

FACULTY OF ECONOMICS & BUSINESS

Syllabus

For

**BACHELOR OF VOCATION (B.Voc.)
(FINANCIAL MARKET MANAGEMENT)**

(Semester I - VI)

Session: 2019-20



**GURUNANAKDEVUNIVERSITY
AMRITSAR**

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Scheme of Course**SEMESTER-I**

| Paper | Course Title | Theory Marks | Practical Marks | Max. Marks |
|--------------|--|---------------------|------------------------|-------------------|
| BVC101 | Punjabi (Compulsory) OR ਮੁੱਢਲੀ ਪੰਜਾਬੀ OR Punjab History & Culture (From Earliest Times to C 320) (Special Paper in lieu of Punjabi Compulsory) | 50 | - | 50 |
| BVC102 | Communication Skills in English-I | 50 | - | 50 |
| BVC103 | Fundamentals of Management | 50 | - | 50 |
| BVC104 | Information Technology for Financial Managers | 50 | - | 50 |
| BVC105 | Introduction to Mutual Funds | 50 | - | 50 |
| BVC106 | Introduction to Financial Markets & Services | 50 | - | 50 |
| BVC107 | Financial Market Simulation Lab | - | 5 0 | 50 |
| | *Drug Abuse: Problem, Management and Prevention (Compulsory) | 50 | - | 50 |

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

SEMESTER-II

| Paper | Course Title | Theory Marks | Practical Marks | Max. Marks |
|--------------|---|---------------------|------------------------|-------------------|
| BVC201 | Punjabi (Compulsory) OR ਮੁੱਢਲੀ ਪੰਜਾਬੀ OR Punjab History & Culture (C 320 to 1000 B.C.) (Special Paper in lieu of Punjabi Compulsory) | 50 | - | 50 |
| BVC202 | Communication Skills in English-II | 35 | 15 | 50 |
| BVC203 | Managerial Economics | 50 | - | 50 |
| BVC204 | Analysis of Financial Statements | 50 | - | 50 |
| BVC205 | Introduction to Derivatives—Equity & Currency | 50 | - | 50 |
| BVC206 | Capital Market Operations | 50 | - | 50 |
| BVC207 | Training Project—Eight Weeks | - | - | 50 |
| | *Drug Abuse: Problem, Management and Prevention (Compulsory) | 50 | - | 50 |

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

| Paper | Course Title | Theory Marks | Practical Marks | Max. Marks |
|-----------------------|---|--------------|-----------------|------------|
| Semester – III | | | | |
| BVC 301 | Business Ethics & Corporate Social Responsibility | 50 | - | 50 |
| BVC302 | Business Laws | 50 | - | 50 |
| BVC 303 | Basic Accounting for Financial Managers + Tally | 40 | 10 | 50 |
| BVC304 | Treasury Management | 50 | - | 50 |
| BVC305 | Fundamentals of Capital Market | 50 | - | 50 |
| BVC306 | Market Risk Management | 50 | - | 50 |
| BVC307 | Derivatives Market Simulation Lab | - | 50 | 50 |
| Semester – IV | | | | |
| BVC401 | Business Statistics | 50 | - | 50 |
| BVC402 | Business Environment | 50 | - | 50 |
| BVC403 | Entrepreneurship Development | 50 | - | 50 |
| BVC404 | Introduction to Debt Market | 50 | - | 50 |
| BVC405 | Money Market Instruments and Operations | 50 | - | 50 |
| BVC406 | Credit Risk Management | 50 | - | 50 |
| BVC407 | Training Project—Eight Weeks | - | 50 | 50 |
| ESL-221 | * Environmental Studies | 100 | - | - |

***Note :- Student can opt Environmental Studies Paper the marks are not included in the total marks.**

Semester V

| Paper | Subject | Theory Marks | Practical Marks | Total Marks |
|--------------|--------------------------------------|---------------------|------------------------|--------------------|
| BVC 501 | Financial Management | 50 | - | 50 |
| BVC 502 | Operations Management | 50 | - | 50 |
| BVC 503 | Organizational Behavior | 50 | - | 50 |
| BVC 504 | Management of Financial Institutions | 50 | - | 50 |
| BVC 505 | Operation Risk Management | 50 | - | 50 |
| BVC 506 | Security Analysis | 50 | - | 50 |
| BVC 507 | Commodity Market -Simulation lab | - | 50 | 50 |

Semester VI

| Paper | Subject | Theory Marks | Practical Marks | Total Marks |
|--------------|---|---------------------|------------------------|--------------------|
| BVC 601 | Human Resource Management | 50 | - | 50 |
| BVC 602 | Marketing Management | 50 | - | 50 |
| BVC 603 | Management Techniques and Services | 50 | - | 50 |
| BVC 604 | Regulatory Framework in Financial Markets | 50 | - | 50 |
| BVC 605 | Financial Journalism | 50 | - | 50 |
| BVC 606 | Portfolio Management | 50 | - | 50 |
| BVC 607 | Training Project-Eight Weeks | - | 50 | - |

BVC 101: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 (ਇਤਿਹਾਸਕ ਲੇਖ-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-ਪ੍ਰਵਾਹ।
(ਅ) ਭਾਸ਼ਾ ਵੰਨਗੀਆਂ : ਭਾਸ਼ਾ ਦਾ ਟਕਸਾਲੀ ਰੂਪ, ਭਾਸ਼ਾ ਅਤੇ ਉਪ-ਭਾਸ਼ਾ ਦਾ ਅੰਤਰ, ਪੰਜਾਬੀ ਉਪ ਭਾਸ਼ਾਵਾਂ 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-ਪ੍ਰਸ਼ੰਸਾ ਵਿੱਚ ਕਰ ਸਕਦਾ ਹੈ।

BVC 101: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 ਧੰਦਿਆਂ ਆਦਿ ਨਾਲ ਸੰਬੰਧਤ।

ਸੈਕਸ਼ਨ-ਡੀ

ਹਫ਼ਤੇ ਦੇ ਸੱਤ ਦਿਨਾਂ ਦੇ ਨਾਂ, ਬਾਰਾਂ 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 ਵਿਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ।
2. ਵਿਦਿਆਰਥੀ ਨੇ ਕੁੱਲ ਪੰਜ ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਹਨ। ਹਰ ਭਾਗ ਵਿਚੋਂ ਇਕ ਪ੍ਰਸ਼ਨ ਲਾਜ਼ਮੀ ਹੈ। ਪੰਜਵਾਂ ਪ੍ਰਸ਼ਨ ਕਿਸੇ ਵੀ ਭਾਗ ਵਿਚੋਂ 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।

BVC 101: 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 (3rd 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.

BVC 102: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

BVC 103: 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-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.

Management Techniques: Management by Objective: Meaning, Process, Benefits, Weaknesses.

SECTION-B

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.

Coordination: Principles and Techniques, Difference between coordination and cooperation.

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.

BVC 104: INFORMATION TECHNOLOGY FOR FINANCIAL MANAGERS

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-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 Computers: Block diagram of digital computer, their functions, Memory types, I/O devices, Secondary storage devices, History of computer, Computer Generations, PC Applications.

Introduction to MS- Word: Features of MS –Word like Open and Create a document, Save a Document, Alignment of document, Mail merge Facility, Spell check and grammar check, printing of a document.

SECTION-B

Introduction to MS-Excel: Features of MS-Excel, Open and Create a worksheet Create and Print graph using pivot table, Save & Exit Worksheet, Using Multiple Worksheets, Using Formulas & Functions

Introduction to Power Point: Creating Power Point Shows, Making Presentation Effective.

SECTION-C

Data communication and Networks: Concepts of data communication, Types of datacommunication Networks, Communications Media, Concepts of computer networks, Primary Network Topologies, Network Architectures-The OSI Model, Inter-networking devices. The Internet, Intranet and Extranets: Operation of the Internet, Services provided by Internet, World Wide Web, Creating Web Pages using HTML, Intranets and Extranets.

SECTION-D

Functional and Enterprise Systems: Data, Information and Knowledge concepts, Decision making process, Physical components of Information systems, Classification of Information systems. Overview of Security Issues in Information Technology.

Text Books:

ITL Education Solutions (2009). Introduction to Information Technology, Pearson Education.

