

SYLLABUS

MASTER OF FINANCE AND CONTROL

COURSE INPUT DETAILS

MFC: 1 MANAGEMENT CONCEPT AND ORGANISATIONAL BEHAVIOUR

Objective

The objective of this course is to help students understand the conceptual framework of management and organisational behaviour.

Course Inputs

1. **Schools of Management Thought:** Scientific, process, human behaviour and social system school; Decision theory school; Quantitative and system school; Contingency theory of management; Functions of a manager.
2. **Managerial Functions:** Planning – concept, significance, types; Organizing – concept, principles, theories, types of organizations, authority, responsibility, power, delegation, decentralization; Staffing; Directing; Coordinating; Controlling nature, process and techniques.
3. **Organisational Behaviour:** Organisational behaviour – concept and significance; Relationship between management and organisational behaviour; Emergence and ethical perspective; Attitudes; Perception; Learning; Personality; Transactional analysis.
4. **MOTIVATION:** Process of motivation; Theories of motivation – Need Hierarchy Theory, Theory X and Theory Y; Two Factor Theory, Alderfer's ERG Theory, McClelland's Learned Need Theory, Victor Vroom's Expectancy Theory, Stacy Adams Equity Theory.
5. **Group Dynamics and Team Development:** Group dynamics – definition and importance, types of groups, group formation, group development, group composition; group performance factors; Principle centred approach to team development.
6. **Leadership:** Concept; Leadership styles; Theories – Trait Theory, Behavioural Theory, Fielder's Contingency Theory, Harsey and Blanchard's Situational Theory, Managerial grid; Likert's four systems of leadership.
7. **Organisational Conflict:** Dynamics and management; Sources, patterns, levels, and types of conflict; Traditional and modern approaches to conflict; Functional and dysfunctional organisational conflicts; Resolution of conflict.
8. **Interpersonal and Organisational Communication :** Concept of two-way communication; communication process; Barriers of effective communication; Types of organizational communication; Improving communication; Transactional analysis in communication.
9. **Organisational Development:** Concept; Need for change; resistance to change; Theories of planned change; Organisational diagnosis; OD intervention.

REFERENCES

- Griffin, Ricky W:** Organizational Behaviour, Houghton Mifflin Co., Boston.
- Helreigel, Don, John W. Slocum, Jr., and Richard W. Woodman:** Organizational Behaviour, South Western College Publishing, Ohio.
- Hersey Paul, Kenneth H. Blanchard and Dewey E. Johnson:** Management of Organizational Behaviour; Utilising Human Resources, Prentice Hall, New Delhi.
- Ivancevich; John and Michael T. Matheson:** Organizational Behaviour and Management, Business Publication Inc., Texas.
- Koontz, Harold, Cyril O'Donnell, and Heinz Wehrich:** Essentials of Management, Tata McGraw-Hill, New Delhi.
- Luthans, Fred:** Organizational Behaviour, Tata McGraw-Hill, New York.
- Newstrom, John W and Keith Davis:** Organizational Behaviour; Human Behaviour at Work, Tata McGraw-Hill, New Delhi.
- Robbins, Stephen P and Mary Coulter:** Management Prentice Hall, New Delhi.
- Robbins, Stephen P:** Organizational Behaviour Prentice Hall, New Delhi.
- Steers Richard M and J. Stewart Black:** Organizational Behaviour, Harper Collins College Publishers, New York.
- Sukla Madhukar:** Understanding Organization; Organization Theory and Practice in India, Prentice Hall, New Delhi.

MFC: 2 BUSINESS ENVIRONMENT

Objective

This course develops ability to understand and scan business environment in order to analyse opportunities and take decisions under uncertainty.

Course Inputs

1. **Theoretical Framework of Business Environment:** Concept, significance and nature of business environment; Element of environment – internal and external; Changing dimensions of business environment; Techniques of environmental scanning and monitoring.
2. **Economic Environment of Business:** Significance and elements of economic environment; Economic systems and business environment; Economic planning in India; Government policies – Industrial policy, fiscal policy, monetary policy, EXIM policy; Public sector and economic development; Development banks and relevance to Indian business; Economic reforms, liberalisation and structural adjustment programmes.
3. **Political and Legal Environment of Business :** Critical elements of political environment; Government and business; Changing dimensions of legal environment in India; MRTP Act, FEMA and licensing policy; Consumer Protection Act.

