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$ Includes 25/40% continuous internal assessment marks for theory and practical papers respectively.

@ No University Examinations. Only Continuous Internal Assessment (CIA)
# No Continuous Internal Assessment (CIA). Only University Examinations.

| List of Elective papers (Colleges can choose any one of the paper as electives) |
|-------------------------------|---------------------------------|
| Elective – I                  | A Commodity Derivative Markets  |
|                                | B Introduction to Global Economics |
|                                | C Investment Policies and Programme – I |
| Elective – II                 | A Global Marketing              |
|                                | B Foreign Trade Procedures and documentation |
|                                | C Investment Policies and Programme – II |
| Elective – III                | A Principles of Insurance       |
|                                | B Life Insurance and Products   |
|                                | C Auditing                      |
B.A. Economics with Portfolio Management
Semester I

Part III – Core Paper I – Managerial Economics and Decision Making I

Total Hours: 90

Preamble:
The Paper aims to
- Equip the students with the fundamental tools of economic analysis
- To acquire skills in applying the tools of economic analysis in forecasting demand and deciding production.

Unit I

(18 Hours)

Unit II

(18 Hours)

Unit III
Demand Analysis And Forecasting: Law Of Demand – Elasticity Of Demand – Types, Measurement, Applications – Demand Function – Demand Forecasting – Types, Objectives And Purpose Of Forecasting – Methods Of Forecasting.

(18 Hours)

Unit IV

(18 Hours)

Unit V

(18 Hours)

Books for Reference:
R. Cauvery and others : Managerial Economics, S.Chand and Company, New Delhi, 2002.
B.A. Economics with Portfolio Management  
Semester I  

Part III – Core Paper II – Investment Channels  

Total Hours: 90  

Preamble:  
The paper aims to  
- Understand the meaning of investment, risk and return.  
- Study about investment alternatives and money market securities.  
- Know the functioning of primary and secondary market.  

Unit I  
Investment-Definition-Objectives-Reasons for Increasing Popularity-features of an Investment Programme-Risks of Investment-Measures and Sources of Risks-Relationship between Risk and Return  

(15 Hours)  

Unit II  
Money Market Securities: Treasury Bills, Commercial Papers, Certificate of Deposit.; Non-Negotiable Securities; Bank Deposits; Post-Office Deposits; NBFC Deposits; Private Insurance-brief study on investments in foreign companies  

(20 Hours)  

Unit III  
Tax-Sheltered, Savings Schemes: Public Provident Fund-Unit Trust of India-National Savings Schemes-Life Insurance Schemes-Mutual Funds-Real Assets-Real Estate-Antiques  

(16 Hours)  

Unit IV  
Securities: Primary Market: New Issues Market-Functions of the Primary Markets-Parties involved in the IPO-Pricing-Allotment of shares-Regulatory Bodies of the Public Issue  

(20 Hours)  

Unit V  
Safeguards for Investors: Selection of the Broker/Sub-Broker-While entering into agreement-While transacting-While insuring settlement-Rights of Investors-General Do’s and Don’ts for Investors-Investor grievances and redressal  

(19 Hours)
B.A. Economics with Portfolio Management
Semester I
Part III – Allied Paper I – Principles of Management
Total Hours: 90

Preamble:
- To acquaint the students with the fundamentals of Business Management
- Highlights is made on the process of planning and decision – making to impart Rational decision – making abilities
- To make the students know about building organizational structure by having a right span with proper delegation
- To make them know about the mechanisms of controlling to achieve Co-ordination.

Unit I

(16 hours)

Unit II

(18 hours)

Unit III

(20 hours)
B.A. Economics with Portfolio Management

Unit IV

(20 hours)

Unit V

(16 hours)

Books for Reference:
B.P. Singh and T.N. Chhabra : Principles & Practice of Management
Dhanpat Rai & Co (Pvt) Ltd, New Delhi, 2002

Dinkar Pagare : Principles of Management, Sultan
Chand & Sons, New Delhi, 2000

L.M. Prasad : Principles of Management, Sultan


B.A. Economics with Portfolio Management

Semester II

Part III – Core Paper III – Managerial Economics and Decision Making II

Total Hours: 75

Preamble:
The Paper aims to
• Equip the students with the knowledge of pricing under different market conditions
• Develop the skills in managing capital and profit
• Impart skills in risk management

Unit I

(15 Hours)

Unit II

(15 Hours)

Unit III


(15 Hours)

Unit IV

Capital Management: Capital Budgeting – Cost Of Capital – Project Profitability.

(15 Hours)

Unit V


(15 Hours)

Books for Reference:
R.Cauvery and others : Managerial Economics, S.Chand and Company, New Delhi, 2002.

