

MANONMANIAM SUNDARANAR UNIVERSITY
TIRUNELVELI
PG - COURSES – AFFILIATED COLLEGES
Course Structure for M. Com.
(Choice Based Credit System)
(With effect from the academic year 2017-2018 onwards)

Sem.	Sub. No.	Subject status	Subject Title	Contact Hrs./ Week	Credits
(1)	(2)	(4)	(4)	(5)	(6)
I	1	Core-1	Management Accounting	6	4
	2	Core-2	Advanced Business Statistics	6	4
	3	Core-3	Management Concepts and Organizational Behaviour	6	4
	4	Core-4	Office Automation	6	4
	5	Core-5	Modern Marketing Management	6	4
II	6	Core-6	Financial Management	6	4
	7	Core-7	Quantitative Techniques for Decision Making	6	4
	8	Core-8	Legal Frame work of business	5	4
	9	Core-9	Business Environment	5	4
	10	Core-10	Retail Management	4	4
	11	Elective - 1	Entrepreneurship Development	4	3

MANAGEMENT ACCOUNTING

L	T	P	C
6	0	0	4

Objective:

The objective of the course is familiarising the management accounting practices used by management for effective administration.

Unit I

Introduction and Financial statement Analysis

Management Accounting: Definition, Scope, Objectives, Functions, Advantages and Limitations
- Management Accounting Vs. Financial Accounting - Management Accounting Vs. Cost Accounting - Tools of Management Accounting - Installation of Management Accounting system - Organisation for Management Accounting

Unit II

Funds Flow analysis and Cash Flow analysis

Funds Flow Analysis: Concept of fund - Procedure for preparation of Fund Flow Statement –
Cash Flow Analysis: Procedure for preparation of Cash Flow Statement as per AS3 –
Differences between Fund Flow Statement and Cash Flow Statement.

Unit III

Marginal Costing and Break Even Analysis

Marginal Costing - Important concepts – Marginal costing and Absorption costing – Break Even Analysis – Cost Volume Profit Analysis – Managerial Applications of Marginal costing.

Unit IV

Standard costing and Variance Analysis

Standard cost and Standard costing – Analysis of variances: Direct Material, Direct Labour, Overhead and Sales variances

Unit V

Budgetary Control

Budget – Budgeting – Budgetary Control - Functional budgets: Sales, production, production cost, purchases, purchase cost and cash budget – Fixed and Flexible Budget – Master budget - Zero Base Budgeting.

References

1. Management Accounting, S.N.Maheshwari, Sultan Chand & Sons, New Delhi.
2. Management Accounting, Dalston L Cecil and Jenitra L Merwin, LearnTech Press, Trichy.
3. Management Accounting, ShashiK.Gupta and R.K.Sharma, Kalyani Publishers, New Delhi.

ADVANCED BUSINESS STATISTICS

L	T	P	C
6	0	0	4

Objective:

The objective of the course is to acquaint students with important statistical techniques for managerial decision making .The emphasis will be on their applications to business and economic situations

Unit I

Probability Distribution: Theoretical Distribution - Binomial, Poisson, and Normal Distributions and their applications to business.

Unit II

Statistical Inference: Test of Hypotheses: – Standard error and sampling Distribution - procedure for testing of Hypothesis- Two tailed and one tailed Test of Hypothesis – Assumptions of the Parametric data- Z test-One sample T Test-Independent Sample T test– Paired sample T Test - Analysis of Variance (ANOVA)

Unit III

Non Parametric Tests: Chi-square tests-Sign tests-Kruskal-Wallis test- Mann Whitney U test.

Unit IV

Statistical Decision Theory: Decision making Environments – Criteria for making decision under condition of risk and uncertainty- Expected value approach.

Unit V

Statistical Quality Control: Control charts for variables and attributes-Acceptance sampling.

Books for Refeence:

- 1.Statistical methods - S.P.Gupta
- 2.Fundamentals of Statistics- Gupta, S.C.,
3. Levin, R.I. and D.S. Rubin, *Statistics for Management*, Prentice-Hall of India.
4. Spiegel, M.R. *Theory and Problems of Statistics*, Schaum Publishing Company.
5. Aczel, Amir D., *Complete Business Statistics*, McGraw Hill, 1999.
6. Kazmeir Leonard J., Norval F. Pohl, *Basic Statistics for Business and Economics*, McGraw Hill International (2nd ed.)

MANAGEMENT CONCEPTS AND ORGANISATIONAL BEHAVIOUR

L	T	P	C
6	0	0	4

Objective

The objective of this course is to help students understand the conceptual frame work of management and organizational behavior.

Unit-I

Management- Definition- Functions of manager- Management function – Planning, organizing, Authority responsibility, Powers of delegation, Decentralization, Staffing directing, Co-ordinating, Control- nature, process and techniques.

Unit-II

Organizational behaviour- evolution, Development, relationship between organization behavior and management, Attitudes, Perception, Learning, Personality, Transaction analysis Motivation- Meaning, concepts, Theories of motivation, Motivation and Morale

Unit III

Group dynamics- Definition, importance, Types of groups, Group formation and development, Composition, Performance, Leadership- Styles, theories.

Unit IV

Organizational change and development –Planned change- resistance to change and managing change. Organizational development (OD) meaning, objectives, models and OD interventionism

Unit-V

Quality of working life (QWL)- Evolution and development of constituents of Quality of work life QWL in Indian context International organizational behavior- cultural differences and similarities, individual behaviour in International organization- Group behaviour- Organisation characteristics- organization change and managerial career.

Books for Reference:

Principles of Management- L.M Prasad

Organizational Behavior- S.S.Khanka S.Chand& Company Ltd-2005

Organizational Behavior- Stephen P.Robbins- Pearson Education SinaporeP.Ltd.,

Reference books

Stephens P.Robbins- OrganisationalBehaviour, Prentice Hall 1997.

Organizational Behavior- Aswathappa- Himalaya Publishing House.

Organizational Behavior- John W.Navstrom and Keith Davis.Tata McGraw Hill.

Understanding Organizational Behavior- UdaiPareek- Oxford University Press

Organisational Behaviour Text and cases, Avinash.K.Chitale,et.al.,PHI Learning Private Limited

OFFICE AUTOMATION

L	T	P	C
6	0	0	4

Objective:

The objective of the course is to make the students to learn modern methods of office automation through computer

UNIT-I

MS-Word 10

Page formatting-working with columns-constructing high quality tables-working with complex documents-mail merge-publishing online forms.

UNIT-II

MS-Excel

Creating Excel worksheets-entering and editing cell entries, working with numbers, changing worksheet layout, other formatting options-printing in Excel-using functions and reference- naming ranges-creating charts- using custom and special effects-using financial and statistical functions.

