

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

As per Choice Based Credit System (CBCS)

Applicable for the Regular Students

ACADEMIC SESSION 2018-20

DEPARTMENT OF BUSINESS FINANCE & ECONOMICS

FACULTY OF COMMERCE & MANAGEMENT STUDIES,

JAI NARAIN VYAS UNIVERSITY, JODHPUR

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

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

TEACHING STAFF OF THE DEPARTMENT

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

In the year 2016, this course has been changed from annualized to Choice Based Credit System (CBCS) mode dividing the whole course into 4 semesters. During the semesterization of the course, the overall structure has been improved to provide an insight of research in business finance & economics and

interdisciplinary areas.

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

Admission

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

Medium of Instruction:

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

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

Agency conducting the course:

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

Program Structure:

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

		Semester	Semester
Part – I	First Year	Semester I	Semester II
Part - II	Second Year	Semester III	Semester IV

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

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

TYPE OF COURSE	COURSE CODE	TITLE OF THE COURSE	LECTURE / WEEK	NO. OF CREDITS	CCA	ESE	TOTAL
SEMESTER I							
Core course 1	BF&E-101	Economic Environment of India	6	6	30	70	100
Core course 2	BF&E -102	Micro Economics I	6	6	30	70	100
Core course 3	BF&E -103	Principles of Financial Management	6	6	30	70	100
Core course 4	BF&E -104	International Trade and Foreign Exchange	6	6	30	70	100
Skill Course I	E-Commerce		2				
Total				24	120	280	400
SEMESTER II							

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

TYPE OF COURSE	COURSE CODE	TITLE OF THE COURSE	LECTURE / WEEK	NO. OF CREDITS	CCA	ESE	TOTAL
	3.	INDUSTRIAL AND LABOUR ECONOMICS	6	6	30	70	100
	4.	ECONOMICS OF INDUSTRIAL RELATIONS	6	6	30	70	100
Skill course IV		Investing in Stock Market	2				
Total				24	120	280	400

CCA – Continuous Comprehensive Assessment

ESE – End Semester Examination (University Examination)

Note:

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

LIST OF OPTIONAL GROUPS:

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

GROUP A : RURAL DEVELOPMENT & COOPERATION

PAPER I : ECONOMY OF RAJASTHAN

PAPER II : RURAL ECONOMY OF INDIA

PAPER III : MODERN BANKING

PAPER IV : COOPERATIVE MOVEMENT IN RAJASTHAN AND INDIA

GROUP B : FINANCE AND LABOUR ECONOMICS

PAPER I : PUBLIC FINANCE

PAPER II : WORKING CAPITAL MANAGEMENT

PAPER III : INDUSTRIAL AND LABOUR ECONOMICS

PAPER IV : ECONOMICS OF INDUSTRIAL RELATIONS

Teaching Methods:

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

Teaching Faculties:

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

Key Guidelines

1. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.

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

Fairness in Assessment

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

- a. All internal assessments shall be open assessment system only and that are based on term test and seminar.
- b. Attendance shall carry the prescribed marks in all papers.
- c. In each semester two out of four theoretical components of the University examinations shall be undertaken by external examiners from outside JNV University, who may be appointed by the competent authorities.

Grievances and Redressal Mechanism

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

Table 1: Grades and Grade Points

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

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

Grade Point assignment

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

Computation of SGPA and CGPA:

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

$$\text{SGPA (Si)} = \Sigma (C_i \times G_i) / \Sigma C_i$$

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

student in the i th course.

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

$$\text{CGPA} = \frac{\sum (C_i \times S_i)}{\sum C_i}$$

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

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

Illustration for SGPA

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

Thus, $\text{SGPA} = 174/24 = 7.25$

Illustration for CGPA

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

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

$$666/96 = 6.94$$

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

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

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

The Duration of the lecture shall be forty five minutes.

Course Evaluation (Evaluation of the Students)

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

components:-

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

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

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

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

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

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

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

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

For the ESE:

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

Part A

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

20 marks

Part B

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

20 marks

Part C

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

30 marks

70 marks

Qualifying for Next semester

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

Improvement Option:

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

Commencement of next Semester:

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

Skill Courses

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

M. Com.

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

Semester I

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

Semester II

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

Semester III

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

Semester IV

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

GROUP A: RURAL DEVELOPMENT & COOPERATION

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

GROUP B: FINANCE AND LABOUR ECONOMICS

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

M.COM. (BUSINESS FINANCE & ECONMICS)

SESSION 2018 – 19

SEMESTER I

BF&E-101: ECONOMIC ENVIORNMENT OF INDIA

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

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

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

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

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

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

Technology and Environment Changes: Concept, Importance, benefits, impact of technology, Forms of technology transfer, Technology and Society, Technology and Economy.

