

HEMCHAND YADAV VISHWAVIDYALAYA, DURG (C.G.)

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SCHEME OF EXAMINATION & SYLLABUS of M.Com. (Commerce) Annual Exam

UNDER

FACULTY OF COMMERCE

Session 2024-25

(Approved by Board of Studies)

Effective from June 2024

**SYLLABUS OF ANNUAL EXAM
ORDINANCE No. 24
MASTER OF COMMERCE EXAMINATION**

1. The examination for the degree of Master of Commerce shall consist of two parts :
 - a. The Previous Examination and
 - b. The Final Examination
2. A candidate who, after taking his B. Com. Degree of the University or an examination of any Statutory University in India which has been recognized by the University as equivalent to the B. Com. degree of the University and has completed a regular course of study in the Teaching Department of the University or in a college affiliated to the University in the subject in which he offers himself for examination for an academic year, shall be admitted to the Previous examination for the degree of Master of Commerce.

A candidate after passing a graduate examination under 11+3 scheme or any other examination recognized by the University as equivalent there to shall be eligible for admission to a postgraduate course of studies where graduation is minimum qualification only after passing one year Bridge Course prescribed for the purpose. This shall apply to students graduating in 1991 main examination.

3. A candidate who, after passing the M. Com. Previous examination of the University, has completed a regular course of study for one academic year in a Teaching Department of the University or in a college affiliated to the University shall be admitted to the Final Examination for the degree of Master of Commerce.

A candidate who has passed the Previous examination for the degree of Master of Commerce of another University may also be admitted to the Final examination for the degree of Master of Commerce after obtaining necessary permission from the Kulpati provided that he offered for his Previous examination a course of study of an equivalent standard with almost identical syllabus as is required for the previous examination of this University and has attended a regular course of study for one academic year in a Teaching Department of the University or in a college affiliated to the University.

4. Besides regular student and ex-students and subject to their compliance with this Ordinance, Non-collegiate students shall be eligible for admission to the examination as per provisions of Ordinance relating to admission of non-collegiate students to the University examination.

Provided that non-collegiate candidates shall be permitted to offer only such subjects/papers as are taught to the regular students at any of University Teaching Department or College.

A candidate securing 60% or more marks in M.Com. Previous examination will be eligible to offer dissertation in lieu of the optional papers for the Final. A regular candidate can offer dissertation with the permission of the Professor and Head of Department of his



Institution, while a private candidate will have to secure the prior permission in writing of any one of the Professors of the subject working in an Institution within the jurisdiction of the University and will work under supervision of the Professor after obtaining prior permission of the University to that effect.

5. The scope of the examination shall be determined by the Academic Council and given in the detailed course of studies.
6. A candidate who has passed the M.Com Examination of the University, shall be allowed to present himself for the M.Com Examination in any one or more of the optional papers not taken by him at the said examination and if successful will be given a certificate to that effect.
No candidate shall be allowed to offer more than two additional papers in any one year.
7. For both the Previous and Final examination a candidate will be declared successful if he/ she obtains at least 36% of the aggregate marks in the subject.

No division will be assigned on the result of the previous examination. The division in which a candidate is placed shall be determined on the basis of aggregate of marks obtained in both the M.Com Previous and M. Com. Final Examination.

8. Successful candidates who obtain 60% or more of the aggregate marks shall be placed in the First Division, those obtaining less than 60% but not less than 48% in the Second Division and all other successful candidates obtaining less than 48% in the Third Division.
9. Candidates who have passed the M.Com. Examination of the University in Third or Second Division and desire to appear at the M.Com. Examination for improving division may, without attending a regular course of study in a college affiliated to the University or in a Teaching Department of the University be allowed to appear at the aforesaid examination as non collegiate student on the following conditions.
 - (i) There shall be only two division for such candidates i.e. First Division and Second Division. The marks required for obtaining these divisions shall be the same as prescribed in the Ordinance i. e. examinees who are successful in final of the examination and have obtained 60% or more of the aggregate of the marks in Previous and Final of the examinations taken together shall be placed in the First Division and examinees who are successful in Final of the examination and have obtained less than 60% but not less than 48% of the aggregate marks in Previous and Final of the Examination taken together shall be placed in the Second Division.
 - i. The results of the candidates obtaining less than 48% of the aggregate marks in Previous and Final of the examination taken together shall not be declared.



- ii. Candidates shall have the option to appear at both the Previous and Final examination in one and the same year and for being successful at the examination, the candidates shall obtain 48% of the aggregate marks.
- iii. Provided that such candidates who opt to appear in Previous and Final examinations separately shall have to obtain minimum aggregate required for the previous examination but he will have to obtain at least 48% in the aggregate of the Previous and Final examinations taken together or else his result will be cancelled.
- iv. The syllabus for the examinations shall be the same as prescribed for the year in which the examination is held.
- v. Not more than two attempts shall be allowed to such candidates. Failure or non- appearance at the examination after permission has been accorded by the University, shall be counted as an attempt.

Provided however such candidates who opt to appear at the Previous and Final examinations separately will be allowed one attempt at the previous examination and two attempts at the Final examination.

- vi. Candidates who wish to avail the opportunity given in foregoing Para's will have to apply for permission as required in the Ordinance relating to Admission of non- collegiate students to the University examination along with requisite Registration Fees.
- vii. In case a student improves his division under provision of this Para, the fresh degree will be issued after cancelling his first degree.
- viii. Transitory Provision: The repealed Ordinance relating to Master of Commerce Examination shall remain effective till the examination of 1974, and this new Ordinance shall be applicable from the examination of 1975.

USE OF CALCULATOR

The students of Degree P. G. classes will be permitted to use of calculators in the examination hall from annual Academic 1986 examination on the following conditions as per decision of the standing committee of the Academic Council at its meeting held on 31-1-1986.

1. Student will bring their own Calculator.
2. Calculators will not be provided either by the University or examination centers.
3. Calculators with memory and following variables be permitted : +, -, x, $\frac{\square}{\square}$, square, reciprocal, exponentials log, square root, trigonometric functions viz. sine, cosine, tangent etc. factorial summation, xy, yx and in the light of objective approval of merits and demerits of the viva only will be allowed.