UNIT-III

MS-Access

Objectives of Access Database-parts of Access window-starting Microsoft Access-creating a new database-creating a database through table wizard-creating table through Design window-Query-forms-Report.

UNIT-IV

MS-Power point

Creating power point presentation: creating a basic presentation-building presentation-modifying visual elements-formatting and checking text-adding objects-applying transitions-animation effects-preparing handout-taking the show on the road.

UNIT-V

Business Engineering and ERP

Business engineering-introduction-significance-principles-Enterprise Resource Planning (ERP)-introduction-evolution-integrated system approach-business benefits-ERP in business processes.

Text Books:

1. **Stephen L. Nelson**, "Office 2010,Computer Reference", Tata McGraw Hill Publishing company Ltd.
2. **Sumner Mary**- "Enterprise Resource Planning", Pearson Education, inc. I Edition 2012.

Reference Books:

1. **Gini Courter &AnnetelMaraquis**, "MS-Office 2010",BPB Publishing.
 2. **Alexis Leon**, "Enterprise Resource Planning", II Edition,Tata McGraw Hill Publishing company Ltd.2007.
 3. **GargVinodkumar, Venkitakrishnan.N.K.**, "Enterprise Resource Planning- Concept and Practice", II Edition, PHI Learning2009.
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MODERN MARKETING MANAGEMENT

L	T	P	C
6	0	0	4

Objective:

The course intends to impart students with modern marketing management practices

UNIT I:

Introduction: Concept, nature, scope and importance of marketing; Marketing concept and its evolution; Marketing mix; Strategic marketing planning – an overview. Issue and Developments in marketing: Social, ethical and legal aspects of marketing; Marketing of Services; International marketing; Green marketing; Cyber marketing; MLM-Relationship marketing and other developments in marketing.

UNIT II:

Product Decisions: Concept of a product; Classification of products; major product decisions; product line and product mix; Branding; Packaging and labeling; Product life – cycle – strategic implications; New product development and consumer adoption process.

UNIT III:

Marketing Research – Marketing Environment – Marketing Information System – Difference between Marketing Research and Marketing Information System .Pricing Decisions: Factors affecting price determination; Pricing policies and strategies; Discounts and rebates.

UNIT IV:

Distribution Channels and Physical Distribution Decisions; Nature, functions, and types of distribution channels; Distribution channel intermediaries; Channel management decisions; Retailing and wholesaling.

UNIT V:

Promotion Decisions: communication process; Promotion mix – advertising, personal selling, sales promotion publicity and public relations; Determining advertising budget; Copy designing and its testing; Media selection; Advertising effectiveness; Sales Promotion – tools and techniques.

Reference :

1. Kotler, Philip: Marketing Management – Analysis, planning, implementation and control, Prentice Hall New Delhi.(latest edition).
2. Marketing: A Managerial Introduction: J.C. Gandhi, McGraw Hill Publications, latest edition.
3. Majumdar, Rananuj; Product Management in India, Prentice hall, New Delhi. \
4. MC Carthym E. jenone and William D perreaultJr;Basic Marketing; Managerial approach, Richard D.irwn, Homewood , Illiois. Reprint.
5. Ramaswamy, V.S and Namakumari,S; Marketing management, Macmillan India, New Delhi.
6. Srinivasan, R;Case studies in marketing; the Indian context, Prentice Hall, New Delhi.
7. Stanton, William J. and chariesfutrell; fundamentals of marketing; McGraw hill publishing co., New York.
8. Still.RichardR,EdwardW.Cundiff and Norman A.P Govoni Sales Management: Decisions, Strategies and cases, Prentice Hall, New Delhi.
9. Chandra Bose, Modern Marketing – Principles & Practice, Prentice Hall, New Delhi.
- 10.Chandrasekar,K.S,Marketing Management-Text Cases, Vijay Nicole Imprints Private Limited,Chennai

FINANCIAL MANAGEMENT

L	T	P	C
6	0	0	4

Objective:

The objective of the course is to make the students acquainted with modern principles of financial management.

UNIT- I

Financial Management – Meaning – Nature and scope of finance – Objectives – Profit Vs Wealth maximization – Finance functions – Functions and role of Finance Manager – Time value of money.

UNIT –II

Capital Budgeting – Investment decisions – NPV, IRR., ARR - Payback period – Profitability Index – NPV and IRR comparison- Capital rationing – Risk analysis – Time Value of money - Techniques.

UNIT –III

Cost of Capital – Significance, Importance and concepts – Cost of Debt – Preference capital – Equity capital – Retained earnings – Combined cost of capital (Weighted) - Cost of equity – CAPM.

UNIT – IV

Capital structure theories – Traditional and MM hypothesis – Determining capital structure in practice – Operating, financial and combined leverage – Measurement of Leverages – Effects of operating and financial leverage on profits – Significance of leverage.

UNIT-V

Working capital Management – Meaning – Significance – Types of working capital – Estimation of Working capital requirements – Management of cash – Dividend policies – Issues in dividend decisions – Walter model – Gordon’s model – M.M hypothesis forms of dividend.

Books for reference:

1. Khan MY, Jain Pk, Financial Management; Tata McGraw Hill, New Delhi
2. Chandra, Prasanna, Financial Management, Tata McGraw Hill, Delhi
3. Pandey, I.M., Financial Management, Vikas Publishing house, Delhi
4. Maheswari S.N. Financial Management: Principles and Practice, Sultan Chand and sons, New Delhi, 2013
5. Tulsian.PC, Bharat Tulsian, Financial Management, S. Chand New Delhi 2010
6. P.Periasamy, Financial Management, Vijaay Nicole Imprints Pvt. Ltd.,2015

QUANTITATIVE TECHNIQUES FOR DECISION MAKING

L	T	P	C
6	0	0	4

Objective:

The objective of the course is to acquaint the students with the use of quantitative models in decision making.

UNIT I

INTRODUCTION AND LINEAR PROGRAMMING:

Operations Research-Quantitative Approach to Decision Making - Nature and Significance of OR in Decision Making-Models in Operations Research- Application Areas of Operation Research- Linear Programming-General Concepts -Definitions - Assumptions in Linear Programming - Limitations in Linear Programming - Applications of Linear Programming - Formulation of LP Problems - Solution Methods : Graphical method (maximization and minimization)- Simplex method (maximization and minimization(Big M Method)).

UNIT II

TRANSPORTATION

Concepts- Formulation of Transportation Problem- Balanced and Unbalanced Problems- Minimization and Maximization Problems, Finding IBFS - Northwest Corner Rule(NWCR) , Least Cost Rule (LCR) and Vogel’s Approximation Method(VAM) - Optimality Tests - Modified Distribution method (MODI).

