



INTERNATIONAL SCHOOL OF BUSINESS MANAGEMENT
Teaching and Examination Scheme for B.Com
(3 Year Program)
Proposed Edition – 2017-20

YEAR: 1

SEMESTER: I

S. No.	Course Code	Course Name	Credits	Contact Hrs/Wk.			Exam Hrs.	Weightage (in %)	
				L	T	P		CE	ESE
		A. Programme Core							
1	BM 111	Principles of Economics	4	4			3	40	60
2	BM 161	Monetary Theory and Institutions	4	4			3		
3	BM 163	Book Keeping and Fundamentals of Accounting	4	4			3	40	60
4	BM 165	Business Organization & Management	4	4			3	40	60
5	BM 169	Business Regulatory Framework	4	4			3	40	60
		B. University Core							
6	PC 101	Proficiency in Co-Curricular Activities– I	2					100	
7	FD 102	Foundation Course	1.5	1					
8	CP-103	Fundamental of Computer & IT	3	3			3	40	60
9	EN-105	Professional Communication -I	2	2			3	40	60
		Total	28.5	26					

L-Lecture T-Tutorial

CE-Continuous Evaluation

S-Seminar P-Practical

ESE-End Semester Evaluation



**INTERNATIONAL SCHOOL OF BUSINESS MANAGEMENT
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YEAR: 1

SEMESTER: II

S. No.	Course Code	Course Name	Credits	Contact Hrs/Wk.			Exam Hrs.	Weightage (in %)	
				L	T	P		CE	ESE
A. Programme Core									
1	BM 162	Information Technology and Business Communication	4	4			3	40	60
2	BM 164	Financial Accounting	4	4			3	40	60
3	BM 168	Commercial Documentation and Report Writing	4	4			3	40	60
4	BM 170	General Law and Practice	4	4			3	40	60
5	BM 172	Business Statistics	4	4			3	40	60
B. University Core									
6	EM 102	Employability Skills- I	1		2			60	40
7	PC 102	Proficiency in Co-Curricular Activities- II	2					100	
8	FD 104	Foundation Course	1.5	1					
9	EN-106	Professional Communication-II	2	2			3	40	60
Total			26.5	23					

L - Lecture T – Tutorial

CE – Continuous Evaluation

S – Seminar P – Practical

ESE – End Semester Evaluation

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YEAR: 2

SEMESTER: III

S. No.	Course Code	Course Name	Credits	Contact Hrs/Wk.			Exam Hrs.	Weight age (in %)	
				L	T	P		CE	ESE
		A. Programme Core							
1	BM 261	Auditing	4	4			3	40	60
2	BM 263	Direct Tax –Income Tax	4	4			3	40	60
3	BM 265	Company Law	4	4			3	40	60
4	BM 269	Costing & Management Accounting	4	4			3	40	60
5	BM 273	Indian Economic Laws	4	4			3	40	60
		B. University Core							
6	SI 201	Summer Training Viva-Voce	2					60	40
7	EM201	Employability Skills-II	1		2			60	40
8	PC 201	Proficiency in Co-Curricular Activities – III	2					100	
		Total	25	21					

L - Lecture T – Tutorial

CE – Continuous Evaluation

S – Seminar P – Practical

ESE – End Semester Evaluation

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YEAR: 2

SEMESTER: IV

S. No.	Course Code	Course Name	Credits	Contact Hrs/Wk.			Exam Hrs.	Weightage (in %)	
				L	T	P		CE	ESE
		A. Programme Core							
1	BM 262	Indian capital market	4	4			3	40	60
2	BM 264	Indirect Tax Laws	4	4			3	40	60
3	BM 266	Advance Company Law	4	4			3	40	60
4	BM 268	Corporate Accounts	4	4			3	40	60
5	BM 272	Indian Securities Laws	4	4			3	40	60
		B. University Core							
6	EM202	Employability Skills-III	1		2			60	40
7	PC 202	Proficiency in Co-Curricular Activities – IV	2					100	
		Total	23	20	2				
		Total Teaching Load		21					

L - Lecture T – Tutorial

CE – Continuous Evaluation

S – Seminar P – Practical

ESE – End Semester Evaluation

INTERNATIONAL SCHOOL OF BUSINESS MANAGEMENT
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YEAR: 3

SEMESTER: V

S. No.	Course Code	Course Name	Credits	Contact Hrs/Wk.			Exam Hrs.	Weight age (in %)	
				L	T	P		CE	ESE
A. Programme Core									
1	BM 321	Banking Framework	4	4			3	40	60
2	BM 361	Advance Company Account and Financial Analysis	4	4			3	40	60
3	BM 367	Company Law & Secretarial Practice	4	4			3	40	60
4	BM 371	Due Diligence and Corporate Compliance Management	4	4			3	40	60
5	BM 391	Financial Management	4	4			3	40	60
B. University core									
6	SI 201	Summer Training Viva-Voce	2					60	40
7	EM301	Employability Skills-IV	1		2			60	40
8	PC 301	Proficiency in Co-Curricular Activities - V	2					100	
C. University open Elective (any one elective to be chosen out of the list attached at the end)			3	3			3	40	60
Total			28	23	2				
Total Teaching Load				24					

L – Lecture

T – Tutorial

CE – Continuous Evaluation

S – Seminar

P – Practical

ESE – End Semester Evaluation

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YEAR: 3

SEMESTER: VI

S. No.	Course Code	Course Name	Credits	Contact Hrs/Wk.			Exam Hrs.	Weight age (in %)	
				L	T	P		CE	ESE
		A. Programme Core							
1	BM 364	Financial , Treasury & Forex Management	4	4			3		
2	BM 366	Corporate Negotiations, Drafting, Appearances and Pleading	4	4			3	40	60
3	BM 368	Corporate Restructuring	4	4			3	40	60
		B. Programme Elective							
4		Elective Paper – 1	4	4			3	40	60
5		Elective Paper – 2	4	4			3	40	60
		C. University open Elective (any one elective to be chosen out of the list attached at the end)	3	3			3	40	60
		Total	23	23					
		Total Teaching Load		23					

L – Lecture

T – Tutorial

CE – Continuous Evaluation

S – Seminar

P – Practical

ESE – End Semester Evaluation

**The first research oriented University of state
 GYAN VIHAR SCHOOL OF BUSINESS MANAGEMENT
 Elective for B.com (Corporate Secretary ship) (3 Year Programme)**

	Programme Elective
	Each candidate shall have to offer one elective group from I to V as given below:
Course Code	Course Name
	Elective Group : I : Marketing , Sales management & Advertising for Company Secretary
BM 327	Services Marketing
BM 328	Advertising Management
	Elective Group : II : Financial Markets & Services for Company Secretary
BM 321	Banking Concept & Finance
BM 325	Finance Services
	Elective Group : III : Secretarial Practice in Banking & Insurance
BM 349	Banking Services Operation
BM 350	Management of Financial Institution
	Elective Group : IV : Secretarial Practice with Reference to Industrial to Industrial Relations & labor Welfare
BM 331	Industrial Relation
BM 334	Organization Leadership
	Elective Group : V : Secretarial Practice and E-Commerce

BM 336	Computer Networks
BM 337	Internet & Web Page Design

	University elective
BM 109	Principles of Management
BM 111	Principles of Economics
BM 102	Fundamentals of Marketing Management
BM-276	Total Quality Management
BM 205	Business Environment
BM 203	Human Resource Management
BM 201	International Business Management
BM 206	Business Strategy
BM 208	Quantitative Techniques
BM 204	Research Methods in Management
BM 202	Production and Operations Management
BM 301	Project Management
BM 302	Entrepreneurship & Small Scale Business Management

BM 111	Principles of Economics
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about economics
	To have understanding about techniques and tools of economics
	The students will be able to
	Able to conceptualize different types market
	Able to get business technique
	Can involve in group discussions
Utility	The student will be able to gather knowledge for the practical life and profession
UNIT – I	Meaning:
	Definition meaning, nature and scope of economics.
UNIT – II	Concept of Demand and supply : Utility Analysis, Law of Demand, Demand determinants, Demand Distinctions. Law of Supply, Elasticity
	Utility Analysis, Law of Demand, Demand determinants, Demand Distinctions. Law of Supply, Elasticity
UNIT – III	Cost Analysis :
	Cost and Production Analysis, Cost concepts and classification, Cost output relationship
UNIT – IV	Production Analysis:
	Production function-ISO cost & Iso Quants.
UNIT – V	Market Structure and Pricing Decision:
	Price output determination under perfect competition, Monopoly, Monopolistic competition and Oligopoly.
Text Book	1. Micro Economic- M. L. Seth 2. Theory of micro Economic- M. L. Jhingen
Reference Books	1. Principles of Economics - Case / Fair / Oster 2. Principles of Economics- Michael Melvin, William Boyes
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	PRACTICALS: 1. Performing the role of Economist 2. Diagrammatic representation of a utility curve. 3. Forming a utility schedule with TU, MU & AU 4. Making a schedule for demand analysis 5. Small project work on demand Analysis 6. Graphical plotting of the demand schedule. 7. Making a schedule for supply analysis