वार्षिक परीक्षा (Annual Examination)
एम. कॉम. पूर्व
M.Com. Economics

प्रश्न पत्र	प्रश्न पत्र का नाम	पूर्णांक
प्रश्न पत्र-I Paper - I	प्रबन्धकीय अर्थशास्त्र Managerial Economics	100
प्रश्न पत्र-II Paper - II	वृहत (उच्चतर) लेखांकन Advanced Accounting	100
प्रश्न पत्र -III Paper - III	प्रबंधकीय निर्णयों के लिए लेखांकन Accounting for Managerial Decision	100
प्रश्न पत्र -IV Paper - IV	सांख्यिकीय विश्लेषण Statistical Analysis	100
प्रश्न पत्र -V Paper - V	निगमित विधि संरचना Corporate legal frame work	100

एम.कॉम अन्तिम (M.Com. Final) अनिवार्य

प्रश्न-पत्र (Compulsory Paper)

प्रश्न पत्र	प्रश्न पत्र का नाम	पूर्णांक
प्रश्न पत्र -I Paper - I	प्रबन्धकीय अवधारणाएं एवं संगठनात्मक व्यवहार Management Concepts and Organizational Behavior	100
प्रश्न पत्र -II Paper - II	उच्चतर लागत लेखांकन Advanced Cost Accounting	100
प्रश्न पत्र -III Paper - III	आयकर विधान एवं कर नियोजन Income Tax Law & Tax Planning	100

Optional Specialization:

And any one Group of the following.

Optional Group-(A) विपणन (Marketing)

Paper - A I प्रश्नपत्र -AI	विपणन प्रबन्ध (Marketing Management)	100
Paper - A II प्रश्नपत्र -AII	अन्तराष्ट्रीय विपणन (International Marketing)	100

Optional Group-(B) प्रबन्ध (Management)

Paper – B I प्रश्नपत्र – B I	वित्तीय प्रबन्ध (Financial Management)	100
Paper – B II प्रश्नपत्र – BII	मानव संसाधन प्रबन्ध (Human Resource Management)	100

Optional Group- (C) बैंकिंग एवं बीमा (Banking and Insurance)

Paper – C I प्रश्नपत्र –CI	बैंकिंग व्यवहार एवं संस्थाएं (Banking Practices and Institutions)	100
Paper – C II प्रश्नपत्र –CII	बीमा के सिद्धांत एवं व्यवहार (Principles and Practices of Insurance)	100

Optional Group-(D) करारोपण एवं लेखांकन (Taxation and Accounting)

Paper – D I प्रश्नपत्र –DI	भारत में करारोपण (Taxation in India)	100
Paper – D II प्रश्नपत्र–DII	लेखांकन पद्धतियाँ (Accounting Method)	100

**Optional Group - (E) व्यासायिक पर्यावरण एवं वित्तीय संस्थाएं एवं बाजार
(Business Environment & Financial Institutions and Markets)**

Paper – E I प्रश्नपत्र –EI	व्यासायिक पर्यावरण (Business Environment)	100
Paper – E II प्रश्नपत्र–EII	वित्तीय संस्थाएं एवं बाजार (Financial Institutions and Markets)	100

महत्वपूर्ण नोट :

- | सत्र 2014-15 से एम.कॉम. पूर्व परीक्षा में 100-100 अंकों के पाँच प्रश्नपत्र अनिवार्य होंगे।
- | एम.कॉम. अंतिम परीक्षा में 100-100 अंकों के तीन अनिवार्य प्रश्नपत्रों के साथवैकल्पिक समूह। A, B, C, D अथवा E में से किसी भी एक समूह के दोनों प्रश्नपत्रों का चयन अनिवार्य होगा।
- | एम.कॉम. अंतिम की परीक्षा में मौखिक परीक्षा एवं लघुशोध प्रबन्ध नहीं लिया जासकेगा।

एम. कॉम. पूर्व वार्षिक परीक्षा
COMPULSORY GROUP
PAPER - I, (Paper Code - 1171)
MANAGERIAL ECONOMICS

M.M. 100

This course develops managerial perspective to economic fundamentals as aids to decision making under given environmental constraints.

COURSE INPUTS

- UNIT-1 Nature and Scope of Managerial Economics:** Objective of a firm; Economic theory and managerial theory; Managerial economist's role and responsibilities; Fundamental economic concepts- incremental principle, opportunity cost principle, discounting principle, equimarginal principle.
- UNIT-2 Demand Analysis:** Individual and market demand functions Law of demand, determinants of demand; Elasticity of demand - its meaning and importance; Price elasticity, income elasticity and cross elasticity; Using elasticity in managerial decisions.
Theory of consumer Choice: Cardinal utility approach, indifference approach, revealed preference and theory of consumer choice under risk; Demand estimation for major consumer durable and non-durable products; Demand forecasting techniques.
- UNIT-3 Production Theory :** Production function - production with one and two variable inputs; Stages of production; Economies of scale; Estimation of production function; Cost theory and estimation; Economic value analysis; Short and long run cost functions - their nature, shape and inter-relationship; Law of variable proportions; Law of returns to scale.
- UNIT-4 Price Determination under Different Market Conditions:** Characteristics of different market structures; Price determination and firm's equilibrium in short-run and long-run under perfect competition, monopolistic competition, oligopoly and monopoly.
Pricing Practices: Methods of price determination in practice; Pricing of multiple products; Price discrimination; International price discrimination and dumping; Transfer pricing.
- UNIT-5 Business Cycles:** Nature and phases of a business cycle; Theories of business cycles-psychological, profit, monetary, innovation, cobweb, Samuelson and Hicks theories.
Inflation: Definition, Characteristics and types; Inflation in terms of demand-pull and cost-push factors; Effects of inflation.



