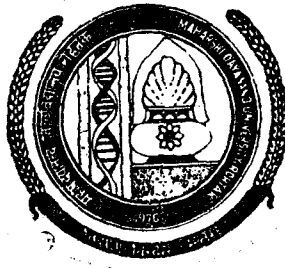


5

Maharshi Dayanand University Rohtak



Ordinances, Syllabus and Courses of Reading for M.F.C. I&II Semester Examination

Session—1998-99

Available from :

Asstt. Registrar (Publication)
Maharshi Dayanand University
Rohtak-124 001 (Haryana)

Price :
At the Counter : Rs. 50/-
By Regd. Parcel : Rs. 75/-
By Ordinary Post : Rs. 60/-

ORDINANCE- MASTER OF FINANCE AND CONTROL (MFC) (SEMESTER SYSTEM)

1. The duration of the course leading to the degree of Master of Finance and Control shall be of two academic years. Each year shall be divided into two semesters. Actual teaching in each semester will run for a minimum of 90 days. This will exclude the period spent on admissions, examinations and preparation thereof. The examination for the First and Third semester shall ordinarily be held in the month of December and for Second and Fourth semesters in May/June, on such dates as may be fixed by the Vice-Chancellor.

Supplementary Examination will be held for re-appear and improvement of division candidates as under:-

Semester	When held
(a) Third Semester	Alongwith or after the 4th Semester examinations in specified centre(s) only.
(b) Fourth Semester	Alongwith or after the 3rd Semester examinations in specified centre(s) only.

The dates of examinations fixed under this Clause shall be notified by the Controller of Examinations to the Head of the Department of Commerce.

2. The Head of the Department shall forward to the Controller of Examinations, atleast five weeks before the commencement of the examination in each semester, a list of students who have satisfied the requirements of rules and are qualified to appear in the examination.
3. A candidate's admission form and fee may be accepted after the last date on payment of late fee of Rs.105/- upto the date notified by the University.
4. The minimum qualifications for admission to the First Semester of the course shall be as follows:-

- (a) Bachelor's Degree/Postgraduate Degree in any discipline from this University or an equivalent degree recognised by the Maharshi Dayanand University, Rohtak with atleast 50% marks. Provided that the duration of Bachelor's Degree course is of atleast three years of 10 + 2 + 3 system.

OR

- (b) Pass certificate at Final Examination conducted by the Institute of Chartered Accountants of India or England/Institute of Cost and Works Accountants of India or England.
5. Every candidate shall be examined in the subject as laid down in the Scheme of Examination and Syllabus prescribed by the Academic Council from time to time.
- 5.1 Thirty percent(30%) marks in each paper excluding Project Report, Summer Training Report and Viva-Voce shall be reserved for internal assessment. Evaluation procedure for award of internal assessment in each paper shall be laid down by the Departmental Committee.
- 5.2 The Head of the Department shall forward the internal assessment marks on the basis of periodical class test, written assignments, case discussions etc. as laid down by the Departmental Committee to Controller of Examinations atleast two weeks before the commencement of the Semester Examinations.
- 5.3 The Head of the Department will preserve the records on the basis of which the internal assessment awards have been prepared for inspection, if needed by the University upto six months from the date of declaration of the Semester Examinations results.
6. The question paper will be set jointly by the internal and external paper-setters. The internal paper-setter shall set an alternate question for every question to the actually included in the question paper. The external paper-setter shall finalize the question paper selecting either of the questions and send the question paper alongwith the draft question paper prepared by the internal paper-setter to the University. He

may modify the form of any question but ordinarily without changing the substance. The answer books shall be examined only by the external paper-setter.

- 6.1 The Summer Training Report shall be evaluated by the external examiner. Each candidate will be required to submit the Summer Training Report within four weeks of completion of training.
- 6.2 The Project Report will be evaluated both by the external and internal examiners separately and average of awards will be computed for purposes of final award. The project will be completed under the overall guidance and supervision of a Faculty member of the Department/or any other Faculty associated with the Department. The Project will be initiated in the Third Semester and the Report submitted atleast one month before the commencement of the examinations for the Fourth Semester.
- 6.3 The Viva-Voce shall be conducted at the end of each semester by the external examiner alongwith the internal examiner.
7. The First/Second/Third/Fourth Semester examinations shall be open to a regular student who:-
 - (a) has passed the requisite qualifying examination as laid down in Clause-4, if he is a candidate for the First Semester examination, or has passed the preceding semester examination if he is a candidate for the Second/Third Semester examination. This is, however, subject to Clause-8 below.
 - (b) has been on the rolls of the Department during one semester, preceding examination.
 - (c) has attended not less than 75% of lectures in each paper. (This requirement shall be met separately for each course of study. The lectures will be counted upto the last day when the classes break up for the preparatory holidays viz. one week before the commencement of the examination). Deficiency in lectures, if any, will be counted as per University rules.

Explanation: For the purpose of counting of the last date when the classes shall break up for the preparatory holidays, first day of the commencement of any semester examination will apply to all semester examinations and all semester classes will have the preparatory holidays from the date i.e. one week before the date on which the first examination of any semester commences.

