

- Unit 3 : Cost of Capital :Meaning, Definition, significance, characteristics, calculation of cost of debts; preference capital, equity capital, cost of depreciation fund, and retained earnings, Combined Cost of capital (weighted).Operating and Financial Leverage : Concept of leverage, characteristic of operating and financial leverage, Measurement of operating and finance leverages, Effect of operating and financial leverage on profit Analysis, financial break-even point, Combined leverage.
- Unit 4 : Dividend: Meaning, Forms of dividend, sound dividend policy: Factor affecting Dividend policy, Meaning, Sound Dividend Policy, Factors effecting Dividend policy, Dividend decisions, Walter's model, Gordon's model.
- Unit 5 : Financial and other Institutions : Objective and Working of World Bank, IMF, IDBI, SEBI, UTI, Mutual Funds.

SUGGESTED READINGS :

- V.K.Bhalla: Financial Management, S.Chand, New Delhi
 I.M.Pandey: Essential of Financial Management, S.Chand, New Delhi
 Girish P.Jakhotiya: Strategic Financial Management, S.Chand, New Delhi
 Bhavesh Patel: Fundamental of Financial Management, S.Chand, New Delhi
 Agarwal, Agarwal, Kothari: Financial Management,(Hindi & English)
 RBD Publication, Jaipur.
 Khan M.Y and Jain P.K.: Financial Management. TataMcGraw hill, New Delhi
 Pandey I.M: Financial Management. Vikas Publishing house, New Delhi
 Prasanna Chandra: Financial Management - Theory and Practice. TataMcGraw hill, New Delhi
 Bierman, H. And Smidt, S.: The Capital Budgeting Decisions. Harcourt collage publisher, Singapore.
 Van Horne, J.C.: Financial Management and Policy. Prentice hall, New Delhi
 Kuchhal, S.C.: Financial Planning – An Analytical Approach. Chaitanya Publishing House,Michgun.

- Ravi M. Kishore: Financial Management. Taxman Publisher, New Delhi
 Sharma R.: Financial Management, LNAE, Publisher, Agra
 Sharma R.: Corporation Finance, LNAE, Publisher, Agra

M.Com. (Final) Examination 2020

**PAPER - I
 INTERNATIONAL BUSINESS**

- Unit 1 : International Business: Concept, Importance, International Business Environment, Trends in World Trade and Problems of developing countries. Balance of Payment-- Concept, importance, structure and adjustment mechanism. Commercial Policy-- Meaning, Importance, Instruments
- Unit 2 : Export Promotions--Infrastructure and Institutional set up, Importance, Policy measures--100% EOU, Export Houses& Trading Houses, EPZs, SEZs. Recent India foreign Trade Policy.
- Unit 3 : Foreign Exchange Market--Concept, types, mechanism of determination. Foreign Exchange Control--objectives, Methods and Documents; International Payments. Foreign Exchange Control in India. Main Provisions of FEMA 1999.
- Unit 4 : International Business Environment and WTO. Globalization Dimensions, Indian Scenario and WTO - Important Agreements; Concept of GATS, TRIMS, TRIPS, Agreement on Anti Dumping; FDI-Brief Study of Working, objectives, Progress of IBRD, IMF, IFC and IDA
- Unit 5 : Foreign Exchange Risk Management : Foreign Exchange Risk-Nature, types of Exposures; Transaction and Economic Exposure. Management of Exposure: Techniques, Internal Techniques Netting, Matching, Leads and Lags, Pricing Policy, Asset and Liability Management. External Techniques : Factoring, Discounting, Arbitrage Operations. Derivatives: SWAPs, Futures, Options and Forward Contracts.

Books Recommended:

- Francis Cherunilam: International business Environment, Himalaya Publishing House, Delhi
 Johan Daniels: International Business, Himalaya Publishing House, Delhi
 Charles W.L.Hills: International Business, McGraw Hill, Delhi
 D.M.Mithani : Introduction to International Economy, Himalaya Publishing House, Delhi
 Adhikary: Global Business Management, Macmiillian, New Delhi
 Black & Sundaram : International Business Environment, Prentice Hall, New Delhi

PAPER - II

**RESEARCH METHODOLOGY AND QUANTITATIVE
 TECHNIQUE**

- Unit 1 : Concept framework of research; Research : Meaning,

objectives, features of good research study, Types of research studies, scientific method and Non-scientific method, Research Method and Research Methodology. Role of research methods in Business/Industry. Scientific objectivity in social science research limitations of research; Problems encountered by researchers in India.

