

Bachelor of Business Administration[Financial Services]

Programme Structure

CODE	COURSE	CREDITS	MARKS	COURSE TYPE
SEMESTER ONE				
BFS CC 1	Fundamentals of Accounting	4	100	Core
BFS CC 2	Fundamentals of Management	4	100	Core
BFS CC 3	Microeconomics	4	100	Core
BFS CC 4	Indian Financial System	4	100	Core
Ability Enhancement Compulsory Course				
BFS AECC 1	Communication Skills	4	100	AECC
BFS AECC 2	Environmental Studies – I	2	50	AECC
Generic Elective Course(ANY ONE)				
BFS GEC 1	Quantitative Skills	4	100	GEC
BFS GEC 2	Fundamentals of Computer Applications	4	100	GEC
Total		26	650	
SEMESTER TWO				
BFS CC 5	Essentials of Management	4	100	Core
BFS CC 6	Macroeconomics	4	100	Core
BFS CC 7	Banking in India	4	100	Core
BFS CC 8	Data Analysis and Quantitative Techniques	4	100	Core
Ability Enhancement Compulsory Course				
BFS AECC 3	Business Communication	4	100	AECC
BFS AECC 4	Environmental Studies - II	2	50	AECC
Generic Elective Course (ANY ONE)				
BFS GEC 3	Research Methodology	4	100	GEC
BFS GEC 4	Cyber Security	4	100	GEC
Total		26	650	
SEMESTER THREE				
BFS CC 9	Fee and Fund based Financial services	4	100	Core
BFS CC 10	Direct Taxes	4	100	Core
BFS CC 11	Indian Securities Market	4	100	Core
Skill Enhancement Course				
BFS SEC 1	Principles & Practice of Insurance	4	100	SEC
Generic Elective Course (ANY TWO)				
BFS GEC 5	Financial Management	4	100	GEC
BFS GEC 6	Strategic Management	4	100	GEC
BFS GEC 7	Fundamentals of Marketing	4	100	GEC
Total		24	600	
SEMESTER FOUR				
BFS CC 12	Stock Market Operations	4	100	Core
BFS CC 13	Corporate Finance	4	100	Core
BFS CC 14	Entrepreneurship Development	4	100	Core
Skill Enhancement Course				
BFS SEC 2	Financial Statement Analysis	4	100	SEC
Generic Elective course (TWO)				
BFS GEC 8	Cost and Management Accounting	4	100	GEC
BFS GEC 9	Corporate Restructuring	4	100	GEC
BFS GEC 10	Organisational Behaviour	4	100	GEC
Total		24	600	
SEMESTER FIVE				
BFS CC 15	Security Analysis and Portfolio Management	4	100	Core
BFS CC 16	International Finance and Foreign Exchange Management	4	100	Core
Discipline Specific Elective				
BFS DSEC 1	E-commerce and E-Accounting	4	100	DSEC
BFS DSEC 2	Marketing of Financial Services	4	100	DSEC
BFS DSEC 3	Mutual Fund Management	4	100	DSEC

BFS DSEC 4	Derivatives: Equity and Currency	4	100	DSEC	
Total		24	600		
SEMESTER SIX					
BFS CC 17	Internship and Report	24	600	Core	
Total		24	600		
GRAND TOTAL		148	4100		

BFS CC1: FUNDAMENTALS OF ACCOUNTING

(4 CREDITS: 100 MARKS)

Objective: *To enable students to understand and apply the principles and practices of accounting.*

UNIT 1: INTRODUCTION (20% marks, 10 sessions)

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 (35% marks, 25 sessions)

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

UNIT 3: FINANCIAL STATEMENTS (20% marks, 10 sessions)

Forms of financial statements, Practical Problems on Vertical form (Income statement and Balance Sheet with and without schedules)

UNIT 4: DEPRECIATION ACCOUNTING (25% marks, 15 sessions)

Meaning; Methods of Depreciation: Straight line method, Reducing balance method, Annuity method, Sinking fund method, Insurance Policy method, Machine Hour Rate, Replacement Method, Revaluation Method and Depletion Method. (Practical problems on First 2 methods only.)

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,

Learning Outcomes: After studying this course students will be able to prepare the Final accounts of a Sole trading concern and a Partnership firm.

BFS CC 2: FUNDAMENTALS OF MANAGEMENT

(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: INTRODUCTION TO MANAGEMENT (25% marks, 10 sessions)

Meaning and Definition of Management, Management Concepts, Scope of Management, Managerial Levels, Principles of Management, Types of Managers, Characteristics of good Manager, Managerial Roles, Managerial responsibility, Management v/s Administration, Management Challenges.

UNIT 2: FUNCTIONS OF MANAGEMENT (25% marks, 10 sessions)

Management process, Planning- Meaning- Definition- Importance- Steps, Organising- Meaning- Definition- Importance- Classification of Organisation- Steps, Staffing- Meaning- Importance, Process, Directing- Meaning- Importance- Elements of Directing, Supervision, Motivation, Leadership & Communication, Controlling- Meaning- Importance- Techniques- Process

UNIT 3: MANAGEMENT ENVIRONMENT (25% marks, 20 sessions)

Operating environment, Generic environment, Economic dimension, Technological dimension, Socio-cultural dimension, Political & Legal dimension, International dimension, Task environment- Clients, competitors, suppliers, regulation, labour, Internal environment- Board of directors, employees, processes, cultures, climate.

UNIT 4: SOCIAL RESPONSIBILITY OF MANAGEMENT & BUSINESS ETHICS (25% marks, 20 sessions)

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:

- ❖ Burton G. & Thakur M.: Management Today–Principles & Practices, New Delhi, Tata McGraw-Hill.
- ❖ Chandan J. S: Management Theory & Practice, New Delhi, Vikas publishing house private ltd.

Learning Outcomes: After studying this course, students should be able to understand what is meant by management and managerial effectiveness and also identify the roles which are fulfilled while working as a manager

BFS CC3: 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, 5 sessions)

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, 10 sessions)

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 sessions)

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, 25 sessions)

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

Learning Outcomes: Upon successful completion of the course a student will be able to apply economic principles to management decisions & understand the basic forces governing the operation of competitive market and also distinguish relevant from irrelevant costs for economic decision-making.

BFS CC 4: 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 TO FINANCIAL SYSTEM (25% marks, 15 sessions)

Savings – Meaning – Need – Emergence – Investment – Meaning — Savings v/s Investment – Objectives of Investment – Role of Savings

Financial System- Meaning – Structure – Functions –Development of Financial system in India – Financial system & Economic Development – Weakness of Indian Financial System.

