

NAAC 'A'



# **St. Xavier's College, Ranchi**

***(An Autonomous College of Ranchi University)***

## **Syllabus**

***(Under Choice Based Credit System w.e.f. Academic Year 2015-16)***

**Department of Vocational & Management Studies**

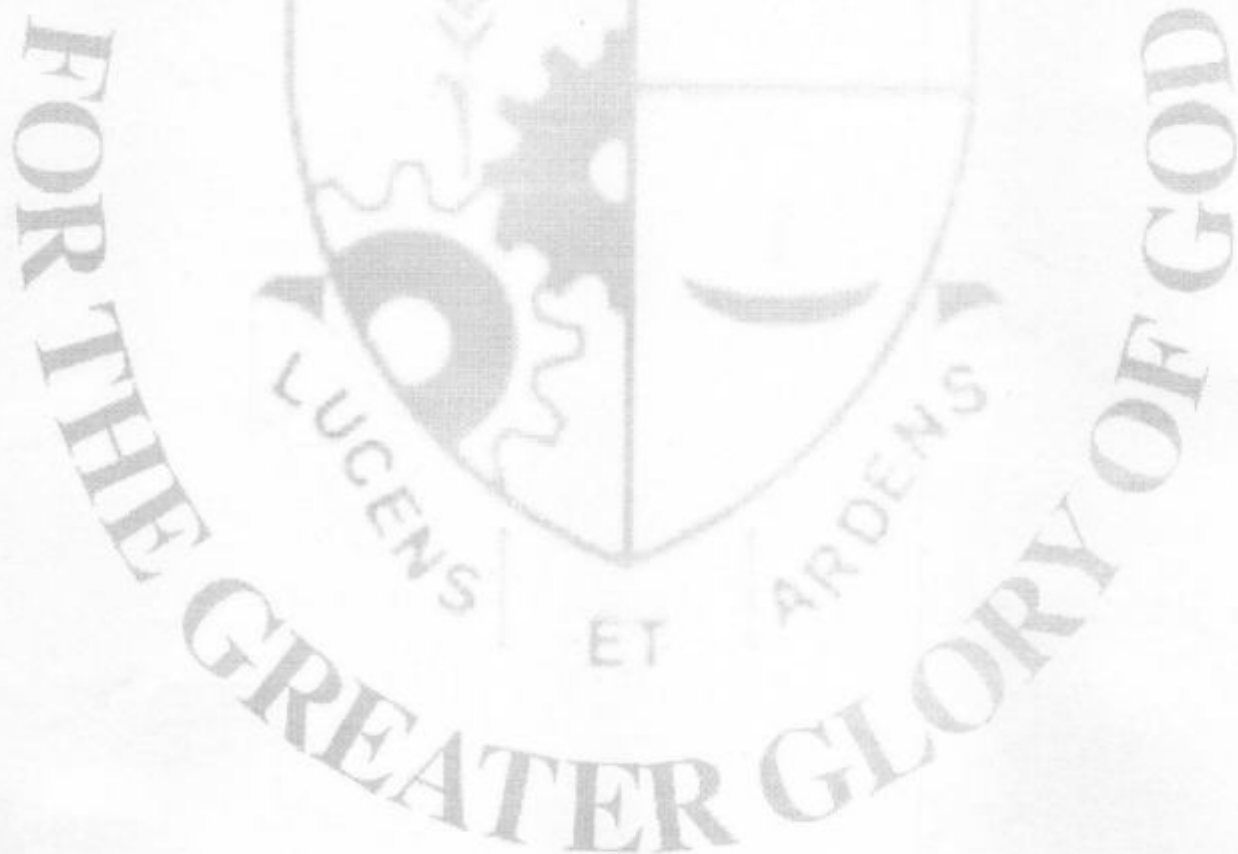
**Management Honours Programme**

- ***Bachelor in Financial Market Operation (BFMO)***  
***w.e.f. Academic year 2015-16***

**Course Curriculum**

<b>Sem</b>	<b>Course Status &amp; No</b>	<b>Title of the Course</b>	<b>Marks</b>	<b>Credit (Th &amp; Tu)+Pr</b>
I	Core-1	Financial Business Environment	100	5+1
	Core-2	Risk Management	100	5+1
	AECC-1	English Communication	100	2
	GE-1(a)	Financial Accounting	100	5+1
	GE-1(b)	Marketing Management	100	5+1
	GE-1(c)	Principle & Practice of Management	100	5+1
	GE-1(d)	International Financial Institutions & Treaty	100	5+1
II	Core-3	Mutual Fund & Price Management	100	5+1
	Core-4	Principle & Practice of Banking	100	5+1
	AECC-2	Environmental Science	100	2
	GE-2(a)	Financial Management	100	5+1
	GE-2(b)	Cost & Management Accounting	100	5+1
	GE-2(c)	Organizational Behaviour	100	5+1
	GE-2(d)	Strategic Management	100	5+1
III	Core-5	Security Analysis-I	100	5+1
	Core-6	Stock Market Operation & Management-I	100	5+1
	Core-7	Portfolio Management-I	100	5+1
	SEC-1	Research Methodology & Quantitative Technique	100	2
	GE-3(a)	Life & General Insurance	100	5+1
	GE-3(b)	Corporate Governance	100	5+1
	GE-3(c)	Consumer Behavior	100	5+1
	GE-3(d)	Human Resource Management	100	5+1
IV	Core-8	Security Analysis-II	100	5+1
	Core-9	Stock Market Operation & Management-II	100	5+1
	Core-10	Portfolio Management-II	100	5+1
	SEC-2	Service Marketing	100	2
	GE-4(a)	Management Control System	100	5+1
	GE-4(b)	Counseling & Negotiation Management	100	5+1
	GE-4(c)	Computer Accounting-Tally	100	5+1
	GE-4(d)	International Banking	100	5+1
V	Core-11	International Financial Management	100	5+1
	Core-12	Financial Derivatives-I	100	5+1
	DSE-1(a)	Life Insurance Underwriting	100	5+1
	DSE-1(b)	Microsoft Office (Word, Excel, PowerPoint)	100	5+1
	DSE-1(c)	ERP Finance	100	5+1
	DSE-1(d)	Customer Relationship Management	100	5+1
	DSE-2(a)	Financial Legislation	100	5+1
	DSE-2(b)	Bank Management	100	5+1
	DSE-2(c)	Group Insurance & Retirement Benefits Schemes	100	5+1
	DSE-2(d)	Business Analysis	100	5+1
VI	Core-13	Commodity Market Operation	100	5+1
	Core-14	Financial Derivatives-II	100	5+1
	DSE-3	Entrepreneurship Development Programme	100	5+1
	DSE-4	Project & Viva voce	100	1+5

- ❖ *Marks are based on 30:70 systems. 30 marks are allotted for the Mid-Semester Examination and 70 marks are allotted for the End-Semester Examination.*
- ❖ *Pass marks for each course is 45 (Total Combined marks of mid semester examination, internal assignment, attendance and End Semester Examination).*
- ❖ *1 Credit = 15 Learning Hours, Th=Theory, Tu=Tutorial, Pr=Practical*
- ❖ *Core Course: A course, which should compulsorily be studied by a student as a core requirement is termed as a core course.*
- ❖ *Generic Elective (GE): An elective course chosen generally from an unrelated discipline/subject with an intention to seek exposure to other discipline. There are 4 subjects offered to the students and they have to select one subject among these.*
- ❖ *Ability Enhancement Compulsory Course (AECC): These courses based upon the content that leads to knowledge enhancement.*
- ❖ *Skill Enhancement Course (SEC): These courses designed to provide value based and/or skill-based knowledge.*
- ❖ *Discipline Specific Elective (DSE): These elective courses may be offered by the main discipline/subject of study. There are 4 subjects offered to the students and they have to select one subject among these at Semester-V.*



**Semester-I-Bachelor of Financial Market Operation (BFMO)**

**Core I-Financial Business Environment**

**Objectives:** *This course provides the knowledge about different avenues of the financial environment with its various functional aspects. Different functional aspects are describes for better understanding of the financial business environment.*

**(A) Financial Environment of Banking Business**

*Introduction to banking business, Structure of commercial banks in India, Banking sectors—brief profile, Operative system of the banks—electronic banking, Loans and advances, Priority sectors lending policy, Export credit, Project and Working Capital Finance, Management of Nonperforming Asset, Annual report and Balance Sheet, Brief study of the different banks—Public sector banks, Foreign banks in India, Private sector banks, Cooperative banks, Microfinance.*

**(B) Financial Environment of Insurance Business**

*Risk management—an overview, Introduction to insurance—Life insurance, Fire insurance, Marine insurance, Motor Vehicle insurance, Health insurance, Miscellaneous insurance, Reinsurance, Insurance pricing, Underwriting, Policy servicing and claim settlement, Channels of distribution, Legal framework, Indian Insurance Industry, Transition and Prospects. New Pension and Annuity Plan*

**(C) Financial Environment of Capital Markets and Stock Exchanges**

*The Indian money market, Money market instruments and constituents, Capital market—nature and constituents, Importance of capital market, Development of capital market, Meaning, Importance and functions of Stock Exchanges, Dealing on stock exchanges, Speculation on the stock exchanges in India, OTCEI, National Stock Exchange of India, Stock Holding Corporation of India, Securities and Exchange Board of India (SEBI) and Capital markets—Reforms and Developments.*

**Recommended Books:**

1. *Elements of Banking and Insurance—Sethi & Bhatia*
2. *Business Environment-Text & Cases—Francis Cherunilam*

**Semester-I-Bachelor of Financial Market Operation (BFMO)**

**Core 2–Risk Management**

**Objectives:** *This course provides very specialized knowledge and financial functional area called risk management. This course is the backbone of the programme, which describe specialized area of application by using various financial tools. It also describes the risk manager's job with its different applicable avenues.*

1. Risk management environment—History of modern risk management,
2. Different types of risk and its functions,
3. Risk management tools,
4. Organizational system of the risk management,
5. Uncertainty and its relationship to risk,
6. The degree of risk, Classification of risk, Risk distinguished from peril and hazards, The burden of risk, pure risk, increasing severity of losses.
7. Risk and the risk management process—Introduction and Identification and risk,
8. Risk management technique-principles, policy provisions and non insurance methods,
9. Exposures to property and liability loss, Consideration of alternatives and selection of risk treatment device and implementation of the decisions.
10. Risk Management Applications—Loss of life and health, Retirement planning and annuities.
11. Commercial Risk Management Applications—Risk management and Commercial Property, Workers Compensation and Alternative risk management.
12. Risk Managers job, Risk management and Speculative Risks, Solving margin and Risk Management.

**Recommended Books**

1. *Fundamentals of Risk and Insurance—E. J. Vaughan and T. Vaughan*
2. *Risk Management—Trieschman, Hoyt and Sommer*

Semester-I-Bachelor of Financial Market Operation (BFMO)

AECC I-English Communication

**Objective:** *The purpose of this course is to introduce students to the theory, fundamentals and tools of communication and to develop in them vital communication skills which should be integral to personal, social and professional interactions. One of the critical links among human being and an important thread that binds society together is the ability to share thoughts, emotions and ideas through various means of communication: both verbal and non-verbal. In the context of rapid globalization and increasing recognition of social and cultural pluralities, the significance of clear and effective communication has substantially enhanced.*

*The present course hopes to address some of these aspects through an interactive mode of teaching-learning process and by focusing on various dimensions of communication skills. Some of these are:*

*Language of communication, various speaking skills such as personal communication, social interactions and communication in professional situation such as interviews, group discussion and office environments, important reading skills as well as writing skills such as report writing, note-taking etc.*

*While, to an extent, the art of communication is natural to all living beings, in today's world of complexities, it has been acquired some elements of science. It is hoped that after studying this course, student will find a difference in their personal and professional interactions.*

*The recommended readings given at the end are only suggestive; the students and teachers have the freedom to consult other materials on various suits/topics given below. Similarly, the questions in the examination will be aimed towards assessing the skills learnt by the students rather than the textual content of the recommended books.*

- 1. Introduction: Theory of communication, Types and modes of communication.*
- 2. Language of Communication: Verbal and non-verbal (Spoken and Written), Personal, Social and Business, Barriers and Strategies, Intra-personal, Inter-personal and Group communication.*
- 3. Speaking Skills: Monologue, Dialogue, Group discussion, Effective Communication / Miscommunication, Interview, Public Speech.*
- 4. Reading and Understanding: Close reading, Comprehension, Summary Paraphrasing, Analysis and Interpretation, Translation (from Indian language to English and vice-versa), Literary/Knowledge Texts.*
- 5. Writing Skills: Documentation, Report Writing, Making notes, Letter writing.*

**Recommended Books:**

- 1. Fluency in English-Part- II, Oxford University Press 2006.*
- 2. Business English, Pearson, 2008*
- 3. Language, Literature and Creativity, Orient Blackswan, 2013*
- 4. Language through Literature (forthcoming) ed. Dr. Gauri Mishra, Dr.Ranjan Kaul, Dr.Brati Biswas*

**Semester-I-Bachelor of Financial Market Operation (BFMO)**

**GE I(a) -Financial Accounting**

**Objective:** To make the students familiar with generally accepted accounting principles of financial accounting and their applications in business organizations excluding corporate entities.