	<p>8 . Graphical plotting of the supply schedule.</p> <p>9. Making of cost concept schedule</p> <p>10. Numerical solution of cost concepts</p>
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BM 161	Monetary Theory and Institutions
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	1. To create an understanding regarding the topic
	2. To gain knowledge about money and monetary standards
	3. To have understanding about Value of money
	4. Role of commercial banks in india
	The students will be able to
	1. Able to conceptualize Monetary Theory and Institution
	2. Able to know Money and monetary Standards
	3. Value of money
Utility	To Know about monetary theory and Institutions
UNIT – I	Money Banking and Finance in India
	Definitions, Functions, Characteristics of a Good Money, Importance of Money in Capitalist and Socialist Economies, Metallic Money, Merits and Demerits, Gold Standard – Advantages and Disadvantages, Kinds, Causes for its Abandonment, Paper Money: Merits and Demerits, Methods of Issue of Paper Money.
UNIT – II	Value of Money :
	Fisher’s Quantity Theory, Cash Balance Theory (Cambridge Equation), Keynesian Theory. Friedman’s Theory, Changes in Value of Money, Inflation and Deflation – Meaning, Types, Effects and Remedies.
UNIT – III	Commercial Banks in India
	Functions and Working, Process of Credit Creation by Banks, Principles of Bank Investments and Features of Bank Balance Sheet, Reserve Bank of India : Functions, Instrument of Monetary and Credit Control. Functions and workings of Regional Rural Banks (RRBs) and National Bank for Agriculture and Rural Development (NABARD).
UNIT – IV	Functions and Working of Small Industries Development Bank of India
	The Objectives, Functions and Working of Small Industries Development Bank of India (SIDBI), State Financial Corporations (SFCs), State Industrial Development Corporations (SIDCs)/State Industrial Investment Corporations (SIICs), Industrial Finance Corporation of India (IFCI), Industrial Development Bank of India (IDBI), Industrial Credit & Investment Corporation of India (ICICI).
UNIT – V	International Monetary Institutions
	International Monetary Institutions: International Monetary Fund (IMF), International Bank for Reconstruction and Development (IBRD), International Development Association (IDA) and International Finance Corporation (IFC).
Text Book	1. I.M. Pandey: Monetary Theory and Institution 2. W. White : International Monetary Institutions
Reference Books	1. Gupta, S.B. : Monetary Economics : Institutions, Theory and Policy, 2.Suraj B. Gupta : Monetary Economics Institutions, Theory and Policy
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations

Recommended by BOS on :	-----
	Practical: 1. Definition and importance of money 2. Metallic Money 3. Paper money :- Merit and Demerit 4. Methods of issue of paper money. 5. Value of money 6. Inflation and deflation :- meaning, effects, remedies. 7. Process of credit creation 8. NABARD 9. RRBs. 10. International monetary institution

BM 163	Book Keeping and Fundamentals of Accounting
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the basic entries to record the transaction
	To gain knowledge about Final Accounts
	To have understanding about Depreciation
	To have understanding about Bills of Exchange
	The students will be able to
	Able to conceptualize basic entries to record the transaction
	Able to know about how we prepare final accounts
	Importance of depreciation accounting in the business.
	How bills of exchange impacts the transactions of business
Utility	Overall Basic Knowledge of Basic Accounting
UNIT – I	Introduction to Accounting:
	Introduction to Accounting, Advantages and limitations of Accounting, Accounting Principles, Journal, Double Entry System, Ledger – Meaning, Posting and Balancing, Principal of accounting.
UNIT – II	Preparation of Financial Statement:
	Trial Balance, Methods of Trial Balance , Adjustments ,Trading account and Profit & Loss Accounts, Form of Balance Sheet And Adjustments in trading , P&L and Balance Sheet
UNIT – III	Depreciation Accounting
	Introduction to Depreciation Accounting, Causes of Depreciation, Methods of Depreciation, Straight line Method, Written Down Value Method. Practical Problems in Depreciation under Straight line method, Practical Problem under Written down value method.
UNIT – IV	Subsidiary Books
	Introduction to subsidiary books , types of Subsidiary books, Cash Book, Bank Book, Sales Return Books, Purchase Return Books, Bills Receivables book, Bills Payables Book
UNIT – V	Bills of Exchange
	Parties of a Bills of Exchange, Types of Bills , Promissory Notes, Dishonor of Bills, Retiring of Bills, practical problems of bills of Exchange, Endorsement in Bills of Exchange.
Text Book	1. Gupta, Jain, Gupta : Book Keeping, (Ramesh Book Depot, Jaipur 2 . Bidawat,Sharma,Bhardwaj-Bahikhata avum lekha(Ramesh Book Depot,Jaipur
Reference Books	1. Jai Narain Vaish ; Book Keeping and Accounts Part I and II Latest edition. 2. R.R. Gupta : Book Keeping and Accountancy.
Mode of Evaluation	Assignment/Practical Questions/Student seminar/Written examination/Pp89t
Recommended by BOS on :	-----

	<p>Practical's:</p> <ol style="list-style-type: none"> 1. Preparing of journal entry on book of accounts 2. Preparing of depreciation entries on book of account 3. Preparing bank reconciliation statement 4. Preparing capital and revenue account 5. Preparing partnership deed 6. Preparing partnership account 7. Preparing account on admission of partner 8. Preparing account on death of a partner 9. Preparing partners capital account on fluctuating basis 10. Preparing P & L adjustment account
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BM 165	Business Organisation and Management
Prerequisite	Completion of Senior Secondary Course with basic IQ Level
Learning Objectives	<p>The objective of the course are :</p> <ul style="list-style-type: none"> • To create an understanding regarding the terms business, organisation and management and their interrelationships. • To impart knowledge about the dynamic environment in which the business operates. • To let students get acquainted with business Jargons and the practical application of various managerial concepts. • To familiarise students about various forms of businesses. • To set a roadmap for entrepreneurial journey. • To create an understanding about importance of business ethics , professionalism and Social Responsibility of Business.
Sailent Features	<p>The students will be able to</p> <ul style="list-style-type: none"> • Understand the basic concepts of business, organisation and management. • Appreciate environment in which the business operates. • Know Business terminology relation to business forms , organisation and management. • Design roadmaps for their own businesses or B plans for other businesses. • Comprehend the dynamics of Corporate Culture .
Utility	The student will be able to gather knowledge for the practical life and profession
UNIT -1	Introduction to the world of Business
<p>Definition of business, industry & commerce ; their interrelationship in today's environment. The environment of business ; the elements of environment : natural , legal & political, technological , economic , socio cultural and international.</p>	

UNIT-2	Introduction to management
<p>Meaning of Management , Levels of Management , Management Functions , Managerial Skills, Management roles ,Organisation Structure, Management yesterday and today- Managing in Global environment. Managing Change , Emergence of Indian MNCs & transnational corporations -Recent trends in business world. Globalization & challenges for Indian Business in new millennium.</p>	
UNIT -3	Forms Of Business Organisation
<p>Private sector, Cooperative sectors, public sector, joint sector, Services sector, Various forms of business organizations – Sole Proprietorship, Partnership firms, Joint stock companies - their features, relative merits, demerits & suitability.</p>	
UNIT-4	Setting Up New Enterprise
<p>Opportunity and idea generation, Role of creativity and innovation, Feasibility study and Business Plan, Business size and location decisions, various factors to be considered for starting a new unit, Relevant Government Policies - SEZ (Special Economic Zone) policy etc.</p>	
UNIT - 5	Business and Society
<p>Changing concepts and Objectives of Business, Professionalism, Business Ethics, Business and Culture, Technological Development and Social Change, Social Responsibility of Business, Social Audit.</p>	

BM 169	Business Regulatory Framework
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about Special Contracts
	To have understanding about Law of Contract (1872)
	Able to analyze Negotiable Instrument Act 1881
	The students will be able to
	Able to conceptualize Law of contract (1872)
	Able to know Special Contracts
	Able to know Negotiable Instrument Act 1881
	Able to know Sales of Goods Act 1930

