

SEMESTER III

MBAFM-301: MANAGEMENT OF FINANCIAL INSTITUTION AND SERVICES

Course Contents:

Concept: Introduction to Financial Services and their Relevance in the New Economic Order, Types, Scope and Significance of Financial Services, Innovations and Recent Developments in the Field of Financial Services in India. Lease Financing: Leasing, Concepts and Types, their Legal, Taxing and Accounting Aspects, Financial Evaluation of Lease Structuring, Qualitative Factors in Lease Decisions, Lease Agreements, Imports and Cross Border Leasing, Hire Purchase Agreements – Types, Difference between Hire Purchase and Lease, Flat and Effective Rates of Interests, Regulation of Leasing Services. Credit Rating: Concept, Agencies of Credit Rating – CRISIL, ICRA, FITCH and CARE, Factoring Services – Factoring Services in India, Types and its Relevance, Regulation of Factoring and Credit Rating Services. Commercial Paper Market in India: Growth and Prospects in India, Merchant Banking – Merchant Banking in India, Emerging Trend and Present Scenario, Regulation of Merchant Banking Services. Miscellaneous Financial Services: Mutual Funds – Types of Mutual Funds, Performance and Prospectus of Mutual Funds, Venture Capital – Concept, Significance and its Relevance, Regulation of Mutual Funds and Venture Capital Funds.

Suggested Readings:

Louis A Allen, Management & Organisation, McGrawHill, New York
A.Pardhasardhy & R.Satya Raju: Management Text and Cases, Prentice Hall of India.
AS Lather, M Handa, Cases in Management, Wsdm, Delhi
Heinz Weihrich & Harold Koontz, Essentials of Management, Tata-McGraw Hill, ND
JS Chandan, Management: Theory & Practice, Vikas, New Delhi
RW Griffin, Management: Principles and Applications, Cengage, New Delhi
Prem Vrat, KK Ahuja & PK Jain, Management Cases, Vikas, New Delhi
Laura P Hartman, A Chatterjee, Perspectives in Business Ethics, TMH, ND
Earnest Dale, Great Organisers, McGraw Hill 10. Peter F Drucker, The Practice of Management, McGraw Hill

MBAFM-302 HUMAN RESOURCE MANAGEMENT

In a complex world of industry and business, organizational efficiency is largely dependent on the contribution made by the members of the Organization. The Objectives of this course is to sensitize students to the various facets of managing people and to create an understanding of the various policies and practices of human resource management.

Course Contents

Concepts and Perspectives on Human Resource Management; Human Resource Management in a Changing Environment. Corporate Objectives and Human Resource Planning; Career and Succession, Planning;

Job Analysis and Role Description: Methods of Manpower Search; Attracting and Selecting Human Resources. Induction and Socialization: Manpower Training and Development; Performance Appraisal and Potential Evaluation; Job Evaluation & Wage

Determination. Employee Welfare: Industrial Relations & Trade Unions; Dispute Resolution & Grievance Management: Employee Empowerment.

Suggested Readings:

Aswathappa, K. Human Resource and Personnel Management Tata McGraw Hill, New Delhi.

De Cenzo, D A & Robbins, S.P. Human Resource Management, John Wiley.

Guy, V. & Mattock J., The New international Manager. Sage Publication.

Holloway J., Performance Measurement and Evaluation. Sage Publications.

Stone, Lloyed and Leslie W Rue. Human Resource and Personnel Management Richard D. Irwin, Illinois.

Monappa A & Saiyadain M personnel Maangment, 2nd New Delhi Tata McGraw Hill 1996

MBAFM -303 CORPORATE LEGAL FRAMEWORK

Course Contents:

Indian Contracts Act, 1872 : Definitions, essentials of a valid contract, offer, acceptance, free consent consideration, legality of object, capacity to contract, discharge of contract, consequences of breach of contract. Sale of Goods Act : Definitions, conditions and warranties; Transfer of property, rights of unpaid seller.

