

**Annexure: 56.D**  
**SCAA : 29.02.2008**

**BHARATHIAR UNIVERSITY- COIMBATORE – 641 046.**  
**M.Com-F&C (Finance & Control) Degree Course offered in Affiliated Colleges**  
**COURSE OF STUDY, SCHEME OF EXAMINATION AND SYLLABUS**  
**REGULATION AND SYLLABUS (FROM THE ACADEMIC YEAR 2007– 2008)**

**1. ELIGIBILITY FOR ADMISSION TO THE COURSE : Any Degree**

**2. DURATION OF THE COURSE :**

The course shall extend over a period of two years comprising four semesters, with two semesters per year. There shall not be less than ninety instructional days for each semester. Examination shall be conducted at the end of each semester for the respective subjects.

**3. COURSE OF STUDY AND SCHEME OF EXAMINATION**

<b>Paper</b>	<b>Subject</b>	<b>Lecture Hrs</b>	<b>Exam Duration</b>	<b>Max. Marks</b>
<b>I Semester</b>				
I	Financial Markets and Institutions	7	3 Hrs	100
II	Managerial Economics	7	3 Hrs	100
III	Financial Accounting	7	3 Hrs	100
IV	Management Information System	6	3 Hrs	100
	PG Diploma Paper I	3	3 Hrs	100
	<b>Total</b>	<b>30 Hrs</b>		<b>500 Marks</b>
<b>II Semester</b>				
V	Corporate Accounting	6	3 Hrs	100
VI	Applied Cost Accounting	5	3 Hrs	100
VII	Business Research Methods	6	3 Hrs	100
VIII	Financial Services	5	3 Hrs	100
IX	Computer Applications Practicals I (MS Office and Internet)	5	3 Hrs	100
	PG Diploma Paper II	3	3 Hrs	100
	<b>Total</b>	<b>30 Hrs</b>		<b>600 Marks</b>
<b>III Semester</b>				
X	Management Accounting	7	3 Hrs	100
XI	Financial Management	7	3 Hrs	100
XII	Security Analysis and Portfolio Management	7	3 Hrs	100
XIII	Computer Applications Practicals II (Tally)	6	3 Hrs	100
	PG Diploma Paper III	3	3 Hrs	100
	<b>Total</b>	<b>30 Hrs</b>		<b>500 Marks</b>
<b>IV Semester</b>				
XIV	International Financial Management	6	3 Hrs	100
XV	Derivatives and Risk Management	6	3 Hrs	100
XVI	Direct Taxes and VAT	6	3 Hrs	100
XVII	Project Work & Viva Voce	9		200
	PG Diploma Paper IV	3	3Hrs	100
	<b>Total</b>	<b>30 Hrs</b>		<b>600 Marks</b>

**M.Com (Finance & Control) course - 1800**  
**PG Diploma Course - 400**

#### 4. PRACTICAL TRAINING AND PROJECT WORK

The practical training is essential to expose the students to the real life work situation and to strengthen the conceptual knowledge gained in the classroom. One month practical training is to be arranged during the summer vacation after the second semester. The training shall be in banking, financial institution, and industrial enterprise or consultancy organisations involving finance areas. Candidate should submit a report at the end of the study. The principal of the college and Head of the Department shall issue a certificate to the effect that the student had satisfactorily undergone the practical training for the prescribed period.

Project work, which is compulsory, carries 200 marks. A student should select a topic for project work in the third semester itself and submit the project report (dissertation) at the end of the fourth semester. There is viva for project work carrying 50 marks. The guide and an external examiner shall evaluate the project report and conduct the viva. The project work shall be related to computer applications in business or it may involve software development.

#### 5. REQUIREMENT TO APPEAR FOR THE EXAMINATION

**a) A candidate will be permitted to appear for the University examination for any semester if:**

- i) The student secures not less than 75% attendance during the semester.**
- ii) The student earns a progress certificate from the head of the institution of having satisfactorily completed the course of study as required by these regulations and
- iii) The conduct of the student has been satisfactory;**
- iv) Provided that it shall be open to the syndicate or any other authority delegated with such powers by the syndicate, to grant exemption to a candidate who has failed to earn 75% attendance prescribed, for a valid reason, subject to usual conditions.**

- b) A candidate may be permitted to appear for the examination even if the student does not possess the minimum required attendance and allowed to continue to go for the subsequent semester and the student should compensate the attendance requirement for both the present and earlier semester. If the student could not earn the attendance even after continuing the subsequent semester then the student should rejoin the course and redo the semester last attended.
- c) A candidate having arrear paper(s) shall have the option to appear in any arrear paper along with the papers of regular study in any semester. If a candidate fails to submit the project report at the end of fourth semester such a candidates may be permitted to submit it with in the next six months.