4. **Socio-Cultural Environment** : Critical elements of socio-culture environment; Social institutions and systems; Social values and attitudes; Social groups; Middle class; Dualism in Indian society and problems of uneven income distribution; Emerging rural sector in India; Indian business system; Social responsibility of business; Consumerism in India.
5. **International and Technological Environment** : Multinational corporations; Foreign collaborations and Indian business; Non-resident Indians and corporate sector; International economic institutions WTO, world Bank, IMF and their importance to India; Foreign trade policies; Impact of Rupee devaluation; Technological environment in India; Policy on research and development; Patent laws; Technology transfer.

REFERENCES

Adhikary M: Economic Environment of Business, S. Chand & Sons, New Delhi.

Ahluwalia, I J: Industrial Growth in India, Oxford University Press, Delhi.

Alagh, Yoginder K: Indian Development Planning and Policy, Vikas Publication, New Delhi.

Aswathappa, K: Legal Environment of Business, Himalaya Publication, Delhi.

Chakravarty, S: Development Planning, Oxford University Press, Delhi.

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

Government of India: Economic Survey, various issues.

Raj Agarwal and Parag Diwan: Business Environment; Excel Books, New Delhi.

Ramaswamy, V. S. and Nama Kumari: Strategic Planning for Corporate Success, Macmillan, New Delhi.

Sengupta, N. K: Government and Business in India, Vikas Publication, New Delhi.

MFC: 3 FUNDAMENTAL OF ECONOMIC DECISION MAKING

Objective

This course develops managerial perspective to economic fundamentals as aids to decision- making under given environmental constraints.

Course Inputs

1. **Nature and Scope of Managerial Economics:** Objective of a firm; Economic theory and managerial theory; Managerial economist's role and responsibilities; Fundamental economic concepts – incremental principle, opportunity cost principle, discounting principle, equi-marginal principle.
2. **Demand Analysis:** Individual and market demand functions; Law of demand, determinants of demand; Elasticity of demand – Its meaning and importance; price elasticity; Income elasticity and cross elasticity; Using elasticity in managerial demands.
3. **Theory of Consumer Choice:** Cardinal utility approach, indifference approach,

revealed preference and theory of consumer choice under risk; Demand estimation for major consumer durable and non-durable products; Demand forecasting techniques.

4. **Production Theory:** Production function – production with one and two variable inputs; Stages of production; Economies of scale; Estimation of production function; Cost theory and estimation; Economic value analysis; Short and long-run cost functions – their nature shape and inter-relationship; Law of variable proportions; Law of returns to scale.
5. **Price Determination Under Different Market Condition:** Characteristics of different market structure; Price determination and firm's equilibrium in short-run and long-run under perfect competition, monopolistic competition, oligopoly and monopoly.
6. **Pricing Practices:** Methods of price determination in practice; Pricing of multiple products; Price discrimination; International price discrimination and dumping; Transfer pricing.
7. **Business Cycles:** Nature and phases of a business cycle; Theories of business cycles psychological, profit, monetary, innovation, cobweb, Samuelson and Hicks theories.
8. **Inflation:** Definition, characteristics and types; Inflation in terms of demand pull and cost push factors; Effects of inflation.

REFERENCES

Baumol, William J: Economic Theory and Operations Analysis, Prentice Hall, London.

Baya, Michael R: Managerial Economics and Business Strategy, TMH Inc. New York.

Chopra, O. P: Managerial Economics, TMH, Delhi.

Dean, Joel: Managerial Economics, Prentice Hall, Delhi.

Dholakia, R. H. and A. L. Oza: Micro Economics for Management Students, Oxford University Press, New Delhi.

Eaton, B. Curtis and Diane Faton: Micro Economics, Prentice Hall, New Jersey.

