

# FACULTY OF ECONOMICS & BUSINESS

## Syllabus

For

### BACHELOR OF VOCATION (B.Voc.) FINANCIAL MARKET & SERVICES

(Semester: I - IV)

Session: 2019-20



---

# GURUNANAKDEVUNIVERSITY AMRITSAR

---

- Note:** (i) Copy rights are reserved.  
Nobody is allowed to print it in any form.  
Defaulters will be prosecuted.
- (ii) Subject to change in the syllabi at any time.  
Please visit the University website time to time.

**Semester I**

<b>Paper</b>	<b>Paper Title</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Maximum Marks</b>
<b>I</b>	Communication Skills in English-I	<b>50</b>	-	<b>50</b>
<b>II</b>	Punjabi (Compulsory) OR ਮੁੱਢਲੀ ਪੰਜਾਬੀ OR Punjab History & Culture (From Earliest Times to C 320) (Special Paper in lieu of Punjabi Compulsory)	<b>50</b>	-	<b>50</b>
<b>III</b>	Statistical Applications for Finance	<b>50</b>	-	<b>50</b>
<b>IV</b>	Understanding Balance sheet & Profit and Loss Account	<b>50</b>	-	<b>50</b>
<b>V</b>	Indian Financial System	<b>50</b>	-	<b>50</b>
<b>VI</b>	Computer Fundamentals	<b>50</b>	-	<b>50</b>
<b>VII</b>	Seminar			<b>50</b>
	*Drug Abuse: Problem, Management and Prevention (Compulsory)	<b>50</b>	-	<b>50</b>

**Semester II**

<b>Paper</b>	<b>Paper Title</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Maximum Marks</b>
<b>I</b>	Communication Skills in English-II	<b>35</b>	<b>15</b>	<b>50</b>
<b>II</b>	Punjabi (Compulsory) OR ਮੁੱਢਲੀ ਪੰਜਾਬੀ OR Punjab History & Culture (C 320 to 1000 B.C.) (Special Paper in lieu of Punjabi Compulsory)	<b>50</b>	-	<b>50</b>
<b>III</b>	Business Environment	<b>50</b>	-	<b>50</b>
<b>IV</b>	Basics of Investment	<b>50</b>	-	<b>50</b>
<b>V</b>	Basics of Insurance	<b>50</b>	-	<b>50</b>
<b>VI</b>	Commercial Banking	<b>50</b>	-	<b>50</b>
<b>VII</b>	Seminar	-	-	<b>50</b>
	*Drug Abuse: Problem, Management and Prevention (Compulsory)	<b>50</b>	-	<b>50</b>

**\* Note: The marks of Paper will not be added in the Grand Total.**

**Semester III**

<b>Course</b>	<b>Course Title</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Maximum Marks</b>
<b>I</b>	Managerial Economics-I	<b>50</b>	-	<b>50</b>
<b>II</b>	Corporate Finance	<b>50</b>	-	<b>50</b>
<b>III</b>	Equity Markets	<b>50</b>	-	<b>50</b>
<b>IV</b>	Fixed Income Markets	<b>40</b>	<b>10</b>	<b>50</b>
<b>V</b>	Fundamentals of Management	<b>50</b>	-	<b>50</b>
<b>VI</b>	Company Laws	<b>50</b>	-	<b>50</b>
<b>VII</b>	Financial Market Simulation Lab-I	-	<b>50</b>	<b>50</b>

**Semester IV**

<b>Course</b>	<b>Course Title</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Maximum Marks</b>
<b>I</b>	Derivative Management	<b>50</b>	-	<b>50</b>
<b>II</b>	Commodity Markets	<b>50</b>	-	<b>50</b>
<b>III</b>	Managerial Economics-II	<b>50</b>	-	<b>50</b>
<b>IV</b>	Business Ethics	<b>50</b>	-	<b>50</b>
<b>V</b>	Management of Financial Services and Institutions	<b>50</b>	-	<b>50</b>
<b>VI</b>	Global Financial Markets	<b>50</b>	-	<b>50</b>
<b>VII</b>	Financial Market Simulation Lab-II	-	<b>50</b>	<b>50</b>
<b>VIII</b>	ESL-221 *Environmental Studies	<b>100</b>	-	<b>100</b>

\*\*Training for 8 weeks and project report to be prepared on which seminar will be conducted in semester V.

**\*Note :- Environmental Studies Paper marks are not included in the total marks.**

**Semester-V**

<b>Paper</b>	<b>Paper Title</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Maximum Marks</b>
I	Money Market Instruments and Operations	50	-	50
II	Treasury Management	50	-	50
III	Mutual Funds	50	-	50
IV	Market Analysis	50	-	50
V	Financial Market Operations	50	-	50
VI	Market Risk Management	50	-	50
VII	Direct Tax Laws	50	-	50

**Semester-VI**

<b>Paper</b>	<b>Paper Title</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Maximum Marks</b>
I	Online Trading Simulation Lab	-	50	50
II	Marketing of Financial Services	50	-	50
III	Portfolio Management	50	-	50
IV	Strategic Management	50	-	50
V	Financial Risk Management	50	-	50
VI	Financial Planning & Wealth Management	50	-	50
VII	Entrepreneurship Development & Project Management	50	-	50
VIII	Viva	-	-	50

## PAPER-I: COMMUNICATION SKILLS IN ENGLISH – I

**Time: 3 Hours****Max. Marks: 50****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**The syllabus is divided in four sections as mentioned below:****SECTION–A**

**Reading Skills:** Reading Tactics and strategies; Reading purposes–kinds of purposes and associated comprehension; Reading for direct meanings.

**SECTION–B**

Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/ expressions.

**Activities:**

- Comprehension questions in multiple choice format
- Short comprehension questions based on content and development of ideas

**SECTION–C**

**Writing Skills:** Guidelines for effective writing; writing styles for application, personal letter, official/ business letter.

**Activities**

- Formatting personal and business letters.
- Organising the details in a sequential order

**SECTION–D**

Resume, memo, notices etc.; outline and revision.

**Activities:**

- Converting a biographical note into a sequenced resume or vice-versa
- Ordering and sub-dividing the contents while making notes.
- Writing notices for circulation/ boards

**Recommended Books:**

- *Oxford Guide to Effective Writing and Speaking* by John Seely.
- *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP

## PAPER-II: ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

ਸਮਾਂ : 3 ਘੰਟੇ

ਕੁਲ ਅੰਕ : 50

ਪਾਠ-ਕ੍ਰਮ ਅਤੇ ਪਾਠ-ਪੁਸਤਕਾਂ

## ਸੈਕਸ਼ਨ-ਏ

ਆਤਮ ਅਨਾਤਮ (ਕਵਿਤਾ ਭਾਗ),  
(ਸੰਪ. ਸੁਹਿੰਦਰ ਬੀਰ ਅਤੇ ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
(ਪ੍ਰਸ਼ੰਸਾ ਸਾਹਿਤ ਵਿਆਖਿਆ, ਸਾਰ )

## ਸੈਕਸ਼ਨ-ਬੀ

ਇਤਿਹਾਸਕ ਯਾਦਾਂ (ਇਤਿਹਾਸਕਲੇਖ-ਸੰਗ੍ਰਹਿ)  
ਸੰਪਾ. ਸ.ਸ.ਅਮੋਲ,  
ਪੰਜਾਬੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ। (ਲੇਖ 1 ਤੋਂ 6)  
(ਨਿਬੰਧ ਦਾ ਸਾਰ, ਲਿਖਣ-ਸ਼ੈਲੀ)

## ਸੈਕਸ਼ਨ-ਸੀ

(ੳ) ਪੈਰਾ ਰਚਨਾ  
(ਅ) ਪੈਰਾ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ੰਸਾ ਦੇ ਉੱਤਰ।

## ਸੈਕਸ਼ਨ-ਡੀ

(ੳ) ਪੰਜਾਬੀ ਧੁਨੀ ਵਿਉਂਤ : ਉਚਾਰਨ ਅੰਗ, ਉਚਾਰਨ ਸਥਾਨ ਤੇ ਵਿਧੀਆਂ, ਸਵਰ, ਵਿਅੰਜਨ, ਸੁਰ-ਪ੍ਰਯੋਗ।  
(ਅ) ਭਾਸ਼ਾ ਵੰਨਗੀਆਂ : ਭਾਸ਼ਾ ਦਾ ਟਕਸਾਲੀ ਰੂਪ, ਭਾਸ਼ਾ ਅਤੇ ਉਪ-ਭਾਸ਼ਾ ਦਾ ਅੰਤਰ, ਪੰਜਾਬੀ ਉਪਭਾਸ਼ਾਵਾਂ ਦੇ ਪਛਾਣ-ਚਿੰਨ੍ਹ।

## ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ੰਸਾ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਸ਼ੰਸਾ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ੰਸਾ ਕਰਨੇ ਹਨ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਇੱਕ ਪ੍ਰਸ਼ੰਸਾ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ੰਸਾ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ੰਸਾ ਦੇ ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ੰਸਾ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ੰਸਾਵਾਂ ਵਿੱਚ ਕਰ ਸਕਦਾ ਹੈ।

PAPER-II: ਮੁੱਢਲੀ ਪੰਜਾਬੀ  
(In lieu of Compulsory Punjabi)

ਸਮਾਂ : 3 ਘੰਟੇ

ਕੁਲ ਅੰਕ: 50

ਪਾਠ-ਕ੍ਰਮ

ਸੈਕਸ਼ਨ-ਏ

ਪੈਂਤੀ ਅੱਖਰੀ, ਅੱਖਰ ਕ੍ਰਮ, ਪੈਰ ਬਿੰਦੀ ਵਾਲੇ ਵਰਣ ਅਤੇ ਪੈਰ ਵਿਚ ਪੈਣ ਵਾਲੇ ਵਰਣ ਅਤੇ ਮਾਤ੍ਰਵਾਂ (ਮੁੱਢਲੀ ਜਾਣ-ਪਛਾਣ)  
ਲਗਾਖਰ (ਬਿੰਦੀ, ਟਿੱਪੀ, ਅੱਧਕ) : ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ

ਸੈਕਸ਼ਨ-ਬੀ

ਪੰਜਾਬੀ ਸ਼ਬਦ-ਬਣਤਰ : ਮੁੱਢਲੀ ਜਾਣ-ਪਛਾਣ  
(ਸਾਧਾਰਨ ਸ਼ਬਦ, ਸੰਯੁਕਤ ਸ਼ਬਦ, ਮਿਸ਼ਰਤ ਸ਼ਬਦ, ਮੂਲ ਸ਼ਬਦ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ)

ਸੈਕਸ਼ਨ-ਸੀ

ਨਿੱਤ ਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ : ਬਾਜ਼ਾਰ, ਵਪਾਰ, ਰਿਸ਼ਤੇ-ਨਾਤੇ, ਖੇਤੀ ਅਤੇ ਹੋਰ ਧੰਦਿਆਂਆਦਿ ਨਾਲ ਸੰਬੰਧਤ।

ਸੈਕਸ਼ਨ-ਡੀ

ਹਫ਼ਤੇ ਦੇ ਸੱਤ ਦਿਨਾਂ ਦੇ ਨਾਂ, ਬਾਰ੍ਹਾਂ ਮਹੀਨਿਆਂ ਦੇ ਨਾਂ, ਰੁੱਤਾਂ ਦੇ ਨਾਂ, ਇਕ ਤੋਂ ਸੌ ਤਕ ਗਿਣਤੀ ਸ਼ਬਦਾਂ ਵਿਚ

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

**PAPER-II: Punjab History & Culture (From Earliest Times to C 320)**  
**(Special Paper in lieu of Punjabi compulsory)**

**Time: 3 Hours**

**Max. Marks: 50**

**Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**SECTION A**

1. Physical features of the Punjab and its impact on history.
2. Sources of the ancient history of Punjab

**SECTION B**

3. Harappan Civilization: Town planning; social, economic and religious life of the Indus Valley People.
4. The Indo-Aryans: Original home and settlements in Punjab.

