

FACULTY OF COMMERCE

SYLLABUS FOR THE BATCH FROM THE YEAR 2023 TO YEAR 2024

Programme Code: PGDFS

**Programme Name: PG Diploma in Financial Services
(Semester I- II)**

Examinations: 2023-2024



P.G. Department of Commerce and Business Administration

Khalsa College, Amritsar

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(b) Subject to change in the syllabi at any time.
(c) Please visit the College website time to time.

S.No.	PROGRAMME OBJECTIVES
1.	PGDFS course is designed to impart knowledge and skills necessary to provide a range of standard financial services and specialised or niche financial services as well.
2.	It helps the students with an opportunity to develop knowledge of basic concepts, insights into quality financial services and sharpen the decision making process.

S.No.	PROGRAMME SPECIFIC OUTCOMES (PSOS)
PSO-1	Development of skills required to act as financial analyst or consultant having thorough knowledge of financial analysis, risk management, portfolio theory and insurance sector.
PSO-2	The student can handle work in different domains of financial sector like banking and insurance.
PSO-3	Ability to invest their money in difference sources of finance and investment avenues. To provide in depth understanding of different avenues of financial system viz. capital markets, banking, insurance, mutual funds & other related services.
PSO-4	The program develops learning about all regulatory norms, acts, policies formulated and implemented regarding financial sector.
PSO-5	To equip the students with skills required to operate in competitive environment in the service sector.

PG Diploma in Financial Services 2023-24

COURSE SCHEME											
SEMESTER - I											
Course Code	Course Name	Hours/Week	Credits			Total Credits	Max Marks				Page No.
			L	T	P		Th	P	IA	Total	
Major Courses											
PGDFS-101	Financial Services-I	4	4	-	-	4	75	-	25	100	1-3
PGDFS-102	Financial Institutions	4	4	-	-	4	75	-	25	100	4-5
PGDFS-103	Financial Sector Regulation - I	4	4	-	-	4	75	-	25	100	6-7
PGDFS-104	Financial And Cost Accounting	4	4	-	-	4	75	-	25	100	8-9
PGDFS-105	Financial Markets	4	4	-	-	4	75	-	25	100	10-11
Ability Enhancement Courses											
PGDFS-106	Seminar Based On Term Paper	2	2	-	-	2	-	-	-	50	12

SEMESTER - II											
Course Code	Course Name	Hours/Week	Credits			Total Credits	Max Marks				Page No.
			L	T	P		Th	P	IA	Total	
Major Courses											
PGDFS-201	Financial Sector Regulation - II	4	4	-	-	4	75	-	25	100	13
PGDFS-202	Financial Services-II	4	4	-	-	4	75	-	25	100	14-15
PGDFS-203	Financial Management	4	4	-	-	4	75	-	25	100	16-18
PGDFS-204	Information Technology In Financial Services	4	4	-	-	4	75	-	25	100	19-20
PGDFS-205	Management of Banking and Insurance Services	4	4	-	-	4	75	-	25	100	21-23
Ability Enhancement Courses											
PGDFS-206	Seminar Based On Term Paper	2	2	-	-	2	-	-	-	50	24

FINANCIAL SERVICES - I
PGDFS-101

Time Allowed: 3 Hours

Credit hours per week: 4

Total teaching Hours: 60

Maximum Marks: 100

Internal Assessment: 25

Theory: 75

Instructions for the Paper Setters

1. The Question Paper covering the entire syllabus shall be divided into four sections (A-D).
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objective: To enable the students to understand the various types of financial services, learn the concepts like leasing, hire purchase and housing finance services, merchant banking and to provide the students with conceptual framework of mutual funds, credit systems, loans and factoring services, dematerialization of shares.

Course Content

SECTION-A

Introduction to Financial services: meaning, various types of Financial services, Name of Financial institutions providing such services.

