FACULTY OF COMMERCE

Revised Syllabus for the M. Com (Part I & II) M. Com Part I (w.e.f. June 2002) M.Com. Part II (w.e.f. June 2003)



UNIVERSITY OF PUNE

Publisher's Note

The University of Pune has great pleasure in publishing the Revised Syllabus for the **M.Com.** (**Parts I & II**) under the Faculty of Commerce.

It is hoped that this syllabus will be most useful to the students of this course.

On behalf of the University, I have to thank experts and authorities of the University for their keen interest and wholeheartely co-operation in bringing out this publication.

University of Pune Ganeshkhind, Pune-411 007. Dr. D. D. Deshmukh Registrar

UNIVERSITY OF PUNE

Master's Degree Course in Commerce (M. Com.) (Revised with effect from June 2002)

(1) Objecties :

- (1) To equip and train our post graduate students to accept the challenges of 21st Century
- (2) To Study and analyse the new industrial and commercial culture
- (3) To make aware the students for acquiring the knowledge of specialised subjects.
- (4) To understand and measure current events, develop independent logical thinking, train towards personality development
- (5) To equip the students for seeking suitable employment and entrepren, purship ability
- (6) To impart knowledge and develop understanding of research methodology and its application
- (7) To study methods of Data Collection and its interpretations to develop communication and analytical skills in generalization of things, concepts and symbols used in business.
- (2) The M.Com. degree shall be second degree building on the base provided at B.Com. degree level. The M.Com. degree programme provides an opportunity to acquire advanced knowledge in the main areas of commerce. A student who has passed B.Com. degree examination of this University or any other recongized University shall be admitted to M.Com. Course.
- (3) The M.Com. Course will be of 2 years duration consisting of 2 parts Part I and Part II. At each part there will be 4 papers of 100 marks each. Thus M.Com. degree examination-Part I and II shall be of 800 Marks.

The following shall be the scheme of papers

M. Com. Part I Course

- 1. Management Accounting
- 2. Principles of Management and Management Information System (MIS)
- 3. Special-Paper-I (Common for both parts)
- 4. Special-Paper-II

M. Com. Part II Course d

- 1. Business Finance
- 2. Industrial Economics or Business Statistics
- 3. Special-Paper-III
- 4. Special Paper-IV (Research Methodology and project work)

(common for both parts)

A list of special subjects with 4 papers each is given below (Any one subject to selected common for M.Com. Part I & II)

1. Advanced Accounting and Taxation :

- Paper-I : Advaced Accounting
- Paper-II : Business Taxation
- Paper-III : Advanced Auditing
- Paper-IV : Research in Accounting and
 - Project Work

2. Advanced Cost Accounting and Cost Systems :

- Paper I : Advanced cost Accounting
- Paper II : Cost Control and Cost Systems
- Paper III : Cost and Management Audit
- Paper IV : Research Methodology and Project Work (With reference to Cost Accounting)

3. Business Practices and Environment :

- Paper I : Business Practices
- Paper II : Business Environment
- Paper III : Enterpreneurship Development
- Paper IV : Research Methodology any Project Work

4. Business Administration :

- Paper I : Production, Operation and Marketing Management
- Paper II : Financial Management
- Paper III : Human Resource Management
- Paper IV : Research Methodology and Project Work (With reference to Business Administration

5. Secretarial Practice and Company

Management :

- Paper I : Laws and Practices relating to LPG
- Paper II : Intellectual Property Laws
- Paper III : World Trade Organisation
- Paper IV : Research Methodology and Project Work
- (With reference to application of above Laws)

6. Co-operation and Rural Development :

- Paper I : Co-operative Movement in India and Abroad
- Paper II : Organisation and Management of Cooperative Business
- Paper III : Co-operative Credit and Banking Systems
- Paper IV : Research Methodology and Project Work (With reference to Co-operation

7. Advanced Banking and Finance

- Paper I : Law and Practice of Banking
- Paper II : Central Banking and Monetary Policy

- Paper III : Foreign Exchange and International Finance
- Pape IV : Research Methodology and Project Work (With reference to Banking and Finance)

4. Scheme of Teaching and Examination

(1) There will be 4 periods of 60 minutes each per week per paper. The college/Department is free to arrange for teaching of Part I or II Course or both Courses simultaneously. For each paper of 100 marks there will be Term End Examination (at the end of First Term) of 3 Hours duration/60 marks (to be converted in to out of 20) and the Annual Examination of 3 Hours duration/ 100 marks (to be Converted in to out of 80 marks for regular candidates) at the end of Second Term of the Academic Year. The question paper for both the examinations will be based on testing the knowledge of theory, applicability and problems or cases wherever applicable as detailed in the syllabi. The question paper for term end exaination will be set on the syllabi prescribed for the1st Term. The question papers for Annual Examination will be set on the entire syllabi. The questions in the Annual Examination will be by marks in the ratio of 40% on the syllabi prescribed for the First Term and 60% on the syllabus prescribed for the Second Term. The existing rules and regulations of 85 pattern examination shall be made applicable. The term end examination will be conducted only once in an Academic Year. The Candidates will be allowed to join Second Year of M.Com. Part I/II Course irrespective of the number of backlogs at the First Year Examination. The present rules, ordinances governing Term End and Annual Examination shall remain unchanged.

(II) Research Methodology and Project Work

Guidelines for Teaching and Evaluation of Research Methodology and Project work : Paper No. 4 of each special subject :

- (A) Term End examination of Research Methodology will be conducted by the College by appointing the Internal Panel of Paper-Setters and Examiners as per University norms. It will carry 50 marks and will be of 2 hours duration. Expenditure on Paper-Setting, evaluation, printing, stationery and other administrativee expenses will be done out of the fees collected from the students. Term-End examination marks shall be sent to the University by the end of December every year.
- (B) Project Viva-Voce will be conducted at the end of the Academic year but before the theory examination of the M.Com. Part II. It will Carry 50 marks. It will be conducted by the Internal and External examiners appointed by the Principal as per the University guidelines. These 50 marks will be given by each examiner and the average will be taken as Final marks.

These 50 marks shallbe broadly divided as :Project Report Writing: 30 Marks

Total Marks	: 50 Marks	2
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The Principal of the College shall pay the remuneration to the Internal and External Examiners and other Non-Teaching Staff out the fee collected by the college.

External Examiner : Rs. 25/- Per student per Examiner

Internal Examiner : Rs. 25/- Per student per Examiner

Non-Teaching Staff : As per the university norms T.A./D.A. be paid to the External Examiners as per the University rules.

- (C) Students are required to prepare the Project Report based on the field work and studying the current trends under the guidelines of his project guide. The Project work is also compulsory for external students and they will have to submit the reports to the nearest College where P.G. teaching is provided. At the end of the Second year of M.Com a student will be examined in the Project work as per the following :
 - (a) Project work should be done individually by the candidate in consultation with project guide.
 - (b) Student should take guidance from Internal guide and prepare a Project Report on Project work in two copies to be submitted to the concerned teacher till 15th March.
 - (c) A Project Report shall consist about 50 to 60 Pages.
 - (d) The Project Work should be of such a nature that it could prove useful or be relevant from the Business/Management angle. Project observations, suggestions and conclusions shall form an inevitable part of the project work.
- 5. Standard of Passing

A candidate is required to obtain at least 40 marks out

of 100 to pass in each paper at the Annual Examination (in case of regular candidates 32 marks out of 80 marks at the Annual Examination).

A regular candidate shall be declared to have passed in the paper provided he/she has secured an agreegate of 40% marks in the Term End and Annual Examination taken together in paper. Passing in Term End examination is not compulsory. A candidate having 32 marks out of 80 marks in the Annual Examination and Term End Examination taken together may improve his performance in the paper by appearing only for Annual Examination.

6. Award of Class :

The class in respect of M.Com. Examination be awarded to the candidates on the basis of aggregate marks obtained by them in all the eight papers at the Part I and II together. The award of Class shall be as under :

1.	70% and above	:	First Class with Distinction
2.	60% and above but less	:	First Class
	than 70%		
3.	55% and above but less	:	Higher Second
	than 60%		Class
4.	50% and above but less	:	Second Class
	than 55% :		
5.	40% and above but less	:	Pass Class
	than 50%		
6.	Less than 40%	:	Failure

At the time of filling the examination (Part I/II) from a candidate is allowed to exercise the option by submit-

ting declaration authorizing the University to declare as failed in case of his/her aggregate marks failing below 440. In that case for exemption the candidate has to obtain 55% marks in each paper. The candidate who has opted option can cancel the same within 3 months from the date of declaration of the result. The Class Improvement Scheme shall be continued. The improvement of Performance shall be allowed only at the Annual Examination.

- 7. A Candidate after passing M.Com. Examination will be allowed to appear in the other Special subject after keeping necessary terms in the Special Subject only, for which only Passing Certificate will be issued.
- 8. The Use of Marathi for teaching as well as for writing answers except in the subjects (a) Business Statistics, (b) Management Accounting (c) Advanced Accounting and Taxation, (d) Advanced Cost Accounting and Cost Systems is alloweed.
- 9. The following shall be equivalence given to the Subjects/Papers under old and revised Courses :

M. Com. Old Course

- (1) Management Process and Management Information System
- (2) Business Finance
- (3) Industrial Economics
- (4) Management Accounting (4) Management Accounting
- (5) Business Statistics
- (6) Accounting and Taxation Paper I
- (7) Accounting and Taxation (7) Advanced Accounting and Paper II

M.Com. Revised Course

- (1) Principles of Management
- (2) Business Finance
- (3) Industrial Economics
- (5) Business Statistics
- (6) Advanced Accounting and Taxation-Paper-I
- Taxation Paper II

- (8) Accounting and Taxation (8) Advanced Accounting and Paper III
- (9) Accounting and Taxation Paper IV
- (10) Cost and Works Accounting Paper I
- (11) Cost and Works Accounting Paper II
- (12) Cost and Works Accounting Paper III
- (13) Cost and Works Accounting Paper IV
- (14) Business Practices Paper I, II, III, IV
- (15) Business Administration Paper I
- (16) Business Administation Paper II
- (17) Business Administation Paper III & IV
- (18) Secretarial Practice and Company Management Paper I, II, III, IV
- (19) Co-operation and Rural Development Paper I, II, III, IV
- (20) Advanced Banking Paper I, II, III, IV

- Taxation Paper IV
- Advanced Accounting and (9) Taxation Paper III
- (10) Advanced Cost Accounting and Cost Systems Paper I
- (11) Advanced Cost Accounting and Cost Systems Paper II
- (12) Advanced Cost Accounting and Cost Systems Paper III
- (13) Advanced Cost Accounting and Cost Systems Paper III
- (14) Business Practices and Environment Paper I, II, III, IV
- (15) Business Administration Paper II
- (16) Business Administration Paper I
- (17) Business Administation Paper III, IV
- (18) Secretarial Practice and Company Management Paper I, II, III, IV
- (19) Co-operation and Rural Development Paper I, II, III, IV
- (20) Advanced Banking and Finance Paper I, II, III, IV
- 10. The student (Regular/External will be admitted to Revised M. Com. Course with effect from June 2002. For the students who have completed the terms for first year

as per old course will be admitted to the second year as per old course M.Com. The examination as per old Course will be held simultaneously for three years from April/ May 2002 for old Course students & repeaters.

- 11. The teachers recognized to teach the subjects as per old course shall be deemed to be recognized in the corresponding equivalent subjects under Revised Course. However, in case of: A) Business Statistics B) Industrial Economics C) Co-operation and Rural Development D) Advanced Banking and finance and E) Research Methodology and Project Work-Paper-IV of each special subject, the following qualification shall also be made applicable for the purpose of eligibiligy of teaching.
- (A) Business Statitstics : M.Com., M.Phil. with Statistics or Statistical Methods as one of the papers at M. Com./ B.Com./M.Phil. examination with 5 years degree teaching experience or M.A./M.Sc. with statistics with 5 years degree teaching experience.
- (B) Industrial Economics : M.Com., M.Phil. with Business Economics/Economics of Industries and Economics as one of the paper at B.Com./M.Com. Examination with 5 years degree teaching experience or M.A. Economics with 5 years degree teaching experience.
- (C) Co-operation and Rural Development : M.Com., M. Phil. with 5 years degree teaching experience or M.A. Economics (with Co-operation and Rural Economics).
- (D) Advanced Banking and Finance : M.Com., M.Phil. with banking as one of the Papers at B.Com/ M.Com.examination with 5 years degree teaching experience.

(E) Research Methodology and Project Work : M.Com., M.Phil./Ph.D. (Reserch Backgraund) with 5 years degree teaching experience as Post-Graduate Recognized teacher with 5 years degree teaching exprience.