UNIT 2: FINANCIAL INSTITUTIONS & FINANCIAL INSTRUMENTS

(35% marks, 20 sessions)

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

(30% marks, 15 sessions)

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

(10% marks, 10 sessions)

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

Recommended Readings

- ❖ Bhole L. M. & Mahakud J. (2009): Financial Institutions and Markets: Structure, Growth & Innovations, New Delhi, Tata-McGraw Hill, 5e
- ❖ Pathak B. V. (2008): Indian Financial System, New Delhi, Pearson, 2e
- ❖ Desai V. (2005): The Indian Financial System and Development, Mumbai, Himalaya
- ❖ Gordon & Natarajan: Financial Markets & Institutions, Himalaya

Learning Outcomes: Upon successful completion of the course a student will be able to understand the basic structure of Indian Financial System and also the various financial services available.

**BFS AECC 1: COMMUNICATION SKILLS
ABILITY ENHANCEMENT COMPULSORY COURSE
(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 (15% marks, 10 sessions)

What is Communication- Channels of Communication- Barriers to effective communication and how to overcome them.

UNIT 2 – PUBLIC SPEAKING (25% marks, 10 sessions)

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 sessions)

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. How to write a report.

C) Meetings

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

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

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)

Learning Outcomes: Upon successful completion of the course a student will be able to communicate effectively and confidently.

BFS AECC 2: ENVIRONMENTAL STUDIES - I
ABILITY ENHANCEMENT COMPULSORY COURSE
(2 CREDITS: 50 MARKS)

Objectives: To facilitate students with basic understanding about the complex linkages of multidisciplinary nature of environmental studies and gain knowledge about the valuable environmental resource; To sensitise the student community about current environmental issues and educate them concerning their role in protection of the environment.

UNIT I: THE MULTIDISCIPLINARY NATURE OF ENVIRONMENTAL STUDIES
(05% Marks -03 Sessions)

Definition, scope and importance, Need for public awareness

UNIT II: NATURAL RESOURCES **(15% Marks – 10 Sessions)**

Natural resources: Renewable and Non Renewable and its associated problems

a) Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.

b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams - benefits and problems.

c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.

d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, case studies

e) Energy resources: Growing energy needs, renewable and non- renewable energy sources, use of alternate energy sources. Case studies

f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.

Role of an individual in conservation of natural resources

UNIT III: ECOSYSTEMS **(15% Marks – 07 Sessions)**

Concept of an ecosystem; Structure and function of an ecosystem

Producers-consumers-decomposers, energy flow in the ecosystem, ecological succession, food chains, food webs and ecological pyramids.

Introduction, types, characteristic features, structure and function of the following ecosystem:

a. Forest ecosystem b. Grassland ecosystem c. Desert ecosystem d. Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries).

UNIT IV: BIODIVERSITY AND ITS CONSERVATION **(15% Marks – 10 Session)**

Introduction - Definition: genetic, species and ecosystem diversity; Bio-geographical classification of India; Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values; Biodiversity at Global, National and local levels; India as a mega-diversity nation; Hot-spots of biodiversity; Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts; Endangered and endemic species of India; Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity.

Recommended Readings:

1. Agarwal, K.C.2001 Environmental Biology, Nidi Pub. Ltd. Bikaner.
2. Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt. Ltd. , Ahmedabad - 380013, India, Email: mapin@icenet.net (R)
3. Brunner RC., 1989, Hazardous Waste Incineration, McGraw Hill Inc.480p
4. Clark RS., Marine Pollution, Clarendon Press Oxford (TB)
5. Cunningham, W.P.Cooper, TH.Gorhani, E & Hepworth, M.T2001, Environmental Encyclopedia, Jaico Publ. House, Mumbai, 1196p
6. De A.K., Environmental Chemistry, Wiley Eastern Ltd.
7. Down to Earth, Centre for Science and Environment(R)
8. Gleick, H.P. 1993. Water in crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute. Oxford Univ. Press. 473p
9. Hawkins R.E, Encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay (R)
- 10.Heywood, VH & Watson, R.T. 1995. Global Biodiversity Assessment. Cambridge Univ. Press 1140p.

Learning Outcomes: Upon successful completion of the course a student will be able to understand the wideness and multidisciplinary nature of environmental studies and will be accomplished to find the practical solutions to solve and prevent from the various environmental issues.

BFS GEC 1: QUANTITATIVE SKILLS

GENERIC ELECTIVE COURSE

(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, 10 sessions)

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, 15 sessions)

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, 15 sessions)

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 sessions)

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-Mathematics 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

Learning outcomes: After studying this course students will be in the position to apply the quantitative techniques in the world of business and finance.

**BFS GEC 2: FUNDAMENTALS OF COMPUTER APPLICATIONS
GENERIC ELECTIVE COURSE**

(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 sessions)**

Introduction to Computer Systems; Block Diagram of a Computer, basic functions of each component, 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 sessions)**

Using MS – Word & MS – Excel

UNIT 3: DATABASE MANAGEMENT SYSTEM & BUSINESS PRESENTATION PACKAGES **(20% marks, 10 sessions)**

Using MS-Access and MS- PowerPoint

UNIT 4: MANAGEMENT INFORMATION SYSTEMS **(10% marks, 5 sessions)**

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

Recommended Reading:

- ❖ 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

Learning outcomes: After studying this course students will be in the position to use the software packages that are relevant to business.

**BFS CC 5: ESSENTIALS OF MANAGEMENT
(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: MANAGERIAL ROLE (35% marks, 20 sessions)

Leadership – Meaning, Need, Functions, Qualities, Styles, Theories – Trait, Behavioural, Situational; Motivation – Meaning, Importance, Theories – Need Hierarchy, X & Y, Herzberg’s; Communication – Meaning, Importance, Types, Barriers, Overcoming barriers, Guidelines; Co-ordination, Direction, Staffing, Budgeting (in brief)

UNIT 2: MANAGEMENT OF CHANGE (25% marks, 15 sessions)

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

UNIT 3: DETERMINANTS OF INDIVIDUAL BEHAVIOUR (25% marks, 15 sessions)

Concept, Structure, Types of Organization, Significance of Organizational Behaviour., Individual Behaviour- Meaning, Perception-Meaning, Factors influencing Perception, Perceptual Process, Personality- Meaning-Determinants of Personality; Attitude- Meaning- Nature of Attitude-Components of Attitude, Values- Meaning.

UNIT 4: TEAM WORK AND CONFLICT MANAGEMENT (15% marks, 10 sessions)

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
- ❖ Prasad L. M. (1998): Principles of Management, New Delhi, Sultan Chand & Sons
- ❖ 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
- ❖ K. Aswathappa “Organisational Behaviour” Himalaya Publishing House

Learning outcomes: After studying this course students will be able to understand the individual behaviour and also be able to face and manage conflicts in the organisation.

