# S. S. Jain Subodh P.G. (Autonomous) College  
(Economic Administration and Financial Management)  
M.Com. Scheme of Examinations & Syllabus

## (Semester - I)

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Nomenclature of the Paper</th>
<th>No. of Hours per week</th>
<th>Theory</th>
<th>Internal</th>
<th>Total</th>
<th>Time (end sem. exam)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Economic Analysis</td>
<td>4</td>
<td>70</td>
<td>30</td>
<td>100</td>
<td>3Hrs.</td>
</tr>
<tr>
<td>2.</td>
<td>Financial Management</td>
<td>4</td>
<td>70</td>
<td>30</td>
<td>100</td>
<td>3Hrs.</td>
</tr>
<tr>
<td>3.</td>
<td>Business Budgeting</td>
<td>4</td>
<td>70</td>
<td>30</td>
<td>100</td>
<td>3Hrs.</td>
</tr>
<tr>
<td>4.</td>
<td>Public Finance</td>
<td>4</td>
<td>70</td>
<td>30</td>
<td>100</td>
<td>3Hrs.</td>
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</table>

## (Semester - II)

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Nomenclature of the Paper</th>
<th>No. of Hours per week</th>
<th>Theory</th>
<th>Internal</th>
<th>Total</th>
<th>Time (end sem. exam)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Managerial Economics</td>
<td>4</td>
<td>70</td>
<td>30</td>
<td>100</td>
<td>3Hrs.</td>
</tr>
<tr>
<td>2.</td>
<td>Financial Analysis &amp; Control</td>
<td>4</td>
<td>70</td>
<td>30</td>
<td>100</td>
<td>3Hrs.</td>
</tr>
<tr>
<td>3.</td>
<td>Project Planning &amp; Control</td>
<td>4</td>
<td>70</td>
<td>30</td>
<td>100</td>
<td>3Hrs.</td>
</tr>
<tr>
<td>4.</td>
<td>Financial System in India</td>
<td>4</td>
<td>70</td>
<td>30</td>
<td>100</td>
<td>3Hrs.</td>
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</table>

## (Semester - III)

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Nomenclature of the Paper</th>
<th>No. of Hours per week</th>
<th>Theory</th>
<th>Internal</th>
<th>Total</th>
<th>Time (end sem. exam)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Indian Economy</td>
<td>4</td>
<td>70</td>
<td>30</td>
<td>100</td>
<td>3Hrs.</td>
</tr>
<tr>
<td>2.</td>
<td>Indian Banking System</td>
<td>4</td>
<td>70</td>
<td>30</td>
<td>100</td>
<td>3Hrs.</td>
</tr>
<tr>
<td>3.</td>
<td>International Banking</td>
<td>4</td>
<td>70</td>
<td>30</td>
<td>100</td>
<td>3Hrs.</td>
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<tr>
<td>4.</td>
<td>Research Methodology And Statistics</td>
<td>4</td>
<td>70</td>
<td>30</td>
<td>100</td>
<td>3Hrs.</td>
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</tbody>
</table>

## (Semester - IV)

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Nomenclature of the Paper</th>
<th>No. of Hours per week</th>
<th>Theory</th>
<th>Internal</th>
<th>Total</th>
<th>Time (end sem. exam)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Co-Operative Sector Management</td>
<td>4</td>
<td>70</td>
<td>30</td>
<td>100</td>
<td>3Hrs.</td>
</tr>
<tr>
<td>2.</td>
<td>Bank Management</td>
<td>4</td>
<td>70</td>
<td>30</td>
<td>100</td>
<td>3Hrs.</td>
</tr>
<tr>
<td>3.</td>
<td>Rural Development</td>
<td>4</td>
<td>70</td>
<td>30</td>
<td>100</td>
<td>3Hrs.</td>
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<tr>
<td>4.</td>
<td>Central Banking</td>
<td>4</td>
<td>70</td>
<td>30</td>
<td>100</td>
<td>3Hrs.</td>
</tr>
<tr>
<td>5.</td>
<td>Dissertation</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>100</td>
<td>NA</td>
</tr>
</tbody>
</table>
Examination Question Paper Pattern for all semester Exams

Attempt all questions

5 Questions (1 question from each unit with internal choice) 5 * 14 Marks - 70

Total of End Sem. Exam - 70
Internal Assessment - 30
Maximum Marks - 100
UNIT-I
Firm and its objectives, Theories of the firm, Managerial theories: behavioral approaches, growth theories, Satisfying theory etc. Relevance of profit maximization in the modern context.

