

# **JAI HIND COLLEGE AUTONOMOUS**



## **Syllabus for F.Y.BCom**

**Course : Financial Market  
(BFM)**

**Semester : II**

*Credit Based Semester & Grading System*

*With effect from Academic Year 2018-19*

# List of Courses

**Course: Financial Market**

**Semester: II**

<b>SR. NO.</b>	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>NO. OF LECTURES / WEEK</b>	<b>NO. OF CREDITS</b>
<b>FYBFM</b>				
1	CBFM201	Effective Communications- II	60/4	03
2	CBFM202	Foundation Course –II (Organisational Behaviour )	45/3	02
3	CBFM203	Environmental Science	60/4	03
4	CBFM204	Business Maths –II	60/4	03
5	CBFM205	Secondary Markets	60/4	03
6	CBFM206	Business Organisation and Management	60/4	03
7	CBFM207	Corporate Accounting I	60/4	03

## SEMESTER II

Course Code CBAF 201	<b>Effective Communication – II (Credit 03 Lecture / week : 04)</b>	
	<p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>➤ Get exposure to business writing, preparation of reports and presentations.</li> <li>➤ Get hands on experience of group discussions , personal interview</li> <li>➤ Basic knowledge of Verbal ability skills to help with competitive exams</li> </ul> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>➤ To develop advanced communication skills in the students and enable them to communicate appropriately in the corporate and social world</li> </ul>	
<b>Unit I</b>	<p><b>Group Discussion</b></p> <ul style="list-style-type: none"> <li>a) Introduction-meaning of GD – Why Group Discussion?-characters tested in GD-</li> <li>b) Tips in GD-types of GD-Skills required in GD Consequences of GD Behavior in a GD- essential Elements of a GD-different characters in GD –</li> <li>c) Traits treated in GD- GD etiquette –areas to be concentrated while preparing for a GD- Initiating a GD-Non-Verbal Communication</li> </ul>	<b>10 L</b>
<b>Unit II</b>	<p><b>Personal Interviews</b></p> <ul style="list-style-type: none"> <li>a) Introduction-types of interview-Interview Panel- Attending Job Fair- Typical questions asked- Telephonic interview –</li> <li>b) Dress code at a interview-how does one follow up?-reasons for rejecting a candidate-Types Of Interviews</li> </ul>	<b>10 L</b>
<b>Unit III</b>	<p><b>Debates and Elocutions</b></p> <p><b>DEBATES</b> Concept Practical</p> <p><b>ELOCUTION</b> Concept Practical</p>	<b>10 L</b>
<b>Unit IV</b>	<p><b>Verbal Ability</b></p> <p>Critical reasoning, Paragraph completion, Vocabulary based questions Grammar usage (including grammar errors, confusing words &amp; phrasal verbs), Grammar sentence correction. Essay Writing, Comprehension</p>	<b>15 L</b>