Unit 2 : Research Design : Research Process, Formation of the Problem, Criteria of good research problems; components of research design; Types of research design; Hypothesis Formulation of Hypothesis; How to prepare a synopsis. Sampling; Need, types and techniques, sampling errors.

Unit 3 : Tools of Analysis (I) : Measures of dispersion-standard deviation, coefficient of variation, Bivariate correlation and regression Analysis, Interpolation and extrapolation.

Unit 4 : Tools of Analysis (II) procedure of testing Hypothesis, sample distribution standard error, Difference between two sample means. Test of Independence of Chi square test, small sample test T test and F test.

Unit 5 : Research Methodology and Reporting; Data, types, tools of data collection, observation, interview, Questionnaire, Schedule, survey, case study. Research Report : General principle, types, Guidelines for writing a Report format, Bibliography.

SUGGESTED READINGS

Goode and Hall : Research Methodology
Tondon, B.C. : Research Methodology in Social Science
Kothari, C.R. : Research Methodology
Nichamisanand Nichamis : Research Methodology in Social Science
P.C. Tripathi : Research Methodology in Social Science
Paudin V. Young : Research Methodology
Mukherjee, R.N. : Research (Hindi)
Shukla and Trivadi : Research Methodology
Leving and Rubin : Statistics for Management
Elhance, D.N. : Fundamental of Statistics
Gupta, S.P. : Statistical Method

S.P. Singh : Sankhya Ke Siddhanta

Paper III Business Budget & Budgetary Control

Unit 1 : Business Budget: Meaning, Nature, Objective, Advantage, Disadvantage and Limitation of Budget. Budget Terminology, Preparation of budget, Budget coordination, Essential of effective budget

Unit 2 : Types of Budget : Need, Importance, Fixed and Flexible Budget, Production Budget, Cost of Production, Direct Material Budget, Direct Labour Budget, Overhead Budget, Performance Budget, Zero Based Budget, Master Budget. Cash Budget: Meaning, Importance and Advantage, Forms of Cash Budget, Method of Preparing Cash Budget

Unit 3 : Business Forecasting: Meaning, Theories, Importance, Limitations, Techniques and Tools of Business Forecasting, Essentials of Business Forecasting. Business Product Decisions: Meaning, Area, Use of Alternative Production Facilities, Determination of Profitable Level of Production, Determination of Product Mix on the basis of key factors

Unit 4 : Budgeting Control : Meaning, Characteristics, Object, Advantage and Disadvantage, Principles, Limitations of Budgeting Control. Project Planning : Meaning, Features, Stages, Advantages, Essential of good Project planning, Types of Project, Analysis of Project, Profitability and Estimates of Project. Feasibility Study: Economic, Financial and Technical Feasibility Study

Unit 5 : Analysis of Risk and Uncertainty: Introduction, Description of the basic risk concept, Measurement of Risk, Risk evaluation approaches, Types of risk. Value analysis: Meaning, Characteristics, Phases, Objective and Importance.

Recommended Books:

Project Planning & Budgetary Control: Agarwal & Saraswat, RBD, Jaipur
Business Budgeting : M.D.Agarwal & Vijaesh, R.B.D, Jaipur
Business Budgeting : M.R.Agarwal , R.B.D, Jaipur
Management Accounting : S.P.Gupta, Sahitya Bhawan Publications, Agra
Public Budgeting: Nand Dhameja, S.Chand, New Delhi
Corporate Finance: Ross, Westerfield, McGraw Hill
Investment Analysis and Management: Charles P.Jones, John Wiley & Sons.

Modern Financial Management: Ross, Westerfield, Jaffe, Jordan, McGraw Hill

Practical Budgeting Decision : Harold & Seymour

Theory of Practice of Management Accounting ; N.K.Kulshrestha

Bhavesh Patel: Project Management, Vikas Publication, New Delhi

Optional Group A

PAPER - I

MONETARY THEORY AND PRACTICE

- Unit 1 : Money and Economic Process, characteristics of Money, its static and dynamic functions, the influence of money on the functioning of the economy; Role on money in a capitalist; Socialist; and planned economy. Demand for money in developed and under-developed system, Determinants of the supply of money-Monetary versus real liquidity.
- Unit 2 : Fisher's quantity theory of money the Cambridge equation. The Keynesian approach, saving and Investment. Business cycle: Nature, Phases of a Business Cycle, the problems of Business Cycle. Commercial Bank : Meaning & Definition of Banks, functions and importance, Types, Organisation. Credit creation by banks
- Unit 3 : Innovative Trends & recent trends in Indian Banking: E-banking, Internet banking, Electronic payment system: NEFT,ECS,RTGS. Mobile banking, Retail banking, Debit & credit card. Negotiable Instruments- Cheques, Bill of Exchange and Promissory notes. Rural Banking, Co-operative Banks in India
- Unit 4 : Policies of Government of India: Economic Policy, Monetary Policy, Deficit financing, Import-Export Policy, Foreign Investment Policy, Disinvestment Policy.
- Unit 5 : Forms of International Liquidity : International Monetary standards-Role of IMF, special Drawing Rights, Foreign exchange control: Meaning, Objectives and Methods, Foreign exchange control in India. International Payment: Meaning, Characteristics, Necessity, Methods, Documentary Credit.

