

Appendix – 56(R)
UNIVERSITY OF MADRAS
M.COM. DEGREE COURSE IN ACCOUNTING AND FINANCE
CHOICE BASED CREDIT SYSTEM

REGULATIONS
(w.e.f. 2007-2008)

1. Condition for admission:

A candidate who has passed the B.Com. B.Com/B.A (Corporate Secretaryship), B.Com (Acc Fin) B.C.S., B.B.A., B.Com (Bank Management), B.A.(Co-operation), B.A. (Indus. Org.) and B.Sc.(Maths) or B.Sc.(Comp. Sc.) or B.C.A, with any two core/main papers offered at the B.Com.

2. ELIGIBILITY FOR THE AWARD OF DEGREE:

A candidate shall be eligible for the award of the degree only if he/she has undergone the prescribed course of study in a college affiliated to the University for a period of not less than two academic years, passed the examination of all the four semesters prescribed earning 72 credits.

3. Duration of the course

The course for the Degree of Master of Commerce in Account and Finance shall consist of two academic years with four semester.

4. EXAMINATION:

There shall be four examinations, first semester examination at the middle of the first academic year and the second semester examination at the end of the first academic year. Similarly the third and fourth semester examinations will be held at the middle and the end of the second academic year respectively.

5.Course of study and scheme of examination:

COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	HRS
CORE	AF 701 Computerized Accounting	1	6 HRS	4	3
CORE	AF 703 Cost Estimation and Control	1	6 HRS	4	3
CORE	AF 705 Financial Management	1	6 HRS	4	3
CORE	AF 707 Financial and Cost Audit	1	6 HRS	4	3
CORE	AF 709 Quantitative Techniques	1	6 HRS	4	3

SECOND SEMESTER

S. NO.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	HRS	MAX MARKS	
							CIA	EXTERNAL
1.	CORE	AF 702 Corporate Accounting	II	6 HRS	4	3	20	80
2.	CORE	AF 704 Taxation I	II	6 HRS	4	3	20	80
3.	CORE	AF 706 Internal Audit	II	6 HRS	4	3	20	80
4.	ELECTIVE I WITHIN THE DEPARTMENT		II	6 HRS	3	3	20	80
5.	EXTRA DISCIPLINARY ELECTIVE II		II	6 HRS	3	3	20	80

THIRD SEMESTER

S. NO.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	HRS	MAX MARKS	
							CIA	EXTERNAL
6.	CORE	AF 711 Taxation II	III	6 HRS	4	3	20	80
7.	CORE	AF 713 EDP Audit	III	6 HRS	4	3	20	80
8.	CORE	AF 715 Management Accounting and Theory	III	6 HRS	4	3	20	80
9.	ELECTIVE III WITHIN THE DEPARTMENT		III	6 HRS	3	3	20	80
10.	EXTRA DISCIPLINARY ELECTIVE IV		III	6 HRS	3	3	20	80

FOURTH SEMESTER

S. NO.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	HRS	MAX MARKS	
							CIA	EXTERNAL
11.	CORE	AF 710 Research Methodology	IV	6 HRS	4	3	20	80
12.	ELECTIVE V		IV	6 HRS	3	3	20	80
13.	ELECTIVE VI		IV	6 HRS	3	3	20	80
14.	PROJECT PLUS VIVA VOCE	AF 712	IV		6	-	150 Project * 50 Viva Voce (Viva – fully external)	
19 & 20	In lieu of Project 19 – 20	AF 714 Accounting Theory and Standards			3	3	20	80
		AF 716 Financial analysis, Reporting and Disclosure Practices			3	3	20	80

* Project Internal – 50 Marks

External – 100 Marks

(ii) M.Com. Accounting & Finance - Electives :

SEMESTER II (Any one of the following)

1. AF 720 Management Information System
2. AF 725 Working Capital Management
3. AF 728 Financial Markets and Services

SEMESTER III (Any one of the following)

1. AF 718 Accounting for Government and Non-Profit Organizations
2. AF 719 International Financial Management
3. AF 730 Security Analysis and Portfolio Management

SEMESTER IV (Any two of the following)

1. AF 721 Risk Management and Derivatives
2. AF 723 Strategic Financial Management
3. AF 724 Strategic Cost Management

Extra Disciplinary courses (for other Departments)

SEMESTER II

1. AF 726 Human Resource Management

SEMESTER III

- *1. AF 722 Project appraisal and Financing
- *2. AF 729 Corporate Ethics and Governance

(Any one from the above *two for semester III)

Wherever it is feasible students may be encouraged to go for extra disciplinary papers. If it is not feasible to offer extra disciplinary papers, the departments can choose one more paper from among the given elective papers in the respective semesters - but other than the extra disciplinary papers from the academic year 2008 — 09.

A.C.M. 2008

6. Requirements for proceeding to subsequent semester:

i. Candidates shall register their names for the First Semester Examination after the admission in the PG Courses.

ii. Candidates shall be permitted to proceed from, the First Semester upto Final Semester irrespective of their failure in any of the Semester Examination subject to the condition that the candidates should register for all the arrears subjects of earlier semester along with current (subsequent) Semester subjects.

iii. Candidates shall be eligible to go to subsequent semester, only if they earn, sufficient attendance as prescribed therefore by the Syndicate from time to time.

iv. Provided in case of candidate earning less than 50% of attendance in anyone of the Semesters due to any extraordinary circumstance such as medical grounds. Such candidates, who shall produce Medical Certificate certified by the Principal of the College, shall be permitted to proceed to the next semester and to complete the course of study. Such candidate shall have to repeat the missed semester by rejoining after completion of final semester of the course, after paying the fee for the break of study as prescribed by the University from time to time.

7. Passing Minimum:

A candidate who has secured a minimum of 50 marks in all the papers prescribed and earned a minimum of 72 credits will be considered to have passed the masters degree. Candidates who do not obtain the required minimum marks for a pass in a paper(s)/ project shall be required to appear for and pass the same at a subsequent appearance.

8.. Classification of Successful Candidates:

Candidates who secured not less than 60% of the aggregate marks in the whole examination shall be declared to have passed the examination in the First Class.

All other successful candidates shall be declared to have passed in Second Class.

Candidates who obtain 75% of the marks in the aggregate shall be deemed to have passed the examination in First Class with Distinction provided they pass all the examinations prescribed for the course in the first appearance.

9. GRADING SYSTEM:

The term grading system indicates a Seven (7) Point Scale of evaluation of the performances of students in terms of marks obtained in the CIA and External Examination, grade points and letter grade.

SEVEN POINT SCALE (As per UGC notification 1998)

GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
`O' = Outstanding	5.50 – 6.00	75 – 100
`A' = Very Good	4.50 – 5.49	65 – 74
`B' = Good	3.50 – 4.49	55 – 64
`C' = Average	3.00 – 3.49	50 – 54
`D' = Below Average	1.50 – 2.99	35 – 49
`E' = Poor	0.50 – 1.49	25 – 34
`F' = Fail	0.00 – 0.49	0 - 24

10. Ranking:

Candidates who pass all the examinations prescribed for the Course in the FIRST APPEARANCE ITSELF ALONE are eligible for Classification/Ranking/Distinction : Provided in the case of Candidates who pass all the examinations prescribed for the Course with a break in First Appearance due to the reasons as furnished in the Regulations under REQUIREMENTS FOR PROCEEDING TO SUBSEQUENT SEMESTER are only eligible for Classification/Distinction.

