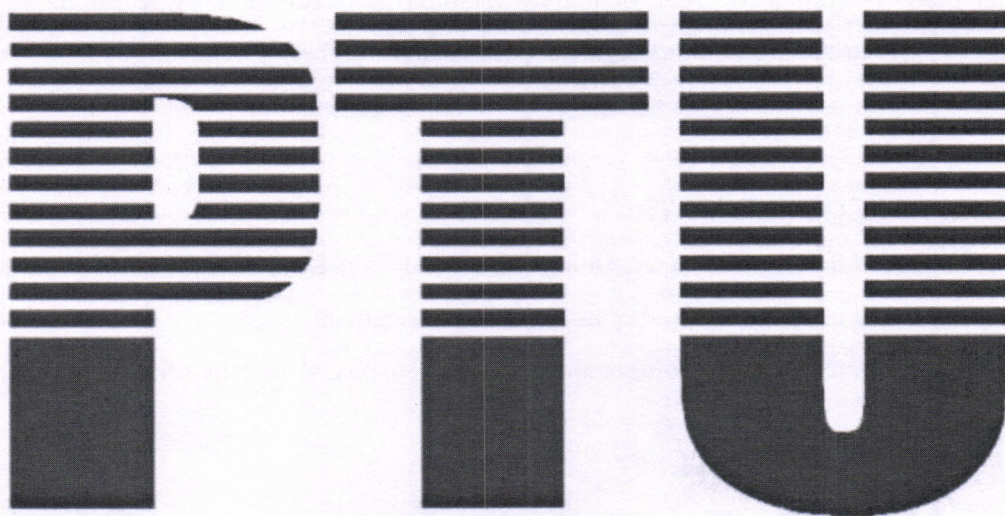


Scheme and Syllabus M.Com. Professional

Batch 2013 onwards



By
Board of Studies(Commerce)
Deputy Registrar
I.K. Gujral Punjab Technical University
Kapurthala-144603

DURATION:

M.Com Professional is a two year course. Each year will consist of two semesters. The course of study of M.Com Professional shall be divided in four semesters and university examination will be held at the end of every semester in the months of December/January (for semester Ist and IIIrd) and April/May (for semester IInd and IVth) or as decided by the competent authority.

OBJECTIVES OF M.Com.(Professional) Course:

- a) To equip and train the students to accept the challenges of changing Business Environment
- b) To study and analyse the new industrial and commercial culture.
- c) To develop independent logical thinking and facilitate personality development alongwith development of communication and analytical skills.

ELIGIBILITY FOR ADMISSION:

A candidate seeking admission to M.Com. Professional Course must have:

Graduation Degree in Commerce/Management/Business Administration from any recognised university with at least 50% marks. However, students with Hons Degree./ with Hons. will get a weightage of 10% of marks obtained in Graduation while finalising the merit. Other Government instructions regarding admission will be followed as such.

ATTENDANCE REQUIREMENTS:

Every candidate will be required to attend a minimum of 75% lectures delivered to that class in each paper as well as 75% of the laboratory work, seminars etc, separately provided that a deficiency in attendances may be condoned for special reasons, as per the relevant ordinances on the subject.

IMPORTANT INSTRUCTIONS:

Semester examinations will be open to regular candidates who have been on the rolls of a college affiliated to PTU and meet the attendance and other requirements as prescribed in the ordinances of the course. Subject to fulfilment of requirement of House examinations, the attendance requirements etc. the students will be allowed to sit in the semester examinations.


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- To be eligible to appear in the semester examination a candidate must have obtained in the house examination at least 25% marks in each paper; 33% marks in the aggregate of all subjects of the semester. The Principal at his discretion may allow a special test to a candidate who could not appear in the House examination owing to unavoidable reasons or fails to secure the minimum marks as prescribed above.
- Maximum marks for external/written examination are 80 marks and Internal Assessment is 20 marks. Internal Assessment in each paper will be calculated as follows:

Two House examinations	- 8 marks
Two assignments	- 8 marks
Attendance	- 4 marks

(Up to 74.5% attendance 0 marks)

74.6% - 75.4%:	1.5 marks
75.5% - 84.5%	3 marks
Above 84.5%	4 marks

- Applications for admission to the examination shall be made on the prescribed form attested by the competent authority as per University rules.
- Amount of examination fee to be paid by a candidate for each semester shall be as fixed by the University from time to time.
- The duration of the examination in each subject will be 3 hours.
- Use of non-programmable calculators by the students in the Examination Hall is allowed. The calculators will not be provided by the University.
- University medal will be awarded to a candidate who secures first position in the University on the basis of the marks of all the four semesters taken together. The general rules and conditions of the University for the award of medal/prizes etc. will be applicable in the award of University medal to the topper of this examination.
- All the question papers will be set in English and candidates are expected to answer the questions only in English.


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- The successful candidate shall be classified on the basis of aggregate marks secured in all the six semesters B.Com Professional taken together as under:
 - (a) 75% or more with distinction.
 - (b) 60% or more in the first division.
 - (c) 50% or more but less than 60% in the second division.
 - (d) Below 50% in the third division.

VIVA VOCE BASED ON SUMMER TRAINING REPORT:

After the Completion of Second Semester Examination the students will go on 6-8 Weeks summer training in various Industrial undertakings, banking and financial services institutions, and Retail Sector organizations, undertake a project there to study a particular problem and file three copies of summer training report within 15 days completion of the training. The student has to file a certificate of completion of training issued by training organization. A VIVA-VOCE Examination will be conducted by the External examiner appointed by the University on the problems undertaken in the summer training report. Principal of the College/Chairperson of the Department must appoint one internal supervisor for the guidance of the student regarding the Summer Training Project. The List of the internal supervisors so appointed must be communicated to the Controller of examination within 10 days from the date of appointment. The Internal supervisor will also be acting as Internal Examiner at the time of Conduct of VIVA-VOCE and sit with External Examiner.

CHOOSING AREA OF SPECIALISATION:

Each candidate shall choose an area of specialization by the end of the 2nd semester. Initially only two specializations will be offered viz.

A. Finance and Accounting.

B. Banking & Insurance.

In each of these specialisations, there will be SIX papers in total, and THREE papers will have to be studied in 3rd Semester & remaining THREE papers will be studied by students in 4th Semester. The further details in this regard are as under:

(A) Subjects to be studied under FINANCE & ACCOUNTING :

M.Com. Third Semester

1. International Accounting(MCOP-FA-303)


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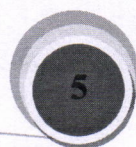
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2. International Financial Management(MCOP-FA-304)
3. Indian Financial System(MCOP-FA-305)

M.Com. Fourth Semester

1. Security Analysis & Portfolio Management(MCOP-FA-403)
2. Management of Financial Services(MCOP-FA-404)
3. Securities Market Operations(MCOP-FA-405)


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**Scheme and Syllabus
M.Com. Professional**

Course Code	Course Name	Load Allocation		Marks Distribution		Total Marks	Credits
		L	T	Internal	External		
Semester I							
MCOP1011	Commerce and Management Thought	4	0	20	80	100	4
MCOP 102	Strategic Financial Management	4	0	20	80	100	4
MCOP 103	Statistical Applications in Business	4	0	20	80	100	4
MCOP 104	Organizational Behaviour	4	0	20	80	100	4
MCOP 105	Business Environment	4	0	20	80	100	4
MCOP106*	Workshop on Business Communication	2		50		50	2
Total		22	0	150	400	550	22
Semester II							
MCOP 201	Managerial Economics	4	0	20	80	100	4
MCOP 202	IT Applications in Business	4	0	20	80	100	4
MCOP 203	Accounting Theory	4	0	20	80	100	4
MCOP 204	Strategic Cost Management	4	0	20	80	100	4
MCOP 205	Viva Voce based on Summer Training Report	4	0		100	100	4
MCOP 206*	Seminar on Current Issues in International Business	2		50		50	2
Total		22		130	420	550	22
Semester III							
MCOP 301	Corporate Legal Environment	4	0	20	80	100	4
MCOP 302	Strategic Management	4	0	20	80	100	4
MCOP-FA 303/ MCOP-BI 303	Specialization-I	4	0	20	80	100	4
MCOP-FA 304/ MCOP-BI 304	Specialization-II	4	0	20	80	100	4
MCOP-FA 305/ MCOP-BI 305	Specialization-III	4	0	20	80	100	4
MCOP 306*	Seminar on Research Methodology	2		50		50	2
Total		22	0	150	400	550	22
Semester IV							
MCOP 401	Corporate Tax Planning	4	0	20	80	100	4
MCOP 402	Corporate Governance & Business Ethics	4	0	20	80	100	4
MCOP-FA 403/ MCOP-BI 403	Specialization-IV	4	0	20	80	100	4