Negotiable Instruments Act, 1881 : Definitions, types of negotiable instrument; Negotiation; Holder and holder in due course payment in due course; Endorsement and crossing of cheque; Presentation of negotiable instruments. The New Companies Act, : Definition and types of companies, Memorandum of association, Articles of association, Prospectus; Share capital and membership; Meetings and resolutions; Company managements; Winding up and dissolution of companies, corporate social responsibility, FEMA, 2000

Definition of consumer, rights of consumer, Grievance redressal machinery. SEGI Act, 1992. WTO : Regulatory framework of WTO : Basic principles and charter of WTO : Provisions relating to Preferential treatment developing countries, Regional groupings; Technical standards; Antidumping duties and other NTBS; Custom valuation; Dispute settlement, TRIPs and TRIMs

Suggested Readings:

Avdhan, V.A. : SEBI Guidelines and Listing of Companies, Himalaya Pub., New Delhi, Indian Contract Act, 1872 SEBI Act 1992 : Nabhi Publication, Delhi Securities (Contract and Regulation) Act, 1956 Taxman's Company Act (Latest) Taxman's Masters Guide to Companies Act, 1998 Taxman's Mercantile Law (Latest)

The Companies Act, 1956 The Negotiable Instrument Act, 1881 Singh, Avtar : Law Relating to Monopolies, Restrictive and Unfair Trade Practices, Eastern Book Co. Bhandari, M.L. : Guide to Company Law Procedure, Vols. I, II and III, Jain Book Agency, New Delhi Ramaiya, A. : Guide to Companies Act, Wadhwa Publishing, Nagpur

MBAFM -304: COMMERCIAL BANK MANAGEMENT

Course Contents

An Introduction to the Banking Business, Present structure of Commercial Banking System in India, Management and Organizational Set-up of the Commercial Banks in India,

Asset Liability Management Techniques and Hedging Interest Rate and Credit Risk; Determining and Measuring Interest Rates and Controlling a Bank's Interest-Sensitive Gap, The concept of Duration and Managing a Bank's duration Gap. Credit Derivatives. Managing the Bank's Investment Portfolio and Liquidity Position; The Investment function in Banking, Liquidity and Reserve Management Strategies,

Managing Bank Sources of Funds; Management of Capital Funds, Management of Deposit, Management of primary and Secondary Reserves.

Management of Loans; Working capital Financing, Consumer and Housing loans, Equipment Financing, Priority Sector Lending, Export Financing

Non Fund Based Services; Letter of Guarantee, Depository Services, Portfolio Management, Bank Assurance; Mutual Fund Marketing,

other Allied Services,

E-Banking; Network Banking, MIS in Banking Recent Developments in Indian Banking Industry.

Suggested Readings:

Thomson Learning, Commercial Bank Management , Rose Peter Thomson Learning, Bank Management Koch;

Robert W Kolb; The Commercial Bank Management; Thomson Learning

MBAFM 305: E-COMMERCE

Course Contents:

Introduction to E-Commerce : Meaning and concept; Electronic commerce versus traditional commerce; Channels of e-commerce, Business application of E-commerce; Need for e-commerce, Internet Concepts and Technologies : Concept and evolution of Internet; Web Technologies;

Business Models of E-Commerce and Infrastructure: E-commerce models ; Supply chain management, product and service digitization, Online marketing and advertising; E-commerce resource and infrastructure resources and planning for infrastructure

Business to Consumer E-Commerce: Cataloguing order planning and order generation, cost estimation and pricing order receipt and accounting, order-selection and prioritization, order scheduling, order fulfilling and delivery, order billing and payment management, post sales services; Electronic Payment System: Special features required in payment system for e-commerce, Types of e-payment systems; E-cash and currently servers, e-cheques, credit cards, smart cards, electronic purses and debit cards

Security Issues in E-commerce: Security risk of e-commerce, exposure of resources; types of threats sources of threats, security tools and risk-management approach, e-commerce security and a rational security policy for e-commerce; corporate digital Library I.T. Act, 2000 Regulatory and Legal Framework of E-Commerce; Cyber laws aims and salient provision; Cyber Laws in India and their limitation;

Suggested Reading:-

Agarwala, K.N. and Deeksha Agarwala : Business on the net : What's and How's of e-commerce, Macmillan, New Delhi Agarwala, K.N. and Deeksha Agarwala : Business on the Net : Bridge to the Online Storefront; Macmillan, New Delhi Cady, Gloc Harrab and Mcgregor Pat : Mastering the Internet, BDB Publication, New Delhi Diwan, Prag and Sunil Shrama : Electronic Commerce- A Manager's Guide To E-Business, Vanity Books International, Delhi Janal, D.S. : On Line Marketing Hand Book, Van Nostrand Reinhold, New York Kosivr, David : Understanding Electronic Commerce, Microsoft Press, Washington Minoli and Minol : Web Commerce Technology Handbook, Tata Mcgraw Hill, New Delhi Schnieider, Gray P. : Electronic Commerce, Course Technology, Delhi Young, Margaret Levine : The Complete Reference To Internet, Tata Mcgraw Hill, New Delhi O'Brien J. : Management Information Systems, Tata Mcgraw Hill, New Delhi 3.6 : CORP

MBAFM-306: BUSINESS ENVIRONMENT

Business Environment, Characteristics, Objectives Factors affecting business environment, Non-economic investment and its components. Income, Saving and Investment: Concept, Trend.

