

**NORTH MAHARASHTRA UNIVERSITY,  
JALGAON**

**IDEAL(External Mode) Department**

**Syllabus for SY.BCom**

All Subjects

## **PAPER-1.Macroeconomic Analysis**

### **1. Background of Macroeconomics**

1.1.Macroeconomics: Meaning and Nature, Scope and Importance

1.2.Developments in Macroeconomics

1.3.Macroeconomic Paradoxes

1.4.Basic Concepts of Macroeconomics

1.4.1. National Income: Nominal, Real & Potential

1.4.2. The Circular Flow of Income in an Open Economy

### **2. The Classical Theory of Employment & output**

2.1.The Classical Views On

2.1.1. Full Employment and Unemployment

2.1.2. The Rigidities and Flexibility in Prices and Wages

2.1.3. Saving , Investment and Rate Of Interest

2.1.4. Money Supply and General Price Level

2.2.Say's Law Of Markets & Its Implications

2.3.Implications Of The Classical Theory

2.4.Keynes's Criticism Of The Say's Law And The Classical Theory Of Income

### **3. The Modern Keynesian Approaches to the equilibrium of the economy**

3.1.The Great Depression & The Keynesian Revolution

3.2.Principle Of Effective Demand

3.2.1. Unemployment & Full Employment Level Of National Income

3.2.2. Inflationary & Deflationary Gaps

3.3.Saving -Investment Approach: Two, Three & Four Sector Economy

3.4.Paradox Of Thrift

3.5.Investment Multiplier : Concept, Process Of Multiplier, Limitations & Importance

3.6.Keynesian Approach V/S Classical Approach

### **4. Consumption ,Saving & Investment Functions**

4.1.Consumption & Saving Functions

4.1.1. Meaning & Importance

4.1.2. Determinants Of Consumption Function

- 4.1.3. Concepts Of: A.P.C., M.P.C., A.P.S., M.P.S.
- 4.2. Modern Theories Of Consumption
  - 4.2.1. Duesenberry's Relative Income Theory
  - 4.2.2. Friedman's Permanent Income Theory
- 4.3. Investment Function
  - 4.3.1. Concepts Of Capital and Investment
  - 4.3.2. Concepts Of Gross and Net Investment, Autonomous and Induced Investment
  - 4.3.3. The Present Value Of Future Income & Net Present Value
  - 4.3.4. M.E.C., Rate Of Interest and Capital Accumulation
- 4.4. The Acceleration Theory Of Investment

## **5. Demand For and Supply Of Money : Money Market Equilibrium Periods: 14**

- 5.1. Meaning and Functions Of Money
- 5.2. Supply Of Money : Various Approaches
  - 5.2.1. The Classical & The Chicago Approaches
  - 5.2.2. The Gurlley -Shaw Approach
  - 5.2.3. The Central Bank Approach
  - 5.2.4. Money Stock Measurers in India and Explanation of their Components
- 5.3. Money Supply & Role Of Commercial Banks : Credit Creation & Credit Multiplier
- 5.4. Money Supply & Role Of The Central Banks
  - 5.4.1. Objectives
  - 5.4.2. Tools Of Credit Control & Liquidity Management
- 5.5. Demand For Money
  - 5.5.1. Meaning & Determinants Of Demand For Money
  - 5.5.2. Various Motives Of Demand For Money
- 5.6. Theories Of Demand For Money
  - 5.6.1. Fisher's Quantity Theory Of Money
  - 5.6.2. Keynes Liquidity Preference Theory
  - 5.6.3. Tobin' Portfolio Theory