(d) has obtained pass marks in the internal assessment of the paper(s) of the relevant semester for which he is a candidate. Provided that a candidate who has not attended requisite percentage of lectures or has not obtained pass marks in the internal assessment for any paper(s) shall not be eligible to take the semester examinations unless he repeats the course in the paper(s) concerned and obtains the minimum pass marks in the internal assessment.

8. A candidate who has completed the prescribed course of instruction in the Department for any semester examination but does not appear in it or having appeared fails, may be allowed on the recommendations of the Head of the Department to appear/re-appear in the semester examination/paper(s), as the case may be as an ex-student, without attending a fresh course of instruction only twice as specified in clause-1 above. While re-appearing in the examination, the candidate shall be exempted from re-appearing in the paper(s), Project Report, Summer Training Report, Viva-voce in which he has obtained atleast 50% marks including the marks for internal assessment, where prescribed. The internal assessment award of a candidate who fails in any semester examination shall be carried forward to the next examination.

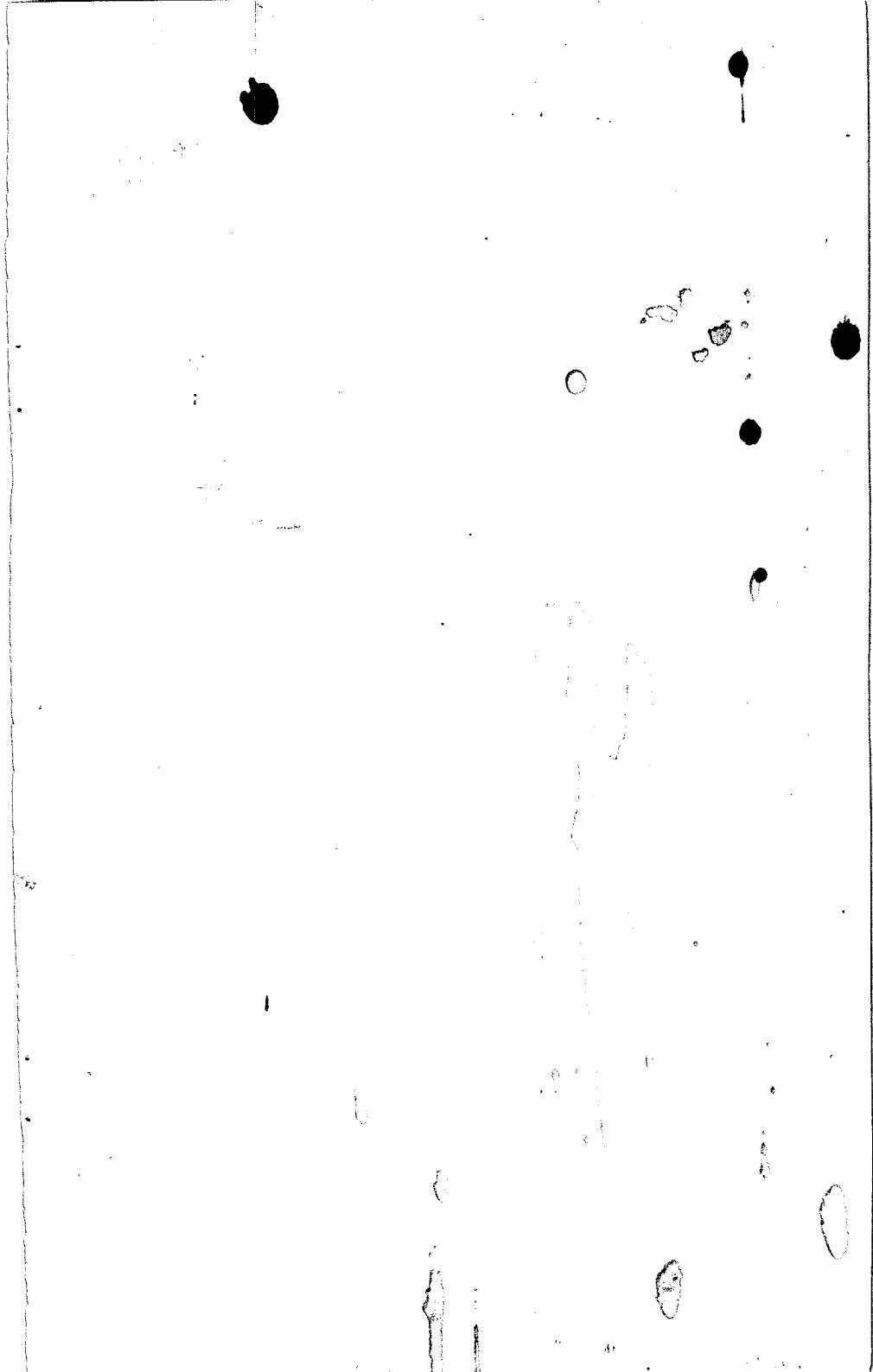
A candidate will be allowed to join Third Semester class only if he clears the minimum 50% of first and Second Semester Examinations taken together. However, such candidate may pursue his studies for the next higher semester(s) and appear in the examination(s) for the same alongwith the examination for the lower semester(s). If a candidate fails to pass in any semester examination even in the second chance as mentioned above, he will have to repeat the course as a regular student in the Department whenever the relevant course(s) is/are offered.

