

B. Voc. – Financial Markets & Services Syllabus Structure

First Year: Semester-I

Subj. Code	Subject Name	No. of Credits	Marks
General Components			
FMS 101	Communication Skills - I		
FMS 102	Information & Communication Technology -I		
Skill Components			
FMS 103	Financial Accounting		
FMS 104	Indian Financial System		
FMS 105	Elements of Banking		
FMS 106	Internship - I		

First Year: Semester-II

Subj. Code	Subject Name	No. of Credits	Marks
General Components			
FMS 201	Communication Skills - II		
FMS 202	Information & Communication Technology -II		
Skill Components			
FMS 203	Personal Finance		
FMS 204	Money Market		
FMS 205	Introduction to Financial Services		
FMS 206	Internship - II		

Second Year: Semester -III

Subj. Code	Subject Name	No. of Credits	Marks
General Components			
FMS 301	Human Values & Professional Ethics		
FMS 302	Office Automation		
Skill Components			
FMS 303	Capital Market		
FMS 304	Venture Capital Finance		
FMS 305	Mutual Funds		
FMS 306	Internship - III		

Second Year: Semester -VI

Subj. Code	Subject Name	No. of Credits	Marks
General Components			
FMS 401	Business Economics		
FMS 402	Environmental Science		
Skill Components			
FMS 403	Treasury Management		
FMS 404	Principles & Practices of Insurance		
FMS 405	Credit Risk Management		

FMS 406	Internship - IV		
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Third Year: Semester -V

Subj. Code	Subject Name	No. of Credits	Marks
General Components			
FMS 501	Design Thinking		
FMS 502	Web Technology		
Skill Components			
FMS 503	Merchant Banking		
FMS 504	Statistical Application for Finance		
FMS 505	Management of Financial Institutions		
FMS 506	Internship - V		

Third Year: Semester -VI

Subj. Code	Subject Name	No. of Credits	Marks
General Components			
FMS 601	Project Management		
FMS 602	Management & Organizational Behavior		
Skill Components			
FMS 603	Portfolio Management		
FMS 604	Financial Sector Reforms		

FMS 605	Stock Trading Simulation Lab		
FMS 606	Internship - VI		

First Year : Semester I

FMS 101: Communication Skills - I

Unit I: Vocabulary Building

- a. Prefixes and Suffixes
 - b. Conversion
 - c. Compounding
 - d. Analogy
2. One-Word Substitutes
 3. Words Often Confused
 4. Synonyms and Antonyms
 5. Phrasal Verbs

Unit II: Grammar - 1

Types of Verbs
Subject-Verb Agreement

Unit III: Grammar - 2

Meanings of Modals
Tense (Present and Past) and Aspect
The Several Possibilities for Denoting Future Time
Articles and Prepositions

Unit IV: Listening Skills

The Importance of Listening
Types of Listening
Barriers/Obstacles to Effective Listening
Strategies for Effective Listening

Unit V: Reading Skills

Skimming
Scanning
Intensive Reading and Extensive Reading
Comprehension

FMS 102::Information & Communication Technology-I

Unit-I: Basics of Computers :Definition of a Computer - Characteristics and Applications of Computers – Block Diagram of a Digital Computer – Classification of Computers based on size and working – Central Processing Unit – I/O Devices.

Unit-II: Primary, Auxiliary and Cache Memory – Memory Devices. Software, Hardware, Firmware and People ware – Definition and Types of Operating System – Functions of an Operating System – MS-DOS – MS Windows – Desktop, Computer, Documents, Pictures, Music, Videos, Recycle Bin, Task Bar – Control Pane.

Unit-III: MS-Word:Features of MS-Word – MS-Word Window Components – Creating, Editing, Formatting and Printing of Documents – Headers and Footers – Insert/Draw Tables, Table Auto format –Page Borders and Shading – Inserting Symbols, Shapes, Word Art, Page Numbers, Equations – Spelling and Grammar – Thesaurus – Mail Merge

Unit-IV: MS-PowerPoint: Features of PowerPoint – Creating a Blank Presentation - Creating a Presentation using aTemplate - Inserting and Deleting Slides in a Presentation – Adding Clip Art/Pictures -Inserting Other Objects – Audio - Video - Resizing and Scaling of an Object – Slide Transition – Custom Animation

Unit-V: MS-Excel: Overview of Excel features – Creating a new worksheet - Selecting cells - Entering and editing Text – Numbers – Formulae - Referencing cells – Inserting Rows/Columns –Changing column widths and row heights - auto format - changing font sizes – colors - shading.

Reference Books:

1. ReemaThareja, Fundamentals of Computers, Oxford University Press, India
2. V.Raja Raman, Fundamentals of Computers, Prentice Hall of India.
3. John Walkenbach, Herb Tyson, Michael R.Groh and Faithe Wempen, Microsoft Office 2010 Bible Wiley Publishers

FMS 103::Financial Accounting

Unit-I - Introduction to Accounting : Need for Accounting – Definition – Objectives, Advantages – Book keeping and Accounting–Accounting concepts and conventions - Accounting Cycle - Classification of Accounts and its rules - Double Entry System - Journalization - Posting to Ledgers, Balancing of ledger Accounts (Simple problems).