5.7. Monetary Equilibrium & The Rate Of Interest

5.8. The Transmission Mechanism

## **6. Theory Of Inflation , unemployment & Business Cycle    Periods: 14**

6.1. Aggregate Demand & Aggregate Supply (AD-AS ) Framework

6.1.1 A.D.: Meaning, Determinants & AD Curve ,Its Shape & Slope & Shift In It

6.1.2 A.S.: Meaning, Determinants & AS Curve ,Its Shape & Slope & Shift In It

6.1.3 Short Run & Long Run Macroeconomic Equilibrium

6.2. Inflation & Unemployment

6.2.1. Meaning Of Inflation , Deflation & Inflation Rate

6.2.2. Demand Pull Inflation & Cost Push Inflation (Stagflation)

6.2.3. Effects Of Inflation

6.3. Trade Off Between Inflation & Unemployment : Philips Curve Analysis

6.4. Short Run & In Long Run Philips Curve

6.5. Business Cycle

6.5.1. Phases Of Business Cycle

6.5.2. Measures To Control Inflation, Unemployment & Cyclical Fluctuations

## **7. The Post Keynesian Macroeconomics**

7.1. The Modern Monetarism: A Counter Revolution

7.2. Monetarist Postulates

7.3. The Keynesian V/S Monetarist Debate: Whether Money Matters?

7.4. The Supply Side Economics

7.4.1. The Central Theme

7.4.2. Factor Supply & Output Growth

7.4.3. Tax Cut & Aggregate Supply

7.4.4. Tax Rate & Tax Revenue : The Laffer Curve

7.4.5. Critical Evaluation

## **8. International Trade & Foreign Exchange Rate**

8.1. Differences Between Internal Trade & International Trade

8.2. Balance Of Payment

8.2.1. Concept

8.2.2. Difference Between B.O.P. & B.O.T.

- 8.2.3. Meaning Of Disequilibrium of B.O.P
- 8.2.4. Causes of Disequilibrium of B.O.P.
- 8.2.5. Measures To Correct Adverse B.O.P.
- 8.3.Exchange Rate
  - 8.3.1. Meaning
  - 8.3.2. Merits & Demerits of Fixed , Flexible & Floating Exchange Rates
- 8.4.Currency Convertibility on Current & Capital Account
- Arguments For & Against Free Trade & Protectionism

### **Reference Books, Periodicals & Websites**

1. Economics Samuelson & Nordhause, Tata McGraw Hill
2. Macro Economics: N Gregory Mankiv, Thompson Press
3. Economic Environment of Business: H.L.Ahuja, Himalaya publishing
4. Monetary Economics: Suraj B.Gupta ; S Chand Publishers
5. Principles of Economics DN Dwivedi, Vikas Publishing
6. Macroeconomics DN Dwivedi, Tata McGraw Hill
7. Monetary Economics: M.L.Jingan
8. Business & Managerial Economics: Sampat Mukharjee ,Central Publication,Kolkatta(2006)
9. Monetary Economics: K.K.Dewett; S Chand Publishers
- 10.Positive Economics R G Lipse, Oxford Press
- 11.Reserve Bank Of India's Bulletin
- 12.Website : [www.rbi.org](http://www.rbi.org).
- 13.Economics Samuelson & Nordhause, Tata McGraw Hill
- 14.Macro Economics : N Gregory Mankiv, Thompson Press
- 15.Economic Environment Of Business : H.L.Ahuja, Himalaya publishing

16. Monetary Economics : Suraj B. Gupta ; S Chand Publishers
  17. Principles Of Economics DN Dwivedi, Vikas Publishing
  18. Macroeconomics DN Dwivedi, Tata McGraw Hill
  19. Monetary Economics : M.L. Jingan
  20. Business & Managerial Economics : Sampat Mukharjee , Central Publication, Kolkatta(2006)
  21. Monetary Economics: K.K. Dewett; S Chand Publishers
  22. Positive Economics R G Lipse, Oxford Press
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## **PAPER-2. BUSINESS AND TAX LAWS**

- 1) **Indian Contract Act – 1872.**
  - a) Meaning, Definition & scope of Contract Act.
  - b) Proposal & Acceptance
  - c) Consideration
  - d) Capacity of Parties
  - e) Free Consent
  - f) Lawful Object
  - g) Void Agreement & Containment contract
  - h) Performance of Contract
  - i) Discharge of Contract
  - j) Breach of Contract – Consequences & remedies.
- 2) **Sales of Goods Act - 1930**
  - a) Introduction, scope.
  - b) Contract of Sale – Formation of the Contract
  - c) Conditions & Warranties
  - d) Effect of Contract & Its performance

e) Suit for Breach of Contract

**3) Consumer Protection Act – 1986**

a) Introduction, Objective

b) Rights of Consumers & Features of Act

c) Consumers Protection Council – Central –State- District

d) 3.4 Consumer Dispute Redressal Agencies – (Act 1 to 23 only)

**4. Income Tax**

a) Introduction of Income Tax Act & Important Definitions.\

(i) Concept of Income, Previous year assessment year, residential status

(ii) Capital & Revenue Income and Expenditure,  
Distinction between capital and revenue  
Income and Expenditure.

(iii) Basic of charge and Scope of Total Income

(iv) Income deemed to accrue or arise in India and deemed to be received in India.

(v) Income exempt from Tax.

b) (1) Income Tax Rate

(2) Education Cess

(3) Higher Education Cess

(4) Surcharge

(5) Total Income

c) Scope Of Total Income

i) Status Of Individual

i) H.U.F., Firm, A.O.P., B.O.I. & Company

ii) Deemed Resident

**5) The Patent Act - 2002**

a) Meaning, Objective & Important Definition

b) Inventions Not Patentable

- c) Patent office and power controller
- d) Penalties.

## **6) Information Technology Act – 2000**

Meaning , Objective, Scope, Offences & Penalties Adjudication

- a) Digital Signature & Electronic Governance.
- b) Offences & Penalties
- c) Adjudication

## **7) Environment Protection Act – 1986**

- a) Meaning, Objective & Scope
- b) Power of Central Government to Protect & Improve Environment
- c) Location of Industries, Process & Operations.
- d) Offences & Penalty (Sec. 15) Regards to the Environmental Protection Act.