11. PATTERN OF QUESTION PAPER

Part A ($7 \times 2 = 14$)

7 out of 10 questions (Each requiring 2 to 3 lines of answer or 30 words) (2 questions from each unit)

Part B ($5 \times 6 = 30$)

5 either or type questions (Each requiring 2 to 3 pages answer or 500 words) (1 from each unit)

Part C ($3 \times 12 = 36$)

3 out of 5 questions (Each requiring 4 to 5 pages answer or 1200 words) (1 from each unit)

Proportion of marks for problems in problem oriented papers are given under the syllabus for the respective papers.

12. APPEARANCE FOR IMPROVEMENT:

Candidates who have passed in a theory paper / papers are allowed to appear again for theory paper / papers only once in order to improve his/her marks, by paying the fee prescribed from time to time. Such candidates are allowed to improve within a maximum period of 10 semesters counting from his/her first semester of his/her admission. If candidate improve his marks, then his improved marks will be taken into consideration for the award of Classification only. Such improved marks will not be counted for the award of Prizes / Medals, Rank and Distinction. If the candidate does not show improvement in the marks, his previous marks will be taken into consideration.

No candidate will be allowed to improve marks in the Practicals, Mini Project, Viva-voce, Field work.

13. Transitory Provision:

Candidates who have undergone the course of study prior to the academic year 2007-2008 will be permitted to appear for the examinations under those Regulations for a period of three years i.e., upto and inclusive of April/May 2011 Examinations. Thereafter they will be permitted to appear for the examinations only under the Regulations then in force.

GUIDELINES FOR INTERNAL ASSESSMENT PROJECT WORK

Work Load for Project work is 12 hours per week. Internal assessment for project work is to be carried out by the Departmental Committee with HOD as the Chair Person and all project Guides as members. They should assess each candidate based on two presentations. Each candidate should present two seminars. The first one after one month of commencement of the Project Work where in the proposal for the project work and review of literature should be presented. The second seminar should be presented before submission of the Project Report. The second presentation should cover the results of project Work. For each presentation 25 marks shall be allotted. At the option of the college, the students shall be asked to under go Institutional training for 4 weeks during summer vacation immediately after first year. If such arrangement is made, the candidate shall be asked to make a presentation in the first week of 4th semester on the training programme undergone and the experience

gained. 20 marks shall be allotted for this presentation. Where ever Institutional training is encouraged, the project related seminars shall carry 15 marks each.

GUIDE LINES FOR CONTINUOUS INTERNAL ASSESSMENT

In case of internal assessment for other papers, each faculty member should conduct a minimum of two tests and the students should write atleast one assignment and present one seminar in the subject taught by the faculty member. The marks may be allotted to each component and the total internal assessment marks obtained by each student shall be recorded. Each faculty member and the Department should maintain a record of the details of internal assessment marks awarded to each student.

Each year in the beginning of the 4th semester the Head of Department and the faculty members who are involved in the project guidance should prepare a list of topics for project work and the students should be asked to choose from the list. Each student should work on a different topic.

The viva voce for each candidate shall be conducted by the external examiner appointed by the University.

INSTRUCTIONS for COURSE TRANSACTIONS

Out of the total teaching hours allotted to each paper, the departmental committee may allocate needed number of hours to the following:

Practicals

Library work

Seminars

Tutorials

Quiz

Field Work

Institutional visits

ACF07

Appendix 56(S)
UNIVERSITY OF MADRAS
M.COM. DEGREE COURSE IN ACCOUNTING AND FINANCE
CHOICE BASED CREDIT SYSTEM
SYLLABUS
(w.e.f. 2007-2008)

SEMESTER – I

AF 701 COMPUTERISED ACCOUNTING (Credits -4)

Objectives

1. To develop the skills of students to prepare accounting statements using accounting software.

Unit – I

Introduction – features – basic concept of Computerized accounting and Inventory system – accounts organisation & types of accounts – accounts statements – purchases & sales – credit & debit – transaction, invoice, voucher, order, cost & stock – income & expenses – inventory control.

Unit – II

Masters – creation of Accounts Master – Ledger – cost – group – Budgets – Voucher & Inventory – creation of Inventory Master – Stock Item – Group & Unit measurement.

Unit – III

Transactions – Accounts vouchers entry – contra – receipt – payment – journal – debit & credit notes – sales, purchase option and post-date vouchers. Inventory voucher entry – types – delivery challan – Goods Receipt Note, Sales & Purchase returns – Invoice – Stock Transfer – Bill of Material Physical Stock Voucher.

Unit – IV

Reports – Accounting Report – Trial Balance – Profit & Loss account – Balance Sheet & Stock Statement – Account Books – Cash & Bank Books – Ledger summaries – Bills Receivable & Payable Statements.

Unit – V

Inventory Report – Stock Summaries – Group Summaries – Order Books & Summary – Order status – Sales Order Summary - Purchase Order Summary – Printing – Reports on Printer – Reports to File.

Note: The practical examination will be conducted by an internal examiner and an external examiner jointly.

The Theory paper (3 hours & 100 marks) will be scaled to 50 marks. The practical paper (3 hours & 100 marks) will be scaled to 50 marks. The candidate has to secure 50% in each of the Practical & Theory papers to secure a pass.

Failure to secure the minimum either in the Theory or in the Practical will entitle the reappearance only in that paper. 20 marks out of 100 for the practical paper is reserved for the record.

References:

1. K.K. Nidhani , Implementing Tally
2. Namrata Agarwal, “ Financial Accounting using Tally”, Dream tech Publishers, New Delhi, 2003

AF 703 COST ESTIMATION AND CONTROL (Credits -4)

Objectives

1. To impart knowledge on the methods and techniques of cost estimation and control.
2. To develop the skills in cost estimation and control.

Unit-I

Introduction – Cost behaviour and value improvements- Need for cost information-costing systems –cost behaviour and decision making –financial gearing and operational gearing.

Unit-II

Systems for product cost determination –concepts in cost determination-activity based costing and management -job and process costing –applications.

Unit –III

Systems for decision making –Marginal costing and contribution analysis – Differential costing

Unit –IV

System for cost control and reduction –Budgetary control –Functional budgets and responsibility system.

Unit – V

Standard costing and variance analysis –Material ,Labour Overhead and profit variances.

Note- The question paper should consist 80% problems and 20% theory questions.

References:

1. V.G.Sridharan , Costing for Management Vikas publishing house, New Delhi.
2. S.P.Jain and Narang, Advanced cost accounting Kalyani Publishers.
3. Saxena and Vashist, Advanced cost and management accounting Sultan Chand, New Delhi.
4. Charles T. Horngren Cost Accounting :A managerial emphasis, Prentice Hall, New Delhi, 2004.
5. M.Y.Khan, P.K.Jain, “Theory and problems of management and cost accounting”, Tata Mc Graw Hill, 2001

AF 705 FINANCIAL MANAGEMENT (Credits -4)

Objectives

To impart knowledge on sources of financing and methods of appraisal of investment decisions and risks involved in financial operations.

Unit – I

Financial management- objectives- functions, scope- Evolution, Interface of financial management with other areas - Environment of corporate finance.

Unit – II

Cost of capital- weighted average cost of capital- cost of capital and investment analysis- Financial and operating Leverage – Risk return analysis – Capital Structure theories – net income approach- net operating income approach – MM approach – Modern Approaches.