UNIT 5: Infrastructure: Energy, Power, Coal, Oil and Gas, Atomic, Non-Conventional Energy Sources, Transport System, Communication.

Agriculture: Role, nature, cropping pattern and challenges.

Population: Rate of population growth, Causes of increase in population, Population and economic development, Government policy.

SUGGESTED READINGS

Dave, Rathore, Mathur: Economic Environment, Vide Vision, Publishing House, Jaipur

Biswanath Ghosh: Economic Enviornment of Business, Vikas Publication, New Delhi.

Ashwani Mahajan: Indian Economy, S.Chand, New Delhi
 H.L.Ahuja: Macro Economic Analysis, S.Chand, New Delhi
 H.L.Ahuja: Macro Economic theory & Policy, S.Chand, New Delhi
 H.G.Mannur: Indian Economy, S.Chand, New Delhi
 M.C.Vaish: Macro Economic Theory & Practice, S.Chand, New Delhi
 Sundaram & Black : The International Business Environment, prentice Hall, New Delhi
 Agarwal, A.N. : Indian Economy, Vikas publishing House, Delhi
 Khan, Farooq A. : Business and Society, S.Chand, Delhi

Dutt, R. and Sundharam, K.P.M. : Indian Economy, S.Chand, Delhi
 Misra. S.K. and Puri, V.K. : Indian Economy, Himalaya Publishing House, New Delhi
 Hedge, Ian : Environmental Economics, Macmillan, Hampshire
 Dutt Ruddar : Economic Reforms in India - A critique, S. Chand, New Delhi
 Gupta, Swami and Vaishnav : Economic and Business Environment, RBD, Jaipur
 Pant and Pant: Aarthik Vicharon ka Itihas, LNAE, Publisher, Agra
 T.T.Sethi: Aarthik Vishleshan Ke Siddhanth, LNAE, Publisher, Agra
 L.N.Koli: Bhartiya Aarthik Samsyaen, LNAE, Publisher, Agra
 M.L.Sethi: Macro Economics, LNAE, Publisher, Agra
 H.S.Agarwal: Indian Economy, LNAE, Publisher, Agra
 R.C.Agarwal : Public Economics, LNAE, Publisher, Agra
 R.C.Agarwal: Economics of development & planning (Theory & Practice), LNAE, Publisher, Agra
 U.C.Kulshreshtha: Economic Development & Planning, LNAE, Publisher, Agra
 S.Dodia: Environmental Studies, LNAE, Publisher, Agra
 N.Kumar : Environmental Economics, LNAE, Publisher, Agra

BF&E-102 : Micro Economics – 1

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

Unit 2: Cardinal approach and ordinal approach: Utility, Law of Diminishing Marginal Utility, Law of Equi-Marginal Utility, Indifference curve analysis: Meaning, Characteristics, Superiority of Indifference curve analysis over utility analysis

Unit 3: Demand Analysis : Meaning, Definition, Determinants, Demand Schedule,

Extension and Contraction, Increase or Decrease in Demand

Law of Demand : Meaning, Assumptions, Causes of application of Law of Demand, Exception of Law of Demand.

Unit 4: Elasticity of Demand: Types, measurement, determinants and importance of Elasticity of demand

Law of Supply: Meaning and Determinants of supply. Supply curve, Elasticity of supply, Degree of Price elasticity of supply.

Unit 5: Cost and Output Analysis: Concept, Types of cost, Short run and long run cost curve, Economies and diseconomies of Scale.

Production Function: Law of Returns, Return to Scale
ISO-Product-Curve, Ridge lines

BOOKS RECOMMENDED

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

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

Amit Kumar Upadhyay: Principles of Economics, S.Chand, New Delhi

D.N.Dwivedi: Essential of Business Economics, S.Chand, New Delhi

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

Stonier and Hague : A Text Book of Economic Theory

Dewett : Modern Economic Theory, S.Chand, New Delhi (Hindi & English)

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

Agarwal and Ararwal: Vyavsayik Arthshastra, RBD, Jaipur

Mathur B.L. & Dave R.K.: Business Economics, (Hindi & English)

Vide vision publisher, Jaipur.

Ojha B.L.: Business Economics, RBD Publication, Jaipur.