### **Additional References:**

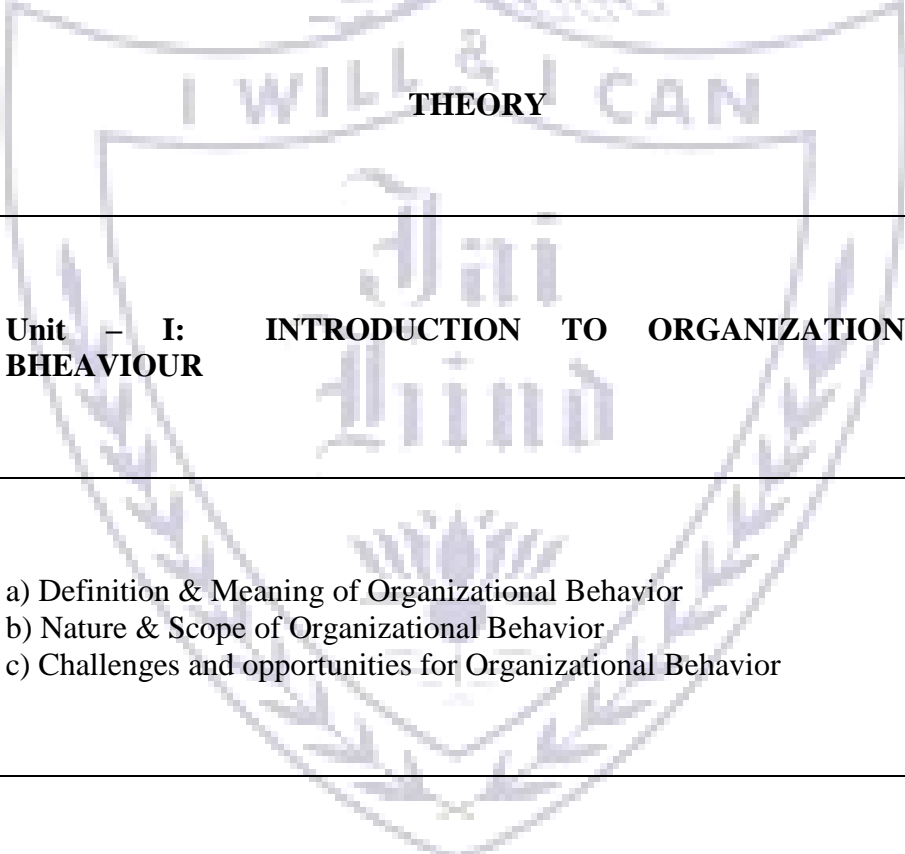
1. Dr. K. Alex, *Soft Skills*, Sultan Chand Publications, New Delhi.
2. Steve Mandel, *Effective Presentation Skills*
3. R.C. Sharma & Krishna Mohan *Business Correspondence and Report Writing*. Tata McGraw Hill Publishing Company Limited.
4. K.K. Sinha, *Business Communication*, Galgotia Publishing Co., Karol Bagh, New Delhi.
5. Rajendra Pal and J. S. Korlahalli, *Business communications*.
6. Urmila Rai *Business communication* (2 Ed.). Himalayas Publishing House. (2013).
7. Dr. Partho Pratim Roy: *Business Communication – The basics*, Himalayas Publishing House.
8. C.S. Rayudu *Communication* (9 ed.), Himalayas Publishing House. (2012),

### **Evaluation Scheme**

#### **I. Continuous Assessment ( C.A.) - 40 Marks**

1. Continuous Assessment 1: Written Test 20 marks
2. Continuous Assessment 2 : Written Test / class activities such as presentation/ group discussions/ debates / assignments / case studies 20 marks

**II. Semester End Examination ( SEE)- 60 Marks** :instead of having a 60 marks paper can we have practical sessions on GD & PI and an objective based paper for verbal ability & reasoning  
**(suggestion: Get External Examiner for Evaluation of GD's and Interviews etc.)**

<b>Course Code</b> <b>CBFM202</b>	<b>FOUNDATION COURSE –II</b> <b>ORGANISATIONAL CULTURE &amp; BEHAVIOUR</b>  <b>02 Credits/ 45 lectures</b>	
<b>Learning Objectives</b>	<ul style="list-style-type: none"> <li>➤ Understand various concepts and theories of organizational behavior to apply them in predicting and influencing individual and group behavior in organizations.</li> <li>➤ <b>Outcomes</b> Organizational behavior provides the knowledge base for understanding behavior within organizations. Students will be exposed to broad areas in OB theory, concepts, and research through this course.</li> </ul>	
	 <b>THEORY</b>	
<b>Sub Unit</b>	<b>Unit – I: INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR</b>	<b>10 lectures</b>
	<ul style="list-style-type: none"> <li>a) Definition &amp; Meaning of Organizational Behavior</li> <li>b) Nature &amp; Scope of Organizational Behavior</li> <li>c) Challenges and opportunities for Organizational Behavior</li> </ul>	
	<b>Unit – II: DIVERSITY IN ORGANIZATIONS</b>	<b>5 lectures</b>