Gough, J. and S. Hills: Fundamentals of Managerial Economics, Macmillan, London.

Haynes, W. W., V. L. Mote and S. Paul: Managerial Economic Analysis and Cases, Prentice Hall, New Delhi.

Petersen, H. Craig and W. Cris Lewis: Managerial Economics, Prentice Hall, Delhi.

Salvatore, Dominick: Managerial Economics in Global Economy, TMH, New York.

Varian, H. R: International Microeconomics; A Modern Approach, East West Press, New Delhi.

Varshney R L and Mahaeshwari K L: Managerial Economics; S. Chand & Sons, New Delhi.

Dwivedi D N: Managerial Economics, Vikas Publishing House, New Delhi.

Adhikary M: Business Economics, Excel Books, New Delhi.

MFC: 4 **STATISTICAL ANALYSIS**

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Objective

The objective of this course is to make the students learn the applications of statistical tools and techniques for decision making.

Course Inputs

1. **Univariate Analysis:** An overview of control tendency, dispersion and skewness.
2. **Probability Theory:** Probability – Classical, relative, and subjective probability; Addition and multiplication probability models; Conditional probability and Baye's theorem.
3. **Probability Distributions:** Binomial, poisson, and normal distributions; their characteristics and applications.
4. **Statistical Decision Theory:** Decision environment; Expected profit under uncertainty and assigning probabilities; Utility theory.
5. **Sampling and Data Collection:** Sampling and sampling (probability and non-probability) methods; Sampling and non-sampling errors; Law of large Number of Central Limit Theorem; Sampling distributions and their characteristics.
6. **Data Sources – Primary and Secondary:** Primary data collection techniques – schedule, questionnaire and interview.
7. **Statistical Estimations and Testing:** Point and interview estimation of population mean, proportion and variance; Statistical testing – hypotheses and errors; Sample size; Large and small sampling tests – Z tests, T tests, and F tests.
8. **Non-Parametric Tests :** Chi-square tests; Sign tests; Wilcoxon Signed – Rank tests; Wald-wolfowitz test; Kruskal- Wallis test.
9. **Correlation and Regression Analysis:** Two variables cases.
10. **Index Number :** Meaning and types; Weighted aggregative indices – Laspeyre's and Paasch's indices; Laspeyre's and Paasch's indices compared; Indices of weighted average of (price – quantity) relatives; Test of adequacy; Special problems – shifting the base; splicing overlapping index series; Uses and problems.
11. **Statistical Quality Control:** Causes of variations in quality characteristics; Quality control charts – purpose and logic; Constructing a control chart – computing the control limit (X and R Charts); Process under control and out of control; Warning limits; Control chart for attributes – fraction defectives and number of defects; Acceptance sampling.

REFERENCES

Hooda, R. P.: Statistics for Business and Economics, Macmillan, New Delhi.

Heinz, Kohler: Statistics for Business and Economics, Harper Collins, New York.

Hien L. W.: Quantitative Approach to Managerial Decisions, Prentice Hall, New Jersey.

Lawrence B. Morse: Statistics for Business and Economics, Harper Collins, New York.

Levin, Richard I, and David S Rubin: Statistics for Management, Prentice Hall, Delhi.

MFC: 5 FINANCIAL AND COST ACCOUNTING

Objective

The objective of this course is to enable students understand accounting concepts, tools, and techniques used for taking managerial decisions.

Course Inputs

A. Financial Accounting (Weightage 40 marks)

1. **Introduction:** Nature, scope and importance of financial accounting; Basic accounting, Concepts and conventions; Recognition of revenues and expenses; Accounting cycle and Accounting equation; GAAP and accounting standards – Indian and International.
2. **Accounting Books and Final Accounts:** Journal, cash book, sales books, purchase book, etc.; Preparation of trial balance, profit and loss account and balance sheet; Bank reconciliation statements.
3. Accounting for issue and redemption of shares and debenture.
4. Final accounts of companies – an overview.
5. Valuation of Goodwill and Shares.
6. Final accounts of non-profit organisation.