Leasing: Introduction, Tax, Legal and Accounting Aspects, Financial Evaluation: Lessor and Lessee Points of View, Qualitative Factors, Lease Structuring, Lease Agreement, Funding of Leases

SECTION-B

Merchant Banking: Introduction, functions- Managing of Public Equity / Debenture Issues, Mobilizing Fixed Deposits, Arranging

Inter-corporate Loans, Raising term Finance and Loan Syndication, Market Intermediaries, Hire Purchase and Installment System.

SECTION-C

Consumer Finance: Concept, Modes of consumer finance, Role of consumer credit in the financial system, Features of consumer credit transactions, Procedure for granting finance and terms of financing credit.

Mutual Funds: Concept, Types of mutual funds, Performance and Problems of mutual funds in India

SECTION-D

Securitization: Concept, types of securitization, Mechanism of Securitization of Debt, Progress in India

Depository System and Dematerialisation: Introduction, Dematerialisation and Rematerialisation of shares, SEBI guidelines for participants, Code of conduct for issuer and participants.

Books Prescribed:

1. A Manual of Merchant Banking, J C Verma - Bharat Law House.
2. SEBI Guidelines, Nabhi Publications.
3. Capital Market Management, V.A Avadhani - Himalaya publishing House.
4. Financial Institutions and Market, LM Bhole - Tata McGraw Hill.
5. Primary Market & IPO, ICFAI Publication.
6. Economic Times Market Watch, ICFAI Publication.
7. Handbook of leasing, hire purchase and factoring, K Sriram - ICFAI Publication.
8. How to do lease financing and hire purchase business, Nabhi Publications.
9. Inside Leasing, Faroul Irani - Tata McGraw Hill.
10. Leasing comes of age : Indian scene, Dr Premlal Joshi - Amrita Prakashan.
11. Equipment leasing partnerships, Cudworth- Probus.
12. The Financial Services Revolution, Clifford E Kirsch - McGraw Hill.

Latest editions of books should be followed.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Acquaint about financial service market and its constituents. They would assess growth of financial services and the problems faced by financial services in India.
CO2	Acquire knowledge about various financial services. Learn the concepts like merchant banking, Leasing, Hire Purchase and Housing finance services.
CO3	Comprehend the concepts and marketing of Mutual funds, credit cards, housing finance, personal loans and factoring services.
CO4	Understand Mechanism of Securitization of Debt, Dematerialisation and various SEBI guidelines of it.

**FINANCIAL INSTITUTIONS
PGDFS-102**

Time Allowed: 3 Hours

Credit hours per week: 4

Total teaching Hours: 60

Maximum Marks: 100

Internal Assessment: 25

Theory: 75

Instructions for the Paper Setters

1. The Question Paper covering the entire syllabus shall be divided into four sections (A-D).
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objective: The students enhance conceptual knowledge on different types of financial institutions, regulatory authority and development banks. Also the students are acquaintance with the role and functions performed by various banking and non-banking institutions in Indian economy, and working of credit rating agencies.

Course Content

SECTION-A

Financial Institutions: Meaning, characteristics, broad categories, role of financial institutions in Indian financial system.

Regulatory and Promotional Institutions: Reserve Bank of India- organisation, management and functions; techniques of monetary control; recent monetary policy of RBI, liquidity adjustment facility.

SECTION-B

Development Banks: Concept, evolution, objectives, growth and structure of development banks in India; role of development banks in the achievement of national development objectives

Development Banking Institutions- IFCI, IDBI, ICICI, IIBI, NABARD, SIDBI, SIDCs, SFCs: Objectives, operations, schemes of financing, investment policy, portfolio management and resource mobilization efforts.

SECTION-C

Banking Institutions: Commercial Banks- meaning, evolution, present structure of commercial banks in India, types, role, functions and services provided by commercial banks; Regulation of commercial banks, lead bank scheme, priority sector lending, reforms and recent developments in commercial banking.

SECTION-D

Non-banking Financial Institutions: Concept, objectives and functions of non-banking financial institutions; present status and regulation of NBFCs.

Credit Rating Agencies: Introduction, origin, importance and need for credit rating, instruments for rating, process of credit rating and rating methodology, credit rating agencies- CRISIL, ICRA, CARE, FITCH, MOODY'S, S & P.