	<p>a) Diversity Demographic characteristics: Age, Gender, Tenure, Religion, occupation etc.</p> <p>b) Ability: Intellectual and physical abilities</p> <p>c) Diversity Management</p>	
	<p><b>Unit – III: PERSONALITY AND VALUES</b></p>	<p><b>15 lectures</b></p>
	<p>a) Definition &amp; Meaning of Personality – Myers Brigs Type Indicator</p> <p>b) Big Five Personality Model – Locus of control – Core Self Evaluation – Self Concept – Machiavellianism – Narcissism – Type A and Type B personalities</p> <p>c) Importance of values – Terminal and Instrumental Values – Values across cultures: Hofstede and Globe frameworks</p>	
	<p><b>Unit – IV: UNDERSTANDING ORGANIZATIONAL CULTURE</b></p>	<p><b>15lectures</b></p>
	<p>a) Defining Organizational Culture ,culture’s functions ,climate</p> <p>b) Creating and sustaining culture</p> <p>c) Organizational Culture Ethics</p>	
<p><b>References:</b></p>	<ol style="list-style-type: none"> <li>1. Stephen P. Robbins “<i>Organizational Behavior</i>” Prentice Hall of India Private Ltd.</li> <li>2. Mirza S. Saiyadain “<i>Organizational Behaviour</i>” Tata Mc. Graw Hill.</li> <li>3. John Bratton “<i>Work and Organizational Behaviour</i>” Milton Callinan Carolyn Forshaw and Peter</li> </ol>	

	<p>SawchukPalgraveMacmilla, New York.</p> <ol style="list-style-type: none"> <li>4. Margie Parikh and Rajen Gupta “<i>Organizational Behaviour</i>”Tata Mc. Graw Hill Education Private Limited , New Delhi.</li> <li>5. SujaNair“<i>OrganizationalBehaviour</i>”Himalaya Publishing House , Mumbai.</li> <li>6. Organisational Behavior “<i>Robbins, Stephens, Pearson Publication</i>”</li> <li>7. Organisational Behavior “<i>Luthans,Fred,MGH Publication</i>”</li> <li>8. 3.Organisational Behavior “<i>Aswathappa, Himalaya Publication</i>”</li> <li>9. 4.Organisational Behavior “<i>Prasad.L.M,Sultan S.Chand &amp;C</i>”.</li> <li>10. : Organisational Behavior: “<i>Text &amp; Cases Sekaran, Uma, TMH Publication</i>”</li> </ol>	
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## Evaluation Scheme Evaluation Scheme

[A] Evaluation scheme for Theory courses

- I. Continuous Assessment ( C.A.) –NGO Work - 40 Marks
- II. Semester End Examination ( SEE)- 60 Marks

<b>N Course Code CBFM203</b>	<b>ENVIRONMENTAL SCIENCE</b> <b>03 Credits/ 4 lectures/week</b>	
	<p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>➤ The key issues covered in this course are life supporting resources and role of biodiversity, urbanization and associated problems, sustainable energy resources, environmental protection in Indian legal system, tools for pollution control and striving for a better environment and e-waste and its management.</li> <li>➤ The students will benefit from this study and practice these in their daily life to make our planet to continue as a safe and healthy place to live in.</li> </ul> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>➤ The course aims to provide basic environmental awareness and tackle various current issues such as climate change.</li> </ul>	
	<b>THEORY</b>	
<b>Sub Unit</b>	<b>Unit – I: INTRODUCTION</b>	<b>15 lectures</b>
	a) Environmental science – an overview b) Life Supporting Resources and role of biodiversity c) Urbanization and associated problems d) Sustainable energy resources	
	a) Climate change b) Carbon credit c) Kyoto protocol	
	a) Global warming b) Causes c) measures	
	<b>Unit – II: SUSTAINABLE ENERGY RESOURCES</b>	<b>15 lectures</b>
	a) Renewable sources of energy b) types	
	a) Non renewable sources of energy b) Types	
	a) sustaining the resources b) sustainable development c) sustainable tourism	