## **8 Service Tax**

- a) Introduction
- b) Definitions
  - i. Service, Service Provider, Service Receiver
  - ii. Customer, Client, Commercial Concern, Person  
    ,Agency & Establishment
- c) Registration
- d) Collection & Payment Of Service Tax
- e) Filling Of Return
- f) Maintaining Records
- g) Interest & Penalties



## Recommended Books

- 1 **Business Law & Mgt. By Bulchandani**, Published by Himalaya Publication Bombay (2006).
- 2 **Business Regulator Framework by S.N. & S.K. Maheshwari**,  
**Published** by Himalaya Publication Bombay (2006).
- 3 **Income Tax Act by Dr. Girish Ahuja & Ravi Gupta**, **Published** by Bharat Law House, Pune.
- 4 **A Hand Book of Service Tax – by Dr. Girish Ahuja & Ravi Gupta**,  
Published by Bharat Law House, Pune.
- 5 **Business Law & Mgt. By Bulchandani**, Published by Himalaya Publication Bombay (2006).
- 6 **Business Regulator Framework by S.N. & S.K. Maheshwari**,  
Published by Himalaya Publication Bombay (2006).
- 7 **Income Tax Act by Dr. Girish Ahuja & Ravi Gupta**, Published by Bharat Law House, Pune.
8. **A Hand Book of Service Tax – by Dr. Girish Ahuja & Ravi Gupta**,  
Published by Bharat Law House, Pune.

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## PAPER-3. BUSINESS MANAGEMENT

### 1. Nature of Management

- a. Meaning, Nature, Scope & features of Management.
- b. Functions & Importance of Management.
- c. Concepts of & Distinctions between Organization,  
Management and Administration.
- d. Management an art or science, Management as a profession.
- e. Levels of Management.
- f. Role ,Qualities & responsibilities of Manager
- g. Professional Manager, Entrepreneur And Manager

## **2. Development Of Management**

### **Thought**

- a. Introduction
- b. Management Thought
  - I) Frederick Winslow Taylor: Scientific Management
    - 1. Principles
    - 2. Elements & criticism
  - II) Contribution Of Peter F. Drucker, Frank Bunker Gillbreth,
  - III) Max Weber, Mary Parker Follett, George Elton Mayo
  - IV) Hawthorne Experiments, Findings And Criticism Of Hawthorne Experiments.

## **3. Planning and Forecasting.**

3.

- a. Planning:
  - i. Introduction, Meaning, Definition Of Planning
  - ii. Importance Of Planning
  - iii. Steps In Planning Process
  - iv. Methods Of Planning Limitations Of Planning
  - v. Essentials Of A Good Planning,
- b. Business Forecasting
  - i. Definition, Meaning & Importance of Forecasting
  - ii. Process of Forecasting
  - iii. Arenas of Forecasting
  - iv. Advantages Limitations of Forecasting
- c. Management By Objectives (MBO):
  - i. Definition , Meaning of MBO
  - ii. Process Of MBO
  - iii. Benefits And Limitations Of MBO
- d. Scientific Decision Making
  - i. Definition, Meaning Of Decision Making
  - ii. Principles Of Decision Making
  - iii. Steps In Decision Making Process
  - iv. Administrative Problems In Decision Making

#### **4. Directing & Motivation**

##### **a. Directing**

- i. Definition , Meaning, & Principles Of Directing
- ii. Importance & Characteristics Of Direction
- iii. Issuing Orders Or Instruction
- iv. Characteristics Of Good Order**
- v. Techniques Of Direction

##### **b. Motivation**

- i. Concept, Meaning and Importance of Motivation.
- ii. Types of Motivation.
- iii. Theories of Motivation
  1. Need-Hierarchy Theory of Maslow
  2. Two factor theory of Herzberg
  3. McGregor's – X Theory, Y Theory

#### **5 . Leadership**

- a. Definition, Meaning, Need & Importance
- b. Characteristics Of Leadership
- c. Theories Of Leadership
  - i. Trait Approach
  - ii. Behavioral Approach
  - iii. Situation list Approach
  - iv. Followers Theory
- d. Functions , Qualities & Types Of Leaders
- e. Leadership Styles.

#### **6. Co-Ordination**

- a. Meaning Need and Importance of Co-Ordination.
- b. Principles of Co-Ordination.
- c. Problems of Co-Ordination
- d. Techniques of Effective Co-Ordination.