M. Com. PART I

Compulsory Paper

MANAGEMENT ACCOUNTING

Level of knowledge : Reasonable working knowledge Objective : To develop the understanding of accounting tools and information and their uses in Decision making.

Term I UNIT I : INTRODUCTION

Management Accounting-Need and importance-Meaning Definition-Objectives and Scope, its distinction between Financial and Cost accounting-Advantages and limitations of Management accounting management. Accountant-Role-Essential qualities.

UNIT II : FINANCIAL STATEMENT ANALYSIS

- (a) Interpretation and criticism of financial statements-Trend percentages-Inter firm Comparison-Necessity and limitations.
- (b) Ratio Analysis-Meaning, advantages, limitations, Balance sheet ratios, Profit & Loss A/c Ratios, Liquidity, Solvency ratios, Overall Performance ratios (Advanced Problems).
- (c) Fund flow statement and cash flow statement-advantages of fund flow statement, distinction between Fund flow and Cash flow statement.

UNIT III : WORKING CAPITAL MANAGEMENT

Concept and definition of working capital-Determination of working capital-Assessment of working capital needs-Study of Components of working Capital, Such as cash Management, Accounts receivable management and inventory management

UNIT IV : MARGINAL COSTING

As a tool of decision making, Fixed and variable cost, contribution, Break even analysis, Profit Volume Ratio, Limiting factor, Marginal costing and important management desicion (Problems on decision making only).

Term II

UNIT V : LONG TERM INVESTMENT DECISIONS

Capital budgeting-Meaning-Importance-Evaluation technique and methods-Pay back-Discounted Cash flow-Net present value Internal rate of return. Relationship between risk and returns.

UNIT VI : COST OF CAPITAL

Meaning-Definition and assumptions-Explicit and implicit cost Measurement of specific cost, cost debt- Preference shares-Equity shares, Retained Earnings-Weighted average cost of capital.

UNIT VII : BUDGET AND BUDGETORY CONTROL

Meaning : Definition and scope of budget and budgetory control. Types of budgets-Financial budget, Master budget, Flexible budget-Capital budget.

UNIT VIII : MANAGEMENT INFORMATION SYSTEM AND ITS RELATIONSHIP WITH ACCOUNTING

Objects of reporting-Reporting needs of different management level, Types of reporting-General Principles of re-

porting-Modes of reporting Reports to the various levels of Management, Computerised Methods-MIS-Email, net base data, website, use of Computers in Management Accounting.

List of Books Recommended for Study

- 1. R. N. Anthony / G. A. Walsh : Management Accounting
- 2. M. Y. Khan. K. P. Jain : Management Accounting
- 3. I. M. Pandy : Management Accounting
- 4. J. Betty : Management Accounting
- 5. Sr. K. Paul : Management Accounting
- 6. Dr. Jawharlal : Management Accounting
- 7. Manmohan Goyal : Management Accounting
- 8. S. N. Maheshwari : Principles of Management Accounting
- 9. Ravi M. Kishore : Financial Management (Taxmann, New Delhi)
- 10. R. K. Sharma and Shashi K. Gupta : Management Accounting
- 11. Richard M. Lynech and Robert Williamson : Accounting for Management Planning and Control
- 12. Dr. Mahesh Kulkarni : Management Accounting Career Publications, Nasik
- 13. Prof. Subhash Jagtap : Management Accountancy.

M. Com. Part I

Subject : Principles of Management and Management Information System [MIS] (Compulsory Paper)

Objective :

To Provide understanding of the Tasks, Functions and Skills of Management and latest Developments.

Term I

UNIT I : Management :

Nature of Management-Principles of Management-process of management-Planning, Organizing-Leading Motivating and Controlling Decision-making concepts, Types of decision, Steps in decision-making, Administrative problems in decision making-Management by treatment of Mathematical and non-Mathematical techniques-Linear Programmes, Queuing theory, Game theory, Critical Path Method (CPM), Decision Tree Analysis-Pioneers of Management thought-F.W. Taylor and his scientific management, Henry Fayol and his Administrative Management, Michael Porter, Torn Peters, Eleton Mayo and his Hawthone experiments. Chester I Barnard and his Social system theory, Peter Drucker and his thoughts. Management system and Processes-Scientific Management-Creativity in Management-Traditional and Professional management in India.

UNIT II : Organizing :

Classical, Neo-classical and Modern theories of Organization structure-process of Creating Organization Structure-Departmentation span of control Management-Delegation of Authority-Levels of Management-Centralization and Decentralization-Formal and Informal Organization structure-Types of Organisation, Management of Conflict-Group Dynamics-Recent Changes in the organization structure.

UNIT III : Direction, Motivation and Communication:

Principles of Direction-Theories of Motivation (a) Maslow's Need Hierarchy (b) Herzherg's Hygiene Theory (c) MC Gregors Theory X and Y (d) MC Clieland's Achievement Theory and Morale building, Interpersonal and group behaiour-Transactional Analysis-Communication Network, Barriers in Communication-Effective Communication.

UNIT IV : Leadership and Control :

Theories of Leadership-Leadership style-Linkert's system of Management Leadership-Management Grid, Fieldler's model of Leadership, Leadership styles in Indian Organization, Japanese and American Management Techciques-Concept of Managerial Control-Basic Control Process-Area of control-Advance control techniques-Operation Research. Programme Evaluation and Review Technique (PERT), Management Audit, Social Audit.

Term II

UNIT V : Management Information System (MIS) :

Introduction : Basic components of a Management Information System [MIS] and Management Science-Features and Importance of Management, Conceptual Analysis of Information System. Levels of Management and MIS-Role and Effect of Computer on Management Information System.

UNIT VI : Management of Performance Appraisal :

Meaning-Purpose-Essentials-Modern Techniques-Management by Objectives (MBO), Performance Appraisal in Indian Industries-Requisites of an effective performance appraisal programme-360 degree appraisal and benchmarking.

UNIT VII : Management Practices in India :

Management Structures-Management for Tomorrow-Indian Management style for creative action-Recent Trends in Management : (a) Social Responsibility of Management (b) Management of Change, (c) Management of Crisis (d) Total Quality Management (e) New Corporate Governance.

UNIT VIII : Cases in Management :

Case study-Application-Student role in case analysis-Steps for case analysis-practical cases on all above topics.

List of Books Recommended for study

- 1. Herald Koontz and O'Donnel : Principles of Management, McGraw Hill.
- 2. George Terry : Principles of Management, Illinois.
- 3. Peter F. Drucker : The Practice of Management
- 4. L. Prasad and S. S. Gulshan : Management Principles and Practice, S Chand, Delhi.
- 5. Dr. P. C. Pardeshi : Business Management, Nirali Prakashan, Edn.2001
- 6. N. G. Kale, Latif and Ahmed : Management and Human Resource Development, Mumbai University Manisha Prakashan, Mumbai
- Dr. P. C. Pardeshi : Management and Human Resource Development (Mumbai University) Edn. 1999, Sheth Publications Pvt. Ltd., Mumbai
- 8. Dr. Ruston S. Davar : Management Process
- 9. Dr. P. C. Pardeshi : Case studies in Management, Edn.2000, Nirali Prakashan, Pune

- Dr. P. N. Reddy, Dr. P. C. Tripathi and H. R. Appannaiah : Essentials of Management, Himalaya Publishing, Home, Mumbai, Edn., 1999
- 11. Dr. P. C. Shejwalkar : Cases in Management, Everest, Mumbai.

JOURNALS

- 1. Business Today.
- 2. Business India.
- 3. Business World.
- 4. Indian Management : Journal of All India Management Association.
- 5. Productivity : Quarterly Journal of National Productivity Council.

M. Com. Part II SUBJECT : BUSINESS FINANCE (Compulsory Paper)

Objective :

To provide understanding of nature, structure, and issues in Business Finance, Capital Market and Financial Services in India (Important Note : All Policies and regulations mentioned in this syllabus pertain to 1991 and onwards).

Term I

UNIT I : Business Finance

Estimating the short, Medium and long term Financial requirements. Financial Plan:Characteristics, factors to be considered while preparing, Limitations.

UNIT II : Sources of Finance

Private Sector : Shares-Various types-Debentures-Types Fixed Deposits, Ploughing back of Profits, Loans and Advances, Cost of Capital Debt Equity Ratio, Financial Problems of SSI Unit in India.

Public Sector : Share Capital-Bonds-Ploughing back of Profits Privatization of Public Sector, Private Participation in Equity.

Co-operative Sector : Govt. Participation in Capital-Share Capital Limitations in Raising Equity Capital and Borrowings.

UNIT III : Foreign Sources

- *Foreign Direct Investment-Meaning, Need, Govt. Regulations
- * Foreign Institutional Inverstment in India Capital Market-Meaning, Need, Limitations, Govt. Regulations-OCB (Overseas Corporate Bodies).

- * NRI Equity Participation, Govt. Policy Incentives.
- * Globalization of capital market-Meaning difficulties-ECBs (External Commercial Borrowings), Euro-issues. GDRs/ADRs.

Term II

UNIT IV : Capital Market

- * Primary and Secondary Capital Market Players.
- * Securities and Exchange Board of India (SEBI)-Need Functioning, Critical Evaluation.
- * Stock Exchanges-Membership, Organization, Governing Body Functions and Services-Trading Mechanism, Listing of Shares and other Instruments (Debentures, Govt. Securities, Derivatives).
- * OTCEI and National Stock Exchange-Need objectives. Trading and Settlement System.
- * Construction and Types of Stock Market Indias-Dowjones Industrial Average and BSE Sensex-Nifty-CRISIL-500 Standard and Poor.
- * Scrip less Trading (Dematerialization and Rematerialization): Meaning, Need and Advantages
- * E-Broking : Meaning and Operations
- * Depository : Meaning, Functions, Benefits, Depository System in India and its Marking.

UNIT V :

- * Share Ownership in India
- * Individual and Institutional
- * Portfolio Management-Meaning, Functioning and Advantages
- * Mutual Funds-Types (Open & Closed Ended Funds, Income Funds, Balanced Fund, Growth Fund, Index Fund, Regular Income Schemes).

UNIT VI :

Financial Services relating to raising of Capital

- (a) Merchant Banking : Meaning, Services rendered, Management of Capital Issues, Categories.
- (b) Credit rating-Meaning, Need and Methodology
- (c) Loan Syndication
- (d) Project Appraisal.
 - List of Books Recommended for Study
- 1. P. V. Kulkarni : Business Finance, Himalaya Publishing House
- 2. K. R. Javeri : Capital Issues-Law Methodology, M. N. Tripathi Pvt. Ltd.
- 3. L. M. Bholey : Financial Methods and Institutions, McGraw Hill, Delhi
- 4. K. Bhalla : Invest Management, S. Chand, New Delhi
- 5. J. M. Pandey : Financial Management, Vikas Publishing House.
- 6. S. C. Kucchal : Corporation Finance, Chaitanya Publishing House, Allahabad.
- 7. F. W. Parish : Business Finance.
- 8. Dr. M. A. Kohak : Services in India, Digvijay Prakashan, 1070, Shivajinagar, Pimpalgaon-Baswant. Dist. Nasik
- 9. Dr. M. A. Kohak : Readings in Indian Financial Services, Pimpalgaon-Baswant (Nasik)
- 10. Financial Managemet : Prasanna Chandra, Tata McGraw Hill
- 11. Financial Services in India : M. Y. Khan.

JOURNAL

- (a) Journal of Institute of Chartered Financial Analysis of India, Madras
- (b) Finance India : Indian Institute of Finance, Delhi.

M. COM. PART II : INDUSTRIAL ECONOMICS (Compulsory Paper) SECTION I

SECTION

(I) Introduction :

- 1. Meaning and Scope of Industrial Economics.
- 2. Need and Significance of Study of Industrial Economics.
- 3. Inter-Dependence of Agriculture and Industry.
- 4. Inter-relationship between Industrial Development and Economic Development.

(II) Location of Industries :

- 1. Weber's Theory of Location
- 2. Sargant Florence's Theory
- 3. Factors influencing Location of Industries
- 4. Dispersal and Decentralization of Industries
- 5. Need for Balanced Regional Development of Industries
- 6. Industrial dispersal policy and Balanced Regional Development in India.

(III) Industrial Productivity and Efficiency :

- 1. Productivity-norms and measurement
- 2. Factors affecting productivity
- 3. Importance of productivity in the competitive environment
- 4. Measures required for impoving productivity and efficiency.

(IV) Industrial Profile and Problems in India :

- 1. Private Sector : Large, medium and small scale Industries, Village Industries
- 2. Public Sector : Role of Public Sector, Problems of Public Sector, Disinvest Policy.

