FACULTY OF ECONOMICS & BUSINESS

Syllabus

For

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

(Semester: I - IV)

Session: 2019-20

GURUNANAKDEV UNIVERSITY
AMRITSAR

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(ii) Subject to change in the syllabi at any time.
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## Semester I

<table>
<thead>
<tr>
<th>Paper</th>
<th>Paper Title</th>
<th>Theory Marks</th>
<th>Practical Marks</th>
<th>Maximum Marks</th>
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<tbody>
<tr>
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<td>Communication Skills in English-I</td>
<td>50</td>
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<tr>
<td>II</td>
<td>Punjabi (Compulsory) OR ਪੰਜਾਬੀ ਪ੍ਰਾਜਾਪਤੀ OR Punjab History &amp; Culture (From Earliest Times to C 320) (Special Paper in lieu of Punjabi Compulsory)</td>
<td>50</td>
<td>-</td>
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<td>III</td>
<td>Statistical Applications for Finance</td>
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<td>Understanding Balance sheet &amp; Profit and Loss Account</td>
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<td>V</td>
<td>Indian Financial System</td>
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<td>VI</td>
<td>Computer Fundamentals</td>
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<td>*Drug Abuse: Problem, Management and Prevention (Compulsory)</td>
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## Semester II

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<td>III</td>
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<td>Commercial Banking</td>
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* Note: The marks of Paper will not be added in the Grand Total.
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**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

<table>
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<td>Financial Planning &amp; Wealth Management</td>
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<td>Entrepreneurship Development &amp; Project</td>
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<td></td>
<td>Management</td>
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<td>VIII</td>
<td>Viva</td>
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</table>
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
BACHELOR OF VOCATION (B.VOC.) FINANCIAL MARKET & SERVICES (SEMESTER-I)

PAPER-II: प्रश्नांक (सम्पूर्ण)

भाग : 3 पृष्ठ

पढ़-चूँ आए पढ़-पूछवां

मैत्रहि

भाग-अ भाग (लिटरा डा)
(सधू, मुख्य घटिका बीन अझे डिप्लोमा मिसिव मित्र)
वाग लिंग देख पुरीतत्त्विती, अधिकवाद।
(पूर्णां मात्र भाषण/भाषा, मित्र)

मैत्रहि

दिशिपड़म माँदा (दिशिपड़मचें-सेंगुड़ि)
मापा. म.स.मानल.
पूर्णां माटिया पूर्णां, सुरतांग (लक्ष्य 1 में 6)
(खिलाय पात्र, लाभ-लाभी)

मैत्र-मि

(४) पेट्रा चक्रा

(५) पेट्रा पद्म वे पूर्णां वे हिंदुस्तान

मैत्रहि

(६) पूर्णां पूर्णी दिशिपु: हिंदुस्तान भाषा, हिंदुस्तान मध्यप के दिशिपुरण, भाषा, लिखितत्व, मुद्र-मूल्य

(७) अभ्यास शंकालीः : अभ्यास चो ट्याममधी बुध, अभ्यास अझे हिंदुस्तान ला भाषा, पूर्णां दीनसमाता के कहार-हिंदु

ओब्ब-बृह अभ्यास पूर्ण नीतीश्वर स्वर्णितुः

1. पूर्ण पूँछ वे चाह जङा दे। उव जङा ठिकां वे पूर्ण पूँछ ना साध्या।
2. दिशिपुरणां के हिंदु भें पूर्ण चाह दे। उव जङा ठिकां दिख पूर्ण जङा भाषां है।
3. उरज्ञ पूर्ण दे बंसल भाषा उठ।
4. पेट्रा मैंट बंसल बुध देखत चाहें अंग पूर्णां की हिंदु भाषां आं दें हिंदु चाह
   हिंदु-पूर्ण दिख वन भाषा है।
BACHELOR OF VOCATION (B.VOC.) FINANCIAL MARKET & SERVICES (SEMESTER-I)

PAPER-II: पूंछसी पौंछसी
(In lieu of Compulsory Punjabi)

भाषा: 3 पृष्ठ
संख्या: 50

मेहमान-दे

पूंछसी माध्यम-पत्रक: पूंछसी माध्यम-पत्रक
(माध्यम माध्यम, मैसूर माध्यम, विभाजन माध्यम, भूल माध्यम, भोजन माध्यम विभाजन)

मेहमान-मी

हिंदी वह दे ही पूंछसी माध्यम-पत्रक: घराण, स्थान, विभाग-पदार्थ, पृष्ठी अंडे तेल पौंछसी भाषा में लिखित।

