FACULTY OF ECONOMICS & BUSINESS

SYLLABUS

FOR

Interdisciplinary Course in University School of Financial Studies (PG)
(Credit Based Evaluation and Grading System)

Examinations: 2019-20

GURUNANAKDEVUNIVERSITY
AMRITSAR

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Interdisciplinary Courses In University School of Financial Studies (PG)
(Credit Based Evaluation and Grading System)

**Scheme**

<table>
<thead>
<tr>
<th>Semester for which course is being offered (Odd/Even)</th>
<th>Name of ID Course</th>
<th>ID Course Code</th>
<th>Credits of ID Course</th>
<th>No. of seats offered</th>
<th>ID Course level (UG/PG/both)</th>
<th>Mid Sem. Marks</th>
<th>End Sem. Marks</th>
<th>Total Marks</th>
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<tr>
<td>Odd</td>
<td>Basics of Investment Planning</td>
<td>DOC-051</td>
<td>4</td>
<td>120</td>
<td>PG</td>
<td>20</td>
<td>80</td>
<td>100</td>
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<td></td>
<td>SPSS for Beginners</td>
<td>DOC-052</td>
<td>4</td>
<td>60</td>
<td>PG</td>
<td>20</td>
<td>80</td>
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<td></td>
<td>Basics of Stock Market</td>
<td>DOC-053</td>
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<td>Business Finance</td>
<td>DOC-061</td>
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<td>120</td>
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<td>20</td>
<td>80</td>
<td>100</td>
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<tr>
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<td>Fundamentals of Business Management</td>
<td>DOC-062</td>
<td>4</td>
<td>120</td>
<td>PG</td>
<td>20</td>
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DOC-051: BASICS OF INVESTMENT PLANNING

Credits: 4-0-0
Total Marks: 100
Mid Semester Marks: 20
End Semester Marks: 80

Mid Semester Examination: 20% weightage
End Semester Examination: 80% weightage

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
- **Investment Foundation**: Investment Meaning, Objectives, Characteristics, Investment v/s Speculation
- **Investment Alternatives**: Bank Deposits, Post Office saving schemes, Equity Shares, Preference Shares, Debentures.

SECTION-B
- **Financial Institutions**: Meaning, features and role.
- **SEBI**: Role, Objectives and Organisation

SECTION-C
- **New Issue Market**: Meaning, Placement of Issue and Book Building
- **Secondary Market**: Concept, Organisation, Listing, Trading of securities, NSE, BSE and OTCEI

SECTION-D
- **Mutual Funds**: Meaning, Advantages, Structure and Classification
- **Depository System**: Meaning, Constituents and Features, NSDLand CDSL

Suggested Readings:

2. Reilly, Frank K. and Brown, Keith C., Investment Analysis and Portfolio Management (Thomson–South Western).
5. Financial Markets Basic Module (NCFM)
6. Securities Market Basic Module (NCFM)
7. Capital Market Dealers Module (NCFM)

Websites: www.nseindia.com
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DOC–052: SPSS FOR BEGINNERS

Credits: 4-0-0
Total Marks: 100
Mid Semester Marks: 20
End Semester Marks: 80

Mid Semester Examination: 20% weightage
End Semester Examination: 80% weightage

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

Getting Started and Data Management: Introduction to SPSS, Menus, Tool Bar

Creating a data file, defining variables, entering the data, opening and saving data files,
Inserting cases and variables, Sorting cases, Splitting file, Merging a file

Data Transformation: Computing a new variable, Recoding variables: into same variable and different variable, Rank cases, Visual binning, Various transformations: logarithmic, inverse, cubic, quadratic etc.