BFS CC 6: 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, 15 sessions)

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, 15 sessions)

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, 15 sessions)

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, 15 sessions)

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 Outline Series, 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

Learning outcomes: After studying this course students will be able to understand the individual behaviour and also be able to face and manage conflicts in the organisation.

BFS CC 7: 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 **(25% marks, 20 sessions)**

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 **(25% marks, 10 sessions)**

- 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, Generic utility and agency functions.

UNIT 3: RESERVE BANK OF INDIA **(20% marks, 15 sessions)**

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.

UNIT 4: TECHNOLOGY IN BANKING **(30% marks, 15 sessions)**

Electronic Banking - Introduction, Impact of information technology on banking, Conventional systems: Demand drafts, pay orders and cheques and their clearing, drawbacks/difficulties of these systems. Electronic fund transfer system: RTGS, NEFT & SWIFT. Electronic Clearing Systems (ECS). Debit & Credit cards, Automated Teller Machines (ATMs), PIN, Signal storage and Retrieval, Core Banking. Recent trends and developments in banking technology: CTS; Note & Coin Counting & Vending Machines; Microfiche; Banking payment intermediaries –RUPAY, VISA, Mastercard etc. Mobile banking apps and security considerations, Risk Concern Areas relating to IT in Banks, Types of Threats in E-banking;

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, 2.

Learning outcomes: After studying this course students will be able to understand the Banking system in India and the significance of Reserve Bank of India as the central bank of the country.

BFS CC 8: 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 sessions)

Time series Analysis – Components of Time Series, Measurement of Trend Values, Forecasting based on Time series Analysis- ANOVA and Non-parametric Tests: Least Square Method.

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

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, 10 sessions)

Meaning, Basics of permutations and combinations, Elementary probability, Addition and Multiplication theorem on probability, conditional probability, probability distribution- binomial, Poisson and normal distribution.

UNIT 4: INDEX NUMBERS

(20% marks, 10 sessions)

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, 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.

Learning outcomes: After studying this course it will help the students to analyse the data. They will be able to identify the dependent and independent variables and conduct analysis on financial data.

BFS AECC 3: BUSINESS COMMUNICATION
ABILITY ENHANCEMENT COMPULSORY COURSE
(4 CREDITS: 100 MARKS)

Objectives: To improve the students' basic oral and written communication capabilities; to improve the student's oral and written business communication skills

UNIT 1: BASIC LANGUAGE SKILLS (20%marks, 15 sessions)

Grammar & Writing Skills: Paragraph Writing, Correction of sentences. Vocabulary

UNIT 2: ORAL & PRESENTATION SKILLS (15% marks, 15 sessions)

Oral Skills: Effective oral communication; Characteristics of oral communication; Group Discussion; Role Play; Debate

Presentation Skills: Planning, Preparing, Practicing, Presenting

UNIT 3: BUSINESS LETTERS (35% marks, 15 sessions)

Letter writing -Formats of letters, Writing different types of letters Trade Enquiries -Orders and their Execution -Credit and Status Enquiries -Complaints and Adjustments -Collection Letters -Sales Letters - Circular Letters.

UNIT4: WRITING SPEECHES AND CREATIVE WRITING (30%marks, 15 sessions)

Speeches-Motivational Speech, Informative speech, Special Occasion Speech

Creative writing: Create documents in genres like short stories, essays, biographies, newspaper article etc.

Recommended Readings:

- ❖ Bowman J. P. & Branchaw B. P.: Business Report Writing, Holt Saunders, International ed.
- ❖ Crannell K. C. (2000): Voice and Articulation, California, Wadsworth, 4e
- ❖ Doctor R. & Doctor A. (1987): The Principles and Practices of Business Communication, Mumbai, Sheth
- ❖ Grobeck B. E., German K., Ehninger D. & Monroe A. H. (1992): Principles of Speech Communication, New York, HarperCollins
- ❖ Fischer D.: Communication in Organisations, New Delhi, Jaico
- ❖ Jones L. & Alexander R. (1996): NewInternational Business English – Workbook, Cambridge, Cambridge University Press

Learning outcomes: After studying this course it will help the students to improvise on their oral and written communication skills.

BFS AECC 4: ENVIRONMENTAL STUDIES - II
ABILITY ENHANCEMENT COMPULSORY COURSE
(2 CREDITS: 50 MARKS)

Objectives: To sensitise the student community about different environmental issues; to educate them about their role in prevention of the environmental degradation and to find out practical solutions to various environmental problems.

UNIT I: ENVIRONMENTAL POLLUTION (15% Marks – 09 Sessions)

Definition, causes, effects and measures to control - a) Air pollution b) Water pollution c) Soil pollution d) Marine pollution e) Noise pollution f) Thermal pollution g) Nuclear hazards; Solid Waste Management: causes, effects and control measures of urban and industrial wastes; Role of an individual in prevention of pollution and environmental degradation; Pollution case studies; Disaster Management and Mitigation: floods, earthquake, cyclone and landslides.

UNIT II: SOCIAL ISSUES AND THE ENVIRONMENT (15% Marks -09 Sessions)

Urban problems related to energy; Water conservation, rain water harvesting, watershed management, resettlement and rehabilitation of people - its 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

Various Acts related to environment: Environment Protection Act (1986), Air (Prevention and Control of Pollution) Act (1981), Water (Prevention and control of Pollution) Act (1974), Wildlife Protection Act (1972), Forest Conservation Act (1980); Issues involved in enforcement of environmental legislation

UNIT III: HUMAN POPULATION AND THE ENVIRONMENT

(15% Marks -09 Sessions)

Population growth, variation among nations, population explosion – problems, National Family Welfare Programme(NFWP); HIV/AIDS; Environment and human health; Human rights; Value education; Women and child welfare; Role of Information Technology in environment and human health

UNIT IV: FIELD WORK (05% Marks - 03 Sessions)

Visit to a local area to document environmental assets- river /pond/forest/ Grassland/ slopes/hill/ mountain; Visit to a local polluted site; Urban-rural, industrial-agricultural area; Visit to a Solid Waste Treatment Plant; Study of common plants, insects, birds

Recommended Readings:

1. Agarwal, K.C.2001 Environmental Biology, Nidi Pub. Ltd. Bikaner.
2. Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt. Ltd. , Ahmedabad - 380013, India, Email: mapin@icenet.net (R)
3. Brunner RC, 1989, Hazardous Waste Incineration, McGraw Hill Inc.480p
4. Clark RS, Marine Pollution, Clanderson Press Oxford (TB)
5. Cunningham, W.P.Cooper, TH.Gorhani, E & Hepworth, M.T2001, Environmental Encyclopedia, Jaico Pub!. House, Mumbai, 1196p
6. De A.K., Environmental Chemistry, Wiley Eastern Ltd.
7. Down to Earth, Centre for Science and Environment(R)
8. Gleick, H.P. 1993. Water in crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute. Oxford Univ. Press. 473p
9. Hawkins R.E, Encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay (R) 10. Heywood, VH & Watson, R.T. 1995. Global Biodiversity Assessment. Cambridge Univ. Press 1140p.

