

**University of Rajasthan  
Jaipur**

**SYLLABUS**

**M.Com.**

**Economic Administration**

**&**

**Financial Management**

**Semester Scheme**

<b>I &amp; II Semester</b>	<b>2</b>	<b>18-2019</b>
<b>III &amp; IV Semester</b>	<b>2</b>	<b>19-2020</b>

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# UNIVERSITY OF RAJASTHAN, JAIPUR

## M.Com. EAFM Syllabus

### Semester Scheme 2018-19

#### Contents:

1. Eligibility
2. Scheme of Examination
3. Semester Structure
4. Course Details

#### 1. Eligibility:

- (i) 50% and above marks in B.Com. or 55% and above marks in the subject in which admission is sought, shall be eligible for admission to M.Com. (Prev.) in EAFM. (ii) B.A./B.Sc. Degree with at least 55% marks in the aggregate or M.A. Economics degree shall be eligible for admission to M.Com. (Prev.) in (a) Economic Administration group, (b) Financial Management Group, (c) Cooperation Group.

#### 2. Scheme of Examination:

There will be five questions in all. The candidates are required to attempt all the question. There will be one question from each unit with an internal choice (either/or).

#### 3. Course Structure:

The details of the courses with code, title and the credits assign are as given below.

#### Abbreviations Used

#### Course Category

CCC: Compulsory Core Course

ECC: Elective Core Course

OEC: Open Elective Course

SC: Supportive Course

SSC: Self Study Core Course

SEM: Seminar

DISS - Dissertation

RP: Research Publication

#### Contact Hours


L: Lecture

T: Tutorial

P: Practical or Other

S: Self Study

End of Semester Examination

  
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### First Semester

S. No.	Subject Code	Course Title	Course Category	Credit	Contact Hours Per week			EoSE Duration (Hrs.)	
					L	T	P	Thy	P
1.	EFM 101	Micro Economics Analysis	CCC	6	4	2	0	3	0
2.	EFM 102	Financial Management	CCC	6	4	2	0	3	0
3.	EFM 103	Rural Economics	CCC	6	4	2	0	3	0
4.		Elective-1	ECC	6	4	2	0	3	0
5.		Elective-2	ECC	6	4	2	0	3	0
6.		Elective-3	ECC	6	4	2	0	3	0
				36					

CCC(18), ECC(18)

### Second Semester

S. No.	Subject Code	Course Title	Course Category	Credit	Contact Hours Per week			EoSE Duration (Hrs.)	
					L	T	P	Thy	P
1.	EFM 201	Macro Economic Analysis	CCC	6	4	2	0	3	0
2.	EFM 202	Financial Analysis and Control	CCC	6	4	2	0	3	0
3.	EFM 203	Rural Marketing	CCC	6	4	2	0	3	0
4.		Elective-1	ECC	6	4	2	0	3	0
5.		Elective-2	ECC	6	4	2	0	3	0
6.		Elective-3	ECC	6	4	2	0	3	0
				36					

CCC(18), ECC(18)

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### Third Semester

S No.	Subject Code	Course Title	Course Category	Credit	Contact Hours Per week			EoSE Duration (Hrs.)	
					L	T	P	Thy	P
1.	EFM 301	Economic Administration and Policy	CCC	6	4	2	0	3	0
2.	EFM 302	Public Finance	CCC	6	4	2	0	3	0
3.	EFM 303	Research Methodology	CCC	6	4	2	0	3	0
4.		Elective-1	ECC	6	4	2	0	3	0
5.		Elective-2	ECC	6	4	2	0	3	0
6.		Elective-3	ECC	6	4	2	0	3	0
				36					

CCC(18), ECC(18)

### Fourth Semester

S. No.	Subject Code	Course Title	Course Category	Credit	Contact Hours Per week			EoSE Duration (Hrs.)	
					L	T	P	Thy	P
1.	EFM 401	Indian Banking System	CCC	6	4	2	0	3	0
2.	EFM 402	Economy of Rajasthan	CCC	6	4	2	0	3	0
3.	EFM 403	Dissertation and Viva-Voce	DISS	6	4	2	-	-	-
4.		Elective-1	ECC	6	4	2	0	3	0
5.		Elective-2	ECC	6	4	2	0	3	0
6.		Elective-3	ECC	6	4	2	0	3	0
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CCC(18), ECC(18), DISS(6)

Elective Core Courses, Self Study Elective Core Courses

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### 4. Course of Details

#### Specialization Groups

- A. EA: Economic Administration Group
- B. FM: Financial Management Group
- C. CO: Cooperation Group

All ECC Courses shall be taken from same group.