- 3. Problems of Indian Industrial labour-lay off and retrenchment policies, Unemployment of Industrial labour and Measures.
- (V) Impact of Industrialisation in Indian Economy : Environment, Pollution, Urbanisation Social and Cultural.

SECTION : II

(VI) Evolution of Industry in India :

- 1. Traditional Indian Handicrafts
- 2. Decay of Handicrafts
- 3. Evolution of Modern Industries.

(VII) Industrial Policy of Indian Government during the Planning Period :

- 1. Industrial Policy Resoluation, 1956
- 2. Industrial Policy of 1977
- 3. Industrial Policy of 1991
- 4. Brief review of Industrial Progress during the planning period.

(VIII) Foreign Capital and Foreign Collaboration :

- 1. Need for Foreign Capital
- 2. Indian Government Policy towards foreign capital
- 3. Multi-National Corporations-Advantages and Disadvantages
- 4. Trends in Joint vertures and Foreign Collaborations by Indian Industry.
- (IX) Effects of Privatisation, Liberalisation and Globalisation on Indian Industries :
 - 1. Economic crisis and structural changes in Indian Industries after 1991

- 2. Privatisation : concepts, methods, its impact on Industry
- 3. Liberalisation-Concepts and background steps for liberalisation-Effects on Industry
- 4. Globalisation-Concepts and effects on Industry.
- (X) Progress and Problems of following Industries in India :
 - (a) Cotton-textile
 - (b) Iron and Steel
 - (c) Sugar
 - (d) Power generation
 - (e) Electronics
 - (f) Pharmaceuticals

List of Books Recommended for Study

- 1. K. V. Sivayya and V. B. M. Das : Indian Industrial Economy, Chand and Company Ltd., New Delhi (1977)
- 2. S. C. Kucchal : Industrial Economy of India
- 3. K. N. Prasad : Indian Economy since Independence
- 4. D. R. Gadgil: Industrial Evolution in India, Oxford
- 5. R. A. Sharma : Entrepreneurial change in Indian Industry, Sterling Publishers, Delhi
- 6. A. Donald, Hay Dereck, Mouris : Industrial Economics : Theory and Evidence, Oxford
- 7. Solman Fabucant : A Primer on Productivity, Prentice Hall.
- 8. S. C. Kucchal : Major Industries in India, Chaitanya Publishing House, Allahabad
- 9. Wadilal Degli : A Profile of Indian, Industry, Vora and Co., Bombay

- Bagchi and Banerjee : Change and Choice in Indian Industry, Centre for Studies in Social Science, Calcutta
- 11. Francis Cherunilam-Industrial Economics-Indian Perspective, Himalaya Publishing House, Bombay.

Journals/Periodicals

- 1. The Economic Time, Bombay
- 2. Industrial Time
- 3. Latest Annual Survey Indian Industry-Published by "The Hindu"
- 4. Latest Economic Survey-Govt. of India

M. COM. PART II

PAPER IV : BUSINESS STATISTICS

First Term

No. of Lectures

UNIT I : Probability

- 10
- 1.1 Definitions of samples space, event, elementary event, sure event, null event, complementary event, equally likely events, mutually exclusive events, simultaneous occurrence of events, occurrence of one of the two events
- 1.2 Definition of Probaility
- 1.3 Combinations of events through "or" and 'not' and their probabilities
- 1.4 Conditional Probabilities P (A/B), P(B/A) Independent events
- 1.5 Numerical Problems

UNIT II : Probability distributions

10

- 2.1 Probability mass functions of Binomial and Poisson distribution
- 2.2 Mean, variance (without proof)
- 2.3 Problems to calculate probabilites and Parameters
- 2.4 Probability density function of Normal distribution
- 2.5 Mean, Variance (without proof) standard Normal variate
- 2.6 Properties and uses of distribution
- 2.7 Problems to evaluate probabilities and find mean and variance

UNIT III : Sampling

10

- 3.1 Census and sampling
- 3.2 Simple random sampling with and wihtout replacement
- 3.3 Stratified sampling
- 3.4 Systematic sampling

- 3.5 Meaning of estimator and estimate
- 3.6 Concept of sampling distribution
- 3.7 Numerical problems to estimate poputation mean and total and finding standard error of these estimators (for simple random sampling without replacement and with replacement only)
- 3.8 Numerical Problems to estimate population mean and total for stratified sampling

UNIT IV : Official Statistics

7

- 4.1 Drafting of questionnaire
- 4.2 Official Organizations Collecting statistical data in India e.g. CSO, NSSO
- 4.3 ISO clauses related to statistical techniques

Second Term

UNIT V : Correlation and Regression 15

- 5.1 Meaning of simple correlation and regression
- 5.2 Positive, negative, perfect, no correlation
- 5.3 Properties of correlation coefficient
- 5.4 Scatter diagram, Karl Pearson's correlation coefficient for ungrouped data
- 5.5 Coefficients of regression, lines of regression
- 5.6 Properties of regression coefficients
- 5.7 Standard error of estimate
- 5.8 Numerical Problems
- 5.9 Concepts of multiple and partial correlation and multiple regression, No numerical problems

UNIT VI : Statistical Quality Control

10

- 6.1 Meaning and scope
- 6.2 Control limits, specification limits, tolerance limits
- 6.3 Chance causes, Assignable causes, process control, product control
- 6.4 Problems of drawing X, R charts

UNIT VII : Time Series

12

8

- 7.1 Meaning and components
- 7.2 Measurement of trend by graphical moving average methods
- 7.3 Measurement of trend by least square method for linear, quadratic trend
- 7.4 Calculation of seasonal index by link relative and ratio to moving average method

UNIT VIII : Tests of Hypothesis

- 8.1 Concepts of hypothesis (alternative, null), two types of errors, level of significance, standard error
- 8.2 Large sample tests for specified mean, specified proportion equality of means, equality of proportions (Numerical problems based on two sided tests).

M. COM. PART I

PAPER I : ADVANCED ACCOUNTING

- 1. Level of Knowledge : Expert Knowledge
- 2. Objective:
 - (1) To lay a theoretical foundation for the preparation and presentation of financial statements
 - (2) To develop the understanding of rules of measurement and reporting relating to various types of business entities.

Term I

UNIT I : INTRODUCTION :

Nature and purpose of Accounting-Accounting environment Concept of accounting theory-Role of accounting theory-Classification of accounting theory-Approaches to accounting theory-Accounting postulates-Concepts and principles-Generally Accepted Accounting principles-Selection of Accounting Principles-Professional Development of Accounting in India.

UNIT II : HOLDING COMPANY :

Consolidated Accounts of Holding Companies-Consolidation-Inter company transaction-Issue of Bouns Shares-Revaluation of fixed Assets Debentures and Preference Shares of subsidiary Company, Dividend (Holding company with two subsidiaries only to be studied)

UNIT III : MISCELLANEOUS :

Accounting for Lease-Branch Accounts-Independent and Foreign Branches-Self balancing ledgers-consolidation of accounts of Educational Trusts and Co-operative societies.

UNIT IV : VALUATION OF SHARES AND GOODWILL :

- A. Valuation of Shares-Need for valuation-Methods of valuation of shares-Valuation of partly paid up shares, preference shares and Bonus shares, Right Shares
- B. Valuation of Goodwill-Need for Valuation, Various factors to be considered while valuing Goodwill-methods of valuing Goodwill Years purchase of average profits capitalization method, Annuity method-Super Profits method.

Term II

UNIT V : LIQUIDATION OF COMPANY :

Preparation of Statements of affairs including deficieny/ surplus account.

UNIT VI : ADVANCED COMPANY ACCOUNTS :

Amalgamation-Absorption-External reconstruction Advanced problems only-Internal reconstruction-Preparation of Scheme of internal reconstruction-share buy-back-Accounting entries for Buy-back of shares.

UNIT VII : SERVICE SECTOR ACCOUNTING :

- A. Hotel Accounting : Introduction-visitor's ledger.
- B. Hospital accounting-introduction, preparation of final accounts capital and revenue expenditure OPD and IPD register.
- C. Transport undertaking-introduction-Accounting of Roadways, Preparation of final accounts (Problems on roadways), Log book.
- D. Accounting for educational Institutions-Types of Govt. Grants and it's accounting.

UNIT VIII : RECENT TRENDS IN ACCOUNTING (THEORY ONLY)

- A. Inflation Accounting
- B. Human Resource Accounting
- C. Social Accounting
- D. Value added statement
- E. Economic Value added statement
- F. Brand valuation and accounting
- G. Accounting in computerized environment
 - 1. Theory question will carry 20% marks.
 - 2. Practical problems will carry 80% marks.

List of Books Recmmended for study

- 1. Shukla and Grewal : Advanced Accounts.
- 2. Jain and Narang : Advanced Accounts.
- 3. Sr. K. Paul : Accountancy, Volume-I and II.
- 4. R. K. Lete and Jawaharlal : Accounting Theory (Himalaya Publishers)
- 5. Dr. L. S. Porwal : Accounting Theory (Tata McGraw Hill).
- 6. Anthony and Race : Accounting Principles.
- 7. Dr. S. N. Maheshwari : Corporate Accounting
- 8. Sehgal : Advanced Accounting (Taxmann, New Delhi).
- 9. Institute of Chartered Accountants of India : Accounting Standards.

M. Com. Part I

Paper II : BUSINESS TAXATION

- 1. Level of Knowledge-Advanced Knowledge
- 2. Objective :
 - 1. The Course is designed to provide understanding of Direct Tax Laws including Rules pertaining thereto and application to different business situations.

Term I

INCOME TAX :

UNIT I : INTRODUCTION :

History of Income Tax in India-Important definitions of Income Tax Act, 1961-Rates of taxes-Basis of charge-Residential status and scope of total income-Tax-free income-Capital and Revenue.

UNIT II : HEADS OF INCOME :

A. Salaries :

Allowances and Taxability-Prequisites-Valuation of prequisites-Provident funds-Deduction from salaries (advanced problems)

- **B.** Income from House Property : Self occupied property and let out property-deemed to be let out property-permissible deduction
- C. Profits and Gains of Business or Profession : Business deductions/allowance-Depreciation-Specific disallowances-Method of accounting-Maintenance of Books of Account-Audit of Accounts (Simple Problems)

D. Capital Gains :

Definitions-Exemptions-Computation of Capital Gains-Capital Gain in case of depreciable assets-(Problems)

E. Income from other Sources :

Chargeebility-Deductions-Amounts not deductible.

UNIT III : Computation of Taxable Income

Clubbing of income-Set off and carry forward of losses-Deductions from Gross Total Income-Rebate and Reliefs-Computation of Taxable Income of Individuals. Hindu Undivided Families, Firms and Associations, Companies, Co-operative Societies (Theory and Problems).

Term II

UNIT IV : Miscellaneous

Income Tax authorities-Return of Income-Procedure for assessment-Types of assessment-Appeals-Deduction of Tax at Source-Advance payment of Tax-Interest and penalties-Prosecution-Refund of Tax

UNIT V : Wealth Tax

Definitions-Net Wealth-Deemed Wealth-Exempted wealth valuation of asset-Assessment penalties (Simple Problems only)

UNIT VI : Service Tax

Applicability and services covered-Valuation of taxable services for service tax-Repayment of Service Tax-Registration-Furnishing of Return-Maintenance of Record-Other obligations (Theory only).

Scheme of Marking :

(a) Income Tax	80 marks	Theory questions 30%		
(b) Wealth Tax	10 marks	Problems	70%	
(c) Service Tax	10 marks			

Total 100 marks 100%

Note : Amendments made prior to one year of annual examination in the relevant act should be considered.

List of Books Recommended for Study

- 1. Dr. Vinod Singhania : Direct Taxes, Law and Practice
- 2. Dr. Bhagawati Prasad : Direct Taxes
- 3. Girish Ahuja and Ravi Gupta : Direct Taxes
- 4. T. N. Manoharan : Hand Book of Income Tax Laws
- 5. Sharad Bhargava : Income Tax for Students
- 6. S. S. Gupta (Taxmann) : Service Tax
- 7. R. Mohan Lavis : Service Tax (Bharat Publishers, New Delhi).

M. Com. Part II

PAPER III : ADVANCED AUDITING

- 1. Level of Knowledge-Basic Knowledge
- 2. Objective : To impart knowledge and develop understanding of methods of auditing and their application.

Term I

UNIT I : Introduction

Basic concepts of Auditing-Audit Programme-Vouching, Verification and Valuation.

UNIT II : Accounting Standards

Role of Accounting Standard Boards-Importance and need of accounting standards-Mandatory accounting standards in India.