**SECTION C**

5. Social, Religious and Economic life during *Rig* Vedic Age.
6. Social, Religious and Economic life during Later Vedic Age.

**SECTION D**

7. Teachings and impact of Buddhism
8. Jainism in the Punjab

**Suggested Readings**

1. L. M Joshi (ed.), *History and Culture of the Punjab*, Art-I, Patiala, 1989 (3<sup>rd</sup> edition)
2. L.M. Joshi and Fauja Singh (ed.), *History of Punjab*, Vol.I, Patiala 1977.
3. Budha Parkash, *Glimpses of Ancient Punjab*, Patiala, 1983.
4. B.N. Sharma, *Life in Northern India*, Delhi. 1966.
5. Chopra, P.N., Puri, B.N., & Das, M.N.(1974). *A Social, Cultural & Economic History of India*, Vol. I, New Delhi: Macmillan India.



## PAPER-III: STATISTICAL APPLICATIONS FOR FINANCE

Time: 3 Hrs

Max. Marks: 50

**Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**SECTION-A**

Central tendency: Mean Median and Mode. Arithmetic and Geometric mean. Dispersion, Standard deviation, standard error.

**SECTION-B**

Elementary Probability theory: Deterministic and Non Deterministic experiments, different types of events, a priori and empirical definition of probability. Properties of Binomial, Poisson, and normal distribution.

**SECTION-C**

Simple Correlation and Regression Analysis: Assumptions; Pearsons product moment and Spearman's rank correlation method; least squares technique; properties of correlations and regression coefficients

**SECTION-D**

Time Series Analysis: Trend analysis using moving average and regression analysis, seasonal, cyclic and regular fluctuations, Index number construction of unweighted and weighted index numbers, quantity Index

**Suggested Readings:**

1. Levin, Richard and David S. Rubin. "*Statistics for Management*". 7th Edition, Prentice Hall of India, New Delhi.
2. Chandan, J.S., "*Statistics for Business and Economics*", 1st Edition, (1998), Vikas Publishing House Pvt. Ltd.
3. Render, B. and Stair, R. M. Jr., "*Quantitative Analysis for Management*", 7<sup>th</sup> Edition, Prentice-Hall of India, New Delhi.
4. Gupta C B, Gupta V, "*An Introduction to Statistical Methods*", 23rd Edition (1995), Vikas Publications.
5. Siegel, Andrew F, "*Practical Business Statistics*. International Edition, 5th Edition (2001), McGraw Hill Irwin.

## PAPER-IV: UNDERSTANDING BALANCE SHEET &amp; PROFIT AND LOSS ACCOUNT

Time: 3 Hrs

Max. Marks: 50

**Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

## SECTION-A

Financial Statements: Meaning, Importance for businesses, Users of financial statements. Accounting concepts and principles.

## SECTION-B

Capital and revenue items. Preparing the annual financial statements.

## SECTION-C

Analysis and Interpretation of Financial Statement:—Meaning—Types and Methods of Financial Analysis – Comparative statements – Trend Analysis – Common size statements (a general discussion only).

## SECTION-D

Ratio Analysis: – Meaning –Nature – uses and limitations of Ratios. Calculating and interpreting various ratios from the financial statements.

## Suggested Readings:

1. Maheshwari, S.N. and Maheshwari, S.K., “*Financial Accounting*”, 2009, Vikas Publishing House, New Delhi.
2. Narayanswami, R., “*Financial Accounting: A Managerial Perspective*”, 3<sup>rd</sup> Edition, 2008, Prentice Hall of India, New Delhi.
3. Mukherjee, A. and Hanif, M., “*Financial Accounting*”, 1st Edition, 2003, Tata McGraw Hill.
4. Vashisht, C.D. and Sexana, V.K., “*Advanced Management Accounting*”, 2012, Sultan Chand & Sons, New Delhi
5. Gowda, J.M., “*Management Accounting*”, 2010, Himalaya Publishing House, New Delhi

## PAPER-V: INDIAN FINANCIAL SYSTEM

Time: 3 Hrs

Max. Marks: 50

**Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**SECTION-A**

**Introduction:** Nature and role of financial system; Financial system and economic development;

**Indian Financial System**—An Overview. Financial Markets: Introduction, classification.

**Capital market**— primary and secondary markets; their role and recent developments; Government securities market, Various Instruments issued.

**SECTION-B**

**Money market**— meaning, constituents, functions of money market; Money market instruments – callloans, treasury bills, certificates of deposits, commercial bills, trade bills etc,

**SECTION-C**

**Financial Intermediaries and Institutions:** SEBI: Objectives and Functions. RBI and its Role.

IRDA its objectives and functions.

**SECTION-D**

Role of Commercial banks, NBFCs, Broking Houses, Insurance companies. Credit rating Agencies in India.

X Impact of Foreign Investment in India.

Suggested Readings:

1. Bhole L.M., “*Financial Institutions and Markets*”; 2009, Tata McGraw–Hill, New Delhi.
2. Hooda, R.P., “*Indian Securities Markets–Investors View Point*”; 1998, Excell Books, New Delhi.
3. Machiraju, H.R., “*Indian Financial System*”, 3rd edition (2009), Vikas Publishing House
4. Khan, M.Y., “*Indian Financial System: Theory and Practices*”, 4th edition (2004), Tata McGraw Hill.
5. Pathak, B.V. , “*Indian Financial System*”, Pearson Education

## PAPER-VI: COMPUTER FUNDAMENTALS

Time: 3 Hrs

Max. Marks: 50

**Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

## SECTION-A

General Features of Computers, Generations of Computer, Workstation, Mainframe Computer and Supercomputers, Computer Applications – Data Processing, Information Processing, Commercial, Office Automation, Industry and Engineering, Healthcare, Education, Graphics and Multimedia.

## SECTION-B

Computer memory : primary and secondary memory Secondary storage devices – magnetic and optical media, input and output devices – printer, plotter, scanner–OMR, OCR, MICR, Mouse, Keyboard, Modem.

## SECTION-C

Computer Software and Hardware–System, Application, Service Software, Machine and Assembly Language, High Level Language

## SECTION-D

Operating System – Basic, Functions and Types. Fundamentals of DOS, Internal and External Commands of DOS, Batch Files, Booting and its Types.

## Suggested Readings:

1. Hunt, R., J. Shelley, Computers and Commonsense, Prentice Hall of India.
2. Sinha, Pradeep K. and Preeti Sinha, Foundation of Computing, BPB Publication.
3. Saxena, Sanjay, A First Course in Computers, Vikas Publishing House.
4. Leon A. & Leon M., Introduction to Computers, Leon Vikas Publications.
5. Leon, Fundamentals of Information Technology, Vikas Publications.
6. Kakkar D.N., Goyal R., Computer Applications in Management, New Age

PAPER-VII: SEMINAR

Max. Marks: 50

**Drug Abuse: Problem, Management and Prevention****PROBLEM OF DRUG ABUSE****Time: 3 Hours****Max. Marks: 50****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**SECTION – A****Meaning of Drug Abuse:**

Meaning, Nature and Extent of Drug Abuse in India and Punjab.

**SECTION – B****Consequences of Drug Abuse for:**

Individual	:	Education, Employment, Income.
Family	:	Violence.
Society	:	Crime.
Nation	:	Law and Order problem.

**SECTION – C****Management of Drug Abuse:**

Medical Management: Medication for treatment and to reduce withdrawal effects.

**SECTION – D**

Psychiatric Management: Counselling, Behavioural and Cognitive therapy.

Social Management: Family, Group therapy and Environmental Intervention.

**References:**

1. Ahuja, Ram (2003), *Social Problems in India*, Rawat Publication, Jaipur.
2. Extent, Pattern and Trend of Drug Use in India, Ministry of Social Justice and Empowerment, Government of India, 2004.
3. Inciardi, J.A. 1981. *The Drug Crime Connection*. Beverly Hills: Sage Publications.
4. Kapoor. T. (1985) *Drug epidemic among Indian Youth*, New Delhi: Mittal Pub.
5. Kessel, Neil and Henry Walton. 1982, *Alcoholism*. Harmond Worth: Penguin Books.
6. Modi, Ishwar and Modi, Shalini (1997) *Drugs: Addiction and Prevention*, Jaipur: Rawat Publication.
7. National Household Survey of Alcohol and Drug abuse. (2003) New Delhi, Clinical Epidemiological Unit, All India Institute of Medical Sciences, 2004.

8. Ross Coomber and Others. 2013, *Key Concept in Drugs and Society*. New Delhi: Sage Publications.
9. Sain, Bhim 1991, *Drug Addiction Alcoholism, Smoking obscenity* New Delhi: Mittal Publications.
10. Sandhu, Ranvinder Singh, 2009, *Drug Addiction in Punjab: A Sociological Study*. Amritsar: Guru Nanak Dev University.
11. Singh, Chandra Paul 2000. *Alcohol and Dependence among Industrial Workers*: Delhi: Shipra.
12. Sussman, S and Ames, S.L. (2008). *Drug Abuse: Concepts, Prevention and Cessation*, Cambridge University Press.
13. Verma, P.S. 2017, "*Punjab's Drug Problem: Contours and Characteristics*", Economic and Political Weekly, Vol. LII, No. 3, P.P. 40-43.
14. World Drug Report 2016, United Nations office of Drug and Crime.
15. World Drug Report 2017, United Nations office of Drug and Crime.