7. **Controlling**
  - a. Definition, Meaning, Scope and Process of Control.
  - b. Requirements Of Effective Control System
  - c. Types of Control
  - d. Control Techniques-Traditional and modern.
  - e. Advantages And Limitations Of Control,
- 8 **Modern Management Techniques**
  - a Human resource management
  - b Disaster management
  - c Event management
  - d Time Management
  - e Stress Management
  - f. Risk Management
  - g. Services Management

#### **Recommended Books:**

1. Stoner Feeman and Gilbert. Management, Prentice Hall of India, New Delhi.
2. C.B.Gupta, Management, Concept And Practices, Sultan Chand And Sons,New Delhi.
3. Harold Koonz And Heinz Wertrich, Essentials of management Tata McGraw hill publishing Company, 2008.
4. T. Ramasami : Principles Of Management, Himalaya Publishing House.
5. P.C.Tripathi and P.N.reddy : Principles of Management. Tata McGraw hill publishing Company, 2008.
6. Neeryvasisth and Namita Rajput, Business Organisation and Management Kitab Mahal Agencies Allahabab ,2005.
7. Dr.P.Subba A.Rao,Management and Organisation Behavior ,Himalaya Publishing House.
8. Prof.Dr.D.G.Girdhari vyavsaek Vyavasthapanachi Tattve . Uday Publication Aurangabad.
9. Organization & Management : Madhavi Mitra, and Joshi, (Suvichar)

## **PAPER-4.CORPORATE ACCOUNTING AND COSTING**

### **1. Accounting Standards & Company Accounts**

#### **a. Accounting Standards : Elementary Study**

- i. AS- 4 - Contingencies and Events Occurring After the Balance Sheet Date
- ii. AS- 5 - Net Profit or Loss for the period, Prior period Items and Changes in Accounting Policies.
- iii. AS- 9 - Revenue recognition
- iv. AS- 22- Accounting for Taxes on Income

#### **b. Company Accounts**

- i. Statutory records to be maintained by a company.
- ii. Profits prior to incorporation, and preliminary expenses - Statutory requirements and accounting treatment

### **2. Final Accounts of Joint Stock Companies**

- a. Preparation and presentation of final accounts of joint stock companies as per company law requirements provisions and reserves; determination of managerial remuneration; appropriation out of profits; transfer of profits to reserves; payment of dividend, transfer of unpaid dividend to Investor Education and Protection Fund; bonus shares and payment of interest out of capital . Refer to AS-1, AS-2, AS-6 AS-10 & AS-29.

### **3. Accounts of Co-operative Societies**

- a. Books of Accounts to be maintained by a Co-operative Society
- b. Preparation of Final Accounts of Co-operative Credit Societies only.
- c. Refer to the provisions of Maharashtra Co-operative Societies Act, 1960 and rules made thereunder.

### **4. Accounting For Labour**

- a. Introduction To Accounting For Labour
- b. Time Keeping, Time Booking – Methods Thereof.
- c. Idle Time, Overtime, Night Shift Allowance (Concepts Only)
- d. Methods Of Wage Payment

- i. Time Rate, Piece Rate & Differential Piece Rates [Practical Problems]
- ii. Premium Bonus Plans, Profit Sharing [Practical Problems]

### **5. Accounting for Purchase of business & for share-capital**

- a) Accounting for Purchase of business on conversion of Partnership Firm into . a limited company Refer to AS-. . 26- Intangible Assets
- b) Accounting for share-capital transactions - statutory requirements issue of shares at par, at premium and at discount; forfeiture and re-issue of shares; . buyback of shares; Rights issue, Issue of SWEAT Equity and Employee .  
Stock Option Scheme. Concepts of – Price Band, Bidding, Listing, Online . bidding Refer to the relevant sections of the Companies Act, 1956.

### **6. Accounting for Issue of debentures**

- a) Accounting for Issue of debentures statutory requirements, accounting treatment and procedures refer to the relevant sections of the Companies Act, 1956.
- b) Underwriting of issues - Statutory requirements and accounting treatment

### **7. Redemption Of Debentures & Preference Shares**

- a. Accounting for redemption of debentures; conversion of debentures into shares.
- b. Accounting for redemption of preference shares - statutory requirements, disclosure in balance sheet.

### **8. Accounting For Overheads**

- a. Introduction
- b. Allocation and apportionment of overheads [Practical problems]
- c. Primary and secondary distribution [Practical problems]
- d. Absorption of overheads, Concept, bases of absorption [Practical problems]– Under absorption and over absorption of overheads.