Elective Course Code	Specialization	Paper	Semester
EFM A01	EA	Public Enterprises	First
EFM A02	EA	Indian Economic Development and Policy	First
EFM A03	EA	Industrial Economics	First
EFM A04	EA	Quantitative Techniques	First
EFM A05	EA	India's Foreign Trade	Second
EFM A06	EA	Industrial Development in Rajasthan	Second
EFM A07	EA	Agricultural Economics	Second
EFM A08	EA	Operations Research	Second
EFM A09	EA	Economic Environment in India	Third
EFM A10	EA	Development Economics	Third
EFM A11	EA	Infrastructure Management	Third
EFM A12	EA	Regional Economics	Third
EFM A13	EA	International Business Environment	Fourth
EFM A14	EA	International Finance	Fourth
EFM A15	EA	Project Management	Fourth
EFM A16	EA	Economic Growth and Development	Fourth
EFM B01	FM	Business Budgeting	First
EFM B02	FM	Export Finance	First

  
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EFM B03	FM	Security Analysis	First
EFM B04	FM	Quantitative Techniques	First
EFM B05	FM	Capital Expenditure Decisions	Second
EFM B06	FM	Portfolio Management	Second
EFM B07	FM	Financial System in India	Second
EFM B08	FM	Operations Research	Second
EFM B09	FM	International Banking	Third
EFM B10	FM	Bank Management	Third
EFM B11	FM	Investment Management	Third
EFM B12	FM	Fund Management In Banks	Third
EFM B13	FM	Merchant Banking & Financial Services	Fourth
EFM B14	FM	Treasury & Derivatives Management	Fourth
EFM B15	FM	Monetary Policy	Fourth
EFM B16	FM	Social Finance for Inclusive Growth	Fourth
EFM C01	CO	Cooperative Project Planning	First
EFM C02	CO	Co-operative Movement in Rajasthan	First
EFM C03	CO	Rural Credit and Finance	First
EFM C04	CO	Quantitative Techniques	First
EFM C05	CO	Co-operative Movement in India	Second
EFM C06	CO	Financing Co-operative Projects	Second
EFM C07	CO	Micro Finance	Second
EFM C08	CO	Operations Research	Second
EFM C09	CO	Cooperation & Agriculture Organization	Third
EFM C10	CO	Cooperative Sector Management	Third
EFM C11	CO	Cooperative Law	Third

EFM C12	CO	Agriculture Entrepreneurship	Third
EFM C13	CO	International Cooperative Movement	Fourth
EFM C14	CO	Management of Agricultural Marketing	Fourth
EFM C15	CO	Management of Cooperative Business	Fourth
EFM C16	CO	Agricultural Finance and Project Management	Fourth

Note: The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless.

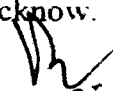
  
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## **EFM 101 –Micro Economics Analysis**

- Unit-I** Introduction to Micro Economics – Meaning, nature and scope of micro economics, Theories of firm-sales revenue maximisation theory, managerial theories, behavioural theories and profit theory. Theory of demand, demand analysis and determinants of demand, demand function, concept of elasticity and its significance, demand forecasting techniques.
- Unit-II** Theory of consumer behaviour – Cardinal and ordinal approach, income and substitution effect – Hicks and Slutsky's approaches, Band Wagon effect, Snob appeal.
- Unit-III** Production Function – Production functions, isoquants, laws of returns, returns to scale, estimation of production function.
- Cost Function – Various concepts of costs, estimation of cost functions, economies of scale and scope. Short and long run cost curves.
- Unit-IV** Price and Output Relationship under different market conditions – Perfect competition, monopoly, discriminating monopoly, monopolistic competition, oligopoly, monospony, bilateral monopoly, duopoly, pricing practices and policies.
- Unit-V** Factor Pricing and Global Market Economy – Determination of rent, wage, interest and profit. Risk and uncertainty, technological changes and global market economy, technological change and productivity, industrial innovation and technology.