	<b>Unit – III: Environment Protection in Indian Legal system</b>	<b>15 lectures</b>
	a) environmental protection acts and laws b) animal protection acts and laws	
	a) deficiencies in the law b) recent changes and need for changes	
	a)Hunting and poaching norms b)Endangered flora and fauna c)Wildlife and reserves	
	<b>Unit – IV: Pollution Control</b>	<b>15lectures</b>
	a)Types of pollution b)Pollution control c)Pollution control board	
	a)Issues relating to pollution b)Global trends c)International regulatory bodies	
	a)E-waste b)Recycling c)Bio- mass d)Bio-fuel	
<b>References</b>	<ul style="list-style-type: none"> <li>• Environmental Geography, Singh, Savindra, Prayag Pustak Bhavan,</li> <li>• Environmental Geography, Gautam Alka, Sharda Pustak Bhavan, Allahabad,</li> <li>• Environmental Management, Dr Swapan C Deb- Jaico</li> <li>• Principles of Environmental Science, W Cunningham &amp; M Cunningham</li> <li>• Environmental Science, McKinney M.L. &amp; Schoch, Jones &amp; Bartlett</li> <li>• Basics of Environmental Sciences, Allaby M. 2002, Routledge, London</li> <li>• Man's Impact on Environment, Detwyler T.R. McGraw-Hill, New York</li> <li>• India's Water Wealth, Orient Longman Ltd. New Delhi, Rao K.L</li> </ul>	

## Evaluation Scheme

### **I. Continuous Assessment ( C.A.) - 40 Marks**

1. Continuous Assessment 1: Written Test 20 marks
2. Continuous Assessment 2 : Written Test / class activities such as presentation/ group discussions/ debates / assignments / case studies 20 marks

### **II. Semester End Examination ( SEE)- 60 Marks**



<b>Course Code</b> <b>CBFM204</b>	<b>BUSINESS MATHEMATICS – II</b> <b>(Credits : 03 Lectures / Week : 04)</b>	
	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>➤ This course prepares students to learn to apply commonly used mathematical concepts and statistical methods in business contexts and how to interpret analyses performed by others</li> </ul> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>➤ To equip the student with a broad based knowledge of mathematics with emphasis on business application</li> </ul>	
<b>Unit I</b>	<b>Probability</b> <ul style="list-style-type: none"> <li>• Introduction, Methods of assigning probabilities, Structure of probability, Marginal, Union, Joint and Conditional probabilities, Addition and Multiplication Laws, Baye’s Theorem, Discrete Distributions –Binomial Distribution, Poisson Distribution, Continuous Distributions - Normal Distribution</li> </ul>	<b>15 L</b>
<b>Unit II</b>	<b>Matrices</b> <b>Types</b> (Row Matrix Column, Zero or Null ,Square, Diagonal, Upper Triangular, Lower Triangular, Scalar, Unit Matrix, Singular and Non-Singular) <b>Operations-</b> Addition of Matrices, Multiplication of a Matrix by a Scalar,	<b>15 L</b>

	Multiplication of Matrices	
<b>Unit III</b>	<b>Linear Programming Formulation And Solution:</b> <ul style="list-style-type: none"> <li>• Formulation of LP problem; Characteristics of LP Problem; Solution by graphical method; Simplex method; Dual of a linear programming; sensitivity analysis</li> </ul>	<b>15 L</b>
<b>Unit IV</b>	<b>Decision Theory</b> Pay off tables – decision criteria – decision trees.	<b>15 L</b>
<b>Additional References:</b> <ol style="list-style-type: none"> <li>1. Aggarwal, S., &amp; Bhardwaj, S. <i>Business Statistics</i>. Ludhiana: Kalyani. (2014).</li> <li>2. Wilson, M. <i>Business Statistics</i>. Mumbai: Himalaya publishing house. (2014).</li> <li>3. Levin, R. I., &amp; Rubin, D. S. <i>Statistics for management</i>. Delhi: Pearson. (2014).</li> <li>4. Gupta, S.C., &amp; Gupta, I. <i>Business statistics</i>. Mumbai: Himalaya publishing house (2014).</li> <li>5. C.M.Chikkodi, &amp; Satyaprasad, B. <i>Business statistics</i>. Mumbai: Himalaya publishing house. (2014).</li> </ol>		

