

Bachelor of Business Administration [Financial Services] [BBA(FS)]

Programme Structure w.e.f. academic year 2015-16

The description of a course appears on the page number listed in the table

CODE	COURSE	CREDITS	MARKS	CORE /ELECTIVE	PAGE NO.
SEMESTER ONE					
BFS C101	Microeconomics	4	100	Core	5
BFS C102	Essentials of Management-I	4	100	Core	6
BFS C103	Fundamentals of Accounting	4	100	Core	7
BFS C104	Indian Financial System	4	100	Core	8
BFS C105	Quantitative Skills	4	100	Core	9
Elective Paper (any TWO)					
BFS E106	Communication Skills	4	100	Elective	10
BFS E107	Fundamentals of Computer Applications	4	100	Elective	11
BFS E108	Cyber Security	4	100	Elective	12
Total		28	700		
SEMESTER TWO					
BFS C201	Essentials of Management –II	4	100	Core	13
BFS C202	Cost Accounting	4	100	Core	14
BFS C203	Banking in India	4	100	Core	15
BFS C204	Data Analysis and Quantitative Techniques	4	100	Core	16
BFS C205	Fundamentals of Insurance	4	100	Core	17
Elective Paper (any ONE)					
BFS E206	Environmental Studies*	4	100	Elective	18
BFS E207	Fundamentals of Marketing	4	100	Elective	19
Total		24	600		
SEMESTER THREE					
BFS C301	Summer internship report and seminar	6	150	Core	20
BFS C302	Law and Practice of Banking in India	4	100	Core	21
BFS C303	Financial Services-I	4	100	Core	22
BFS C304	Indian Securities Market	4	100	Core	23
BFS C305	Financial Management	4	100	Core	24
BFS C306	Organisational Behaviour	2	50	Core	25
Elective Paper (any ONE 4-credit course AND any ONE 2-credit course)					
BFS E307	Mutual Funds Management	4	100	Elective	26
BFS E308	NCFM Insurance Module	4	100	Elective	27
BFS E309	Strategic Management	2	50	Elective	28
BFS E310	Business Environment	2	50	Elective	29
Total		30	750		
SEMESTER FOUR					
BFS C401	Direct Taxes	4	100	Core	30
BFS C402	Management Accounting	4	100	Core	32
BFS C403	Stock Market Operations	4	100	Core	33
BFS C404	Financial Services-II	4	100	Core	34
BFS C405	Research Methodology	4	100	Core	35
Elective Paper (any ONE)					
BFS E406	Econometrics for Finance	4	100	Elective	36
BFS E407	Corporate Restructuring	4	100	Elective	37
Total		24	600		

SEMESTER FIVE					
BFS C501	Summer Internship Report And Seminar	6	150	Core	38
BFS C502	Entrepreneurship Development	4	100	Core	39
BFS C503	Corporate Finance	4	100	Core	40
BFS C504	Macroeconomics	4	100	Core	41
BFS C505	Financial Statement Analysis	4	100	Core	42
BFS C506	Global Banking	4	100	Core	43
Elective Paper (any TWO)					
BFS E507	Corporate Governance	2	50	Elective	44
BFS E508	Derivatives: Equity and Currency	2	50	Elective	45
BFS E509	Real Estate Finance	2	50	Elective	46
Total		30	750		
SEMESTER SIX					
BFS C601	Security Analysis and Portfolio Management	4	100	Core	47
BFS C602	Human Resource Management	4	100	Core	48
BFS C603	International Finance	4	100	Core	49
BFS C604	E-commerce and Accounting	4	100	Core	50
BFS C605	Marketing of Financial Services	4	100	Core	51
Elective Paper (any ONE)					
BFS E606	Venture Capital and Private equity	4	100	Elective	52
BFS E607	Treasury and Forex management	4	100	Elective	53
Total		24	600		
GRAND TOTAL		130 Core + 30 Elective	4100		

***MANDATORY COURSE AS PER SUPREME COURT DIRECTIVE**

BFS C101: MICROECONOMICS

(4 CREDITS: 100 MARKS)

Objectives: *To provide students with an understanding of the basic tools of economics and their application in business; to develop students' analytical abilities in the area of business economics.*

UNIT 1: INTRODUCTION

(10% marks, 7 lectures)

Introduction to economics- definition, scope and subject-matter; basic economic problems; micro economics and macroeconomics; meaning and scope of business economics; basic concepts in economics; market and command economies.

UNIT 2: DEMAND AND SUPPLY ANALYSIS

(20% marks, 13 lectures)

Demand Analysis- concept, determinants and demand function, law of demand, demand schedule, and demand curve, expansions tool of demands, individual and market demand, rationale for law of demand(brief explanation of price effect, income effect and substitution effect); demand distinctions, elasticity of demand-types (price, income, cross and promotional), measurement, determinants and use of concepts of elasticity.

Supply Analysis- concept, determinants and supply functions, law of supply, supply schedule and supply curve, elasticity of supply.

UNIT 3: PRODUCTION AND COST ANALYSIS

(30% marks, 20 lectures)

Production- meaning, production function-short- run and long-run, concept,-total, marginal and average product, interrelationship , law of variable proportions-schedule and diagram , stages Return to scale- increasing, decreasing and constant returns to scale, economies and diseconomies of scale.

Cost analysis- concepts- private and social cost, opportunity cost, money cost, economic and accounting costs, short –run costs and long run costs- fixed and variable, total, average and marginal, cost schedules and cost curves

UNIT 4: MARKETS & PRICING

(40% marks, 26 lectures)

Markets: Meaning, revenue concepts and curves, types of market structure- perfect competition, monopoly, monopolistic competition, oligopoly-features, short-run and long-run price output decisions of the firm under each market structure, cartels and price leadership under oligopoly, price discriminations- meaning and conditions.

Pricing: Price output determination, equilibrium analysis- shifts in demand and supply and impact on equilibrium, time element, pricing methods- cost plus pricing, skimming price and penetration price, administered prices, dual prices, pricing over the life cycle of the product.

Recommended Readings:

1. Begg D, Fischer S & Dornbusch R. (1984) : Economics, London, McGraw-Hill
2. Colander D.C (1994): Economics, Boston, Irwin
3. Dean J. (1992): Managerial Economics, New Delhi, Prentice- Hall of India
4. Mehta P. L. (1999): Managerial Economics- Analysis, problems & cases, New Delhi, Sultanchand and sons.6e
5. Salvatore D. (1999): Managerial Economics, London, McGraw-Hill
6. Taylor J.B (2000): Economics, New Delhi, A.I.T.B.S.2es

BFS C102: ESSENTIALS OF MANAGEMENT-I

(4 CREDITS: 100 MARKS)

Objective: *To acquaint the student with the basic concepts, principles and practices of business management, using case studies to supplement classroom teaching with real -life applications*

UNIT 1: NATURE OF MANAGEMENT (20% marks, 12 lectures)

Meaning and Definition, Need and Importance, Management v/s Administration, Management as an Art, Management as Science, Management as Profession, Levels of Management, Manager Today: New Challenges.

UNIT 2: MANAGEMENT CONCEPTS AND PRINCIPLES (20% marks, 13 lectures)

Management concepts, Management principles, Universality of management principles

UNIT 3: FUNCTIONS OF MANAGEMENT (30% marks, 20 lectures)

Planning: Meaning, Importance, Steps, Essentials and Limitations; Forecasting: Need and Techniques.; Decision Making: Type, Process of rational decision making and techniques of decision making.; Organizing: Elements of organizing and processes, types of organizing, delegation of authority, centralization, decentralization, span of control, organization chart; departmentation; Controlling: Meaning, Need, Nature, Importance, Process and Techniques.

UNIT 4: SOCIAL RESPONSIBILITY OF MANAGEMENT & BUSINESS ETHICS (30% marks, 20 lectures)

Levels of Social Responsibility, Interest groups, Arguments for and against Social Responsibility, Case Study on Social Responsibility.

Business Ethics: Meaning and Definition, Need and Importance, Principles of Ethics, Factors, Code of Ethics, Case study on Business Ethics.

Recommended Readings:

- ❖ Appleby R. (1994): Modern Business Administration, London, Pitman, 6e
- ❖ Burton G. & Thakur M. (1996): Management Today–Principles & Practices, New Delhi, Tata McGraw-Hill
- ❖ Chakraborty S. K. (2005): Ethics in Management –Vedantic Perspectives, New York: OUP
- ❖ Chandan J. S. (1997): Management Theory & Practice, New Delhi, Vikas
- ❖ Hasmer, La Rue & Tone (1989): The Ethics of Management, New Delhi, Universal

BFS C103: FUNDAMENTALS OF ACCOUNTING

(4 CREDITS: 100 MARKS)

Objective: *To enable students to understand and apply the principles and practices of accounting. At the end of the semester they will be able to prepare the Final accounts of a Sole trading concern and a Partnership firm.*

UNIT 1: INTRODUCTION **(20% marks, 13 lectures)**

Basic terms of accounting, Accounting Principles, Concepts, Conventions, IND-AS, Accounting Equation, System of accounting: Cash system and mercantile system, Accounting as information system, Users of accounting information.

UNIT 2: ACCOUNTING PROCESS & PROCEDURE **(30% marks, 20 lectures)**

Transaction/Event, Voucher: Meaning, Types of Vouchers, Receipt (Credit Voucher), Payment (Debit Voucher), Journal (Accrual) Voucher, Journal, Subsidiary Books (Purchase/Sales Day book, Purchase Return/Sales Return Book, Cash Book (double and triple column, journal proper), Ledger, Trial Balance.; Bank Reconciliation Statement-Meaning and need; Causes of disagreement.

UNIT 3: FINANCIAL STATEMENTS **(30% marks, 20 lectures)**

Preparation of financial statements: Horizontal and Vertical form. Horizontal Form (Trading A/c, Profit and Loss A/c, Balance Sheet), Vertical form (Income statement and Balance Sheet with and without schedules)

UNIT 4: E-ACCOUNTING **(20% marks, 13 lectures)**

Practical applicability of accounting; Accounting software

Recommended Readings:

- ❖ Gupta R. L. (1982): Problems and Solutions in Advanced Accounting, New Delhi, Sultan Chand, 8e
- ❖ Hanif M. & Mukherjee A. (2000): Modern Accountancy (Volumes I & II), New Delhi, Tata McGraw-Hill, 2e
- ❖ Maheshwari S. N. (2001): Advanced Accounting, New Delhi, Vikas, 8e
- ❖ Shukla M.C. & Grewal T. S. (1996): Advanced Accounting, New Delhi,

BFS C104: INDIAN FINANCIAL SYSTEM

(4 CREDITS: 100 MARKS)

Objectives: *To acquaint students with the structure and components of the Indian Financial System; to familiarize students with different types of financial institutions and their place in the Indian Financial System.*

UNIT 1: INTRODUCTION

(25% marks, 16 lectures)

Financial System: meaning, functions, role of financial system in economic development and growth. - Financial Development: Meaning, Concept, Indicators of financial development.

UNIT 2: FINANCIAL INSTITUTIONS & FINANCIAL INSTRUMENTS

(30% marks, 20 lectures)

A. FINANCIAL INSTRUMENTS

Meaning, importance and classification of financial instruments - Short Term Instruments, Medium Term Instruments, Long Term Instruments - Primary Securities, Secondary Securities.-Innovative Instruments.

B. FINANCIAL INSTITUTIONS

Meaning, Functions and Role of Financial Institutions - Banking and Non-banking Financial Institutions

UNIT 3: FINANCIAL MARKETS

(25% marks, 16 lectures)

Meaning, Role, Functions of financial markets.-Money Market: Call Money Market, Commercial Bill market; Treasury Bill market-Capital Market: Primary Market, Secondary Market, Derivative Market - Meaning, features, Participants in all.

UNIT 4: FINANCIAL SERVICES

(20% marks, 13 lectures)

Meaning, importance and types of Financial Services-Fund Based services and Fee Based services

Recommended Readings

- ❖ Baye M. R. & Jansen D. W. (1996): Money, Banking and Financial Markets – An Economic Approach, New Delhi, A.I.T.B.S.
- ❖ Bhole L. M. & Mahakud J. (2009): Financial Institutions and Markets: Structure, Growth & Innovations, New Delhi, Tata-McGraw Hill, 5e
- ❖ Burton M. & Lombra R. (2000): The Financial System and the Economy: Principles of Money and Banking, Australia, South-Western College
- ❖ Pathak B. V. (2008): Indian Financial System, New Delhi, Pearson, 2e
- ❖ Desai V. (2005): The Indian Financial System and Development, Mumbai, Himalaya
- ❖ Eichberger J. & Harper I. R. (1997): Financial Economics, Oxford, OUP

BFS C105: QUANTITATIVE SKILLS

(4 CREDITS: 100 MARKS)

Objective: *To develop the students' quantitative skills and to make them proficient in various quantitative techniques which are essential and useful in the world of business and finance.*

UNIT 1: INTRODUCTION TO STATISTICS (20% marks, 13 lectures)

Data classification; tabulation and presentation: meaning, objectives and types of classification, formation of frequency distribution. Role of tabulation, parts, types and construction of tables, significance, types and construction of diagrams and graphs

UNIT 2: THEORY OF EQUATIONS (25% marks, 16 lectures)

Meaning, type of equations-simple linear and simultaneous equations (only two variables) eliminations and substitution method;

Quadratic equations-factorization and formula method ($ax^2 + bx + c = 0$ form) Problems on commercial application.