SUGGESTED READINGS

K.D. Swami : International Trade Singhal : International Trade M.C. Vaish : Macro Economics

Daniels & Radebaugh : International Business

Cheruvilam : International Business

Mittani D.M.: Money, Banking, International trade and Public Finance

R.Sharma.: International Trade & Finance, LNAE, Publications, Agra

Mathur B.L. and Dave R.K.: International Trade and Finance (Hindi & English), Vide Vision Publication House, Jaipur

Saini, H.C. : India's Foreign Trade, Its Nature and Financing

Choudhary, B.K. : Foreign Trade and Its Financing, Himalaya Pub. House,Agra

Mathur B.L. & Dave R.K. : International Trade & Finance, (Hindi & English), Vide Vision Publisher, Jaipur.

Singhal : Antarashtriya Arthshastra, Sahitya Bhawan, Agra

Agarwal, Singh, & Gupta: International Trade & Finance, RBD, Jaipur.

Ojha B.L. & Hai M.A.: International Trade & Finance, RBD, Jaipur

Eleseworth, P.T. : International Economy, New York

Saini, H.C.: India's Foreign Trade, Its Nature and Financing

Habaler, G.: Theory of International Trade, William Hedge & Co. Uk.

Mittani D.M.: Money, Banking , International Trade & Public Finance, Himaliya Publishing, Delhi

Seth, M.L.: Money Banking and International Trade, Education Pub., Agra

Vasant Desai: Indian Banking Nature and Problems, Himalaya Publishing House, Delhi

Natarajan S, Parameshwaran R: Indian Banking, S.Chand & Company

Averbach, Robert D: Money, Banking and Financial Markets Macmillan, London.

Varshney, P.N. : Indian Financial System, Sultan Chand & Sons, New Delhi.

Khan, M.Y.: Indian Financial System, Tata McGraq Hill, Delhi.

Mittani D.M.: Money, Banking & International Trade, Himaliya Publishing, Delhi

Bhole L.M.: Financial Market and Institution, Tata McGraq Hill, Delhi

J.K. Tandon and T.N. Mathur,Banking and Finance, Shivam Book House, Jaipur (Hindi & English Version)

Vashitha, Swami, Gupta: Banking and Finance, RBD, Jaipur

Agarwal & Singh: Internet Banking Technology, Raj Publishing house, Jaipur

Mathur B.L. & Dave R.K.: Money and Banking System, (Hindi & English), Vide Vision,Jaipur

Ojha.B.L.: Money and Financial System, (Hindi & English), Ajmera

book Company, Ajmer
 Trivedi, dashora, Nagar and Jain: Money and Banking System, (Hindi & English), RBD, Jaipur
 Mathur & Kateva: Banking & Finance, Wide Vision, Jaipur
 Bhat Anil K: Indian Banking System, Shivam Book, Jaipur.
 Sundharam & Vaishney: Banking Thory Law & Practice, Sultan Chand & Sons, Delhi

**PAPER - II
 PUBLIC FINANCE**

- Unit 1 : Public Finance - Meaning, Nature and Scope, Principles, importance of Public finance. Principal of Maximum Social Advantage. Difference between public Finance and Private Finance. Public Finance and Economic Development.
- Unit 2 : Public Expenditure : Meaning, classification, Objective, importance and Principles. Effects of Public Expenditure - production, consumption, saving, Investment and distribution. Trends and causes of rising public expenditure in India.
- Unit 3 : Public Revenue: Meaning, Significance & Sources, Functional and economic classification. Public Borrowing :Meaning, Nature, types, techniques of principles of public borrowing. Sources of Public debt and redemption of Public debt. Role and effects of Public debt in economic Development Trends and causes of rise in public debt.
- Unit 4 : Taxation :Taxation-Types, Principle and Cannos. Impact and Effects, Incidence of Taxes, Shiting of tax, Problem of tax evasion and black money, Taxable Capacity. Indian Tax System. Non tax revenues.
- Unit 5 : Fiscal Policy - Meaning, objective and tools, Fiscal Deficit, Fiscal policy in India, Finance Commission, Financial relationship between Centre and State, Major criterion for transfer of funds, Current Issue: VAT and Service tax: concept and implications.