## Evaluation Scheme

### I. Continuous Assessment ( C.A.) - 40 Marks

1. Continuous Assessment 1: Written Test 20 marks
2. Continuous Assessment 2 :Written Test / class activities such as presentation/ group discussions/ debates / assignments / case studies 20 marks

### II. Semester End Examination ( SEE)- 60 Marks

<b>Course Code</b> CBFM205	<b>SECONDARY MARKETS &amp; OPERATIONS</b> <b>03 Credits/ 4 lectures/week</b>	
	<p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>➤ Make students well aware of secondary markets</li> <li>➤ Give a basic understanding about secondary market instruments</li> <li>➤ Provide and overall idea about dealing in secondary markets</li> <li>➤ Give knowledge about various regulations in secondary market</li> </ul> <p><b>Outcomes:</b> The course aims to make the students well equipped with the secondary markets in India, its participant and its instruments.</p>	
	<b>THEORY</b>	
<b>Sub Unit</b>	<b>Unit – I: Introduction</b>	<b>15 lectures</b>
	<ul style="list-style-type: none"> <li>a) Secondary Markets – Introduction</li> <li>b) Meaning</li> <li>c) Functions</li> </ul>	
	<ul style="list-style-type: none"> <li>a) Overview of secondary markets</li> <li>b) Phases of growth</li> <li>c) Global secondary markets</li> </ul>	
	<b>Unit – II: Secondary Market Participants</b>	<b>15 lectures</b>
	<p>Role Played by</p> <ul style="list-style-type: none"> <li>a) Broker</li> <li>b) Stock Exchanges</li> <li>c) Clearing house</li> <li>d) Clearing banks</li> <li>e) Depository systems</li> <li>f) Regulator- SEBI</li> </ul>	
	<b>Unit – III: (Instruments) / Secondary Market Operations</b>	<b>15 lectures</b>
	<ul style="list-style-type: none"> <li>a) Trading</li> <li>b) Clearing &amp; Settlement</li> <li>c) Risk Management</li> </ul>	
	<b>Unit – IV: Exchanges and Indices</b>	<b>15 lectures</b>
	<ul style="list-style-type: none"> <li>a) Various Indices/Benchmarks (VIX)</li> <li>b) Regional Exchange in India</li> <li>c) National exchanges</li> <li>d) International Exchanges</li> <li>e) Working and Interconnectivity of Global Markets</li> </ul>	
<b>References:</b>	1. Gordon, E., Natarajan. (2009). <i>Financial markets and services</i> . (Revised ed.). Delhi: Himalaya Publication House.	

