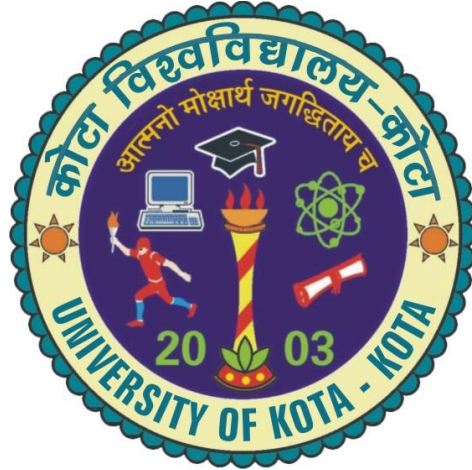


**Syllabus and Course Scheme**  
**Academic year 2020-21**



**B.Com. (Hons.)– E.A.F.M.**  
**Exam. – 2021**

**UNIVERSITY OF KOTA**  
**MBS Marg, Swami Vivekanand Nagar,**  
**Kota - 324 005, Rajasthan, India**  
**Website: [uok.ac.in](http://uok.ac.in)**

# **B.COM. (HONS.) Pt-I**

## **Economic Administration & Financial Management Paper I- BUSINESS ECONOMICS**

Time: 3 Hrs

Min. Marks: 32

Max. Marks: 80

**Note :** The question paper will contain three sections as under –

**Section-A :** One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

**Section-B :** 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 40

**Section-C :** 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 30

### **Unit- I**

#### **Introduction:**

Meaning, Nature and scope of Business Economics: Role of business economics in formulation of business policies, static and dynamic economics. Micro & Macro Economics, Economic laws, Inductive and Deductive methods of Economic Enquiry, Economic Models. Basic Problems of an economy.

### **Unit- II**

#### **Consumer behaviour and Demand Analysis:**

Utility: meaning and types. Measurement of utility: cardinal and ordinal approach, Law of diminishing marginal utility, law of substitution, consumer surplus, Concept of demand, law of demand and elasticity of demand, importance of elasticity of demand in business decisions, forecasting of demand.

Indifference Curve Analysis: Properties, consumer's equilibrium, price effect, income effect and substitution effect. Derivation of demand curve.

### **Unit- III**

#### **Production and Cost analysis:**

Production function-short term and long term production function, Laws of returns and returns to scale, Isoquants, optimum factor combination, Economic region of production.

Cost of production: different cost concepts, determination of cost, cost output relationship, short term and long term analysis. Revenue analysis.

Supply: Law of supply and elasticity of supply.

## Unit- IV

### Market structure and Commodity pricing:

Market – meaning and factors influencing the market, classification of market structure. General theory of value, time element in price determination.

Price and output determination under perfect competition, monopoly and imperfect competition. Monopolistic competition and oligopoly. Price and output determination of multi-markets.

## Unit- V

### Factor Pricing:

Marginal Productivity theory and modern theory of distribution.

Theories of rent, Wages, interest and profit. Profit policy and planning including different approaches of profit. National income analysis.

## **Paper II- BANKING AND FINANCE**

Time: 3 Hrs

Min. Marks: 32

Max. Marks: 80

**Note :** The question paper will contain three sections as under –

**Section-A :** One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

**Section-B :** 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 40

**Section-C :** 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 30

## Unit- I

### Bank and banking:

Definition and functions of bank, types of banks, distinction between commercial and development banks, characteristics of universal bank, E-Banking.

Alternative organizational structure of banks. Forms of banks-unit banking, branch banking, group banking, satellite and affiliate banking and corresponding banking, organizational structure of banks and their relative advantages and disadvantages.

Role of banks in a globalized economy, credit creation by commercial banks, limitations of credit creation process, role of central bank in credit creation.

## Unit-II

### Central Banking:

Meaning, Function of central bank- Traditional and promotional functions, instruments of credit control and their efficacy, Efficacy of central bank in economic stability and monetary management of the country, changing role of central bank in present times.