Utility	Able to Know about Indian Laws
UNIT – I	Law of Contract (1872)
	Concept and Essentials of Contract. Classification of Contract. Offer and Acceptance. Capacity of Parties. Consideration. Free Consent. Legality of Object. Void Agreement. Quasi Contracts. Performance of Contract. Discharge of Contract. Remedies for Breach of Contract.
UNIT – II	Special Contracts
	Indemnity and Guarantee. Bailment and Pledge. Agency.
UNIT – III	Negotiable Instrument Act 1881
	concept and Features of Negotiable Instrument. Promissory Note. Bills of Exchange and Cheque. Holder and Holder in Due Course. Crossing of Cheque. Negotiation. Dishonour and Discharge of Negotiable Instrument.
UNIT – IV	Sales of Goods Act 1930
	Sale of Goods – Definitions, Classification and price. Conditions and Warranties. Transfer of Property in Goods. Performance of the Contract of Sales. Unpaid Seller. Sale by Auction. Indian Partnership Act 1932: Nature and Kinds of Partnership. Relations of Partners inter-se and with third parties. Registration of Firm. Dissolution of Partnership and Firm.
UNIT – V	The Consumer Protection Act 1986
	Salient Features. Definition of Consumer. Grievance Redressal Machinery. Foreign Exchange Management Act 2000: Definition, Features and Main Provisions.
Text Book	1. M.C. Shukla : A Manual of Mercantile Law 2. N.D. Kapoor : Elements of Mercantile Law
Reference Books	1. Daver : Mercantile Law 2. Shukla Grewal : Working of Mercantile Law
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	Practicals: 1. Preparing Contractual agreement 2. Preparing Pledge agreement 3. Preparing Bailment agreement 4. Preparing agency agreement 5. Preparing different types of crossing of cheques 6. Preparing different types of cheques 7. Preparing Auction agreement 8. Preparing Partnership deed 9. Preparing registration document for partnership 10. Preparing grievance redressal machinery

BM 162	Information Technology and Business Communication
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding about Business Communication:
	To gain knowledge about report writing
	To have understanding about IT in Business
	Able to know about computer Fundamentals
	The students will be able to
	To create an understanding about Introducing Business Communication:
	To gain knowledge about report writing

	To have understanding about IT in Business
Utility	Able to know about computer Fundamentals
UNIT – I	Fundamentals of Computers
	Generation, Types and Classification of Computer, Basic Anatomy of Computer – Input Unit, CPU, Auxiliary Memories, Output Unit, Classification and Characteristics of Memories, Electronic Data Processing
UNIT - II	Computer Based Business Applications
	Introduction to Internet and Computer Networks, Word Processing, MIS, Decision Support System, Artificial Intelligence System, Expert System, E-Governance
UNIT - III	Introduction
	Introduction – Deployment of Information Technology (IT) in Business, Basic Features of IT, Impact of IT on Business Environment and Social Fabric, IT as an Emerging Tool to Gain Competitive Advantage, Introduction of ERP, Database Management system, Information System Audit.
UNIT - IV	Introducing Business Communication:
	Basic Forms of communicating; communication Models and Processes; Effective communication; Theories of Communication. Corporate Communication: Formal and Informal Communication networks; Grapevine; Miscommunication (Barriers); Improving Communication. Practices in Business Communication; Group Discussions; Mock Interviews; Seminars; Effective listening exercises; Individual and Group Presentations and Reports Writing.
UNIT - V	Report Writing
	Introduction to a Proposal, Short Report and Formal Report, Report Preparation. Oral Presentation: Principles of Oral Presentation, Factors Affecting Presentation, Sales Presentation, Training Presentation, Conducting Surveys, Speeches to Motivate, Effective Presentation Skills. Interviewing Skills: Appearing in Interviews; Conducting Interviews; Writing Resume and Letter of Application. Modern Forms of Communicating: Fax; E-mail; Video Conferencing etc.
Text Book	1. System of Information's: BY R.K Mishra 2. Innovations in Informatation Technology: P.L.Raghwan
Reference Books	1. Information Systems : Control and Audit – by Mishra, Pearson Publications, Delhi 2. Information Technology : by_Nill , IBD Publications, Delhi
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	Practicles: 1. Introduction business communication. 2. Basic form of communication 3. Basic forms of communication models and process. 4. Effective communication : theories of communicating 5. Report writing 6. Word processing 7. Short report and formal report preparation 8. Factors affecting presentation 9. Basic features of IT. 10. Impact of IT on business environment & social fabric.

BM 164	Financial Accounting
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about Accounting standards
	To have understanding about partnership accounting

	To have understanding about Company accounting
	The students will be able to
	Able to conceptualize financial Accounting
	Able to know Accounting Standards
	Able to know Partnership Accounting
	Capable to make entries of issue and redemption of shares
Utility	Able to make acquisition of business entries
UNIT - I	
	Meaning, importance and understanding of financial accounting and comparison to other similar terms
UNIT - II	
	Accounting Standards in India
UNIT - III	
	Partnership Accounts; Admission & Retirement and Death of Partners: Revaluation of Assets and Liabilities, Settlement of Account Due, Joint Life Policy and Annuities. Dissolution of Firm: Preparation of Realization Account, Insolvency of Partner(s).
UNIT - IV	
	Company Accounts Concept of Company, Statutory Account Books, Types of Shares, Structure of Share Capital, Issue, Forfeiture and re-issue of Shares, Issue of Right Shares. Buy Back of Shares Issue and Redemption of Debentures, Redemption of Preference Shares, Issue of Bonus Shares.
UNIT - V	
	Hire purchase, Incomplete Accounts, Hire Purchase Accounting
Text Book	Bardia & Modi : - Financial Accounting Maheshwari, S.N. : - Modern accountancy Vol. I
Reference Books	Agarwal, R.K. – Basic Accounting Agarwal, M.R. – Financial Accounting
Mode of Evaluation	Assignment/Practical Questions/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	Practical's: 1. Preparing of retirement and death of partner on book of accounts. 2. Preparing of dissolution of firm on book of account . 3. Preparing realization account . 4. Preparing insolvency of partners accounting . 5. Preparing a draft of issuing of shares . 6. Preparing forfeiture of shares draft . 7. Preparing re-issue of shares draft . 8. Preparing accounting of right shares 9. Preparing accounting of acquisition of business. 10. Preparing Prior and post incorporation profit calculation .

BM 168	Commercial Documentation and Report Writing
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about Principals of Report writing
	To have understanding about Board's Report and Disclosures

	Able to Prepare Feasibility reports.
	The students will be able to
	To create an understanding regarding the topic
	To gain knowledge about Principals of Report writing
	To have understanding about Board's Report and Disclosures
Utility	Able to Prepare Feasibility reports.
UNIT – I	
	Principles of Report Writing, types of reports, Presentation of reports, Introduction of softwares that help in presentations.
UNIT – II	
	Preparing notices for shareholders' meeting, directors' meetings, other meetings. Preparing minutes of the meetings
UNIT – III	
	Board's Report and Disclosures and report by the Chairman Contents and Annexures to Board's Report Directors' Responsibility Statement – Preparation and Disclosures Compliance Certificate – Need and Purpose; Issue and Signing by Practicing Company Secretary Corporate Governance Report
UNIT – IV	
	Preparing Feasibility reports.
UNIT – V	
	Compliance reports, Online submissions to the MCA, Essential documentations. Legal requirements in preparing documents and in registration of documents
Text Book	1. S,A.Sharlekar:Secretarial practice(KilabMahal,Allahabad) 2. J.C.Bahl:Secretarial Practice.
Reference Books	1.M.C.Kuchal:Secretarial Practice 2. Kuchal &Kuchal : General Law and Secretarial Practice
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
:	Practical: 1. Simulation on company AGM 2. Simulation on Board Meeting 3. Online submission of reports through MCA 4. Preparing draft of compliance report and corporate governance report. 5. Using software for report preparations 6. Preparing notices for shareholders meeting 7.Preparing Directors meeting 8. Preparing minutes of meetings 9. Preparing feasibility report 10. Preparing compliance report

BM 170	General Law and Practice
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about constitution of India
	To have understanding about various acts applicable in India

	The students will be able to
	Able to conceptualize regarding registration of documents.
	Able to know pros and cons of different acts.
	Can make documents regarding registration of documents.
	Capable to interpret various laws
Utility	Able to make legal decisions
UNIT - I	
Principles of Jurisprudence, Constitution of India	
UNIT - II	
Interpretation of statutes	
UNIT - III	
Law relating to Specific Relief; Limitation and Evidence	
UNIT - IV	
Code of Civil Procedure , Indian Penal Code and Criminal Procedure Code	
UNIT - V	
Right to Information (RTI) Act, 2005, Indian Stamps act, Laws relating to registration of documents	
Text Book	Study Material of ICSI Criminal Procedure Code
Reference Books	Bare acts of the following : - Constitution of India Limitations Act Indian Evidence Act
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	Practical's 1. Introduction of company law act , 2013. 2. Principles of jurisprudence. 3. Constitution of India. 4. Interpretation of status. 5. Rules of special relief. 6. Limitation and evidence of Law. 7. Civil procedure. 8. India panel code. 9. Criminal procedure code. 10. Right to information act, 2005.