REFERENCES -

- Baumol, William J : Economic Theory and Operations Analysis, Prentice Hall, London.
Baya, Michael R: Managerial Economics and Business Strategy, McGraw Hill Inc. New York.
Chopra, O.P : Managerial Economics, Tata McGraw Hill, Delhi. Dean, Joel: Managerial Economics, Prentice Hall, Delhi.
Dholakia, R.H. and A.L. Oza : Micro Economics for Management Students, Oxford University Press, New Delhi.
Eaton, B.Curtis and Diane Faton: Micro Economics, Prentice Hall, New Jersey. Gough, J.and S. Hills : Fundamentals of Managerial Economics, MacMillan London.
Haynes, W.W., V.L. Mote and S. Paul : Managerial Economic Analysis and Cases, Prentice Hall India, Delhi
Petersen, H.Craig and W.Cris Lewis: Managerial Economics, Prentice Hall, Delhi.
Salvatore, Dominick: Managerial Economics in a Global Economy, McGraw Hill, New York.
Virian, H.R: International Microeconomics: A Modern Approach, East West Press, New Delhi.
Varshney RL and Maheshwari KL: Managerial Economics; Sultan Chand and Sons, New Delhi.
Dwivedi DN: Managerial Economics, Vikas Publishing House, New Delhi. Adhikary M Business Economics, Excel Books, New Delhi.

REFERENCE BOOKS:

- | | | | |
|----|----------------|---|--|
| 1 | 1. Spencer | : | Managerial Economics |
| 2 | Farrar & Meyer | : | Managerial Economics |
| 3 | Nummers | : | Managerial Economics |
| 4 | F.E.Gillis | : | Managerial Economics |
| 5 | Colberg | : | Business Economics |
| 6 | Coppnak | : | Economics of the Business Firm |
| 7 | Macnair Mefiam | : | Problems of Business Economics |
| 8 | Stigler | : | Theory of Prices |
| 9 | Bain | : | Price Theory |
| 10 | Baumol W. U. | : | Economic Theory & Operational Analysis |
| 11 | Cohens Cyert | : | Theory of the Firm |
| 12 | D.S.Watson | : | Price Theory & its Uses. |



RECOMMENDED BOOKS:

- 1 Savage & Small : Introduction to Managerial Economics
- 2 Dafty : Managerial Economics
- 3 Joel Dean : Managerial Economics
- 4 Haynes & Note : Managerial Economics
- 5 Varshney & Maheshwari : Managerial Economics
- 6 H. Rahman : Managerial Economics



PAPER - II,
(Paper Code - 1172)
ADVANCED ACCOUNTING

M.M.100

OBJECTIVE:

The objective of this course is to expose students to accounting issues and practices such as maintenance of company accounts, valuation of goodwill and shares, and handling accounting adjustments.

COURSE INPUTS:

UNIT-1

Accounting for issue, forfeited and redemption of shares and debentures.
Final accounts and financial statements of companies

UNIT-2

Amalgamation and Internal Reconstruction of companies as per accounting standard-14.

UNIT-3

Accounting for holding and subsidiary companies.
Accounts relating to liquidation of companies.

UNIT-4

Account of public utility concerns: Double Account system.
Accounts of banking companies.

UNIT-5 Royalty accounts, Voyage accounts and Investment accounts.

REFERENCES:

- Beams, F.A : Advanced Accounting, Prentice Hall, New Jersey.
Dearden, J. and S.K. Bhattacharya : Accounting for Management, Vikas Publishing House, New Delhi.
Engler, C., L.A Bernstein. and K.R Lambert : Advanced Accounting, Irwin, Chicago.
Fischer, P.M., W.J Taylor and J.A Leer : Advanced Accounting, South-Western, Ohio.
Gupta, R.L : Advanced Financial Accounting, S.Chand & Co., New Dehli.
Keiso D.E. and J.J Weygandt : Intermediate Accounting, John Wiley and Sons, NY.
Maheshwaari, S.N : Advanced Accountancy - Vol.II, Vikas Publishing House, New Delhi.
Monga, J.R : Advanced Financial Accounting, Mayoor Paperbacks, Noida
Narayanaswamy, R : Financial Accounting : A Managerial Perspective, Prentice Hall of India, Delhi
Neigs, R.F : Financial Accounting, Tata McGraw Hill, New Delhi.
Shukla, M.C. and T.S. Grewal : Advanced Accountancy, Sultan Chand & Co., New Delhi.
Warren, C.S. and P.E. Fess : Principles of Financial and Managerial Accounting, South- Western, Ohio.



BOOKS RECOMMENDED:

1. Plekles and Duakerley : Accountancy
2. Wilson : Company Accounts
3. Diskson : Accountancy
4. J.R. Batlboi : Advanced Accounting
5. R.R. Gupta : Advanced Accounting
6. S.M. shukla : Advanced Accounting
7. Shukla and Grewal : Advanced Accounting
8. H. Chakravarty : Advanced Accounts
9. Dr. Sukla Avam Agrawal : Advanced Accountancy
10. Dr. S.S.Gupta : Advanced Accounts
11. R.L. Gupta : Accountancy
12. जे.के. अग्रवाल : वृहद लेखा कर्म
13. जे. के. अग्रवाल तथा आर. के अग्रवाल : उच्च वित्तीय एवं कंपनी लेखांकन
14. आर. के. गुप्ता : उन्नत लेखांकन
15. Basu Das : Advanced Accounting
16. S.N. Maheshwari : Advanced Accounting
17. Karim, Khanuja and Mehta : Advance Accounts



PAPER-III
ACCOUNTING FOR MANAGERIAL DECISION

M.M. 100

OBJECTIVE

The objective of this course is to acquaint students with the accounting concepts, tools and techniques for managerial decisions.

COURSE INPUTS -

UNIT-1

- **Introduction of Accounting:** Management accounting as a area a accounting; Objectives, nature, and scope of financial accounting, cost accounting, and management accounting; Management accounting and managerial decisions; Management accountant's position, role, and responsibilities.
- **Accounting Plan and Responsibility Centres:** Meaning and significance of responsibility accounting; Responsibility centres-cost centre, profit centre and investment centre; Problems in transfer pricing; Objectives and determinants of responsibility centres.

UNIT-2

- **Budgeting:** Definition of budget; Essentials of budgeting; Types of budgets - functional, master, etc.; Fixed and flexible budget; Budgetary control; Zero-base budgeting; Performance budgeting.
- **Standard Costing and Variance Analysis :** Standard costing as a control technique; Setting of standards and their revision; Variance analysis - meaning and importance, kinds of variances and their uses - material, labour and overhead variances; Disposal of variances; Relevance of variance analysis to budgeting and standard costing.