### **Unit- III**

#### **Principles of Bank Lending:**

Principles of lending, financial analysis techniques for bank lending, the problem of NPA's and recovery management.

Merchant Banking- concept, functions and role.

Non banking financial institutions: concept and role, sources of finance and functions of NBFC's.

### **Unit- IV**

#### **Financial system:**

Meaning, structure and functions of financial system, Financial institutions, Financial markets, Financial instruments and services. Role of financial system in economic development,

Money Market: meaning, characteristics , components and role and importance in the economy. Capital Market: meaning, characteristics, components, role and importance in the economy.

### **Unit- V**

#### **Public Finance:**

Meaning, Nature, ingredients, importance of public finance, the doctrine of maximum social advantage. Types and impact of taxes. Canons of taxation, canons of public expenditure, deficit financing.

Fiscal policy: meaning, objective, role and importance in economic development

#### **SUGGESTED READINGS :**

1. Basu AK: fundamentals of Banking Theory and practice.
2. Stayens RS: Modern Banking
3. Choudhary CM: Banking and Finance, Malik & Co. Jaipur.
4. Seth ML: Money and Banking
5. Sethi TT: Money and Banking
6. Singh & Gupta: Money , Banking and Finance, RBD,Jaipur
7. Vashistha , Swaminand Gupta: Banking and Finance, RBD,Jaipur
8. Yadav, Mathur, Vyas Mishra: Banking and Finance, RBD,Jaipur
9. Khan MV: Indian Financial System
10. Bhole LM: Financial Institutions and markets

# **B.COM. (HONS.) Pt-II**

## **Economic Administration & Financial Management**

### **Paper I : Business Environment**

Time: 3 Hrs

Min. Marks: 32

Max. Marks: 80

**Note :** The question paper will contain three sections as under –

**Section-A :** One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

**Section-B :** 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 40

**Section-C :** 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 30

#### **Unit-I**

Conceptual Framework of Business Environment : Concept, nature and significance of business environment. Elements of business environment- Internal and external changing dimensions of business environment of national and global level.

#### **Unit – II**

Economic Environment of Business : Meaning and components of economic environment. Economic Systems and business environment. Economic fluctuations and their impact on business environment. Emerging structure of Indian Economy. Economic reforms in India – The policy of Liberalization, Privatization and Globalisation (LPG) and its impact on Indian Economy. Industrial sickness in India.

#### **UNIT- III**

Socio-Cultural Environment of Business : Meaning and critical elements of Socio-cultural environment. Impact of Socio- cultural environment on Business. Business Ethics and morality. Social responsibility of business. Middle class and consumerism in India.

## UNIT- IV

Political and Legal Environment of Business : Meaning and main elements of political environment.

Govt. and Business - Various role of Govt. in business, present monetary policy, Fiscal policy, EXIM policy and Industrial Policy of Govt. of India.

Meaning and critical elements of legal environment. Legal environment in India – main provisions of Consumer's Protection Act, 1986, MRTP Act, 1969, FEMA, 2000.

Role and functions of SEBI.

## UNIT- V

International and Technological Environment of Business :Elementary study of International Economic Environment. Foreign direct investment (FDI) in foreign collaborations in India after 1991 – trends and policies.

Multi- National Corporation (MNCs) – meaning, role, merits and demerits.

Technological environment in India – critical issues and policies.

### References :

- 1.Adhikary, M:Economic Environment of Business, SULTan Ch- & Sons, New Delhi
2. Aswathappa, K,:Elements of Business Environment, Himalaya Publishing House, Mumbai
- 3.Cherunilam, Francis : Business Environment, Himalaya Publishing House, Mumbai
- 4.Raj Agarwal & Parag Diwan : Business Environment, Excel Books, New Delhi
- 5.Sengupta, N.K.: Govt. and Business in India, Vikas Publications, New Delhi
- 6.Govt. of India : Economic survey of various years.