Turban, Rainer and Potter (2006). Introduction to information technology, 2nd Edition, John Wiley and Sons.

Reference Books:

1. Singh, Gurvinder, "Windows Based Computer System", Kalyani Publisher, 2009.
2. Norton, Peter, "Introduction to Computers", Tata McGraw Hill, 2009.
3. Turban Efraim, Ephraim McLean, James Wetherbe (2006), Information Technology for Management – Transforming organizations in the digital economy, 4th Edition, Wiley India.
4. Joseph A. Brady and Ellen F Monk (2007), Problem Solving Cases in Microsoft and Excel, Fourth Annual Edition, Thomson Learning.
5. Saini A. K.and Pradeep Kumar (2003), Computer Applications in Management, Anmol Publi- cations.
6. Deepak Bharihoke, (2009), Fundamentals of Information Technology, 3rd Edition, Excel Books.

BVC-105: INTRODUCTION TO MUTUAL FUNDS

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-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

Concept and Role of Mutual funds; advantages of mutual funds, Evolution of mutual funds in India, Role of mutual funds in financial markets, Types of mutual funds.

Equity Funds– Aggressive Growth Funds, Small Cap Funds, Growth Funds, Growth and Income Funds, Value Funds, Equity Income Funds, Equity Linked Saving Schemes, Index Funds, Sector Funds, Specialized Funds, Offshore Funds, Option Income Funds.

SECTION-B

Debt Funds– Bond Funds, Government Securities Funds, Specialised Bond Funds – Infrastructure / Real Estate, Mortgage Backed Securities Funds; High Yield Bond Funds; Offshore / Global Bond Funds / Country Funds, Assured Return Funds and Fixed Term Plans Hybrid Funds – Balanced Funds, Growth & Income Funds, Asset Allocation Funds

Commodity Funds– Precious Metals / Gold Funds, Single versus Multi Commodity Funds
Legal structure relating to mutual funds, Role, functions, rights and responsibilities of market Constituents, Fund mergers and scheme takeovers.

SECTION-C

Role of Regulators in India: SEBI, RBI, Ministry of Finance, Stock Exchange, Registrar of Companies, CLB, DCA.

Regulators versus self-regulations–Role of AMFI, Investor Associations, Consumer Forums /Courts. Right and Obligations of the Investor

Performance Measurement– NAV change

SECTION-D

Analyzing fund Management– Relative Importance of Factors: Total Return of Different type of Funds, The offer document and its contents. Standard Offer Document for Mutual Funds (SEBI Format), Risk Disclosures, Legal and Regulatory Compliance, Expenses, Condensed Financial Information of Scheme Constitution of the Mutual Fund, Investment Objectives and Policies, Management of the Fund, Offer Related Information, Fund distribution and sale practices in India. Elements of mutual fund accounting, valuation and taxation norms as applicable to Mutual funds in India.

Suggested Readings:

1. John C. Bogle "Common Sense on Mutual Funds: Fully Updated 10th Anniversary Edition" 2nd Edition Hoboken, N.J, Wiley Publishers
2. Esme Faerber, "All About Bonds and Bond Mutual Funds: The Easy Way to Get Started [2 ed.]" McGraw-Hill Publication.
3. Eric Tyson "Mutual Funds for Dummies [2nd ed.]" Hungry Minds Inc Publication.
4. Charles P. Jones "Mutual Funds: Your Money, Your Choice... Take Control Now and Build Wealth Wisely" Pearson Education
5. Greg N. Gregoriou "Performance of Mutual Funds: An International Perspective (Finance and Capital Markets)" Palgrave Macmillan
6. Susan Calhoun. "The Easy Way To Invest In Mutual Funds: A Beginner's Guide" [Kindle Edition] Amazon Digital Services, Inc.

BVC 106: INTRODUCTION TO FINANCIAL MARKETS & SERVICES

Time: 3 Hours

Total 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

Markets & Financial Instruments: Types of Markets: Equity, debt, derivatives, commodities, meaning and features of private, public companies; types of investment avenues: Fixed Deposits, Bank Deposits, Provident Fund, Life Insurance, Post Office Savings, Small savings, Gold, Mutual Funds, Equity Share, Debentures / Bonds.

Primary Market: Initial Public Offer (IPO), Book Building through Online IPO, Eligibility to issue securities, Pricing of Issues, Fixed versus Book Building issues, ADRs/GDRs, Allotment of Shares, Basis of Allotment, Private Placement.

SECTION-B

Secondary Markets: Role and Functions of : Securities and Exchange Board of India (SEBI), Depositories, Stock Exchanges, Stock Price Indices, Brokers, Sub-brokers, Foreign Institutional Investors (FIIs), Portfolio Managers, Custodians, Share Transfer Agents, Know Your Client, Member Constituent Agreement, Merchant Bankers, Bankers to an Issue, Debenture Trustees, Underwriters, Credit Rating Agencies, Listing, Membership.

Commodity Market: Introduction to Commodities Markets.

Derivatives Market: Definition, Products, Participants and functions (Types of members to be included), Types of derivatives, Exchange-traded vs. OTC derivatives markets.

SECTION-C

Role of Financial Services in Indian Financial System

Merchant Banking: Nature and Scope of Merchant Banking - Regulation of Merchant Banking Activity - Overview of Current Indian Merchant Banking Scene - Structure of Merchant Banking Industry

Credit Rating: Concept of Credit Rating. Types of Credit Rating - Advantages and Disadvantages of Credit Rating - Credit Rating Agencies & Their Methodology

SECTION-D

Introduction to Equipment Leasing: Types of Leases, Evolution of Indian Leasing Industry.

Hire purchase: concept and Characteristics of Hire Purchase

Consumer Finance: Role of Consumer credit in the Financial system - Features of ConsumerCredit Transactions.

Factoring: Concept of Factoring - Forms of Factoring

Credit Cards: Concept - Cards - Debit Card - Uses of Credit Cards.

Text Books:

1.Financial Markets: A Beginners' Module, Workbook from NSE

Reference Books:

1. Gurusamy, Financial Markets and Institutions, 3rd edition, Tata McGraw Hill.
2. Saunders, Financial Markets and Institutions, 3rd edition, Tata McGraw Hill.
3. Thummuluri, Siddaiah, Financial Services, 1st edition, Pearson Education. 4.
4. Khan, Indian Financial Systems, 6th edition, Tata McGraw Hill.
5. Khan, M.Y., "*Financial Services*", Tata McGraw Hill, New Delhi.
6. Gurusamy, S., "*Financial Services and System*", 2004, Vijay Nicole Imprints Pvt. Ltd., Chen- nai.
7. Bhalla, V.K. "*Management of Financial Services*", Anmol Publications Pvt. Ltd., New Delhi.
8. Pathak, Bharati, "*Indian Financial System*", Pearson Education, New Delhi.
9. Avadhani, V.A., "*Capital Market Management*", Himalaya Publishing House
10. Bhole, L.M., "*Financial Institutions and Market*", Tata McGraw Hill 11.Kirsch, C.E., "*The FinancialServices Revolution*", McGraw Hill 12.Verma, J.C., "*Credit Rating*", Bharat Law.

BVC 107: FINANCIAL MARKET SIMULATION LAB
(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.

SECTION-A

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

SECTION-B

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.

SECTION-C

Introduction to Equity Market: Stock Exchanges of Equity in India: NSE, BSE & USE.
Types of Market: Equity, Derivatives and Debt Market.

SECTION-D

Trader Work Station: User Interface, Practical terminology of Work Stations, Functions/Keys following in using Trader Work Station: Market Watch, Activity Log, Order Status, Market 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:

Trader Work Station— NEST Trader by Owneys.

TCS Trader Work Station3. ODIN

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 Characterstics*”, 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.

BVC 201: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 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 ਜੇ ਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿੱਚ ਕਰ ਸਕਦਾ ਹੈ।

BVC 201: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

ਪੈਰ੍ਰਾ 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 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 ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

BVC 201: 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)
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.

BVC 202: 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.

BVC 203: MANAGERIAL ECONOMICS

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-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

Managerial Economics: Meaning, Nature, Scope and Concepts.

Marginal Analysis: Law of Diminishing Marginal Utility, Law of Equi-marginal Utility.

