

S.NO	TITLE OF THE PAPER
	I YEAR
1	STATISTICAL ANALYSIS
2	FINANCIAL MANAGEMENT
3	RESEARCH METHODOLOGY
4	FINANCIAL INSTITUTIONS AND MARKETS
5	PROJECT MANAGEMENT
6	EXPORT & IMPORT FINANCE
7	DIRECT TAXES LAW & PRACTICE
8	DEVELOPMENT AND ENTREPRENEURIAL MSME'S MANAGEMENT

Spew ↓

STATISTICAL ANALYSIS (PAPER-1)

Objective: To educate the students on quantitative analysis and to use statistical techniques for analysis of business data

UNIT I: Probability Theory: Probability – Classical, relative, and subjective probability: Addition and multiplication probability models; Conditional probability and Baye's theorem Probability Distributions: Binomial, Poisson, and normal distribution, their characteristics and applications.

UNITII: Statistical Decision Theory: Decision environment; Expected profit under uncertainty and assigning probabilities; Utility theory.

UNIT III: Sampling and Data Collection: Sampling and sampling (probability and non-probability) methods; Sampling and non-sampling errors; Law of Large Number and Central Limit Theorem; Sampling distributions and their characteristics.

UNIT IV: Statistical Estimation and Testing: Point and interval estimation of population mean, proportion and variance; Statistical testing – hypotheses and errors; Sample size; Large and small sampling tests – Zt ests, T tests, and F tests.

UNIT V: Non Parametric Tests: Chi-square tests; Sign tests Wilcoxon Signed – Rank tests; Wald – Wolfowitz tests; Kruskal – Wallis tests.

Text Books

1. Levin, Richard I. and David S Rubin: Statistics for Management, Prentice Hall, Delhi 2009
2. Gupta S.P. Statistical Methods, Sultan Chand, New Delhi 2009 BS Kenblock –Fundamentals of Statistics, 3rd edition, Michael Sullivan Sollution manual
3. BS Kenblock –Fundamentals of Statistics, 3rd edition, Michael Sullivan Sollution manual

Reference Books

1. Hooda, R.P: Statistics for Business and Economics, Macmilla 3rd edition, New Delhi.(2004)
2. Heinz, Kohleer: Statistics for Business & Economics, Harper Collins, New York.(2002)
3. Hein, L.W: Quantitative Approach to Managerial Decisions, Prentice Hall, New Jesery 3rd edition 1978.
4. Arora & Arora, Statistics for Management, Sultan Chand, New Delhi.(2009)
5. J. Medhi – Statistical Methods, an Introductory text, John Wiley & sons 1993
6. Statistics, Mumay & Spiepel, J. Stephen, TataMcGraw Hill Publishing Company, Fourth edition, 2010 Special Indianedition
7. David Freedman, Robert Pisani, roger Purves"Statistics' viva books, Special Indian edition, fourth edition 2010
8. Qaziahmed, Zubuirkhan, Shadabahmedkhan,'Numerical and Statistical Techniques Ane books Pvt. Ltd., 2010
9. Sonia Taylor,"Business Statistics" PalgraveMacmillan, second edition 2009.

FINANCIAL MANAGEMENT (PAPER-2)

Objective: The objective of this course is to enable the students to understand the conceptual framework of financial management and its applications under appropriate decision making situations

UNIT I: Financial Management: Meaning, nature and scope of finance; financial goal - profit Vs. Wealth Maximization; Finance functions – investment, financing and dividend decisions. Capital Budgeting: Nature of investment decisions; Investment evaluation criteria – net present value. Internal rate of return, Profitability index, payback period, accounting rate of return; NPV and IRR comparison; Capital rationing; Risk analysis in capital budgeting.

UNIT II: 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. Operating and Financial Leverage: Measurement of Leverages; Effects of operating and financial leverage on profit; Analysing alternate financial plans; Combined financial and operating leverage.

