

OPJS UNIVERSITY,CHURU(RAJASTHAN)



SYLLABUS

For

Master of Commerce

(Economic Administration and Financial Management)

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SCHOOL OF COMMERCE & MANAGEMENT STUDIES

OPJS UNIVERSITY,CHURU(RAJASTHAN)

2016-17

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Scheme of Examination (Annual Scheme)

Theory paper

Duration: 3 hrs.

Max. Marks: 100

Dissertation/Thesis/Survey Report/Field Work (if any) Max. Marks: 100

1. The number of papers and maximum marks for each paper/practical with minimum marks required for a pass shall be shown against each subject/paper separately. It will be necessary for a candidate to pass in the theory part as well as practical part of a subject/paper separately.
2. A candidate for a pass at each of previous and final examination shall be required to obtain:
 - i. At least 36% marks in aggregate of all theory papers prescribed for the examination.
 - ii. At least 36% marks in practical wherever prescribed at the examination, provided that if a candidate fails to secure at least 25% marks in each individual paper at the examination and also in the Dissertation/Thesis/Survey Report/Field Work, wherever prescribed, s/he shall be deemed to have failed at the examination notwithstanding his/her having obtained the minimum percentage of marks required in aggregate. No division will be awarded at previous examination. Division shall be awarded on the combined marks obtained at previous and final examination as follows:

Division	Percentage	
First	60%	Aggregate marks of previous and final examination taken together.
Second	48%	

The rest will be declared to have passed the examination if obtained the minimum pass mark in each subject.

3. If a candidate clears any paper/practical/dissertation prescribed at the previous/final examination after a continuous period of three years, then for the purpose of working out his/her division the minimum pass marks only viz., 25 % (36 % in case of practical) shall be taken in to account in respect of such paper/practical/dissertation cleared after expiry of aforesaid period of three years; provided that in case where a candidate required more than 25% marks in order to reach the minimum aggregate as many marks out of actually secured by him will be taken in to account

as would enable him to make up the deficiency in the requisite minimum aggregate marks.

4. The Dissertation/Thesis/Survey Report/Field Work shall be type written and submitted in triplicate so as to reach the office of the Registrar at least 3 weeks before the commencement of the theory examination. Only such candidate shall be permitted to offer Dissertation/Thesis/Survey Report/Field Work in lieu of a paper as have secured at least 55% marks in aggregate of all the papers prescribed for the previous examination in case of annual scheme irrespective of the number of papers in which a candidate actually appeared at the examination.
5. The dissertation shall carry 70 marks and there shall be a viva-voce based on dissertation of 30 marks. The viva-voce shall be conducted in the university concern by the external examiner appointed by the university on the recommendation of the BOS concerned.
6. The dissertation shall be evaluated by two examiners independently and the average of two awards shall be taken in to consideration. However, if the difference between two awards exceeds 20% of the maximum marks, the dissertation shall be evaluated by third examiner and the average of two nearest awards shall be taken in to consideration. Only regular candidates are eligible to offer dissertation.
7. The external examiner for conducting the practical examination and viva-voce shall be appointed by the university through BOS.
8. There will be nine papers in all. Out of these 9 papers, 5 will be compulsory and 4 are optional. A candidate will be required to appear in 2 compulsory papers and 2 optional papers in the previous examination and remaining 3 compulsory papers and 2 optional papers in the final examination. The dissertation in lieu of 1 optional paper can be offered by a regular student secured at least 55% marks in aggregate of the previous examination.
9. There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.
10. The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless.
11. Modalities of examination and evaluation: weightage between theory and practical should be 70% and 30% respectively.

M.Com. (Previous & Final) EAFM

CONTENTS OF SYLLABUS

S. No.	Name of the Subject & Paper	Paper Code
	M.Com. (Previous)	
	Compulsory	
1.	Economic Analysis	MCPC-201
2.	Financial Management and Control	MCPC-202
	Optional (2 optional paper)	
	Economic Administration	
1.	Public Enterprises	MCPO-203
2.	Industrial Economics	MCPO-204
3.	Project Management	MCPO-205
4.	India's Foreign Trade	MCPO-206
5.	Quantitative Techniques	MCPO-207
	Financial Management	
6.	Business Budgeting	MCPO-208
7.	Public Finance	MCPO-209
8.	Security Analysis	MCPO-210
9.	Portfolio and Investment Management	MCPO-211
10.	Quantitative Techniques	MCPO-212
	M.Com. (Final)	
	Compulsory	
1.	Economic Administration and Policy	MCFC-201
2.	Cooperative Sector Management	MCFC-202
3.	Indian Banking System	MCFC-203
	Optional (2 optional papers)	
	Economic Administration	
1.	Agricultural Economics	MCFO-204
2.	Economic Environment in India	MCFO-205
3.	Development Economics	MCFO-206
4.	Infrastructure Management	MCFO-207
5.	Dissertation and viva-voce	MCFO-208
	Financial Management	
6.	International Banking	MCFO-209
7.	Bank Management	MCFO-210
8.	Merchant Banking and Financial Services	MCFO-211
9.	Monetary policy	MCFO-212
10.	Dissertation and viva-voce	MCFO-213

Paper-I Economic Analysis (MCPC-201)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

Introduction to micro and macro economics: meaning, nature and scope of micro and macro economics, theories of firm-sales revenue maximisation theory, managerial theories, behavioural theories and profit theory, theory of demand, demand analysis and determinants of demand, demand function, concept of elasticity and its significance, demand forecasting techniques, macro economics issues in an economy.