Unit -II: Subsidiary Books: Types of Subsidiary Books - Cash Book, Three-column Cash Book- Petty cash Book (Simple Problems).

Unit- III- Bank Reconciliation Statement:

Need for bank reconciliation - Reasons for difference between Cash Book and Pass Book Balances- Preparation of Bank Reconciliation Statement- Problems on both favorable and unfavourable balances (Simple Problems).

Unit-IV: Trail Balance and Rectification of Errors:

Preparation of Trail balance - Errors – Meaning – Types of Errors – Rectification of Errors (Simple Problems)

Unit -V: Final Accounts:

Preparation of Final Accounts: Trading account – Profit and Loss account – Balance Sheet – Final Accounts with adjustments (Simple Problems).

Reference Books:

1. T.S.Reddy & A. Murthy, Financial Accounting , Margham Publications
2. R L Gupta & V. K Gupta, Principles and Practice of Accounting, Sultan Chand & Sons

3. S.P. Jain & K.L Narang, Accountancy-I, Kalyani Publishers
4. Tulasian, Accountancy -I, Tata McGraw Hill Co.
5. V.K.Goyal, Financial Accounting, Excel Books
6. K. Arunjyothi, Fundamentals of Accounting; Maruthi Publications

FMS 104::Indian Financial System

Unit-I: Indian Financial System – Introduction – Nature –Objectives-Overview-Structure - Financial system and economic development.

Unit-II: Money market- Constituents - Functions - Instruments – Recent developments.

Unit-III: Capital market- Primary Market – Secondary Market – Functions - Instruments - Recent developments.

Unit-IV: Financial Intermediaries and Institutions: SEBI – Objectives & Functions; IRDA - objectives and functions.

Unit-V: Financial System and Foreign Investments: Role of Commercial banks - NBFCs - Broking Houses - Insurance companies - Credit Rating Agencies in India - Impact of Foreign Investment in India.

Reference Books:

1. Bhole L.M., “Financial Institutions and Markets”; 2009, Tata McGraw–Hill, New Delhi.

2. Hooda, R.P, “Indian Securities Markets–Investors View Point”; 1998, Excell Books, New Delhi.
3. Machiraju, H.R., “Indian Financial System”, 3rd edition (2009), Vikas Publishing House
4. Khan, M.Y., “Indian Financial System: Theory and Practices”, 4th edition (2004), Tata McGraw Hill.
5. Pathak, B.V. , “Indian Financial System”, Pearson Education

FMS 105::Elements of Banking

Unit – I:Bank: Evolution – Functions – Classification – Kinds of deposits – Types of Account holders - Reforms.

UNIT – II : Commercial Banks: Meaning – Evolution - - Types – Role - Functions – Services-Present structure of commercial banks in India.

UNIT – III : Banking and the Economy: Cash reserve ratio - Statutory liquidity ratio - repo and reverse repo - open market operations - security valuation - capital account convertibility.

UNIT – IV : Payment and Collection of Cheques: Duties and responsibilities of paying banker and collecting banker - Protection available to paying and collecting banker under NI Act.

UNIT – V : Security Creation & Other Banking Services: Pledge – Hypothecation – Mortgage -Other Banking Services: Fund based services - Non fund based services.

Reference Books:

1. IIBF, "Principles and Practices of Banking", 2nd Edition, McMillian Publishers.
2. Paul and Suresh, "Management of Banking and Financial Services", 2007, Pearson Education.
3. Sunderam and Varshney, "Banking Theory Law and Practices", 2004, Sultan Chand and Sons.
4. Varshney, P.N, "Banking Law and Practice", 2012, Sultan Chand and Sons

First Year : Semester - II

FMS201: Communication Skills - II

Unit I: Pronunciation-1

The Sounds of English

Unit II: Pronunciation-2

1. Word Accent
2. Intonation

Unit III: Speaking Skills-1

1. Conversation Skills
2. Interview Skills
3. Presentation Skills
4. PublicSpeaking

Unit IV: Speaking Skills-2

1. Role Play
2. Debate
3. Group Discussion

Unit V: Writing Skills

1. Spelling
2. Punctuation
3. Information Transfer
 - o Tables
 - o Bar Diagrams
 - o LineGraphs
 - o Pie Diagrams
 - o Flow Charts
 - o TreeDiagrams
 - o Pictures

FMS202::Information & Communication Technology-2

Unit-I: Fundamentals of Internet : Networking Concepts, Data Communication – Types of Networking, Internet and its Services, Internet Addressing – Internet Applications – Computer Viruses and its types – Browser –Types of Browsers.

Unit-II: Internet Applications: Using Internet Explorer - Standard Internet Explorer Buttons - Entering a Web Site Address - Searching the Internet – Introduction to Social Networking: Twitter – Tumblr – Linkedin – Facebook – Flickr – Skype – Yelp – Vimeo - Yahoo!, Google+, Youtube – WhatsApp.