B. Cost Accounting (Weightage 30 marks)

1. **Cost Accounting:** Meaning, importance and scope of cost accounting; Elements of cost material, labour and overhead costs; Method and types of costing; Cost classification; Cost sheet.
2. **Cost Ascertainment:** Unit costing; Job costing; Process costing; Contract costing.
3. Differential costing; Incremental costing; product line costing.
4. Reconciliation of cost and financial accounts.

REFERENCES

Beams, F. A: Advance Accountancy, Prentice Hall, New Jersey.

Dearden, J and S.K Bhattacharya: Accounting for Management, Vikas Publishing House, New Delhi.

Engler, C, L. A Bernstein, and K. R Lambert: Advanced Accounting, Irwin, Chicago.
Fischer, P. M., W. J Taylor and J. A Leer: Advanced Accounting, South-Western Ohio.
Gupta, R. L: Advanced Financial Accounting, S. Chand & Co., New Delhi.
Horngren, Charles, T., George Foster and Srikant M. Datar: Cost Accounting; A Managerial Emphasis, Prentice Hall, New Delhi.
Keiso, D. E. and J. J. Weygandt: Intermediate Accounting, John Wiley and Sons, New York.
Monga, J. R: Advanced Financial Accounting, Mayoor Paperbacks, Noida.
Narayanaswamy, R: Financial Accounting; A Managerial, Prentice Hall, Delhi.
Needles Jr. B. E., H. R Anderson and J. C. Caldwell: Financial and Managerial Accounting, Houghton Mifflin Co., Boston.
Shukla, M. C. and T. S. Grewal: Advanced Accountancy, S. Chand & Co., New Delhi.
Warren, C. S. and P. E Fess: Principles of Financial and Managerial Accounting, South-Western Ohio.
Negis, R.F.: Financial Accounting, Tata McGraw-Hill, New Delhi.

MFC: 6 MARKETING MANAGEMENT

Objective

The objective of this course is to facilitate understanding of the conceptual framework of marketing and its applications in decision making under various environmental constraints.

Course Inputs

- 1. Introduction:** Concept, nature, scope, and importance of marketing; Marketing concept and its evolutions; Marketing mix; Strategic marketing planning an overview.
- 2. Market Analysis and Selection:** Marketing environment macro and micro components and their impact on marketing decisions; Market segmentation and positioning; Buyer behaviour; Consumer versus organizational buyers; Consumer decision-making process.
- 3. Product Decisions:** Concept of a product; Classification of products; Major products decisions; Product line and products mix; Branding; Packing and labeling; Product life cycle – strategic implications; New product development and consumer adoption process.
- 4. Pricing Decisions:** Factors affecting price determination; Pricing policies and strategies; Discounts and rebates.
- 5. Distribution Channels and Physical Distribution Decision:** Nature functions and types of distribution channels; Distribution channels intermediates; Channel management decisions; Retailing and wholesaling.
- 6. 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.

7. **Marketing Research:** Meaning and scope of marketing research; Marketing research process.
8. **Marketing Organisation and Control:** Organising and controlling marketing operations.
9. **Issues and Developments in Marketing:** Social, ethical and legal aspect of marketing; Marketing of services; International marketing; Green marketing; Cyber marketing; Relationship marketing and their and other developments in marketing.

REFERENCES

- Kotler, Philip and Gary Armstrong:** Principles of Marketing, Prentice Hall, New Delhi.
- Kotler, and Philip:** Marketing Management – Analysis, Planning, Implementations and Control, Prentice Hall, New Delhi.
- Majumdar, Ramanuj:** Product Management in India, Prentice Hall, New Delhi.
- McCarthy, E. Jenome and Willam D., Perreault Jr:** Basic Marketing: Managerial Approach, Richard D. Irwin, Homewood, Illinois.
- Ramaswamy, V. S. and Namakumari, S:** Marketing Management, Macmillan India, New Delhi.
- Srinivasan, R:** Case Studies in Marketing: The Indian Context, Prentice Hall, New Delhi.
- Stanton, William J., and Charles Futrell:** Fundamentals of Marketing; McGraw-Hill Publishing Co., New York.
- Still, Richard R, Edward W, Cundilt and Norman A. P. Govoni:** Sales Management Decisions, Strategies and Cases, Prentice Hall, New Delhi.