## PAPER-I: COMMUNICATION SKILLS IN ENGLISH – II

**Time: 3 Hours****Max. Marks: 50**  
**Theory Marks: 35**  
**Practical Marks: 15****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Course Contents:****SECTION–A**

**Listening Skills:** Barriers to listening; effective listening skills; feedback skills.

**Activities:** Listening exercises – Listening to conversation, News and TV reports

**SECTION–B**

Attending telephone calls; note taking and note making.

**Activities:** Taking notes on a speech/lecture

**SECTION–C**

**Speaking and Conversational Skills:** Components of a meaningful and easy conversation; understanding the cue and making appropriate responses; forms of polite speech; asking and providing information on general topics.

**Activities:** 1) Making conversation and taking turns  
2) Oral description or explanation of a common object, situation or concept

**SECTION–D**

The study of sounds of English,  
Stress and Intonation,  
Situation based Conversation in English,  
Essentials of Spoken English.

**Activities:** Giving Interviews



**PRACTICAL/ ORAL TESTING**

**Marks: 15**

**Course Contents:**

1. Oral Presentation with/ without audio visual aids.
2. Group Discussion.
3. Listening to any recorded or live material and asking oral questions for listening comprehension.

**Questions:**

1. Oral Presentation will be of 5 to 10 minutes duration (Topic can be given in advance or it can be student's own choice). Use of audio visual aids is desirable.
2. Group discussion comprising 8 to 10 students on a familiar topic. Time for each group will be 15 to 20 minutes.

**Note:** Oral test will be conducted by external examiner with the help of internal examiner.

## PAPER-II: ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)

ਸਮਾਂ : 3 ਘੰਟੇ

ਕੁਲ ਅੰਕ : 50

ਪਾਠ-ਕ੍ਰਮ ਅਤੇ ਪਾਠ-ਪੁਸਤਕਾਂ

## ਸੈਕਸ਼ਨ-ਏ

ਆਤਮ ਅਨਾਤਮ (ਕਹਾਣੀ ਭਾਗ),  
(ਸੰਪ. ਸੁਹਿੰਦਰ ਬੀਰ ਅਤੇ ਵਰਿਆਮ ਸਿੰਘ ਸੰਧੂ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
(ਵਿਸ਼ਾ-ਵਸਤੂ, ਪਾਤਰ ਚਿਤਰਨ)

## ਸੈਕਸ਼ਨ-ਬੀ

ਇਤਿਹਾਸਕ ਯਾਦਾਂ (ਇਤਿਹਾਸਕ ਲੇਖ-ਸੰਗ੍ਰਹਿ)  
ਸੰਪਾ. ਸ.ਸ.ਅਮੋਲ,  
ਪੰਜਾਬੀ ਸਾਹਿਤ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ। (ਲੇਖ 7 ਤੋਂ 12)  
(ਸਾਰ, ਲਿਖਣ ਸ਼ੈਲੀ)

## ਸੈਕਸ਼ਨ-ਸੀ

(ੳ) ਸ਼ਬਦ-ਬਣਤਰ ਅਤੇ ਸ਼ਬਦ ਰਚਨਾ : ਪਰਿਭਾਸ਼ਾ, ਮੁੱਢਲੇ ਸੰਕਲਪ  
(ਅ) ਸ਼ਬਦ ਸੂਚੀ

## ਸੈਕਸ਼ਨ-ਡੀ

(ੳ) ਸੰਖੇਪ ਰਚਨਾ  
(ਅ) ਮੁਹਾਵਰੇ ਅਤੇ ਅਖਾਣ

## ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਇੱਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿੱਚ ਕਰ ਸਕਦਾ ਹੈ।

PAPER-II: ਮੁੱਢਲੀ ਪੰਜਾਬੀ  
(In lieu of Compulsory Punjabi)

ਸਮਾਂ: 3 ਘੰਟੇ

ਕੁਲ ਅੰਕ: 50

ਪਾਠ-ਕ੍ਰਮ

ਸੈਕਸ਼ਨ-ਏ

ਸ਼ਬਦ ਸ਼੍ਰੇਣੀਆਂ : ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ  
(ਨਾਂਵ, ਪੜਨਾਂਵ, ਕਿਰਿਆ, ਵਿਸ਼ੇਸ਼ਣ, ਕਿਰਿਆ ਵਿਸ਼ੇਸ਼ਣ, ਸਬੰਧਕ, ਯੋਜਕ ਅਤੇ ਵਿਸਮਿਕ)

ਸੈਕਸ਼ਨ-ਬੀ

ਪੰਜਾਬੀ ਵਾਕ ਬਣਤਰ : ਮੁੱਢਲੀ ਜਾਣ-ਪਛਾਣ  
(ੳ) ਸਾਧਾਰਨ ਵਾਕ, ਸੰਯੁਕਤ ਵਾਕ ਅਤੇ ਮਿਸ਼ਰਤ ਵਾਕ (ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ)  
(ਅ) ਬਿਆਨੀਆ ਵਾਕ, ਪ੍ਰਸ਼ਨਵਾਚਕ ਵਾਕ ਅਤੇ ਹੁਕਮੀ ਵਾਕ (ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ)

ਸੈਕਸ਼ਨ-ਸੀ

ਪੈਰ੍ਹਾ ਰਚਨਾ  
ਸੰਖੇਪ ਰਚਨਾ

ਸੈਕਸ਼ਨ-ਡੀ

ਚਿੱਠੀ ਪੱਤਰ (ਘਰੇਲੂ ਅਤੇ ਦਫ਼ਤਰੀ)  
ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ

ਅੰਕ-ਵੰਡ ਅਤੇ ਪਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

1. ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚਾਰ ਭਾਗ ਹੋਣਗੇ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਭਾਗ ਵਿੱਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
3. ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ ਅੰਕ ਹਨ।
4. ਪੇਪਰ ਸੈੱਟ ਕਰਨ ਵਾਲਾ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

**PAPER-II: Punjab History & Culture (C. 320 to 1000 B. C)**  
**(Special Paper in lieu of Punjabi compulsory)**

**Time: 3 Hours**

**Max. Marks: 50**

**Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**SECTION A**

1. Alexander's Invasion and its Impact
2. Punjab under Chandragupta Maurya and Ashoka.

**SECTION B**

3. The Kushans and their Contribution to the Punjab.
4. The Panjab under the Gupta Empire.

**SECTION C**

5. The Punjab under the Vardhana Emperors
6. Socio-cultural History of Punjab from 7<sup>th</sup> to 1000 A.D.

**SECTION D**

7. Development of languages and Education with Special reference to Taxila
8. Development of Art & Architecture

**SUGGESTED READINGS**

1. L. M Joshi (ed), *History and Culture of the Punjab*, Art-I, Punjabi University, Patiala, 1989 (3<sup>rd</sup> edition)
2. L.M. Joshi and Fauja Singh (ed.), *History of Punjab* , Vol.I, Punjabi University, Patiala, 1977.
3. Budha Parkash, *Glimpses of Ancient Punjab*, Patiala, 1983.
4. B.N. Sharma: *Life in Northern India*, Delhi. 1966.

## PAPER-III: BUSINESS ENVIRONMENT

Time: 3 Hrs

Max. Marks: 50

**Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**SECTION-A**

Business Environment: Meaning, Types: Internal Environment; External Environment; Salient features of Economic Systems: Capitalist system/Market economy; Socialist system and Mixed Economy, Basic Features of Indian Economy

**SECTION-B**

Liberalisation; Privatisation; Globalisation and its Implications for Indian Economy  
Economic Planning in India: objectives, Strategies & priorities of current Five year plan.  
Highlights of current year Annual Budget(2017).

**SECTION-C**

Forms of Business Organization: Sole proprietorship, Partnership Firms, Joint stock companies, Co-operative societies and Trusts.

Introduction to regulatory policies of the Government: Industrial, EXIM, Fiscal and Monetary Policies.

**SECTION-D**

Setting up a new enterprise: Various factors to be considered.  
Social Responsibility of Business: Concept, rationale, and barriers. Social Audit.  
Code of Ethics and standard of professional conduct.

**Suggested Readings:**

1. Cherunilam, Francis, "*Business Environment*", 2011, Himalaya Publishing House, New Delhi.
2. K Ashwathappa, "*Legal Environment of Business*", Himalaya Publishing House, New Delhi.
3. M. Adhikary, "*Economic Environment for Business*", Sultan Chand & Sons, New Delhi.
4. K. Ashwathappa, "*Essentials of Business Environment*", 11th Edition (2011), Himalaya Publishing House, New Delhi.
5. Paul Justin, "*Business Environment – Text and Cases*", 2006, Tata McGraw Hills Publishing

## PAPER-IV: BASICS OF INVESTMENT

Time: 3 Hrs

Max. Marks: 50

**Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**SECTION-A**

Introduction to Investments: Investment Meaning, Objectives and characteristics. Importance of Investment Management. Investment v/s Speculation. Return on Investments: Measures of return and risk. Relationship between risk and reward.

**SECTION-B**

Determinants required rate of return. Need for diversification of risk. Time value of Money. Techniques of Discounting and compounding. Importance of liquidity in investment decisions.

**SECTION-C**

The multiple avenues for Investment: Bank deposits – Features and Types, Post Office saving schemes, Public Provident Fund, Insurance policies, real Estate, Commodities, Shares, Debentures/Bonds including floating rate bonds, Zerocoupon bonds, Deep discount bonds.

**SECTION-D**

Warrants, Derivatives: Futures, Options swaps. ADRs, GDRs, IDRs, Mutual Funds.

**Suggested Readings:**

1. Sharpe, William F., Gordon J. Alexander and Jeffrey V. Bailey, Investments (Prentice Hall).
2. Fabozzi, Frank Investment Management (Prentice Hall).
3. Haugen, Robert A., The Inefficient Stock Market (Prentice Hall).
4. Taggart, Robert A., Quantitative Analysis for Investment Management (Prentice Hall).
5. Richard Brealey and Steward Myers, Principles of Corporate Finance, (McGraw Hill).
6. Dimson, E. (ed.), Stock Market Anomalies (Cambridge: Cambridge University Press).
7. Khan, M. Y., Financial Services, Tata McGraw Hill Publishing Company, New Delhi.
8. Singh, Preeti, Investment Management, Himalaya Publishing House, New Delhi.