UNIT III

ASSIGNMENT PROBLEMS

Concepts - Mathematical Formulation of an Assignment Problem - The Assignment Algorithm (Hungarian Assignment method) - Balanced and Unbalanced Assignment Problems- Minimization and Maximization Problems-Restricted and Reserved routes / choice - Travelling Salesman Problem as an Assignment Problem.

UNIT IV

PROJECT MANAGEMENT AND QUEUING MODELS

Introduction- Types of Networks - CPM : Critical Path Method and PERT: Programme Evaluation Review Technique – Basic differences between CPM and PERT - Drawing a network - Obtaining of Critical Path- Time estimates for activities.-Probability of completion of project- Determination of floats (total, free, independent)-Queuing Models- Introduction, Concepts, Terminology - General structure of queuing system - Operating Characteristics of Queuing system - Poisson-exponential single server model(finite population).

UNIT V

REPLACEMENT ANALYSIS AND SIMULATION

Replacement of capital assets – discrete cases when time value of money is not considered and when time value of money is considered.-Replacement of items that fail suddenly
-Monte-Carlo method of simulation.

Books for reference:

1. Operations Research - J.K. Sharma, Macmillan India Ltd.
2. Operations Research – V.K.Kapoor ,Sultan & Sons
3. Operational Research - An Introduction, Taha, H.A - Macmillan
4. Operations Research – Kanti Swarup, P.K. Gupta, Man Mohan, S. Chand
5. Operations Research-S.Gurusamy, Vijay Nicole Imprints Private Limited
6. Operations Research-R.Panneerselvam, Vijay Nicole Imprints Private Limited

LEGAL FRAME WORK OF BUSINESS

L	T	P	C
5	0	0	4

Objective:

To create the knowledge of Legal perspective and its practices to improve the business.

UNIT I

Payment of Wages Act – Payment of Bonus Act – Industrial Disputes Act, Sale of Goods Act 1930.

UNIT II

Provisions of Companies Act 2013 relating to Company Administration – Board of Directors – Manager – Managing Director – Provisions relating to various types of meetings and their related items – powers, duties and liabilities of Directors – Corporate Governance.

UNIT III

Foreign Exchange Management Regulation Act1999, Objective and definitions under FEMA – Dealings in foreign exchange – holding of foreign exchange etc. current account transactions, capital account transactions – export of goods and service realization and repatriation of foreign exchange – Exemptions authorized person – penalties and enforcement – Compounding of offences – Directorate of enforcement – Appellate Tribunal etc.

UNIT IV

Environmental Legislation Legal and regulatory frame work – procedures for obtaining various environment clearances – role and function of Environments of Environment Tribunal / Authority – Appearance before Environment Tribunal / Authority – Environment Audit.

UNIT V

Consumer Protection Act – Consumer rights, Procedures for Consumer grievances redressal, Types of consumer RedressalMachinaries and Forums – Competition Act 2002 – Cyber crimes, IT Act 2000 and 2002, Cyber Laws, Introduction of IPR – Copy rights, Trade Marks, Patent Act.

TEXT BOOKS

1. N.D. Kapoor, Elements of mercantile Law, Sultan Chand and Company, India, 2006.
2. P.K. Goel, Business Law for Managers, Biztantatara Publishers, India, 2008.
3. AkhileshwarPathack, Legal Aspects of Business, 4th Edition, Tata McGraw Hill, 2009.
4. Kapoor, N.D. “Elements of Mercantile laws”, Sultan Chand & Sons New Delhi, 1999
Maheshwari, S.N &Maheshwari, S.K “A Manual of Business Laws”, Himalaya Publishing House Bombay, 2003.

REFERENCES

1. P.P.S. Gogna, Mercantile Law, S.Chand& Co. Ltd., India, Fourth Edition, 2008.
2. Dr.Vinod, K.Singhania, Direct Taxes Planning and Management, 2008.
3. Richard Stim, Intellectual Property- Copy Rights, Trade Marks, and Patents, Cengage Learning, 2008.
4. Balanchandran V., Legal Aspects of Business, Tata McGraw Hill, 2012.
5. Daniel Albuquerque, Legal Aspect of Business, Oxford, 2012.
6. Ravinder Kumar – Legal Aspect of Business – Cengage Learning, 2nd Edition – 2011.
7. K.C. Mishra and M.Bakshi, legal and Regulatory Aspects of Insurance, CENGAGE learning, Delhi, 2005.
8. Kenneth A.Abraham, Kenneth S. Abraham Insurance laws Regulation : Cases and Material, Foundation Press, 2005.
9. Corporate Laws – Taxman Publication.

BUSINESS ENVIRONMENT

L	T	P	C
5	0	0	4

Objective:

The objective of the course is to make the students to understand the changing environment around the business.

Unit I

Business environment – Meaning – Types of environment – Internal and external environment. Environment analysis and forecasting – Techniques for environmental analysis – Approaches to environmental analysis – Types of forecasting – Techniques for environmental forecasting – Benefits of environmental analysis – Limitation of environmental forecasting.

Unit II

Business and society – Business ethics and values – Culture and business. Corporate governance – Need and importance of corporate governance – Principles of good corporate governance – Corporate transparency – Corporate accountability – Recommendations of Birla committee. Industrial policy – Industries (Development and Regulation Act) – Industrial Licensing.

Unit III

Public sector – growth and performance – the new public sector policy – Organisation of public enterprises – government control over public enterprises. Pricing policy of public enterprises – private sector – joint sector – co-operative sector. Privatisation and disinvestment – Arguments against privatisation – Rengarajan committee on disinvestment – Privatisation in India.

Unit IV

Globalisation of business – Stages of globalisation – Essential conditions of globalisation – Pros and cons of globalisation – WTO and India International investments – Types of foreign investments – Regulation of foreign investments – Foreign investments by Indian companies – Multinational corporations.

Unit V

Social responsibility of business – Social orientation of business – Responsibilities of business to different sections – Arguments for and against social movement – Social Audit.

Reference Books

1. Dr. C.B. Gupta, “Business Environment” Sultan Chand and Sons, New Delhi, 2011.
2. Francis Cherunilam, “Business Environment Text and cases” Himalaya Publishing House, Mumbai, 2011.
3. H.L.Ahuja, ‘Economic Environment of Business’, S.Chand, New Delhi, 2009.

RETAIL MANAGEMENT

L	T	P	C
4	0	0	4

Unit – I

Introduction: – Meaning – Concepts – Formats of Retailing – Functions – Importance – Retail trends in India.

Unit – II

Retail Merchandising: - Basics of Retail Merchandising – Process –Methods – Retail Merchandise Mix – Merchandise buying – Analysing – Merchandise Performance.

Unit – III

Retail location strategy: - Importance of location decisions – Retail Franchising – Types of Retail location and site locations – Determining Factors – Retail location theories – Strategic Retail Planning Process.