Unit-II

Theory of consumer behaviour: cardinal and ordinal approach, income and substitution effect- Hicks and Slutsky's approaches, Band Wagon effect, Snob appeal. Production function: production functions, isoquants, laws of returns, returns to scale, estimation of production function. Cost function: various concepts of cost, estimation of cost functions, economies of scale and scope, short and long run cost curves.

Unit-III

Price and output relationship under different market conditions- perfect competition, monopoly, discriminating monopoly, monopolistic competition, oligopoly, monopsony, bilateral monopoly, duopoly, pricing practices and policies. Factor pricing and global market economy: determination of rent, wage, interest and profit.

Unit-IV

National income determination: actual and potential GDP, aggregate expenditure- consumption function, investment function, equilibrium GDP, concepts of MPS, APS, MPC, APC. Autonomous expenditure, the concept of multiplier. National income determination in an open economy with Government: fiscal policy- impact of changes in Government expenditure and taxes, net exports and equilibrium GDP. GDP and price level in short and long run- aggregate demand (AD) and aggregate supply (AS), multiplier analysis with AD curve and price level changes, aggregate supply in short and long run. Keynesian theory of income, output and employment.

Unit-V

Money in a modern economy: concepts of money in a modern economy, monetary aggregates, demand for money, quantity theory of money, liquidity preference and rate of interest, money supply, credit creation and monetary policy. Business cycles: various theories of business cycles along with recent

trends, phases in business cycles, impact of business cycles in an economy, measures of stabilization.

Books Recommended:

1. B.P. Gupta: Business Economics, Malik & Co., Jaipur.
2. N.D. Mathur: Managerial Economics for MBA, Shivam book house, Jaipur.
3. D.M. Mithani: Managerial Economics: Theory and Application, Himalaya publishing house.
4. Paul, A. Samuelson: Economics, Tata McGraw Hill, New Delhi.
5. Mote and Paul: Managerial Economics, Tata McGraw Hill, New Delhi.
6. M.D. Agarwal and Gopal Singh: Arthik Vishleshan, RBD publication, Jaipur.
7. J.V. Vaishampayan: Managerial Economics, D.K. publishers, lucknow.
8. Mankiw N. Gregory: Macroeconomics, McMillan worth publishers, New York.
9. Dornbusch Rudiger and Stanley Fisher: Macroeconomics, Mcgraw hill.
10. Deepashree, Vanita Agarwal: Macroeconomics, Ane books pvt. Ltd., New Delhi.
11. M.C. Vaish: Macroeconomics Theory, Vikas publishing house pvt. ltd.
12. Sunil Chandra Bhaduri: Macroeconomics, New central B.K. Agency pvt. ltd.
13. Blanchard: Macroeconomics, Pearson education India.

Paper-II Financial Management and Control (MCPC-202)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

Finance function: meaning, scope, role, objectives of financial management and organisation of finance in corporate enterprises. Financial analysis: meaning, objectives, importance and limitations. Analysis and interpretation of financial statements. Capital structure theories, financial planning and forecasting, sources of funds in India: short term, medium term and long term.

Unit-II

Management of working capital: determinants, sources and analysis of working capital, estimating of working capital requirements, management and control of investment in inventories, receivables and cash.

Unit-III

Management of securities: underwriting arrangements, timing and pricing of issue, right issue. Capital budgeting: pay back period, return on investment, net present value method, proposals under uncertainty and certainty. Cost of capital and its computation, dividend policy, theories and methods of dividend payment, retained earnings.

Unit-IV

Ratio analysis: liquidity, profitability, activity ratios, capital structure ratios. Fund flow and cash flow analysis. Financial planning: capitalisation, capital structure, trading on equity, financial and operating leverages.

Unit-V

Financial forecasting of funds: cash flow system, projected balance-sheet, long term financial planning. Project planning: profit objectives, computation of income, cost volume profit analysis, profit planning: feasibility assessment, management of income: retained earnings, dividend policies, bonus issue.

Books Recommended:

1. Khan & Jain: Financial management.
2. I.M. Panday: Financial management.
3. S.C. Kuchhal: Corporation finance.
4. J.K. Dietrich: Financial services & financial institution.
5. R.W. Johnson: Financial management.
6. Agarwal & Agarwal: Financial management.
7. M.R. Agarwal: Financial management.
8. R.S. Kulshrestha: Financial management of corporations.

OPTIONAL

Paper-I Public Enterprises (MCPO-203)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

Introduction: the changing role of public enterprises under different types of economic systems, social and economic benefits of public ownerships; scope, rationale and objectives of public sector in present day economy.