Unit-III: E-Mail :Definition of E-mail - Advantages and Disadvantages – User IDs – Passwords - Email Addresses - Domain Names – Mailers - Message Components - Message Composition - Mail Management - Email Inner Workings.

Unit IV: WWW- Web Applications - Web Terminologies - Web Browsers - URL - Components of URL - Searching WWW – Search Engines and Examples.

Unit-V: Basic HTML: Web Terminology – Structure of a HTML Document – HTML, Head and Body tags – Semantic and Syntactic Tags – HR, Heading, Font, Image and Anchor Tags –Different types of Lists using tags – Table Tags - Image formats – Creation of simple HTML Documents.

Reference Books:

1. Raymond Green Law and Ellen Hepp, Fundamentals of the Internet and the World Wide Web, TMH Publishers.
2. Information and Communication Technologies by van Weert, Tom J., Tatnall, Arthur (Eds.)

FMS 203::Personal Finance

Unit-1: Investment: Assessment of Income –Objectives of Investment–Factors affecting selection of investment–Time value of money –Future value of investment and annuity –Present value of cash flows and outflows.

Unit-II: Investment Alternatives: Real Estate, Gold, Shares, Bonds, Govt. Securities, Insurance Policies, Mutual Funds, Post Office Saving Schemes, Public Provident Fund, etc.

Unit-III: Security Valuation: Concepts of Return and Risk–Systematic and Nonsystematic risk

-Risk-return tradeoff –Equity valuation.

Unit-IV: Bond Valuation: Bond return and valuation – Yield to maturity – Bond value theorem.

Unit-V: Personal Finance Planning: Objectives – Process – Implementation and Implications – Case studies.

Reference Books:

- 1.Punithavathy Pandian, Security Analysis & Portfolio Management, Vikas Publishers, New Delhi.
- 2.Yassaswy, Personal and Tax Planning, Vision Books, New Delhi.
3. A.N. Shanbag, In the Wonderland of Investment, Popular Prakashan, Bombay.
4. V.N.S.Raman, Investment Principles and Techniques, Vikas Publishing House, New Delhi.
5. Ankit Gala & Khushboo Gala, Investment Planning, Buzzing Stock Publishing.

FMS 204::Money Market

UNIT – I : Indian money market: Overview – Organization - Structure – Intermediaries - Functions – Instruments.

UNIT – II : Indian Money Market and Economic Development: Role – Defects - Suggestions for Improvement.

UNIT – III : Reserve Bank of India: Role – Functions – Monetary policy – Market Practices.

UNIT - IV : Short Term Instruments:Certificate of deposit – Commercial paper – Treasury bills – Repurchase agreements.

UNIT - V : Regulatory framework in the Indian Money Market:Recent Developments in the Monetary and Credit Policy - CBLO: Features, - Issuing Procedure - RBI Guidelines - Progress and Problems.

Reference Books:

1. Bhole L.M., “Financial Institutions and Markets”; 2009, Tata McGraw-Hill, New Delhi.
2. Hooda, R.P, “Indian Securities Markets- Investors View Point” ; 1998, Excell Books, New Delhi.
3. Mechiraju, H.R., “Indian Financial System”, 3rd edition (2009), Vikas Publishing House

FMS 205::Introduction to Financial Services

Unit - I : Introduction to Financial Services: Meaning of Financial service – Features – Functions - Product selling Vs Services Selling – Classification - Present situation in Indian Economy.

Unit - II : Fund Based Financial Services: Concept - Leasing - Hire Purchase - Bill Discounting - Venture Capital - Housing finance - Insurance service - Factoring - Forfeiting - Mutual funds.

Unit - III : Fee Based Financial Services: Concept - Merchant Banking - Credit Rating - Stock Broking - Custodial Services - Loan syndication - Securitization.

Unit - IV : Credit Management & NAV: Credit cards - Business credits - NAV role in the economy.

Unit - V : Regulatory Bodies in Financial Services: SEBI - RBI - IRDA - AMFI.

Reference Books:

1. Khan M.Y. - Financial Services (Tata McGraw Hill)
2. Vasanat Desai - Financial Markets and Financial Services (Himalaya Publishing House)
3. Tripaty Nalini Prava - Financial Services (Prentice Hall)
4. V.Avadhani - Financial Services in India (Himalaya Publishing House)
5. Siddiah.T. - Financial Services (Pearson)

Second Year : Semester - III

FMS301: Human Values and Professional Ethics

Unit-I : Introduction to Value Education: Value Education, Definition, Concept and Need

for Value Education, The Content and Process of Value Education, Self-Exploration as a means of Value Education, Happiness and Prosperity as parts of Value Education.

Unit-II : Harmony in the Human Being: Human Being is more than just the Body, Harmony of the Self ('I') with the Body, Understanding Myself as Co-existence of the Self and the Body, Understanding Needs of the Self and the Needs of the Body.

Unit-III :Harmony in the Family and Society and Harmony in the Nature, Family as a basic unit of Human Interaction and Values in Relationships, The Basics for respect and today's Crisis : Affection, Care, Guidance, Reverence, Glory, Gratitude and Love,
Comprehensive Human Goal : The Five dimensions of Human Endeavour

Unit-IV : Social Ethics: The Basics for Ethical Human conduct, Defects in Ethical Human Conduct, Holistic Alternative and Universal order, Universal Human Order and Ethical Conduct.