Unit – III

Investment decisions – Investment appraisal methods – risk and uncertainty in Investment decisions – Capital rationing.

Unit – IV

Dividend theories- issues in dividend policy- Dividend Relevance- Walter's model- Gordon's model- dividends and Uncertainty- dividend irrelevance- Modigliani and miller's Approach- Dividend policy and market imperfections.

Unit – V

Working Capital management – determining working Capital needs - working Capital cycle – sources for short term finance.

Note- The question paper should consist 60% problems and 40% theory questions.

References :

1. I.M.Pandey, Financial management, Vikas publications, New Delhi.latest edition
2. James.C.Van Horne, Financial management and policy, Prentice Hall India, New Delhi.latest edition
3. Dr. Prasanna Chandra, Financial management; theory and practice Atlas MC grew hill 1995.
4. M.Y.Khan and P.K. Jain, "Financial management", Tata Mc Graw Hill, 2001
5. Eugene F. Brigham, Michael C. Ehrhardt, " Financial Management", Thomson Southwestern Publication, 2002
6. Brealey & Myers, " Corporate finance", Tata Mc Graw Hill, New York, 2003

AF 707 FINANCIAL AND COST AUDIT (Credits -4)

Objectives

To provide expertise in the procedures and methods of financial and cost audit.

Unit – I

Financial audit – nature and scope – essentials of Company audit – Revenue and Capital transactions – duties and liabilities of auditors – importance of audit report.

Unit – II

Evolution of cost audit- cost audit- concepts- objectives and Scope- cost audit Vs financial audit- cost audit as aid to the Management Cost auditor- his appointment- Rights, powers, duties and Responsibilities- financial Auditor- cost auditor- Internal Auditor-Relationship.

Unit – III

Cost audits planning- Familiarization with industry and systems And schemes- Requirements of cost audit, its importance Preparations, model plan and routine.

Unit – IV

Internal control system relating to financial audit and cost audit-Evaluation of internal control system- Accounting and budgetary Control- capacity utilization and inventory control.

Unit – V

Cost audit working papers and notes- cost audit - report Rules- contents and Para wise illustrations- notes and Qualifications- distinction and examples.

References :

1. A.R.Ramanathan, “ Cost and Management Audit”, Tata Mc Graw Hill, Latest edition
2. Gupta, “ Contemporary auditing”, Tata Mc Graw Hill, 2001
3. D.Dutta Chowdhury: “cost audit and management audit”.
4. Philip. I. Deliese and Others: Montgomery’s auditing, John Wiley and sons
5. M.V.Rathnam: Cost audit and management audit, Kitab Mahal.
6. B.N.Tandon: Practical Auditing- S.Chand and Co,2001.

AF 709 QUANTITATIVE TECHNIQUES (Credits -4)

Objectives

1. To provide knowledge in quantitative methods and applications.
2. To offer expertise in quantitative analysis.

Unit – I

Theory of probability – probability rules – Baye’s theorem – Probability distribution – Binomial, Poisson and Normal. Statistical decision theory -- Decision environment -- decision making under certainty and uncertainty and risk conditions -

EMV, EOL and marginal analysis - value of perfect information - decision tree analysis.

Unit – II

Sampling-Meaning of random sample - sampling methods - sampling error and standard error - relationship between sample size and standard error

Sampling distribution - characteristics- central limit theorem - estimating population parameters -point and interval estimates - estimating proportion, percentage and mean of population from large sample and small sample.

Unit – III

Testing hypothesis -testing of proportions and means- large samples - small samples - one tailed and two tailed tests - testing differences between mean and proportions - errors in hypothesis testing - chi square distribution - characteristics - applications of tests of independence and tests of goodness of fit - inferences - F distribution- testing of population variance- analysis of variance - one way and two way.

Unit – IV

Correlation and regression Simple, partial and multiple correlation - simple, partial and multiple regressions - estimation using regression line - standard error of estimate - testing significance of correlation and regression coefficients - interpreting correlation - explained variation and explained variation - coefficient of determination- multivariate analysis - factor, cluster and discriminant analysis.

Unit – V

Linear programming graphic and simplex models - maximisation and minimization – Transportation – Assignment.

Note- The question paper should consist 80% problems and 20% theory questions.

References:

- 1 Richard I.Levin and David S. Rubin, Statistics for Management, Prentice Hall of India, latest edition.
- 2 S.P.Gupta, Statistical Methods, Sultan Chand, latest edition
- 3 Sanchetti and Kapoor, Statics, Sultan Chand, 1992.
- 4 G.C.Beri, “ Statistics for management”, Tata Mc Graw Hill, 2003
- 5 J.k.Sharma, “ Business Statistics”, Pearson, 2004
- 6 Anderson Sweeney Williams, “ Statistics for Business and Economics”, Thomson. 2002
- 7 R.P.Hooda, “ Statistics for Business”, Mc Millan, 2003
- 8 Levine Krehbiel & Bevenson, “ Busines statistics”, Pearson edition , Delhi, 2000

SEMESTER – II

AF 702 CORPORATE ACCOUNTING (Credits -4)

Objective

1. To impart knowledge on corporate accounting methods and procedures.
2. To develop skills in the preparation of accounting statements and in their analysis.

Unit – I

Preparation of Company Final Accounts – P&L A/c – Balance Sheet (Advanced problems)

Unit – II

Acquisition – Amalgamation & Absorption.

Unit III

Reconstruction – Internal and External – Liquidation of Companies.

Unit – IV

Final Statements – Banking and Insurance companies.

Unit – V

Accounting for price level changes – Social Responsibility accounting – HR accounting.

Note- The question paper should consist 80% problems and 20% theory questions.

References :

1. M.C.Shukla and T.S. Grewal, Advanced Accounts, New Delhi, S.Chand and Co., 2002.
2. R.L.Gupta and M.Radhaswamy, Advanced Accounts, New Delhi, Sultan Chand, 2002.
3. S.P.Jain and K.L.Narang, Advanced Accounts, Ludhiana, Kalyani Publishers, 2002.
4. T.S.Reddy, et. Al. Corporate Accounting, Chennai, Margam Publications, 2002.

AF 704 TAXATION – I (Credits -4)

Objectives

1. To impart knowledge in the basics of income tax law and provisions.
2. To develop tax computational skills.

Unit – I

Basic concepts – capital Vs. Revenue receipts, expenditure – method of accounting – Residential status and incidence of tax – exempted incomes.

Unit – II

Heads of incomes – salaries, income from house property, profits and gains of business or profession, capital gains, income from other sources – Computation of Total Income.

Unit – III

Deduction to be made in computing total income – rebates and relief – taxation of nonresidents – set off and carry forward of losses - clubbing of income – Assessment of individuals, firms and companies.

Unit – IV

Tax consideration in specified managerial decisions and their implications on cash flow, make or buy, own or lease, retain or replace, export or domestic sales, shut down or continue, purchase by installment or hire, expand or reduce the size of business.

Unit – V

Tax consideration in special areas – foreign collaboration agreements, mergers, amalgamation, reconstructions.

Note- The question paper should consist 60% problems and 40% theory questions.