Books Prescribed:

1. Kohn Meir, Financial Institutions and Markets, - Tata McGraw Hill, 1996.
2. Bhole L M , Financial Institutions and Markets, - Tata McGraw Hill.
3. Srivastava R M, Management of Indian Financial Institutions, Himalaya Publishing.
4. Gursamy S., Financial Markets and Institutions, Thomson (2004).
5. Bhalla V.K. Management of Financial Services, Anmol Publications Pvt. Ltd., New Delhi, 2002.
6. Pathak Bharati, Indian Financial System, Pearson Education, New Delhi, 2004.
7. Gurusamy S., Financial Services and System, Vijay Nicole Imprints Pvt. Ltd., Chennai, 2004.
8. Machiraju H.R., Indian Financial System, Vikash Publishing House Pvt. Ltd., New Delhi, 2002.
9. Khan M.Y., Financial Services, Tata McGraw Hill, New Delhi, 2001.
10. Khan M.Y., Indian Financial System, Tata McGraw Hill, New Delhi, 2001.
11. Desai Vasant, The Indian Financial System, Himalaya Publication, Mumbai, 2001.
12. Paul and Suresh, "Management of Banking and Financial Services", 2007, Pearson Education.

Latest editions of books should be followed.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Understand the concepts and role of financial institutions in Indian financial system.
CO2	Acquaint themselves about RBI and its working.
CO3	Know about various development banks and non-banking financial institutions.
CO4	Get clarity about the concepts of Commercial banking and NBFC's and Credit rating agencies.

Financial Sector Regulations -I
PGDFS-103

Time Allowed: 3 Hours

Credit hours per week: 4

Total teaching Hours: 60

Maximum Marks: 100

Internal Assessment: 25

Theory: 75

Instructions for the Paper Setters

1. The Question Paper covering the entire syllabus shall be divided into four sections (A-D).
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course objective: The students will understand regulatory framework and provision relating to stock exchanges, SEBI, non banking financial institutions, government securities act etc.

SECTION-A

Stock Exchanges Regulatory Framework- Securities Contract (Regulation) Act, 1956: Introduction and Important provisions Under BSCC Act and Under Defense of India Rule.

SECTION-B

SEBI: Origin, Features of SEBI Bill, Objectives, Management, Powers and Functions, Role and Relevance, Regulatory Framework.

SECTION-C

NBFCs: Regulatory Structure.

Depository Act: Definitions and Provisions

SECTION-D

Government Securities Act: Definitions and Provisions.

Foreign Exchange Management Act.

Books Prescribed:

1. Srivastava R M, Management of Indian Financial Institutions, Himalaya Publishing.
2. Gursamy S., Financial Markets and Institutions, Thomson (2004).
3. Bhalla V.K. Management of Financial Services, Anmol Publications Pvt. Ltd., New Delhi, 2002.
4. Pathak Bharati, Indian Financial System, Pearson Education, New Delhi, 2004.
5. Gurusamy S., Financial Services and System, Vijay Nicole Imprints Pvt. Ltd., Chennai, 2004.
6. Machiraju H.R., Indian Financial System, Vikash Publishing House Pvt. Ltd., New Delhi, 2002.
7. Khan M.Y., Financial Services, Tata McGraw Hill, New Delhi, 2001.
8. Khan M.Y., Indian Financial System, Tata McGraw Hill, New Delhi, 2001.
9. S. Guruswamy, Financial Markets and Financial Services, Tata McGraw Hill, New Delhi
10. Desai Vasant, The Indian Financial System, Himalaya Publication, Mumbai, 2001.

Latest editions of books should be followed.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Understand the meaning ,functions ,powers and regulatory framework of SEBI.
CO2	Overview Securities Contract (Regulation) Act, 1956: provisions Under BSCC Act, Depository Act, Foreign Exchange Management Act.
CO3	Understand norms, provisions, working and regulatory framework of NBFC.