UNIT-3

- **Marginal Costing and Break-even Analysis :** Concept of marginal cost; Marginal costing and absorption costing; Marginal costing versus direct costing; Cost-volume-profit analysis; Break-even analysis; Assumptions and practical applications of break-even-analysis; Decisions regarding sales-mix, make or buy decisions and discontinuation of a product line etc.

UNIT-4

- **Analyzing Financial Statements:** Horizontal, vertical and ratio analysis; Cash flow analysis. Fund flow analysis.

UNIT-5

- **Contemporary Issues in Management Accounting:** Value chain analysis; Activity- based costing; Quality costing; Target and life cycle costing.
- **Reporting to Management:** Objectives of reporting, reporting needs at different managerial levels; Types of reports, modes of reporting, reporting at different levels of management.



REFERENCES:

- Anthony, Robert : Management Accounting, Tarapore-wala, Mumbai.
- Barfield, Jessie, Ceily A.Raiborn and Michael R.Kenney : Cost Accounting : Traditions and Innovations, South - western College Publishing, Cincinnati, Ohio.
- Decoster, Don T. and Elden L. Schafe : Management Accounting : A Decision Emphasis, John Wiley and Sons Inc., New York.
- Garrison, Ray H. and Eric W. Noreen : Management Accounting, Richard D.Irwin, Chicago. Hansen, Don R. and Maryanne M. Moreen : Management Accounting, South-Western College Publishing, Cincinnati. Ohio.
- Horngran, C.T., Gary L. Sundem, and William O. Stratton : Introduction to Management Accounting, Prentice Hall, Delhi.
- Horngren, Charles T., George Foster and Srikant M.Dalior : Cost Accounting : A Managerial Emphasis, Prentice Hall, Delhi.
- Lall, B.M., and I.C. Jain : Cost Accounting : Principles and Practice, Prentice Hall, Delhi. Pandey, I.M : Management Accounting, Vani Publication, Delhi
- Welsch Glenn A., Ronald W.Hilton and Paul N. Gordon : Budgeting, Profit Planning and Control, Prentice Hall, Delhi.

RECOMMENDED BOOKS:

1. Anthony Robert N. : Management Accounting
2. Gilet : Management and the account
3. Wills more : Business, Business Budget and Budgetary Control
4. Rose U. Fahri : Higher Management Control
5. Guthmann HG : Analsy of Financial Statement
6. Smith and Ashburn : Financial and Administrative Accountancy
7. Pinkless and Duakaraley : Accountancy
8. Manmohan A Goyal : Management Accounting
9. जे.के. अग्रवाल, आर. के. अग्रवाल : प्रबंधकीय लेखांकन
10. ए. पी. गुप्ता : प्रबंधकीय लेखांकन
11. एस.एन. माहेश्वरी : प्रबंधकीय लेखांकन
12. के. जी. गुप्ता : प्रबंधकीय लेखांकन
13. एम. आर. अग्रवाल : प्रबंधकीय लेखांकन
14. पी. मिश्रा : प्रबंध लेखांकन
15. डॉ. बी.पी. अग्रवाल, डॉ. मेहत : प्रबंधकीय लेखाविधि



(Compulsory) PAPER-IV,
(Paper Code- 1157)
STATISTICAL ANALYSIS

M.M.100

OBJECTIVE:

The objective of this course is to make the students learn the application of statistical tools and techniques for decision making.

COURSE INPUTS:

- UNIT-1** Statistics - Definitions, Characteristics, Scope & Nature, Functions, limitations, Distrust and misuse, importance & Statistical Investigations. Classification & Tabulation Data Sources - Primary and Secondary, Primary data collection techniques, Schedule, Questionnaire and interview & Sources of Secondary data.
- UNIT-2** Dispersion, Co-efficient of variance and skewness, correlation - Karl Pearsons and spearman's ranking method and Regression analysis, Two variables case.
- UNIT-3** Probability Theory - Probability classical, relative and subjective probability, Addition and multiplication probability models - Conditional probability and Baye's Theorem.
Probability Distributions - Binomial Poisson and Normal Distributions, Their characteristics and applications.
- UNIT-4** Statistical Decision Theory - Decision environment, Expected profit under Uncertainty and assigning probabilities and utility theory.
Statistical Estimations and Testory - Point and interval estimation of population mean, proportion and variance Statistical Testing - Hypothesis and Errors, Sample size - Large and Small Sampling; test Z Tests, T Tests & F Tests.
Association of Attributes - Two Attributes, consistency of data, measurement of Association of Attributes - Percentage method, Co-efficient of Association, Comparison of Actual and (youle method) Expected frequencies & Illusory Association.
- UNIT-5** Statistical Quality Control - Causes of Variations in quality characteristics, Quality Control charts-purpose and logic, Process under control and out of control, warning limits, control charts for attributes-fraction defectives and number of defects, Acceptance sampling.
Interpolation and Extrapolation - Parabolic Binomial, Newton and long rages method.



REFERENCES :

Hooda, R.P : Statistics for Business and Economics, Macmillan, New Delhi. Heinz, Kohler : Statistics for Business & Economics, Harper Collins, New York.
Hien, L.W : Quantitative Approach to Managerial Decisions, Prentice Hall, New Jersey. Lawrence B.Morse : Statistics for Business & Economics, Harper Collins, NY.
Levin, Richard I. and David S Rubin : Statistics for Management, Prentice Hall, Delhi.
Watsnam Terry J. and Keith Parramor; Quantitative Methods in Finance, International Thompson Business Press, London.
Research disign, Types of Research, Formulation of Research Proposal Source of Information and writing of reports.