MFC: 7 FINANCIAL MANAGEMENT

Objective

The objective of this course is to help the students to understand the conceptual framework of financial management and its applications under various environmental constraints.

Course Inputs

1. **Financial Management:** Meaning, nature and scope of finance; Financial goal – profit v/s wealth maximization; Finance functions – investment, financing and dividend decisions.
2. **Capital Budgeting:** Nature of investment decisions; Investment evaluation criteria – net present value, internal rate of return, probability index, payback period, accounting rate of return; NPV and IRR comparison; Capital rationing; Risk analysis in capital budgeting.
3. **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.

4. **Operating and Financial Leverage:** Measurement of leverages; Effects of operating and financial leverage on profit; Analysis alternate financial plans; Combine financial and operating leverage.
5. **Capital Structure Theories:** Traditional and M. M. Hypothesis – with and without taxes; determining capital structure in practice.
6. **Dividend Policies:** Issues in dividend decision; Walter’s model, Gordon model, M. M hypothesis, dividend and uncertainty, relevance of dividend; Dividend policy in practice; Forms of dividends; Stability in dividend policy; Corporate dividend behaviour.
7. **Management of Working Capital:** Meaning, significance and types of working capital; Calculation operating cycle period and estimation of working capital requirements; Finance of working capital and norms of bank finance; Sources of working capital; Factoring services; Various committee report on bank finance; Dimensions of working capital management.
8. **Management of Cash, receivables and Inventory.**

REFERENCES

Bhattacharya, Hrishikes: Working Capital Management; Strategies and Techniques, Prentice Hall, New Delhi.

Brealey, Richard A and Steward C. Myers: Corporate Finance, McGraw-Hill, Int. Ed., New York.

Chandra, Prasanna: Financial Management, Tata McGraw-Hill, Delhi.

Hampton, John: Financial Decision-Making, Prentice Hall, Delhi.

Pandey, I. M.: Financial Management, Vikas Publishing House, Delhi.

Van Horne, J. C. and J. M. Wachowicz Jr.: Fundamentals of Financial Management, Prentice Hall, New Delhi.

Van Horne, James C: Financial Management and Policy, Prentice Hall, New Delhi.

Pinches, George E: Essentials of Financial Management; Harper and Row, New York.

Khan M Y, Jain P K: Financial Management; Tata McGraw-Hill, Delhi.

Archer, Stephen, H., Choata G Marc, Racette, George: Financial Management; John Wiley, New York.

Block, Stanloy B, Geoffrey A Hilt: Foundation of Financial Management; Richard D. Irwin, Hoomewood, Illinois.

MFC: 8 ACCOUNTING FOR MANAGERIAL DECISIONS

Objective

The objective of this course is to acquaint students with the accounting concepts, tools and techniques for managerial decisions.

Course Inputs

1. **Introduction to Accounting :** Management accounting as a area of accounting; Objectives, nature and scope of financial accounting, cost accounting and

management accounting; Management account and managerial decisions; Management accountant's position, role and responsibilities.

2. **Accounting Plan and Responsibility Centres:** Meaning and significance of responsibility accounting; responsibility center, cost center, profit center and investment center; problems in transfer pricing; objectives and determinants of responsibility centers.
3. **Budgeting:** Definition of budget; Essentials of budgeting; Types of budget, functional, master, etc. Fixed and flexible budget; Budgetary control; Zero-base budgeting; Performance budgeting.
4. **Standard Costing and Variance Analysis:** Standard costing as a control technique; Setting of standards and their revision; Variance analysis – meaning and importance, kinds of variances and their uses – material, labour and overhead variances; Disposal of variances; Relevance of variance analysis to budgeting and standard costing.
5. **Marginal Costing and Break-even Analysis:** Concept of marginal cost; Marginal costing and absorption costing; Marginal costing versus direct costing; Cost-volume-profit analysis; Break-even analysis; Assumptions and practical applications of break-even analysis; Decisions regarding sales-mix, make or buy decisions and discontinuation of a product line, etc.
6. **Analysis Financial Statements:** Horizontal, vertical and ratio analysis; Cash flow analysis.
7. **Contemporary Issues in Management Accounting:** Value chain analysis; Activities based costing; Quality costing; Target and life cycle costing.
8. **Reporting Management:** Objectives of reporting, reporting needs different managerial levels; Types of report, modes of reporting, reporting at different level of management.