Unit-V : Professional Ethics: Value Based Life and Profession, Professional Ethics and Right Understanding, Competence in Professional Ethics, Issues in Professional Ethics – The Current scenario, Vision for Holistic Technologies, Production System and Management Models

Reference Books:

1. A.N.Tripaty, Human Values, New Age International Publishers, 2003
2. Bajpai.B.L., Indian Ethos and Modern Management, New Royal Book Co., Lucknow, 2004
3. Bertrand Russell, Human Society in Ethics and Politics
4. Corliss Lamont, Philosophy of Humanism
5. Gaur.R.R., Sangal.R, Bagaria.G.P., A Foundation Course in Value Education, Excel Books.

FMS 302:: Office Automation

Unit-I: Office: Features of Modern Office - Environment of an Office - Layout Planning - Interior, Security of the Office, Knowledge of Stationery Items and Maintenance.

Unit-II: Functions of Office: Office Manager - Duties and Responsibilities - Office Management - Scientific Office Management - Work Simplification - Time Schedules - Setting priorities.

Unit-III: Office Systems: Office procedures - Guides and Common charts of Office work simplification - Planning for improving office procedures.

Unit-IV: Forms Design, Control: Types of Forms - Design of Forms - Reproduction of Forms - Office Reproduction Services - Reproduction processes - Control of office reproduction service.

Unit-V: MS-Excel: worksheet – workbook – templates - entering data – formatting & headers – footers - data analysis – charts – names – filters – sort - validation lists – function - macros.

Reference Books:

1. James, A.F. Stoner et. al: Management, Englewood Cliffs, N.J Prentice Hall
2. Mahajan, J.P.: Fundamentals of Office Management, Ane Books Pvt. Ltd.
3. Bhatia, R.C. Principles of Office Management, Lotus Press, New Delhi.

FMS 303:: Capital Market

UNIT - I: Introduction to the capital Market: Evolution and growth of Capital Market – Constituents - Major Issues In capital Market; Capital Market Instruments: Equity, Debenture, Preference Shares, Sweat Equity, Non-voting shares and Share warrants.

UNIT -II: Primary and Secondary Market: New Issue Market: Meaning - Functions and Mechanics of Floating New Issues-Public Issues - E-IPOs, Book Building - Private Placement - New Financial Instruments - Reforms in New Issue Market; Stock Exchange: Organization – Management - Membership rules of stock exchange

UNIT – III: Regulation in Capital Market: SEBI functions and Working - SEBI Guidelines for Primary Market - Regulation of Capital Market in India.

UNIT – IV: Clearing and Settlement: Clearing and Settlement – Process - Account Period Settlement - Rolling Settlement.

UNIT – V: Depositories System& Security Market Intermediaries: Role - Function and Working procedure of Depository system in India; Securities Market Intermediaries: Role and Functions - Merchant bankers - Stock broker – Registrar – Underwriters - Banker to an issue - Portfolio Manager.

Reference Books:

1. E Gordan & K. Natranjan, Capital Market in India; Himalaya Publishing House, 400004 Ramdoot, Dr.Bhalerao Marg, Girgaon, Mumbai
2. Sanjeev Aggarwal. Guide to Indian Capital Market; Bharat Law House, 22 Tarun Enclave, Pitampura, New delhi-110034
3. M.Y .Khan. Indian financial system; Tata Mcgraw Hill, 4/12, Asaf Ali road, New Delhi 110002 Taxmman SEBI Manual.

FMS 304:: Venture Capital Financing

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Unit - 1: Introduction to Venture Capital Financing - Meaning - Features - Methods of venture capital financing.

Unit - 2 : Venture Funding Process: Idea Generation - Submission of Business Plan - Introductory Meeting - Due diligence - Term sheets and funding - Exit Route.

Unit - 3 : Types of Venture Capital Financing : Early Stage financing - Expansion financing - Acquisition or Buyout financing.

Unit - 4 : Venture Capital Financing Firms in India: ACCEL Partners - SEQUOIA CAPITAL - Nexus Venture Partners - Kalaari Capital - Blume Ventures - CHIRATAE VENTURES - Venture East - Saif Partners - Matrix Partners.

Unit - 5 : Regulatory Aspects of Venture Capital in India: SEBI Committee on Venture Capital - Venture Capital Regulations - Regulations for venture capital industries laid down by central government.

Reference Books:

- 1 Khan, M.Y., "Indian Financial System: Theory and Practices", 4th edition (2004), Tata McGraw Hill.
2. Pathak, B.V. , "Indian Financial System", Pearson Education
3. Vasanat Desai - Financial Markets and Financial Services (Himalaya Publishing House)
4. Tripaty Nalini Prava - Financial Services (Prentice Hall)

FMS 305:: Mutual Funds

UNIT – I : Introduction to Mutual Funds: Meaning - Role - Functions - Types - Key developments in Mutual Funds over the years.