UNIT 3: PROGRESSIONS (25% marks, 16 lectures)

Arithmetic progressions-finding the n^{th} term of an AP and also sum to 'n' terms of an AP, insertion of Arithmetic means in given terms of AP and representation of AP.

Geometric progression: finding n^{th} term of GP, Insertion of GMs in given GP and representation of GP.

UNIT 4: COMMERCIAL ARITHMETIC (30% marks, 20 lectures)

Ratio and Proportion, Percentages Discount, Commission and Brokerage, Profit & Loss Simple interest, compound interest (including half yearly and quarterly calculation), annuity; discounting, present and future value

Recommended Reading:

- ❖ Arora P.N. & Arora S. (2006): Mathematics, CA-Professional Education (Course-I), [Chapter 11-Matematics of Finance], New Delhi, Sultan Chand, 9e
- ❖ Dikshit A & Jain J.K. (2005): Business Mathematics, Mumbai, Himalaya, 1e
- ❖ Goel A. & Goel A. (2005): Mathematics and Statistics for CA Professional Examination, New Delhi, Taxmann, 3e

**BFS E106: COMMUNICATION SKILLS
(ELECTIVE PAPER)
(4 CREDITS: 100 MARKS)**

Objectives: *To enable the student to communicate effectively and confidently, facilitate interpersonal communication, understand etiquette and to be a good public speaker, the student will be able to communicate in writing effectively, to write reports effectively, to draft communication related to meetings.*

UNIT 1 – INTRODUCTION TO COMMUNICATION SKILLS (20% marks, 13 lectures)

Listening Skills – effective listening, and listening in social situations- Reading Skills - How to improve reading skills, How to cultivate the habit of functional reading, scanning, skimming, rapid reading, careful reading and Fast reading strategies.

UNIT 2 – PUBLIC SPEAKING (20% marks, 13 lectures)

Preparation and developing the topic-Opening a talk and closing a talk-Rehearsing the talk.- Presenting the talk-Drafting frequently made speeches such as welcome, introducing a speaker, a short talk and vote of thanks.

UNIT 3- WRITTEN COMMUNICATION (30% marks, 20 lectures)

A) Introduction to Written Communication

Objective comprehension - Subjective comprehension

B) Report Writing

Methods of collecting data for report- Kinds of reports-What a report contains-Individual reports- Committee reports.

C) Meetings

Drafting Notice and Agenda- Chairing meetings- Drafting Minutes of meetings.

UNIT 4: E- COMMUNICATION (30% marks, 20 lectures)

A) Introduction to Commercial Correspondence

Principles of commercial correspondence-Language in a business letter including jargon-Parts of a business letter

B) Letter Writing

Formal Letters – Job Application Letter, Resume, C.V, Acceptance Letter and Resignation Letter- Informal Letters – Letter of gratitude, letter of appreciation, letter of invitation, letter of apology and letter of condolence

C) Interviews

Types of interviews -Types of interviewers - Candidate's preparation for a job interview- Planning and conduct of a job interview

Suggested Readings

- ❖ M. K. Sehgal & V. Khetrapal - Business Communication (Excel Books).
- ❖ Rajendra Pal – Business Communication (Sultan Chand & Sons Publication)
- ❖ P. D. Chaturvedi – Business Communication (Pearson Education, 1st Edition 2006)
- ❖ Lesikar RV & Pettit Jr. JD – Basic Business Communication: Theory & Application (Tata Mc Graw Hill 10th Edition)
- ❖ Tayler Shinley – Communication for Business (Pearson Education, 4th Edition)

**BFS E107: FUNDAMENTALS OF COMPUTER APPLICATIONS
(ELECTIVE PAPER)
(4 CREDITS: 100 MARKS)**

Objectives: *to familiarize the students with computers and their use, and make them proficient in the use of software packages that are relevant to business, finance and accountancy*

UNIT 1: FUNDAMENTAL CONCEPTS (20% marks, 13 lectures)

Introduction to Computer Systems; Block Diagram of a Computer, basic functions of each components, classification of Digital Computers based on size, uses of computers; Operating System Basics – Role of Operating system, Features of the Internet, Accessing the Internet, Working on the Internet.

Networks & Data Communication – The Uses of a Network, How Networks are Structured, Network Topologies, Media & Hardware; The Internet & Online Resources How Internet Works, Features of the Internet, Accessing The Internet Working on the Internet

UNIT 2: WORD PROCESSING & SPREADSHEETS (50% marks, 32 lectures)

Using MS – Word & MS – Excel

UNIT 3: DATABASE MANAGEMENT SYSTEM & BUSINESS PRESENTATION PACKAGES (20% marks, 13 lectures)

Using MS-Access and MS- PowerPoint

UNIT 4: MANAGEMENT INFORMATION SYSTEMS (10% marks, 7 lectures)

Need for MIS, use of computers for MIS, decision support systems.

References:

- ❖ Agarwal N. (2002): financial accounting on computer using tally
- ❖ Cassell P. & Palmar P. (2000): Teach yourself Microsoft Access 2000 in 21 days
- ❖ Curtin D. (1998): Information Technology- The Breaking Wave
- ❖ Jane S. (1999): ‘O’ level module-I made simple information technology

**BFS E108: CYBER SECURITY
(ELECTIVE PAPER)
(4 CREDITS: 100 MARKS)**

Objective: *To familiarise students with corporate IT security, e-commerce security and organisational security.*

UNIT 1: INTRODUCTION TO INFORMATION SECURITY AND CORPORATE IT SECURITY (40% marks, 26 lectures)

a. Objectives, Introduction, Data and Information, Information Classification, Need to Know, Information Security, Other applicable attributes of Information Security, Physical security, Logical security.

b. Objectives, meaning of corporate IT security, Need for a corporate IT security Policy, Legal requirements, Essential features of corporate IT security Policy, Methodology of framing an IT security Policy, Awareness Initiatives.

UNIT 2: ORGANISATIONAL SECURITY, RISK MANAGEMENT AND SECURITY GOVERNANCE (20% marks, 13 lectures)

a) Organisational Security and Risk Management: organisational security, public sector organisation, public data and classified information, right to information Act 2005, Risk Metrics, Downstream liability, Risk Management in Banking.

b) Security Governance: objectives, policies, framework, security Governance in Public Sector undertakings, Monitoring.

UNIT 3: SECURITY AND SECURITY STANDARDS (10% marks, 7 lectures)

a) Physical and Environmental Security, Hardware and Software Security, Operational Security.

b) Security standards and best Practices

UNIT 4: E-COMMERCE SECURITY (30% marks, 20 lectures)

Risks of e-commerce, Types and sources of threats; Protecting electronic commerce assets and intellectual property, Firewalls, Client server network security, Data and message security, Security tools, Digital identity and electronic signature, Encryption and concept of public and private key infrastructure; Risk management approach to e-commerce security Introduction E-commerce on the Internet , Web Technology ,Cryptography Basics ,SSL and TLS ,Biometrics and Digital Identification Privacy and Security ,Coding Issues ,Intellectual Property ,Securing Web Applications Content Security ,Pornography and Privacy Digital Payments ,Web Server Security

Recommended Reading:

- ❖ Charles P. Fleeger, "Security in Computing", Prentice Hall, New Delhi, 2009
- ❖ Behrouz A.Forouzan, "Cryptography & Network Security", Tata McGraw Hill, India, New Delhi, 2009.
- ❖ Lance Hayden IT Security Metrics, Tata McGraw-Hill, India, New Delhi.

BFS C201: ESSENTIALS OF MANAGEMENT-II
(4 CREDITS: 100 MARKS)

Objective: *To acquaint the student with the basic concepts, principles, practices and strategies of business management, using case studies to supplement classroom teaching with real -life applications.*

UNIT 1: FUNCTIONS OF MANAGEMENT **(30% marks, 20 lectures)**

Planning: Meaning, Importance, Steps, Essentials and Limitations. Forecasting: Need and Techniques.; Decision Making: Type, Process of rational decision making and techniques of decision making.; Organizing: Elements of organizing and processes, types of organizing, delegation of authority, centralization, decentralization, span of control, organization chart, departmentation; Controlling: Meaning, Need, Nature, Importance, Process and Techniques.

UNIT 2: ORGANISATIONAL ENVIRONMENT **(25% marks, 16 lectures)**

Introduction and meaning, External environment: factors, internal environment: factors, Environment management, Global environment, International business- changing scenario, Case study.

UNIT 3: MANAGEMENT OF CHANGE **(25% marks, 16 lectures)**

Meaning and definition, Types, Process: resistance to change, causes, Guidelines, Planned change process, Organizational development: definition, characteristics, objectives, need and steps, Case study.

UNIT 4: TEAM WORK AND CONFLICT MANAGEMENT **(20% marks, 13 lectures)**

Nature of teams, types, reasons and stages in team formation. Conflict: meaning, causes, types and conflict management.

Recommended Readings:

- ❖ Chandan J. S. (1997): Management Theory and Practice, New Delhi, Vikas
- ❖ Chandan J. S. (1997): Management Concepts and Strategies, New Delhi, Vikas
- ❖ Prasad M. (2003): Management Concepts and Practices, Mumbai, Himalaya
- ❖ Sadler P. (1996): Managing Change, London, Kogan
- ❖ Sherlekar S. A., Appannaiah H. R. & Reddy P. N. (2003): Business Management, Mumbai, Himalaya, 1e

BFS C202: COST ACCOUNTING
(4 CREDITS: 100 MARKS)

OBJECTIVE: *To familiarize the students with various aspects, concepts and elements of cost and various methods used for cost accounting.*

UNIT 1: ELEMENTS OF COSTING **(25% marks, 16 lectures)**

Definition, objectives, advantages and disadvantages of cost accounting; Distinction between cost accounting and financial accounting; Classification of cost (element wise in detail); Preparation of cost sheet

UNIT 2: VALUATION OF INVENTORY **(25% marks, 16 lectures)**

Meaning of inventory, methods of inventory valuation: FIFO, LIFO, Weighted average method (Problems). Simple average method, physical stock taking (only theory) with reference to AS 2

UNIT 3: PROCESS COSTING **(20% marks, 13 lectures)**

Process Costing: Excluding equivalent production, joint product, by product but inclusive of inter-process profits

UNIT 4: CONTRACT COSTING AND OPERATING COST **(30% marks, 20 lectures)**

Contract Costing: with reference to AS 7, Contract account for one year, more than one year and contract account with Balance Sheet (Estimated contracts and escalation clause for theory only); Unit costing, job order costing, operation costing, and batch costing (only theory).

Recommended Readings:

- ❖ Bigg. W.W. Cost Accounting (USA PTH)
- ❖ Shukla and Grewal : Cost Accounts (Delhi- S Chand)
- ❖ Bhar B.K. Cost Accounting Method and Problem (Calcutta Academic Publisher)
- ❖ Jain S.P. and Narang K.L. Cost Accounting (New Delhi- Kalyani)
- ❖ Bloker and Weltmer – Cost Accounting
- ❖ Prasad N. K. Cost Accounting- Principles and Practice

**BFS C203: BANKING IN INDIA
(4 CREDITS: 100 MARKS)**

Objective: *To provide students with an overview of commercial banking in India; to familiarise students with the regulatory framework of banks in India.*

UNIT 1: INTRODUCTION (30% marks, 20 lectures)

Definition(as per Banking Regulation Act) and meaning of banking, and importance of banks, structure of Indian Banking system- Scheduled and Non-Scheduled, commercial, cooperative and regional rural banks.; Meaning, nature, definition and importance of commercial banks, Growth, development and weaknesses of Indian Commercial Banking system from nationalisation to reforms (in brief); Banking sector reforms and development in banking since 1990's; Relative importance of public sector banks, private sector banks and foreign banks.

UNIT 2: FUNCTIONS OF BANKS (20% marks, 13 lectures)

- a) **Accepting deposits:** types of deposits- saving, current, fixed, recurring, pigmy and other deposits, d-mat accounts, deposits at call and short notice, KYC forms to be followed while opening accounts.
- b) **Deployment of Advances:** Types of advances- loans, cash credit, bank overdraft, temporary overdraft, clean and secured advances, bridge loans, participation loans, purchase of bills, bill discounting, Principles of secured advances, Lien, Pledge, Hypothecation, Mortgage- Features and Differences.
- c) **Other functions-**Remittances, general utility and agency functions.