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Scheme and Syllabus M.Com. Professional

MCOP-FA 404/ MCOP-BI 404	Specialization-V	4	0	20	80	100	4
MCOP-FA 405/ MCOP-BI 405	Specialization-VI	4	0	20	80	100	4
MCOP 406	Comprehensive Viva Voce	2			50	50	2
Total		22		100	450	550	22

(B) Subjects to be studied under BANKING & INSURANCE:

M.Com. Third Semester

1. Principles and Practices of Banking. (MCOP-BI-303)
2. Banking Laws(MCOP-BI-304)
3. Funds Management in Banks & Insurance Companies(MCOP-BI-305)

M.Com. Fourth Semester

1. Insurance & Risk Management(MCOP-BI-403)
2. Principles & Practices of Life Insurance(MCOP-BI-404)
3. Principles & Practices of General Insurance(MCOP-BI-405)

***MCOP106,MCOP 206 & MCOP 306 will be evaluated on the following parameters**

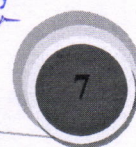
- **01 MST of 7.5 Marks**
- **Assignment/ Report Writing: 7.5 Marks**
- **Presentation of the report: 7.5 Marks**
- **Attendance / Class Participation:7.5 Marks**
- **End Semester Internal Examination : 20 Marks**



COMPREHENSIVE VIVA VOCE:

At the end of fourth semester, each candidate shall attend a comprehensive viva voce. The viva board shall have at least two members: one external and one internal. The external examiner(s) shall be appointed by the University. The internal examiner shall be the Head, Department of Commerce of the College or a faculty member nominated by him or her from the Department of Commerce.

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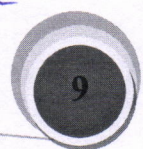
M.COM.

(PROFESSIONAL)-

FIRST SEMESTER

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M.COP-101 COMMERCE AND MANAGEMENT THOUGHT

OBJECTIVE AND EXPECTED OUTCOME OF THE COURSE:

To impart basic knowledge and equip students with basic Commerce and Management Semantics ;and to enable them to explore various emerging issues in this field.

UNIT-I

Commerce Semantics; Relationship between Economics, Commerce & Management. Development of Commerce Thought. Development of Commerce Theories. Approches to the study of Commerce, Contemporary Issues and New Dimensions and State of Research in Commerce. Contributors to the development of Commerce.

UNIT-II

Management - Definition, Nature, Scope and Functions and Importance of Management. Nature-as profession, science and art, universality of management; Values in Management, Levels of management; managerial tasks and skills. The roots of Management, Management during the Medieval Period.

UNIT-III

Development of Management Thought: Classical School-contributions of Taylor and Fayol; Neo-classical School-Human Relations approach and Behavioural Science approach; Modern School-Systems approach and Contingency approach and Contemporary Approach to Management – Drucker, Porter, Senge, Prahalad, Hammer, and Tom Peters.

UNIT-IV

Management in Perspective: Management of Strategic Change, Knowledge Management, Learning Organization.

SUGGESTED READINGS / BOOKS:

1. Chand,Bidhi, Commerce and Management Thought,Deep & Deep Publications,New Delhi.
 2. Singh,R.N,Management Thought and Thinkers,S.Chand & Co.
 3. Basu. Business Organisation and Management. Tata McGraw Hill, New Delhi.
 4. Gupta, C.B. Modern Business Organisation. Mayur Paper Backs, New Delhi.
 5. Lele, R.K. and J.P. Mahajan. Business Organisation. Pitamber Publishing, New Delhi.
 - 6.Jwalkar, Ghanekar & Bhivpathaki, Principles & Practice of Management, Everest Publishing House
 - 7.Parag Dewan, Management Principles & Practices, Excel Books.
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MCOP-102 STRATEGIC FINANCIAL MANAGEMENT

OBJECTIVE AND EXPECTED OUTCOME OF THE COURSE:

This Course aims at enabling the students to understand and develop keener understanding of financial market operations and make more informed analysis. Additionally, the Course aims at enabling students to manage basic corporate finance transactions besides investing more profitably and operate more effectively financially overall.

UNIT I

Financial Policy and Strategic Planning: Components of financial strategy; Strategy and Financial Policy, Financial Goals and Strategic Consequences. Agency Costs and theory of the firm, Corporate Governance. Efficient Markets: Forms, Tests for return predictability, Event Studies and Tests for Private Information.

UNIT II

Capital Structure Decisions: Capital Structure in a Perfect Market, Debt Covenants and their Implications, Designing Convertibles, Mandatory Convertibles, Determinants of Corporate Leverage and Financial Distress, Dividend Policies and Managerial Incentives. Stock Buyback Decisions: Management motivations for share buyback, share buyback and firm value. Financing choices and Decisions: Differences in financing of venture firm, mature companies and firms in high growth stage, Deal structuring and pricing, IPOs and their underpricing, Firms in Financial Distress: Information problems, conflicts of interest and asset stripping.

UNIT III

Valuation and Value Based Management: Putting Strategy into Shareholder Value Analysis, Basic Principles of Valuation, Free Cash Flows to the Firm, Free Cash Flows to Equity, Relative Approach to Valuation, Capitalised Earning Method of Valuation, Valuation of Intangible Assets, Brands, Cyclical Firms, Firms in Distress and Private Firms. Option Valuation: Black-Scholes approach to option Valuation. Value Based Management and Value Metrics.

UNIT IV

Expansion and Financial Restructuring: Mergers and Acquisitions, Accounting for Mergers and Acquisitions, Corporate versus Financial Restructuring, Leveraged Buyout (LBO), Management Buyout (MBO), Sell-off, Spin-off, Demerger and reverse merger, Legal procedure for merger, benefits and cost of merger; Determination of swap ratios; Evaluation of merger proposal; Corporate and distress restructuring and Divestitures.

SUGGESTED READINGS / BOOKS:

- Allen, D: An Introduction to Strategic Financial Management, CIMA/Kogan Page, London.
- Brealey, Richard A. and Myers, Stewart C, Principles of corporate finance, Tata McGraw Hill
- Chandra, Prasanna: Financial Management, Tata McGraw Hill, Delhi.
- Copeland, T., Koller, T and Murrin, J, Measuring and Managing the value of Companies, John Wiley, International Edition, New York.
- Damodaran, Aswath, Valuation, John Wiley & Sons
- Foster, George, Financial Statement Analysis, Pearson Education Hampton, Jones, Financial Decision Making, PHI, New Delhi.
- Grinblatt, Mark and Titman, Sheridan, Financial Markets and Corporate Strategy, Tata McGraw Hill.
- Kaplan, Robert S., and Cooper, Robin: Cost & effect: Using integrated cost systems to drive profitability and performance, Harvard Business Press.

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MCOP-103-STATISTICAL APPLICATIONS IN BUSINESS

OBJECTIVE AND EXPECTED OUTCOME OF THE COURSE:

The objective of the paper is to acquaint the students with various statistical tools and techniques applied in business decision-making.

UNIT-I

Construction of frequency distributions and their analysis in the form of measures of central tendency and variations, types of measures, Skewness – meaning and co-efficient of Skewness. Kurtosis. Index Numbers: Definition and Methods of Construction of Index Numbers; Tests of consistency, Base shifting, splicing and Deflation; Problems in construction, importance of index numbers in Managerial decision-making.

UNIT-II

Correlation analysis – meaning and types of correlation, Karl Pearson's coefficient of correlation and Spearman's rank correlation, regression analysis – meaning and two lines of regression, relationship between correlation and regression co-efficient, time series analysis – measurement of trend seasonal variations, time series and forecasting.

UNIT-III

Probability – basic concepts and approaches, addition, multiplication and Bayes' theorem, probability distribution – meaning, types of applications, binomial, Poisson and normal distributions.

UNIT-IV

Statistical inference: Concept of sampling distribution, parameter and statistics, standard error. Theory of estimation: Point and interval estimation, construction and confidence limits for mean. Tests of significance – parametric versus non-parametric tests, hypothesis testing, large samples, small samples – Chi-square test, z-test, t-test, binomial test, analysis of variance. Independence of Attributes, Goodness of Fit and Test of Homogeneity

SUGGESTED READINGS/BOOKS:

1. Anderson, *Statistics for Business & Economics*, Thomson Learning, Bombay
2. Anderson, *Quantitative Methods in Business*, Thomson Learning, Bombay
3. Beri, *Business Statistics*, Tata McGraw Hill
4. Bhardwaj, R.S., *Business Statistics*, Excel Books
5. Chandan, J S, *Statistics for Business and Economics*, Vikas Publications
6. Davis & Pecar, *Business Statistics using Excel*, Oxford University Press
7. Gupta, S.P. & Gupta, M.P., *Business Statistics*, Sultan Chand & Sons, New Delhi
8. Levin & Rubin, *Statistics for Management*, Prentice Hall of India, New Delhi
9. Render and Stair Jr, *Quantitative Analysis for Management*, Prentice-Hall
10. Sharma, J K, *Business Statistics*, Pearson Education.

