

Faculty of Commerce, Lucknow University B.Com. Part-I (Syllabus)

Compulsory all three Groups –A,B,C. There shall be two papers in each group of 100 marks each. In each paper, there shall be one compulsory question of 40 marks. For more questions be attempted selecting one question carrying 15 marks for each units:

| | carrying 15 marks for each units: |
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| Group -A | Paper (i)- Micro Economics |
| Unit –I | Definition Nature and scope of economics, Marshall & Robins Views. Utility of Economics, Micro vs. |
| | Macromedia of Economics study, Economic Theory and Business Decisions. |
| Unit –II | Utility Analysis, Consumer Behaviour, Consumer's equilibrium. Traditional approach and Indifference |
| | curve and Analysis: price income and substitution effects. Some application of indifference Curve |
| | Techniques, Elasticity of demand. |
| Unit –III | Production – Equal Product Curves, Scale of Production: Input-Output relationship, cost Curves; Variable |
| | cost conditions and law of variable proportions, Producers'equilibrium. Product pricing -market format, |
| | perfect competition, Monopoly and imperfect completion. |
| Unit-IV | Pricing of Factors of Production, Concept of Marginal Productivity, Theories of Rent, Wages, Theories of |
| | Interest and Profit. |
| | Paper (ii): Currency and Banking |
| Unit –I | Functions significance of money, Various forms of money, Causes, remedies and effects of Inflation, |
| | Deflation and Reflation, Indian Money Market, Principles Methods of Note issue, Monetary Standard – |
| ** ** | Gold Standard, Bi-metallise and Managed Currency Standard. |
| Unit –II | Meaning and significance of credit. Factors influencing the Volume of credit in Country, Credit Creations |
| TT 's TTT | of Bank, Credit Control by RBI. |
| Unit –III | Functions of Commercial Bank, types of banks, Unit and branch Banking System, concept of mixed |
| | banking, Central Bank and its functions, Reserve Bank of India, State Bank of India, Regional Rural |
| Unit –IV | Banks, Progress of Nationalized Banks in India. Concept of Foreign Exchange and Exchange rate. Factors causing fluctuation in Exchange Control |
| Ullit –I v | Meaning. Objective and Methods. |
| Group -B | Paper – I Principles of Management |
| Unit –I | Nature, scope and Functions of management. Evolution of management thought: System approaches to |
| Omt –I | management |
| Unit –II | Planning: Objective, Nature and process of planning, Decision making process, Management by Objective, |
| | Organization: Objective, Nature and process of organization: Delegation of authority. Centralization and |
| | Decentralization, Line, Staff of Functional Relationships. |
| Unit-III | Staffing: manpower planning, Recruitment and selection techniques, Direction: Concept and techniques of |
| | motivation, Leadership and Communication. |
| Unit-IV | Controlling: concept; Process and technique. Co-ordinating: Concept and Techniques. |
| | Paper –II : Office organization and Management |
| Unit –I | Importance and Function of an office. Relation among department, Features of an Ideal Office, Location of |
| | Office Accommodation (accommodation of an office in an owned or rental building), Office Layout and |
| | environment. |
| Unit-II | Office information communication management, Benefits from proper information management, |
| | information system and procedure, planning and designing of information systems, Business |
| | correspondence, process flow chart information, Office manual. |
| Unit –III | Control on input, Storage and output, modern information storage systems: indexing, filing, forms of |
| | Organization. |
| | Forms: Design, Management and Control, office suppliers and their control. |
| Unit –IV | Determining the manpower and facilities, recruitments, Office Work Measurement, Motivation, |
| | remuneration, Discipline and Grievance Redressal. |
| Group –C | Paper –I: Accounting |
| Unit –I | Definition, Nature and scope of Accounting, Concept of Accounting, Double Entry System, Types of |
| TT '4 TT | Ledgers, Branches of Account & Indian Accounting Standard. |
| Unit –II | Partnership-advanced problems and detailed study. Absorption, Amalgamation and reconstruction of |
| TI | companies. Liquidation of companies and preparation of Liquidator's Final Statement of account. |
| Unit –III | Hire purchase and instalment accounts, Royalties accounts, insolvency accounts, Branch accounts. |
| Unit –IV | Insurance Claim for loss of Stock and loss of profit, voyage accounts-accounts of empties and packages. |
| I Imit I | Paper – II: Business Organisation Definition Notices and seems of hydroge Pusiness and society Social Responsibility of Pusiness Festers |
| Unit-I | Definition, Nature and scope of business, Business and society, Social Responsibility of Business, Factors |
| Unit II | Determining the size of business unit. Forms of business organization – A Comparative study. Menopolistic combination Production management Patienglization & methods of remunerating labour. |
| Unit-II | Monopolistic combination, Production management, Rationalization & methods of remunerating labour. |
| Unit –III | Organization process – Importance, principles, Various aspects of organization, organization structure, |
| Unit-IV | Departmentation, Line and Staff Relationships, Span of control, Delegation of authority, Decentralization. Produce and stock Exchange: its organization and economic functions. |
| i ∪IIIt-I V | Froduce and stock exchange: its organization and economic functions. |



Faculty of Commerce, Lucknow University B.Com. Part-II (Syllabus)

| | Paper : Statistical Methods |
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| Unit –I | 1. General – The Nature and scope of statistics: Definition of statistics. Law of statistical |
| | Regularity: Law of Inertia of Large Numbers. Probability and sampling. limitations of statistics. |
| | 2. Methods of statistical Enquiry – Types and characteristics of Units. Methods of collection of |
| | data; Questionnaire and schedule; approximations and accuracy, errors and their effects. |
| Unit –II | 1. Classification and Tabulation – Objects, general-rules for the construction of tables; |
| | statistical series. |
| | 2. Measure of Central Tendency - Mean Mode, Median, quartile Harmonic and geometric |
| | mean. |
| Unit –III | 1. Measurement of Disperson and skewness - Range, quartile deviation, mean deviation, |
| | standard deviation and their coefficients; Measures of skewness. |
| | 2. Correlation Analysis – Graphic method, scatter diagram, Karl Pearson's coefficient of |
| Unit –IV | correlation, Spearman's ranking method, Lag and Lead, probable and standard error. |
| Unit –I v | Regression Analysis – Linear regression, regression lines, regression equations. Interpolation – Assumptions, Newtons' advancing differences, larganges' formula; |
| | parabolic curve method; binominal expansion method. |
| | Books recommended |
| | 1. Elhance, D.N. – Fundamentals of statistics. |
| | 2. Elhance, D.N – Sankhiki |
| | 3. Kataria – Sankhiki |
| | 4. Asthana, B.N. – Elementary statistics |
| | 5. Gupta C.B. – An introduction to statistical methods |
| | 6. Gupta B.N Sankhiki |
| | Paper : Public Finance |
| Unit –I | 1. Public Finance – Definition and Scope; Public and Private finance. |
| | 2. Public revenue – Sources of Public revenue; Nature and Principles of taxation; classification of |
| | taxes; problems and principles of equity in taxation. Incidence of taxation; shifting of taxes. Effects |
| Unit –II | of taxation. Requirements of a sound tax system. Canons of taxation. |
| Unit –II | 1.Principle of maximum social advantage.2. Public Expenditure – Classification, effects and canons of public expenditure, Public debt, |
| | External and internal debt. Methods of debt redemption. Capital levy, Deficit financing. |
| Unit –III | 1. Indian Public Finance – Financial relations between the Central Government, State Government |
| | and local bodies, Finance commission, Financial Administration, Budget- Its preparation, legislation |
| | and execution. |
| Unit –IV | 1. Analysis of trends in Central Government's Revenue, Expenditure and debt. Financing of |
| | five year plans, Deficit financing in India. |
| | 2. State and local finance, Heads of revenue and items of expenditure and related issues. |
| | Books recommended |
| | 1. Dalton, H – Principles of Public Finance |
| | Mehta and Agarwal – Public Finance Sarkar and Misra – Rajasva Shastra |
| | 4. Bhargava – Public Finance in theory and practice |
| | 5. Saxena and mathur – Public Fiance |
| | Paper: Business Law |
| | Main Principles of Indian law relating to: |
| Unit –I | Contract |
| Unit –II | Agency, Sale of Goods |
| Unit –III | Partnership, Negotiable Instruments and Hundies and Consumer Protection Act 1986 |
| Unit –IV | Common Carriers and Carriage of Goods of Land and Air. Foreign Exchange Management Act. |
| | 2000: Definitions & Main provisions |
| | Books and Acts recommended: |
| | 1. Pullock and Mulla – Indian Contract Act (Student's Edition) |
| | 2. Basnerjee, A.K. – Indian Mercantile Law |
| | 3. Venkatesham, E – A Handbook of Mercantile Law |