UNIT 3: BANK INSTRUMENTS (20% marks, 13 lectures)

Cheque- Meaning, requisites, types, crossing; demand draft; bank draft/pay order (working for all).; Precautions in Payment of Customer's Cheques- Paying banker's duties and rights; Statutory protection to paying banker; Payment of forged cheque; Return of Cheques. ; Precautions in collecting Customer's cheque- Collecting banker's duties and rights; statutory protection to collecting banker.

UNIT 4: RESERVE BANK OF INDIA (30% marks, 20 lectures)

Functions of RBI as India's Central Bank: Traditional and Promotional functions. Monetary policy – meaning; Instruments of credit control/ monetary policy - Quantitative (variable reserve requirements, open market operations, bank rate, liquidity adjustment facility through repo and reserve repo rate); Qualitative instruments.

Recommended Readings

- ❖ Bedi H. L. & Hardikar V. K. (1993): Practical Banking Advances, New Delhi, UBS, 9e
- ❖ Burton M. & Lombra R. (2000): The Financial System and the Economy: Principles of Money and Banking, Australia: South-Western College
- ❖ Gordon E. & Natarajan K. (1998): Banking Theory, Law and Practice, Mumbai, Himalaya
- ❖ Indian Institute of Banking and Finance (2008): Principles & Practices of Banking, New Delhi, Macmillan, 2e

**BFS C204: DATA ANALYSIS AND QUANTITATIVE TECHNIQUES
(4 CREDITS: 100 MARKS)**

Objectives: *To develop the student's quantitative skills and make them proficient in various statistical techniques which are useful in the world of business and finance.*

UNIT 1: TIME SERIES ANALYSIS AND NON PARAMETRIC TESTS (30% marks, 20 lectures)

Time series Analysis – Components of Time Series – Forecasting based on Time series Analysis- ANOVA and Non-parametric Tests: Chi-Square

UNIT 2: CORRELATION AND REGRESSION ANALYSIS (30% marks, 20 lectures)

Correlation: Meaning, types of correlation, scatter diagram, Karl Pearson's coefficient of correlation, Spearman's rank correlation coefficient

Regression: meaning, lines of regression, regression coefficients, relation between correlation and regression coefficients.

UNIT 3: PROBABILITY THEORY (20% marks, 13 lectures)

Meaning, Addition and Multiplication theorem on probability, conditional probability, probability distribution- binomial, Poisson and normal distribution.

UNIT 4: INDEX NUMBERS (20% marks, 13 lectures)

Meaning, Classification, construction of index numbers, methods of constructing index numbers- simple aggregative, simple average of price relative, weighted aggregative and weighted average of price relative, quality index number and value index number, limitations and uses of index number.

Recommended Readings:

- ❖ Anderson D. R., Sweeney D. J. & Williams T. A. (2002): Essentials of Statistics for Business and Economics, London, South-Western College Publishing, 2e
- ❖ Jhamb L. C. (1987): Cases and Problems in Quantitative Techniques, Pune, Everest Pub.
- ❖ Mithani D. M. (2001): Quantitative Techniques, Mumbai, Himalaya
- ❖ Schaum's Outline (1972): Theory & Problems of Statistics, New York, McGraw-Hill
- ❖ Tulsian P. C. (2002): Quantitative Techniques, New Delhi, Pearson Education Asia
- ❖ Vohra N. D. (1990): Quantitative Techniques in Management, New Delhi, McGraw-Hill
- ❖ S. C. Gupta: Fundamentals of Statistics
- ❖ R. J. Shah: Statistical Techniques, Sheth Publishers Pvt. Ltd.

**BFS C205: FUNDAMENTALS OF INSURANCE
(4 CREDITS: 100 MARKS)**

Objectives: *To make students aware of the need and importance of insurance, the various products offered by insurance companies; to give students an overview of the insurance sector in India, its components and regulation.*

UNIT 1: INTRODUCTION TO RISK AND INSURANCE (20% marks, 13 lectures)

Risk – concept, types; risk management & control; insurance – definition, functions, characteristics & principles of insurance; classification of insurance; importance of insurance; characteristics of an insurance contract.

UNIT 2: LIFE INSURANCE (25% marks, 16 lectures)

Nature of life insurance contract; types of policies based on duration of policy, methods of payment of premium, participation in profits, number of persons insured, method of payment of policy amount; selection of risk & factors affecting risk; surrender value – meaning; lapse of policies; settlement of claims

UNIT 3: NON LIFE INSURANCE (25% marks, 16 lectures)

Health insurance, property insurance, motor insurance, fire insurance, marine insurance – nature, features, position in India.

UNIT 4: INSURANCE SECTOR IN INDIA & MANAGEMENT OF INSURANCE COMPANIES (30% marks, 20 lectures)

Functions & organization of insurers, underwriting, claim management, insurance pricing, reinsurance, insurance intermediaries; role of an actuary.; Insurance sector in India; life insurance corporation of India, general insurance corporation of India and its subsidiaries, Bancassurance, private sector insurance companies; Insurance Regulatory & Development Authority (IRDA).

Recommended Readings

- ❖ Bodla B.S. (2003); Insurance Fundamentals, Environment And Procedures , New Delhi, Deep And Deep
- ❖ Bhole L.M & Mahakad J. (2009): Financial institutions and markets: Structure growth & Innovationas, New Delhi, Tata – McGraw Hill, 3e
- ❖ Gopal V.S. & Gopal S. (2005): principles & practices Of banking & insurance, Mumbai, Himalaya
- ❖ Gupta P.K (2004): Fundamentals of insurance, Mumbai, Himalaya
- ❖ Gupta P.K (2004): insurance & risk management, Mumbai, Himalaya
- ❖ Mishra M.N. & Mishra S.B. (2007): insurance Principles & practice, new Delhi, S. Chand & co., 14e
- ❖ Periasamy P. (2005): principles and practice of insurance, Mumbai, Himalaya

BFS E206: ENVIRONMENTAL STUDIES*
(ELECTIVE PAPER)
(4 CREDITS: 100 MARKS)

Objectives: To sensitise students to current environmental issues and educate them about their role in and protection of the environment.

UNIT 1: ENVIRONMENTAL POLLUTION (20% marks, 13 lectures)

Definition; causes, effects and measures to control air pollution, water pollution, soil pollution, soil pollution, marine pollution, noise pollution, thermal pollution, nuclear hazards; solid waste management – causes, effects and measures to control industrial and urban wastes; role of an individual in prevention of pollution; pollution case studies; disaster management – floods, earthquakes, landslides, cyclones

UNIT 2: SOCIAL ISSUES AND THE ENVIRONMENT (35% marks, 23 lectures)

From unsustainable to sustainable development; urban problems related to energy; water conservation, rainwater harvesting, watershed management; resettlement and rehabilitation of people – problems and concerns, case studies; environmental ethics – issues and possible solutions; climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust, case studies; wasteland reclamation; consumerism and waste products; Environment Protection Act; Air (Prevention and Control of Pollution) Act; Water (Prevention and Control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act; Issues involved in enforcement of environmental legislation; public awareness

UNIT 3: HUMAN POPULATION AND THE ENVIRONMENT (25% marks, 16 lectures)

Population growth, variation among nations; population explosion – Family Welfare Programme; environment and human health; human rights; value education; HIV/AIDS; women and child welfare; role of Information Technology in environment and human health; case studies

UNIT 4: TOURISM AS A COMMERCIAL ACTIVITY (20% marks, 13 lectures)

Definition and typology of tourism; role of environment in the functioning of tourism; aspects of degradation and exploitation; physical and social impacts of tourism; examples at local, regional, national and international levels

Recommended readings:

- ❖ Agarwal, K.C.2001 Environmental Biology, Nidi Publications. Ltd. Bikaner.
- ❖ Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt. Ltd. , Ahmedabad - 380013, India, Email: mapin@icenet.net (R)
- ❖ Brunner RC., 1989, Hazardous Waste Incineration, McGraw Hill Inc.480p
- ❖ Clark RS., Marine Pollution, Clanderson Press Oxford (TB)
- ❖ Cunningham, W.P.Cooper, TH.Gorhani, E & Hepworth, M.T2001, Environmental Encyclopedia, Jaico Publishing House, Mumbai

***MANDATORY COURSE AS PER SUPREME COURT DIRECTIVE**

**BFS E207: FUNDAMENTALS OF MARKETING
(ELECTIVE PAPER)
(4 CREDIT)**

OBJECTIVE: *To introduce students to the concepts of marketing and help them understand the application of the conceptual marketing frameworks.*

UNIT 1: INTRODUCTION **(25% marks, 16 lectures)**

Introduction to marketing concept, its relevance in India, marketing mix, marketing structures and systems. Environmental scanning and market opportunity analysis. Buyer Behaviour - household and institutional/organisational. Market segment and segmental analysis. Market estimation - Market potential, demand forecasting and sales forecasting.

UNIT 2: MARKETING RESEARCH **(30% marks, 20 lectures)**

Marketing Information Systems, Marketing Research, Market Planning. Product mix decisions - product identification, product life cycle, branding and packaging. New product development and management.

UNIT 3: PRICING POLICIES **(25% marks, 16 lectures)**

Pricing policies, structures and methods. Concepts of regulated prices in selected industries. Promotion decision - Communication process, promotion mix, promotion strategies with reference to consumer and industrial products. Advertising and personnel selling decision.

UNIT 4: DISTRIBUTION MANAGEMENT **(20% marks, 13 lectures)**

Distribution Management - importance of distribution in developing country. Role of middle man, identification, selection and managing dealers. Distribution Channels Management - Physical distribution. Performance and control - Marketing Audit. Case Studies and Presentations .

Recommended readings:

- ❖ Marketing Management - Kotler, Keller, Koshy & Jha – 14th edition,
- ❖ Basic Marketing, 13th edition, Perrault and McCarthy
- ❖ Marketing management – Indian context Dr. Rajan Saxena
- ❖ Marketing Management – Ramaswamy & Namkumari
- ❖ R. L. Varshuey & S.L. Gupta: Marketing Management An Indian Perspective (Sultan Chand)

BFS C301: SUMMER INTERNSHIP REPORT

(6 CREDITS: 150 MARKS)

Students will write a report on the internship completed by them between semesters II & III.

The Report will be evaluated by the assigned guide.

The Report must be submitted within one month of the start of Semester III, after which the internship seminars will be conducted.

Summer internship seminars will begin within one week of reopening of the college for semester III. The seminar will be an open seminar, to be attended compulsorily by all students of the class. The judges for the seminar will be the programme coordinator and one expert from industry.

BFS C302 LAW AND PRACTICE OF BANKING IN INDIA

(4 CREDITS: 100 MARKS)

Objective: *To introduce the student to the basic principles, practices and procedures of bank lending; to acquaint the student with relevant features of the most important banking legislation rules.*

UNIT 1: PRINCIPLES OF SOUND LENDING (25% marks, 16 lectures)

Different kinds of borrowing facilities such as loans, cash credit, overdraft, temporary overdraft, clean advances, bridge loans, participation loans, purchase of bills, bill discounting, letters of credit, etc. Working capital finance and term loan finance – sources, appraisal of proposals for working capital finance and term loan finance consumer finance & calculation on interest on different types of loans (EMI, SI and compound interest) Margins and Drawing Limits.

UNIT 2: TYPES OF SECURITIES & MODES OF CREATING CHARGE (25% marks, 16 lectures)

Types of securities – personal and tangible security, primary and collateral security; suitability and valuation, measures to ensure good title. Different modes and methods of creating charge – lien, pledge, hypothecation, mortgage, assignment, set-off, guarantees and indemnities, advances against documents of title to goods, advances against stock exchange securities, advances against Fixed Deposit receipts, advances against insurance policies, advances against supply bills, land and building.

UNIT 3: BANK DOCUMENTATION (25% marks, 16 lectures)

Need for Documentation, types of documents for loans, other documents and deeds (Mortgage, Pledge, Hypothecation, types of letters (Guarantee, balance confirmation, Letter of undertaking. Stamps (importance & types), legal formalities for documentation, Execution, Attestation, Registration, Effects of Non-registration, precautions to be taken by banks with respect to documentation.

UNIT 4: BANKING LEGISLATION, SUPERVISION AND CONTROL (25% marks, 16 lectures)

Basic aspects of Banking Regulation Act, 1949 (Main Provisions) SARFAESI Act 2002, Securitization and Reconstruction of financial Assets & Enforcement of Security Interest Act, FEMA, Need & Role of RBI in Supervision & Control of the commercial Banks in India, Debt Recovery Tribunals.