***Learning Outcomes:** After completing this course student will be able to understand the various ways through which environment is getting damaged and will be able to find out realistic solutions to resolve and prevent from these problems.*

BFS GEC 3: RESEARCH METHODOLOGY
GENERIC ELECTIVE COURSE
(4 CREDITS: 100 MARKS)

Objective: *To enable the students to understand the relevance & process of research for management & to acquaint the students with research methods and impart basic skills to undertake research.*

UNIT 1: INTRODUCTION **(35% marks, 20 sessions)**

Meaning of Research; Characteristics of Good Research; Importance of Research; Scientific Thinking – Deduction & Induction; Types of Research; Hypothesis Formulation; Research Process – Clarifying the Research Question, Formulating the Research Proposal, Research Design, Data Collection, Analysis and Interpretation & Reporting the Results.

UNIT 2: SOURCES & COLLECTION OF DATA **(35% marks, 20 sessions)**

Types of Data – Quantitative, Qualitative & Mixed Data; Methods of Data Collection – Primary Data & Secondary Data – Features, Merits & Demerits of both; Primary Data Sources – Observation Method & Survey Method (Personal Interviews, Telephone Interviews & Self-Administered Surveys); Secondary Data Sources – Published Data & Unpublished Data, Gathering, Recording & Organizing Secondary Data; Designing the Instrument – Features & Essentials of a Good Questionnaire, Question Structure, Question Content, Question Wording & Response Strategy.

UNIT 3: SAMPLING DESIGN **(15% marks, 10 sessions)**

Sampling Concepts – Universe, Population & Sample, Sampling Terminologies, Need for Sampling; Characteristics of a Good Sample; Sampling Methods – Probability Sampling, Non-Probability Sampling & Mixed Sampling; Sampling Design – Steps, Sample Size & Sampling & Non-Sampling Errors & Biases.

UNIT 4: DATA ANALYSIS & PRESENTING RESULTS **(15% marks, 10 sessions)**

A. Data Preparation & Preliminary Analysis – Editing, Coding & Data Entry; Exploring, Displaying & Examining Data – Bar Graph, Histogram, Frequency Table, Pie Chart, Cross Tabulation, Percentage Analysis, Stem & Leaf Display; Using Actual Data to Create Charts in Microsoft Excel.

B. Written Report – Components (Prefatory Items, Introduction, Methodology, Findings, Conclusions, Bibliography & Appendices); Characteristics of Good Report; Presentation Considerations & Usage of Microsoft PowerPoint for Presentation.

Students should be taught how to use a statistical package such as SPSS for simple problems and analyzing 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 & Research, New Delhi, Prentice-Hall.

Learning Outcomes: After studying this course the students will learn to use research methodology to identify & provide solutions to research problems & also write research papers.

**BFS GEC 4: CYBER SECURITY
GENERIC ELECTIVE COURSE
(4 CREDITS: 100 MARKS)**

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

UNIT 1: FUNDAMENTAL CONCEPTS (20% marks, 10 sessions)

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, Media & Hardware; The Internet & Online Resources How Internet Works, Features of the Internet, Accessing The Internet Working on the Internet

UNIT 2: CYBER THREATS (25% marks, 15 sessions)

Basics: Definition - Cyber Threats , Cyber Attack, Cyber Crime; Cyber Attackers –Hackers, Hactivists, Rogue Insiders, States/Nations etc; Types of Cyber Attacks: Device compromise, Service disruption, Data Exfiltration, Advance Persistent Threat(APT) ; Cyber Attack Artifacts: Viruses, Worms, Trojan Horse, Denial of Service (DoS,DDoS); Phishing, Social Engineering, Zero Day Attack, Cyber Stalking; E-Mail Spoofing, Cyber Warfare, Cyber Espionage, Cyber Vandalism; Vulnerabilities and Countermeasures: Causes of each cyber-attacks type; Counter measures to tackle each Cyber Attack artifacts.

UNIT 3: ONLINE SHOPPING: PRIVACY AND SECURITY (25% marks, 15 sessions)

Basics – Privacy, Sensitive Personal Information, Advantages & Disadvantages of Online Shopping.; Privacy Issues: Cookies and online tracking; Sharing Information when Shopping Online, Password Protection,; Privacy Policies; Problems associated with online shopping: Data Pharming; Hijackers, Spoofing, Online Fraud.; Safety measures in online Shopping: Encryption of Data Authentication (SSL, Digital Signature, Certificates, Hashing); Security Tokens; Steps to safeguard online shopping security and privacy.; Payments Methods: Different payment methods in online transactions, Safety practices, Best payment method(s).

UNIT 4: CYBER LAWS AND CYBER FORENSIC (30% marks, 20 sessions)

Information Technology Act (ITA) 2000 : Definition and Terminology - Internet Governance, E-Record, E-Contract, E-Forms, Adjudicating Officer, Affixing Digital signature, Certifying Authority, Sections - Section 43, Section 65.

Information Technology (Amendment) (ITAA) Act 2008: Terminology - Communication Devices, Electronic Signature, Sections: Section 66, Section 67.

Provisions/Laws related to e-commerce, Issues not covered under ITA & ITAA, Reporting cyber-crimes.

Digital Evidence: Definition, Categories of Evidence, Types of Evidence, Admissibility of Evidence, Forensic Examination Standards. Forensic Investigation Steps: Evidence Collection, Preserving Digital Evidence – Special Considerations, Recovering Digital Evidence, Documenting Evidence, Documenting Evidence Analysis.

Recommended Reading:

- ❖ Introduction to Information Technology – ITL Education Solutions Limited –Pearson Education
- ❖ Data Communications and Networking Tata McGraw Hill Edition B. A. Forouzan
- ❖ Rick Lehtinen and G.T. Gangemi, Computer Security Basics, O'Reilly Media, Inc.; 2nd edition, 2006
- ❖ Wall, David, (2007). Cybercrime: The Transformation of Crime in the Information Age. Polity Publishing
- ❖ Michael Cross, Scene of the Cyber Crime, Syngress Publishing, Elsevier Publishing, 2nd Edition, ISBN 13: 978-1-59749-276-8
- ❖ Chander, Harish, Cyber Laws and IT Protection, ISBN: 978-81-203-4570-6, PHI Learning

Learning outcomes: After studying this course students will be cautious while doing online shopping and this will also helps them to understand the cyber laws.