**Unit-I**

**Financial Accounting:** Nature and scope, Limitations of financial accounting. Basic concepts and Conventions, Accounting Standards: Meaning, Significance, Generally Accepted Accounting Principles (GAAP). Accounting Process: Form recording of transactions to preparation of final accounts. Rectifications of errors and Bank Reconciliation Statements.

**Unit-II**

(i) Consignments: Features, Account treatment in the books of consignor and consignee. (ii) Joint Ventures: Accounting procedures: Joint Bank Accounts, Records maintained by co-ventures of (a) all transactions (b) only his own transactions. (Memorandum Joint Venture Account).

(iii) Inland Branches: Dependent branches only and ascertainment of Profit by Debtors method and Stock and Debtors method.

**Unit-III**

**Depreciation Accounting:** Meaning of depreciation, causes, objects of providing depreciation, factors affecting depreciation, accounting treatment including provision for depreciation accounting. Methods of depreciation: straight line method and diminishing balance method. Accounting for Hire Purchase Transactions, Journal entries and ledger accounts in the books of Hire Vendors and Hire Purchaser for large value items including default and repossession.

**Unit-IV**

**Partnership:** Admission, Retirement, Dissolution of partnership firms: legal position, Accounting for simple dissolution.

**Unit-V**

**Analysis of financial statements,** Common size balance sheet, Ratio Analysis, Cash Flow Statement.

**Recommended Books**

1. Fundamentals of Accounting—D.C. Rawat & R.C. Bhatt
2. Basic Financial Accounting—J. R. Monga
3. Financial Accounting—S. N. Maheshwari
4. Financial Accounting—P. C. Tulsian
5. Fundamentals of Financial Accounting—Ashok Sehgal & Deepak Sehgal
6. Financial Accounting—R. NarayanaSwarmy
7. Advanced Accounting—S.P.Jain and K.L.Narang
8. Financial Accounting—Naseem Ahmed, Nawab Ali Khan, M.L.Gupta
9. Accounting & Analysis—CRISIL
10. Financial Accounting—Weygandt, Kieso & Kimmel
11. Introduction to Accountancy—T. S. Grewal and S. C. Gupta

**Semester-I-Bachelor of Financial Market Operation (BFMO)**

**GE 1(b) - Marketing Management**

**Objective: To provide the working knowledge of different concepts of marketing and their use in managerial decision.**

1. Introduction to Marketing.
2. Nature, Scope and Significance of Marketing.
3. Marketing Process & Planning.
4. Marketing Strategy—Segmentation, Targeting & Positioning.
5. Marketing Strategies and Product Life Cycle.
6. Marketing Mix—Nature & Significance of Marketing Mix.
7. Product Decision.
8. Pricing Decision.
9. Promotional Mix—types of promotional mix, need-utility & Strategies.
10. Place Decision—Supply Chain Management.
11. Different Forms of Marketing.
12. Evaluation & Control of Marketing Functions.

**Recommended Books:**

1. Marketing Management—Philip Kotler
2. Principles of Marketing—Philip Kotler & Gary Armstrong
3. Marketing Management-Planning, Control—V. S. Ramaswamy & S. Namakumari
4. Modern Marketing Management—Rustom S. Davar
5. Case Study solutions in Marketing—H. Kaushal
6. Marketing Management—S. K. Sarangi



**Semester-I-Bachelor of Financial Market Operation (BFMO)**

**GE 1(c) - Principle & Practice of Management**

***Objectives: It provides the knowledge of Management and its different theories considered to be the back bone of every organization. Management functional system is also described for proper understanding of the management working system at the every level.***

- 1. Development of Management Thought and Approach—Taylor, Fayol, Herbert, Simon, Peter Drucker-Human Behavior Approach, Management Science approach, Contingency or Situational approach.***
- 2. Management Functions and Skills—Different Management Level functions—Board of Directors, Chief executive, Top management, Supervisory Management, Grassroot Management.***
- 3. Planning—Fundamentals, Vision, Missions and Objectives, Strategy and Operational plans, Planning pre-requisites, Forecasting, Decision Making.***
- 4. Organizing—Fundamentals, Design, Forms, Authority, Responsibility, Relationship, Conflict and Co-ordination, Changes in Organization.***
- 5. Staffing—Fundamentals, Recruitment & Selection, Training & Development Performance Appraisal.***
- 6. Directing—Fundamentals, Motivation theories, Application Leadership & Command.***
- 7. Controlling—Fundamentals, Operational Control Techniques.***

**Recommended Books**

- 1. Principles and Practice of Management—L.M. Prasad***
- 2. Management: A Global and Entrepreneurial Perspective—Wehrich, Cannice, H. Koontz***
- 3. New Era of Management—Richard L. DaFashion Technology***
- 4. Management—James A. F. Stoner, R. Edward Freeman, Daniel R. Gilbert, JR.***
- 5. Principles of Management—P. C. Tripathi & P. N. Reddy***
- 6. Essentials of Management-An International Perspective—H. Koontz, Heinz Wehrich***

Semester-I-Bachelor of Financial Market Operation (BFMO)  
GE 1(d) - International Financial Institutions & Treaty

**Objectives**

- *To understand the role of international financial institutions in international finance and management.*
- *To know how these institutions help in management, development and control of global business.*

1. *Introduction, establishment and functions of World Bank* *10 Hours*
2. *Bretton Woods institutions - Introduction, establishment and functions of the following institutions* *10 Hours*
  - *International Monetary Fund (IMF)*
  - *World Bank*
  - *Multilateral Investment Guarantee Agency (MIGA)*
  - *General Agreement on Trade & Treaty (GATT)*
  - *World Trade Organization (WTO)*
3. *Regional development banks – Introduction, establishment and functions of* *10 Hours*
  - *Inter-American Development Bank*
  - *Asian Development Bank*
  - *African Development Bank*
  - *Central American Bank for Economic Integration*
  - *European Bank for Reconstruction and Development*
  - *Islamic Development Bank*
4. *Introduction of Bilateral development banks and agencies and its need* *5 Hours*
5. *Introduction, establishment and function of regional financial institutions:* *10 Hours*  
*Bank of International settlements (BIS), European Investment Bank (EIB), African Association of Central Banks (AACB), Association des Banques Centrales Africaines (ABCA), South East Asian Central Banks (SEACEN), European Central Banks (ECB).*

**Reference Books**

1. *International Financial Institutions 1st Edition by Age Bakker*
2. *International Financial Institutions and Their Challenges A Global Guide for Future Methods by Lessambo, Felix I.*

**Semester-II-Bachelor of Financial Market Operation (BFMO)**

**Core 3-Mutual Fund & Price Management**

**Objective:** *This course provides the knowledge about the mutual fund management by using various tools. Price management in the broader aspects is describes for complete understanding of the functional areas of mutual fund management.*

**Mutual Fund**

1. *Mutual Fund—Introduction, Importance & Role, Scenario of mutual fund in abroad and Indian perspective*
2. *Mutual Fund and different schemes—Classifying mutual fund and schemes, Investment mix, Classification of Investors, Performance of different mutual fund schemes, Current status of Mutual Fund of India (MFI).*
3. *Organizational structure of Mutual fund.*
4. *Mutual Fund regulation and its framework, Corporate governance and mutual fund, Self regulatory concept, Insider trading guidelines*
5. *SEBI guidelines for Mutual Fund*
6. *Mutual Fund Strategies - Different policies and strategies adopted by MF in their operation,*

**Price Management**

1. *Stock price movements, Volatility and Market phase analysis,*
2. *Implication of price movement, Net Asset Value (NAV) and its implications to the different types of Mutual Fund, The behaviour of NAV and market price of unit,*
3. *Empirical Augmentation, Indicator for the Mutual Fund growth, Size of Mutual Fund and its effects, Cash flow and its performance, Consolidation approach, Brand effect on Mutual Fund, Market analysis for Mutual Fund, Empirical evidence,*
4. *SWOT analysis in regard to MF& Performance Evaluation.*

**Recommended Books**

1. *Mutual Fund Their Scheme and Price Management—R. Jatana & K. J. Bosire*
2. *Mutual Funds: Data, Interpretation and Analysis—K.G. Sahadevan*
3. *How Mutual Fund Works—Albert J. Fredman & Russ Wiles*

**Semester-II-Bachelor of Financial Market Operation (BFMO)**

**Core 4-Principle & Practice of Banking**

**Objectives:** *This course provides the knowledge about the concept of banking with its various applicable systems. Various tools of operation is describes for working aspects of banks with major regulatory bodies.*

1. *Introduction, Evolution of Financial System, Recent developments in the Financial System, Market Structure and financial innovation*
2. *Structure of Indian Banking system, Role and functions of Banks, Regulatory provisions / enactments, Governing Banks, Major functions of RBI*
3. *Retail Banking, Wholesale and International Banking: Nature & scope of retail banking, Wholesale banking services, Off-balance sheet business.*
4. *Deposit: Banker-Customer Relation, Different deposit products, Services rendered by banks, Mandate and Power of Attorney, Banker's lien-Right of set off, Garnishee Order, Income Tax Attachment Order etc.*
5. *Credit: Principles of lending, various credit facilities, Working capital and term loans, Credit appraisal techniques, Approach to lending*
6. *Interest rate management*
7. *Credit Management, Credit Monitoring, NPA (Non Performing Asset), Recommendations of various Committees in the area of credit, SARFASI Act.*
8. *Priority Lending sectors, Target issues/problems, Current guidelines, Bank's performance, Developments in new products and services.*
9. *Negotiable Instrument, bill of exchange & cheques etc.*
10. *KYC norms and Money Laundering, law governing to the money laundering.*
11. *New Developments of Banking like e banking, mobile banking etc.*

**Recommended Books**

1. *Know your Banking Series—Taxman*
2. *Principles of Banking—Taxman*
3. *Principles and Practice of Banking and Insurance—O. P. Agarwal*

## Semester-II-Bachelor of Financial Market Operation (BFMO)

### AECC-2-Environmental Science

**Objective:** Develop awareness among the students about the necessity and importance of environment for human and its developments.

**Unit-1: Introduction to environmental studies** (2 lectures)

(a) Multidisciplinary nature of environmental studies. (b) Scope and importance; Concept of sustainability and sustainable development.

**Unit-2: Ecosystems** (6 lectures)

What is ecosystem? Structure and functions of ecosystem; Energy flow in an ecosystem: food chains, food webs and ecological succession. Case studies of the following ecosystems:

(a) Forest ecosystem (b) Grassland ecosystem (c) Dessert ecosystem (d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

**Unit-3: Natural Resources: Renewable and Non-renewable Resources:** (8 lectures)

(a) Land resources and land use change; land degradation, soil erosion, desertification. (b) Deforestation: Causes and impacts due to mining, dam building on environment, forests, biodiversity and tribal population. (c) Water: Use and over exploitation of surface and ground water, floods, droughts, conflicts over water (international and inter-state) (d) Energy resources: Renewable and non-renewable energy source, use of alternate energy sources, growing energy needs Case studies.

**Unit-4: Biodiversity and Conservation** (8 lectures)

(a) Levels of biological diversity: genetic, species and ecosystem diversity, Biographic zones of India, Biodiversity patterns and global biodiversity hot spots. (b) India as a mega-biodiversity nation; Endangered and endemic species of India. (c) Threats to biodiversity: Habitat loss, poaching wildlife, man-wildlife conflicts, biological invasions; Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity. (d) Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and Informational value.