Unit – IV

Retail Market Segmentation: - Market segmentation – Benefits of market segmentation – Segmenting, targeting and positioning – Criteria for effective market segmentation – Dimensions of segmentation.

Unit – V

Retail store Operation: - Elements of Retail store – Operations – Management of Retail outlet – Role of centralized retailers – Operations master schedule (OMS) – Store Maintenance.

Reference Books

1. Dr.Harjit Singh, “Retail management” A Global Perspective Text and Cases , “Sultan Chand Publications.
- 2.”Chetan Bajaj”, Rajnish Tuli and Nidhi V Srivastva. “Retail Management” Oxford University Press.
3. Gibson.G.Vedamani, “Retail Management – Functional and Practices, “Jaico Publishing house.
4. Suja Nair, “Retail Management” – Himalaya Publishing house.
5. David Gilbert “Retail Marketing management- Pearson Education low price Edition, New Delhi 2008.

ENTREPRENEURSHIP DEVELOPMENT

L	T	P	C
4	0	0	3

Unit – I

Entrepreneur – Meaning - Types of Entrepreneurs – Characteristics – Factors affecting Entrepreneurial growth – Knowledge and skills of Entrepreneur’s – Functions of Entrepreneurs.

Unit – II

Entrepreneurial motivation – Need – Objective – Achievement of motivation training – Self Rating – Stress Management – Entrepreneurship development programme.

Unit – III

Micro, small and medium Enterprises – Definition – Characteristics – Objectives – Advantages and disadvantages – Importance – Problems of Micro, small and medium (MSM) enterprises – Steps involved in starting up a business.

Unit – IV

Finance and Accounting – Need – Source of Finance, Term loans – Capital structure – Financial Institutions – Taxation.

Unit – V

Women Entrepreneur – Concept – Reasons for the slow growth in India – Problems of women Entrepreneurs – Measures for the development of women Entrepreneurs in India – Sickness of small business – Concept - Consequence - Connective measures.

Reference Books

1. S.S.Kanka: Entrepreneurial Development, Sultan Chand.
2. C.B. Gupta & N.P.Sreenivasan : Entrepreneurial Development, Sultan Chand.
3. Prasanna Chandra: Project Planning, Analysis, Selection, Implementation and Review, Tata McGraw Hill.
4. Nirmal K. Gupta: Small industry – Challenges and Perspectives, Anmol Publications.
5. Vasantha Desai: Small Scale Industries and Entrepreneurship, Himalaya.

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PG - COURSES – AFFILIATED COLLEGES
Course Structure for M. Com.
(Choice Based Credit System)
(With effect from the academic year 2017-2018 onwards)

Sem.	Sub. No.	Subject status	Subject Title	Contact Hrs./ Week	Credits
(1)	(2)	(4)	(4)	(5)	(6)
III	12	Core-11	Advanced Corporate Accounting	6	4
	13	Core-12	Taxation and Tax Planning	6	4
	14	Core-13	E-Commerce	5	4
	15	Core-14	Human Resources Management	5	4
	16	Core-15	Research Methodology	4	4
	17	Elective-2	Modern Banking	4	3
	Sub Total				30
IV	18	Core-16	Advanced Cost Accounting	6	4
	19	Core-17	Computerized Accounting package – Tally 9.0 (Lab-4; Theory-2)	6	4
	20	Core-18	Indirect Taxation	5	4
	21	Core-19	Financial Markets	5	4
	22	Core-20	Project	8	8
	Sub Total				30
Total				120	90

For the Project, flexible credits are b/w 5 – 8 & Hours per week are b/w 10 - 16.

Total number of credits ≥ 90	:	90
Total number of Core Courses	:	20 (19 T + 1 Prj.)
Total number of Elective Courses	:	2
Total hours	:	120

Total Credits

First Semester 20 credits

Second Semester 23 credits

Third Semester 23 credits

Fourth Semester 24 credits

Total number of Credits 90

Total number of papers/courses 22

Internal Assessment:

Internal Assessment is for 25 marks. Internal Assessment shall be done in the following manner:

- | | | |
|------|---|-------------|
| i) | The average of the best two scores of the students from three tests of an hour duration shall be averaged | -- 15 marks |
| ii) | Assignment | -- 4 marks |
| iii) | Seminars | -- 6 marks |
| | | ----- |
| | | 25 marks |
| | | ===== |

Passing Minimum:

There is a pass minimum of 50 for external and overall components

For all problems involving papers 60% for problem and 40% for theory questions shall be asked.

(For Indirect Taxation Theory 80% and Problem 20%)

Industrial Visit

Industrial visits are compulsory for students of commerce. On duty leave shall be sanctioned to the staff accompanying the students.

Eligibility for admission

A Candidate who has passed the B.Com, or B.A. (Corporate Secretaryship), or B.B.A., (Bank Management), or B.A. (Co-op), or B.A. (Indus. Org.) or B.Com. (C.A) degree is eligible for admission in to M.Com.,

**MODEL QUESTION PATTERN FOR M.Com., COURSE
WITH EFFECT FROM 2017-2018.**

The question paper consists of 3 sections, A, B and C.

Questions should cover all the units in the syllabus.

In case of quantitative papers questions shall be in the ratio of 60 percent for problem and 40 percent for theory.

Section –A

Multiple choice questions. (10 x1=10)

Section – B

In this Section 5 questions are to be asked with internal choice(5 x5= 25)

Section – C

In this section 5 questions are to be asked with internal choice.(5 x8= 40)

ADVANCED CORPORATE ACCOUNTING

L	T	P	C
6	0	0	4

Pre- requisites:

1. The students should have basic knowledge on financial accounting
2. The students should have general idea about companies.

Objectives:

1. To educate students on recent developments in corporate accounting
2. To teach the students on various requirements of corporate reporting.
3. To develop skill in preparation of accounts of companies.
4. To help the students to understand the techniques of restructuring and liquidating corporate entities.
5. To make the students to qualify to get employment in corporate companies

Outcomes:

1. On the successful completion of this course the student will be able to gain knowledge and understand the concepts and practices of company accounts
2. The students shall have a comprehensive understanding on the advanced issues in accounting.
3. The students shall acquire a thorough knowledge in banking accounts. It helps them even to appear for competitive bank examinations.
4. The students shall get an exposure on the accounts of electricity companies

Unit I

Alteration of Share Capital& Amalgamation Absorption and Reconstruction;

Alteration of Share Capital - Procedure for Reducing Share capital. **Amalgamation, absorption and External reconstruction** - Methods of Computing purchase consideration-types of amalgamation. Internal reconstruction Vs External reconstruction – simple problems. **(20L)**

Unit II

Valuation of Goodwill& Liquidation of companies:

Valuation of Goodwill – Factors determining the value of Goodwill-Methods of valuation of Goodwill. **Valuation of shares** – Methods of valuation of shares – **Liquidation of companies** – Liquidators final statement of accounts – simple problems. (15L)

Unit III

Accounts of Banking Companies:

Accounts of Banking companies - Rebate on bills discount – Assets classification and provisions – preparation of various schedules and final accounts – Simple problems. (15L)

Unit IV

Accounts of Insurance companies:

Accounts of Insurance companies : Life Insurance and General Insurance – Preparation of various schedules and final accounts. Simple problems. (20L)

Unit V

Double Accounting & Accounts of Holding Companies:

Double Accounting – Accounts of Electric supply companies (including railways and public utilities). Replacement of assets – preparation of final accounts.**Accounts of Holding companies** : steps involved in preparation of consolidated balance sheet - legal provisions – simple problems. (20L)

(Total :90L)

Reference books

Advanced Accountancy ,S.P.Jain and K.L.Narang.