Economic Planning: Definition, Characteristics, Types and Techniques of Economic Planning, justification of Economic Planning, demerits of Economic Planning, Progress and achievement of Economic Planning since inception. Brief knowledge of 1st to 11th Five Year Plan. 12th Five Year Plan: Objectives, evaluation, Review (Failure and achievements), Present Five Year Plan: Objectives, Governments Policy.

Economic Reforms: Liberalization: Meaning, Definition, Need, Economic Reforms in India, Recent trend, Impact of Economic Reforms, criticism, small scale, cottage and village industries: Meaning, Role, Problems, steps taken by Government, suggestion, Latest changes in Small Scale Industry Policy. Business Cycle: Meaning, Phases, theories.

Industrial Relations: Meaning, Definition, Characteristic, Objectives, Sound Industrial Relations; Industrial Sickness: Meaning, Responsible Factors for Industrial Sickness, Measure to prevent sickness. Environment changes by technology: Concept, Importance, benefits, impact of technology, Forms of technology transfer, Technology and Society, Technology and Economy

Infrastructure: Energy, power, coal, oil and gas, atomic, non-conventional energy sources, transport system, communication. Population: Meaning, Rate of growth, causes of increase population, population and economic development, Unemployment: Meaning, Concept, Trends, Nature, estimates, Unemployment in rural and urban areas, causes, Govt. policy. Agriculture: Role, nature, cropping pattern and challenges,

SUGGESTED READINGS

Dave, Rathore, Mathur: Economic Environment, Vide Vision, Publishing House, Jaipur

Biswanath Ghosh: Economic Environment of Business, Vikas Publication, New Delhi.

Ashwani Mahajan: Indian Economy, S.Chand, New Delhi

H.L.Ahuja: Macro Economic Analysis, S.Chand, New Delhi

H.L.Ahuja: Macro Economic theory & Policy, S.Chand, New Delhi

H.G.Mannur: Indian Economy, S.Chand, New Delhi

M.C.Vaish: Macro Economic Theory & Practice, S.Chand, New Delhi

Sundaram & Black : The International Business Environment, prentice Hall, New Delhi

Agarwal, A.N. : Indian Economy, Vikas publishing House, Delhi

Khan, Farooq A. : Business and Society, S.Chand, Delhi

Dutt, R. and Sundharam, K.P.M. : Indian Economy, S.Chand, Delhi

Misra. S.K. and Puri, V.K. : Indian Economy, Himalaya Publishing House, New Delhi

Hedge, Ian : Environmental Economics, Macmillan, Hampshire

Dutt Ruddar : Economic Reforms in India - A critique, S. Chand, New Delhi

Gupta, Swami and Vaishnav : Economic and Business Environment, RBD, Jaipur

Pant evam Pant: Aarthik Vicharon ka Itihas, LNAE, Publisher, Agra

T.T.Sethi: Aarthik Vishleshan Ke Siddhanth, LNAE, Publisher, Agra

L.N.Koli: Bhartiya Aarthik Samsyaen, LNAE, Publisher, Agra

H.S.Agarwal: Indian Economy, LNAE, Publisher, Agra

U.C.Kulshreshtha: Economic Development & Planning, LNAE, Publisher, Agra

S.Dodia: Environmental Studies, LNAE, Publisher, Agra

N.Kumar : Environmental Economics, LNAE, Publisher, Agra

MBAFM-307: SEMINAR ON CONTEMPORARY ISSUES

MBAFM-308: VIVA-VOCE

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SEMESTER IV

MBAFM-401: PORTFOLIO MANAGEMENT

The objective of this course is to give the students an in-depth knowledge of the theory and practice of Portfolio Management.

Course Contents

Introduction to Portfolio Management- An Optimum Portfolio Selection Problem. Markowitz Portfolio Theory, The Mean-variance Criterion (MVC) - The Nature of Investment Risk, MVC and Portfolio Selection, The Investment in Liquid Assets. Portfolios of Two Risky Securities.

A Three Security Portfolio, The Efficient Frontier, Tracing the Efficient

Frontier -The relationship between the Unrevealed and

Leveraged Portfolio, Sharpe: Single index, Model; Application' of Market Model in Portfolio Construction.