B.A. Economics with Portfolio Management
Semester II

Part III – Core Paper IV – Financial Markets

Total Hours: 75

Preamble

The objective of this paper is
- To acquaint the students with the working of financial markets in India
- To learn the function of RBI and commercial banks
- To know about the features and structures of money market and capital market in India
- To study the role of Non-Banking Financial Intermediaries and important Financial Institutions in Indian Financial Market
Unit I


(17 Hours)

Unit II


(16 Hours)

Unit III


(16 Hours)

Unit IV

Capital Market-Meaning and Definition-Characteristics-Functions-Importance-Evolution and Growth-Recent initiative in the Indian Capital Market

(12 Hours)

Unit V


(14 Hours)

Books for Reference:

Gordon & Natarajan - Financial Markets and Services
Himalaya Publishing House, Mumbai, 2003

S.Gurusamay - Financial Services and Marketing
Vijay Nicole Imprints Private Ltd., Chennai, 2004

Sri Ram Khanna - Financial Markets in India & Protection of Investors, New Century Publications, Delhi, 2004

M.L. Jhingan - Monetary Economics
Vrinda Publications (P) Ltd., Delhi, 2005

Dr.Cauvery & Others - Monetary Economics, S.Chand & Company Ltd., New Delhi, 2003

Preamble:

The objectives of the Paper are

- To familiarize the students with accounting skills using tally software

Unit I


Unit II

Tally Fundamentals: Introduction to Tally – Features of Tally – Getting functional with Tally – Creation/ Setting up of a company in Tally- F11 Features – F12 Configure – Value added tax in Tally


Unit III


- Inventory in Tally: Stock Groups – Stock Items – Units of Measure – Inventory Vouchers - Recording Simple Inventory Transactions

Unit IV

Purchase and Sales: Cash and Credit Purchases – Cash and Credit Sales – Purchases Returns – Sales Returns – Bill of exchange – Bills Receivable and Bills Payable – Revenue Recognition Principles – Price Levels

- Display and Reports: Introduction – Accounting and Inventory Reports in Tally

Unit V


Inventory Reports: Stock Summary – Inventory Books

Printing Reports: Types of Print Configuration Options – Print Format
B.A. Economics with Portfolio Management
Semester III
PART III – Core Paper V – Macro Economics

Total Hours: 75

Preamble:
The paper is designed to
• Make the students aware of the basic, theoretical framework underlying the field of macro economics.
• Expose the students to macro economic aspects in Keynesian and Post-Keynesian economics.

Unit I
Definition, nature and scope of Macro Economics – Circular flow of income

(15 Hours)

Unit II

(15 Hours)

Unit III
Consumption Function – Average and Marginal Propensity to Consume

(15 Hours)

Unit IV
Savings – Types of Saving* - Determinants of Saving – Investment function
Unit V


(15 Hours)

Books for Reference
Dr. R. Cauvery and Others : Macro Economics, S. Chand & Company Ltd., New Delhi, 2004.

B.A. Economics with Portfolio Management
Semester III
Core Paper VI- Fundamentals of Portfolio Management
Total Hours - 60

Preamble

This paper aims to
➢ Know the Portfolio strategies
➢ Study the various approaches to security analysis and
➢ Understand Portfolio construction and performance evaluation

Unit I


(12 hours)

Unit II

Traditional approach of Portfolio construction: Steps in traditional approach-Analysis of constraints-Determination of Objectives, Selection of Portfolio

(12 hours)

Unit III

Modern approach of Portfolio construction-Simple Markowitz Portfolio optimization-Simple Sharpe Portfolio Optimization-Ranking of securities-Selection of the best Portfolio

(12 hours)

Unit IV

Portfolio performance Evaluation: Sharpe’s performance Index-Treynor’s performance Index-Jensen’s performance Index

(12 hours)
Unit V
Portfolio Revision: Measures of Return-Formula plan-Purchase and Sale of Stock-Types of Orders-Rebalancing-Upgrading, Cost of Revision: Trading fees-Commissions-Transfer charges-Tax Implications-Window Dressing

(12 hours)

Books for Reference

Punithavathy Pandian - Security Analysis and Portfolio Management
Vikas Publishing House (P) Ltd.

Frank K.Reithy & Kaith C.Brown - Investment Analysis and Portfolio Management, Thomson

Donald E.Rosche & Ronald J. Jordon - Security Analysis and Portfolio Management
Prentice Hall of India (P) Ltd. New Delhi

V.A.Avadhani - Investment and Security Markets in India
Himalaya Publishing House, New Delhi

V.K.Bhalla - Investment Management
S.Chand & Company Ltd., New Delhi

B.A. Economics with Portfolio Management
Semester III
PART III – Allied Paper III –Statistics
Total Hours: 90

Preamble
This course aims at
• Analyzing and interpreting data
• Applying the statistical tools for solving economic problems

Unit I
Definition – importance – functions and limitations of statistics – Primary and Secondary data, census and sampling methods – Collection of data* Frequency distribution – Classification and Tabulation of data – Diagrammatic and Graphical representation – Ogive and Lorenz Curves

(20 Hours)

Unit II

(16 Hours)

Unit III

(17 Hours)
Unit IV


(18 Hours)

Unit V

Index numbers – Laspeyre’s, Paasche’s, Fisher’s Ideal Index Numbers – Cost of Living numbers – Time Series Analysis – Components and measurements of Time Series limited to moving average and least square methods.