#### 6. MEDIUM OF INSTRUCTION

The medium of instruction and examination is in English only

#### 7. PASSING MINIMUM

- a) **A candidate shall be declared to have passed in a paper if a student obtains not less than 50% of marks in that paper. A candidate shall be declared to have passed the whole examination if the student passes in all the papers.**
- b) A candidate failing to secure the minimum marks prescribed shall be required to reappear for the examination in that paper and obtain the minimum marks required for passing the paper.

#### 8. CLASSIFICATION OF SUCCESSFUL CANDIDATES

Successful candidates passing the M.Com(Finance & Control) degree examination securing marks 60% and above shall be declared to have passed the examination in first class. All others successful shall be declared to have passed the examination in second class.

#### 9. CONFERMENT OF THE DEGREE

- a) No candidate shall be eligible for conferment of the degree unless the candidate has undergone the prescribed course of study for a period of not less than four semesters in an institution approved by / affiliated to the university or has been exempted there from in the manner prescribed and has passed the examinations as have been prescribed therefore and

- b) Has successfully completed the prescribed practical training as evidenced by a certificate issued by the principal of the college.

#### 10. RANKING

A candidate who qualifies for the M.Com(Finance & Control) degree course passing all the examinations in the first attempt within the minimum period prescribed for the course of study from the date of admission to the course and secures first or second class shall be eligible for ranking and such ranking will be confined to 10% of the candidates qualifying for M.Com(Finance & Control) degree subject to a maximum of 10 ranks.

#### 11. REVISION OF REGULATION AND CURRICULUM

- a) The above regulations, scheme of examinations and curriculum will be in force without any change for a minimum period of two years from the date of approval of the regulations. The university may revise, amend or change the regulations and scheme of examinations, if found necessary.
- b) If the regulations and curriculum changed, modified or amended, the students who have undergone the M.Com(Finance & Control) course following the old regulations and have not completed the course may be allowed to follow the old regulations itself for two more years i.e. for four semesters from the date of completion of the course by the last set of students admitted into the M.Com(Finance & Control) course following the old regulations. Even after the extra chances prescribed, the students having arrear papers may be permitted to appear for the examinations after obtaining specific directions from the university under the revised regulations.

#### 12. QUESTION PAPER PATTERN

##### Max : 75 Marks

<b>Section A:</b>	Objective type questions with no choice (10 Questions)	10 x 1 = 10
<b>Section B:</b>	Short answer questions of either / or type (10 questions – 2 each from every unit)	5 x 5 = 25
<b>Section C:</b>	Essay type questions of either or type (10 questions – 2 each from every unit)	5 x 8 = 40

**Note :** Only Simple problems may be asked in Section – B in problem oriented subjects.

### SEMESTER – I

#### PAPER I: FINANCIAL MARKETS AND INSTITUTIONS

##### UNIT - I

Nature and Role of Financial System – An overview of the Indian Financial System – Financial Sector Reforms – Reserve Bank of India - Securities and Exchange Board of India.

##### UNIT – II

Banking Institutions - Commercial and Co-Operative Banks - Non-Bank Financial Institutions - Small Savings and Provident Funds - Unit Trust of India and Mutual Funds

##### UNIT III

Non Banking Financial Intermediaries – Loan companies – Investment Companies – Hire Purchase Finance – Lease Finance – Housing Finance – Mutual Benefits Financial Companies – Merchant Banks – Venture Capital Funds Credit Rating - Public Deposits with Non-Banking Companies – Non bank Statutory Financial Organizations.

##### UNIT - IV

Financial Markets - Call Money Market - Treasury Bills Market - Commercial Bills Market - Markets for Commercial paper and Certificates of Deposits - The Discount Market - Market for Financial Guarantee - Government (Gilt-edged) Securities Market.

UNIT - V

Industrial Securities Market - International Dimensions of Financial Markets - Foreign Exchange Market and Foreign Capital Market.

**BOOKS FOR REFERENCE:**

1. Financial Institutions and Markets, L.M.Bhole, Tata McGraw – Hill Publishing Co., Ltd.
2. Financial Instruments and Services, Nalini Prava Tripathy, Prentice Hall of India.
3. Financial Markets and Institutions, S. Gurusamy, Vijay Nicole Imprints (P) Ltd.

**PAPER II - MANAGERIAL ECONOMICS**

UNIT – I

Nature and Scope of Managerial Economics in relation with other disciplines – Role and Responsibilities of Managerial Economist – Goals of Corporate Enterprises: Maximization of profit - Value of enterprise.