## **Paper II : Financial Management**

Time: 3 Hrs

Min. Marks: 32

Max. Marks: 80

**Note :** The question paper will contain three sections as under –

**Section-A :** One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

**Section-B :** 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 40

**Section-C :** 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 30

### **Unit-I**

Financial Management : Meaning, nature and scope of financial management.

Financial Goal: Profit Vs wealth maximization, importance and limitations of financial management.

Finance Functions :Investment, financing and dividend decisions.

Leverage :Meaning of leverage, operating financial and combined leverage.

Significance of leverages.

### **Unit-II**

Financial Analysis : Financial statements – Income statement and Balance Sheet.

Techniques of financial analysis, Ratio analysis – liquidity, activity, profitability, capital structure and other ratios.

Financial planning and forecasting.

### **Unit-III**

Fund Flow and cash analysis : Sources and uses of funds, preparation of statement of changes in working capital and statement of sources and uses of funds. Preparation of cash flow statement.

### **Unit-IV**

Working Capital : Concept of working capital, determinants and estimation of working capital.

Management of working capital components – cash management, inventory management and receivables management.

Cost -volume -profit analysis.

## Unit-V

Capital Budgeting : Investment evaluation criteria – payback period, accounting rate of return, net present value, profitability index, internal rate of return.

Risk analysis in capital budgeting.

Cost of capital – concept and significance of cost of capital, calculation of cost of debt, equity share capital, preference share capital and retained earnings.

Weighted cost of capital.

Management of income and dividend policy.

### References :

1. Dr. R.S. Kulshrestha : Nigmo ka vitya prabandh
2. Prasanna Chandra : Financial Management
3. Khan & Jain : Financial Management
4. Kucchal S.C. : Corporate Financial Management
5. Agarwal, Agarwal, Sharma, Goyal, Gupta : Financial Management
6. M.R. Agarwal : Financial Management

## (E.A.F.M.) Optional Paper : Export Documentation, Procedures & Practices

Time: 3 Hrs

Min. Marks: 32

Max. Marks: 80

**Note :** The question paper will contain three sections as under –

**Section-A :** One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

**Section-B :** 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 40

**Section-C :** 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 30

## Unit-I

Meaning and importance of International Trade. Difference between inter-regional and International Trade. Need and importance of exports in an economy. Major export items from India after launching of economic reforms in India (1991). Main markets of India's exports. Methods of export promotion and sources of information about the foreign markets.



## **Unit- II**

Critical examination of recent EXIM-policy of India. Nature and format of export contract. Difference between local sales contract and export contracts. general conditions of export contracts. Special type of contracts. Frustration of contracts and methods of dispute settlement. terminology used in international contracts – Incoterms.

## **Unit- III**

Export documentation – Need and importance, commercial, legal and incentive perspective. Kinds and functions of documents – commercial documents and legal documents. Documents for claiming export incentives and procedures of claims for different export incentives. Simplified export documents – Aligned documentation system. Procedure related to export order. Role of clearing and forwarding agents.

## **Unit- IV**

Export Finance : Methods of payments- Documentary credit, different types of letter of credits, documents attached with letter of credits, documents against payments and acceptance.

Export Finance : Pre-shipment and post shipment finance. Export under different payments, role and functions of EXIM Bank of India. New developments in export financing.

Export credit insurance – Need and importance. ECGC of India – Fundamental principles and different policies.

Exchange Control regulation – objects and statutory basis. Foreign Exchange Regulation concerning exports. Blanket foreign exchange permit. Identification of measurement of foreign exchange risks. Methods of mitigating foreign exchange risks. Different type of foreign exchange risks.

## **Unit- V**

Institutional Framework for Export Promotion in India. Export Promotion in India – Need, Importance, Measures and policy of export promotion. Export oriented units / special economic zones. Export trading Houses.