Law of Demand: Meaning, Determinants, Exceptions, Kinds of Demand, Change in Demand and Importance.

SECTION-B

Elasticity of Demand: Meaning, Types and Degrees of Elasticity of Demand, methods of measuring Price Elasticity of Demand, Factors Determining Elasticity of Demand, Importance.

Indifference Curve Analysis: Meaning, Assumptions, Properties, Consumer Equilibrium, Importance.

Production Function: Meaning, Types: Short Run and Long Run Production Function, Economies and Diseconomies of Scale.

SECTION-C

Theory of Costs: Types of Costs, Traditional Theory: Long Run & Short Run, Modern Theory: Long Run & Short Run.

Managerial Theories: Profit maximization and Sales Maximization.

Market Structure: Meaning, Assumptions and Equilibrium of Perfect Competition, Monopoly, Monopolistic Competition, Oligopoly: Sweezy Model

SECTION-D

National Income: Conceptual Framework, Measures of National Income, Methods of Measurement, Limitations of National Income.

Consumption Function: Meaning, and Nature, Determinants and Measures to raise Propensity to Consume, Keynes Psychological Law of Consumption - Meaning, Properties and Implications.

Inflation: Meaning, Types, Theories, Causes, Effects and Control.
Unemployment trade off.

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 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.
7. Shapiro, E., "Macroeconomic Analysis", Galgotia Publication, New Delhi.
8. Gopdwin Neva, J. A. Nelson & J. Harris, "Macroeconomics in Context", PHI Learning Pvt. Ltd, New Delhi.
9. Dornbusch R., S. Ficher & R. Startz, "Macro Economics", Tata McGraw Hill Publishing Company Ltd., New Delhi.
10. Agarwal, Vanita, "Macroeconomics: Theory and Policy", Pearson Education, New Delhi.

BVC 204: ANALYSIS OF FINANCIAL STATEMENTS

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-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

Analysis of Financial Statement as a tool of Management, Distinction among management accounting, Financial Accounting and cost accounting, Nature, Importance and Limitations of Financial Statements.

SECTION-B

Changes in Financial Position: Funds Flow Statement, Cash Flow Statements.

SECTION-C

Tools of Financial Analysis: Ratio Analysis (Liquidity, Activity, Solvency and Profitability ratios).

Trend Analysis, Common Size Financial Statements and Comparative Financial Statements.

SECTION-D

Management Reporting– Importance Needs, Types, Requirements of good report preparation of a Report including prewriting and form of final draft.

Suggested Readings:

1. Horngren, C.T. ; Sundem, Gary L.; Schatzberg, Jeff; Burgstahler, Dave and Stratton, W.O., "Introduction to Management Accounting", 2010, Pearson
2. Anthony, Robert, "Management Accounting" , 5th Edition (2007), Tarapore-wala, Mumbai,
3. Pandey, I.M, "Management Accounting", 3rd Edition, Vikas Publication, Delhi
4. Kaplan, Atkinson, Matsumara and Young, "Management Accounting" , 5th Edition (2007), Pearson Education
5. Kaplan and Atkinson, "A dvanced Management Accounting" , 3rd Edition, Pearson Learning
6. Vij, Madhu, "Management Accounting," 1st Edition (2009), Macmillan Publishers India Ltd.
7. Banerjee, Bhabatosh, "Financial Policy and Management Accounting" , 7th Edition (2009), PHI learning Pvt. Ltd.

BVC 205: INTRODUCTION TO DERIVATIVES – EQUITY & CURRENCY

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-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

Basics of Equity Derivatives

Introduction, Meaning of derivatives, Put options, Call options, Applications of derivatives, Derivatives as a risk management tool.

SECTION-B

Trading Futures and Options on Stock Exchanges

Trading Futures- Pay-off of futures, Theoretical models for future pricing; Trading Options –

Option payouts, Option strategies, Determination of option prices, Factors affecting option

prices; Derivatives trading on NSE -using daily newspapers to track F&O, Settlement of F&O, accounting and taxation.

SECTION-C

Introduction to Currency Markets

Introduction to Currency markets, Exchange rates, Factors affecting currency market, Currency futures, Strategies using currency futures, Hedging, Speculation, Arbitrage, NSE's currency derivatives segment.

SECTION-D

Trading, Clearing, Settlement and Risk Management in Currency Futures

NSE membership- Categories, Eligibility and criteria, Futures contract specifications, trading system, Placing orders, client broker relationship; Clearing, settlement; Risk management system through margins of different kinds, Clearing entities and Settlement mechanism.

Suggested Readings:

Text Books:

- a. Equity Derivatives: A Beginner's Module, Workbook from NSE
- b. Currency Derivatives: A Beginner's Module, Workbook from NSE

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.
4. Varma, (2010), Derivatives and Risk Management, 1st edition, Tata McGraw Hill.

Note: The latest editions of the books should be followed.

BVC 206: CAPITAL MARKET OPERATIONS

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-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

Indian Securities Market – An Overview

Introduction, Market segments, Primary market, Secondary market, products and participants, Derivatives market, reforms, research, corporate and government securities market; NSE membership - stock brokers, sub- brokers, broker-clients relationship, trading mechanism, code of ethics etc.

SECTION-B

Trading

Introduction, NEAT system, Market types, Corporate hierarchy, local databases, market phases, order management, trade management, auction, limited physical market, RETDEBT market (RDM), trading, information downloaded to trading members and internet broking.

SECTION-C

Clearing and Settlement:

Introduction, key terminologies, Transaction cycle, Settlement process, Settlement agencies, Risks in settlement, Securities settlement, Funds settlement, Shortages handling, Risk containment measures, International securities, identification number, Demat and Electronic transfer of securities, Investor protection fund, Clearing software – data and reports download, file transfer protocol.

SECTION-D

Legal Framework and Fundamental Valuation Concept

Introduction to various Acts governing securities Market - Securities Contracts (Regulation) Act, 1956, Securities Contracts (Regulation) Rules, 1957, Securities and Exchange Board of India Act, 1992, SEBI (Stock Brokers & Sub-Brokers) Regulations, 1992, SEBI (Prohibition of Insider Trading) Regulations, 1992, SEBI (Prohibition of Fraudulent and Unfair Trade Practices Relating to Securities Markets) Regulations, 2003, The Depositories Act, 1996, Indian Contract Act, 1872, The Companies Act, 1956, Income Tax Act, 1961, Money Laundering Act, 2002; Fundamental Valuation Concepts - Elementary statistical concepts, understanding financial statements, time value of money and equity research.

Suggested Readings:

Text Books:

Capital Market (Dealers) Module, Workbook from NSE.

Dhankhar, J N., (2009), Indian Capital Market in Operation, Skylark Publications.

Reference Books:

1. Chandra, Prasanna, (2009), Investment Analysis, 3rd edition, Tata McGraw Hill.
Choudhry, Moorad, (2002), Capital Market Instruments, Prentice Hall.
2. ED Madhusoodanan, (2008), Indian Capital Markets, Quest Publications. Gurusamy, (2009), Capital Markets, 2nd Edition, Tata McGraw Hill.

BVC 207: TRAINING PROJECT

Time: 8 Weeks

M. Marks: 50

Project Report: 25

Project Presentation: 25

All the students will submit their Training Reports (in duplicate) within a period of one month in the department; this period shall be counted from the last date of completion of their Training. The supervisor in the organization under whose guidance the training is carried out will be required to grade the student's report.

Each student will be attached with one internal faculty guide, with whom they shall be in continuous touch during the training period. The internal faculty guide will be required to evaluate (out of 25 marks) on the basis of the assessment report provided by the organization where the Training has been completed and his/her own assessment about the work done by the student.

The evaluation of the remaining 25 marks shall be made by external examiner appointed by the university who shall evaluate the report on the basis of presentation and the assessment report received from the organization where student has undergone Training.

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 Characterstics*”, 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.

BVC 301: BUSINESS ETHICS & CORPORATE SOCIAL RESPONSIBILITY**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

Business ethics; Definition and nature, The 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, CSR: Within the Organisation, CSR and Society. Corporate Social Responsibility Practices in India.