REFERENCES

Anthony, Robert: Management Accounting, Mumbai.

Barfield, Jessie, Ceily A Raiborn and Michael R. Kenney: Cost Accounting; Traditions and Innovations, South Western College Publishing, Cincinnati, Ohio.

Decostor, Don T and Elden L Schafer: Management Accounting; A Decision Emphasis, John Wiley and Sons Inc., New York.

Garison, Ray H and Eric W. Noreen: Management Accounting, Richard D. Irwin, Chicago.

Hansen, Don R and Maryanne M, Moreen: Management Accounting; South Western college Publishing, Cincinnati, Ohio.

Homgran, C.T., Gary L. Sundom and William O. Stratton: Introduction to Management Accounting, Prentice Hall, Delhi.

Homgran, Charles T., George Foster and Srikant M. Dafar: Cost Accounting; A Managerial Emphasis, Prentice Hall, Delhi.

Lall B. M. and L. C. Jain: Cost Accounting; Principles and Practice, Prentice Hall, Delhi.

Panday, I. M.: Management Accounting, Vani Publication, Delhi.

Welsch Glenn A., Ronald W. Hilton and Paul N. Gordon: Budgeting, Profit Planning and Control, Prentice Hall, Delhi.

COMPUTER APPLICATION

1. **INTRODUCTION TO COMPUTER HARDWARE:** Computer System as Information Processing System. Computer System Differences; Types of computer systems. Hardware options – CPU, input devices, output devices, storage devices, communication devices, configuration of hardware devices and their applications.
2. **INTRODUCTION TO PERSONAL COMPUTER:** PC and its components. Hardware configuration. CPU and clock speed. RAM and secondary storage devices. Other peripherals used with PC. Factor influencing PC performance. PC as a virtual office.
3. **INTRODUCTION TO MODERN INFORMATION TECHNOLOGY:** Basic idea of Local Area Network (LAN) and Wide Area Network (WAN). E-mail, internet technologies. Access devices; Concept of World Wide Web (WWW) and internet browsing multimedia.
4. **INTRODUCTION TO OPERATING SYSTEM :** Software needs; Operating needs; Application Softwares; Programming Languages; DOS; Windows – Windows explorer; Print manager; Control panel; Paint brush; Calculator; Desktop; My computer; Setting; Find run.
5. **WORD PROCESSING:** Meaning and rules of word processing in creation of documents. Editing, formatting, printing documents. Using tools such as spelling check, thesaurus, etc. in word processor (MS–Word).
6. **ELECTRONIC SPREADSHEET:** Structure of spreadsheet and its application to Accounting, Finance and Marketing functions of Business. Creative a dynamic/sensitive worksheet. Concept of absolute and relative cell reference. Using built–in functions. Goal seeking and solver tools. Using graphic and formatting of worksheet. Sharing data with other desktop applications. Strategies of creating error free work sheet (MS–Excel). Practical knowledge in Wings Accounting.
7. **COMMUNICATION AND NETWORKING.....**
8. **INTRODUCTION TO DBMS:** DBMS architecture; Data Organization (Searching, Sorting, Files, Records, Indexes). Professional databases and their features. Concept of data organization in MS Access.
9. **RDBMS:** Oracle– Introduction to database. Query Language–SQL.
10. **INTERNET:** Concept of technologies. Client / server model computing. Distribution computing. Web related concepts; Make-up language, client side script, server side script, etc. E-mail; FTP; chatting; conferencing, etc.