Advanced Accounts,M.C.Shukla, T.S.Grewal, S.C.Gupta

Advanced Corporate accounts – by M.A.Arulanandam, K.S.Raman

Advanced Accountancy, R.L.Gupra, M.Radhaswamy.

TAXATION AND TAX PLANNING

L	T	P	C
6	0	0	4

Pre- requisites

The students must have a basic knowledge on taxation and corporate accounting practices.

Objectives:

1. To educate the students on tax implications on business.
- 2.To feed latest developments in corporate taxations
3. To make the students to know about various tax planning methods to minimize tax liability.
5. To educate tax planning and assessment procedures for individuals, firms and companies.

Outcomes:

1. Students shall get working knowledge on the legitimate way of tax planning
2. Students get an understanding on the objectives of taxation
3. Students shall be able to compute different tax liabilities for individuals and corporate bodies
4. Students acquire skill to prepare and submit tax returns for individuals and corporate bodies

Unit – I

Introduction to Income Tax:

Income Tax – History of Income tax in India - Basic Concepts - Definitions – Agricultural income – Scope of Total Income - Residential status and Incidence of Income Tax – Capital and Revenue – Incomes which are exempted from Tax.

Tax Planning – meaning – Tax Planning and Tax evasion - Tax saving. **(20L)**

Unit –II

Heads of Income:

Heads of Income – Salary Income - Basis of Charge - Computation of Gross Salary Income – Deductions from Salary income – Problems on computation of Salary Income – Tax Planning aspects in assessment of Salary Income **(20L)**

Unit – III

Income from House Property:

Income from House property – Basis of Charge - Computations of House Property Income – Deductions form House Property Income - Assessment of income of co-owners of House property – Income from Foreign house property – Problems – Tax Planning aspects in assessment of House Property Income **(15L)**

Unit – IV

Income from Business and Profession:

Income from Business and Profession – Definition - Basis of charge – computation of business or profession income – Deductions allowable – Depreciation allowance Disallowed deductions – Problems on computation of Business and Profession - Tax Planning aspects in assessment of Income from Business and Profession. **(15L)**

Unit – V

Capital Gains:

Capital gains – Basis of Charge - Definitions – Capital assets – Transfer – computation of income from Capital Gains – Exemptions allowable from the Capital Gains Income - Problems - Tax Planning aspects in assessment of Income from Capital gains. **(20L)**

(Total :90L)

Reference books

1. Dr.Mehrotra and Dr.S.P.Goyal, Income Tax Law and Accounts, Sahitya Publication, Agra, Latest Edition
2. Gaur V.P, Narang D.B, Ghia Puja and Puri Rajeev, Income Tax Law and Practice, KalyaniPublishers,Latest Edition
3. SinghaniaVinod K., Direct Taxes Law and Practice, Taxman Publications, New Delhi,Latest Edition
4. PagareDinkar, Income Tax Law and Practice, Latest Edition

E-COMMERCE

L	T	P	C
5	0	0	4

Pre- requisites:

Students need a solid understanding on marketing principles and the basic concepts of Information Communication Technology.

Objectives:

1. To buildup basic knowledge on electronic business.
2. To educate students on online marketing.
3. To make e commerce and internet marketing familiar with students.
4. To make the students to devise marketing strategies for concerns engaged in e-commerce.
5. To understand the current status of e-business.

Outcomes:

1. Students shall understand the fundamental principles of e-business and e-commerce.
2. The learners shall understand the impact of information and communication technologies on business.
3. Students shall understand the tools and services used by virtual e-commerce sites.

Unit I:

Introduction to E- Commerce;

Introduction to E-Commerce: Meaning, Significance and scope of E-commerce – Traditional Commerce and E-commerce – Advantages and disadvantages of E-commerce - Technical and Non-technical limitations of E-commerce. Online shopping sites in India.(10L)

Unit II:

Application of E- Commerce:

Application of E-commerce : Basic in E-commerce – Introduction to E - commerce Modules – B2B Modules, Advantages and disadvantages of B2B – B2C Modules – Electronic Retailing and malls. The process of electronic shopping, Electronic Catalogs, interactive

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advertising, and marketing – Benefits and limitations of internet advertising – Impact of E-commerce on business opportunities in E- commerce. **(15L)**

Unit III:

Inter,Intra and Extranets:

Internet, Intranets and Extranets -Introduction to Internet – Components of Internet – Business use of the Internet – Categories of Internet – Intranet – Advantages and disadvantage of Intranet & Extranet -Relationship between Internet, Intranet and Extranet – Difference between Internet and Extranet-Mobile E-Commerce Technology (M-Commerce). **(15L)**

Unit IV:

Electronic Data Interchange:

Introduction to electronic data inter change [EDI] - definition, benefits of EDI, limitations of EDI, EDI transaction and EDI Application- SMTP,POP and FTP Protocols- Network Layers and TCP/IP Protocols **(20L)**

Unit V:

E-Commerce Supporting Functions:

E-commerce Supporting Functions: Purchase and sale procedure- Supply Chain Management [SCM], Value chains in e-commerce, Value chain management – Electronic Payment system- authentication of payment, mode of payment. Electronic credit and debit cards, smart cards, and electronic cash -Risks in EPS – digital signature, Encryption, electronic certificate, Firewall, secure electronic transaction (SET) –

Security issues in E-Commerce- protocols-SSL-SHTTP-Computer Crimes-Security in E-Commerce. **(15L)**

(Total:75L)

Reference books

- 1.E-Commerce and its Applications,U.S.Pandey, Rahul Srinivastava, SaurabhShukla,S.Chand& Company Ltd
2. E-commerce, C.S.V. Murthy, Himalaya Publishing House
3. E-commerce, David Whiteley, McGraw Hill
4. E-commerce, P. Joseph, PHI Publication
5. E-commerce,The cutting edge of business, K. Bajaj and Nog TMH.
6. Information Technology in business, J.A. Senn, Prentice Hall

HUMAN RESOURCE MANAGEMENT

L	T	P	C
5	0	0	4

Pre-requisites:

1. Students should have knowledge on the fundamental concept of Human resources
2. Students should have the knowledge on the working of proprietary, partnership and joint stock company form of organisation.