C.M. Chaudhary: Business Economics, Jaipur

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

M.L.Seth: Principles of Economics, LNAE, Publisher, Agra

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

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

BF&E-103 : PRINCIPLES OF FINANCIAL MANAGEMENT

Unit 1: Financial Management: Meaning, nature and scope of Financial Management, Financial goal: Profit vs. wealth maximization,

Financial Function: Investment, Financing and dividend decisions, Financial Planning: Meaning, Definition, Types, process, estimating Financial requirement, Factors affecting Financial planning, Sound financial plan.

Unit 2: Capital Budgeting: Meaning, definition, importance, process, Investment evaluation criteria: Payback period, Accounting rate of return, Net present value, Profitability index and Internal rate of return, Comparison between NPV and IRR

Unit 3: Capital Structure: Meaning and Definition, Point of indifference, Factor affecting Capital structure, optimum capital structure, Trading on equity, Capital Gearing,

Theories of capital structure: Net Income, Net Operating Income, Modigliani-Miller, Traditional Theory.

Unit 4: Cost of Capital : Meaning, Definition, Significance. Calculation of cost of Debenture, Preference share capital, Equity share capital, cost of depreciation fund and retained earnings, Combined cost of capital (weighted).

Operating and Financial Leverage: Concept and impact, Measurement of operating, Financial and combined leverage. Financial break-even point.

Unit 5: Dividend: Meaning and Forms, Sound dividend policy, Factors affecting Dividend policy, Dividend decisions, Walter's model and Gordon's model.

SUGGESTED READINGS

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

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

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

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

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

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

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

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

Bierman, H. And Smidt, S.: The Capital Budgeting Decisions. Harcourt collage publisher, Singapore.

Van Horne, J.C.: Financial Management and Policy. Prentice hall, New Delhi

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

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

BF&E-104 : INTERNATIONAL TRADE AND FOREIGN EXCHANGE

- Unit 1: International Trade: Meaning, Nature, Need, Advantages and Disadvantages, Remedial measures of International trade; Classical and Ohlin view
- Unit 2: Term of Trade: Balance of Trade and Balance of Payment – Concept, Causes of Disequilibrium and measures for correction. Trends in World Trade and Problems of developing countries.
- Unit 3: Free Trade Policy: Protection, Advantages and Role in underdeveloped countries, Protection trade devices, Tariffs, effects of Tariffs, Import Quotas: Type, effect of Quotas, Quotas Vs. Tariffs, Trends in International trade, Planning of International trade operations.
- Unit 4: Foreign Exchange: Meaning, Definition, Problems and Importance. Foreign exchange Rate: Meaning, Definition, Types – Fixed and Flexible. Theories of exchange rate determination: Mint Par theory and Purchasing Power Parity theory. Fluctuations in exchange rate: Causes, limits and effects. Foreign exchange control: Meaning, Objectives and methods, Foreign Exchange Control in India.
- Unit 5: International Payment: Meaning, Characteristics, necessity and Methods. Documentary Credit, Export and Import Finance, Export Import Policy, Export Promotion and Import Substitution, Export Credit Guarantee Corporation (ECGC).

SUGGESTED READINGS

K.D. Swami : International Trade
Singhal : International Trade
M.C. Vaish : Macro Economics
Daniels & Radebaugh : International Business
Cheruvilam : International Business

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

M.COM. PREVIOUS SEMESTER I

SKILL PAPER I : E-COMMERCE

- Unit 1: Internet: Meaning, concept, costs of E-commerce, E-market: Basics; Types, Advantages, as a seller and buyer; E-business issues, E-market place. Need for e-commerce. Business Model: Shop, membership, Market portal model, Online marketing and advertisement.
- Unit 2: Business to consumer E-commerce: Concept B2C, Advantage order online catalog, ordering system. Current opportunities and challenges of E-commerce, Post sales service. Web-site Design: Role, Design Model, Principles, push and pull technology, e-mail.
- Unit 3: Electronic Payment System: Special features, Types, Development checks & bank transfer, Electronic Data Inter change, Credit card, ATM, Bank, e-cash, Electronic purse, debit card, Benefit of using-e-payment, Risk, Digital Signature.
- Unit 4: Business to Business E-commerce: B2B Concept, Benefit of B2B, Electronic Data Interchange: Overview of EDI standard, Paperless trading, E-business models, components of EDI , cost of EDI.
- Unit 5: Workflow management issues in e-business, Mass communication & product differentiation, organization restructuring, knowledge management issues, Role of e-commerce infrastructure, concept & role of multimedia, media elements.
 Security issues in E-commerce: Risks, Keys, one-way functions, Hackers.