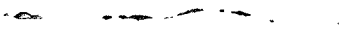
A candidate must pass all the four semester examinations within four years of admission to the First Semester of the Master of Finance and Control course failing which he will be deemed to be unfit for the Master of Finance and Control programme.

9. The medium of instruction and examination shall be English.
10. The minimum percentage of marks to pass the examination in each semester shall be as follows:-
 - i) 40% in each written paper and internal assessment separately;
 - ii) 40% in each of the Project Report, Summer Training Report and Viva-Voce separately; and
 - iii) 50% in the total of each semester examination.
11. The amount of examination fee to be paid by a candidate for each semester shall be as under:-

Regular students	Rs.100/-
Ex-students	Rs.110/-
12. As soon as possible, after the termination of the examination, the Controller of Examinations shall publish a list of candidates who have passed the semester examination.
13.
 - (a) The subject of Project Report will be approved by the Head of the Department.
 - (b) The candidate shall be required to submit three copies of his Project Report. The last date of receipt of Project Report in the office of the Controller of Examinations shall be one month before the commencement of fourth semester examination. Provided that in exceptional cases the Vice-Chancellor shall have the power to extend, on the recommendations of the Head of the Department, the last date for receipt of Project Report upto three months.
 - (c) The marks obtained by the candidate in the Project Report shall be taken into account when he appears in any future examination as a "Re-appear" case under Clause-8 above.

14. Candidates shall be required to undergo eight weeks Practical Training normally in the summer vacations, after their second semester examination, in the Finance Division of a company in public or private sector, Finance company, banking company or any other financial, investment, mutual funds or financial research, stock exchange or any other financial institution approved by the Head of the Department. They shall be required to submit a comprehensive Summer Training Report within four weeks of completion of training.
15. Each successful candidate shall receive a copy of the Detailed Marks Card on having passed the Semester Examination.
16. The list of successful candidates of the Fourth Semester examination shall be arranged as under in two divisions on the basis of the aggregate marks obtained in the First, Second, Third and Fourth Semester Examinations taken together and the division obtained by the candidate will be stated in his degree.
 - a) Those who obtain 60% or more marks First Division
 - b) Those who obtain 50% or more marks Second Division
but less than 60% marks
 - c) Candidates who pass all the four semester examination in the first attempt, obtaining atleast 70% marks shall be declared to have passed with 'Distinction'.
17. A successful candidate may publish original results of the Project Report, if permitted by the Head of the Department as a research paper in a journal of repute.
18. There will be no improvement facilities to Master of Finance and Control students. However, grace marks will be allowed as per University Rules.
19. Notwithstanding the integrated nature of this course, which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall apply to all the students whether old or new.





**SCHEME OF EXAMINATION/COURSE STRUCTURE
MASTER OF FINANCE AND CONTROL (MFC)**

1998-99 Session

Semester-I

	External	Internal	Total Marks
MFC 1.1 General Management	70	30	100
MFC 1.2 Business Environment	70	30	100
MFC 1.3 Managerial Economics	70	30	100
MFC 1.4 Quantitative Techniques for Financial Decisions	70	30	100
MFC 1.5 Financial Accounting and Reporting	70	30	100
MFC 1.6 Computer Applications			
Part A : Theory	50 }		
Part B : Practical	50 }		100
MFC 1.7 Viva-voce (Covering the entire Syllabus of the Ist Semester)			50

Semester-II

MFC 2.1 Accounting for Management Control	70	30	100
MFC 2.2 Financial Management	70	30	100
MFC 2.3 Investment Analysis	70	30	100
MFC 2.4 Indian Financial System	70	30	100
MFC 2.5 Corporate Law	70	30	100
MFC 2.6 Advanced Techniques in Computer Applications			
Part A : Theory	50 }		
Part B : Practical	50 }		100
MFC 2.7 Summer Training Report			100
MFC 2.8 Viva-voce (Covering the entire Syllabus of the 2nd Semester)			50

*After the second semester theory examinations, each student will be required to undergo Summer Training for eight weeks duration in a recognised stock

exchange, Investment and Finance Company, Merchant Bank, accounting and finance department of trading or manufacturing concern, banking/non-banking financial institution, or any other reputed concern providing investment and portfolio consultancy services and submit a report thereon to be known as Summer Training Report. It will be Submitted within four weeks of completion of such training :

Semester-III

	Extn.	Int.	Total Marks
MFC 3.1 Strategic Management	70	30	100
MFC 3.2 Income Tax Law	70	30	100
MFC 3.3 Portfolio Management	70	30	100
MFC 3.4 Project Finance and Management	70	30	100
MFC 3.5 Advanced Financial Management	70	30	100
MFC 3.6 International Finance	70	30	100
MFC 3.7 Viva-Voce (Covering the entire syllabus of 3rd Semester)	—	—	50

Semester-IV

MFC 4.1 Corporate Tax Planning	70	30	100
MFC 4.2 Management of Financial services	70	30	100
MFC 4.3 Stock Market Operations	70	30	100
MFC 4.4 Management of Foreign Exchange	70	30	100
MFC 4.5 Small Business Financial Management	70	30	100
MFC 4.6 Project Report	—	—	100
MFC 4.7 Viva-Voce (Covering the entire syllabus of 4th Semester)	—	—	50

1st Semester

MFC 1.1 GENERAL MANAGEMENT Max. Marks : 70
Time : 3 Hrs.

