S. S. Jain Subodh P.G. (Autonomous) College
Economic Administration and Financial Management

BACHELOR OF COMMERCE
(Honors Course)
Scheme of Examinations & Syllabus
### B.COM (HONS)

#### (Semester - I)

<table>
<thead>
<tr>
<th>Paper No.</th>
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<tbody>
<tr>
<td>1.</td>
<td>Business Economics</td>
</tr>
<tr>
<td>2.</td>
<td>Indian Banking</td>
</tr>
<tr>
<td>3.</td>
<td>Elements of Financial Management</td>
</tr>
<tr>
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<td>Business Budgeting</td>
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#### (Semester - II)

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<tbody>
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<td>1.</td>
<td>Managerial Economics</td>
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<td>Indian Financial System</td>
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</tr>
<tr>
<td>4.</td>
<td>Capital Expenditure Decisions</td>
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#### (Semester - III)

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<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Theory and Practice of Economic Administration</td>
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<tr>
<td>2.</td>
<td>Macro Economic Theory</td>
</tr>
<tr>
<td>3.</td>
<td>Project Planning And Production Decision</td>
</tr>
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<td>4.</td>
<td>Development Banking</td>
</tr>
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</table>

#### (Semester - IV)

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<tbody>
<tr>
<td>1.</td>
<td>Public Enterprises In India</td>
</tr>
<tr>
<td>2.</td>
<td>Monetary Economics</td>
</tr>
<tr>
<td>3.</td>
<td>Project Management And Control</td>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>International Trade and Finance</td>
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<td>Indian Economic Environment</td>
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<td>Rural Development</td>
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<td>Public Finance</td>
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#### (Semester - VI)

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<td>Central Financial Administration</td>
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</table>
# B.COM.(HONS)EAFM. Scheme of Examinations & Syllabus 2016-19

## (Semester - I)

<table>
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<th>Paper No.</th>
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<th>No. of Hours per week</th>
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**Examination Question Paper Pattern for all semester Exams**

**Attempt all questions**

I  10 Questions (very short answer questions)  10 * 1 Mark - 10
II 5 Questions (short answer questions)  5 * 3 Marks - 15
III 3 Questions (1 question from each unit with internal choice)  3 * 15 Marks - 45

Total of End Sem. Exam - 70
Internal Assessment - 30
Maximum Marks - 100
Minimum Marks - 40
S.S. JAIN SUBODH P G (AUTONOMUS) COLLEGE, JAIPUR
BACHELOR OF COMMERCE (HONS.)
Subject: Economic Administration And Financial Management
Semester-I
Paper-I: Business Economics

UNIT-I
Meaning and scope of Economics, Difference between economics and business economics,
Meaning, nature and scope of business economics, Role of business economics in formulation of 
business policies.

UNIT-II
Demand Analysis, utility and indifference curve approaches (elementary approach) Law of Demand 
and its determinants, elasticity of demand and its measurement and significance in business policies 
formulation.
Demand Forecasting: objectives, steps and techniques, demand forecasting for a new product.

UNIT-III
Meaning of production, factors of production, scale of production, law of returns, production 
equilibrium,
Importance of cost in Managerial decision. Economic Concept of cost Estimation and Alternative 
Revenue Analysis. Supply and Law of Supply, elasticity of supply.

Reference Books:
1. Agarwal- Somdeo : Business Economics
2. C. M. Choudhary : Business Economics
3. N. D. Mathur : Business Economics
4. Saraswat-Lodha : Business Economics
5. Sloman : Economics for Business
6. बी.पी. गुप्ता : व्यवसायिक अर्थशास्त्र
7. अग्नि, सोमदेव : व्यवसायिक अर्थशास्त्र
8. माधुर, गुप्ता, एवं आमा मोहन : व्यवसायिक अर्थशास्त्र
9. एन.एल. सेव : अर्थशास्त्र के सिद्धांत
10. एन. डी. माधुर व्यवसायिक अर्थशास्त्र
UNIT-I
Banking: definition and functions, commercial banks, a study of commercial banks public and private sector, assets and liabilities management of commercial banks. RBI, credit control by RBI and NABARD, RRB.

UNIT-II
Recent trends in Indian Banking (E-banking, Innovative banking), Relationship between Banker and Customer- General and Special. Monetary policy and Fiscal policy.