Recommended Reading:

- ❖ K.P. Kandasami, S. Natarajan, R. Parameshwaran: Banking Law & Practice. S.Chand & Co. Ltd, New Delhi.
- ❖ Sukhavinder Mishra : Banking Law and Practice, S.Chand & Co. Ltd, New Delhi. Bedi H.L. & Hardikar V.K: Practical Banking Advances, New Delhi, UBS Publishers, 1993.
- ❖ Gordon E. Natarajan K: Banking Theory, Law and Practice, Mumbai, Himalaya, 1998 Indian Institute of Banking and Finance: Principles of Banking, New Delhi, Macmillan, 2005

BFS C303: FINANCIAL SERVICES – I
(4 CREDITS: 100 MARKS)

Objectives: *To introduce students to fund-based financial services provided by financial companies, their salient features and importance, and their present position in the Indian financial sector.*

UNIT 1: INTRODUCTION TO FINANCIAL SERVICES (35% marks, 23 lectures)

A. Meaning of Financial Services, Classification and types of financial services – asset/fund-based services and fee-based/advisory services, Importance of financial services; growth and development of financial services in India

B. MUTUAL FUND : Meaning, Nature and organization of a mutual fund, types of schemes, valuation of units, advantages of investing in a mutual fund; Mutual Funds in India – growth, performance, problems, prospects, regulatory framework

UNIT 3: HIRE PURCHASE FINANCE & HOUSING FINANCE (25% marks, 16 lectures)

Hire Purchase Finance - meaning, concepts of hire purchase finance, installment credit and consumer credit; sources of finance in India

Housing Finance – need, nature of housing finance, fixed and floating rate home loans; sources of housing finance in India; Role of National Housing Bank; concept of mortgage and reverse mortgage; housing loans and mortgage loans, types of mortgage loans

UNIT 4: FACTORING & FORFEITING (20% marks, 13 lectures)

Factoring - meaning, mechanism, types of factoring agreements; advantages and disadvantages of factoring; factoring v/s bill discounting; factoring in India Forfeiting - meaning, mechanism; factoring v/s forfeiting

UNIT 5: LEASE FINANCE & VENTURE CAPITAL FINANCE (20% marks, 13 lectures)

Lease Financing - Meaning, definition and types of lease agreements; advantages and disadvantages from the point of view of lessor and lessee; purchase v/s leasing, borrowing v/s leasing; lease finance in India

Venture Capital Financing – meaning, importance/need, scope of venture capital finance; venture capital v/s angel investors; Venture capital in India

Recommended Readings:

- ❖ Agarwal O. P. (2005): *Environment and Management of Financial Services*, Mumbai, Himalaya
- Batra G. S. (1999): *Financial Services: New Innovations*, New Delhi, Deep & Deep
- ❖ Bhole L. M. & Mahakud J. (2009): *Financial Institutions and Markets: Structure, Growth & Innovations*, New Delhi, Tata-McGraw Hill, 5e
- ❖ Khan M. Y. (2004): *Financial Services*, New Delhi, Tata McGraw-Hill
- ❖ Mantravadi P. (2001): *Financial Services*, Hyderabad, ICFAI
- ❖ Pathak B. V. (2008): *Indian Financial System*, New Delhi, Pearson, 2e
- ❖ Rose P. S. (1993): *Financial Institutions: Understanding and Managing Financial Services*, Boston, Irwin
- ❖ Shiva Ramu S. (1995): *Global Financial Services*, New Delhi, South Asia Pub.

BFS C304: INDIAN SECURITIES MARKET
(4 CREDITS: 100 MARKS)

Objectives: *To make students aware of the various components and sub-components of the Indian securities markets, the instruments traded in these markets, the participants and procedures; the students would also learn about the role of the regulator and recent developments in the area.*

UNIT 1: OVERVIEW OF INDIAN SECURITIES MARKET (20% marks, 13 lectures)

Market Segment: Primary Market, Secondary Market; Products and Participants; Reforms in Indian securities market; Need and Importance; Role of securities market. Meaning and Features; Functions Of securities market; Types of securities; Regulators: SEBI, Need, Role.

UNIT 2: PRIMARY MARKET (30% marks, 20 lectures)

Role of primary market; Objectives, functions, players; New Issue market: features and role.; Issue of shares: need for issue of share in public, types of issues, issue price, market capitalization, difference between public issue and private placement; IPO; Price discovery through book building process; Difference between offer of shares through book building and offer of shares through normal public issue; Prospectus: Types; Listing of Securities, delisting of securities; IDRS, ADR's and GDR's

UNIT 3: SECONDARY MARKET (30% marks, 20 lectures)

Meaning, features, functions and players; Role of secondary market; Difference between secondary and primary market; Stock Exchanges: role of stock exchanges, demutualization of stocks; Products in secondary markets: equity and debt investment, Market indices and Types. Case study on BSE, NSE and OTCEI.

UNIT 4: SECURITIES AND EXCHANGE BOARD OF INDIA (20% marks, 13 lectures)

Objectives of SEBI, functions of SEBI, organisation of SEBI, SEBI's role in primary market, secondary market and SEBI, Mutual fund and SEBI, SEBI and FII.

Recommended Readings:

- ❖ Avadhani V. A. (1998): Investment and Securities Market in India, Mumbai, Himalaya
- ❖ Bal Krishan & Narta S. S. (1997): Security Markets in India, New Delhi,
- ❖ Kanishka Bhole L. M. & Mahakud J. (2009): Financial Institutions and Markets: Structure, Growth & Innovations, New Delhi, Tata-McGraw Hill, 3e
- ❖ Desai V. (2005): The Indian Financial System and Development, Mumbai, Himalaya
- ❖ Endo T. (1998): The Indian Securities Market: A Guide for Foreign and Domestic Investors, New Delhi, Vision
- ❖ Fabozzi F. J. & Modigliani F. (2005): Capital Markets: Institutions and Instruments, New Delhi, Prentice-Hall of India

BFS C305: FINANCIAL MANAGEMENT
(4 CREDITS: 100 MARKS)

Objective: *To acquaint the students with financial management tools and techniques in financial decision making.*

UNIT 1: FINANCIAL MANAGEMENT **(10% marks, 7 lectures)**

Meaning, nature and scope of finance; financial goals: profit maximization, wealth maximization; finance functions,- investment, financing and dividend decisions, Organization of finance function: Role of finance manager. Financial Mathematics: Concept & relevance of time value of money, Compounding technique, Discounting technique, Application of the concept of time value of money

UNIT 2: INVESTMENT DECISION **(30% marks, 20 lectures)**

Nature and significance of investment decisions, process; Project classification; Investment evaluation criteria

A. Non-discounting criteria: Pay-back, Accounting Rate of Return (Traditional method)

B. Discounting criteria: Internal Rate of Return, Net Present Value, Profitability Index, NPV and IRR comparison, Capital Rationing; Risk Analysis in Capital Budgeting.

UNIT 3: COST OF CAPITAL **(30% marks, 20 lectures)**

A. COST OF CAPITAL

Cost of capital: Meaning and significance of cost of capital: Calculation of cost of debt, preference capital, equity capital and retained earnings; Combined cost of capital (weighted); Cost of equity and CAPM.

B. CAPITAL STRUCTURE DECISION **(30% marks, 20 lectures)**

Financial and operating leverages; capital structure theories-NI, NOI, traditional and M-M theories. Capitalization-Under Capitalization and Over Capitalization-Trading on Equity.

UNIT 4: WORKING CAPITAL MANAGEMENT

A. WORKING CAPITAL MANAGEMENT

Meaning, need, determinants; estimation of working capital need; management of cash; inventory & receivable.

B. DIVIDEND DECISION

Factors determining Dividend, Form of Dividends, Determinants of dividend models-Walter, Gordon & M.M. models.

Recommended Readings:

- ❖ Pandey, I.M. financial Management, Vikas Publishing House, New Delhi.
- ❖ Khan M.Y. and Jain P.K. Financial Management, Tata McGraw Hill, New Delhi.
- ❖ Keown, Arthu J., Martin, John D., Petty, J. William and Scott, David F, Financial Management. Pearson Education.
- ❖ Chandra, Prasanna; Financial Management TMH, New Delhi.
- ❖ Van Horn, James C., Financial management and Policy, Prentice Hall of India.
- ❖ Brigham & Houston, Fundamentals of Financial Management, Thomson Learning, Bombay.

BFS C306: ORGANIZATIONAL BEHAVIOUR

(2 CREDITS: 50 MARKS)

Objectives: *To familiarize the students with the concepts and theories underlying individual and group behaviour in organizational context, so as to help in understanding the reciprocal relationship between the organizational characteristics and managerial behaviour.*

UNIT 1: INTRODUCTION TO ORGANIZATION (40% marks, 13 lectures)

Concept, Structure, Types of Organization. Significance of Organizational Behaviour.

UNIT 2: DETERMINANTS OF INDIVIDUAL BEHAVIOUR AND MOTIVATION

(60% marks, 19 lectures)

A. Personality- Concept, Determinants and Theories. Perception- Perceptual Process, Selectivity and Managing Perception. Managerial Implications of Perception. Learning Concept, Theories and Managerial Implications.

B. Concept and Its relevance for Individual and Organization. Theories- Maslow, Herzberg, McClelland, Vroom's, Equity.

Recommended Readings:

- ❖ K. Aswathappa "Organisational Behaviour" Himalaya Publishing House
- ❖ Rosemary Thomson & Christopher Mabey – Developing Human Resources
- ❖ Gregory Moorhead & Richy W. Griffin – Organisational Behaviour
- ❖ I.M. Prasad – Organisational Behaviour

BFS E307: MUTUAL FUNDS MANAGEMENT
(ELECTIVE PAPER)
(4 CREDITS: 100 MARKS)

OBJECTIVE: *To help students gain an in-depth understanding of this growing component of the financial services sector.*

UNIT 1: INTRODUCTION **(20% marks, 13 lectures)**

Meaning of Mutual Fund, Structure in India, Custodians of Mutual Funds (Sponsors, Trust, AMC), Role of AMC, NFOs, Registrars, Agents, Mutual Fund Classification, Types of Mutual Funds. Objectives of AMFI, Advantages of Mutual Funds, Systematic Investment Plan (SIP), Systematic Transfer Plan (STP), Systematic Withdrawal Plan (SWP).

UNIT 2: MUTUAL FUND INDUSTRY **(15% marks, 10 lectures)**

History of Mutual fund Industry in India – Formation and organization – fund accounting and valuation – Portfolio management – Performance measurement and evaluation of mutual fund schemes – unit holder’s protection.

UNIT 3: MUTUAL FUND PRODUCTS **(45% marks, 30 lectures)**

Mutual Fund Products and Features: Equity Funds: Definition, features of Equity funds, Index Fund, Large Cap Funds, Mid Cap Funds, Sectoral Funds, Types of Equity Schemes, Arbitrage funds, Multicap funds, Quant funds, P/E Ratio fund, International Equities Fund, Growth Schemes.

Gold Exchange Trade Funds (ETFs): Introduction Features, Working of ETFs, Market Making with ETFs, Creation Units, Portfolio Deposit and Cash Component.

Debt Funds: Features, Interest Rate Risk, Credit Risk, Pricing of Debt Instrument, Debt Instrument Schemes, (Fixed Maturity Plans, Capital Protect Funds, Gilt Funds, Balanced Funds, MIPs, Child Benefit Plans, Liquid Funds: Features, Floating Rate Scheme, Portfolio of Liquid funds.

UNIT 4: INVESTMENT AND PERFORMANCE MEASUREMENT **(20% marks, 13 lectures)**

Evaluation of Performance of Mutual Funds: fund performance, Measuring return, Measuring risk, Risk-adjusted return, Comparing fund performance with a reference, various standardized performance systems, Limitations of performance measurement and evaluation

Recommended Readings:

- ❖ Frank K.Reilly and Keith C.Brown, Investment Analysis & Portfolio Management,7/e Thomson Publications, 2006.
- ❖ William F. Sharpe, Gordon J.Alexander and Jeffery V.Bailey, Investments, 6th edition, Prentice Hall, 2006.
- ❖ Prasanna Chandra, Investment Analysis and Portfolio Management, 3/e Tata McGraw-Hill Publishing Co. Ltd. New Delhi, 2006.

BFS E308: NSE (NCFM) INSURANCE MODULE

(INTERMEDIATE)

(ONLINE CERTIFICATION)

(ELECTIVE COURSE)

(4 CREDITS: 100 MARKS)

This module aims at providing basic insight about the concept of insurance, types of insurance, and fundamentals of risk management, insurance contracts & principles.

Course provides:

- ❖ basic understanding about the concept of insurance
- ❖ Understanding about the various types of insurance, fundamentals of risk management, insurance contracts and principles etc.