Capital Asset Pricing Model, Characteristic Lines, Factor Models and Arbitrage Pricing Theory, Constructing Efficient Frontier, Optimum Portfolios -Constructing the Optimum Portfolio, Portfolio investment Process.

Bond Portfolio management Strategies investment timing and portfolio performance Evaluation, Corporate portfolio Management in India, International Diversification.

Suggested Readings:

Alexander, Gordon J. and Sharpe, William F. Fundamentals of Investments, Englewood Cliffs New Jersey, Prentice Hall Inc.

Bhalla V.K. Investment Management Security Analysis and portfolio Management S. Chand.

Portfolio Analysis and Management, S. Chand.

Elton Edwin j and Gruber, Martin J. Modern Portfolio Theory and Investment Analysis. New York John Wiley.

Lee. Cheng F etc. Security Analysis and Portfolio Management, Soctt. Foreman. Markowitz, Harry M. Mcan, Variance Analysis in Portfolio Choice and Capital Markets, London Basic Blackwell.

The list of cases and specific references including recent articles will be announced in the class at the time of launching of the course.

MBAFM-402 INTERNATIONAL FINANCIAL MANAGEMENT

The objective of this paper is to give students an overall view of the international financial system and how multinational corporations operate.

Course Contents:

Multinational Financial Management- An overview, Evolution of the International Monetary and Financial System; Balance of Payments, Managing short-term assets and liabilities.

The foreign investment Decision; Country Risk Analysis political Risk Management, Multinational Capital Budgeting Application and Interpretation.

International Banking and Money Market, International Bond Markets International Equity Market, International portfolio management, Foreign Direct Investment.

Risk in International Operations Financing of International Projects and Subsidiaries.

Suggested Readings:-

Abdullah. F.A. Financial Management for the Multinational Firm, Englewood Cliffs, New Jersey Prentice Hall Inc.

Bhalla, V.K. International Management, Anmol Publication. Buckley, Adrin Multinational Finance, New York, Prentice Hall Inc.

Kim.Suk and Kim, Secung Global Corporate Finance Text and cases Miami Florida Kolla.

Shapiro, Alan C.: Multinational Financial Management, New Delhi, Prentice Hall of India.

Cheal S.Eum Bruce G. Resnick International Financial Management TMH.

MBAFM-403 FOREIGN EXCHANGE MANAGEMENT

To acquaint the participants with the mechanism of the foreign exchange markets, measurement of the foreign exchange exposure, and hedging against exposure risk.

Course Contents

Types of Foreign Exchange Markets and Transactions, Quoting Foreign Exchange Rates, Spread, Official and Free Market Rates, Cross Rates, Forward Rates, Quoting Forward Rates
Organization of the Foreign Exchange Markets; Currency Futures; Currency Options; Currency Swaps; Corporate Exposure Management:

Alternative Definitions. Of Foreign Exchange Risk. Exposure Information System, Alternative Strategies for Exposure Management, Exposure Management Techniques. Organization of the Exposure:

Management Function; Parameters and Constraints on Exposure Management. Theory and practice of Forecasting Exchange Rates-Economic Fundamentals, Financial and Socio- Political Factors, Technical Analysis: Tax Treatment of Foreign Exchange Gains and Losses; FEMA.

Suggested Readings:

Caliber, R.Z. Exchange Risk and Corporate International Finance, Macmillan.

Ballad V.K. International Financial Management, Anmol Publication. Luca Cornelius Trading in the Global Currency markets, Prentice Hall. Shapiro A.C. International Financial management, Boston, Allyn and Bacon.

Sutton, W.H. Trading in currency Options, New York Institute of Finance.

MBAFM-404 ENTREPRENEURSHIP AND SMALL BUSINESS

The course aims to acquaint the students with challenges of starting new ventures and enable them to investigate, understand and internalize the process of setting up a business.

Course Contents:

Entrepreneurship: Definition, Concept, Classification, Nature and Importance of Entrepreneurship, Entrepreneurial Environment, Entrepreneurship Vs. Professional Manager, Entrepreneurial Development, Development of Women Entrepreneurship, Problem of Entrepreneurship. Entrepreneurial Development: Environmental Factors affecting Entrepreneurial Development, Entrepreneurial Development Programme and their Evaluation, Role of Government and their policies, Other Institutions in Entrepreneurial Development. Project Management: Introduction, Significance, Definition of the Project, Project Planning, Project Development Cycle, Project Identification and Formulation, Project Report, Identification of Investment, Project Appraisal, Location of an Enterprise and Choice of Organization. Management of Small Units I: Importance of Small Units and Government Policy relating thereto, Various Specific Issues related to Production, Marketing, Personnel and Financial Management of Small Scale Units. Management of Small Units II: Reservation of Spheres and Concession for Small Units. Industrial Sickness and Small Units: Causes, Prevention and Remedies.

