## **SYLLABUS**

## MBA (Finance and Control)

Two year full-time masters degree programme



**Session: 2017-18** 

# DEPARTMENT OF FINANCIAL STUDIES Faculty of Management Studies

VeerBahadurSinghPurvanchalUniversity Jaunpur (U.P.) Pin – 222003

## Department of Financial Studies

Department of Financial States	
Syllabus- M.B.A. (Finance & Control)- Session 2014-2016	
1 <sup>st</sup> Semester	Marks
FMS-101.Principles of Management	75 + 25 = 100
FMS-102. Accounting and Financial Analysis	75 + 25 = 100
FMS-103.Managerial Economics	75 + 25 = 100
FMS-104.Research Methodology	75 + 25 = 100
FMS-105.Communication for Management	75 + 25 = 100
FMS-106.Business Environment	75 + 25 = 100
FMS-107.Computer Application	50 + 50 = 100
Total = 700	
2 <sup>nd</sup> Semester	
FC-201.Managerial Finance	75 + 25 = 100
FC-202.Managerial Accounting	75 + 25 = 100
FC-203.Goods and Services Tax	75 + 25 = 100
FC-204.Quantitative Techniques for Management	75 + 25 = 100
FC-205.Legal Aspects for Finance Managers	75 + 25 = 100
FC-206. Business Policy for Managers	75 + 25 = 100
FC-207.Viva-Voce	50 + 50 = 100
Total = 700	
3 <sup>rd</sup> Semester	
FC-301. Financial Statement Analysis	75 + 25 = 100
FC-302.Indian Financial System	75 + 25 = 100
FC-303. Financial Derivatives and Risk Management	75 + 25 = 100
FC-304.Marketing of Financial Services	75 + 25 = 100
FC-305.Investment Management	75 + 25 = 100
FC-306.Entrepreneurship and Small Business Management	75 + 25 = 100
FC-307.Summer Training, Presentation and Viva-voce	50 + 50 = 100
Total = 700	
4 <sup>th</sup> Semester	
FC-401. Corporate Restructuring	75 + 25 = 100
FC-402. Business Valuation	75 + 25 = 100
FC-403. Investment Banking and Financial Modeling	75 + 25 = 100
FC-404. Project Management and Finance	75 + 25 = 100
FC-405. Multinational Financial Management	75 + 25 = 100
FC-406.One Elective (To be chosen from the given list)	75 + 25 = 100
FC-407. Project Report, Presentation and Viva-voce	50 + 50 = 100
Total = 700	
Elective Paper(Specialization)	
(Students can opt any one of the following papers)	
1. Management of Financial Institution and Services	75 + 25 = 100
2. Commercial Bank Management	75 + 25 = 100
3. Merchant Banking	75 + 25 = 100
4. Venture Capital and Private Equity	75 + 25 = 100
5. Micro Finance	75 + 25 = 100
6. Real Estate Investment Management	75 + 25 = 100
7. Treasury Management	75 + 25 = 100
8. Direct and Indirect Tax Planning	75 + 25 = 100
9. Fixed Income Securities	75 + 25 = 100
10. International Financial Reporting and Analysis	75 + 25 = 100
11. Behavioural Finance	75 + 25 = 100
GrandTotal = 2800	70 . 20 100
GAMAINA UMMI — MUUU	

## **SEMESTER-I**

## FMS-101. Principle of Management

#### Unit I

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

#### **Unit II**

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

#### **Unit III**

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

#### **Unit IV**

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

#### Unit V

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

References:		
B. Jha	Industrial Organization and Management	Novelty Publisher
L.M. Prasad	Principles& Practice of Management	Sultan Chand & Sons
Dr. C.B. Gupta	Management Concepts & Practices	Sultan Chand & Sons
Koontz & Weihrich	Essentials of Management	Tata McGraw-Hill
Andrew Littlejohn	Company to Company	Cambridge University Press

## FMS-102. Accounting and Financial Analysis

## Unit I

**Overview:** Accounting Concepts, Conventions and Principles, Accounting Equations, International Accounting Principles and Standards, Matching of Indian Accounting Standards with International Accounting Standard.

#### Unit II

**Mechanics of Accounting:** Double Entry System of Accounting, Journalizing of Transactions and Preparation of Final Accounts, P/L Accounts, P/L Appropriation Account and Balance Sheet, Policies related with Depreciation, Inventory and Intangible Assets like Copyright, Trademark, Patent and Goodwill.

#### **Unit III**

**Analysis of Financial Statement:** Ratio Analysis – Solvency Ratios, Profitability Ratios, Activity Ratios, Liquidity Ratios, Market Capitalization Ratios, Common Size Statement, Comparative Balance Sheet and Trend Analysis of Manufacturing, Service & Banking Organization.

#### **Unit IV**

**Funds Flow Statement:** Meaning, Concept of Gross and Net Working Capital, Preparation of Schedule of Changes in Working Capital, Preparation of Funds Flow Statement and its Analysis.

#### Unit V

**Cash Flow Statement:** Various Cash and Non-Cash Transactions, Flow of Cash, Cash from Operation, Preparation of Cash Flow Statement and its Analysis.