References :

- 1 Vinod K.Singhania, Direct taxes : Law and practice , Taxmann publications , New Delhi
- 2 Bhagwati prasad, Direct taxes, Law and practice, Wishwa Prakash, New Delhi
- 3 B.B.Lal , Direct taxes, practice and planning, Konark Publishers.
- 4 Lakhotia R.N. & S.Lakhotia, Corporate tax planning handbook, vision Books.

AF 706 INTERNAL AUDIT (Credits –4)

Objectives

1. To develop theoretical and practical skills for internal auditing in organizations.

Unit – I

The nature of internal auditing - Definition of and reason for internal auditing/objectives, scope, responsibility and authority/independence and objectivity/fraud/ethics.

Unit – II

Administration of the internal auditing department - Reporting status / selection of staff/orientation and training of staff, staff/guidelines evaluation of staff long range audit programmes/measurement of audit accomplishments - Administration of the audit assignment - Relationships with auditees/external relationships.

Unit – III

Internal Control - Systems development controls/organizational controls procedural controls, Control in an EDP system - The auditor's environment.

Unit – IV

Tools and techniques of Internal audit - Audit programmes/audit reports/field work/flowcharts/internal control questionnaires/preliminary survey/sampling techniques/working papers.

Unit – V

Accounting/ advertising/ communications/ finance/ manufacturing/ marketing/ organisational planning and development/personnel administration /physical distribution/production planning and control/public activities /purchasing/research and development - Functions listed are illustrative of areas subject to testing. A broad foundation in auditing all segments of an organisation is required.

References:

- 1 Edds J. Auditing for Management, Toronto Ontario, Sir Isaac Pitman Ltd., Latest edition
- 2 Mints F: Behavioural Patterns in internal Audit Relationships, Orlando, Florida: Institute of Internal Auditors Inc., Latest edition
- 3 Brink V: The Internal Auditor, Review of Organisational Control, Florida. The Institute of Internal Auditors Inc Latest edition
- 4 Brink V. Cawhin J & Witt H: Modern Internal Auditing 3rd Ed., New York, Ronald Press, Latest edition
- 5 Sawyer L.B: The Practice of Modern Internal Auditing, Orlando, Florida : Institute of Internal Auditors Inc Latest edition.
- 6 V.S. Agarwal, "Internal Auditing", Professional book publishers
- 7 Arora R.C., "Internal Auditing, Principles and practices, ILBC Publishers.

SEMESTER – III

AF 711 TAXATION –II (Credits -4)

Objectives

1. To develop the knowledge of IT Act provisions and their applicability.
2. To develop tax computational skills.

Unit – I

Customs Duty – codes – Tariffs – Organization of the Customs department – Officers of the Customs – Powers – Levy of duty – Appellate machinery – Infringement of Law – Offences & Penalties – settlement of disputes.

Unit – II

Baggage – Mail – Imports for re export – Re –imports – Project imports – deferment of Levy – warehousing – export rebates and duty drawback – duty free zones – inputs.

Unit – III

Central excise duty – basis of levy – excise administration – refund of duty on inputs for production of other goods- use under bond – Captive Consumption – Set off Proforma Credit and MODVAT – smallscale industries – concessions – Compounded Levy

Unit – IV

Central Sales Tax – Concept of sale and purchase – inter state import & export trade or commerce – Registration of dealers – rates of tax – determination of turnover – Levy & Collection of tax – Penalties & cognizance of offences – Goods of special importance – Liabilities in special cases

Unit – V

TNGST – Definition of sale – taxable turnover – dealer – single point; multipoint – Registration of dealer – Cancellation of registration – filing of periodical returns – payment of tax at regular intervals and on demand- Assesment procedure – appeals – revisions & references – keeping of accounts for purposes of sales tax

Note- The question paper should consist 60% theory and 40% problems questions.

References :

1. Customs Act,1952
2. Central Excise & Salt Act, 1944
3. Central sales tax Act
4. TNGST Act
5. V.S. Datey, Indirect taxes, Taxmann, New Delhi
6. V. Balachandran, indirect taxes – New Delhi, Sultan Chand
7. N.S. Govindan, Indirect taxes, Sitaraman & Co, Chennai 2003.

AF 713 EDP AUDIT (Credits -4)

Objectives

1. To provide a specialized knowledge in EDP Audit procedures and methods.
2. To impart skills required for EDP Audit.

Unit – I

EDP Auditing defined – effects of EDP on internal controls – on auditing – foundations of EDP auditing – traditional auditing – information systems management – behavioral science – computer science – conducting an EDP audit – dealing with complexity – steps in an EDP audit – Audit decisions

Unit – II

Procedural and administrative controls - Control in an EDP system – input and output process – organisation management control framework – evaluating the planning function – organizing function – staffing function – directing function – controlling function – audit trial controls.

Unit – III

Evidence collection – generalized audit software – control of audit software – code review, test data & code comparison – concurrent auditing techniques – need for comparison – types of auditing techniques – implementing auditing techniques – advantages/disadvantages of auditing techniques.

Unit – IV

Evidence evaluation – measures of asset safeguarding & data integrity – qualitative & quantitative approaches to the evaluation decision – cost effectiveness considerations – evaluating system effectiveness & efficiency.

Unit – V

Organisation & Management of the EDP audit function – promotional opportunities for the EDP auditor – life cycle of the EDP audit group – changing EDP audit function – legal influences – social influences – impact of the changing technology.

References:

1. Ron. Weber, EDP Auditing conceptual foundations & practice, 2nd edition, Mcgraw Hill International editions.
2. Westin Alan F., Mischel G. Baker, Data Banks in free society, New York Times, Quadrangle.
3. Highland, Harold, Joseph, Protecting Your Microcomputer systems, New York Willy, 1984.

AF 715 MANAGEMENT ACCOUNTING AND CONTROL (Credits -4)

Objectives

1. To impart knowledge on the techniques and methods of management accounting and control.
2. To expose the students to contemporary practices in industry.

Unit-I

Management accounting-meaning –objectives – significance – Strategic management Accounting – components of strategic information – Forecasting Methods & techniques.

Unit –II

Financial Analysis – Techniques of analysis – Comparative statements – ratio analysis – Cash flow statement – Reporting to Management - Financial forecasting- proforma statements- percent of sales forecasting, proforma statements- and financial planning- cash flow forecasts- sustainable growth modeling.

Unit – III

Long range financial forecasting- Risk analysis of capital Investments- sensitivity analysis- simulation analysis- Selection of a project.

Unit – IV

Valuing the companies by (EVA) Economic Value Added approach – Conceptual framework for EVA – limitations of accounting concepts – evolution of EVA – computation to determine the past and present financial information – EVA for future strategic planning –criticism of EVA.

Unit – V

The balanced score card – measuring the total business performance – Balanced Score card – Financial perspective –customer perspective – learning and growth perspective

Note- The question paper should consist 60% problems and 40% theory questions.