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MCOP-104 ORGANISATIONAL BEHAVIOUR

OBJECTIVE AND EXPECTED OUTCOME OF THE COURSE:

To understand organizational behaviour in its broadest multi-disciplinary context and to familiarise the students with the theoretical and practical aspects of organizational behaviour.

UNIT-I

Organisation: concept, features, significance, organizational goals

Organisational behaviour: concept, nature, role, application and disciplines contributing to OB, determinants, models, challenges and opportunities of OB.,

Foundations of individual behaviour: Personal factors; Environmental factors; Models of Individual behaviour.

UNIT-II

Personality: Meaning; Development of personality; Major determinants of Personality.

Perception: Meaning and definition; Factors influencing perception; Perceptual Process; Person Perception; Perceptual Errors.

Learning and Reinforcement: Meaning; Theories of Learning and Reinforcement; Reinforcement Contingencies; Behaviour Modification.

Motivation: Nature; Importance; Challenges; Theories of Motivation

UNIT-III

Work Stress: Meaning and definition; Sources of stress; Consequences of stress; Individual differences and stress; Coping with work stress.

Group Behaviour: Defining and classifying groups; Stages of Group development; Work group behaviour; External conditions imposed on the group; Group member resources; Group structure; Group decision making.

Team Dynamics: Nature; Teams vs. Groups; Types of Teams; Benefits from Teams; Implementing teams in Organisations.

Power and Politics Behaviour: Meaning; Power dynamics; Sources of power; Effective use of power; power tactics.

UNIT-IV

Leadership: Meaning; Importance; Approaches; Theories of Leadership.

Interpersonal Communication: Meaning; Nature; Objectives; Process; Nature of interpersonal communication; Organisational communication networks; Communication Problems.

Organisational Culture: Meaning; Importance; Organisational culture and effectiveness; Organisational culture and Ethics; Multicultural and Diverse organisations; Changing Organisational culture.

Organisational Change: Meaning; Importance; Dynamics of change; Forces for change; Resistance to change.

SUGGESTED READINGS/ BOOKS

1. Robbins; S.P., *Organizational Behaviour*, Prentice Hall of India Pvt. Ltd., New Delhi, 2008.
2. Luthans, Fred, *Organizational Behaviour*, Mc Graw Hill International, New York, 2007.

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3. Robins S.P., *Organizational Theory: Structure Design and Application*, Prentice Hall of India Pvt. Ltd., 2007.
 4. Aswathapa.K, *Organisational Behaviour*, Himalaya Publishing House Pvt. Ltd., Mumbai, 2010.
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MCOP-105 BUSINESS ENVIRONMENT

OBJECTIVE AND EXPECTED OUTCOME OF THE COURSE

The objective of this course is to expose the students to the effect of various national and global environmental factors on business processes and enable them to scan business opportunities and take decisions under uncertainty.

UNIT-I

Theoretical Framework of Business Environment: Concept, Significance and nature of business environment. Micro-environment macro environment. Interaction matrix of different environment factors. Process of environment scanning. Globalisation and its impact on business environment.

UNIT-II

Economic environment of business: economic planning in India. Industrial policy, fiscal policy, monetary policy, export and import policy. Economic reforms in India - Liberalization - privatization and globalization - Competitive Strength of Indian industry

UNIT-III

Political environment of business: Government and business. changing dimensions Of political environment in India.

UNIT-IV

Socio, Cultural & International Environment: Social responsibility of business, Characteristic, Components, Scope, relationship between society and business, Socio-cultural business environment, Social Groups and Consumerism. World Trade Organization (WTO), International Monetary Fund (IMF), Foreign Direct Investment in India.

SUGGESTED READINGS/ BOOKS:

1. S.K.Misra & V.K.Puri: Economic Environment of Business - Himalaya
2. S.K.Misra & V.K.Puri: Indian Economy - Himalaya Publishing House
3. Francis Cherunilam: Global Economy and Business Environment – Himalaya
4. Francis Cherunilam: Business Environment - Text and Cases - Himalaya
5. Aswathappa: Business Environment - Himalaya
6. Dutt and Sundaram: Indian Economy.

MCOP-106 WORKSHOP ON BUSINESS COMMUNICATION

OBJECTIVE AND EXPECTED OUTCOME OF THE COURSE:

The basic aim of this course is to cultivate effective communication skills oral as well as written in the students which are very essential for their successful career ahead.

Introduction to the essentials of Executive Communication, Types and Barriers to communication, Factors affecting communication, Essentials of effective communication. Communication Skills: Concept, Humour in communication, Cardinal principles of communication, Communication policy. Interpersonal communication. Body language, Postures and Gestures, Attire, Appearance, Handshake, Personal space, Timing behaviour smile. Listening Skills: Process, Types, Barriers and Importance, Essentials of Good listening.

Essentials of business letter, Request for quotations, tenders, samples and drawings, complaints and follow up. Drafting of sales letters, circular letters, status enquiries. Internal Communication: Letters to staff, Circulars and Memos, Office note, Representations and suggestions, Motivational Communication, Letters from top management, Reminders and follow up, Employee newsletters.

Meetings, Conferences, Presentation skills, Oral communication, Telephonic conversation. Mass Communication: Advertisements, Publicity, Press Releases, Media mix, Public relations, Newsletters. Direct Marketing: Report writing, Types, Essentials of a good report, Committee report, Summarizing annual report of companies. Writing minutes of meetings. E-correspondence

Types of Interview, Job interview, Telephonic interview, Conducting the interview, Preparation of Resume, Group discussion. Types of pictorial presentation: Charts, Graphs and Pictures, New trends in executive communication, Communication overload, BPO/Call centers, Technical writing, Professional presentation.

SUGGESTED READINGS/ BOOKS:

1. R.K.Madhukar, Business Communication, Vikas Publishing House.
2. Rajendra Pal and J.S. Korlahalli, Essential of Business Communication, S.Chand & Sons.
3. P.D.Chaturvedi and Mukesh Chaturvedi, Business Communication, Pearson Education.
4. Courtland L.Bovee and John V. Thill, Business Communication Today, Pearson Education.
5. Ludlow, R. & Panton, F.; The Essence of Effective Communications, Prentice Hall of India Pvt. Ltd., New Delhi.

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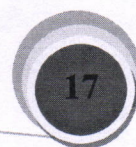
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M.COM. (PROFESSIONAL)- SECOND SEMESTER

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MCOP-201 MANAGERIAL ECONOMICS

OBJECTIVE AND EXPECTED OUTCOME OF THE COURSE:

Aims to provide a broader understanding of Managerial Economics and its managerial applications.

UNIT-I

Introduction: Nature and scope of Managerial Economics, Role and Responsibility of Managerial economics in business. Fundamental business concepts – Incremental concept, Opportunity cost concept, Time perspective, Discounting principle.

UNIT-II

Demand analysis and Forecasting for consumer goods and capital goods - use of business indicators - type of elasticity. Demand Forecasting for new products. Test marketing, Opinion pooling, Life cycle.

UNIT-III

Concept and resources allocation - Cost Analysis - Short run and long run Cost functions - production functions - cost price - Output relations. Economics of size and capacity Utilization - Input - Output analysis - Market Structure - Pricing and output general equilibrium.

UNIT-IV

Pricing Objectives - pricing methods and approaches - price discrimination, Product line pricing and Cost control. Theories of profit, Tools of profit planning. Business Cycles: Meaning, Causes, Phases, Theories of Business cycles

SUGGESTED READINGS/ BOOKS:

1. Peterson, managerial economics, 4th edition - Pearson education - New Delhi.
2. Sampat Mokherjee, Business and Managerial Economics, New Central Book Agency, Calcutta.
3. Spencer M.H. Managerial Economics Text, Problems and short cases, Richard D. Irwin INC.
4. Sankaran.S, Managerial Economics Margham Publications, Chennai.
5. Dwivedi D.N , Managerial Economics, Vikas-New Delhi
6. Mankar & Denkar, Business Economics, Himalaya publishing House, Bombay
7. Joel Dean, Managerial Economics, Prentice Hall of India - New Delhi.
8. R.L. Varshney & K.L. Maheshwari, Managerial Economics-Sultan Chand & Sons, New Delhi.

MCOP-202 IT APPLICATIONS IN BUSINESS

OBJECTIVE AND EXPECTED OUTCOME OF THE COURSE:

The objective of the paper is to acquaint the students with various IT Applications in the business.