BOOKS RECOMMENDED:

1. D.N.Elhance : Fundamentals of Statistics
2. E.G.Grant : Statistical Quality Control
3. Ma.N.Murty : Sampling theory and methods
4. S.P.Gupta : Statistical Methods
5. S.C.Gupta & Smt. I.Gupta : Fundamental of Statistics Himalaya Publishing House Delhi.
6. D.C.Sancheti & V.K.Kapoor : Statistics theory methods & Application
7. A.N. Sadhu & Amarjeet Singh : Research Methodology in Social Science
8. V.P. Michael : Research Methodology in Management
9. Sethana & Groenaveld : Research Methods in Marketing Management
10. Yule G.V. & KendallM.G. : An Introduction to theory of Statistics
11. Yeats : Sampling Methods in Census and Surveys
12. Bowley : Elements of Statistics
13. Singh : Research Methodology (Hindi)
14. Mukherjee : Research Methodology
15. डॉ. एस. एम. शुक्ला : सांख्यिकी
16. डॉ. एस. एम. शुक्ला : सांख्यिकी
17. स.डी. सिंह : शोध प्रविधि
18. रविन्द्रनाथ मुखर्जी : शोध प्रविधि
19. कैलाशनाथ नागर : सांख्यिकी के सिद्धांत
20. डॉ. डूगरवाल एवं डॉ गुप्ता : उन्नत सांख्यिकी किताब घर ग्वालियर
21. डॉ. बी. एस. गुप्ता : डॉ. बी.एन. गुप्ता साहित्य भवन, आगरा
22. डॉ. हरिशचंद्र शर्मा : रिसर्च मेथाडोलाजी
23. Goudy & Hatt : Method's in social research
24. Sahu & Singh : Research Methodology and Social Science
25. पाण्डे एवं बघेल : सर्वेक्षण एवं अनुसंधान



Compulsory PAPER - V

(Paper Code - 1176)

CORPRATE LEGAL FRAMEWORK

M.M.100

OBJECTIVE

The objective of this course is to provide knowledge of relevant provisions of various laws influencing business operations.

COURSE INPUTS

UNIT-1

- The Companies Act, 2013 (Relevant Provisions): Definition, types of companies Memorandum of association; Articles of association; Prospectus; Share capital and membership; Meetings and resolutions; Company management; Managerial remuneration; Winding up and dissolution of companies.

UNIT-2

- The Negotiable Instruments Act, 1881: Definition, types of negotiable instruments; Negotiation; Holder and holder in due course; Payment in due course; Endorsement and crossing of cheque; Presentation of negotiable instruments.

UNIT-3

- Legal Environment for Security Markets: SEBI Act, 1992 - organization and objectives of SEBI; Powers under Securities Contract Regulation Act 1956 transferred to SEBI; Role of SEBI in controlling the security markets.

UNIT-4

- Competition Act 2002, The Consumer Protection Act, 1986 - salient features; Definition of consumer, rights of consumer; Grievance redressal machinery.

UNIT-5

- Regulatory Environment for International Business : FEMA Act 1999, WTO Regulatory framework of WTO, basic principles and its charter; WTO- provisions relating to preferential treatment to developing countries; Regional groupings, technical standards anti-dumping duties and other NTBs; Custom valuation and dispute settlement; TRIP and TRIMs.



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2. Rao – companies Act, 1956
3. Ramaiya A – A guide to the Company Act.
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9. शर्मा एवं रस्तोगी : कम्पनी एवं प्रशासन
10. मित्तल एवं अग्रवाल : भारतीय कम्पनी अधिनियम, (भारतीय कंपनी अधिनियम 1956)
11. M.C. Kuchhal : Company Law
12. D.N.K. Sharma : Company Law
13. V. Seshavatham Quyan : Company Law (S. Chand & Co.) Chaoko Paul Coorelius G. Ramavstorem
14. उपाध्याय चतुर्वेदी, गुप्ता, शर्मा : कंपनी अधिनियम



प्रबन्धकीय अवधारणाएं एवं संगठनात्मक व्यवहार अनिवार्य
प्रश्नपत्र – प्रथम
MANAGEMENT CONCEPTS AND ORGANISATIONAL BEHAVIOUR
(Compulsory PAPER - FIRST)

M.M. 100

Unit – I	<p>Schools of Management Thought: Scientific, process, human behavior and social system school; Decision theory school; Quantitative and system school; Contingency theory of management; Functions of a manager.</p> <p>Managerial Functions: Planning - concept, significance, types; Organizing - concept, principles of authority, theories, types of organizations, authority, responsibility, power, delegation, decentralization;</p>
Unit – II	<p>Staffing; Directing; Coordinating; Control - nature, process, and techniques.</p> <p>Organizational Behavior: concept and significance; Relationship between management and organizational behavior; Emergence and ethical perspective; Attitudes; Perception; Learning; Personality; Transactional analysis.</p>
Unit – III	<p>Motivation : Process of motivation; Theories of motivation - need hierarchy theory, theory X and theory Y, two factor theory, Alderfer's ERG theory, Mc Clelland's learned need theory, Victor Vroom's expectancy theory, Stacy Adams equity theory.</p> <p>Group Dynamics and Team Development: Group dynamics - Definition and importance, types of groups, group formation, group development, group composition, group performance factors; Principle- cent red approach to team development.</p>
Unit – IV	<p>Leadership : Concept; Leadership styles; Theories - trait theory, behavioural theory, Fielder's contingency theory; Harsey and Blanchard's situational theory; Managerial grid; Likert's four systems of leadership.</p> <p>Organizational Conflict: Dynamics and management; Sources, patterns, levels, and types of conflict; Traditional and modern approaches to conflict; Functional and di functional organisational conflicts; Resolution of conflict.</p>
Unit – V	<p>Interpersonal and Organizational Communication : Concept of two- way communication; Communication process; Barriers to effective communication; Types of organizational communication; Improving communication; Transactional analysis in communication.</p> <p>Organizational Development: Concept; Need for change, resistance to change; Theories of planned change; Organizational diagnosis; Organizational Development intervention.</p>

उच्चतर लागत लेखांकन अनिवार्य
प्रश्नपत्र – द्वितीय
ADVANCED COST ACCOUNTING
Compulsory Paper - Second

M.M. 100

Unit – I	Definition and importance of Cost Accounting. Objects and classification of cost accounts Elements of cost and their accounting. Stores - control and record methods of issue of materials Analysis and Accounting for works and sales expenses, Different Methods of allocating indirect expenses.
Unit – II	Record of wages, Methods of remunerating labour and their effect on cost. Output cost accounts and operating costing. Financial and costing, records, their reconciliation, Contract cost accounts profit and loss on in completed contracts and the valuation of work in progress.
Unit – III	Process cost accounts. Uniform costing & Estimate costing
Unit – IV	Standard costing & Vauiance Analysis (Material, Labour and overheads) Budgetary control Importance of budgets in accounting. Nature of budgetary control Organization for budgetary control preparation of fixed variable budgets. Cash Budget, Prodcution and sales Budget.
Unit – V	Marginal costing - Contribution Marginal analysis Vs. Net Profit analysis cost volume, profit studies and break even charts. Managerlal Decisions Tasted on Marginal and deferential casting.