## PAPER-V: BASICS OF INSURANCE

Time: 3 Hrs

Max. Marks: 50

**Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

## SECTION-A

Meaning, nature, Role and Importance of Insurance.

Principles of Insurance: Principle of Indemnity, Principle of Insurable Interest, Principle of Subrogation, Principle of utmost good faith, Proximate cause, contribution.

## SECTION-B

Life Insurance: Nature, Annuities, Surrender Value, Calculation of Premium and measurement of risk.

## SECTION-C

Concepts of Fire, Marine and Motor insurance (nature and significance) Concept of reinsurance

## SECTION-D

Salient Feature of IRDA Act 1999, Privatization of insurance industry. Risk: Concept, Types of risk

Suggested Readings:

1. Niehaus, Harrington, "*Risk Management and Insurance*", 2007, Tata McGraw-Hill.
2. Kotreshwar, G., "*Risk Management- Insurance and Derivatives*", 2005, Himalaya Publishing House.
3. GopalKrishan, G., "*Insurance Principles and Practice*", 1994, Sterling Publishers, New Delhi.
4. Gupta, P.K., "*Insurance and Risk Management*", 2010, Himalaya Publication.

## PAPER-VI: COMMERCIAL BANKING

Time: 3 Hrs

Max. Marks: 50

**Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**SECTION-A**

**Commercial Banks:** Meaning, Evolution, Present structure of commercial banks in India, Types, Role, Functions and Services provided by banks.

**Licensing of Banks in India:** Licensing of banks, branch licensing.

**Banking and the Economy:** Cash reserve ratio, Statutory liquidity ratio, repo and reverserepo, open market operations, security valuation, capital account convertibility.

**SECTION-B**

**Basel Framework:** Bank for International Settlements(BIS), Basel Accords, BASEL III

**Regulatory Framework:** Anti Money Laundering and KYC norms.

**SECTION-C**

**Bank Deposits and Accounts:** – Kinds of deposits, Nomination, Deposit insurance, Opening of accounts for minors, joint account holders, HUF, firms, companies, trusts, societies, Govt. and public bodies, Closure of deposit accounts.

**Security Creation:** Pledge, Hypothecation, Mortgage, Assignment.

**SECTION-D**

**Payment and Collection of Cheques:** Duties and responsibilities of paying and collecting banker, Protection available to paying and collecting banker under Negotiable Instruments Act.

**Other Banking Services:** Fund based services, ATM, RTGS, NEFT, Non fund based services, Money remittance services, banking channels, Financial inclusion.

**Suggested Readings:**

1. IIBF, "Principles and Practices of Banking", 2nd Edition, McMillian Publishers.
2. Paul and Suresh, "*Management of Banking and Financial Services*", 2007, Pearson Education.
3. Sunderam and Varshney, "*Banking Theory Law and Practices*", 2004, Sultan Chand and Sons.
4. Varshney, P.N, "*Banking Law and Practice*", 2012, Sultan Chand and Sons
5. Desai, Vasant, "Banks and institutional management", 2008, Himalaya Publications.



**PAPER-VII: SEMINAR**

**Max. Marks: 50**

**Drug Abuse: Problem, Management and Prevention****DRUG ABUSE: MANAGEMENT AND PREVENTION****Time: 3 Hours****Max. Marks: 50****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**SECTION – A****Prevention of Drug abuse:**

Role of family: Parent child relationship, Family support, Supervision, Shaping values, Active Scrutiny.

**SECTION – B**

School: Counselling, Teacher as role-model. Parent-teacher-Health Professional Coordination, Random testing on students.

**SECTION – C****Controlling Drug Abuse:**

Media: Restraint on advertisements of drugs, advertisements on bad effects of drugs, Publicity and media, Campaigns against drug abuse, Educational and awareness program

**SECTION – D**

Legislation: NDPs act, Statutory warnings, Policing of Borders, Checking Supply/Smuggling of Drugs, Strict enforcement of laws, Time bound trials.

**References:**

1. Ahuja, Ram (2003), *Social Problems in India*, Rawat Publication, Jaipur.
2. Extent, Pattern and Trend of Drug Use in India, Ministry of Social Justice and Empowerment, Government of India, 2004.
3. Inciardi, J.A. 1981. *The Drug Crime Connection*. Beverly Hills: Sage Publications.
4. Kapoor. T. (1985) *Drug epidemic among Indian Youth*, New Delhi: Mittal Pub.
5. Kessel, Neil and Henry Walton. 1982, *Alcoholism*. Harmond Worth: Penguin Books.
6. Modi, Ishwar and Modi, Shalini (1997) *Drugs: Addiction and Prevention*, Jaipur: Rawat Publication.
7. National Household Survey of Alcohol and Drug abuse. (2003) New Delhi, Clinical Epidemiological Unit, All India Institute of Medical Sciences, 2004.

8. Ross Coomber and Others. 2013, *Key Concept in Drugs and Society*. New Delhi: Sage Publications.
9. Sain, Bhim 1991, *Drug Addiction Alcoholism, Smoking obscenity* New Delhi: Mittal Publications.
10. Sandhu, Ranvinder Singh, 2009, *Drug Addiction in Punjab: A Sociological Study*. Amritsar: Guru Nanak Dev University.
11. Singh, Chandra Paul 2000. *Alcohol and Dependence among Industrial Workers*: Delhi: Shipra.
12. Sussman, S and Ames, S.L. (2008). *Drug Abuse: Concepts, Prevention and Cessation*, Cambridge University Press.
13. Verma, P.S. 2017, "*Punjab's Drug Problem: Contours and Characteristics*", Economic and Political Weekly, Vol. LII, No. 3, P.P. 40-43.
14. World Drug Report 2016, United Nations office of Drug and Crime.
15. World Drug Report 2017, United Nations office of Drug and Crime.

**PAPER-I: MANAGERIAL ECONOMICS-I****Time: 3 Hours****M. Marks: 50**

**Instructions for the Paper Setters:-** Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A, B, C and D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Section-A**

Theory of Demand: Meaning of demand and its types, Law of demand. Price elasticity of demand and its measurement. Consumer's Behaviour: Utility approach: Brief outline of law of diminishing marginal utility and law of equi-marginal utility.

**Section-B**

Indifference Curve Approach: Consumer equilibrium; Income, Price and Substitution effect, Revealed Preference Approach. Theory of Supply: Concept and law of supply, factors affecting supply.

**Section-C**

Theory of Production: Law of variable proportion: total, average and marginal physical product, Law of Returns to scale, Economies and diseconomies of scale. Theory of Cost: Short and Long period costs, Concept of total cost, Marginal and Average cost; Concept of revenue: Total Revenue; Average Revenue; Relationship between Average and Marginal Revenue and Price elasticity of demand.

**Section-D**

Pricing Under Various Market Conditions: Perfect Competition - Equilibrium of Firm and Industry under Perfect Competition, Monopoly - Price determination under Monopoly, Monopolistic Competition - Price and Output, determination under Monopolistic Competition.

**Suggested Readings:**

1. Koutsoyiannis, A., "Modern Micro Economics", Palgrave Macmillan.
2. Dwivedi, D.N., "Microeconomics: Theory and Applications", Pearson Education, New Delhi.
3. Gravelle H., and Rees, R., "Microeconomics", Pearson Education, New Delhi.
4. Ahuja, H.L., "Advanced Economic theory; Microeconomic

**PAPER-II:CORPORATE FINANCE****Time: 3 Hours****M. Marks: 50**

**Instructions for the Paper Setters:-** Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A, B, C and D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Section-A**

Introduction to Corporate Finance , Statement of Cash Flows, Discounted Cash Flow, Financial Statement Analysis, Risk & Return,

**Section-B**

Capital Asset, Pricing Model, financial Markets, Dividend Market Efficiency & Behavioral Finance, Interest Rates & Bond Valuation,

**Section-C**

Cost of Capital & Valuation of Capital. Finance for rehabilitation of sick units.  
Basic problem of Industrial Finance in India.

**Section-D**

Capital budgeting, International Corporate finance. Corporate Governance - SEBI Guidelines.

**REFERENCES:**

1. Brigham and Ehrhardt, Corporate Finance - A focused Approach, Cengage Learning, 1st Edition, 2008.
2. M.Y Khan, Indian Financial System, Tata McGraw Hill, 5th Edition, 2008
3. Smart, Megginson, and Gitman, Corporate Finance, 1st Edition, 2008.
4. Krishnamurthy and Viswanathan, Advanced Corporate Finance, PHI Learning, 2008.

**PAPER-III: EQUITY MARKETS****Time: 3 Hours****M. Marks: 50**

**Instructions for the Paper Setters:-** Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A, B, C and D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Section-A**

**Introduction** Meaning and Definition of equity shares. Evolution, structure and functions of equity market in India. Current position.

**Market For Equity – Primary Markets** IPO – Methods followed. Book building ,

**Section-B**

Role of merchant bankers in fixing the price, Red-Herring Prospectus -it's unique features Green Shoe option – Sweat equity, ESOP Rights issue of shares, Nonvoting shares ,ADR, GDR, IDR, latest reforms.

**Section-C**

**Market For Equity – Secondary Markets** Definition and functions of Stock Exchanges. Evolution and Growth of Stock Exchanges. Organisation, Management.

**Section-D**

Membership and Listing procedure at NSE in India. Trading on stock Exchange. Clearing and settlement procedure at NSE.

**Reference books:**

1. Frontier Emerging Equity Markets Securities Price Behavior & Valuation ,Oliver S. Kratz, Kluwer Academic Publishers, 1999
2. Charting the Stock Market, Jack Huston, David M. Weiss & Craig Schroeder, USA Import ,1991
3. A new look at Technical Analysis , Robert McCullough, USA Import 1994
4. Beyond Candlesticks, Steve Nison, John Wiley & Sons,1994

**PAPER-IV: FIXED INCOME MARKET****Time: 3 Hours****M. Marks: 50****Theory Marks: 40****Practical Marks: 10**

**Instructions for the Paper Setters:-** Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A, B, C and D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Section-A**

Bond Fundamentals: Basic features of Bonds, Global bond Market Structure, Alternative Bond issues

Analysis & Valuation of Bonds: Fundamentals of Bond Valuation, Computing Bond Yields,

**Section-B**

Calculating future Bond prices.

Interest rates: Determinants, Term structure of interest rates, term structure theories, Determining price volatility of bonds .

**Section-C**

Bond Portfolio Management Strategies: Alternative strategies, Implications of capital market theory and efficient market hypothesis on bond portfolio management. Bond market in India.