S.K. Bhattacharya	Accounting for Management	Vikas Publishing House
& John Dearden		
S.P. Jain &K.L	Advanced Accountancy	Kalyani Publishers
Narang		
S.N. &S. K.	Corporate Accounting	Vikas Publishing House
Maheshwari		
Robert Anthony &	Accounting Test and Cases	Richard D. Irwin, London
Hawkins		
S.N. Maheshwari	Financial and Management Accounting	Sultan Chand &Sons

## FMS-103. Managerial Economics

## Unit I

**Introduction:** Nature and Scope of Business Economics, Fundamental Concepts, Business Goals, Economics and Ethics.

#### Unit II

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

#### Unit III

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

## **Unit IV**

**Pricing:** Market Morphology and Pricing, Pricing Methods – Cost Plus Pricing, Incremental Pricing, Product Line Pricing, Pioneer Pricing, Differential Pricing, Cyclical Pricing and Retail Pricing.

#### Unit V

**Profit Policies and Planning:** Profit Policies, Rationale for Profit Constraints, Profit Volume Analysis and its Applications.

210,701 0110001		
D.M. Mithani	Principles of Economics	HimalayaPublishing House
D.M. Mithani & V.S.R.Murthy	Fundamental of Business Economics	HimalayaPublishing House
D.N. Dwivedi	Principles of Economics	VikasPublishing House
P.L. Mehta	Managerial Economics	SultanChand &Sons
R.L. Varshney	Managerial Economics	Sultan Chand & Sons
Pandey&Pandey	Managerial Economics for Managerial Decision	Himalaya Publishing House

## FMS-104. Research Methodology

#### Unit I

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

#### **Unit II**

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

## **Unit III**

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

### **Unit IV**

**Sampling:** Sampling Method – Probability and Non Probability, Analysis of Data – Tabulation, Coding, Graphical Representation of Data, Statistical Tools, Mean, Mode, Median, Measures of Standard Deviation.

#### Unit V

**Statistical Techniques & Report Writing:** Correlation (product – moment) Karl Pearson's and Rank, Regression Analysis, Skewness, T-test and  $X^2$ – test, Contents of Research Report, Types of Report, Report Format – Research in Decision Making,

## References:

C.R. Kothari Research Methodology New AgeInternational

Publication

Good &Scates Methods of Research Appleton-Century-Crofts,

1954

S.P.Gupta Statistical Method Sultan Chand & Sons

R. Panneerselvam Research Methodology PHI Learnings

Richard I. Levin Statistics for Management Prentice Hall

David S. Rubin

## FMS-105. Communication for Management

#### Unit I

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

#### Unit II

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

#### **Unit III**

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

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

**External Communications:** Public Notices, Invitations to Tender Bid, Auction Notices etc. **Report Writing:** Planning, Technique of Writing a Report, Characteristics of Business Reports, Common Types of Reports, Purposes of Reports.

#### **Unit IV**

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

**Oral Communication:** Nature and Significance.

#### Unit V

**Reformulating and Summarizing:** What is a Summary? Using Synonyms & Antonyms, Reducing Phrases, Guidelines for Writing Summaries, Business Summaries.

**Comprehension:** Using a Dictionary, Grammatical Precision (phonetics), Contextual Clues, Guidelines for Comprehension.

#### References:

Meenakshi Raman

Lesikar R. V. and	Business Communication: Theory	Tata McGraw-Hill
Pettit Jr. J. D.	and Application	
TaylerShinley	Communication for Business	Pearson Education
T. N. Chhabra&	Business Communication	Sun India
BhanuRanjan		
P.D. Chaturvedi	Business Communication	PearsonEducation

Oxford University Press

Technical Communication

### **FMS-106.Business Environment**

#### Unit 1

**Introduction:** The Concept, Nature and Significance of Business Environment, Historical Evolution of Modern Business Enterprises, their Structure and Managerial Personnel with Special Reference to India, Salient Features of Capitalism, Socialism and Socialistic Pattern of Society, Concept of Mixed Economy, Emergence of Public Sector and Joint Sector.

## **Unit II**

**Socio-Cultural Environment:** Social Interests and Values, its Implications for Industrialization and Economic Growth, Ecology and Social Responsibility, Consumerism as an Emerging Environmental Force, Ethics of Business, Social Audit.

#### **Unit III**

**Industrial Environment:** Public Sector Enterprises, Small Scale Industries, Privatization, Industrial Labour, Industrial Sickness, Industrial Policy, Industrial Licensing, Workmen's Compensation Act, 1923.

#### **Unit IV**

**Economic Environment:** Foreign Exchange Management Act, 1969(MRTP Act, 1969 as amended up to date), Fiscal and Monetary Policies, Government – Business Relationship, MNC's, Foreign Trade (Development and Regulation) Act, 1992, New Economic Policy, Protection of Patent and Trade Marks.

#### Unit V

**Technological Environment:** Choice of Appropriate Technology, Problems in Selecting Appropriate Technology, Technology Transfer, Phases, Causes and Control of Business Cycles, Problem of Pollution and its Control, Role of Business and Management in Controlling Pollution, Technology Policy, Technology and Plant Level Changes, Restraints in a Technological Growth.

K. Aswathappa	Business Environment	HimalayaPublishing
		House
Francis Cherunilam	Business Environment	HimalayaPublishing
		House
Chidambaram &	Business Environment	Vikas Publishing House
Alagappan		

## FMS-107. Computer Applications

#### Unit I

**Fundamental and Computer Application:** Computer Application, Hardware, Software, ofComputer, Operating System.

#### Unit II

**MS-Word:** File, Edit, Format, Drawing, Tools, Tables, Practicing on Cut-Copy-Paste, Merger, Letter Writing and PageSetup.

#### Unit III

MS-Excel/Basics: Creating Worksheet, Entering and Editing Test, Numbers and FormulasCells, Lookup Tables and Auto Fill.