SECTION-D

Corporate Governance: Principles, Issues and Trend Ethical Decision Making in Business and Ethical leadership

Suggested Readings:

1. Roa, F.C. *“Business Ethics and Social Responsibility”*, 1st Edition (2007), Rex Book Store, Ma-nila, Philippines.
2. Ghosh, B.N., *“Business Ethics and Corporate governance”*, 1st Edition (2011), Tata McGraw Hill.
3. Bhatt, K. and Sumitha, A., *“Business Ethics and Corporate Social Responsibility”*, 2nd Edition (2011), Himalaya Publications
4. Hartman, L., and DesJardins, J., *“ Business Ethics: Decision-Making for Personal Integrity & Social Responsibility”*, 2010, Tata McGraw Hill.
5. Fernando, A.C., *“Business Ethics and Corporate Governance”*, 2010, Dorling Kindersley (India) Pvt Ltd.
6. Bhanu Murthy, K.V. and Usha Krishna, *“Politics Ethics and Social Responsibilities of Business”*, 2010, Pearson Education, New Delhi.
7. Laura P. Hartman and Joe Des Jardins, *“Business Ethics: Decision-Making fo Personal Integrity and Social Responsibility”*, 2008, NY: McGraw-Hill/Irwin.
8. Ferrell, O.C., Fraedrich, John, and Ferrell, Linda, *“Business Ethics, Ethical Decision Making & Cases”*, 8th Edition (2010), Prentice Hall, Boston.
9. Murthy, *“Business Ethics and Corporate Governance”*, 2009, Himalaya Publication.
10. Bachelor of Vocation (B.Voc.)

BVC 302: BUSINESS LAWS**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**Indian Contract Act 1872:**

Features of a Valid Contract, Law relating to offer and acceptance, consideration, competence of parties; free consent, legality of contract and agreements declared void, discharge of contract, quasi contracts, remedies for breach of contract, indemnity and guarantee, bailment and pledge, agency.

SECTION-B**Sale of Goods Acts 1930:**

- a) Contract of sale, meaning and difference between sale and agreement to sell.
- b) Conditions and warranties.
- c) Transfer of ownership in goods including sale by non-owners.
- d) Performance of contract of sale.
- e) Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.

SECTION-C

The Consumer Protection Act (1986): Definition, Consumer protection councils, Consumer disputes redressal agencies, District Forums, State commission and National commission, their powers etc.

SECTION-D

Cyber Laws (Information Technology) Act 2000: Definitions, Digital signature, Electronic governance, Attribution, acknowledgement and dispatch of electronic records, Regulation of certifying authorities, Digital signatures certificates, Duties of subscribers, Penalties and adjudication, Appellate Tribunal, Offences

Suggested Readings:

- 1 Singh, A., "Principles of Mercantile Law", (2011), Eastern Book Co.
- 2 Kapoor, N.D., "Mercantile Law", 21st Edition, Sultan Chand & Sons.
- 3 Tulsian, P. C., "Business Laws", 2nd Edition (2000), Tata McGraw Hill.
- 4 Kucchal, M.C., "Business Law", 5th Edition (2009), Vikas Publishing, House (P) Ltd.
- 5 "Information Technology Rules 2000 & Cyber Regulations Appellate Tribunal Rules 2000 with Information Technology Act 2000", Taxmann Publications Pvt. Ltd., New Delhi
- 6 Mittal, D. P., "Law of Information Technology (Cyber Law)", Oct. 2000, Taxmann.

BVC 303: BASIC ACCOUNTING FOR FINANCIAL MANAGERS + Tally**Time: 3 Hours****Max. 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-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

Accounting as an information system, the users of accounting information and their needs. Qualitative characteristics of accounting. Functions, advantages and limitations of accounting. Various branches of accounting. Financial accounting principles – Basic concepts and conventions.

SECTION-B

Bases of accounting: cash basis and accrual basis.
Accounting Process: Recording of business transactions, preparation of trial balance. Capital and revenue expenditures and receipts. Rectification of Errors.

SECTION-C

Depreciation Accounting
Preparation of financial statements of non-corporate business entities from a trial balance.

SECTION-D

Financial accounting standards: Concept, benefits, procedure for issuing accounting standards in India. Salient features of Accounting Standard (AS) issued by ICAI. Preparation of financial statements: For Financial Institutions.

TALLY**(Practical 10 Marks)**

Financial Accounting Packages: Preparation and online finalization of accounts on Tally, ERP 9.0; Introduction of Tally, ERP 9.0, Phases of Implementation, Aides for implementation.

Accounts Management (Using Tally, ERP 9.0 Software Package); Accounts Masters, Accounts Transaction, Accounts Reports. Preparation and Compilation of complete balance sheet of any Industries/Organization/Firms. (The mentioned versions of Tally be replaced with latest available versions)

Suggested Readings:

1. Narayanswami, R., "Financial Accounting: A Managerial Perspective", 4th Edition (2011), Prentice Hall of India, New Delhi.
2. Mukherjee, A. and Hanif, M., "Financial Accounting", 1st Edition (2003), Tata McGraw Hill.
3. Ramchandran, N. and Kakani, R.K., "Financial Accounting for Management" 3rd Edition (2011), Tata McGraw Hill.
4. Wood, F. and Robinson, S., "Book-keeping and Accounts", 7th Edition (2008), Pearson Publication.
5. Edmonds, T., McNair, F. and Olds, P., "Fundamental Financial Accounting Concepts", 7th Edition (2010), Tata McGraw Hill.
6. Rawat, D. S., "Students' Guide to Accounting Standards", 18th Edition, Taxmann. Manual of Tally.

BVC 304: TREASURY MANAGEMENT**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

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;

SECTION-B

Constituents of the Financial System; Need for Various Financial Markets; Role of Financial Assets and Financial Intermediaries in the Financial System. Credit Market: The Role of Credit Market in the Financial System; Credit Facilities in the Credit Market; Risks Involved and Pricing Decisions; Role of Indian Credit Market.

SECTION-C

Short Term Instruments. Treasury Operations. Forex markets & its products. Derivative Markets & Products. 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.

SECTION-D

Funds Management in Banks: Cash and Liquidity Management; Reserves Management; Investment Portfolio Management; Transfer Pricing; Asset and Liability Management. Investment Portfolio of Banks: Investment portfolio of Banks; Investment Management; Components of Bank's Investment Policy; Valuation of Investment Portfolio – Models of Investment.

Asset –Liability Management: ALM Information Systems; ALM Organization; Liquidity Risk Management; Currency Risk Management; Interest Rate Risk (IRR) 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.

BVC 305: FUNDAMENTALS OF CAPITAL MARKET**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

Introduction to the capital Market, Evolution and growth of Capital Market, Constituents, Major Issues In capital Market. Capital Market Instruments: Equity, Debenture, Preference Shares, Sweat Equity, Non-voting shares and Share warrants. Rating And grading Of instruments: concept, Scope and significance. Regulatory Framework. Rating Agencies in India.

Regulation in Capital Market: SEBI functions and Working, SEBI Guidelines for Primay Market. Regulation of Capital Market in India.

SECTION-B

Guidelines and procedure for Primary and Secondary Market. New Issue Market: Meaning, Functions and Mechanics of Floating New Issues-Public Issues, E-IPOs, Book Building, Private Placement, New Financial Instruments, Reforms in New Issue Market. Stock Exchange: Organisation, Management, Membership rules of stock exchange, Listing of Securities; Trading on a Stock Exchange-Online Trading, Internet Trading; Recent Reforms in the Stock Exchanges.

SECTION-C

Clearing and Settlement: Clearing and Settlement-Process, Account Period Settlement, Rolling Settlement, Derivatives Market: Products, Participants and Functions, Derivatives Market in India

SECTION-D

Depositories System: Role, Function and Working procedure of Depository system in India. Securities Market Intermediaries: Role and Functions, Merchant bankers, Stock broker, Registrar, Underwriters, Banker to an issue, Portfolio Manager, Debenture Trustees, Portfolio Managers, Foreign Institutional Investors, Custodians.

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.

BVC 306: MARKET RISK MANAGEMENT**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

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, Forwards, and Futures, Options and Swaps and Hybrids.

SECTION-B

Introduction to Derivatives: Historical perspective, Mechanics of Derivative markets, the Role of Clearing houses, Players and Trading Techniques.

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.

SECTION-C

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.