UNIT - II

Demand analysis - Demand determinants – Demand distinctions – Elasticity of demand – Types, methods – Applications – Demand forecasting for industrial goods – Consumer goods – Consumer durables – Factor influencing elasticity of demand.

UNIT - III

Cost and production analysis - Cost concepts – Cost and output relationship - cost control – Short run and Long run - cost functions - production functions – Break-even analysis Economics scale of production.

UNIT - IV

Pricing and output decisions in different market situations – Monopoly and duopoly competition - perfect and imperfect - pricing policies.

UNIT – V

Business cycles – National income, monetary and fiscal policy – Public finance. TRIM's- Intellectual Property rights – TRIP's – Industrial Sickness – causes –remedies.

**BOOKS FOR REFERENCE:**

1. Maheswari and Varshney : Managerial Economics
2. P.L.Metha : - do-
3. G.S.Gupta : - do –
4. D.Gopalakrishnan : - do –
5. B.M.Wali & Kalkundrikar : - do –

Note: Question paper shall cover 100% Theory

**PAPER – III FINANCIAL ACCOUNTING**

UNIT - I

Introduction to Financial Accounting – Users of Accounting information – Financial and management accounting – Generally accepted accounting principles and the accounting environment – Ethical issues in Accounting. Double entry system: The basics of modern accounting – Trial balance.

UNIT - II

Measuring Business Income – Preparing Financial statement from the adjusted Trial balance – Overview of the Accounting cycle. Accounting for merchandising transactions.

### UNIT-III

Financial statements – Meaning – Nature and limitations – Preparation of profit and loss account and balance sheet. Financial reporting – Annual reports – Half yearly report – Content of annual reports disciplines in financial reporting.

### UNIT-IV

Accounting for non-trading concerns – Hospitals, educational Institutions etc – Accounting for share capital - Depreciation, Depletion and amortization – Bank reconciliation statement and its uses for financial control decisions.

### UNIT-V

Accounting standards – Indian accounting board – Responsibility accounting – Human resource accounting.

Note: Question paper shall cover 40% Theory and 60% Problems.

#### BOOKS FOR REFERENCE:

1. Ambrish Gupta , “Financial Accounting for management – An Analytical perspective “, Pearson Education.
2. S.K. Battacharyya , “ Accounting for management”,Vikas publishing house Pvt.Ltd.
3. Carl S. Warren , James M.Reeve , Philip E.Fess , “Financial Accounting” , Thomson-South –western publications.
4. R.Narayanaswamy, “Financial Accounting – A managerial perspective”, Prentice Hall of India Pvt Ltd.

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## **PAPER – IV MANAGEMENT INFORMATION SYSTEM**

### UNIT –I

Fundamentals of information systems – Concept of Information – Concept of System, Sub-system, system approach – Information system – Tools for information System - Meaning and Definition of MIS - MIS design, Development, Implementation and Maintenance.

### UNIT-II

Information Technology – Concepts – Architecture - Computer Hardware & Trends in computer Hardware & Computer peripherals - Computer software – system software: OS, OOPS – Application software – spread sheet – graphic packages- Database management – File management – Database models, Database management system – Client server computing.

### UNIT – III

Role of communication -Trends in communication - Telecommunications and Networks – communication direction, synchronization, channels and media – Network Technology. – Tele communications Alternatives – DTP – Image processing – Electronic communication system – electronic meeting system.

**UNIT - IV**

Information system for Business functions, Manufacturing and Inventory control, Marketing Information system - Human resource Information System and Geographic information system – Applications of Information Technology in E-Business, Share trading, Banking and Governance.

**UNIT – V**

MIS for finance – Accounting information systems – Inventory control – Accounts receivable, payable – Payroll – General ledger . Financial Information systems – cash and securities management – capital budgeting – Financial forecasting – Financial Planning.

**BOOKS FOR REFERENCE:**

1. James O'Brien, "Management Information Systems", TataMcGraw Hill Publishing Co.Ltd.
2. L.M.Prasad & Usha Prasad, "Management Information Systems", Sultan Chand & Sons
3. A.K.Gupta, " Management Information Systems", S. Chand & Compnay Ltd.
4. Kenneth C. Laudon & Jane P. Laudon, "Management Information Systems", Prentice Hall of India (P) Ltd.

**SEMESTER II****PAPER V CORPORATE ACCOUNTING****UNIT – I**

Preparation of Final accounts – Schedule VI Part I and Part II – Profit prior to incorporation – Managerial remuneration – dividend declaration out of the past and the current profits – Issue of Bonus shares – Preparation of Balance Sheet.

**UNIT – II**

Amalgamation – Absorption (Excluding inter –company holdings) – External reconstruction – Internal reconstruction (Excluding scheme of reconstruction).