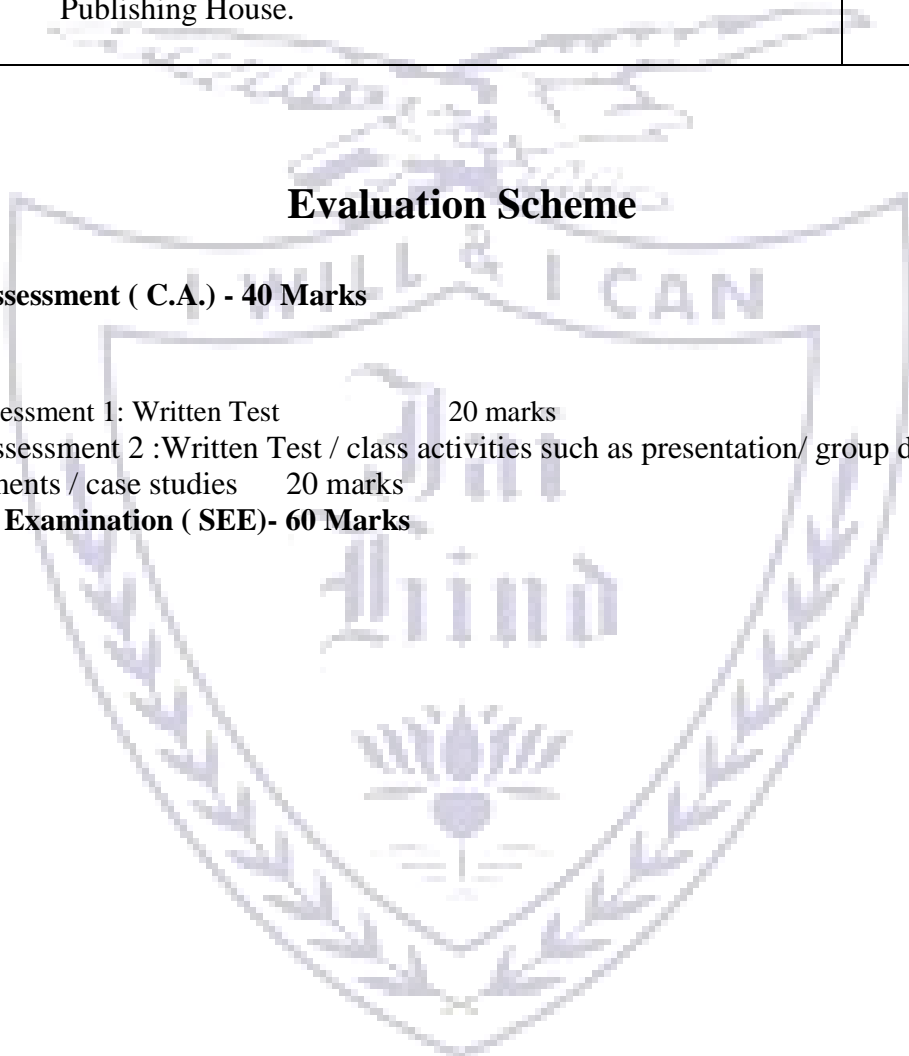
	<ol style="list-style-type: none"> <li>2. Gupta, S. K., Aggarwal, N., &amp; Gupta, N. (2011). <i>Indian financial system</i>. (4 ed.). Delhi: Kalyani Publishers</li> <li>3. Sanjeev Agarwal, A Guide to Indian Capital Market, Bharat Publishers, 2008</li> <li>4. Ravi Puliani and Mahesh Puliani, Manual of SEBI, Bharat Publication</li> <li>5. Financial Institutions and Markets, Bhole L.M, Tata Mcgraw Hill.</li> <li>6. The Indian Financial System, Desai, Vasantha Himalaya Publishing House.</li> </ol>	
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## Evaluation Scheme

### I. Continuous Assessment ( C.A.) - 40 Marks

1. Continuous Assessment 1: Written Test 20 marks
2. Continuous Assessment 2 :Written Test / class activities such as presentation/ group discussions/ debates / assignments / case studies 20 marks

### II. Semester End Examination ( SEE)- 60 Marks



<b>Course Code</b> <b>CBFM206</b>	<b>BUSINESS ORGANISATION AND MANAGEMENT</b> <b>03 Credits/4 lectures/week</b>	
	<b>Objectives</b> <ul style="list-style-type: none"> <li>➤ To introduce the theory and practice of management and its development phases till date.</li> <li>➤ To discover, nourish and nurture managerial traits and talents among the students.</li> <li>➤ To enable students to learn about business management and its development</li> <li>➤ Inculcating basic management principles and application</li> </ul> <b>Outcomes:</b> <ul style="list-style-type: none"> <li>➤ This course is designed to introduce the theory and practice of management &amp; business organization.</li> </ul>	
<b>Sub Unit</b>	<b>Unit – I: Nature and importance of management</b>	<b>15 lectures</b>
	a) Introduction, meaning of management, definition of management, functions of management, b) Levels of management, importance of management, managerial roles and skills.	
	a) Difference between administration and management. b) Mintzberg’s Managerial Roles. c) Recent paradigm shifts / trends in business strategies and management practices	
	<b>Unit – II: Planning and decision making</b>	<b>15 lectures</b>
	a) Planning - meaning, definition, characteristics, objectives, need and importance of planning b) types / hierarchy of plans, steps in the process of planning, advantages of planning, limitations of planning c) Obstacles in planning, essentials of a good plan. Management by Objectives, SWOT Analysis.	
	a) Decision making - meaning, definition, characteristics of decision making, principles of decision-making, process of decision making b) types of decisions – programmed and non-programmed, decision making styles, c) Characteristics of good / effective decisions.	
	<b>Unit – III: ORGANISING AND DIRECTING</b>	<b>15 lectures</b>
	a) Organization - Importance - Principles of Organizing. Delegation & Decentralization – Departmentation b) Span of Management. Organizational structure - line & staff and functional c) organizational charts and manual -making organizing effective – d) Staffing - recruitment -selection - Training, promotion and appraisal.	