## Suggested Books

- 1 Advanced Accounting Volume 2 – Ashok Sehgal and Deepak Sehgal, Taxmann Allied Services (P) Ltd., New Delhi
- 2 Advanced Accountancy – Vol. II - R. L. Gupta & M. Radhaswamy, Sultan Chand & Sons
- 3 Accountancy for C.A. Foundation Course , P.C. Tulsian, Tata McGraw Hill
- 4 Advanced Accountancy Volume II - P. C. Tulsian , Peareson Education (Singapore) Pvt. Ltd, Indian Branch, New Delhi
- 5 Advanced Accounts, M.C. Shukla, T. S. Grewal & S.C. Gupta, S. Chand & Co Ltd.
- 6 Advanced Accountancy Vol.-II, Vol-2, Dr. S.N. Maheshwari & Dr. S.K. Maheshwari, Vikash Publishing House Pvt. Ltd.
- 7 Corporate Accounting - Dr. S.N. Maheshwari & Dr. S.K. Maheshwari, Vikash Publishing House Pvt. Ltd.
- 8 Advanced Accountancy, S.P. Jain & K.L. Narang, Kalyani Publishers
- 9 Fundamentals of Cost Accounting, Dr. S.N. Maheshwari, Sultan Chand & Sons
- 10 Saxena and Vaishish : Advanced Cost Accounting.
- 11 Maheshwari and Mittal : Cost Accounting.
- 12 Jain and Narang : Advanced cost Accounting.
- 13 Nigam and Sharma : Cost Accounting.
- 14 N. Sarkar Cost Accounting.
- 15 B. K Bhar :Cost Accounting.
- 16 N. K. Prasad : Advanced Cost Accounting.
- 17 Cost Accounting for C.A. , Dr. N. K. Agrawal, Suchitra Prakashan Pvt. Ltd
- 18 Cost Accounting (Problem and Theory), S. N. Maheshwari, Mahavir Publication
- 19 Cost Accounting (Methods & Problems), B. K. Bhar, Academic Publisher, Calcutta
- 20 Principles and Practices of Cost Accounting, Ashish K. Bhattacharya, A.H. Wheeler Publisher
- 21 Advanced Accounting Volume 2 – Ashok Sehgal and Deepak Sehgal, Taxmann Allied Services (P) Ltd., New Delhi
- 22 Advanced Accountancy – Vol. II - R. L. Gupta & M. Radhaswamy, Sultan Chand & Sons
- 23 Accountancy for C.A. Foundation Course , P.C. Tulsian, Tata McGraw Hill
- 24 Advanced Accountancy Volume II - P. C. Tulsian , Peareson Education (Singapore) Pvt. Ltd, Indian Branch, New Delhi
- 25 Advanced Accounts, M.C. Shukla, T. S. Grewal & S.C. Gupta, S. Chand & Co Ltd.
- 26 Advanced Accountancy Vol.-II, Vol-2, Dr. S.N. Maheshwari & Dr. S.K. Maheshwari, Vikash Publishing House Pvt. Ltd.
- 27 Corporate Accounting - Dr. S.N. Maheshwari & Dr. S.K. Maheshwari,

## **PAPER-5.BUSINESS COMMUNICATION**

1. **Accounting Using Tally**
  - a) Accounting Using Inventory with Tally  
Creation of Stock Groups & Stock
  - b) Categories
  - c) Creation of Unit of Measures
  - d) Creating Godowns
2. **Stock**
  - a) Creation of Stock Items  
Entering Opening Stock Quantity &
  - b) Amount
  - c) Inventory Vouchers
  - d) Invoicing
3. **Bill Wise Details**
  - a) Cost Centers & Cost Categories
  - b) Bank Reconciliation
  - c) Order Processing
  - d) Tracking Numbers
  - e) Batch wise Details
  - f) Zero Value Entries In Vouchers
- 4 **Budget & Controls**
  - a) Back – up & Restore
  - b) Interest Calculations
  - c) Value Added Tax (VAT)
  - d) Display & Reporting
  - e) Printing
5. **Business Communication**
  - a) Definition, Meaning, Objectives, Importance Of Communication  
In Business
  - b) Principles Of Effective Communication
  - c) Barriers In Communication & Measures To Overcome It
  - d) Written Communication : Advantages & Disadvantages
  - e) Distinction Between Written & Oral Communication
6. **Communication Skills**
  - a) Listening
    - i) Principles Of Good Listening
    - ii) Listening Process
    - iii) Barriers In Listening
    - iv) Guidelines For Effective Listening
  - b) Effective Speaking



- i) Meaning
- ii) Principles Of Effective Oral Communication
- iii) Speech Preparation
- iv) Guideline For Effective Speech