UNIT III : Audit of Limited Companies

Preliminaries to the audit of limited company-Audit of share capital transactions, Debentures and other transactions-Audit report with special reference to MAOCARO-Profit and divisible profit-Dividends-Investigation under Companies Act, 1956.

UNIT IV : Tax Audit

Tax audit U/s 44 AB of Income Tax Act, 1961-Audit Programme-from 3 CA, 3 CB and 3 CD.

Term II

UNIT V : Internal Audit

Nature, Scope and purpose of Internal Audit-Review of internal control-Areas of internal audit-purchase, sale, cash bank transactions-Internal audit report.

UNIT VI : Audit of Specialised Units

Special features of audit of banks, insurance companies, charitable trusts, Co-operative societies, Public Sector undertaking.

UNIT VII : Government System of Audit

Funds maintained by Government for meeting expenditure and receipts-Structure of financial administration in India-Objects of Government audit-Role of Controller and Auditor General of India-Audit of receipt, expenditure, sanctions, Public Accounts Committee-Audit of departmental commercial undertaking-Audit of Local bodies.

UNIT VIII : Recent Trends in Auditing

Cost Audit-management Audit-Efficiency Audit-Proprietary Audit-Secretarial Audit-System Audit.

List of Books Recommended for Study

- 1. Spicer and Peglan : Practical Auditing
- 2. Kamal Gupta: Contemporary Auditing
- 3. R.C. Saxena: Auditing (Himalaya)
- 4. Basu: Auditing
- 5. Jagadish Prasad: Auditing: Principles
- 6. M.D.Paula: The Principles of Auditing
- 7. Anil Roy Chaudhari: Modern Internal Auditing
- 8. V.S. Agarwal: Internal Auditing
- 9. Datta Chaudhari : Cost and Management Audit
- 10. A.B. Roy Chowdhari : Statutory Audit Manual
- 11. George Koshi : Tax Audit Manual (Taxmann, New Delhi)
- 12. The Institute of Chartered Accountants of India : Guidance note on Tax Audit U/s 44 AB of the Income Tax Act
- 13. The Institue of Accountants of India : Accounting Standards.

M. Com. Part II : PAPER IV

RESEARCH IN ACCOUNTING AND PROJECT WORK

Term I

UNIT I : Introduction

50 Marks

Meaning, Nature, Objectives of Research-Types of Research-Research in Accounting

UNIT II : Design of Research

Design Strategy-Types of Research Design-Principle of Experimental Design

UNIT III : Sources and Collection of Data

Data-Primary and Secondary-Sampling-Observation-Interview

UNIT IV : Analysis and Presentation of Data

Data presentation and Preliminary Analysis-Hypothesis testing–Statistical Analysis of Data Interpretation and Generalization

UNIT V : The Research Report

Meaning-Concepts-The style of the Report

UNIT VI : Use of Computer in Research.

Term II

Project Work :

50 Marks

Suggested areas of Project work

- 1. Working Capital Finance from Banks
- 2. Project finance from Financial Institutions
- 3. Analysis and Interpretation of Financial Statement of Ltd. Co. (2 to 3 years annual accounts to be studied)

- 4. Study of Accounting methods of Hospital of Hotels
- 5. Study of Internal Control System in Business units
- 6. Study of accounting system of Government undertaking or nonprofit making organization
- 7. Tax planning of Individual assesses
- 8. Survey of Ten shareholders regarding utility of published annual reports
- 9. Study of various forms used under Income Tax Act by business Units
- 10. Study of Management Information System used in various organizations.

List of Books Recommended for Study

- 1. G. S. Batra : Modern Trends in Accounting Research (Volume 1 and 2) (Deep and Deep Publication, New Delhi-110027)
- 2. S. K. Bhattacharya and Sahn Dearden : Accounting for Management Text and Cases
- 3. John W. Best : Research in Education.

Journals for Project Work

- 1. The Chartered Accountant : The Institute of Chartered Accountants of India
- 2. Journal of Accounting and Finance : Research Development Association, Jaipur
- 3. Indian Journal of Accounting : The India Accounting Association, Udaipur
- 4. The Accounting World : ICFAI Press, Hyderabad
- 5. The ICFAI Journal of Applied Finance : ICFA Press (Quarterly Research Journal)
- 6. ICFAI Reader (Monthly) : ICFA Press.

M. Com. Part I

ADVANCED COST ACCOUNTING AND COST SYSTEMS

Paper 1 : Advanced Cost Accounting

Level of Knowledge : Advanced

Objectivie : To provide adequate knowledge on Cost Accounting Practice

Term I

UNIT I : Overview of basic concepts in Cost Accounting

Element of Cost : Material, Labour and Overheads.

Material : Purchase procedure, storage and Inventory control, Landed cost of Material receipts. Methods of Pricing issues, Methods of Inventory control.

Labour : Classification of Labour, Principles and Methods of Remuneration, Accounting of Labour cost, Job evaluation and Merit rating

Overheads : Meaning, classification, allocation, apportionment and absorption, Accounting of overheads.

UNIT II : Methods of Costing :

Job costing, Batch costing, Unit costing, Contract Costing, Process Costing, Costing of by-products and joint products.

UNIT III : Operation Costing

Operating Costing i.e. Costing in Service Industry-Hospital, Hotel, Transportation., Electricity, Power House and Telecommunication.

Term II

UNIT IV : Treatment of Certain Items :

General Principles of Treatment, Depreciation, Amortisation Interest on Capital, Cost of Finance, Research and Development Cost, Material Losses-Waste, Scrap, Spoilage, Defectives Royalties, Patents and Technical Know-how, Advertising and Market Research, cost of voluntary Retirement, Cost of Hire and Leasing of Capital Goods.

UNIT V : Cost Book Keeping and Reconciliation between Cost and Financial Accounts :

Cost Book-Keeping, Cost Ledgers, Interlocking and Intergral Accounts, Reconciliation of Cost and Financial Accounts, Reasons, needs, Methods

UNIT VI : Productivity :

Meaning, Measurement of Material, Labour, Capital and Management Productivity. Productivity V/s (Versus) Efficiency Capacity-Theoretical, Practical and Idle capacity, Capacity utilization and effect of same on cost-Measures to improve productivity-Technical, Financial, Operational Measures. Restructuring of activities-Business Process Re-engineering elementary knowledge. Human aspect of productivity.

Note : 50% Marks for Theory and 50% Marks for practical problems.

Areas of Practical Problems :

- (i) Accounting of overheads
- (ii) Methods of Costing
- (iii) Reconciliation of Cost and Financial Profit
- (iv) Measurement of Productivity.

List of Books Recommended for Study

- 1. Ravi Kishor : Advanced Cost Accounting and Cost Systems, Taxmann's Allied Services Pvt. Ltd. New Delhi
- 2. N. K. Prasad : Principles and Practice of Cost Accounting, Book Syndicate Pvt. Ltd. Calcutta
- 3. Prof. Subhash Jagtap : Practice in Advanced Costing and Management Accounting, Nirali Prakashan, Pune
- 4. Malz, Curry Frank : Cost Accounting-Taraporwalla
- 5. Hom R. Green : Cost Accounting, Managerial Emphasis, Pretice Hall of India Pvt. Ltd.
- 6. S. P. Iyengar : Cost Accounting Principles and Practice, Sultan Chand and Sons, New Delhi
- 7. Ravi Kishor : Student's Guide to Cost Accounting, Taxmann's, New Delhi
- 8. M. N. Arora : Cost Accounting Principles and Practice, Vikas Publishing House Pvt. Ltd., New Delhi.
- 9. S. N. Maheshwari, S.N. Mittal : Cost Accounting Theory and Problems, Shree Mahavir Book Dept. New Delhi.
- 10. B. S. Khanna, I. M. Pandey, G. K. Ahuja, S. C. Batra
- 11. V. K. Saxena, C. D. Vashisth : Cost Accounting Texbook, Sultan Chand and Sons, New Delhi.
- 12. Journals : (1) Management Accountant-ICWA of India Calcutta, (2) Chartered Accountant - ICA of India, New Delhi.
- ICWA Publications : (1) Introduction of costing System,
 (2) Inventory Control, (3) Getting Ready for Maintenance of Cost Records, (4) Activity Based Costing.

M. Com. Part I

ADVANCED COST ACCOUNTING AND COST SYSTEMS

Paper 2 : Cost Control and Cost System

Level of Knowledge : Advanced.

Objectives: To equip the students for designing and implementing cost control, cost reduction programme and different cost systems.

Term I

UNIT I : Techniques of Costing :

Budgeting and Budgetory Control-Budget-Types of Budget, key and limiting factor, Fixed and Flexible Budget, Cash Budget Zero Base Budget (ZBB).

Standard Costing-concepts of Standard Costs, setting up of standards-Variance analysis-Material, Labour, Overheads, Sales and Profit.

UNIT II : Marginal Costing, Cost-Volume-Profit Analysis and Diferential Costing :

Marginal Costing-Meaning, Concept of variability of cost, Contribution, P/V Ratio, Break-Even-Analysis, Margin of Safety Cost-Volume-Profit Analysis-Procedure and Practical application, Differential Costing-Differential costs, Differential cost analysis, Features of differential costing, Practical application.

UNIT III : Responsibility Accounting and Reporting : Definition, Meaning Principles, Controllable and Noncontrollable costs, Centres of Control, Cost Centre, Revenue Centre, Responsibility Centre, Profit Centre, Performance Measurement Reporting to different levels of Management.

Term II

UNIT IV : Cost Control and Cost Reduction :

Introduction, Process of Cost Control and Cost Reduction, Cost Reduction Programme and its implementation. Methods and Techniques-Value analysis and Value Engineering Just-In-Time (JIT), Activity Based Costing (ABC).

UNIT V : Uniform Costing and Inter Firm Comparision :

Reasons for differences in Cost and Costing Practices The application of Uniform Costing, Advantages and limitation of Uniform Costing.

Inter Firm Comparision-Meaning, Advantages and Disadvantages.

UNIT VI : Costing System Design and Installation :

Study of Production Process, Objective, Selection of Method of Costing, Creating Cost Centres and Cost Codes, Deciding basis of apportionment of various overheads, Deciding Methods of absorption, Fixing responsibility and designing suitable MIS. Designing and Installing Cost System in Computer Environment.

Note : 50% Marks for Theory and 50% Marks for Practical Problems.

Area of Practical Problems :

- (1) Budgetory Control
- (2) Standard Costing
- (3) Marginal Costing
- (4) Differential Costing

List of Books Recommended for Study : (As given in paper No.1.)

M. Com. Part II

ADVANCED COST ACCOUNTING AND COST SYSTEMS

Paper 3 : Cost and Management Audit

Level of Knowledge : Advanced

Objectives : To equip the students with the knowledge of the Techniques and Methods of planning and executing the Cost and Management Audit.

Term 1

UNIT I : Introduction

Nature, Objects and scope of Cost Audit. The concept of efficiency Audit, Proprietory Audit, Social Audit, Systems Audit, Advantages of Cost Audit.

UNIT II : Appointment of Cost Auditor :

Appointment, Rights, Responsibilities, Status, Relationship and Professional and legal liabilities under Companies Act, 1956 and Cost and Works Accountants Act, 1959 and other Statutes as amended from time to time.

UNIT III : Planning and Execution of the Audit :

Familarization with the Industry, The production Process, System and Procedure, List of records and reports, preparation of the Cost Audit Programme, Verification of Cost records and reports, Evaluation of Internal Control System, Audit notes and Working Papers, Cost Audit in E.D.P. Environment.

Cost Audit reports-Contents of the report, Distinction between 'Notes' 'Qualifications' to the report. Cost

Auditors observations and conclusions. Study of Cost Audit report rules U/s 233 (b) and Cost Accounting record rules u/s 209 (1) (d) of the Companies Act, 1956 issued under one year before the examination.

Term II

UNIT IV : Management Audit :

Meaning, Nature and Scope, Organizational needs for Management Audit and its coverage over and above other audit procedure.

UNIT V : Process of Management Audit :

Audit of the Management Process and Functions such as Planning, Organization, Staffing, Co-ordination, communication, Direction and Control. Evaluation of M.I.S and Control System with special emphasis on corporate image and behavioural problems. Corporate Service Audit-Research and Development, import substitution, Customers channel (export). Social Audit of Business Enterprises Audit of special Responsibility of Management.

UNIT VI : Numerical Problems on Cost and Management Audit :

Calculation of Prices to be quoted. Valuation of Closing stock of Raw Material, W.I.P, Finished Goods and Scrap, Power Cost, Calculation of different ratios, Suggestions for Improvements, Elementwise contribution to the variation of profits, Costing and Financial Profit and Loss Account and reconciliation between them.