**Unit-5: Environmental Pollution** (8 lectures)

(a) Environmental pollution: Types, causes, effects and controls of Air, Water, Soil, Noise pollution (b) Nuclear hazards and health risks (c) Solid Wastes Management: Control measures of urban and industrial waste. (d) Pollution case studies

**Unit-6: Environmental Policies & Practices** (7 lectures)

(a) Climate change, global warming, ozone's layer depletion, acid rain and impacts on human communities and agriculture. (b) Environment Laws: Environment Protection Act; Air (Prevention & Control of Pollution) Act; Water (Prevention and control of pollution) Act; Wildlife Protection Act; Conservation Act. International agreements: Montreal and Kyoto protocols and Convention on Biological Diversity (CBD). (c) Nature reserves, tribal populations and rights, and human wildlife conflicts in Indian contract.

**Unit 7: Human communities and the Environment** (6 lectures)

(a) Human population growth: Impacts on environment, human health and welfare. (b) Resettlement and rehabilitation of project affected persons; case studies. (c) Disaster Management: floods, earthquake, cyclones and landslides. (d) Environmental Ethics: Role of Indian and other religions and cultures in environmental conservation. (e) Environmental communication and public awareness, case studies (e.g., CNG vehicles in Delhi)

**Unit 8: Field work** (Equal to 5 lectures)

(a) Visit to an area to document environmental assets: river/forest/flora/fauna, etc. (b) Visit to a local polluted site-Urban/Rural/Industrial/Agricultural (c) Study of common plants, insects, birds and basic principles of Identification (d) Study of simple ecosystem-pond, river, Delhi Ridge, etc.

#### Recommended Books:

1. Carson, R. 2002. *Silent Spring*. Houghton Mifflin Harcourt.
2. Gadgil M., & Guha R. 1993. *This fissured land: An Ecological History of India*, Univ of California Press
3. Gleeson, B. and Low, N.(eds.) 1999. *Global Ethics and Environment*, London, Routledge
4. Gleick, P.H.1993. *Water in Crisis*. Pacific Institute for Studies in Devvelopment, Environment & Security
5. Groom, Martha J., Gary K. Meffe, and Carl Ronald Carroll. *Principles of Conservation Biology*.
6. Grumbine, R. Edward, and Pandit, M.K.2013. *Threats from India's Himalaya dams*. Science, 339: 36-37.
7. McCully, P. 1996. *Rivers no more: the environmental affects of dams* (pp.29-64).Zed Books.
8. McNeill, John R. *Something New Under the Sun: An Environment History of the Twentieth Century*.
9. Odum, E.P., Odum, H.T. & Andrews, J. 1971. *Fundamentals of Ecology*. Philadelphia Saunders.

**Semester-II-Bachelor of Financial Market Operation (BFMO)**

**GE 2(a) -Financial Management**

**Objectives: To acquaint students with the techniques of financial management and their applications for business decision making.**

**Unit-I: Introduction**

*Nature of Financial Management: Finance and related discipline; Scope of Financial Management; Maximization, Wealth Maximization-Traditional and Modern approach; Functions of finance-Finance Decision, Investment Decision, Dividend decision; Objective of Financial Management, Organization of finance function, Concept of Time Value of Money, present value, future value and annuity, risk and Return: Historical return, expected return, absolute return, holding period return, annualized return, arithmetic & geometric return, risk-Systematic and unsystematic risk-their sources and measures.*

**Unit-II: Investment Decision**

*Long term investment decisions: Capital Budgeting-Principles and Techniques, Nature and meaning of capital budgeting, Estimation of relevant cash flows and terminal value, Evaluation technique-Accounting Rate of Return, Net Present Value, Internal Rate of Return & MIRR, Net Terminal Value, Profitability Index method.*

*Concept and Measurement of Cost of Capital, Explicit and Implicit costs, Measurement of cost of capital, Cost of debt, Cost of Perpetual debt, Cost of Equity Share, cost of Performance Share, cost of Retained Earnings, computation of over-all cost of capital based of Historical and Market weights.*

**Unit-III: Financing decision**

*Capital structure: Approach of Capital structure Theories-Net Income approach, Net Operating Income approach, Modigliani-Miller (MM) approach, Traditional Approach, Capital Structure and Financial distress, Trade-Off Theory.*

*Dividend Policy decision-Dividend and Capital; The irrelevance of dividends; General MM Hypothesis, Relevance of dividend; Walter's model, Gordon's Model.*

*Leverage analysis: Operating and financial Leverage; EBIT-EPS analysis; combined leverage.*

**Unit-V: Working Capital Decisions**

*Working Capital Management: Management of Cash-Preparation of Cash budgets (Receipts and Payment Method only); Cash management technique.*

*Receivables Management-Objectives; Credit Policy, Cash Discount, debtors Outstanding and Ageing analysis; Cost-Collection cost, Capital Cost, Default Cost, Delinquency cost, Inventory Management (Very Briefly)- ABC analysis; Minimum Level; Maximum Level; Recorder Level; Safety Stock; EOQ, determination of Working Capital.*

**Recommended Books**

1. *Fundamentals of Financial Management—Prassan Chandra*
2. *Financial Management—Khan and Jain*
3. *Financial Management—I. M. Pandey*
4. *Financial Management and Policy—James C. Van horne and Sanjay Dhamija*
5. *Introduction to Financial Management—O.M.Joy*
6. *Fundamentals of Financial Management—Brigham and Houston*
7. *Financial Management-Test and Problems—J.K.Singh*
8. *Fundamentals of Financial Management—R.P.Rustagi*
9. *Fundamentals of Financial Management—Surender Singh and Rajiv Kaur*

**Semester-II-Bachelor of Financial Market Operation (BFMO)**

**GE 2(b) - Cost & Management Accounting**

**Objectives:** For providing knowledge about the various aspects of cost and its management systems. It also provides the knowledge about the various elements of costing and its standards.

1. Introduction to Cost & Management accountancy and its different terms.
2. Introduction to Cost Accounting Standards (CAS).
3. Generally Acceptable Cost Accounting Principles (GACAP)
4. New mechanism of maintaining cost records—The Companies (Cost Accounting Records) Rules 2011 and The Companies (Cost Accounting Reports) Rules 2011.
5. Cost Sheet and its components, absorption costing.
6. Material Cost—accounting, valuation and control.
7. Labour cost.
8. Overheads—allocation, absorption and control.
9. Job, batch and contract costing.
10. Process costing.
11. Cost Benefit analysis—breakeven point analysis, marginal cost and marginal costing, decision making.
12. Budget and budgetary control.
13. Standard costing and variance analysis.
14. Cost ledgers and reconciliation with financial accounts.
15. Joint products and by products.
16. Service and operating costing.
17. Uniform costing—inter firm and intra firm comparison.
18. Activity based costing.
19. Price decisions.
20. Introduction to Cost Audit.
21. New Costing Techniques—target costing, throughout costing, inflation accounting, life cycle accounting, total cost management etc.

**Recommended Books**

1. Accounting for Management—Dr. Ashok Sehgal & Dr. Deepak Sehgal
2. Accounting for Managers—Manish Sharma
3. Accounting for Managers—Anand Kumar Sharma
4. Accounting for Managerial Decision—Ved Prakash
5. Essentials of Financial Management—I.M.Pandey
6. Financial Management—Paresh P. Shah

**Semester-II-Bachelor of Financial Market Operation (BFMO)**

**GE 2(c) - Organizational Behaviour**

**Objectives:** *This course provides the knowledge about the behavioral system of human within organization. The effects of the human behaviour in different forms are analyzed for proper understanding with its influential factors.*

1. *Introduction to Organizational Behaviour.*
2. *Basic Human Process—Perception and learning, Understanding and adapting to the work Environment, Individual differences, Personality and abilities, Emotions stress on the job.*
3. *The Individual in the Organization—Work related attitudes, Feeling about jobs, Organizations and people, Motivations in organizations, Career dynamics.*
4. *Group Dynamics—Group processes and work teams, Interpersonal Behaviour, Working with and against others.*
5. *Influencing Others—Influence, Power and politics in the organizations, Leaderships in the organizations, Organizational culture, Creativity and Innovations.*
6. *Organizational Processes—Organizational structures and design, Managing organizational change, Strategic planning and organizational change, Strategic planning and organizational development.*
7. *Conflict Management and Negotiations Skills.*

**Recommended Books**

1. *Organizational Behaviour—M. N. Mishra*
2. *Organizational Development—Dr. Vasu Deva*
3. *Organizational Behaviour—Jit S Chandan*
4. *Organizational Behaviour—Dr. Vipin B. Kumar & Dr. S. Gopinandan*



**Semester-II-Bachelor of Financial Market Operation (BFMO)**

**GE 2(d) - Strategic Management**

**Objectives:** *The most important aspects of business are strategic system and its applications at the various stages in financial system; the strategic management has a very crucial role.*

- 1. Understanding Corporate Strategy:** **10 Hours**  
*Strategic Management Process, Business Policy, Strategic Management and Business Continuity Planning, Corporate Strategy and Corporate Governance Corporate Mission and Objectives and Responsibility*
  
- 2. Strategic assessment:** **5 Hours**  
*Business environment analysis, Performance Analysis especially financial performance analysis*
  
- 3. Strategic Performance Evaluation and Management Tools** **20 Hours**
  - (a) Bench marking
  - (b) Business process re-engineering
  - (c) Value Chain- understanding of all chain of activities and the value gained at each
  - (d) Activity, Porter's Value Chain Management Evaluation and Performance Analysis of strategic decisions executed through:
    - i. Target Costing- profit planning and cost management
    - ii. Activity Based Management - understand cost to improve customers value
    - iii. Life cycle costing
  - (e) Lean Management; Process Mapping
  
- 4. Financial Performance Indicators (FPIs) and Non-financial Performance Indicators (NFPIs) for Profitability** **10 Hours**
  - (a) Key indicators – for measuring financial performance and non-financial performance
  - (b) Methods for improvement of productivity and profitability
  - (c) Balance Score Card

**Reference Books**

1. *Strategic Management and Business Policy* by Azhar Kazmi
2. *The Competitive Strategy: Techniques for Analyzing Industries and Competitors* by E. Michael Porter

**Semester-III-Bachelor of Financial Market Operation (BFMO)**

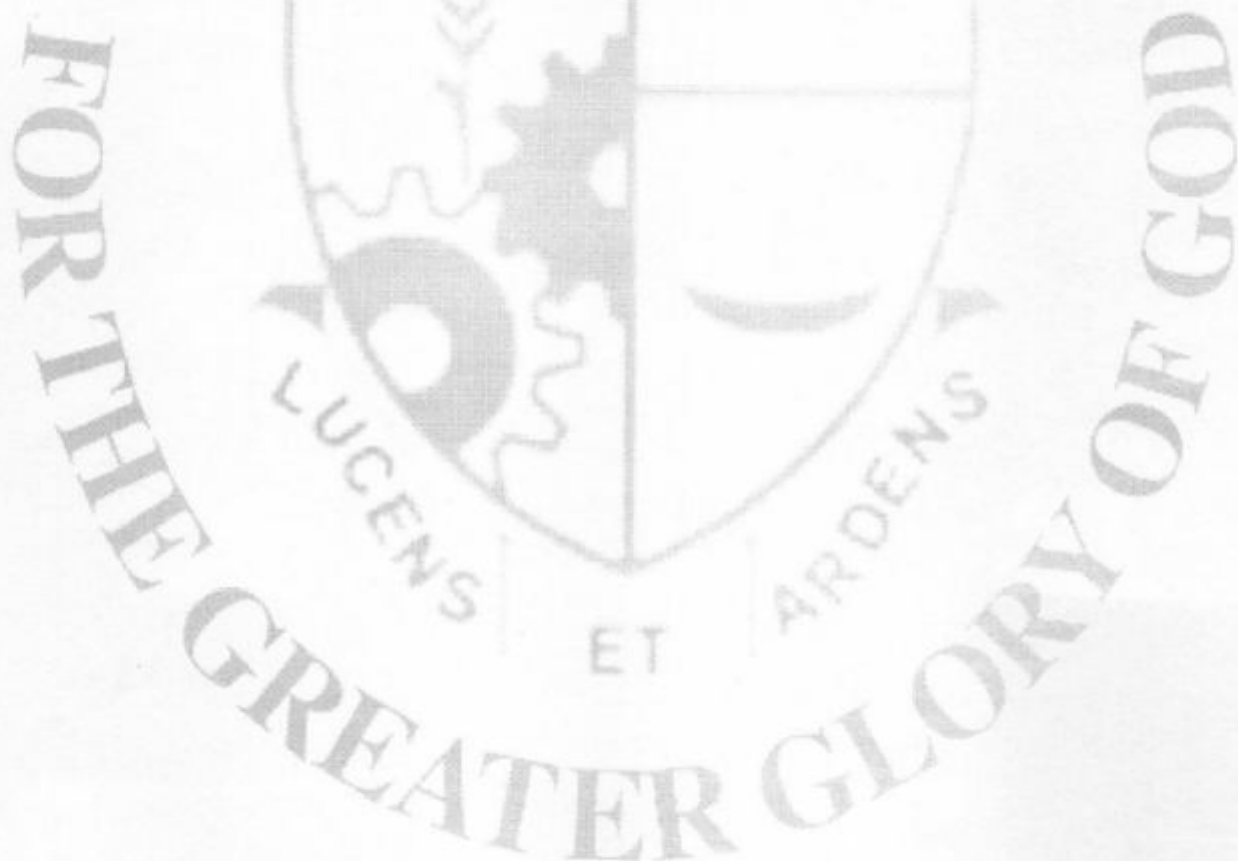
**Core 5-Security Analysis-I**

***Objectives: This course provides the primary knowledge of different securities and its analyzing systems. Core concepts of financial securities are describes for complete understanding of the students.***