| | 4. Pandia – Mercantile Law |
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| | 4. Pandia –Mercantile Law 5. Indian Contract Act No. IX 1972 |
| | 6. Indian Sale Goods Act 1930 |
| | 7. Indian Partnership Act. 1932 |
| | 8. Negotiable Instruments Act |
| | 9. Maheshwari and Maheshwari – Commercial Law |
| | 10. Maheshwari and Maheshwari – Vyaparik Sanniyam |
| | Paper : Cost Accounting |
| Unit –I | Definition, Nature, Scope and Significance, Cost Unit, Cost Centre, Elements of Costs, System of |
| | ascertainment of cost, Control and ascertainment of Materials, Labour and Overhead Costs, |
| Unit –II | Allocation, Apportionment and Absorption of Overheads. Single Output or Unit Costing, Contract and Job Costing, Calculation of Tender, Quotation, |
| | Estimated Price, Process and Operating Costing |
| Unit –III | Marginal Costing – its use in Management Standard Costing, Variance Analysis. |
| Unit –IV | Integrated Accounts, Reconciliation of Cost and Financial Accounts, Cost Accounting/ Cost Control |
| | Accounts, Interfirm Comparison. |
| | Books Recommended: |
| | 1. Bigg – Cost Accounts |
| | 2. Lunt – Manual of Cost Account |
| | 3. Ridgeway – Cost Account Wholden Principles and Methods of Costing |
| | 4. Whelden – Principles and Methods of Costing5. Gupta, MP – Costing |
| | 6. Lucey. T. – Costing |
| | 7. Bharr – Cost Accounting |
| | 8. Blocker & Weltmer – Cost Accounting |
| | 9. Horngrance, Charles T. –Cost Accounting : A Managerial Emphasis |
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| | Paper: Company law and Secretarial Practice |
| Unit-I | Company: Definition, Classification, Incorporation, Memorandum of association, Articles |
| | of Association. Doctrine of constructive notice, Doctrine of Indoor management, |
| | Commencement of Business. Company Management: Appointment, Rights and obligations |
| | of Directors, Managers and secretary. |
| Unit-II | Steps before issue of prospects, Definition and contents of prospectus, Liability for untrue |
| | statements. |
| | Shares: Definition, share Vs stock, classes of shares, voting rights, issue of shares at per, |
| | premium and discount, ESOP, Bonus, Rights, Buyback, Public shares at par, premium and |
| | discount, ESOP, Bonus, Rights, Buyback, Public issue, Calls, Forfeiture, Lean and |
| | Surrender, Transfer and transmission, statutory restriction on transfer, Borrowing power, |
| | mortgages and changes, Debentures. |
| Unit-III | Secretarial Practice: Duties and responsibilities of Company Secretary, secretarial duties |
| | relating to issue and allotment of shares, Calls, forfeiture Lien and transfer of shares. |
| | Majority powers and minority rights, revelation of oppression and management. Specimen |
| | of certificate of incorporation. Certificate of commencement of Business, Share certificates |
| II: | and share warrants, Dematerialization of shares. |
| Unit-IV | Meeting and proceedings: Provisions relating to the company and Board meetings, |
| | Secretarial duties relating to meetings, Notice, Agenda, Proxy, Motion, Resolution, |
| | Minutes and Reports. |
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| *** | Optional Paper : Selling and Advertising |
| Unit –I | Selling: Meaning and Scope, Sales organization Functions of a selectory of a good selectory of Consumer and Industrial |
| | Functions of a salesperson, Qualities of a good salesperson, Selling of Consumer, and Industrial products, Compensating and sales personnel. |
| Unit –II | Selling process: Prospecting, Pre-approach, Approach, Presentation and Demonstration, Handling |
| | objects, Closing of sale, After sales service. |
| Unit –III | Meaning and functions of advertising, Economic, Social, Legal, Ethical and Moral aspects of |
| | advertising. Place of advertising in the marketing mix, Relationship of advertising with other forms |
| | of promotion viz sales promotion and publicity Object of advertising, AIDA theory, Hierarchy of |
| | effect theory. |
| 11 | Advertising annuals Magning Trues and another to Consecuted |
| Unit –IV | Advertising appeals: Meaning, Types and methods of presentation. |

| | Advertising media: Types, Merits and demerits, media selection. |
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| | Advertising budgets: Types and methods of budget preparation. |
| | Advertising agency : Functions and selection of agency. |
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| | Optional Paper : Business Mathematics |
| Unit -I | Calculus: Problems and theorems involving trigonometrically ratios: Partial derivatives up to |
| | second order; Total differentials. Maxima and minima cases of one variable involving second or higher order; Cases of two variables involving not more than one constraint, Integration as anti- |
| | derivative process; Standard forms; Methods of regration –by substitution, by parts, and by use of |
| | partial functions; Definite regration; Finding areas in simple cases. |
| Unit –II | Matrices and Determinants: Definition of a matrix, Types of matrices; Algebra of matrices; |
| | Properties of determinants; Calculation of values of determinants upto Third order, Adjoint a |
| | matrix; elementary row or column operations; Finding inverse of a matrix through adjoint and elementary row and column operations; Solution of a system of linear equations having unique |
| | solution and involving not more than three variables. |
| Unit –III | Linear Programming – formulation of LPP: Graphical method of solution; Problems relating to two |
| | variables including the case of mixed constraints; Simplex Method – solution of problems upto three |
| | variables, Duality, Transportation Problem. |
| Unit –IV | Compound interest and annuities certain, different types of interest rates; concept of present value |
| | and amount of a sum; equation of payments, types of annuities; present value and amount of an |
| | annuity, including the case of continuous compounding; analysis of annuity; valuation of simple loans and debentures; problems relating to sinking funds. |
| | rouns and decentares, problems retaining to shiking runds. |
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Faculty of Commerce, Lucknow University B.Com. Part-III (Syllabus)

| | Paper : Insurance Principles and Practice |
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| Unit –I | Introduction to Insurance: Purpose and need of insurance, Insurance as a social security tool; Insurance and economic development, Fundamentals/ Principles of Insurance. Contract of Insurance. |
| Unit –II | Life Insurance – Principles and practice of life assurance. Life assurance contracts, their nature and characteristics, Parties to the contract and their rights and duties. Conditions and terms of policy and effects of non-compliance thereof. Nominations and Assignment Practice in connection with collection of premium, revivals, loans, surrenders, claims, bonuses and annuity payments. Mortality Table, Present structure & growth of Life insurance in India. |
| Unit –III | Fire Insurance - The basic principles of Fire Insurance contracts. Fire Policy, conditions, Assignment of Policy, Claims. Marine Insurance - General Principles - Insurable interest and value disclosure Marine Policy and their conditions, Premium; double insurance; assignment of policy' warranties' the voyage. Loss and abandonment; partial losses and particular charges; salvage; total losses and measures of indemnity. Subrogation. An elementary knowledge of accident and motor insurance. |
| Unit –IV | Insurance Intermediaries – Agents and Procedure for Becoming an Agent; Pre requisite for obtaining a license; Duration of license; Cancellation of license. Revocation of suspension/termination of agent appointment; Code of conduct; Unfair practices. Procedure regarding settlement of policy claims. |
| | Books Recommended: 1. Young – Insurance 2. Huebner – Life Insurance 3. Leigh – A Guide of Life Insurance 4. Maclean – Life Insurance 5. Godwin – Principles and Practices of Fire Insurance 6. Bal Chand – Bima Ke Prambhik Prakaran 7. Insurance Act 1938 8. Taylor and Tylor – From Proposal to Policy. |
| | Paper: Income Tax Law and Accounts |
| Unit – I | Basic Concepts: Income, agricultural income, casual income, assessment year previous year, gross total income, total income, person, Tax evasion, avoidance and tax planning. Basic of Charge: Scope of total income, residence and tax liability, income which does not form part of total income. |
| Unit-II | Head of the Income: Salaries; Income from house property; Profit and gains to business or profession, including provisions relating to specific business: Capital gains; Income from other sources. |
| Unit-III | Computations of Tax Liability: Computation of total income and tax liability of an individual, H.UF. and firm, Aggregation of income, Set-off and carry forward of losses, Deduction from gross total income. |
| Unit-IV | Tax Management: Tax deduction at source; Advance payment of tax; Assessment procedures; Tax planning for individuals; Tax Administration and Authorities. |
| | Books Recommended: 1.Singhanai V.K. – Students, Guide of Income Tax, Taxman, Delhi |
| | 2. Prasad, Bhagwati: Income Tax Law & Practice; Wiley Publication, New Delhi |
| | 3. Mehrotra, H.C. – Income Tax Law & Accounts; |
| | 4. Dinker Pagare: Income Tax Law and Practice; Sultan Chand & Sons, New Delhi5. Grish Ahuja & Ravi Gupta, Syustematic approach to income tax, Sahitya Bhawan publication, New Delhi. |
| *** | Paper: Contemporary Audit |
| Unit –I | Introduction: Meaning and objectives of auditing: Types of audit; Internal audit. Audit Process: Audit programme; Audit and books; Working papers and evidences; Consideration for commencing an audit; Routine checking and test checking. Internal Check System: Internal Control. |
| Unit –II | Audit Procedure: Vouching; Verification of assets and liabilities. Audit of Limited Companies: Company auditor- Appointment, powers, duties, and liabilities. |
| Unit –III | Auditing Standards – Appointment, power, duties and liability of Auditor. Broad Outlines of Company audit and auditor's report. Special audit – Banking companies, Educational Institutions, Insurance companies. Investigation, Audit of non profit organisation, Divisible Profit & Dividend. |
| Unit –IV | Recent Trends in Auditing – Nature and significance of cost audit; Tax audit, Management audit, Computerised Audit. |
| | Books Recommended: 1.Spicer and Peglar – Practical Auditing 2. Batliboi – Principles and Practice of Auditing 3. Irish – Auditing |
| | 4. Depaula, E.R.M. – Principles of Audit. |