(19 Hours)

Note: Theory carries 40 marks and problems carry 60 marks

Books for Reference:

B.A. Economics with Portfolio Management
Semester IV
PART III – Core Paper VII – Monetary Economics
Total Hours: 60

Preamble

The Paper aims at
• Understanding the role of money, theories of Money and how money is Managed in Modern economy
• Analyzing the monetary forces, their developmental role and limitations in shaping and influencing the monetary policies

Unit I


(10 Hours)

Unit II

The supply and demand for money. The Supply of Money- Measures of Money Supply (Different approaches – Traditional, monetarist, Gurley- Shaw, Radcliff approach – in brief)

Velocity of circulation of money: Demand for money – classical view – modern view.

(14 Hours)

Unit III

Unit IV
(10 Hours)

Unit V
Commercial banks in Economic Development –credit Creation by Commercial banks – Functions of central banks- Methods of Credit Control.
Money and capital market (a brief idea only) - Monetary policy – its objectives. Financial Intermediaries– their role in India’s Economic Development.
(12 Hours)

Books for Reference :
Dr.S.Sankaran : Monetary Economics,Margham Publications, Chennai,2005
M.L.Jhingan : Monetary Economics, Konark Publishers Pvt. Ltd., Delhi, 1997
T.T.Sethi : Monetary Economics, S.Chand & co. Ltd., Delhi ,1996

B.A. Economics with Portfolio Management
Semester IV
Part III - Core Paper VIII – Computer Applications in Economics
Total Hours: 45

Preamble: The Papers covers the essential skills for using all the programs separately and as a team
- It equips the students to develop their own application using Graphical user Interface.
- Knowledge of Microsoft Access as Database Management System to organizing Staggering information about personal and business life.
- To learn Power point presentation graphics program.

Unit I:
(10 Hours)
Unit II:

(9 Hours)

Unit III:

(9 Hours)

Unit IV:
MS Power Point: Power Point Basics – Introduction – Toolbars their Icons and commands – Navigating in Power Point – working with PowerPoint (Animation effects, Hyperlink)

(8 Hours)

Unit V:

(10 Hours)

Books for Reference:

B.A. Economics with Portfolio Management
Semester IV
Part III – Allied Paper IV – Business Mathematics
Total Hours: 90

Preamble:
The paper helps the students
✓ To gain elementary mathematical knowledge
✓ To know the application of mathematical techniques in Economic theories.

Unit I: Mathematical Economics and Algebra

(16 Hours)

Unit II: Number system and equation
Number system – Prime numbers – Integers – Rational numbers – Operations with fractions - Real number system – Properties of real number system Equation – Linear and Quadratic – Solutions to linear and quadratic equations.
Unit III : Matrix Algebra


(18 hours)

Unit IV : Differentiation


(19 hours)

Unit V : Mathematics of finance


(19 hours)

Note : Theory carries 40 marks and problem carries 60 marks.

Books for Reference:
Srinath Baruah : Basic Mathematics, Applications in Economics, Macmillan India Ltd, Chennai, 2001
B.A. Economics with Portfolio Management
Semester V
Part III – Core Paper IX – Fiscal Economics

Total Hours: 90

Preamble:
The aim of the Paper is
- to enable the students to understand the fundamentals of Public Finance
- to impart a thorough understanding of the role and functions of the
  Government in a modern economy and
- to study the impact of financial operations on economic activities

Unit I
Nature And Scope Of Public Finance – Meaning And Definition Of Public
Finance – Distinction Between Public Finance And Private Finance. Principles Of
Maximum Social Advantage

(15 Hours)

Unit II
Public Revenue – Meaning , Significance Of Public Revenue, Sources Of Public
Revenue –Tax & Non Tax Revenue. Canons Of Taxation- Objectives Of Taxation-
Characteristics Of A Good Tax Systems. Effects Of Taxation On Production And
Distribution. Direct And Indirect Taxes (With Special Reference To Income Tax, Wealth
Tax, Gift Tax, Sales Tax, VAT, Excise Duties, And Custom Duties ) – Meaning Of
Incidence And Shifting And Modern Theory Of Incidence

(20 Hours)

Unit III
Public Expenditure – Classification Of Public Expenditure – Causes For The
Meaning And Classification Of Public Debt – Causes –Growth Of Public Debt Methods
Of Debt Redemption –Effects Of Public Debt

(20 Hours)

Unit IV
Principles Of Federal Finance - Centre – State Financial Relationship – Role Of
Meaning, Methods And Effects

(20 Hours)

Unit V
Fiscal Policy – Meaning –Objectives – Tools, Role Of Fiscal Policy In Developing
Economy. Budget – Features – Objectives – Balanced And Unbalanced Budget –
Budgetary Procedures In India

(15 Hours)

Books for Reference:
Dr.R.Cauvery & others : Public Finance (Fiscal Policy)
S.Chand & Ltd.,Delhi 2005

B.P.Tyagi : Public Finance JaiPrakash Nath
& Co., Meerut,2005
B.A. Economics with Portfolio Management
Semester V

Part III – Core Paper X – Analysis of Financial Statements
Total Hours: 75

Preamble:
The aim of the paper is to
- Know the purpose of analyzing financial statements.
- Acquaint students with the interpretation of profit and loss account and balance sheet.
- Enhance the calculating ability of financial ratios.