UNIT – II : Legal and Regulatory Environment: Role of regulators in India, Investment restrictions for schemes, Investor's rights and obligations.

UNIT – III : Fund Distribution and Channel Management: Distribution channels, Channel Management Practices – KYC Requirements.

UNIT – IV : Return, Risk and Performance of Funds: Drivers of returns in a scheme - Measures of return - Drivers of risk on a scheme - Measures of risk; Scheme Selections: Different scheme selection categories, criterion to select a scheme, Sources of data to track mutual fund performance.

UNIT – V : Investing in Mutual Funds: Understanding the Process - Investment Objective - Prospectus / Offer Document and Key Information Memorandum.

Reference Books:

1. Mobius Mark, " Mutual Funds: An Introduction to the Core Concepts", Wiley.com
2. Shashikant, Abraham and Bhargava, "Understanding Mutual Funds", McGraw Hill Publications.
3. Tripathy, "Mutual funds in India", Excel Books.

Second Year : Semester IV

FMS 401 ::Business Economics

Unit-1

Introduction: Meaning and Definitions of Business Economics - Nature and scope of Business economics- Micro and Macro Economics and their differences.

UNIT-2:

Demand and Supply Analysis: Meaning - Law of Demand - Demand Schedule-Demand Function - Determinants and Distinctions - Demand Estimation - Methods of forecasting for Existing and New Products - Criteria for a Good Forecasting Method; Meaning and Law of Supply - Determinants of Supply.

UNIT-3:

Cost and Production Analysis: Cost Concepts - Cost Output Relationship in Short run and Long run - Cost Control and Reduction; Meaning of Production - Production Function - Laws of Production - Production Function with One, Two and All Variables Input Factors - Cobb Douglas Production Function

UNIT-4:

Profit Analysis: Nature of Profit - Kinds of Profit - Theories of Profit - Managerial uses of Cost Volume Profit Analysis - Profit Planning and Forecasting; Competition - Types of Competition: Perfect Competition - Imperfect Competition;

Unit – 5:

Price Analysis: Pricing - Concept - Pricing Policies and Strategies - Pricing Methods - Product Line Pricing - Transfer Pricing - Pricing by Retailers - Export Pricing - Dual Pricing - Administered Pricing - Price Forecasting

Reference Books

1. S.Sankaran, Business Economics, Margham Publications, Chennai.
2. Business Economics - Kalyani Publications.
3. Business Economics – Himalaya Publishing House.
4. Aryasri and Murthy Business Economics , Tata McGraw Hill.

FMS 402:: Environmental Science

Unit-I: Natural Resources: Definition, Scope and importance. Need for public awareness. Brief description of; **Forest resources:** Use and over-exploitation. Deforestation; timber extraction, mining, dams. Effect of deforestation environment and tribal people, **Water resources:** Use and over-utilization. Effects of over utilization of surface and ground water. Floods, drought. **Mineral resources:** Use and exploitation, environmental effects of extracting and using mineral resources. **Food resources:** World food problems, Effects of modern agriculture; fertilizer- pesticide, salinity problems. **Land resources:** Land as resources, land degradation, man induced landslides, soil erosion and desertification

Unit-II : Ecosystems, Biodiversity and its conservation: Concept of an ecosystem Structure and function of an ecosystem, Producers, consumers and decomposers, Food chains, food webs and ecological pyramids, Characteristic features of the ecosystems:-Forest ecosystem, Desert ecosystem, Aquatic ecosystem, **Value of biodiversity:** Consumptive use, productive use. Biodiversity in India, Endangered and endemic species of India, Conservation of biodiversity

Unit-III : Environmental Pollution: Definition, Causes, effects and control measures of:- Air pollution, Water pollution, Soil pollution, Noise pollution, Solid waste management; Measures for safe urban and industrial waste disposal, Role of individual in

prevention of pollution, **Disaster management:** Drought, floods and cyclones

Unit-IV: Social Issues and the Environment: From Unsustainable to Sustainable development, Water conservation, rain water harvesting, watershed management. Climate change, global warming, ozone layer depletion, Environment protection Act Wildlife Protection Act, Forest Conservation Act

Unit-V: Human Population and the Environment: Population explosion, impact on environment, Family welfare Programme, Environment and human health, Women and Child Welfare, Value Education, Role of Information Technology in Environment and human health.

Reference Books:

1. M.Satyanarayana, M.V.R.K.Narasimhacharyulu, G. Rambabu and V.VivekaVardhani, Environmental Studies, Telugu Academy, Hyderabad.
2. R.C.Sharma and Gurbir Sangha, Environmental Studies, Kalyani Publishers.
3. Purnima Smarath, Environmental Studies, Kalyani Publishers.

FMS 403::Treasury Management

UNIT - I : Treasury Management in Corporates: Role of Corporate Treasury - Structure of Corporate Treasury (Centralized and Decentralized) - Treasury Visions - Strategies and Execution - Ethics in Treasury Management.

UNIT - II : Working Capital, Cash and Liquidity Management: Introduction to working capital management (Short term financial ratios) - Business Cycle forecasting - Cash flow forecasting models – policies - procedures & controls - Cash Concentration - Bank Payments and collection - Bank Float management and improving.