SECTION-D

Accounting for Derivatives, Tax implications of International Transactions and Avoidance of Double Taxation Agreements. Value at Risk: Concept and Applications, JP Morgan's Risk Metrics Methodology for Measuring Market Risk, Computing value at Risk for Forex Common Shares/Stocks/Fixed Income Securities etc. - Estimating value at Risk in ALM

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.
7. Winning in the Options Market, Alans Lyons – S Chand & Co.
8. Understanding Options, Robert W Kolb - John Wiley & Sons Inc.

BVC 307: DERIVATIVES MARKET SIMULATION LAB

M. Marks: 50

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

BVC 401: BUSINESS STATISTICS**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

Simple and Compound interest, Discounting and Factoring techniques, Definition, scope, function and limitations of statistics, measures of central tendency: Mean, Mode, Median, Geometric Mean and Harmonic Mean.

Measure of dispersion: Range, Quartile Deviation, Mean Deviation and Standard Deviation. Skewness and Kurtosis.

SECTION-B

Index Numbers: Meaning and importance, Methods of construction of index numbers : weighted and unweighted, fixed base and chain base index numbers.

Time series analysis, Trend, cycles, seasonal and irregular components, estimation of trend (Graphical method, Semi average method, Moving averages method and method of Least squares (fitting straight lines only).

SECTION-C

Correlation Analysis: Simple correlation between two variables (grouped and ungrouped data). Rank correlation, Concurrent correlation, Simple Regression Analysis; Grouped and ungrouped data.

SECTION-D

Interpolation and Extrapolation with equal and unequal class intervals (Binomial, Newton's and La-grange's formula).

Theory of attribution and consistency of data, sampling techniques.

Sources of statistical data relating to agriculture. Industry, Population, national income trade and prices.

Suggested Readings:

1. Beri, G. C., "*Business Statistics*", 3rd Edition (2010), Tata Mc Graw Hill.
2. Chandan, J.S., "*Business Statistics*", 2nd Edition (2008), Vikas Publishing House Pvt. Ltd.
3. Render, B. and Stair, R. M. Jr., "*Quantitative A nalysis for Management*", 11th Edition (2011), Pren-tice-Hall of India.
4. Sharma J K., "*Business Statistics*", 2nd Edition (2010), Pearson Education.
5. Gupta C B and Gupta V, "*A n Introduction to Statistical Methods*" (2004), Vikas Publications.
6. Levin Rubin, "*Statistics for Management*", 7th Edition (2000), Pearson.

BVC 402: BUSINESS ENVIRONMENT**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**Indian Business Environment:** Concept, components, and importance**Economic Trends (overview):** Income; Savings and investment; Industry; Trade and balance of payments**SECTION-B****Role of Government:** Monetary and fiscal policy; Industrial policy; Industrial licensing, Privatization; Devaluation. Deficit Financing and its implications for the Indian Economy; Analysis of current year Annual Budget.**SECTION-C****Economic Planning in India:** Objectives, Strategies and priorities of the Current Five Year Plan: Major policies**Consumer Rights and Consumerism:** Role of Consumer Groups with special reference to India; Consumer Protection Act, 1986 with latest amendments.**SECTION-D****Salient Features** of FEMA, Competition Act., Strategies & objectives of current foreign Trade Policy, Exim Policy.**Suggested Readings:**

1. Sundaram, A.K. & Black, J.S., "*The International Business Environment*"; Prentice Hall of India, New Delhi.
2. Agarwal A.N., "*Indian Economy: Nature, Problems and Progress*"; 1985, Vikas Publishing House, Delhi.
3. Dutt R. and Sundharam K.P.M; "*Indian Economy*", 2010, S.Chand, Delhi.
4. Misra S.K and Puri V.K., "*Indian Economy*", Himalaya Publishing House, New Delhi.
5. Hedge I, "*Environmental Economics*", MacMillan, Hampshire.
6. Datt R, "*Economic Reforms in India - A Critique*"; (1997), S.Chand, New Delhi.

BVC 403: ENTREPRENEURSHIP DEVELOPMENT**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

Entrepreneurship: Meaning, elements, determinants and importance of entrepreneurship and creative behavior. Dimensions of entrepreneurship: intrapreneurship, technopreneurship, cultural entrepreneurship, international entrepreneurship, entrepreneurship, ecopreneurship, and social entrepreneurship, etc.

Entrepreneurship and Micro, Small and Medium Enterprises.

SECTION-B

Introduction to Entrepreneur, Entrepreneurship and Enterprise - Importance and relevance of the entrepreneur - Factors influencing entrepreneurship - Pros and Cons of being an entrepreneur - Women entrepreneurs, problems and promotion - Types of Entrepreneurs - Characteristics of a successful entrepreneur - Competency requirement for entrepreneurs - Awareness of self competency and its development

SECTION-C

Starting a Small Industry -Understanding a business opportunity, scanning the environment for opportunities, evaluation of alternatives and selection - An overview of the steps involved in starting a business venture – location, clearances and permits required, formalities, licensing and registration procedures - Assess-ment of the market for the proposed project - Importance of financial, technical and social feasibility of the project.

Preparing the Business Plan (BP) – Business Plan- Meaning and importance, Typical BP format covering financial, marketing, human resource, technical and social aspects- Preparation of BP - Common pitfalls to be avoided in preparation of a BP

SECTION-D

Implementation of the project - Financial assistance through SFC's, SIDBI, Commercial Banks, Financial incentives for SSI's, and Tax Concessions - Assistance for obtaining raw material , machinery, land and building and technical assistance

Sickness in SSI's - Meaning and definition of a sick industry - Causes of industrial sickness. Preventive and remedial measures for sick industries

Suggested Readings:

1. Dollinger M. J., “Entrepreneurship – Strategies and Resources”, (2008), Marsh Publications.
2. Pareek, U., and Rao, T.V., eds., “Developing Entrepreneurship: Handbook”, 1978, Indian Institute of Management (IIM), Ahmedabad.
1. Sharma S.V.S., “Entrepreneurial Development-SIET’s Experience in Developing Entrepreneurship: Issues and Problems”, (1980), Small Industries Development Training Institute, Hy-derabad.
2. Srivastava, S.B., “A Practical Guide to Industrial Entrepreneurs”, 1980, Sultan Chand & Sons, New Delhi.
3. Kumar, A. et al., Entrepreneurial Development, New Age International Publisher, New Delhi.
4. Murthy, CSV, “Small Scale Industries and Entrepreneurial Development”, 2010, Himalaya Publishing House Pvt Ltd, New Delhi.
5. Desai, V., “Management of Small Scale Industry”, (1992), Himalaya Publishing House Pvt. Ltd, New Delhi.

BVC-404: INTRODUCTION TO DEBT MARKET**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

Introduction to Debt Market: Debt instruments: fundamental features, Indian debt markets: profile, central government securities REPO, TBs, Equities, Bonds, Derivatives, etc,

Trading in Wholesale Debt Market (WDM)

SECTION-B

Corporate debt: commercial paper & certificate of deposits, repos, trading mechanism in the NSE-WDM.

Interest rates – Role of Interest rates in determining value of security– Interest rates and its influence on money market and capital market.

SECTION-C

Regulatory Framework: SEBI (Issue and Listing of Debt Securities) Regulations 2008 and Market, Practices and Procedures,

SECTION-D

Valuation of Bonds Valuation of bonds, yield curve and term structure of Interest rates – bootstrapping, alternative, fixed income derivatives – interest rate futures, swaps and Guidelines.

Suggested Readings:

1. Bhardwaj, Gautam, (2008), The Future of India's Debt Market, Tata McGraw Hill.
2. Suryanarayan, (2002), Debt Market, ICAI Publication Press.
3. Fabozzi, Frank, (2004), Fixed Income Analysis Workbook, 2nd edition , John Wiley & Sons.
4. Shah, Ajay, Thomas, Sushan and Gorham, Michael, (2008), Indian Financial Markets, Elsevier, USA.

BVC-405: MONEY MARKET INSTRUMENTS AND OPERATIONS**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

Financial Markets: Money market – functions, organization and structure. An Introduction to Money Market, its instruments – meaning, importance and its instruments.