UNIT-II
Cost function: Classification of costs, short run and long run cost functions, Economies and diseconomies of scale, economies of scope, Estimation of cost function, Problem of estimating cost and production functions, Duality between production and cost function Efficiency and the firm.
Price and output relationship under different market structures: Perfect Competition, Monopoly, Discriminating Monopoly, Monopolistic competition, oligopoly, Social cost of Monopoly, regulatory aspects of monopoly.

UNIT-III
Pricing practices: Economics of advertisement costs. Barrier to entry, Basic pricing, Transfer Pricing, Dumping and other practices, Pricing and wages, Minimum wage and price structure.
Factor pricing: Elements of factor pricing, Wages, Demand and supply of factors of production.
Technological change and the global market economy: Impact of technology and Technological environmental forecasting.

Reference Books :
2. H.L. Ahuja : Modern Economics
4. H.S. Agarwal : Economics Analysis
5. Sloman : Economics
6. अग्रवाल, गोपाल शिख : आर्थिकविश्लेषण
7. एम. एल. सेठ : आर्थिक रुझान के रिश्ता
UNIT-I
Analysis and Interpretation of Financial Statements.
Ratio Analysis: Liquidity, Profitability, Leverage and Activity Ratios.

UNIT-II
Cost-Volume Profit Analysis: Break even Analysis, Margin of Safety.
Capitalization: Capital Structure, Trading on Equity.

UNIT-III
Financial and operating Leverage.

Reference Books :
2. Khan, Jain : Financial Management
8. अग्रवाल एक्सप्रेस: वित्तीय प्रबंध
9. एम. जार. अग्रवाल : वित्तीय प्रबंध
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, functional budgets: master budget sales budget, production budget, cost of production budget- direct material budget, direct labour budget and overhead budget.
Budget as an instrument of corporate planning; Framing of Government and Business Budget.

UNIT-II
Performance Budgeting: The concept, Evolution and its applicability to Government and business with special reference to India. Steps in the preparation of Performance Budgets, limitations of performance budgeting in India.
Budgeting control. Budgetary control: meaning, characteristics, objectives and benefits of budgetary control.
Budgetary Control v/s standard costing. Sales variance, material variance, labour variance.

UNIT-III
Cash budgeting: meaning, importance, and forms of cash budget, preparation of cash budget.
Zero Base Budgeting.
Reporting to management and Information System: Financial Forecasting and Investment Decisions, External reporting of security markets. Government (Planners/Policy-Matters) and other agencies, Preparation of various performance, reports for presentation to various levels of management, Timeliness, Reliability and Relevance of such reports and their Practical applications.

Reference Books :
2. Agarwal, Vijay & Surolia : Business Budgeting
3. अग्नवाल, विजय एवं सुरोलिया : व्यावसायिक बजटन
4. अग्नवाल, विजय एवं सुरोलिया : व्यावसायिक बजटन
UNIT-I

UNIT-II
Public Revenue, Functional and economic classification of public revenue. The Principles of taxation, Canons of Taxation, the incidence of taxation under monopoly and perfect competition, Effects of Taxation, Measurement of degree of progression of taxes. Overall progressiveness of the whole tax system.

UNIT-III

Reference Books:
1. H.L. Bhatia: Public Finance
2. R.L. Agarwal: Public Finance
3. R. N. Bhargava: Indian Public Finance
4. S. K. Singh: Public Finance in Theory & Practice
5. फ्यू.एव्य जोशी: राजस्थान
6. फ्यू.एव्य गोविंद: वित्त प्रशासन
7. छै.छ. सेठी: समस्ति अर्थशास्त्र एवं लोक—वित्त
UNIT-I
Meaning, Nature and Scope of Managerial Economics, Role and responsibilities of managerial economist.
Fundamental Concepts of Managerial Economics. Theory of the Firm and the Role of Profit. Demand Forecasting: Need and importance. Steps in Demand Forecasting and Demand Forecasting Techniques for Established as well as New Products.