**RearrangingWork Sheets:** Moving, Copying, Sorting, Inserting, Deleting Cells, Deleting &Parts of Work Shared, Reaction at Formulas to Worksheet Design Changes.

**Excel Formatting:** Excel Page Setup, Auto Format, Manual Format using Styles, Format Painter, Changing Font Sizes and Attributes, Wrapping Text using Border Buttons and Command.

Working with Graphics: Creating and Placing Graphic Objects, Resizing Positioning Graphic.

#### Unit IV

Power Point Basics Terminology ColourScheme: Power Point Templates, Getting Started.

Creating Presentation: Auto Content Wizard, Inserting, Deleting Slides.

**Working with Text:** Editing and Moving Text, Spell Checking, Finding and Replacing Text, Formatting Text and Aligning Text.

**Show Time:** Arranging Previewing and Rehearsing Slides, Transition and Build Effects, Deleting Slides, Printing Presentation, Elements Creating, Overhead Transparencies, Sharing Presentation Tiles with other.

#### Unit V

**MS-ACCESS** (**Data Base Managing System**):Preparation of Database Corresponding to Management Practices such as Level Information, Farm-Level Information, Agro-Climatic Zone Information etc.

**Creating Database and Tables:** Creating Database with and without Wizards, Access Tables Wizard, Field Names, Data Types and Properties, Adding Deleting, Renaming and Moving Fields, Resizing Fields, Primary Key Fields, Indexing Fields.

Forms: The Form Wizard, Saving Modifying Forms, Designing Forms.

**Entering and Editing Data:** Typing, Adding Records, Undo, Correcting Entries, Global Replacements Moving Records.

**Finding Sorting and Displaying Data:** Queries and Dynasts, Creating and Using Select Queries, Multiple Search Reformatting Dynasts, Multilevel Sorting, Showing all Records after a Query Cross Tab Queries.

**Printing Reports, Forms Letters and Labels:** Simple Table, Form and Database Printing, Manual Reporting and Modifying Properties in Reports, Saving Printing, Mailing Labels, Changing Label Design.

#### **Practical:**

- **A.** Make new files and use of cut, copy, paste & merger.
- **B.** Creating and formatting tables using work excel.
- **C.** Creating and managing data files of agriculture management system.
- **D.** Use of internet for World Wide Web browsing.
- E. Sending and receiving e-mails through e-mail POP 3 account.
- **F.** Creating worksheet and different types of graphs using excel.
- **G.**Creating slides and presentation using PowerPoint.
- **H.** Study of small and submission of report of the system in terms of suitable system.

#### References:

P.K. Sinha & Computer Fundamentals BPB Publication

P. Sinha

Ed Bott & WoodyMS-Office 2000 Prentice Hall

Leonbard

Nelson MS-Office 2000 Tata McGraw-Hill

## **SEMESTER II**

## FC-201. Managerial Finance

## Unit I

Introduction: Meaning, Objective, Scope of Financial Management, Functions of Finance

Manager.

The Finance Function: Concept and Approaches, Financial Planning, Meaning and Steps.

## **Unit II**

**Time Value of Money:** Concept, Future Value, Present Value, Annuity, Use of Tables, Risk & Return, Basic Concepts of Valuation of Securities.

#### **Unit III**

**Investment Decision:** Capital Budgeting, Meaning and Process, Aspects of Project Appraisal, Techniques of Financial Appraisal, Risk Analysis in Capital Budgeting, EBIT and EPS Analysis.

#### **Unit IV**

**Financing Decision:** Long-term Sources of Finance, Capital Structure, Theories and Decision, Cost of Capital.

### Unit V

**Dividend Decision:** Meaning, Models, Walter Model, Gordon Model, MM Model and Linter's Model, Dividend Policy, Factors affecting Dividend Decision.

Khan M.Y.	Financial Management	Tata McGraw-Hill
Prasanna Chandra	Financial Management	Tata McGraw-Hill
I.M. Pandey	Financial Management	VikasPublishing House
V.K. Bhalla	Financial Management &Policy	Anmol Publications
Van Horne	Fundamentals of Financial Management	Prentice Hall
Ezra Solomon	The Theory of Financial Management	Columbian University Press
J.D. Agarwal	Reading in Financial Management	Indian Institute of Finance
S.C. Kucchal	Financial Management & Corporate Finance	Discovery Publishing House

## FC-202. Managerial Accounting

#### Unit I

**Introduction to Accounting:** Management Accounting as an Area of Accounting, Objectives, Nature, Scope of Management Accounting, Management Accounting *Vs.* Financial Accounting, Management Accounting *Vs.* Cost Accounting.

Management Accountant: Role, Position and Responsibilities of Management Accountant.

#### **Unit II**

Accounting Plan and Responsibility Centers: Meaning, Significance and Objectives of Responsibility Accounting, Pre-requisite of Effective Responsibility Accounting, Problems in Responsibility Accounting.

**Responsibility Centers:** Cost Centers, Profit Centers and Investment Centers, Objective and Determinants of Responsibility Centers.

#### **Unit III**

**Budgeting:** Definition of Budget, Uses and Limitations of Budget, Essentials of Budgeting, Types of Budget – Functional, Master etc. Fixed and Flexible Budget, Zero-based Budgeting, Various Types of Budgets and their Preparation.

#### **Unit IV**

**Standard Costing and Marginal Costing:** Concept, Standard Costing as a Management Tool, Determination of Standard Cost, Revision of Standard Cost.