BFS E309: STRATEGIC MANAGEMENT

(ELECTIVE PAPER)

(2 CREDITS: 50 MARKS)

OBJECTIVES: *To provide students with an insight into the strategic planning process by organizations.*

UNIT 1: AN OVERVIEW OF STRATEGIC MANAGEMENT

(50% marks, 15 lectures)

Concept, evolution of strategic management as a discipline, characteristics of strategic management, defining strategy. The objectives of strategic management, strategic decision-making, School of thought on strategy formation, strategy formulation, stakeholders in business, vision, mission and purpose, goals and objectives of business organization

UNIT 2: ENVIRONMENTAL APPRAISAL

(50% marks, 15 lectures)

Concept, environment appraisal, importance of environmental appraisal, Strategic analysis and choice, environmental threat and opportunity profile (ETOP), organizational capability profile, strategic advantage profile, corporate portfolio analysis, SWOT analysis, Porter's five forces model of competition, McKinsey's 7s framework, GE nine cell model, distinctive competitiveness, selection of matrix.

Recommended Readings:

- ❖ Aswathappa, K. Business Environment (12 r/e), Himalaya Publishing House
- ❖ Cherunilam, Francis, Business Environment (12/e) Himalaya Publishing House
- ❖ Cherunilam Francis Global Economy and Business Environment, Himalaya Publishing House
- ❖ Samuel C. Certo & J. Paul Peter, Strategic Management, Mc Graw Hill, USA
- ❖ Hamel, Gary & Prahalad, C. K, Competing for the Future, Tata Mc Graw Hill
- ❖ Srinivasan, R. Strategic Management: The Indian Context, Printice Hall India

BFS E310: BUSINESS ENVIRONMENT

(ELECTIVE PAPER)

(2 CREDITS: 50 MARKS)

OBJECTIVES: *To familiarize students with different aspects of the business environment; to help students aware of how different factors in the environment can affect the working of an organization.*

Unit 1: Business and its Environment (40% marks - 12 lectures)

Definition, scope, nature and objectives of business; Characteristics of modern business, Business environment – meaning, importance & features; Components of environment - Internal and external, micro and macro environment (brief explanation of each component) Social responsibilities of business

Unit 2: Economic Environment (60% marks – 18 lectures)

Meaning and components (economic systems, economic planning, economic policies, economic legislation, controls and regulations)

Economic systems - capitalism, socialism and mixed economy; Economic planning in India — Objectives of planning and main provisions of current five year plan.

Economic policies - fiscal, monetary, industrial policy, investment policy including foreign investment policy and employment policy—meaning, Economic dualism—meaning and nature of dualism in India

Recommended Readings:

- ❖ Misra, S.K. & Puri, V.K. (2007) Economic environment of Business, Himalaya Publishing House, Delhi
- ❖ Menon, Lydia & Mallya, Prita Business Environment
- ❖ Cherunillam, Francis Business Environment, Himalaya Publishing House
- ❖ Ashwathappa, K, Business Environment, Himalaya Publishing House
- ❖ Dutt & Sundaram, Indian Economy, S. Chand & Company

BFS C401: DIRECT TAXES
(4 CREDITS: 100 MARKS)

Objectives : *To provide students with an understanding of the main provisions of the Income Tax Act, 1961, and keep them up to date on current developments in this area.*

UNIT 1: CONCEPTUAL FRAMEWORK AND EXEMPTIONS (20% marks,
13 lectures)

Conceptual Framework – Income, Agricultural Income, Residential status and incidence of tax; casual income.

Definitions: (1) Sec.2 (1A) Agricultural Income, (2) Sec.2 (2) Annual Value, (3) Sec.2 (7) Assessee, (4) Sec.2 (8) Assessment, (5) Sec.2 (9)

Assessment year, (6) Sec.2 (14) Capital Asset, (7) Sec.2 (13) Business (8) Sec. 2 (17) Company, (9) Sec. 2 (24) Income, (10) Sec. 2 (31) Person (11) Sec. 2 (47) Transfer, (12) Sec. 80 (B) (5) Gross Total Income (13) Sec. 3 Previous year

Sec. 5 - Scope of Total Income Sec. 5A – Apportionment of income between spouses governed by Portuguese Civil code: Sec. 5 – Residence in India.

UNIT 2: EXEMPTIONS AND EXCLUSIONS FROM INCOME: SEC. 10 (10% marks,
7 lectures)

Agricultural Income Sec. 10 (1); Income of HUF. Sec. 10 (2); Share in total income of the Firm Sec. 10 (2A); Travel Concessions from Employer Sec. 10 (9) ; Gratuity Sec.10 (10) ; Compensation received at the time of voluntary retirement Sec.10 (10C) ; Amount received under Life Insurance Policy Sec.10 (10D) ; Payment received from Provident Fund Sec. 10 (11) ; Payment received from an approved Superannuation Fund Sec.10 (13) ; House Rent Allowances Sec. 10 (13A) ; Special Allowances for expenses Sec. 10 (14) ; Income by way of interest, premium etc., from securities issued by the Central Government, etc., Sec. 10 (15) (13) Educational Scholarships Sec. 10 (21) ; Income of a Scientific Research Association, Sec. 10 (21) ; Income arising from transfer of units of Unit Scheme 1964 Sec. 10 (33) ; Income by way of Dividend Sec. 10 (34); Income from Mutual Funds Sec.10 (35)

UNIT 3: COMPUTATION OF INCOME

(25% marks, 16 lectures)

Incomes from Salaries; Income from House Property Sec. 22, 23, 24, 25, 25(AA), 25(B), 26 & 27; Profits and gains of Business or profession Sec. 28, 29, 30, 31, 32 (Excluding Depreciation Rates) ;Sec. 35 Expenditure on Scientific Research 35 A
Expenditure on Patents & Copyrights 35 D – Amortization of certain Preliminary Expenses ;Sec. 36 Main Clauses (Excluding Sub-Sub clauses) ;Sec. 37(1), (2), (2A), (2B), (3) ;Sec. 40, 40A, 40A(3) ;Sec. 43 (B) Sec. 44(AB), 44(AD), 44(AE), 44(AF)

UNIT 4: COMPUTATION OF INCOME

(45% marks, 30 lectures)

A. Income from Capital gains and income from other sources; Deductions from gross total income

(1) Capital Gains: Sec. 45, 47, 48

(No practical problems on computation of capital gains).

(2) Income from other sources: Sec. 56, 57, 58

(Elementary problems on computation of income from other Sources)

(3) Deductions to be made in computing Total Income: Sec 80 C, Sec80 CCC, Sec 80CCD, Sec 80CCE, Sec. 80D, Sec. 80DD, Sec. 80E, 80G, Sec. 80U

(4) Deduction from gross total income in respect of any income by way of interest on savings account: 80TTA

B. Computation Of Total Income: Computation of total income and tax payable of Individuals only

Recommended Readings:

- ❖ Gaur V. P. (1974): *Income Tax Law & Practice*, Ludhiana, Kalyani Publishing House
- ❖ Malhotra H. C.: *Income Tax Law and Practice*, Agra, Sahitya Bhawan
- ❖ Manoharan T.N.: *Students Handbook to Income Tax Law*, New Delhi, Snow White
- ❖ Narang G.: *Income Tax Law & Practice*, Ludhiana, Kalyani Publishing House
- ❖ Prasad B. (2001): *Income Tax Law & Practice*, New Delhi, Wishwa
- ❖ Singhania V. K. (2004): *Direct Taxes - Law and Practice*, New Delhi, Taxmann

BFS C402: MANAGEMENT ACCOUNTING
(4 CREDITS: 100 MARKS)

Objectives: To provide basic conceptual and working knowledge of the various tools and techniques of management accounting, which assists the management of an organisation in its major functions, viz. Planning, decision making and control?

UNIT 1: INTRODUCTION TO MANAGEMENT ACCOUNTING (20% marks, 13 lectures)

A. Meaning, definition, function, objectives, advantages, distinction between management accounting, financial accounting and cost accounting, tools of the management accountant.

UNIT 2: BUDGETING (20% marks, 13 lectures)

Meaning, Definition, advantages, Classification of Budgets, Preparation of Functional budgets – sales budget, production budget, cost of production budget – direct material, direct labour and overhead budget, cash budget, Flexible budget and Master budget. (Practical problems to be based on sales budget, production budget, cost of production budget cash budget, flexible budget, direct material budget and direct labor budget), Zero base budgeting.

UNIT 3: MARGINAL COSTING (30% marks, 20 lectures)

Meaning, Difference between absorption & marginal costing, Applications of marginal and differential costing as a tool for decision making – make or buy decision, change of product sales mix, Break-even analysis, shut down decision.

UNIT 4: STANDARD COSTING (30% marks, 20 lectures)

Standard costing and variance analysis, meaning, definition, advantages, types of variances, material cost variance, labour cost variance, overhead cost variance. Interpretation of variances: interrelationship, significance.

Recommended Reading:-

- ❖ S.P. Jain and K.L. Narang Cost Accounting Principles and Practice- Kalyani Publishers, Ludhiana.
- ❖ B.K. Bhar – Cost Accounting
- ❖ Ravi M. Kishore – Cost Accounting
- ❖ S.N. Maheshwari, Management Accounting & Financial Control Sultan Chand & Sons
- ❖ M.G. Patkar, Management Accounting.
- ❖ Drury & Taxmann, Management & Cost Accounting.
- ❖ I.M. Pandey Financial Management
- ❖ S.N. Maheshwari Principles and Practice of Financial Management, Sultan Chand & Sons

BFS C403: STOCK MARKET OPERATIONS
(4 CREDITS: 100 MARKS)

Objective: *To introduce the student to the practical aspects of the functioning of stock exchanges in India; by the end of the course, the student will be familiar with the terminology and practices on Indian stock exchanges, and recent developments in the area.*

UNIT 1: SECONDARY/STOCK MARKET **(40% marks, 26 lectures)**

A. Nature of stock market, growth, role and functions of stock market; Membership, ownership and management of Stock Exchanges; Overview of major stock exchanges in India- BSE, NSE, OTCEI and Regional stock exchanges; indices – SENSEX, NIFTY, sectoral indices; SEBI as regulatory authority ; Markets in US, UK, Europe & Asia; important indices – Dow Jones, NASDAQ, S&P, FTSE, Nikkei, Shanghai, Hang Sang & any other.

UNIT 2: TRADING & SETTLEMENT MECHANISMS **(20% marks, 13 lectures)**

BSE: Different trading systems, Share groups on BSE, Trading & Settlement systems, trading cycle, BOLT, Types of Delivery - Bad and Short Deliveries, Auctions; NSE: Transaction cycle and Settlement process, NEAT, Order & Trade Management, Trading rules, circuit filters, Pay In & Pay Outs, No delivery period

UNIT 3: RISK MANAGEMENT SYSTEMS **(20% marks, 13 lectures)**

Capital Adequacy Requirements, Trading & Exposure Limits, Margin requirements, Settlements Guarantee, Gross Margining, Indemnity & Insurance, Investigation & Inspection, investor protection fund.

UNIT 4: DERIVATIVES AND COMMODITY MARKETS **(20% marks, 13 lectures)**

Derivatives – meaning, classification and types – futures, forwards, options, swaps, warrants & convertibles, credit derivatives, commodity derivatives; benefits & drawbacks of derivatives; derivatives & commodity markets in India

Recommended Readings:

- ❖ Pandey I. M. (1995): *Essentials of Financial Management*, New Delhi, Vikas
- ❖ Avadhani V. A. (1998): *Investment & Securities Market in India*, Mumbai, Himalaya
- ❖ Agarwal S.: *A Guide to the Indian Capital Market*, Bharat
- ❖ Websites of NSE, BSE, SEBI & NASDAQ

BFS C404: FINANCIAL SERVICES – II
(4 CREDITS: 100 MARKS)

Objectives: *to introduce students to fee-based financial services provided by financial companies, their salient features and importance, and their present position in the Indian financial sector*

UNIT 1: MERCHANT BANKING (20% marks, 13 lectures)

Merchant Banking – Meaning, nature and functions; merchant banking in India, role in issue management; classification and regulation of merchant bankers by SEBI

UNIT 2: STOCK BROKING & DEPOSITORY SERVICES (30% marks, 20 lectures)

Stock Broking – meaning, types of stockbrokers, sub-brokers; stock broking in India
E-broking – meaning, Indian experience

Depository Services – meaning, role of depositories and their services, Advantages of depository system; Functioning of depository system; Depositories in India – NSDL & CSDL; Depository participants (DPs) and their role Custodial services - meaning; obligations and responsibilities of custodians; code of conduct

UNIT 3: CREDIT RATING & SECURITIZATION (25% marks, 16 lectures)

Credit Rating – meaning, rating methodology, importance of credit rating; credit rating agencies in India including Small & Medium Enterprises Rating Agency (SMERA)
Securitization of debt – Meaning, Features, Mechanism, Types, Special Purpose Vehicle, Benefits of Securitization, Issues in Securitization

UNIT 4: MARKETING OF FINANCIAL SERVICES (25% marks, 16 lectures)