| | Paper : Indian Economic Structure |
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| Unit –I | Nature of Indian Economy, Features of a developing economy. Characteristics and problems of |
| | Indian Economy. Objectives of economics planning in India. |
| | India's five year plans – Achievements and failures. |
| | Indian agriculture – Its features and problems. Agricultural development in planned era. |
| | Green revaluation, Agricultural marketing, Rural poverty and indebtedness. Rural industrialisation. Rural Development programmes. Cooperative movement. |
| Unit –II | Population growth and population explosion. Population policy and programmes. Problem of |
| Unit –III | unemployment. Forms of unemployment. Employment programmes and poverty alleviation. Large scale, small scale and cottage industries. Industrial development during five year plans. |
| | Public sectors and private sector. Industrial relations. Industrial policy. Industrial Sickness, |
| | Industrial finance. |
| | Money Market and Capital Market structure. Capital Formation, Indian Money Market and Fiscal policies, Deficit financing and its implications. |
| | Books and Reports : |
| | Agarwal, A.N. – Indian Economy Datta and Sundaram – Indian Economy |
| | Datta and Sundaram – Indian Economy Misra S.K. and Puri V.K. – Indian Economy |
| | 4. Gupta N.S. Industrial Economy of India |
| | 5. Mishra R.P,. – Rural Development6. Government of India – Five year plans |
| | 7. Government of India – Economy Survey |
| | 8. Reserve Bank of India – Annual Reports on Currency & Finance. |
| Unit-I | Paper: Macro- Economics Concept – Definition and scope of Macro-Economics, Statics and Dynamics, The Circular flow of |
| | Income. |
| | The Analysis and Measurement of Economic Activity – National Income Accounting – Concept and Definitions of National Income. Various component of National Income, Methods of |
| | Measurement of National Income and Welfare. |
| Unit – II | The consumption function – The Keynesion Comsumption Function, Relative Income Hypothesis, |
| | Permanent Income Hypothesis Multiplier and the Process of Income – Propagation. The investment function – Autonomous and Induced investment. Government and the Theory of |
| | Income Determination - Government Purchases and Income, Taxes and Equilibrium level of |
| | Income, Tax Multiplier. Determination of the Equilibrium Level of Income – The Simple Keynesian Model. |
| Unit –III | Marginal Efficiency of Capital, Relation between MEC and MEI. The Derivation and Shift in IS |
| | and LM Curves, the Interaction between IS and LM Curves. The Acceleration Principle. Theories |
| | of Employment – Say's Law of Market and Classical Theory of Employment, Saving Investment Analysis. An outline of Keynesian Theory of Employment. |
| Unit-IV | Theory of Inflation - Concepts of Inflation, Inflationary Gaps Demand Pull and Cost Push |
| | Inflation. The Philips Curve, Effects of Inflation, Anti-Inflation Policies – Mentary and Fiscal Policies. |
| | Fluctuation and Growth – Hawtrey, Hayek, Sehumpeter, Samuelson, Hicks. |
| | Theories of population – Malthusian Theory and Theory of Optimum Population. |
| | Books Recommended: 1. Stonier and Hague – A text – book of economic theory. |
| | 2. Deruburg and Dougal, M.C. – Macro Economics |
| | Acklay, G. Macro Economic. Carl Schapiro – Macro Economic Theory |
| | Jha Raghbendra – Contemporary Macro-Economic Theory and Policy |
| | 6. Hicks JR -A |
| Unit -I | Optional Paper: Trade of India Introduction – Trade its meaning and types. Difference between internal and international trade. |
| | Theories of International Trade with particular reference to the theory of comparative cost. |
| | Trade: Terminology and abbreviations. India's Internal Trade- Characteristics and Problems. Coastal trade and trade of Uttar Pradesh. |
| Unit-II | Foreign Trade of India - Brief history before independence Recent trends in India's Foreign |
| | Trade. Composition of Imports and Exports – Changes during planning period. Important items of |
| Unit –III | imports and exports. Direction of India's Foreign Trade – Changes in Directional pattern during planning period. |
| | India's Major trading partners. State trading Organisations, Financing of India's foreign trade role |
| Unit –IV | of EXIM, Bank ECGC and other institutions in financing of foreign trade, STC MMTC. |
| Omt –IV | Trade Policy in India – General Developments during planning period. Import substitution and Export promotion. Recent changes in trade policy, Trade agreements – Bilateral and Multilateral |
| | Trade Agreements. GATT & UNCTAD. |
| | India's Balance of Trade and Balance of Payments – Trends during planning period. Problems of Bot, BOP and corrective measures. |
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| | Books Recommended: 1.Bhagwati J. Srinivasan – T-Foreign Trade regimes and Economics development 2. Blacker – Trade of India |
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| | 2. Plaekar – Trade of India 3. Salvi P.G. – New Directions on India's Trade policy. |
| | 4. Chereenilam F. – International Trade Export Manager5. Singh, M – India's Export trends |
| | 6. Varshney R.L. – India's Foreign Trade |
| | Paper : Applied & Business Statistics |
| Unit-I | Statistical System in India- Indian Statistical Machinery – Organisation at Central State level, National Sample Survey – Design and Technique. |
| | Agricultural Statistics in India – Nature of Crop estimates, estimation of Area and yield, Industrial |
| | Statistics, Annual Survey of Industries. Statistics of Prices, Wage, Trade and Transport. |
| Unit –II | Population statistics – Vital statistics, Computation of birth, death and survival rates. Methods of |
| 11 '4 111 | population projection. Population census in India. |
| Unit –III | Analysis of Time series – Trend Measurement Different Method of Computing Seasonal Indices. Cyclical and Irregular-Fluctuations. |
| Unit –IV | National Income Statistics: Methods of Measuring National Income and Related Aggregates. |
| | Statistical Quality Control Construction and uses of control charts, Business forecasting – Tools and methods; |
| | Pareto and Lorenz curves; |
| | Construction of Life Tables. Books Recommended |
| | 1. Elhance, D.N.: Indian Statistics |
| | Gupta, S.P.: Statistical Methods C.B. Gupta – Statistical Methods |
| | 4. Asthana and Srivastava – Applied Statistics in India |
| | 5. Irving Fisher- Making of Index Number |
| | 6. Abrar Anjum – Applied and Business Statistics. |
| | Optional Paper : Law and Practice of Banking |
| Unit-I | The Ordinary, practice of bankers with regard to the opening and conduct of banking accounts, |
| | closing of accounts. Banker and customer – General and special relations. |
| Unit –II | Law relating to cheques, bill of exchange and other negotiable instruments. |
| | Discounting of Bill of Exchange, the practice relating to cheques bills of exchange and other negotiable instruments. |
| Unit –III | Banker's credit, advance and overdrafts |
| | Traveller cheque, letter of credit, confirmed bankers credit, unconfirmed bankers credit, acceptance credits and documentary credit. |
| Unit –IV | Revolving credit, banker's advance against marketable securities, goods & produce, debentures |
| | and life insurance policies. |
| | Unsecured advances – guarantees, precautions/ duties of Banker. Books Recommended: |
| | 1. Sheldom – Practice of Banking |
| | Tannan – Law & Practice of Indian Banking Ghosh, Bimal – Introduction to Principles, Practice and Law of Banking |
| | 4. Guru Datt – Trends in Indian Banking – Past and Present |
| | 5. Davar – Law & Practice of Banking |
| Unit-I | Paper: Development Banking 1. Meaning, determinant and obstacles of economic development, sources and problems of |
| | Rural and Industrial Finance. |
| | 2. Meaning, objective, characteristics and functioning of Development banks, Difference between Commercial and Development Banks. |
| Unit-II | Role of Commercial Banks in agricultural and Industrial Finance. Terms lending |
| | operations of Land Development Banks. |
| | National Bank for Agricultural and Rural Development (NABARD)- Objectives organisation and functions. |
| Unit-III | 1. Structure of Development Banks in India, progress of these banks (term lending |
| | institutions) and deficiencies in their working. 2. National Level Financial Corporation – IFCI, IDBI, ICICI & IRBI – their objectives |
| | functions and evaluations of performance. |
| Unit -IV | 1. State Level Financial Corporation – SFCs and SIDCs – their objectives organisations, |
| | functions and evaluations of performance. 2. Capital market in India & Industrial Growth – Structure, present position, problems and |
| | steps taken by the government to active the capital market. |
| | Books Recommended: 1. Cirvante, V.R. – The Indian Capital Market |
| | 2. Dimanond, W- Develpment Banks |
| | 3. Dougall, H.E. – Capital Market and Institutions |
| | 4. Kulshreshtha, R.S. – Financial Management. |