UNIT-I:

Internet: Brief History and Development, Working, Control Mechanism, WWW: Hypertext and Hyperlinks, Websites and web pages, URL, IP addressing and Domain Naming System. Internet and WWW tools and Applications: Browser, FTP, Telnet, Email, Information and Knowledge sharing using IT tools, computer networks and the Internet.

UNIT-II:

E-Commerce: Introduction, Comparison between Traditional commerce and E-commerce; Advantages & disadvantages of e-commerce, Buying & Selling on Internet, Issues in implementing Electronic Commerce. Information Technology applied to various functional areas of management such as Production/Operations, Human Resource, Marketing, Finance and Materials Management.

UNIT-III:

B2B E-commerce; e-procurement, supply chain coordination; on-line research; organizing for online marketing, Internet retailing; Mobile Commerce: Introduction to mobile commerce; benefits of mobile commerce; mobile commerce framework; Internet advertising

UNIT-IV:

Software Packages for Office Applications, Word Processing using MS Word: Basic features, formatting text, creating and managing tables, inserting images and graphs, mail merge, managing page layout and printing. Spreadsheets using MS-Excel: Spreadsheet features, uses and advantages, autofill features, inserting formulas and functions, Inserting charts and graphs, macros, managing page layouts and printing. Presentations using MS Powerpoint: Basics of presentations, conventions and advantages, managing different views, adding and managing animations, managing slide transitions, managing slide templates, setting up slide shows.

SUGGESTED READINGS/ BOOKS:

1. Basandra SK, *Computers Today*, Galgotia Publications


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2. Cyganski, *Information Technology: Inside and Outside*, Pearson Edu.
 3. Kakkar DN, Goyal R, *Computer Applications in Management*, New Age Publications
 4. Leon A and Leon M, *Introduction to Computers*, Leon Vikas
 5. Peter Norton, *Introduction to Computers*, TMH, New Delhi
 6. Rajaraman, *Introduction to Information Technology*, PHI, New Delhi
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MCOP-203 ACCOUNTING THEORY

OBJECTIVE AND EXPECTED OUTCOME OF THE COURSE:

To gain knowledge about development of accounting profession in India and to be able to apply valuation principles and also to familiarise the students with recent developments in the area of financial reporting,

UNIT-I

Accounting Theory: Nature and Foundations; Various Accounting Bodies operating in India. A brief view of Indian Accounting Standards. Accounting Standard No: 1,2,6,10,11 and 26.

UNIT-II

Overview of International Accounting Standards (IAS)/International Financial Reporting Standards (IFRS), Significant difference vis-a-vis Indian Accounting Standards. Understanding of US GAAP, Applications of IFRS and US GAAP.

UNIT-III

Financial Reporting: Objective, Reports of various committees, Factors affecting financial reporting, Recent trends in Financial Reporting by Indian Companies. Concept of Price Level Accounting, significance and various models.

UNIT-IV

Value Added Statement, Economic Value Added, Market Value Added, Shareholders' Value Added, Human Resource Reporting, Social Accounting, Forensic Accounting, XBRL.

Suggested Readings/ Books:

- 1.L.S.Porwal,Accounting Theory.
 - 2.Study notes issued by ICAI and ICWAI .
 - 3.Monthly Journal of ICAI and ICWAI.
-

MCOP-204 STRATEGIC COST MANAGEMENT

OBJECTIVE AND EXPECTED OUTCOME OF THE COURSE:

The main objective of this course is to expose the students to various concepts of cost management from strategic perspective and develop skills of analysis, evaluation and synthesis in cost accounting and to make them aware about current developments in the field

UNIT-I

Meaning, nature and significance of Strategic Cost Management. Value Analysis and value addition. , role of SCM in strategic positioning; cost management tools - life cycle costing, target costing, kaizen costing, JIT & theory of constraints, BPR and bench marking

UNIT-II

Concept, process, methods and techniques of cost reduction programme. Cost control Vs. Cost reduction. Activity Based Cost Management - Concept, purpose, benefits, stages, relevance in decision-making and its application in Budgeting, Traditional vs. ABC System – comparative analysis.

UNIT-III

Use of specific performance measures in JIT.ERP and its application in strategic cost management

UNIT-IV

Transfer pricing and its applications, balanced score card – perspectives and limitations; establishing objectives and performance measures in different perspectives of balance score card; quality cost management and reporting system

SUGGESTED READINGS/ BOOKS :

1. Horngren, Datar Foster, Cost Accounting, Pearson Education
2. Hansen and Mowen, Cost Management, Thomson Learning
3. Anthony, Robert N., and Govindrajana, Vijay, Management Control System, McGraw
4. Ravi.M.Kishore-Cost-Management

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MCOP-205 VIVA VOCE BASED ON SUMMER TRAINING REPORT:

After the Completion of Second Semester Examination the students will go on 6-8 Weeks summer training in various Industrial undertakings, banking and financial services institutions, and Retail Sector organizations, undertake a project there to study a particular problem and file three copies of summer training report within 15 days completion of the training. The student has to file a certificate of completion of training issued by training organization. A VIVA-VOCE Examination will be conducted by the External examiner appointed by the University on the problems undertaken in the summer training report. Principal of the College/Chairperson of the Department must appoint one internal supervisor for the guidance of the student regarding the Summer Training Project. The List of the internal supervisors so appointed must be communicated to the Controller of examination within 10 days from the date of appointment. The Internal supervisor will also be acting as Internal Examiner at the time of Conduct of VIVA-VOCE and sit with External Examiner.


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MCOP-206 SEMINAR ON CURRENT INTERNATIONAL BUSINESS ISSUES

OBJECTIVE AND EXPECTED OUTCOME OF THE COURSE:

The basic aim of this course is to make the students aware of various international institutions/trading blocs so that they may be able to analyse various current economic and business issues.

SUGGESTIVE TOPICS

Globalisation and its growing importance in world economy; Impact of globalization
Regional Trading Blocs: EU, NAFTA, SAARC, WTO ,G-20,BRICS,ASEAN.

India's Economic Interaction with the World:foreign investment,exchange rate, economic and other relevant issues relating to FDI & FII flows. Global trading environment - recent trends in world trade in goods and services

Role and Functions of I.M.F. World Bank with specific reference to its affiliates such as International Finance Corporation, W.T.O with special reference to TRIPs/TRIMs., WIPO ,UNCTAD,World Economic Forum(WEF).

Transfer Price Mechanism,Tax Havens.

Current International Business Affairs.

SUGGESTED READINGS/ BOOKS:

1. Dr. K Aswathappa - International Business Tata McGraw Hills.
 2. Subba Rao- International Business Himalaya Publishing House.
 3. Bennet – International Business, Pearson Education.
 4. WTO,WIPO,UNCTAD,IMF,World Bank Reports.
 - 5.Various Journals of Current Issues-International
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M.Com. (Professional)- Third Semester

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M.COP-301 CORPORATE LEGAL ENVIRONMENT

OBJECTIVE AND EXPECTED OUTCOME OF THE COURSE

To make the students understand the legal framework with reference to companies.

UNIT – I

Provisions of Companies Act 1956 relating to Company Formation & Company Administration – Board of Directors – Manager - Managing Director – Provisions relating to various types of meetings and their related items.

UNIT –II

Industries (Development and Regulation) Act, 1951 object – Definitions – Central Advisory Council – Development Council – Regulation of Scheduled Industries – Registration and Licensing – Investigation and Take over of Management of Industrial undertakings of Central Government – Effect of Central Govt's order – Mgt/Control of undertakings owned by companies in liquidation – Power to provide relief measures – power to exempt special cases – penalties.

UNIT – III

Major Provisions of Foreign Exchange Management Act - 2000 (FEMA) - Competition Act - 2002.

UNIT – IV

consumer protection Act 1986 – Definition – Consumer Protection Council – Consumer Disputes Redressal Agencies – District Forum – State Commission – National Commission .Water (Prevention and control of pollution) Act, 1974 Definition – functions and powers of various Boards Compliance regarding discharges causing pollution Penalties and offences – Air (Prevention and Control of Pollution) Act, 1981 Definitions – Functions and powers of various Board – Duties of occupier of specified industries to ensure adherence to standard offences by companies.

SUGGESTED READINGS/ BOOKS

1. Bare Act of all relevant Legislations.
2. Corporate Laws and Secretarial Practice – N.D.Kapoor Sultan Chand and Sons, New Delhi.
3. Corporate Laws and Secretarial Practice – Dr.G.K.Kapoor Premier Book Company, New Delhi
4. Corporate Laws – Taxman Publication.
5. Economic Legislation – Law & Practice – by U.K.Chandhary - Sultan Chand & Sons, New Delhi.
6. Economic and other Legislations S.S.Gulshan and G.K.Kapoor Sultan Chand & Sons, New Delhi – 2.