- 1. Introduction to Security Analysis, Economic evaluation, Economic indicator- Interpretation & Significations, Industry analysis*
- 2. Industry and its growth cycle concept—Pioneer, Expansion, Stagnation, Decline, Investment classification of industry*
- 3. Company Analysis—Marketing, Accounting Policies, Profitability, Dividend Policy, Capital Structure, Financial analysis, Operating efficiency, Management*
- 4. Fundamental Security Analysis—Appraisal, Changes in the financial pattern of Indian Companies, Debt Equity Ratio, Cross Sectional Variation in debt financing.*

**Recommended Books**

- 1. Fundamentals of Investment Management—V.K. Bhalla*
- 2. Investment Management-Security Analysis and Portfolio Management-V. K. Bhalla*
- 3. Investment Management—V. Gangadhar & G. Ramesh Babu*



**Semester-III-Bachelor of Financial Market Operation (BFMO)**

**Core 6-Stock Market Operation & Management-I**

**Objectives:** *This course provides the knowledge about the stock markets and its management systems. Stock market organizing system with its functional analysis is well covered for complete understanding of the students.*

1. *Introduction to Stock Market*
2. *Organizational structure of stock market- BSE, NSE etc.*
3. *Primary market operations, depository participants and different types of issues.*
4. *Determining the share value*
5. *Determining the investment return*
6. *Brokerage Firm*
7. *Secondary Market Operation*
8. *The specialist—Bulls and Bears*
9. *The Secondary Market—Over the Counter Trading*
10. *Stock Options—Multipurpose Instruments*
11. *Stock market index*
12. *Stock Market Theories*
13. *Provision of Tax over dividends and capital gains*

**Recommended Books**

1. *How the Stock Market Works—Dalton*
2. *Capital Market-Institution and Instruments—Fabozzi & Modigliani*

**Semester-III-Bachelor of Financial Market Operation (BFMO)**

**Core 7-Portfolio Management-I**

**Objectives:** *This course provides the management aspects of portfolio with different functional and control areas. Every aspect of primary portfolio conditions is covered in this course.*

1. *Portfolio Analysis—Introduction to Portfolio and Security Returns,*
2. *Portfolio Risk, Positive and Negative Correlated Returns, Uncorrelated returns borrowing and lending, Combining Risky and Riskless Securities*
3. *Portfolio Choice in Utility Theory and Indifference Curves—Utility Functions, Linear Utility Function and Risk, Concave Utility Functions and Risk, Uncertain outcomes, Insurance and expected returns.*
4. *Markowitz: Portfolio Selection Model—The mean variance criterion-Assumptions, The specific model, Corner portfolios, Dents in the efficient set, Dominance principles, Modification to the efficient frontier—Short selling, Leverage Portfolio—Risk free asset.*
5. *Single Index Model—Characteristics lines, Market and Non Market Risk and Return, Portfolio Characteristics lines, Constructing the optimal portfolio*
6. *Capital Asset Pricing Model—Introduction and Assumptions of the Capital Market Model, SML vs. CML, CAPM vs. Market Model-Premium forms, Security in equilibrium, Change in Market Model, Risk adjustment and excess return, Computing estimates-Estimating Beta-Beta basics, Fundamentals, Stability and Creative beta predictions, Estimating the risk free rate.*

**Recommended Books**

1. *Fundamentals of Investment Management—V.K. Bhalla*
2. *Investment Management-Security Analysis and Portfolio Management-V. K. Bhalla*
3. *Investment Management—V. Gangadhar & G. Ramesh Babu*

**Semester-III-Bachelor of Financial Market Operation (BFMO)**

**SEC 1-Research Methodology & Quantitative Technique**

**Objectives:** *It develops the understanding about the various aspects of research and its applications. The application of data and its importance are also provide the knowledge about the research systems with data.*

**Research Methodology**

1. *Research—meaning, objective & types.*
2. *Research design—meaning, features of a good design.*
3. *Methods of data collections.*
4. *Attitude measurement & Scales.*
5. *Test of Hypothesis-Parametric & Nonparametric Tests.*
6. *Interpretation*
7. *Report writing.*

**Quantitative Technique**

1. *Arithmetic Progression*
2. *Measures of Central Tendency—Arithmetic Mean, Median and Mode.*
3. *Measures of Variations—Range, Quartiles, Mean Deviation and Standard Deviation.*
4. *Correlation & Regression Analysis.*
5. *Time Series.*
6. *Probability Distribution.*
7. *Permutations and Combinations.*
8. *Index Numbers.*
9. *Use of MS Excel In Data Analysis*

**Recommended Books:**

1. *Research Methodology—R. Panneerselvam*
2. *Quantitative Techniques—C. R. Kothari*
3. *Quantitative technique—C. Satyadevi*
4. *Mass Media Research—Roger D. Wimmer & Joseph R. Dominick*

**Semester-III-Bachelor of Financial Market Operation (BFMO)**

**GE 3(a) -Life & General Insurance**

**Objectives:** *This course covered all the principle and functional areas of life and general insurance. Every angle of life and general insurance operations are well covered under this course.*

**Life Insurance**

1. *Life Insurance Organization—Context and Important Activities, Internal Organization Distribution Systems & trends, Appointment, Functions and Remuneration of Agents & Brokers*
2. *Principle of Life Insurance, Principle of Utmost Good Faith, Insurable Interest, Prospectus, Proposal forms and other related documents,*
3. *Different types of Insurance Plan-Riders, Additional Benefits.*
4. *Basic concept of premium calculation.*
5. *Premium payment lapse and revival-Premium, Surrender Values, Non-Forfeiture Options, Revival, Assignment Nomination Loans, Surrenders, Foreclosures, Peril& Hazard, Types of Hazard.*
6. *Policy Claims-Maturity claims, Survival Benefits, Death Benefits, Claim concession, Presumption of death, Accident Benefits, Post maturity Options, Settlement options, Valuation and Surplus.*

**General Insurance**

1. *Types of General Insurance, Tariff Advisory Committee, Insurance Forms, Proposal of Insurance, Cover Notes, Fire and Marine Coverage, Standard Policies, Marine Insurance Coverage, Type of Marine Policies.*
2. *Miscellaneous Insurance Coverage's- Health Insurance, Mediclaim Insurance , Jan Arogya (Bima) Policy, Cancer Insurance, Overseas Mediclaim Policy, Burglary Insurance, Money Policy, Fidelity Guarantee Insurance, Specialized Insurance—Oil and Gas Insurance, Satellite Insurance, Rating Premium, Tariff Rating, Miscellaneous—Renewal, Insurer's role in Risk Management.*
3. *Claims Procedure—Preliminary, Investigation and Assessment, Role of Surveyors and Loss Assessors, Arbitration, Limitation, Settlement of Claims Discharge Vouchers.*

**Recommended Books:**

1. *Principles & Practices of Insurance—M. N. Mishra*
2. *Principles of Insurance—Tripathi and Reddy*
3. *Principles of General Insurance—Tripathi and Reddy*
4. *Principles & Practices of Insurance—Dr. P. Periasamy*
5. *IC-11—Insurance Institute of India*
6. *IC-02—Insurance Institute of India*
7. *IC -01—Insurance Institute of India*

Semester-III-Bachelor of Financial Market Operation (BFMO)

GE 3(b) - Corporate Governance

**Objectives:** This course provides the knowledge of corporate governance and its importance for the corporate sector. Different parameters of the governing systems are also discussed for proving knowledge of application.

1. Introduction to Corporate Governance
2. Social Responsibility
3. Professional and Social Responsibility
4. Corporate Governance and Social Accounting.
5. Auditing and Reporting
6. Corporate Social Responsibility.
7. Contribution of NGO's to Corporate Social Responsibility
8. Corporate Governance Standard and Practices.
9. Corporate Governance Code.
10. Recommendation of National Committee on Corporate Governance
11. The Legislations
  - The Air (Prevention and Control of Pollution) Act 1981
  - The Water (Prevention and Control of Pollution) Act 1974
  - Related Sections of Indian Companies Act 1956
  - Listing Agreement of SEBI
  - Related Government Orders/Notifications

**Recommended Books:**

1. Corporate Governance-Code System, Standards & Practice-Subhash Chandra Das
2. Corporate Governance in India-An Evolution-Subhash Chandra Das

**Semester-III-Bachelor of Financial Market Operation (BFMO)**

**GE 3(c) - Consumer Behavior**

**Objectives:** For providing behavioral aspects of consumers by identifying various elements. It also develops the students' concepts about the application of behavioral tools in the buying process of the consumer.

1. Introduction to Consumer Behavior—Meaning, Definition, Influencing Factors, Advantages & Disadvantages, Scope and Application.
2. Consumer Motivation—Concept and Different Theories of Motivation.
3. Buying Behaviour—Nature, Attitude, Personality, Freudian Theory, Life Style Concept.
4. Consumer Psychographics—Meaning & Definition, Variables and Applications.
5. Group Dynamics & Consumer Reference—Meaning and Nature, Types, Reference Groups-Factors & Applications.
6. Influential Factors—Meaning & Definition, Social and Economic Class, Family and its role-Life Style of Family, Role in the decision making process.
7. Diffusion of Innovations—Meaning & Process, Attributes, Adoption Process, Cultural aspects of different Habitual, Gender and Age Group
8. Organizational Buying Behavior—Meaning & Definition, Models of Industrial Business and Service Sector Buying Behavior.
9. Consumer involvement & Decision making—Definition, Antecedents, Strategic Implications, Consumer Involvement Model.
10. Information Search & Processing—Definition, Factors, Stages.
11. E-Commerce & Consumer behavior—Definition, Operation, Sales and Advertising Methods.
12. Purchase & Results—Methods & Process, Retail Buying, In-home Shopping, Possible Results.
13. Introduction to Consumer Behavior Model: Howard Model, Engel Blackwell Model, Jagdish Sheth Model, Model of Industrial Marketing.