Short Term Instruments: Various Intermediaries and their Role; Influence of Monetary policy on Money Markets;

SECTION-B

Regulatory framework in the Indian Money Market; Recent Developments in the Monetary and Credit Policy. CBLO: Features, Issuing Procedure, RBI Guidelines, Progress and Problems

Role of Central Bank in Money Market: role, recommendations.

SECTION-C

Indian money market – an overview, structure, defects, suggestions for improving the Indian money market. Role of Indian money market in Economic Development.

SECTION-D

Venture Capital: Concept, pattern & role of venture capital in growth of Indian economy.

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.
5. Pathak, B.V. , “*Indian Financial System*”, Pearson Education

Note: Latest edition of suggested books may be considered.

BVC-406: CREDIT RISK MANAGEMENT**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

Concept of credit risk, credit risk and the international practices (based II ACCORD), credit risk rating framework, identifying variables contributing to credit risk, credit risk mapping and scoring, use of software for rating.

SECTION-B

Credit Risk Evaluation- understanding balance sheet, impact of recent accounting standard, financial analysis- financial ratio, risk based assessment procedure, project appraisal under condition of inflation, time value of money documentation, signing of credit agreement

SECTION-C

Credit Risk Model:- An Introduction overview of conceptual approaches to credit risk modelling, estimation of parameters of credit risk models, valuation, examples of credit models, conflicts of interest in credit rating agencies, issuer pays business model.

SECTION-D

Concept of Minimum Regulatory Capital, expected loss, probability of default, loss given default,, exposure of default, maturity, credit risk-standardized approach, credit risk mitigation, credit risk securitization framework, importance of data management.

Suggested Readings:

1. Credit Risk Management For Indian Banks K.Vaidya NathanSage Publication.
2. Retail Credit Risk Management Mario Anolli, Elena Beccali, Palgiave Macmillan
3. Credit Risk Pricing Measurement & Management. Darrell Duffie, Kenneth. J. Singleton. Princeton University Press.

BVC-407: TRAINING PROJECT—EIGHT WEEKS**Time: 8 Weeks****M. Marks: 50****Project Report: 25****Project Presentation: 25**

All the students will submit their Training Reports (in duplicate) within a period of one month in the department; this period shall be counted from the last date of completion of their Training. The supervisor in the organization under whose guidance the training is carried out will be required to grade the student's report.

Each student will be attached with one internal faculty guide, with whom they shall be in continuous touch during the training period. The internal faculty guide will be required to evaluate (out of 25 marks) on the basis of the assessment report provided by the organization where the Training has been completed and his/her own assessment about the work done by the student.

The evaluation of the remaining 25 marks shall be made by external examiner appointed by the university who shall evaluate the report on the basis of presentation and the assessment report received from the organization where student has undergone Training.

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:

Note:

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 PM₁₀) 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.

BVC-501: FINANCIAL MANAGEMENT**Time: 3 Hours****Max. 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: Nature, Scope and Objective of Financial Management. Finance Function. Role of Finance Manager.

Capital Budgeting Decision: Process, Cash Flow Estimation, Techniques: Payback Period Method, Accounting Rate of Return, Net Present Value (NPV), Profitability Index, Internal Rate of Return (IRR), Modified Internal Rate of Return (MIRR), Capital Budgeting under Risk – Certainty Equivalent Approach and Risk– Adjusted Discount Rate.

Financing Decision: Estimation of Components of Cost of Capital, Methods for Calculating Cost of Equity Capital, Cost of Retained Earnings, Cost of Debt and Cost of Preference Capital, Weighted Average Cost of Capital (WACC) and Marginal Cost of Capital,

PART – II

Capital Structure: Theories of Capital Structure (Net Income, Net Operating Income, MM Hypothesis, Traditional Approach). Operating and Financial Leverage, Determinants of Capital Structure.

Dividend Decision: Theories of Relevance and Irrelevance of Dividend Decision for Corporate Valuation – Walter’s Model, Gordon’s Model, MM Approach, Cash and Stock Dividends, Dividend Policies in Practice.

Working Capital Decision: Concepts of Working Capital, Operating & Cash Cycles, Risk Return Trade off, Working Capital Estimation,

Suggested Readings:

1. Pandey, I.M., “Financial Management”, Vikas Publishing House, Delhi.
2. Van Horne. J.G. and J.M. Wachowicz Jr., “*Fundamentals of Financial Management*”, Prentice–Hall, Delhi.
3. Van Horne, James G. “*Financial Management and Policy*”, Prentice Hall, Delhi,
4. Pinches, George E, “*Essentials of Financial Management*”, Harper and Row, New York,
5. Khan MY, Jain PK, “*Financial Management*”, Tata McGraw Hill, New Delhi.
6. Archer, Stephen, H., Choate G Marc, Racette, George, “*Financial Management*”, John Wiley, New York
7. Block, Stanley B, Geoffrey A Hilt, “*Foundations of Financial Management*”, Richard D.Jrwin, Homewood Illinois.

BVC-502: OPERATIONS MANAGEMENT**Time: 3 Hours****Max. 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

Operations Management: Concepts & Functions of Product Design and Development: Product Design and its Characteristics; Product Development Process; Product Development Techniques. Process Analysis of Operation Management

Process Selection: Project, Job, Batch, Mass and Process types of Production Systems; Product Process Capacity Planning: Concepts; Factors Affecting Capacity; Planning; Capacity Planning Decisions.

Production Planning & Control (PPC): Concepts; Objectives; Functions

PART – II

Inventory Management: Concepts; Classification; Objectives; Factors Affecting Inventory Control Policy; Inventory Costs; EOQ Models; Re-order Level; ABC Analysis. Network analysis: PERT/CPM

Stores Management: Definition, Functions of Stores, organization for stores, – Receiving section, Inspection, Statistical techniques of Quality Control.

BVC-503: ORGANIZATIONAL BEHAVIOUR**Time: 3 Hours****Max. 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****Organisational Behavior:** Conceptual foundations, Significance, Challenges and Opportunities for OB.**Personality:** Concept and determinants, The Myers–Briggs Type Indicator, The Big Five Model, Key Personality attributes influencing OB: Locus of Control, Machiavellianism, Positive and Negative Affectivity, Self–Efficacy, Self–Monitoring, Type A and Type B personality.**Values:** Significance, Sources of value system, Classification of values.**Attitudes:** Sources and Types; Theories of Attitude; Cognitive dissonance theory, Overview of Major Job Attitudes: Job Satisfaction, Organizational Commitment and Prejudice.**Emotions and Moods:** Nature and Types, Sources of Emotions and Moods, Managing Emotions at work, Emotional Intelligence: Concept and Dimensions.**Perception:** Nature and significance of perception, Factors influencing perception, perceptual process, Perceptual Distortions and Improving Perception.**PART-II****Group and Team Dynamics:** Defining and Classifying groups, Stages of group development, Group dynamics, Group decision making, Types of Teams, Contemporary issues in managing teams**Interpersonal Behavior:** Dynamics of Interpersonal Relationship;**Psychological Contract:** Concept and Types; Trust: Concept, Types and Building Trust among employees**Organizational Citizenship Behavior:** Concept, Forms and suggestions for promoting Organizational Citizenship Behavior; Whistle–Blowing; Cooperation: Concept and Determinants; Conflict: Concept, Consequences, Sources, Approaches of Conflict management;**Transactional Analysis;** Deviant Organizational Behaviour: Concept, Dimensions and Categories of Deviant Organizational Behaviour.**Organizational Culture:** Nature and Characteristics, Functions and Deciphering Organizational Culture, Creating and Sustaining Culture.**Stress Management:** Concept, Causes, Consequences and Coping with stress.

Suggested Readings:

1. Robbins, Stephen P.; Judge, Timothy A.; and Sanghi, Seema, “*Organisational Behaviour*”, 12th Edition (2007), Pearson Education, New Delhi.
2. McShane, Steven L.; Glinow, Mary Ann Von; Sharma, Radha R, “*Organisational Behaviour*”, 2007, Tata McGraw Hill, New Delhi.
3. Aswathappa, K., “*Organisational Behaviour, Text, Cases and Games*”, 2007, Himalaya Publishing, Delhi.
4. Pareek, Udai, “*Understanding Organizational Behaviour*”, 2007, Oxford University Press, New Delhi.
5. Greenberg, Jerald and Baron, Robert A., “*Behaviour in Organizations*”, New Delhi, Pearson Education.
6. Sekaran, Uma, “*Organizational Behaviour: Text and Cases*”, 2007, New Delhi, Tata McGraw Hill.
7. Saiyadain, Mirza S, “*Organizational Behaviour*”, New Delhi, Tata McGraw–Hill.