**BFS CC 9: FEE AND FUND BASED FINANCIAL SERVICES
(4 CREDITS: 100 MARKS)**

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

UNIT 1: FACTORING & FORFEITING **(25% marks, 15 sessions)**

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 2: LEASE FINANCE & VENTURE CAPITAL FINANCE **(25% marks, 15 sessions)**

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.

UNIT 3: MERCHANT BANKING **(20% marks, 10 sessions)**

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

UNIT 4: DEPOSITORY SERVICES & UNDERWRITING SERVICES **(30% marks, 20 sessions)**

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.

Underwriting: Meaning , Registered Underwriters: Meaning, eligibility, regulation, rights, obligations; SEBI underwriters rules and regulations, Devolvement: Meaning, Rules; Consequences of Defaults; Underwriting commission; Types of Underwriting agreements; Agencies Underwriting in India.

Recommended Readings:

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

Learning outcomes: After studying this course students will get the broader idea of the fund based services and will also help to understand the investment avenues available.

BFS CC 10: 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, 10 sessions)

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, 5 sessions)

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 Sec10 (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, 15 sessions)

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 sessions)

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

Learning outcomes: After studying this course students will be able to understand the Income Tax Act, 1961, and will be updated on current developments in this area.

BFS CC 11: 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: MONEY MARKETS **(25% marks, 15 sessions)**

Introduction – Meaning & Definition-Features of Money Market-Importance of Money Market-, Classification of Money Market Instruments – Call Money Market – Commercial Bills Market – Treasury Bill Market- Commercial Papers- Certificate of Deposits- ,Inter bank Participation Certificate, REPO instruments, Merits & Demerits of each, Recent Developments in Money Market.

UNIT 2: PRIMARY MARKET **(25% marks, 15 sessions)**

Meaning & Definition – Functions - Advantages – Methods of Floating New Issues: Public Issue ,Offer for Sale ,Private Placement , Rights Issue –Principles Steps : Public Issue, Offer for Sale,Private Placement – SEBI guidelines for IPO- Players in New Issue Market-Prospectus: Types, recent trends and reforms in Primary market

UNIT 3: SECONDARY MARKET **(25% marks, 15 sessions)**

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. Listing of Securities& Delisting of Securities; procedure, Merits & demerits and Types

UNIT 4: SEBI AND INVESTOR PROTECTION **(25% marks, 15 sessions)**

Objectives of SEBI, functions of SEBI, Powers of SEBI, SEBI's guidelines: Primary market-secondary market, Debentures, Underwriters, FII;SCORES system of SEBI and its mechanism, Investor protection measures of SEBI Reforms in Indian securities market; Investor Protection Fund

Recommended Readings:

- ❖ V.A. Avadhani: Financial Services in India, Himalaya
- ❖ Gordon & Natarajan: Financial Markets and Services, Himalaya
- ❖ 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

Learning outcomes: After studying this course students will understand the basics of stock market and the role of SEBI as the regulator of stock markets in India.

BFS SEC 1: PRINCIPLES & PRACTICE OF INSURANCE
SKILL ENHANCEMENT COURSE
(4 CREDITS: 100 MARKS)

Objective: *The course provides basic understanding about the fundamentals of insurance & risk management along with the prime components of Indian insurance industry.*

UNIT 1: FUNDAMENTALS OF INSURANCE (20% marks, 10 sessions)

Introduction – Meaning, Definition, Features, Need & Importance of Insurance; Insurance Contracts – Terminologies, Elements of a Valid Contract & Characteristics of Life Insurance Products; Indian Insurance Market – Nationalization, Privatization, Players in Life & Non-Life Insurance, Opportunities, Challenges & Recent Trends.

UNIT 2: RISK MANAGEMENT AND INSURANCE (20% marks, 10 sessions)

Risks – Meaning & Classification; Perils & Hazards – Meaning & Types; Insurable Risks – Features & Requirements; Underwriting of Risks; Risk Management – Meaning & Stages.

UNIT 3: INSURANCE PRODUCTS (35% marks, 28 sessions)

Life Insurance – Term Insurance, Whole Life Insurance, Endowment Policy, Children's Policies, Annuities, Group Insurance & Industrial Life Assurance; General Insurance – Property Insurance (Fire Insurance, Engineering Insurance, Contractors All Risk Insurance, Marine Cargo Insurance, Motor Insurance, Burglary Insurance & Money Insurance), Personal Insurance (Mediclaim Policies & Personal Accident Insurance) & Liability Insurance (Employers Liability Insurance, Public Liability Insurance, Professional Indemnity Insurance & Product Liability Insurance).

UNIT 4: INSURANCE REGULATIONS & INTERMEDIARIES (25% marks, 12 sessions)

Insurance Act, 1938; Duties, Powers & Functions of IRDA; Insurance Advertisements & Disclosure Regulations, 2000; Protection of Policy holders Interest Regulations, 2002; Third Party Administrators (Health Insurance) – Code of Conduct; Insurance Agents – Types & Code of Conduct; Insurance Brokers – Types & Functions.

Recommended Readings:

- ❖ Gulati, Neelam, Principles of Risk Management & Insurance, Excel Books.
- ❖ Misra, M.N. and Mishra, S.B., Insurance Principles & Practices, S. Chand Publication.
- ❖ Gupta P. K., Essentials of Insurance & Risk Management, Himalaya Publishing House.
- ❖ NSE NCFM Insurance Module.
- ❖ IRDA Handbook on Insurance.

Learning Outcomes: *The students will be equipped with the knowledge about fundamentals of insurance & develop an understanding about risk management in insurance business & various insurance products along with its regulatory framework & important intermediaries. The students will be prepared to answer IRDA online insurance examination for obtaining license to practice in the insurance industry.*

**BFS GEC 5: FINANCIAL MANAGEMENT
GENERAL ELECTIVE COURSE**

(4 CREDITS: 100 MARKS)

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

UNIT 1: FINANCIAL MANAGEMENT (20% marks, 5 sessions)

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.

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

Nature and Significance of Investment Decisions, Process; Project Classification; Investment Evaluation Criteria; Non-Discounting Criteria: Pay-Back, Accounting Rate of Return (Traditional Method); 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 AND CAPITAL STRUCTURE DECISIONS

(30% marks, 20 sessions)

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; 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 AND DIVIDEND DECISION

(20% marks, 15 sessions)

Meaning, Need, Determinants; Estimation of Working Capital Need; Management of Cash; Inventory & Receivables; 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.

Learning outcomes: After studying this course students will be able to take proper investment decisions and select the most viable and profitable project.