UNIT-II

UNIT-III

Reference Books
1. H.L. Ahuja : Managerial Economics
2. Agarwal : Managerial Economics
3. N.D. Mathur : Managerial Economics
4. Beg, Dash : Managerial Economics
5. D.N. Dwivedi : Micro Economics, Theory & Application
6. N.G. Mankiw : Principles of Economics
7. शिंह, शर्मा, चौहान : प्रबन्धकीय अर्थशास्त्र
UNIT-I
Financial Analysis: Meaning, Objectives, Importance and Limitations.
Sources of Supply of Funds in India: Short Term, Medium Term and Long Term.
Financial Planning and forecasting.
Effects of New Financing on Shareholders income risk and control.

UNIT-II
Cash Flow Statement. Sources and uses of cash.
Cost-Volume Profit Analysis: Break even Analysis, Margin of Safety.
Management and Control of Investment in Inventories, Receivables and Cash.
Management of Securities: Underwriting Arrangements, timing and pricing of issue, Right Issue.

UNIT-III
Cost of Capital and its Computation.
Management of Income: Retained Earnings and dividends policies, bonus issue.

Reference Books
2. Ravi M. Kishore : Financial Management
5. Khan, Jain : Financial Management
6. I.M. Pandey : Financial Management
7. अग्रवाल, अग्रवाल : वित्तीय प्रबंध
8. एम.आर. अग्रवाल : वित्तीय प्रबंध
UNIT-I
Project management: Definition, function, evolution of Project Management, traditional management v/s project management.
Defining Project its objectives, Identification, Project Classification.
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
Production and production decisions: meaning of product, product decision areas: use of alternative production facilities, determination of the profitable level of production, utilization of full production capacity. Starting a new product in place of old.Determination of product mix on the basis of key factor.
Analysis of risk and uncertainty introduction, description of basic risk concept, risk evaluation approaches : Risk adjusted Discount Rate, Certainty Equilant Approach, Probability Approach, Standard Deviation, co-efficient of Variance, sensitivity analysis and Decision Tree Analysis.
Value analysis: meaning and value analysis, objectives of value.

UNIT-III
Project control: Information monitoring, internal & external project control, control process and issues in project control.
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. VasantDesai : Project Planning
4. PrasanChandra : Project Planning Analysis
5. B.B.Goyal : Project Management
6. एम.आर. अग्रवाल : परियोजना निर्योजन एवं नियन्त्रण
UNIT-I

UNIT-II

UNIT-III
International Financial Institutions: Organization, Management; Functions and working of International Financial Institutions - International Monetary Fund (IMF), International Banks of Reconstructions and Development (IBRD). International Development Agency (IDF), and Asian Development Banks (ADB).

Reference Books
2. Pathak : The Indian Financial System
3. Siddaiah : Financial Services
4. दिशा, पुरी : भारतीय अर्थव्यवस्था
5. ए.एन. अस्साल : भारतीय अर्थव्यवस्था
6. रूपक, सूरदास : भारतीय अर्थव्यवस्था
MASTER OF COMMERCE
Subject - Economic administration and financial management
SEMESTER- III
MEAFM. 301 – Indian Economy

UNIT-I
Economic growth, development and underdevelopment
Colonialism and underdevelopment of the Indian economy
Nature of the Indian economy, Natural resources, Infrastructure, Labour force and occupational patterns, Employment and unemployment in India, Poverty in India.

UNIT-II
Indian agriculture: Role, Nature and cropping pattern
Issues in Indian agriculture policy and rural development
Land reforms, Agriculture inputs and Green revolution, Agriculture finance and marketing, Agriculture prices and agriculture price policy, Agriculture subsidies and food security in India.

UNIT-III
Industrial pattern and the plans, small-scale and cottage industry, Industrial performance and problems, Public sector and private sector in the Indian economy, Industrial sickness, Industrial finance, New industrial policy, Service sector in Indian economy.