FINANCIAL AND COST ACCOUNTING
PGDFS-104

Time Allowed: 3 Hours

Credit hours per week: 4

Total teaching Hours: 60

Maximum Marks: 100

Internal Assessment: 25

Theory: 75

Instructions for the Paper Setters

1. The Question Paper covering the entire syllabus shall be divided into four sections (A-D).
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objective: To make students well versed with preparation of financial statements of various companies. It enables them to understand the concept of cost accounting and its techniques.

Course Content

SECTION-A

Concepts and Conventions of Financial Accounting, Introduction to Accounting Standards

Final Accounts of Limited Companies: Revised Schedule VI to Final Accounts, Disclosures in Financial Statements.

SECTION-B

Final Accounts of Banking Companies

Final Accounts of Insurance Companies

SECTION-C

Concepts of Costs and Costing: Cost Accountancy, Classification of Costs,

Installation of Costing System, Cost Sheet Preparation, Concepts of Decision Making tools in Cost Accounting

SECTION-D

Overview of Cost Accounting Techniques: Budgetary Control, Standard Costing (only material variances) and Marginal Costing, Break-even-Analysis.

Books Prescribed:

1. Bhattacharya, S.K. and John Dearden, "Accounting for Management - Text and Cases", Vikas Publishing House.
2. Lele RK. and Jawahar Lal, "Accounting Theory", Himalaya Publishers.
3. Porwal, L.S. "Accounting Theory", Tata McGraw Hill.
4. Horngren, Charles T., Gary L. Sundem and William O. Stratton, "Introduction to Management Accounting", Pearson Education Asia.
5. Sharma, Subhash and M.P. Vithal, "Financial Accounting for Management Text and Cases", McMillan.
6. Arora, M.N., "Cost Accounting - Principles and Practice", Vikas Publishing House.
7. Pandey, I.M, "Essentials of Management Accounting", Vikas Publishing House.
8. Cost accounting principles and practice, S P Jain; K L Narang; T R Dhingra, Kalyani Publishers.
9. Cost Accounting, A K Dhir and Kamaldeep Kaur, Sharma Publications.

Latest editions of books should be followed.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Overview the concept and Conventions of Financial Accounting.
CO2	Prepare the financial statements for Banking and Insurance Companies.
CO3	Understand the various costs on the basis of element, behaviour and functions. It helps in ascertaining the basic concepts Cost determination and preparation of Cost Sheet.
CO4	Understand the various techniques of costing like Budgetary Control, Standard Costing and Marginal Costing and Break-even-Analysis.

FINANCIAL MARKETS
PGDFS-105

Time Allowed: 3 Hours

Credit hours per week: 4

Total teaching Hours: 60

Maximum Marks: 100

Internal Assessment: 25

Theory: 75

Instructions for the Paper Setters

1. The Question Paper covering the entire syllabus shall be divided into four sections (A-D).
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.
- 3.

Course Objective: The students get the conceptual and practical knowledge on financial market, money market, capital market, debt market, commodity market. They will understand the concepts and how all instruments including equity and derivative instrument are traded in financial markets.

Course Content

SECTION-A

Indian Financial System: An overview, nature and role of financial system; financial system and economic development

Financial Markets: Introduction and classification

SECTION-B

Money Market: Meaning, constituents, functions of money market; Money market instruments-call loans, treasury bills, certificate of deposits, commercial bills, trade bills etc.; Recent trends in Indian money market

Capital Market: Functions, organisation and instruments; primary and secondary markets; their role and recent developments, SEBI guidelines regarding Investor Protection.