BVC-504: MANAGEMENT OF FINANCIAL INSTITUTIONS**Time: 3 Hours****Max. 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 Institutions: Meaning - Characteristics - Broad Categories, Role of Financial Institutions in a Financial System, Competition among Financial Institutions, Ethics and Social Responsibility of Financial Institutions.

Regulatory and Promotional Institutions: RBI - Central Banking Functions, Roles of RBI, Money Creation: Process and Control, Monetary Policy, Techniques Of Monetary Control, Liquidity Adjustment Facility.

Banking Institutions: Commercial Banking: Basis Of Banking Operations – Balancing Profitability with Liquidity Management, Role of Banks. Profitability, NPA and Other Performance Indicators.

Non Banking Finance Companies: Nature, importance, The Evolution of Finance Companies, The present status and regulation of NBFCs, Public deposits with Non-Banking companies-structure, growth.

Part II

Insurance Companies: Economics of Insurance, the Insurance Industry and its Regulation. Development Banks/Financial Institutions: Concept, Role of DFIs, Sources of Funds, DFI in India, Recent Trends.

Small Saving, Provident Funds and Pension Funds: Growth in India, Types and Nature of Small Saving Instruments. Rate of Return on PFs, Rules Regarding Investment of PFs. Pension Plans, Reforming the Pension System.

Unit Trust of India and Mutual Funds: Types of Schemes, Valuation of Units, Investment Pattern. Discount and Finance House of India Limited (DFHIL) - Financial Resources - Objectives - Operations - Challenges Ahead

Suggested Readings:

1. Kohn, Meir, "*Financial Institutions and Markets*", Tata McGraw Hill.
2. Bhole, L M, "*Financial Institutions and Markets*", Tata McGraw Hill.
3. Srivastava, R M, "*Management of Indian Financial Institutions*", Himalaya Publishing.
4. Gursamy, S., "*Financial Markets and Institutions*", Thomson.
5. Machiraju, H.R., "*Indian Financial System*", Vikash Publishing House Pvt. Ltd., New Delhi.
6. Khan, M.Y., "*Indian Financial System*", Tata McGraw Hill, New Delhi.
7. Desai, Vasant, "*The Indian Financial System*", Himalaya Publication, Mumbai.

BVC-505: OPERATIONAL RISK MANAGEMENT**Time: 3 Hours****Max. 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

Risk: Element of Risk, Risk in the Financial Services Industry, Enterprise Risk Management Concept

Other Major Risk: The Nature of Credit Risk, Measuring Credit Risk, Credit Risk Management and Reporting, The Nature of Market Risk, Measuring Market Risk, Value-at-Risk (VaR), Market Risk Management and Reporting, Market Risk Regulatory Requirements, The Nature of Liquidity Risk, Measuring Liquidity Risk, Liquidity Risk Management and Reporting, Liquidity Risk Regulatory Requirements

The Nature of Operational Risk: Definition of Operational Risk and Operational Risk Categories, The Risk Management Process, The Policy for Managing Operational Risk, Risk Identification/Classification, Risk Assessment and Measurement, Risk Mitigation, Risk Monitoring, Reporting and Governance

Part-II

Operational Risk: The Causes, Consequence and Impact of Operational Risk Events, Near Miss Identification and Reporting, Operational Risks Arising in the Trade Cycle, Set-up, Execution, Pre-settlement phase, Settlement phase, Post-settlement phase

The Support and Control Functions: The Independent Risk Function, The Middle/Back Office Functions, The Compliance Function, The Financial Reporting Function, The HR Function, The Internal Audit Function, The IT Function, The Legal Function, The Product Management and Marketing Function, The Project Management and Change Management Function

Operational Risk in the Regulatory Environment: Achieving Common Standards and Protection, Regulatory Capital Requirement

BVC-506: SECURITY ANALYSIS**Time: 3 Hours****Max. 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

Investment Analysis: Nature and Scope of Investment analysis, Elements of Investment, Avenues of Investment, Approaches to Investment Analysis, Concept of Risk and Return, Security return and risk analysis, Measurement of return and risk.

Financial Assets: Type and their characteristics, Sources of financial Information

Capital Market: Meaning, Importance, Participants, Instruments, Recent changes in Capital Market.

Evaluation of Securities: Bonds, Debentures, Preference Shares and Equity Shares.

Fundamental Analysis: Concept & significance of economic analysis, industry analysis: Introduction, need for industry analysis: alternative classification of industry, industry Life cycle analysis, economic factors & industry analysis, SWOT analysis for industries, Company analysis-nature and style of management, key role of financial analysis, ratio Analysis.

Technical Analysis: Different techniques of analysis, Dow Theory, volume indicators, market sentiment indicators, confidence indicators, points & figure charting, bar charting.

Part – II

Depository: Role and need, Procedure for Dematerialization and Rematerialisation, The Depositories Act, 1996

SCRA: Security Contract Regulation Act, 1956

SEBI: Rules, Functions of SEBI, Powers of SEBI, Role of SEBI in Indian Financial System

Credit Rating: Concept, Agencies, Methodology and process, Regulatory framework

Suggested Readings:

1. Fischer & Jordan: Security Analysis & Portfolio Management
2. Robert Haugen: Modern Investment Theory
3. V.K.Bhalla: World Economy in Ninety's –A Portfolio Approach
4. "Modern Portfolio Theory and Investment Analysis" by E.J. Elton and M.J. Gmber, Publishers: John Wiley & Sons, New York.
5. "Investment, Analysis and Management" by J.C.Francis, Publishers: McGraw Hill, New York.

BVC-507: COMMODITY MARKET SIMULATION LAB**Max. Marks: 50**

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

BVC-601: HUMAN RESOURCE MANAGEMENT**Time: 3 Hours****Max. 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

Human Resource Management (HRM): Nature, Scope, Objectives and Functions of HRM, Evolution of HRM, Changing Trends in HRM, Status and competencies of HR manager.

Human Resource Planning (HRP): Concept, Need and Importance of HRP, Factors affecting HRP, Human Resource Planning Process.

Job Analysis: Meaning and Objective, Process, Methods of Collecting job data, Uses of Job Analysis, Problems of Job Analysis.

Recruitment and Selection: Meaning and Factors governing Recruitment, Recruitment Sources and Techniques. Meaning and Process of Selection, Problems associated with Recruitment and Selection.

Employee Retention: Meaning, Factors Responsible for High Employee Turnover, Employee Retention Strategies.

Part-II

HR Training and Development: Concept and Need, Process of Training and Development Programmes, Identification of Training and Development Needs, Objectives, Strategy & Designing of Training and Development, Implementation and Methods of Training Programme and Levels of Training Evaluation.

Performance Appraisal: Meaning, Purpose, Essentials of Effective Performance Appraisal System, Various Components of Performance Appraisal, Methods and Techniques of Performance Appraisal.

Managing Compensation and Employee Remuneration: Concept, Objectives, Components of Employee Remuneration, Factors Influencing Employee Remuneration, Challenges of Remuneration. Incentive plans, fringe benefits, employee health and safety and employee grievance system.

Job Evaluation: Meaning, Process and Methods of Job Evaluation.

Suggested Readings:

1. Dessler, Gary, "Human Resource Management", New Delhi, Pearson Education Asia.
2. Durai, Pravin, "Human Resource Management," New Delhi, Pearson.
3. Noe, Raymond A., Hollenbeck, John R, Gerhart, Barry, Wright, Patrick M., "HumanResource Management: Gaining a Competitive Advantage," New Delhi, McGraw-Hill.
4. Mathis, Robert L. and Jackson, John H, "Human Resource Management," New Delhi,Thomson Publishing.
5. Gomez, Mejia, Balkin, Cardy, "Managing Human Resources," New Delhi, PearsonEducation.
6. Aswathappa, K., "Human Resource Management", Text and Cases. New Delhi, Tata McGraw – Hill.
7. Snell, Scott, and Bohlander, George, "Human Resource Management," New Delhi,Cengage Learning.