Unit I
Major Financial Statements-Balance Sheet-Format-Assets-Liabilities: Profit and Loss Account-Statement of Cash flows-Cash flows from operating activities-Cash flows from investing activities-Cash flows from financing activities-Purpose of financial statement analysis. (13 Hours)

Unit II
Analysis of Profit and Loss Account-Significance of Profit and Loss Account-Gross operating revenues-operating costs-Gross Profit-Net Profit-Factors to be considered in the interpretation of the year to year volume of business. (15 Hours)

Unit III
Interpretation of balance sheet changes-Sources and application of funds statement-Changes in net current assets-Percentage balance sheet-Trend percentages-Methods of using statements of comparison. (15 Hours)

Unit IV
Financial Ratios-Meaning-Types: Liquidity Ratios-Capital Structure/Leverage ratios-Profitability ratios-Activity ratios-Specific uses of ratio analysis-Limitations of ratio analysis. (16 Hours)

Unit V
Valuation Ratios-Book value per share-Dividend to market price –Earnings per share-Growth rate-Price-earnings ratio-Intrinsic value-Computation of valuation ratio from the financial statements. (16 Hours)
Books for Reference:
Frank K. Reilly & Keith C. Brown : Investment Analysis of Portfolio Management
Preamble:
The paper aims to

- study the registration formalities, duties and code of conduct of intermediaries in primary and secondary markets.
- understand the Depository system in India
- know the role of merchant bankers and lead managers as capital market intermediaries
- study the guidelines for the establishment of mutual funds and to know the functioning of credit rating agencies in the capital market

Unit I
Capital Market Intermediaries-Stock Exchanges-Primary Market-SEBI Registered Intermediaries for IPOs- Secondary Market-Registration Formalities, Duties and code of conduct for members and Sub-Brokers of BSE and NSE

(15 hours)

Unit II
Depositories-Registration-SEBI-Guidelines-Definition-Functions Immobilization and Dematerialisation of Share Certificates-Depository Process-Depository System in India

National Securities Depository Ltd (NSDL)-Promoters-Functions-Central Services (India) Ltd (CSDL)-Promoters-Functions-Drawbacks of Indian Depository System-Remedial reasons

(15 hours)

Unit III
Merchant Bankers-Registration-Functions of Merchant Bankers-SEBI Guidelines-Underwriters-Defaults of Merchant Bankers and Penalty

Lead Managers-Appointment-Responsibilities-Documents to be submitted to SEBI-Registrars and Share Transfer Agents-Appointment-Functions

(15 hours)

Unit IV

(15 hours)

Unit V
Credit Rating Agencies-Registrations-Eligibility Criteria-Rating Process-CRISIL-ICRA-Symbols and their significance-Portfolio Managers-Registrations-Code of conduct- Disclosures to the SEBI
Investment Advisors-Registrations-Requirements-SEBI Guidelines

Custodians : SEBI Guidelines
Stocklenders : SEBI Guidelines

Books for References:

www.sebi.gov.in

V.A.Avadhanı - Investment and Security Markets in India
Himalaya Publishing House, New Delhi

V.K.Bhalla - Investment Management
S.Chand & Company Ltd., New Delhi

M.Y.Khan - Financial Services, Tata Mc Graw Hill
Publishing Company, New Delhi, 2000

P.Mohan Rao & Others - Financial Services, Deep and Deep
Publications, New Delhi,
Preamble:
The aim of the paper is
- To acquire the knowledge regarding characteristics of an entrepreneur
- To develop an interest in entrepreneurial activity and
- To equip them with entrepreneurial skills for self employment

Unit I
Entrepreneurship – meaning and definition – importance – factors affecting entrepreneurial growth – social, economic and environmental factors. Types of functions of an entrepreneur – Qualities of a successful entrepreneur. (14 hours)

Unit II

Unit III
Search for a business idea – sources – processing and selection – selection of types of organization – project classification and identification – project objectives – internal and external constraints – format for a report. (15 hours)

Unit IV
Training and finance objectives of training – phases of EDP – special agencies for training – institutional finance with special emphasis of commercial banks. IDBL IFCI, ICICI, IRBI, SFCS,. SIPCOT, Khadi and Village Industries Commission – Micro Finance –Incentives and Subsidies (a Brief Study) (15 hours)

Unit V
Books for Reference:

R.Saravanakumar, R. Parameswaran & T. Jayalakshmi (V Unit) : A Text Book of Information Technology, S. Chand & Co Ltd., Delhi, 2003
R.S.N. Pillai & Bagavathi : Commercial Correspondence & Office Management, S. Chand & Company, New Delhi, 1996

B.A. Economics with Portfolio Management
Semester VI
Part III – Core Paper XIII – Indian Economic Issues
Total Hours: 90

Preamble:

The Paper enables the students
• To have an essential understanding of various issues of the Indian Economy and
• To have the ability to comprehend & critically appraise the current Indian Economic Problems

Unit I

Characteristics Of Indian Economy As A Developing Economy – Demographic Trends In The Post-Independence Period – Birth Rate, Death Rate, Age Composition, Sex Ratio, Density, Life Expectancy, Literacy, Urbanization And Workforce Participation Rate – Unemployment – Kinds – Government’s Policy Measures To Remove Unemployment – Future Scenario Of Unemployment In India.