BM 172	Business Statistics
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about Univariate data
	To have understanding about Bivariate data
	Able to know about Index Number
	The students will be able to
	Able to conceptualize Basic Statistics

	Able to analyze Univariate data
	Able to analyze about Bivariate data
	Capable to make Index number calculations
	Able to understand basic business statistics
UNIT - I	Introduction
Meaning and Nature of Statistics, Importance of Statistics Statistics as a subject; Descriptive Statistics, Classification and Tabulation,,Digramatic Representation of Data	
UNIT - II	Analysis of Univariate Data
Construction of a frequency distribution; Concept of central tendency and dispersion – and their measures; Mean, Mode, Median, Standard Deviation Partition values; Moments; Skewness and measures; Kurtosis and measures	
UNIT - III	Analysis of Bivariate Data
Correlation and Regression.	
UNIT - IV	Index Number:
Meaning, types, and uses; Methods of constructing price and quantity indices (simple and aggregate); Tests of adequacy; Chain-base index numbers; Base shifting, splicing, and deflating; problems in constructing index numbers; Consumer price index	
UNIT - V	Analysis of Time Series:
Causes of variations in time series data; Components of a time series; Decomposition – Additive and multiplicative models; Determination of trend – Moving averages method and method of least squares (including linear, second degree, parabolic, and exponential trend); Computation of seasonal indices by simple averages, ratio-to-trend, ratio-to-moving average, and link relative methods.	
Text Book	1. Gupta S.P.: statistical Methods-Sultan Chand, Delhi. 2. Sancheti and Kapoor : Statistics : Theory and Praticce
Reference Books	1. Stockton & Clark : Introduction to Business & Economic Statistics. : Taraporevala Sons & Co. 2. Croxton,F.E. & Cowden D.I.: Applied General Statistics .
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	Practical's 1 Collection and Presentation of Data 2 Classification 3 frequency Distribution 4 Diagrammatic and Graphic presentation of Data 5 Measures of Central Tendency 6 Measures of Dispersion & Skewness 7 Standard Deviation & Variance 8 Coefficient of variance 9 Quartile deviation, Mean deviation 10 Correlation and Regression Analysis: Methods of studying correlation .

ES 102	Environmental Studies
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about Man and Environment
	To have understanding about Natural Resources
	Able to analyze Environmental Pollution
	The students will be able to
	Able to conceptualize Environmental Studies
	Able to know Man and Environment
	Able to know about Natural Resources
	Able to know about Environmental Pollution
	Able to understand environment
UNIT – I	Man & Environment
Definition of Environment & its various components. Ecosystems concepts. Dependence of Man on nature for its various needs. Human population growth & its impact on environment. Environment & human health. Environmental concerns including climate change, Global warming, Acid Rain, Ozone layer Depletion etc. environmental ethics. Traditional ways of utilizing various components of environment. Sustainable developments.	
UNIT – II	Natural Resources
Forest resources, Mining, Dams & their effects on forests & tribal people. Water resources – overutilization of water, floods, droughts and conflicts over water resources. ,mineral resources – Use of various minerals for Human welfare & environmental effects of mining. Food resources – world food problem, impacts of changing Agriculture practices on Environment. Energy resources – Renewable and non renewable energy Resources & exploration of alternative energy sources. Land resources – land degradation, soil erosion, desertification & soil contamination.	
UNIT - III	Ecosystems
structure & function, energy flow, food chains, food webs, Ecological pyramids. Basics of forest grasslands, desert & aquatic ecosystem (Ponds, Streams, Lakes, Rivers, Oceans & Estuaries)	
UNIT – IV	Biological Diversity
Genetic, species & ecosystem diversity, Values of Biodiversity, Global, National & Local Biodiversity. Hot spot of Biodiversity, threat to biodiversity. Endangered & endemic species of India. Conservation of biodiversity in situ & ex-situ	
UNIT – V	Environmental Pollution:
Causes, effects & control of Air pollution, water pollution, soil pollution, Noise pollution, Thermal Pollution & Nuclear Hazards, Solid wastes & their Management, Disaster Management-Flood , Drought, Earthquake, Land slides etc.	
Text Book	1. Agarwal, K.C,2001. Environmental Biolog, Nidhi Publications Ltd. Bikaner 2. Bharucha Erach, 2003: The Biodiversity of India, Mapin Publishing Pvt. Ltd Ahmedabd-380013, India
Reference Books	1.Brunner R,1989, Hazards Waste Incineration, McGraw Hill Inc 2. De AK, Environmental Chemistry, Wiley Eastern Ltd.
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	Practicles 1. Definition of environment and its various components. 2. Human population growth and its impacts on environment. 3. Environment & human health.

	<p>4. Forest resources, mining , dams & their effects on forest & tribal people.</p> <p>5. Value of biodiversity, global</p> <p>6. National & local biodiversity.</p> <p>7. Noise pollution</p> <p>8. Water pollution.</p> <p>9. causes effects & control of air poll.</p> <p>10. Soil pollution.</p>
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BM 261	Auditing
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about Vouchers
	To have understanding about Qualified Report
	Able to understand verification and valuation of assets
	The students will be able to
	Able to conceptualize Auditing
	Able to know about vouching
	Able to verification and valuation of Assets
	Duties and liabilities of a company auditor
	Qualified Report, appointments and rights of a auditor
Utility	To Know how audit works
UNIT - I	Introduction
	Definition and Objectives of Auditing, Detection and Prevention of Errors and Frauds, Classification of audit, Preparation Before the Commencement of New Audit, Audit Note Book and Audit Working papers..
UNIT - II	Vouching& Verification and Valuation of Assets
	Meaning and Importance of Vouching, Vouchers and Points to be Noted Therein, Vouching of Cash Receipts and Payment Transactions, Vouching of Purchase Book and Purchase Return Book, Sales Book and Sales Return Book ,Meaning and Objectives, Auditors Position as Regards Valuation of Assets,
UNIT - III	Internal Control & Standards on accounting
	Internal Control, SA – 200 , 270 etc. as per CA intermediate module.
UNIT - IV	Valuation of assets
	Meaning and objectives , Auditors position as regard Valuation of assets , current asets and investment , Auditor’s Report.
UNIT - V	Appointment, Rights, Duties and Liabilities of a Company Auditor
	Appointment and Removal of a Company Auditor, Rights and Duties of an Auditor – Legal Provisions Under the Companies Act, Liabilities of a Company Auditor for Negligence, Misfeasance and Criminal Liability
Text Book	Spicer & Paglar : Practical Auditing (Indian Ed.)

	De Paula : Principles of Auditing
Reference Books	J. Lancaster : Principles and Practice of Auditing. R.G. Williams : Elements of Auditing. .
Mode of Evaluation	Assignment/Practical Questions/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	Practical's 1. Preparation of vouching of purchase books. 2. Preparation of vouching of sales books. 3. Preparation of vouching of sales return books. 4. Preparation of vouching of purchase return books. 5. Preparation of vouching of cash receipt & payment transaction. 6. Verification & valuation of assets. 7. Verification & valuation of current assets. 8. Verification & valuation of fixed assets. 9. Audit marketing papers. 10. External audit & internal audit.

BM 263	Direct Tax- Income Tax
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about Taxation on Salary
	To have understanding about taxation on house property
	Able to analyse Business profession income and capital Gains
	The students will be able to
	Able to conceptualize Income Tax
	Able to know about tax calculation on Salary
	Taxation on House Property
	Taxation on Capital Gains
	Taxation on Business Profession
Utility	Basic direct taxes
UNIT - I	Basic concepts
	Income, Agricultural Income, Person, Assessee, Assessment Year, Previous Year, Gross Total Income, Residence and Tax Liability. Exempted Incomes.
UNIT - II	Income from salaries
	Computation of Income under the head Income from salaries.
UNIT - III	Income from House Property
	Computation of Income under the head 'Income from House Property' .
UNIT - IV	Income from 'Business and Profession
	Income from 'Business and Profession. Tax calculation on Business Income
UNIT - V	Gains and Income from Other Sources
	Long Term Capital Gains, Short Term Capital Gains, Income from other sources.
Text Book	1. Singhanian V.K. : A students Guide to Income Tax. 2. Bhagwati Prasad : Law and Practice of Income Tax in India
Reference Books	1. V.S. Sundrama : Law of Income Tax in India. 2. Ahuja, Girish – Income Tax Laws of India

Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	Practical's: <ol style="list-style-type: none"> 1. Calculation of income from salary 2. Calculation of income from house property 3. Calculation of income from business and profession 4. Calculation of income from capital gains 5. Calculation of income from other sources 6. Calculation of tax 7. Calculation of liability of the assessee 8. Assessment of individuals 9. Assessment of HUF 10. Assessment of Firm

BM 265	Company Law
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about company law
	To have understanding about audit
	Able to analyse different aspects of company working laws
	The students will be able to
	Able to conceptualize working of the company
	Able to know pros and cons of company functions
Utility	Can make strategy according to various company law sections
UNIT – I	Company Act 2013
	Company Act – Introduction, formation of company
UNIT – II	
	Memorandum and Articles of Association
UNIT – III	
	Members
UNIT – IV	
	Rights and duties of auditors
UNIT – V	
	Prospectus – Contents – Statements in Lieu of Prospectus.
Text Book	1. R.N. Malhotra: Company Law & Secretarial Practice