Unit-II

Patterns of public enterprise: public corporation; government companies; quasi corporation, departmental undertaking, commodity boards, control boards and local authorities, mixed corporation, joint sector undertaking, leasing and other

forms of association in ownership and management between state and private entrepreneurs, functional role of public enterprises.

Unit-III

Governing boards: merits and demerits of functional and policy boards, internal organisation: decentralisation; delegation of authority and span of control; line and staff functions, composition, size and tenure of governing boards. Disinvestment and privatisation in public enterprises, case studies in power sector, infrastructure sector, telecom sector.

Unit-IV

Financial administration: assessment and disbursement of compensation, pattern of share holdings and borrowing, investment policy, price and profit policy, budgeting; purchase and sales policies, compensation, evaluation and criteria of efficiency, workers participation role in administration of public enterprises, role of trade unions.

Unit-V

Control on public enterprises: parliamentary, presidential, ministerial, controller and auditor general's control, autonomy and accountability in public enterprises, efficiency audit and expert reviews, users' committees and other advisory organisations, interrelations of public undertakings.

Books Recommended:

1. Hanson, A.H.: Public enterprises and economic development.
2. Hanson, A.H.: Managerial problem in public enterprise.
3. Shukla, M.C.: Administrative in Business.
4. Om prakash: Theory and working of state corporation (with special reference to India.)
5. Sharma, Sharma & Surana: Public enterprise in India.

Paper-II Industrial Economics (MCPO-204)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

Nature and scope of industrial economics, rationale of industrialisation and foundation of modern industry.

Unit-II

Industrial efficiency concepts, determinants, measurement efficiency and decisions making process, competition act, 2002. Growth and forms of

industrial combinations- horizontal and vertical integration and merger. Diversification trends.

Unit-III

Industrial finance: need for finance, type of finance, source of industrial finance, choice of funding internal v/s external sources, role of lending institutions in India's industrial development.

Unit-IV

Industrial location analysis: determinant of industrial location, approaches to industrial location analysis, operational approaches to industrial location, industrial location trends in India and backward area development. Industrial productivity: concept, measurement and determinants. MSMEs and their performance. Industrial development in Rajasthan- existing infrastructure, Government policy, problem of large and small scale industries.

Unit-V

Government regulation of industry: need for Government intervention in industry, Government regulations of industries, social control over industry, legal frame work of industrial regulation in India, appraisal of industrial policy of India, specially recent industrial policy.

Books Recommended:

1. S.C. Kuchhal: Industrial economics.
2. R.S. Kulshrestha: Industrial economics.

Paper-III Project Management (MCPO-205)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

Project planning: concept and objectives of project planning, monitoring and control of investment projects, relevance of social cost benefits analysis. Identification of investment opportunities, pre-feasibility studies.

Unit-II

Project preparation: technical feasibility, estimation of costs, demand analysis and commercial validity, risk analysis, collaboration arrangements, financial planning, estimation of fund requirements, sources of funds, loan syndication for the project, tax considerations in project preparation and the legal aspects.

Unit-III

Project appraisal: business criterion of growth liquidity and profitability, social cost benefit analysis in public and private sector, investment criterion and choice of techniques, estimation of shadow prices and social discount rate.

Unit-IV

Review/control–evaluation of project/PERT/CPM. Cost and time management issues in project planning and management.

Unit-V

Financial services: need for financial services, various types of financial services, fund based and non-fund characteristics and role of financial intermediaries.

Books Recommended:

1. Khan M.Y.: Financial services, 4th ed., Tata Mcgraw hill, New Delhi, 2001.
2. Prasanna Chandra: Project preparation appraisal and implementation, 5th ed., Tata Mcgraw hill, New Delhi, 2002.
3. Dietrich J.K.: Financial services and financial institutions: value creation in theory and practice, Prentice hall, New jersey, 1996.
4. Clifford Gray: Project management, Richard D. Irwin, 2005.
5. N.P. Agarwal: Project management, RBD, Jaipur.
6. M.R. Agarwal: Project management, Garima publication, Jaipur.

Paper-IV India's Foreign Trade (MCPO-206)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

India's foreign trade: pattern and structure of India's foreign trade, India's trade in services, terms of trade, India on the world trading map, analysis of thrust export products and markets, export promotion measures.

Unit-II

Procedural and documentary frame work: an overview, trade operations and documentation, procedure for getting started in export-import business.

Unit-III

Foreign trade finance and insurance: pre-shipment and post-shipment finance, sources and schemes of foreign trade finance, Exim bank, ECGC.

Unit-IV

Foreign exchange facilities and regulations: foreign exchange facilities and exchange rate mechanism, regulatory frame work- FEMA its objectives and provisions, other acts and regulations.

Unit-V

Foreign investments: India's foreign investment policy and flows; India's investments abroad- pattern and structure, Indian joint ventures in foreign countries and their operations. FDI: rationale and Government policy. Balance of payment account: India's balance of payment account, current account, deficit and adjustment policies, foreign reserves and debt situation.