(16 Hours)

Unit II

Place Of Agriculture In Indian Economy – Causes For Low Productivity – Credit Needs Of The Indian Farmers – Sources Of Rural Credit – Present System Of Indian Agricultural Marketing – Measures To Improve Agricultural Marketing (In Brief) – New Agricultural Strategy - Green Revolution – Problems Created By Green Revolution – Agricultural Price Policy – Indian Agriculture And WTO – Recent Initiatives In Indian Agriculture.
Unit III


(18 Hours)

Unit IV


(19 Hours)

Unit V


(19 Hours)

Books for Reference:

Ruddar Dutt and K.P.M Sundaram  :  Indian Economy, S.Chand & Company Ltd., New Delhi, 2004


Ishwar D.Dhingra  :  Indian Economy, S.Chand & Co., Delhi 1997

Dr.S.Sankaran  :  Indian Economy, Margham Publications, Chennai, 2004

B.A. Economics with Portfolio Management
Semester VI
Part III – Core Paper XIV – Global Investment

Total Hours: 75

Preamble:
The paper aims to

➢ Know the significance of international investment and the different modes of it.
➢ Study the various theories of international investment.
Understand the theories of FDI.
Know the benefits and problems of foreign portfolio investment.
Study Foreign Investment in India.

Unit I
International Investment: Meaning – Significance – Types – Factors affecting International Investment – Foreign Trade and Investment – Mode of Foreign Investment – operation through branches, Foreign Collaborations, Mergers and Acquisitions (15 hours)

Unit II

Unit III

Unit IV
Foreign Portfolio Investment: Meaning - Significance – Benefit of international portfolio investment – Problems –Identification of optimal international investment portfolio. (15 hours)

Unit V

Books for Reference:
Francis Cherunilam : Global Economy and Business Environment, Himalaya Publishing House, Mumbai, 2005
Mithani D.M : International Economics, Himalaya
Vyuptakesh Sharan : International Financial Management,
Prentice – Hall of India, New Delhi, 2003
Preamble:
The paper aims to
- study the meaning of security analysis and the approaches to analyse it
- understand technical analysis as an approach in detail
- have clear idea about Capital Market efficiency

Unit I

Unit II

Unit III
Dow theory-Primary, Intermediate and Short term trends-Support and resistance level- Volume of trade-The trends of the Market- Short sales Charts-Advantages-Point and Figure Charts-Bar charts-Chart Patterns- ‘V’ formation-Tops and bottoms-Double Top and bottom-Head and Shoulders-Triangles-Flags-Panant (15 Hours)

Unit IV
Moving Average-Index and Stock price-Moving Average-Stock price and Stock Prices’ Moving average-Comparison of the two moving averages-Oscillators-Relative strengths-Index-Rate of Change-Identification of over bought and over sold zones (15 Hours)

Unit V
Efficient Capital Market-Definition-Why should capital market be efficient-Alternative efficient market hypothesis- Weak firm efficient market-hypothesis-Test and result-Semi strong firm efficient market hypothesis-Test and results-Strong firm hypothesis-Test and Result- Efficient Market and Fundamental Analysis- Efficient Market and Technical Analysis (15 Hours)
III – SEMESTER – PART – IV SKILLS BASED SUBJECT - 1
DIPLOMA - TRADE ECONOMY AND COMPUTER SYSTEM
FINANCIAL ACCOUNTING

SUBJECT DESCRIPTION:

The Course deals with the essential concepts of accounting procedures.

OBJECTIVES:

1. To make the students to understand the basic concepts of accounting procedures.
2. To encourage the students to learn modern techniques in the accounting field.

UNIT I
Accounting - Definition, objects, functions and importance, classification of accounts - Double Entry System concept; Journal, ledger and Trial Balance.

UNIT II

UNIT III
Preparation of Final Accounts of sole traders - trading and Profit & Loss A/c. and Balance Sheet - with simple adjustment.

UNIT IV
Single Entry System - Statement of Affairs; Conversion into double entry (Simple Problems)

UNIT V

REFERENCE BOOKS


NOTE: Question Papers must contain problems to the extent of 60% of the marks allotted to the subject.
SUBJECT DESCRIPTION:
The subject deals with essential methods of Trade documentation.

OBJECTIVES:
1. To familiarize the students to learn the procedures of foreign trade and documentation methods.
2. To enable the students to gain knowledge regarding Trade documentation.

UNIT I
Avenues of International Trade - Direct exporting - Joint venturing - licensing arrangement, Management contracting, foreign investment - turnkey projects, consulting.

UNIT II
Role of Shipping - Liners, tramps, Bill of lading - Jettison and general average, particular average, warranties and other shipping terminologies - containerization - Air Transport - Multi Model Transport - Cargo Insurance.

UNIT III

UNIT IV
Export, Import Licenses - Letter of Credit Mechanism - Uniform Customs and Practices for Documentary Credit (UCPDC) - Duty drawback procedure.

UNIT V
Packing Methods - Packing List - Quality Control and Inspection - Clearance of Export Cargo - valuation and classification of goods in customs - Warehousing under Customs Act - Post - Shipment Formalities and procedures.