Data Normalisation: Outlier detection, Missing value analysis, Checking normality of data

SECTION-B

Summarizing data graphically: Different types of charts: Line, pie, bar, Plots: Box, P-P, Q-Q,
Scatter diagram, Chart builder

Data Tabulation

Summarizing data numerically: Frequencies, Descriptive statistics, Cross-tabs

SECTION-C

Testing of Hypothesis
Parametric and Non-parametric tests
T-tests: One sample, independent sample, Paired t-test
ANOVA: One way ANOVA with Post-hoc comparisons, Repeated measures ANOVA
Non-parametric techniques

SECTION-D

Correlation with nominal, ordinal and scale data
Regression analysis: Simple and Multiple
Factor analysis
Suggested Readings:

2. Coakes, S.J., *SPSS Analysis without Anguish*, John Wiley and Sons, Australia, 2005
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DOC–053: BASICS OF STOCK MARKET

Credits: 4-0-0
Total Marks: 100
Mid Semester Marks: 20
End Semester Marks: 80

Mid Semester Examination: 20% weightage
End Semester Examination: 80% weightage

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
Stock Market: Meaning, Functions, Evolution, Features of Primary Market and Secondary Market (NSE & BSE)
Stock Exchange Indexes: Concept, purpose, methodology, Nifty 50 and Sensex.
Stock Trading: Order types and Margins, costs involved in trading.

SECTION B
Clearing and settlement process at National Stock Exchange (NSE).
Stock Market Instruments: Bonds, Debentures, Shares, Mutual Funds, Commodities, ADRs, GDRs.

SECTION C
Derivatives: Forward, Future, Call and Put Options
Stock Market Participants: Investors, banks, depositories and depository participants, SEBI, Brokers, Sub-brokers, Foreign Institutional Investors (FIIs), Portfolio Managers, Custodians, Share Transfer Agents, Merchant Bankers, Underwriters, Credit Rating Agencies.

SECTION D
Investment Philosophies: Concept, purpose, types, developing a philosophy,
Risk: Concept, types, measuring risk.
Philosophies of Successful Investors: Warren Buffet, George Soros, Philip Fischer, Jesse Livermore.

Suggested Readings:
2. Reilly, Frank K. and Brown, Keith C., Investment Analysis and Portfolio Management (Thomson –South Western).
5. Financial Markets Basic Module (NCFM)
6. Securities Market Basic Module (NCFM)
7. Capital Market Dealers Module (NCFM)
8. Derivative Market Dealers Module (NCFM)

Websites:
www.nseindia.com
www.bseindia.com
Interdisciplinary Courses In University School of Financial Studies (PG)
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DOC-061: BUSINESS FINANCE

Credits: 4-0-0
Total Marks: 100
Mid Semester Marks: 20
End Semester Marks: 80

Mid Semester Examination: 20% weightage
End Semester Examination: 80% weightage

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 Business Meaning and definition of business, Objectives of business, Business as an economic system, Trade and aids to trade. Meaning of Business Finance, Aims and scope of finance function.

SECTION-B

Forms of Business Organization: Sole-proprietorship, Partnership, Joint stock Company, Cooperative Society, Public Utilities, Selection of a suitable form of organization, Classification based on Business Unit.

SECTION-C

Financial Instruments and services-concepts and characteristics, features of various financial instruments.
Emerging financial services-leasing, hire-purchase, merchant banking, depository, credit rating, mutual funds.

SECTION-D

Financial markets: Classification of financial markets, money market- its constitutions, functions of money market, money market instruments..
Capital market-primary market, secondary market, functions of capital market, methods of issue of stock in primary market.

Suggested Readings:
DOC-062: FUNDAMENTALS OF BUSINESS MANAGEMENT

Credits: 4-0-0
Total Marks: 100
Mid Semester Marks: 20
End Semester Marks: 80

Mid Semester Examination: 20% weightage
End Semester Examination: 80% weightage

Instructions for the Paper Setters:
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SECTION-A
Management: Meaning, Nature, Significance of Management, Levels of Management, Principles of Management, Functions of Management,

SECTION-B
Motivation: Concept, Theories of Motivation: Maslow’s Need Hierarchy Theory, Herzberg’s Two-Factor Theory, McClelland’s Three-Needs Theory.

SECTION-C

SECTION-D

Suggested Readings:
2. Stephen P Robbins, Mary Coulter and Neharika Vohra, Management, New Delhi, Pearson, 2011