**Recommended Books**

1. Consumer Behaviour—P. C. Jain & Monika Bhatt
2. Consumer behaviour—M. Vohra
3. Consumer behaviour—Schiffman L. G
4. Consumer Behaviour—Blackwell
5. Consumer Behaviour—P. C. Jain



**Semester-III-Bachelor of Financial Market Operation (BFMO)**

**GE 3(d) - Human Resource Management**

***Objectives: Provides knowledge about the importance of human resource management with its various applicable systems. This subject considers the strategic system of human resource management with its various propositions and lay down the productive system of human resource management.***

- 1. Introduction to Human Resource Management in the Retail Sector.*
- 2. Strategic Human Resource Management with focus to Retail Sector.*
- 3. Recruitment & Placement—Personnel Planning & Recruitment & Selection for the Retail Sector.*
- 4. Training & Development—Retail Employees Training System with Evaluation and Development, Performance Management and Appraisal.*
- 5. Compensation—Design & define strategic pay plans for the Retail Employees, Performance based payment and incentive system, Fringe benefits and its awarding system in according to law and corporate practice system.*
- 6. Employee Relations—Ethics, Labour Relations.*

**Recommended Books**

- 1. Human Resources Management and Human Relations—V. P. Michael*
- 2. Managing Human Resources—V. D. Dudeja*
- 3. Human Resource Development and Management—Bishwanath Ghosh*
- 4. Human Resource Management-Principles & Practice—P. G. Aquinas*
- 5. Electronic Customer Relationship Management—J. Fjermestad & N. C. Romano, Jr.*
- 6. Principles & Practice of Personnel Management—Abhishek Malhotra*

**Semester-IV-Bachelor of Financial Market Operation (BFMO)**

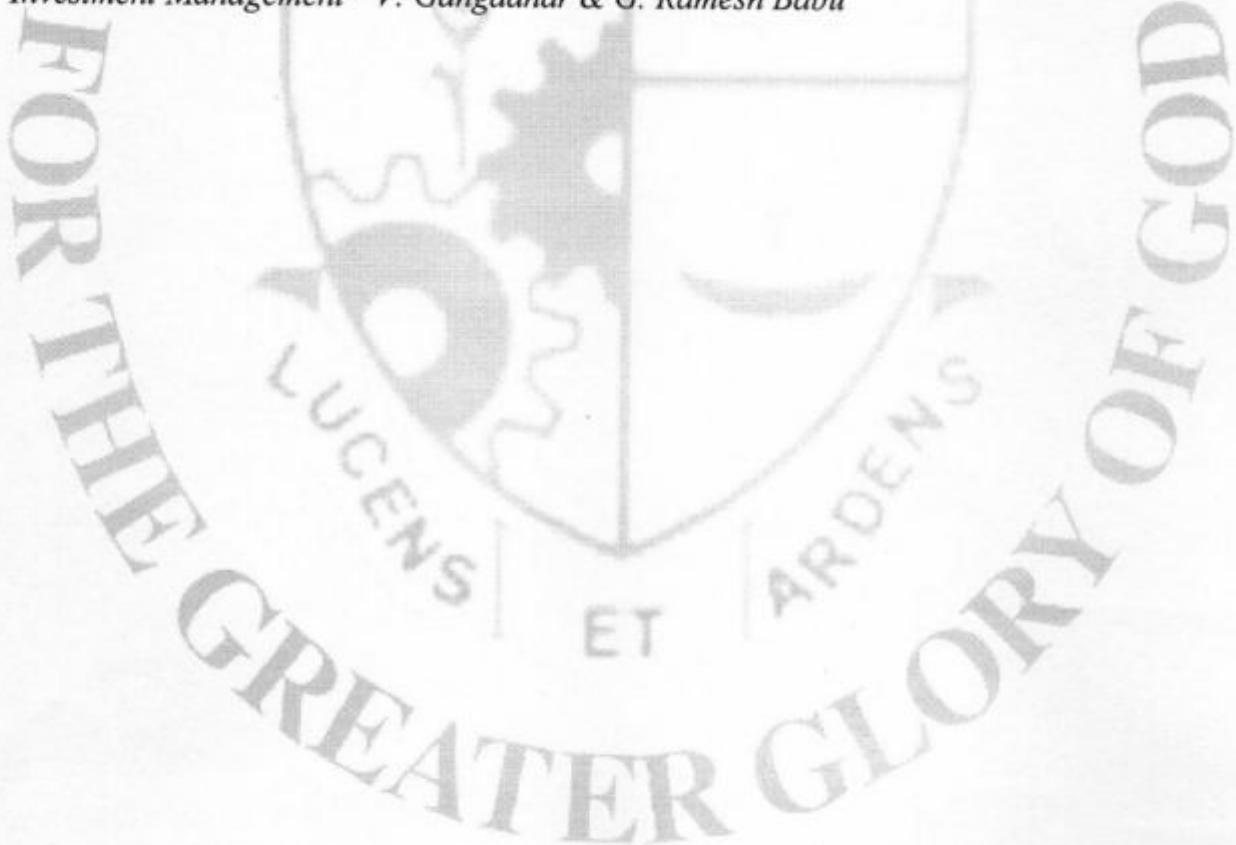
**Core 8-Security Analysis-II**

***Objectives: This course provides the advance knowledge of different securities and its analyzing systems. Technical concepts of financial securities are describes for complete understanding of the students.***

- 1. Technical Analysis—Introduction, Basic Assumptions, Fundamental vs. Technical Analysis, Old Puzzles and new developments, Fibonacci Numbers.*
- 2. The Dow Theory, Elliott Wave Principles, Kondratev Wave Theory, Choas Theory, Neutral Networks*
- 3. Charting, Types of Charts, Important Chart Pattern and Limitations of Charts.*
- 4. Technical Indicators, Indicators of the Witchcraft Variety.*
- 5. Market Theory—Forms of efficient market hypothesis, Weak form and the Random Walk, Semi strong forms, Strong forms, Implications, Challenges to Security analysis, Efficient Market Theory.*

**Recommended Books**

- 1. Fundamentals of Investment Management—V.K. Bhalla*
- 2. Investment Management-Security Analysis and Portfolio Management-V. K. Bhalla*
- 3. Investment Management—V. Gangadhar & G. Ramesh Babu*



**Semester-IV-Bachelor of Financial Market Operation (BFMO)**

**Core 9-Stock Market Operation & Management-II**

**Objectives:** *This course provides the knowledge about the different avenues of stock markets and its management systems. Stock market organizing system based on different theories and options are describes with its functional analysis.*

1. *Depository and Non depository Institutions*
2. *Investment Banking Firms*
3. *Risk and Return Theories*
4. *Financial Future Markets*
5. *Option Markets, Swaps*
6. *Caps and Floor Markets*
7. *The Equity Market*
8. *Stock options market*
9. *The theory and structure of interest rates*
10. *Valuation of debt contracts and their price volatility characteristics*
11. *The term structure of interest rates, Money markets*
12. *Treasury and Agency Securities Market*
13. *Corporate Instruments Market*
14. *Multiple Securities Market*
15. *The mortgage market*
16. *The market for mortgage backed securities*
17. *The market for asset backed securities*
18. *Exchange traded interest rate-Future and Options*
19. *OTC interest rate and credit derivative market*
20. *The market for foreign exchange and risk control instruments*

**Recommended Books**

1. *How the Stock Market Works—Dalton*
2. *Capital Market-Institution and Instruments—Fabozzi & Modigliani*

**Semester-IV-Bachelor of Financial Market Operation (BFMO)**

**Core 10-Portfolio Management-II**

**Objectives:** *This course provides different portfolio theories with different functional and control areas. Every aspect of portfolio management avenues are covered in this course.*

1. *Factor Model and Arbitrage Pricing Theory—Single factor model, Multiple factor model, Arbitrage Pricing Theory (APT) Model, Assumptions, Deriving the arbitrage pricing theory and its applications.*
2. *Bond Portfolio Management Strategies—Active strategy, Bond indexing, Diversification and portfolio size, Indexing methodologies,*
3. *Portfolio Investment Process—Basic Principles, Planning, Implementation, Portfolio monitoring,*
4. *Portfolio objectives, Types of portfolio, Constrains in the portfolio, Statement of investment policy.*
5. *Approach—Cell approach, Variance maximization approach, Optimization approach,*
6. *Logistical problems in implementing an indexing strategy, Enhanced indexing, Liability funding strategies,*
7. *Immunization factor of a portfolio, Bond performance measurement and evaluation.*
8. *Portfolio Performance Evaluation—Measurement of Return, Formula plans,*
9. *Constant rupee value plan, Constant ratio plan, Variance ratio plan, Rupee cost averaging, Risk adjusted measure of performance, Sharpe's Reward to Variability ratio, Treynor's Reward to Volatility ratio, Jansen's differential return measure.*

**Recommended Books**

1. *Fundamentals of Investment Management—V.K. Bhalla*
2. *Investment Management-Security Analysis and Portfolio Management-V. K. Bhalla*
3. *Investment Management—V. Gangadhar & G. Ramesh Babu*

**Semester-IV-Bachelor of Financial Market Operation (BFMO)**

**SEC 2-Service Marketing**

**Objective:** *The study of this course will enable the student to learn the essentials of services marketing, including financial and advisory services, further this will help the students to acquire and develop marketing and selling skills in area of service marketing.*

**Unit-I**

*Marketing and Selling-Marketing-evolution-the old and the new concept, Redefining the four P's of marketing. Marketing rules, Consumer insights, Selling-meaning and nature. Compare and contrast marketing and selling, Selling cycle, Relationship marketing, Experimental marketing. Promise based marketing, Digital marketing.*

**Unit-II**

*Marketing and Selling-(b)-Importance of Selling and type of product, The importance of selling and stage in the purchase process, Traditional selling-personal selling and salesmanship, Relationship marketing versus relationship selling, Customer Relationship management.*

**Unit-III**

*Marketing of Services-Services-Meaning, features, and type, Product versus Service, Financial and Advisory Services, Nature of Insurance Industry, Use of relationship marketing in insurance, Marketing services requires sensitivity, Commoditization of insurance, Factors determining service quality of an insurance company.*

**Unit-IV**

*Understanding of Insurance Market-Insurance Market-meaning, composition, structure, and competition, Insurance outlook in India-insurance penetration and density, Changing profile of Indian insurance buyer, Strategies for marketing of insurance, The new rural and sub-urban market, Taking insurance to rural India-strategies for rural push, Transparency in dealings.*

**Unit-V**

*Promotion of Insurance-Promotion-meaning and role, Integrated marketing communication-Promotional mix-personal and impersonal-their use, Personal selling versus advertising. Factors influencing promotional mix, Brand building-product, corporate and service. Promotional marketing-meaning and uses, IRDA's role, Insurance is the subject matter of solicitation.*

**Recommended Books:**

1. *Services Marketing—S. M. Jha*
2. *Services Marketing—Helen Woodruffe*
3. *Services Marketing—Vasanti Venugopal & V. N. Raghu*
4. *Services Marketing—Ravi Shankar*
5. *Marketing-An Introduction—Gray Armstrong and Philip Kotler*
6. *Services marketing—A. K. Shukla*
7. *IC-12-Insurance Institute of India*
8. *IC-88-Insurance Institute of India*

**Semester-IV-Bachelor of Financial Market Operation (BFMO)**

**GE 4(a) -Management Control System**

**Objectives:** *This course provides the knowledge of different organizational resources, which require judicious application and uses. The importance of management along with responsibility and control is well describes in this course.*

1. *Basic Concepts of Management Control System, Management control and Operational control*
2. *Organizational Structure and Process*
3. *Adaptive control system—Design, System and Culture*
4. *Strategic planning, Goals and Objectives*
5. *Management control information*
6. *Responsibility accounting*
7. *Control Process—Responsibility budgeting and Management by objectives*
8. *Key variable and financial goal setting*
9. *Divisional operation and profit centers*
10. *Transfer pricing*
11. *Operational control—Traditional control and activity based cost system*
12. *Discretionary expense control administration*
13. *Project operation and Management control*

**Recommended Books**

1. *Management Control system—N. Ghosh*

**Semester-IV-Bachelor of Financial Market Operation (BFMO)**

**GE 4(b) - Counseling & Negotiation Management**

**Objectives:** *It provides the knowledge of counseling and negotiation with its importance for the different organizations. The situational aspects are also described for proper practical understanding.*

**Counseling**

1. *Introduction to Counseling.*
2. *Approaches to Counseling*
3. *Goals of Counseling.*
4. *Process and Procedure of Counseling.*
5. *Counseling skills and its role in conflict management.*
6. *Changing Behaviour through Counseling.*
7. *Organizational Application of Counseling Skills.*
8. *Dealing with subordinates' problem.*
9. *Performance Management.*
10. *Behaviour abuse and counseling management.*
11. *Ethics in counseling.*

**Negotiation**

1. *Introduction to Negotiation*
2. *Rule of Negotiation*
3. *Negotiation Style and Tactics.*
4. *Salary Negotiation.*
5. *Cross Cultural Negotiation.*
6. *Negotiation and Ethics.*

**Recommended Books**

1. *Counseling Skills for Managers—Kavita Singh*
2. *Negotiation Tool Kit—Roger J. Volkema*