Reference books:
1. Indian economy: Mishra – Puri
2. Indian economy: Gaurav dutt, Ashwini Mahajan
3. Indian economy: A N Agarwal
4. R.C. Agarwal : Economics of Development and Planning
5. मिश्र, पुरी : मार्गरीय अर्थव्यवस्था
6. ए.एन. अगरवाल : भारतीय अर्थव्यवस्था
7. रूद्रदत्त, सुश्री : भारतीय अर्थव्यवस्था
8. ए.पी. सिंह : आर्थिक विकास एव नियोजन
9. श्री.पी. माधव : आर्थिक नीति एव प्रशासन
10. श्री.एन. गोलन : वित्त प्रशासन
UNIT-I
Structure and Role of Indian Banking System
Structure of Indian Banking System: Central bank - Commercial banks. Cooperative banks - Regional Rural Banks. Local Area Banks: Difference between scheduled and non scheduled bank, Role of banking system in the economic growth and development.
Private sector banks & nationalized banks

UNIT-II
State Bank of India & Reserve Bank of India (RBI)
State Bank of India, Role of State Bank of India: As an agent of the RBI, as a commercial bank, its role in industrial finance, in foreign exchange business, in agricultural finance and rural development, and in assisting weaker sections of the Society, Progress and Performance of SBI.
Evolution of the Reserve Bank of India, Organization and Management of the RBI
Functions of the RBI: Issue and Management of currency, Banker to the Government, Bankers’ bank: lender of the last resort, central clearance, supervision of banking system, controller of credit- Qualitative and Quantitative methods of credit control, Custodian of foreign exchange reserves, Collections and furnishing of credit information. Agricultural finance, Export finance, Industrial finance.

UNIT-III
Banking Sector Reforms
Rationale and objectives of reforms, Problems of nationalized banks, Recommendations of the Narasimham Committee (I): Reforms of the committee pertaining to CRR (Cash Reserve Ratio), SLR (Statutory Liquidity Ratio), Interest rate structure, Directed credit programme, Income recognition, Asset classification, Capital adequacy norms Provisioning, Management of Non Performing Assets (NPAs), Recommendations of the Narasimham Committee (II): Consolidation of banking system, Directed credit programme, Redefining of the NPAs Revision in the Capital Adequacy

Reference Books
1. TrivediDashora : Indian Banking System
2. S.B. Verma : Indian Financial System
3. S.K. Mathur : Banking Law & Practice
4. Suresh : Management of Banking & Financial Services
5. Parameswaran&b S. Natarajan : Indian Banking
6. O.P. Agarwal : Modern Banking of India
7. Gordon Natrajan : Banking in India
8. Gordon Natrajan : Banking, Theory, Law & Practice
9. व.एल. ओझा : बैंकिंग एवं वित्तीय प्रणाली
UNIT-I

UNIT-II

UNIT-III
Documentary Credit (L.Cs.), Euro-Currency Market: Extent, Significance and Operation, Free Trade Zones. Foreign Exchange Rate Mechanism: Fixed and Flexible. Trade Restrictions: Tariffs and non tariffs, Quota.

Reference Books
1. S.K. Mathur : International Trade & Finance
2. Rakesh Mohan Joshi : International Business
3. R. Sharma : International Economics
4. टी.एन. माघुर, ममता जैन : अन्तर्राष्ट्रीय बैंकिंग
5. एच.एस. अग्रवाल, सी.एस. बरसा : अन्तर्राष्ट्रीय अर्थशास्त्र
6. जे.के. टण्डन : अन्तर्राष्ट्रीय व्यापार एवं वित्त
MASTER OF COMMERCE
Subject - Economic administration and financial management
SEMESTER- III
MEAFM 304- Research Methodology and Statistics

UNIT-I
Research: Definition, nature and scope, Types of Research, criteria of good research.
Methods and techniques of Research

UNIT II
Research Process: Problem Selection and Formulation: Formulation of Hypothesis; Types of Research Designs; Sampling Techniques; Preparing a Research Design.
Sources of Data Collection; Tools of Data Collection; Data Analysis;

UNIT III
Statistical Techniques: Measures of Central Tendency; Mean, Median and Mode; Measures of Dispersion: Range, Mean Deviation, Standard Deviation; Correlation.
Regression; Chi-square Test; 'T' test; Scaling Techniques; Index Numbers.
Reporting research.

Reference Books
UNIT-I

UNIT-II

UNIT-III
Co-operative Training- Needs and Importance in Modern era.Role of National Co-operative Union of India in the Co-operative training system.Difference between Co-operative education and cooperative training.case study on RAJFED, IFCCO and Cooperative dairy federation.