Objectives:

1. Imparting knowledge on the importance of human resource management in business.
2. Assisting the learner to apply the principles of human resource management gained through this course in solving the major personnel issues,
3. Helping to improve self-confidence of the students
4. Developing Human Resource Management skill
5. Educating modern practices of human resources management.

Outcome:

1. The learners shall be able to develop HR plan to their concern.
2. Articulates the critical issues and challenges involved in contemporary human resource management
3. Highlights specific issues that determine the success or failure of HRM practices

Unit –I

Introduction to HRM;

Human Resource Management-Meaning – Definition –Objectives –Need – H.R. Planning –H.R. Function – H.R.Philosophy – Strategic Human Resource Management –Trends in HRM – Role of HR managers. (10L)

Unit- II

Job Design and Job Analysis:

Job Design –Job Analysis – Job Description –job Specification –Recruitment –Source and Techniques – Assessment of Recruitment Programme –Selection –Procedure- Test –Basic Testing Concepts –Types of Test –Interview –Types – Interview Process –Qualities of a Successful Interviewer –Common Interviewing Mistakes –Placement. **(15L)**

Unit –III

Training:

Training –Meaning –Importance –Benefits –Need –Training Vs Development –Training Objectives –Principles –Methods –Assessment of Training Needs –Assessment Methods – Management Development –Objectives –Essential Ingredients of the Management Development Programme – Techniques of Management Development - On the Job and Of the Job Techniques –Performance Appraisal –Meaning –Need –Purpose –Methods –Essential Characteristics of an Effective Appraisal System –Uses – Problems –Advantages. **(20L)**

Unit- IV

Job Evaluation:

Job Evaluation –Meaning –Objectives –Principles – Procedures –Methods –Problems – Rewards –Types –Financial Vs Non- Financial Rewards –Salary Administration –Concepts – Need – Objectives –Principles –Elements –Factors Affecting Wage/Salary Levels –Fringe Benefits – Need for Extending Fringe benefits –Objectives –Types – Non-Monetary rewards. **(20L)**

Unit –V

Industrial Relations:

Industrial Relations –Meanings –Characteristics –Objectives –Functions –Conditions- Factors – Actors –HRM Vs IR –Approaches –Trade Union – Meanings – Definition – Characteristics –Functions – Methods of Achievement of Objectives – Union Structure –

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Problems – Measures to strengthen Trade Union Movement in India –Collective Bargaining – Definition – Characteristics –Importance – Need –Principles –Essential Conditions for the Success of Collective Bargaining –Functions –Collective Bargaining Process –Grievance Procedure and Discipline Procedure. **(20L)**

(Total:75L)

Books for Reference

1. Human Resource Management, C.B .Gupta. Sultan Chand&Sons
2. Human Resource Management,L .M .Prasad, Sultan Chand &Sons.
3. Essentials of Human Resource Management and Industrial Relations,P. SubbaRao.Himalaya Publishing House.
4. Personal Management,C.B. Memoria, S. V.Gankar .Himalaya Publishing House.
5. Human Resource Management,K. Aswathappa, Tata McGraw Hill Education Private Ltd.

RESEARCH METHODOLOGY

L	T	P	C
4	0	0	4

Pre-requisites:

Students should have basic knowledge on statistical methods. Students should have analytical ability.

Objectives:

1. It aims to develop an understanding on the basic framework of research process
2. It makes to understand various research design and techniques
3. To identify various sources of information for literate review and data collection
4. Organise and conduct research in more appropriate manner

Outcomes:

1. Ability to plan and undertake research shall improve.
2. Improve the knowledge of research process
3. Students shall be able to analyse and interpret the research output.

UNIT – I

Introduction to Research Methodology:

Research and research methodology – Methods of social research – Scope for research – Procedures in research – Fact concepts and theory – Scientific method. **(10L)**

UNIT – II

Selection of Research Problem:

Selection and formulation of research problem – Research design – sampling design – Methods – Sample size determination - Sampling errors – Causes and control – Selection of appropriate method of sampling. **(15L)**

UNIT –III

Methods of Data Collection:

Methods of data collection – Primary - Questionnaire – Observation methods – Designing questionnaire / Interview schedules – Secondary data. **(10L)**

UNIT – IV

Statistical Analysis:

Statistical analysis – Brief Introduction to computer software to do statistical analysis and websites – Diagram – Graphs – Commonly used statistical tools in research – Scaling techniques. **(15L)**

UNIT –V

Processing of Data:

Processing of data – Analysis of data – Interpreting statistical / Graph data- Research Report – Problems and precautions – Conventions in writing a Research Report – Annexure Bibliography. **(10L)**

(Total:60L)

Books for reference:

1. Kothari, C.R., Research Methodology: Methods and Techniques, New Age International, New Delhi, 2013.
2. Zikmund, William G., Business Research Methods, Thomson Asia, Singapore, 2003.
3. Krishnaswami O.R., Methodology of Research in social science, Himalaya publishing House, Mumbai 2003.
4. Copper, Donald R. and Pamela S. Schindler, Business Research Methods, Tata McGraw-Hill, New Delhi, 2003.
5. Gupta S.P. (2005) Statistical Methods, Sultan Chand & Sons, New Delhi

MODERN BANKING

L	T	P	C
4	0	0	3

Pre-requisites:

Students are required to have knowledge on banking practices.