SUGGESTED READINGS

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

McKinsey.
Hanson, W.: Principles of Internet Marketing, International Thomson Publishing
Reedy, Schullo, Zimmerman, K.: Electronic Marketing,
Dryden.Siebel, D.: Futurize your Enterprise,
J.Wiley. eSterne, J.: World Wide Web Marketing,
John Wiley & Sons. Straus, J. and Frost R.: Marketing on the Internet, Prentice Hall.
Sharma & Gupta: E-Commerce, RBD, Jaipur
Soni Gupta & Jain: E-Commerce, RBD, Jaipur
Bhargava: E-Commerce, RBD, Jaipur
Agarwal, Bhargava & Jain: E-Banking and Security Transaction, RBD, Jaipur
Vivek Jain: Internet Technology and Application, LNAE Publication, Agra
WhiteLey: E-Commerce: Strategy, Technology & Application, McGraw Hill Education, New Delhi
Bansal Sandeep, Sanjeev, Rama: E-Commrce, Kalyani Book, Delhi
Bhardwaj & Puneet: Fundamental of E-Commerce, Kalyani Book, Delhi
Dhull & Bhardwaj: E-Commerce, Kalyani Book, Delhi
Manjot Kaur: E-Commerce & Application, Kalyani Book, Delhi

M.COM. (BUSINESS FINANCE & ECONMICS)

SESSION 2018 – 19

SEMESTER II

BF&E-201 : MICRO ECONOMICS – II

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

Unit 5: Oligopoly: Meaning, Definition and Features, Price and output determination: Price Leadership, Independent pricing, Price war, Price Rigidity, Perfect collusion,
Price Strategies: Cost plus pricing, Multiple product pricing, Pricing in maturity period.

BOOKS RECOMMENDED

Amit Ahuja: Business Economics, S.Chand, New Delhi
Amit Ahuja: Managerial Economics, S.Chand, New Delhi
Amit Kumar Upadhyay: Principles of Economics, Vikas Publications, New Delhi
D.N.Dwivedi: Essential of Business Economics, Vikas Publications, New Delhi
D.N.Dwivedi: Managerial Economics, Vikas Publications, New Delhi
Stonier and Hague : A Text Book of Economic Theory
Singh, V.P. : Economic (Hindi & English)
Dewett, K.K. : Modern Economic Theory, S.Chand, New Delhi
Jhijan M.L.: Managerial Economics (Hindi & English)
Mithani, D.M. : Principles of Economics, Himalaya Publishing House, New Delhi
Agarwal and Ararwal: Vyavsayik Arthshastra, RBD, Jaipur
Mathur B.L. & Dave R.K.: Business Economics, (Hindi & English) Vide vision publisher, Jaipur.

Ojha B.L.: Business Economics, RBD Publication, Jaipur.
C.M. Chaudhary: Business Economics, Jaipur
Agarwal M.D & Som Deo: Business Economics, RBDS, Jaipur
Seth M.L. : Principles of Economics, S.Chand, New Delhi
Ahuja H.L. : Advanced Economic Theory, S.Chand, New Delhi
Sinha V.C. : Business Economics, S.Chand, New Delhi

BF&E-202 : INDIAN FINANCIAL SYSTEM

Unit 1: Indian Financial System: Meaning, Structure. Financial Market: Characteristic, Importance, Classification. Market Types: Financial, Foreign Exchange and Insurance Market. Indian Money Market: Evolution, Objective, Importance, Players, Investments, Suggestion for improving money market, Policy development in Primary Market. Capital Market: Meaning, Importance, Recent trends, New Issue Market: Meaning, Functions, Instruments and its Mechanism, Problems and Remedial measures.

Unit 2: Stock Exchange: Definition, Features, Merit and demerit, Function, listing, Public issues. Securities contract and regulation Act: Objectives,

Main provisions. Investor Protection: Complaints of investors, Redressal of Investor complaints, Removal of Grievance.

Unit 3: SEBI: Objectives, Organisation, Power of SEBI, Registration, insider dealing, online Real Time trading, Mobile Trading, Role and achievement of SEBI, Criticism of SEBI, Guideline of SEBI: General guidelines, new issue market, secondary market underwriting, Bonus issue.

Unit 4: Depository Custodian: Meaning, definition, Organisational Structure, Objectives, function and Role. Derivative Market: Concept, Benefits, Need and Importance. Credit rating: Objectives, function, Advantages, disadvantages, Rating process, Types, Credit rating Agencies in India.