Variance Analysis: Material, Labour & Overhead.

**Marginal Costing:** Significance, Uses and Limitations of Marginal Cost, Application of Marginal Costing, Marginal Costing *Vs.* Absorption Costing, Cost Volume Profit Analysis. **BEP Analysis:** Its Uses and Limitations.

## Unit V

**Report to Management:** Objectives and Benefits of Reporting, Reporting Needs at Different Managerial Levels and Types of reports.

M.Y. Khan	Management Accounting	Tata McGraw-Hill
Dr. Jawaharlal	Managerial Accounting	Himalaya Publishing House
V.K. Saxena&	Advance Cost and Management	Sultan Chand & Sons
C.D. Vasisth	Accounting: Text	
Maheshwari& Mar	nagement Accounting	Shree Mahavir Book
Mittal		Depot
I.M.Pandey	Management Accounting	Vikas Publishing House

## FC-203. Goods and Services Tax – GST

#### Unit I

**Overview of Goods and Services Tax:** Overview of GST, Implementation of GST, GST Network, GST Council

**Levy of an Exemption from Tax:** Levy of GST – Introduction, Composition Scheme-Introduction, Intimation for Composition Levy Condition and Restrictions, Remission of Tax / Duty

**Registration:** Introduction, Registration Procedure, Special Persons, Migration of Persons, Amendments of Registration/Cancellation of Registration

#### **Unit II**

**Meaning and Scope of Supply: Taxable** Supply, Supply of Goods and Supply of Services, Course or Furtherance of Business, Special Transactions

Time and Place of Supply: Time of Supply - Goods, Time of Supply - Services, Place of

Supply of Goods & Services: Introduction, Registered and Unregistered Persons

Valuation in GST: Transaction Value, Valuation Rules

#### **Unit III**

**Input Tax Credit:** Introduction, Concept of Input Service Distributor, Legal Formalities for an ISD, Distribution of Credit, Claiming Input Tax Credit for inputs goods, Claiming Input Tax Credit for Capital Goods

**Tax Invoice, Credit and Debit Notes:** Tax Invoice, Important Documents, Credit Notes and Debit Notes, Tax Invoices in Special Cases

E-Way Bill: Introduction, Preparation of E-Way Bill, Important Points for Transporter

#### **Unit IV**

**Returns:** GSTR 1 and GSTR 2, Monthly / Quarterly Return, Annual Return

**Accounts and Records:** Books of Account Required, Maintenance of Books, Journal Entries – Intra- State, Journal Entries – Inter State

**Payment of Tax:** Introduction, Computation of Tax Liability, Tax Liability Register, Electronic Credit Ledger, Electronic Cash Ledger, Time of GST Payment, How to make payment, Challan Generation & CPIN, TDS & TCS

**GST Portal:** Introduction, GST Eco-system, GST Suvidha Provider (GSP), Uploading Invoices

#### References:

Vashishtha Chaudhary	GST - A Practical Approach	Taxman
Ashu Dalmia ,Shaifaly Girdharwal		

ABHISHEK A. RASTOGI	GST - A Professional's Guide	Taxman
Nitya Tax Associates	Basics of GST	Taxman

Dr. Awdhesh Singh GST made Simple - A Complete Guide to

Goods and Service Tax in India Centax Publication

## FC-204. Quantitative Techniques in Management

#### Unit I

**Linear Programming and its Application:** Graphic Method and Simplex, Quality Problem, Transportation Problem, Assignment Problem.

## **Unit II**

**Decision Theory:** Decision Environment, Expected Profit under Certainty, Uncertainty and Risk, Decision Tree, Utility Theory.

#### **Unit III**

**Probability Theory:** Concept, Classical, Relative and Subjective Theory, Binomial, Normal Distribution.

#### **Unit IV**

**Time Series Analysis:** Meaning, Components and Various Methods of Time Series Analysis, Trend Analysis, Least Square Method – Linear and Non-Linear Equation.

#### Unit V

**Network Analysis:** Introduction to PERT and CPM, Application of Simulation Technique, Monte-Carlo Approach.

J.D. Agarwal& SagarikaGhosh	Quantitative Techniques for Financial Analysis	Indian Institute of Finance
T. Lucey	Quantitative Technique and Operation Research	D.P. Publications
N.D.Vora	Quantitative Techniques inManagement	Tata McGraw-Hill Education
U.K. Srivastava, G.V. Shenoy& S.C. Sharma	Quantitative Techniques for Managerial Decision	Jain Book Agency
Terry J. Watsman &KeithParramor	Quantitative Methods in Finance	Cengage Learning
Andrew Vazsonyi & Herbert F. Spirer	Quantitative Analysis for Business	Prentice Hall

## FC-205. Legal Aspects for Finance Managers

#### Unit I

**Indian Contract Act, 1872:** Definition, Essentials of a Valid Contract, Offer, Acceptance, Free Consent, Consideration, Legality of Object, Capacity to Contract, Discharge of Contract, Consequences of Breach of Contract.

## **Unit II**

**Sale of Goods Act, 1930:** Definitions, Conditions and Warranties, Transfer of Ownership or Property in Goods, Performance of Contract of Sale, Rights of Unpaid Seller.

**Negotiable Instrument Act, 1881:** Definition, Types of Negotiable Instrument, Negotiation, Holder and Holder in Due Course, Endorsement and Crossing of Cheque, Presentation of Negotiable Instruments.