| Unit –I | Optional Paper: Quantitative Economics Economics of a Fir – Applications of differential calculus, cost minimization, Profit Maximization, Price – Quantity Determination, Elementary Partial Differentiation and Economic application, Partial Elasticition, Elementary Integral calculus and Economics |
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| Unit –II | applications. Linear programming – Meaning, Application, limitation Simple formulation, Graphic method, simplex method duality. |
| Unit –III Unit –IV | Games theory – Classifying pay off matrix, principle of dominance, Strategy – Pure Strategy and mixed strategies – 2x2mx2,2xn games. Decision Theory Decision making under risk, decision making under inconstanity- Maximum Criterion, Maximax Criterion, Hurvics, criterion savage criterion, laplace criterion Inventory Economics – Inventroy costs, various inventroy models – EOQ with uniform demand, production inventory model, Back-order inventory model Inventory model with quantity discount, price break approach, Re-order point safety stock and stock-outs, determining optimum safety stock levels, ABC analysis. 1. Input-Output Analysis – Meaning assumption viability of system, technological coefficient closed & open economy, determination of out-put labour requirement price equibrium and value added. 2. Query Problems – Query discipline formulae for solving single-channel quering problems. |
| | Books recommended: 1. Dewestt W.T. – Elementry Mathematics in Economics 2. Parry Lewis J – An Introduction to mathematics for students of economics 3. Mehta and Madni – Basic Mathmetics for economics 4. Dufty, N.F – Managerial Economics 5. Levin and Kirkpatrick – Quantitative Approach to Management 6. Their, Boot Klock – Operation Research and Quantitative Economics |

| | Paper –II : Business Organisation |
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| Unit-I | Definition, Nature and scope of business, Business and society, Social Responsibility of |
| | Business, Factors Determining the size of business unit. Forms of business organization – A |
| | Comparative study. |
| Unit-II | Monopolistic combination, Production management, Rationalization & methods of |
| | remunerating labour. |
| Unit –III | Organization process - Importance, principles, Various aspects of organization, organization |
| | structure, Departmentation, Line and Staff Relationships, Span of control, Delegation of |
| | authority, Decentralization. |
| Unit-IV | Produce and stock Exchange: its organization and economic functions. |
| TT'4 T | Paper -II: Office organization and Management |
| Unit –I | Importance and Function of an office. Relation among department, Features of an Ideal Office, |
| | Location of Office Accommodation (accommodation of an office in an owned or rental building), Office Layout and environment. |
| Unit-II | Office information communication management, Benefits from proper information |
| Ullit-II | management, information system and procedure, planning and designing of information |
| | systems, Business correspondence, process flow chart information, Office manual. |
| Unit –III | Control on input, Storage and output, modern information storage systems: indexing, filing, |
| | forms of Organization. |
| | Forms: Design, Management and Control, office suppliers and their control. |
| Unit –IV | Determining the manpower and facilities, recruitments, Office Work Measurement, Motivation, |
| | remuneration, Discipline and Grievance Redressal. |
| | Paper : Contemporary Audit |
| Unit –I | Introduction: Meaning and objectives of auditing: Types of audit; Internal audit. Audit Process: Audit |
| | programme; Audit and books; Working papers and evidences; Consideration for commencing an audit; |
| | Routine checking and test checking. Internal Check System: Internal Control. |
| Unit –II | Audit Procedure: Vouching; Verification of assets and liabilities. |
| Unit –III | Audit of Limited Companies: Company auditor- Appointment, powers, duties, and liabilities. Auditing Standards – Appointment, power, duties and liability of Auditor. Broad Outlines of Company |
| Unit –III | audit and auditor's report. Special audit – Banking companies, Educational Institutions, Insurance |
| | companies. Investigation, Audit of non profit organisation, Divisible Profit & Dividend. |
| Unit –IV | Recent Trends in Auditing – Nature and significance of cost audit; Tax audit, Management audit, |
| | Computerised Audit. |
| | Paper : Applied & Business Statistics |
| Unit-I | Statistical System in India- Indian Statistical Machinery – Organisation at Central State level, National |
| | Sample Survey – Design and Technique. Agricultural Statistics in India – Nature of Crop estimates, estimation of Area and yield, Industrial |
| | Statistics, Annual Survey of Industries. |
| | Statistics of Prices, Wage, Trade and Transport. |
| Unit –II | Population statistics - Vital statistics, Computation of birth, death and survival rates. Methods of |
| | population projection. Population census in India. |
| Unit –III | Analysis of Time series – Trend Measurement Different Method of Computing Seasonal Indices. Cyclical |
| 11-:4 137 | and Irregular-Fluctuations. |
| Unit –IV | National Income Statistics: Methods of Measuring National Income and Related Aggregates. Statistical Quality Control Construction and uses of control charts, |
| | Business forecasting – Tools and methods; |
| | Pareto and Lorenz curves; |
| | Construction of Life Tables. |
| | |
| TT '. T | Paper: Insurance Principles and Practice |
| Unit –I | Introduction to Insurance: Purpose and need of insurance, Insurance as a social security tool; Insurance and economic development, Fundamentals/ Principles of Insurance. Contract of Insurance. |
| Unit –II | Life Insurance – Principles and practice of life assurance. Life assurance contracts, their nature and |
| | characteristics, Parties to the contract and their rights and duties. Conditions and terms of policy and |
| | effects of non-compliance thereof. Nominations and Assignment Practice in connection with collection of |
| | premium, revivals, loans, surrenders, claims, bonuses and annuity payments. Mortality Table, Present |
| Heit III | structure & growth of Life insurance in India. |
| Unit –III | Fire Insurance - The basic principles of Fire Insurance contracts. Fire Policy, conditions, Assignment of Policy, Claims. |
| | Marine Insurance – General Principles – Insurable interest and value disclosure Marine Policy and their |
| | conditions, Premium; double insurance; assignment of policy' warranties' the voyage. Loss and |
| | abandonment; partial losses and particular charges; salvage; total losses and measures of indemnity. |
| | Subrogation. An elementary knowledge of accident and motor insurance. |
| Unit –IV | Insurance Intermediaries – Agents and Procedure for Becoming an Agent; Pre requisite for obtaining a |
| | license; Duration of license; Cancellation of license. Revocation of suspension/ termination of agent |
| | appointment; Code of conduct; Unfair practices. Procedure regarding settlement of policy claims. |

1st SEMESTER SYLLABUS

ADVANCED ECONOMIC ANALYSIS-I

Unit-I

Demand Theory: Cardinal Ordinal Approaches. Demand and Supply Elasticties, Indifference Curve Approach. Income & Substitution Effects, Hicks-Allen and Slutsky Approaches.

Unit-II

Application of Indifference Curve Analysis- Consumer Surplus, derivation of Demand Curve Rationing, Income Tax etc; Revealed Preference Theory, Hick's Revision of Demand Theory.

Unit-III

Production Theory: Variable proportions, Returns to Scale, Isoquants Analysis, Production Function, Elastricity of Substitution

Unit-IV.

Cost Concepts: Cost Curves, Cost Function, Envelope Curve and L-Shaped Curves.

- 1. Chopra, P.N. Pricing Distribution, Welfare
- 2. Ahuja, H.L. Advanced Economic theory
- 3. Jhingran, M.L. Advanced Economic Theory
- 4. Hicks, J.R. Value and Capital
- 5. Mehta, J.K. _ Lectures on Modern Economic Theory
- 6. Mehta, J.K. Philosophical Interpretation of Economics.
- 7. Mehta J.K. Advanced Economic Theory
- 8. Joan Robinson The Economics of Imperfect Competetion.
- 9. Pigou, A.C. The Economics of Welfare.
- 10. Lerner The Economics of Control
- 11. Baumol Economics Theory and Operations Analysis.

1st SEMESTER SYLLABUS

International Trade

Unit – 1

General:

Characteristic features of International Trade. Inter-regional and international Trade. Problems of International Trade.

Theory of International Trade

Classical Theory of International Trade, Opportunity Cost Theory. Heckscher – Ohlin Theory.

<u>Terms of Trade-</u> Concept, Measurement, Types, Factors affecting Terms of Trade

Unit – II

Free Trade, Protection and Tariffs-

Free Trade, Protection- Merits and Demerits, Methods of Protection- Types of Tariffs. Effects of Tariffs on International Trade. Import Quotas, Dumping, etc.

Unit III

Balance of Payments

Balance of Trade and Balance of Payments, Equilibrium and Disequilibrium in Balance of Payments, India's Balance of Payments during Planning Period

Unit - IV

Regional Economic Groupings : EU, SAARC, OPEC, ASEAN. **International Institutions :** GATT, WTO, UNCTAD, IBRD, IMF

- 1. Haberler G. Theory of International Trade
- 2. Viner. J. Studies in Theory of International Trade
- 3. Viner, J. International Trade and Economic Development
- 4. Meade The theory of international economic policy.
- 5. Johnson H.G. International Trade Economic Growth.
- 6. Tarshis Introduction to the Theory of International Trade and Investment.
- 7. Trade of India (Hindi) Prof. R.S. Yadav & Dr. Prashant Pandey

1st SEMESTER SYLLABUS

8.

for Statistical Analysis

Unit - I

- Statistics of variable and statistics of Attributes, consistency of data, Association of Attributes.
- Application of X² test, Contingency.

Unit-II

- Elements of Probability- Permutation and combination, Addition and Multiplication theorems Simple applications, Bernoulli Theorem.
- Statistical Distributions Binomial, Poisson and Normal with simple applications.