Shipment of Goods : Shipping Services- Linear and tramp, Conference and chartering practices, Air freightly. Quality control and pre shipment inspection – Legal and Commercial diomensions. Nature of shipping goods insurance policy and types of policies. Types of risks and losses.

Insurance Claims – documents for claims and responsibilities of the insured. Shipment of export goods and its different stages amd formalities.

## **References :**

1. M. I. Mahajan: Foreign Trade- Policy Procedures and Documentation,

Snow white Publication, Mumbai

2. Rajagopal : Export Management

3. Varshney & Bhattacharya : Export Management

4. Nabhi's : India's Exports

5. Nabhi's : India's Exports
6. Vaish & Singh : International Trade
7. Mithani, D.M.: International Trade, Himalaya Publishing House, Mumbai.

## **B.COM. (HONS.) Pt-III**

### **Economic Administration & Financial Management**

#### **Paper I: International Business & Finance**

Time: 3 Hrs

Min. Marks: 32

Max. Marks: 80

**Note :** The question paper will contain three sections as under –

**Section-A :** One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

**Section-B :** 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 40

**Section-C :** 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 30

#### **Unit-I**

International Business : Concept, Nature, Scope, Goals, Importance and Problems of International Business. Difference between Domestic business and International business. Frame work for analyzing international business environment. International Economic Environment – World Economic and trading situation. Recent developments in International Business – Ecological issues, social aspects, It and international business.

#### **Unit-II**

International Finance & Foreign Exchange : Importance and role of international finance. International Financial Environment, Innovations in international financial instrument. Foreign Exchange, Foreign exchange market, cash and spot exchange market, Exchange rate quotes. Factors affecting exchange rates, spot rates, Forwarded exchange rates, Exchange rate arrangements in India, An overview of FEMA.

#### **Unit-III**

Multinational Finance Management Financial Decisions: Complexities and issues in managing financial functions in an International firm.

Multinational working Capital Management : Cash, receivable and inventory, Management of short term overseas financing sources.

Foreign Investment Financial Decisions : Capital budgeting for multinational corporation. International financing sources and financial structure, cost of capital for overseas investment.

#### **Unit-IV**

Balance of payments and international linkages : Concept, its components, importance, causes of disequilibrium and measures for correction. Difference between Balance of Payment and Balance of

Trade. International indebtedness, capital account convertibility –Pros and cons, Innovations in International financial Instrument.

## Unit-V

International Financial Institutions and Agreements : International Monetary Fund, The problem of international liquidity and SDRs. World Bank (IBRD), IDA, IFC UNCTAD, WTO. International Commodity agreements. Regional Economic co-operation – types and rationale of regional economic groups. EU, NAFTA, ASEAN, SAFTA and other groupings.

### Suggested Readings :

1. Subbarao, P. : International Business, Himalaya Publishing House, New Delhi
2. Jain, P.C. : International Business, RBD, Jaipur
3. Adhikari, Monab : Global Business Management, Macmillan, New Delhi
4. Black and Sundram : International Business Environment Prentice Hall of India, New Delhi.
5. Sodersten, B.O. : International Economics Macmillan, London.
6. Tayeb, Monis H : The Global Business Environment – An Introduction, Safe Publication, New Delhi
7. Jhingan, M.L. : International Economics, Vrinda Publications (P) Ltd., Delhi
8. Avadhani, V.A. : International Finance- Theory & Practice, Himalaya Publishing Company, New Delhi
9. Buckley, Adrian : Multinational Finance, Prentice Hall of India, New Delhi
10. Henning, Piggot & Scott: International Financial Management, McGraw Hill, Int. ed. New York
11. Shaprio, A.C. : Multinational Financial Management, Prentice Hall of India, New Delhi
12. Agarwal, O.P. : International Financial Management, Himalaya Publishing House, New Delhi
13. Machirajan, H.R. : International Financial Management, Himalaya Publishing House, New Delhi
14. Avadhani, V.A. : International Financial Management, Himalaya Publishing House, New Delhi

## Paper II: Rural Development

Time: 3 Hrs

Min. Marks: 32

Max. Marks: 80

**Note :** The question paper will contain three sections as under –

**Section-A :** One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

**Section-B :** 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 40

**Section-C :** 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 30

## Unit-I

Concept and significance of Rural Development, Strategy of Rural Development. Rural Development Agencies, Democratic Decentralisation and Panchayati Raj. District level, Block level, village level, administration for Rural Development.