आयकर विधान एवं कर नियोजन
अनिवार्य प्रश्नपत्र – तृतीय
Income Tax Law and Tax Planning
Compulsory paper - Third

M.M. 100

Unit – I	Law relating to Income tax: Brief study of the main provisions of the Indian Income Tax Act of 1961. Important definitions. Income exempted from tax, Residence and Tax liability, calculation of taxable income under the head salary, House property.
Unit – II	Calculation of taxable income under the head: Business and profession, Capital gains, Income from other sources, calculation of taxable income and tax of Individual.
Unit – III	Depreciation and Development allowance, Set off and carry forward of losses, Return of Income, Deduction of tax at source, Advance payment of tax, Provisional Regular, Ex parte and emergency assessment, Re opening of assessment, Appeals & Revisions Reference of High court & Supreme court, offences & penaltion, Income tax authorities.
Unit – IV	Assessment of Hindu Un dividend; Families; Firms, Association of persons, Companies, Non-residents, Co-operative societies, preparation of income tax returns, Computation of Income Tax.
Unit – V	Concept of tax planning Tax avoidance and tax evasions; Tax Planning with reference of location, nature and form of organisation of new business. Tax planning to Capital Structure, decision dividend policy, Inter corporate dividends and bonus shares.

वैकल्पिक समूह (I) : विपणन
Optional Group (A) : Marketing
विपणन प्रबन्ध (प्रश्नपत्र : A – प्रथम)
MARKETING MANAGEMENT
(Paper : A - First)

M.M. 100

OBJECTIVE :

The objective of this course is to facilitate understanding of the conceptual framework of marketing and its applications in decision making under various environmental constraints.

COURSE INPUTS:

Unit – I	Introduction: Concept, nature, scope and importance of marketing; Marketing concept and its evolution; Marketing mix; Strategic marketing planning-an over view. Market Analysis and Selection: Marketing environment-macro and micro components and their impact of marketing decisions; Market segmentation and positioning; Buyer behavior; Consumer versus organisational buyers; Consumer decision-making process.
Unit – II	Product Decisions: Concept of a product; Classification of products; Major product decisions; Product line and product mix; Branding; Packaging and labeling; Product lifecycle-strategic implications; New product development and consumer adoption process.
Unit – III	Pricing Decisions: Factors affecting price determination; Pricing policies and strategies; Discounts and rebates. Distribution Channels and Physical Distribution Decisions: Nature, functions, and types of distribution channels; Distribution channel intermediaries; Channel management decisions; Retailing and wholesaling.
Unit – IV	Promotion Decisions: Communication process; Promotion mix-advertising, personal selling, sales promotion, publicity and public relations; Determining advertising budget; Copy designing and its testing; Media selection, Advertising effectiveness; Sales promotion- tools and techniques. Marketing Research: Meaning and scope of marketing research; Marketing research process.
Unit – V	Marketing Organization and Control: Organising and controlling marketing operations. Issues and Developments in Marketing : Social, ethical and legal aspects of marketing; Marketing of services; International marketing; Green marketing; Cyber marketing; Relationship marketing and other developments in marketing.

ग्रामीण, कृषि एवं अन्तर्राष्ट्रीय विपणन
(प्रश्नपत्र A :- द्वितीय)
International Marketing (Paper A: - Second)

M.M. 100

Unit – I	<p>Introduction to International Marketing: Nature and Significance; Complexities in International Marketing; Transition from domestic to Transnational Marketing ; International market orientation- EPRG framework; International market entry strategies.</p> <p>International Marketing Environment: Internal Environment; External Environment: Geographical, Demographic, Economic, Socio-cultural, Political And Legal Environment; Impact of Environment on International Marketing Decisions.</p>
Unit – II	<p>Foreign Market Selection: Global Market Segmentation; Selection of Foreign Markets: International Positioning.</p> <p>Product Decisions: Product Planning for global markets; Standardization Vs Product Adaption; New Product Development; Management of International Brands; Packaging and Labelling; Provision of Sales related Services.</p> <p>Pricing Decisions: Environmental influences on Pricing Decision; International Pricing Policies and Strategies.</p>
Unit – III	<p>Promotion Decisions: Complexities and Issues; International Advertising, Personal Selling, Sales Promotion and Public Relations.</p> <p>Distribution Channels and Logistics: Functions and types of Channels; Channel Selection Decisions; Selection of foreign Distributors / Agents and Managing relations with them; International Logistics Decisions.</p>
Unit – IV	<p>International Marketing Planning, Organizing and Control: Issues in International Marketing Planning; International Marketing Information System; Organizing and Controlling; International Marketing Operations.</p>
Unit – V	<p>Emerging Issues and Developments in International Marketing: Ethical and Social Issues; International Marketing of Services; Information Technology and International Marketing; Impact of Globalization; WTO.</p>



वैकल्पिक समूह (B) : प्रबंध
Optional Group (B): Management
वित्तीय प्रबन्ध (प्रश्नपत्र : B – प्रथम)
FINANCIAL MANAGEMENT
(Paper: B - First)

M.M. 100

OBJECTIVE

The objective of this course is to help students of understand the conceptual framework of financial management, and its applications under various environmental constraints.