UNIT-III

Reference Books :
1. Kansal, Chaudhary, Rathore: Banking & Finance
2. Gupta, Swami : Banking & Finance
3. Khanna, Tiwari, & Jain : Banking & Finance
4. Vasant Desai : Bank Management
5. Suresh : Management of Banking & Financial Services
6. कंसल चौधरी: बैंकिंग एवं वित्त
7. गुप्ता, स्वामी एवं विपणन : बैंकिंग एवं वित्त
8. खन्ना, तिवारी एवं जैन : बैंकिंग एवं वित्त
9. दीपक अग्रवाल : मुद्रा, बैंकिंग, लोक वित्त एवं अन्तर्राष्ट्रीय व्यापार
UNIT-I

UNIT-II
Ratio analysis, Liquidity, Activity, Profitability and Leverage Ratios. 
Management of Inventory and Receivables.
Management of Cash and Marketable Securities.

UNIT-III

Reference Books
7. I.M. Pandey : Financial Management
8- अगरवाल, अगरवाल : वित्तीय प्रबंध
9- एम.आर. अगरवाल : वित्तीय प्रबंध
BACHELOR OF COMMERCE (HONS.)
Subject: Economic Administration And Financial Management
Semester-I
Paper-IV: Business Budgeting

UNIT-I
Business Budgets and Budgeting: meaning, nature, objectives, advantages and limitations of budgets and budgeting, budget terminology, preparation of budget, budget co-ordination, essentials of an effective budgeting. Business Budgets, Surplus budgets, Deficit Budgets and its limitations in Public/Private sector Institutions, Types of Budgets: fixed and flexible budget, finance budgets, master budget sales budget, production budget, cost of production budget- direct material budget, direct labour budget and overhead budget.
Zero Base Budgeting.

UNIT-II

UNIT-III
Cash budgeting: meaning, importance, and forms of cash budget, preparation of cash budget.
Budgeting and Management Reports: Financial Forecasting and Investment Decisions, Cost of Capital.

Reference Books
1. Agarwal, Vijay, Surolia : Business Budgeting
2. M.R. Agarwal : Business Budgeting
3- अगरवाल, विजय, सुरोलिया : व्यावसायिक बजटन
4- एम.आर. अगरवाल : व्यावसायिक बजटन
UNIT-I

UNIT-II
Price determination under different market structures, Perfect competition, Monopoly, Discrimination Monopoly, Imperfect competition, Oligopoly.

UNIT-III
National Income analysis: Meaning and significance of national income, Various concepts relating to national income and their computation, methods of estimating national income including social accounting techniques, national income and economic welfare. Green National Income. Factor pricing: Determination of Rent, Wages, Interest, Profit, Marginal productivity theory of distribution

Reference Books
1. Agarwal : Managerial Economics
2. Petersen, Jain : Managerial Economics
3. Varshney, Maheshwari : Managerial Economics
4. Saraswat, Lodha : Business Economics
5. Agarwal Somdeo : Business Economics
6. N.D. Mathur : Business Economics
7. सिह, रमान, चौधरी : प्रबंधकीय अर्थशास्त्र
8. बी.पी. गुप्ता : आर्थिक अर्थशास्त्र
9. अग्रवाल, सोमदेव : व्यापारिक अर्थशास्त्र
10. री.री. सेली : मेक्रो अर्थशास्त्र
11. एन. डी. माधुर व्यापारिक अर्थशास्त्र
BACHELOR OF COMMERCE (HONS.)
Subject: Economic administration and financial management
Semester-II
Paper-II : Indian Financial System

UNIT-I
Introduction of Financial system: Functions and Issues, Financial Sector reforms in India.

UNIT-II
Financial Services: Merchant Banking, Mutual Funds, Credit Rating, Venture Capital, Financial Sector Reforms in India.

UNIT-III
Financial Instruments- Treasury Bills, Certificate of Deposits, Commercial Paper, Currency Options-Credit Card.