## Unit-II

Rural Infrastructure Development- Roads, Market, Electrification, Water Supply, Education and Health. Role of NGOs in rural development. Programme related to tribal welfare, Drought and Desert Development, Forest conservation, Women and child development.

## Unit-III

Rural Development Programme – NAREGA, IRDP, Khadi and village Industries. Commission. DRDA (District Rural Development Agencies) SGSY (Swaran Jayanti Gram Swarajgar Yojna)

Main features and achievements of these schemes.

## Unit-IV

Land Reforms – Abolition of intermediaries, Tenancy system, land holding and ceiling, Land fragmentation and consolidation. Agriculture price determination. Problem of agriculture marketing in India. Rural marketing.

## Unit-V

Rural development and sources funds- NABARD, Regional Rural Banks, Commercial Banks, Cooperative Credit Societies, Causes and remedies of rural backwardness. Strategy of rural development during five year plans .

### References :

1. Swami Gupta : Rural development and cooperation
2. माथुर, बी. एस. : ग्रामीण अर्थव्यवस्था
3. Mell, C.D. : Rural Economics
4. अग्रवाल, गुप्ता : सहकारी चिंतन एवं ग्रामीण विकास
5. K.K. Singh : Dimension of Rural Development

## **(E.A.F.M.) Optional Paper: Public Finance & Policy**

Time: 3 Hrs

Min. Marks: 32

Max. Marks: 80

**Note :** The question paper will contain three sections as under –

**Section-A :** One compulsory question with 10 parts, having 2 parts from each unit, short answer in 20 words for each part. Total marks : 10

**Section-B :** 10 questions, 2 questions from each unit, 5 questions to be attempted, taking one from each unit, answer approximately in 250 words. Total marks : 40

**Section-C :** 04 questions (question may have sub division) covering all units but not more than one question from each unit, descriptive type, answer in about 500 words, 2 questions to be attempted. Total marks : 30

## **Unit-I**

Meaning and Scope of Public Finance : Meaning, The scope and Importance of Public Finance – Function of the State Comparison of Public and Private Finance. Principles of public finance to maximum Social Advantage.

## **Unit-II**

Public expenditure, reasons for the growth of public expenditure. Role of state and objects of public finance. Principle and canons of public expenditure. Effect of public expenditure on economic development and growth.

## **Unit-III**

Sources of Public Revenue – Tax, commercial revenues and administrative revenues, characteristics of a Goods tax system. Taxable capacity. Kind of Taxes and effects of Taxation. Value added Tax (VAT).

## **Unit-IV**

Fiscal policy and economic stability. Fiscal policy for full employment and economic growth. Deficit financing, union state financial relation in India, finance commission recommendations of finance commission.

## **Unit-V**

Theory of public debt – meaning, objects, causes of borrowing, classification of public debt., effects of public debt depends. Foreign loans. Growth of external public debt.  
Local finance / union / state / parliamentary control of public expenditure.

### **Suggested Readings :**

1. Dr. Singhai, G.C. : Money & Public Finance, Sahitya bhawan, Agra
2. Singh, Gupta : Money, Banking & Credit, Ramesh Book Depoy, Jaipur
3. Dr. Panth. J.C. : Public Finance, Agra
4. Vashisth, Swami & Gupta : Money & Revenue, RBD, Jaipur
5. Ojha, B. L. : Money, Banking & Revenue, Adarsh Prakashan, Jaipur