M.COP-302 STRATEGIC MANAGEMENT

Objective and Expected outcome of the course:

The objective of the course is to help the students develop an understanding of the basic inputs in making and implementing corporate strategic decisions and also familiarize them with the issues and practices involved.

UNIT- I

Concept and Role of Corporate Strategy. Levels of Strategy. Basic Model of Strategic Management. approaches to strategic decision – making; mission and purpose, objectives and goals; strategic business unit (SBU).Environmental analysis and diagnosis: concept of environment and its components; environmental scanning and appraisal; organizational appraisal; SWOT analysis; Strategic implications of social and ethical issues.

UNIT-II

Industry and Competitor analysis: Michael Porter's industry analysis; competitor analysis; BCG matrix; Competitive advantage and core competence; strategy gurus.

UNIT-III

Strategies at various levels: functional strategies, business level strategies, global strategies and corporate strategies. Functional strategies: marketing strategy; production strategy; finance strategy; HR strategy. Business level strategies: generic strategic choices; global strategies; corporate strategies: growth strategies, retrenchment strategies and combination strategies.

UNIT-IV

Strategy formulation and implementation: Strategic alternatives; strategic choice; evaluation of strategic alternatives; strategy implementation and control; strategy and structure. Strategic Review: Evaluating Strategic Performance – Criteria and Problems. Concept of Corporate Restructuring.

SUGGESTED READINGS/ BOOKS :

1. Bhattachary, S.K. and N. Venkatarain: Managing Business Enterprises: Strategies, Structure and Systems; Vikas Publishing House, New Delhi.
2. Charles W.L. Hill and Gareth R.Jones: Strategic Management Theory, Educational Publishers, Chennai.
3. H. Igor Ansoff: Implanting Strategic Management; Prentice Hall, New Delhi.
4. Azhar Kazmi, Business Policy, Tata McGraw Hill, New Delhi
5. Michael E Porter: "Competitive Strategy", The Free Press, New York
6. Sharma R.A.; "Strategic Management in Indian Companies", Deep and Deep Publications, New Delhi.

MCOP-FA-303 INTERNATIONAL ACCOUNTING

Objective and Expected outcome of the course:

The objective of this course is to develop some conceptual knowledge and understanding of international accounting issues among students. In addition, the aim of this course is to bring attitudinal changes to meet challenges and issues of international accounting.

UNIT-I

Definition and scope of international accounting. Main causes of diversity in international financial reporting. Meaning of harmonization. Rationale for and obstacles to harmonization. Role of regional and international organizations engaged in accounting harmonization. Multinational enterprise, Internationalisation of capital markets, Internationalization of accounting profession. Operational and conceptual issue. Foreign currency translations, methods and practices.

UNIT-II

Specific Reporting Issues: Regulatory Disclosure Requirements; Foreign Operations Disclosure; Social Responsibility Disclosures. Managerial Accounting Issues: Strategic Planning; Management Control Systems; Performance Evaluation of foreign operations.

UNIT-III

International Standards and Organization: Advantages, supporting and deterring forces; International and Regional Efforts in Standard Setting; International Standards setting process. IFRS adoption or convergence by Indian Companies.

UNIT-IV

Financial Statement Analysis of companies and countries differences in accounting principles, foreign currency statements and Ratio Analysis. : Evolution, meaning and objectives of transfer pricing. Major stakeholders affected by transfer pricing policies. Transfer pricing methods. Emerging issues in International Accounting.

SUGGESTED READINGS/ BOOKS :

1. Radebaugh L. H. and S.J. Gray, *International Accounting*, and Multinational Enterprises, John Wiley & Sons, 2002 .
2. Sandagaran S.M., *International Accounting*, South Western, 2001.
3. Gray, S.J., *International Accounting and Transnational Decisions* , Butterworth, London, U.K.,
4. Holzer H. Peter, *International Accounting*, Horper and Row Publishers, New York.
5. Frederick D.S. Choi and Gary K. Meek, *International Accounting*, Pearson Education, 2005
6. Shirin Rathore, *International Accounting* Prentice Hall of India, 2008.

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MCOP-FA-304 INTERNATIONAL FINANCIAL MANAGEMENT

Objective and Expected outcome of the course:

To acquaint the student with International Finance environment and the channels of International financial flows; and expose them to the different sources of international financing, exchange exposure risk, currency futures and option markets, modes and the methods of international financing.

UNIT-I

Overview: Need, Meaning, Nature and Scope of International Financial Management – International Finance Vs Domestic Finance (Theory Only). Foreign Exchange Rate Mechanism: Exchange rate quotations – Determination of exchange rate in the spot market – Exchange rate determination in forward market – Factors influencing Exchange rate (Including Problems).

UNIT-II

Introduction to derivatives market – Types of financial derivatives – Distinctive features of derivatives market – Traders in derivatives market – Currency futures – Future contracts Vs. Forward contracts – Pricing futures – Futures trading strategies (Hedging, speculative trading and arbitrage strategies) – Currency options – Salient features and types of options – Futures Vs. Options – Pricing options (Black Scholes option Pricing Model) – Opting trading strategies – Derivatives trading in India (Theory Only).

UNIT-III

FOREIGN EXCHANGE EXPOSURE AND RISK: Nature of exposure and risk – Exchange rate and interest rate volatility – Foreign exchange and risk – Classification of foreign exposure and risk – Transaction exposure – Operating exposure – Accounting treatment – Management of foreign exchange exposure risk through hedging (Including Problems).

UNIT-IV

INTERNATIONAL FINANCIAL INSTRUMENTS: Channels of International Flow of funds – Euro currency market – Euro credit – Euro Bonds – Types of Euro Bonds – Euro currency deposits – Certificate of deposits and other instruments – Euro notes – Types of notes – Euro issues – Foreign Currency Convertible Bonds – Depository Receipts – Global Depository Receipt (GDR's) – GDR issue mechanism – American Depository (Theory only).

SUGGESTED READINGS/ BOOKS :

1. Shapiro: Multinational Financial Management PHI,
2. Madura: International Corporate Finance, 8e Thomson 2007
3. Sharan: International Financial Management, PHI
4. Clark: International Finance, 2e Thomson 2006
5. Bharati V Pathak: Indian Financial Management , Pearson
6. Jeevenandam: Foreign Trade Finance and Risk Management, Sultan Chand

MCOP-FA-305– INDIAN FINANCIAL SYSTEM

Objective and Expected outcome of the course:

To provide insight to the structure, working and problems of financial system in India as well as to enable students to appreciate and understand the concepts, mechanism and utility of different financial intermediaries.

UNIT-I

Introduction to Financial System: Components, functions, Nature and Role. Economic Development and Financial System; Growth of Indian Financial System and Present Composition.

UNIT-II

Money Market in India: Meaning, functions, Development of Money Market in India, Money Market Instruments. Commercial Banks – Role in Industrial Finance and Working Capital Finance. Capital Market: Meaning functions and reforms. Depositories and Custodians: Depository System NSDL, CSDL, Stock Holding Corporation of India.

UNIT-III

Derivatives Market, Concept, Benefits and Need. Types of Financial Derivatives, Forward and future Contracts, Options, Futures, Types and Benefits. Institutional Structure-Indian Financial Institutions : Development Banks - IFCI, ICICI, SFCs and IDBI; Investment Institution – UTI and other Mutual Funds; Insurance Organisations – Life Insurance Corporation of India and General Insurance Corporation of India.

UNIT-IV

Institutional Structure-International Financial Institutions : Organisation, Management; Functions and Working of International Financial Institutions – International Monetary Fund (IMF), International Bank for Reconstruction and Development (IBRD), International Development Agency (IDA) and Asian Development Bank (ADB).

SUGGESTED READINGS/ BOOKS :

1. Avdhani: Investment and securities Markets in India, Himalaya publications, Delhi.
2. Bhote, M.K: Financial Marketys and Institutions, Tata McGraw Hill, Delhi.
3. Ghosh, D : Banking Policy in India, Allied Publications, Delhi.
4. Giddy, J.H: Global Financial Markets, ALTBS.
5. Khan, M.Y. Indian Financial System, Tata McGraw Hill, Delhi.
6. Reserve Bank of India, Varrious Reports, RBI Publication Mumbai.
7. Varshney, P.N.: Indian Financial System, Sultan Chand& Sons, New Delhi.

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MCOP-BI-303 PRINCIPLES AND PRACTICES OF BANKING

OBJECTIVE AND EXPECTED OUTCOME OF THE COURSE:

To impart basic knowledge and equip students with basic fundamentals of banking, asset liability management and to enable them to explore various perspectives in the current banking environment.

UNIT-I

Banking structure in India - banking functions and services - Commercial & Co-operative Banks: Structure of Commercial Banks, Private Sector Banks, Public Sector Banks, Foreign Banks, Categories & Features of Co-operative Banks, Introduction to Regional Rural Banks Foreign banks .