BVC-602: MARKETING MANAGEMENT**Time: 3 Hours****Max. 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

Marketing: Concepts, Philosophies and Importance, Scope of Marketing, the selling concept, the Marketing concept, Components of a modern marketing information system, Marketing Intelligence.

Analyzing the Microenvironment; Needs and Trends, The Demographic Environment, Economic, Social-Cultural and Natural, Technological, Political-Legal Environment. The Buying Decision Process: The Five Stage Model. Levels of Marketing Segmentation, Bases for segmenting consumer markets: Market Targeting, Bases for segmenting business markets.

Part-II

Product Life Cycle Marketing Strategies: - Introduction stage and the Pioneer advantage, Growth, Maturity and Declining Stage. Product Characteristics and Classifications; Product levels; The Customer value hierarchy, Product Classification, Differentiation. Packaging, Labeling, Branding. Understanding Pricing; Setting the Price.

Marketing Communications:-Advertising: - Evolution, Definition, Features, Importance, Advertising and Publicity, Functions of advertising. Advertising media, advertising copy, Objections against advertising. Sales Promotions. Direct Marketing, Personnel Selling, Interactive Marketing and Word of Mouth marketing and Channels of distributions.

Suggested Readings:

1. Kotler, Philip; Keller, Kevin; Koshey, Abraham; and Jha, Mithileshwar, "Marketing Management: South Asian Perspective", Pearson Education New Delhi.
2. Ramaswamy, V.S. and Namakumari, S., "Marketing Management: Global Perspective, Indian Context", MacMillan.
3. Kurtz, David L. and Boone, Louis E., "Principles of Marketing, Thomson South-Western".
4. Enis, B. M., "Marketing Classics: A Selection of Influential Articles", New York, McGraw-Hill.
5. Saxena, Rajan, "Marketing Management", Tata McGraw-Hill, New Delhi.

BVC-603: MANAGEMENT TECHNIQUES AND SERVICES**Time: 3 Hours****Max. 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

Forecasting and Planning: Business and Technological Forecasting Principles and Methods. Preparation of Short, Medium and Long Range plans. Corporate Planning and Procedures. Man Power Planning. Decision Tree Analysis. Cost Benefit Analysis.

Service Sector: Nature of Services, Characteristics of services, problems and strategies.

Part-II

Computers for Management Information System: Introduction, need; Information life cycle-Components, stages of developments. Limitation of traditional MIS, Need for computer aided information systems. Requirements for Computerised MIS--Introduction of hardware, software, humanware.

Role of Management Services Division: External Consultancy Services; An introduction to Ergonomics. Work Simplification.

Suggested Readings

1. Management Techniques & Services, Kalyani Publishers
2. Management Techniques & Services, Modern Publishers
3. Gorden, Robert Aaron: Business Forecasting.
4. Davar, Rustom S.,: The Principles of Management.
5. Koontz, Harold & Donnell, C.O., Essentials of Management.

BVC-604: REGULATORY FRAMEWORK IN FINANCIAL MARKETS**Time: 3 Hours****Max. 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

Markets & Financial Instruments: Types of Markets: Equity, debt, derivatives, commodities, meaning and features of private, public companies; Financial Instruments: Fixed Deposits, Bank Deposits, Provident Fund, Life Insurance, Post Office Savings, Small savings, Gold, Mutual Funds, Equity Share, Debentures / Bonds.

Primary Market: Initial Public Offer (IPO), Book Building through Online IPO, Eligibility to issue securities, Pricing of Issues, Fixed versus Book Building issues, ADRs/GDRs, Allotment of Shares, Basis of Allotment, Private Placement.

Secondary Markets: Role and Functions of: Securities and Exchange Board of India (SEBI), Depositories, Stock Exchanges, Stock Price Indices, Brokers, Sub-brokers, Foreign Institutional Investors (FIIs), Portfolio Managers, Custodians, Share Transfer Agents, Know Your Client, Member Constituent Agreement, Merchant Bankers, Bankers to an Issue, Debenture Trustees, Underwriters, Credit Rating Agencies, Listing, Membership.

Commodity Market: Introduction to Commodities Markets.

Derivatives Market: Definition, Products, Participants and functions (Types of members to be included), Types of derivatives, Exchange – traded vs. OTC derivatives markets,

PART- II

Regulatory Authority: National Security Depository Limited, Central Depository Services Limited,

RBI: Rules and Regulations of RBI regarding Financial Markets

SEBI: Working Methodology of SEBI, Investors' Complaints and Redressal Mechanism

SCRA: Rules and Regulations regarding Financial Market

Text Books:

1. Financial Markets: A Beginners' Module, Workbook from NSE

Reference Books:

1. Gurusamy, Financial Markets and Institutions, 3rd edition, Tata McGraw Hill.
2. Saunders, Financial Markets and Institutions, 3rd edition, Tata McGraw Hill.
3. Thummuluri, Siddaiah, Financial Services, 1st edition, Pearson Education.
4. Khan, Indian Financial Systems, 6th edition, Tata McGraw Hill.
5. Khan, M.Y., "*Financial Services*", Tata McGraw Hill, New Delhi.
6. Gurusamy, S., "*Financial Services and System*", 2004, Vijay Nicole Imprints Pvt. Ltd., Chennai.
7. Bhalla, V.K. "*Management of Financial Services*", Anmol Publications Pvt. Ltd., New Delhi. Pathak, Bharati, "*Indian Financial System*", Pearson Education, New Delhi.
8. Avadhani, V.A., "*Capital Market Management*", Himalaya Publishing House 10. Bhole, L.M., "*Financial Institutions and Market*", Tata McGraw Hill 11. Kirsch, C.E., "*The Financial Services Revolution*", McGraw Hill 12. Verma, J.C., "*Credit Rating*", Bharat Law.

BVC-605: FINANCIAL JOURNALISM**Time: 3 Hours****Max. 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

Exploring the Financial Markets: Equity Markets as a Source of Capital, Using Derivatives as a Tool for Risk Management, Role of FOREX Markets, Importance of Debt Market, Functioning of Commodities Markets, Mutual Funds and Exchange Trade Funds, Evaluating Alternative Investments

Understanding Business Dynamics: Interpreting Economic Data, Drawing Inferences from Financial Data, Exploring the Global Economy, Evaluating the Role of Marketing and Corporate Strategy, Exploring Key Sectors of Economy

Part II

Examining the Insurance and Banking Sectors: Role of the Banking Industry, Insurance Industry Dynamics, Trade Finance Processes, Social and Economic Impact of Micro Finance

Core Journalism Skills: Key Issues in Business Journalism, English Language Skills, Public Speaking & News Presentation, News Reporting, Feature Writing, Feature Editing, Print Production Computer Skills for Media, Photojournalism and Photography, Scripting for Broadcast & Broadcast

Assignments: Coverage of Live Events Like IPO Listing Ceremonies, Interviews with Corporate Honchos and other Experts and Leaders, End to End Print and Broadcast Media Assignments which will run through the program.

BVC-606: PORTFOLIO MANAGEMENT**Time: 3 Hours****Max. 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 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, Tools to Measure 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*”, 6th Edition, 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.
5. Raghunathan, “*Stock Exchange and Investments*”, Tata McGraw–Hill.
6. ZviBodie, Alex Kane & Alan J Marcus, “*Essentials of Investments*”, 3rd Edition, Irwin/McGraw–Hill.
7. Brown, “*Investment Analysis & Portfolio Management*”, 8th Edition, Thomson

BVC-607: TRAINING PROJECT**Time: 8 Weeks****Max. Marks: 50****Project Report: 25****Project Presentation: 25**

All the students will submit their Training Reports (in duplicate) within a period of one month in the department; this period shall be counted from the last date of completion of their Training. The supervisor in the organization under whose guidance the training is carried out will be required to grade the student's report. Each student will be attached with one internal faculty guide, with whom they shall be in continuous touch during the training period. The internal faculty guide will be required to evaluate (out of 25 marks) on the basis of the assessment report provided by the organization where the Training has been completed and his/her own assessment about the work done by the student.

The evaluation of the remaining 25 marks shall be made by external examiner appointed by the university who shall evaluate the report on the basis of presentation and the assessment report received from the organization where student has undergone Training.