Definition of marketing; four pillars of marketing (customer orientation, profit, total company effort, social responsibility); selling versus marketing
Segmentation – Concept, basis, strategies; Target market selection and market positioning strategies
Pricing Strategy - Role of price in marketing of financial services; pricing strategies; pricing decisions

Recommended Readings:

- ❖ Agarwal O. P. (2005): *Environment and Management of Financial Services*, Mumbai, Himalaya
- ❖ Batra G. S. (1999): *Financial Services: New Innovations*, New Delhi, Deep & Deep
- ❖ Bhole L. M. & Mahakud J. (2009): *Financial Institutions and Markets: Structure, Growth & Innovations*, New Delhi, Tata-McGraw Hill, 5e
- ❖ Khan M. Y. (2004): *Financial Services*, New Delhi, Tata McGraw-Hill
- ❖ Mantravadi P. (2001): *Financial Services*, Hyderabad, ICFAI
- ❖ Pathak B. V. (2008): *Indian Financial System*, New Delhi, Pearson, 2e
- ❖ Pezzullo M. N. (1998): *Marketing of Financial Services*, New Delhi, Macmillan

BFS C405: RESEARCH METHODOLOGY
(4 CREDITS: 100 MARKS)

Objective: *To enable the student to understand the relevance process of research for management. To acquaint the students with Different Research Methods and impart Basic Skills to use Research*

UNIT 1: INTRODUCTION **(15% marks, 10 lectures)**

Meaning of research; Importance of research; characteristics of good research; scientific thinking – deduction and induction; hypothesis formulation; the research process – designing the study, formulating the research proposal, sample design, pilot testing, data collection, analysis and interpretation, reporting the results

UNIT 2: SOURCES AND COLLECTION OF DATA **(25% marks, 16 lectures)**

Primary and Secondary data; merits and demerits of each; Secondary data - Library and Internet as sources of secondary data; gathering, recording and organizing information
Primary data – the survey method – personal interviews, telephone interviews, self-administered surveys – techniques and evaluation of each method; designing the instrument – question structure, question content, question wording, response strategy

UNIT 3: SAMPLING DESIGN **(20% marks, 13 lectures)**

Concepts of Universe, Population and sample, need for sampling, characteristics of a good sample, sampling methods – brief idea of different probability and non-probability sampling methods and when they are to be used; size of sample – sampling and non-sampling errors.

UNIT 4: ANALYSIS OF DATA AND PRESENTING RESULTS **(40% marks, 26 lectures)**

A. Data preparation and preliminary analysis – editing, coding, data entry, exploring, displaying and examining data – frequency tables, bar charts, pie charts, histograms, stem and leaf displays, cross-tabulation, use of percentages; using actual data to create charts (in MS Excel).

B. Written report – components – prefatory items, introduction, methodology, findings, conclusions, appendices, bibliography; characteristics of a good report; presentation considerations; presentation of statistics – text form, semi – tabular form, tabular form and graphics. Oral presentations – preparation, delivery and use of PowerPoint for making presentations.

Students should be taught how to use a statistical package such as SPSS for simple problems and to analyse output

Recommended Readings:

- ❖ Cooper D. R. & Schindler P.S. (2003): *Business Research Methods*, New Delhi, Tata McGraw-Hill
- ❖ Goode W. J. & Hatt P. K. (1989): *Methods in Social Research*, Singapore, McGraw-Hill
- ❖ Ostle B. (1966): *Statistics in Research*, Mumbai, Oxford & IBH
- ❖ Young P. V. (1996): *Scientific Social Surveys and Research*, New Delhi, Prentice-Hall

**BFS E406: ECONOMETRICS FOR FINANCE
(ELECTIVE PAPER)
(4 CREDITS: 100 MARKS)**

Objective: *To acquaint the student with the basic econometric concepts and techniques.*

UNIT 1: INTRODUCTION TO ECONOMETRICS METHODS AND MODELS

(20% marks, 13 lectures)

Definition and a scope-Nature of Econometric Approach – Methodology of Econometric research – Specification of the models – Estimation of the Parameters of the Model – Evaluation of the Estimates – Evaluation of the Forecasting Ability of the Model – Desirable properties of an Econometric Model.

UNIT 2: TYPES OF MODELS

(25% marks, 16 lectures)

Single Equation models with one and two explanatory variables. Properties of OLS estimators. Co-efficient of determination of goodness of fit – Tests of significance of Alpha & Beta – Analysis of Variance and regression analysis

UNIT 3: PROBLEMS ASSOCIATED WITH MODELS

(30% marks, 20 lectures)

Autocorrelation, Multicollinearity and heteroscedasticity; Simultaneous equations models – Types of models, identification, method to solve them ILS and 2SLS.; Simple Correlation and regression (In the form of revision) – Partial correlation – Estimation of Partial Regression Co-efficient and Co-efficient of Partial correlation.

UNIT 4: INPUT-OUTPUT ANALYSIS

(25% marks, 16 lectures)

The Inter-industry Accounting System – The Input Output table – Balance equations – Input Output co-efficient – The Hawkins Simon conditions – Prices in Leontief Input Output system.; Assumptions of Input Output analysis – Validity of Input Output assumptions. Closed Model – Comparison with Leontief's open static system

Recommended Readings:

- ❖ Ioannis Karatzar, Stevan Shreve, 'Methods of mathematical Finance', Springer.
- ❖ E. Robert Fernholz, 'Stochastic portfolio Theory', Springer
- ❖ Rose – Anne Dana, Monique Jeanblance, 'Financial markets in continuous Time', Springer 5. Klaus, Sandmann, Philip J. Shonbucher (Eds.) 'Advances in Finance and Stochastics', Springer
- ❖ Paul Glasserman, Monte Carlo methods in Financial Engineering', springer.
- ❖ Paul Wilmolt, "Quantitative Finance", John wiley & Sons Ltd.
- ❖ S. Ramasastry, "Quantitative methods for valuation of Business Assets" Response Books.
- ❖ Daily Financial Newspapers/Business Journals

BFS E407: CORPORATE RESTRUCTURING

(ELECTIVE PAPER)

(4 CREDITS: 100 MARKS)

Objectives: *To introduce students to the concepts of mergers, acquisitions, takeovers and other related concepts, to enable them to understand the process as well as appreciate the benefits and drawbacks of all forms of corporate restructuring.*

UNIT 1. INTRODUCTION

(30% marks, 20 lectures)

Meaning of corporate restructuring, need, scope and modes of restructuring, global scenario and Indian scenario.

Planning, formulation and execution of various corporate restructuring strategies- mergers, acquisitions, takeovers, disinvestments and strategic alliances, demergers and hiving off.

UNIT 2. MERGERS AND ACQUISITIONS

(30% marks, 20 lectures)

Meaning and definition, types of merger – motives behind mergers – theories of mergers – operating, financial and managerial synergy of mergers – value creation in horizontal, vertical and conglomerate mergers – internal and external change forces contributing to M & A activities.

Merger and Acquisitions Waves, Trends of Mergers and Acquisitions in India – Growing need for Corporate Restructuring in Recent times. India Inc. begins M &A innings.

UNIT 3. TAKEOVERS

(20% marks, 13 lectures)

Meaning and concept, types of takeovers, legal aspects - SEBI takeover regulations, procedural aspects, economic aspects, financial aspects, accounting aspects, payment of consideration, bail out takeovers, takeover of sick units.

UNIT 4. FUNDING OF MERGERS AND TAKEOVERS

(20% marks, 13 lectures)

Financial alternatives, merits and demerits, funding through various types of financial instruments including preference shares, non-voting shares, buy-back of shares, hybrids, employer stock options, takeover finance, ECBs, funding through financial institutions and banks, rehabilitation finance, management buyouts.

Recommended Readings:

- ❖ Weston, Chung, Hoag, Mergers, Restructuring and Corporate Control, PHI
- ❖ S.ShivaRamu ,Corporate Growth through Mergers & Acquisitions , Sage Publications
- ❖ John Humphrey ,Kaplinsky and Saraph , Corporate Restructuring , Sage Publications
- ❖ Sudarshan ,The Essence of mergers and acquisitions ,PHI
- ❖ Weston ,Takeovers , Restructuring and Corporate Governance , PHI
- ❖ S.ShivaRamu ,Restructuring and break-ups , Sage Publications

BFS C501: SUMMER INTERNSHIP REPORT

(6 CREDITS: 150 MARKS)

Students will write a report on the internship completed by them between semesters II & III.

The Report will be evaluated by the assigned guide.

The Report must be submitted within one month of the start of Semester III, after which the internship seminars will be conducted.

Summer internship seminars will begin within one week of reopening of the college for semester III. The seminar will be an open seminar, to be attended compulsorily by all students of the class. The judges for the seminar will be the programme coordinator and one expert from industry.

BFS C502: ENTREPRENEURSHIP DEVELOPMENT

(4 CREDITS: 100 MARKS)

Objective: *To provide students with substantial knowledge about the requirements of setting up a firm and exercising entrepreneurship skills.*

UNIT 1 – INTRODUCTION (25% marks, 16 lectures)

Entrepreneur - Meaning, Definition, Characteristics, Qualities, Skills, Functions, Types; Intrapreneur - Meaning, Definition, Features, Qualities; Entrepreneurship Development - Evolution in India, Stages In Entrepreneurship Development, Factors Affecting Entrepreneurship Development and Conditions for Successful Growth of Entrepreneurship

UNIT 2 - IDENTIFICATION OF BUSINESS OPPORTUNITIES (20% marks, 13 lectures)

Stage 1 - Who Am I - SWOC Analysis, Identification of Business Opportunities, Steps in Business Opportunity.

Stage 2 - Study of Local Market - What Is Market Survey, Need for Market Survey, Techniques of Market Survey

Stage 3 - Selection Stage - Project Identification, Sources of Ideas, Idea Processing and Selection.

UNIT 3 - MARKET RESEARCH & PROJECT REPORT: (30% marks, 20 lectures)

Classification of Market, Meaning of Market Research, Sources of Market Research, Importance of Market Research, and Procedure followed to undertake a market research

Project Report: Meaning, Content, significance

UNIT 4 – INTRODUCTION TO MANAGERIAL SKILLS & PURPOSEFUL INNOVATION (25% marks, 16 lectures)

Human Resource Management: Meaning, Role, Importance. Financial Management: Meaning, Scope, Decisions, Role of Financial Manager, Goal of Financial Management.

Marketing management: Meaning, Functions, Marketing Mix, strategies, branding, trade mark, advertising. **Purposeful Innovation:** Seven Sources for Innovative Opportunity; Characteristics of Knowledge-based Innovation; Principles of Purposeful Innovation.

Recommended readings:

- ❖ Bhattacharya S.N- Entrepreneurship Development in India & the South East countries – Metropolitan Book Comp.
- ❖ Desai Arvind – Environment & Entrepreneurship – New Delhi, Ashish Publishing House - New Delhi 3. Dr. Deshpande Manohar – Entrepreneurship of Small Scale Industries – Deep & Deep Publication, New Delhi
- ❖ Drucker Peter – Innovation & Entrepreneurship Affiliated East-West Press Pvt. Ltd.,- New Delhi

**BFS C503: CORPORATE FINANCE
(4 CREDITS: 100 MARKS)**

Objectives: *To introduce the student to various financial aspects of the functioning of corporations, the valuation of different sources of finance and to make students aware of the rationale, procedure and implications of mergers and acquisition*

UNIT 1: INTRODUCTION TO VALUATION (20% marks, 13 lectures)

Time value of money; Simple and compound interest rates; Continuous compounding; Real and nominal interest rates; Types of loans; Loan amortization

UNIT 2: STOCK VALUATION (30% marks, 20 lectures)

Stock returns, Anticipated returns, Present value of returns, Multiple year holding period, Constant growth model, Two stage growth model, Three phase model, Valuation through P/E

UNIT 3: BOND VALUATION (30% marks, 20 lectures)

Meaning, bond risk, types of bonds, Present value

Bond returns: - Holding period returns-Current yield-Yield to maturity-Term structure of interest rates-Macaulay's Duration Effects of interest rates and inflation on bonds.

UNIT 4: STOCK DIVIDENDS, STOCK REPURCHASES AND STOCK SPLITS (20% marks, 13 lectures)

Meaning, Type, Provision in India; Dividend stability; Cash dividend v/s Repurchases; Factors affecting stock dividend; Stock repurchases and stock splits; Reverse split

Recommended Readings:

- ❖ Damodaran A (1994) : Damodaran on Valuations, New Delhi, John Wiley
- ❖ I.M Pandey (2005): Financial management,
- ❖ Pike R (1998): Corporate Finance & Investments : Decisions & strategies, New Delhi, Prentice- Hall of India

BFS C504: MACROECONOMICS
(4 CREDITS: 100 MARKS)

Objectives: *To familiarise students with the basic concepts of macroeconomics and its relevance for business decision making.*

UNIT 1: THEORY OF INCOME AND EMPLOYMENT (25% marks, 16 lectures)

A. INTRODUCTION

Nature; Scope; Macro economics; Issues in an economy; Introduction to national income, concept of GDP and national income; Measurement of national income and related aggregates, nominal and real income

B. NATIONAL INCOME DETERMINATION

Actual and potential GDP; Aggregate expenditure- consumption function & Investment function; Equilibrium GDP; concepts of marginal and average propensities to save and consume; concept of multiplier & accelerator

National income determination in an open economy with government- fiscal policy- impact of changes in govt. Expenditure and taxes, net export function: net exports and equilibrium GDP.