UNIT III: Capital Structure Theories: Traditional and M.M. Hypotheses – without taxes and with taxes; Determining capital structure in practice.

UNIT IV: Dividend Policies: Issues in dividend decisions, Walter's model, Gordon's model, MM Hypothesis, dividend and uncertainty, relevance of dividend; Dividend policy in practice; Forms of dividends; Stability in dividend policy; Corporate dividend behaviour.

UNIT V: Management of Working Capital: Meaning, significance and types of working capital; Calculating of operating cycle period and estimation of working capital requirements; Financing of working capital ; Sources of working capital; Factoring services; Dimensions of working capital management. Management of cash, receivables and inventory.

Text Books

1. Pandey, I.M: Financial Management, Vikas Publishing House, Delhi
2. Khan MY, Jain PK: Financial Management; Tata McGraw Hill, New Delhi

Reference Books:

1. Chandra, Prasanna: Financial Management, Tata Mc Graw Hill, Delhi. 2010
2. Hampton , John: Financial Management, Vikas Publishing House, Delhi. 2006
3. Van Horne, J.C. and J.M Wachowicz Jr.: Fundamentals of Financial Management, Prentice – Hall, Delhi. 2008
4. Briham & Ehrhardt: Financial Management- Text & Cases, CENGAGE Learning India (P) Ltd., New Delhi. 2009

ju ↓

RESEARCH METHODOLOGY (PAPER-3)

UNIT I: Theory of Research: Meaning and Objectives of Research; Process of Research; Types of Research; Research Approaches; Selection and Formulation of Research Problem; Criteria of a Good Research Problem.

UNIT II: Hypothesis and Research Design : Concepts, Sources and Types of Hypotheses; Formulation of Hypothesis; Qualities of a Workable Hypothesis; Usefulness of Hypothesis in Business Research; Uses of Research Design; Steps in Preparing a Research Design; Exploratory of Formulative Design; Descriptive and Diagnostic Design; Experimental Research Design; Research Design for Business Studies.

UNIT III: Sampling and Data Sources : Characteristics of Good Sample; Principles of Sampling; Sampling Process; Probability and Non-probability Sampling; Techniques of Data Collection; Process of Data Collection through Observation and Schedule; Construction of Questionnaire; Interview Technique in Business Research; Choice between Primary and Secondary Data.

UNIT IV: Measurement and Scales : Concept and Levels of Measurement; Tests of Sound Measurement – Test of Validity and Reliability; Concept of Scaling; Types of Rating Scales; Attitude's Scale- Likert Scale, Thurstone Scale and Guttman Scale.

UNIT V: Interpretation and Report Written : Measurement and Importance of Interpretation; Prerequisites of Interpretation; Errors in Interpretation; Essentials of a Good Research Report; Types of Reports; Layout of a Research Report; writing up of the Report; Evaluation a Research Report.

Text Books:

1. Naresh K. Malhotra Marketing Research; An applied Orientation Pearson education, New Delhi 2010.
2. Joseph F. Hair, Rolph E. Anderson Multivariate Data Analysis Prentice Hall, 2010.

Reference Books:

1. Timm H Neil, "Applied Multivariate Analysis Springer- Verlag Inc. New York 2002.
2. Johnson Arnold Richard, and Wichern W Dean " Applied Multivariate Statistical Analysis" Pearson Prentice Hall, 2007.

A handwritten signature in blue ink is located at the bottom center of the page. To the right of the signature is a hand-drawn arrow pointing downwards and slightly to the right.

FINANCIAL INSTITUTIONS AND MARKETS (PAPER-4)

Objective: This subject aims at enlightening the financial and other managers about the financial infrastructure available and enable them to take wise and well imposed decisions to benefit the organization and other stake holders

UNIT I: Introduction: Nature and role of financial system; Financial system and financial markets; Financial system and economic development; Indian financial system - an overview – Financial Regulation

UNIT II: Money markets - Meaning, constituents, functions of money market; Money market instruments- call money market, treasury bills, market certificates of deposits, commercial bills, trade bills etc; Recent trends in Indian money market; Capital market - primary and secondary markets; Government securities market; Role of SEBI as a regulator and capacity- an overview; Recent developments.