**Section-D**

An introduction to stochastic processes in continuous time. Basic stochastic calculus. Continuous-time asset pricing.

**Reference Books:**

1. Stochastic Calculus for Finance II: Continuous-Time Models. S. E. Shreve. Springer,2005. [S]
2. Fixed Income Analysis for the CFA Program. F. J. Fabozzi. F. J. Fabozzi associates,2004. [F]

**PAPER-V:FUNDAMENTALS OF MANAGEMENT****Time: 3 Hours****M. Marks: 50**

**Instructions for the Paper Setters:-** Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A, B, C and D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Section-A**

Management: Meaning and definition, Nature, Purpose, Scope, Importance and Functions, Management as art, science and profession, Management as a social system, Concept of management, administration and organization. Principles of management, Scientific Management. Evolution of Management Thought: Contribution of F.W. Taylor, Henri Fayol, Elton Mayo, Chester Barnard & Peter Drucker to the management thought. Various approaches to management (i.e. Schools of Management Thought), Indian management thought.

**Section-B**

Management Techniques: Management by Objective: Meaning, Process, Benefits, Weaknesses. Planning: Meaning, Significance, Types of plans, Nature, Elements: Objectives, Policies, Rules, Procedure, Strategy, Decision Making. Organizing: Meaning, Nature and Purpose of organization, Theories of organization, principles of organization, Forms of organization: Line, Functional and Line and Staff, Formal and informal organization, Delegation, Span of Management: Factors determining effective span. Departmentation: Definition, Departmentation by function, Territory, Product/service, Customer group and matrix organization, Decentralization and Departmentation.

**Section-C**

Authority: Definition, types, responsibility and accountability, Delegation; definition, steps in delegation, obstacles to delegation and their elimination, Decentralization vs Centralization, determinants of effective decentralization Staffing: Meaning, nature and functions of HRM, Manpower management, factors affecting staffing, Recruitment, Selection, Training and Development, Performance appraisal: need and process.

**Section-D**

Directing: Motivation: Meaning, Nature, Importance, Types, Theories of Motivation: Mc. Gregor's, Maslow and Herzberg. Leadership: Meaning, Nature, Styles, Managerial grid, Likert system, Theories: Trait, Behavioural, Situational and Followers. Controlling: Meaning, Nature, Importance, Scope, Principles, Prerequisites, Steps, Limitations and Techniques

**Suggested Readings:**

1. Robbins, S.P., & Coulter, M.K., "Management", Pearson Education Inc., New Delhi.
2. Gupta, Meenakshi, "Principles of Management", PHI Learning Pvt. Ltd., New Delhi.
3. Koontz, H., Weihrich, H., & Aryasri, A.R., "Essentials of Management", Tata McGraw-Hill, New Delhi.
4. Aswathapa, K. "Essential of Business Administration", Himalaya Publishing House, Mumbai. Note: The latest editions of the books should be followed.



**PAPER-VI: COMPANY LAWS****Time: 3 Hours****M. Marks: 50**

**Instructions for the Paper Setters:-** Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A, B, C and D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Section-A**

Company – Meaning, Features, Types of company. Formation of a Company: Promoters, incorporation of a company, Procedure and documents to be filled, Preliminary Contracts.

**Section-B**

Memorandum of association, Articles of association. Prospects, Shares & Share Capital, legal position.

**Section-C**

Company Management: Director: Appointment and restriction on appointment, Removal, Qualification, Duties and Powers, legal position and Remuneration of Directors.

**Section-D**

Meeting of Shareholders: Types, Rules of Meetings, Voting, Resolutions and Minutes. Winding up of a Company: Modes of Winding up, Commencement and Procedure of Winding up and Consequences of Winding up order.

**Suggested Readings:**

1. Singh, Avtar, “*Company Law*”, 15th edition, Eastern Book Company, Lakhnow
2. Kapoor, N.D. “*Company Law & Secretarial Practice*”, 1998, Sultan Chand and sons
3. Bagrial A.K., “*Company Law*”, Vikas Publishing House, New Delhi
4. Ahuja, H.L., “*Advanced Economic theory; Microeconomic Analysis*”, S. Chand & Company Ltd. New Delhi.
5. Mithani, D.M., “*Managerial Economics*”, Himalaya Publishing House, New Delhi.
6. Ackley, G., “*Macroeconomics: Theory and Policy*”, Macmillan, New York.

**PAPER-VII: FINANCIAL MARKET SIMULATION LAB –I (PRACTICAL)****M. Marks: 50**

Note: The students will be trained in the practical aspects of Depository and Financial Market topics using the prevalent trader work station mentioned in the syllabus. At the end of the semester, external examiner will be appointed by the University to conduct the practical by examining the students in the lab and award marks.

Depository: An Introduction. Practical aspects and background of Depositories: NSDL, CSDL. Statements: Holding Statement, Transaction Statement. Dematerialization Procedure. DEMAT: Account Opening Procedure, Nomination Practices; Offline Demat Account & Online Demat Account. Clearing & Settlement Procedure Delivery Instruction Slip Practices for Depository Participants & Beneficial Owner.

**PAPER-I: DERIVATIVE MANAGEMENT****Time: 3 Hours****M. Marks: 50**

**Instructions for the Paper Setters:-** Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A, B, C and D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Section-A**

**Introduction to derivatives:** Overview, Types, Participants and economic functions, Investing with derivative securities, Forward contracts.

**Section-B**

**Future Contracts:** Overview, mechanism, Pricing and pay-offs, Hedging & application.

**Option Contracts:** Overview, mechanism, Pricing and pay-offs, Hedging & application, Option trading strategies.

**Section-C**

**Swap Contracts & Warrants**

**Trading in:** Stock derivatives & Currency Derivatives.

**Section-D**

**Clearing and settlement** of Derivative contracts at NSE: Clearing Entities, Mechanism, Settlement procedure, risk management, Margining system.

**Reference Books:**

1. Vohra, N.D., and Bagri, B.R. (2009), Futures and Options, 9th edition, Tata McGraw-Hill Publishing Company Ltd.
2. Red Head, (2007), Financial Derivatives: An Introduction to Futures, Forward, Options, Prentice Hall of India.
3. Vohra, (2010), Futures And Options, 2nd edition, Tata McGraw Hill.

**PAPER-II: COMMODITY MARKETS****Time: 3 Hours****M. Marks: 50**

**Instructions for the Paper Setters:-** Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A, B, C and D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Section-A**

Introduction to Commodity Derivatives Introduction to derivatives, products, participants and functions, derivatives markets, difference between commodity and financial derivatives. Evolution of commodity exchanges, global commodity derivatives exchanges, latest developments.

**Section-B**

The NCDEX platform – Structure, exchange membership, risk management, clearing and settlement system and commodities traded on the NCDEX platform. Application of Commodity Futures Instruments available for trading - Forward contracts, Introduction to futures and options.

**Section-C**

Trading - Futures trading system, Entities in the trading system, Commodity futures trading cycle, Order types and trading, Parameters, Margins for trading in futures, Charges, Hedge limits;

**Section-D**

Clearing and settlement - Clearing, Settlement, Risk management, Margining at NCDEX and Standard Portfolio Analysis of Risk

**Reference Books:**

1. Kleinman, George, (2001), Commodity Futures & Options, 2nd (revised, illustrated edition), Prentice Hall.
2. Stephens, John. (2001), Managing Commodity Risk, John Wiley & Sons.
3. Hirschey, (2010), Investments: Analysis and Behaviour, 1st edition, Tata McGraw Hill.
4. Indian Institute of Banking & Finance, (2007), Commodity Derivatives, Macmillan Inc

**APER-III:MANAGERIAL ECONOMICS-II****Time: 3 Hours****M. Marks: 50**

**Instructions for the Paper Setters:-** Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A, B, C and D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Section-A**

Macroeconomics: Meaning, nature and scope. Basic concepts used: Stock and flow variables, static, comparative static and dynamic analysis. National Income: Definition and Importance of National Income. Gross and Net Domestic Product; Personal Income and Disposable Income.

**Section-B**

Measurement of National Income: Income, Output and Expenditure Method, Problems in Measurement of National Income. Consumption: Meaning, determinants (subjective and objective) and importance. Keynes psychological law of consumption.

**Section-C**

Investment: Types of investment, determinants of investment, marginal efficiency of capital, net present value, internal rate of return, interest rate determination, classical, neoclassical and Keynesian theories.

**Section-D**

Multiplier: Static and Dynamic Analysis. Accelerator and super multiplier. Inflation: Meaning, types and theories.

**Suggested Readings:**

1. Ackley, G., "Macroeconomics: Theory and Policy", Macmillan, New York.
2. Shapiro, E., "Macroeconomic Analysis", Galgotia Publication, New Delhi.
3. Gppdwin Neva, J. A. Nelson & J. Harris, "Macroeconomics in Context", PHI Learning Pvt. Ltd, New Delhi.
4. Dornbusch R., S. Ficher & R. Startz, "Macro Economics", Tata McGraw Hill Publishing Company Ltd., New Delhi.
5. Agarwal, Vanita, "Macroeconomics: Theory and Policy", Pearson Education, New Delhi.

**PAPER-IV: BUSINESS ETHICS****Time: 3 Hours****M. Marks: 50**

**Instructions for the Paper Setters:-** Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A, B, C and D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Section-A**

**Business Ethics:** Definition and nature, Importance of business ethics, Emerging business ethics issues, Business ethics in a global economy Environmental ethics, Marketing ethics, Corporate ethics, Ethical issues in HRM.

**Section-B**

Ethical theories; Ethical dilemmas, Sources and their resolutions. Individual factors: Moral philosophies, Organizational factors: The role of ethical culture and relationships. Value based organizations

**Section-C**

Concept of Corporate Social Responsibility (CSR), Historical phases of CSR, Perspectives on CSR, CSR models, Drivers of CSR,

**Section-D**

CSR: Within the organisation, CSR and Society. Corporate social responsibility practices in India.

**Suggested Readings:**

1. Roa, F.C. *“Business Ethics and Social Responsibility”*, Rex Book Store, Manila, Philippines.
2. Ghosh, B.N., *“Business Ethics and Corporate governance”*, Tata McGraw Hill.
3. Bhatt, K. and Sumitha, A., *“Business Ethics and Corporate Social Responsibility”*, Himalaya Publications
4. Hartman, L., and DesJardins, J., *“Business Ethics: Decision-Making for Personal Integrity & Social Responsibility”*, Tata McGraw Hill.