#### **Unit III**

**Indian Companies Act, 1956:** Definition and Types of Companies, Memorandum of Association, Articles of Association, Prospectus, Share Capital and Membership, Meetings and Resolutions, Company Management, Liquidation of Companies.

#### **Unit IV**

Securities and Exchange Board of India Act, 1992: Definitions, Establishment, Incorporation and Management of Board, Powers and Functions of Board, Penalty and Adjudication.

#### Unit V

**World Trade Organization:** Regulatory Framework of WTO, Basic Principles and Charter of WTO, Provisions Relating to Preferential Treatment Developing Countries, Regional Groupings, Technical Standards, Antidumping Duties and other NTBS, Custom Valuation, Dispute Settlement, TRIPs and TRIMs.

References:		
M.C.Kucchal	Modern Indian Company Law	Shree Mahavir Book Depot
N.D.Kapoor	Company Law and Secretarial Practice	Sultan Chand & Sons
Avatar Singh	Business law: Principles of Mercantile Law	Eastern Book Company
N.D.Kapoor	Company Law and Secretarial Practice	Sultan Chand & Sons
V.A.Avdhani	SEBI Guidelines and Listingof	Himalaya Publishing
	Companies	House
A. Ramaiya	A Ramaiya's Guide to Companies Act- Cumulative Supplement	Lexis Nexis
M.C. Bhandari	Guide to Company LawProcedure	Lexis Nexis
	SEBI Act, 1992	Universal Publication
	Companies Act, 1956	Universal Publication

## FC-206. Business Policy for Managers

#### Unit I

**Concept of Strategic Management:** An Introduction to Strategic Management, Definition, Concept, Class of Decisions, Levels of Strategy, Vision, Mission, Objective and Goals, ETOP, SAP, SBU, Business Reengineering and Business Benchmarking.

## **Unit II**

**Strategy Formulation:** Corporate and Business Level Strategies, Grand, Stability, Expansion, Retrenchment, Combination Strategies, Turn Around, Liquidation, Generic and Tactics for Business Strategies.

#### **Unit III**

**Functional Strategies:** Personnel and Financial Plan and Policies, Marketing Production/Operation and R&D Plans and Policies.

## **Unit IV**

**Strategy Implementation:** Issue in Strategy Implementation, Interrelationship between Formulation and Implementation, Aspects of Strategy Implementation and Process, Project and Procedural Implementation.

#### Unit V

**Strategic Evaluation and Control:** B.C.G. Growth/Shares Matrix, The GE Nine Cell Planning & Strategic Analysis & Choice, Generic Strategic (i) Generic Strategy Matrix (ii) Bowman's Strategy Clock.

R	e f	erences:

AzharKozami	Busines Policy and Strategic Management	Tata McGraw-Hill Education
P.C.Zain	Strategies Management	
S.B.Budhiraja&	Cases in Strategic Management	Tata McGraw-Hill
M.B.Athreya		Education
David & R. Fred	Strategies Management	Pearson Education
S.K. Bhattacharya	Managing Business Enterprises:	Vikas Publishing House
&N Vendataramin	Strategies, Structure and System	
R.A. Sharma	Strategic Management in Indian	Oscar Publication
	Companies	

## III SEMESTER

## FC-301: Financial Statement Analysis

#### Unit I

**Analysis of Financial Statement:** Meaning and Definition, Importance of Analysis for Different Parties, Significance and Limitation of Financial Statement Analysis, Types of Analysis, Presentation of Financial Statement.

#### **Unit II**

**Tools of Financial Statement Analysis:** Ratio Analysis – Profitability Ratio, Turnover Ratio, Short Term and Long Term Solvency Ratio, Common Size Statement, Comparative Balance Sheet and Trend Analysis of Business Organization.

#### Unit III

**Funds Flow Statement:** Meaning of Fund, Meaning of Finance, Working Capital – Gross and Net, Sources and Uses of Working Capital, Preparation of Schedule of Changes of Working Capital, Funds from Operation, Preparation of Funds Flow Statement with Treatment of Special Items.

#### **Unit IV**

**Cash Flow Statement:** Meaning of Cash Flow Statement, Importance and Limitation of Cash Flow Statement, Various Cash and Non-Cash Transaction, Cash from Operation, Preparation of Cash Flow Statement as per AS-3.

#### Unit V

**Working Capital Analysis:** Meaning of Working Capital, Types, Scope and Objectives of Working Capital Management, Factors determining Working Capital Management, Nature of Current Assets and Current Liabilities, Management of Cash, Receivable and Inventory.

References:		
Narayanswami	Financial Accounting: A Managerial	PHI, 2 <sup>nd</sup> Edition
	Perspective	4
Mukherjee	Financial Accounting for Manageme	ent TMH, 1 <sup>st</sup> Edition
Ramchandran& Kakani	Financial Accounting for Manageme	ent TMH, 2 <sup>nd</sup> Edition
Ghosh T.P.	Accounting and Finance for Manage	ers Taxman, 1 <sup>st</sup> Edition
Maheshwari S.N.& Maheshwari S.K.	An Introduction to Accountancy	Vikas, 9 <sup>th</sup> Edition
Ashish K. Bhattacharya	Essentials of Financial Accounting	PHI, New Delhi
Ghosh T.P.	Financial Accounting for Managers	Taxman, 3 <sup>rd</sup> Edition
Maheshwari S.N. &Maheshwari S.K.	A text book of Accounting for Management	Vikas, 1 <sup>st</sup> Edition
	C	Dogue on Education 1st
Gupta Ambrish	Financial Accounting for	PearsonEducation, 1 <sup>st</sup>
	Management	Edition
Chowdhary Anil	Fundamentals of Accounting and	$Pearson Education, 1^{st}$
Finan	acial Analysis	Edition

## FC-302: Indian Financial System

#### Unit I

**Financial System:** An Overview of the Indian Financial System, Definition, Introduction, Significance and its Relationship with Economic Development, The Constituents, Structure and Features of Indian Financial System, Recent Developments.