UNIT 2: MONEY AND BANKING (25% marks, 16 lectures)

Definition of money; Functions of money; Demand for money; Classical and Keynesian application; Supply of money- role of government, central bank and commercial banks; Process of multiple credit creation; Near money, RBI measures of money supply

UNIT 3: PUBLIC FINANCE (25% marks, 16 lectures)

Budget – meaning, types (balanced & unbalanced, surplus & deficit); concepts of deficit (fiscal deficit, revenue deficit, primary deficit);

Public revenue: sources of govt. revenue;

Public expenditure: classification-developmental/ non-developmental, plan/non-plan, functional

Public debt: meaning; classification- internal & external, short- medium- & long term, productive & unproductive, redeemable & irredeemable

Discussion of most recent GOI budget

UNIT 4: BUSINESS CYCLE (25% marks, 16 lectures)

Business cycle: meaning and features; Phases of business cycle; Theories of business cycles, Inflation, deflation: meaning, nature, causes and types; The Philips curve. Stagflation-meaning

Recommended Reading:

- ❖ Diulio E.(1998): Macroeconomics, Schaum's Outlines, New Delhi, Tata McGraw-Hill,3e
- ❖ Dornbusch R. , Fisher S. & Startz R. (1998): Macroeconomics, New Delhi, Tata McGraw-Hill, 7e
- ❖ Farmer R.E.A. (2002): Macroeconomics, Singapore, Thomson-South Western, 2e

BFS C505: FINANCIAL STATEMENT ANALYSIS
(4 CREDITS: 100 MARKS)

Objectives: To help students develop knowledge and understanding of financial statement analysis; different tools and techniques of financial analysis and its practical application in the published financial reports of the companies.

UNIT 1: FINANCIAL STATEMENT ANALYSIS (30% marks, 20 lectures)

Comparative statements- Meaning and Preparation of Profit/Loss account and Balance Sheet; Common Size statements – Meaning; Trend Analysis; Value Added statement – Meaning and Preparation of Value Added Statement. Introduction to concept of Extensible Business Reporting Language (XBRL).

UNIT 2: RATIO ANALYSIS (30% marks, 20 lectures)

Ratio Analysis – Meaning and Functional Classification of ratios. (Profitability, Liquidity, Leverage, Turnover, Market Strength Analysis and Coverage), Calculation and Interpretation of Ratios from Balance Sheet and Income Statement.

UNIT 3: CONTENTS OF CORPORATE ANNUAL REPORTS (30% marks, 20 lectures)

Understanding the Contents of Corporate Annual Reports ; Directors Report; Management Discussion; Balance Sheet; Cash flow Statement; Significant Accounting Policies; Notes to Accounts; Auditors Report.

UNIT 4: CORPORATE GOVERNANCE (10% marks, 6 lectures)

Understanding the contents of annual report on corporate governance with reference to Board of directors, Audit committee, Disclosure and Compliance

Recommended Readings:

- ❖ Rao M.: Financial Statement Analysis and Reporting, PHI Learning Pvt ltd
- ❖ Mukherjee A. & M. Hanif: Corporate Accounting, Tata McGraw Hill.
- ❖ Maheshwari S.N & S.K. Maheshwari: Corporate Accounting, Vikas Publication
- ❖ Shah P.: Basic Financial Accounting for Management, Oxford University Press

BFS C506: GLOBAL BANKING

(4 CREDITS: 100 MARKS)

Objectives: *To acquaint students with the performance of the global banking industry; to help students understand the risks and opportunities of doing business in today's financial markets and the challenges presented by both regulators and market participants.*

UNIT 1: INTERNATIONAL BANKING OPERATIONS (25% marks, 16 lectures)

Global trends and developments in International Banking, Wholesale banking, retail banking, private banking, inter-bank business, Asset Liability Management, Profitability of International Banking Operations, Investment Banking, International Financial Institutions; IMF, IBRD, BIS, IFC, ADB, WTO, Letter of Credit mechanism Bilateral trade, counter trade.

UNIT 2: INTERNATIONAL BANKING (25% marks, 16 lectures)

Role of IMF and World Bank in International debt crisis management, International loan agreements, Country risk and bank risk management, International debt management

UNIT 3: LEGAL & REGULATORY ASPECTS (25% marks, 16 lectures)

FEMA and Regulatory Framework in India, Exchange management and controls, Regulatory Framework, BASLE-II, Anti-money laundering laws, International competitiveness - implications and effectiveness, International accounting standards.

UNIT 3: INTERNATIONAL CORPORATE FINANCE (25% marks, 16 lectures)

Fundamental principles of lending MNC, documentation and monitoring of Corporate Finance - International credit rating agencies and global capital markets - Raising resources and its deployment- ECBs / FCNRs - International Bond Market - operations - significance - Syndicated Loans - Project and Infrastructure Finance - Role of FIIs, FDIs and EXIM Bank

Recommended Readings:

- ❖ I.M Pandey (2005): Financial management,
- ❖ Pike R (1998): Corporate Finance & Investments : Decisions & strategies, New Delhi, Prentice- Hall of India
- ❖ Indian Institute of Banking and Finance – various publications

BFS E507: CORPORATE GOVERNANCE

(ELECTIVE PAPER)

(2 CREDITS: 50 MARKS)

Objectives: *This subject aims to enable the student to understand the concept of corporate governance, to know about corporate ethics and cultural influences, impart knowledge of corporate social responsibility and accountability.*

UNIT1: CONCEPT OF CORPORATE GOVERNANCE (60% marks, 19 lectures)

Definition of Corporate Governance - Issues in Corporate Governance – Need and Importance of Corporate Governance-Its importance-corporate governance and Agency theory-benefits of good corporate governance-present scenario-case studies. Agents and Institutions in Corporate Governance: Rights and Privileges of Shareholders – Introduction – Rights of Shareholders –Investor Protection and Corporate Governance in India.

UNIT 2: CORPORATE ETHICS (40% marks, 13 lectures)

Concept and Importance –benefits of corporate ethics-corporate philosophy and culture-managing ethics and legal compliance-case analysis

Recommended Readings:

- ❖ Business ethics by L.P. Hartman, Tata Mc Grawhill.
- ❖ Business ethics by W.H.Shaw-(Thomson)
- ❖ Corporate management and Accountability by L.C. Gupta (Mc Millan Institute for FM and Research, Chennai-1974)
- ❖ Strategic Management by Hill, Ireland and Horkisson (Thomson)
- ❖ Business and society by Keith Davis (Mc Graw Hill)

BFS E508: DERIVATIVES: EQUITY AND CURRENCY

(ELECTIVE PAPER)

(2 CREDITS: 50 MARKS)

Objectives: *To help the students in understanding the concepts of equity and currency derivatives, products and their applications as a risk management tool using different trading strategies on stock exchanges.*

UNIT 1: BASICS OF EQUITY DERIVATIVES (40% marks, 13 lectures)

Introduction, Meaning of derivatives, Put options, Call options, Applications of derivatives, Derivatives as a risk management tool.

UNIT 2: TRADING FUTURES AND OPTIONS ON STOCK EXCHANGES

(60% marks, 19 lectures)

Trading Futures-Pay-off of futures, Theoretical models for future pricing; Trading Options– Option payouts, Option strategies, Determination of option prices, Factors affecting option prices; Derivatives trading on NSE–using daily newspapers to track F&O, settlement of F&O, accounting and taxation.

Recommended Readings:

- ❖ John Hull, Options, Futures and other Derivatives, Pearson Education
- ❖ S. L. Gupta, Financial Derivatives, Prentice Hall
- ❖ Parameshwaran, Financial Derivatives, Mc Graw Hill
- ❖ D. C. Patwari, options and Futures- An Indian Perspective, Jaico Publishing House.
- ❖ Punithavati Pandian, Security Analysis and Portfolio Management, Vikas Publishing House
- ❖ Prasanna Chandra, Security Analysis and Portfolio Management, Tata Mc Graw Hill
- ❖ Sanjeev Aggarwal, A Guide to Indian Capital Markets, Bharat Publishing
- ❖ NCFM Derivatives (Dealers) Module

BFS E509: REAL ESTATE FINANCE
(ELECTIVE PAPER)
(2 CREDITS: 50 MARKS)

Objectives: *the objective of this paper is to provide in-depth understanding of the nature of real estate and its markets and also to provide knowledge about real estate financing.*

UNIT 1: INTRODUCTION

(40% marks, 14 lectures)

The Nature of Real Estate and Real Estate Markets- Real Estate, Real Property, and Land—
Basic Definitions and Concepts - Real Estate Ownership Rights, Benefits, and Limitations,
Legal Concepts in Real Estate Finance - Government Controls and Real estate Markets –

UNIT 2: REAL ESTATE MARKETS AND FINANCING

(60% marks, 18 lectures)

Real estate markets in India, Real Estate Encumbrances: Liens, Deed Restrictions, Easements, and Encroachments, Estates in Land, Forms of Real Estate Ownership, Types of Deeds, Title Records, and Real Estate Title Insurance Real Estate Title Transfer Real Estate Agency. Fixed Rate Mortgage Loans - Adjustable Rate and Variable Payment Mortgages - Contractual Relationships - Loan Origination, Procession, and Closing – Foreclosure

Recommended Readings:

- ❖ Hendry A Davis, Infrastructure Finance - Trends and Techniques, Euromony Books, 1st ed, 2008.
- ❖ Rchard Tinselay, Project Finance in Asia Pacific: Practical Case Studies, Euromony Books, 2012
- ❖ Rchard Tinselay, Advanced Project Financing: Structuring Risks, 1st ed, Lin Euromony Books, 2000
- ❖ Stedel, George; Real Estate Law; Thomson Learning
- ❖ Clauritie, Terrence; Learning Real Estate Finance; Thomson Learning

BFS C601: SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT

(4 CREDITS: 100 MARKS)

Objective: *To introduce the student to the process of investment and associated considerations; to make the student aware of the theoretical basis of management of investment portfolios; to help the student learn how to analyze portfolios; to make the student aware of emerging issues in the area of investment and portfolio management*

UNIT 1: INTRODUCTION

(10% marks, 7 lectures)

Meaning and scope of Investments; Investment Process, Objectives; Investment Planning, Variables in Investment Decisions, Investment Avenues; Investment versus Speculation

UNIT 2: PORTFOLIO MANAGEMENT: MEANING & APPROACH (30% marks, 20 lectures)

Meaning, Portfolio Theory, Objectives, Efficient Portfolio, Review and Revision of Portfolio; Risk-Return Analysis; Portfolio Models – Efficient Market Hypothesis, Random Walk Theory, Dow Theory, CAPM

UNIT 3: RISK-RETURN ANALYSIS

(30% marks, 20 lectures)

Meaning of Risk-Return; types of risks; measurement of risk; Beta Analysis; Markowitz two security analysis; Portfolio construction

UNIT 4: ANALYSIS OF PORTFOLIO

(30% marks, 20 lectures)

A. Fundamental Analysis – (a) Economic Analysis (b) Industry Analysis (c) Company Analysis; Technical Analysis – use of charts, types

B. Emerging Issues in SAPM: Blue Chips; Non-Resident Indian Investment; Foreign Institutional Investors

Recommended Readings:

- ❖ Avadhani V. A. (1997): *Investment Analysis and Portfolio Management*, Mumbai, Himalaya
- ❖ Bodie Z. & Kane A. (1995): *Essentials of Investment*, London
- ❖ Irwin Chandra P. (2002): *Investment Analysis and Portfolio Management*, New Delhi, Tata McGraw-Hill
- ❖ Corder A. (2003): *Fundamentals of Investment*, New Delhi, Prentice-Hall of India
- ❖ Fischer D. E. & Jordan R. J. (1995): *Security Analysis and Portfolio Management*, New Delhi, Prentice-Hall of India
- ❖ Strong
- ❖ R. A. (2001): *Portfolio Management Handbook*, Mumbai, Jaico
- ❖ Punithavathy Pandian: *Security analysis and portfolio management*

**BFS C602: HUMAN RESOURCE MANAGEMENT
(4 CREDITS: 100 MARKS)**

Objective: *The objective of the course is to understand the basics of human resource management, to equip students with knowledge, skill and competencies to manage people along with material, information, capital and knowledge asset in the organization, to help the students in formulating their own managerial style, their assumptions and belief about 'people', to study globalization and its impact on International Human Resource Management.*

UNIT 1: INTRODUCTION

(15% marks, 10 lectures)

Concept, function, Scope of HRM, Personnel administration, powers and Responsibilities of personnel Manager. Human Resource Planning -Meaning, Definition, Objective, Need, Scope and benefit of Human Resource Planning - Process of human resource Planning – Human Resource Management Vis-à-vis Personnel Management.