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

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

BOOKS RECOMMENDED

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

BF&E-203 : ECONOMIC THEORY OF DISTRIBUTION

- Unit 1: Factor Pricing: Meaning and Definition, Need, Problems, Importance, Theory of Distribution: Classical, Modern and Marginal Productivity Theory: Meaning, assumption, criticism, factor pricing under Perfect-competition, Imperfect Competition.
- Unit 2: Rent: Concept, Economic Rent, Scarcity Rent, Quasi Rent, Factor affecting Rent. Theories of Rent: Ricardian theory, Modern theory, Rent element in wages-interest-profit, Relationship of Rent and price.
- Unit 3: Wages: Meaning, Nominal and Real wage, Factors affecting Real wage, Theory of wages: Classical, Modern (Demand & Supply), Wage under perfect competition & imperfect competition. Trade Union: Concept, Functions, Objectives, Problems and role of Trade Unions in India.
- Unit 4: Interest: Meaning, Definition, Gross and Net interest, components of interest, causes of variation in interest rate, economic progress and rate of interest, negative rate of interest, justification of interest under Capitalist Economy, Real and Monetary. Theories of Interest: Classical, Fisher's time preference, Neo-Classical, Lovable Fund, Keynes Liquidity Preference and Modern Theory.
- Unit 5: Profit: Meaning, Concept of Gross and Net Profit. Theories of Profit: Dynamic, Risk bearing (Hawley's), Innovation, Uncertainty Bearing (Knight), Demand & Supply of Profit Theory.

SUGGESTED READINGS :

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

BF&E-204 : Business Budget & Budgetary Control

- Unit 1: Business Budget: Meaning, Nature, Characteristic Objective, Advantage, Disadvantage, Principles and Limitation of Budget. Budget Terminology, Preparation of budget, Budget coordination, Essential of effective budget. Budget Committee, Budget Manual.
- Unit 2: Types of Budget : Need, Importance, Fixed and Flexible Budget: Methods of Preparing Budget, Production Budget, Cost of Production, Direct Material Budget, Direct Labour Budget, Overhead Budget, Performance Budget, Zero Based Budget, Master Budget. Cash Budget and Preparation of Cash Budget.
- Unit 3: Business Forecasting: Meaning, Theories, Importance, Limitations, Characteristic, Objectives, assumption, Theories of Business Forecasting, Tools of Business Forecasting, Essentials of Business Forecasting. Business Product Decisions: Meaning, Area, Use of Alternative Production Facilities, Determination of Profitable Level of Production, Determination of Product Mix on the basis of key factors
- Unit 4: Budgeting Control : Meaning, Definition, Characteristics, Object, Advantage and Disadvantage, Principles, Limitations of Budgeting Control. Project Planning : Meaning, Features, Stages, Advantages, essential of good Project Planning. Types of Project, Appraisal of Project,
- Unit 5: Analysis of Risk and Uncertainty: Introduction, Description of the basic risk concept, Measurement of Risk, Risk evaluation approaches, Types of risk. Value analysis: Meaning, Definition, Characteristics, Phases, Limitation, Objective and Importance.

Recommended Books:

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

SKILL PAPER II : PERSONALITY DEVELOPMENT AND COMMUNICATION SKILL

- Unit 1: Introduction to Communication: Meaning and Definition - Process - Functions - Objectives - Importance - Essentials of good communication - Communication barriers - Overcoming communication barriers - Cross cultural Communication.
- Unit 2: Written Communication Need and functions of business letters - Planning & layout of business letter - Essentials of effective correspondence – Advantages & limitations of written communication. Oral Communication Meaning, nature and scope - Principles of effective oral communication - Techniques of effective speech - The art of listening - Principles of good listening - Advantages and limitations of oral communication.
- Unit 3: Personality Development: The concept personality - Dimensions of personality - Term personality development - Significance.
- Unit 4: The concept of success and failure: What is success? - Hurdles in achieving success - Overcoming hurdles - Factors responsible for success – What is failure - Causes of failure - Do's and Don'ts regarding success and failure.
- Unit 5: Attitude: Concept - Significance - Factors affecting attitudes - Positive attitude - Advantages - Negative attitude - Disadvantages - Ways to develop positive attitude - Difference between personalities having positive and negative attitude.

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

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

SUGGESTED READINGS

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

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

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

Delhi.