Note : The question paper shall consist of three sections : Section-A will be compulsory comprising of five very short answer questions with answer to each question in upto five lines (50 words). Each question will carry two marks, total weightage to the Section being ten marks. Section-B will consist of short answer question with answer to each question in upto two pages (250 words). Eight questions will be set by the examiners and five questions will be attempted by the candidate. Each question will carry six marks, total weightage to this section being thirty marks. Section-C will consist of essay type/numerical/case study questions with answers to each essay type question in up to five pages (1000 words). Three questions will be set by the examiner and candidate will be required to attempt two questions. Each question will carry fifteen marks, total weightage to this section being thirty marks.

Course Contents

Management : Concept and Approaches to Management : The skills and functions of Managers, Future Trends in Management Social Responsibilities of Management.

Planning : its nature, steps in Planning, Short term and long term Planning, Strategic Planning.

Processor : Decisions making and Problem solving Management by objectives.

Organising : Meaning, Organisational Design, Co.

Concept and Process of Centralisation, Decentralisation and Delegation, basis of Departmentation.

Span of Management :

Leadership : Concept and styles, Motivation and its various Models; Communication, Process, Barriers and effectiveness.

Control : Concept, Process and Network.

The Concept and features of perception and personality, Theories of Personality, Factors contributing to personality. Personality Development.

Suggested Readings :

1. J.A. Stoner Management, Prentice Hall of India, New Delhi.
2. Henry Fayol, General and Industrial Administration, Sir Issac Pitman, 1949.
3. L.A. Allen, Management and Organisation, Tokyo McGraw Hill.
4. Wrent and Voisch, Management, John Willey and Sons, New York, 1984.

MFC 1.2 BUSINESS ENVIRONMENT

Max. Marks : 70

Time : 3 hrs.

NOTE :

The question paper shall consist of three Sections : **Section-A** will be compulsory comprising of five very short answer questions with answer to each question in upto five lines (50 words). Each question will carry two marks, total weightage to this Section being ten marks. **Section-B** will consist of short answer question with answer to each question in upto two pages (250 words). Eight questions will be set by the examiner and five questions will be attempted by the candidate. Each question will carry six marks, total weightage to this Section being thirty marks. **Section-C** will consist of essay type/numerical/case study questions with answers to each essay type question in upto five pages (1000 words). Three questions will be set by the examiner and candidate will be required to attempt two questions. Each question will carry fifteen marks, total weightage to this Section being thirty marks.

Course Contents :

Business Environment : Concept; nature and significance , Micro and Macro environmental forces affecting business operations and growth; An overview of various roles of Government in business ; Economic aspects of Indian Constitution.

Government regulation of Indian Industry : Industrial Policy : Licensing Policy; Industries (Development and Regulation) Act; Liberalisation and Globalisation of Indian economy; Monopolies and Restrictive Trade Practices Act.

Foreign Investment Policy; Foreign Trade Policy (latest):
Export Promotion and Import Control Measures.

Securities and Exchange Board of India Act, 1992 : Objectives, Powers and Functions of the Board; Guidelines for registration of parties associated with the securities market; Guidelines for Capital Issues—fresh issue of shares/debentures, rights issue, bonus issue; SEBI regulations on Insider Trading.

Suggested Readings :

1. Cherunilam, Francis : Business Environment, Himalaya Publishing House, Bombay.
2. Cherunilam, Francis : Business and Government; Himalaya Publishing House, Bombay.
3. Amar Chand, D. : Government and Business; Tata McGraw Hill, New Delhi.
4. Sengupta, N. : Government and Business; Vikas Publishing House, New Delhi.
5. Ashwathapa. K. : Legal Environment of Business: Himalaya Publishing House, Bombay.
6. Dutt Ruddar, : Indian Economy, S. Chand & Co., New Delhi.

MFC 1.3 MANAGERIAL ECONOMICS

Max. Marks : 70

Time : 3 hours

NOTE :

The question paper shall consist of three Sections : **Section A** will be compulsory comprising of five very short answer questions with answer to each question in upto five lines (50 words). Each question will carry two marks, total weightage to this Section being ten marks. **Section-B** will consist of short answer question with answer to each question in upto two pages (250 words). Eight questions will be set by the examiner and five questions will be attempted by the candidate. Each question will carry six marks, total weightage to this Section being thirty marks **Section-C** will consist of essay type/numerical/case study questions with answers to each essay type question in upto five pages

(1000 words). Three questions will be set by the examiner and candidate will be required to attempt two questions. Each question will carry fifteen marks, total weightage to this Section being thirty marks.

Course Contents

Nature and Scope of Managerial Economics; Fundamental Economic concepts—incremental Principle, Opportunity Cost Principle, discounting principle, Equimarginal principle.

Demand concepts, Demand function, Demand elasticity; Demand forecasting; Utility Analysis; Price, Income and Substitution effects.

Production function; Cost concepts; Cost functions—short and long run, cost of multiple products; Economies and diseconomies of scale; Supply function.