Note : 80% Marks for Theory and 20% Marks for Practical Problems.

Area of Practical Problem :

Numerical Problems on Cost and Management Audits.

List of Books Recommended for Study

- (1) Cost Audit and Management Audit D. Dutta Chowdhury Publication Central Publication, Calcutta.
- (2) I.C.W.A of India's Publications : (A) Industrywise cost accounting record, rules and cost audit report rules (b) guidelines on Cost Audit (C) Cost Audit report rules (D) Cost Audit Social Objectives.
- Cost audit and Management Audit V. K. Saxena and C. D. Vashistha, Sultan Chand and Sons, Delhi.
- (4) Cost Audit and Management Audit N.P. Agarwal.
- (5) The Management Audit P. William, Leonar.
- (6) Efficiency Audit : Mohanlal Jain, Printwell Jaipur.
- (7) Efficiency Audit : Laxmi Narayan-Longman.
- (8) Institute of Cost and Works Accountants of India-Cost Audit Social Objectives.
- (9) Laws on Cost Audit N. Banerjee, International Law Book Centre, Calcutta.
- (10) Cost and Management Audit Rajnathan, Publisher Tata McGraw Hill.

M. Com. Part II

ADVANCED COST ACCOUNTING AND COST SYSTEMS

Paper 4 : Research Methodology and Project Work in Cost Accounting

Level of Knowledge : Advanced Objectives : To equip the Students to establish linkage between Theory and Practice.

Term I

Research Methodology

50 Marks

UNIT I:

Research Methodology-Meaning, Nature, Practical Importance, Limitations, Types of Research, The process of Selection and formulation of Research Problem.

UNIT II:

Hypothesis-Meaning, Characteristics, Sources, Research Design-Meaning, Types.

UNIT III :

Data Collection-Methods, Primary and Secondary, Sampling Techniques-Meaning, Basic Principles, Types Questionnaires, Observation-Meaning, Types, Advantages and Dis-advantages.

Interviewing-Meaning, Process, Classification, Merits and Demerits.

UNIT IV :

Classification, Coding, Tabulation of Statistical data, Analysis and interpretation of data, Research Report-Meaning, Contents, Significance of Report Writing, The study of the report.

Term II

Project Work

50 Marks

Note : The Research Mehodology (Theory) will carry 50 marks and Project work will carry 50 marks.

See General Guidelines for preparation of Project Report.

Tentative List of Areas and Research for Project Works:

Students are required to visit a Unit in concerned Industry and submit his report on any of the following Project topics:

- (1) Maintenance of Cost Accounting records
- (2) Costing techniques and use in decision-making
- (3) Budgetary Control-Its use and application
- (4) Installation of Costing System
- (5) Application of Target Costing
- (6) Application of Activity Based Costing
- (7) Internal Cost Audit System Installed
- (8) Management Information System Installed
- (9) Working Capital Management
- (10) Cost-Income Measurement-Impact on Commercial Banks
- (11) Determination of Molasis for Captive Consumption in Sugar Factory
- (12)Inventory Control Techniques
- (13)Recent Development in Cost Accounting
- (14)Budget as a Key Financial Planning Tool
- (15) Risk Analysis
- (16) Industrial Sickness-Problems and Solutions
- (17) Computerisation in Banking and Industry-A Case Study
- (18) Hands and Training
- (19) Responsibility Accounting
- (20) Quality and Time as Competitive Weapons.

Above is the Tentative List indicating the Topics for Project Report. This list can be updated by the concern teacher keeping in view the local requirements in the trade, commerce, Industry, services many other Business Sector.

List of Books Recommended for Study

- (1) Research Methodology C. R. Korthari, Willey Eastern Limited, New Delhi.
- (2) Research Methodology C. R. Basotia, K. K. Sharma, Mangal Deep Publications, Jaipur.
- (3) Research Methodology in Management Dr. V. P. Michael, Himalaya Publishing House.
- (4) Research in Education John Best and James Khan, Pentice Hall.
- (5) Methodology and Techniques of Social Research Wilkinson and Bhandarkar, Himalaya Publication.
- (6) Research Methods in Social Sciences Dr. Ramchandran, TISS, Mumbai.
- (7) Research Methodology in Social Sciences P. C. Tripathi.
- (8) Research Methodology in Social Sciences Sadhu Singh.
- (9) Research Methodology in Social Sciences Dr. D. C. Pande.
- (10) Methodology of Research in Social Sciences Dr. O. R. Krishnaswami.

M. Com. Part -I

BUSINESS PRACTICES AND ENVIRONMENT

Business Practices - Paper I

Section I (First Term)

- I. Introduction : Nature and scope of Business in the modern context-objectives of Business-Study of various policies-product, buying, selling, price and credit policies. Role, importance and development of service sector in India. Business Practices with reference to E-commerce.
- **II. State in Trade :** Concept of state trading-Arguments for and against state trading-Role of the State Trading Corporation (STC) and Food Corporation of India (FCI)-State and privatisation of trading activities.
- **III. Organised and Regulated Market** : Meaning and Importance Features of organized commodity markets and regulated markets. Produce Exchanges-Meaning, Organization, Management, Objectives and services offered. Produce Exchanges in India Forward Markets-Meaning and importance.
- **IV. Security Markets :** Meaning-functions-structureconstitution and management. Listing of Securities-Price fluctuations-regulation and control-Role of Securities Exchange Board of India (SEBI) its guidelines-stock exchanges in India.

Section II (Second Term)

V. Chamber of Commerce and Trade Associations : Organizations, objectives and functions-Maharashtra Chamber of Commerce, Industries and Agriculture and

their local branches, Maharatha Chamber of Commerce-Indian Merchants Chamber Federation of Indian Chamber of Commerce and Industries (FICCI) Association of Chamber of Commerce-Confederation of Indian Industries (CII)/

VI. Public Enterprises and Public Utilities :

Objectives, functions and Organization of Public Enterprises and Public Utility-Management Practices of Publice Enterprises in India Efficiency-autonomy and control of Public Enterprises-recent practices and policies in Public Enterprises and Public Utilities.

VII. Agriculture Business Practices :

Business characteristics of Agriculture-Nature of Indian Agriculture Government policies related to agriculture business problems and prospects of Agriculture business-Agriculture Taxation policy.

VIII. Agriculural Products and Farm Services :

Nature an disposal of Agricultural by-products —Farm waste–cost of recycling of farm waste.

Allied agricultural business-Diary, Poultry-Bio-Manures, etc. WTO and its impact on agri-business practices.

Recommended Books

- Acharya Govekar : Principles of Business Organization, A. R. Seth & Co.
- 2. Mamoria, Joshi : Principles and Practice of Marketing in India, Kitab Mahal, Allahabad.
- 3. W. R. Natu : Regulated Markets.

- 4. G. S. Kamat : Marketing Co-operative way Maharashtra State co-op. Union
- 5. Ram Desai : Future Trading and Control.
- 6. H. T. Parekh : Bombay Money Market
- 7. P. L. Gadgil : Commodidty Marketing and Distributive Trade, Shubhada Sarwat, Pune.

M.Com. Part -I

BUSINESS ENVIROONMENT - PAPER II

Section I (First Term)

- 1. Business Environment-Meaning of Business Environment and its importance, nature and scope, Levels of Environment -Macro environment and International Business Environment.
- 2. Environment-Various approaches-Various aspects-Natural, Social, Economical, Political, Technological, Legal and Cultural. Business Environment in India-before Independence and after Independence-Globalisation and its impact on business environment in 21st Century.
- 3. The Economy-Its analyis and functioning of economic systems, Market Economy System, Profile of Indian economy-its growth and economic reforms.
- 4. Business Environment and Problems of Pollution, types of pollution Water, Air and Noise, Sources and effects-various measures for controlling the pollution.

Section II (Second Term)

- 5. Indian Industrial Environment-Growth of industiries in public and private sectors in India-Small and Cottage industires-mergers an acquisitions-Foreign investment-Foreign Technology and MNCs.
- 6. Financial Environment of Business-Indian money market, Growth of capital market in India. Banking and Financial Institutions. Role of Public, Private and Co-operative Banks-Role of Foreign banks and non-banking institutions.

- 7. Environmental Analysis-Meaning and Importance, Techniques of analysis
 - (i) Verbal and written Information
 - (ii) Search and Scanning
 - (iii) Spying
 - (iv) Forecasting

Limitations of these techniques

Competition analysis-Rivalry among existing firms, threat of new entrants-treat of substitutes-Bargaining power of suppliers and buyers.

8. Global environment-natural, social, cultural, demographic, and technological environment and its impact on world trade.

Recommended Books

- 1. Francis Cherunilan : Global Economy and Business Environment Text & Cases (Edn. 2001) HPH.
- 2. Challaghan, Ellison, Watkin : The Business Environment-Edward Amold.
- 3. S.K. Misra, Puri : Economic Environment of Business, Himalaya.
- 4. FICCI : Indian Business through ages, Oxford University Press.
- 5. Brigitte Berger: The Culture of Entrepreneurship, Tata-McGraw Hill.

Journals/Periodicals

- (1) Arth Vijnyan
- (2) The Economics Times
- (3) Economic and Political Weekly.

M.Com. Part II ENTREPRENEURSHIP DEVELOPMENT -PAPER III

Section I (First Term)

- (1) Entrepreneurship-Meaning and Features, Personal qualities-Studies of Personal and social traits Assessing potential entrepreneurship tools and techniques used-Behavioural tests.
- (2) Entrepreneurship Development Training-Objectives and importance. Training models, training components, Information input and training methodology.
- (3) Development of achievement motivation-sources of development of achievement, Achievement motivation as related to entrepreneurship Problems-beliefs and attitudes-limitations.

Need and importance of trainer-motivator skills and qualifications required.

Training the trainer. Motivator, development inputs for trainer motivator post training support. Entrepreneurship development efforts in India. Issues and cases.

- (4) Business Opportunity Guidance Importance and relevance of business opportunity-process of identifying and assessing business opportunity-business opportunity and needs of potential entrepreneur selection of business opportunity. New trends in service sector and scope for entrepreneurship in the service sector.
- (5) Problems in entrepreneurship development :
 - (a) Dot Com entrepreneurship or Entrepreneurship
 - (b) Role of Government in entrepreneurship development

- (c) R & D Science and technology and entrepreneurship development
- (d) Specialized institution involved in entrepreneurship development
- (e) Business incubation and venture capatalists.
- (6) Changes in the concept of entrepreneurship -Entrepreneurship within organization - As the entrepreneurship Corporate strategy and entrepreneurship
- (7) Business idea search-Project identification-Project design-Network Analysis-Business Model PERT, Critical Path Method-Creative and Innovation meaning and Importance and role in developing a new business.
- (8) Issues in Project Management-Project direction, Coordination and Control. Project cost evaluation and cost control. Interface with industrial sickness. Project monitoring and MIS.

Recommended Books

- 1. S.S. Nadkarni : Development New Entrepreneurs, EDII, Ahmedabad.
- 2. N. P. Sing : Entrepreneur V. S. Entrepreneurship Asian Society for ED.
- 3. Desai Vasant : Dyanamics of Entrepreneurial Development and Management. HPH.
- 4. Khairka S. S. : Entrepreneurial Development, S. Chand and Co., New Delhi.
- 5. Moharana Drant Desai : Entrepreneurial Development, RBSA Publishers, Jaipur.
- 6. Paul Jose, Kumar N., Paul T. M. Entrepreneurship Development, HPH, New Delhi.

Saini J. S., Rathore B. S. : Entrepreneurship Theory and 7. Practice.

Journals, Periodicals and Newspapers :

- Journal of Enterprising Culture
 The Entrepreneur
 The Financial Express

- 4. India Today
- 5. Business India.

M.Com. Part II

BUSINESS PRACTICES AND ENVIRONMENT PAPER IV : RESEARCH METHODOLOGY AND PROJECT WORK

Objectives :

50 Marks

- 1. To impart knowledge and develop understanding of Research Methodology and its application.
- 2. To study methods of data collection and its interpretations to develop analytical skill in generalisation of things, concepts and symbols used in business.

Section : I Term-I

- (I) Introduction : Research-meaning-objectives and motivation in research-Types of research-Research Approaches - Research process-Criteria of good research-Research and Scientific methods.
- (II) Research Problem and Design : Defining and selection the research problem, Hypothesis Formulation of Hypothesis Characteristics of good research Research design-meaning, need-features types-basic principles Measurement and scaling techniques Developing a research plan.
- (III) **Sampling Design :** Steps Characteristics of good sample design Types of sample design.
- (IV) Methods of Data Collection : Primary and secondary

 Processing and analysis of data Testing of Hyporthesis.
 Interpretation of Data-Report Writting-use of Computer
 in research.