BFS GEC 6: STRATEGIC MANAGEMENT
GENERAL ELECTIVE COURSE
(4 CREDITS: 100 MARKS)

Objectives: *To enable students to understand the importance of strategic management decisions; to help them develop a holistic perspective of an organization; to enable students analyze the various strategic situations facing the organization and apply the concepts learned in the classroom to real-life events.*

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

Strategy – Meaning & Definition; Elements of Strategy – Mission, Vision, Objectives, Goals, Targets & Key Performance Indicators, Core Competencies & Market Opportunities, Effective Execution; Mintzberg’s Ten Schools of Thought for Strategy Formulation; Strategic Management – Meaning, Definition, Evolution, Characteristics, Merits, Limitations & Process.

UNIT 2: ENVIRONMENTAL SCANNING **(35% marks, 20 sessions)**

Environmental Scanning – Meaning, Process, Importance & Strategies – Environmental Threat & Opportunity Profile (ETOP), PEST Analysis; Portfolio Strategy – BCG Matrix, GE Nine Cell Matrix, SWOT Analysis, TOWS Matrix, SPACE Matrix; Competitive Strategy – Competitor Analysis, Porter’s Five Force Model; McKinsey’s 7S Framework.

UNIT 3: CORPORATE STRATEGIES & STRATEGIC CHANGE
(35% marks, 20 sessions)

Corporate Strategies – Meaning; Porter’s Generic Strategies – Low Cost, Differentiation, Focus; Growth strategies – Intensive Growth, Integrated Growth, Diversification Growth; Retrenchment Strategies – Turnaround Strategy, Captive Company Strategy, Transformation Strategy, Divestment Strategy, Liquidation Strategy; Combination Strategy.
Strategic Change – Meaning, Types of Change, Barriers to Change, Implementation of Strategic Change (Steps).

UNIT 4: GLOBALIZATION **(15% marks, 10 sessions)**

Globalization – Meaning, Factors Favouring Globalization, Obstacles to Globalization, Merits of Globalization; Globalization Strategies – Exporting, Foreign Investment, Mergers & Acquisitions, Joint Ventures, Strategic Alliance, Licensing & Franchising.

Recommended Readings:

- ❖ Cherunilam F.: Strategic Management, Himalaya.
- ❖ Gupta V., Gollakota K. & Srinivasan R. (2005): Business Policy & Strategic Management – Concepts & Application, Prentice-Hall.
- ❖ Lomash S. & Mishra P. K. (2005): Business Policy & Strategic Management, Vikas.
- ❖ Subba Rao P.: Business Policy & Strategic Management.

Learning Outcomes: After studying this course students will be able to analyze the various strategic situations facing the organization.

**BFS GEC 7: FUNDAMENTALS OF MARKETING
GENERAL ELECTIVE COURSE**

(4 CREDIT: 100 MARKS)

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, 15 sessions)

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 sessions)

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, 15 sessions)

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, 10 sessions)

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)

Learning outcomes: After studying this course students will be able to analyse the target market through market research and will also be in the position to do the pricing of the product.

BFS CC 12: STOCK MARKET OPERATIONS
(4 CREDITS: 100 MARKS)

Objective: *To introduce the student to the practical aspects of the functioning of stock exchanges in India.*

UNIT 1: INTRODUCTION TO STOCK MARKET (25% marks, 15 sessions)

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; - Introduction; major indices – SENSEX, NIFTY, sectoral indices; ; Markets in US, UK, Europe & Asia; important indices – Dow Jones, NASDAQ, S&P, FTSE, Nikkei, Shanghai, Hang Sang & any other.

UNIT 2: TRADING MEMBERSHIP (30% marks, 15 sessions)

Stock Brokers; NSE Membership; eligibility, procedure of new membership, Upgradation and transfer of membership, surrender of trading membership; Suspension & Expulsion of Membership; broker-clients relations: Client Registration Documents, Margins from the Clients, Execution of Orders, Contract Note, Payments/Delivery of Securities to the Clients, Brokerage, Segregation of Bank Accounts, Segregation of Demat (Beneficiary) Accounts.

Sub-Brokers: Eligibility, registration, cancellation; Sub Broker Client relations ; relations with client, securities funds, sub brokerage

UNIT 3: TRADING & SETTLEMENT MECHANISMS (25% marks, 15 sessions)

NSE: Transaction cycle and Settlement process, settlement agencies NEAT, Order & Trade Management, Trading rules, circuit filters, Pay In & Pay Outs, No delivery period.

BSE: Trading systems, Share groups on BSE, Settlement systems, BOLT, Types of Delivery - Bad and Short Deliveries, Auctions.

UNIT 4: RISK MANAGEMENT SYSTEMS (20% marks, 15 sessions)

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

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

Learning outcomes: After studying this course students will be familiar with the terminology and practices on major Indian stock exchanges, and recent developments in the area.

BFS CC 13: 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, 10 sessions)**

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 sessions)**

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

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

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, 10 sessions)

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

Learning outcomes: After studying this course students will be able to calculate returns on the securities.

**BFS CC 14: 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, 15 sessions)

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, 12 sessions)

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: (25% marks, 15 sessions)

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

(30% marks, 18 sessions)

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-Meaning.

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

Learning outcomes: After studying this course students will be aware of the various schemes available for self employment and will be motivated to take up entrepreneurship.

BFS SEC 2: FINANCIAL STATEMENT ANALYSIS
SKILL ENHANCEMENT COURSE
(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 (40% marks, 25 sessions)

Financial statements- Meaning Components and its needs, Financial statements Analysis - Meaning, advantages and disadvantages, parties interested in FSA, and Tools for FSA (Practical Problems on Comparative, Common size and Trend Analysis both Income statement and Balance Sheet along with interpretation). Value Added statement – Meaning and Preparation of Value Added Statement.

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

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

(20% marks, 10 sessions)

Understanding the Contents of Corporate Annual Reports- Letter to Shareholders, Business Description, Report on Internal Control, Directors Report; Management Discussion; Balance Sheet; Cash flow Statement; Significant Accounting Policies; Notes to Accounts, ; Auditors Report.

UNIT 4: CORPORATE GOVERNANCE (10% marks, 05 sessions)

Corporate Governance- Meaning, objectives, Needs, Principles and elements 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

Learning outcomes: After studying this course students will be able to do practical application in the published financial reports of the companies.

BFS GEC 8: COST AND MANAGEMENT ACCOUNTING
GENERIC ELECTIVE COURSE
(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: ELEMENTS OF COSTING **(20% marks, 10 sessions)**

Meaning, 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: PROCESS AND CONTRACT COSTING **(30% marks, 20 sessions)**

Meaning, advantages and applicability of process costing and contract costing, Process Costing: Excluding equivalent production, joint product, by product but inclusive of inter-process profits; Contract account for one year with Balance Sheet.