The objective of business firm—Economic theory, behavioural theory, and managerial theory; Market structure and pricing theory—perfect competition, monopoly, monopolistic competition, and oligopoly; Entry barriers; Concept and measurement of profit.

Determinants of GNP—consumption, saving and investment; Inflation and deflation—types and effects; Trade cycles.

Suggested Readings :

- 1 Adhikary, M., Managerial Economics, Khosla Publishing House, Delhi 1990.
- 2 Baumol, W.J. Economic Theory and operation Analysis, Prentice Hall International, New Delhi, 1987.
- 3 Dean, Joel, Managerial Economics, Prentice Hall of India, New Delhi 1987.
- 4 Dwivedi, D.N., Managerial Economics, Vikas Publishing House, New Delhi. 1994.
- 5 Gupta, R.D., Keynes and Post-Keynesian Economics Kalyani Publishers, New Delhi 1991.
- 6 Hay, D.A. & Morris, D.J. Industrial Economics - Theory and Evidence, Oxford University Press London, 1984.
- 7 Paul, Gupta and Mote, Managerial Economics, Tata McGraw Hill Publishing Co., New Delhi 1993.

MFC 1.4 QUANTITATIVE TECHNIQUES FOR FINANCIAL DECISIONS

Max. Marks : 70

Time : 3 hrs.

NOTE :

The question paper shall consist of three Sections : Section-A will be compulsory comprising of five very short answer questions with answer to each question in upto five lines (50 words). Each question will carry two marks, total weightage to this Section being ten marks. Section-B will consist of short answer question with answer to each question in upto two pages (250 words). Eight questions will be set by the Examiner and five questions will be attempted by the candidates. Each question will carry six marks, total weightage to this Section being thirty marks. Section-C will consist of essay type/numerical/case study question with answers to each essay type question in upto five pages (1000 words). Three questions will be set by the examiner and candidate will be required to attempt two questions. Each question will carry fifteen marks, total weightage to this Section being thirty marks.

Course Contents :

Meaning and scope of Statistics; Measures of Central Tendency, Dispersion, and Skewness.

Correlation and Regression Analysis : Time Series Analysis; And Index Numbers.

Probability and Probability Distribution—Binomial, Poisson, and Normal, Sampling.

Linear Programming; PERT/CPM; Game Theory; Decision under risk and uncertainty.

Suggested Readings :

1. Ackaff, R.L. and Sasieni, M.W. Fundamentals of Operations Research, John Wiley and Sons Inc., New York, 1968.
2. Agee, M.H., Taylor, R.E. and Torgerson, P.F. Quantitative Analysis for Management Decisions, Prentice Hall Inc., Englewood Cliffs, N.J. 1976.

3. Cooke, W.P. Quantitative Techniques Methods for Management Decisions, McGraw Hill Book Co., New York, 1985.
4. Eck R.D. An Introduction to Quantitative Methods for Business Applications, Wadsworth Publishing Co. Inc., California, 1979.
5. Godfrey, A., Quantitative Methods for Managers, Edward Arnold, London, 1977.
6. Hooda, R.P., Statistics for Business and Economics, Macmillan India Ltd , New Delhi, 1994.
7. Levin and Rubin Statistics for Management (Practice Hall of India).
8. Levin, Rubin & Stumsum Quantitative Approaches to Mgt. (McGraw Hill).

MFC 1.5 FINANCIAL ACCOUNTING AND REPORTING

Max. Marks : 70

Time : 3 hours

NOTE :

The question paper shall consist of three Section : **Section-A** will be compulsory comprising of five very short answer questions with answer to each question in upto five lines (50 words). Each question will carry two marks, total weightage to this Section being ten marks. **Section-B** will consist of short answer question with answer to each question in upto two pages (250 words). Eight questions will be set by the examiner and five questions will be attempted by the candidate Each question will carry six marks, total weightage to this Section being thirty marks. **Section-C** will consist of essay type/numerical/case study questions with answers to each essay type question in upto five pages (1000 words). Three questions will be set by the examiner and candidate will be required to attempt two questions. Each question will carry fifteen marks, total weightage to this Section being thirty marks.

Course Contents :

Nature, Scope and importance of financial accounting; Basic accounting concepts and Conventions; Accounting for issue of shares and debentures; Preparation of financial statements; Need and significance of International and Indian accounting standards; Corporate Reporting : objectives, disclosure requirements as per Schedule VI of Companies Act 1956, Corporate financial reporting in India, ideal disclosure, Segment Reporting; interim reporting; Social reporting; Human Resource Accounting; Value added Reporting; Accounting for price level changes.

Suggested Readings :

1. Glautier, M.W.E., Accounting Theory and Practice, ELBS and Underdown, B., with Pitman Publishing, 1994.
2. Gupta R.L., Advanced Accounting, Vol I and II, Sultan Chand and Sons, New Delhi.
3. Heritger, L.E. and Matulich, Serge, Financial Accounting, McGraw Hill, New York.
4. Maheshwari, S.N. Management Accounting and Financial Control, Sultan Chand & Sons, New Delhi.
5. Porwal, L.S., Accounting Theory—An Introduction, Tata McGraw Hill Publishing Co.Ltd., New Delhi, 1993.
6. Rickelts, Don and Grey, Jack, Managerial Accounting, Houghton Mifflin Co., Boston, 1988.