List of Books Recommended for Study

- 1. C. R. Kothari : Research Methodology : Wishwa Prakashan, New Delhi.
- 2. Willkinson, Bhandarkar : Methodology and Techniques of Social Research, Himalaya Publishing House, New Delhi, 1999.
- 3. Sauthu A. N., Singh Amarjit : Research Methodology in Social Sciences, Mumbai, Himalaya Publishing House, New Delhi, 1980.
- 4. Tandon B. C. : Research Metholology in Social Sciences, Himalaya Publishing House, Allahabad.
- 5. दु. का. संत : संशोधन पद्धती.
- 6. विल्किन्सन भांडारकर : सामाजिक संशोधन पद्धती.

Section-II Term-II Project Work

See General Guidelines for preparation of Project Work 50 Marks

Objectives :

A Post Graduate student in Commerce is expected to have an opportunity to study and observe the application of theoretical knowledge in Practice and have exposure to world of work. He is also expected to develop certain important skills in Commerce to make his learning more effective, e.g.

- 1. Analytical Skill
- 2. Decision Making Skill
- 3. Communication Skill
- 4. Logical Thinking and
- 5. Research Skill.

With this view a Project report is being introduced for 50 marks in Paper IV in M.Com. Part-II level.

M.Com. Part-I BUSINESS ADMINISTRATION

Paper I - Production, Operations and Marketing Management Objective :

To impart knowledge regarding production and operations Management techniques, process and tool and develop understanding of the marketing functions techniques and strategies.

Term I

Production and Operations Management

UNIT I : Introduction

Meaning and Functions of Production Management -Types of Production System Contious Intermittent, Job Lots, Plant Layout – It's objectives. Types, safety considerations and environmental aspects.

UNIT II : Material Management and Control :

Meaning and Scope of Material Management - Purchase Procedure Storekeeping - Objectivies and Functions -Inventory Control - its objectives importance and methods - ABC Analysis - Value Analysis — Use of Computer in Material Management-Problem and Cases.

UNIT III : Production Design, Development, Production Planning and Control :

Product Design-Definition, Importance Factors affecting product design-Product Policy -Standardiztation, Simplification, Diversification-Product Development-Meaning, Importance, Factors reponsible for Development. Techniques of Product Development.

Production Planning and Control-Meaning, Objectives, Scope, Importance and Procedure of Production Planning, Routing Schedulling. Despatch Follow up-Production Control-Meaning, Objectives, Factors affecting Production Control-problems and cases.

UNIT IV : Productivity :

Meaning, Measurement, Techniques, Factors affecting Productivity Importance of Productivity, Measures to boost productivity-ISO 9000 to ISO 14000 - Role of National Productivity Council. Effects of Liberalisation and Globalisation on business-problems or Rationalisation, Automation and Computerisation Preventive Maintenance-Inspection and Quality Control-Quality Circles-TQM, Work Study, Motion Study-Fatigue Study.

Term II

MARKETING MANAGEMENT

UNIT V : Introduction :

Marketing Concepts-Evolution of Marketing (Marketing Orientation)—Types of Marketing-Relationship Marketing—Social Marketing-Services Marketing-Tele Marketing-E-Marketing—New Trends in export marketing-Retail Marketing-Direct Marketing, Rural Marketing-Features Importance and Difficulties/ Problems Suggestions for the Improvement of Rural markets-Cases and Problem.

UNIT VI : Marketing Strategy :

Selection and Appraisal of Marketing strategies - New Product Development Strategy-Product Life Cycle-

Factors-Organization for New Product Development -Process of new product development—Failure of a new Product—Causes and Remedies - Concept of Global strategy - Global marketing Approach and Application-Marketing Strategies in the New Millennium - Cases and Problems.

UNIT VII : Consumer Behaviour :

Meaning and Concept - Buying Motives and Consumer Behaviour - Environmental influences on Consumer Behaviour - Economical, Political, Technological, Global etc. - Consumer Behaviour Models - Consumerism, Consumer Education and Protection.

Customer Relationship Management - Concept, Significance, Problems - Cases and problems.

UNIT VIII : Marketing Communication :

Meaning, Concept, Importance and Difficulties - Media Management - Media Selection - Media Speed - Media Effectiveness - Media Consciousness - Developing an effective media plan, Role of a media manager-Advertising Campaign Approaches, Process and Problems - New Trend on Marketing Communication -Cases and Problems.

List of Books Recommended for Study : Term I

- (1) M. S. Ramesh : A Key to Production Management Kalyani Publication, Ludhiana.
- (2) S. N. Chary : Production and Operation Management Tata McGraw Hill, Delhi.
- (3) Elwood S. Buffa : Modern Production and Operation Management.

- (4) R. S. Goel: Production and Operation Management.
- (5) Dr. P. C. Paradeshi : Business Administration-Paper III, Nirali Prakashan, June 2001.
- (6) Magee Budman : Production Planning and Inventory Control, Tata McGraw Hill, New Delhi.
- (7) K. A. Shathappa : Essentials of Business Administration, Himalaya.
- (8) Dr. Brahmankar, Datar, Bapat : औद्योगिक व्यवस्थापन, कॉटिनेंटल.
- (9) Prof. K. D. Joshi : उत्पादन व्यवस्थापन, महाराष्ट्र विद्यापीठ
- (10) Suresh D. Saurabh : ISO 9000 A Manual for Total Quality Management, S. Chand and Company Ltd.
- (11) Dr. Prabhakar Deshmukh : व्यवसाय प्रशासन : सिद्धान्त आणि पद्धती.

Term II

- (12) S. A. Sherlekar : Marketing Management, Himalaya, Latest Edition.
- (13) TAS Balgopal : Export Management, Himalaya, Publication House, Mumbai.
- (14) Dr. P. C. Paradeshi : Marketing Edn. 2001, Nirali Prakashan, Pune.
- (15) R. S. Davar : Modern Marketing Management UBS Publishers Distribution Ltd.
- (16) Dr. P. C. Paradeshi : Modern Marketing Management, Edn. 2001, Nirali Prakashan, Pune.
- (17) Biplab S. Rose : Marketing, Himalaya Publication House.
- (18) P. K. Agarwal : Marketing Management, Pragati Prakashan, Meerut.
- (19) Philip Kotler : Marketing Management Analysis Planning and Control, Prentice Hall, Delhi.

- (20) V.V. Ballur : Reading in Marketing Management, Himalaya Publication House, Mumbai.
- (21) Francis Chemium : International Trade and Export Management.
- (22) Dr. Prabhakar Deshmukh : बाजारपेठेचे संघटन, विद्या प्रकाशन, नागपूर.
- (23) Dr. C. B. Memorial Joshi, Mulla : Principles and Practice of Marketing in India.
- (24) J. C. Gandhi : Marketing Management.
- (25) Dr. B. K. Chatterji : Marketing Management.
- (26) David Loudon and Albert J. Della Bitta : Consumer Behaviour.
- (27) Krishna Havaldar : Rural Marketing.

M.Com. Part I BUSINESS ADMINISTRATION Paper II : FINANCIAL MANAGEMENT

Objective :

As an extension of Business Finance and on the background of Accounting and Management Accounting to develop better acquaintance with changing Role and Functions of Financial Manager.

Term I

UNIT I : Introduction to Financial Management :

Role of Finance Manager, Interface of Finance Function with other Functional Areas, challenges and opportunities of Financial Management.

UNIT II : Long term investment decisions :

Capital Budgeting-Cost of Capital. Margers, Acquistions, Lease Finance, Hire Purchase-Cash Budgets, Zero Base Budgeting.

UNIT III : Management of Working Capital :

Nature of Working Capital - Analysis and Need for Working Capital–Accounting and Financial Ratios-Funds Flow Analysis–Financial Planning-Credit Policy-Price Policy.

UNIT IV : Management of Profit :

Retention of Earnings, Depreciation considerations-Dividend Policy-Issue of Bonus Shares-Market Value of Shares-Reserves-Implications of Undercapitalization and over Capitalization.

Term II

UNIT V : Financial Management of Business Expansion:

Combinations-Acquisitions-Projected Profit and Loss Account Statement, Balance Sheet, Cash Flow Statements.

UNIT VI : Financial Management of Sick Units Rehabilitation - Role of B.I.E.R.

UNIT VII : Modern Concepts and Techniques in Financial Management :

Foreign Exchange Markets etc. Introduction to Securitisation and Stock Exchange SEBI Regulation.

Text and References

- 1. Financial Management : Study Material Alpha Group ICFAI, Hydrabad.
- 2. Financial Management Theory and Practice Chandra Prasanna.
- 3. Financial Organization and Management–Gerstenberg.
- 4. Business Finance S.C. Kuchal.
- 5. Financial Management Dr. P. V. Kulkarni
- 6. Financial Management I. M. Pandey
- 7. Business Finance—Dr. P. C. Paradeshi, Edn. 2001, Nirali Prakashan, Pune.

M. Com. Part II BUSINESS ADMINISTRATION Paper III : HUMAN RESOURCE MANAGEMENT

Objectives :

To acquaint the students with the Functions and Techniques of Management of Human Resource in emerging environment.

Term I

- Introduction to Human Resource Management-concept of HRM and Personnel Management-Functions of Human Resource Management - Approaches to Human Resource Management and Human Resource Development - New Concern - New Professionalism and Challenges of Tomorrow - Human Resource Management in India Context.
- 2. Human Resource Planning Development Definition, Need, Objectives, Strategies, Process, Executive Resource Planning, Human Resource Development - Training needs.
- 3. Career Planning Definition, Objectives, Elements, Importane, Human Reengineering, Promotions and Transfers.
- 4. Employee Counselling Employee empowerment Definition, Roll Forms, Indian perspective in counselling empowerment.

Term II

5. Organization at its work - Designing the jobs and work job analysis process - Integrating Human Resource Management with Business Planning Performance appraisal - Meaning, Importance Method of appraisals.

- Organizational Maintenance Personal Health and Safety

 Personal Co-ordination Human Resource and Information - Use of Computers, Types of applications personnel and Systems, Concept of Core Competence -(5 areas)
- 7. Employee Compensation (Wages and Salary Administration) General Considerations - Principles Job Evaluation Systems and wage payment some wage issues in India Employee Benefits and Service-Factors influencing benefits and service, Fringe benefits and service, Employee moral and welfare-Pay by Performance.
- 8. Human Relations and Motivations Motivating factors, Theories- Handling and Human Relation Problems, Measure to improve Human Relations - Retaining People.

Personnel Administration and Human Relations -Contributions of Hawthrone Experiment - Pittsberg Experiment.

New Concepts in Human Resource Management :

Kizen, Quality Circles SQDCS, New Concept of Customer Service Level and Agreement, Human Resource Audit, Bench-making Voluntary Retirement Scheme/Golden Handshake Changing Role of Trade Unions-Changing Scenario of HRM - Role of I.L.O. and Employees Organization.

Recommeded Books

- 1. Personnel and Human Resource Management Robert Mathis and John Jackson.
- 2. Human Resource Management and Human Relations Dr. Micheal, Himalaya Publishing House.

- 3. Managing Human Resources Products, Quality of life, Profits—Wayne F. Casico.
- 4. Human Resource Management—Garry Desslei.
- 5. Dynamics of Personnel Administration Dr. Rudrabasavraj.
- 6. Manushyabal Vyavasthapan va Audyogik Sambandha Dr. Madhavi Mitra.
- 7. Personnel and Human Resource Management A. M. Sarena.
- 8. Human Resource Management Dr. P.C. Paradeshi, 3rd Revised Edition, 1999, Nirali Prakashan, Pune.

M. Com. Part II

BUSINESS ADMINISTRATION

Paper IV : RESEARCH METHODOLOGY & PROJECT WORK

SECTION - 1

RESEARCH METHODOLOGY

50 Marks

1. Introduction : Meaning, Objectives and Motivation in Research. How to select a Research Topic? Formulation of Synopsis.

Types of Research Process.

- **2. Social Research :** Importance, Scope and Limitations, Various methods of research including -
 - (a) Questonnaire
 - (b) Interviewing
 - (c) Compilation
 - (d) Reference Library
 - (e) Surveys
 - (f) Field Visits
 - (g) Library Method
 - (h) Documentation
 - (i) Preparation of Bibliography.
- **3. Research Design :** Problem formulation, Defining Hypothesis Formulation and Test of Hypothesis, Basic principles of experimental designs.
- **4. Sampling Design :** Characteristics of a good sample design, concepts of population, sample, sampling unit, sample size, methods of sampling, applications of sampling.