मेहमान-दी

उद्य दे मैं उठिया दे ता, घर्वां भाषावां दे ता, हवा दे ता, दिव आ मैं उब विज्ञान माध्यम लिख

उद्य-दस अंडे साहित्य सभी उपाधियों

1. भूमिप भूमि दे घर बना टिके। उद बना दिखे दे पूरे पूरे लगते।
2. विभाजकी दे भूमि पूरे पूरे बने उठ। उद बना दिखे दिख पूरे सामान्य है।
3. मेहमान पूरे पूरे वर्तमान मंग उठ।
4. मेहमान पूरे पूरे वर्तमान मंग उठ। उन पूरे पूरे से हैं से हैं रेप आं रेप आं रेप आं रेप आं रेप आं रेप आं रेप आं रेप आं रेप आं रेप आं रेप।
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.  

SECTION C
5. Social, Religious and Economic life during Rig 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 (3rd edition)  
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

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; Pearson's 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:

PAPER-IV: UNDERSTANDING BALANCE SHEET & 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


Suggested Readings:

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;
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.
Impact of Foreign Investment in India.

Suggested Readings:

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

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

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:

PAPER-VII: SEMINAR

Max. Marks: 50
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:

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.
BACHELOR OF VOCATION (B.VOC.) FINANCIAL MARKET & SERVICES (SEMESTER-II)

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
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.
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BACHELOR OF VOCATION (B.VOC.) FINANCIAL MARKET & SERVICES (SEMESTER-II)

PAPER-II: ਪ੍ਰਸ਼ਨਕਾਰ (ਸਭਾਵੀ)

ਸਮਾਂ : 3 ਪੇਟੀ
ਬੁੰਡ ਅਓਲ : 50

ਪਹਿਚੋਤਰ ਅੱਠ ਪਹਿਚੋਤਰ ਅੱਠ

ਐਫਵਾਹਾਲ ਅਵਾਲ (ਲਾਕੀ ਬਰਜਾ)।
(ਐਫ. ਸੰਤਿ ਟਿਲੀ ਅਤੇ ਦਿਵਾਣ ਦੀਆ ਮਿੱਥੀ)
ਨਵਾਂ ਟਿਲੀ ਟੇਕ ਪੁਰਾਣਤਲਮਟੀ, ਪ੍ਰਭਾਵ
(ਟਿਲੀ-ਸਮਾਂ, ਪਹਿਚੋਤਰ)

ਐਫਾਲ ਅਵਾਲ
ਚਿਤਰਾਂ ਨਾਲ (ਚਿਤਰਾਂ ਨਾਲ ਦੇਵ-ਸੰਜੂਰੀ)
ਸੰਕ. ਮ.ਸਾਮੇਲ,।
ਪ੍ਰਸ਼ਨਕਾਰ ਸਾਹਿਤ ਪ੍ਰਭਾਵ, ਸੰਦੂਧਾਣ (ਲੇਪ 7 ਤੋਂ 12)
(ਸਕ, ਸਕੀਥ ਮੈਲੀ)

ਐਫਾਲ ਅਵਾਲ
(ਤੀ) ਸਾਹਾ ਹੋਰਟਾ ਅਤੇ ਸਾ ਹੋਰਟਾ ਹੋਰਟਾ : ਚਿਤਰਾਂ, ਮੂੜੇ ਸੇਵਾਭਾਵ
(ਅ) ਸਾਹਾ ਪੁਰਾਣਾ:

ਐਫਾਲ ਅਵਾਲ
(ਤੀ) ਸਕੀਥ ਪੁਰਾਣਾ
(ਅ) ਮੂੜੇ ਅਧਾਰ

ਅਵ-ਸੇਹਾਲ ਅਤੇ ਸਾਹਾਬਾਕ ਸੂਚੀ ਵਗਿਤੀਆਂ

1. ਪ੍ਰਸ਼ਨ ਪੁੱਛਦੇ ਹਨ ਵਾਰਾਂ ਵੇਡਲੀ। ਉਹ ਵਾਰਾਂ ਦੀਚਨ ਦੇ ਪ੍ਰਸ਼ਨ ਪੇਸਡ ਵਾਰਾਂਨੀ।
2. ਹਿੱਸਾਅਆਜ਼ਦੀ ਦੇ ਲਿਸਟ ਭਾਈ ਪ੍ਰਸ਼ਨ ਲਿਖੇ ਜ਼ਾਨੀ। ਉਹ ਵਾਰਾਂ ਦੀਚਨ ਦੀਚ ਪ੍ਰਸ਼ਨ ਸਾਭਾਵੀ