**PAPER-V: Management of financial services and institutions****Time: 3 Hours****M. Marks: 50**

**Instructions for the Paper Setters:-** Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A, B, C and D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Section-A**

**Introduction to financial Services,** Characteristics and Kinds of financial services. Financial intermediaries rendering financial services. Role of financial services in Indian financial system.

**Merchant Banking :** Origin, Meaning, Nature, Functions, Structure and Scope of merchant banking, Regulation of merchant banking, Recent developments in merchant banking.

Merchant banking regulation,

**Section-B**

**Credit Rating :** Introduction, Origin, Importance and Need for Credit rating, Factors affecting credit rating. Instruments for rating, Advantages, Disadvantages of credit rating. Process of creditrating and Rating methodology. Credit rating agencies in India-Crisil, ICRA, CARE.

**Section-C**

**Consumer Finance :** Introduction, Meaning and Concept, Modes of consumer finance, Role of consumer credit in the financial system, Features of consumer credit transactions, Types of consumer finance, Procedure for granting finance & terms of financing credit. Factoring and Forfeiting, Asset securitisation of debt.

**Section-D**

**Depository System and Dematerialisation :** Introduction, SEBI guidelines for participants, Code of conduct for issuer, Participants, Dematerialization/ Rematerialion of shares, Electronic settlement of shares; pledging, hypothecation of dematerialized shares. Freezing of demat accounts.

**Suggested Readings:**

1. Khan, M.Y., "Financial Services", Tata McGraw Hill, New Delhi.
2. Gurusamy, S., "Financial Services and System", 2004, Vijay Nicole Imprints Pvt. Ltd., Chennai.
3. Bhalla, V.K. "Management of Financial Services", Anmol Publications Pvt. Ltd., New Delhi.
4. Pathak, Bharati, "Indian Financial System", Pearson Education, New Delhi.
5. Avadhani, V.A., "Capital Market Management", Himalaya Publishing House

**APER-VI: GLOBAL FINANCIAL MARKET****Time: 3 Hours****M. Marks: 50**

**Instructions for the Paper Setters:-** Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A, B, C and D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Section-A**

Globalization and its Effects on the Economy. International Financial Markets. Emerging Markets. Diversification benefits in global investments. Mergers and acquisitions.

**Section-B**

Global bond market. Domestic bonds, foreign bonds and Euro bonds. Participants in global bond markets. Credit rating agencies and their role.

**Section-C**

Global equity markets, major stock markets of the world. Emerging trends, International Equity trading, multiple listing. Depository receipts.

**Section-D**

Obstacles to International Investments. Information barriers. Foreign Exchange risks, currency risk, political risk, market risk, taxation and other regulatory barriers.

**Suggested Readings:**

1. E Gordan & K. Natranjan, Capital Market in India; Himalaya Publishing House, 400004 Ramdoot, Dr. Bhalerao Marg, Girgaon, Mumbai
2. Sanjeev Aggarwal. Guide to Indian Capital Market; Bharat Law House, 22 Tarun Enclave, Pitampura, New delhi-110034
3. M.Y .Khan. Indian financial system; Tata Mcgraw Hill, 4/12, Asaf Ali road, New Delhi 110002 Taxmman SEBI Manual.



**APER-VII:FINANCIAL MARKET SIMULATION LAB-II (PRACTICAL)****Max. Marks: 50**

Note: The students will be trained in the practical aspects of Depository and Financial Mar- key topics using the prevalent trader work station mentioned in the syllabus. At the end of the semester, external examiner will be appointed by the University to conduct the practical by examining the students in the lab and award marks.

Introduction to Equity Market. Stock Exchanges of Equity in India: NSE, BSE & USE. Types of Market:- Equity, Derivatives and Debt Market. Trader Work Station—User Interface. Practical terminology of Work Stations. Functions/Keys following in using Trader Work Station: Market Watch, Activity Log, Order Status, Mar- ket Movement, Security descriptor, Market by Price. Practical Procedure to buy/Sell Shares; Settlement Procedures. Composition of Sensex and Nifty.

**Note: The Simulation Lab of the market will be based on any one of the following Trader Work Station:**

1. Trader Work Station— NEST Trader by Owneys.
2. TCS Trader Work Station
3. ODIN

**ESL 221 Environmental Studies (Compulsory Paper)****Time: 3 Hrs.****Max. Marks: 100****Teaching Methodologies**

The Core Module Syllabus for Environmental Studies includes class room teaching and field work. The syllabus is divided into 8 Units [Unit-1 to Unit-VII] covering 45 lectures + 5 hours for field work [Unit-VIII]. The first 7 Units will cover 45 lectures which are class room based to enhance knowledge skills and attitude to environment. Unit-VIII comprises of 5 hours field work to be submitted by each candidate to the Teacher in-charge for evaluation latest by 15 December, 2018.

**Exam Pattern:**           **End Semester Examination- 75 marks**  
                                   **Project Report/Field Study- 25 marks [based on submitted report]**  
                                   **Total Marks- 100**

The structure of the question paper being:

**Part-A, Short answer pattern with inbuilt choice – 25 marks**

Attempt any five questions out of seven distributed equally from Unit-1 to Unit-VII. Each question carries 5 marks. Answer to each question should not exceed 2 pages.

**Part-B, Essay type with inbuilt choice – 50 marks**

Attempt any five questions out of eight distributed equally from Unit-1 to Unit-VII. Each question carries 10 marks. Answer to each question should not exceed 5 pages.

**Project Report / Internal Assessment:****Part-C, Field work – 25 marks [Field work equal to 5 lecture hours]**

The candidate will submit a hand written field work report showing photographs, sketches, observations, perspective of any topic related to Environment or Ecosystem. The exhaustive list for project report/area of study are given just for reference:

1. Visit to a local area to document environmental assets: River / Forest/ Grassland / Hill / Mountain / Water body / Pond / Lake / Solid Waste Disposal / Water Treatment Plant / Wastewater Treatment Facility etc.
2. Visit to a local polluted site – Urban / Rural / Industrial / Agricultural
3. Study of common plants, insects, birds
4. Study of tree in your areas with their botanical names and soil types
5. Study of birds and their nesting habits
6. Study of local pond in terms of wastewater inflow and water quality
7. Study of industrial units in your area. Name of industry, type of industry, Size (Large, Medium or small scale)
8. Study of common disease in the village and basic data from community health centre
9. Adopt any five young plants and photograph its growth
10. Analyze the Total dissolved solids of ground water samples in your area.
11. Study of Particulate Matter (PM<sub>2.5</sub> or PM<sub>10</sub>) data from Sameer website. Download from Play store.
12. Perspective on any field on Environmental Studies with secondary data taken from Central Pollution Control Board, State Pollution Control Board, State Science & Technology Council etc.

**Unit-I****The multidisciplinary nature of environmental studies**

Definition, scope and importance, Need for public awareness

**(2 lectures)****Unit-II****Natural Resources: Renewable and non-renewable resources:**

Natural resources and associated problems.

- (a) Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
- (b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
- (c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
- (d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.
- (e) Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, case studies.
- (f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.
  - Role of an individual in conservation of natural resources.
  - Equitable use of resources for sustainable lifestyles.

**(8 Lectures)****Unit-III****Ecosystems**

- Concept of an ecosystem
- Structure and function of an ecosystem
- Producers, consumers and decomposers
- Energy flow in the ecosystem
- Ecological succession
- Food chains, food webs and ecological pyramids
- Introduction, types, characteristic features, structure and function of the following ecosystem: Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems (ponds, streams, lakes, rivers, ocean estuaries)

**(6 Lectures)****Unit-IV****Biodiversity and its conservation**

- Introduction – Definition: genetic, species and ecosystem diversity
- Biogeographical classification of India
- Value of biodiversity: consumptive use, productive use, social, ethical aesthetic and option values
- Biodiversity at global, national and local levels
- India as a mega-diversity nation
- Hot-spots of biodiversity
- Threats to biodiversity: habitat loss, poaching of wildlife, man wildlife conflicts
- Endangered and endemic species of India
- Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity

**(8 Lectures)****Unit-V****Environmental Pollution**

Definition

- Causes, effects and control measures of Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, Nuclear pollution
- Solid waste management: Causes, effects and control measures of urban and industrial wastes.
- Role of an individual in prevention of pollution
- Pollution case studies
- Disaster management: floods, earthquake, cyclone and landslides

**(8 Lectures)**

**Unit-VI****Social Issues and the Environment**

- From unsustainable to sustainable development
- Urban problems and related to energy
- Water conservation, rain water harvesting, watershed management
- Resettlement and rehabilitation of people; its problems and concerns. Case studies.
- Environmental ethics: Issues and possible solutions
- Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.
- Wasteland reclamation
- Consumerism and waste products
- Environmental Protection Act, 1986
- Air (Prevention and Control of Pollution) Act, 1981
- Water (Prevention and control of Pollution) Act, 1974
- Wildlife Protection Act
- Forest Conservation Act
- Issues involved in enforcement of environmental legislation
- Public awareness

**(7 Lectures)****Unit-VII****Human Population and the Environment**

- Population growth, variation among nations
- Population explosion – Family Welfare Programmes
- Environment and human health
- Human Rights
- Value Education
- HIV / AIDS
- Women and Child Welfare
- Role of Information Technology in Environment and Human Health
- Case Studies

**(6 Lectures)****Unit-VIII****Field Work**

- Visit to a local area to document environmental assets  
river/forest/grassland/hill/mountain
- Visit to a local polluted site – Urban / Rural / Industrial / Agricultural
- Study of common plants, insects, birds
- Study of simple ecosystems-pond, river, hill slopes, etc

**(Field work equal to 5 lecture hours)****References:**

1. Bharucha, E. 2005. Textbook of Environmental Studies, Universities Press, Hyderabad.
2. Down to Earth, Centre for Science and Environment, New Delhi.
3. Heywood, V.H. & Waston, R.T. 1995. Global Biodiversity Assessment, Cambridge House, Delhi.
4. Joseph, K. & Nagendran, R. 2004. Essentials of Environmental Studies, Pearson Education (Singapore) Pte. Ltd., Delhi.
5. Kaushik, A. & Kaushik, C.P. 2004. Perspective in Environmental Studies, New Age International (P) Ltd, New Delhi.
6. Rajagopalan, R. 2011. Environmental Studies from Crisis to Cure. Oxford University Press, New Delhi.
7. Sharma, J. P., Sharma. N.K. & Yadav, N.S. 2005. Comprehensive Environmental Studies, Laxmi Publications, New Delhi.
8. Sharma, P. D. 2009. Ecology and Environment, Rastogi Publications, Meerut.
9. State of India's Environment 2018 by Centre for Sciences and Environment, New Delhi
10. Subramanian, V. 2002. A Text Book in Environmental Sciences, Narosa Publishing House, New Delhi.