Reference Books
1. V. Sharda : The Theory of Co-operation
2. G.S. Kamat : New Dimensions of Co-operative Management
3. B.S. Mathur : Co-operation in India
4. R.B. Tyagi : Recent Trends in Co-operative Movement in India
5. Indian Co-Operative Review, New Delhi
6. The Co-operator - NCUI, New Delhi
7. Bulletines of International Co-operative Alliance
8. गुप्ता, स्वामी : सहकारिता के सिद्धांत
9. गुप्ता, स्वामी : ग्रामीण विकास एवं सहकारिता
UNIT-I

UNIT-II
Banking Business: Employment of Funds: Loans and Advances- Meaning and Concept, Types of Loans: Cash, Credit, Overdraft, Term Loans, Mechanism of Operation of Loan Account, Management of Loans and Advances; Legal Aspect of Loans and Advances, Primary and Collateral Securities, Modes of Creating Charges on Securities, Bank guarantee, Letter of Credit.

UNIT-III
Merchant Banking- Introduction, Concept, role of Merchant Bankers, Investment Banking, Venture Capital Funding, Factoring Services, Bank Assurance.
Non Performing Assets (NPA) Management, Prudential Norms, Capital Adequacy, Income Recognition and Assets Classification, Remedial and Corrective Measures in managing NPAs

Reference Books
1. Reeta Swami : Indian Banking System
2. R.H. Srivastava : Management of Indian Financial Institutions
3. Varshney : Banking Law and Practice
4. Paramerwaram&Natrajan : Indian Banking
5. Vasant Desai : Central Banking & Economics Development
6. R.B.I. Publication : Function & Working of RBI
UNIT-I
Concept and Philosophy of Rural Development need & Important of Rural Development in the era of Liberalization. Basic characteristics of Rural Economy of India. Gandhian Model v/s Rural Development, Role of NGO’s in Rural Development.

UNIT-II

UNIT-III
Rural Development Programmes: MGNREGA, Significance of MNREGA in Rural employment generation. Limitation in implementation of MNREGA need of Social audit in MNREGA need for rural infrastructure development.
Rural Marketing: Nature, characteristics and the potential of rural marketing in India
Agriculture price determination,
Role of self help groups, primary cooperative societies, MSME in Rural Development.

Reference Books
1. S.S. Yadav : Infrastructure to Rural Development
2. Gupta, Swami : Rural Development & Co-operation
3. B.S. Mathur : Co-operation in India
4. Agarwal, Mathur, Gupta : Co-operative Thought & Rural Development
5. VasantDesai : Rural Development
6. C.M. Choudhary : Rural Development
7. गुप्ता, स्वामी : ग्रामीण विकास एवं सहकारिता
UNIT-I
Evolution of central banking Origin and evolution of central banking.
Need and rationale of central bank.Evolution of Reserve Bank of Indian (R.B.I.)
The Reserve Bank of India as currency authority and banker to Government
The Reserve Bank as currency authority: Issue of currency notes Asset backing for note- issue
Distribution of currency chests Recent developments in currency management.
The Reserve Bank as banker to Government: Maintenance of Government accounts. Banker to the
Central Government and the State Governments Management of public debt

UNIT-II
Regulation and supervision of Reserve Bank over Commercial banks. Regulation and supervision over
commercial banks: Licensing of banks, Opening of new banks, Branch Licensing, Foreign banks Cash
reserves and liquid assets Prudential norms, capital and reserves Control over methods of operation
Para banking activities Control over management Annual accounts and audit Subsidiaries of commercial
banks

UNIT-III
The conduct of central banking in open and market Oriented economies. Uncertainties and risk in
integrated financial system, the new orientations in traditional functions ,the changing face of monetary
policy management in open and market oriented economics, transmission mechanism of monetary
policy, Non-banking financial companies (NBFCs) Regulatory framework for NBFCs: Measures for
supervision over NBFCs.

Reference Books
1. Gordon & Natrajam: Banking in India
2. Gurusami: Indian Financial System
3. A.N. Agarwal: Indian Economy
4. Misra, Puri: Indian Economy
5. RuddarDutt, Sunderam: Indian Economy
6. ए.ए.न. अगरवाल: भारतीय अर्थव्यवस्था
7. सिद्ध, पुरी: भारतीय अर्थव्यवस्था
8. रुद्रदत्त सुन्दरम्: भारतीय अर्थव्यवस्था
The option of Dissertation is only for those who will secure minimum of 60% marks in aggregate of Semester–I and Semester-II