	2. N.D. Kapoor : Basics of Company Law
Reference Books	1. Kapoor, N.D. :_ Company Law 2. Sharma,P.N: Company Law
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	Practical's: 1. Preparing Contractual agreement for company formation 2. Preparing memorandum of association 3. Preparing articles of association 4. Preparing a format of prospectus 5. Preparing a format for Statements in Lieu of Prospectus 6. Preparing format of rights and duties of Auditors 7. Preparing members report 8. Preparing audit report 9. Preparing and discussing the role of company in economic world 10. Preparing and presenting a fictitious company report

BM 269	Costing & Management Accounting
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about ratio analysis
	To have understanding about Cash Flow Statement
	Able to analyse different types of variances in material and labour
	The students will be able to
	Able to conceptualize cost and management accounting
	Able to know about ratio analysis
	Able to know about Accounting Standard-3
	Variances of Material and Labour
Utility	Application of different types of accounting tools.
UNIT – I	Introduction to Management Accounting:
	Meaning and Definition of management Accounting, Difference between Financial Accounting and Management Accounting. Generally accepted Accounting Principles. Accounting Standards. Financial Statement, Profit & Loss Account, Balance Sheet, Format of Profit & Loss Account & Balance Sheet.
UNIT – II	Financial Statement Analysis:
	What is Ratio Analysis, Advantages and disadvantages of ratio analysis, types of Ratio, Application of Various Ratios. Interpretation of various Ratio, importance & limitation of Ratio
UNIT – III	Cash Flow Statement:
	Cash Flow Statement: Introduction of Cash Flow Statement, Terminology used in Cash flow Statement , Elements of Cash flow , Preparation of cash flow statement , Indirect Method of Cash Flow Statement.
UNIT – IV	Cost Accounting:
	Introduction to Cost Accounting: Meaning & Definition, scope &

use of Cost Accounting, Cost Centre, Cost Accounting & Financial Accounting, Cost Concepts, Classification of Cost	
UNIT – V	Material Cost Variance
Material Cost Variance, Material Price Variance, Material Usage Variance, Material Mix Variance, Material Subusage variance, Material Yield Variance, Labor Cost variance, Labor Price Variance, Labor Efficiency Variance, Labor Idle Time Variance	
Text Book	<ol style="list-style-type: none"> 1. Anthony Robert : Management Accounting Principles. 2. Batty J :Management Accountancy. 3. Manmohan & Goyal: Principles of Management Accountancy.
Reference Books	<ol style="list-style-type: none"> 1. Hingorani N.L.& RAMANATHAN a.r :Management Accountancy. 2. Maheshwari S.N :Management Accounting and Financial Control.
Mode of Evaluation	Assignment/Practical Questions/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	<p>Practical</p> <ol style="list-style-type: none"> 1 . Generally accepted Accounting Principles. 2.Accounting Standards. 3 Financial Statement 4 Profit & Loss Account 5 Balance Sheet 6 Format of Profit & Loss Account & Balance Sheet 7 What is Ratio Analysis, types of Ratio 8 Application of Various Ratios 9 Interpretation of various Ratio 10 Elements of Cash flow, AS-3

BM 273	Indian Economic Law
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge how patents are filed
	To have understanding about copyright law
	Able to analyse different aspects of pollution control
	The students will be able to
	Able to conceptualize practical aspect of different laws
	Able to know pros and cons of essential commodities act
	Can make strategy according to the conceptual knowledge
	Capable to make various
	Able to make sustainable structure for business
Utility	Able to make sustainable structure for business
UNIT – I	
Patent Law- Basic Knowledge	
UNIT – II	
Copyright Law- Basic Knowledge	
UNIT – III	
Laws relating to Pollution Control	
UNIT – IV	
Laws relating to Weights and Measures- Basic Knowledge	

UNIT – V	
Essential Commodities Act- Basic Knowledge	
Text Book	Patent law Act: R.S. Raghwan Copyright Act: T.L Bansal
Reference Books	Bare Acts of respective laws ICSI Modules and ICAI Modules (Latest)
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	<p>Practical:</p> <ol style="list-style-type: none"> 1. Preparing procedure for grant of patent 2. Procedure of grant of patent by foreigners 3. Procedure of obtaining copyright 4. Procedure of registration under pollution act 5. Procedure of applying under Essential commodities act 6 Procedure of applying under essential weights and measures act 7. Procedure of granting NOC from Pollution control board 8. Procedure of Weight and measurement in the Industries. 9. Procedure of devising methods for the essential commodities 10. Going through the provisions of the essential commodities

BM 264	Indirect Tax Laws
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about risk management
	To have understanding about insurance policy
	Able to analyse different insurance product
	The students will be able to
	Able to conceptualize insurance
	Able to know pros and cons of insurance plans
	Can make strategy according to consumers' need
	Capable to make various strategy
	Able to make sustainable structure for business
Utility	Knowledge of Indirect laws
UNIT – I	
	Excise Duty :- Introduction, Classification and valuation of goods , Basic introduction of CENVAT Credit
UNIT – II	
	Customs:- Introduction , Classification and valuation
UNIT – III	
	VAT:- Introduction , Input tax credit & composition scheme, VAT on special transactions
UNIT – IV	
	Service Tax :- Introduction , Classification and valuation , Other exemption and abatements.
UNIT – V	
	Case studies and latest rulings
Text Book	1. Indirect Tax Laws – Taxmann Publications 2. Yogendra Bangad – Indirect Taxes
Reference Books	1. Bardia, S.C. – Indirect Taxes 2. Patel and Choudhary – Indirect Taxes 3. Ravi Ahuja – Indirect Taxes
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	Practicals: 1. Application of excise duty on production 2. Application of excise duty laws on productivity 3. Application of custom duty on export transaction 4. Application of custom duty on import transaction 5. Application of VAT rules on sales transaction 6. Application of VAT on tally 9 7. Application of vat transactions from one person to another 8. Application of CST 9. Application of RST 10. Application of CST and RST on specially declared goods

BM 266	Advance Company Law
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about risk management
	To have understanding about insurance policy
	Able to analyse different insurance product
	The students will be able to
	Able to conceptualize insurance
	Able to know pros and cons of insurance plans
	Can make strategy according to consumers' need
	Capable to make various strategy
	Able to make sustainable structure for business
Utility	To Know About Advance Part of Law
UNIT – I	Co.s' Act, 2013
	Directors - detailed provisions
UNIT – II	
	Meetings : detailed provisions
UNIT – III	
	Rules regarding accounts, dividends, profit distribution
UNIT – IV	
	Restructuring of companies, Rules regarding producer companies
UNIT – V	
	Winding up and related provisions
Text Book	1. Company law: Avatar Singh 2. Mercantile Law: N.D Kapoor
Reference Books	1. P.C Tulsain :- Business law 2. Anil kumar :- corporate law
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	Practicals: 1. Preparing Contractual agreement for company formation 2. Preparing memorandum of association 3. Preparing articles of association 4. Preparing a format of prospectus 5. Preparing a format for Statements in Lieu of Prospectus 6. Preparing format of rights and duties of Auditors 7. Preparing members report 8. Preparing audit report 9. Preparing red herring prospectus 10. preparing prospectus

BM 268	Corporate Accounts
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding corporate Accounts
	To gain knowledge about company accounts
	To have understanding final accounts of a company
	Able to analyse amalgamation and liquidation of a company
	The students will be able to
	Able to conceptualize corporate Accounts
	Able to know issue and redemption of shares
	Able to know about final accounts of a company
	Amalgamation and liquidation of a company
Utility	To know about corporate Accounts
UNIT – I	Share Capital Transactions
	Issue of Shares: at Par, at Premium, at Discount, on Con and for consideration other than Cash; Forfeiture and Re-issue of Shares, Buyback of Shares, Redemption and Con of Preference Shares, Bonus Shares, Rights Issue, ESOPs, Sweat Equity Shares
UNIT – II	Final Accounts of Companies
	Conceptual Framework, Preparation and Presentation of Financial Statements, Schedule III, Interpretation and Scrutiny of Balance sheet
UNIT - III	Corporate Restructuring
	Concept and Accounting Treatment as per AS, Methods of Amalgamations Accounting, The Pooling of Interests Method , The Purchase Method, Consideration ,
UNIT – IV	Valuation of Shares and Intangible Assets
	Valuation of Shares, Methods of Valuation, Price Earning Multiple Valuation, Discounted Cash Flow (DCF) Method, Valuation of Intangibles: Brand, Goodwill and IPRs
UNIT – V	Liquidation of Company
	Preparation of Statement of Affairs including Deficiency /Surplus Account Corporate Financial Reporting Various Requirements of Corporate Reporting, Value Added Statements
Text Book	1. Agarwal B.D.:Advanced Financial Accounting 2. Porwal L.S.:Accounting Theory
Reference Books	1 Roy G.D.:Accounting Theory 2 Chakaravorty H.:Accounting Theory
Mode of Evaluation	Assignment/Practical Questions/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	Practical's: <ol style="list-style-type: none"> 1. Preparing Contractual agreement for company formation 2. Preparing memorandum of association 3. Preparing articles of association 4. Preparing a format of prospectus 5. Preparing a format for Statements in Lieu of Prospectus 6. Preparing format of rights and duties of Auditors 7. Preparing members report 8. Preparing audit report 9. Preparing and discussing the role of company in economic world