MFC 1.6 COMPUTER APPLICATIONS

PART A—Theory

Max. Marks : 50

Time : 2 hours

NOTE :

The paper setter will set eight question in all covering the entire syllabus and the candidate will be required to attempt any five questions.

Course Contents :

Computer—definition, characteristics and areas of applications; Brief description of various components; Input/output devices; Storage devices; Computer classification; Configuration

of PC, PC-XT and PC AT; Brief description of software; Disk Operating System—Brief description and functions; System booting process, Internal and external commands.

Word Processing—definition and basic typing editing, formatting, printing and saving features.

Spreadsheet—definition and uses; Basic functions (Mathematical, financial and statistical); Manipulation tools, formatting tools and graph features.

Database Management System : Definitions-data, database and database management system; Building, editing, modifying, sorting and searching databases; Creating and printing labels and reports.

PART B—Practical

Max. Marks : 50

Time : 2 Hours

The practical examination shall comprise of word processing spreadsheet and database management system. Both practical and viva-voce examinations will be conducted by two examiners one of them will be internal. The examiner will give one practical question of 30 marks to each candidate. Each candidate will also be evaluated on the basis of viva-voce of 20 marks. The practical examination will be conducted in convenient groups.

Suggested Readings :

1. Alan Simpson, Understanding dBASE-III Plus, BPB Publications, New Delhi.
2. Alan Simpson, Your First Computers, BPB Publications, New Delhi.
3. Mylius, The Illustrated Lotus 1-2-3 Book (Rel. 2.01), BPB Publications, New Delhi.
4. Stultz R.A. Learn DOS in a day (upto 6.2), BPB Publications, New Delhi.
5. Stultz/Stultz, Illustrated Word Star 6.0 BPB Publications, New Delhi.

IInd Semester

MFC 2.1 ACCOUNTING FOR MANAGEMENT CONTROL

Max. Marks : 70

Time : 3 Hours

NOTE :

The question paper shall consist of three Sections : **Section-A** will be compulsory comprising of five very short answer questions with answer to each question in upto five lines (50 words). Each question will carry two marks, total weightage to this Section being ten marks. **Section-B** will consist of short answer question with answer to each question in upto two pages (250 words). Eight questions will be set by the examiner and five questions will be attempted by the candidate. Each question will carry six marks, total weightage to this Section being thirty marks. **Section-C** will consist of essay type/numerical/case study questions with answers to each essay type question in upto five pages (1000 words). Three questions will be set by the examiner and candidate will be required to attempt two questions. Each question will carry fifteen marks, total weightage to this Section being thirty marks.

Course Contents :

Management control : meaning, characteristics, process and importance, and different control systems; Accounting for Management control : meaning, nature, functions, scope and tools.

Financial statement analysis : Limitations of financial statements: Common size and comparative financial statements; Ratio Analysis; Funds Flow and Cash Flow Statements.

Costing : concepts, cost classification and cost sheet; Break Even Analysis, Applications of Marginal Costing for Managerial Decision Making; Budgeting and Budgetary control; Standard costing and variance analysis; Responsibility accounting.

Suggested Readings :

1. Anthony, R.N. and Welsh, Glen A. Fundamentals of Management Accounting, Richard D. Irwin, Homewood, Illinois.
2. Battachary, S.K. and Dearden J., Accounting for Management : Text and cases, Vikas Publishing House, New Delhi.

3. Burch, John G., Cost and Management Accounting—
A Modern Approach, West Publishing
Company, U.S.A., 1994.
4. Horngren, Charles, T. Accounting for Management Control :
An Introduction, Prentice Hall of
India, New Delhi.
5. Maheshwari, S.N., Management Accounting and Financial
Control, Sultan Chand and Sons, New
Delhi.
6. Meigs, Robert F and Accounting : The Basis for Business
Meigs, Walter B., Decisions,. McGraw Hill Kogakusha
Ltd.
7. Pandey I.M., Essentials of Management Accounting,
Vikas Publishing House, New Delhi,
1995.
8. Mittal, S.N., Management Accounting and Financial
Management, Shree Mahaveer Book
Depot, Delhi.

MFC 2.2 FINANCIAL MANAGEMENT

Max. Marks : 70

Time : 3 Hours

NOTE :

The question paper shall consist of three Sections : **Section-A** will be compulsory comprising of five very short answer questions with answer to each question in upto five lines (50 words). Each question will carry two marks, total weightage to this Section being ten marks. **Section-B** will consist of short answer question with answer to each question in upto two pages (250 words). Eight questions will be set by the examiner and five questions will be attempted by the candidate. Each question will carry six marks, total weightage to this Section being thirty marks. **Section-C** will consist of essay type/numerical/case study questions with answers to each essay type question in upto five pages (1000 words). Three questions will be set by the examiner and candidate will be required to attempt two questions. Each question will carry fifteen marks, total weightage to this Section being thirty marks.

Course Contents :

Nature of Financial Management : Evolution of Finance, Scope of the Finance Function, Finance Goals-Profit versus Wealth Conflict of Goal-Management versus Owners, Functions of Financial Management, Organisation of the Finance Function.