## **Unit II**

**Financial Markets:** Concept, Features, Functions, Structure, Types and Role of Financial Markets in Economic Development.

## **Unit III**

**Major Indian Financial Institution:** IDBI, IFCI, ICICI, IRCI, SFC's and SIDC's: Management, Working, Operations and Performance and Recent Developments, Concept of Universal Banking.

**Investment Bankers:** UTI, LIC, GIC and Mutual Fund and their Role, Performance and Recent Developments.

#### **Unit IV**

New Issue Markets: Nature, Features, Functions, Methods of New Issue.

**Secondary Markets:** Nature, Features, Functions, Role of Stock Markets, Stock Exchange, OTCIE, NSE, Recent Developments and SEBI Guidelines.

#### Unit V

**Non-banking Financial Institutions:** Objectives, Functioning, Regulations and Recent Developments, Role of Commercial Banks in Industrial Finance and RRBs.

#### References:

M.Y. Khan Indian Financial System: Vikas Publishing House

Theory and Practice

R.M.Srivastava Management of Indian Financial Himalaya Publishing

*Institutions* House

Harbert, E. Dougall Capital Markets

& Jack, E. Gaumnitz.

R.W. Goldsmith Financial Institutions

## FC-303: Financial Derivatives and Risk Management

#### Unit I

**An Introduction to Financial Derivatives:** Introduction, Definition of Financial Derivatives, Types of Derivatives, Features of Financial Derivatives, Application of Derivatives, Some Myths about Derivatives.

#### Unit II

**Forward and Futures:** Introduction, Forward Contracts, features of Forward Contracts, Forward Market Trading Mechanism, Futures Contract, Futures Vs. Forwards, Types of Futures Contracts, Functions of Futures Market, Trading Futures Contract, Hedging using Futures, Pricing of Futures contracts.

#### **Unit III**

**Options:** Introduction, Definition, Option Terminology, Characteristics of options, Distinction between Options and Futures Contract, Option Valuation, Option Trading Strategies, Factors determining Option Prices, Binomial Pricing Model, Black and Scholes Model.

#### **Unit IV**

**Swaps:** Introduction, The Concept of Swaps, Features of the Swaps, Evolution of the Swaps Market, The Economic Rationale of Swaps, Interest Rate Swaps, Currency Swaps, Debt-Equity Swaps.

## Unit V

**Derivatives Market in India:** Introduction, Evolution of Derivatives, Evolution of Derivatives in India, Committees on Derivatives, Derivatives Trading at Major Stock Exchanges, Regulatory aspects of Derivatives Trading in India.

## References:

S.L.Gupta Financial Derivatives Prasanna Financial Derivatives

Chandra

Prof. P. Vijaya Derivatives Simplified

Bhaskar& B Mahapatra

N.D.Vohra & B.R. Bagri Options and Futures

## FC-304: Marketing of Financial Services

#### Unit I

**Introduction:** Services, Salient Features of Marketing Services, Service Marketing Significance, Concept of Marketing Mix, The Product Mix, The Place Mix, The Price Mix.

#### **Unit II**

**Bank Marketing:** Concept, MIS for Banks, Market Segmentation, Marketing Mix for Banking Services, The Product Mix, The Promotion Mix, The Price Mix and The People.

#### **Unit III**

**Insurance Marketing:** Concept, Market Segmentation, Market Information System, Insurance Product – Product Planning and Development, Marketing Mix for Insurance Organization – The Promotion Mix, The Price Mix, The Place Mix.

#### **Unit IV**

**Tourism and Hotel Marketing:** Tourism, The Concept, Marketing Segmentation for Tourism, Marketing Mix for Tourism – The Product Mix, The Price Mix, The Promotion Mix, The People Mix.

**The Hotel:** The Concept, Hotel and its Types, Market Segmentation Mix for Hotel, Marketing Mix, Place Mix, Promotion Mix.

#### Unit V

Consultancy Marketing: The Concept, Rational behind the Consultancy Marketing, Market Segmentation for Consultancy Organization, MIS for Consultancy Organization, Formulation of Marketing Mix for Consultancy Organization – The Place Mix, Promotion Mix, Price Mix, The People Mix.

## References:

S.M.Jha Services Marketing Himalaya Publishing

House

Helen Woodruffe Services Marketing Financial Times Pitman

**Publishing** 

Ronald T. Rust, Services Marketing Harper Collins College

Anthony, T.Zahorik Publishers

Timothy L. Keiningham

Bidhi Chand Marketing of Services Rawat Publications

GovindApte Services Marketing Oxford University Press

## FC-305: Investment Management

#### Unit I

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

## **Unit II**

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

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

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

#### **Unit III**

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

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

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

#### **Unit IV**

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

**Portfolio Analysis:** Markowitz Model Risk Return Optimization, Sharpe Index Model, Portfolio Beta, Generating Efficiency Frontier.

#### Unit V

**Portfolio Selection & Portfolio Revision:**Concept, Techniques, Portfolio Rebalancing & UpGradation, Evaluation Managed Portfolio.