**Semester-IV-Bachelor of Financial Market Operation (BFMO)**

**GE 4(c) - Computer Accounting-Tally**

**Objectives:** *This subject enhances the students' knowledge in very specific area, which provides them extra knowledge about computer accounting system, which is an essential part to today's corporate accounting system.*

**Basic Accounts**

**5 Hours**

*Starting Tally, Company Creation, Chart of Accounts, Account Masters, Voucher Entry—Single Mode, Accounts Masters and Vouchers Lists, Day Book Summaries, Consumer Accounts Voucher Register, Trial Balance, Bank Reconciliation Statement, Final Accounts, Report Printing—Multi Account System, Data Maintenance, Moving to new financial year.*

**Traders Accounts**

**5 Hours**

*Customer Suppliers Profile, Sales Purchase Voucher Entry, Bills Register, Sale Purchase Summary, Bill Reference Entry, Outstanding Reports.*

**Basic Inventory**

**5 Hours**

*Inventory Master, Inventory Voucher, Invoicing, Inventory Reports, Sales Purchase Analysis, Stock Journal Reports, Sales Tax, VAT*

**Advanced Accounts**

**5 Hours**

*Cost categories and cost centre, Voucher Types, TDS, Service Tax, Budget and Scenarios, Interest, Voucher Class, Foreign Currency.*

**Data Collaboration**

**5 Hours**

*Security, Export of Data, Internet Connectivity, Import of Tally Data, Tally XCL, ODBC Connectivity.*

**Advanced Inventory**

**5 Hours**

*Features, Price List, Discount, Excise Duty, Billing Terms, Export Invoice, Batch Details, Delivery Challan, Orders, Invoice Voucher Class, Manufacturing*

**Reference Books**

1. Tally 6.3—Ramesh Bangia
2. Tally 7.2—A. K. Nadhani & K. K. Nadhani



**Semester-IV-Bachelor of Financial Market Operation (BFMO)**

**GE 4(d) - International Banking**

**Objectives:** *This course provides the knowledge about the area of international banking along with its operational systems. Various international systems including international banking rules and regulations are considered and discusses for proper understanding.*

1. *Factors determining exchange rates-national-international, political and economic-Direct and indirect quotations-Spot rates, Forward rate premium and discount and cross rates.*
2. *Basics of Derivatives-Forward exchange rates, Contracts, Currency options, Swaps and Interest rate swaps, Major recommendations of the various expert groups of Forex (Foreign Exchange).*
3. *Documentary Letters of Credit-UCPDC (Uniform Code of Procedure for Documentary Credit) 500*
4. *Various facilities to Exporters and Importers including Forfeiting and factoring.*
5. *Correspondent Banking-Bank Accounts-NOSTRO and VOSTRO Accounts-SWIFASHION TECHNOLOGYS (Society for Worldwide Financial Telecommunication System)-CHIPS (Clearing House Interbank Payment System), CHAPS (Clearing House Auto Payment System), FEDWIRE (Federal Reserve Wire System)*
6. *NRI (Non Resident Indian) Accounts—Indian Rupee and Foreign Currency Accounts*
7. *Role of EXIM Bank—Role of RBI and Exchange Control—Regulations of India, Role of FEDAI (Foreign Exchange Dealer Association of India) and its rules, Risk in Foreign Trade, Role of ECGC (Export Credit & Guarantee Corporation), Types of Insurance and guarantee covers of ECGC.*

**Recommended Books:**

1. *Management of Banking—S. Scott Macdonald & Timothy W. Koch*
2. *Banking Theory and Practice—K. C. Shekhar & Lekshmy Shekhar*
3. *Merchant Banking & Financial Services—Dr. K. Ravichandran*
4. *Banking and Insurance-Law and Practice—The Institute of Company Secretaries of India*
5. *Merchant Banker—H. R. Suneja*
6. *Indian Institute of Banking & Finance*

**Semester-V-Bachelor of Financial Market Operation (BFMO)**

**Core II-International Financial Management**

**Objectives:** *The objective of the course is to acquaint the students with financial management problems of multinational corporations and prepare them to tackle these problems.*

**Unit-I**

*International Monetary System: Developments in the international monetary system, gold standard, Bretton Woods system of exchange rate, exchange rate regime since mid-1970s, IMF and International Liquidity, World Bank, SWIFT, CHIPS, System of exchanging currencies.*

**Unit-II**

*Exchange rate quotation and determination: direct and indirect quotes, bid and ask quote, spot and forward quote, cross rates, Determination of exchange rate in spot and forward market, PPP theory, IRP theory, Monetary theory of exchange rate determination, overshooting Models, Forecasting exchange rate, Foreign exchange market-spot and forward. Participate in foreign exchange market—arbitraging, hedging and speculation, covered interest rate arbitrage, Borrowing and investing markets.*

**Unit-III**

*Exchange rate risk: translation, transaction and real operating exposure-their measurement and management, Assessment and management of political risk and country risk, Investment decisions of the multinational corporation, Risk factors in international investing. International diversification-risk and return aspects, International CAPM, Identification of optimal portfolio.*

**Unit-IV**

*International Financial markets: Multilateral development banks, Euro-currency markets, Euro-banking, Market for international securities-international bonds, Euro notes, Eco-commercial papers and Euro notes, Medium term Euro-notes.*

**Unit-V**

*Market for Derivatives, currency features, options and Swap, currency risk management, financial swaps and interest-rate risk management, Hedging with futures and options, International working and capital management: Cash management, Management of receivables and inventory.*

**Recommended Books:**

1. *International Financial Management By V Sharan*
2. *International Financial Management By Eun & Cheol*
3. *Multinational Financial Management By P.G Appe*
4. *International Finance—Levi, Maurice*
5. *International Financial Management—Madura, Jeff*
6. *International Financial Management—Anurag Agnihotri*
7. *Multinational Financial Management—Shariro, Allen C.*

**Semester-V-Bachelor of Financial Market Operation (BFMO)**

**Core 12-Financial Derivatives-I**

**Objectives:** *This course provides the knowledge of different financial derivatives with its applications by considering different options and systems. This is very specialized course and considers the backbone of financial market operation.*

1. Global Derivatives Market—Recent Trends
2. Value-at-Risk (VaR)
3. Derivatives market in India
4. Regulatory and Trading Framework
5. Clearing and Settlements
6. Uses of Options
7. Types of Options
8. Valuation and Pricing
9. Factors determining for Option Price and Characteristics
10. Appreciation Factor
11. Binomial Model, Black-Scholes Model, Assumptions, The Specific Model
12. Dividend adjustment, Put valuation-Delta, Theta, Gamma, Vega, Rho
13. Hedging option portfolio in practice
14. Risk Containment measure for stock options and Index options, Portfolio Insurance
15. Put-call Parity Relationship
16. Future markets-Contracts
17. Trading and Margins
18. Clearing House and Clearing margins
19. Hedging using index futures
20. Naive Hedging model
21. Stock index price sensitivity model
22. Market timing
23. Speculations on unsystematic risk
24. Stock index future pricing—Carrying-Cost Model, Triple Witching hour, Futures vs. Options, Synthetic futures, Futures vs. Forward Market Risk
25. Containment measures for Index Futures in India
26. Strategies for Futures Market.

**Recommended Books:**

1. *Fundamentals of Investment Management—V. K. Bhalla*
2. *Investment Management-Security Analysis and Portfolio Management—V. K. Bhalla*
3. *Investment Management—V. Gangadhar & G. Ramesh Babu*

**Semester-V-Bachelor of Financial Market Operation (BFMO)**

**DSE 1(a) -Life Insurance Underwriting**

**Objectives:** *This course provides the knowledge of insurance policy assessment and underwriting system. This course also describes the core of life insurance, which is based on the underwriter's assessment of a policy and its consequential effects.*

1. *Need for and purpose of selection—Underwriting Policy in relation to the objectives of an insurer.*
2. *Factors affecting rates of mortality—family history, personal history, build/present health, occupation and Capital fund need analysis.*
3. *Main sources of information for the insurer to determine the various factors affecting rates of mortality, Medico-actuarial investigations, insurance medicine.*
4. *Concept of extra-mortality—extra premium, lien, exclusion of specific risks clauses.*
5. *Methods of underwriting—rating up age—Numerical rating method etc*
6. *Sources of underwriting data—Proposal, Personal Statement, Medical Report—Special examination and tests—Inspection Reports by Agents and Field Staff—Medical Organization.*
7. *Non-Medical Underwriting—Revival Underwriting—Group Underwriting.*
8. *Occupational Hazards—Army, Navy, and Aviation Personnel, Professional Athletes, Boxers, Wrestlers Mountain Guides, Gymnasts, Divers etc.*
9. *Well-Known impairments—their effect on longevity—Analysis of such effects in according to different plans of assurance—Special medical tests and their utility for underwriting.*
10. *Miscellaneous problems—Reconsideration of extra charges, Double accident and Disability benefits.*
11. *Keyman insurance.*
12. *Partnership Insurance.*

**Recommended Books:**

1. *Principles & Practices of Insurance—M. N. Mishra*
2. *Fundamental of risk & insurance—P. K. Gupta*
3. *IC-22—Insurance Institute of India*
4. *Underwriting-A Managerial Perspective—I, II, III & IV—ICFAI Series*

**Semester-V-Bachelor of Financial Market Operation (BFMO)**

**DSE 1(b) - Microsoft Office (Word, Excel, PowerPoint)**

**Objective:** Computer knowledge is the most essential part of today's modern business operations. This subject provides the essential computer knowledge which is very much applicable in corporate office management. Various computer tools are discussing for proper understanding of different text.

**Microsoft Word**

1. Introduction—Working with documents, Saving the file, Formatting the text, Alignment to text, Applying fonts, Spell checking, Consulting thesaurus, Assign character styles, Borders and shading, Closing of the file, Save as option, Printing your document, Editing the document, Editing tools, Auto correct, Auto format, Find and replace, Page numbering, Header and footer, Footnotes and endnotes, Splitting panes, Tiling of the documents, Using mail merge, Opening screen of Microsoft Technology word screen, Home panel, Insert panel, Page layout panel, Page setup, Reference panel, Mailing panel, Review panel, Views, Office button.

2. Working systems—Charts and graphics, Crop a graphic, Sizing a graphic, Wrap text around graphics, Insert a symbol, Insert a word art object, Creating a drawing, Working with charts, Create a graph,

Create a chart from a table, Modify a chart, Working with tables, Inserting rows and columns, Deleting data from a table, Borders and Shading, Converting text to a table, Sort table data, Creating Nested tables, Calculations in a table, Merging cells, Drawing more complex tables, Setting options, Popular options, Display options, Proofing options, Save options, Advanced options, Cut copy and paste, Pasting from other options, Show document content, Display, Print, Save, Preserve fidelity when sharing this document, General, Compatibility options.

**Microsoft Excel**

1. Introduction—Understanding spreadsheets, Creating a worksheet in Excel, Styles, Functions in Excel, Using auto calculate, References, Sum Functions, Average function, Creating charts in Excel, Auditing a workbook, Comments Inserting, Outlines, Worksheet fitting on a page, Function Wizard, Goal seeking, Scenarios manager, Creating a pivot table report, Typing with auto fill, Formatting numbers and labels, Changing the size of rows and columns, Adding and deleting rows and columns, Inserting page breaks, Applying themes, Add or remove a sheet back ground, Convert text to columns, Protect worksheet or workbook elements, Functions in Excel.

2. Working Systems—Introduction to charts, Creating charts in excel, Modifying charts, Available chart types, Display hidden data and empty cells in a chart, Plot data series from worksheet rows or columns, Change the layout or style of a chart, Select a predefined chart style, Change the layout and style of chart elements manually, Save a chart as a chart template, Format chart elements, Prevent Invalid data entry in a worksheet, Create a drop-down list from a range of cells.

**Microsoft Office Power Point**

Creating presentation from template, Creating a new presentation, PowerPoint views, Entering the text, Moving the text, Changing the colour, Adding graphics to a slide, Reordering slides, Duplicating slides, Deleting slides, Adding an animated cartoon to a slide, Adding slide transition, Adding text transition, Viewing a presentation, Making Slide shows, Hiding a slide, Notes handouts and masters for presentation, Packing presentation, Add a caption to a picture in a photo album, Overview of creating a photo album, add a picture to a photo album and change the appearance of a picture in a photo album.