- **5. Measurement and Scaling Techniques :** Errors in measurement test of sound measurements. Scaling and Computer application, scale contruction techniques.
- 6. Conducting Surveys and tabulation of data.
- **7. Interpretation of data and report writing :** Layout of research paper. Analysis and finding of research, preparing conclusions and giving recommendations, formulation of abstract while submitting the thesis.
- 8. Conduct of Seminar/Workshop for interaction with the students.

Section II

50 Marks

Recommended Books

1. Research Methodology - C.R. Kothari

Project Work

- 2. Methodology and Techniques of Social Research Wilkinson, Bhandarkar.
- 3. Introduction to Research Procedure in Social Science M. H. Gopal
- 4. Theory and Practice of Social Research, Prof. P. Ramchandra, New Delhi
- 5. Scientific Social Service and Research P. V. Young, Mumbai
- 6. Research Methodology in Social Sciences B. C. Tondon, Allahabad
- 7. Scientific Methods and Social Research B. N. Ghosh Kolkata

M. Com. Part I

SECRETARIAL PRACTICE AND COMPANY MANAGEMENT

Paper I - Laws and Practices relating to LPG

(Liberalization, Privatisation, Globalisation)

Term I

UNIT I : Introduction to E-Commerce

Basic in E-Commerce-introduction to E-Commerce modules- B2B, B2C-impact of E-Commerce on Business-Opportunities in E-Commerce.

UNIT II : Introduction HTML (Hyper Text Markup Language)

Features of HTML - front page explorer - Front page editor - Features of front page editor-Creating and adding Web Pages adding hyperlinks and enhancing Web Pages.

UNIT III : E-Commerce supporting function

Purchase procedure-supply chain management - sales procedure the web as an advertising and marketing channel, payment security, authentication of payment, modes of payment-digital signatures.

Term II

UNIT IV : Introduction to Cyber Laws

Cyber crimes and cyber laws-clauses in the information Technology Bill-Taxation-E-Governance-Role of ISP.

UNIT V : Information Technology Act 2002 (Part I)

Contract of legislation-Variation by agreement-writingsignature-original-evidence (Indian Law)- Retention of data messages—Formation and Validity of contracts -

Attribution of data messages-Acknowledgement of receipt-Time and Place of dispatch and receipt of data messages - Carriage of goods - international framework.

UNIT VI : Information Technology Act 2002 (Part II) Penalites - Under Section 43 to 47 Offences - Under Section 65 to 78 Miscellaneous - Under Section 80 to 94.

Book Recommended Guide to Cyber Laws - Rohnay D. Ryber (Wadhwa, Nagpur).

M. Com. Part I SECRETARIAL PRACTICE AND COMPANY MANAGEMENT

Paper II Intellectual Property Laws

Objectives :

To understand the nature, importance of Intellectual Property and Protection of Intellectual Property.

Term I

UNIT I : Intellectual Property

Basic concepts of Intellectual property laws-Nature of Intellectual property - Commercial exploitation of Intellectual property—Enforcement of rights and remedies against infringement intellectual property and economic development.

UNIT II : Patents

What is patents - Advantages, of patent to inventor - rights and obligations of patentee - secret processes and technological know how-Inventions not patentable (Section 3 to 5) - Computer Program-who may apply (Section 6) procedure - term of Patents - Patents of addition - Statutory Provision.

UNIT III : Trade Marks

What is Trade marks (Section 2(1) (zB) of the 1999 act-Function of Trade mark-evolution of trade mark law-the object of trade mark law-what is a good trade mark different forms of protecting trade marks and goodwill trade marks registry (Section 5 and 6) - Nature of goodwill.

Term II

UNIT IV : Offences and Penalties

Nature of offences (Section 101 and 102) - falsification

of trade mark (Section 103) - without intention to defraud falsely applying a trade marks-instruments for falsifying trade marks-false trade description - penalty for removal of piece goods etc. (contrary to Section 81-106) masters's liability for servant act-acted innocently. False representation as registered section 107.

UNIT V: Miscellaneous Matters

Fraud - trade marks agents (Section 145 and 146).

UNIT VI : Copy Right

Scope of copy right - object of copy right and technology - work immoral, illegal etc.

Book Recommended

Intellectual Property Law - P. Narayan, Eastern Law House.

M. Com. Part II SECRETARIAL PRACTICE AND COMPANY MANAGEMENT

PAPER III - WORLD TRADE ORGANIZATION

Objective :

To understand purpose and scope of WTO and to study important Provisions of amalgamations.

Term I

UNIT I: Introduction to WTO

Background - Histroy of Multilateral trading system -Basic Principals of the WTO trading system - Structures and Working of the WTO.

UNIT II : The WTO Agreement

The WTO agreement - WTO accession - WTO members - Current status of individual accessions - Decision on measures in favour of least developed countries.

UNIT III : Agreement on Anti dumping measures

Main provision - Dumping Determination - Price comparisons constructed price - Domestic Industry Volume of Import Procedures for Investigations -Duration of Measures - Developing Countries -Circumvention Action - ASEAN Currency Crisis. The Case of Steel - WTO Report on Anti - Dumping - Review of Anti Dumping Agreement.

Term II

UNIT IV : Amalgamation of Banking Companies

Law and Procedure relating to Amalgamation of Banking Companies - Amalgamation u/s 396 of the

Companies Act also Possible - Scheme of Compromise / Arrangement between banking company and Creditors required sanction of high Court - Power of Resever Bank of India to apply to Central Govt. For supension of business and Amalgamation of Banking and Non-Banking Companies. Unit - I Introduction to WTO.

UNIT V : Amalgamation of Sick Companies

The Companies (amendment to Bill, 2001) - No concession from procedure. Even for sick Companies Act - Position of Amalgamation under SICA-SICA has an overriding effect-object of SICA as legislation - Jurisdiction of SICA - Some important definitions. Board for Industrial and Financial Reconstruction (BIFR) - Objections of creditor and Employees Vesting of Assets and Liabilities-effects of the sanctions accorded by BIFR-filing of the BIFR order with Registrar of Companies - Potentially Sick Company - Vis-a-Vis sick Industrial Company - Declaration by BIFR before Ordering an Amalgamation.

UNIT VI : Amalgamation and Income Tax Act

Definition of the expression Amalagamation and other related Issues - Unabsorbed losses and Depreciation of Amalgamation Company are available to the Amalgamated Company - Scope if Section 79 of the Income Tax in the context of Set 5 of Losses Amalgamation and Transfers and Capital gains Tax Allowance of Development Rebate, Mode of Consideration, Cost of Acquisitions and period of holding Special provisions for Computation of Cost of Acquisition of certain assets - Definition of Cost-under the head and in the context of profits and Gains from Business or Profession - other incentives under IT Act Expenditures - incurred in effecting Amalgamation - Expenditure on

scientific research, on acquisition of patent right copy righy and on know-how profits chargeable to a successor in business. Deduction in respect of profits of Priority Industry or New Under-taking under Chapter VI A. Bad debts of the transferor company. Recovery of Bad Debts Assessments - Tax deducted at source for Amalgamating Company are available for Amalgamatie Company Levy of Interest under Section 234A, 234B, 234C, position regarding Amalgamated Company only liable to distribute the statutory income.

Book Rercommended

Guide to Takeovers Mergers - Sridharan & Pandditan (Wadhwa and Co., Nagpur).

M. Com. Part II

Secretarial Practice and Company Management PAPER IV : RESEARCH METHODOLOGY AND PROJECT WORK

Section I: Research Methodology 50 Marks

- 1. Introduction : Meaning, scope and importance of Research—Types of Research descriptive, historical, experimental and applied research.
- 2. **Research Design :** Identification of research problem formulation of hypothesis test of hypothesis meaning, need and features of good research design.
- **3.** Methods of Research : Documentation in research, preparation of Bibliography.
- 4. Types of Surveys : Sample service Types of sampling Simple, random sampling, stratified random sampling, cluster sampling, area sampling.
- **5.** Tools of data collection : Primary data questionnaire, interview, schedules, internet secondary data and its sources.
- **6.** Analysis of data : Processing of data, classification, editing, coding, tabulation of data, diagrammatic representation.
- **7. Report Writing :** Importance of report writing, types of report steps in writing research report, essential qualities of report.

Section II

Project Work

50 Marks

Note : The Scheme of Marking for this paper will be as follow:

1. Theory Paper		50 Marks
2. Project Work		30 Marks
3. Viva-Voce		20 Marks
	Total	100 Marks

Book Recommended

- 1. Research Methodology C. R. Kothari
- 2. Introduction to research procedure in Social Science M. H. Gopal.
- 3. Research Methodology in Behavioural Sciences Nachmias and Nachmias.

M. Com. Part I

CO-OPERATION AND RURAL DEVELOPMENT Paper I : Co-operative Movement in India and Abroad Term I

UNIT I : Introduction

Origin and Growth of Co-operative Movement in the World - Co-operative movement in the World - Cooperation in the psot industrial revolution of Great Britain - Modern Co-operation Definition concept and natured of Co-operation - Priniciples of Co-operation and their application-Economics of Co-operation - Philosophy of Co-operation.

UNIT II : Co-operation in Social/Economic Systems :

Co-operation Capitalistic System - Co-operation in Socialistic System-Co-operation in Mixed Economy - the Co-operative - Is it a System or a sector ? International Co-operation. The International Co-operation Alliance (ICA).

UNIT III : Co-operative Movement in the World :

Co-operative Movement in the UK, USA, USSR, China, Japan, Yugoslavia, Israel and Sweden.

Term II

UNIT IV : Co-operation Movement in India :

Evolution of Co-operative Movement in the India -Pre and Post Independence period - Indian planning and Co-operatives - Globalisation and Co-operative.

UNIT V : Co-operative Legislation in India :

Salient features of Maharashtra State Co-operative Societies Act 1960 and Rules 1961 - Objectives, evaluation. Government Control over Co-operatives.

UNIT VI : Report on Co-operation :

AIRCS, Rural Credit Review, Report of Committee on inauguration of Co-operative Credit CRAFICAD Report Committee on Co-operative administration Mirdha Committee Report

Book Recommended As given in Paper No. 2.

M. Com. Part I

CO-OPERATION AND RURAL DEVELOPMENT PPER II : ORGANIZATION AND MANAGEMENT OF CO-OPERATIVE BUSINESS :

To understand the Organization and Management Structure, Policies and Practices in co-operatives.

Term I

UNIT I : Introduction :

Principles of Co-operation and Principles of Management Integration of the two in Co-operatives-Reference of Management functions in Co-operatives Professionalisation of Co-operative Management.

UNIT II : Organization of Co-operatives

Organization Structure of Co-operatives-Organization Chart for large scale Co-operative business, Banking Units - Communication and leadership in Co-operative organization - Federal Structure of Co-operative organization - control over co-operative, Co-operative audit, Co-operative taxation.

UNIT III : Co-operative Education and Training

Role of members - Directors or Committee members -Member education - Employee training and development. Role played by National Co-operative Union of India and State level Organization, Problems in training and education.

Term II

UNIT IV : Business Policies and Practices in Following

(a) Sugar Co-operatives

- (b) Dairy Co-operatives
- (c) Credit Co-operatives.

UNIT V : Co-operative Business Promotion

Problems of Economic and commercial viability -Services to members : Role of Co-operative Department - Criterial for appraising performance of Co-operative business : Organizatoinal, Operational and financial-social responsibilities of Co-operative business - Industrial relation in Co-operative business.

UNIT VI : Evaluation of the following Co-operative

Business Sectors

- (a) Agriculture processing
- (b) Housing
- (c) Marketing.

List of Books Recommended for Study

- 1. G. S. Kamat : New Dimensions of Co-operative Management
- 2. G. S. Kamat : Cases in Co-operative Management
- 3. K. K. Taimani : Co-operative Organization and management
- 4. ILO: Co-operative Management and Administration
- 5. B. C. Mehata : Consumer Co-operation in India.

M. Com. Part II

Co-operative and Rural Development PAPER III : CO-OPERATIVE CREDIT AND BANKING SYSTEM.

Term I

UNIT I : Co-operative Credit Structure :

Introduction - Credit needs in rural economy, Evaluation and development of Co-operative Credit, Co-operative Credit Structure in India Linking of Credit with marketing.

UNIT II : Co-operative Credit Organizations :

Primary Co-operatives - District Central Co-operative Banks - Urban Co-operative Banks - State Co-operative Bakns-Reserve Bank of India - NABARD - policies and programmes.