UNIT III: Reserve Bank of India: and Commercial Bank Organization, management and functions; Credit creation and credit control; monetary policy. Commercial Bank: Meanings, functions, management and investment policies of commercial banks, Present structure; E-banking and e trading; Recent developments in commercial banking. – State and National Level Financial Institutions -MFIs

UNIT IV: Insurance Sector: Objectives, role, investment practices of LIC and GIC; Insurance Regulatory and Development Authority-role and functions.

UNIT V: Non-Banking Financial Institutions: Concept and role of non-banking financial Institutions; source of finance; Functions of non-banking financial institutions; Investment policies of non-banking financial institutions in India.

Text Books

1. Bhole L.M.: financial markets and markets and Institutions, 4th edition Tata McGraw Hill Delhi.
2. Srivastava R.M; Management of Indian Financial Institution; Himalaya Publication house Mumbai 2nd edition

Reference Books:

1. Avdhani: Investment and security market in India, Himalaya publications, Delhi.
2. Ghosh, D Banking Policy in India Allied publications Delhi.
3. Giddy, I.H; GLOBAL Financial Markets, A.I.T.B.S., Delhi.
4. Khan, M.Y.: India Financial system, Tata McGraw Hill Delhi.
5. Reserve Bank of India, various Report, RBI Publication, Mumbai.
6. Varshey, P.N. Indian Financial System, Sutlan Chand & sons, New Delhi.
7. Averbach, robert D: Money Banking and financial Markets; MacMillan, London.
8. Verma JC. Guide to mutual Funds and Investments portfolio, Bharat Publishing House New Delhi.

guc ↓

PROJECT MANAGEMENT (PAPER-5)

Objectives: To facilitate the students in enriching knowledge on the Nature, scope and process of Project Management

Unit- I: Concepts of Project Management: Project – Meaning – Nature- Types of project; project life cycle; Project management – nature and scope of project management ; Project management as a profession; Role of project manager.

Unit- II: Project identification and formula: Project environment – identification of investment opportunities – project screening – prefeasibility study – project selection; project formulation – stages in project formulation – stages in project formulation; project report preparation; planning commission's guidelines for project formulation.

Unit- III: Project Appraisal: Objectives, essential of a project methodology – Market appraisal – Technical appraisal – Financial appraisal –Commercial appraisal- Managerial appraisal-Social Cost Benefit Analysis (SCBA) – L&M approach & UNIDO approach – SCBA in India

Unit – IV: Project planning and Scheduling: objectives – process of planning - components of good planning – project designing and project scheduling and time estimate – Estimation of cost of project and means of financing.

Unit –V: Project Execution and Administration: Project contracting: Contract pricing, Types – Project organisation: Forms of organisation; Project direction; Project communication; Project coordination; Factors influencing effective project management – project over runs: Causes, Types and effects of over runs - Project Control: Control techniques – PERT, CPM: – Project review – Project audit.

Text Books

1. Prasanna Chandra, : Project Preparation, Appraisal and Implementation' Tata McGraw Hill Delhi. 1987
2. Chaudhary, S: Project Management, Tata McGraw Hill, New Delhi.
3. N.P. Agarwal, B.K. Mishra Project Management, Ramesh Book Depot, Jaipur 2006

References Books

1. Pitale, R.L: Project Appraisal Techniques, Oxford and IBH. Publishing Pvt. Ltd., New Delhi 1982.
2. Timothy, D.R. and W.R. Sewell: Project Appraisal and Review, Macmillan, India.
3. Little I.M.D. and Mirrless JA: Project Appraisal and Planning for Developing Countries, London Heinemann Education Books. 1974
4. Dennis Lock, Project Management Wildwood House Ltd., 1986
Handbook of P.M. jaico Publishing House, Mumbai 1997
5. P.K. Joy, "Total Project Management, Macmillan India Ltd., New Delhi 1996
6. David I Cleloyd,"Project Management" McGraw Hill, New Delhi 1999



EXPORT- IMPORT FINANCE (PAPER-6)

Objective: To provide comprehensive knowledge to the students on various aspects of export import trade such as export import financing, documentation, payment terms, credit risk and institution for promoting exports.