Unit - III

- Statistical Populations and Random Samples, Statistical Inference. Tests of significance of errors.
- Planning statistical Experiments Principles of Experimentation. Simple procedure for testing experimental hypotheses application of 't' Test.

Unit-IV

- Analysis of Variance Simple Applications, one-way and two-way classification,
- Statistical quality control, types of control charts.

- 1. Croxton and Cowden Applied General Statistics
- 2. Neiswanger _ elemmentary Statistical Methods.
- 3. Weatherburn First course in mathematical statistics
- 4. Yule and Kendall Introduction to the theory of statistics
- 5. Wallsis and roberts A new Apporach
- 6. Elhance D.N. fundamentals of statistics.

1st SEMESTER SYLLABUS

for Accounting for Financial Decisions – I

Unit-I

Role of Finance in Business Decision Making. The concept of Time Value of Money Present Value, Future Value and Annuities. Principles of Capital Investment. Profit Maximization Vs. Value Maximization. Steps in Capital Budgeting.

<u>Unit-II</u>

Techniques of Capital Budgeting- Payback, ARR, NPV, PI and IRR. Simple Methods to tackle Risk.

Unit-III

Sources of Funds – Share, Debentures Preference Shares etc. Capital Structure – Theories, NI, NOI and traditional Approach. EBIT – EPS Analysis.

Unit-IV

Concept of Cost of Capital, Cost of different sources of Funds. Weighted Average Cost of Capital (WACC).

- 1. Nanue, A.S. Economic Analysis for Business Decisions
- 2. Horoeitz An Introduction to Quantitative Business Analysis
- 3. Gupta A.S. das- Human Resources Accounting
- 4. Das- Human Resources Accounting
- 5. Varshney R.L. & maheshwari , K.L. Managaerial Economics
- 6. Bhattacharya & Deardon Accounting for management.

1st SEMESTER SYLLABUS

for Business Environment

Course Objectives: The aim of this course is to make students aware of those external factors which directly or indirectly can affect the Business Strategies.

Unit-I

The concept of Business Environment, its types, significance and nature. Economic and Non-Economic factors of Business Environment. The Interaction Matrix of Economic and Non-Economic environment. Environmental Scanning. Basic Philosophies of Economics Systems.

<u>Unit – II</u>

The Business and Government Relationship. The need and forms of Government Intervention. The constitutional Provisions affecting Business. MRTP, IDRA, FERA/FEMA, SEBI Act.

<u>Unit – III</u>

The Economic Policy Framework, Industrial Policy Monetary Policy, Fiscal Policy and EXIM Policy- Their recent Trends and Business implications, Liberalization and Privatization.

Unit-IV

Need and importance of Foreign Trade. Types of Foreign Trade. Institutions facilitating Foreign Trade especially EXIM Bank and ECGC, Globalization. Strategies of Globlisation, MNCs, Nature, Role and Operations. Present Position of MNCs in India. Basic of Balance of Trade and Balance of Payment.

- 1. Cherumilum, Francis: Business Environment
- 2. Adhikari, M: Economic Environment of Business.
- 3. Ghosh, P.K.: Business and Government
- 4. Debroy, Vivek: Economic and Social Environment.
- 5. Govt. of India: Economic Survey.
- 6. RBI: Currency and Banking, Quarterly Bulletins.

1st SEMESTER SYLLABUS

for Industrial Economics

Unit-I

- Introduction of Industrial Economics.
- Development of Industries & its importance.
- Appraisal of Important Indian Industries.
 - Iron & Steel, Engineering, Sugar, Paper, Cotton & Synthetic Textile, Jute, Cement and Petrochemical.
- Localization of Indian Industries & Principle of Localisation.

Unit-II

Development of Industries in India. Pre-Independence Development of Industries. Industrial Development of Five Year Plans. Industrial Policy in India & Its effects. Public Sector undertakings and New Challenges before PSUs.

Unit – III

Industrial Finance in India.

Main Sources of Industrial Finance.

Necessity & Significance of Industrial Finance.

Specilised Institution of Industrial Finance.

Labour Participation in Management.

Small Scale Industries.

New Challenges before SSIs.

Unit - IV

Industrial Legislation in India.
Industrial Development & Regulation.
Problem of Industrial Labour & Labour welfare Measures.
Role of Foreign Capital in Industrial Development (FDI) in Indian Industries.
Portfolio Investment in Industries.

1st SEMESTER SYLLABUS

Books Recommended:

- 1. G. Rosen Industrial Change in India
- 2. S.C. Kuchchdail Industrial Economy of India.
- 3. M.Mehta Structure of Indian Industries.
- 4. V.V. Giri Labour Problem in Indian Industries.
- 5. R.S. Kulksheta Industrial Economics.
- 6. N.Das Industrial Enterprises in India.
- 7. -----
- 8. -----
- 9. Government of India
 - Economic Survey
 - Report of Currency & Finance, RBI.
 - Five Year Plans, Planning Commission.

10 Ruddar Dutt & K.P.M. Sundharam – Indian Economy.



2nd SEMESTER SYLLABUS

International Banking

Unit-I

Introduction: Importance of the study of Banking Systems. Developed and Less developed Money Markets, Their Characteristics. Importance of Developed Money Market in a Banking System.

English Banking System – Bank of England, Origin and growth, organizational Structure, Functions, London Money Market, EURO Currency.

Unit-II

Federal Reserve System: Origin, Organizational Structure and Working, Unit Banking and factors for its growth in USA.

New York Money Market – Constituents and working, Comparison between London Money Market and New York Money Market.

Unit-III

German Banking System: Deutche Bundes Bank 'German Central Bank' – Organisation, structure and functions.

Bank of Japan- Structure and Working, Commercial Banking system of Japan, Industrial Banking in Japan

Unit-IV

Indian Banking:

Reserve Bank of India: Functions, Monetary and Credit Policy-its evaluation; Achievements and failures of R.B.I. Indian Money Market, Constituents, Characteristics, defects and measures.

International Financial Institutions:

I.M.F. and I.B.R.D. –Objectives, Functions, Assistance to India by these Institutions.

- 1. Sayers, R.S. Modern Banking
- 2. Basu, S.K. Contemporary Banking Trends.
- 3. Saxena, K.B. International Banking: Banking Theory and Principal Banking Systems (Hindi)
- 4. Machenize, K. Banking Systems of Great Britain, French, germany and U.S.A.

2nd SEMESTER SYLLABUS

Advanced Economic Analysis-II

Unit-I

Pricing: Development of the theory of value. Perfect competition and Equilibrian under Increasing, Decreasing and constant cost industry. Monopoly – Degree of Monopoly Power, Regulation of Monopoly, Price Discrimination in Monopoly.

Unit-II

Monopolistic Competition and Group Equilibrium. Analysis of Selling Cost – Duopoly, oligopoly- Various Models of Duopoly & Oligopoly behaviour.

Unit-III

Theory of factor pricing: Marginal Productivity Theory, Modern Theory of Rent – Rent as a Generalised Concept. Wage Determination and the Role of Trade Unions-Wages and Employment. Theory of Profit – Knight; Schumpeter; Western, Function of Profit.

Unit-IV

Reconciliation between Loanable funds and liquidity preference theory –IS-LM curves model welfare economics: Nature and Scope of Welfare Economics – criteria of social welfare, value judgements in welfare economics, utility and welfare, Indifference curves, Pigou and Pareto-Approaches to welfare. Optimality and necessary conditions to achieve it. Compensation Principle.

- 1. Chopra, P.N. Pricing Distribution, Welfare
- 2. Ahuja, H.L. Advanced Economic theory
- 3. Jhingran, M.L. Advanced Economic Theory
- 4. Hicks, J.R. Value and Capital
- 5. Mehta, J.K. Lectures on Modern Economic Theory
- 6. Mehta, J.K. Philosophical Interpretation of Economics.
- 7. Mehta J.K. Advanced Economic Theory
- 8. Joan Robinson The Economics of Imperfect Competetion.
- 9. Pigou, A.C. The Economics of Welfare.
- 10. Lerner The Economics of Control

2nd SEMESTER SYLLABUS

Accounting for Financial Decisions-II

Unit-I

Analysis of Financial data, Ratio Analysis Debt Ratios, Coverage ratios, Profitability Ratios, Efficiency Ratios, Liquidity Ratios.

Analysis of changes in Financial Position-Funds Flow and Cash Flow Analysis.

Unit-II

Working capital Management – Financing of working capital, operating cycle, liquidity Management. Management of Inventories (EOQ)

Unit-III

Management of cash – Cash Budget, Management of Receivables – Credit Policies, Credit Terms and Collection Policies.

Unit - IV

Dividend Policies – Factors Determining Dividend Policies. Dividend Payout Ratio. Forms of Dividend and Price of Share – Walter and Gordon Models, Stable Dividend Policy Informational Content of Dividend.

- 1. Working Capital Management & Control S.B. Mathur
- 2. Financial Management & Policy James, V. vanhorne.
- 3. Financial Management I.M. Pandey
- 4. Financial Management Khan & Jain
- 5. Advanced Accounting Vol. II S.N. Maheshwari
- 6. Social Framework J.R. Hicks
- 7. Economics Development with Special Reference to Developing Economic A.P. Thirlwal

2nd SEMESTER SYLLABUS

Quantitative Techniques for Economic Analysis

Unit – I

Mathematical Economics:

Partial Differentiation and Economic Application : Partial elasticities (Direct and cross). Elementary Integral calculus and Economics Application. Calculus of price discrimination. Constrained optimization — Lagranger's Multiplier technique. Baumols' Sales Maximization Model (Sales revenue).