UNIT 2: RECRUITMENT AND SELECTION

(30% marks, 20 lectures)

Recruitment and Selection – Meaning – Definition – Need - Sources of recruitment: External & Internal – Factors governing recruitment – Recruitment process of internal v/s external recruitment - Advantage and disadvantages - Selection process – types of interview and common Interview problems. Job Analysis- Job description and Job Specialization - Job Enlargement and Job enrichment

UNIT 3: TRAINING & DEVELOPMENT AND COMPENSATION (40% marks, 26 lectures)

A. Concept and Importance, Training Programmes Management Development Programmes, Training & Performance Appraisal-Training: Meaning, Definition and Importance of training– Training process – Methods and techniques of training. Performance Appraisal: Meaning, Definition and Objective of performance appraisal, Purpose of Appraisal, Appraisal criteria, Formal and Informal Appraisal–Process and Methods of Performance Appraisal – Problems encountered in Performance Appraisal.

B. Job Evaluation, Base and Supplementary Compensation, Linkages of compensation with Procurement and low turnover of employees, promotion, Transfer, Demotions and Separations: Concept and Strategies.

UNIT 4: ORGANISATIONAL CULTURE AND TIME MANAGEMENT (15% marks, 10 lectures)

Promoting an appropriate organization culture, making staff work.

Time Management: Meaning – Nature of tasks and time management effective time management techniques – 80/20 principle – Managing oneself and outside influences – Timetabling – Planning and control.

Recommended readings:

- ❖ David Lepak/ Mary Gowan Human Resource Management, Dorling Kindersley (India) Pvt Ltd, licensees of Pearson Education
- ❖ Dr. S.S Khanka. Human resource Management (Text and Cases), S. Chand and Co Ltd. New Delhi
- ❖ Sadri.J, Sadri.S, Nayak.N, A Strategic Approach to Human Resource Management, JAICO Publishing House
- ❖ Kale, Ahmed, Industrial Management, Vipul Prakashan, Mumbai
- ❖ Kale N.G Industrial Organisation and Management, Manisha Prakashan, Mumbai

BFS C603: INTERNATIONAL FINANCE
(4 CREDITS: 100 MARKS)

Objectives: To acquaint students with the methods and procedures involved in the financing of international trade and to introduce students to international finance and financial instruments; to familiarise students with emerging trends in foreign investment.

UNIT 1: INTERNATIONAL MONETARY SYSTEM (20% marks, 13 lectures)

International monetary system – need, evolution; Bretton Woods system; International Monetary Fund and the World Bank; European Monetary Union and the euro; regional financial institutions

UNIT 2: INTERNATIONAL FINANCIAL MARKETS (25% marks, 16 lectures)

International Money and Capital markets; growth and current status of international financial markets, International bond markets; Euro Currency markets; Euro Issues, ADRs, GDRs, Various International Debt instruments.

UNIT 3: FOREIGN INVESTMENT (15% marks, 10 lectures)

Foreign Direct Investment- meaning; determinants of FDI; FDI in India – trends in volume and composition. Foreign Portfolio Investment – meaning; Determinants of FPI; FPI in India – trends in volume and composition.

UNIT 4: FINANCE OF INTERNATIONAL TRADE (40% marks, 26 lectures)

Basic concepts – correspondent bank, nostro account, SWIFT; types of contracts – INCOTERMS; Finance of imports - letter of credit – meaning, types, parties, operation; Finance of exports - pre-shipment and post-shipment finance in Rupees and foreign currency; shipping documents; Export Credit and Guarantee Corporation of India – functions and role; EXIM Bank of India – functions and role

Recommended readings:

- ❖ Andley K.K & Mattoo V.J. (1996) : Foreign Exchange: Principles and Practice, New Delhi, Sultan Chand & Sons, 8e
- ❖ Avadhani V.A. (2004) International Finance, Mumbai, Himalaya
- ❖ Giddy I. H (1997) : Global financial markets, New Delhi
- ❖ Jain P.K, Peyrard J & Yadav S.S (1998): International Financial Management

**BFS C604: E-COMMERCE & E-ACCOUNTING
(4 CREDITS: 100 MARKS)**

UNIT 1: INTRODUCTION TO E-COMMERCE (25% marks, 16 lectures)

E-Commerce and E-Business, Categories of E-commerce, Development and growth of e-commerce, Business modules, revenue models and business process, Economic forces & e-commerce, Identifying e-commerce opportunities, International nature of e-commerce.

UNIT 2: E-MARKETING AND E-PAYMENT SYSTEMS (25% marks, 16 lectures)

E-marketing – Creating a Website, Hosting and Designing a Website, Web Marketing Strategies, Market Segmentation on the web, Advertising on the web, E-mail marketing, Creating & maintaining brands on the web. (ii) E-payment solutions – online payment basics, payment cards, e-cash, e-cheques, e-wallets, stored value cards, e-banking. Mobile Commerce (M-Com)

UNIT 3: E-CRM (CUSTOMER RELATIONSHIP MANAGEMENT) AND E-SCM (SUPPLY CHAIN MANAGEMENT): (25% marks, 16 lectures)

E-CRM – CRM, Technology in CRM, CRM capabilities & customer life cycle.

E-SCM – SCM using internet technologies, Value creation in supply chain, using e-SCM for 'Real-time' benefits, Building and maintaining trust in supply chain.

UNIT 4: E-ACCOUNTING (25% marks, 16 lectures)

Any One popular Accounting Package (e.g. Tally, SAP etc) Maintaining accounts with and without inventory, Creation of Vouchers and Recording Transactions, Preparation of Reports, Cash Book, Bank Book, Ledgers Accounts, Trial Balance, Profit and Loss Account and Balance Sheet.

RECOMMENDED READINGS:

- ❖ E-Commerce Strategy, Technology & Applications, David Whiteley, Tata MacGraw Hill Publishing Company Ltd
- ❖ E-Commerce Strategy, Technology & Implementation, Gary P. Schneider, Cengage Learning India Pvt. Ltd., 418, F.I.E. Patparganj, New Delhi 110 092
- ❖ E-Commerce E-Business, Dr. C. S. Rayudu, Himalaya Publishing House
- ❖ E-Commerce and its applications, U. S. Pandey, Rahul Srivastava, Saurabh Shukla, S. Chand and Company Ltd., New Delhi

BFS C605: MARKETING OF FINANCIAL SERVICES

(4 CREDITS: 100 MARKS)

Objective: *To equip students with knowledge about strategy, mix and promotion of Financial Services.*

UNIT 1: CATEGORIES OF FINANCIAL PRODUCTS (15% marks, 10 lectures)

Insurance, Banks, Stocks, Mutual Funds, Pension plans, other savings products – The financial services marketing environment- The distinctive aspects of services marketing; micro and macro environmental forces; new developments and trends.

UNIT 2: MARKETING STRATEGY (30% marks, 20 lectures)

Planning, organizing and implementing marketing operations; marketing as a management function, Market research-Establishing a marketing information system; the marketing research process, Market segmentation – Target marketing; market segmentation, targeting and positioning the financial services organization in the marketplace.

UNIT 3: THE MARKETING MIX (15% marks, 10 lectures)

Product strategy; new product development; product life cycle, pricing considerations and strategies, Distribution channels; the impact of technology; on-line marketing; multiple channel strategies.

UNIT 4: PROMOTION STRATEGIES (40% marks, 26 lectures)

A. advertising, sales promotion, public relations; sponsorship; the internet as a promotion tool, People in the marketing mix; personal selling and sales force management; the selling process, Physical evidence and processes customer care, The dimensions of customer care; service quality and service recovery; global marketing.

B. Regulations Governing Financial Services Marketing: Ethical issues in the marketing of financial services, Ethics in relation to the individual and society as a whole.

Recommended Readings:

- ❖ Marketing Financial services-Hooman Estelami.
- ❖ The Financial Services Handbook-Evelyn enrich & Duk Fanelli.
- ❖ Marketing Financial Services – Elsevier.
- ❖ Marketing of financial services-Gordon and Natrajan

**BFS E606: VENTURE CAPITAL AND PRIVATE EQUITY
(ELECTIVE PAPER)
(4 CREDITS: 100 MARKS)**

Objectives: *This course is designed to give awareness among the students about the various innovative approaches required to meet today's unprecedented investment challenges.*

UNIT 1: INTRODUCTION TO PRIVATE EQUITY (25% marks, 16 lectures)

Concept of PE and its characteristics– Definition – Difference between PE, VC and Hedge Funds – Nature of PE Firm – Players in the PE market – benefits of PE finance – Venture Capital –Over view to Venture Capital – definition features – types – roles; crowd funding - meaning

UNIT 2: VCPE INVESTMENTS (25% marks, 16 lectures)

Structure and regulation of Venture Capital and Private Equity – Business Cycle of PE – Structure of VCPE firms – Limited liability partnerships - Routes of VCPE investments in India - Regulatory aspects of VCPE investments

UNIT 3: STRATEGIES OF PRIVATE EQUITY (30% marks, 20 lectures)

Strategies of PE – leverage Buyout –growth capital – mezzanine capital –distressed debt – other Strategies – Size and performance and economic environment of PE global context – PEPI and Fund Indices – PE in India an overview – Due Diligence – Procedure and challenges –Due diligence in emerging PE Market – investing in developing market – past performance and strategy

UNIT 4: EXIT STRATEGIES (20% marks, 13 lectures)

Modes of Exits in Indian Context and Challenges involved – IPO – Promoter Buyback – Sale to other PE Funds – Sale to other strategic Investor – M&As – open market – Secondary Market

Recommended Readings:

- ❖ Chary, T. Satyanaryana, Venture Capital , Delhi Macmillan India 2005
- ❖ Venture capital, Hyderabad The ICFAI University Press 2004 . x, 165p 23 cm
- ❖ Verma, J. Venture Capital Financing in India, New Delhi Response Books 1997
- ❖ Pandey, I.Venture Capital:Indian experience, New Delhi Prentice- Hall of India Pvt.Ltd. 1996
- ❖ Verma, J. Venture Capital Financing in India , New Delhi Response Books 1999
- ❖ Caselli, Stefano Venture capital : A Euro - system approach , Berlin Springer Verlag 2004
- ❖ The Oxford Hand Book of Venture Capital , New York: Oxford University Press; 2012 .

BFS E607: TREASURY AND FOREX MANAGEMENT
(ELECTIVE PAPER)
(4 CREDITS: 100 MARKS)

Objectives: *To acquaint students with the international and foreign exchange market and the transactions therein.*

UNIT 1: INTRODUCTION **(25% marks, 16 lectures)**

Concept of Treasury management, Scope, objectives, Functions, Relationship between treasury management and Financial management, Difference between Financial management and treasury management, Role of treasury manager, Responsibilities of treasury manager.

UNIT 2: TREASURY MANAGEMENT IN INDIA **(30% marks, 20 lectures)**

Structure and role of global money market, Integration of money market and forex market - ALM - Liquidity management - Credit risk, country risk, operating risk, market risk and implications of BASEL II.- Tools of Treasury management, Internal treasury control, Environment for Treasury management, Role of Information technology in treasury management, Treasury operations in Banking, Treasury management in India.

UNIT 3: FOREIGN EXCHANGE MARKET & EXCHANGE RATES **(30% marks, 20 lectures)**

Meaning of foreign exchange; features and functions of the forex market, participants, various types of forex transactions; wholesale and retail markets; Indian forex market
Exchange rate systems - fixed, floating and managed floating; factors influencing exchange rates, Types of forex rates – buying and selling rates applicable to different instruments, cross rates, spot rates, forward rates.

UNIT 4: BALANCE OF PAYMENTS **(15% marks, 10 lectures)**

Meaning and Structure of Balance of Payments; concepts of Balance and Equilibrium; Disequilibrium – meaning, types, causes; measures to correct deficits in the BOP, monetary and non-monetary measures.

Recommended readings:

- ❖ P. G. Apte, International Financial Management, Tata McGraw Hill.
- ❖ P. G. Apte, International Finance: A Business Perspective, Tata McGraw Hill.
- ❖ Jeff Madura, International Financial Management, South-Western College Publishing.
- ❖ Van Horne, Financial Management and Policy, Prentice Hall.
- ❖ Ross, Jordon, Fundamentals of Corporate Finance, Tata McGraw Hill.
- ❖ V. A. Avadhani, Treasury Management in India, Himalaya Publishing House
- ❖ P. G. Apte, Global Finance, Tata McGraw Hill
- ❖ Reu, International Financial management