UNIT - III : Capital Structure Decisions and Corporate Finance: Sources of Capital -Comparison between onshore vs. offshore raising of debt - Dividend Policy -Long term resource mobilization - Strategic Investments - Mergers and Acquisitions.

UNIT – IV : Fixed Income Portfolio Management: Macro Economic Factors affecting Bond market - Time value of money - interest rate calculations - Bond mathematics & Pricing - Yield Curve – Duration - Convexity -Valuation of fixed income securities.

UNIT – V : Treasury Risk Management: Types of Risk faced by treasuries (Interest Rate risk) - Asset Liability Management - Types of Financial Risk and Non-Financial Risks.

Reference Books:

1. Treasury Management: The Practitioner's Guide, Steven M. Bragg, Wiley.
2. Treasury Risk Management, S.K.Bagchi, Jaico Publishing House.
3. Corporate Treasury and Cash Management, Cooper.R, Palgrave Macmillan.

FMS 404::Principles & Practices of Insurance

Unit-I : Introduction to Insurance: Meaning – Nature - Role - Importance -Principles of Insurance-Indemnity - Insurable Interest - Principle of Subrogation - utmost good faith - Proximate cause - contribution.

Unit-II : Life Insurance: Nature – Annuities - Surrender Value - Calculation of Premium and measurement of risk.

Unit-III : Standard Fire & Special Perils Policy: Terrorism Cover - Tariff System - Special Policies.

Unit-VI : IRDA Act, 1999: Salient Features - Privatization of insurance industry-Latest Amendment.

Unit-V: INSURANCE DOCUMENTS: Proposal Forms - Policy Forms - Cover Notes - Certificate of Insurance – Endorsements - Other Insurance Documents.

Reference Books:

1. Niehaus, Harrington, “Risk Management and Insurance”, 2007, Tata McGraw-Hill.
2. Kotreshwar, G., “Risk Management- Insurance and Derivatives”, 2005, Himalaya Publishing House.
3. GopalKrishan, G., “Insurance Principles and Practice”, 1994, Sterling Publishers, New Delhi.
4. Gupta, P.K., “Insurance and Risk Management”, 2010, Himalaya Publication.

UNIT – I : Concept of credit risk: Credit risk and the international practices - credit risk rating framework - variables contributing to credit risk -credit risk mapping and scoring - software for rating.

UNIT – II : Credit Risk Evaluation- Understanding balance sheet - impact of recent accounting standards - financial analysis- financial ratio -risk based assessment procedure - project appraisal under condition of inflation - time value of money documentation - signing of credit agreement.

UNIT – III : Credit Risk Model:overview on conceptual approaches to credit risk modeling - estimation of parameters of credit risk models – valuation - examples of credit models - conflicts of interest in credit rating agencies - issuer pays business model.

UNIT – IV : Concept of Minimum Regulatory Capital: expected loss - probability of default - loss given default - exposure of default – maturity.

UNIT – V : Credit Risk Administration: credit risk-standardized approach - credit risk mitigation - credit risk securitization framework - importance of data management.

Reference Books:

1. Credit Risk Management For Indian Banks K.Vaidya NathanSage Publication.
2. Retail Credit Risk Management Mario Anolli, Elena Beccali, Palgiave Macmillan
3. Credit Risk Pricing Measurement & Management. Darrell Duffie, Kenneth. J. Singleton. Princeton University Press.

FMS501 :Design Thinking

Unit – 1 : Design Thinking: Origin of Design Thinking – Definition - Features – Process - Application across professions.

Unit – 2 : Design Thinking Methods: Design Thinking Vs. Scientific Method – Problem Focused Vs. Solution Focused – Analysis Vs. Synthesis – Divergent Thinking Vs. Convergent Thinking .

Unit – 3: Design Thinking Attributes: Principles of Design Thinking – Challenges – Aha Moment – Use of Analogies.

Unit – 4 :Design Thinking Stages / Phases: Empathize stage – Define stage – Ideate stage – Prototype stage – Test Stage.

Unit – 5 : Design Thinking in Practice: Strategies – IDEO Case – Embrace Baby Warmer Case –Naandi Foundation’s Case - Eric Duncan Case.

Reference Books:

1. Designing Experiences by J. Robert Rossman and Mathew D. Duerden
2. Mismatch: How Inclusion Shapes Design by Kat Holmes
3. Inclusive Design for a Digital World: Designing with Accessibility in Mind by Regine Gilbert
4. Writing is Designing: Words and the User Experience by Michael J. Metts and Andy Welfle
5. Microcopy: The Complete Guide by Kinnerest Yifrah

FMS 502:: Web Technologies

Unit I:HTML: Basic HTML - Document body – Text - Hyper links - adding more formatting – Lists - Tables using images; More HTML: Multimedia objects – Frames - Forms towards interactive - HTML document heading detail.

Unit II : Cascading Style Sheets: Introduction - using Styles - simple examples - your own styles - properties and values in styles - style sheet - formatting blocks of information - layers.