Reference Books :
1- M Y Khan: Indian financial System.
2- Pathak: The Indian financial System.
3- Siddaiyah: Financial system.
4- Mishra puri: Indian Economy.
5- Ruddara Dutt Sundaram: Indian Economy
6. मिश्र, पुरी : भारतीय अर्थव्यवस्था
7. ए.एन. अय्याल : भारतीय अर्थव्यवस्था
8. रूद्र दत्त, सुन्दरम : भारतीय अर्थव्यवस्था
UNIT-I
Meaning, Scope, Importance and limitations of Business Finance. Tasks and Responsibilities of Modern Finance Manager.

UNIT-II
Elementary Study of Capital Budgeting including Methods of Evaluating Capital Expenditure proposals under uncertainty.
Dividend Policy.

UNIT-III
Cash Flow Analysis: Sources and Uses of Cash (AS-3).
Leverages : Operating Leverage, Financial Leverage and Combined Leverage.

Reference Books
7. I.M. Pandey : Financial Management
8- अगरवाल, अगरवाल : वित्तीय प्रबंधन
9- एम.आर. अगरवाल : वित्तीय प्रबंधन
BACHELOR OF COMMERCE (HONS.)
Subject: Economic administration and financial management
Semester-II
Paper -IV : Capital Expenditure Decisions

UNIT-I
Capital expenditure planning phases, Qualitative factors and judgment, Strategic aspects of Investment decisions. Production decisions: Utilization of full production capacity. Starting a new product in place of old. Determination of product mix on the basis of key factor.

UNIT-II
Capital expenditure and Investment ranking techniques, Practical application of Payback. Average Rate of Return and Discounted cash flow (Time-adjusted) Techniques, Present value, Net present value, Profitability index, Cost-Benefit Analysis, Relation between Internal Rate of return and Terminal value method, Capital budgeting under uncertainty: Inflation, Deflation and Indexation vis-à-vis capital budgeting.

UNIT-III

Reference Books
1. Agarwal, Vijay, Surolia : Business Budgeting
2. M.R. Agarwal : Business Budgeting
3. अग्रवाल, विजय, सुरोलिया : व्यावसायिक बजटन
4. एम.आर. अग्रवाल : व्यावसायिक बजटन
UNIT-I
The Concept of Economic Administration: Nature, Scope, Objectives and Techniques of Economic Administration and Constitutional provisions in India.
Planning, Organization and Administration: Machinery for the Formulation, Implementation, Supervision, Co-ordination and National Institution for Transforming India (NITI AAYOG): Organization and Administration

UNIT-II
Administration of present Economic policies
Recent trends in Economic Planning
Economic Disparities in India.
Instruments of state regulation of economic Administration.

UNIT-III
Centre, State and local Finances: their suggestions and recommendations for reforms.

Reference Books
1. R.C. Agarwal: Economics of Development and Planning
2. B.L. Mathur: Economic Policy and Administration
4. मित्र, पुष्टि : भारतीय अर्थव्यवस्था
5. ए.एन. आग्रह : भारतीय अर्थव्यवस्था
6. रूद्र दत्त, सूचरम : भारतीय अर्थव्यवस्था
7. ए.पी. सिंह : आर्थिक विकास एवं नियोजन
8. वी.एल. मथुर : आर्थिक नीति एवं प्रशासन
9. पी.एन. गोळम : विल प्रशासन
UNIT-I

UNIT-II

UNIT-III

Reference Books:
1. Macro Economic analysis - Edward Shapiro, Galgotia Publication, Delhi
3. Macro economic Theory – M.C. Vaish,WishwaPrakashan, New Delhi
4. Macro Economic Theory, H.L.Ahuja, S.Chand& Sons Publication, Delhi
UNIT-I
Define Project its objectives, Identification, Project Classification, and Parameters of Project Formulation. Generation and Screening of Project Ideas. Project planning: planning fundamentals, project master plan, Importance and techniques of project planning. Essentials of Good project planning. Project Life Cycle, project contracting.

UNIT-II

UNIT-III
Project Feasibility Study: Developing a project plan, market and technical analysis, financial analysis, evaluation of project proposals, risk analysis, sensitivity analysis, and social cost benefit analysis. PERT, CPM and Resource Allocation: Tools and techniques for scheduling development, crashing of network, Network Techniques for Projects: Developments of Project Network, Time Estimation, Determination of the Critical Path, Scheduling when Resources are Limited, PERT, CPM Model. Control of In-Progress Project.