	10. Preparing and presenting a fictitious company report
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BM 262	Indian capital market
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about risk management
	To have understanding about insurance policy
	Able to analyse different insurance product
	The students will be able to
	Able to conceptualize insurance
	Able to know pros and cons of insurance plans
	Can make strategy according to consumers' need
	Capable to make various strategy
	Able to make sustainable structure for business
Utility	To Know about Indian Capital Market
UNIT – I	Overview of Capital Market
	Indian Capital Market, Authorities Governing Capital Markets in India, Profile of Securities Market, Securities Market Reforms and Regulatory Measures to Promote Investor Confidence of Depository System in India
UNIT – II	Capital Market Instruments
	Capital Market Instruments: Equity, Debentures, Preference Shares, Sweat Equity, Non-Voting Shares, Share Warrants, Pure, Hybrid and Derivatives
UNIT - III	Credit Rating
	Rating and Grading of Instruments: Concept, Scope and Significance, Regulatory Framework, Rating Agencies in India, Rating Methodologies
UNIT – IV	Debt Market
	- Debt Market: Instruments, Listing, Primary and Secondary Segment
UNIT – V	Money Market -
	Growth of Money Market in India – Structure and Institutional Mechanism. Money Market Instruments: Treasury Bills, Commercial Bills, Commercial Paper, Factoring Agreements & Discounting of Bill
Text Book	1. W. Williams : Instruments of Market 2. R.L. Dixit : Money Market
Reference Books	1. Back .S.C : Capital Market Analyst 2. Kuchal .T.g: Market Instruments
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----

	<p>Practical's</p> <ol style="list-style-type: none"> 1. Indian capital market. 2. Authorized governing capital markets in India. 3. Overview of depository system in India. 4. Pore, Hybrid & Derivatives. 5. Rating agencies in India. 6. Primary market and secondary market . 7. Merchant bankers, stock brokers , syndicate members 8.Underwriting , bankers to an issue. 9. Function & signification of stock exchange. 10. Mutual fund.
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BM 272	Indian Securities Laws
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about risk management
	To have understanding about insurance policy
	Able to analyse different insurance product
	The students will be able to
	Able to conceptualize insurance
	Able to know pros and cons of insurance plans
	Can make strategy according to consumers' need
	Capable to make various strategy
	Able to make sustainable structure for business
Utility	To Know about Indian Securities Law
UNIT – I	Securities & Contracts (Regulation) Act, 1956
	Securities & Contracts (Regulation) Act, 1956
UNIT – II	SEBI Act, 1992
	Objective, Power and Functions of SEBI,Securities Appellate Tribunal, Appeals, Appearance before SAT
UNIT – III	Depositories Act, 1996
	Definitions, Setting up of Depository, its type, Role and Functions, Depository Participants, Admission of Securities, Difference between Dematerialization & Dematerialization, Depository Process, Inspection and Penalties, Internal Audit and Concurrent Audit of Depository Participants
UNIT – IV	Issue and Listing of Securities
	.Listing of Securities,Issue of Capital and Disclosure Requirements (ICDR),Procedure for Issue of Various Types of Shares and Debentures,Employee Stock Option Scheme and Employee Stock Purchase Scheme,Delisting of Securities
UNIT – V	Regulatory Framework relating to Securities Market Intermediaries
	Primary Market and Secondary Market Intermediaries: Role and Functions, Merchant Bankers, Stock Brokers, Syndicate Members, Registrars, Underwriters, Bankers to an Issue, Portfolio Managers, Debenture Trustees, Foreign Institutional Investors, Custodians, Credit Rating Agencies, Venture Capitalists An Overview of Law relating to Insider Trading and Takeovers
Text Book	1. Modules of ICSI 2. N.K .Sharma: working of stock Exchange
Reference Books	1. Securities Law Modules published by ICSI

	2. Latest updates on the website of SEBI and NSE
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	<p>Practical's</p> <ol style="list-style-type: none"> 1. Securities contracts (regulation) Act, 1956. 2. Objectives , power & function of SEBI. 3. Securities Appellate Tribunal Appeals, Appearance before SAT. 4. Listing of securities. 5. Delisting of securities. 6. Issue of capital. 7. Employee stock option scheme & employee stock purchase scheme. 8. Primary market & secondary market. 9. Credit rates agencies. 10. Venture capitalization.

BM 367	Company Law & Secretarial Practice
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about risk management
	To have understanding about insurance policy
	Able to analyse different insurance product
	The students will be able to
	Able to conceptualize insurance
	Able to know pros and cons of insurance plans
	Can make strategy according to consumers' need
	Capable to make various strategy
	Able to make sustainable structure for business
Utility	Able to understand Company law and & Secretarial Practice
UNIT – I	Introduction
	Introduction: Evolution of Company Legislation in India (in brief), Objectives and Salient Features of the Companies Act, 1956, Machinery for Administration of Company Legislation in India. Nature of Company. The Corporate Veil. Kinds of Companies. Exemption and Privileges of Private Companies. Conversion of Private Company into Public Company and Vice-versa. Formation of Company..
UNIT – II	Promotion
	Promotion – Concept of Promotion, Promoter and his Functions. Legal Position of Promoter. Registration of Companies, Commencement of Business Memorandum, Articles, Prospectus and Membership
UNIT – III	Memorandum and Articles of Association
	Memorandum and Articles of Association – their Nature and Contents and Alteration therein, Doctrines of Constructive Notice. Indoor Management. Intra-vires and Ultra-vires. Prospectus – meaning and contents. Mis-statement in Prospectus and Consequences thereof. Statement in Lieu of Prospectus. Membership – Modes of Acquisition and Termination of Membership.

UNIT – IV	Management of Companies
Management of Companies: General Provisions Regarding Management of Companies. Directors – Qualifications and Disqualifications, Number of Directors and Directorship, Appointment, Remuneration, Removal, Legal Position, Powers, Duties and Liabilities of Directors, Managing Directors and Managers.	
UNIT – V	Company Secretary
Company Secretary: Definition, Appointment, Qualifications, Legal Position, Rights, Duties, Liabilities and Removal of a Company Secretary. Whole-time and Part-time Secretary. Director as Secretary. Professionalization of Company Secretary ship in India.	
Text Book	1. Securities Law Modules published by ICSI 2. Latest updates on the website of SEBI and NSE
Reference Books	1. Securities Law Modules published by ICSI 2. Latest updates on the website of SEBI and NSE
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	<p>Practical's</p> <ol style="list-style-type: none"> 1. Introduction and salient features of the companies. 2. Corporate veil. 3. Exemption & privileges of private companies. 4. Convert private companies into public companies. 5. Articles. 6. Prospectus. 7. Membership. 8. Memorandum of association . 9. Articles of association. 10. Indoor management.

BM 371	Due Diligence and Corporate Compliance Management
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about risk management
	To have understanding about insurance policy
	Able to analyse different insurance product
	The students will be able to
	Able to conceptualize insurance
	Able to know pros and cons of insurance plans
	Can make strategy according to consumers' need
	Capable to make various strategy
	Able to make sustainable structure for business
Utility	To know About Corporate Compliance Management & Due Diligence

UNIT – I	Due Diligence – An Overview
<p>Introduction, Nature, Need and its Significance Objectives, Scope and Types of Due Diligence Process of Due Diligence Concept of Data Room in Due Diligence Due Diligence vs. Audit Issue of Securities :- Introduction and Regulatory Framework Pre and Post Issue Due Diligence – IPO/FPO Due Diligence – Preferential Issues of Listed and Unlisted Companies Employee Stock Option, Bonus Issue, Rights Issue, Debt Issues Issue of Securities by SMEs Company Secretary in Issue of Securities</p>	
UNIT – II	Depository Receipts Due Diligence
<p>Introduction; Broad Regulatory Framework; Parties, Approvals, Documentation and Process Issue of ADRs, GDRs, IDRs and FCCBs</p>	
UNIT – III	Merger & Acquisition (M&A) Due Diligence
<p>Introduction Stages of M&A Due Diligence Data Room Management Business, Financial, Legal and Corporate Governance Due Diligence HR and Cultural Due Diligence Impact of Due Diligence on Valuation Takeovers and Acquisitions Due Diligence</p>	
UNIT – IV	Competition Law Due Diligence
<p>Introduction Need for Competition Compliance Programme Mergers & Acquisitions and Competition Law Aspects Reasons for Due Diligence of Competition Law Aspects Process of Due Diligence of Competition Law Aspects Due Diligence of Various Agreements Some Common Anti Competitive Practices Due Diligence on Abuse of Dominance Due Diligence Checklist for Compliance with Competition Act 2002 Checklist for Anti Competitive Agreements/Abuse of Dominant Position/Regulation of Combinations</p>	
UNIT – V	Legal Due Diligence
<p>Introduction Objectives, Scope, Need and Process General Documents/Aspects to be covered Possible Hurdles in Carrying out a Legal Due Diligence and Remedial Actions</p>	
Text Book	<ol style="list-style-type: none"> 1. Modules of ICSI 2. Due Diligence: James F. Grebey

Reference Books	1. Study Material published by ICSI Delhi 2. N.D. Kapoor : due Diligence
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	Practicles 1. Objectives, scope & types of due diligence. 2. Due diligence vs. audit. 3. Process of due diligence 4. Pre and post issue due diligence 5. Depository receipts due diligence 6. Issue of ADRs, GDRs, IDRs. 7. Issues of securities. 8. Competition law aspects. 9. Impact of due diligence on valuation. 10. Merger and acquisition due diligence.