References :

1. Robert S. Kaplan and Anthony A. Atkinson, Advanced Management Accounting Deep and Deep publishers, 2002
2. George T. Friedbom, Lydia L.F. Schleifer, Franklin J. Plewa, Essentials of corporate performance measurement, John Wiley & sons
3. J. Batty – Macdonald and Evons, Management accountancy., 1982
4. Jawaharlal, “ Advanced Management Accounting”, S.Chand Publications, 2003
5. Joseph A. Maciariello, Calvin J. Kirby, “ Management control systems”, Prentice Hall India, 1994
6. P. Mohan Rao, Bhibuti .B. Pradhan, Strategic Management Accounting Deep and Deep publishers, 2000
7. Spyros Makridakis, Steven.C. Wheelwright, Rob.K. Hyndman, Forecasting methods and applications, John Wiley & sons, 2000.
8. Jae.K. Shim & Joel.G. Sugel & C.J. Liew, Strategic business forecasting, Jaico publishing house, 1995.
9. Stephen Delurgio, “ Business forecasting, Principles and applications”, Irvin Mc Graw Hill, 1998

SEMESTER – IV

AF 710

RESEARCH METHODOLOGY

(Credits-4)

Objectives

1. To provide knowledge on research methods, techniques and the process.
2. To develop skills in the application of research methods for business problem solving.

Unit – I

Research – meaning & purpose – types of research – pure and applied, survey, case study – experimental, exploratory - Research design – steps in selection & formulation of a research problem – steps in research - review of literature.

Unit – II

Formulation of hypothesis – types, sources – testing – sampling techniques – sampling error & sample size.

Unit – III

Methods of data collection – primary & secondary data – observation – interview – questionnaire – construction of tools for data collection – Testing validity and reliability – Pilot study and Pre-testing.

Unit - IV

Processing & analysis of data – editing – coding – transcription - tabulation – outline of statistical analysis – descriptive statistics – elements of processing through computers – packages for analysis.

Unit – V

Report writing – target audience – types of reports – contents of a report – style and conventions in reporting – steps in drafting a report.

References:

1. William C. Emory, Business Research Methods, R.D. Irwin Inc.
2. Robert G. Murdick, Business Research: Concepts & Practice, International Text Book Company
3. Claus Moser & Graham Kalton, Survey Methods in Social Investigation, Gower Publishing Co.
4. Anderson J. Berry H.D. & Poole M., Thesis & Assignment Writing, Wiley Eastern Ltd.
5. Kothari C R, Research Methodology, Vikas Publishing Ltd.2002
6. Krishnasamy O R, Research Methodology, Himalaya publishing house,1998.
7. Cooper, “Business research Methods”, Tata Mc Graw Hill, 2000
- 8.

AF 714 ACCOUNTING THEORY AND STANDARDS (Credits -3)

Objectives

1. To provide knowledge on the fundamental theoretical and conceptual framework.
2. To develop an understanding of accounting standards and valuation principles.

Unit – I

Concept of Theory & Accounting Theory – classifications – Deductive & Inductive approaches in Theory formulation – Events approach – Value approach – Predictive Approach – Methodology in Accounting Theory – positive – normative – other approaches in accounting theory – pragmatic – authoritarian – sociological – economic.

Unit – II

Accounting postulates, concepts and principles - Traditional accounting theory – Underlying assumptions or concepts - The AICPA and Accounting principles – the Securities and exchange commission – Accounting principles board.

Unit – III

Objectives of Financial reporting – statement format – measurement in accounting – EPS – accounting changes – special changes in income statement presentation – the balance sheet – statement of changes in financial position – recognition and measurement in financial statements.

Unit – IV

Introduction to Indian Accounting standards & GAAP – benefits of AS – management & standard setting – AS1 to 28 objectives – compliance with AS issued by ICAI – AS and the Auditors – AS and Board’s report – procedure for issuing AS – status of the AS issued by ICAI.

Unit – V

Global accounting – need for harmonization and standardization – meaning and purpose of the Accounting standards – International AS – key areas of difference among Indian GAAP, IAS & US GAAP – Indian company & US GAAP.

References:

- Porwal , “ Accounting Theory”, Tata Mc Graw Hill,2001
- Compendium of Accounting Standards, ICAI Publications, New Delhi, 2004.
- International Accounting Standards, ICAI Publications, New Delhi, 2004.
- Sanjiv Agarwal, “ Guide to accounting and accounting standards”, Snow white Publishers, 2000
- Eldon S. Hendriksen, Accounting Theory, 4th edn., Khosla Publishing House.
- D.S.Rawat, “ Accounting standards”, Taxmann Publication, 2003

AF 716 FINANCIAL ANALYSIS, REPORTING AND CORPORATE DISCLOSURES (Credits -3)

Objectives

1. To develop skills for financial analysis and interpretation of financial information.
2. To develop an understanding of corporate financial reporting and disclosure practices.

Unit – I

Financial analysis- financial statements and ratios- ratios and Forecasting financial failure- Dupont analysis, industry averages, Comparison with competitors.

Unit – II

Changes in financial position- cash flow analysis.

Unit – III

Financial reporting- structure of financial reports- objectives and Presentation- recent trends- directors report- chairman's speech- Charts, diagrams, graphs, statement of directors responsibility- Auditors report- governance report- qualitative characteristics of Financial reporting.

Unit – IV

corporate disclosure- need and objectives- factors effecting disclosure of information- information contents of financial statements- sources of information for investors- use of annual reports for different purposes.

Unit – V

Recent trends in corporate disclosures- regulations relating to post B/S information- half yearly sales - web site disclosures - analysts views and opinions- chairman's clarification- uniformity in designing the information.

Note- The question paper should consist 60% theory and 40% problems questions.

References :

1. N. Das Gupta, " Financial reporting in India"- Sultan Chand & sons, Latest Edition
2. Dharminder Singh Ubha, " Corporate disclosure practices" ,Deep & Deep publications, 2001

3. Rao.P.M ,'Financial reporting and disclosure practices', Deep & Deep publications.,2000
4. Chander.S.,'Corporate reporting practices', Deep & Deep publications,1992.
5. Foster & George, 'Financial statement analysis', Prentice hall,
6. Saxena & Vashist, 'Advanced cost and management accounting' , Sultan Chand. & sons,2001
7. Prasanna Chandra ,'Financial management', Theory and practice– Tata Mc Graw-Hill,2002.
8. SEBI report on 'corporate governance' published in Economic Developments in India , vol:20,1999.
9. B. Banerjee, 'Regulation of Corporate accounting and Reporting in India', World press Calcutta, 2002.

ELECTIVES

AF 718 ACCOUNTING FOR GOVERNMENT AND (Credits-3)

NON-PROFIT ORGANIZATIONS

Objectives

1. To provide specialized knowledge on the accounting systems and procedures in government and non-profit organizations.

Unit – I

Principles of accounting – Financial reporting for state Government, local Government, and non profit entities – receipts and payment , Income and expenditure account.

Unit – II

General funds and special reserve funds – general fixed assets and Capital projects funds – General long term debt and debt servicing funds.

Unit – III

Accounting for fiduciary activities – Review and reporting of state and Local Governments – Analysis of Government financial performance.

Unit – IV

Foundations of legal and regulatory environment for non profit organizations – Auditing Government and non profit organizations – Budgeting and costing for Government services.

Unit – V

Accounting , reporting , regulatory and tax issues of non profit organizations – accounting for colleges and Universities – accounting for health care Organizations

Note- The question paper should consist 60% theory and 40% problems questions.

References :

1. Wilson, Kattelus & Hay, Accounting for Government and non profit entities – Irvin Mc Graw Hill, 12th Ed,
2. Mohanty and Bijoyoni, “ Financing grass roots Government”, APH Publishers, 2001

AF 719 INTERNATIONAL FINANCIAL MANAGEMENT (Credits-3)

Objectives

1. To impart knowledge on sources of financing and methods of appraisal of investment decisions and risks involved in global level of financial operations.