UNIT-II

Principles of lending - financial adequacy assessing the borrower - project appraisal - structural and Infrastructural analysis - legal formalities - follow up loans, asset management companies. Banker-Customer Relationship: Debtor-Creditor Relationship, Bank as a Trustee, Anti-Money laundering, Deposit Products or Services, Payment and Collection of cheques and other negotiable instruments.

UNIT-III

Non Performing Assets (NPAs) - Early Warning Signals - Management of NPAs - Remedies Available - Recent Measures - loan recovery tribunals - Provisions of Revenue Recovery Act. Investment management - priorities in allocation of bank funds - investment in governments securities - maturity and yield - quality and diversification, profitability management - profit planning.

UNIT-IV

Traditional Banking vs. E-Banking - facets of E-Banking - Internet Procurement - E - Banking Transaction - Electronic Delivery Channels - Truncated Cheque - Complete Centralized Solution - Features of CCS - Advances of E-Banking - Constraints in E-Banking - Security Measures. Bank Assurance.

SUGGESTED READINGS/ BOOKS :

1. Varshney, PN. Banking Law & Practice, Sultan Chand, New Delhi.
2. Vasant Desai, Principles of Bank Management, Mumbai, Himalaya Publications.
3. K.Subramanian, Banking Reforms in India, TMH, New Delhi.
4. Joseph Sinkey, Commercial Bank Financial Bank Financial Management, Pearson Education (Prentice Hall)
5. E.Gordon and Dr. K. Natarajan, Banking Theory Law and Practice – Himalaya Publishing House.

MCOP-BI-304 BANKING LAWS

OBJECTIVE AND EXPECTED OUTCOME OF THE COURSE:

To acquaint the students with legal framework in which the Indian banking is working today. To make the students aware about the latest developments in the field of banking law. To enable the students to understand modern banking practices. To enable the students to establish a link between the legal provisions and the practical aspects of banking.

UNIT I

Banking Regulation Act, 1949

Concept of Bank and Banker, Functions of Banks, Classification of Banks, Relationship between Bank and Customer, Control by government and its agencies, Management of Banking companies, On account and audit, Reconstruction and reorganization of banking companies, Suspension and winding up of business of banking companies, Social control over banking, Banking

UNIT II

The Negotiable instrument Act, 1881

Definition and characteristic of Negotiable Instruments, Types of Negotiable Instruments, Definition and Essentials of Promissory Note, Bill of Exchange and Cheque, Liabilities and Capacity of Parties of Negotiable Instrument, Holder and Holder in due course, Transfer and Negotiation of Negotiable Instrument..Crossing of Cheques and payment, Dishonour of Cheques, Presentment and Payment, Dishonour, .Noting and Protest of Negotiable Instrument, Endorsement: Definition, Essential of a valid endorsement and its kinds, Rules of evidence and compensation.

UNIT III

The Reserve Bank of India Act, 1934

Incorporation, Capital, Management and Business of Banking Company, Central Banking function of Reserve Bank of India, Collection and furnishing of Credit Information, Control of Reserve Bank of India over Non-banking Institutions and Financial Institutions, Credit Control by Reserve Bank of India, Changing role of the RBI.

UNIT IV

Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002

Provisions relating to: Preliminary (Section 1 and 2) Regulation of securitisation and reconstruction of financial assets and financial institutions (Section 3 to 12 A) Enforcement of security interest (Section 13 to 19) Central registry (Section 20 to 26) Offences and penalties (Section 27 to 30) Miscellaneous (Section 31 to 41) Recent Amendments.

**MCOP-BI-305 FUNDS MANAGEMENT IN BANKS AND INSURANCE
COMPANIES**

OBJECTIVE AND EXPECTED OUTCOME OF THE COURSE:

To understand the sources and deployment of funds by banks and insurance companies. To understand the legal compliance for their investments and fund uses.

UNIT I

Liquidity management in commercial funds: theories of liquidity management; priorities in the employment of bank funds; problems in resource allocation in India. Management of capital funds in commercial banks: Meaning and functions of capital funds, necessity for adequate capital funds; capital adequacy standards; present standards in India for capital adequacy of banks.

UNIT II

Management of primary reserves: nature and purpose of primary reserves; Legal reserves – nature and function; working reserve- nature and function; cash management in commercial banks. Management of secondary reserves; nature and function of secondary reserves; factors influencing secondary reserves; estimation and managing secondary reserves.

UNIT III

Management of Bank Deposits: deposit mobilization; concept of bank marketing; Management of bank loans; characteristics of bank loans; loan policy in a commercial bank; evaluation of loan application; credit information, credit analysis, credit decision. Priority sector lending policies of commercial banks in India. Nature and principles of security investment of commercial banks;

UNIT IV

Provisions of the Insurance Act, 1938 pertaining to Funds Management for Insurance Companies; Approved Securities; Government Security; Requirements as to Capital; Deposits with the RBI by Insurance Companies (Life Insurance business, General Insurance business and Re-insurance business); Reservation of Deposits and refund of deposit; Investments, Loans and Management: Investment of Assets; Prohibition of Investment of funds outside India; Statement of Investment of funds; Prohibition of Loans; Loans and advances by Life Insurer

SUGGESTED READINGS/ BOOKS :

1. Jadhav Narendra: Challenges of Indian Banking, Ed., MacMillan, New Delhi.
2. Sharma R.S., Insurance Principles and Practices, Vora, Delhi.
3. Sinkey, Joseph F. Jr. :, Commercial Banks Financial Management, Prentice Hall, Delhi.
4. Tannan M.L., Banking Law and Practice, Indian Law House, Delhi.
5. Khan M.Y.: Indian Financial System, Vikas Publishing House, New Delhi.
6. Joel Bessis: Risk management in Banking, John Wiley.
7. Dinsdale, W.A.,: Elements of Insurance, Pitman.
8. Government of India: Insurance Act 1937 as amended.

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MCOP-306 SEMINAR ON RESEARCH METHODOLOGY

Meaning, Objectives and Types of research, Research Approach, Motivation of research, Research Process, research plan & design, Relevance & scope of research in commerce. Significance of Research, Features of good research, Use of advanced technology in Research, Major problems in Research process.

Research problem selection, problem definition techniques, Components of research design, features of good design, Steps in sample Design, Characteristics of a good sample Design, Probability & Non Probability sampling, Measurement & scaling techniques. Scaling and scale construction techniques.

Methods of data collection-Primary data– questionnaire, interviews, observation; Collection of secondary data; Use of computer and Information technology in data collection, Field work, Survey plan, survey Errors, Data coding; Editing and Tabulation. Analysis of data, Tools of Analysis. Concept of hypothesis, Characteristics of hypothesis, Hypotheses formulation, Procedure for hypothesis testing; Use of statistical techniques for testing of hypothesis. Interpretation of data - Techniques of Interpretation.

Layout of a project report, preparing research reports. Contents of report, Format orders, Steps in report writing, Precautions in research report writing, Research in Commerce - General management, Small business innovation research (SBIR), Research in functional areas – marketing, finance, HR and Production. Software packages SPSS.

SUGGESTED READINGS/ BOOKS:

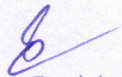

1. Zikmund : Business Research Methods, (Thomson Learning Books)
 2. Marketing Research, G C Beri third edition (McGraw Hill)
 3. Dwivedi – Research Methods in Behaviourial Science (Macmillan)
 4. Bennet, Roger : Management Research, ILO, 1993
 5. Salkind, Neil J. : Exploring Research, (Prentice – Hall, 1997)
 6. P. Madan , Paliwal: Research Methodology, Global vision pub
 7. B Kothari, Research Methodology, ADB pub
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M.COM. (PROFESSIONAL)- FOURTH SEMESTER

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MCOP-401 CORPORATE TAX PLANNING

Objective and Expected outcome of the course:

The main aim is to prepare the students to have a thorough knowledge about the planning and management of corporate taxation.

UNIT-I

Structure of Direct and Indirect Taxes in India. Meaning of tax planning and management, tax evasion and tax avoidance; Nature and scope of tax planning and management in the corporate sector; Justification of corporate tax planning and management. Taking advantages of available reliefs, rebates and tax free sources of income.

UNIT-II

Definition of various kinds of companies - Meaning of company under IT Act. Residential status of companies and implications for Tax Planning. Assessment of companies including carry forward and set off of losses.

UNIT-III

Tax Planning with reference to setting up of a new business. Tax Planning with reference to location of business. Tax Planning with reference to nature of business. Tax Planning with reference to form of organization.