Suggested Readings:

Hisrich, Robert D., Michael Peters and Dean Shepherd, Entrepreneurship, Tata McGraw Hill, ND

Barringer, Brace R., and R., Duane Ireland, Entrepreneurship, Pearson Prentice Hall, New Jersey (USA).

Lall, Madhurima, and Shikha Sahai, Entrepreneurship, Excel Book, New Delhi.

Charantimath, Poornima, Entrepreneurship Development and Small Business Enterprises, Pearson Education, New Delhi.

MBAFM-405 FINANCIAL DERIVATIVES AND RISK MANAGEMENT

Course Contents:

Derivatives: Meaning, Evolution, Types, Factors Contributing to the Growth of Derivative Markets, Derivatives in a Liberalizing India. Future Trading: Definition, Legal Definition, Speculation in Future Markets, Short Hedging Vs. Long Hedging. Financial Futures: Nature and Characteristics, Interest Rate Futures, Currency Futures, Stock Index Futures, Need and Scope for Financial Futures in India, The Badla System, Badla Vs. Forward Trading, Alternatives to Badla. Options: Terminology and Methodology of Options Trading, Options Pricing, Comparison of Options and Futures, Economic Functions of Options Trading, Swaps – Currency, Commodity, Equity, Swaps as a String of Futures, Exotic Swaps and Economic Functions of Swap Transactions. Other Derivatives: Forward Rate Agreement, Range Forwards Swaptions, Commodity Linked Loans and Bonds, Interest only/Principle only, Equity Linked Bonds and Notes, Credit Derivatives, Market Organization, Trading System. Regulatory Framework: Regulatory Framework in India, Regulatory Instruments, Regulation of Forward and Futures Trading, Committees on Forward Markets, SEBI Decisions, Policy Recommendation, Foreign Participation in Indian Future Markets, The Future of Derivatives Internationally.

Suggested Readings:

Jayanth Rama Verma, Derivatives and Risk Management, Tata McGraw Hill Company.

Sunil Parameswaran, Fundamentals of Options ; Tata McGraw Hill Company.

Sunil Parameswaran, Futures and Forwards; Tata McGraw Hill Company.

Dun & Bradstreet; Financial Risk Management; Tata McGraw Hill Company.

T Soma Nathan; Derivatives; Tata McGraw Hill Company

Prasanna Chandra Financial Derivatives

Prof. P. Vijaya Derivatives Simplified

Bhaskar& B Mahapatra Gupta S.L. Financial Derivatives

Vohra N.D. & Future Options Bagri B.R. Somnath T.V. Derivatives

MBAFM-406: MERCHANT BANKING

Course Contents:

Merchant Banking: Nature and Scope Types of Merchant Bankers, Regulation of Merchant Banking Activity, Project Preparation and Appraisal, Types of Securities, Money Market Instruments, Design

of capital Structure, Savings and Primary Markets, SEBI Guidelines for Public Issues, Pre-issue Management; Types of Issues and Analysis of Prospectus, Public Issue Through Prospectus, Private Placement Bought Out Deals, Book Building Method Pricing of Securities, Management of Public Issues; Coordination, Marketing and Underwriting Allotment/ Refunds Listing Requirement, Loan Syndication; Domestic and External, Buy-Back of Shares . Mergers, Acquisitions Amalgamations and Takeovers Advisory Services; Non- Residents, Indian Investors. Oversea Corporate Body, Foreign Institutional Investors Recent Developments.

Suggested Readings:-

Gurusamy; Merchant Banking and Financial Services; Publisher: Tata McGraw Hill.

Dr K Ravichandran, Merchant Banking and Financial Services, HPH.

K C Gupta and Joginder Singh, Merchant Banking in India; RBSA Pub.

Stanley Chapman, The Rise of Merchant Banking;

Thomson Learning, Commercial Bank Management , Rose Peter Thomson Learning, Bank Management Koch;

Robert W Kolb; The Commercial Bank Management; Thomson Learning

MBAFM-407 MAJOR RESEARCH PROJECT

MBAFM-408: VIVA-VOCE

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