Capital Budgeting : Meaning, Nature, Characteristics, Importance, Evaluation of Investments.

Cost of Capital : Meaning, Significance, Concepts, Determining weighted average cost of capital.

Leverages : Operating Leverage, Financial Leverage, Combined Lverage, EBIT-EPS Analysis, Financial Break Even Point, Indifference Point.

Capital Structure : Capital Structure Theories : NI, NOI, MM and Traditional approaches, Capital Structure Planning and Policy.

Dividend Policy : Dividend Theories : Walter, Gordon and MM Models; Dividend Policy in Practice.

Suggested Readings :

1. Chandra, Prasanna, Financial Management, Tata McGraw Hill, New Delhi, 1994.
2. Hampton, John, J., Financial Decision Making, Prentice Hall of India, New Delhi.
3. Khan, M.Y. and Jain P.K., Financial Management-Text and Problems, Tata McGraw Hill, New Delhi,
4. Pandey I.M Financial Management, Vikas Publishing House, New Delhi.
5. Van Horne James C. Financial Management and Policy, Prentice Hall, New Delhi.

MFC-2.3 INVESTMENT ANALYSIS

Max. Marks : 70

Time : 3 Hours

NOTE :

The question paper shall consist of three Sections : **Section-A** will be compulsory comprising of five very short answer questions with answer to each question in upto five lines (50 words).

Each question will carry two marks, total weightage to this Section being ten marks. **Section-B** will consist of short answer question with answer to each Question in upto two pages (250 words). Eight questions will be set by the examiner and five questions will be attempted by the candidate. Each question will carry six marks, total weightage to this Section being thirty marks. **Section-C** will consist of essay type/numerical/case study questions with answers to each essay type question in upto five pages (1000 words). Three questions will be set by the examiner and candidate will be required to attempt two questions. Each question will carry fifteen marks, total weightage to this Section being thirty marks.

Course Contents :

Investments : Real and Financial Investments : Investments and Savings; Investments, Speculations and Gambling; Objectives of Investment Analysis. Features of Investment Programme : Investment Alternatives; Investment Constraints; Risks and Returns Associated with Investments.

Investment Outlets-I: Bonds Valuation and Analysis : Features, types, Prices, Yield and Interest Rates, Bond Intrinsic Values: Preference Share Valuation and Analysis : Features, Yield, Holding Period Return, Yield to call date;

Equity Share Valuation and Analysis : Features, Types, Present Value Estimation; Basic Model, Analyst's Best Estimate (ABE).

Investment Outlets-II ; Government Securities : Size of Debt and its composition in India, The yield structure; Options : Types, characteristics, Determination of Option Price. Factors to be considered, Basic Models. Warrants : Types, valuation, comparison of option and warrants;

Convertible Securities : Types, Features Valuation.

Non Security Investments : Commercial Bank Investment Schemes. Social Security Funds, Post Office Time Deposits, Life Insurance, Units, Fixed Deposits with Companies, Bullion Real Estate.

Security Analysis : Fundamental Security Analysis, Technical Analysis, Efficient Market Hypothesis, Earnings, Dividends and cash flows.

Suggested Readings :

1. Francis, Jack Clark, Investment : Analysis and Management, McGraw Hill Intl. New York 1986.
2. Fuller, Rusell, J.and Farrell, James L. Modern Investment and security Analysis, McGraw Hill New York 1987.
3. Hangen, Rober H, Modern Investment Theory, Prentice Hall N.J. 1986.
4. Haang Stauley S.C. and Ramdall Investment Analysis and Management, Allyn and Bacon, London 1987. Maury R.
5. Moses, Edward, A. Investment Analysis, Selection and Management, New York 1988. Cheney, John M.
6. Sharpe, William F. Investments, Prentice Hall, New Delhi. and Allexander, Gordon,
7. Sinha, S.L.N., Hemlata, O; and Bala-krishanan, S. Investment Management, The Jupiter Press, Madras, 1979.
8. Bhalla V.K.; and Tuteja S.K. Investment Management, S. Chand & Co. 1995.

MFC-2.4 INDIAN FINANCIAL SYSTEM

Max. Marks : 70

Time : 3 Hours

NOTE :

The question paper shall consist of three Sections : **Section-A** will be compulsory comprising of five very short answer questions with answer to each question in upto five lines (50 words). Each Question will carry two marks, total weightage to this Section being ten marks. **Section-B** will consist of short answer question with answer to each question in upto two pages (250 words). Eight questions will be set by the examiner and five questions will be attempted by the candidate. Each question will carry six marks, total weightage to this Section being thirty marks. **Section-C** will consist of essay type/numerical/case study questions with answers to each essay type question in upto five

pages (1000 words). Three questions will be set by the examiner and candidate will be required to attempt two questions. Each question will carry fifteen marks, total weightage to this Section being thirty marks.

Course Contents :

An Economic Analysis of Financial System; Indian Sfinancial system: Money market and capital market; Money market Institutions-Central Bank, Commercial Banks, NABARD, Indigenous Financial agencies, discount houses (DFHI); Capital market institutions: Objectives and functions of development banks including IFCI, ICICI, IDBI, SIDBI, and SFC's; Legal framework, investment Policies, Objectives and functions of LIC and UTI.