REFERENCE BOOKS
Government of India, Handbook of Import and Export procedures.
Balagopal Export Management, Himalaya Publishing House, Delhi
SEMESTER - V– PART – IV SKILLS BASED SUBJECT - 3

DIPLOMA - TRADE ECONOMY AND COMPUTER SYSTEM

COMPUTER SYSTEM - I

SUBJECT DESCRIPTION:

The course deals with the basic knowledge on different concepts of computer applications.

OBJECTIVES:

1. To provide knowledge on different concepts of computer applications
2. To enable the students to understand the importance of computer system.

UNIT I

UNIT II

UNIT III

UNIT IV
Tally 7.2 - opening New Company - safety of accounts - password characteristic, Making Ledger accounts - writing voucher - voucher entry - Making different types of vouchers - correction of Sundry Debtors and Sundry Creditors.

UNIT V

REFERENCE BOOKS

Nathari  - Tally 7.2,  B.P. Publications.
S. Palanivel - Tally Accounting Software - Margham Publications.
Parameswaran - Computer Applications in Business.
DIPLOMA - TRADE ECONOMY AND COMPUTER SYSTEM

SUBJECT DESCRIPTION

The course deals with the different concepts relating to MS. Office and computer system.

OBJECTIVES

1. To understand the significance and basic concepts of computer systems.
2. To provide knowledge of the application of computer system in the field of MS. Office

UNIT I


UNIT II

Word Basics - Using Auto text - using Auto correction - word editing techniques - finding and replacing text - checking spelling using templates - formatting - formatting with styles - creating tables.

UNIT III

Excel Basics - entering data - selecting ranges - editing entries - formatting entries - simple calculation - naming cells and ranges - data display - printing work sheets - copying entries between work books - moving sheets between work books - deleting sheets - creating graphs.

UNIT IV

Power Point Basics - editing text - adding subordinate points - deleting slides - working outline view - a design template merging presentation in slider sorter view applying templates - adding graphs - adding organisation charts - running an electronic slide - show adding special effects.

UNIT V

Access Basics - creating a table entering and adding records - changing a structure - working with records - creating forms - establishing relationships - using queries to extract information - using report to print information.

REFERENCE BOOKS

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<td>R.K. Taxali</td>
<td>PC Software for windows made simplex Tata Mrawn Hill Publishers Pvt. Ltd.</td>
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<td>Stephen.L</td>
<td>Office 2000 Complete reference by BPB</td>
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<td>3</td>
<td>Joyce Cox, Polly Urban</td>
<td>Quick Course in Microsoft Office - Galgotial Publications.</td>
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<td>T. Karthikeyan&amp;Dr.C. Muthu</td>
<td>PC Software for Office Automation - Sultan Chand.</td>
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<td>Sanjay Saxena</td>
<td>A first course in Computer</td>
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<td>R. Krishnamoorthi</td>
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SEMESTE-V ELECTIVE I-A
Commodity Derivatives Markets

Total Hours - 90

Preamble:
The paper is designed to
- Create awareness about the commodities derivatives market
- Provide valuable insight into rationale for commodity trading and the trading practices

Unit I
Commodity Markets-Evolution and Growth of Commodity Derivatives Market-
Participants: Hedgers-Speculators-Arbitrators-Futures accepted by the International Association
of Exchange: The Agricultural Futures-The Energy Futures-The Metal Futures-Investment
Opportunities in Commodity Derivatives Meaning-Market Terminologies and their Definitions
(18 hours)

Unit II
Online Trading-Operational Procedures and Practices-Types of Orders: The customer
order-The Market Order-The limit order-The Market –if-touched order-The All or More order-
The fill- or-kill order -Positions in Derivatives Transactions: The Long Position-The Short
Positions-Liquidation
(18 hours)

Unit III
Multicommodity Exchanges: Multicommodity Exchange of India Ltd (MCX)-
Membership-Qualification and Capital Adequacy requirements-Categories-Membership-Related
documents-Demat at MCX-Derivatives Dealt-Major Trading centres and Terminals-Trading at
MCX-Delivery and Settlement Mechanism-Benefits of MCX
(18 hours)

Unit IV
National Commodity and Derivatives Exchange Ltd (NCDEX)-Promoter-Shareholders-
Other shareholders-Membership Framework-Commodity Derivatives Traded-Major Trading
Centres-Trading at NCDEX-Delivery and Settlement Mechanisms-Benefits to Investors
(18 hours)

Unit V
National Multicommodity Exchange of India Ltd (NMCE) Promoters-Membership
Requirement-Trading Centres and Terminals-Trading at NMCE-Delivery and Settlement
Mechanism-Benefits to Investors
National Board of Trade Ltd (NBOT)-Promoters-Membership Qualification-Promoters-
Authorised Representatives -Qualification-Non-Member Client-Management-Trading System-
Delivery and Settlement-Benefits to Investors
(18 hours)

Reference
www.mcxindia.com
www.ncdex.com
www.nmce.com
www.nbotind.org
SEMESTER-V ELECTIVE I-B
Introduction to Global Economics

Total Hours: 90

Preamble:

The paper helps the students
✓ To familiarize with the theory, policy as well as the working of the international trade and payment system and
✓ To get knowledge about the present world economic order.