Reference Books
1. M.R. Agarwal : Project Planning & Control
2. Agarwal, Mishra : Project Planning & Control
3. Vasant Desai : Project Planning
4. Prasan Chandra : Project Planning Analysis
5. B.B.Goyal : Project Management
6. R.L. Pitale : Project Appraisal Techniques
UNIT I
Concept Of development banking, Objectives and functions of development banks Sources and uses of funds in development banks.

UNIT II
Development banking in India retrospect and prospect, procedure and documentation of their lending operation

UNIT III
Promotional role of development banks problems of development banks in India. Development v/s investment banks

Reference Books:
1. Villiam diamond : Development Banks
2. Shirley Boskey : Problems and practice of development banks
4. कसल चौधरी: बैंकिंग एवं वित्त
5. टंडन, माधुर : बैंकिंग एवं वित्त
6. गुप्ता, स्वामी एवं वर्तन : बैंकिंग एवं वित्त
UNIT- I
Governing Board, Governing Company, Governing policy regarding Composition of Board.
Delegation and Decentralization of Authority.

UNIT- II
Privatization and Disinvestment- meaning, need and obstacles to privatization in India.
The concept, criteria of efficiency for public Enterprises.
Public Control: Parliamentary control, Ministerial control, Audit Control.

UNIT-III
Parliament and Public Accountability: The role of Estimates Committee- Functions, constitutions and membership.
Economic Control. Types of Controls Applicable in a Planned Economy.

Reference Books
1. R.C. Agarwal : Economics of Development and Planning
2. B.L. Mathur: Economic Policy and Administration
3. B.P. Gupta: Economic Planning
4. मिस्र, पुस्तिका : भारतीय अर्थव्यवस्था
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8. भी.एल. माहूर : आर्थिक नीति एवं प्रशासन
9. भी.एन. गीतम : विल प्रशासन
BACHELOR OF COMMERCE (HONS.)
Subject: Economic administration and financial management  
Semester-IV  
Paper-II Monetary Economics

UNIT-I
Monetary Standard: Meaning and types, Importance of Monetary standard. Principle and Methods of Issuing Notes in India.

UNIT-II
Demand and Supply of Money- Factors affecting demand and supply of money. Supply of Money- Narrow Money and Broad Money. Velocity and Value of Money.
Theories of Money- Quantity, Cambridge and Keynesian.

UNIT-III
Monetary Policy- Concept and instruments of Monetary policy.
Current Monetary policy review.
Concept of Demonetisation.

Reference Books:
1. M.L.Seth, Monetary Economics- Educational Publishers, Agra
2. T.N.Hajela, Monetary Economics.,Konark Publishers Pvt. Ltd, Delhi
3. M.L.Jhingan, Money, Banking and International Trade,Vrinda Publication, Delhi
4. S.B.Gupta, Monetary Economics.,S.Chand& Co, New Delhi
UNIT-I
Project management: Definition, function, evolution of Project Management, traditional management v/s project management. Capital Investments: Importance and Difficulties, Types of Capital Investments, Phases of Capital Investments. Project Organization: Structure and responsibilities, responsibility matrix. The project management system, methodologies & System development cycle: system approach, system analysis, system development, the phases of system development life cycle.

UNIT II
Project cost estimation and budgeting. Shadow Pricing- concept, need for shadow pricing, Uses of shadow prices in planned economy. Limitations of Shadow Pricing. Cost of capital: computation of cost of debt, fund, preference share capital, equity share capital, retained earnings and weighted average cost of capital.

UNIT-III
Project control: Information monitoring, internal & external project control, cost accounting systems for project control, control process, performance analysis, variance limits, and issues in project control. Project Management Information System: Computer based tools, features of PMIS, using project management software (MS Projects). Project Evaluation, Reporting & Termination: Project reviews & reporting, closing the contract.

Reference Books
1. Prassanchandra : Project Planning, Analysis Selection, Financing Implementation and Review
2. M.R. Agarwal : Project Planning
3. Agarwal, Mishra : Project Planning
4. Vasant Desai : Project Planning
5. M. Mishra : Project Planning & Control
6. R.L. Pitale : Project Appraisal Techniques
UNIT I
Concept of financial institution, types of financial institution, regulatory institution financial intermediaries, non financial intermediaries others.