**PAPER-I: MONEY MARKET INSTRUMENTS AND OPERATIONS****Time: 3 Hours****M. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.****Section A:** It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.**Section B:** It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.**Section C:** It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.**PART- I**

Money market – Meaning, Objectives &amp; functions, organization and structure.

Money Market instruments: CP, Certificate of deposits, Treasury bills, Banker's Acceptance, Repurchase agreements, money at call &amp; short notice, Bills of Exchange.

Various Participants and their Role in money market. Influence of Monetary policy on Money Markets

**PART- II**

Regulatory framework of the Indian Money Market. Monetary and Credit Policy. CBLO: Features, Issuing Procedure, RBI Guidelines, Progress and Problems. Role of Central Bank in Money Market. Indian money market – an overview, defects and suggestions for improvement. Role of Indian money market in Economic Development.

**Suggested Readings:**

1. Bhole L.M., "Financial Institutions and Markets"; 2009, Tata McGraw-Hill, New Delhi.
2. Hooda, R.P., "Indian Securities Markets- Investors View Point" ; 1998, Excell Books, New Delhi.
3. Mechiraju, H.R., "Indian Financial System", 3rd edition (2009), Vikas Publishing House
4. Khan, M.Y., "Indian Financial System: Theory and Practices", 4th edition (2004), Tata McGraw Hill.

**PAPER-II: TREASURY MANAGEMENT****Time: 3 Hours****M. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.****Section A:** It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.**Section B:** It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.**Section C:** It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.**PART- I**

Scope and Functions of Treasury Management: What is a Treasury Management; Structure and Organization of Treasury Management; Role of CFO; Functions of a Controller; Functions of a Treasurer; Responsibilities of a Treasurer. Financial Systems and Financial Markets: Functions of the Financial System; Constituents of the Financial System; Need for Various Financial Markets.

**PART- II**

Internal Treasury Control: Structure and Organization of Treasury; Accounting and control; Various Measures of Controls; Insight into Information systems and Reporting Standards; Measuring Treasury Performance. Managing Customer and Investor Relationships: Services Rendered by Banks; The Indian Banking Services; Investor Relations Programs; Disseminating Information; Planning for contingencies; Dealing with Hostile Press. Funds Management in Banks: Cash and Liquidity Management

**Suggested Readings:**

1. Analysis for Financial Management, Robert c. Higgins, McGraw-Hill/Irwin
2. Fundamentals of Financial Management, James c. v an Home' Prentice Hall
3. Practical Financial Management, William R Lasher/ Thomson - South - Western
4. An Introduction to Fund & Investment Management in Banks, R Bhaskaran, BIRD, Lucknow
5. The Treasury's Hand Book, J P Morgan Fleming 6. 2006 Foreign Exchange and Treasury Management Handbook, Euro Money Year Book.

**PAPER-III: MUTUAL FUNDS****Time: 3 Hours****M. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.****Section A:** It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.**Section B:** It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.**Section C:** It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.**PART – I**

Introduction to Mutual Funds: Meaning, Role and Functions of mutual funds, Types of funds, Key developments over the years. Fund Structure and Constituents: Legal structure of mutual funds in India, Key constituents of mutual funds Legal and Regulatory Environment: Role of regulators in India, Investment restrictions for schemes, Investor's rights and obligations. Offer Document: Contents of offer document, Key information memorandum.

**PART – II**

Fund Distribution and Channel Management: Distribution channels, Channel Management Practices. Investor Services: Mutual fund investors, KYC requirements for mutual funds investors, Additional documentation requirements applicable for institutional investors, Transactions with mutual funds. Return, Risk and Performance of Funds: Drivers of returns in a scheme, Measures of return, Drivers of risk on a scheme, Measures of risk. Scheme Selections: Different scheme selection categories, criterion to select a scheme, Sources of data to track mutual fund performance.

**Suggested Readings:**

1. Mobius Mark, "Mutual Funds: An Introduction to the Core Concepts", Wiley.com
2. Shashikant, Abraham and Bhargava, "Understanding Mutual Funds", McGraw Hill Publications.
3. Tripathy, "Mutual funds in India", Excel Books.

**PAPER-IV: MARKET ANALYSIS****Time: 3 Hours****M. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.****Section A:** It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.**Section B:** It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.**Section C:** It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.**Part I****Fundamental Analysis:** Meaning & Significance.**Economic Analysis:** Macro and Micro Market Analysis**Industrial analysis:** Importance, Characteristics of Industry, Life cycle, Determining Industry competitiveness, Profit potential of industry.**Company Analysis:** Importance, SWOT analysis, Analysis of financial statement analysis and security valuation.**Part II****Technical Analysis:** Introduction, Assumptions**Theories:** DOW theory, Elliot Wave Theory,**Charting:** Chart types, Basic concept of trend, Trend lines and use of volume**Patterns:** Price patterns and candle stick patterns.**Major Indicators and Oscillators:** Concept, Importance, Types and their Application**Suggested Readings:**

1. Fischer & Jordan: Security Analysis & Portfolio Management
2. V.K.Bhalla: World Economy in Ninety's –A Portfolio Approach
3. "Investment, Analysis and Management" by J.C.Francis, Publishers: McGraw Hill, New York



**PAPER-V:FINANCIAL MARKET OPERATIONS****Time: 3 Hours****M. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.****Section A:** It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.**Section B:** It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.**Section C:** It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.**PART- I****Money Market:** Indian Money Markets Composition, Composition and Structure;

(a) Acceptance houses (b) Discount houses and (c) Call money market; Recent trends in Indian Money market.

**Capital Market:** Security market– (a) New Issue Market (b) Secondary market; functions and role of stock exchange listing, procedure and legal requirements Public issue pricing and marketing, Stock exchange – National Stock Exchange and over the Counter exchangers.**Functionaries on Stock Exchanges:** Brokers, Sub brokers, Market makers, Jobbers, Portfolio Consultants, Institutional Investors.**PART – II**

SEBI – Introduction, Role, Its powers, Objectives, Scope &amp; Functions.

**Investors Protection:** Grievances concerning stock exchange and dealings and their removal; grievance cell in stock exchange SEBI: Company law Board: Press remedy through courts.

Role, Policy measures relating to Development Financial Institution in India.

**Depositories Act 1996:** Definitions, Rights and Obligations of Depositories, Participants Issuers and Beneficial Owners, Inquiry and Inspections, Penalty.**Suggested Readings:**

1. Chandler L.V. and Goldfield S.M., “*Economics of Money and Banking*”, 1977, Harper & Row Publishers, New York.
2. Gupta, S. B., “*Monetary Planning for India*”, 1995, Oxford University Press, Delhi.
3. Gupta Sural B, “*Monetary Economics: Institutions, Theory & Policy*”, 1983, S. Chand & Co. New Delhi.
4. Bhole L.M., “*Financial Institutions and Markets*”; 2009, Tata McGraw–Hill, New Delhi.
5. Hooda, R.P,” *Indian Securities Markets– Investors View Point*”; 1998, Excell Books,

**PAPER-VI: MARKET RISK MANAGEMENT****Time: 3 Hours****M. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.****Section A:** It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.**Section B:** It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.**Section C:** It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.**PART-A**

Introduction to Risk Management: Elements of Uncertainty, Sources of Risk, Types of Risk, Implications of Various Risks for Firm and Limitations of Risk Management. Corporate Risk Management: Evolution of Risk Management, Approaches to Risk Management, Risk Management Process, Tools - Hedging, Forewords, and Futures, Options and Swaps and Hybrids. Introduction to Derivatives: Historical perspective, Mechanics of Derivative markets, the Role of Clearinghouses, Players and Trading Techniques.

**PART-B**

Futures: The Fundamentals of Futures Contract; Overview, Types of Futures, Mechanics of Future Trading, Major Characteristics, Trading Process' Price Quotation, Hedging and Speculation with Commodity Futures, Interest Rate Futures, Currency Futures and Stock Index Futures. Optimal Hedge Ratio. Options: Overview, Generic Options, Factors Affecting Option Prices, Types of Option-Interest Rate Options, Currency Options and Trading Strategies, Option Pricing Models. Swaps: Evolution of Swap Market, Swap Terminology and Structures of Standard Coupon and Currency Swaps, Motivations Underlying Swaps; Types of swaps, Mechanics of Swap Transactions, Valuation and Application of Swaps. Value at Risk: Concept and Applications, Computing value at Risk for Forex Common Shares/Stocks/Fixed Income Securities

**Suggested Readings:**

1. Alexander, Carol "Market Risk Analysis, Value at Risk Models, Sultan Chand & Sons, New Delhi
2. Penza, Pietro and Bansal, Vipul, K "Measuring Market Risk with Value at Risk", Wiley Publications.
3. Dowd, Kevin "An Introduction to Market Risk Measurement" Wiley Publications. 4. Hull, John, C " Risk Management and Financial Institutions" Pearson Publications

**PAPER-VII: DIRECT TAX LAWS****Time: 3 Hours****M. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.****Section A:** It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.**Section B:** It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.**Section C:** It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.**PART-I****Income Tax Act 1961:** Basic Introduction, Brief history of Income Tax in India, Assessment year, Previous year; Assesse; Person; Agricultural Income with examples; Residential status and Tax Liability. Exempted Income. Income Tax Act 1961: Heads of Income Computation of Income from Salary, HouseProperty, Business and Profession. Deductions from gross total income.**PART-II**

Short term and long term capital gains; income from other sources. Clubbing of income and set-off &amp; carry forward of losses Tax Deduction at Source. Advance payment of Tax. Penalties and offences, Assessment of individuals and firms.E-Filling of Tax

**Suggested Readings:**

1. Singhanian, V.K., "*Direct Taxes*", 2013, Taxmann Publications, New Delhi.
2. Lal, B.B. and Vashisht, N., "*Direct Taxes*", 2012, Pearson Education, New Delhi.
3. Gaur, V.P. and Narang, D.B., "*Income Tax Law and Practice*", 2013, Kalyani Publications, New Delhi.
4. Chandra, M., Goyal, S.P. and Shukla, D.C., "*Income Tax Law and Practice*", Pragati Prakashan, New Delhi.

**PAPER-I: ONLINE TRADING SIMULATION LAB****Time: 3 Hours****Marks: 50  
Practical: 50**

**Note: The students will be trained in the practical aspects of trading online of financial market operations. At the end of the semester, external examiner will be appointed by the University to conduct the practical by examining the students in the lab and award marks.**

Meaning of financial market, Types of traders, Types of trade, Brokerage calculation.