COURSE INPUTS

Unit – I	Financial Management: Meaning, nature and scope of finance; Financial goal-profit Vs. wealth maximization; Finance functions - investment, financing and dividend decisions. Capital Budgeting: Nature of investment decisions; Investment evaluation criteria - net present value, internal rate of return, profitability index, payback period, accounting rate of return; NPV and IRR comparison; Capital rationing; Risk analysis in capital budgeting.
Unit – II	Cost of Capital : Meaning and significance of cost of capital; Calculation of cost of debt, preference capital, equity capital and retained earnings; Combined cost of capital (weighted); Cost of equity and CAPM.
Unit – III	Operating and Financial Leverage : Measurement of leverages; Effects of operating and financial leverage on profit; Analyzing alternate financial plans; Combined financial and operating leverage. Capital structure Theories: Traditional and M.M. Hypotheses - without taxes and with taxes; Determining capital structure in practice.
Unit – IV	Dividend Policies : Issues in dividend decisions, Walter's model, Gordon's model, M-M hypothesis, dividend and uncertainty, relevance of dividend; Dividend policy in practice; Forms of dividends; Stability in dividend policy; Corporate dividend behavior.
Unit – V	Management of Working Capital: Meaning, significance and types of working capital; Calculating operating cycle period and estimation of working capital requirements; Financing of working capital and norms of bank finance; Sources of working capital; Factoring services; Various committee reports on bank finance; Dimensions of working capital management. Management of cash, receivables and inventory.

मानव संसाधन एवं उत्पादन प्रबन्ध (प्रश्नपत्र : B – द्वितीय)
Human Resource Management

(Paper : B - Second)

M.M. 100

Unit – I	Concept, Definition, Importance & Objectives of Personnel Management, Historical Development of Personnel Management, Nature, scope planning, Philosophy and Principles of personnel Management and its relation with behavioral sciences. Personnel policies, programmes & procedures. Personnel Department; Personnel Functions, Position of personnel Department & Organizatin of Personnel Management.
Unit – II	Man power planning Recruitment and Selection, Training & Development of Employees & Executives. Promotion, Demotion, Transfers, Absenteeism & Turnover. Performance Appraisal:- Merit Rating, Discipline, Career Planning and Development .
Unit – III	Job valuation, Job Analysis, Job Design Wage & Salary Administration, plans of Remuneration & Financial Rewards/Incentive payments. Compensation Management, Basics of Compensation, Employees Fringe Benefits & Services - Safety, Health & Security programme and welfare. Motivation and Moral.
Unit – IV	Group Dynamics, Types of Groups, Team work, Workers participation in India, Industrial relations in India, labour welfare, collective bargaining polices and practice, Future of Trade Union.
Unit – V	Future of HRM: Globalization and HRM, Technology and HRM, HR legislation and future of HRM, HR Information system, HRM Practices: change in Perspective strategic Management of Industrial Relations.

वैकल्पिक समूह (C) : बैंकिंग एवं बीमा
Optional Group(C):Banking and Insurance
बैंकिंग व्यवहार एवं संस्थाएं (प्रश्नपत्र : C – प्रथम)
Banking Practices and Institutions (Paper : C - First)

M.M. 100

Unit – I	<p>Bank- Concept, Functions and Services, Bank and Customer Relationship, Concept of customer general relationship, Rights and obligation Termination of Relationship,</p> <p>Accounts of customers: Various customers account, Opening an account Nomination, Special types of customers - Minors, Pardanshin women, Lunatics, Intoxicated persons, Joint Hindu Family, limited companies and Non-trading concern.</p>
Unit – II	<p>Employment of Bank Funds, Importance of Liquidity, cash Reserve, Money at call and short notice, Investments, Statutory provisions regarding liquid Assets, Principles of lending, Types of Loan, Interest Tax Act.</p> <p>Purchase/Discounting of Bill, legal Position, Cheques - Crossing, collection and Payment system securities for Advances, Lien and Mortgage, Hypothecation, Pledge.</p>
Unit – III	<p>Indian banking system - Structure of Indian banking system in pre- independence and post- independence,</p> <p>Commercial Banks : Meaning functions, management and investment policies of commercial banks; Present structure; E-banking and e-trading; Recent developments in commercial banking.</p> <p>Development Banks : Concept, objectives, and functions of development banks; Operational and promotional activities of development banks; IFCI, ICICI, IDBI, IRBI, SIDBI; State development banks, state financial corporations.</p>
Unit – IV	<p>Non-Banking Financial Institutions : Concept and role of non-banking financial institutions; Sources of finance; Functions of non-banking financial institutions; Investment policies of non-banking financial institutions in India.</p>

	<p>Mutual Funds : Concept, performance appraisal, and regulation of mutual funds (with special reference to SEBI guidelines); Designing and marketing of mutual funds schemes; Latest mutual fund schemes in India-an overview.</p> <p>Merchant Banking : Concept, functions and growth; Government policy on merchant banking services; SEBI guidelines; Future of merchant banking in India.</p>
Unit – V	<p>Reserve Bank of India: Organisation, management and functions; Credit creation and credit control; Monetary policy. Banking Regulation Act, 1949, Important features.</p>



बीमा के सिद्धांत एवं व्यवहार
(प्रश्नपत्र : C – द्वितीय)

PRINCIPLES AND PRACTICES OF INSURANCE
(Paper : C - Second)

M.M. 100

Unit – I	Origin of Insurance, its development, and organization Utility of Insurance, Fundamental principles of insurance Insurable Interest, almost good faith, other principles, Indemnity, subrogation warranties, mitigation of laws, attachment of risk, cause proximal, contribution, hazards physical and morale. Re-Insurance - General Principles, various methods of reinsurance, under - insurance; over-insurance, double Insurance.
Unit – II	Functions & Benefits of Life Insurance, History of Life Insurance Business, Life Insurance Policies, its kinds, procedure for effecting life Insurance, hazards of life, and basis of rating Annuities Condition of life insurance policies. Premium - Elements of premium Methods of premium computation, Natural Premium plan, Level premium plan, Net & Gross Premium, loading settlement of claims Role of Life insurance Agent and his working. Valuation of surplus and investment sources of surplus and use, Role of Life Insurance Corporation of India and its development.
Unit – III	Marine Insurance - Essentials of Marine Insurance Contract Marine Insurance Act. 1963. Procedure of Taking out Marine Insurance Policy, kinds of Marine Insurance Policies, Computation of Marine Insurance Premiums and Returns, Marine Losses - Total Loss, Actual and Constructive, Partial Loss - Particular average loss and general average loss, Settlements of Claims and Recoveries, Salvage and particular charges.
Unit – IV	Fire Insurance : Physical and moral hazards, functions of fire insurance, history of fire insurance; principles of fire insurance, meaning of fire, characteristics of fire Insurance, Contract rights of insurer under a fire insurance contract, procedure of taking out a fire insurance policy kinds of fire policies, computation of premium under fire
Unit – V	Miscellaneous Insurance Personal accident insurance, Motor, employer's liability fidelity guarantee, burglary, livestock, crop. and workmen's compensation insurance, Cattle Insurance. Privatization of insurance in India. Insurance Regulatory & Development Authority Act, 1999, Power and functions of authority.