### **Books Recommended**

1. B.P. Gupta, "Business Economics", Malik and Company, Jaipur.
2. N.D. Mathur : "Managerial Economics for MBA", Shivam Book House, Jaipur.
3. D.M. Mithani, Managerial Economics – Theory and application, Himalaya Publishing House.
4. Paul, A. Samuelson "Economics", Tata Mcgraw Hills, New Delhi.
5. Mote and Paul "Managerial Economics", Tata McGraw Hill, New Delhi
6. M.D. Agarwal and Gopal Singh, "Arthik Vishleshan" RBD Publication, Jaipur.
7. J.V. Vaishampayan, "Managerial Economics", D.K. Publishers, Lucknow.

  
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## EFM -102 - Financial Management

- Unit-I Finance Function: Meaning, Scope, Role, Objectives of Financial Management, and Organization of Finance in corporate enterprises.
- Unit-II Capital Structure Theories, Financial Planning and Forecasting.  
Sources of Funds in India: Short Term, Medium Term and Long Term.
- Unit-III Management of Working Capital: Determinants, Sources and Analysis of Working Capital. Estimating of Working Capital Requirements. Management and Control of Investment in Inventories, Receivables and Cash.
- Unit-IV Management of Securities: Underwriting arrangements, timing and pricing of issue, right issue. Capital Budgeting: Pay Back Period, Return on Investment, Net Present Value Method Proposals Under Uncertainty and Certainty
- Unit-V Cost of Capital and its Computation. Dividend Policy, Theories and methods of dividend payment, retained earnings.

### Books Recommended:

1. Khan & Jain, Financial Management.
2. I.M. Panday, Financial Management.
3. S.C. Kuchhal, Corporation Finance.
4. M.R. Agrawal, Financial Management (English & Hindi Version)
5. Agarwal & Agarwal, Financial Management (English & Hindi Version)
6. आर.एस. कुलश्रेष्ठ. निगमों का वित्तीय प्रबंध

  
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## EFM 103 - Rural Economics

- Unit-I Rural Scenario of Indian Economy: Basic features of Rural Economy.
- Unit-II Agricultural Finance: Concept of Crop loan-its need and importance. Linking Credit with marketing.  
Agricultural Marketing; Need and Importance. Problem of Agricultural Marketing. Suggestion to overcome the problems of Agricultural Marketing and Rural Development.
- Unit-III Rural Industries Definition and Legal Framework. Institutional Assistance of Rural Industries. Importance, Problem and Prospects of Small Scale & Cottage Industries (MSME). Role of Khadi and Gramodyog in Rural Employment Generation. Role of District Industrial Centres (DICs) in the Rural Industries.
- Unit-IV Need and importance of rural infrastructure. A detailed study of Rural Roads, Rural Electrification, Supply of Drinking Water and Rural Marketing.
- Unit-V Social infrastructure: Education & Health, Institutional Framework of Rural infrastructure: Panchayati Raj Institutions & NGO's.

### Books Recommended:

1. Rudar Datt & K.P.M. Sundharam, Indian Economy, S. Chand & Sons, New Delhi.
2. Vasant Desai, Organisation & Management of small scale industries, Himalya, Publishing House, Mumbai.
3. H.R. Swami & B.P. Gupta, Rural development & Cooperation, Ramesh Book Depot, Jaipur
4. Vasant Desai, Study of Rural Economics, Himalaya Publishing House, Delhi.
5. NABARD Bank News Review, Mumbai

  
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## EFM 201 – Macro Economics Analysis

- Unit-I Introduction to Macro Economics – Macro-economic issues in an economy.
- Unit-II National Income Determination : Actual and potential GDP, aggregate expenditure – consumption function, investment function, equilibrium GDP, concepts of MPS, APS, MPC, APC, Autonomous expenditure, the concept of multiplier.  
National Income Determination in an Open Economy With Government – Fiscal Policy – Impact of changes in Government expenditure and taxes, Net exports and equilibrium GDP.
- Unit-III GDP and Price level in short and long run – Aggregate demand (AD) and Aggregate supply (AS), multiplier analysis with AD curve and price level changes, aggregate supply in short and long run. Keynesian theory of Income, output and employment.
- Unit-IV Money in a Modern Economy – Concepts of money in a modern economy, monetary aggregates, demand for money, quantity theory of money, liquidity preference and rate of interest, money supply, credit creation and monetary policy.
- Unit-V Business cycles : Various theories of business cycles alongwith recent trends, phases in business cycles. Impact of business cycles in an economy, measures of stabilization.