BM 373	International Trade and Role of WTO
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge international trade and WTO
	To have understanding about WTO process and their advantages
	Able to analyze the international market and their affect through WTO
	The students will be able to
	Able to conceptualize WTO
	Able to know pros and cons of WTO
	Understanding about international trade
	Capable to make various strategy related with WTO
	Able to make sustainable structure for business for global business
Utility	To Know about International Trade and Role of WTO
UNIT – I	
	Introduction, Issues relating to International Trade Objectives, Scope and Types of Due Diligence
UNIT – II	
	India's foreign trade policy
UNIT – III	

GATT, Origin of WTO, structure and functioning of WTO	
UNIT – IV	
Role of WTO	
UNIT – V	
Dispute Settlement and WTO	
Text Book	1. D.K.Mathur” International Trade and Role of WTO 2. R.N Dixit “ Role of WTO in international Trade
Reference Books	1. P.N Mathur : Intertrational trading Hubs 2. ICSI Module
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	Practical: 1 Introduction to organizations 2 Issues relating to International Trade 3 Comparative study of WTO & IMF 4 India’s foreign trade policy- comparative analysis 5 Emerging issues in FTP 6 Designing FTP 7 Detailed study GATT, 8 Origin of WTO, 9 structure and functioning of WTO 10 Role of WTO- third world countries

BM 328	Advertising Management
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding of the basics of Advertising as an important promotional tool.
	To gain knowledge about Advertising planning, Creative Strategies, creativity in advertising , creative writing through different practical experiments and advertising simulation exercises performed in Marketing and advertising research lab.
	To have understanding about advertising planning and implementation techniques and media decision making.
	To learn to analyze different barriers to barriers to Advertising strategies and ways to solve them.
	To learn to analyze and evaluate advertising effectiveness
	The students will be able to
	Able to conceptualize different types of advertising techniques
	Able to implement knowledge about Advertising planning, Creative Strategies, creativity in advertising , creative writing through different practical experiments and advertising simulation exercises performed in Marketing and advertising research lab.
	Able to do advertising planning and implementation of techniques and media decision making

	Able to analyze different barriers to Advertising strategies and design different ways to solve them.
	Able to analyze and evaluate advertising effectiveness
Utility	Able to know about Advertise Management .
UNIT – I	Introduction
	Definition of Advertising, Characteristics and Benefits, The advantage world – advertisers, advertising agencies, Media and the target of audience
UNIT – II	Advertising Planning:
	Setting of Advertising Objectives, Definition of the target audiences, Product personality and perceptions, Marketing objectives, Applying DAGMAR, Advertising appropriation – methods.
UNIT – III	Creative Strategy:
	The Positioning Strategy, The choice of appeal and the mode of message, The theme, Use of comparative messages
UNIT – IV	Media Decisions:
	Concept, role of media, Types of media, media characteristics, Media planning models (press models & cinema models), Concept of Media Scheduling
UNIT – V	Evaluation of Advertising Effectiveness
	Areas of assessment of Effectiveness, Basic approaches for testing advertising, Methods of pre and post testing.
Text Book	1. Kazmi & Batra – Advertising Sales Promotion – Excel, New Delhi 2. C.L. Tyagi , Arun kumara : Advertising management
Reference Books	1. Aakar, DA, Myers, JG & Batra R – Advertising Management – PHI, New Delhi 2. Mohan, M – Advertising Management – Concept and causes – TMH, New Delhi
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	<p>Practicals</p> <ol style="list-style-type: none"> 1. Designing a print advertisement 2. Visit to Advertising Agencies 3. Creative writing practicals 4. Making Advertising Jingles 5. Making a T.V. Commercial 6. Documentary shoot practical 7. Radio commercial practical 8. Designing an entire ad- campaign 9. Designing a new package 10. Point of purchase experiment

BM 366	Corporate Negotiations, Drafting, Appearances and Pleading
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about risk management
	To have understanding about insurance policy
	Able to analyse different insurance product
	The students will be able to
	Able to conceptualize insurance
	Able to know pros and cons of insurance plans
	Can make strategy according to consumers' need
	Capable to make various strategy
	Able to make sustainable structure for business
Utility	To Know about Corporate Negotiations, Drafting, Appearances and Pleading
UNIT – I	General Principles of Drafting and Relevant Substantive Rules
	Drafting: Concept, General Principles and relevant substantive rules thereof Basic Components of Deeds, Endorsements and Supplemental Deeds, Aids to Clarity and Accuracy, Legal Requirements and Implications
UNIT – II	Drafting of Agreements under the Companies Act
	Pre incorporation Contracts; Memorandum and Articles of Association and other Agreements.
UNIT – III	Pleadings
	Pleadings in General; Object of Pleadings; Fundamental Rules of Pleadings Civil: (i) Plaint Structure; Description of Parties (ii) Written Statement (iii) Interlocutory Application (iv) Original Petition (v) Affidavit (vi) Execution Petition and (vii) Memorandum of Appeal and Revision (viii) Petition under Article 226 and 32 of the Constitution of India (ix) Special Leave Petition Criminal: (i) Complaints (ii) Criminal Miscellaneous Petition (iii) Bail Application and (iv) Memorandum of Appeal and Revision
UNIT – IV	Appearances
	Appearance before Tribunals/Quasi Judicial Bodies such as CLB, SAT, NCLT, CCI, TRAI and Appellate Authorities,,Drafting of Affidavit in Evidence; Arguments on Preliminary Submissions, Arguments on Merits; Legal Pleadings and Written Submissions,Dress Code, Etiquettes and Court Craft
UNIT – V	Compounding of Offence
	Compounding of Offences under the Companies Act, SEBI Act, FEMA ,Consent Orders
Text Book	1. N.D.Mathur: Corporate Negotiations 2. ICSI Modules
Reference Books	1. ICSI Work Book 2. P.K Mathur : Draftings of Agreements
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	Practicles 1. Drafting-general principles. 2. Endorsement & supplemental deeds. 3. Legal requirement & implication of draft. 4. Memorandum of association 5. Articles of association. 6. Rules of pleadings.

	<p>7. Civil:- plaint structure, description of parties</p> <p>8. Petition under article 226 & 32 of the constitution on India.</p> <p>9. Memorandum of Appeal & revision</p> <p>10. SEBI Act and FEMA.</p>
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BM 368	Corporate Restructuring
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about strategies for different organisations
	To have understanding about various alliances
	Able to analyze restructuring within the departments and their affects
	The students will be able to
	Able to conceptualize different strategies
	Able to know pros and cons of different alliances
	Can make strategy according to companies restructuring
	Capable to make various strategy
	Able to understand and frame accordingly
Utility	To Know about Corporate Restructuring
UNIT – I	Introduction and Concepts
	<p>Meaning of Corporate Restructuring</p> <p>Need, Scope and Modes of Restructuring</p> <p>Historical Background</p> <p>Emerging Trends</p> <p>Planning, Formulation and Execution of Various Corporate Restructuring Strategies - Mergers, Acquisitions, Takeovers, Disinvestments and Strategic Alliances, Demerger and Hiving off expanding Role of Professionals</p>
UNIT – II	Merger and Amalgamation
	<p>Introduction</p> <p>Legal, Procedural, Economic, Accounting, Taxation and Financial Aspects of Mergers and Amalgamations including Stamp Duty and Allied Matters</p> <p>Interest of Small Investors</p> <p>Merger Aspects under Competition Law</p> <p>Jurisdiction of Courts; Filing of Various Forms</p> <p>Amalgamation of Banking Companies and Government Companies</p> <p>Cross Border Acquisition and Merger</p>
UNIT – III	Corporate Demerger and Reverse Merger
	<p>Concept of Demerger; Modes of Demerger - by Agreement, under Scheme of Arrangement</p> <p>Demerger and Voluntary Winding Up</p> <p>Legal and Procedural Aspects; Tax Aspects and Reliefs</p> <p>Reverse Mergers – Procedural Aspects and Tax Implications</p>
UNIT – IV	Takeover

Meaning and Concept Types of Takeovers; Legal Aspects – SEBI Takeover Regulations Disclosure and Open Offer Requirements Bail Out Takeovers and Takeover of Sick Units Takeover Defences Cross Border Takeovers	
UNIT – V	Financial Restructuring
Reduction of Capital Reorganization of Share Capital Buy-Back of Shares – Concept and Necessity	
Text Book	1. Seth & Seth : Capital restructuring 2. Jain & Jain : Financial Restructuring
Reference Books	1. N. D Mathur Amalgamation 2. ICSI Module
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	Practicles 1. Introduction, importance, scope of corporate restructuring. 2. Modes of restructuring. 3. Emerging trends of corporate restructuring. 4. Formulation and execution of various corporate restructuring. 5. Expanding role of professionals. 6. Disinvestment and strategic alliances. 7. Procedural , taxation and financial aspect of merger and acquisition. 8. Demerger and voluntary winding up 9. Legal and procedural aspects. 10. Procedure for buy back of shares by listed and unlisted companies.