Unit III : Introduction to JavaScript: DHTML – JavaScript – basics – variables - string manipulations - mathematical functions – statements – operators – arrays – functions; Objects in JavaScript: Data and objects in JavaScript - regular expressions - exception handling.

Unit IV : DHTML with JavaScript: Data validation - opening a new window - messages and confirmations - the status bar - different frames - rollover buttons - moving images.

Unit V :XML: defining data for web applications - basic XML - document type definition - presenting XML - document object model - Web Services.

Reference Books:

1. Harvey M. Deitel and Paul J. Deitel, “Internet & World Wide Web How to Program”, 4/e, Pearson Education.
2. Uttam Kumar Roy, Web Technologies from Oxford University Press
3. Jason Cranford Teague “Visual Quick Start Guide CSS, DHTML & AJAX”, 4e, “Pearson Education.

FMS 503:: Merchant Banking

Unit - I: Introduction to Merchant Banking: Overview – Functions – Role – Problems – Recent Developments.

Unit-II: Relevant provisions of Companies Act – SERA – SEBI guidelines – FEMA – Relation with stock exchanges – OTCEI.

Unit – III :Role of Merchant Banker in Appraisal of Projects: Designing capital structure – Instruments.

Unit – IV :Issue Management: Issue pricing – Book building – preparation of prospectus – selection of bankers – Advertising - Offer for Sale – Green shoe option – e-IPO – Private Placement – Brought out deals – Placement with FIs, MFs, FIIs.

Unit – V :Issue Management Marketing –Pre and Post Issue Management: Offshore Issues – Issue Marketing – NRI Marketing – Post Issue Activities.

Reference Books:

- 1.M.Y.Khan, Financial Services, Tata McGraw-Hill.
2. Nalini Prava Tripathy, Financial Services, PHI Learning.
3. J.C.Verma, A Manual of Merchant Banking, Bharath Publishing House, New Delhi.
4. Varshney P.N. & Mittal D.K., Indian Financial System, Sultan Chand & Sons, New Delhi.
5. Machiraju, Indian Financial System, Vikas Publishing House.
6. Website of SEBI

FMS 504:: Statistical Applications for Finance

Unit-I:Central tendency: Mean Median and Mode. Arithmetic and Geometric mean. Dispersion,Standard deviation, standard error.

Unit-II:Elementary Probability theory: Deterministic and Non Deterministic experiments, differenttypes of events, a priori and empirical definition of probability. Properties of Binomial, Poisson,and normal distribution.

Unit-III:Simple Correlation and Regression Analysis:Assumptions; Pearsons product moment andSpearman's rank correlation method; least squares technique; properties of correlations andregression coefficients

Unit-VI:Time Series Analysis: Trend analysis using moving average and regression analysis, seasonal, cyclic and regular fluctuations

Unit-V: Index Numbers:Index number construction of unweighted - weighted index numbers - quantity Index.

Reference Books

1. Levin, Richard and David S. Rubin. "*Statistics for Management*". 7th Edition,Prentice Hall of India, New Delhi.
2. Chandan, J.S., "*Statistics for Business and Economics*", Ist Edition, (1998), Vikas Publishing House Pvt. Ltd.
3. Render, B. and Stair, R. M. Jr., "*Quantitative Analysis for Management*", 7thEdition, Prentice–Hall of India, New Delhi.
4. Gupta C B, Gupta V, "*An Introduction to Statistical Methods*", 23rd Edition (1995),Vikas Publications.

FMS 505:: Management of Financial Institutions

UNIT – I: Introduction to Financial Institutions: -Types of Financial Institutions- Overview of Indian Banking System - Recent Trends-Economic Growth through Financial Institutions

UNIT – II:Central Banking System: Central Banking Theory- Reserve Bank of India- Asset Liability Management in Banks

UNIT – III: Management of Commercial Banks in India: Commercial Banking in India - - Liquidity Management of Commercial Banks - Profitability and Management of NPA in Banks-Banking Sector Reforms

UNIT – IV: Banking Technology: Essentials of Bank Computerization - Data Communication - Networking - Electronic Funds Transfer

UNIT – V: Understanding New Trends: Future prospects in banking industry – Mergers & Acquisitions in Banking Sector – Recent Cases.

REFERENCE BOOKS

1. Management of Indian Financial Institutions By R.M.Srivastava & Divya Nigam (HPH)
2. Management of Banking & Financial Services By Justin Paul & P.Suresh (Pearson Ed.)
3. Financial Institutions and Markets: Meir Kohn (Tata Mc.Graw Hill)

Third Year : Semester VI

FMS601 :: Project Management

Unit-I: Introduction: Meaning, Scope and Objectives, Types of Projects, Generation and Screening of Ideas, Generation of Ideas, Monitoring the Environment, Preliminary Screening - Problems of Project management.

Unit-II: Analysis of Project Proposal: Markets and Demand Analysis, Technical Analysis, Material Input, Manufacturing Process, Technology-Product Mix- Estimation of Sales and Production.

Unit-III: Project evaluation for Selection:- Methods of evaluation, ROR Net present value method. PERT and CPM techniques, Time estimations, post Project Review.