### Books Recommended:

1. Mankiw N. Gregory, "Macroeconomic", McMillan Worth Publishers, Newyork.
2. Dornbusch Rudiger and Stanley Fisher, "Macroeconomic", McGraw Hill.
3. Deepashree, Vanita Agarwal, "Macro Economics", Ane Books Pvt. Ltd., New Delhi.
4. M.C. Vaish, "Macro Economic Theory", Vikas Publishing House (P) Limited.
5. Sunil Chandra Bhaduri, "Macro Economics", New Central B.K. Agency (P) Limited
6. Blanchard, "Macro Economics", Pearson Education India.
7. J.V. Vaishampayan, Macro Economics, D.K. Publishers, Lucknow.
8. N.D. Mathur and Meenakshi Anand-Macro Economic Theory, Shivam Book House Pvt. Ltd., Jaipur.

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## EFM 202 - Financial Analysis & Control

- Unit-I Financial Analysis: Meaning, Objectives, Importance and Limitations. Analysis and Interpretation of Financial Statements.
- Unit-II Ratio Analysis: Liquidity, Profitability, Activity Ratios and Capital Structure Ratios. Fund Flow and Cash Flow Analysis.
- Unit-III Financial Planning: Capitalization, Capital Structure, Trading on Equity and Financial and Operating Leverages.
- Unit-IV Financial Forecasting of Funds: The Cash Flow System. The projected balance sheet, Long term financial planning.
- Unit-V Project Planning: Profit Objectives, Computation of Income, Cost-Volume Profit Analysis: Profit Planning: Feasibility Assessment. Management of Income: Retained earnings and dividend policies, bonus issue.

### References:

1. M.Y. Khan, Financial Sciences.
2. I.M. Panday, Financial Management.
3. J.K. Dietrich, Financial services & financial Intuition.
4. R. W. Johnson, Financial Management.
5. Agarwal & Agarwal, Financial Management (English & Hindi Version)
6. M.R. Agarwal : Financial Management (Hindi & Hindi Version)
7. आर.एस. कुलश्रेष्ठ : निगमों का वित्तीय प्रबंध

  
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## EFM 203 - Rural Marketing

- Unit-I Rural Marketing:** Nature, characteristics and the potential of rural markets in India; Socio-cultural, economic and other environmental factors affecting rural marketing; Attitudes and behavior of rural consumers and farmers.
- Unit-II Marketing of Consumer Durable and Non-Durable Goods and Services in Rural Markets:** Product planning, pricing, promotion and management of distribution channels for marketing durable and non-durable goods in rural areas; Media planning; Planning and organizing personal selling in rural markets.  
**Marketing of Agricultural Inputs:** Marketing of fertilizers, pesticides, seeds, tractors and other agricultural implements in rural areas, Role of Subsidies in Agriculture Inputs.
- Unit-III Agricultural Marketing:** Classification of agricultural products with particular reference to seasonality and perishability; Market structure for agricultural product and its performance; Processing facilities for different agricultural products; Role and types of warehousing.
- Unit-IV Agriculture Price Determination and Commodity Trading:** Role of Agricultural Cost and Prices Commission; Role of Central and State Government Institutions and organizations in agricultural marketing; Unique features of commodity markets in India.
- Unit-V Problems of Agricultural Marketing in India and Challenges. Suggestion to overcome the problem. Co-operative Marketing:** Nature, scope and role of co-operative marketing in India and Rajasthan.

### Books Recommended

1. T.P. Gopaldaswamy : Rural Marketing, Vikas Publishing House Pvt. Ltd., New Delhi.
2. S.K. Velayudhan : Rural Marketing, Response Books, New Delhi.
3. Sukhpal Singh : Rural Marketing Management, Vikas Publishing House, New Delhi.

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## EFM 301 – Economic Administration and Policy

- Unit-I The Concept of Economic Administration: Nature, Scope, Objectives and Techniques of Economic Administration and Constitutional Provisions in India.
- Unit-II Present Economic Policies and Planning: Fiscal and Monetary policies. Industrial Policy, Economic Controls, Role of SEZ in Industrial Development  
Planning Commission: Formulation and Evaluation of Plans
- Unit-III Administration of Financial Resources: Central and State Financial Relations, The Constitutional Provisions, VAT, Service Tax, GST.
- Unit-IV Present Finance Commission: Its recommendations and effects on fiscal policy of the Government, Administration of Public Debt of India. The External resources and problems.
- Unit-V Financial Administration of the Indian Union: Centre, State and Local Finances: Parliament and Public Accountability: The role of Estimates Committee, Public Accounts Committee, Comptroller & Auditor General of India, Leakage in Financial Administration.