Donald E. Fisher	Security Analysis & Portfolio	Prentice Hall
& Ronald J. Jordan	Management	
V.K.Bhalla	Investment Management	S. Chand Publication
V.A.Avdhani	Security Analysis & Portfolio	Himalaya Publishing
	Management	House
Benjamin Grahm&	Security Analysis	McGraw-Hill
David L.F. Dodd		Professional

## FC-306: Entrepreneurship and Small Business Management

#### Unit I

**Entrepreneurship:** Definition, Concept, Classification, Nature and Importance of Entrepreneurship, Entrepreneurial Environment, Entrepreneurship *Vs.* Professional Manager, Entrepreneurial Development, Development of Women Entrepreneurship, Problem of Entrepreneurship.

#### **Unit II**

**Entrepreneurial Development:** Environmental Factors affecting Entrepreneurial Development, Entrepreneurial Development Programme and their Evaluation, Role of Government and their policies, Other Institutions in Entrepreneurial Development.

#### **Unit III**

**Project Management:** Introduction, Significance, Definition of the Project, Project Planning, Project Development Cycle, Project Identification and Formulation, Project Report, Identification of Investment, Project Appraisal, Location of an Enterprise and Choice of Organization.

#### **Unit IV**

**Management of Small Units I:** Importance of Small Units and Government Policy relating thereto, Various Specific Issues related to Production, Marketing, Personnel and Financial Management of Small Scale Units.

#### Unit V

Management of Small Units II: Reservation of Spheres and Concession for Small Units. Industrial Sickness and Small Units: Causes, Prevention and Remedies.

-	C	
ĸ	eferences	

Kejerences: Couger, C.	Creativity and Innovation	IPP, 1999
Nina Jacob	Creativity in Organizations	Wheeler, 1998
Jonne&Ceserani	Innovation & Creativity	Crest, 2001
Bridge S. et al	Understanding Enterprise: Entrepreneurship AndSmall Business	Palgrave, 2003
Holt	Entrepreneurship: New Venture Creation	PrenticeHall, 1998
Hunger J.D. and Wheelen T.L.	Strategic Management	Addison Wesley, 1999
Dollinger M.J.	Entrepreneurship	Prentice Hall, 1999

## IV SEMESTER

## FC-401: Corporate Restructuring

#### Unit I

**Introduction:** Meaning, Need, Scope and Modes of Corporate Restructuring viz. Expansion, Downsizing and Restructuring, Objectives & Significance of Corporate Restructuring.

## **Unit II**

**Amalgamation, Absorption and Merger:** Meaning and Concept of Amalgamation, Absorption and Merger, Amalgamation *Vs.* Absorption, Accounting effect of Amalgamation and Merger, Cross Border Merger and Acquisition, Demerger & Reverse Merger.

#### **Unit III**

**Takeover:** Meaning and Concept, Types of Takeovers, Legal Aspects – SEBI Takeover Regulations, Payment of Consideration, Bail Out Takeovers, Takeover of Sick Units.

## **Unit IV**

**Funding of Merger and Takeover:** Financial Alternatives, Merits and Demerits, Funding through Various Types of Financial Instruments including Equity and Preference Shares, Debentures, Funding through Financial Institutions and Banks.

#### Unit V

**Financial Restructuring and Post Merger Reorganization:** Reduction of Capital, Buy Back of Shares – Concept and Necessity, Procedure for Buy – Back of Shares by Listed and Unlisted Companies.

References: K.R. Chandratre	Corporate Restructuring	Bharat Law House
L.M. Sharma	Amalgamation, Mergers, Takeovers, Acquisitions – Principles, Practices& Regulatory Framework	Company Law Journal
J.C. Verma	Corporate Mergers, Amalgamations & Takeovers	Bharat Publishing House
N.L. Bhatia, Jagruti Sampat	Takeover Games and SEBI Takeover Regulations	Taxmann Publications
S. Shiva Ramu	Corporate Growth through Mergers & Acquisitions	Response Books
V.S. Ramaswami& S. NamaKumari	Strategic Planning Formulation of Corporate Strategy	Macmillan India Publication

## FC-402: Business Valuation

#### Unit I

**Introduction:** Meaning of Valuation, Principles of Valuation, Role of Valuation and Different Techniques of Valuation.

## **Unit II**

**Valuation Models:** Meaning of Model, Discounted Cash Flow Valuation, Free Cash Flow Valuation & Contingent Claim Valuation.

#### **Unit III**

**Valuation Methods:** Business Strategy, Strengths and Weaknesses of Valuation Methods, Concepts and Approaches of Merger and Acquisition, Takeover and Business Combination.

#### **Unit IV**

**Value Analysis:** Meaning, Integration Approach and Process, Exit Strategy, Shareholder Value Analysis, Exchange Ratio Analysis for Consumption, MM Hypothesis.

#### Unit V

**Intellectual Property:** Meaning, Definition and Concept of Intellectual Property, Valuation of Inventories, Investments, Brands, Patents and Real Estates.

### References:

Tim Koller, Marc Goedhart, David Wessels: Valuation

Aswath Damodran: Valuation

## FC-403: Investment Banking and Financial Modeling

#### Unit I

**Introduction:** The Concept of Investment Banking, History of Investment Banking, Role of Investment Bankers, Organizational Structure of an Investment Bank, Evolution of Investment Banking in India.

## **Unit II**

Comparable Company Analysis: Introduction, Selection of the Universe of Comparable Companies, Locating the Necessary Financial Information, Calculation of Key Trading Multiples, Benchmarking the Comparable Companies, Determining Valuation.