Input – Output Analysis

Assumption, Technological Coefficient, Closed and open Input-Output model.

Unit - II

Linear Programming - Graphic method, Simplex Method, Duality, Transportation problem.

Unit – III

Theory of Games - Classifying games, Pay-off matrix, Principle of Domiance, maximum Strategym Saddle point, Pure Strategies, Mixed Strategies – 2x2, 2xn mx2 games and mxn games.

Inventory Economics - Inventory Costs, Various Inventory Model Economics Order Quantity, Quantity Discounts-Cost Comparision approach, Recorder point Safety stock and Stock-outs Determining Optimum Safety Stock Level, ABC Analysis.

Unit - IV

Investment Analysis - Phases of Investment Decisions, Times Value of money, Annuities, Cash flows from an investment, Investment analysis under risk. Technique of project planning and management, GANTT chart, PERT- CPM.

- 1. Dewsett, W.T. Elementary Mathematics in Economics
- 2. Parry Lewis, J. An introduction to Mathematics for Students of Economics.
- 3. Mehta and Madani Basic Mathematics for Economics.
- 4. Dufty, N.F. Managerial Economics
- 5. Levin and Kirkpatric Quantitative Approaches to Management
- 6. Theil, Boot, Klock Operation Research and Quantitative Economics.
- 7. Allen R.G.D. Mathematical Economics
- 8. Kapoor, V.K. Operation Research.

2nd SEMESTER SYLLABUS

Rural Economics

Unit -1

Nature and scope of rural economics, Special features of rural economy. Problems of agriculture.

Nature of land holding. Land tenures and land reforms. Consolidation of land holdings. Ceiling on big holdings. Cooperative and collective farming. Irrigation, rural electrification and agricultural modernisation.

Unit - II

Causes of low productivity, Measures to increase productivity, Pressure of population and low production, Food problems, Instability of farm incomes, input output ratio, supply and demand for agricultural products, cost price structure, price movement and price differentials Cobweb theorem. Indian agricultural Policy latest agricultural scenario.

Panchayati Raj, programmes of rural development.

Unit - III

Rural Finance, Nature of rural credit Sources of rural finance RBI and rural credit State bank of India and agricultural finance Role of co-operative and commercial banks and RRBs in the finance of agricultural activities. NABARD, problems of rural indebtedness.

Small scale, cottage industries in rural areas, Agro industries.

Unit - IV

Unemployment and under employment in rural areas. The concept of poverty and Poverty alleviation Programmes.

- 1. Durmont Renu Types of Rural Economy
- 2. Carver Principles of Rural Economics
- 3. Sayana V.V. Readings in Rural Economics
- 4. Schultz T.W Transforming Traditional Agriculture.
- 5. Glark, Coliu and Haswell The Economics of Subsisitence Agriculture.
- 6. Chang Agriculture and industrialisation
- 7. Sukhatme P.V. Feeding India's Grwoing Millions
- 8. Wright Ivan Principles of Rural Credit.
- 9. Nanavati and Anjaria Indian Rural problems
- 10. Rao V.K.R.V. Agricultural Labour in India.
- 11. Sen Strategy for Agricultural Development.
- 12. Bhattacharya J.P. Studies in Indian Agricluture.
- 13. U.N.O.
 - Progress in Land Reforms
 - Rural Pogress Through Co-Operative.

2nd SEMESTER SYLLABUS

Foreign Exchange Management

Unit – I

Concept and Significance of Foreign Exchange, Functions of Foreign Exchange Department, Foreign Exchange Markets, Role of RBI.

Unit-II

Exchange Control – Objectives and Methods of Exchange Control, Exchange Control in India, FERA, FEMA

Unit - III

Exchange Arithmetics – Foreign Exchange Transactions, Exchange Quotations, Spot and Forward Rates, Cross rates, Fixed and Option Forward Contracts.

Unit-IV

Bill Buying and Selling rates; Execution of Forward contracts; Cancellation of Forward Contract; Extension of Forward contracts.

Books & References:

- 1. C.Jeevanandan Foreign Exchange
- 2. Bhagwati, J and Srinivasan, T.N. (Eds.) Foreign Exchange regimes and Economics Development
- 3. Dockor-Foreign Exchange
- 4. Verghese, S.K Foreign exchange and financing of foreign trade.
- 5. RBI Exchange Control Manual
- 6. NABHI Foreign Exchange Manual

2nd SEMESTER SYLLABUS

- 1) International Banking
- 2) Advanced Economic Analysis-II
- 3) Accounting for Financial Decisions-II
- 4) Quantitative Techniques for Economic Analysis
- 5) Rural Economics
- 6) Foreign Exchange Management



3rd SEMESTER SYLLABUS

Business Economics

Unit - I

Meaning and Scope of Business Economics, Basic Tools – Opportunity Cost Principle, Incremental Principle, Principle of time Perspective, Equiv.-Marginal Principle, Gaps between theory of Firm and Business Economics, uses of Business Economics.

Demand Analysis and Forecasting- Demand determinants, Demand districtions demand forecasting – Purposal, methods approach, forecasting demand four new products, Criteria of good forecasting method.

Unit - II

Cost concept and classification, Cost output relationships, Cost Function, Cost control and Cost reduction, Allocation of Joint Costs, LAC, curve and learning Curve. Production functions Iso-grants and Iso-Costs, types of Iso-Grant, Managerial use of production Functions, Cobb – Douglas Function Numerical Problems.

Unit - III

Pricing and output decisions under various market structures – perfect competition, monopoly, monopolistic, Competition, Oligopoly, price leadership, price-discrimination. Different pricing Policies/ Strategies

Unit - IV

Nature of Profit, Differential, Measures of Profit, Accounting Profit and Economic, Profit, Profit Theories, Profit Policies. Functions of Profit. Break Even Analysis, MErgin of Safety.

- 1. Joel Dean Managerial Economics
- 2. Mc Nair and Meriam Problems in Business Economics
- 3. Mc Guigan Charles R. Managerial Economics
- 4. Spencer and Siegelman Managerial Economics
- 5. Brigham and Pappas Managerial Economics
- 6. Varshney, R.L. and maheshwarim K.L. Managerial Economics

3rd SEMESTER SYLLABUS

Economics Development and Planning (With Special reference to India)

Unit – I

Economic Development

Economic Development and Economic Growth, Under Development and Development How Economics Grow and Changes, Characteristics of a Developing Economy, Nature and Problems of India Economy, Determinant of Economic Development, Obstacles to Development, Economic and Non- Economic factors in Economics Development.

Domestic Measure for Economic Development: Human Capital and Manpower Planning, Employment, Infrastructrem, Capital formation, Agriculture and Industrial Sector, National Income, Financial System, Monetary and Fiscal Policy, Public Debt and Deficit Financing.

Unit – II

International Economic, Co-operation NIEO, SAARC, MNEs, Multinationals, Transnational Mutual Agreements, FDI in LDCs: Foreign Capital and Aid, Globalization and Liberalization.

Theories of Economic Growth and Development: Classical Theory, Mathusian Theory, Karl Mark's Theory of Economic Development, Rostow's Stages of Economic Growth, Keynesian Development, Big Push Theory, Balanced and unbalanced Growth.

Unit-III

Economic Planning.

The concept of Economic Planning – Arguments for and Against Economics Planning, Objhective, Characteristics, Purpose and Structure of a Planned Economy with Special reference to Inda, Types of Planning.

Unit-IV

Economic Planning in India: India's Five Year Plans, Strategy, Objective and Performance Appraisal, Financing of Plans, Progress and Obstacles, Resource Mobilization, Agricultural and Industrial Development in the Planning Era, Planning for Self-Reliance.

3rd SEMESTER SYLLABUS

India and the World Economy: In Perpective.

Book and Report:

- 1. Lewis, W.A. Principles of Economic Planning
- 2. Hansen A. The process planning. A study of India's Five Year Plans.
- 3. Bhagwati J. & desai P Planning for Industrialisation.
- 4. Todaro M.P Economic develoment in the Third World.
- 5. Meler G.M. Leading Issues in development Economics.
- 6. Dobb M.: Soviet Economic Development.
- 7. Bethelheim C.- Studies in the Theory of Planning.
- 8. Thirwal A.P. Growth and Development.
- 9. Ghatak S. Development Economics
- 10. Kurihara K.K. Keynesian Theory of Economic Development.
- 11. Seth M.L. Theory and Practice of Economic Planning.
- 12. Tandon B.C. Economic Planning Principles and problems.
- 13. Misra S.K. & Puri V.K. Development and Planning Theory and Practice.
- 14. Jhingarn M.L. Economics of Development and Planning.
- 15. U.N.O. Measures for economic development of underdevelopment Countries.
- 16. Government of India Five Year Plans.
- 17. Government of India Economics Survey.
- 18. R.B.I. Report on Currency and Finance.
- 19. Planning Commission Yojans.