## **7. Business Letters & Other Correspondence**

- a) Business Letters
  - i) Importance Of Business Letter
  - ii) Essential Of Good Business Letter
  - iii) 'You' Attitude
  - iv) Structure Of Business Letters
- b) Sales Letters
  - i) Importance Of Sales Letter
  - ii) Effectiveness Of Sales Letter
  - iii) Advantages
  - iv) Sales Letter V/s Saleman
  - v) Technique Of Writing Sales Letter
  - vi) Effectiveness Of Opening & Closing Paragraph
  - vii) Various Types Of Appeals In Sales Letters
- c) Agency Correspondence
  - i) Introduction
  - ii) Points Considered In Application For Agency
  - iii) Terms & Conditions Of An Agency Agreement
  - iv) Specimen Letters
- d) Bank Correspondence
  - i) Introduction Of Bank Business
  - ii) Various Reasons For Writing Letter To Bank
  - iii) Specimen Letters For Providing Services & Complaint Letters From Customers To Bank
- e) Resumes & Employment Letters
  - i) Introduction
  - ii) Planning Career Path
  - iii) Preparation Of Resume Application For Employment
  - iv) Contents In Application
  - v) Specimen ; Various Types Of Application

## **8. Modern Information Technologies in Communication**

- a) Introduction
- b) Importance & Role Of Information Technology In Business Communication
- c) Computer Application In Business Communication
  - i) Introduction Of e – mail
  - ii) Internet
  - iii) Fax

- iv) Video Conferencing
- d) Telephone / Mobile Etc.
- e) Overhead Projector

### **Reference Books**

1. Business Communication – C.S. Raydu – Himalaya Publishing House
  2. Business Communication by Raman & Singh, Oxford Publication.
  3. Communication Today By Ruben Roy, Himalaya Publication.
  4. Business Communication By Sehgal & Khetarpal, Excel Books
  5. Communication For Business – Taylor - Pearson Education
  6. Communication Skills – Dr Rao & Dr. Das – Himalaya Publication
  7. Business Communication Today – Bovee, Thill, Schatzman – Pearson
  8. Basics of Business Communication – Lesikar & Flatley – Tata McGraw Hills
  9. Business Communication – R.K. Madhukar – Vikas Publication
    - 1) A Complete Self Learning Manual on Tally 9 (Vol-I) Prompt Computers & Services, Dhule.
    - 2) Implementing Tally 9 ; Comprehensve Guide for Tally 9 & 8.1 by A.K. & K.K. Nadhani; BPB Publishers
    - 3) Simplified Tally 9 by A.K. & K.K. Nadhani; BPB Publishers
    - 4) Practical Approach to wards Tally 8.1 & 9.0 by S. H. Sharma – Sindhant Prakashan, Aurangabad.
    - 5) Tally 9.2 Comdex Publishers.
- 

## **PAPER- 6.ENTREPRENEURSHIP DEVELOPMENT**

### **1) Entrepreneurship**

- a) Concept & Functions Of An Entrepreneur
- b) Evolutionary Approach
- c) Qualities of Entrepreneurship .
- d) Leadership
- e) Entrepreneur as a Business Leader.

### **2) Types of Entrepreneur**

- a) Classification of entrepreneurship on Different Basis

- b) Innovative & Imitative entrepreneurship
- c) Fabian & Drone & Their Respective Characteristics.

### **3) Role Of Entrepreneur**

- a) In Economic Growth & Development
- b) In Developed- Underdeveloped, Economies.
- c) Impact of Globalisation, Liberalisation & Privatisation On Entrepreneurship.
- d) A Success Story Of Innovative Entrepreneurs
  - i) Shantanurao Kirloskar, Aabasaheb Garware
  - ii) Rahul Bajaj, B.G.Shirke, Bhavarlal Jain

### **Entrepreneurship Development Programme**

#### **4) -**

- a) Concept of EDP
- b) Phases of EDP
- c) Importance of EDP
- d) Objectives of EDP
- b) Entrepreneurship Development of India.
  - i) Before Independence Period
  - ii) Post Independence Period

### **5. Factors Affecting Entrepreneurial Development**

- a. Internal & External Factors
- b. Personal Factors- Family Background
- c. Socio-economic Factors
- d. Cultural & Political Factors
- e. Psychological Factors
- f. Technological Factors
- g. Educational & International Factors

### **6. Entrepreneurial Development Theories**

- a) Psychological Model
- b) Social Model, Economic Model, & Integrated Model

## **7. Project Report**

- a) Meaning, Importance & Contents
- b) Estimations Of Earnings
  - i. B.E.P.
  - ii. Cash Flow Statement-
- c) Estimation Of Working Capital
- d) Sources of Finance.

## **8. Registration Procedure**

- a. Stages Involved & Documents Required For Registration of shop S.S.I., Factory & Excise.
  - b. Special Concessions For Registration
  - c. DIC,MIDC,MSFC,MSSIDC,MITCON
- 

## **PAPER-7. MODERN BANKING & FINANCIAL SYSTEM**

### **1. The Commercial Banking System In India.**

#### 1.1. Structure Of Banking System In India

#### 1.2. Operation & Performance Of The Commercial Banking System

##### 1.2.1. Liabilities & Assets Of Scheduled Commercial Banks

##### 1.2.2. Deposit & Non-Deposit Resources

##### 1.2.3. Credit & Investments

##### 1.2.4. Credit-Deposit Ratio & Investment-Deposit Ratio

#### 1.3. Financial Performance

##### 1.3.1. Interest Rate

##### 1.3.2. Cost Of Deposit & Return On Advances

##### 1.3.3. Income –Expenditure & Profit

#### 1.4. Soundness Indicators

##### 1.4.1. Asset Quality

##### 1.4.2. Capital Adequacy

- 1.5. Bank Operation In The Capital Market
- 1.6. Technological Development In Banks
- 1.7. Regional Spread Of Banks
- 1.8. Banking Sector Reforms & Achievements
- 1.9. Role of Commercial Banks in Economic Development of India.