Depository: An Introduction. Practical aspects and background of Depositories: NSDL, CDSL. Statements: Holding Statement, Transaction Statement.

Dematerialization Procedure

DEMAT: Account Opening Procedure, Nomination Practices; Off line Demat Account & Online Demat Account.

Clearing & Settlement Procedure Delivery Instruction Slip Practices for Depository Participants & Beneficial Owner.

Trader Work station: User Interface, Practical terminology and operation of work stations. Trading on stock exchange: Online trading, Internet trading.

Understanding Composition of Sensex , Nifty and Sectoral indices.

**PAPER-II:MARKETING OF FINANCIAL SERVICES****Time: 3 Hours****M. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.****Section A:** It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.**Section B:** It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.**Section C:** It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.**Part-I****Meaning:** Marketing, financial services. Difference between Services and product. The changing environment of financial services. Services marketing mix.**Financial Product Mix strategy:** Product research & development, Test marketing of financial products, Product life cycle, Product modification, Diversification, Packaging and branding of financial products.**Pricing of Financial Products and Services:** Objectives, Strategies and Methods, Factors influencing the pricing decisions, Importance of pricing.**Part-II****Distribution:** Meaning, types of channels, Functions of distribution channels. Channel management.**Promotion of Financial Services:** Promotion mix and role of promotion in marketing, Marketing Information Systems. Tele marketing/Mobile Phone banking.

Marketing of Allied services: Mutual funds, credit cards, housing finance, personal loans, factoring services, Quality issues in financial services.

**Suggested Readings:**

1. Avadhani, V.A, "Marketing of Financial Services", 1999, Himalaya Publication House
2. Suri, R.K., "Services Management", 2005, Himalaya Publication.
3. Jha, S.M., "Bank Marketing", 2003, Himalaya Publication.
4. Arora, Sangeeta, "Marketing of Financial Services", 2005, Deep and Deep Publications.
5. Madhukar R.K. "Dynamics of Bank Marketing", VBS publishers.

**PAPER-III: PORTFOLIO MANAGEMENT****Time: 3 Hours****M. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.****Section A:** It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.**Section B:** It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.**Section C:** It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.**PART – I****Introduction to Portfolio Management:** The Investment process, Definition of investments, investment categories.**Capital Market Theory:** The capital Asset Pricing Model, Security market line, Applications of the security Market Line, Pricing Model – Arbitrage Pricing Theory.**Portfolio Analysis:** Diversification, Portfolio, Risk and Return – Markowitz Risk–return Optimization – Portfolio Beta – Generating the Efficient Frontier.**PART – II****Portfolio Selection:** Defining investment objectives, Risk and investor preferences, Investment constraints.**Equity portfolio Management Strategies:** Efficient market hypothesis, Passive vs active management strategies, Types of passive portfolios, Index Funds.**Bond Portfolio Management Strategies:** Passive strategy, Duration shift and immunization, Semi–active strategy, active strategies.**Managed Portfolios and Performance Measurement:** Classification of managed portfolios, Market timing issues in risk adjusted performance measures – Sharpe's – Treynor's – Jensen's performance measure for portfolios.**Suggested Readings:**

1. Fischer, D.E. and Jordon, R. J., “*Security Analysis and Portfolio Management*”, Prentice–Hall, India.
2. Sharpe, A., “*Investment Analysis and Management*”, 5th Edition, Bailey – Prentice Hall India.
3. Hirt, G.A., “*Fundamentals of Investment*”, Irwin/McGraw–Hill.
4. Yasaswy, N.J., “*Stock Market Analysis for Intelligent Investors*”, Vision Books.

**PAPER-IV: STRATEGIC MANAGEMENT****Time: 3 Hours****M. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.****Section A:** It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.**Section B:** It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.**Section C:** It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.**Part I****Introduction:** Understanding Strategy and Strategic Management: Strategic Management Process. Strategic Decision Making. Levels of Strategy. Benefits of Strategic Management: The Secret of Success of Successful Companies (McKinsey's 7 S model)**Defining Strategic Intent:** Vision, Mission Goals and Objectives. Characteristics of a Good Mission Statement. Designing and Evaluating a Mission Statement.**Business Level Strategies** – Porter's Framework of Competitive Strategies: Cost Leadership, Differentiation and Focused Strategies.**Corporate Level Strategies** – Growth Strategies – Horizontal and Vertical Integration; Strategic Outsourcing; Related and Un-related Diversification; International Entry Options; Harvesting and Retrenchment Strategies.**Part II****Multi Business Strategies:** Portfolio Strategies – BCG Model, GE Business Planning, Matrix, Product Life Cycle Matrix, Corporate Parenting.**Strategy Implementation** – Strategy- Structure Fit: Developing and Modifying Organizational Structure.**Strategy Evaluation and Control** – Nature of Strategy Evaluation; Strategy, Evaluation Framework; The Balanced Score Card**Suggested Readings:**

1. Pearce III, John A, Robinson, Jr., Richard B and Mittal, A "Strategic Management: Formulation, Implementation and Control. Tata McGraw Hill.
2. Wheelen, Thomas L., Hungerford J. and Rangarajan Krish, "Concepts in Strategic Management and Business Policy", Pearson Education, India.
3. David, R Fred, "Strategic Management- Concepts and Cases", Pearson Education, India.
4. Hill, Charles W L and Jones Gareth R, "An Integrated Approach to Strategic Management" Cengage Learning

**PAPER-V: FINANCIAL RISK MANAGEMENT****Time: 3 Hours****M. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.****Section A:** It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.**Section B:** It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.**Section C:** It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.**Part – I**

Introduction to Risk Management: - Managing Risk, Types of Business Risk. Introduction to Financial Risk: Meaning of Derivatives, its Products, Classification, Participants, Functions, Evolution of Derivatives, Misuse and Criticism of derivatives. Forward and Futures:- Forward Contract, Its features, Settlement of forward contract. The Fundamentals of Future Contract, Its Characteristics, its types and Mechanism of Future Trading. Hedging and Speculation with Commodity Futures, Interest Rate Futures, Currencyfutures, Stock Index Futures. Optimal Hedge Ratio.

**Part – II**

Foreign Exchange System: - Foreign Exchange Mechanism, Bretton Wood System, Alternatives Exchange Rates, International Monetary Fund (IMF). Introduction to Spot and Forward Market, Determination of foreign exchange rate. Alternate Measures of Foreign Exchange Exposure. Risk Hedging: Measuring and Managing Transaction Exposure; Measuring and Managing Operating Exposure.

**Suggested Readings:**

1. Risk Management & Insurance, 8e, C Arthur Williams, Michael Smith, Peter Young - McGraw Hill.
2. Foreign Exchange, International Finance & Risk Management, A V Rajwade –Academic of Business Studies.
3. Introduction to Futures & Options, John C Hull.
4. Options and Futures, David A Dubufsky - McGraw-Hill.
5. Futures and Options, Franklin R Edwards & Cindy W Ma - McGraw-Hill.
6. Financial Derivatives, Keith Redhed - Prentice Hall India.



**PAPER-VI: FINANCIAL PLANNING & WEALTH MANAGEMENT****Time: 3 Hours****M. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.****Section A:** It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.**Section B:** It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.**Section C:** It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.**PART- I****Financial Planning;** Background, Role of Financial Planner Financial Planning Process Objectives of Financial Planning, capitalization in Finance- over,under, fair, watered capital, over trading and under trading.**PART- II****Wealth management:** Meaning, Scope, Components, Process. Needs & Expectation of Clients, Code of Ethics for Wealth Manager, Life Cycle Management. Offshore and onshore wealth management. Financial decisions regarding financing and dividend. Investment management: Investment strategies.**Suggested Readings:**

1. Chandrara, Prasanna: Financial Management, Tata McGraw Hill, Delhi
2. Hampton, John: Financial Decision Making, Prentice Hall, Delhi
3. Pandey, I.M: Financial Management, Vikas Publishing House, Delhi.
4. Van Horne. J.G. and J.M. Wachowicz Jr.: Fundamentals of Financial Management Prentice-Hall, Delhi.
5. Van Horne, James G: Financial Management and Policy, Prentice Hall, Delhi,
6. Pinches, George E: Essentials of Financial Management; Harper and Row, New York,

**PAPER-VII: ENTREPRENEURSHIP DEVELOPMENT AND PROJECT MANAGEMENT****Time: 3 Hours****M. Marks: 50****Note: The question paper covering the entire course shall be divided into three sections.****Section A:** It will have question No.1 consisting of 12 very short answer questions from the entire syllabus with answer to each question up to five lines in length. Students will attempt 10 questions. Each question will carry one mark; the total weightage being 10 marks.**Section B:** It will consist of essay type/numerical questions up to five pages in length. Four questions numbering 2, 3, 4 and 5 will be set by the examiner from Part-I of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of this section shall be 20 marks.**Section C:** It will consist of essay type/numerical questions with answer to each question up to five pages in length. Four questions numbering 6,7,8 and 9 will be set by the examiner from Part-II of the syllabus. The candidates will be required to attempt any two questions. Each question will carry 10 marks. The total weightage of the section shall be 20 marks.**Part – I****Entrepreneurship:** Concepts, Traits, types, characteristics, classification and types, nature and functions. Theory of Entrepreneurship. Entrepreneurship: Developing corporate entrepreneurship. Understanding Entrepreneurship perspective. Entrepreneurship motivation. Developing Creativity and Understanding Innovation. Ethics and Social Responsibility of an Entrepreneur. Entrepreneurial Skills. Role of Entrepreneurship in Economic Development. Entrepreneurial Decision Process.**Part - II****Project Management:** Concept, Generation and screening of project ideas: Sources and Methods. Feasibility Study. Managing Risk in Project Network Technique for Project Management, Time and Cost Overrun. Market and Demand Analysis. Technical Analysis. Financial Analysis, Local Cost-Benefit Analysis, Developing an Effective Business Plan.**Suggested Readings:**

1. Hisrich, Robert D and Peters, Michael P, Entrepreneurship, Delhi, Tata McGraw Hill, 2002.
2. Holt, David H, Entrepreneurship: New Venture Creation, Delhi, Prentice Hall of India, 2001
3. Clifton, Davis S. and Syflie, David E, "Project Feasibility Analysis", 1977 John Wiley, New York.
4. Chandra, Prasanna, Projects: Preparation, Appraisal, Budgeting and I