**Recommended Books:**

1. Microsoft Office 2007—Lawpoint
2. Fundamentals of Computers—V. Rajaraman
3. Computer Fundamentals—D. P. Nagpal
4. Information System and Data Processing Management—N. K. Verma
5. PC Software and IT Tools—Gautam Roy

**Semester-V-Bachelor of Financial Market Operation (BFMO)**

**DSE 1(c) - ERP Finance**

**Objectives:** *In global business environment, ERP is most essential part. Its brief knowledge is compulsory for the business executives. Therefore user level's theoretical and practical knowledge should be provided.*

**1. Enterprise:**

**5 Hours**

*An Overview: Business Functions and Business Processes, importance of Information: Characteristics of information; Types of information, Information System: Components of an information system; Different types of information systems; Management information system, Enterprise Resource Planning: Business modeling; integrated data model*

**2. Introduction to ERP:**

**10 Hours**

*Defining ERP, Origin and Need for an ERP System, Benefits of an ERP System, Reasons for the Growth of ERP Market, Reasons for the Failure of ERP Implementation: Roadmap for successful ERP implementation*

**3. ERP and Related Technologies:**

**10 Hours**

*Business Process Re-engineering, Management Information systems, Decision Support Systems, Executive Information Systems- Advantages of EIS; Disadvantages of EIS, Data Warehousing, Data Mining, On-Line Analytical Processing, Product Life Cycle Management, Supply Chain Management, ERP Security*

**4. ERP Implementation Life Cycle:**

**10 Hours**

*ERP Tools and Software, ERP Selection Methods and Criteria, ERP Selection Process, ERP Vendor Selection, ERP Implementation Lifecycle, Pros and cons of ERP implementation, Factors for the Success of an ERP Implementation*

**5. Introduction of different ERP Modules:**

**5 Hours**

*Finance, Sales and Distribution, Manufacturing and Production Planning, Human Resource and quality control.*

**6. ERP: An Finance Perspective:**

**5 Hours**

*Role of ERP in Finance, Accounting and Finance Processes: Cash management; Capital budgeting, Features of Financial Module, Benefits of ERP Financial Module, Sage Accpac ERP – A Financial ERP Tool*

**Reference Books**

1. *Configuring SAP ERP Financials and Controlling* Kindle Edition by Peter Jones , John Burger
2. *SAP ERP Financial Accounting and Controlling: Configuration and Use Management* by Andrew Okungbowa

**Semester-V-Bachelor of Financial Market Operation (BFMO)**

**DSE 1(d) - Customer Relationship Management**

**Objective:** *Developing awareness among the students about the importance of customer relationship management and its various applications for the business. By defining various tools of relationship management student is well versed with the application.*

1. *Meaning, Importance, Application in Marketing and Human Resources.*
2. *Measurement System, Market Research Process, Desk Research and Field Survey and Report Preparation.*
3. *Consumer Response and its Importance, Response in different Segments.*
4. *Consumer Satisfaction and its affecting factors, Measurement methodology and Analysis.*
5. *Satisfaction and Consumer Loyalty, Advantages of it, Loyalty breaking and Reclaim of lost consumers, Management of Consumer Loyalty.*
6. *Organizational success factors of CRM.*
7. *Complaint Management System, Classification and Advantages.*
8. *Types of Service Business, Characteristics and Segmentation, Generate Customer Satisfaction through services.*
9. *E-CRM—Need and Application and Performance Enhancement.*
10. *CRM in B2C Commerce*

**Recommended Books:**

1. *Customer Relationship Management—R. K. Sugandhi*
2. *Customer Relationship Management—H. P. Mohamed & A. Sagadevan*
3. *Electronic Customer Relationship Management—J. Fjermestad & N. C. Romano*
4. *Customer Relationship Management—Niranjan Pani & Sarbeswar Mohapatra*

**Semester-V-Bachelor of Financial Market Operation (BFMO)**

**DSE 2(a) -Financial Legislation**

**Objectives:** *This course provides the knowledge of different rules, regulations and laws applicable for the financial sectors. Different provisions of laws are describes for better understanding of the students.*

**Definition and sources of Law:**

*Administration of Justice in India—Power of Supreme Court, Other Courts, Tribunals and Lok Adalats*

**Insurance Acts:**

*The Insurance Act 1938, Duty of disclosure, Fraud, Indisputability, Assignment & Nomination, Policies under trust- Section 6 of the MWP Act—Loss of Policies, The IRDAI Act-1999-2002, Insurance Act 2015, The Life Insurance Corporation act-1956, Insurance Ombudsmen.*

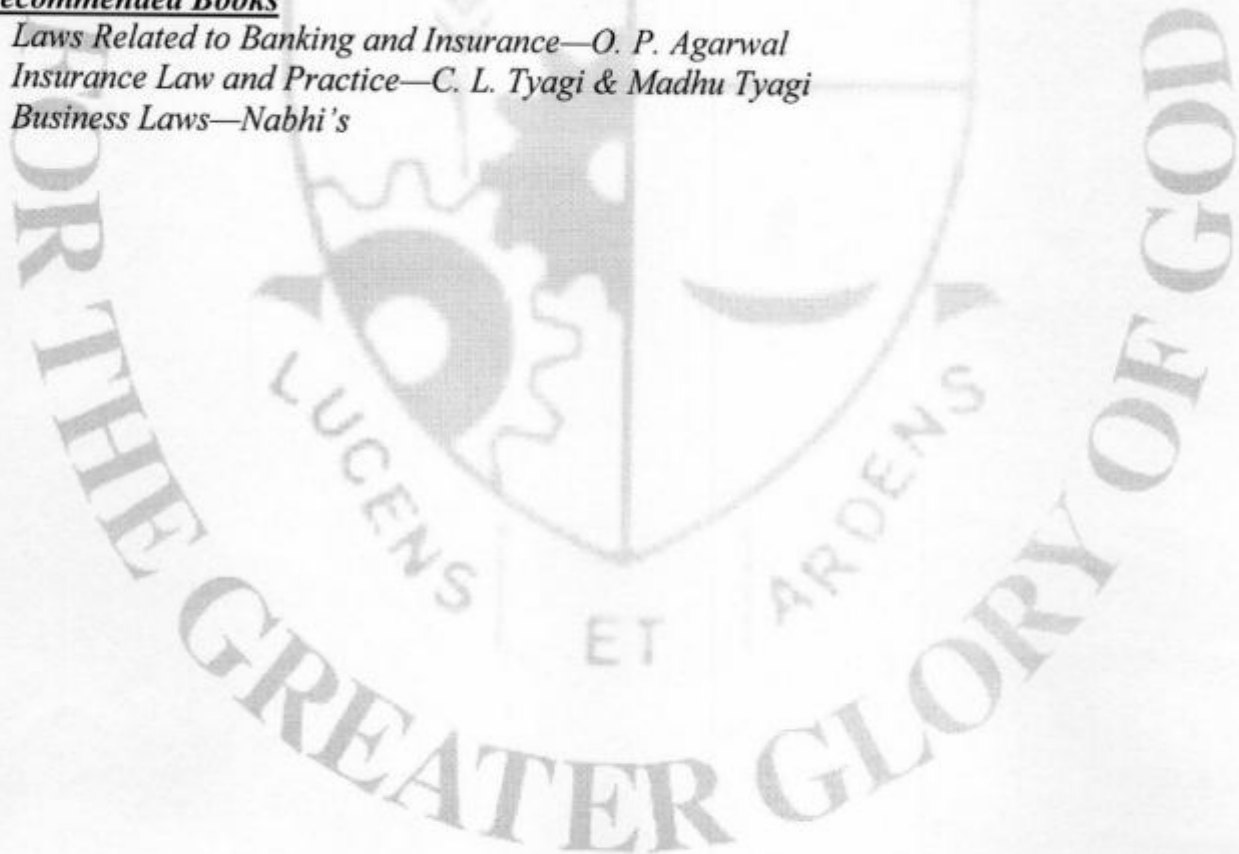
**Banking Acts**

*Banking Regulation Act 1949, Reserve Bank of India Act 1934 and Section 45, NBFC directions issued by RBI, Anti Money Laundering Act, Bank Ombudsmen.*

*Rules and Regulations of Securities and Exchange Board of India (SEBI) about investment.*

**Recommended Books**

- 1. Laws Related to Banking and Insurance—O. P. Agarwal*
- 2. Insurance Law and Practice—C. L. Tyagi & Madhu Tyagi*
- 3. Business Laws—Nabhi's*





**Semester-V-Bachelor of Financial Market Operation (BFMO)**

**DSE 2(b) - Bank Management**

**Objectives:** *This course discusses all the functional areas of the banks with its resource management systems. Major functional areas are considered for clear understanding of the subject.*

**Human Resource Management**

1. *Fundamentals of Human Resource Management, Relationships between HRM and HRD, Structure and functions, Role of HRD professional, Development of HRM in India.*
2. *HRM and information technology, Information and database management, HR research, Knowledge Management.*
3. *Development of Human Resources, HRD sub system, Training and Development, Attitude Development, Role and Impact of Training, Career path planning and counseling.*
4. *Human implications of the organizations, learning and instruction, employee behavior, diversity and gender issues-theories of Motivation and their practical implications, role concepts and analysis.*
5. *Self development research and survey, employees' feedback survey, Reward and Compensation system.*
6. *Performance Management and Appraisal Systems, performance review and counselling, HRM issues in banks.*

**Technology Management**

1. *RTGS (Real Time Gross Settlements)—Infrastructure requirement-transaction-security features*
2. *SFMS (Structured Financial Message System)—formats-transactions-security aspects*
3. *RAS(Risk Adjustment System)—requirements for RAS-Application-security features of RAS*
4. *Digital Certificate-what is PKI (Public/Private Key Infrastructure), CCA (Corporate Customer Authentication), CA (Customer Authentication), RA (Response Arrangement)-Types of digital certificate-application of digital certificate-legal status*
5. *IT Act-electronic records-digital signature-application of electronic transactions*
6. *Cyber Law-Application-e commerce*
7. *Core Banking-concepts-benefits-branch coverage-schedules-creation of primary data centre-disaster recovery site-formation of steering committee-core committee-primary functions-formation of project management teams-implementation team-specialized consultancy-infrastructure-software-hardware-networking.*

**Marketing Management**

*Introduction and key concepts, Strategic marketing process, Situation analysis, Market Segmentation, Marketing information and research, Marketing mix, Compensation analysis Product strategy-product life cycle-product mix, Branding Strategy, Pricing strategy-pricing decisions, Distribution strategy-channels of distribution and their functions, ATM-Tele banking Direct marketing and Selling, Promotion strategy, Advertising and Sales Promotion, Marketing Communication, Publicity and Public Relations, HRD and Marketing.*

**Recommended Books:**

1. *Management of Banking—S. Scott Macdonald & Timothy W. Koch*
2. *Banking Theory and Practice—K. C. Shekhar & Lekshmy Shekhar*
3. *Merchant Banking & Financial Services—Dr. K. Ravichandran*
4. *Banking and Insurance-Law and Practice—Institute of Company Secretaries of India.*
5. *Merchant Banker—H. R. Suneja*