Books Recommended:

1. Ministry of commerce, export-import policy, Government of India, New Delhi.
2. Nayyar Deepak: Foreign trade sector, planning and industrialisation in India, Trance J. byres (ed.) State development planning and liberalisation in India, Delhi, 1997.

Paper-V Quantitative Techniques (MCPO-207)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

Meaning and scope of quantitative techniques: role of quantitative techniques in business and industry.

Unit-II

Correlation analysis: definition, concept, types and measures of studying correlation methods. Regression analysis: simple and multiple; its importance and application to business. Simple, partial and multiple correlation.

Unit-III

Research and research design: meaning, need of research, characteristics of good research design, identification of problem.

Unit-IV

Source of primary and secondary data: primary data collection techniques; schedule, questionnaire, interview and observation. Scaling techniques: purpose of scaling, techniques, types of scales- nominal, ordinal, interval and ratio scale.

Unit-V

Sampling theory and its significance, sampling analysis in case of large and small samples. Tests of significance- 'z', 't' and 'f' test. Hypothesis testing, theory of attributes, chi-square test and analysis of variance.

Books Recommended:

1. Kothari, C.R. and Gaurav Jain: Research Methodology- methods and techniques, Wishwa publication, New Delhi.
2. John Miter and William Wasserman: Fundamental statistics for business and economics.
3. John E. Ullmann: Quantitative methods in management.
4. N.P. Agarwal: Quantitative techniques, RBD, Jaipur.
5. D.N. Ellhame: Fundamental of statistics.
6. K.N. Nagar: Basic elements of statistics.

Paper-VI Business Budgeting (MCPO-208)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

Budgeting: meaning, origin, and significance; business budgets, surplus budgets, deficit budgets and its limitations in public/private sector institutions, budget as an instrument of corporate planning, framing of Government and business budget, budget organisation, budget committee and time framework-annual, half-yearly, quarterly, monthly, weakly and daily budgets.

Unit-II

Operational budgets: features of sound business budgeting, materials budget, labour budget, overhead budget.

Unit-III

Financial budgets: detailed study of various methods of preparing cash budgets, practical application of flexible budgeting, master budget, human resource budgeting, budgeting of time and other scare (economic) resources.

Unit-IV

Performance budgeting: concept, evolution and its applicability to Government and business with special reference to India. Steps in the preparation of performance budgets, follow-up, evaluation (including concurrent evaluation) and monitoring, information management, success and limitations of performance budgeting in India with special focus on banks, financial institutions and public enterprises, budgetary control.

Unit-V

Zero-base budgeting: its theory and practice with special reference to India. Budgeting and management reports: financial forecasting and investment decisions, external reporting of security markets, Government (planners/policy-

matters) and other agencies, preparation of various performance reports for presentation to various levels of management, timelines, reliability and relevance of such reports and their practical formulations.

Books Recommended:

1. Business budgeting: M.R. Agarwal.
2. Business budgeting and capital expenditure decisions: Agarwal, Vijay Surolia.
3. Business budgeting: Oswal, Tandon, Sharma, Chirania.
4. Business budgeting: Agarwal, Vijay & Surolia.
5. Business budgeting: Oswal, Sharma.
6. Basic elements of financial management: Jat, Gupta, Mendiratta, Saini, Mishra.
7. Financial management and financial analysis: Agarwal, Agarwal.
8. Management accounting: Manmohan, Goyal.

Paper-VII Public Finance (MCPO-209)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

Meaning, nature and scope of public finance, principles of public finance, role of public finance in augmenting allocative efficiency, distributive justice and economic stability in the economy. Present fiscal policy in India, fiscal deficit and impact on Indian economy.

Unit-II

Objective and importance of public expenditure, theoretical and economic classification of public expenditure, canons of public expenditure, effects of public expenditure on production, consumption, distribution, major trends in public expenditure in India.

Unit-III

Meaning, significance and sources of public revenue, functional and economic classification of public revenue, canons of public revenue, effects of public revenue on production, consumption, distribution, major trends in public revenue in India.

Unit-IV

Taxation: canons of taxation, incidence and impact of taxation, effects of taxation, measurement of degree of progression of taxes, overall progressiveness of the whole tax system, problems of tax evasion and black

money. Public debt: meaning, classification, theories, causes of high debt burden in India. Concept of federal finance, financial relations between central and state Government in India. Major criteria for transfer of funds, adequacy of revenue in relation to functions of state Government.

Unit-V

Salient features of state finance growth and distribution of revenue and expenditure under major economic heads, problem of burden of debt to the centre overdrafts. Current issues: VAT, GST, concept and implications.

Books Recommended:

1. H.L. Bhatia: Public finance, Vikas publishing house pvt. ltd., Delhi.
2. B.P. Tyagi: Public finance, J.P. Nath & co., Meerut.
3. Musgrave R.A. and Musgrave P.A.: Public finance theory and practice, Tata Mcgraw hill, Delhi.

Paper-VIII Security Analysis (MCPO-210)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

Introduction: meaning and significance of security analysis, type of securities, investment: nature and scope of investment analysis, elements of investment avenues, approaches to investment analysis, concept of return and risk, security return and risk analysis, measurement of risk and return.