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

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

You Can Win - Shiv Khera - Macmillan India Limited

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

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

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

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

S.Sachdeva : Communication Skill, LNAE Publication, Agra

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

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

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

M.COM. (BUSINESS FINANCE & ECONMICS)

SESSION 2019 – 20

SEMESTER III

BF&E-301 : DEVELOPMENT OF FINANCIAL INSTITUTIONS

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

SUGGESTED READINGS:

Mathur B.L. & Dave R.K.: Economic Environment (H&E), Vide Vision Publication, Jaipur

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

BF&E-302 : QUANTITATIVE TECHNIQUES

- Unit 1: Statistics: Meaning, Definition, Objective, Limitation, Functions, Importance, Distrust. Statistical Errors: Sources, Kinds, Measurement.
- Unit 2: Measurement of Central tendency: Meaning, Definition, Characteristic, Median, Mode, Arithmetic Mean, Harmonic Mean and Geometric Mean
- Unit 3: Measures of Dispersion: Meaning, Definition, Characteristics, Methods: Range, Inter-Quartile range, Percentile Range, Quartile deviation, Mean Deviation, Standard deviation, Skewness.
- Unit 4: Index Number: Meaning, Definition, Characteristics, Kinds, Importance, Limitation, Base: Fixed base, Chain base method, Index Number for

more than one commodity, Weighted Index Method, Fishers Index Number, Consumer price Index Number, Test of adequacy.

Unit 5: Correlation: Definition, Importance, Types, Degree of correlation, Methods: Karl Pearson, Rank, Concurrent. Regression Analysis. Interpolation and Extrapolation: Meaning, Definition, Difference, Need, Assumption, Binomial, Newton and Langrange's Methods. Chi square test.

SUGGESTED READINGS:

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

SKILL PAPER III : MICRO FINANCE

Unit 1: Micro Finance: Meaning, Definition, Salient feature, Benefits, target group, Microfinance and poverty: Role in poverty alleviation in rural area. Micro Finance and Women Empowerment.

Unit 2: Microfinance as a tool for development. Evolution and character of microfinance in India. Microfinance delivery methodologies. Microfinance in India: Present and Future. Some Innovative and Creative Microfinance Models. Monitoring and Evaluation Findings. Emerging issues.

Unit 3: Microfinance debates and challenges: Interest rates, Use of Loans, Reach versus Depth of Impact, Gender. Benefits and Limitations. Microfinance Standards and Principles. Scale of Microfinance Operations, Micro finance and financial institutions, Microfinance and Social Interventions, criticisms of microfinance

Unit 4: Rural Credit institution. Micro Finance Institutions: Object, Functions and achievements. Credit requirement for farm, non-farm, livelihood poor person. Need for saving, credit and insurance.

Unit 5: Role of Financial intermediation, Problems and Remedial measures. Joint liabilities group (JLG), Micro Finance and Self help Group (SHGs), Collective action for empowerment and uplifting poverty. Role of

federation of SHG.

SUGGESTED READINGS:

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

M.COM. (BUSINESS FINANCE & ECONMICS)

SESSION 2019 – 20

SEMESTER IV

BF&E-401 : POLICIES OF GOVERNMENT OF INDIA

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

SUGGESTED READINGS:

Mathur B.L. & Dave R.K.: Economic Environment, Vide Vision Publications, Jaipur
N.K.Sengupta: Government & Business, Vikas Publications, New Delhi

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

BF&E-402 : RESEARCH METHODOLOGY

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

Unit 5: Computer Research: Role, Computer technology, System, Characteristics, Computer applications.

SUGGESTED READINGS

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

SKILL PAPER IV : INVESTING IN STOCK MARKET

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

Unit 5: Future, Options, trading in futures and options. Understanding stock market quotes on futures and options. Types of orders, Put and Call options: How Put and Call options work. Commodities, Derivatives of commodities, trading of commodity derivatives on MCX. Currency derivatives and its trading.

SUGGESTED READINGS:

Gitman and Joehnk. Fundamentals of Investing. Pearson, New Delhi

Madura. Jeff. Personal final. Pearson, New Delhi

Chandra. Prasanna. Investment Analysis and Portfolio Management. Tata McGraw Hill, New Delhi

Damodaran, Aswath, Investment Valuation: Tool and Techniques for Determining the Value of Any Asset, Wiley Publication, New Delhi

Bodie, Alex, Marcus and Mohanty. Investments. McGraw Hill Publishing Co., Delhi

M.COM. (BUSINESS FINANCE & ECONMICS)

Group A : Elective Paper - I

ECONOMY OF RAJASTHAN

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

Unit 5: Industries, Small Scale, Cottage and Village Industries; Handicrafts Industries in Rajasthan; Industrial Policy; Transport-Communication-Tourism Development in Rajasthan, Main feature of tourism in Rajasthan; Role of RFC, RICCO and RAJSICO in Industrial Development, Economic Reforms and Liberalization in Rajasthan, Major development project of Rajasthan, Public-Private partnership model.