Unit – I

International Financial Management Environment - Rise of Multinational Corporations - MNC's Financial Management Theory and Practice - Theories of Trade Blocks - quantitative and qualitative Restrictions on Trade - Determinants of Foreign Exchange Rates - Theories: PPP - Interest Rate Parity - Fisher Effect - International Fisher effect - Unbiased Forward Rate Theory – Exchange rates – Trade and Balance of payments – European Monetary System.

Unit – II

Nature and Measurement of Exposure and Risk - Measuring Accounting Exposure - Managing Accounting Exposure - Measuring and Managing Economic Exposure - Management of operating Exposure - Management of Interest Rate Exposure.

Unit – III

Designing a Global Financing Strategy - institutional Structure - Euro Currency Loan -- International Equity Markets - International Financing Decision - Financing Overseas Subsidiary - Borrowing International Equity Investment - *CAPM* - Measuring the cost of International Borrowing - Syndicated Loans.

Unit – IV

International Project Appraisal -- Issues involved in *Investment Analysis* - Foreign Project appraisal - Political Risk analysis - Adjusted Present Value Method - Cost of Capital for Foreign Investment -- Weighted Average Cost - Measurement and Management of Political Risk - International Tax Management.

Unit – V

Multinational Working Capital Management - Short-Term Financing - Options -- Dollar Cost Averaging - Alternative Financing Options - Current Asset Management - International cash Management: - Inventory Management - Managing Blocked Currency Trade.

Note- The question paper should consist 60% theory and 40% problems questions.

References:

- 1 Rite M Rodriguez - International Financial Management, E Eugene Carter Prentice Hall, New Delhi 1985.
- 2 Alan C Shapiro - Multinational Financial Management, Allyn and Pacon Ioc, Boston, 1986.
- 3 Adrin. Buckley - Multinational Finance, Hcrit, New Delhi.
- 4 Raymond Vemon - Manager in the International Economy, Louis T Wells Jr Prentice Hall, 1987.
- 5 David H Blake - Tine Politics of Global Economic Robert S Walters Relations, Prentice Hall, 1987.
- 6 Madura, Jeff, “ International Financial Management, West Publishing Company.
- 7 William R. Folks Jr.; Raj K. Aggarwal; Raj Aggarwal, “International Dimensions of Financial Management”, South-Western Thomson Learning.
- 8 Henning, Charles N. , And Pigott, William, And Scott, Robert Haney, “International Financial Management” ,New York McGraw-Hill.
- 9 V K Bhalla, “International Financial Management”,Oscar Pub.
- 10 Zenoff, David B. And Zwick, Jack, “ International Financial Management”, Prentice Hall.
- 11 P.K.Jain, Josette Peyrand & Surendra Singh Yadav, “International Financial Management”, Macmillan India.2003

Objectives

1. To offer in depth knowledge on information systems in business and their management.

Unit – I

Management Information System – Concept, Need, Strategic role – Evolution of Management Information System – Components of Management Information System – Information flow.

Unit – II

Data base management systems – Objectives and Components – Database design – Creation and Control – Recent Trends in database.

Unit – III

Developing information system – Planning , Designing and Redesigning – Approaches for system development – System analysis and Design – System Implementation and Maintenance.

Unit – IV

Transaction processing and Support system – Transaction processing system – Office automation systems – Decision support systems – Executive information systems – Artificial intelligence and Expert systems.

Unit – V

Functional Information systems – Production, Finance, Human resource and Marketing – Managing information resources – Information Security – Control & Audit of Information Systems.

References:

1. James A O' Brain, 'Management Information Systems', Tata Mc Graw Hill.2003
2. King R William, 'Management Information Systems',2003
3. Davis, 'Management Information Systems',Mc Graw Hill.2003
4. Wetherbe, Turban, 'Information Technology for Management', John Willey Publishers.
5. L.M.Prasad, Usha Prasad, 'Management Information Systems', Sultan chand & Sons.2003

6. D.P.Goyal, 'Management Information Systems- Managerial Perspectives', Mac Millan India Ltd.2003
7. S.Sadagopan, 'Management Information Systems', Prentice Hall 2003.
8. Eff Oz, 'Management Information Systems', Vikas Publishing house Pvt. Ltd.2003.
9. Muneesh Kumar, 'Business Information Systems', Vikas Publishing house Pvt. Ltd.2003.
10. Kenneth C.Loudan & Jane P.Loudan, " Essentials of MIS", Prentice Hall India, 2001

AF 721

RISK MANAGEMENT AND DERIVATIVES (Credits-3)

Objectives

1. To expose students to various financial risks in business and their impact on business operations.
2. To develop an understanding of derivative instruments and their usage in risk management.

Unit – I

Derivatives defined – products – participants & functions – types of derivatives – development of exchange traded derivatives – global derivatives markets – exchange trade Vs OTC Derivatives – Derivatives market in India.

Unit – II

Options – development of options markets – call options – put options – organized options trading – listing requirements – contract size – exercise prices – expiration dates – position & exercise limits – exchanges on which options trade – options traders.

Unit – III

Forward contracts – Futures contracts – structure of forward & futures markets – development of futures markets – organized futures trading – futures exchanges – Futures traders.

Unit – IV

Principles of Option pricing – Put Call Parity relationship – Option pricing models – The Black Scholes Model – The Binomial model – Principles of forward and future pricing – the cost of carry model.

Unit – V

The impetus for Risk management – benefits – dealers & other participants – managing market risk – Delta – Theta - Gamma – Vega hedging – value at risk – derivatives in the organisation – accounting and tax for derivatives – avoiding derivative losses – regulations.

Note- The question paper should consist 60% theory and 40% problems questions.

References:

1. Don M. Chance, An Introduction to Derivatives & Risk Management, 5th edition, Harcourt Publishers, USA.
2. John C. Hull, Options, Futures & other Derivatives, 3rd edition, Prentice Hall of India, New Delhi
3. Robert J. S. & Clifford W.S., Derivatives Hand book Risk Management & Control, John Wiley & Sons, 1997.
4. D.C.Gardner, Derivatives, Mac Millan, 2004
5. D.C.Gardner, Futures & Options, Mac Millan, 2004
6. Jarrow & Turn Bull, Derivative Securities, 2nd edition, Thomson Learning
7. Bhalla V.K., Financial Derivatives & Risk management, Sultan Chand & Co. Ltd, New Delhi, 2001
8. Derivatives Core Module Work Book, NCFM Study Material, NSE, Mumbai.

AF 722

PROJECT APPRAISAL AND FINANCING (Credits-3)

Objectives

1. To impart specialized knowledge in the project formulation, financial and appraisal methods and managing projects effectively.

Unit – I

Definition & Meaning of project – types of projects – appraisal of project – technical appraisal – objectives – project concept – capacity of plant – flexibility of plant & flexible manufacturing systems – evaluation of technology – inputs – location – interdependence of the parameters of the project – project charts & layouts – cost of production.

Unit – II

Financial appraisal – cost of the project – sources of finance – financial projections – evaluation of cash flow and profitability – simple rate of return method – estimating cost of capital with CAPM – financial analysis – appraisal of advanced manufacturing systems – intangible & tangible benefits – strategic issues – working capital management.

Unit – III

Economic appraisal – aspects – employment effect – net foreign exchange effect – social cost benefit analysis – objectives – market imperfection – externalities – redistribution.