BOOKS RECOMMENDED

H.L.Bhatia: Public Finance, Vikas Publishing House, New Delhi
 H.L.Bhatia: Lok Vitt, Vikas Publishing House, New Delhi
 Hajela.T.N. Rajasva (H) Dalton, H. : Public Finance
 Hicks, U.K. : Public Finance
 Musgrave, R.A. : The Economics of Public Finance
 Prof. J.K. Mehta : Public Finance

B.N. Gupta : Government Budgeting
 D.T. Lakadwala : Union State Finance Relation
 Dr.T.T.Sethi: Lokvitt evam Antarrashtriya Vyapar, LNAE Publishers, Agra
 M.L.Seth: Money, Banking, International Trade & Public Finance, LNAE Publishers, Agra
 R.C.Agarwal: Public Finance, LNAE Publishers, Agra
 Chowdhary & Chakraborty: Public Finance & Fiscal Policy, Kalyani Book, Delhi
 D.M.Mithani: Public Finance, Himalaya Publishing House, Delhi
 D.M.Mithani: Modern Public Finance, Himalaya Publishing House, Delhi

Optional Group B

**PAPER - I
 REGIONAL ECONOMICS & ECONOMY OF RAJASTHAN**

- Unit 1 : Basic Characteristics of economy of Rajasthan. Regional imbalance, need for regional economic planning, Regional Development Programmes, Position of Rajasthan in India, Salient features of Rajasthan Economy, causes of low literacy in Rajasthan. Panchayat Raj : Concept, background, importance, set up, progress and problems. Rural Development Programmes in Rajasthan.
- Unit 2 : Natural Resources of Rajasthan : Mines and Minerals, Land and water, Forest and Wild Life; Live stock, New Mineral Policy; Mineral Based Industries in Rajasthan, Human Resources of Rajasthan , Energy Resources in Rajasthan, Unemployment, Poverty. Main causes of high population growth in Rajasthan, Government measures towards control of population.
- Unit 3 : Agricultural, Agriculture based industries in Rajasthan, Animal Husbandry, White Revolution : Dairy Development Programme; Irrigation in Rajasthan and Indira Gandhi Canal Project, Co-operative Movement in Rajasthan. Land Reforms in Rajasthan.
- Unit 4 : Economic Planning in Rajasthan, Various Five Year Plan, Progress and Pit falls, Constraints in economic development of Rajasthan, Special emphasis in Plan periods. Economic Planning Mechanism in Rajasthan.
- Unit 5 : Industries, Small Scale, Cottage and Village Industries; Handicrafts Industries in Rajasthan; Industrial Policy;

Transport-Communication-Tourism Development in Rajasthan, Main feature of tourism in Rajasthan; Role of RFC, RICCO and RAJSICO in Industrial Development, Economic Reforms and Liberalization in Rajasthan, Major development project of Rajasthan, Public-Private partnership model.

BOOKS RECOMMENDED

B.L.Mathur: Cooperative Development, Jaipur
 B.L.Ojha: *Rajasthan Ki Arthyavastha*
 Laxmi Narayan Nathuramka: *Rajasthan Ki Arthyavastha*
 Nanavati, M.B. and Anjaria, J.J. : Indian Rural Problems,
 Vora & Co. Agarwal, A.N. : Indian Agriculture
 Desai, Vasant : A Study of Rural Economic, Himalaya Publishing House, Delhi
 Mathur B.L.: Cooperative Development, RBSA, Jaipur
 H.R. Swami & B.P.Gupta: Rural Development & Cooperation, RBD, Jaipur
 B.P.Gupta, H.R.Swami : Grameen Vikas evam Sahakarita
 B.P.Gupta: Sahakarita ke Siddanth evam Vyavhar, RBD, Jaipur

PAPER - II RURAL ECONOMY OF INDIA

- Unit 1 : Concept of Rural Economy, Nature and Problems of Rural Economy; Rural Backwardness, Significance of Rural Development, Social, Economic and Political Development, Recent development in rural area.
- Unit 2 : Rural Development Strategies - Nature and problems of Rural Economy, Concept of Rural Economy, Rural Versus Urban Development, Nature and Causes of imbalance between rural areas and urban areas during planning period; Panchayat Raj System and 73rd Amendment; Employment Guarantee schemes-Swaranjayanti Gram Swarajgar Yojana (SGSY), Rural Employment Guarantee Scheme, Pradhan Mantri Gram Sadak Yojana (PMGSY), Sampura Gramin Rojgar Yojana (SGRY), Jawahar Gram Samridhi Yojana (JGSY), Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)
- Unit 3 : Indian Agriculture: Agriculture Development: Characteristics, Importance of Indian Agriculture, Problems, Suggestion, Irrigation, Land Reform, Modern Technology and Agriculture Policy; Crop Insurance.