## **2. Co-Operative And Rural Banking In India**

- 2.1. Structure and Development of Co-Opt. (Credit) Banking Sector in India.
  - 2.1.1. Role & Financial Performance Of S.C.Bs, D.C.C.Bs, U.C.Bs.
  - 2.1.2. N.P.A.S and Capital Adequacy Positions Of S.C.Bs, C.C.Bs, U.C.B.S.
  - 2.1.3. Co-Operative Credit Societies: Types, Progress, & Problems.
- 2.2. Strengths and Weaknesses of the Co. - Opt. credit and Banking System.
- 2.3. Regional Rural Banking
  - 2.3.1. Role in Rural Development
  - 2.3.2. Problems and Remedial Measures

## **3. Reserve Bank Of India :Working & Operations**

- 3.1. Role of R.B.I. In The Development & Regulation Of Financial Markets
- 3.2. Regulatory Framework For The Indian Financial System
  - 3.2.1. Board Of Financial Supervision
  - 3.2.2. Recent Regulatory Initiatives and Supervisory Initiatives
- 3.3. Monetary Policy Operations: Stance Of Monetary Policy In India (Latest)
  - 3.3.1. Liquidity Management by R.B.I.
  - 3.3.2. Credit Delivery Measures by R.B.I.
    - 3.3.2.1. Priority Sector Lending
    - 3.3.2.2. Rural Infrastructure Development Fund (RIDF)
    - 3.3.2.3. Flow Of Credit to Micro and Small Enterprises
    - 3.3.2.4. Government Sponsored Schemes
- 3.4. Public Debt Management
- 3.5. Payment & Settlement System & Information Technology

3.6.Forex Exchange Management

#### **4. International Aspects Of The Indian banking System**

4.1.Globalization of Indian banking System

4.2.Foreign Banks in India : Development ,Operations and Performance

4.3.Indian Banks in Foreign : Development ,Operations and Performance

4.4.Role and Regulation of FIIs and& NRIs Participation.

4.5.Indian Foreign Exchange Market: Importance and Nature

4.6.International Banking &The International Capital Market

4.7.Offshore Banking & Offshore Currency Trading

4.8.Eurocurrency Market

4.8.1. Creation Of Euro Currencies

4.8.2. The Growth Of Euro Currency Trading

4.8.3. Eurocurrencies &Macro Economic Stability

4.9.Regulating International Banking :Difficulties and International  
Regulatory Co-Operation

4.10. Money Laundering

4.10.1. Meaning, Nature & ,Mechanism

4.10.2. Threats& Dangers Of Money Laundering

4.10.3. Precautionary Measures Undertaken

#### **5. Financial System In India and The Indian Money Market**

5.1.Structure of Financial System in India.

5.2.Indicators of Financial Development.

5.3.Role and Importance of Financial System in Development of Indian  
Economy

5.4. Indian Money Market: Structure, Features ,Instruments

5.5.The Unorganized Money Market: Role, Working Method, Defects and  
Suggestions for Improvement.

5.6.Composition Of Organized Indian Money Market

5.6.1. Call Money Market: Features, Operations And Importance

5.6.2. Commercial Bill Market: Types, Operations & Importance

- 5.6.3. Treasure Bill Market: Types, Operation & Participants & Importance
- 5.6.4. Commercial Paper Market : Features, Operations & Recent RBI Guidelines And Importance
- 5.6.5. Certificate Of Deposit Market: Features, Operations & Recent RBI Guidelines And Importance
- 5.6.6. Money Market Mutual Funds: Features, Operations & Recent RBI Guidelines And Importance
- 5.7. Role of R.B.I & D.F.H.I. in Development Of Money Market
- 5.8. Recent Money Market Reforms

## **6. Indian Capital Market**

Nature, Structure, Instrument and Features of Indian Capital Market.