Unit – IV

Financing of new projects – institutional policies & procedures – financial structuring norms – disbursement of rupee term loans – foreign currency assistance – borrowings from state level institutions & banks – financing of industrial estates.

Unit – V

Short term & long term financing schemes – Bill rediscounting scheme – suppliers line of credit – equipment finance scheme – technical development fund scheme – equipment leasing – industrial housing – financing of equity – promoters participation in project financing – financing through debentures – institutional finance to entrepreneurs – incentives & subsidies.

Note- The question paper should consist 80% theory and 20% problems questions.

References:

1. Machiraju H.R., Project Finance, Vikas Publishing House, New Delhi
2. Rao G. B. & Atul Gupta, Guide to Project Financing, Wadhwa & Com Pvt. Ltd, Nagpur
3. Roy Pilcher, Appraisal & Control of Project Costs, Mc Grawhill,
4. Mohsin M, Project Planning & Control, 4th edn, Vikas Publishing House, New Delhi
5. Vasant Desai, Project Management, Himalaya Publishing House
6. Dennis Lock, Project Management, Coles Publishing Co. Ltd.
7. Prasanna Chandra, “Projects” , Tata Mc Graw Hill, New Delhi, 2003.
8. Sarada,D.P. “ Handbook on project appraisal”, Motherland Printers, Jaipur, 1994
9. Phawa, H.B.S. “ Project Financing”, Bharat Publishers, New Delhi, 1996

Objectives

1. To impart specialized knowledge in areas such as financial reengineering, mergers and acquisitions, corporate restructuring.
2. To develop an understanding of financial implications of such strategic decisions.
3. To impart analytical skills required for such decisions.

Unit – I

Financial policy and corporate strategy – Strategic decision Making framework – interface of financial policy and strategic Management- Conceptual Frame Work of SFM – Value Chain analysis – Strategic Business units – Life Cycle Costing – Objective Based Costing – Owners Value Added.

Unit – II

Strategic wage Management – Strategic supply chain Management – Internal cost & audit analysis – Strategic cost analysis.

Unit – III

Financial analysis of corporate restructuring – Restructuring plan – optimal business down sizing – Consolidation – Diversification – Merger – Amalgamation – Acquisition – Restructuring sick units – Financial Strategies of MNCs.

Unit – IV

Valuation – Valuation of business enterprise – Realisable value and Replacement value – Brand value – Brand’s life cycle – phase wise valuation.

Unit – V

Financial Engineering – EVA Approach – ABC approach – Bench marking earning expectation - Innovating and rising instruments – Final deployment strategies.

Note- The question paper should consist 60% theory and 40% problems questions.

References :

1. G.P.Jhakotia, “ Strategic Financial Management”, Vikas, Delhi, 2001
2. C.Parkinson , J.Ogivile, “ Strategic Financial Management”, CIMA,1999
3. Levy and Sarnath-Capital Investment and Financing Decision-Prentice Hall
4. S.K.Bansal, “Financial engineering”

AF 724 STRATEGIC COST MANAGEMENT (Credits 3)

Objectives

1. To offer specialized knowledge on applying costing techniques in strategy formulation and implementation and to assess the effectiveness of strategic decisions.

Objectives

2. To offer specialized knowledge on applying costing techniques in strategy formulation and implementation and to assess the effectiveness of strategic decisions.

Unit – I

Introduction- Cost management - Factors affecting cost management – Systems approach to cost management – cost management concepts – Activity based cost system – Activity cost behaviour.

Unit – II

Activity and Strategic based costing and control – Steps in ABC systems – Activity identification – Assigning costs to activities – Assigning secondary activity costs – Cost objectives & bills of activities – Activity rates and product costing – Activity based management – Activity based responsibility accounting – Activity based budgeting – Implementing activity based management.

Unit – III

Strategic based costing – Strategic positioning – Value chain analysis – Life cycle cost management – JIT management and purchasing and their effect on cost management.

Unit – IV

Strategic based control – Strategic based responsibility accounting – Balanced score and linking measures to strategy – Strategy alignment – Tactical decision making – steps – Relevant cost & Revenues – Activity resource usage model.

Unit – V

Quality cost management – Cost of quality – reporting quality costs – Quality cost information and decision making – Controlling quality costs – Productivity measurement and control – Environmental costs – Measurement and control.

Note- The question paper should consist 60% problems and 40% theory questions.

References :

1. Don. R. Hansen & Maryanne M. Mowen, “Cost Management – Accounting and Control”, Thomson Learning (Asia) Pvt Ltd, Singapore 2003.
2. John. K. Shank and Vijay Govindarajan, “Strategic Cost Management”, The Free Press, New York.
3. Robert. S. Kaplan and David. P. Norton, “The Balanced Score Card. Translating Strategy into Action”, Harvard Business School Press 1996, Boston.
4. Raymond. J. Trotta, “Translating Strategy into Shareholder Value”, American Management Association, New York.
5. Publication of ICWAI on ABC and SCM.
6. Alles, Michael, “ Strategic Cost Management”, Courier Custom Publishing.
7. Wilson, Richard M., “Strategic Cost Management”, Aldershot Ashgate Publishers, 1997.
8. Shank, John K, “Strategic Cost Management: The New Tool for Competitive Advantage”, The Free Press.
9. Blocher, “Cost Management: A Strategic Emphasis”, Irwin/McGraw Hill, 1999.

AF 725 WORKING CAPITAL MANAGEMENT (Credits – 3)

Objectives

1. To impart in depth knowledge on short term funds management.
2. To expose students to corporate practices in working capital management.

Unit – I

Working Capital Policy: Overall Considerations – importance of Working Capital Management – Concept of Working Capital – Risk and Return Trade off Financing Capital Requirements – issues in working capital policy – size of Working Capital Forecasting & Management of Working capital.

Unit – II

Cash Management: Importance – Factors influencing Cash Balance determining minimum cash balance – Cash Budgeting-Cash Control – Monitoring collections & disbursement – Cash Management Models.

Unit – III

Inventory Management – Need for inventories & importance of its Management – Techniques for Managing Inventory – Different Models – Reorder Point – pricing of raw materials & valuation of stock – Monitoring & control of inventories.

Unit – IV

Receivables management: Credit policy – Credit evaluation credit granting decisions – control receivables – collection policy.

Unit – V

Financing Current Assets: Trade Credit – Short term Bank Finance – Commercial Paper – Public deposits – Committees on Working Capital – Regulation of Bank credit – Recommendation.

Note- The question paper should consist 60% theory and 40% problems questions.

References:

1. Bhattacharya, WCM – Strategies & Techniques, Prentice Hall of India Pvt. Ltd,2001.
2. Ramamoorthy, V.E., Working Capital Management, IFMR, Chennai
3. V.K.Bhalla, “Working Capital Management”, Anmol Publishers, New Delhi, 1998
4. S.Srinivasan, “Cash and Working capital management”, Vijay Nicole, 1999
5. Anita Shukla, “Working capital management”, RBSA Publishers, 2002

AF 726 HUMAN RESOURCE MANAGEMENT (Credits –3)

Objectives

1. To provide knowledge on understanding managing human resources in organizations.
2. To offer exposure on human resources practices in organizations.