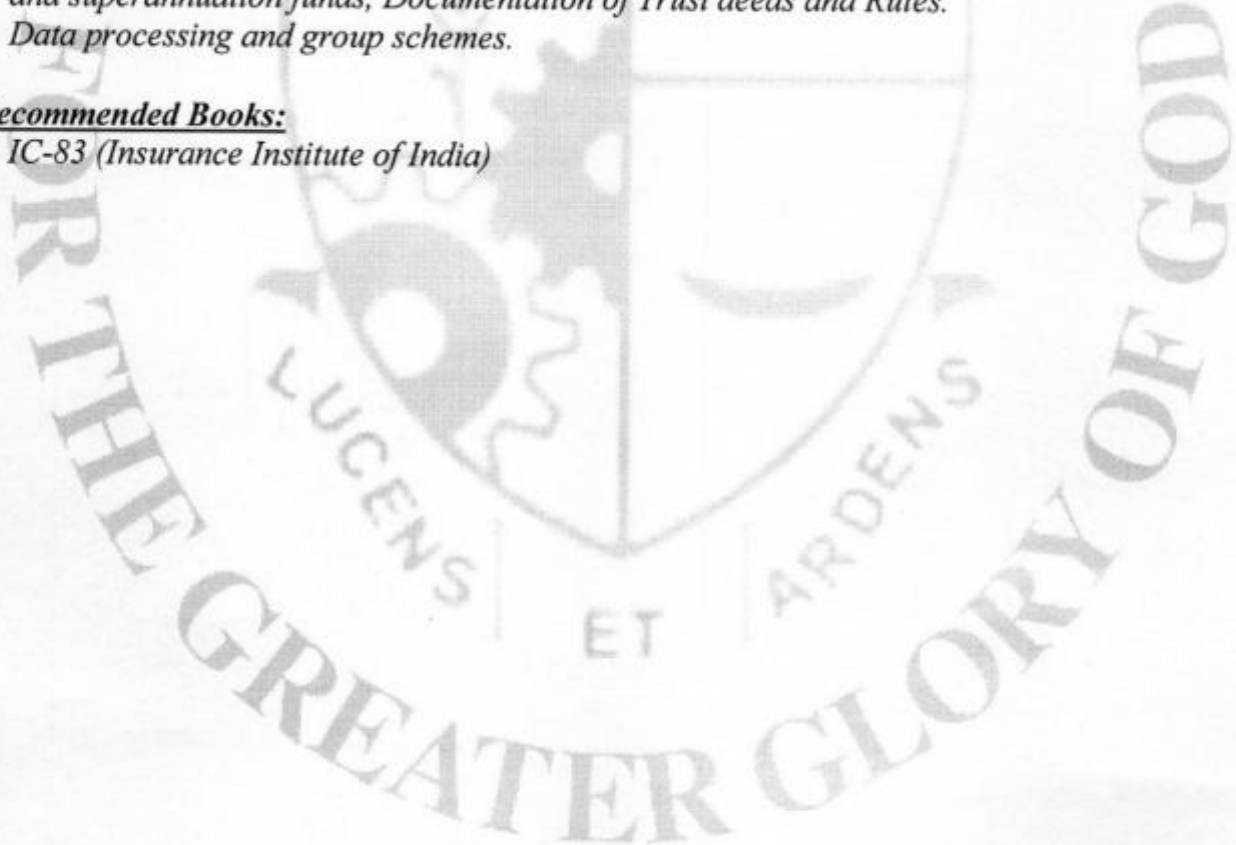
**Semester-V-Bachelor of Financial Market Operation (BFMO)**  
**DSE 2(c) - Group Insurance & Retirement Benefits Schemes**

**Objectives:** *This course provides the knowledge about the policy and practice in the field of group insurance and retirement benefit schemes. Various modalities are discussed for proper understanding of the subject.*

1. *Historical background to employee benefits in India, Provident Funds, Superannuation and Gratuity Scheme.*
2. *Group Insurance Schemes—Segments of group insurance market, Origin and development of group schemes, Characteristics of groups, group underwriting, rate making and experience rating adjustment.*
3. *Gratuity and Superannuation Schemes, Different ways of arranging schemes, Unfunded schemes and funded schemes, Trustee administered and insured schemes-methods of costing past service benefits and future service benefits, annual premium and single premium- methods of costing, definite funding and indefinite funding and controlled funding, methods-cash accumulation system of securing gratuity and pension benefits determination of contribution, rates under gratuity and benefit purchase superannuation schemes.*
4. *Legal aspects and taxation treatment of retirement provision under provident, gratuity and superannuation funds, Documentation of Trust deeds and Rules.*
5. *Data processing and group schemes.*

**Recommended Books:**

1. *IC-83 (Insurance Institute of India)*



**Semester-V-Bachelor of Financial Market Operation (BFMO)**

**DSE 2(d) - Business Analysis**

**Objectives**

- **Assess the strategic position of an organization**
- **Evaluate the strategic choices available to an organization**
- **Discuss how an organization might go about its strategic implementation**

**Module I**

**10 Hours**

*Strategic position: The need for, and purpose of, strategic and business analysis - Environmental issues affecting the strategic position of, and future outlook for, an organization - Competitive forces affecting an organization - Marketing and the value of goods and services - The internal resources, capabilities and competences of an organization - The expectations of stakeholders and the influence of ethics and culture.*

**Module II**

**10 Hours**

*Strategic choices and Strategic action: The influence of corporate strategy on an organization -Alternative approaches to achieving competitive advantage - Alternative directions and methods of development - Organizing and enabling success - Managing strategic change - Understanding strategy development.*

**Module III**

**10 Hours**

*Business and process change and Information technology: Business change - The role of process and process change initiatives - Improving the processes of the organization - Software solutions - Principles of information technology - Principles of e-business - E-business application: upstream supply chain management - E-business application: downstream supply chain management - E-business application: customer relationship management.*

**Module IV**

**5 Hours**

*Project management: The nature of projects - Building a business case - Managing and leading projects-Planning, monitoring and controlling projects - Concluding a project.*

**Module V**

**10 Hours**

*Financial Analysis and People: The link between strategy and finance - Finance decisions to formulate and support business strategy - The role of cost and management accounting in strategic planning and implementation - Financial implications of making strategic choices and of implementing strategic actions - Strategy and people: leadership - Strategy and people: job design - Strategy and people: staff development.*

**Reference Books**

1. *Business Analysis, Becker Educational Development Corp., 2016*
2. *Business Analysis, Kaplan Publishing, 2016*
3. *Business Analysis, BPP Learning Media Ltd, 2016*

**Semester-VI-Bachelor of Financial Market Operation (BFMO)**

**Core 13-Commodity Market Operation**

**Objectives:** This course provides the knowledge of commodity market along with all the functional areas. The application of different tools are describes for complete understanding of the students.

1. **Commodity Derivatives**-Introduction, products, participants and functions, derivatives markets, difference between commodity and financial derivatives. Evolution of commodity exchanges, global commodity derivatives exchanges, latest developments. The NCDEX platform – Structure, exchange membership, risk management, clearing and settlement system and commodities traded on the NCDEX platform.
2. **Application of Commodity Futures**- Instruments for trading -Forward contracts, Introduction to futures and options, Payoff for F&O, Using futures versus options.
3. **Pricing commodity futures** – Investment assets versus consumption assets, Cost of carry model, Futures basis; Using commodity futures for hedging, Speculation and arbitrage.
4. **Trading, Clearing and Settlement**-Trading-Futures trading system, Entities in the trading system, Commodity futures trading cycle, Order types and trading, Parameters, Margins for trading in futures, Charges, Hedge limits; Clearing and settlement - Clearing, Settlement, Risk management, Margining at NCDEX and Standard Portfolio Analysis of Risk (SPAN).
5. **Regulatory Framework of Commodity Derivatives**-Rules governing Commodity Derivatives Exchanges, Participants, Investor grievances and Arbitration; Implications of Value Added Tax (VAT) and obligations

**Recommended Books:**

1. *Commodities Market Module, Workbook from NSE*
2. *Commodity Markets-Chatnani*
3. *Commodity Futures & Options-Kleinman, George*
4. *Managing Commodity Risk-Stephens, John*
5. *Indian Institute of Banking & Finance-Commodity Derivatives*

**Semester-VI-Bachelor of Financial Market Operation (BFMO)**

**Core 14-Financial Derivatives-II**

***Objectives: This course provides the knowledge of different financial derivatives at the advance system with its applications by considering different options and systems. This is very specialized course and considers the backbone of financial market operation.***

- 1. Swaps—The teenage years, The basic swap structures, Interest rate swaps, Fixed rate currency swap, Currency coupon swaps, Basis rate swaps, Reducing swap risk, Swap options—Equity caps and floors.*
- 2. Convertible Securities, Debentures, Features, Objectives of Convertible Debentures, Valuation of Convertible Debentures, Implications of the Convertible Bond Issue for the Issuing Company, Convertible Preference Share, Selecting Convertibles, Future of the Convertible Securities.*
- 3. Warrants—Consideration for share issued through warrants, gearing effects, Valuing warrants, Lapse of warrants, Warrants attached to debentures, Option and warrants.*
- 4. Hedging—Objectives and benefits, Process, Short Hedging and Long Hedging, Contract Choice, Margin requirements and marking to market, Cross hedges and Changing Volatilities of an asset position, Strategies for hedging, Short term interest rate hedge, The long hedge, Asset-Liability hedge, Portfolio hedge.*

**Recommended Books**

- 1. Fundamentals of Investment Management—V.K. Bhalla*
- 2. Investment Management-Security Analysis and Portfolio Management-V. K. Bhalla*
- 3. Investment Management—V. Gangadhar & G. Ramesh Babu*

**Semester-VI-Bachelor of Financial Market Operation (BFMO)**

**DSE 3-Entrepreneurship Development Programme**

**Objective:** *This course provides students with a solid introduction to the entrepreneurial process of creating new businesses, role of Creativity and innovation in entrepreneurial start-ups, manage family-owned companies, context of social innovation and social entrepreneurship and issues and practices of financing entrepreneurial business.*

**1. Unit-1 Entrepreneurial Management**

*The evolution of the concept of entrepreneurship, John Kao's Model on Entrepreneurship, Idea generation, Identifying opportunities and Evolution, Building the Team/Leadership, Strategic planning for business, Steps in strategic planning, Forms of ownership-Sole proprietorship, partnership, limited liability partnership and corporation form of ownership, advantage/disadvantage, Franchising, advantages/disadvantages of franchising, types of franchise arrangements, franchise contracts, franchise evolution checklist, Financing entrepreneurial ventures, managing growth, Valuation of a new company, Harvesting and Exist strategies, Corporate Entrepreneurship.*

**2. Unit-2 Entrepreneurship Creativity and Innovation**

*Stimulating Creativity, Organizational actions that enhance/hinder creativity, Managerial responsibilities, Creative Teams, source of innovation business, managing organizations for innovation and positive creativity*

**3. Unit-3 Social Entrepreneurship**

*Introduction to social entrepreneurship, Characteristics and role of social entrepreneurs, Innovation and Entrepreneurship in a social Context, Start-Up and early stage venture issues in creating and sustaining a Non-profits organization, Financing and Risks, Business Strategies and Scaling up.*

**4. Family Business And Entrepreneurship**

*The entrepreneur, role and personality, family business, concepts, structure and kinds of family firms, culture and innovation of family firm, managing business, family and shareholder relationships, conflict and conflict resolution in family firms, managing leadership, succession and continuity, women's issues in the family business, encouraging change in the family business system.*

**5. Financing The Entrepreneurial Business**

*Arrangements of funds, traditional source of financing, Loan syndicating, Consortium finance, role played by commercial banks, appraisal of loan applications by financial institutions, Venture capital.*

**Recommended Books:**

1. Burns, P.-*Entrepreneurship and small business*. New Jersey
2. Drucker, P. F.-*Innovation and entrepreneurship: Practice and principles*, USA; Elsevier
3. Gersick, K.E., Davis, J.A., Hampton, M. M., & Lansberg, I.-*Generation to generation: Life Cycle of the family business*: Boston: Havard Business School Press
4. Hisrich, R., & Peters, M.-*Entrepreneurship*, New Delhi: Tata McGraw Hill
5. Holt, D. H.-*Entrepreneurship new venture creation*. New Delhi:PHI
6. John Kao, *Creativity & Entrepreneurship*
7. Kaplan, J.-*Patterns of Entrepreneurship*. Wiley
8. Khandwalla, P.-*Corporate creativity*. New Delhi: Tata McGraw Hill
9. Mullins, J.-*New business road test*. New Delhi: PHI

**Semester-VI-Bachelor of Financial Market Operation (BFMO)**

**DSE 4-On Job Training**

***Objectives: To provide basic and hand on understanding of the industry.***

*Each students of this course shall undergo Practical Internship of four weeks in an approved business/industrial/government/service organization. The objective of this training is to make the student acquainted with the industrial/business working environment. After completion of the training they will have to submit a training report. The internship/project reports will carry 100 marks. It will be evaluated by two examiners (one internal and one external). The training report is part of the sixth semester. It is to be submitted by the date fixed by the college.*

*The students will also have to submit a performance certificate from the company where he/she undertook the training. This report will also be considered while evaluating the training report by examiners.*

*Alternatively if it is not possible to do industrial internship the students will prepare a project report on a topic assigned to him/her by the college. The project report will be evaluated as above.*

***\*Topics, Objectives & Guidelines of the Project is to be decided by the Project Guide.***



**End of Syllabi-Bachelor of Financial Market Operation (BFMO)**