term Financing. Working Capital Management; Cash, Inventory and Receivables, Cost of Capital.

**UNIT - IV** Characteristics of different types of Securities and their significance; Equity Capital; Preference Capital, Debentures and Term loan; Leasing & Hire Purchasing; Dividend decisions and Analysis of Investment Opportunities.

**UNIT - V** Financial Markets: Structure, Scope and Problems; Money Market Vs. Capital Market; Functions and Role of Stock Exchanges, NSE, OTCCKEI, SEBI.

### **Suggested Readings**

1. Gosh : Banking Policy in India.
2. Sahoo, D.K. : Sources of Finance for Corporate Sector.
3. Prasad N. : The SBI and Rural Development.
4. Misra and Puri : Indian Economy.
5. Anjaria J.J. : New Dimensions of Central Banking.
6. Adarksr, B.N. : Commercial Banks in India After Nationalisation
7. Radhaswami & Vasudevan : A Text Book of Banking
8. Sundaram K.P.M. : Indian Economy
9. Tewari, A. : Financial Institutions
10. Extra, Solaman : Theory of Financial Management

### **Journals, Magazines and News Papers:**

1. Business World
2. Business Times
3. Financial Analyst
4. The Economic Times
5. The Financial Express
6. Money

**DEPARTMENT OF COMMERCE**  
**Aligarh Muslim University, Aligarh**  
**BUSINESS POLICY AND ENVIRONMENT**  
**P.G. DIPLOMA IN BUSINESS FINANCE**  
**(DBF-05)**

**Maximum Marks = 100**

**Sessional =25**

**Examination = 75**

### **Objective –**

The aim of this paper is to develop the understanding of various areas of business policy, Decision making and strategic management in the context of changing environment.

### **Course Input :**

- Unit – I**                    **Concept and Dimensions of Business Policy:** Nature, objectives and importance of Business Policy, concept of strategy; levels of strategy-Corporate, Business Unit & Functional Level, process of strategic management, Modes/Styles of Strategic Management, Relevance of strategic management in Indian context.
- Unit – II**                    **Business Environment:** Concept, characteristics of environment. Environmental Analysis-Need & diagnosis, Industry environment - potential competitors, Rivalry, Bargaining power, close substitute, External environment - Economic, political & legal environment, technological and socio cultural environment, International environment - Trends towards globalization, impact of International environment on domestic business.
- Unit – III**                    **Strategy Formulation & SWOT Analysis:** Corporate mission, key elements of a mission statement, Objectives - nature and importance, Goals-difference between objectives and goals. SWOT analysis, Major strategic alternatives-stability, growth, retrenchment.
- Unit – IV**                    **Strategy Implementation and Evaluation:** Significance, and difference between Formulation & Implementation, Functional strategies in key areas – organizational structure finance, marketing, human resource, research & development, Strategic evaluation & control
- Unit – V**                    **Business Ethics & Social Responsibility :** Business ethics – concept, factors Influencing Business ethics, significance, Business ethics & strategy, Business ethics in India. Social responsibility of Business, Meaning, classical views & Modern view, Arguments in favour & against social responsibility, strategy & social responsibility, Social responsibility in India context.

**Books Recommended:**

1. Kazmi Azhar : Business Policy, Tata MC-Graw Hill, New Delhi, 1992
2. Levin, H.J. : Business Organisation and Public Policy: A Book of Reading Holt, New York, 1958
3. Weeks Devid : Business Organisation: Work and Society, Halt London, 1981
4. Shrivastava, R.M : Corporate Strategic Management Pragati Prakashan – Meerut.
5. P. Suhba Rao : Business policy & strategic management, Himalaya Publishing House, Delhi.

**DEPARTMENT OF COMMERCE**  
**Aligarh Muslim University, Aligarh**  
**COMPUTER APPLICATION TO BUSINESS**  
**FINANCE**  
**P.G. DIPLOMA IN BUSINESS FINANCE**

## (DBF-06)

**Maximum Marks = 100**  
**Sessional Theory = 15**  
**Sessional Practical = 15**  
**Annual Exam Theory = 40**  
**Annual Exam. Practical = 30**

The objective of this course is to give the necessary exposure to the students regarding Computer Application in Business Finance. The course will give due emphasis for developing students ability to use computers for financial decisions making.

### Course Inputs:

- Unit – I** Introduction to computer, Definition, Features, Application, Classification, Memory, Input and Output devices, Concept of Hardware & Software, use of Modem, Communication devices, Basic ideas of Local Area Network and Wide Area Network, Use of Multimedia.
- Unit – II** Types of Business Information, Design of Information System, Strategic issues of computer aided decision making. E-mail Internet Technologies, Access devices, concept of World Wide Web (www) and Internet Browsing, Introduction of Integrated software, Operational Research packages and Business Graphic Software.
- Unit – III** Introduction to Windows, Concept of word processing, MS-word, creating the document with the word, Enhancing documents with the word and Mail-merger. Introduction to spreadsheet, entering data in cells, inserting rows and columns and overview of charts, Micro-soft power point, Basic, creating presentation, the easy way, working with graphic in Microsoft power point, Show time, sound effect and animation effects, Using Internet downloading and saving documents from internet, Introduction to Tally.

### References

1. T.D. Malhotra : Computer Application in Business, Kalyani Publication.
2. Gruvinder Singh : Information Technology for Business, Kalyani Publication.
3. Donald H. Sandess: Computers Today
4. First COmputers: End user computing under MS-Windows Part-I
5. Arture Human: Introduction to Word star, BPB Publication, New Delhi.
6. Grew Harway: Mastering wordstar
7. Mondell, Steven L.: Computer and Data processing concept and applications, Wast Publication, St. Paul 85.
8. Taxats, R.K.: Fox Plus