SECTION-C

Debt Market: Introduction, debt instruments; profile of Indian debt market

Equity Market: Initial public offer; book building process, underwriting of issues; functions of stock exchanges; member and listing procedure at NSE in India; trading, clearing and settlement procedure at NSE

SECTION-D

Commodities Market: Introduction to commodities market

Derivatives Market: Definitions, products, participants and functions, types of derivatives

Recommended Readings:

1. SEBI Guidelines, Nabhi Publications
2. Capital Market Management, V.A Avadhani - Himalaya Publishing House
3. Primary Market & IPO, ICFAI Publication.
4. Economic Times Market Watch, ICFAI Publication
5. The Financial Services Revolution, Clifford E Kirsch - McGraw Hill
6. Financial Institutions and Markets, L.M. Bhole, Tata McGraw Hill, 2004, 4th Edition.
7. Indian Financial System, Theory and Practices, M.Y. Khan, Tata McGraw Hill, 2004, 4th Edition.
8. Indian Securities Markets- Investors View Point, R.P. Hoods, Excell Books (1998), New Delhi.
9. Debt Market, Suryanarayan, ICFAI Publication Press (2002).
10. Indian Financial System, B.V. Pathak, Pearson Education.
11. Financial Markets and Institutions, Saunders, Tata McGraw Hill, 3rd Edition.

Latest editions of books should be followed.

COURSE OUTCOMES

Sr. No.	On completion of this course, the students will be able to:
CO1	Overview and understand the whole Financial System of India.
CO2	Understand the concepts of Capital Market and Money Market and their respective sub-markets.
CO3	Apprehend the various derivative instruments and gain the knowledge about Debt market, Equity market and Commodity market in Indian financial system.

PGDFS-106

SEMINAR

Credit Hours per week: 2

Total Teaching Hours: 30

Max. Marks:50

FINANCIAL SECTOR REGULATIONS -II
PGDFS-201

Time Allowed: 3 Hours

Credit hours per week: 4

Total teaching Hours: 60

Maximum Marks: 100

Internal Assessment: 25

Theory: 75

Instructions for the Paper Setters

1. The Question Paper covering the entire syllabus shall be divided into four sections (A-D).
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course objective

To make the students aware of the various monetary and financial policies made, various acts norms and regulations formulated towards banking and economic sector.

Course Content

SECTION-A

Banking Regulation Act, 1949.

Monetary Policy: Provisions and Implications

SECTION-B

BASEL Norms: BASEL I, II and III. Provisions and implications.

SARFAESI Act, 2002.

SECTION-C

RBI Act

Commercial Banks.

SECTION-D

KYC norms

Anti money Laundering.

Books prescribed:

1. Clifford Gomez, Financial Markets, Insurance and Financial Services, PHI.
2. Dr. S. Guruswamy, Financial Services, Tata McGraw Hill.
3. Dr. Punithavathy Pandian, Financial Services & Markets, Vikas Publication.
4. Sundaram and Varshney, Banking Theory Law and Practice, Sultan Chand and Sons Publisher.
5. Shakti R. Mohapatra, Debidutta Acharya, Banking and Insurance, Pearson Education India
6. Dudley Lockett, Money and Banking, McGraw Hill
7. Principles & Practices of Banking- By Indian Institute of Banking & Finance Macmillan Publication

Latest editions of books should be followed.

COURSE OUTCOMES

Sr. No.	On the completion of the course Students will be able to:
CO1	Understand students regarding the regulations and norms undertaken by authorities towards banking sector.
CO2	Learn about various new acts and policies of government.
CO3	Understand the provisions of Basel Norms and working of banks.
CO4	Make the students aware of the importance of KYC norms.

FINANCIAL SERVICES -II
PGDFS- 202

Time Allowed: 3 Hours

Credit hours per week: 4

Total teaching Hours: 60

Maximum Marks: 100

Internal Assessment: 25

Theory: 75

Instructions for the Paper Setters

1. The Question Paper covering the entire syllabus shall be divided into four sections (A-D).
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objective To acquaint the students with the concepts and functional aspects of various types services like venture capital, financing, factoring available in our country.

Course Content

SECTION-A

Venture Capital Financing: Definition, Characteristics, Evolution, Venture Capital Investment Process, Advantages, Forms of Venture Capital Assistance, Venture Capital Assistance, Venture Capital in India, SEBI and Venture Capital Financing.

SECTION-B

Factoring: Concept, Mechanism, Bill Discounting and Factoring, Forms of Factoring, Benefits, Problems, Factoring in India. Forfaiting: Meaning, Process, Factoring vs. Forfeiting, Advantages.