Unit-II

Financial assets: types and their characteristics, sources of financial information.

Unit-III

Public issue: SEBI guidelines on public issue, size of issue, pricing of issue, promoters contribution, appointment of merchant bankers, underwriters, brokers, Registrars, Managers, bankers and allotment of shares.

Unit-IV

Secondary market: role, importance, types of brokers, trading mechanism, listing of security, depository- role and need of depository act, 1996. Valuation of security: bonds, debentures, preference shares, equity shares.

Unit-V

Fundamental analysis: economic analysis, industry analysis and company analysis. Technical analysis: trends, indicators, indices and moving averages applied in technical analysis.

Books Recommended:

1. Security analysis and portfolio management: P. Pandian.
2. Investment analysis and portfolio management: Madhumati, Rangarajan.
3. Security analysis and portfolio management: Fiscer and Jorden.

Paper-IX Portfolio and Investment Management (MCPO-211)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

Portfolio analysis: estimated rate of return and standards deviation of portfolio, marketwise risk and return optimization, investment concept, investment and gambling, influencing factor of investment decision- financial decision v/s investment, process of investment program.

Unit-II

Single index model, portfolio total risk, portfolio market risk and unique risk, sharps optimization solution. Capital market theories: capital market line and security market line, risk free lending and borrowings, factors model, arbitrage price theory, two factors and multi factors model, principal arbitrage portfolios.

Unit-III

Efficient market hypothesis: portfolio performance evaluation; measurement of return, risk adjusted measure of return, market timing, evaluation criteria and processors. Mutual funds: concept, objectives, functions and types of mutual funds, assets management companies.

Unit-IV

Investment avenues: investment classification; bonds, preference shares, equity shares, public issue, private placement, right issue, Government securities, post office deposits, real estates, venture capital, mutual fund, precious metals, life insurance, etc. Risk and return: meaning and concept of return, various techniques used in measurement of return, classification of risk, measurement (SD & variance) and management of risk.

Unit-V

Valuation and analysis of securities: bond theories and valuation models, valuation of bonds, preference shares, equity shares, real estate. Investment and tax planning: exemption and deduction, equity analysis and equity research report. Fundamental analysis, technical analysis, interpreting research report.

Books Recommended:

1. Security analysis and portfolio management: P. Pandian.

2. Investment analysis and portfolio management: Madhumati, Rangarajan.
3. Security analysis and portfolio management: Fiscer and Jordan.
4. Prasanna Chandra: Investment and portfolio management.
5. S.K. Evein: Security analysis and portfolio management.
6. V.K. Bhalla: Investment management.

Paper-X Quantitative Techniques (MCPO-212)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

Meaning and scope of quantitative techniques: role of quantitative techniques in business and industry.

Unit-II

Correlation analysis: definition, concept, types and measures of studying correlation methods. Regression analysis: simple and multiple; its importance and application to business. Simple, partial and multiple correlation.

Unit-III

Research and research design: meaning, need of research, characteristics of good research design, identification of problem.

Unit-IV

Source of primary and secondary data: primary data collection techniques; schedules, questionnaire, interview and observation. Scaling techniques: purpose of scaling, techniques, types of scales- nominal, ordinal, interval and ratio scale.

Unit-V

Sampling theory and its significance, sampling analysis in case of large and small samples. Tests of significance- 'z', 't' and 'f' test. Hypothesis testing, theory of attributes, chi-square test and analysis of variance.

Books Recommended:

1. Kothari, C.R. and Gaurav Jain: Research Methodology- methods and techniques, Wishwa publication, New Delhi.
2. John Miter and William Wasserman: Fundamental statistics for business and economics.
3. John E. Ullmann: Quantitative methods in management.
4. N.P. Agarwal: Quantitative techniques, RBD, Jaipur.
5. D.N. Ellhame: Fundamental of statistics.
6. K.N. Nagar: Basic elements of statistics.

FINAL
Paper-I Economic Administration and Policy (MCFC-201)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

The concept of economic administration; nature, scope, objectives and techniques of economic administration, constitutional provisions in India.

Unit-II

Present economic policies and planning: fiscal and monetary policies, industrial policy, economic controls, role of SEZ in industrial development. Planning commission: formulation and evaluation of plans.

Unit-III

Administration of financial resources: central and state financial relations, constitutional provisions, VAT, service tax, GST.

Unit-IV

Present finance commission: its recommendations and effects on fiscal policy, administration of public debt of India, external resources and problems.

Unit-V

Financial administration of the Indian union: centre, state and local finances; Parliament and public accountability, role of estimates committee, public accounts committee, comptroller and auditor general of India (CAG), leakage in financial administration.

Books Recommended:

1. Chanda, Ashok: Indian administration.
2. Bhargava, R.N.: Indian public finance.
3. Prem Chand A.: Control of public expenditure in India.
4. Kaldor, N.: An expenditure tax.
5. Lewis, W.A.: Principles of economics.
6. Tandon, B.C.: Economic planning.
7. Mishra, Puri: Indian economy.