UNIT 3: BUDGETING **(30% marks, 20 sessions)**

Budgeting meaning and needs, Classification of Budgets, Preparation of Functional budgets - Sales, Production cash budget, Flexible budget and Master budget. (Practical problems to be based on cash budget, flexible budget, Sales budget and Production budget) and Zero base budgeting, Applications of marginal and differential costing as a tool for decision making – make or buy decision, Break-even analysis, shut down decision.

UNIT 4: MANAGEMENT ACCOUNTING & STANDARD COSTING

(20% marks, 10 sessions)

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

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 Readings:

- ❖ 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

Learning outcomes: After studying this course students will be able to prepare budgets and understand the techniques of management accounting.

**BFS GEC 9: CORPORATE RESTRUCTURING
GENERIC ELECTIVE COURSE
(4 CREDITS: 100 MARKS)**

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

UNIT 1: INTRODUCTION

(35% marks, 20 sessions)

Meaning, Objectives, Characteristics, Needs & Purposes of Corporate Restructuring; Forms & Components of Corporate Restructuring; Limitations of Corporate Restructuring; Global & Indian Scenario of Corporate Restructuring; Maximization of Organizational Value: Strategy Formulation – Steps & Methods; Strategic Approaches to Corporate Restructuring – SWOT Analysis, BCG Growth Share Matrix, Porter's Five Forces Model & Porter's Generic Strategies.

UNIT 2: MERGERS & ACQUISITIONS

(35% marks, 20 sessions)

Meaning, Definition & Types of Mergers; Motives behind Mergers; Merits of M & A; Merger Waves: US & Indian Experience; Theories of Mergers; Steps in Merger Process; Methods of Valuing a Company; Financial Synergies in M & A; Impact of M & A on Stakeholders; Reasons for Failures of M & A.

UNIT 3: TAKEOVERS

(15% marks, 10 sessions)

Meaning & Types of Takeovers; Motives behind Takeovers; Takeover Code in India; Economic Aspects of Takeovers; Considerations for Takeovers; Financing Takeovers; Takeover Defences; Takeover Bids.

UNIT 4: FUNDING OF MERGERS & TAKEOVERS

(15% marks, 10 sessions)

Selection of Financial Alternatives; Process of Funding; Funding through various Types of Financial Instruments – Equity Shares, Preference Shares, Private Placement, Buy Back of Shares, Employee Stock Ownership Plan, External Commercial Borrowings, Foreign Currency Convertible Bonds, Foreign Currency Exchangeable Bonds, Management Buyouts; Funding through Financial Institutions & Banks, Rehabilitation finance, Leveraged Buyouts.

Recommended Readings:

- ❖ Bhagaban Das, Debdas Rskhit & Sathya Swaroop Debashish: Corporate Restructuring: Mergers, Acquisitions and Other Forms, Himalaya.
- ❖ Weston, Chung & Hoag, Mergers: Restructuring and Corporate Control, PHI.
- ❖ S. ShivaRamu, Corporate Growth through Mergers & Acquisitions, Sage.
- ❖ John Humphrey, Kaplinsky & Saraph, Corporate Restructuring, Sage.
- ❖ Sudarshan: The Essence of Mergers & Acquisitions, PHI.
- ❖ Weston: Takeovers, Restructuring & Corporate Governance, PHI.

Learning Outcomes: After studying this course students will understand the process as well as appreciate the benefits & drawbacks of all forms of corporate restructuring.

BFS GEC 10: ORGANIZATIONAL BEHAVIOUR

GENERIC ELECTIVE COURSE

(4 CREDITS: 100 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: ORGANISATIONAL BEHAVIOUR (25% marks, 15 sessions)

What are Organisations? – Why do Organisations Exist? – Nature of Organisational Behaviour – Foundations of OB – Why Study OB? – Shortcomings – Organisational Arrangement for OB – Contemporary OB – Scope of Organisational Behaviour.

UNIT 2: GROUP DYNAMICS (25% marks, 15 sessions)

Nature of Groups – Types of Groups – Why do People Join Groups? – Group Development – Usefulness of Groups in Organisations – Pitfalls of Groups – Determinants of Group Behaviour – Group Structuring – Group Decision Making – Groups and OB.

UNIT 3: WORK STRESS (25% marks, 15 sessions)

Meaning and Definition – The Stress Experience – Work Stress Model – Burnout – Stress Management – Stress and Performance.

UNIT 4: ORGANISATIONAL BEHAVIOUR – The Emerging Challenges

(25% marks, 15 sessions)

Managing Diversity – Career Management – Talent Management – Changing Demographics of Work Force – Changed Employee Expectations – Globalisation – Technology Transformation – Promoting Ethical Behaviour and CSR – Organisational Justice.

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

Learning outcomes: After studying this course students will be able to understand the group dynamics and emerging challenges in organisational behaviour.

BFS CC 15: 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, 5 sessions)

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

UNIT 2: ANALYSIS OF PORTFOLIO (35% marks, 20 sessions)

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

UNIT 3: RISK-RETURN ANALYSIS (25% marks, 15 sessions)

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

UNIT 4: PORTFOLIO MANAGEMENT: MEANING & APPROACH

(30% marks, 20 sessions)

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

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
- ❖ 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*

Learning outcomes: After studying this course it will help the student learn how to analyze portfolios and also create awareness of emerging issues in the area of investment and portfolio management.

BFS CC 16: INTERNATIONAL FINANCE AND FOREIGN EXCHANGE MARKET
(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, 10 sessions)

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, 15 sessions)

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 & FOREIGN EXCHANGE MARKET

(30% marks, 10 sessions)

Foreign Direct Investment- meaning; determinants of FDI; Foreign Portfolio Investment – meaning; Determinants of FPI. 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

UNIT 4: BALANCE OF PAYMENTS (25% Marks, 20 session)

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

Recommended Readings:

- ❖ O.P. Agarwal, B.K. Chaudhuri (2015): foreign trade & Foreign Exchange, Himalaya publishing House, Mumbai
- ❖ Andley K. K. & Mattoo V. J. (1996): Foreign Exchange: Principles and Practice, New Delhi, Sultan Chand & Sons, 8eAvadhani V. A. (2004): International Finance, Mumbai, Himalaya Carbaugh R. J. (1994): International Economics, Cincinnati, South-Western College
- ❖ Macmillan Jeevanandam C. (2002): Foreign Exchange: Practice, Concepts and Control, New Delhi,
- ❖ Sultan Chand & Sons Keshkamat V. V. (1985): Foreign Exchange: An Introduction,
- ❖ Avadhani V.A. (2004) International Finance, Mumbai, Himalaya

Learning outcomes: After studying this course students will be aware of the procedures involved in the financing of international trade and various types of foreign exchange transactions

**BFS DSEC 1: E-COMMERCE AND E-ACCOUNTING
DISCIPLINE SPECIFIC ELECTIVE COURSE
(4 CREDITS: 100 MARKS)**

Objectives: To develop an understanding of web based Commerce, equip students to assess E-Commerce requirements of a business and develop e-business plans.