वैकल्पिक समूह (D) : करारोपण एवं लेखांकन

Optional Group (D) : Taxation and Accounting

भारत में करारोपण (प्रश्नपत्र : D – प्रथम)

Taxation in India

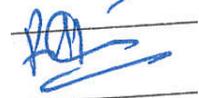
(Paper: D -First)

M.M. 100

Unit – I	Basic Concepts and Definitions, Residential Status and Tax Incidence, Exempted Income, Deemed Income, Clubbing of Income, Deductions under Section-80. Computation of Tax Liabilities of Individual. Taxation on Agriculture Income.
Unit – II	Return of Income and Assessment, Various Types of Return, Types of Assessment. Advance payment of Tax, Tax Deducted at Source, Penalties and Prosecution, Refund of Excess Payment. Income Tax Authorities, Appeal and Revisions, Settlement of cases.
Unit – III	Introduction of GST, Why Necessary of GST, Structure of GST, SCST, CGST, UTGST & IGST Registration, Valuation of GST, Valuation, Rules, Classification of Goods and Sales.
Unit – IV	Assessment Procedure, Demand, Refund and Appeal. Central Excise Value Added Tax Credit System (CENVAT), CG.VAT Nature of customs duty, Types of customs duties, valuation for custom, duty, inclusion and exclusion, valuation under customs act,
Unit – V	Procedures for import and export under Custom Duty. Export incentives, Duty drawback, Powers of customs officers, penalties, confiscation of goods.

लेखांकन पद्धतियाँ (प्रश्नपत्र : D – द्वितीय)
ACCOUNTING METHODS
(Paper: D - Second)

Unit – I	Preparation of Accounts from incomplete records and single entry system. Branch Accounts - Independent and foreign branch, Department accounts.
Unit – II	Lease accounts, Accounting for Price level changes, Human Resource Accounting.
Unit – III	Accounts of Hotel Companies, Accounts for Hospitals, Accounts of professional people.
Unit – IV	Accounting for educational institutions Accounts of Co-operative societies. Accounts of Agricultural farms.
Unit – V	Government Accounting. Insolvency accounts (individual and firm).



Optional Group – E
Paper –I: Business Environment

Objective

This course develops ability to understand and scan business environment analyses opportunities and take decisions under uncertainty.

Course Inputs

1. **Theoretical Framework of Business Environment:** Concept, significance and nature of Business Environment; Elements of Business Environment- internal and external; changing dimensions of Business Environment; Techniques of environmental scanning and monitoring.
2. **Economic Environment of Business:** Significance and elements of economic environment; Economic systems and business environment; Economic planning in India; Government policies-Industrial Policy, Fiscal, Monetary Policy, EXIM policy; Public Sector and Economic Development; Development Banks and relevance to Indian business; Economic reforms, Liberalization and structural adjustment programmes.
3. **Political and Legal Environment of Business:** Critical elements of political environment; Government and business; changing dimensions of legal environment in India; MRTTP Act, FEMA and Licensing policy; Consumer Protection Act.
4. **Socio-Cultural Environment:** Critical elements of socio-cultural environment; Social institutions and systems; Social values and attitudes; Social groups; Middle class; Dualism in Indian society and problems of uneven income distribution; Emerging rural sector in India; Indian business system; Social Responsibility of business; Consumerism in India.
5. **International and Technological Environment;** Multinational corporations; Foreign collaborations and Indian business; Non-resident Indian and corporate sector; International economic institutions – WTO' World Bank, IMF and their importance to India; Foreign trade policies; Impact of Rupee Devaluation; Technological environment in India; Policy on research and development; Patent Laws; Technology transfer.

References

- Adhikary, M: Economic Environment of Business, Sultan Chand & Sons, New, Delhi.
- Ahluwalia, I.J: Industrial Growth in India, Oxford University Press, Delhi.
- Alagh, Yoginder K: Indian Development Planning and Policy, Vikas Pub, N. Delhi
- Aswathappa, K: Legal Environment of Business, Himalaya Publication, Delhi



Optional Group – E
Paper –II: Financial Institutions and Markets

Objective

This course aims at providing students with an understanding of the structure, organization, and working of financial markets and institutions in India.

Course Inputs

1. **Introduction: Nature and role of financial system:** Financial system and financial markets; Financial system and economic development; Indian financial system-an overview.

Financial Markets: Money and Capital Market: Money market –Meaning, constituents, functions of money market; Money Market Instruments- call money, treasury bills, certificate of deposits, commercial bills, trade bills etc; Recent trends in Indian money market; Capital market-Primary and Secondary market; Depository system; Government securities market; Role of SEBI- an overview; SEBI Guidelines, Recent development.

2. **Development Banks: Concept, Objectives and functions of development banks:** operational and promotional activities of development banks; IFCI, ICICI, IDBI, IRBI, SIDBI, State Development Banks, State Financial Corporations.
3. **Unit Trust of India:** Objective, function and various schemes of UTI; Role of UTI in industrial finance.

Mutual Funds: Concept, performance appraisal and regulation of Mutual Funds (with special reference to SEBI guidelines); Designing and marketing of mutual funds schemes; Latest mutual fund schemes in India-an overview.

4. **Insurance Sector:** Objectives, role, investment practices of LIC and GIC: Insurance Regulatory and Development Authority-Role and Functions.

Non-Banking Financial Institutions: Concept and role of Non-Banking Financial Institution; Sources of finance; Functions of Non-Banking Financial Institution; Investment policies of Non-Banking Financial Institutions in India.

5. **Merchant Banking:** Concept, functions and growth; Government policy on Merchant Banking Services; (SEBI guidelines) Future of Merchant Banking in India.

Foreign Investments: Types, trends and implications; Regulatory framework for Foreign Investments in India.



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- Averbach, Robert D: Money, Banking and Financial Markets; MacMillan, London.
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