Unit – I: Export import finance – Concept and key feature Global Trade & Finance – Foreign Trade Policy, Procedure & Documentation; Balance of Payment – Visible & Invisible Trade; Customs & Excise – Procedure & Documentation; Shipment Finance – Pre & Post, Sources of Funds; Financing Instruments; Forex & Export Import Management.

Unit – II: Pre-Shipment Finance - Forms of Credit, Purpose, Selection Criteria, Credit Terms; Domestic Currency Loans; Letter of Credit – Types & Procedures; Export Bills – Purchase, Negotiation, Discounting, Rediscounting; Procedures of Settlement Export Import primary consideration.

Unit – III: Post Shipment Finance – Forms of Credit, Purpose, Selection Criteria, Credit Terms; Foreign Currency Loans – Merits & Limitations, Procedures, Repayment; Credit Risk – Assessment & Management.

Unit –IV: Financing Strategies – Import Vs Export Financing Strategies – Framework, Determinants, Implementation & Management; Financial Collaboration - Competitive Advantage, Market Expansion; Hybrid Financing Strategies.

Unit V: Financing Institutions & Export Promotion – Role of World Trade Organization, Economic Unions, Reserve Bank of India, EXIM Bank of India, Export Credit Guarantee Corporation, Banks & Financial Institutions; Export Promotion – Export Councils & Boards, Export Oriented Units, Special Economic Zones, Economic Promotion Zones, Economic Processing Zones, Agricultural Export Processing Zones; Logistics Financing for Export Promotion – Issues & Challenges, Case Studies.

Text Books:

1. The Handbook of International Trade and Finance Anders Grath 2008, British Library cataloging – in – publication data - ISBN 9780749453206
2. Agrawal D.K (2003), 'Text Book of Logistics and Supply Chain Management', Mac Millan Publishers India Ltd. 2003

Reference Books:

1. Anders Grath (2008), The Handbook of International Trade and Finance, Kogan Page Publishers 2008 Reprint
2. James Calvin Baker (2003), Financing International Trade, Greenwood Publishing Group. 2003 latest edition
3. Nabhi's Manual, "New Import Export Policy and Handbook of Procedures", Vol.1 2002-07: As Amended Upto 4.4.2002, Oscar Publications.
4. David Grant, Douglas M. Lambert, James R. Stock, Lisa M. Ellram, (2005) 'Fundamentals of Logistics Management', Mc Graw Hill. 2006 reprint

Handwritten initials/signature

DIRECT TAXES LAW AND PRACTICE (PAPER-7)

Objective: To elaborate study on various recent provisions in Direct Tax Systems in India for applying real life situation

UNIT I: Concept of Income - Concept of Tax, -- Residential Status, Income Tax Act 1961, Reforms of Direct tax, Tonnage Tax, Securities Transaction Tax, Banking Cash Transaction Tax, Commodities Transaction Tax, Direct Tax Code 2009.

UNIT II: Computation of Income – Salaries, House Property, Business or Profession, Capital Gains and Other Sources, Exempted Incomes, - Gross Total income, Deductions, total income, set off and carry forward of Losses Relief and rebate.

UNIT III: Assessment – Individuals, Hindu Undivided Family, Partnership Firms and Companies.

UNIT IV: Tax Administration – Income Tax Authorities, Powers of Income Tax Authorities, Kinds of Assessment – Return of Income, e-filing.