NBFCs: Definition, Structure, Classification, Types, Regulation of NBFCs, Prudential Regulations.

SECTION-C

Depository: Definition, Need, Depository System, Participants, Mechanism, Legal Framework, Benefits, Depositories in India.

Insurance: Definition, Importance, Principles of Insurance, Insurance Industry: Historical Perspective, Regulatory framework: IRDA, Functions of IRDA, Insurance Ombudsman, PG Diploma in Financial Services (Banking & Insurance) Insurance Association, Insurance Advisory Committee.

SECTION-D

Other Financial Services: Custodial Services: Custodian, Obligation and Responsibilities, Custodial Service Provides in India.

Registrar and Share Transfer Agents: Definition, Function, Role of Registrar in Public Issue, CAR, Obligation and Responsibilities.

Books Prescribed:

1. Clifford Gomez, Financial Markets, Insurance and Financial Services, PHI.
2. Dr. S. Guruswamy, Financial Services, Tata McGraw Hill.
3. Dr. Punithavathy Pandian, Financial Services & Markets, Vikas Publication.
4. Dr. R. Shanmugham , Financial Services, Wiley India.
5. Dr. S. Guruswamy, Financial Markets & Financial Institutions, Tata McGraw Hill.
6. Divya Nigam, R.M. Srivastava, Management of Indian Financial Institution, Himalaya Publication.

Latest editions of books should be followed.

COURSE OUTCOMES

Sr. No.	On the completion of the course Students will be able to:
CO-1	Get well equipped with the concepts and functional aspects of various types services like venture capital, financing, factoring available in our country.
CO-2	Acquire the skills necessary to participate in managing a financial services company. They come to know about concepts and role of NBFCs, depository system etc.
CO-3	Know about financial products, services, and strategies offered by the variety of financial services institutions.
CO-4	Get the knowledge about financial services component industries namely insurance, banking, securities, real estate and their financial planning.

FINANCIAL MANAGEMENT

PGDFS-203

Time Allowed: 3 Hours

Credit hours per week: 4

Total teaching Hours: 60

Maximum Marks: 100

Internal Assessment: 25

Theory: 75

Instructions for the Paper Setters

1. The Question Paper covering the entire syllabus shall be divided into four sections (A-D).
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objective: Learning on the concepts of financial statements, components of working capital management, capital structure, capital budgeting, cost of capital, dividend policy.

Course Content

SECTION-A

Objectives of Financial Management: Profit maximization Vs. Wealth maximization, Environment of Financial Management.

Dividend policy: Theories of dividend, bonus shares including SEBI guidelines

SECTION-B

Analysis of Financial Statements: Common size financial statements, Ratio Analysis, Funds flow and cash flow statement.

SECTION-C

Working Capital Management: Estimates of working capital, Accounts Receivable management, cash management, inventory management.

Cost of Capital: Meaning, Significance and Computation of Cost of Capital.

SECTION-D

Capital budgeting – Techniques of Evaluation of Capital Expenditure – Capital Budgeting under Risk & Uncertainty,

Capital structure planning: leverage, concept of optimum capital structure, Capital market instruments, GDR/ADR issue.

Books Prescribed:

1. Berk, Jonathan and DeMarzo, Peter: Financial Management, Pearson Education, Dorling Kindersley (India) Pvt. Ltd.
2. Bhattacharya, Hrishlkas: Working Capital Management: Strategies and Techniques. Prentice Hall, New Delhi.
3. Brealey, Richard A and Seward C. Myers: Corporate Finance, McGraw Hill, Int. Ed, New York.
4. Chandrara, Prasanna: Financial Management, Tata McGraw Hill, Delhi
5. Hampton, John: Financial Decision Making, Prentice Hall, Delhi.
6. Pandey, I,M: Financial Management, Vikas Publishing House, Delhi.
7. Van Horne. J.G. and J.M. Wachowicz Jr.: Fundamentals of Financial Management. Prentice-Hall, Delhi.
8. Van Horne, James G: Financial Management and Policy, Prentice Hall, Delhi,
9. Pinches,George E: Essentials of Financial Management; Harper and Row, New York.
10. Khan MY, Jain PK: Financial Management; Tata McGraw Hill, New Delhi.
11. Archer, Stephen, H., Choate G Marc, Racette, George; Financial Management; John Wiley, New York
12. Block, Stanley B, Geoffrey A Hilt: Foundations of Financial Management; Richard D.Jrwin, Homewood Illinois.