Paper-II Cooperative Sector Management (MCFC-202)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

Definition and principles of management, concept of cooperative management, comparison between principles of cooperation and management functions in cooperation.

Unit-II

Professionalisation of cooperative management- its merits, demerits and limitation of professional management in cooperative institutions, Government control over cooperatives- legal and administrative. Organisation structure of cooperatives, organisation chart for short term, medium term and long term credit institutions, management of cooperative banks.

Unit-III

Leadership in cooperatives, characteristics of a good leadership in cooperative sector. Federal structure of cooperative organisation- control over cooperatives, audit and cooperative supervision.

Unit-IV

Concept of cooperative education and cooperative training: needs and importance in modern era, difference between cooperative education and cooperative training, role of national cooperative union of India in the cooperative training system.

Unit-V

Role of institutional frame work of cooperative education and training, merits and demerits of democratic governance.

Books Recommended:

1. G.S. Kamat: New dimensions of cooperative management.
2. G.S. Kamat: Cases in cooperative management.
3. ILO: Cooperative management & administration.

Paper-III Indian Banking System (MCFC-203)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

Structure of Indian banking system: central bank- commercial banks- cooperative banks- regional rural banks- local area banks- difference between scheduled and non-scheduled bank, role of banking system in economic growth and development.

Unit-II

Private sector banks in India: progress and performance after 1969, foreign banks in India: progress and performance, regulation of foreign banks in India, comparative study of public and private sector banks.

Unit-III

Social control over banks, nationalisation of banks- arguments for and against nationalisation, objectives of nationalisation, progress of nationalised banks pertaining to branch expansion, deposit mobilisation, credit development and priority sector lending- lead bank scheme.

Unit-IV

State bank of India, subsidiary banks to state bank of India, role of state bank of India: as an agent of RBI, as a commercial bank, its role in financing various sector, progress and performance of SBI. Evolution of Reserve bank of India, organisation and management of RBI, functions of RBI, credit control mechanism.

Unit-V

Rationale and objectives of financial reforms, recommendations of Narasimham committee I & II, capital adequacy norms, provisioning, Non performing assets (NPAs).

Books Recommended:

1. Financial sector reforms and India's economic development: N.A. Majumdar.
2. Central banking and economic development: Vasant Desai.
3. Monetary economics: S.B. Gupta.
4. Banking in India: S. Panandikar.
5. Banking: S.N. Maheshwari.
6. Report on trends and progress of banking in India: Reserve bank of India publication.
7. Annual reports of banks.
8. Indian banking system: Dr. Rita Swami.
9. Indian banking system: Dr. B.R. Sangle, Dr. G.T. Sangle, Dr. Kayande Patil, Prof. N.C. Pawar.
10. Indian banking system: Prof. S.V. Joshi, Dr. C.P. Rodrigues, Prof. Azhar Khan.

OPTIONAL

Paper-I Agricultural Economics (MCFO-204)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

Nature and scope of agricultural economics, rationale of agriculture in Indian economy. Agriculture efficiency: concept, its measurement, agricultural growth and development in plan period with special reference to two immediate previous plans.

Unit-II

Agricultural productivity: concept, measurement and determinants, risk and uncertainty factors in agriculture sector, agricultural inputs- seeds, fertilizer, pesticides, irrigation and power.

Unit-III

Agricultural finance: institutional and non-institutional finance, Kishan credit card and crop insurance.

Unit-IV

Agricultural price: price policy, support price, procurement price, rationale of subsidy in agriculture, input cost and price policy. Agriculture marketing: problems and challenges, export of agriculture product.

Unit-V

Infrastructure development in agriculture, new agriculture policy: green and white revolution, investment in agriculture sector.

Books Recommended:

1. Sukhpal singh: Rural marketing management, Vikas publishing house, New Delhi.
2. Ruddar Datt, KPM Sundaram: Indian economy, S. chand & sons, New Delhi.

Paper-II Economic Environment in India (MCFO-205)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

Economic environment: meaning, factors affecting economic environment, basic features of Indian economy, rural scenario of Indian economy, basic features of rural economy.

Unit-II

Economic policies: agriculture policy, industrial policy, commercial policy, fiscal policy. Economic planning: meaning, importance, objectives and techniques of planning.

Unit-III

Significance of agriculture in Indian economy, new agriculture strategy, agriculture finance specially Kisan credit card, nature and causes of risk and uncertainty in agriculture, measures to control risk and uncertainty, agriculture and WTO.

Unit-IV

Foreign trade, volume, composition and direction, export promotion.

Unit-V

Indian economic problems: poverty, unemployment, economic disparities and population explosion.

Books Recommended:

1. Ruddar Dutt and KPM Sundaram: Indian economy.
2. A.N. Agarwal: Indian economy.
3. Laxminarayan Nathuramka: Indian economy.
4. N.L. Agarwal: Bhartiya krishi ka Arthtantra.
5. Mishra and Puri: Indian economy.
6. N.D. Mathur: Economic environment in India, Shivam book house pvt. ltd., Jaipur.

Paper-III Development Economics (MCFO-206)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

Nature and importance of economics development, common characteristics of under developed countries.