UNIT-IV

Tax Planning with reference to Financial Management Decisions. Tax Planning with reference to Managerial Decisions. Tax Planning in respect of Employee's Remuneration. Tax Planning and Adoption of Method of Accounting. Tax planning regarding Capital Gains. Tax Planning in respect of Amalgamation or Demerger.

Suggested Readings/ Books :

1. V.K. Singhania : Direct Taxes : Planning and Management
2. Girish Ahuja : Direct Taxes : Law and Practice
3. Bhagwati Prasad : Law and Practice of Income Tax in India
4. R.N. Lakhota : Corporate Tax Planning

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MCOP – 402 CORPORATE GOVERNANCE & BUSINESS ETHICS

OBJECTIVE AND EXPECTED OUTCOME OF THE COURSE:

The objective of the paper is to enable the student to understand the concept of corporate governance; Impart knowledge of corporate social responsibility and accountability; and Give information about the corporate governance reforming committee reports in India.

UNIT-I

Corporate Governance: Concept and Issues; History of Corporate Governance, Principles of Corporate Governance, Globalization and Corporate Governance; Corporate Governance Practices/Codes in India, UK, Japan, and USA; Corporate governance in family business; Corporate governance in state-owned business – the MOU System; Emerging Trends in Corporate Governance

UNIT-II

Corporate Board: Attributes, Duties, Responsibilities, Liabilities; Shaping Directorial Competence and Board Effectiveness; Corporate Disclosure and Investor Protection; Corporate Reputation, Corporate Legitimacy. Corporate crimes-company and society relations. corporate social challenges

UNIT-III

The Legal and Regulatory Setting: Company Law, SEBI Regulations, FEMA – Banking and Capital Market Regulations, Takeover Code and Corporate Governance Issues. Tools for ensuring Corporate Governance: Cost Audit Methodology and Corporate Governance, Statutory Audit for Governance, An introduction to e-governance and XBRL. corporate governance in India: Reforming BOD- Birla Committee- Naresh Chandra Committee- Narayana murthy committee-Audit committee-Corporate governance code.

UNIT-IV

Business ethics: Concept and Importance –benefits of business ethics-corporate philosophy and culture-managing ethics and legal compliance.

SUGGESTED READINGS/ BOOKS:


1. Cadbury, Adrian, *Corporate Governance and Chairmanship: a personal view*, Oxford University Press, 2003
2. Chandratre, K R and A N Navare, *Corporate Governance – A Practical Handbook*, Bharat Law House Pvt. Ltd., 2010 Edn.
3. Das, Subhash Chandra, *Corporate Governance in India: An Evaluation*, PHI Learning
4. Gupta, L.C., *Corporate Boards and Nominee Directors*, Oxford University Press, 1989
McGregor, Lynn, *The human face of Corporate Governance*, Palgrave Publishers

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5. Monks, Robert A G and Nell Minow, Corporate Governance, John Wiley & Sons
6. Parthasarathy, Swami, Corporate Governance: Principles, Mechanism and Practice, Dreamtech Press
7. Reed Darryl, *Corporate Governance, Economics Reforms & Development*, Oxford
8. Vashisht, A K, BB Tandon and P P Arya, *Corporate Governance*, Deep & Deep Publications
9. Weston J. Fred et al., *Takeovers, restructuring and Corporate Governance*, Prentice Hall
10. McGregor, Lynn, *The human face of Corporate Governance*, Palgrave Publishers
11. Monks, Robert A G and Nell Minow, Corporate Governance, John Wiley & Sons
12. Parthasarathy, Swami, Corporate Governance: Principles, Mechanism and Practice, Dreamtech Press
13. Reed Darryl, *Corporate Governance, Economics Reforms & Development*, Oxford
14. Vashisht, A K, BB Tandon and P P Arya, *Corporate Governance*, Deep & Deep Publications

Weston J. Fred et al., *Takeovers, restructuring and Corporate Governance*, Prentice Hall


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MCOP-FA 403 SECURITIES ANALYSIS AND PORTFOLIO MANAGEMENT

OBJECTIVE AND EXPECTED OUTCOME OF THE COURSE:

The objective of this course is to help the students to understand the security analysis & Portfolio management. It also intends to expose the students to the various methods of building portfolios, evaluation, revision etc. under various economic environmental constraints.

UNIT-I

Meaning, Nature and Scope of Security Investment; Various Approaches for Investment Decisions. Fundamental analysis and Technical analysis. Efficient Market Hypothesis - Meaning and Implications - Random Walk Theory - Strong and Semi-strong and weak forms of efficiency - Tests of EMH.

UNIT-II

Equity risk and return -- Capitalization of dividend earning and cash flows - Profit earning (PE) approach Valuation of debt securities - Types of bonds - interest rate of risk and purchasing power risk - Market interest rate and term structure of interest rates – Yield curves - Limitation of yield curves - Risk premium bonds - Maculay's Duration (MD). Security Risk and Return Vs. Portfolio Risk and Return; Various Components of Risks-Market Risk, Inflation Risk, Management Risk, Liquidity Risk, Business Risk, Financing Risk etc; Systematic Vs. Unsystematic Risks.

UNIT-III

Assumptions- Capital market line - Portfolio selection - Capital Asset Pricing Model (CAPM) - Assumptions Security Line - Testing the CAPM - Arbitrage Pricing Theory (APT) - Assumptions - One factor and Two factor Arbitrage Pricing - Multi-factor Arbitrage Pricing

UNIT-IV

Optimum Portfolio. Passive Management – Active Management – The Formula plans for the purchase & sale of securities – Rupee cost averaging – Constant rupee plan – Constant ratio plan – Portfolio revision & cost (theory only).

SUGGESTED READINGS/ BOOKS:

1. Donald E. Fisher and Ronald J. Jordan, "Securities Analysis and Portfolio Management", Prentice Hall, New Delhi.
2. Sourain, Harry. "Investment Mangement", Prentice Hall of India.
3. Francis and Archer, "Portfolio Management", Prentice Hall of India.
4. Gupta L.C.,: Stock Exchange Trading in India: Society for Capital Market Research and Development, Delhi.
5. Machi Raju,s H.R.: Working of Stock Exchanges in India. Wiley Eastern Ltd. New Delhi.
6. Websites of BSE and NSE (www.bseindia.com and www. nse-india.com).

MCOP-FA-404 MANAGEMENT OF FINANCIAL SERVICES

OBJECTIVE AND EXPECTED OUTCOME OF THE COURSE:

To acquaint the student with Innovative financial services offered to met the varied requirement of both the corporate and individual customers.

UNIT-I

Introduction: Overview of Financial Services in India, Growth , Structure and Types. Leasing - Concept and Classification of Leasing, essential elements of Leasing- Types of Leasing(finance lease & operating lease- Forms of Leasing, Procedure of a Lease (Modus Operandi).Advantages and Limitations of Leasing- Financial evaluation of Leasing.Hire Purchases v/s Installment Payment System.Innovative Finance Instruments.

UNIT-II

Factoring : Introduction, Types of Factoring, Functions of factoring, Cost of Factoring, Factoring v/s Forfaiting, Advantages & Disadvantages of Factoring.Credit Rating : Introduction, Concept of Credit rating, Definition, Scope, need, Types of credit rating, Credit rating agencies in India and International, process of Credit Rating, advantages & Disadvantages of Credit rating, Rating of Debt obligations, Rating services, Equity rating, Rating process and methodology, Rating symbols . Venture Capital : Meaning and Definition of venture Capital, Characteristics of Venture Capital, Forms/Types of Venture Capital Assistances, Venture Capital process, Modes of Venture Capital Assistance.

UNIT-III

Mutual fund – fund unit Vs. Equity share – Importance of Mutual funds – Types of Mutual funds- main features of the close ended funds – Open ended funds Income funds Growth funds – Risks involved – Organisation of firm – Facilities available to investors – guideline from the government of India – Recent reforms in mutual funds – Banks providing MF services – Factors to be considered in selection of fund – reasons for commercial banks to offer mutual funds – Scenario of Mutual funds in India – Problems and future prospects.

UNIT-IV

Securitisation : Introduction Definition, Concept, Need, Players involved in Securitistaion, Securitisation structure, Instruments of Securitistion, Differentiate between Pass Through Certificate and Pay through Securities, Instruments of Securitisation, Process of Securitisation.SARFAESI and Securitisation in India.

SUGGESTED READINGS/ BOOKS :

1. Gordon: Financial Markets and Services, 2e Himalaya 2003
2. Gurusamy: Financial Services & Markets, Thomson 2005
3. Gurusamy: Financial Systems and Services, Thomson
4. Avadhani: Marketing of Financial Services, Himalaya 2004
5. Madura: Financial Institution & Markets, Thomson 2007

MCOP-FA-405 SECURITIES MARKET OPERATIONS

OBJECTIVE AND EXPECTED OUTCOME OF THE COURSE:

This course aim at giving a comprehensive understanding of stock market operations in terms on structure, trading and settlement procedures, instruments, processes and related components as also emerging challenges in the area.