3rd SEMESTER SYLLABUS

Foreign Trade Policy Procedures & Documentation

$\underline{Unit - I}$

Introduction : Foreign trade & Economic Development, India's Foreign Trade – Trends, Problems and Prospects, India's Balance of Payments. Trade Policy – Recent Development, WTO.

Unit – II

Export Marketing, Sources of Export Trade Information, Selection of Products, Indetification of Export Markets, Product Planning for Export, Export Marketing Channels, Business Communication in Export, Export Marketing Logistics, Export cargo Insurance.

Unit – III

Export Sales, Contract and In-coterms, Terms of Payment in Export, Export Finance – EXIM Bank ECGE, Export Pricing, Import Finance.

Unit-IV

Export Import Licensing Procedure and formalities.

Export Documents – Rotational Documents, Kinds & Function of Documents, Standardized Pre-Shipment Export Documents.

Import Documents: Customs Clearance of Import Cargo.

Processing of an Export Order.

Instituttion set-up for Export Promotion in India

Export Assistance in India

Procedure for claiming Export Assistsance

Books Journals and Reports:

- 1. Nurkse R. Pattern of Trade and development.
- 2. Bhagwati J and Srinivasan Foreign Trade regimes and Economic development.
- 3. Panchamukhi V.r. Trade Polices of India. A Quantitative Analysis.
- 4. Nayyar C. India's Exports and Export Policies in the 1960's.
- 5. Patel Policy for Foreign Trade.
- 6. Salvi P.G. new Directions in India's Trade Policy.
- 7. Singh M. India's Export Trends.
- 8. Varshney R.L. & Bhattacharya International Marketing Management.
- 9. Lall B.S. Finance of Foerign Trade and Foreign Exchange.
- 10. Verghese S.K. Foreign Exchange and Financing of Foreign Trade.

3rd SEMESTER SYLLABUS

- 11. Walkar A.G. Export Practice and Documentation.
- 12. Government of India Handbook of Import and Export Policy (Latest)
- 13. Govt. of India Handbook for Exporters Service facilities and Incentives.
- 14. Government of India Handbook of Export Import procedure (Latest).
- 15. Annual Reports of Ministry of Commerce
- 16. RBI-Report on Currency and Finance.
- 17. Govt. of India Economics Survey18. IIFT Foreign Trade Review
- 19. Journal of Industry and Trade.
- 20. Indian Trade Journal.



3rd SEMESTER SYLLABUS

Public Utility Economics

Unit - I

• **Concept of public utilities** – Economic concept, American concept, types of public utility regulations.

Unit-2

• Rate making in public utilities- Rate level and rate structure- Meaning and distinction, determination of rate level, determination of rate structure. Marginal cost pricing. Rate making in Electricity Undertaking.

Unit - 3

Public utilities in India – Forms of organization, Post and telegraph services, Radio and television- Air organisation, T.V. services in India. Autonomy for Radio and T.V. Prasar Bharti.

Unit - 4

Working of SEB's, salient features of electricity supply Act, Electricity rate schedules, consumer categories.

- 1. Barnes I.R. Economics of Public Utility regulation.
- 2. Clemens E.W. Economics and Public Utilities.
- 3. Sleeman J.F. British Public Utilities.
- 4. Choudhary R.K. Economics of Public Utility
- 5. Hanson A.H. Public Enterprises and Economics Develoment.
- 6. Ramanadhan V.V. The structure of Public Enterprises in India.
- 7. Gupta K.R. Issues on Public Enterprises.
- 8. Laxmi Narain Principles Practice of Public Enterprise.
- 9. Centre for Public Sector Studies Profitability Accountability and Social Responsibility of Public Enterprises.
- 10. Khera S.S. Government in Business.
- 11. Ghosh P.K. Public Enterprises in India.
- 12. Mathur B.L. Public Enterprises in India.
- 13. Gupta K.L. Bharat me lok Udyog.
- 14. Maheshwari R.K. Public Enterprise Management
- 15. Maheshwari R.K. Electricity Rate Making and Tariff Regulations.

3rd SEMESTER SYLLABUS

Demography and Population Studies

Unit -1

Meaning and Scope of Demography, Relationship with other Science, Demographic Characteristics of Developing Countries.

Migration and Urbanisation – Concept, Definition, Source of Data and Causes, Internal and International Migration, Urban growth; Urbanisation Industrialisation and Rural Development.

Unit - II

Demographic Analysis- Techniques of Demographic Analysis Marriage and Marital Dissolution, Measures of Fertility and Reproduction, Measures of Mortality. Life Table Construction and its Uses, Method of Population Projection.

Unit - III

Theories of Population, Malthusian Theory, Socialist and Marxist Views. Optimum. Theory of Population, Biological; Socio - Cultural and Economic Theories; Theory of Demographic Transition. Population and Economic Development.

Unit - IV

Population Trends in different Regions of the World with special reference to Developing countries. Population in India, Size Growth and Composition; Census in India, Factors affecting Fertility, Mortality and Migration Population Policy in India, Population Education, family Planning Programme of India and its Achievements.

Books recommended:

- 1. Spengler and Duncan-Population Theory and Policy, 1963
- 2. Coale and Hoover- Population and Economics Development in Low Income cociataies, 1958.
- 3. Barclay, G.W. techniques of population analysis, 1958.
- 4. Mandal, R.B. Ujanga, J. Prasad, H- Introductory Methods in Population Analysis, 1989.
- 5. O.S. Srivastava: Demography and population studies.
- 6. Casen R.H. India Population, Economy, Society, 1979.

7.

- 8. Bose A. Mitra A. and others Population in India's Development, 1947-2000, 1974
- 9. K. Srivastava Basic Demography Technique and applications.
- 10. R. Datt & Sunderan –Indian Economy.
- 11. Government of India- Ministry of Health and Family Welfare, Family Welfare Programme in India, Year Book
- 12. Population Council Population Policies in Developing Countries.
- 13. Population Policy for India P.K. Chaubey
- 14. J.P. Mishra Janankiki
- 15. Vijay Kumar Janankiki
- 16. Govt. of India National population Policy 2000.

3rd SEMESTER SYLLABUS

Labour Economics

Unit- I

Labour: Some Key Issues, Labour in a Developing Economy, Structure and Peculiarities of Labour Market Indian Labour; Characteristics of Indian Labour, Recruitments of Industrial Workers- Employment Exchange, National Employment services in India, Rural labour in India, Un-Employment Programmes in India.

Unit-II

Wage Determination: Theories of wage Determination, Systems of Wage payment various concepts of Wages – Fair. Profit Sharing, Payment of Bonus Act labour Proctivity and wage Relationship. Wage structure, Wage differentials and national wages Policy.

Trade Unionism- Theories, Functions, Trade Union Movement in India, Trade Union Movement Abroad.

Unit-III

Industrial Relations: Industrial Disputes and Establishment of Industrial Place, Methods of Settlement of industrial Disputes, Collective Bargaining, Conciliation, Arbitration and Adjudication, Labour Participation in Management, Machinery for the prevention and Settlement of Industrial Disputes.

Unit-IV

Labour Welfare: Labour welfare measures in India, Social Security, Social Security in India, Social Security abroad, working condition and hours of work. Child and women labour, labour legislation in India, International labour organization and India.

- 1. Allen V.L. Power in trade Unions.
- 2. Dobb- M. Wages.
- 3. Hickers J.R. Theory of wages.
- 4. Giri V.V. Labour problems in Indian Industry.
- 5. Myers C.A. Industrial relations in India
- 6. Philips Q.W. Introduction to labour Economics.
- 7. Rees, A Economic of trade union.
- 8. Sing V.B. Industrial labour in India.
- 9. Government of India report of the National Commission on Labour (1969)

 Report of the committee on child labour (1979)

4th SEMESTER SYLLABUS

Monetary Theory and Practice

Unit – I

Gold Standard – Its rules, working and downfall.

The supply and demand for money – Changes in the supply of money. The demand for money: Classical view of the demand for money, The modern view of the demand for money.

Unit- II

Concept of Multiplier – Its working assumptions leakages, importance and criticism. The principle of Acceleration – Assumptions and criticisms.

Monetary Policy – Meaning, Objectives and instruments. Role of Monetary Policy in a developing economy.

Unit-III

Inflation and Deflation – Meaning and kinds of Inflation, causes, remedies and effects of inflation. Comparison between inflation and deflation.

Balance of Payments- Meaning, Difference between Balance of Trade and Balance of Payments. Causes of Disequilibrium in the Balance of Payments. Adjustment in the Balance of Payments.

Unit – IV

Foreign Exchange Rate – Meaning, Causes of changes in the Exchange rates. Determination of Exchange rate under Mint Par Theory.

The purchasing power Parity Theory.

International Monetary Fund – India and I.M.T., IMT and International Liquidity.

- 1. Chick, V. The Theory of Monetary Policy
- 2. Clower, R.W. Monetary Theory
- 3. Cramp, A.B. Monetary Management
- 4. Day. A.C.L. An outline of Monetary Economics
- 5. Dennis. G.E.C. Monetary Economics
- 6. Halm G.N. Monetary Theory
- 7. Hamson J.L. Monetary Theory and Practice
- 8. Hodgamn D.R. Commercial Bank Loan and Investment Policy
- 9. Johnson H.G. Essays in Monetary Theory and selected Essays in Monetary Economics.