- 6.1. Stock Market in India: N.S.E., B.S.E. And O.T.C.E.I.: Functions, Role, Progress and Problems
- 6.2. Equity Market
- 6.3. Corporate Bond Market In India
- 6.4. S.E.B.I.: Functions and Its Impact on Capital Market.
- 6.5. Securities Depository In India: Importance, Functions And Problems
- 6.6. Credit Rating Services: Meaning, Need, Benefits and Rating Agencies in India.
- 6.7. Recent Reforms in Capital Market

## **7. Non- Banking Financial Institutions And Financial Services In India**

- 7.1. Non- Banking Financial Institutions: Meaning & Classification
  - 7.1.1. Policy Development Relating To N.B.F.I.s
  - 7.1.2. Financial Performance & Soundness Of N.B.F.I.s
- 7.2. Role Of N.B.F.I.s in India's Economic Development
- 7.3. Universal Banking
  - 7.3.1. Concept ,Advantages, Indian Experience In Universal Banking
  - 7.3.2. Regulatory Challenges in Universal Banking
- 7.4. Financial Services in India : Meaning, Importance, Growth Of Financial Services In India

## **8. Financial Crisis in India and in The World**

### **8.1. Financial Crisis :Term, Meaning & Types**

### **8.2. Major Financial Crisis In The World & In India Since 1990**

#### **8.2.1. Latin America From Crisis To Uneven Reforms**

#### **8.2.2. The East Asian Financial Crisis**

#### **8.2.3. Sub Prime Lending Crisis In America; 2008-9 : The Issues For Financial Stability**

#### **8.2.4. The Security Scam In India**

### **8.3. Causes & Consequences Of Financial Crises**

## **9. The Problem Of Default and Government Packages**

## **10. Economic Reforms ,Capital Inflows & The Return Of Crisis**

## **11. Lesson From Recent Crisis and Problem of Financial Stability in India**

### **Suggested Books, Periodicals and Websites**

1. 'Banking Theory & Practice' (19th Ed.): K.C. Shekhar & Lekshy Shekhar, Vikas Publication House Pvt. Ltd. (2008)
2. 'Indian Financial System' Dr. G. Ramesh Babu, Himalaya Publishing House (2005)
3. 'E-Banking & Development Of Banks' S.B. Verma, S.K. Gupta, & M.K. Sharma, Deep & Deep Publication Pvt. Ltd. (2007)
4. Indian Economy: Datta & Sunderam, (2011), S. Chand & Company
5. Indian Economy: Mishra & Puri (2011), Himalaya Publishing House
6. RBI Monthly Bulletin And Occasional Publications
7. Economic And Political Weekly , March 18-24, 2006', Vol. Xli No. 11 (2007)
8. Economic And Political Weekly , 31 March – 6 April 2007', Vol Xlii No. 13 (2007)
9. RBI Annual Report: 2004-05, 2005-06, 2006-07, 2007-08 & Onwards
10. RBI Report On Trend & Progress Of Banking In India-2004-05, 2005-06, 2006-07, 2007-08 & Onwards
11. [www.rbi.org.in/](http://www.rbi.org.in/) Speeches
12. RBI Annual Report: Monthly Bulletin And Occasional Publications



- 13.Southern Economists
- 14.Indian Economic Review
- 15.Economists
- 16.Web Sites: [www.wikipedia](http://www.wikipedia)
17. 'Banking Theory &Practice' (19th Ed.): K.C.Shekhar & Lekshy  
Shekhar, Vikas Publication House Pvt. Ltd.(2008)
18. 'Indian Financial System' Dr.G.Ramesh Babu, Himalaya Publishing House (2005)
19. 'E-Banking & Devel. Of Banks' S.B.Verma, S.K.Gupta, & M.K.Sharma, Deep &Deep Publication Pvt..Ltd.( 2007)
- 20.Indian Economy: Datta & Sunderam, (2011),S.Chand &Company
- 21.Indian Economy: Mishra &Puri (2011), Himalaya Publishing House
- 22.International Economics :Theory &Policy: Paul A. Krugman &Maurice Obstfeld: Person Education,Asia
- 23.RBI Monthly Bulletin And Occasional Publications
- 24.Economic And Political Weekly , March18-24, 2006', Vol. Xli No.11 (2007)
- 25.Economic And Political Weekly , 31march – 6 April 2007', Vol Xlii No.13 (2007)
- 26.RBI Annual Report:2004-05,2005-06,2006-07,2007-08 & Onwards
- 27.RBI Report On Trend &Progress Of Banking In India-2004-05,2005-06,2006-07,2007-08 & Onwards
- 28.Www.Rbi.Org.In./ Speeches
- 29.RBI Annual Report: Monthly Bulletin And Occasional Publications
- 30.Southern Economists
- 31.Indian Economic Review
- 32.Economists
- 33.Entrepreneurship & Small Scale Business – Dr. M.V. Despande
- 34.Dynamics For Entrepreneurs – Vasant Desai
- 35.Entrepreneurship Development VOL-I,II,III – Vasant Desai
- 36.Business Environment & Entrepreneurship – C.G.Vaidya & P.M.Bhagwat,Narendra Prakashan.