UNIT-I

An overview of Indian Securities Market, Meaning, Functions, Intermediaries, Meaning, Nature, Functions of Primary Market & Secondary Market. Pricing of Issues; Offer Documents; Appointment and Role of Merchant Bankers, Underwriters, Brokers, Registrars, Lead Managers and Bankers; Underwriting of Capital Issues. Stock exchanges in India – Defects in working of Indian stock exchanges. Overview of major stock exchanges in India.

UNIT-II

: Indian Stock Exchanges: BSE – Different trading systems – Share groups on BSE – BOLT System – Different types of settlements - Pay-in and Pay-out – Bad Delivery – Short delivery – Auction – NSE – Market segments – NEAT system options – Market types, Order types and books – De-mat settlement – Physical settlement – Institutional segment – Funds settlement – Valuation debit – Valuation price – Bad and short delivery – Auction. Surveillance system in BSE & NSE – Circuit Filters

UNIT-III

Legal Framework of Securities Market: SEBI Guidelines Relating to the Functioning of the New Issue Market; Stock Exchanges and Intermediaries; SEBI and Investor Protection; Securities Contract Regulation Act and Listing of Securities; Regulations and Guidelines for FIIs.

UNIT-IV

Trading Pattern in OTCEI : Meaning, Significance and Functions; Procedure of Listing and Trading on OTC; NSE-Functioning and Trading Pattern in NSE-Capital Market Segment and Wholesale Market Segment; Security Market Indicators-Need and Importance; BSE Sensex, NSE, NIFTY and other Index Numbers. Demat Trading. FIIs : Participation in Indian stock market and RBI regulations. Introduction to Commodity Exchanges in India.

SUGGESTED READINGS/ BOOKS :

1. Punithavathy Pandian, Security Analysis and Portfolio Management, Vikas Publishing House Pvt. Ltd.
2. V. A. Avadhani, Investment and Securities Market in India, Himalaya Publishing House.
3. Prasanna Chandra, Security Analysis and Portfolio Management, Tata McGraw-Hill.
4. Sanjeev Agarwal, A Guide to Indian Capital Market, Bharat Publishers
5. Ravi Puliani and Mahesh Puliani, Manual of SEBI, Bharat Publication

MCOP-BI-403 INSURANCE AND RISK MANAGEMENT

OBJECTIVE AND EXPECTED OUTCOME OF THE COURSE:

To impart basic knowledge and equip students with basic fundamentals of insurance and risk management and to enable them to explore various emerging issues in this field.

UNIT-I

Definition of insurance - Characteristics of insurance – Principles of contract of insurance – General Concepts of Insurance – Insurance and hedging – Types of insurance – Insurance intermediaries. Risk and Risk management process - risk identification - evaluation - risk management techniques - Insurance and risk management techniques - selecting and implementing risk management techniques.

UNIT-II

Commercial risk management applications - property - liability - commercial property insurance - different policies and contracts - business liability and risk management insurance - workers compensation and risk financing.

UNIT-III

Personal risk management - applications - property and liability - risk management for auto owners - Lorry owners - risk management for homeowners. Risk management applications - loss of health - medi-claim - retirement planning and annuities - employee benefits - financial and estate planning.

UNIT-IV

Risk management environment - Insurance industry - functions and organization of insurers – Government regulation of insurance sector - IRDA - privatization of insurance business in India - changes in insurance act - Insurance intermediaries - insurance products-pricing - claim valuation - Foreign insurers in India

SUGGESTED READINGS/ BOOKS :

1. Anand Gangly, Insurance Management, New age International, 2002
2. Arthur C Williams, Risk Management and Insurance, 8th Ed, McGraw Hill Co.
3. Insurance Act - Latest edition.


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**MCOP-BI-404 PRINCIPLES AND PRACTICE OF LIFE AND HEALTH
INSURANCE**

OBJECTIVE AND EXPECTED OUTCOME OF THE COURSE:

To acquaint the students about basic fundamentals as well as the changing scenario in Life & Health Insurance.

UNIT-I

In Life Insurance – Principles and practice of life assurance. Life assurance contracts, their nature and characteristics, Parties to the contract and their rights and duties. Conditions and terms of policy and effects of non-compliance thereof. Nominations and Assignment Practice in connection with collection of premium, revivals, loans, surrenders, claims, bonuses and annuity payments. Mortality Table. Computation of Life Insurance premium, Net Single Premium, Net Level Premium, reserves on Life Insurance policies.

UNIT-II

Taxation and Life Insurance, Shopping for Life Insurance. Present structure & growth of Life insurance in India. (including private & foreign players)

UNIT-III

Individual Health and Disability Income Insurance, Types of Individual Health Insurance Coverage: Hospital - Surgical Insurance, Major Medical Insurance, Long Term Care Insurance, Disability Income Insurance, Need for Disability Income Insurance: Short Term Versus Long term Disability Coverage Health Insurance for the Elderly, Long Term Care Insurance, Shopping for Health Insurance. Employee Benefits: Group Life and Health Insurance, Group Insurance, Group life Insurance Plans, Group Health Insurance Plans, Group Disability - Income Insurance.

UNIT-IV

Insurance Company Operations: Rate Making, Underwriting, Production, Claim Settlement, Reinsurance, Life Insurance Industry in India. Government Insurance Units, Private Players, Emerging Scenario, Marketing Systems, Distribution Channels - Agents and Brokers, Changes in Distribution System, Government regulation of Insurance, Rationale of Regulation, Function of IRDA, IITDA Regulations, Issues in Insurance Regulation.

SUGGESTED READINGS/ BOOKS :

1. Dheeraj Razdan: Insurance Principles, Application and Practices, Cyber Tech Publication.
2. Neelam Gulati: Principles of Insurance Management, Excel Books
3. Mark S. Dorfman: Introduction to Risk Management & Insurance, Pearson Education.
4. Rao M Gangadhara Sivaramakrishna Sheela (Ed.): New Deal in Insurance, Excel Books.
5. Dhiraj Razdan: Modern Insurance regulations and its supervision, Cyber Tech Publication.
6. Emmett J. Vaughan & Theresa Vaughan: Fundamentals of Risk and Insurance, Wiley India.

MCOP-BI-405 PRINCIPLES AND PRACTICE OF GENERAL INSURANCE

OBJECTIVE AND EXPECTED OUTCOME OF THE COURSE

To acquaint the student with the techniques of General Insurance.

UNIT-I

Principles of Indemnity, Insurable Interest, Subrogation and Utmost Good Faith, Proximate Cause Requisites of Insurance Risks, Insurance and Law of Contracts, Distinguishing Legal Characteristics of Insurance Contracts. Insurance Policy Provisions, Definitions, Declarations, Insuring Agreement, Exclusions, Conditions, Miscellaneous Provisions, Endorsements, Cover Note, Warranties, Interpretation of Insurance Policy.

UNIT-II

General Insurance Policies - Types of Coverage. Commercial Property Loss Exposures, Personal Property Loss Exposure, fire And Allied perils, Declaration and Floating Policy, Business Interruption Insurance, House Owners policy, Boiler and Machinery Insurance, Marine Cargo Insurance: Law and practice.

UNIT-III

Act only Cover, Third Party Property Damage and Bodily Injury Cover, Liability Exposures, Types of Liability Damages, Criminal and Civil Law. Torts, Law of Negligence, Defence Against Negligence Claims, Types of Liability Exposures, Professional Liability Insurance.

UNIT-IV

Claims Procedures, Surveying and Loss adjusting, Agents and Brokers, Insurance Laws and Insurance Regulation in India, General Insurance Industry In India ., Public Sector Players, Private Sector Players, Channels of Distribution Of Insurance, relative Merits and Drawbacks of Different Channels, changes in the Distribution System in India, Co-insurance and Reinsurance, Essential Principles of Reinsurance, Reinsurance in India.

SUGGESTED READINGS/ BOOKS:


1. Vaughan, E. T. and T. Vaughan: Fundamental of Risk and Insurance, John Wiley & Sons
2. Rejda, G. E.: Principles of Risk Management and Insurance, Pearson Education
3. Luthardt: Property and Liability Insurance Principles, Insurance Institute of America,
4. Stulz: Risk Management management & Derivatives, 2e, Thomson
5. Chance: Introduction to Risk Management and Derivatives, Thomson.

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MCOP – 406 COMPREHENSIVE VIVA VOCE:

At the end of fourth semester, each candidate shall attend a comprehensive viva voce. The viva board shall have at least two members: one external and one internal. The external examiner(s) shall be appointed by the University. The internal examiner shall be the Head, Department of Commerce of the College or a faculty member nominated by him or her from the Department of Commerce.


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