Objectives:

1. Introducing the modern banking system and practices to the learners
2. Develop an in depth knowledge on the modern banking system
3. Imparting functional knowledge in the areas of banking process and procedures
4. Developing an understanding on the traditional and modern functions of banks

Outcomes:

1. The students shall gather knowledge on modern banking and financial system in India
2. The learners shall get a firsthand knowledge about products of commercial banks
3. Students shall get thorough knowledge on the working of modern banking system

UNIT- I

Introduction to Bank

Banking - System – Role of Banks in Economic Development – Central Banks – Functions – Credit Control measures – Role of RBI in Regulatory and Controlling Banks. (10L)

UNIT – II

E-Banking:

E- Banking – Meaning – E-Banking and Financial Services – Risk Management for E-Banking – Challenges, Strength ,Weakness ,Opportunities and Threats of E- Banking - Internet Banking – Mechanics - Drawbacks of Internet Banking –Future outlook. (15L)

UNIT- III

Mobile Banking;

Mobile Banking – Meaning – Services – Security issues –Telephone Banking – Mechanism – Telephone Banking system – Home Banking – Anywhere and Anytime Banking - Electronic Pass Book - Call centers (15L)

UNIT – IV

ATM:

ATM – Features – Mechanism – Benefits – Shared ATM Network in India – Electronic Money – Mode of Issue and Implications – E- Money and Monetary Policy – Policy issues of RBI – Electronic Funds Transfer System – RTGS – Debit Card – Credit Card – Smart Card – IMPS – NEFT. **(10L)**

UNIT – V

Indian Financial Network:

Indian Financial Network – Features – Application – Recent trends in Indian Banking – Electronic clearing services – SWIFT – Types of messages and message format in SWIFT – Bank information code. **(20L)**

(Total:60L)

References:

1. Indian Banking System:K.C.Shekhar and LakshmyShekhar, Vikas Publishing House Private Ltd.,New Delhi.
2. Modern Banking Theory and Practice:Muraleedharan, PHI Learning Pvt. Ltd., New Delhi
3. Indian Banking: S.Nataraj and R.Parameswaran, S.Chand& Sons Publisher, New Delhi.
4. Modern Banking of India:O.P.Agarwal, Himalaya Publishing House, Mumbai.
5. Knowledge based system in banking sector:R.V.Kulkarni
6. Computer Application in business and Commerce and Banking:R.S.Viramani

ADVANCED COST ACCOUNTING

L	T	P	C
6	0	0	4

Pre-requisites:

Students should have knowledge on cost structure.

Objectives:

1. Educating the students on the differences between cost accounting, management accounting and financial accounting
2. Making the students to understand the assumptions underlying material, labour, overheads
3. Educating students on reconciliation of cost and financial accounts
4. Teaching different types of costing system in operation

Outcomes:

Students undergoing this course shall

1. Apply cost accounting in decision making
2. Understand better about of cost ,
3. Analyse the basic cost flow model
4. Summarise and prepare cost reports

Unit I

Introduction to Costing:

Costing – Meaning, Definitions- Difference between cost and financial accounts – Analysis of Cost and Cost Centre – Cost concepts - Installation of Cost System – Preparation of cost sheet – Tenders and Quotations. **(15L)**

Unit II

Elements of Costing:

Elements of Costing – Cost determination and Control over Individual elements of Costing – Accounting for Material, labour and overheads. **(15L)**

Unit III

Methods of Costing:

Methods of Costing – Job Costing – Process Costing – Job Costing Vs. Process Costing – Process losses – Inter Process Profit – Equivalent production – Joint products and By Profit Costing. **(20L)**

Unit IV

Contract Costing:

Contract Costing – Operating Costing – Transport Costing – Objectives – Classification of Costs, Selection of units, ascertainment of costs. **(20L)**

Unit V

Cost Control Accounts:

Cost Control Accounts – Integrated Costing – Reconciliation of Cost and Financial Accounting – Cost Audit – Programmes and Procedures. **(20L)**

(Total: 90L)

Reference Books:

1. Jain, S.P. & Narang, K.L. Cost Accounting, Kalyani Publishers, Agra. 2003
2. Wilson, M. Cost Accounting, Himalaya Publishing House, Bangalore, 2012.
3. Pillai.R.S.N & Bagavathy Cost Accounting, S.Chand & Co., New Delhi.

COMPUTERIZED ACCOUNTING PACKAGE-TALLY 9.0

L	T	P	C
2	0	4	4

Pre-requisites:

Students should have computer and accounting knowledge

Objectives:

1. Helping the students to work with accounting software
2. Assisting the students to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statements, do accrual adjustments and also print financial statements
3. To make the students ready with the skill needed for employability.

Outcomes:

1. After successfully qualifying the practical examination, students will be able to work on the software independently.
2. Students shall possess required skill needed to become a data operator in companies.
3. Students shall by their own create company, enter voucher entries, etc., in software.

Unit-I Introduction to Tally

New features of Tally 9.0 – Tally screen components – Creating company in Tally – company features – creating accounting ledgers – creating inventory ledgers – creating stock item, stock group, stock category – Creating cost categories and cost centers –types of vouchers.

(5L; 10P)

Unit-II POS and BRS

POS – types of Accounting and Inventory vouchers – Trial balance – Final accounts with adjustments – Bank Reconciliation Statement – Need and importance of BRS – Reasons for the difference between pass book and cash book – process of reconciliation – ledger creation and effective date for reconciliation.

(5L; 10P)

Unit-III Value Added Tax

Meaning of VAT – General technologies used in VAT – VAT rates – computation of VAT – VAT classification – ledger creation for VAT – Voucher entry – input credit adjustments for capital goods – features of composite dealers – VAT composition computation report – VAT composition returns. **(5L; 10P)**

Unit -IV TDS and TCS

Features of TDS – creation of ledgers in TDS –account classification of TDS – TDS deduction for advance payment and balance payment – TDS computation report – TDS pending statement – features of TCS – TCS on contracts, license and lease – TCS reports. **(5L;15P)**

Unit-V Service Tax and Excise dealer

Features of Service tax – creation of ledgers and input credit and input adjustment of service tax – service tax reports Basic concepts of Excise dealer – creating ledgers, vouchers in Excise dealer – Dealer Excise report – Excise stock register. **(10L;15P)**

(Total: 30L;60P)

Reference Books

1. A.K.Nadhani and K.K.Nadhani, “Implementing Tally”, BPB Publications.
2. P.Mohan, “Information Technology for Business” Himalaya Publishing House.

Internal :50 Marks (Theory -25;Practical-25)

a)Theory:(25 Marks)

Internal mark for theory part shall be awarded as below:

- i) The average of the best two scores of the student from three tests of an hour duration shall be averaged -- 15 marks
- ii) Assignment -- 4 marks
- i) Seminars -- 6 marks

25 marks
=====

b) Practical :(25Marks)

Internal mark for Practical part shall be awarded as below:

Record Note	= 5 Marks
Program / Procedure writing	5 x 2 = 10 Marks
Debugging	2.5 x 2 =5 Marks
Result	2.5 x 2 =5 Marks
	=====
Total	25 Marks

=====

External: 50 Marks (Practical only)

a) There is no external theory examination for this subject. Only practical shall be conducted as external examination.

Practical mark shall be awarded as below:

Record Note	= 10 Marks
Program / Procedure writing	10 x 2 =20 Marks
Debugging	5 x 2 =10 Marks
Result	5 x 2 =10 Marks
	=====
Total	50 Marks

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b) Practical examination should be conducted by both internal and external examiners

c) Examiners are requested to select any 2 batches in the morning session and other two in the evening session.