**UNIT – III**

Holding company accounts excluding inter-company holdings – Liquidation of companies.

**UNIT - IV**

Accounts of Banking companies and Insurance Companies.

**UNIT – V**

Inflation accounting – Human resource accounting-Principles of Government accounting – responsibility accounting.

**BOOKS FOR REFERENCE**

1. M.C. Shukla & T.S.Grewal : Advanced Accounting
2. R.L.Gupta : Advanced Accounting
3. Jain & Narang : Advanced Accounting

Note: Question paper shall cover 20% Theory and 80% Problems.

**PAPER – VI APPLIED COST ACCOUNTING****UNIT-I**

Introduction to cost accounting – Meaning and definition – Difference between financial and cost accounting – Nature and significance of cost accounting – Methods of costing – Elements of costing – Cost concepts fixed cost and variable costs – Preparation of cost sheet.

**UNIT-II**

*MATERIAL:* classification and coding of materials fixation of maximum, minimum and reorder levels – Economic order quantity – Purchase procedure – Storage of materials, issue of materials pricing of material issues and returns – Inventory control physical verification – Periodical and perpetual Inventory.

**UNIT-III**

*LABOUR:* Classification of labour – Time keeping – Preparation of pay roll – Wage payment and incentive system – idle time, overtime. Contract costing – Batch costing – Operating/Service costing – cost control report.

**UNIT-IV**

*OVER HEAD:* Meaning and classification of overheads – Classification according to function – Variability and elements – Steps in overhead accounting – Absorption of overhead cost, difference between cost allocation and apportionment and reapportionment –Predetermined overhead recovery rates.

**UNIT-V**

Feature of process costing – Comparison between joint costing and process costing – Process losses – Inter process profit equivalent production – Joint products and By-products. Reconciliation of cost and financial accounts – Cost ledger integrated accounts – Cost audit under companies act – Benefit of cost audit.

Note: Question paper shall cover 40% Theory and 60% Problems.

**BOOKS FOR REFERENCE:**

- 1) Horngren - Cost Accounting with Managerial Emphasis
- 2) Wheldon - Cost Accounting
- 3) Biggs - Cost Accounting
- 4) N.K. Prasad - Principles and Practice of Cost Accounting

**PAPER-VII BUSINESS RESEARCH METHODS****UNIT – I**

Business Research – Meaning – Scope and Significance – Utility of Business research – Qualities of good researcher – Types of research – Research process – Identification, Selection and formulation of research problems – Hypothesis – Research design.

**UNIT – II**

Sampling – Methods and techniques – Sample size – Sampling error – Fieldwork and data collection. Tools of data collection – Interview schedule \_ Questionnaire – Observation, interview and mailed questionnaire – pilot study and final collection of data.

**UNIT – III**

Measurement and scaling techniques – Processing and analysis of data – Editing and coding – Transcription and Tabulation – Statistical tools used in research – Interpretations and report writing – Types and contents and style of reports – Steps in drafting reports.

**UNIT – IV**

Measures of Central tendency – Standard deviation – Correlation – simple, partial and multiple correlation – Path analysis – Auto correlation – Regression models – OLS ordinary least square methods – Multiple regression.

**UNIT – V**

Test of significance – ‘t’ Test - large sample and ‘f’ Test, test of significance for attributes, analysis of variants – Business forecasting – Exponential smoothing – Chi-square test.

**BOOKS FOR REFERENCE:**

1. Emory : Business Research Methods

2. Rummel & Ballaine : Business Research Methods
3. S.P. Gupta : Statistical Methods
4. C.R. Kothari : Research Methodology.

Note: Question paper shall cover 60% Theory and 40% Problems.

## **PAPER – VIII FINANCIAL SERVICES**

### UNIT – I

Merchant Banking – Meaning, Origin and Growth – Evolution and Merchant Banking in India – Scope of Merchant Banking Services – Organization and management patterns of merchant banks – Merchant bank and management of public issues – Role of merchant bankers in maintaining health and creditability of the capital market.

### UNIT – II

Mutual Fund – Concept and Origin of mutual fund – Growth of mutual fund in India – Mutual Fund Schemes – Money market – Mutual Funds – Institutions involved in mutual fund business. Unit Trust of India, Life Insurance Corporation, Commercial banks – Entry of private financing companies in mutual fund business – Safety, Liquidity and Profitability of mutual funds – Need for regulation.

### UNIT – III

Lease Financing – Why leasing – Types of leasing – Fixation of Lease Rentals – Factors influencing Lease Vs. Buy Decision – Accounting treatment for leasing – Growth and prospects of Leasing Industry in India. Hire purchase – Meaning, concept, growth of hire purchase companies in India – Source of finance – RBI guidelines for hire purchase companies in India – hire purchase companies and Transport industry – problems and prospects of hire purchase – Hire purchase Vs. Leasing.