ਨੀਤੀ। ਪ੍ਰਸ਼ਨਹਾਰ ਦੀ ਵਾਰਾਂ ਦੀਚਨ ਦੀਆ ਵਾਰਾਂ ਨਾ ਸਾਹਿਤ ਜਾਣੀ।
3. ਸੇਹਾਲ ਪ੍ਰਸ਼ਨ ਦੇ ਸਾਹਾਬਾਲ ਅੱਖਵ ਜਾਨੀ।
4. ਪ੍ਰਸ਼ਨ ਸੇਹਾ ਵਰਤੇ ਦੂਜਾਂ ਨੇਮਣ ਲਿਖੇ ਅੰਤ ਨੇ ਵੇਪ ਵਰਤੇ ਚਾਹਾ ਵਰਤੇ ਦੀਆ ਦੀਚਨ ਦੀਆ ਵਾਰਾਂ ਜਾਣੀ।
PAPER-II: ਪ੍ਰਤੀਨਿਧਿਤਵ ਵਿਭਾਗ
(In lieu of Compulsory Punjabi)

ਸਾਲ: 3 ਵੇਂ

ਫਾਸ਼ਨ-ਵੱਕਚ

ਮੈਵਾਰਣ-ਐਨ

ਮਮਤਾ ਮੀਟਿੰਗ : ਪ੍ਰਤੀਨਿਧਿਤਵ ਅਤੇ ਪਦਾਰਥ
(ਲੱਦਾਂ, ਪ੍ਰਤੀਨਿਧਿਤਵ, ਵਿਕਾਸਣ, ਵਿਕਾਸਣ, ਵਿਕਾਸਣ, ਵਿਕਾਸਣ, ਵਿਕਾਸਣ, ਮਨੋ ਅਤੇ ਪ੍ਰੌਦਾਤਾ ਦੀਗੀਤ ਦੀ)

ਮੈਵਾਰਣ-ਬਾਂ

ਪ੍ਰਤੀਨਿਧਿਤਵ ਘਟਕਾਰ : ਪ੍ਰਤੀਨਿਧਿਤਵ ਸਦਾ-ਅਤੇ
(ਅ) ਮਾਨੂਸਵਾਦ ਲਾਂਚ, ਮੈਵਾਰਣ ਲਾਂਚ ਅਤੇ ਬਿਨੀਖੁਣ ਲਾਂਚ (ਪ੍ਰਤੀਨਿਧਿਤਵ ਅਤੇ ਪਦਾਰਥ)
(ਅ) ਵਿਕਾਸਣ ਲਾਂਚ, ਪ੍ਰਤੀਨਿਧਿਤਵ ਲਾਂਚ ਅਤੇ ਪ੍ਰਤੀਨਿਧਿਤਵ (ਪ੍ਰਤੀਨਿਧਿਤਵ ਅਤੇ ਪਦਾਰਥ)

ਮੈਵਾਰਣ-ਸੀ

ਬ੍ਰਿਟਿ਷ਵਾਦਨਾ ਤਾਰਾ
ਬ੍ਰਿਟਿਸ਼ਵਾਦਨਾ ਤਾਰਾ

ਮੈਵਾਰਣ-ਸੀ

ਸ਼ਹੀ ਦੋਗਾਨ (ਪ੍ਰਤੀਨਿਧਿਤਵ ਅਤੇ ਪਦਾਰਥ)
ਸ਼ਹੀ ਦੋਗਾਨ (ਪ੍ਰਤੀਨਿਧਿਤਵ ਅਤੇ ਪਦਾਰਥ)