Unit-I

Human Resource Management (HRM): Concepts-Role-Challenges faced by HRM-Functions of HR manager-The Indian Scenario and HRM-Human Resource Planning -Human Resource Information System –Job analysis- Job description and Specification.

Unit-II

Recruitment- Sources of Recruitment- Selection strategies- Stages in selection process- Training and Development- Potential Appraisal and Succession Planning.

Unit-III

Maintenance of Human Resources - Reward System- Compensation management -Wage and Salary administration-Incentives and Fringe Benefits- Morale and Productivity.

Unit-IV

Performance Appraisal System-Objectives of performance Appraisal-Process-Performance Criteria-Benefits and Constraints-Performance review sequence-New trends in Performance Appraisal Systems.

Unit-V

Employee Discipline – Grievance Redressal - Motivation -Quality of Work Life-Health, Safety, Welfare and Social security-Worker’s participation in management-International HRM-Cross Cultural problems of MNC’s -The Future Trends - Industrial Relations in India.

References:

1. Gary Dersler, “Human Resource Management”, Prentice Hall,1999
3. P E Beaumont, “ Human Resource Management”, Sage,1993.
4. Milkovich G T& Boudreau J W, “Personnel/Human Resource Management-A Diagnostic Approach”, Illinois, Richard D Irwin Inc,1998.

5. Ian Beard Well & Len Holden, "Human Resource Management", McMillan Ltd, 2003.
6. Debi S Saini and Sami A Khan, "Human Resource Management", Response Books, 2000.
7. Biswanth Ghosh, "Human Resource Development and Management", Vikas Publishing, 2002.
8. Biswajeet Pattanayak, "Human Resource Management", Prentice-Hall of India, Latest Edition.

AF 728 FINANCIAL MARKETS AND SERVICES (Credits -3)

Objectives

1. To impart knowledge on the characteristics and functions of financial markets and services.
2. To expose students to the contemporary developments in financial markets and services.

Unit – I

An overview of Financial Markets – Legal and Regulatory framework – Financial sector Reforms – SEBI – SCRA – Various segments of financial markets – Money markets – Structure – Characteristics – Players – instruments - Interest rates determination.

Unit – II

Capital Market – Structure – characteristics – primary, secondary markets – Market intermediaries stock brokers, underwriters – Depositories- credit rating agencies

Unit – III

Stock market system – trading listing regulation of stock market operations - Market efficiency - NSE – OTCEI - ON line trading system – SEBI guidelines for capital issues – pricing – insider trading – investor protection.

Unit – IV

Derivative markets – options and futures – Trading system – pricing derivatives – Risk hedging through derivative – Derivative market in India – its regulation.

Unit – V

Financial services – Overview of Merchant Banking – Leasing, factoring, securitization – Venture Capital financing, mutual funds/NBFCs.

References:

1. M.Y Khan, "Financial Services", TataMc. Graw Hill, 2001.
2. Machiraju, "Indian Financial System", Vikas Publishers, 1998
3. Mark Grinblatt, Sheridan Titman, " Financial markets and corporate strategy", Tata Mc Grawe Hill, New Delhi, 2003
4. B.S.Bhatia, G.S.Bhatra, " Management of Capital markets, financial services and ihstitutions", Deep & Deep Publishers, 2000.
5. Dr.S.Gurusamy, 'Financial services and systems', Vijay Nicole Imprint Pvt. Ltd.2004
6. L. M. Bhole, Financial Institutions and Markets, Tata Mcgraw Hill, 2002.

AF 729 CORPORATE ETHICS AND GOVERNANCE (Credits-3)**Objectives**

1. To develop an understanding among students on ethical issues in business and good governance practices.
2. To impart skills of analysis and capability of making business decisions.

Unit – I

Relevance of business ethics – Arguments for and against – Does ethics pay business values for 21st century ethics in Indian business.

Unit – II

Corporate Governance – meaning scope – transparency - Disclosures – Shareholders welfare vs. stakeholders approach.

Unit – III

Board of directors – role, duties, responsibilities – Independent Directors – Executive and compensation – agency problem - Agency costs – stock option plan.

Unit – IV

SEBI and corporate governance – Clause 49 A of SEBI listing Agreement – governance committees – Audit committees Shareholders grievances committee investor protection - Management discussion analysis – shareholders information - Disclosure requirements.

Unit – V

Role of accountants and auditors – accountability – professional Codes & values – shareholders activism .

References :

1. R.C.Sekhar -Ethical Choices in Business-Response Books,2002.
2. Corporate Governance and business Ethics by All India Management Association- Excell Books.
3. William H. Shaw ,Business Ethics–Thomson Publications.
4. N. Balasubramanyan ,”Corporate boards and Governance -Sterling publishers.
5. Referencer on corporate governance and directors duties and responsibilities- publication of Institute of Company Secretaries.
6. Neville Bain &David Band , “Winning Ways through corporate governance” -Macmillan publishers,.
7. Nareshchandra committee report published in Chartered secretary ,feb 2003- VI.33,No.2.
8. SEBI report on corporate governance published in Economic Developments in India , vol:20,1999.
9. John Harper, “ Chairing the Board” ,Kogan press.

AF 730 SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT (Credits -3)

Objectives

1. To provide knowledge on basics of investment management.
2. To develop skill for investment analysis and portfolio building.

Unit – I

Nature and scope of investment management – investment objectives, constraints – factors – investment process – investment management and portfolio management - factors for investment analysis - impact of economic analysis - impact of industrial analysis role of capital markets.

Unit – II

Understanding the investment environment - sources of investment information - approaches of security analysis - market indicators - security price movements - fundamental analysis - technical-analysis - Dow theory - Random walk theory - efficient market hypothesis - various forms of market efficiency and their implications to security analysis-technical analysis Vs. efficient markets hypothesis - common stock analysis - economic analysis - economic indicators - industry analysis.

Unit – III

Company analysis components - non financial aspects - financial analysis - financial statement - analysis of prospectus - ratio analysis - EPS, UPS dividend yield - payment ratio - ROI, ROCI, Risk return - market risk - interest rate risk - purchasing power risk - business risk - financial risk - measurement of risk.

Unit – IV

Portfolio - portfolio management - portfolio theory - meaning and objectives, traditional and modern portfolio theory. Diversification - Markowitz's approach - portfolio management process-portfolio planning-portfolio analysis-portfolio selection - portfolio evaluation -portfolio revision- various steps involved in the development of portfolio.

Unit – V

Capital market theory - assumptions - risk, investors preference - capital asset pricing model (CAPM) - estimating Betas - significance of betas in portfolio theory - securities market line arbitrage pricing theory-options pricing model-put and call - valuation of various options - futures trading - hedging and forward contracts - Indian stock market and the institutional investors.

Note- The question paper should consist 60% theory and 40% problems questions.

References:

- 1 Fisher & Jordan, Security Analysis & Portfolio Management, Prentice Hall of India, 1999.
- 2 Elton, Edwin J & Gruber Martin J, Modern Portfolio Theory & Investment Analysis, Wiley & Sons, 1999.
- 3 Sidney Cottle, Graham & Dodd's Security Analysis, Tata Mcgraw Hill, 1989.
- 4 J C Francis and S H Arclean, Portfolio Analysis, Prentice Hall of India.
- 5 V.K. Bhalla, Investment Management, Sultan Chand,2001.
- 6 Prasanna Chandra, Managing Investments, New Delhi, Tata Mcgraw Hill, 1999.

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