### UNIT – IV

Factoring – concept of factoring – Types of factoring – Factoring mechanism – Factoring in India – Cost and benefit of factoring – Issues involved in factoring business. Credit cards – concept – Evolution of credit cards – Varieties of credit cards – operational procedure – Acceptability of credit cards from the point of view of bankers, customers, members – Establishments.

### UNIT – V

Credit Rating – Objectives – Institutions engaged in credit rating – purpose and procedure of rating for debentures – Fixed deposits – Short-term instruments. Role of CRISIL and ICRA. Venture Capital – Concept and characteristics – Origin Growth of Venture capital – Difference between venture capital financing and conventional funding – Venture capital schemes – Legal aspects – Agencies involved in providing venture capital.

Note: Question paper shall cover 100% Theory

### **BOOKS FOR REFERENCE:**

1. Financial Services and Markets: Dr.S.Gurusamy, Vijay Nicole Imprints (P) Ltd,
  2. Financial Services: M.Y.Khan, Tata Mc Graw-Hill Publishing Company Limited.
  3. Financial Services: Dr.D.Joseph Anbarasu & Others, Sultan Chand & Sons.
  4. I.M. Pandey ; Financial Management, Vikas Publishing House Pvt.Ltd.,
  5. R.K. Srivastavaa ; Financial Decision Making ; Problem and Cases.
  6. K.V. Kamathi, S.A. Kerbon and T.Viswanath; The Principles and Practices of Leasing, Lease Asia, England, 1990.
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**Paper IX Computer Applications Practicals I (MS Office and Internet)**  
**BHARATHIAR UNIVERSITY : COIMBATORE-46**  
**COMPUTER APPLICATIONS PRACTICAL LIST**  
**For M.COM (F&C) Course Offered by affiliated Colleges**  
**For the Students admitted during the academic year 2007 – 2008 onwards**  
**General instructions**

The students should submit their records by using the format given below.

Objective

Requirements

Functions to be performed

Output

The students should simultaneously maintain a file to keep a record of the various documents used by them for the various practical exercises done by them.

Distribution of internal assessment (25%)

5 marks for attendance;

10 Marks for model exams;

5 marks for file and

5 marks for practical record.

Note: (1) Student should be asked to maintain a file for the original information collected by them (photocopy) to perform the lab exercises apart from the practical record book.

List of computer practical to be followed in Semester - II  
**M.S. Office and Internet**

**Computer Application practical – I**

**II Semester Practical List (MS – Office & Internet)**

For the semester II, Practical classes are to be conducted for 5 hours per week.

**I. Ms Word**

1. Analyse the union budget and perform the following:
  - a) Right alignment, bold the important words
  - b) Center align the second paragraph and perform italics for the important word.
  - c) Change the third paragraph in to two column paragraph
  - d) Insert page numbers at the bottom, insert data, time and heading in the header section, page break.
2. Identify a financial organization and prepare an organizational chart of that concern.
3. Prepare a chart showing the different elements of Indian financial system.
4. Type a cost audit report and perform the following
  - a) Use format tool bar, wizard and templates.
  - b) Numbering and bullets.

- c) Create and apply styles to your documents.
- 5. Request a banker to open a current account for your business concern, using letter format.
- 6. Using mail merge send share allotment letter to the applicants for the share of a company.
- 7. Type your curriculum vitae and perform template and indent the text and take print out
- 8. Prepare a questionnaire (minimum 15 questions in your area of specialization finance.
  - Use bullets and numbering
  - Check the spelling according to British
  - Use thesaurus to replace a word
  - Use drop cap
- 9. Prepare a table on balance of payments by using auto format table.
- 10. Preparing a document by using special text effects highlight a particular part of your text. Set tab stops and leaders use bullets and numbers wherever necessary. Also use symbol character map and special character page.
- 11. Prepare a paper on a current topic, which is relevant to your specialization and perform the following function.
  - a. Use thesaurus command.
  - b. Customize the spelling and grammar options
  - c. Finding and replaying text it go to function
  - d. Headers to footers, page numbers, section breaks, and columns and tablets.
  - e. Use graphics for extra impact via inserting autoharps, line art object, and word art add a media clip in to your document.