ਸੰਘ-ਚੱਕਾ ਅਤੇ ਪ੍ਰਤੀਨਿਧਿਤਵ ਵਧੀਆ ਦਿਨਾਂ

1. ਪ੍ਰਤੀਨਿਧਿਤਵ ਦੇ ਅਣ ਜੋਨ ਵਹਟੀਓ। ਉਡ ਬ੍ਰਜ ਹਿਲਰੋ ਦੇ ਪ੍ਰਤੀਨਿਧਿਤਵ ਇੱਕਸ ਸ਼ਟ੍ਫ਼ਵੇ।
2. ਹਿਲਸਵਾਦੀ ਦੇ ਬੁਂਲ੍ਹ ਪ੍ਰਤੀਨਿਧਿਤਵ ਵਹਟੀਓ। ਉਡ ਜੋਨ ਹਿਲਰੋ ਦੇ ਪ੍ਰਤੀਨਿਧਿਤਵ ਸ਼ਟਵੇ।
3. ਉੱਚਾ ਪ੍ਰਤੀਨਿਧਿਤਵ ਦੇ ਵਹਟੀਓ ਅੰਡਾ ਵਹਟੀ।
4. ਪ੍ਰਤੀਨਿਧਿਤਵ ਦੇ ਬੁਂਲ੍ਹ ਲਾਂਚ ਮੋਟੀ ਜੰਮੇ ਅੰਦਰ ਪ੍ਰਤੀਨਿਧਿਤਵ ਦੀ ਇੱਕਸ ਹੋਵੇ ਉੱਦ ਮੋਟੀ ਚਲਾ ਦੁਆਂ ਹੋਵੇ ਹੋਵੇ ਹੋਵੇਂ ਕੀ ਪਦਾਰਥ ਵਹਟੀਆ।
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 7th 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 (3rd edition)
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.

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:

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

SECTION-B

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, Zero coupon bonds, Deep discount bonds.

SECTION-D
Warrants, Derivatives: Futures, Options swaps. ADRs, GDRs, IDR, Mutual Funds.

Suggested Readings:

2. Fabozzi, Frank Investment Management (Prentice Hall).
4. Taggart, Robert A., Quantitative Analysis for Investment Management (Prentice Hall).
PAPER-V: BASICS OF INSURANCE

Time: 3 Hrs

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.


SECTION-B

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:

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:

BACHELOR OF VOCATION (B.VOC.) FINANCIAL MARKET & SERVICES (SEMESTER-II)

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

References:
1. Ahuja, Ram (2003), Social Problems in India, Rawat Publication, Jaipur.


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


Section-B


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


Suggested Readings:

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

REFERENCES:
PAPER-III: EQUITY MARKETS

Time: 3 Hours

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


Section-D

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

Reference books:
3. A new look at Technical Analysis , Robert McCullough, USA Import 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

Section-D

Reference Books:

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

Section-B

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

Suggested Readings:
BACHELOR OF VOCATION (B.VOC.) (FINANCIAL MARKET AND SERVICES) (SEMESTER-III)

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


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:

Note: The students will be trained in the practical aspects of Depositary 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.

BACHELOR OF VOCATION (B.VOC.) (FINANCIAL MARKET AND SERVICES) (SEMESTER-IV)

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

Section-D

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

Reference Books:

BACHELOR OF VOCATION (B.VOC.) (FINANCIAL MARKET AND SERVICES) (SEMESTER-IV)

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:

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**


**Section-B**


**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**


**Suggested Readings:**

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:

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


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:
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


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


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
APER-VII: FINANCIAL MARKET SIMULATION LAB-II (PRACTICAL)

Max. Marks: 50

Note: The students will be trained in the practical aspects of Depositary and Financial Market 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.


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$_{2.5}$ or PM$_{10}$) 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

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.

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)

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

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
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:
2. Down to Earth, Centre for Science and Environment, New Delhi.
9. State of India’s Environment 2018 by Centre for Sciences and Environment, 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 & functions, organization and structure.


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

PART– II


Suggested Readings:

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:
3. Practical Financial Management, William R Lasher/ Thomson - South - Western
4. An Introduction to Fund & Investment Management in Banks, R Bhaskaran, BIRD, Lucknow
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:**

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.

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
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.


Functionaries on Stock Exchanges: Brokers, Sub brokers, Market makers, Jobbers, Portfolio Consultants, Institutional Investors.

PART – II

SEBI – Introduction, Role, Its powers, Objectives, Scope & 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:
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

PART B

Suggested Readings:
1. Alexander, Carol “Market Risk Analysis, Value at Risk Models, Sultan Chand & Sons, New Delhi
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


PART – II

Short term and long term capital gains; income from other sources. Clubbing of income and set-off & 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:

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.


Dematerialization Procedure


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.


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:
BACHELOR OF VOCATION (B.VOC.) FINANCIAL MARKET & SERVICES (SEMESTER-VI)

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.

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.

Suggested Readings:
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


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


Suggested Readings:
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

Part – II

Suggested Readings:
1. Risk Management & Insurance, 8e, C Arthur Williams, Michael Smith, Peter Young - McGraw Hill.
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.
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


PART– II


Suggested Readings:
5. Van Horne, James G: Financial Management and Policy, Prentice Hall, Delhi,
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


Part - II


Suggested Readings:

4. Chandra, Prasanna, Projects: Preparation, Appraisal, Budgeting and I