Latest editions of books should be followed.

COURSE OUTCOMES

Sr. No.	On the completion of the course Students will be able to:
CO-1	Prepare the students towards managing financial issues in undertaking business, the sources and uses of funds, the benefits, risks and costs associated with different types of resources and financing.
CO-2	Enhance student's ability in dealing short-term dealing and also longer-term dealing, which involves major capital investment decisions.
CO-3	Develop knowledge on the allocation and management of their financial resources. Explain the concept of timevalue of money and various sources of investments
CO-4	Learn the concepts like working capital management, capital structure, capital budgeting, cost of capital.

**INFORMATION TECHNOLOGY IN FINANCIAL SERVICES
PGDFS-204**

Time Allowed: 3 Hours

Credit hours per week: 4

Total teaching Hours: 60

Maximum Marks: 100

Internal Assessment: 25

Theory: 75

Instructions for the Paper Setters

1. The Question Paper covering the entire syllabus shall be divided into four sections (A-D).
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objective: Helps students to understand the electronic methods of transacting business, electronic modes of payments. They acquire the practical learning on basics of computer and computerized accounting software that in turn help in operating financial services.

Course Content

SECTION-A

Introduction to E-Commerce and E-Business

Meaning and Concept, Definition, The working of E-commerce, Electronic Commerce versus Traditional Commerce, Electronic Commerce and E-Business, Business applications of E-Commerce, E-Commerce Models.

SECTION-B

Electronic Payment Systems- working and types of Electronic Payment Systems, Different methods of Electronic Payment Systems, Business-To-Business E-Commerce, Various Security Issues in E-Commerce.

SECTION-C

Introduction to MS-Excel: Features of MS-Excel , Open and Create a worksheet, Create and Print graph using pivot table, Save & Exit Worksheet, Using Multiple Worksheets, Using Formulas & Functions

SECTION-D

Introduction to Tally Package: Using Tally package for Financial Accounting.

Books Prescribed:

1. Singh, Gurvinder, “Windows Based Computer System”, Kalyani Publisher, 2009.
2. Norton, Peter, “Introduction to Computers”, Tata McGraw Hill, 2009.
3. Asok K. Nadhani, Kisor K Nandhani, Simple Tally 9: Financial Accounting, Invoicing & Inventory, BPB Publications, 2008.
4. Sinha, P.K. “Fundamental of Computers” BPB Publications, 2008.
5. Singh, Rachhpal, “E-Commerce and E-Business”, Kalyani Publications, 2004.
6. Arora, J.S. “Tally ERP 9.0”, Kalyani Publications, 2016.

Latest editions of books should be followed.

Course Outcomes

Sr. No.	On the completion of the course Students will be able to:
CO-1	Understand the electronic methods of undertaking business to arrive at appropriate solutions
CO-2	Acquire knowledge of computing requirements for technology solutions in business applications.
CO-3	Develop an understanding on basics of computer and how internet can help in growth of the business
CO-4	Learn about accounting software for managing accounts of business

MANAGEMENT OF BANKING AND INSURANCE SERVICES
PGDFS-205

Time Allowed: 3 Hours

Credit hours per week: 4

Total teaching Hours: 60

Maximum Marks: 100

Internal Assessment: 25

Theory: 75

Instructions for the Paper Setters

1. The Question Paper covering the entire syllabus shall be divided into four sections (A-D).
2. Eight questions of 15 marks each are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objective: The students will acquire the knowledge regarding functioning of banking system, emerging trends, concepts of NPA. They will come to know about various benefits and services provided by banks in different areas. It also highlights on the concepts of insurance, its types, benefits and risk associated with insurance and role of IRDA.