**II MS EXCEL**

- 1. Prepare break-even chart using chart wizard
- 2. Prepare a trend analysis of a product of your own choice with year and sale figures.
- 3. Prepare an excel sheet under the main heading of capital and working capital as the column names and perform the following:
  - Select a column and change the number format rupees and paisa format
  - Change the particular range of cells font as bold.
  - Select a row hide it
  - Use short cut key and go to sheet 3 and select a cell
- 4. Prepare an excel sheet under the main heading of capital & working capital as the column names

<b>Capital</b>	<b>Working capital</b>
Building 100000	Rent15000
Software 15000	Salaries15000
Ups40000	Advertisement20000
Telephone15000	Stationary5000
Internet 20000	Electricity3000

- 5. Determine the share price index and movements of 10 companies for 10 days from the newspapers by using the statistical functions of excel and present it in a graphical form.
- 6. Prepare a bin card for purchases issues made during the year by using auto format wizard
- 7. Prepare a cost sheet with supporting evidence as to know cost per unit of product
  - Use formula function and built in functions.

- Use pivot tables and charts
8. Determine correlation between demand and price of a product (minimum 10 entries).
  9. Prepare a sales budget and perform the following:
    - Create a text box frame
    - Change the color line
    - Make it semi transparent
    - Change the height and width of the heading of the text box.
  10. Using three-column format, type any five differences between financial management and cost accounting.
  11. By using already prepared questionnaire (ms word) prepare a work sheet.
  12. Collect earning per share, market price of the shares, net assets value and turn over of ten different companies from the leading business dailies and enter in a table. Calculate the price earning per share. Copy it in to different sheets in the name of each and every company. Use copying, count functions and statistical functions.

### **III MS ACCESS**

1. Prepare a pay roll for employee's data base of an organization with the following details Employee Id, Employee Name, Date of birth, Department and designation Date of appointment, Basic pay, Dearness allowance, House rent allowance and Other deductions if any
  - Create font for individual employees (pay slip)
  - Create queries for different categories
  - Create a report about the total salary distribution.
2. Draft the questionnaire among the students regarding the preference of the product
  - Create a master table a access for each and every question
  - Enter the collected data with help of queries
  - Identify the number of respondent in each and every category
  - Create a report with the help of queries
3. Through the Internet collect share price of 5 companies from 5 different stock exchanges in India. Create a table access and enter the data. Create a font view for each companies share.
4. Gather price quantity description for five products and enter in access table and create an invoice in form design view.
5. Gather the details regarding the receipt and payments for 6 months and by using a budget wizard. Prepare a cash budget.

### **IV MS POWER POINT**

1. Gather Financial Details through Net Regarding five companies and presented in a slide show with animation and transitions (speed and sound).
2. Identify the different products, its process and collect different costs involved in each process and present it by inserting clip parts, text, table and a chart.
3. Collect data on recent development in foreign exchange in India create your presentation by adding text and object to slides. Use data, slide number of other text in a slide footer. You can add, delete or modify information in the footer area of all slides by using the slide master.
4. Create a professional looking organizational chart of a financial institution. Perform the following:

- Choose a particular level and all levels and edit.
- Change the color shadows and border options on selected boxes using the box menu.
- Change the thickness and color of connecting lines using the lines menu

### **INTERNET**

1. Create your e-mail id, learn search engines and browser
2. Send an e-mail to your superior by attaching the excel data which comprises details regarding the financial performance of the company.
3. Store your e-mail message by creating new folders, move mail between folders.
4. Visit any one of the stock exchange website and display the listed share price by using excel.
5. Visit NIC website go to ministry of finance and collect information regarding economic survey and union budget.
6. Download the NPV calculator and do NPV calculations.
7. Visit RBI website and collect necessary publications on financial areas.
8. Download the TT buying and TT selling rates.
9. Visit any one of the international capital market website and download the trend of the market and present the report.

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### III SEMESTER

#### PAPER X - MANAGEMENT ACCOUNTING

##### UNIT – I

Nature and scope of Management Accounting – Meaning – Nature – Scope – Functions – Objectives – Importance – Limitations – Distinction between Financial Accounting and Management Accounting – Relationship between cost and management Accounting – Tools and Techniques of Management Accounting – Meaning and Process of financial statement Analysis and Interpretation.

##### UNIT – II

Ratio Analysis – Meaning – Advantages of Ratio Analysis – Limitations – Classification of Ratios – Profitability – Turnover Ratios – Long-term Financial position – Working Capital Management – Meaning of Working capital – Importance Determinants and Computation of Working capital – Forecast of working capital Requirements.

##### UNIT – III

Funds Flow statement – Meaning and concept of Funds and Flow of Funds – Importance or uses of Funds Flow statements – Limitations – Schedule of changes in working capital – Preparation of Funds Flow statement – Cash Flow statement – Comparison between Funds Flow statement and Cash Flow statement – uses of Cash Flow statement – Limitations – Preparation of Cash Flow Statement.