- Unit 4 : Rural Finance, Unorganized Sector-Rural Indebtedness. Organized Sector : Role of Rural Credit Institutions. Cooperative and Commercial Banks, Role of Regional Rural Banks, NABARD, Rural Insurance.
- Unit 5 : Rural Energy Problems, Energy Development & Utilization; Rural Renewable Sources of Energy; Rural Industry-Rural-Industrialisation-KVIC, Government Policy for Rural Industrial Development, Programmes related to Tribal Welfare, Drought area development, Desert, forest conservation, Woman and Child Development.

BOOKS RECOMMENDED

B.L.Ojha: *Rajasthan Ki Arthyavastha, RBD, Jaipur*
 Laxmi Narayan Nathuramka: *Rajasthan Ki Arthyavastha*
 Nanavati, M.B. and Anjaria, J.J. : Indian Rural Problems,
 Vora & Co. Agarwal, A.N. : Indian Agriculture
 Desai, Vasant : A Study of Rural Economic, Himalaya Publishing House, Delhi
 Mathur B.L.: Cooperative Development, RBSA, Jaipur
 Garg Basu: Rural Marketing, Kalyani Books, Delhi
 Desai, Vasant: Rural development of India, Himalaya Publishing House, Delhi
 Satya Sundaram: Rural Development, Himalaya Publishing House, Delhi
 Venkata Reddy K: Agriculture and Rural Development, Himalaya Publishing House, Delhi

Optional Group C

PAPER - I INDUSTRIAL AND LABOUR ECONOMICS

- Unit 1 : Industrialization: Meaning, Strategies and Pattern of Industrial Growth, Industrial Productivity, Determinants of industrial growth. Impact and advantages of industrialization. Dangers of heavy industrialization, changes in Indian Economy in recent years.
- Unit 2 : Industrial Policy : Industrial (Dev. and Regulation) Act, 1951. Licensing Policy, Policy towards multinationals, Industrial Location: Theories, Factors influencing location, Tariff Policy. Rationalisation: Object, Importance, Merits.

- Unit 3 : Issues of Indian Industry: Growth and Changes in Structure, Public Sector: Shortcoming, New Economic Policy, Pricing Policy, Industrial Sickness: Causes, Remedial Action. Private Sector: Growth, Characteristics, Contribution, Defects, Liberalisation and Private Sector.
- Unit 4 : Labour Economics : Meaning and scope, Labour and Labour welfare : Concept, Principles, Labour welfare in Indian Industries: Internal and external welfare facilities. Factories Act 1948: Different definition; Workers: Rights, Obligation, Occupier and his duties.
- Unit 5 : Theory of Wages : Living wage, minimum wage, need based wage, Deduction from wages, claims for wrongful deductions. The Payment of wage Act, 1936 and Minimum Wages Act, 1948: Object, Scope of the act, Fixation and revision of minimum wages, Advisory and Central Advisory Board, Safeguard on payment of Minimum Wages.

BOOKS RECOMMENDED

- S.C.Srivastava: Industrial Relations & Labour Law, Vikas Publishing House, New Delhi
- Pylee & George: Industrial relations & Personnel Management, Vikas Publishing House, New Delhi
- R.S.Davar: Personnel Management & Industrial Relations, Vikas Publishing House, New Delhi
- D.K.Kulshreshtha: Industrial Law, LNAE Publications, Agra
- D.K.Kulshreshtha: Labour Legislation, LNAE Publications, Agra
- Amandeep Kaur: Industrial Relations, Kalyani Books, Delhi
- Ghosh, Biswanath: Industrial Relations of Developing Economy, Himalaya Publishing House, Delhi
- Kubendran, Kodesswari: Industrial Relations & Labour Laws, Himalaya Publishing House, Delhi
- Mamoria, Mamoria & Gankar: Dynamics of Industrial Relations, Himalaya Publishing House, Delhi
- Sharma A.M.: Industrial Relations & Labour Laws, Himalaya Publishing House, Delhi
- N.Kumar: Industrial Economics, LNAE Publications, Agra
- R.Sharma: Human Resources Development, LNAE Publications, Agra
- Sahni N.K., Amandeep & Agarwal: Industrial Relations, Kalyani Book, Delhi
- Bhogilwal T.N.: Industrial relation and Labour Welfare, Sahitya Bhawan Publication, Agra