Mutual funds and investment companies in India: Types of mutual funds and Government policies for them; Merchant banking in India; Role of SEBI; An overview of credit rating agencies.

Suggested Readings :

1. Auerbach, Robert D., Money, Banking and Financial Markets, Macmillan Publishing Co., New York and Collier Macmillan Publisher, London.
2. Avadhani, V.A. Investment and Securities Market in India, Himalaya Publishing House, Bombay.
3. Bhole, L.M., Financial Institutions and Markets, Tata McGraw Hill, New Delhi.
4. Khan M.Y. Indian Financial System-Theory and Practice, Vikas Publishing House, New Delhi.
5. Mishkin, Frederics, S., The Economics of Money Banking and Financial Markets, Harper Collins Publishers, New York.
6. Srivastava, R.M. Management of Indian Financial Institutions, Himalaya Publishing House, Bombay.

7. Srivastava, R.M., Essentials of Business Finance, Hima
laya Publishing House, Bombáy.
8. Verma, J.C. Guide to Mutual funds and Invest-
ment Portfolio, Bharat Publishing
House, New Delhi.

MFC-2.5 CORPORATE—LAW

Max. Marks : 70

Time : 3 Hours

NOTE :

The question paper shall consist of three Sections : **Section-A** will be compulsory comprising of five very short answer questions with answer to each question in upto five lines (50 words). Each question will carry two marks, total weightage to this Section being ten marks. **Section-B** will consist of short answer question with answer to each question in upto two pages (250 words). Eight questions will be set by the examiner and five questions will be attempted by the candidate. Each question will carry six marks, total weightage to this Section being thirty marks. **Section-C** will consist of essay type/numerical/case study questions with answers to each essay type question in upto five pages (1000 words). Three questions will be set by the examiner and candidate will be required to attempt two questions. Each question will carry fifteen marks, total weightage to this Section being thirty marks.

Course Contents :

Company: Meaning, Kinds, Promotion & Formation. Memo-
random of Association, Articles of Association, Prospectus.

Share Capital: Kinds, Alteration, and reorganisation, shares:
Kinds, Issue, Allotment; shares-warrant and stock; share transfer
and transmission. Issue of shares for consideration other than
cash, Purchase of own shares by a Company. Forfeiture and re-
issue of shares, Dividends: Kinds and Provisions in Law.

Borrowing Powers: Ultra-vires Borrowings; Debentures;
kinds, issue, redemption, Trust-Deed, Fixed and Fluctuation
charge, classification of charge, Registration of Charge.

Management and Administration: Directors and Board of Directors.

Meetings: Types and procedures; Motions and Resolutions, Minutes.

Accounts and Audit: Books; Filling of Accounts with Registrar; Auditor, Audit Report.

Winding up of a Company.

Suggested Readings

1. Baig, Nafees, Company Law and Secretarial Practice
Ashish Publishing House, 5 Ansari
Road, New Delhi.
2. Acharya & Govakar, Company Law and Secretarial Practice,
Himalaya Publishing House— New
Delhi.
3. Reddy and Essentials of Company Law and Secre-
Appannaiah, tarial Practice, H.P. House, New
Delhi.
4. Kuchhal, M.C., Modern Indian Company Law, Shree
Mahavir Book Depot (Publishers)
2603, Nai Sarak, Delhi.

MFC-2.6 ADVANCED TECHNIQUES IN COMPUTER APPLICATIONS

PART A—Theory

Max. Marks : 50

Time : 2 Hours

NOTE :

The paper setter will set eight questions in all covering the entire syllabus and the candidates will be required to attempt any five questions.

Course Contents :

Brief description of Local Areas Networks and Electronic Mail; Telecommunications—elements and commercial on line services; Multimedia—brief description of CD ROMS, sound cards, digital video options and digital cameras; Types of graphs and presentation graphics tools; Brief description of RDBMS.

DBMS advanced techniques—the database concept, database management system (DBMS); Data structuring techniques; Programming using DO WHILE., ENDDO, IF... ENDIF and DO CASE... ENDCASE structures; Introduction to a business applications package.

Advantage of using a windows package; Brief description of file Management, print management and clipboard utilities; Features of a windows word processor.

Part-B—Practical

Max. Marks : 50

Time ; 2 Hours

The Practical examination shall comprise of DBMS advanced techniques. Both practical and viva voce examination will be conducted by two examiners, one of them will be internal. The examiner will give one practical question of 30 marks to each candidate. Each candidate will also be evaluated on the basis of Viva-voce of 20 marks. The practical examination will be conducted in convenient groups.

Suggested Readings :

1. Ajay, Tomorrows Media -Multimedia, SKW Publications.
2. Simpson, Your First Computers, BPB Publications, New Delhi.
3. Dortch, ABC's of Local Area Networks, BPB Publications, New Delhi.
4. Mansfield, Compact Guide to WINDOWS, WORDS & EXCEL, BPB Publications, New Delhi.
5. Occardi, Relational Database Theory and Practice, BPB Publications, New Delhi.
6. PCM, Teaches CC: MAIL ZD Press.
7. Suresh K. Basandra, Computers Today, Galgotia Publications, New Delhi.
8. Townsend, Mastering dBASE—III Plus, BPB Publications, New Delhi.