BOOKS RECOMMENDED

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

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

- Unit 1: Concept of Rural Economy, Nature and Problems of Rural Economy; Rural Backwardness, Significance of Rural Development, Social, Economic and Political Development, Recent development in rural area.
- Unit 2: Rural Development Strategies - Nature and problems of Rural Economy, Concept of Rural Economy, Rural Versus Urban Development, Nature and Causes of imbalance between rural areas and urban areas during planning period; Panchayat Raj System and 73rd Amendment; Employment Guarantee schemes- Swaranjayanti Gram Swarajgar Yojana (SGSY), Rural Employment Guarantee Scheme, Pradhan Mantri Gram Sadak Yojana (PMGSY), Sampura Gramin Rojgar Yojana (SGRY), Jawahar Gram Samridhi Yojana (JGSY), Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)
- Unit 3: Indian Agriculture: Agriculture Development: Characteristics, Importance of Indian Agriculture, Problems, Suggestion, Irrigation, Land Reform, Modern Technology and Agriculture Policy; Crop Insurance.
- Unit 4: Rural Finance, Unorganized Sector-Rural Indebtedness. Organized Sector : Role of Rural Credit Institutions. Cooperative and Commercial Banks, Role of Regional Rural Banks, NABARD, Rural

Insurance.

- Unit 5: Rural Energy Problems, Energy Development & Utilization; Rural Renewable Sources of Energy; Rural Industry-Rural-Industrialisation-KVIC, Government Policy for Rural Industrial Development, Programmes related to Tribal Welfare, Drought area development, Desert, forest conservation, Woman and Child Development.

BOOKS RECOMMENDED

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

Group A : Elective Paper - III

MODERN BANKING

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

Organisation & Management

Suggested Books:

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

Group A : Elective Paper - IV

COOPERATIVE MOVEMENT IN INDIA

- Unit 1: Concept of Co-operation, Principles of Co-operation, Co-operation v/s Capitalism and Socialism. Evolution of Cooperative Movement in India, Cooperative movement before and after independence.
- Unit 2: Organisation and function of non-credit cooperative society: Marketing Cooperative, consumer cooperative, Industrial cooperative, Housing Cooperative, Producer Cooperative, Government control over Cooperative: Legal and Administrative,
- Unit 3: Need of Bureaucratic manager in Cooperative Organisation, merit and demerit, Role, Function, Power, Duties of General Body, Board of Director, Secretary of the Society.
- Unit 4: Cooperative movement in Rajasthan : Meaning, Definition, Evolution before and after Independence. Cooperatives during plan, cooperative principles, Importance. Study of Rajasthan Cooperative Societies Act 1965 and amended uptodate. Shodha Ram Committee, Mirdha

Committee, Shivraman Committee.

Unit 5: Cooperative Institutions in Rajasthan; Cooperative Credit: Short-Medium-Long term Loan, Credit Societies

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

SUGGESTED READINGS:

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

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

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

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

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

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

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

Group B : Elective Paper - I

PUBLIC FINANCE

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

Unit 2: Public Expenditure : Meaning, classification, Objective, importance and Principles. Effects of Public Expenditure - production, consumption, saving, Investment and distribution. Trends and causes of rising public expenditure in India.

Unit 3: Public Revenue: Meaning, Significance & Sources, Functional and economic classification. Public Borrowing :Meaning, Nature, types, techniques of principles of public borrowing. Sources of Public debt and redemption of Public debt. Role and effects of Public debt in economic Development Trends and causes of rise in public debt.

Unit 4: Taxation :Taxation-Types, Principle and Cansos. Impact and Effects, Incidence of Taxes, Shiting of tax, Problem of tax evasion and black money, Taxable Capacity. Indian Tax System. Non tax revenues.

Unit 5: Fiscal Policy - Meaning, objective and tools, Fiscal Deficit, Fiscal policy in India, Finance Commission, Financial relationship between Centre and State, Major criterion for transfer of funds, Current Issue: Goods and

Service Tax (GST): Concept and implications.