##### UNIT – IV

Marginal Costing – Definition of Marginal cost and Marginal Costing – Salient features – Advantages of Marginal Costing – Limitations – Break-Even Analysis – Cost-volume-profit Analysis – Application of Marginal costing for Business Decision making.

##### UNIT – V

Budgeting and Budgetary control – Meaning- Definition – Objectives of Budgetary control – Essentials of Budgetary control – Advantages – Limitations – Classification and Types of Budgets – Sales, Production, Cost of Production, Purchase and Flexible Budgets – Cash Budget – Standard costing and variance Analysis (Material and Labour only) - Advantages and Limitations of standard costing.

**Note:** Question paper shall cover 40% Theory and 60% problems.

##### **Books for Reference:**

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|--------------------------|-----------------------------------|
| 1. Management Accounting | - R.K.Sharma & Shashi k.Gupta     |
| 2. Management Accounting | - Manmohan Goyal                  |
| 3. Management Accounting | - S.N.Maheswari                   |
| 4. Management Accounting | - T.S.Reddy & Y Hari Prasad Reddy |
| 5. Management Accounting | - Khan & Jain                     |

#### PAPER XI - FINANCIAL MANAGEMENT

##### UNIT – I

Financial Management: Meaning, Nature, Scope and Objectives – Role and Functions of financial management – Financial decisions – Relationship between risk and return – sources of finance – short-term and Long-term finance.

### **UNIT – II**

Cost of Capital: Meaning and Importance – Cost of debt, Preference, Equity and retained earnings – weighted average cost of capital – capital budgeting – Techniques – ROI, payback period and discounted cash flow.

### **UNIT – III**

Leverages: Financial Leverage – Operating leverage – EBIT and EPS analysis – Theories of Capital Structure – Net Income Approach – Net operating income Approach. MM Hypothesis – Determinants of capital structure- Capitalisation – Over and Under capitalization- Merits and Demerits.

### **UNIT – IV**

Leasing: Nature and Types- Advantages and Disadvantages-Dividend Theories: Walter's model – Gordon and MM's models – Dividend policy - Forms of Dividend – Determinants of dividend policy.

### **UNIT – V**

Working Capital Management – Cash Management – Receivables Management – Inventory Management – Determinants and Computation of Working Capital.

**Note:** Question paper shall cover 60% theory and 40% problems.

#### **Books for Reference:**

- |                                     |                              |   |
|-------------------------------------|------------------------------|---|
| 1. Financial Management             | - Prasanna Chandra           |   |
| 2. Financial Management             | - I.M.Pandey                 |   |
| 3. Financial Management             | - Khan & Jain                | : |
| 4. Financial Management             | - S.N.Maheswari              |   |
| 5. Financial Management             | - Van Horne                  |   |
| 6. Principles of Managerial Finance | - L.J.Gitman & Dr.M.Manickam |   |
| 7. Business, Government & Society   | - Maheswari V.Gupta          | : |

## **PAPER XII - SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT**

### **UNIT – I**

Nature and scope of Investment Management – Importance of Investment management – Factors influencing Investment Management – Fundamental and technical analysis – Economic analysis – Industry analysis – Company analysis – Efficient market hypothesis.

**UNIT – II**

Concept of Portfolio Management – Objective of Portfolio Management – Portfolio Management process, targeting, designing, auditing and revising portfolios. Securities Market and Capital Market - Portfolio Theory: Capital Asset Pricing Model (CAPM). Arbitrage Pricing Theory (APT) – Reconciling CAPM and APT.

**UNIT – III**

Portfolio analysis: Evaluation of securities and choice of securities for inclusion in the portfolio – Measuring return and risk – Attainable set of portfolio. Portfolio selection Ascertaining efficient portfolio – Locating efficient frontier – Markowitz approach. Single index model – Portfolio choice: Utility theory and Indifference curve.

**UNIT – IV**

Portfolio performance evaluation: Dimensions of evaluation – Sharpe measure – Treynore measure – Jensen measure – Comparison of the three measure of portfolio performance – Portfolio insurance.

**UNIT – V**

Portfolio revision: Needs and Problems – Methods of revision formula plan for revision constant value, constant ratio and variables plans.