MANAGEMENT INFORMATION SYSTEM

1. Concept of Management Information System (MIS). Role of MIS in Managerial decision making. System Approach and MIS. Sources of information. Computerised MIS and its Advantages. Selecting a Computer. Selection and training of computer personnel.

2. Organisational aspects of computerized data processing; Evaluation and control of data processing; Office automation system; Decision support systems; Executive support systems; Expert system.
3. System analysis and design; System life cycle; Data flow diagram; Data dictionary; Simon's and Anthony's models in Information system.

REFERENCES

AUTHOR	BOOK
Agarwal, Kamlesh N. and Agarwal, Deeksha	Business on the Net: Introduction to E-Commerce.
Agarwal, Kamlesh N. and Agarwal, Deeksha	Bulls, Bears & the Mouse-An Introduction to Online stock Market Trading.
Agarwal, Kamlesh N. and Prateek Amar	WAP the Net- An Introduction to Wireless Application Protocol.
Bajaj Kamlesh K & Nag Debjani	E-Commerce – The Cutting Edge of Business.
Burch John & Grudnitski Gary	Information System – Theory and Practice.
David, Van Over	Foundation of Business System.
Edwards, Ward	The Essence of Information Systems
Eliason, A. L.	Online Business Computer Applications
Estrada, Susan	Connecting to the Internet
Garg and Srinivasan	Work-Book on System Analysis and Design
Goyal	Management Information System
John, Moss Jones	Automatic Managers- The Implications of Information Technologies for Managers
Kanter	Managing with Information
Loug, L.	Computers
Minoli, Daniel	Internet and Intranet Engineering
Minoli Daniel & Minoli Emma	Web Commerce Technology Handbook
Summer, M.	Microsoft Office 2000
Yeats	System Analysis and Design

MFC: 10 FINANCIAL INSTITUTIONS AND MARKETS

Objective

This course aims at providing students with an understanding of the structure, organization, and working of financial markets and institutions in India.

Course Inputs

1. **Introduction:** Nature and role of finance system; Financial system and financial markets; Financial system and economic development; India financial system – an overview.
2. **Financial Markets:** Money and Capital markets; Money market – meaning, constituents, functions of money market; Money market instruments – call money, treasury bills, certificates of deposits, commercial bills, trade bills etc.; Recent trends in Indian money markets; Capital market – primary and secondary markets; Depository system; Government securities market; Role of SEBI – an overview; Recent developments.

3. **Reserve Bank of India:** Organization, management and functions; Credit creation and credit control; monetary policy.
4. **Commercial Banks:** Meaning, functions, management and investment policies of commercial banks; Present structure; E-banking and E-trading; Recent developments in commercial banking.
5. **Development Banks:** Concept, objectives and functions and functions of development banks; Operational and promotional activities of development banks; IFCI, ICICI, IDBI, IRBI, SIDBI; State development banks, state financial corporations.
6. **Insurance Sector:** Objectives, roles, investment practices of LIC and GIC; Insurance Regulatory and Development Authority – role and functions.
7. **Unit Trust of India:** Objectives, functions and various schemes of UTI; Role of UTI in industrial finance.
8. **Non-Banking Financial Institutions:** Concept and role of non-banking financial institutions; Sources of finance; Functions of non-banking financial institutions; Investment policies of non-banking financial institutions in India.
9. **Mutual Funds :** Concept, performance appraisal and regulation of mutual funds (with special reference to SEBI guidelines); Designing and marketing of mutual funds schemes; Latest mutual fund schemes in India – an overview.
10. **Merchant Banking:** Concept, functions and growth; Government policy on merchant banking services; SEBI guidelines; Future of merchant banking in India.
11. **Interest Rate Structure:** Determinants of interest rate structure; Differential interest rate; recent changes in interest rate structure.
12. **Foreign Investments:** Types, trends and implications; Regulatory framework for foreign investments in India.