#### **Unit III**

**Precedent Transaction Analysis:** Introduction, Selection of the Universe of Comparable Acquisitions, Locating the Necessary Deal-Related and Financial Information, Calculation of Key Transaction Multiples, Benchmarking the Comparable Acquisitions, Determining Valuation.

#### **Unit IV**

**Discounted Cash Flow Analysis:** Study the Target and Determine Key Performance Drivers, Project Free Cash Flow, Calculate Weighted Average Cost of capital, Determining Terminal Value, Calculation of Present Value and Determine Valuation.

#### Unit V

**Leverage Buyouts:** Meaning and Concept of LBOs, Key Participants, Characteristics of a Strong LBO Candidate, Economics of LBOs, LBO Financing.

## References:

Joshua Rosenbaum & Joshua Pearl: Investment banking

Naliniprava Tripathi: Investment Banking

Tapan Jindal: Investment Banking Pratap Giri, S.: Investment Banking

## FC-404: Project Management and Finance

#### Unit I

**Project Planning:** Generation and Screening of Projects Ideas, Monitoring the Environment, Corporate Appraisal, Preliminary Screening, Sources of Positive Net Present Value, Project Life Cycle.

## **Unit II**

Project Analysis: Market Demand and Situational Analysis, Demand Forecasting.

Technical analysis: Location and Site, Project Charts and Layouts.

Financial Analysis: Cost of Project, Means of Finance, Cost of Production, Working Capital

Requirement and its Financing.

## **Unit III**

**Analysis of Project Risk:** Types and Measures of Project Risk, Identification of Critical Sources of Risk, Sensitivity Analysis, Scenario Analysis, Decision-tree Analysis, Selection of a Project Methods.

#### **Unit IV**

**Project Appraisal:** Relevance of Cost of Capital, Appraisal Critical – NPV, Benefit Cost Ratio, IRR, Critical Evaluation, Social Cost Benefit Analysis – Rationale.

#### Unit V

**Project Implementation & Review:** Project Management, Forms of Project Organization, Project Control and Project Review – Performance Evaluation.

References:

V.K. Bhalla Modern Working Capital Management Annol Publications

V.K. Bhalla Working Capital Management: Text and Anmol Publications

Cases

P.C.K.Rao Project Management & Control Sultan Chand & Sons

PrasanaChandra Project: Preparation, Appraisal, Tata McGra-Hill

Budgeting and Implementation

G.K.Ahooja& Systematic Approach to Income Tax Bharat Law House

RaviGupta

## FC-405: Multinational Financial Management

#### Unit I

**International Financial Management:** Importance, Nature and Scope of IFM, Role of World Bank.

#### Unit II

**Foreign Exchange Market:** Distinctive Features, Major Participants, Spot Market, Forward Market, Currency Futures and Currency Forward Contract.

#### **Unit III**

**Foreign Exchange Exposure Management:** Euro Issue *Vs.* Euro Dollar, Need for Exchange Rate Forecasts, Techniques of Forecasting, Nature and Measurement of Foreign Exchange Exposure, Management of Foreign Exchange Exposure.

#### **Unit IV**

**International Investment Decision:** Theories of Foreign Direct Investments, International Capital Budgeting – Computation of Cash Flow, Cost of Capital, Sensitivity Analysis.

## Unit V

**International Financing Decision:** Overview of International Financial Market, International Financial Market Instruments – Equities, Bond etc., Financial Swaps, Interest Rate Swap, Currency Swap, Equity Swap.

Maurice D. Levi	International Finance	Routledge, Taylor &
		Francis Group
V.A.Avadhani	International Finance: Theory and	Himalaya Publishing
	Practice	House
P.K. Jain, J. Peyrard	International Financial Management	Macmilan India
Surendra S. Yadav		Publication
V.K.Bhalla	International Financial Management	AnmolPublications

## FC-406: Management of Financial Institution and Services

#### Unit I

**Concept:** Introduction to Financial Services and their Relevance in the New Economic Order, Types, Scope and Significance of Financial Services, Innovations and Recent Developments in the Field of Financial Services in India.

## **Unit II**

**Lease Financing:** Leasing, Concepts and Types, their Legal, Taxing and Accounting Aspects, Financial Evaluation of Lease Structuring, Qualitative Factors in Lease Decisions, Lease Agreements, Imports and Cross Border Leasing, Hire Purchase Agreements – Types, Difference between Hire Purchase and Lease, Flat and Effective Rates of Interests, Regulation of Leasing Services.

#### Unit III

**Credit Rating:** Concept, Agencies of Credit Rating – CRISIL, ICRA, FITCH and CARE, Factoring Services – Factoring Services in India, Types and its Relevance, Regulation of Factoring and Credit Rating Services.

#### **Unit IV**

**Commercial Paper Market in India:** Growth and Prospects in India, Merchant Banking – Merchant Banking in India, Emerging Trend and Present Scenario, Regulation of Merchant Banking Services.

#### Unit V

**Miscellaneous Financial Services:** Mutual Funds – Types of Mutual Funds, Performance and Prospectus of Mutual Funds, Venture Capital – Concept, Significance and its Relevance, Regulation of Mutual Funds and Venture Capital Funds.

Prof. M.Y. Khan	Financial Services	Tata McGraw-Hill Education
Dr. Bharti V. Pathak	Indian Financial System	Pearson Education
Prof. Natrajan	Immergence of Financial Services	
	in India	
Basant Desai	Indian Financial System	