Batch I	Set	A	B	C
Batch II	Set	D	E	F
Batch III	Set	B	D	E
Batch IV	Set	A	C	F

List of Practical

1. Accounting ledgers and vouchers creation
2. Inventory ledgers and vouchers creation
3. Ledgers and vouchers creation of VAT
4. Ledgers and vouchers creation of TDS
5. Ledgers and vouchers creation of TCS
6. Ledgers and vouchers creation of ST
7. Ledgers creation and preparation of BRS
8. Ledger creation of POS
9. Final account and its adjustments
10. Trial balance

INDIRECT TAXATION

L	T	P	C
5	0	0	4

Pre- requisites

The students must possess basic knowledge of taxation

Objectives:

1. To provide a basic knowledge about GST.
2. To expose the students with the latest development in GST.
3. To train the students to calculate GST
4. To assist in indirect tax planning
5. To develop an understanding on customs law

Outcomes

1. Students will get an understanding on indirect taxation system in India.
2. Students will get working knowledge on GST.
3. Students will be able to compute GST.
4. Students will prepare and submit returns for GST.

Unit – I

Introduction to Indirect taxes

Indirect Taxes- Meaning - Features- Types-Merits- Demerits- Major reforms in indirect taxation in India- Direct Tax Vs. Indirect Tax. **(10L)**

Unit –II

Goods & Service Tax

Goods and Service Tax Act 2016- Introduction - Meaning- Definition- objectives- features-- Application - Administration of GST- VAT and indirect taxes Vs. GST-Advantages and Disadvantages **(15L)**

Unit – III

Types of GST

Strengths, Weaknesses, Opportunities and Challenges (SWOC) Analysis in India- Types of GST- Central GST- State GST- Integrated GST- Union Territory GST **(15L)**

Unit IV

Goods & Service Tax Registration Procedure

Tax invoice-GST rates for Goods and Services - Payment of Tax-input Tax Credit (ICT) - Returns - types - Due date - Penalty - GST on e-commerce - Simple problems on Goods and Services Tax. **(15L)**

Unit V

Customs Law

Definitions - Circumstances of levying duty - Circumstances under which no Duty will be levied - Types of Duties- Exemption from Customs Duty- Valuation of Imported Goods- Valuation of Export Goods - Import Procedure - Warehousing - Export Procedure - Duty Drawback- Simple problems on computation of customs value and duty. **(20L)**

(Total: 75L)

(Theory 80% and Problem 20%)

Books for Reference

1. Goods and Services Tax, Dr. H.C. Mehrotra and V.P. Agarwal, Sahitya Bhawan Publications, Agra.
2. GST- A Brief Introduction, L.V.R. Prasad and G.J. Kiran Kumar, PK Publishers.
3. Provisions of GST Act 2016
4. Customs Tariff of India - R.K. Jain
5. Provisions of GST Act 2016.
6. GST Law & Procedure, Anandaday Misra, Taxman

FINANCIAL MARKETS

L	T	P	C
5	0	0	4

Pre-requisites:

Students should have the basic knowledge on the financial system of the country and known about investment avenues.

Objectives:

1. The Course aims at providing the students on basic knowledge about the financial markets
2. Developing an analytical framework needed to understand financial markets and institutions
3. Introduce the real-world issues and problems in financial markets to students.
4. Educating the pricing conventions in the financial market
5. Educating the students on the role of intermediaries and its regulating bodies.

Outcomes:

1. Students shall understand the mechanism of financial market.
2. Students shall acquire knowledge on different securities traded in Stock Exchange.
3. The learners shall apply different valuation techniques to determine share prices.
4. By the end of the course students shall be able to assess the risk and return associated with financial assets
5. The taught shall be able to frame an optimal mix of debt and equity financing.

Unit–I

Indian Financial Systems

Financial System and its Functions-Financial concepts-Financial Assets-Financial intermediaries-Financial Markets-Classifications-Capital Market-Classification- Money Market –Classification-Foreign Exchange Market-Financial Instruments-Financial System and Economic Development-Weakness of Indian Financial System. **(10L)**

Unit-II

Money Market

Definition-Characteristics-Objectives-Money market Vs Capital market-Features of a Developed Money market-Importance of Money Market –Composition of Money Market –Call Money Market-Commercial Bill Market-Treasury Bill Market-Money market Instruments- Structure of Indian Money market- Features –Recent Developments. **(15L)**

Unit-III

New Issues Market

New Issues Market-Meanings- Functions-Methods of floating New Issues- General guidelines for New Issues Principal steps of a Public Issues- Instruments in New Issues Market-Players in New Issues Market- Recent Trends- Advantages and Disadvantages of Primary Market- Stock Exchange-Distinction between New Issues Market and Stock Exchange **(15L)**

Unit-IV

Secondary Market

Introduction-Services of Stock Exchanges- Organisation of Stock Exchanges in India Traditional Structure of Stock Exchanges- Recognition of Stock Exchanges-Listing of Securities- Registration Procedures of Stock Brokers-On Line Trading- Genuine Trading Vs Speculative Trading- Defects of Indian Secondary market- Recent Developments. **(15L)**

Unit-V

SEBI, OTCEI and NSE

SEBI- Objectives- Functions- Powers- Organisational set up-SEBI guidelines to- Primary Market-Secondary Market – Foreign Institutional Investors – Bonus Issue- Right Issue- Investors Protection- Recent Reforms-Features of OTCEI- Promoters and Participants- Trading in OTCEI Exchange- Listing Operational High Lights- NSE- Objectives – Features – Stock Exchange Vs NSE Vs OTCEI **(20L)**

(Total: 75L)

Books for Reference

1. Financial Markets and Services.Gordon, Natarajan.Himalaya Publishing House.
2. Banking and Financial Systems.D.M.Mittani. E. Gardon. Himalaya Publishing House.
3. Financial Institutions and Markets. L. M. Bhole,JitendraMahakud. Tata McGraw-Hill Education Private Ltd.
4. Merchant Banking and Financial Services, S.Guruswamy, Vijay Nichole Imprints Private Limited
5. Financial Markets and Institutions, S.Gurusamy, Vijay Nichole Imprints Private Limited.

Guidelines for Project work

1. Every P.G Student is required to prepare a project report -subject related –based on the fieldwork and studying the current trends under the guidance of a project guide.
2. The project work should be done individually by the candidate in consultation with project guide.
3. The project report should be in English.
4. The project report shall be about 60 pages (Minimum).
5. The project work should be of such a nature that it could prove useful or be relevant to Business/Management.
6. Project observations, suggestions and conclusions shall form an inevitable part of the project.
7. Marks for the project report will be 100, divided as 50 for Report Writing and 50 for viva voce.
8. Evaluation for viva voce shall be jointly done by external and internal examiners.
9. Project report should be signed by the teacher guide and Head of the Department.