Unit I
International Trade- Meaning-Merits and demerits-The basis of International Trade and Internal Trade-Free trade vs. Protection – Methods of Protection and their effects
(17 Hours)

Unit II
Theories of Internal Trade: Ricardo’s Theory of Comparative Cost, Heckscher-Ohlin Theory-Its superiority over Classical Theory-Factor Price Equalisation Theorem
(18 Hours)

Unit III
Balance of Trade Vs Balance of Payments - Meaning and Significance-Disequilibrium-Causes-Methods to Correct Adverse Balance of Payments Terms of Trade-Kinds Factors affecting Terms of Trade (Basic Level)
(18 Hours)

Unit IV
Exchange Rate-Meaning, Determination of Equilibrium Exchange Rate-Fixed Vs Flexible Exchange Rate-Causes for the Fluctuation in Exchange Rate –Exchange Rate Mechanism-Calculations of Forward Exchange Rate-Cross Rate-Spot Exchange Rate Settlement Procedure-Currency Arbitrage-Two Point Currency Arbitrage-Triangular Arbitrage
(20 Hours)

Unit V
(17 Hours)

Books for Reference:
Sundaram K.P.M. - Money, Banking and International Trade, Sultan Chand and Co., New Delhi, 1979
Mithani D.M. - International Economics,
Himalaya Publishing House,
Mumbai 2003

Mishra M.N. - Money, Banking and International Trade,
Sultan Chand and Co., New Delhi, 1982
SEMESTER-V ELECTIVE I-C
INVESTMENT POLICIES AND PROGRAMMES - I

SUBJECT DESCRIPTION
The subject of the course deals with the importance of investment and the functions of stock exchange market.

OBJECTIVES
1. Enlighten the students about the investment policies
2. Understanding and analysing the various issues related to share market.

UNIT I
Investment - Financial and Economic - meaning of investment - importance of Investment - Features of an Investment programme.

UNIT II
Security valuation - Scope - elements of investment - Approaches to investment - Basic valuation models.

UNIT III
Bonds - Types - public Sector Bonds - Zero Bonds - shares - preference shares and Equity Shares - Bonus and Right Shares.

UNIT IV
Debentures - Non-convertible- partly convertible, Fully convertible debentures.

UNIT V
Share market - primary market, How to apply for new issues - Basics of allotment - Secondary market - Functions of Stock Exchange.

REFERENCE BOOKS
1. Ralph Eastman Badger and Harrg G. Guthamann - Investment principles and practice
2. Dougall Herbert - Investments
3. Preeti Singh - Investment Management
4. B.S. Grewal and Nahjot Grewal - Successful Stock market Investment
5. S.S. Grewal and Nahjot Grewal - Profitable Investment in shares
7. A.N. Shanbhag
   - In the Wonderland of Investment,
     Focus Popular Prakasham,

8. V.K. Bhalla
   - Investment Management Security
     Analysis and Portfolio Management,
     S.Chand & Co, Ltd,
     New Delhi - 1997.

9. Vasant Desai
   - The Indian Financial System.
     The system that cares Financial
     Markets,
     Institutions & Services,
     Himalaya Publishing House,
SEMESTE-VI ELECTIVE II-A
Global Marketing
Total Hours: 75

Preamble
The aim of the paper is
- To give the students an insight into the emerging markets worldwide
- To enable the students to learn and apply concepts relating to Global Marketing

Unit I
(15 Hours)

Unit II
(15 Hours)

Unit III
Global Marketing Research - Need – Definition – Scope - Global product strategies-International product life cycle (IPLC)-Managing the International product and service mix-New product Development steps-Classification of new products
(15 Hours)

Unit IV
Global Pricing-Government Influence on Pricing-Transfer pricing-Dumping-steps-Global pricing decisions
(10 Hours)

Unit V
(20 Hours)

Books for Reference
International Marketing - Dana-Nicoleta Lascu
Biztantra, New Delhi, 2003
International Trade and Export Management  - Francis Cherunilam  
Himalaya Publishing House, New Delhi, 1997  

International Marketing  - B.S. Rathor & J.S. Rathor,  
Himalaya Publishing House, New Delhi, 1996  

Global Marketing Management - Warren J. Keegan  
Prentice Hall of India Pvt. Ltd. New Delhi, 2002
SEMESTER-VI ELECTIVE II-B
Foreign Trade Procedures and Documentation

Total Hours: 75

Preamble

The objectives of this paper are
- To expose the students to export and import trade and
- To familiarize the students with procedures of export-import trade

Unit I

Foreign Trade – need – its role in economic development – Growth and structure of India’s Foreign Trade policy- Main Features, Phases of it - Export-Import policy 2004-2009-Objectives-Key strategies-Highlights. (14 Hours)

Unit II

Export Procedures-Registration stage-Pre-shipment stage-Quality control and pre-shipment inspection-Sales Tax exemption- Realisation of Export proceeds - Realisation of incentives. (14 Hours)

Unit III


Unit IV

Import procedure-Liberalisation of Imports-categories of Importers-Special scheme for Importers-Classification of Goods for Import policy and assessment of duty-Legal Dimensions of Import procedures-customs clearance – Bill of Entry-Forward Contract (14 Hours)

Unit V - Practice Workshop

1. Master Document
2. Documents related to import of Goods
   a) Invoice
   b) Packing List
   c) Certificate of Origin
   d) Mate Receipt
   e) Bill of Lading
   f) Shipping Bill/ Airway Bill
   g) Export of Goods under claim for Duty drawback