BOOKS RECOMMENDED

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

Group B : Elective Paper - II
WORKING CAPITAL MANAGEMENT

- Unit 1: Working Capital: Concept, kinds, Importance, Advantages, Disadvantages, Sources: Long term-Medium term-Short term, Methods of estimating, Accounting Ratio related to Working Capital.
- Unit 2: Financing of working Capital: Tandon & Chore Committee, recommendation, Factoring Services: Meaning, Mechanism, Function, Benefit, Limitations. Management of Cash: Meaning, Need, Factors determining, Objectives, Functions, Models, Advantages, Disadvantages
- Unit 3: Management of Receivables: Meaning, Objectives, Factors determining, Functions, Ageing Schedule
- Unit 4: Management of Inventory Control: Meaning, Objective, Need of hold inventory, factor determining levels in inventory, Risk and Cost association with inventory
- Unit 5: Techniques of inventory control: ABC Analysis, Maximum-Minimum-Re-order-Danger Level, Economic Order Quantity.

SUGGESTED READINGS

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

Group B : Elective Paper - III
INDUSTRIAL AND LABOUR ECONOMICS

- Unit 1: Industrialization: Meaning, Strategies and Pattern of Industrial Growth, Industrial Productivity, Determinants of industrial growth. Impact and advantages of industrialization. Dangers of heavy industrialization, changes in Indian Economy in recent years.
- Unit 2: Industrial Policy : Industrial (Dev. and Regulation) Act, 1951. Licensing Policy, Policy towards multinationals, Industrial Location: Theories, Factors influencing location, Tariff Policy. Rationalisation: Object, Importance, Merits.
- Unit 3: Issues of Indian Industry: Growth and Changes in Structure, Public Sector: Shortcoming, New Economic Policy, Pricing Policy, Industrial Sickness: Causes, Remedial Action. Private Sector: Growth, Characteristics, Contribution, Defects, Liberalisation and Private Sector.
- Unit 4: Labour Economics : Meaning and scope, Labour and Labour welfare : Concept, Principles, Labour welfare in Indian Industries: Internal and external welfare facilities. Factories Act 1948: Different definition; Workers: Rights, Obligation, Occupier and his duties.
- Unit 5: Theory of Wages : Living wage, minimum wage, need based wage, Deduction from wages, claims for wrongful deductions. The Payment of wage Act, 1936 and Minimum Wages Act, 1948: Object, Scope of the act, Fixation and revision of minimum wages, Advisory and Central Advisory Board, Safeguard on payment of Minimum Wages.

BOOKS RECOMMENDED

S.C.Srivastava: Industrial Relations & Labour Law, Vikas Publishing House, New Delhi
Pylee & George: Industrial relations & Personnel Management, Vikas Publishing House, New Delhi
R.S.Davar: Personnel Management & Industrial Relations, Vikas Publishing House, New Delhi
Kuchhal, S.C. : Industrial Organisation
Agarwal, A.N. : Indian Economy
Datta and Sundaram : Industrial Economics
Mishra and Puri : Economic Planning
Dhar, P.N. and Lydel : The Role of Small Enterprises in Indian Economic Development
Bagchi, A. and Banerjee : Change and Choice in Indian Industry
S.C. Kuchhal : Industrial Economy of India, 1983
Gupta, K.R. : Organisation and Management of Public Enterprises
D.K.Kulshreshtha: Industrial Law, LNAE Publications, Agra

D.K.Kulshreshtha: Labour Legislation, LNAE Publications, Agra
 Amandeep Kaur: Industrial Relations, Kalyani Books, Delhi
 Ghosh, Biswanath: Industrial Relations of Developing Economy, Himalaya Publishing House, Delhi
 Kubendran, Kodesswari: Industrial Relations & Labour Laws, Himalaya Publishing House, Delhi
 Mamoria, Mamoria & Gankar: Dynamics of Industrial Relations, Himalaya Publishing House, Delhi
 Sharma A.M.: Industrial Relations & Labour Laws, Himalaya Publishing House, Delhi
 N.Kumar: Industrial Economics, LNAE Publications, Agra
 R.Sharma: Human Resources Development, LNAE Publications, Agra
 N.Kumar: Labour Economics, LNAE Publications, Agra
 R.Sharma: Industrial Relations, LNAE Publications, Agra
 D.K.Kulshreshtha: Industrial Law, LNAE Publications, Agra
 D.K.Kulshreshtha: Labour Legislation, LNAE Publications, Agra
 Sahni N.K., Amandeep & Agarwal: Industrial Relations, Kalyani Book, Delhi
 Bhogilwal T.N.: Industrial relation and Labour Welfare, Sahitya Bhawan Publication, Agra

Group B : Elective Paper - IV

ECONOMICS OF INDUSTRIAL RELATIONS

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

BOOKS RECOMMENDED

Agarwal, R.D. : Dymimics of Labour Relation in India
 Agnihotry, V. : Industrial Relation in India

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