Unit-II

Innovation and development: labour and capital saving innovations- choice of techniques, natural resources, economic development and environmental degradation. Human development: its role, progress and direction, poverty,

inequality, unemployment measures MNREGA. Agriculture and food management in India, population policy.

Unit-III

Infrastructure development: its role and growth, inclusive growth and distributing justices.

Unit-IV

Foreign investment and economic development, stages of economic growth, various economic growth models.

Unit-V

Fiscal developments and public finance for accumulation of capital and acceleration of growth, financial resources, policy response and future prospects.

Books Recommended:

1. Simon Kuznets: Economics growth and structure, HEB.
2. Amlan Datta: Paths to economic growth, Allied publishers.
3. Enke Dobb: Economic development, Prentice hall.
4. Maurice Dabb: Economics growth and planning, Routledge and kegan paul.
5. Mahalanobis: Talks on planning.
6. Five year plans: Government of India.
7. Economics survey: Government of India.

Paper-IV Infrastructure Management (MCFO-207)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

An overview of infrastructure: meaning and scope, existence and availability, infrastructural gaps.

Unit-II

Components of infrastructure: physical, economic and social infrastructure.

Unit-III

Transmission, trading access and exchange energy, petroleum and gas, coal, railways, roads, civil aviation, ports, telecommunication, urban infrastructure, health, education and drinking water.

Unit-IV

Investment and financing of infrastructure projects, financial structure and corporate governance, role of foreign investment, policies and strategies during and after reforms (LPG regime).

Unit-V

Problems of rural infrastructure, financing scenario in India. Positions of infrastructure in Rajasthan- challenges and efforts made by Government in Rajasthan. Social infrastructure: education and health, institutional framework of rural infrastructure- Panchayati Raj institutions and NGOs.

Books Recommended:

1. Lawis, W.A.: The theory of economic growth.
2. Planning commission, 11th five year plan (2007-2012) vol.II. social sector services.
3. Centre for science and development: The state of India's environment, 1982, ch.9.
4. Government of India, economic survey.
5. Ministry of railways: explanatory memorandum on the railway budget.
6. World bank reports.
7. Peter Berman and Rajeev Ahuja (2008), Government health spending in India.
8. Economic and political weekly.

Paper-V Dissertation and viva-voce (MCFO-208)

Dissertation: 70 Marks

Viva-voce: 30 Marks

Note:

1. The dissertation in lieu of 1 optional paper can be offered to a regular student only who secured at least 55% marks in aggregate in the previous examination.
2. The dissertation will be completed in the guidance of Supervisor on the particular topic of research.
3. Supervisor will be allotted to the student by the Head of the department. The topic of research will be allotted by the Supervisor.
4. Five copies of dissertation should be prepared in hard bound and cover should be *lemon yellow cover* in standard format as explained by the Supervisor.
5. Three copies of dissertation should be submitted in the department. One copy should be provided to the Supervisor at the time Supervisor is approving dissertation by his/her signature. One copy should be kept by the student for his/her record.

6. The dissertation should be submitted in the university so as to reach to the office of the Registrar before three weeks of the commencement of examination.
7. Viva-voce exam of dissertation should cover aspects related to the dissertation. Viva-voce exam will be conducted by external examiner who will be appointed by the university.

Paper-VI International Banking (MCFO-209)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

International banking: concept and origin of international banking institutions with special reference to central banking system.

Unit-II

Study of international monetary and regional financial institutions.

Unit-III

IMF: objects, organisation, capital, achievements and failure. International liquidity and SDR. World bank and its affiliates, Asian development bank.

Unit-IV

London, New York and Singapore money markets, features and characteristics.

Unit-V

Off shore banking, organisation of central banking in the united kingdom, united states of America, Japan and Brazil.

Books Recommended:

1. DeCock: central banking.
2. Sen, S.N.: central banking on underdevelopment economic.
3. Sayers, R.S.: modern banking.
4. Annual reports of central banks of different countries.
5. Chandler, L.V.: economic of money and banking.
6. Kent, R.P.: money and banking.
7. Brain Tew: International institutions.

Paper-VII Bank Management (MCFO-210)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

Banking structure in India: commercial banking: structure and evolution, nationalisation of banks, banks in the new millennium challenges.

Unit-II

Central banking system: management and organisation of RBI, functions of RBI, supervisory norms for banks. Credit management: objectives, importance, credit culture and common credit problems. Loan and advances, types of loans, cash, credit, overdraft and term loan. Primary and collateral securities, modes of creating charges on securities, concept of hypothecation, bank guarantee, letter of credit.

Unit-III

Non performing assets (NPAs) management, prudential norms, capital adequacy, income recognition and asset classification, corrective measures in managing NPAs.

Unit-IV

Marketing of banking services: financial services, characteristics of financial services, strategy of marketing- market segmentation, marketing research, customer analysis, promotion and advertising of services.

Unit-V

Quality circles: concept, quality circles in banks- process, importance and objectives, steps involved in quality circles, quality audit and time management, management information system in banks.