Course Content

SECTION-A

Introduction: Nature of Banking System in India, Meaning of Banking & Merchant terms. Types of Banks, Functions of Banks.

Liberalization in Financial Services: Need of Reforms in Banking structure, Different Phases of Indian Banking, Committees on Reforms in Banking Sector, Narasimham Committee, Verma Committee Recommendations, Challenges Ahead of Indian Banking. Mergers and Acquisitions in Indian Banking system, Emerging Trends in Indian Banking System.

Non-Performing Assets and Income Recognition: Introduction, Provisions for NPA, effects reasons for Assets belowing NPA, Tackling with NPA.

SECTION-B

Services Provided by Banking: Deposit, Loans and Advances, Discounting of Bills, Letter of Credits, Guarantees, Liability & Rights of Surety. PG Diploma in Financial Services (Banking & Insurance)

Financing Priority Sector: Targets for funding to priority sector, credit guarantee schemes, SSI loan guarantee schemes, Benefits os SSI, Loan guarantee schemes.

Financing of Agriculture : Lending procedure for Agriculture loans, guidelines for recovery of Agriculture advances, Rashtriya Krishi Bima Yojna, Kisan Credit Card Scheme, Small Farmers Development Agencies. Anciliary Services of the Bank.

SECTION-C

Insurance: Meaning, nature and significance, essential requirements and principles of Insurance, Contract elements of General Insurance and Life Insurance, re-insurance, nationalization of insurance business in India, Role of Insurance in national economy.

Definition of Risk and Uncertainty, Classification of risks, sources of risk-external and internal, risk management.

IRDA Act: Salient feature, duties, powers and functions of the authority, financial Accounts and audit, power of Central Government to issue directions, IRDA (Protection of Policy Holders Interest) Regulation 2002, Rationale of opening up of the insurance sector to the private sector.

SECTION-D

LIC of India: Role, functions and policies, modern life insurance in India, private sector companies in life insurance sector, recent trends in life insurance.

General Insurance : Meaning and origin, growth of General Insurance, nature of general insurance, different types of general insurance, law relating to general insurance organization and management of general insurance in India.

Deposit and Credit Insurance: Nature, terms and conditions, claim, recovery etc. public liability insurance, emergency risk insurance.

Insurance Surveyorship: Appointment, Legal Provisions and licensing, functions. Recent trends in Insurance Surveyorship.

Books Prescribed:

1. Banking Theory Law and Practice, Sundaram and Varshney, Sultan Chand and Sons Publisher, year: 2004 Edition
2. Managing Indian Banks: Challenging Ahead, Vasant C Joshi & Vinay V Joshi, Sage Publications, 2e.
3. Money Banking and International Trade, KPM Sundharam, Sultan Chand and Sons, 2002. PG Diploma in Financial Services (Banking & Insurance)
4. Financial Institutions and Markets, LM Bhole Tata McGraw Hill, 2004, 4th Edition
5. Niehaus, Harrington (2007), Risk Management and Insurance, Tata McGraw-Hill
6. Financial Institutions and Markets, Meir Kohn - Tata McGraw Hill, 1996.
7. Management of Indian Financial Institutions, R M Srivastava Himalaya Publishing.
8. N.M. Misra Insurance Principles & Practice
9. O.S. Gupta Life Insurance (Frank Brothers, New Delhi)

Latest editions of books should be followed.

Course Outcomes

Sr. No.	On the completion of the course Students will be able to:
CO-1	Understand the basic concepts of banking and functions of banking
CO-2	Describe fundamental concepts regulatory norms and services provided by banking sector.
CO-3	Understand the basic concepts of insurance, its function, its types and its relevance in economic Sector
CO-4	Understand various policies offered, risks faced by insurance companies and also will understand insurance product cost and pricing .

PGDFS-206

SEMINAR

Credit Hours per week: 2

Total Teaching Hours: 30

Max. Marks:50