4th SEMESTER SYLLABUS

- 10. Patin, Don Studies in Monetary Economics.
- 11. Kurishara, K.K. Monetary Theory and Public Policy.
- 12. Pearce G.D. and shaw, M.D. Monetary Economics.
- 13. Jhingarn M.L. Monetary Theory
- 14. Sundharam K.P.M. Monetary Theory and Practice.
- 15. M.C. Vaish Monetary Theory
- 16. M.L. Seth Money, Banking, International Trade and Public Finance.



4th SEMESTER SYLLABUS

Environment and Resource Economics.

Unit - I

Environment and Ecology – Meaning of Environmental degradation, Types of Environmental degradation – Air Pollution. Environment Economy Interaction. Environment and Population.

Unit - II

Economic Growth and Sustainable Development. Environment Kuinets Curve. Environment and Trade. Various Conferences on Environment. Economic value of Environment. Environmental Risk. Environmental Laws and Policies.

Unit - III

Natural Resources – Renewable / Non- Renewable. The definition and classification of Natural Resources and the definition of Scarcity Role of Natural Resources in extraction and Productive activity characteristics of Resources.

Concept of Resources: Product Rate.

Unit-IV

Economics of Exhaustible Resources – Pricing and Exhaustion date, Hotelling Model, Limits to Growth Theory. In temporal Allocation in Exhaustible resource. Optimal depletion of endorsements. Conservation and Preservation of Resources. Economic effects of Resource Exhaustion.

Reference: Books:

- G.M. Meier and J.E. Rauch Leading Issues in Economic Development Oxford
- 2. M.P. Todano Economic Development in the Third Would.
- 3. N. Hamley, J.F. Shogyen & B. White "Introduction to Environmental Economics Oxford.
- 4. Alen Randall; "Resources Economics: An Economic Approach to National Resources and Environmental Policy, John Wiley & Son.
- 5. J.V. Vaishampayan: "Energy and Economic Development: "An Analysis of Energy Economics Interactions "Ajanta Press"

4th SEMESTER SYLLABUS

Transport Economics And Logistics.

Unit - 1

Statuory structure of road transport. Taxation of commercial motor transport, regulation of road transport in india. Administration and financing of road construction, extension maintenance. Current problems of road transport.

Unit – II

Railway administration, re-grouping. Railway budget and finance, railway rate making classification of goods railways rate tribunal. Core problems of Indian railways.

Unit - III

Shipping economics, Shipping Rates, Liners and Tramps, competition and shipping conferences. Develoment of Indian shipping, economics of port and Port Procedure, current problems, shipping policy and five years plans, chartering business, containerization.

Unit - IV

Characteristics and scope of air transport in International Trade Economics of air transport. Civil aviation in India. International organisation and law realting to aviation. Administration of air transport in India Privatisation of air Transport.

- 1. Acworth Elements of railway Economics.
- 2. Philip Locklin Economics of Transportation.
- 3. Fenelon K.G. Economics of Road Transport
- 4. Douglas Knoop Outline of Railway Economics.
- 5. Dr. Sir Ziauddin Ahamd Indian Railways in Modern India.
- 6. Repley W.Z. Railway problems
- 7. Repley W.Z. Rail Roads Rates and Regulations
- 8. Hani S.N. Economics of Shipping
- 9. Brown Economics of Air Transpotation
- 10. Bhatnagar K.P. and others Modern Transpor in India
- 11. Chauhan Parivahan
- 12. Yaspal Parivahan.

4th SEMESTER SYLLABUS

Small Business & Entrepreneurial Skills

Unit – 1 (Small Scale Industries)

Definition & Characteristics

Privileges to SSI

Policies & Legislations For SSI

Sick Industries: Definition, Reasons for Sickness, revival rehabilitations, Role of BIFR in Revival & Bank Syndication.

Unit-II (Entrepreneurship)

Definition, Meaning & Concept

Entrepreneur: Characteristics, Motivation, Types.

Theories of Entrepreneurship

Factors Responsible for Entrepreneurship Development

Entrepreneurial Barriers.

Economic Development & Entrepreneurship

Professionalism Vs Family Entrepreneur

Status of Women Entrepreneur In India

Unit – III (Business Planning Process)

Ides Generation

Feasibility Analysis : Economic, Marketing, Financial, Technical, Human Resources & Ecological.

Fromulating Business Plan: Marketing, Finance & Organisational Plan.

Evaluation, Monitoring & Review.

Project Report Preparation

Role of SIDBI in Project Management

Unit – IV (Business Venture : Concepts & Problems)

- Establishing New Venture : An Introductory Approach Marketing, Finance, Human Resource, Operations & Taxation.
- Sources of Finance.
- Institutional Support for New Venture
 - ➤ Financial Institution Supporting New Ventures
 - ➤ Non-Financial Institutions Supporting New Ventures

Problems Encountered in Running A Business: Operation, Structural, Financial & Managerial.

4th SEMESTER SYLLABUS

- 1. Robert D. Hisrich, Michael P.Peters, Enterpreneurship, MC Doanld Punklicatons.
- 2. Richard M. Hodgetts, Donald F. Kuatko, Effective small Business management, Academic Press College Division.
- 3. Steinhoff, Dan and Burges J.F.; Small Business Management Fundamentals MC Graw Hill Book Company.
- 4. D.C. Mc. Clelland, The Achieving Society, Princeton, New Jercey D.Van. Nostrad Co.
- 5. Ruddar Dutt & KPM Sundaram, Indian Economy & Chand & Co.
- 6. Vasant Desai; Management of Small Scale Industries, Himalaya Publishing House.
- 7. Jairi Vyay K; Marketing Management for Small Units, Management Publishing
- 8. Industrial Policy Resolutions, Govt. of India Publication.
- 9. Entrepreneurship Development, Tata Mc Donald Publication, Colombo Plan Staff College for Technical Education and adopted by Centre for Research & Industrial staff performance, Bhopal

4th SEMESTER SYLLABUS

Economics of Public Enterprises

Unit -1

• Concept of Public enterprises, Role in national economy, growth of public enterprise in India.

Unit - 2

- Organisational Patterns- Departmental Undertaking, statutory corporations, companies, Holding companies, other forms.
- Management Public Enterprises Board, Functions Responsibilities, Duties of Board of Directors, Delegation of Authority.

Unit - 3

- Pricing in Public Enterprises.
- Efficiency and performance evaluation.
- Financing of public enterprises, performance budgeting, financial advisor.

Unit-4

 Accountability and Control – Public Accountability and Autonomy, Accountability to parliament, control, Audit, Annual reports, consumer organisation.

- 1. Barnes I.R. Economics of Public Utility regulation.
- 2. Clemens E.W. Economics and Public Utilities.
- 3. Sleeman J.F. British Public Utilities.
- 4. Choudhary R.K. Economics of Public Utility
- 5. Hanson A.H. Public Enterprises and Economics Develoment.
- 6. Ramanadhan V.V. The structure of Public Enterprises in India.
- 7. Gupta K.R. Issues on Public Enterprises.
- 8. Laxmi Narain Principles Practice of Public Enterprise.
- 9. Centre for Public Sector Studies Profitability Accountability and Social Responsibility of Public Enterprises.
- 10. Khera S.S. Government in Business.
- 11. Ghosh P.K. Public Enterprises in India.
- 12. Mathur B.L. Public Enterprises in India.
- 13. Gupta K.L. Bharat me lok Udyog.
- 14. Maheshwari R.K. Public Enterprise Management
- 15. Maheshwari R.K. Electricity Rate Making and Tariff Regulations.

4th SEMESTER SYLLABUS

Research Methodology

Unit-1

- Concept, Significance, Nature and Scope of Research Economics. Problems and Future Perspectives of Research in Economics.
- Methods of Economics Research : Induction and Deduction, Quantitative & Qualitative.
- Approaches: Historical, Comparative, Evaluative.
- Case Study, Research Design, Sources of Data.
- Tools of Data Collection.
- Methods of data Collection: Observation, Questionnaire, Interview.

Unit-2

- Sampling
- Measurement and Scaling
- Projective Techniques.
- Processing of Data: Editing, Coding, Classification and Tabulation.
- Report Writing.
- Dissemination.
- Application of Computers.

Unit-3

- Statistics: Meaning, Uses and Limitations.
- Diagrammatic Representation of Data.
- Measures of Central Tendency
- Measures of Dispersion.

Unit-4

- Correlation and Regression Analysis.
- Interpolation and Extrapolation.
- Index Number

Books Recommended:

1. A.S. Moser : Survey Methods of Social Investigation

2. Croxton and Cowden: Applied General Statistics.

3. Festinger and Kartz : Research Methods in the Behavioural Sciences.

4. Ghosh and Chaudhary: Statistics Theory and Practice.

5. K.Yin. Robert : Case Study Research : Designe and Methods.

6. Parten : Surveys, Polls and Samples

4th SEMESTER SYLLABUS

- 1) Monetary Theory and Practice
- 2) Environment and Resource Economics.
- 3) Transport Economics And Logistics.
- 4) Small Business & Entrepreneurial Skills
- 5) Economics of Public Enterprises
- 6) Research Methodology