**Note:** Question paper shall cover 100% theory.

**Books for Reference:**

- |  |  |
|--|--|
| 1. Investment                                      | - Jack Clark Francis & Richard w.Taylor. |
| 2. Investment Management                           | - V.K.Bhalla.                            |
| 3. Portfolio Management                            | -S.K. Baura.                             |
| 4. Investment Analysis and Portfolio Management    | - Reily.                                 |
| 5. Modern Portfolio theory and Investment Analysis | - Elton and Gurbar.                      |
| 6. Securities Analysis and Portfolio Management    | - Fischer and Jordan.                    |

**PAPER XIII - COMPUTER APPLICATIONS PRACTICALS II (TALLY)****IV SEMESTER****PAPER XIV - INTERNATIONAL FINANCIAL MANAGEMENT****UNIT – I**

International Financial Management – An overview – Importance – Nature and Scope – International flow of Funds – Balance of payments – International monetary system.

**UNIT – II**

Markets for Foreign Exchange – Foreign Exchange market – Feature – Spot and Forward market – Exchange Rate Mechanism – Exchange rate determination in the Spot and Forward markets – Factors Influencing Exchange Rate – Market for currency futures and currency options – Hedging with currency futures and options.

**UNIT – III**

International Investment decision – Foreign Direct Investment – International Capital Budgeting – International Portfolio Investment – meaning – Benefit of International Portfolio Investment – Problem of International Investment.

#### **UNIT – IV**

International Financial decisions – Overview of the International Financial Market – channels for International flow of funds – Role and functions Multilateral Development banks – international banking – functions – credit creation – Control of International Banks.

#### **UNIT – V**

International Financial Market Instruments – Short-term and Medium-term instruments – Management of short-term funds – Management of Receivables and Inventory – Factors behind the Debt Crisis.

**Note:** Question paper shall cover 100% theory.

#### **Books for Reference:**

1. International Financial Management , A.K.Seth, Galgotia Publishing Company.
2. International Financial Management, V.Sharan, Prentice-Hall of India Private Ltd.
3. International Financial Management, P.G.Apte, Tata McGraw-Hill Publishing Company Ltd.
4. International Financial Management R.L.Varshney and S.Bhashyam, Sultan Chand & Sons.

### **PAPER XV - DERIVATIVES AND RISK MANAGEMENT**

#### **UNIT – I**

Options: Introduction, Types – Valuation and Pricing – Factors Determining – Option prices – Binomial model – Hedging option Portfolios in practice. Futures: Markets – Contracts Trading – Margin – Clearing house and clearing margins – Future & options.

#### **UNIT – II**

Swaps – The basic swap structure – Fixed rate – Currency swap – Currency coupon swap – Risk Specific to uses – Methods to reduce Swap risk – International Bank Capital rules and swaps. Convertible Debentures – Convertible preference shares.

#### **UNIT – III**

Basic risk concepts – Definition – Types of risks – Analysis of Risk and uncertainty – Risk evaluation approaches – Risk Management and new financial products managing financial risks – Risk Optimization capitalizing on risk.

#### **UNIT – IV**

Role of derivatives – credit risk Management – tools of analysis – Working for credit risk analysis – Exchange risk management Strategies in global financial market.

#### **UNIT – V**

Operational Risk Measurement – Components – Reducing operational risk - Measurement and Management of political risks – Country Risk Analysis.

**Note:** Question paper shall cover 100% Theory.

#### **Books for Reference:**

1. The Financial and Analysis of Capital – A.J. Merrett, Allen Ykes projects
2. Financial Management – P.V. Kulkarni & B.G. Sathya Prasad
3. Financial Management – M.Y. Khan & P.K. Jain
4. Multinational Financial Management – Alan Shapiro



## **PAPER XVI - DIRECT TAXES AND VAT**

### **UNIT – I**

Income Tax Act – Definitions – Person – Income – Agricultural Income – Assessee – Previous year – Assessment year – Residential Status – Scope of Total income – Incomes exempt from tax.

### **UNIT – II**

Computation of Salary – Computation of Income from House property

### **UNIT – III**

Computation of Profit and Gains and Business or Profession – Capital Gain.

### **UNIT – IV**

Computation of Income from other Sources, Set-off and carry forward of losses – Deductions u/s Section 80 – computation of Total Income – Assessment of Individuals.

### **UNIT – V**

VAT, Meaning objectives – types of VAT - Methods of computing VAT. Advantages of VAT and Disadvantages of VAT - Role of Government in Promotion of VAT in India.

**Note:** Question paper shall cover 40% theory and 60% problems.

### **Books for Reference:**

- |                              |   |                   |
|------------------------------|---|-------------------|
| 1.Income Tax Law & Practice  | - | Gaur & Narang     |
| 2. Income Tax Law & Practice | - | Dr.H.C.Mehorotra  |
| 3.Tax Laws                   | - | Dingar Pagare     |
| 4.Income Tax                 | - | Bhagavathi Prasad |
| 5. Direct Taxes              | - | B.B.Lal           |

## **PAPER XVII - PROJECT WORK AND VIVA VOCE**

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