UNIT V: Wealth Tax Act 1957 – Incidence of Tax – Net Wealth Assets – Deemed Assets - Exempted Assets – Computation of Wealth Tax liability – Gift Tax

Text Books

1. V.K. Singhania and Kapil Singhania Direct Tax Law and Practice Taxmann Publication 45th Edition 2010
2. H.C. Mehrotra and S.P. Goyal Income Tax Law and Accounts , Sahitya Bhawan Publications 5th editions 2010.
3. V. Balachandran and S. Thothadri, Taxation Law and Practice, PHI, New Delhi.

References Books:

1. Gaur and Narang Income Tax law and practices Kalyani Publication 38th edition 2010
2. Bhagawati Prasad direct tax law and Practice Wishwa Prakashan 5th edition 2009
3. Direct Tax Code Bill 2010 Taxmann Publication 2010
4. Wealth Tax Act and Securities Transaction Tax with Rules Taxmann Publication 37th edition 2010
5. Kaushal Kumar Agrawal Insightinto Income Tax Atlatic Publication 9th Edition 2007

glo ↓

DEVELOPMENT AND ENTREPRENEURIAL MSME'S MANAGEMENT

(PAPER-8)

Objectives: The objective of the course is to help the students understand the dynamics of management of MSME's encompassing generation of business idea, setting up an enterprise, raising necessary funds and other management aspects.

Unit I Introduction to Entrepreneurship

Entrepreneur and Entrepreneurship, Role & Functions of entrepreneur – Entrepreneurial Competencies, Problems faced by Entrepreneurs, - Entrepreneurial Dimensions: Intrapreneurship – Social Entrepreneurship- Political Entrepreneurship- Cultural and Sports Entrepreneurship – Women and Rural Entrepreneurship.

Unit II Entrepreneurship Environment

Significance – Internal and External Environment forces- psychological, social, cultural, political, legal and economic forces – Entrepreneurial Culture- Entrepreneurial Society- EDP: Steps in EDP Process— Role of EDI, EDCs & DST (STEP)

Unit III Developing Enterprises

Identifying the Business Opportunities, Feasibility study, Market Survey and Research, Assess demand and selecting the Right Project, Developing Business Plans, Techno-Economic feasibility assessment, Determine the Resources required, Finance, Technology & Legal Formalities, Preparation of Project Report. Statutory compliance of SME's- Registration- Permission from Pollution Board-Labour Office - Income tax Department etc.

Unit IV Institutional Support for MSME's

Roles and responsibilities of developmental agencies in promoting micro-enterprises– Ministry of Micro Small and Medium Enterprises- SME Chamber of India- Assistance and Support Services within India and Foreign SME Sector, NSIC-National Small Industries Corporation - Khadi and Village Industries Corporation- District Industries Centres- SFC- State Finance Corporations - Small Industries Development Bank of India - Venture capital & Private equity – Angel Investing - E-Merge SMEExchange.

Unit V Managing the Enterprise

Financial Management: Working Capital Management- Financial Planning & Control – Accounting, Financial Statement Analysis.- Marketing Management : Marketing Plan & Control, CRM – Product Development & Marketing – Production Management : Inventory Control, Productivity, Break Even Analysis – Human Resource Management: Manpower Planning – Labour Productivity – Industrial Relations.

Recommended Text Book(s):

1. Vasant Desai, *The Dynamics' of Entrepreneurial Development and Management*, Himalaya Publishing House, 2009.

Reference Books:

2. Poornima M. Charantimath, 'Entrepreneurial Development And Small Business Enterprises', Pearson Education Licensee, New Delhi 2006.
3. Matthias Fink, Sascha Kraus, *The Management of Small and Medium Enterprises*, , Routledge Studies in Small Business, 2009.
4. Thomas Henschel, *Risk Management Practices of SMEs. Evaluating and Implementing Effective Risk Management Systems*.
5. Lev & Powell, *Strategies for Growth in SME's*, Elsevier Ltd.
6. S. Nagendra, V.S. Manjunath, "Entrepreneurship and Management", Pearson Education Licensee, New Delhi 2011.