### References:

1. Chanda, Ashok : Indian Administration
2. Bhargava, R.N.: Indian Public Finance
3. Prem Chand A: Control of Public Expenditure in India
4. Lewis, W.A.: Principles of Economics
5. Tandon, B.C. :Economic Planning
6. Mishra Puri : Indian Economy


  
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## EFM 302 - Public Finance

- Unit-I Meaning, Nature and Scope of Public Finance. Principles of Public Finance. Role of public finance in augmenting allocative efficiency, distributive justice and economic stability in the economy. Present Fiscal Policy in India, Fiscal deficit and impact on Indian Economy.
- Unit-II Objective and importance of public expenditure; theoretical and economic classification of public expenditure, Canons of public expenditure, Effects of public expenditure on production consumption, distribution, Major trends in public expenditure in India.
- Unit-III Meaning and significance, sources of public revenue. Functional and economic classification of public expenditure, Effects of Public Expenditure on production and distribution, Major trends in public expenditure in India. Public revenue, functional and economic classification of public revenue.
- Unit-IV Taxation: Canons of taxation, the incidence and impact of taxation, Effects of taxation Measurement of degree of progression of taxes. Overall progressiveness of the whole tax system, problems of tax evasion and black money. Public Debt: Meaning, classification, theories, causes of high debt burden in India. Concept of Federal Finance, Financial Relations between Central and State Government in India. Major criteria for transfer of funds. Adequacy of revenue in relation to functions of State Government.
- Unit-V Salient features of State finance growth and distribution of revenue and expenditure under major economic heads, Problem of burden of debt to the centre overdrafts. Current Issues: VAT, GST, concept and implications.

### Books Recommended:

1. H.L. Bhatia : Public Finance, Vikas Publishing House Pvt. Ltd. Delhi.
2. B.P. Tyagi : Public Finance, Jai Prakash Nath & Co. Meerut
3. Musgrave R.A. and Musgrave P.A.: Public Finance Theory and Practice, Tata McGraw Hill, Delhi.

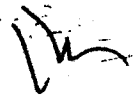
  
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## EFM 303 : Research Methodology

- Unit-I Research: Meaning, types, objectives, significance, research process.
- Unit-II Formulating a Research Problem: Reviewing the literature, identifying variables, constructing hypotheses.
- Unit-III Conceptualising a Research Design: Research design, difference between quantitative and qualitative study design.
- Unit-IV Constructing an Instrument for Data Collection: selecting a method of data collection, collecting data using attitudinal scales, establishing the validity and reliability.
- Unit-V Collecting and processing the data, editing, coding, tabulation, processing and displaying.  
Sample Selection: Concepts, types of sampling. Format of research report, presentation, footnote, endnote, bibliography, references and webliography.

### Books Recommended

1. Kothari, C.R. and Gaurav Jain: Research Methodology – Methods and Techniques, Wishwa Publication, New Delhi.
2. John Miter and William Wasserman: Fundamental Statistics for Business and Economics.”
3. John E. Ullmann: Quantitative Methods in Management.
4. N.P. Agarwal: Quantitative Techniques: Ramesh Book depot, Jaipur
5. D.N. Ellhance : Fundamental of Statistics.
6. कैलाश नाथ नागर : सांख्यिकी के मूल तत्व

  
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## **EFM 401 - Indian Banking System**

- Unit-I** Structure of Indian Banking System : Central bank - Commercial banks - Cooperative banks - Regional Rural Banks - Local Area Banks: Difference between scheduled and non scheduled bank, Role of banking system in the economic growth and development
- Unit-II** Private sector banks in India: Their progress and performance after 1969. Foreign banks in India: Their progress and performance, Regulation of Foreign banks in India, Comparative study of Public and Private Sector Banks.
- Unit-III** Social control over banks, Nationalisation of banks - Arguments for and against nationalisation, Objectives of nationalisation, Progress of nationalized banks pertaining to branch expansion, deposit mobilization, credit development and priority sector lending: Lead Bank Scheme
- Unit-IV** State Bank of India, Subsidiary Banks to State Bank of India. Role of State Bank of India : As an agent of the RBI, as a commercial bank, its role in financing various sector. Progress and Performance of SBI.  
Evolution of the Reserve Bank of India, Organization and Management of the RBI, Functions of the RBI, Credit Control Mechanism.
- Unit-V** Rationale and objectives of financial reforms, Recommendations of the Narasimham Committee I & II , Capital adequacy norms, Provisioning, Non Performing Assets (NPAs).