UNIT III : Promotion and Organizational Structure

Promotion and Registration of different Co-operative Credit Organizations - administrative setup-Bye Laws-Role of Registrar Commissioner, Secretary - other Agencies - R. B. I. in Co-operative Credit Structure.

Term II

UNIT IV : Mobilization of Funds

Share Capital-Deposits-borrowings-Aassistance from Government and Financial Institutions Refinance Linkages with Commercial Banks, NABARD, RBI.

UNIT V : Lending Operations :

Types of Advances including advances under IRD and other priority Sector Schemes - Eligibility for advances -Procedure and forms - Disbursement - overdues - follow up.

UNIT VI:

Study of Working of some selected Co-operative Credit and Banking Institutions from following groups :

(a) District Central Co-operative Banks

(b) Urban Co-operative Banks

(c) Primary Credit Co-operative Societies

(d) Land Development Banks.

Books Recommended

As given in Paper 2.

Paper 4 : Research Methodology and Project Work Objective :

To impart knowledge and develop understanding of Research Methodology and its application.

M. Com. Part II Term I RESEARCH METHODOLOGY & PROJECT WORK

50 Marks

- **UNIT I : Introduction :** Research Methodology Meaning-Secope-Importance and Motivation in Research - Types of Research e.g. descriptive, experimental etc.
- **UNIT II : Problems Formulation -** Defining the research problems-Selection of research problems Formulation of hypothesis-Characteristics of good hypothesis Importance of hypothesis.
- **UNIT III : Research Design -** Meaning Need Features-Types and basic principles of good research design.
- **UNIT IV : Data Collection -** Methods Primary and Secondary - Questionnaire Interviews - Schedules -Internate - Census - National Sample Survey - RBI Publication and Reports on Co-operation.
- **UNIT V : Analysis of Data -** Processing and Analysis of Data-Testing of Hypothesis Interpretation of data Use of Computer in research.
- **UNIT VI : Report Writing -** Importance Types of reports-Steps in Writing research report - Essential qualities of reports.

Term II

PROJECT WORK

50 Marks

Books Recommended

- 1. Research Methodology C. R. Kothari
- 2. Methodology and Techniques of Social Research ---Willkinson and Bhandarkar
- 3. Research Methdology in Social Science Dr. C. G. Panday
- 4. Introduction to Research Procedure M.H. Gopal

- संशोधन पद्धती दु. का. संत
 संशोधन पद्धती रा. ना. घाटोळे
 सामाजिक संशोधन पद्धती प्रा. डॉ. विल्किन्सन व प्रा. डॉ. भांडारकर.

M. Com. Part I ADVANCED BANKING AND FINANCE PAPER I : LAW PRACTICE OF BANKING

Objective :

To provide in depth understanding of Provisions of different Acts and Practical issues pertaining some of the sections of these Acts.

Term I

UNIT I : The Banking Regulation Act, 1949

Provisions of the Banking Regulation Act. 1949 regarding following :

- * Restriction on the business of banks
- * Power of the RBI
- * Accounts and Balance Sheet
- * Audit
- * Amalgamation
- * Winding up
- * Applicability of the Act to Co-operative banks.

UNIT 2 : The Reserve Bank of India Act, 1934

- Provisions relating to :
- * Preliminary
- * Incorporation, Capital Management
- * Central Banking Functions
- * Collection and Furnishing of Credit Information
- * Non Banking Institutions receiving deposits
- * Prohibition on acceptance of deposit by unincorated bodies.
- * Penalties.

UNIT 3: Foreign Exchange Management Act, 1999

- All Provisions relating to :
- * Definitions
- * Export and impact of goods

- * Export and impact of services
- * Export and impact of capital
- * Violation, investigation, adjudication
- * Penalties.

Term II

UNIT 4 : Banker-Customer Relationship

- * Definitions of a Banker and a Customer
- * Features of the relationship
- * Banker's duty of secrecy
- * Appropriation of accounts
- * Gamishee Order
- * Law of limitation
- * Termination of relationship.

UNIT 5 : Paying Banker and Collecting Banker

- * Duties and Rights
- * Precautions
- * Protections
- * Neg.

UNIT 6 : Assets and Liability Management

- * Asset Liability Mismatches locationwise, maturitywise, and currencywise
- * Liquidity Risk, Interest rate risk, Pre-payment / Premature withdrawal risk, Price risk, Foreign exchange risk, sector risk.
- Strategy to manage all the above stated risk
 R. B. I. guideline for asset and liability Management Instruments for liquidity management
 Management of loan portfolio with special reference to NPAs
 Management of investment portfolio
 Capital Adequacy.
- List of Books and Journals Recommended for refernce Tannan's Banking, Law and Practice in India — India Law House

Banking : Law and Practice - P. N. Varsney Practice and Law of Banking : B. S. Khubchandani, MacMillan Publisher Commercial Bank Management — Peter Rose, McGraw Hill All the Bare Acts relating to : 1. Banking Regulation, 2. RBI ACT 3. FEMA

M. Com Part I

ADVANCED BANKING AND FINANCE PAPER II : CENTRAL BANKING AND MONETARY POLICY

Objective :

To Provide understanding of nature, structure and issues pertaining to Central Banking and Monetary Policy.

Term I

UNIT 1 : Money Supply

- * RBI's Definition of Money supply and Liquidity
- * Definition of high powered Money
- * Theories of Money supply (Money multiples) and Money demand
- * Components of India's Money Supply, Structure and Trends

UNIT 2 : Non-Banking Financial Intermediaries

- * Instruments
- * NOW accounts Super Now accounts, Money market mutual Funds, Certificate of deposit, Problems of control
- * Effects upon Money Supply

UNIT 3 : Monetary Policy

- * Objectives
- * Conflicts among objectives
- * Tools of Monetary Policy
- * Relative effectiveness and Scope of Monetary Policy and Fiscal Policy
- * Fiscal Monetary Nexus.

Term II

UNIT 4 : Monetary Management by RBI

- * Approach
- Instruments of general credit control-Bank rate-Rediscounting changes in lending policy of RBI.

Resever Requirements Changes, open market, Operations - Interest Rate Policy

- * Selective Instruments of Credit Control in India
- * Objectives and usefulness

UNIT 5 : Supervision of Banks

- * Licensing of Banks
- * Capital Reseves and Liquid Assets-Inspection
- * Control over methods of operation
- * Control over Management
- * Audit of Annual Account
- * Amalgamation, Liquidation

UNIT 6 : Exchange Control and Management

- * Need -
- * Role of RBI in Foregin Exchange Management
- * Exchage Control Objectives
- * Exchange Control Regulations and its Methods

List of Books and Journal Recommended for Reference

- 1. The Economics of Money Banking and Financial Markets — Frediric Mishin, Harper Collins Publishers
- 2. Indian Financial System H. R. Machraju, Vikas Publishers
- 3. Monetary Economics for India Dr. Narendra Jadhav, Macmillan Press.
- 4. Monetary Economics : Institutions Theory and Policy -S. B. Gupta, S. Chand Publisher, Money and Banking S. Chand Series.

M. Com. Part II ADVANCED BANKING AND FINANCE PAPER III : FOREIGN EXCHANGE AND INTERNATIONAL FINANCE

Objective :

To Provide understanding of nature, structure and issues pertaining to the foreign exchange and Forex Markets.

Term I

UNIT 1 : Foreign Exchange Market

- * Need, Players Instruments in Foregin Exchange market (Traderm Foreign Travellers, Corporate, R. B. I. International Financial Institutions) (Currency and Coins, Cheques T. T. Travellers cheques, Credit Cards, D. D. S. EFT (Mechanism)
- Methods of foreign exchange Quotation (Buying and Selling Rates)—Domestic terms and International Terms
 Spot and Forward quotes
- Types of Foreign exchanges A/Cs -NOSTRO and VOSTRO A/Cs - FCNR A/C N.R.O, NRI, NRNR, NRSP, EEFC
- * Convertible Non-convertible Currencies

UNIT 2 : Foreign Trade Financing

- * Per-Shipment Finance (Packaging Credit and Advances against incentives Receivable form Government covered by ECGC Guarantee froms of Packaging Credit -Quantum of Finance - Period of finance - Export Credit Refinance from the RBI-Preshipment Credit in Indian and Foreign Currency.
- * Post-Shipment Finance-Comparison between Pre &Post Shipment Credit - Post Shipment Finance Classification forms, Quantum - period - purpose of post shipment finance
- * Export Bills Letter of Credit (Mechanism)

UNIT 3 : Exchange Rate Mechanism

* Concept of exchange Rate (Different Types of Factors Determining of exchange rate - (Financial - Political and Economic) Spot rates. Forward rates and their relationship with money market interest rates -Calculation of swap rates - FEDA rules on foreign exchange contracts T. T. Purchase Rate - T. T. Selling Rate, Bill Buying Rate - Bill Selling Rate.

Term II

UNIT 4 : Regulation of Forex Market

- * From FERA to FEMA A Comparison
- * Various Tools of Exchange Control in differnet nations.

UNTI 5 : International Monetary System

- * Introduction
- * Types of International financial systems Gold Standards (Definitions Strengths and weaknesses, reasons for abandonment)
- * Bretton Woods Systems (Establishment-features-Weakness that led to its collapes Functions-Flexible exchage rate)
- * Exchage rate arrangements-pegged-Floating-Multiple Currency Pegging - Group Floating - Co-operative intervention.
- * Introduction Plaxa Accord, 1985. Louvre Accord, 1986.
- * Convertibility Current A/c. Capital A/c.

UNIT 6 : International Financial Institutions :

- * International Monetary Fund (IMF)
- * International Bank for Reconstruction and Development (IBRD)
- * Economic and Monetary Union and Euro (EMU and EURO)
- * Asian Development Bank (ADB)

- * Asian Clearing Union (ACU)
- * International Finance Corporation (IFC)
- * Bank for International Settlement (BIS)

List of Books and Journals Recommended for Reference

- 1. Foreign Exchange : International Finance Risk Management — A. V. Rajwade, Publisher - Academy of Business Studies, New Delhi.
- 2. Finance and Financial Markets Keith Pilbeam Macmillan Publishers.
- 3. The Economics of Money Banking and Financial Markets Fredric Mishkin, Harper Colins Publishers.

M. Com. Part II ADVANCED BANKING AND FINANCE PAPER IV : RESEARCH METHODOLOGY AND PROJECT WORK

Objective :

To introduce students to basic concepts of research methodology in order that they are able to understand, develop and apply the fundamental skills of formulating research problems reviewing reserach literature, selecting an appropriate research methodology.

To prepare Students undergoing work at the M. Com. examination.

Course Format : Lecture, Discussion, demonstration, individual project work and and assignments.

Term I

1. Introduction to Research Methodology : Meaning, Scope and importance of research Type of research (e.g. Descriptive, Historical, Experimental and Applied)

- **2. Indentification Research Problem :** Formulation of Hypothesis Importance of Hypothesis in research
- **3. Research Design** Meaning, Need and Features of Good Research Design.

Term II

- 4. Surveys :
 - * Meaning Types Enumeration Sample Survey
 - * Types of Sampling (Simple random Sampling, Stratified Random Sampling, Cluster Sampling, Area Sampling)
 - * Tools of Data Collection
 - * Primary Data Questionnaire, Interview, Schedules, Internet

 * Secondary Data - Sources - Census, National Sample Survey, Annual Survey of Industries, National Account Statistics, Ministry Reports Centre for monitioring Indian Economy, RBI Publications, Industry Association reports etc.

5. Analysis of Data :

* Processing of Data, classification, editing, coding, tabulation of data, Diagrammatic representation.

6. Report Writing :

- * Importance of Report Writing * Types of Reports
- * Steps in writing Research Report * Essential Qualities of report.

Note :

- (a) The Project to be completed under this paper should be related to Banking and Finance.
- (b) The Scheme of marketing for this paper will be as follows :

Total	100 Marks
 2. Project Work 3. Viva-Voce 	20 Marks
1. Theory paper	50 Marks 30 Marks

Books Recommended

- 1. "Research Methodology"—Kothari, Wishwa Prakashan.
- 2. "Research Methodology in Behavioural Sciences" Nachmias and Nachmias.
- 3. "Foundations of Behavioural Research" Kerlinger, Holt Rhinehart and Winston.

Suggested Topics for Research in ADVANCED BANKING AND FINANCE

Analysis of Balance Sheet of a bank Asset Classification of Bank Capital Adequacy : Theory and Practice Advances Non-Performing Assets Bank Accounting Investment Operations of Banks Risk Management in Banking Derivatives and banking operations Interbank relations and Operations Banking Operations with Reseve Bank of India Specialized Banks - Their role, operations, and risks Structure of Bank Management and Bank Performance Bank Mergers.