UNIT 1: INTRODUCTION TO E-COMMERCE (30% marks, 15 sessions)

E-Commerce and E-Business, Categories of E-Commerce, Growth & Development of E-Commerce, Business Models and Revenue Models, Business Processes and E-Commerce, Economic Forces & E-Commerce, Identifying E-Commerce Opportunities, International Nature of E-Commerce.

UNIT 2: E-MARKETING AND E-PAYMENT SYSTEMS (30% marks, 20 sessions)

E-Marketing, Creating, Hosting and Designing a Website, Web Marketing Strategies, Market Segmentation on the Web, Advertising on the Web, Creating & Maintaining Brands on the Web, E-Payment Solutions – Basics of Online Payments, Payment Cards, E-Cash, E-Cheques, E-Wallets, Stored Value Cards, E-Banking & Mobile Commerce.

UNIT 3: E-CRM (CUSTOMER RELATIONSHIP MANAGEMENT) AND E-SCM (SUPPLY CHAIN MANAGEMENT): (30% marks, 15 sessions)

CRM vs E-CRM, Technologies in E-CRM, E-CRM Capabilities & Customer Life Cycle, E-SCM using Internet technologies, Value Creation in Supply Chain, Using E-SCM for 'Real-time' Benefits.

UNIT 4: FUNDAMENTALS OF E-ACCOUNTING (10% marks, 10 sessions)

E-Accounting – Meaning & Features, E-Accounting Softwares – Tally, SAP, Oracle and Batchmaster, E-Accounting Adoption Model, Benefits & Costs of E-Accounting, Importance and Uses of E-Accounting, E-Accounting in India – Challenges & Prospects.

RECOMMENDED READINGS:

- ❖ E-Commerce Strategy, Technology & Applications, David Whiteley, Tata McGraw Hill Publishing Company Ltd.
- ❖ E-Commerce Strategy, Technology & Implementation, Gary P. Schneider, Cengage Learning India Pvt. Ltd.
- ❖ 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.

Learning outcomes: After studying this course students will be able to assess e-commerce requirements of a business and develop e-business plans

BFS DSEC 2: MARKETING OF FINANCIAL SERVICES
DISCIPLINE SPECIFIC ELECTIVE COURSE
(4 CREDITS: 100 MARKS)

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

UNIT 1: CATEGORIES OF FINANCIAL PRODUCTS (25% marks, 15 sessions)

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 (35% marks, 20 sessions)

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 (25% marks, 15 sessions)

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 (15% marks, 10 sessions)

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

Learning outcomes: After studying this course students will be expert in marketing of the financial services which is the core business activity today.

BFS DSEC 3: MUTUAL FUNDS MANAGEMENT
DISCIPLINE SPECIFIC ELECTIVE COURSE
(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, 10 sessions)**

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 sessions)**

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 sessions)**

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, 10 sessions)

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.

Learning outcomes: After studying this course students will know in detail about the mutual fund industry.

BFS DSEC 4: DERIVATIVES: EQUITY AND CURRENCY
DISCIPLINE SPECIFIC ELECTIVE COURSE
(4 CREDITS: 100 MARKS)

Objective: This subject is designed to provide a basic understanding about the Derivatives and Commodity Markets to the students.

UNIT 1: INTRODUCTION TO DERIVATIVES (15% marks, 10 sessions)

Derivatives Defined; Products, Participants and Functions; Derivatives Markets; Spot versus Forward Transaction; Exchange Traded Versus OTC Derivatives; Some commonly used Derivatives; Difference between Commodity And Financial Derivatives; Physical Settlement; Warehousing; Quality of Underlying Assets

UNIT 2: INSTRUMENTS AVAILABLE FOR TRADING (25% marks, 15 sessions)

Forward Contracts; Futures Contracts; Distinction between Futures and Forward Contracts; Futures Terminology; Introduction to Options: Option Terminology - Basic Payoffs, Payoff for Buyer of Asset: Long Asset, Payoff for Seller of Asset: Short Asset; Payoff For Futures, Payoff for Buyer of Futures: Long Futures, Payoff for Seller of Futures: Short Futures; Payoff For Options - Payoff for Buyer of Call Options: Long Call, Payoff for Writer of Call Options: Short Call, Payoff for Buyer of Put Options: Long Put, Payoff for Writer of Put Options: Short Put

UNIT 3: COMMODITY DERIVATIVES (25% marks, 10 sessions)

Evolution of Commodity Exchanges; Commodity Exchange; Role of Commodity Exchanges; Commodity Derivative Markets in India; Indian Commodity Exchanges; Global Commodity Derivatives Exchanges; Recent Developments

UNIT 4: TRADING, CLEARING AND SETTLEMENT (35% marks, 25 sessions)

Trading - Futures Trading System; Entities in The Trading System; Commodity Futures Trading Cycle; Order Types And Trading Parameters; Permitted Lot Size; Tick size for contracts & Ticker symbol; Quantity Freeze; Base Price; Price Ranges of Contracts; Order Entry on the Trading System; Margins For Trading In Futures

Clearing - Clearing Mechanism; Clearing Banks; Depository participants

Settlement - Settlement Mechanism; Settlement Methods; Entities involved in Physical Settlement, Risk Management

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

Learning outcomes: After studying this course the students will learn the difference between Commodity and Financial derivatives, the Instruments available for trading, Trading, Clearing & Settlement of Derivative Contracts and also the regulatory framework for Derivative market in India.

BFS CC 17: INTERNSHIP REPORT AND SEMINAR

(24 CREDITS: 600 MARKS)

Students will write a report on the internship completed by them.

The Report will be evaluated by the assigned guide and the DFC. The Report must be submitted to the department through the guides, after which the internship seminars will be conducted. The seminar will be an open seminar, to be attended compulsorily by all students of the class.

The student shall make a presentation of the work before the DFC with a minimum of three members, who shall assess the work. Average of the marks of all the members present shall be considered for the evaluation of the Project Reports which shall carry 50% of the total marks assigned for Project Reports.

The Guide shall assess the Project Reports independently for 50% marks. The final marks for the Project Reports shall be an aggregate of the assessment by the guide and by the DFC.