REFERENCES

- Avdhani:** Investment and Securities Market in India, Himalaya Publications, Delhi.
- Bhole, L. M.:** Financial Markets and Institutions, Tata McGraw-Hill, Delhi.
- Ghosh, D:** Banking Policy in India, Allied Publications, Delhi.
- Giddy, I. H.:** Global Financial Markets, A.I.T.B.S., Delhi.
- Khan, M. Y.:** Indian Financial System, Tata McGraw-Hill, Delhi.
- Reserve Bank of India:** Various Reports, RBI Publications, Mumbai.
- Varshney, P. N.:** Indian Financial System, Sultan Chand & Sons, New Delhi.
- Averbach, Robert D:** Money, Banking and Financial Markets; MacMillan, London.
- Srivastva, R. M.:** Management of Indian Financial Institution, Himalaya Publications, Mumbai.
- Verma J C:** Guide to Mutual Funds and Investment Portfolio, Bharat Publishing House, New Delhi.

Objective

The objective of this course is to familiarize students with the relevant provisions of various laws influencing business.

Course Inputs

1. **Indian Contract Act, 1872:** Definitions, essentials of a valid contract, offer, acceptance, free consent, consideration, legality of object, capacity of contract, discharge of contract, consequences of breach of contract.
2. **Sales of Goods Act:** Definitions, conditions and warranties; Transfer of property, right of unpaid seller.
3. **The Negotiable Instruments Act, 1881:** Definitions, types of negotiable instruments; Negotiation; Holder and holder-in-due course; Payment in due course; Endorsements and crossings of cheque; Presentation of negotiable instruments.
4. **The Companies Act, 1956:** Definitions and types of companies; Memorandum of Association; Articles of Association; Share capital and membership; Meetings and resolutions; Company management; Winding-up and dissolution of companies.
5. **FEMA 2000**.....
6. **Restrictive and Unfair Trade Practice, Consumer Protection Act:** MRTP Act 1969-Monopolistic Trade Practices; Restrictive Trade Practices; Unfair trade practices; The Consumer Protection Act, 1986 – salient features; Definition of consumer, rights of consumer, grievance residential machinery.
7. **SEBI ACT, 1992**.....
8. **WTO:** Regulatory framework of WTO; Basic principle and character of WTO; Provisions relating to preferential treatment of developing countries; Regional groupings; Technical standards; Anti-dumping duties and other NTB's; Custom valuation; Dispute settlement, TRIPs and TRIMs.

REFERENCES

Avadhaani V. A.: SEBI Guidelines and Listing of Companies, Himalaya Publishing House, Delhi.

Indian Contract Act, 1872.

SEBI Act, 1992: Nabhi Publication, Delhi.

Securities (Contract and Regulations) Act, 1956.

Taxman's Company Act, (Latest).

Taxman's Masters Guide to Companies Act, 1998.

Taxman's Mercantile Law, (Latest).

The Companies Act, 1956.

The Negotiable Instruments Act, 1881.

Singh, Avtar: Law Relating to Monopolies, Restrictive and Unfair Trade Practices, Eastern Book Co.

Bhandari ML: Guide to Company Law Procedure – Vol. I, II, and III, Jain Book Agency, New Delhi.

MFC: 12 INVESTMENT MANAGEMENT

Objective

This course exposes the students to the various concepts of investment management and provides an in depth study of various issues thereunder.

Course Inputs

1. **Investment:** Nature and scope of investment analysis; Elements of investment – return, risk and time elements; Objectives of investment; Security return and risk analysis; Measurement of return and risk; Approaches to investment analysis.
2. **Types of Investments:** Financial investments – securities and derivatives, deposits, tax sheltered investments; Non-financial investment – real estate, gold and other types and their characteristics; Sources of financial information.
3. **Fundamental Analysis:** Economic analysis, industry analysis, and company analysis.
4. **Technical Analysis:** Various prices and volume indicators, indices and moving averages; Interpretation of various types of trends and indices.
5. **Efficient Market Hypothesis:** Weak, semi-strong and market; Testing of different forms of market efficiency and their significance.
6. **Valuation of Fixed Income Securities:** Securities; Bonds, Debentures, Preference shares, and convertible securities.
7. **Valuation of Variable Income Securities:** Equity shares.
8. **Investment by Individuals:** Investment Policies of individuals; Tax saving schemes in India.

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