Unit-IV: Human Aspects of Project Management – Manpower Planning - Human Ergonomics - Estimation - Pre requisites for Successful Project Implementation.

Unit-V: Closing of the Project:- Types of project termination - Termination procedure -Evaluation of Termination possibilities.

Reference Books

1.Prasanna Chandra, Project–Planning–Analyses, Selection, Implementation and Review. 'Tata Mc Graw Hill Publishing Co.

2. V.A. Avadhani, Indian Capital Market, Himalaya Publishing.

RM602::Management & Organizational Behavior

Unit - 1: Introduction to Management: Meaning - Importance - Roles and Responsibility of 3 levels of Management- Importance - Functions - Challenges of Management.

Unit - 2 : Functions and Communication in Management: Planning, Organizing, Staffing, Directing, Controlling .

Unit - 3 : Organizational Behavior: Definition - Need - Importance - Nature and scope - Focus - Frame work - Organizational behavior models.

Unit - 4 : Personality & Motivation: Types - Factors influencing personality - Theories - Learning - Types of learners - The learning process - Learning theories - Motivational Theories.

Unit - 5 : Organizational Change & Development: Concept of Change - Levels of Change - Types - Implementing Change - Organizational Development - Concept and Evolution - Interventions.

Reference Books

1. Management and Organisational Behaviour (English, Paperback, Dr. S.C. Saksena, Dr. Gaurav Sankalp)
2. Organisational Behaviour Stephen P. Robbins, Timothy A. Judge, Neharika Vohra
3. Stephen P. Robins, Organizational Behavior, PHI Learning/Pearson Education, 2008.

4. Fred Luthans, Organizational Behavior, McGraw Hill, 2001.
5. Schermerhorn, Hunt and Osborn, Organizational behavior, John Wiley, 9th Edition, 2008.
6. UdaiPareek, Understanding Organizational Behaviour, Oxford Higher Education, 2004.

FMS 603:: Portfolio Management

UNIT - I : Introduction to Portfolio Management: Definition - Investment Process - Investments Categories; Capital Market Theory: The capital Asset Pricing Model – Security Market Line – Applications of the Security Market Line– Arbitrage Pricing Theory.

UNIT - II : Portfolio Analysis: Portfolio -Diversification – Tools to Measure Risk and Return – Markowitz Risk–return Optimization – Portfolio Beta – Generating the Efficient Frontier.

UNIT - III : Portfolio Selection: Defining Investment Objectives-Risk and Investor Preferences – Investment Constraints; Equity portfolio Management Strategies: Efficient Market Hypothesis – Passive vs Active Management Strategies – Types of Passive Portfolios: Index Funds.

UNIT - IV : Bond Portfolio Management Strategies: Passive Strategy – Duration Shift and Immunization – Active and Semi–Active Strategies

UNIT - V: Managed Portfolios and Performance Measurement: Classification of Managed Portfolios, Market Timing Issues in Risk Adjusted performance Measures – Sharpe’s – Treynor’s – Jensen’s Performance Measures for Portfolios.

Reference Books

1. Fischer, D.E. and Jordon, R. J., "Security Analysis and Portfolio Management", 6th Edition, Prentice-Hall, India.
2. Sharpe, A., "Investment Analysis and Management", 5th Edition, Bailey - Prentice Hall India.
3. Hirt, G.A., "Fundamentals of Investment", Irwin/McGraw-Hill.

FMS 604:: Financial Sector Reforms

Unit - 1: Introduction to Financial Sector Reforms: Need - Objectives - Major reforms - Financial reforms and economic development.

Unit - 2: Banking and Financial Sector Reforms:- Strengthening the Banking Sector - Asset Quality - Systems & Methods in Banks - Structural Issues - Technology Upgradation.

Unit - 3 : Capital Market Reforms: SEBI Regulatory Framework - Foreign Investments - Modernization of trading and settlement system - Futures trading.

Unit - 4 : Money Market Reforms: RBI Regulatory Framework - Defects - Recent developments.

Unit - 5 : Mutual Funds and Insurance Sector Reforms: AMFI - AMC - SEBI guidelines - Malhotra Committee Report on Insurance Reforms - IRDA.

Reference Books

1. Machiraju, H.R., "Indian Financial System", 3rd edition (2009), Vikas Publishing House
2. Khan, M.Y., "Indian Financial System: Theory and Practices", 4th edition (2004), Tata

McGraw Hill.

3. Management of Indian Financial Institutions By R.M.Srivastava & Divya Nigam (HPH)

FMS 605:: Stock Trading Simulation Lab

(Through Moneybhai, Trakinvest, Dalal Street Learning Platforms)

Unit – I:Investing in Stocks (Simulation Sessions)

Unit – II :Financial Analysis (Simulation Sessions)

Unit – III:Technical Analysis (Simulation Sessions)

Unit – IV:Day Trading (Simulation Sessions)

Unit – V :Value Investing (Simulation Sessions)

References

1. dsij.in/Stock-Market-Challenge
2. investopedia.com/simulator
3. trakinvest.com

4. moneybhai.moneycontrol.com
5. Tradebrains.in
6. Website of SEBI