PAPER - II

ECONOMICS OF INDUSTRIAL RELATIONS

- Unit 1 : Industrial Relations : Definition, Importance, Determining Factor, Causes and suggestions of Poor Industrial Relations. collective bargaining : concept, need, practice and progress, strikes and lockout: Right to strike and workout, Worker's Participation in management: Meaning, object, Forms, Merit and Demerit.
- Unit 2 : Social Security: Definition, Need, Significance, Working of the various Social Security measures. Industrial Discipline: Meaning, Objectives, Principles, Types, Act of Misconduct, causes of indiscipline, Measure, Kinds of Punishment, Procedure for taking disciplinary action. Grievances: Definition, Causes, Features of grievance procedure.
- Unit 3 : Personnel Management : Definition, Nature, Objective, Scope, Principles and functions, Organisation of personnel department, role of a personnel officer; line and Staff function; Recruitment, induction; promotion and transfer, development and training.
- Unit 4 : Wage and Salary Administration: Meaning, Classification, Principles, Wage variation, Methods of Payment, wage incentives essential of a good incentive plan. Non-wage incentives: Meaning, Roke, Fringe Benefits: Meaning, Features, Kinds, Growth factors of Fringe Benefits.
- Unit 5 : Human Relation: Need, Objectives, Scope, Themes, causes of slow Human Relation in Industry, Suggestions to improve Human Relation, Philosophy of Human Relation.

BOOKS RECOMMENDED

- Agarwal, R.D. : Dynamics of Labour Relation in India
- Agnihotry, V. : Industrial Relation in India
- Gadgil, D.R. : Industrial Relation in India
- Davar, R.S. : Personnel Management and Industrial Relation Chatterjee, R.N. : Management of Personnel in India Sharma, D.C. and R.C. : Industrial Relations and Personnel Management
- Ghosh, Biswanath: Industrial Relations of Developing Economy, Himalaya Publishing House, Delhi
- Kubendran, Kodesswari: Industrial Relations & Labour Laws, Himalaya Publishing House, Delhi
- Mamoria, Mamoria & Gankar: Dynamics of Industrial Relations, Himalaya Publishing House, Delhi
- Sharma A.M.: Industrial Relations & Labour Laws, Himalaya Publishing House, Delhi
- N.Kumar: Industrial Economics, LNAE Publications, Agra
- R.Sharma: Human Resources Development, LNAE Publications, Agra

N.Kumar: Labour Economics, LNAE Publications, Agra
 R.Sharma: Industrial Relations, LNAE Publications, Agra
 D.K.Kulshreshtha: Industrial Law, LNAE Publications, Agra
 D.K.Kulshreshtha: Labour Legislation, LNAE Publications, Agra
 Sahni N.K., Amandeep & Agarwal: Industrial Relations, Kalyani Book, Delhi
 Bhogilwal T.N.: Industrial relation and Labour Welfare, Sahitya Bhawan Publication, Agra

efficient Market, Corporate Governance: Meaning, definition, Government mechanism, Mandatory and non-mandatory Recommendation

Optional Group 'D' M. Com (BFE)

PAPER - I

FINANCIAL MARKETS AND FINANCIAL SERVICES

- Unit 1 : Indian Financial System: Meaning, Structure. Financial Market: Characteristic, Importance, Classification. Market Types: Financial, Foreign Exchange and Insurance Market. Indian Money Market: Evolution, Objective, Importance, Players, Investments, Suggestion for improving money market, Policy development in Primary Market. Capital Market: Meaning, Importance, Recent trends, New Issue Market: Meaning, Functions, Instruments and its Mechanism, Problems and Remedial measures.
- Unit 2 : Stock Exchange: Definition, Features, Merit and demerit, Function, listing, Public issues. Securities contract and regulation Act: Objectives, Main provisions. Investor Protection: Complaints of investors, Redressal of Investor complaints, Removal of Grievance.
- Unit 3 : SEBI: Objectives, Organisation, Power of SEBI, Registration, insider dealing, online Real Time trading, Mobile Trading, Role and achievement of SEBI, Criticism of SEBI, Guideline of SEBI: General guidelines, new issue market, secondary market underwriting, Bonus issue.
- Unit 4 : Depository Custodian: Meaning, definition, Organisational Structure, Objectives, function and Role. Derivative Market: Concept, Benefits, Need and Importance. Credit rating: Objectives, function, Advantages, disadvantages, Rating process, Types, Credit rating Agencies in India.
- Unit 5 : Mutual fund: Meaning, regulation and operation, Types/Classification, Risk in Mutual fund, future of MF, Factoring: Meaning and Definition, function, services. Forfeiting: Meaning, drawback, factor affecting Forfeiting growth in India. Merchant Banker, Mutual fund, Guidelines of SEBI regarding Mutual Fund. Efficient Market Hypothesis: Meaning, Randon Walk Theory, form of