3. Documents Related to payment
   h) Letter of Credit
   i) Bill of Exchange
   j) Bank Certificate of Payments
4. Documents Related to Foreign Exchange
k) Exchange control Declaration (GR Form)

5. Documents Related to Insurance
   l) Marine Insurance Certificate
   m) Marine Insurance Declaration
   n) Shipment Advice
   o) Shipping Order
   p) Format of Registration-Membership Certificate
   q) Income Tax Return

(15 Hours)

Books for Reference:

Acharya and Jain - Export-Import Procedures and Documentation
Himalaya Publishing House, Mumbai, 2006

Dutt and Sundaram - Indian Economy
S.Chand & Co. Ltd. New Delhi, 2005

Paras Ram - Export-What, Where, How
Anupam Publishers
SEMESTE-VI ELECTIVE II-C  
INVESTMENT - POLICIES AND PROGRAMME - II 

SUBJECT DESCRIPTION  
The subject of the course deals with different investment opportunities available in the economy.

OBJECTIVES  
1. To provide the knowledge of various issues related to portfolio selection.  
2. To educate the students about Mutual funds in a modern economy.

UNIT I  

UNIT II  

UNIT III  
Portfolio selection - Scope, type of investors - operation of investment in the stock market - Bulls and Bears - Role of Depositories.

UNIT IV  
Mutual Funds - Types - Advantages and Disadvantages - Net Asset Value - UTI and other Mutual Funds.

UNIT V  
Role of Stock Market in the India Economy - Important companies, FERA Companies - SEBI

REFERENCE BOOKS  
1. Ralph Eastman Badger and Harrg G. Guthamann - Investment principles and practice
2. Dougall Herbert - Investments
3. Preeti Singh - Investment Management
4. B.S. Grewal and Nahjot Grewal - Successful Stock market Investment
5. S.S. Grewal and Nahjot Grewal - Profitable Investment in shares
7. A.N. Shanbhag
   - In the Wonderland of Investment,
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8. V.K. Bhalla
   - Investment Management Security
     Analysis and Portfolio Management,
     S.Chand & Co, Ltd,
     New Delhi - 1997.

9. Vasant Desai
   - The Indian Financial System.
     The system that cares Financial
     Markets,
     Institutions & Services,
     Himalaya Publishing House,
SEMESTER-VI ELECTIVE III-A
Principles of Insurance
Total hours - 90

Preamble:
The objectives of this paper are
- To provide a basic knowledge of insurance business
- To enhance the employability of the students in insurance sector

Unit I

(18 hours)

Unit II

(20 hours)

Unit III

(18 hours)

Unit IV

(18 hours)

Unit V

(16 hours)

Books for Reference
Dr. P. Periasamy : Principles and Practice of Insurance
Inderjit Singh, Rakesh Katyal & Sanjay Arora.
M.N. Mishra

: Insurance Principles and Practices
Kalyani Publishers, Chennai, 2003

: Insurance Principles and Practice,
S. Chand & Company Ltd, Delhi, 2005.
SEMESTER-VI ELECTIVE III-B
Life Insurance and Products
Total Hours: 60

Preamble:
The paper aims to provide
- Knowledge about Life Insurance Corporation as a major player in Insurance sector
- In-depth information on the various policies of LIC of India

Unit I:

Unit II:
Whole Life Policy – Whole Life Policy with Profits – Limited Payment Life Policy with Profit – Types of Plans- features, Tax Treatment – Merits and Demerits. (11 hours)

Unit III:

Unit IV:

Unit V:

Books for Reference:
Mishra, M.N : Insurance: Principles and Practice, S.Chand & Co Ltd., New Delhi, 2005


Panda G.S : Principles and Practice of Insurance, Kalyani Publishers, New Delhi, 2005

Websites:
- [www.lic.com](http://www.lic.com)
- [www.metlife.com](http://www.metlife.com)
- [www.arva.com](http://www.arva.com)
SEMESTE-VI ELECTIVE III-C

Auditing

Total Hours :75

Preamble:

The objectives of this paper are:

• To impart knowledge about Principles and methods of auditing
• To familiarize the students with the techniques of auditing and its applications

Unit I

(12 hours)

Unit II
Audit procedure – Planning of audit – Audit programme – Audit note book – Audit working papers – Internal control and internal check – Internal check as regards cash, wages, sales, etc., Position of external Auditor as to Internal audit.

(15 hours)

Unit III

(16 hours)

Unit IV
Verification and valuation of assets and liabilities – Auditor’s position – Auditors duty regarding depreciation – Reserves and provisions.

(16 hours)

Unit V
Audit of Computerized Accounts – e-audit.

(14 hours)
Books for Reference:

B.N. Tandan : A Hand book of Practical Auditing
S.Sudharsanam : S.Chand & Co.Ltd., New Delhi, 2006
S.Sundharabahu
R.G.Saxena : Principles and Practice of Auditing
            Himalaya Publishing House, Mumbai, 2002
R.Sharma     : Auditing
            Lakshmi Narain Agarwal Educational Publishers,
            Agra, 2000