UNIT II
Institutional structure – Indian financial institution, Development banks – IFCI, ICICI, SFCs, IDBI; Investment institution – UTI and other mutual funds, Insurance organization – LIC, GIC

UNIT III
International financial institution: organization, management, and working of international financial institution – IMF, IBRD, IDF, ADB.

Reference Books:
1. Gupta, L.C.: Changing structure of Industrial Finance in India
2. Vasant Desai: Development Banking in India
4. कर्ला अग्रवाल: अन्तर्राष्ट्रीय अर्थशास्त
5. M.C. Vaish: International Economics
S.S. JAIN SUBODH P G (AUTONOMUS) COLLEGE, JAIPUR

BACHELOR OF COMMERCE (HONS.)
Subject: Economic administration and financial management
Semester-V
Paper-I International Trade and Finance

Unit-I
Meaning and Importance of international finance,
Methods of international payments,

Unit-II
Preliminary Introduction to International Trade Theories, (Comparative Cost Theory and Modern Theory) Terms of Trade

UNIT-III
Documentary Credit (L.Cs.), Euro and EGM, Euro-Currency Market : Extent, Significance and Operation, Free Trade Zones.

Reference Books:
3. वर्गीय अर्थशास्त्र : अंतर्राष्ट्रीय अर्थशास्त्र
5. वैश और विशिष्ट्ट : अंतर्राष्ट्रीय अर्थशास्त्र
BACHELOR OF COMMERCE (HONS.)
Subject: Economic administration and financial management
Semester-V
Paper-II Indian Economic Environment

UNIT-I
Economic environment - Meaning, Factors affecting economic environment, Basic features of Indian economy, India in world economy.
Economic policies - Agriculture policy, Industrial policy, Commercial policy & Fiscal policy.

UNIT-II
Recent trends in Economic Planning, NITI AAYOG

UNIT-III
Significance of agriculture in Indian economy, and new agriculture strategy. Agriculture Finance (specially-Kisan Credit Card), nature of risk and uncertainty in agriculture, Measures to control risk and uncertainty. Agriculture & W.T.O.

Reference Books
1. Gupta, Swami, Vashistha : Economic Environment in India
2. N.D. Mathur : Economic Environment in India
3. Francis Cherunilam : Business Environment
4. Shaikh : Business Environment
5. गुप्ता, व्यामी वाशिष्ठ : भारत में आर्थिक पर्यावरण
6. न.ड. माथुर : भारत में आर्थिक पर्यावरण
7. एम. पी. सिंह : आर्थिक विकास एवं निर्योजन
BACHELOR OF COMMERCE (HONS.)
Subject: Economic administration and financial management
Semester-V
Paper-III  Rural Development

UNIT-I
Concept and Significance of Rural Development.
Strategy of Rural Development : Current issues.

UNIT-II
Rural Development Administration : Rural Development Agencies.
Village level, Block level and District level Administration for Rural Development. District Rural Development Agencies.

UNIT-III
Modernisation and commercialisation of Agriculture, Agriculture Price Policy role of Agricultural Costs and Price Commission ion agricultural development.
Rural Development programmes : MGREGA, Tribal Welfare, Nature and forest conservation, Woman and child development. Main features and achievement of these schemes.

Reference Books:
1. Gupta, Swami  : Rural Development & Co-operation
2. C.M. Choudhary : Rural Development & Co-operation
3. Ruddar Dutt Sundaram : Indian Economy
4. T.N. Hazela : Principles, Problems, Practice of Co-operation
5. Agarwal, Mathur, Gupta : Co-operative Thought & Rural Development
6. Kunsal : Co-operative in India & Abroad
7. सी.एम. चौधरी : ग्रामीण विकास एवं सहकारिता
8. गुप्ता स्वामी : ग्रामीण विकास एवं सहकारिता
9. एन.एल. अग्रवाल : भारत में कृषि का अर्थशास्त्र
UNIT-I
Public Finance - definition, meaning, scope, importance, nature, Difference between public and private finance, Components of Public Finance.

UNIT-II
Public expenditure, Canons of Public expenditure its Effects on production, major trends of Public expenditure, the Principal of maximum social advantage

UNIT-III
Taxation. Canons of Taxation, Effect of Taxation and social justice, Sources of revenue, Recent trends in Indirect taxation with reference to GST regime.