BOOKS RECOMMENDED

- Sapna Nibsaiya: Indian Financial System, S.Chand, New Delhi
 H.R.Machiraju: Indian Financial System, S.Chand, New Delhi
 C.Rama Gopal : Management of Financial Services, S.Chand, New Delhi
 Punithavathy Pandian: Financial Services & Market, S.Chand, New Delhi
 Punithavathy Pandian: Security Analysis & Portfolio Management, S.Chand, New Delhi
 Gurley, J. and Saw, E.S. : Money in a Theory of Finance, Washington, Brooking Institution
 Gold Smith, R.W. : Financial Institution, Random House
 Khan, M.Y. : Indian Financial Theory and Practice, Vikas Publishing House, Delhi
 Khan, M.Y. Financial Services, Vikas Publishing House, Delhi
 Bhalla V.K.: Financial Market, S chand, Delhi
 Mehta Jogendra: Mutual Fund & Stock Exchange, Aadi Publication, Jaipur
 Mathur B.L. & Dave R.K.: Financial Market Operations, (Hindi & English), Vide Vision Publisher, Jaipur
 Mishra V.K.: Financial Market Operations, (Hindi & English), RBD, Jaipur
 Saraswat & Choudhary: Financial Market Operations, (Hindi & English), RBD, Jaipur
 Garden, & Natarajan: Financial Market & Institution: Himalaya Publishing, Delhi
 Agarwal, Garden, & Natarajan: Indian Financial Market & Services: Himalaya Publishing, Delhi
 Gurusamy S: Financial Market & Institutions: Himalaya Publishing, Delhi
 Sachdeva S.: Indian Financial System, LNAE Publication, Agra
 Gupta, Agarwal, Gupta: Financial Market Operations, Kalyani Books, Delhi
 Gupta, Gupta, Gupta: Financial Market & Financial Services, Kalyani Book, Delhi

PAPER-II

WORKING CAPITAL MANAGEMENT

- Unit 1 : Working Capital: Concept, kinds, Importance, Advantages, Disadvantages, Sources: Long term-Medium term-Short term, Methods of estimating, Accounting Ratio related to Working Capital.
- Unit 2 : Financing of working Capital: Tandon & Chore Committee, recommendation, Factoring Services: Meaning, Mechanism, Function, Benefit, Limitations.

- Unit 3 : Management of Cash: Meaning, Need, Factors determining, Objectives, Functions, Models, Advantages, Disadvantages
- Unit 4 : Management of Receivables: Meaning, Objectives, Factors determining, Functions, Ageing Schedule
- Unit 5 : Management of Inventory Control: Meaning, Objective, Need of hold inventory, factor determining levels in inventory, Risk and Cost association with inventory, Techniques of inventory control: ABC Analysis, Maximum-Minimum-Re-order-Danger Level, Economic Order Quantity.

SUGGESTED READINGS

- V.K.Bhalla: Working Capital Management, S.Chand, New Delhi
- H.R.Machiraju: Introduction to Project Finance, S.Chand, New Delhi
- Bhavesh Patel : Fundamental of Financial Management, S.Chand, New Delhi
- Agarwal, Agarwal, Kothari: Financial Management,(Hindi & English) RBD Publication, Jaipur.
- Khan M.Y and Jain P.K.: Financial Management. TataMcGraw hill, New Delhi
- Pandey I.M: Financial Management. Vikas Publishing house, New Delhi
- Prasanna Chandra: Financial Management - Theory and Practice. TataMcGraw hill, New Delhi
- Bierman, H. And Smidt, S.: The Capital Budgeting Decisions. Harcourt collage publisher, Singapore.
- Van Horne, J.C.: Financial Management and Policy. Prentice hall, New Delhi
- Kuchhal, S.C.: Financial Planning – An Analytical Approach. C Publishing House,Michgun.
- Ravi M. Kishore: Financial Management. Taxman Publisher, New Delhi
- S.N. Maheshwari: Financial Management. New Delhi
- Periasamy.P: Working Capital Management, Himalaya Publishng House, Delhi
- Sharma D.: Working Capital Management, Himalaya Publishng House, Delhi