Books Recommended:

1. R. Parameswarn and S. Natrajan: Indian banking, vikas publishers, New Delhi.
2. R.M. Srivastava: Management of financial institutions, Himalaya publishers, Mumbai.
3. Vasant Desai: Bank management.
4. Bharat V. Pathak: Indian financial system.

Paper-VIII Merchant Banking and Financial Services (MCFO-211)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

Financial system: introduction, contemporary trends in its growth and development, regulatory framework, financial services: nature and introduction.

Unit-II

Merchant banking: functions, merchant banking in India, SEBI guidelines for merchant bankers, role of merchant bankers in fund raising- managing public issue, pre and post issue, book building- private placement- raising of funds through bonds and public deposits.

Unit-III

Security markets: legal environment: SEBI act, 1992; securities contract regulation act, 1956; companies act, 2013 (various provisions relating to securities), RBI rules and guidelines for FII. Types of markets: primary and secondary market, primary market- its role and functions, methods of selling securities in primary market- new financial instruments. New issues: SEBI guidelines for public issues- pricing of issue, promoters contribution, appointment and role of merchant bankers, underwriters, brokers, registrars and managers, bankers etc. underwriting of issues: allotment of shares, procedures for new issues, e-trading- secondary market- role, importance, organisation, of stock exchanges- listing of securities in stock exchanges, trading mechanism- screen based trading; insider trading; take-over: internet based trading.

Unit-IV

Mutual funds: types, schemes, role of private and public sector funds, evaluation of performance of fund manager, SEBI guidelines on mutual funds, depositories- role and need, depositories act, 1996; SEBI (depositories and participants regulation) 1996; SEBI (custodian of securities) regulation 1996; national securities depository ltd. (NSDL); depository participant.

Unit-V

Activities of other financial service providers: credit rating agencies- nature, factors considered, rating procedure, instruments rated- revisions in rating, non-banking finance companies, leasing companies, lease rental determination, break even lease rentals, factoring service: recourse and non recourse factoring, venture capital funds- role and progress in India.

Books Recommended:

1. Machi Raju, MR: Merchant banking, wiley eastern ltd., New Delhi.(Text)

2. Dalton, John M.: How the stock market works, prentice hall, New Delhi.
3. Gupta, L.C.: Stock exchange trading in India, society for capital market research and development, Delhi.
4. Machi Raju, MR: Working of stock exchanges in India, wiley eastern ltd., New Delhi.
5. Website of bseindia.com and nseindia.com
6. Chandratre K.R: Capital issues, SEBI and listing, Bharat publishing house, New Delhi.
7. Donald E. Fisher, Ronald J. Jordan: Security analysis and portfolio management, prentice hall, New Delhi.

Paper-IX Monetary Policy (MCFO-212)

Time: 3 hrs.

Max. Marks: 100

Note: There will be five questions in all. The candidate will require to attempt all questions selecting one question from each unit with an internal choice i.e. either/or.

Unit-I

Money and economic system, characteristics of money, its static and dynamic function, role of money in a capitalistic, socialistic and planned economy. Concepts of money- M1, M2, M3, M4, demand for money in developed and under developed economies, determinants of supply of money.

Unit-II

Value of money (theories): commodity theory of money transaction, quantity theory of money and Marshallian version, Fisher equation.

Unit-III

Cash balance approach to quality of money, theory of saving and investment, liquidity theory of interest.

Unit-IV

Trade cycle: nature and phases, theories of trade cycles, control of trade cycles, multiplier and accelerator.

Unit-V

Monetary policy: objects of monetary policy under static, cyclical and growth setting, monetary expansion, target and indicator of monetary policy, monetary policy in India, structure on interest rate in India, coordination and conflicts of monetary policy with other policy.

Books Recommended:

1. Paul Einzig: Monetary policy, L. End and Means.
2. Sethi: Problems of monetary policy in underdeveloped economy.
3. Kolhatkar: Modern theory of money.

4. Iyenger: Monetary policy and economic growth.
5. Hansen: Monetary theory in practice.
6. C. Rangarajan: Monetary policy.

Paper-X Dissertation and viva-voce (MCFO-213)

Dissertation: 70 Marks

Viva-voce: 30 Marks

Note:

1. The dissertation in lieu of 1 optional paper can be offered to a regular student only who secured at least 55% marks in aggregate in the previous examination.
2. The dissertation will be completed in the guidance of Supervisor on the particular topic of research.
3. Supervisor will be allotted to the student by the Head of the department. The topic of research will be allotted by the Supervisor.
4. Five copies of dissertation should be prepared in hard bound and cover should be *lemon yellow cover* in standard format as explained by the Supervisor.
5. Three copies of dissertation should be submitted in the department. One copy should be provided to the Supervisor at the time Supervisor is approving dissertation by his/her signature. One copy should be kept by the student for his/her record.
6. The dissertation should be submitted in the university so as to reach to the office of the Registrar before three weeks of the commencement of examination.
7. Viva-voce exam of dissertation should cover aspects related to the dissertation. Viva-voce exam will be conducted by external examiner who will be appointed by the university.