Reference Books
1. Gupta, Swami : Banking & Finance
2. Khanna, Tiwar, Jain : Banking & Finance
3. R.C. Agarwal : Public Finance
4. S.K. Singh : Public Finance, Theory & Practice
5. गुप्ता, स्वामी विश्वास : बैंकिंग एवं वित्त
6.खन्ना, तिवारी, जैन : बैंकिंग एवं वित्त
7. जाट, तिवारी, कन्सल : बैंकिंग एवं वित्त
8.टण्डन, मधुर : बैंकिंग एवं वित्त
9. जे.सी. पटन : राजस्व
UNIT-I
The concept and importance of foreign exchange, Theories of Exchange rate Determination, Foreign Exchange rate-spot and forward rates, Fixed V/s Floating Exchange Rates.

UNIT-II

UNIT-III
Foreign assistance to Indian Problems & Future prospectus in the Indian Economic Development. Export Import Bank of India (EXIM BANK), E.C.G.C., UNCTAD, W.T.O.

Book Recommended:
4. वैश और सिंह : अन्तर्राष्ट्रीय अर्थशास्त्र
BACHELOR OF COMMERCE (HONS.)
Subject: Economic administration and financial management
Semester-VI
Paper-II Business Environment in India

UNIT-I

UNIT-II
Impact of liberalisation on Agricultural, Industrial and trade development, Globalisation & Swadeshi. Foreign Trade, volume composition and direction, Export promotion.

UNIT-III
Main features of Latest census and population policy in India. Indian Economic Problems : poverty, Unemployment, Economic disparities and population explosion.

Reference Books :
1. Gupta, Swami, Vashistha : Economic Environment in India
2. N.D. Mathur : Economic Environment in India
3. Francis Cherunilam : Business Environment
4. Shaikh : Business Environment
5. गुप्ता, स्वामी वाशिष्ठ : भारत में आर्थिक पर्यावरण
6. शाइख, भिँड़ा, वाशिष्ठ : भारत में आर्थिक पर्यावरण
7. एम.पी. सिंह : आर्थिक विकास एवं नियोजन
UNIT-I
Concept of Co-operation, Principles of co-operation, An evaluation of co-operative principles and modifications there in from time to time. Co-operation v/s Capitalism and Socialism.

UNIT-II
Origin of Co-operative movement, Brief history in India and Abroad. Co-operative movement in Rajasthan.
Co-operative Marketing, Consumers and Industrial Cooperatives.

UNIT-III
State and cooperation.
A study of Rajasthan State Co-operative Bank.(Apex Co-op Bankl) and RAJFED.

Reference Books :
1. B.S. Mathur : Co-operation in india.
2. R.D. Bedi : Theory History and Practice of Co-operation.
3. F.R. Fay : co-operation at Home and Abroad.
4. B.S. Mathur: SAHKARITA
5. B.P. Gupta: SAHKARITA KE SIDDHANT ANVUM VYAVHAAR
6. B.P. Gupta: Rural Development and Co-Operation
7. V. Sharda : The Theory of Co-operation.
BACHELOR OF COMMERCE (HONS.)
Subject: Economic administration and financial management
Semester-VI
Paper-IV Central Financial Administration

UNIT-I
Theory of Central Finance, Centre-state Financial Relations, Finance Commission, Centre and state Finance

UNIT-II
Public Debt, Loan V/S Tax, Debt as a Source of Development Finance, Internal and External Debts Deficit Financing

UNIT-III
Control of Monopolies with reference to Indian conditions.
State and Economic Control

Reference Books

1. Gupta, Swami : Banking & Finance
2. Khanna, Tiwar, Jain : Banking & Finance
3. R.C. Agarwal : Pubic Finance
4. S.K. Singh : Public Finance, Theory & Practice
5. गुप्ता, स्वामी विजित : बैंकिंग एवं वित्त
6.खन्ना, तिवारी, जैन : बैंकिंग एवं वित्त
7.जाट, तिवारी, कर्नल : बैंकिंग एवं वित्त
8.टण्डन, माधुर : बैंकिंग एवं वित्त
9.जैसी. पत्त : राजस्थान