**GROUP E
PAPER I**

COOPERATIVE MOVEMENT IN INDIA

- Unit 1 : Evolution of Cooperative Movement in India, Cooperative movement before and after independence.Organisation and function of non-credit cooperative society: Marketing Cooperative, consumer cooperative, Industrial cooperative, Housing Cooperative, Producer Cooperative,
- Unit 2 : Government control over Cooperative: Legal and Administrative, Need of Bureaucratic manager in Cooperative Organisation, merit and demerit, Role, Function, Power, Duties of General Body, Board of Director, Secretary of the Society.
- Unit 3 : Cooperative movement in Rajasthan : Meaning, Definition, Evolution before and after Independence. Cooperatives during plan, cooperative principles, Importance. Study of Rajasthan Cooperative Societies Act 1965 and amended uptodate.
- Unit 4 : Shodha Ram Committee, Mirdha Committee, Shivraman Committee.Cooperative Institutions in Rajasthan; Cooperative Credit: Short-Medium-Long term Loan, Credit Societies.
- Unit 5 : Role of the State Government in the growth of Cooperative movement, Problems, Drawbacks and suggestion for its progress

SUGGESTED READINGS:

- H.R. Swami & B.P.Gupta: Rural Development & Cooperation, RBD, Jaipur
- B.P.Gupta, H.R.Swami : *Grameen Vikas evam Sahakarita*
- B.P.Gupta, RBD, Jaipur : *Sahakarita ke Siddanth evam Vyavhar*
- Nair K.M.: Cooperative Management & Administration, Kalyani Books, Delhi
- Kamat G.S.: New Dimensions of Co-operative Movement, Himalaya Publishing House, New Delhi
- Sharada V: The Theory of Co-operation, Himalaya Publishing House, New Delhi
- Singh L.P.: Co-operative Marketing in India & aborad, Himalaya Publishing House, New Delhi

**GROUP E
PAPER II**

DEVELOPMENT OF FINANCIAL INSTITUTIONS

- Unit 1 : International and National Economic Institution: Organisation, Management, Function, Objectives,

- Unit 2 : Working and achievement of: World Trade Organisation (WTO), International Development Association (IDA), International Monetary Fund (IMF), International Bank of Reconstruction & Development (IBRD), International Financial Corporation (IFC), UNCTAD,
- Unit 3 : Industrial Development Bank of India (IDBI), Industrial Credit and Investment Corporation of India Bank (ICICI), Industrial Reconstruction Bank of India (IRBI),
- Unit 4 : State Financial Institution (SFI), Unit Trust of India (UTI), Life Insurance Corporation of India (LIC).
- Unit 5 : Concept of General Agreement of Trade & Services (GATT), Trade Related Intellectual Property Rights (TRIPS), Trade Policy Review Mechanism (TRIMS)

- Gupta & Gupta: Management of Financial Institution, Kalyani Books, Delhi
- Gupta, Shashi & Gupta Neeti: Financial Institutions & Market, Kalyani Books, Delhi
- Desai, Vasant: Development banking and Financial Intermediaries, Himalaya Publishing House, Delhi
- Srivastava & Nigam: Management of Indian Financial Institutions, Himalaya Publishing House, Delhi
- Varshney, P.N. : Indian Financial System, Sultan Chand & Sons, New Delhi.
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- Vashitha, Swami, Gupta: Banking and Finance, RBD, Jaipur
- Mathur B.L. & Dave R.K.: Money and Banking System, (Hindi & English), Vide Vision, Jaipur
- Sundharam & Vaishney: Banking Theory Law & Practice, Sultan Chand & Sons, Delhi

SUGGESTED READINGS:

- Mathur B.L. & Dave R.K.: Economic Environment (H&E), Vide Vision Publication, Jaipur
- C.Ram Goyal: Management of Financial Services, Vikas Publication, New Delhi
- H.R.Machiraja: Introduction to Project Finance, Vikas Publication, New Delhi
- Sapna Nibsaiya: Indian Financial System, Vikas Publication, New Delhi
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- Misra. S.K. and Puri, V.K. : Indian Economy, Himalaya Publishing House, New Delhi
- Hedge, Ian : Environmental Economics, Macmillan. Hampshire
- Gupta, Swami and Vaishnav : Economic and Business Environment, RBD, Jaipur
- S.Sachdeva: Management of Financial Institutions & Services, LNAE Publication, Agra