	<ul style="list-style-type: none"> <li>a) Function of directing - Motivation - Theories of motivation (Maslow, Herzberg and Vroom's theories)</li> <li>b) Motivation techniques. Communication - Function - Process</li> <li>c) Barriers to effective communication.</li> <li>d) Leadership- Definition- Theories and approach to leadership- styles of leadership –Types</li> </ul>	
	<b>Unit – IV: CONTROLLING AND OPERATIONS</b>	<b>15 lectures</b>
	<ul style="list-style-type: none"> <li>a) Controlling - meaning, definition, control process, types of control (feedback, concurrent, feed forward),</li> <li>b) control techniques (budgetary and non-budgetary), problems of control process</li> <li>c) requirements of an effective control system</li> </ul>	
	<ul style="list-style-type: none"> <li>a) Operations – Operation functions</li> <li>b) decision making in operations</li> <li>c) Six-sigma and total quality management.</li> </ul>	
<b>References:</b>	<ol style="list-style-type: none"> <li>1. Shukla, M C, <i>Business Organisation and Management</i>, 18th Edition, S.Chand Publishing, New Delhi, 2008</li> <li>2. Gupta, R N, <i>Business Organisation and Management</i>, 2nd Edition, S.Chand Publishing, New Delhi, 2008</li> <li>3. Singla R.K, <i>Business Organisation and Management</i>, V.K. Publications</li> <li>4. Sherlekar&amp;Sherlekar, <i>Business Organisation and Management</i>, Himalaya Publications</li> <li>5. Dasgupta S, <i>Business Organisation and Management</i>, SreeNiwas Publications</li> </ol>	

## Evaluation Scheme

### I.Continuous Assessment (C.A.) - 40 Marks

1. Continuous Assessment 1: Written Test 20 marks
2. Continuous Assessment 2: Written Test / Role play -class activities such as presentation/ group discussions/ debates / assignments / case studies 20 marks

### II. Semester End Examination (SEE)- 60 Marks



<b>Course Code</b> <b>CBFM207</b>	<b>CORPORATE ACCOUNTING I</b> <b>03 Credits/4 lectures/week</b>	
	<p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>➤ To provide comprehensive understanding of all aspects relating to the presentation of financial statements of companies.</li> </ul> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>➤ This course provides comprehensive understanding of corporate accounting practices and presentation of financial statements as per legal requirements in the organizations</li> </ul>	
	<b>THEORY</b>	
<b>Sub Unit</b>	<b>Unit – I: ISSUE OF CAPITAL</b>	<b>15 lectures</b>
	Issue of Shares	
	<b>Unit – II: ISSUE OF DEBENTURES</b>	<b>5 lectures</b>
	Issue of Debentures	
	<b>Unit – II: REDEMPTION OF CAPITAL</b>	<b>20 lectures</b>
	Buy back of shares	
	Redemption of Preference Shares	
	<b>Unit – IV: REDEMPTION OF DEBENTURES</b>	<b>20 lectures</b>
	Redemption of debentures	
<b>References:</b>	<p>Text Books</p> <p>1.Jain S.P. &amp;Narang K.L (2010). Corporate Accounting, Kalyani Publishers, REP/Edition, New Delhi.</p> <p>Reference Books:</p> <p>1. Anil Kumar, Rajesh Kumar (2010) Corporate Accounting, Himalayan Publishing House 5th Edition/Student Edition, Mumbai.</p> <p>2.M.C. Shukla, T.S. Grewal&amp; S.C. Gupta (2006) Advanced</p>	