BM 325	Financial Services
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about risk management
	To have understanding about insurance policy
	Able to analyse different insurance product
	The students will be able to
	Able to conceptualize insurance
	Able to know pros and cons of insurance plans
	Can make strategy according to consumers' need

	Capable to make various strategy
Utility	Able to make sustainable structure for business
UNIT – I	Introduction and Concepts
Evolution of financial services,structure,importance	
UNIT – II	Financial Evaluation of Leasing
Introduction, lessee's & lessor's perspective. Hire Purchase Finance	
UNIT – III	Consumer Credit
Introduction, conceptual framework, Legal framework, Financial Evaluation, Consumer Credit., Factoring	
UNIT – IV	Housing Finance
Housing Finance: Introduction, NHB, Equity support, Refinance support, Housing finance system, Mortgage-base-Securitization.	
UNIT – V	Venture capital Financing
Venture capital Financing: Introduction, Theoretical framework, Indian venture capital scenario	
Text Book	1. Indian Banking System: Khan, Jain 2. Financial Services : M.Y. Khan
Reference Books	1. Bank management & financial service : Peter S. Rose, Sylvia. 2. Investment Banking: Subramanian
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----

	<p>Practicals</p> <ol style="list-style-type: none"> 1. Evolution, structure, & important of financial strategy 2. Leasing 3. Hire purchase finance 4. Financial evaluation 5. Consumer credit 6. Housing finance system 7. Mortgage base securitization 8. Venture capital financing. 9. Venture capital financing scenario 10. NHB
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BM 321	Banking Framework
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about risk management
	To have understanding about insurance policy
	Able to analyse different insurance product
	The students will be able to
	Able to conceptualize insurance
	Able to know pros and cons of insurance plans
	Can make strategy according to consumers' need
	Capable to make various strategy
Utility	Able to make sustainable structure for business
UNIT - I	Introduction and Concepts
	Evolution of Commercial Banks, Meaning and definition of Banking, Features and classification of banks
UNIT - II	Banking System:
	Basic Concept of different Types of Banking Systems, An overview and structure of Indian Banking System, Recent development in Banking Sector
UNIT - III	Commercial Banking:
	Basic Concepts of Commercial Banks, Role of Commercial banks in Financial Market, Creation of Credit, Factors affecting credit creation .
UNIT - IV	Commercial Banks and Customer Relationships
	Definition of customer, Features of contractual customer relationships, Customer orientation, Rights of a customer and a banker, Protection to collecting and paying under NI Act, Banking Ombudsman, Consumer forums
UNIT - V	Recent Trends
	Recent regulations on Commercial Banks in India, Capital Adequacy Norms, SARFAISI Act 2002
Text Book	1. Varshney. P.N. – Banking Law and Practice 2. Paramemeswaran, R & Natarajan, R – Indian Banking
Reference Books	1. Vaish, M.C – Money, Banking and International Trade 2. Prof. Dr. AP Faure: Banking.
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	Practical 1. Selecting the best banking Scheme as per the Risk Analysis & Investment Behaviour of a Client. 2. Key Parameters & return analysis as your reason to select that fund. 3. Understanding the KYC to open fixed deposit account 4. Understanding the KYC to open savings deposit account 5. Understanding the KYC to open current deposit account 6. Understanding the KYC to open NRI deposit account 7. Rate banking services of Different sectors as per your defined parameters 8. Choosing a Right recurring deposit plan with Right amount of Sum Insured for different Investor Class 9. Choosing a with Right fixed deposit amount for different Investor Class 10. Choosing a Right credit requirement for different Investor Class

BM 327	Services Marketing
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about risk management
	To have understanding about insurance policy
	Able to analyse different insurance product
	The students will be able to
	Able to conceptualize insurance
	Able to know pros and cons of insurance plans
	Can make strategy according to consumers' need
	Capable to make various strategy
Utility	Able to make sustainable structure for business Marketing
UNIT – I	Introduction
Concept of Services Marketing, Differences between Services and Goods, Classification of Services	
UNIT – II	Services Marketing Management
Concept of Internal Customer, Internal Marketing	
UNIT – III	Positioning
Positioning in Services Marketing, Role and Importance of Positioning	
UNIT – IV	Services Marketing Mix
Introduction, Elements and Concepts	
UNIT – V	Application of Services Marketing
Bank, Insurance, Hospitality, Healthcare.	
Text Book	1. Wordruffe, H – Services Marketing – OUP – New Delhi 2. Lovelock – Services Marketing – PHI, New Delhi
Reference Books	1. Zeithmal-Bitnar – Services Marketing 2. M.K.Rampal , S.L. Gupta—Service marketing.
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----
	Practical 1. Challenges of services: Healthcare Industry 2. Classification of services: Financial services 3. GSM and CDMA : Market Analysis 4. Corporate insight: BFSI sector; HDFC, SBI and CITIBANK 5. Aviation sector: Spice jet and go air 6. Telecom Industry- Bharti Airtel and Vodafone 7. Segmentation analysis; Educational analysis 8. Positioning : Insurance sector 9. Demand and capacity: tourism Industry 10. Telecom Advertising In India

BM 364	Financial, Treasury and Forex Management
Prerequisite	Completion of senior secondary course with basic IQ Level
	The Objectives of the course are :
	To create an understanding regarding the topic
	To gain knowledge about Banking concept
	To have understanding about banking
	Able to analyse different banking product
	The students will be able to
	Able to conceptualize banking concept
	Able to know pros and cons of financial plans
	Can make strategy according to consumers' need
	Capable to make various strategy
Utility	Able to make sustainable structure for business
UNIT – I	Introduction Nature and Scope of Financial Management
	Nature, Significance, Objectives and Scope (Traditional, Modern and Transitional Approach) Risk-Return and Value of the Firm Financial Distress and Insolvency Financial Sector Reforms and their Impact Functions of Finance Executive in an Organization
UNIT - II	Financial Services
	Meaning, Significance, Scope and Structure of Financial Services Types of Financial Services- Merchant Banking, Securitization of Debt, Loan Syndication, Housing Finance, Custodial and Advisory
UNIT - III	Commercial Banking:
	Basic Concepts of Commercial Banks, Role of Commercial banks in Financial Market, Creation of Credit, Factors affecting credit creation .
UNIT - IV	Treasury Management
	Meaning, Objectives, Significance, Functions and Scope of Treasury Management Relationship between Treasury Management and Financial Management; Role and Responsibilities of Chief Finance Officer Tools of Treasury Management; Internal Treasury Controls; Environment for Treasury Management. Liquidity Management, Regulation, Supervision and Control of Treasury Operations, Implications of Treasury on International Banking
UNIT - V	Forex Management
	Nature, Significance and Scope of Forex Management Foreign Exchange Market and its Structure Foreign Exchange Rates and its Determination Exchange Rate Quotes; Types of Exchange Rates; Forex Trading; Currency Futures and Options Foreign Exchange Risk Exposures and their Management; Exchange Rate Forecasting; Risk in Foreign Exchange Business
Text Book	1 .Varshney. P.N. – Banking Law and Practice 2. Paramemeswaran, R & Natarajan, R – Indian Banking
Reference Book	1. Vaish, M.C – Money, Banking and International Trade 2. Financial , Treasury & Forex Management, “Abhishek Mittal”, 4e.
Mode of Evaluation	Assignment/Quiz/Viva- voce/Student seminar/Written examination/Presentations
Recommended by BOS on :	-----

	<p>Practical's</p> <ol style="list-style-type: none">1. Capital budgeting.2. Cost and capital.3. Management of working capital4. Capital structuring.5. Portfolio management.6. Financial decision.7. Dividend decision.8. Forex management.9. Leasing.10. Operating cycles period.
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1. Capital budgeting.
2. Cost and capital.
3. Management of working capital
4. Capital structuring.
5. Portfolio management.
6. Financial decision.
7. Dividend decision.
8. Forex management.
9. Leasing.
10. Operating cycles period.