### **Recommended Books :**

1. Financial Sector Reforms and India's Economic Development: N.A. Majumdar
2. Central Banking and Economic Development: Vasant Desai
3. Monetary Economics: S.B. Gupta
4. Banking in India - S. Panandikar
5. Banking: S.N. Maheshwari
6. Report on Trends and Progress of Banking in India: Reserve Bank of India Publication.
7. Annual Reports of Banks
8. Indian banking system - Dr. Rita Swami
9. Indian Banking System - Dr. B.R. Sangle, Dr. G.T. Sangle, Dr. Kayande Patil and Prof N.C. Pawar
10. Indian Banking System - Prof. S.V. Joshi, Dr. C.P. Rodrigues and Prof. Azhar Khan

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## EFM 402 – Economy of Rajasthan

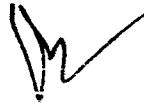
- Unit-I Basic Characteristics of the Economy of Rajasthan. position of Rajasthan in Indian Economy. Rajasthan's Physiographic, Population, Occupational Structure. Causes of low literacy rates in Rajasthan.
- Unit-II Main causes of population growth in Rajasthan. Government Measures towards Population Control. Human Resource Development in Rajasthan.
- Unit-III Natural Resources: Land, Water, Livestock and Wildlife. Mineral Resources and New Mineral Policy of Rajasthan.  
Agriculture: Land Utilisation, Cropping Pattern and Main Crops in Rajasthan. Agriculture Development during Five year Plans Land Reforms in Rajasthan,
- Unit-IV Industry: Salient Features. Role & Importance of Small Scale Industries in the Industrial Development of Rajasthan. Main problem of small scale industries and suggestions to improve them. . Tourism Development in Rajasthan. Main Features of Tourism in Rajasthan.
- Unit-V Poverty and Unemployment in Rajasthan, its Causes and Remedies. Economic Reforms in Rajasthan. Growth, Development and Planning with reference to Rajasthan, Major Development Projects of Rajasthan – Public-Private partnership model.

### References:

1. L.N. Nathuramka: Economy of Rajasthan
2. Government of Rajasthan: Economic Survey of Rajasthan (Latest)
3. Government of Rajasthan: Basic Statistics of Rajasthan- Latest
4. Government of Rajasthan: Statistical Abstract of Rajasthan- Latest
5. Government of Rajasthan : Five Year Plan Documents
6. G.S Bhatia: Economy of Rajasthan

## EFM 403 – DISSERTATION AND VIVA-VOCE

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|-----------------|----|
| 1. Dissertation | 50 |
| 2. Viva-Voce    | 50 |


  
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### **EFM A01- Public Enterprises**

- Unit-I** Introduction: The changing role of public enterprises under different types of economic systems: the social and economic benefits of public ownerships; scope, rationale and objectives of the public sector in the present day economy.
- Unit-II** Patterns of Public Enterprise: Public corporation; government companies; quasi corporation, departmental undertaking; commodity boards, control boards and local authorities; mixed corporation, joint sector undertaking; leasing and other forms of association in ownership and management between the state and private entrepreneurs. Functional role of public enterprises.
- Unit-III** Governing Boards: Merits and demerits of functional and policy boards, internal organization: decentralization; delegation of authority and span of control; line and staff functions, the composition, size and tenure of governing boards.  
Disinvestment and privatization in public enterprises, Case studies in power sector, infrastructure sector, telecom sector.
- Unit-IV** Financial Administration: Assessment and disbursement of compensation; pattern of the share holdings and borrowing; investment policy, price, and profit policy; budgeting; purchases and sales policies; compensation; evaluation and the criteria of efficiency. Workers participation role in the administration of public enterprises, role of trade unions.
- Unit-V** Control on Public Enterprises : Parliamentary, Presidential, Ministerial, Controller and Auditors Generals' Control, autonomy and accountability in public enterprises, Efficiency audit and expert reviews, users' committees and other advisory organizations; interrelations of public undertakings.

#### **Books Recommended:**

1. Hanson, A.H.: Public Enterprises and Economic Development.
2. Hanson, A.H.: Managerial problem in public enterprise.
3. Shukla, M.C.: Administrative in Business.
4. Om Prakash: Theory and working of State Corporation (with special reference to India).

  
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## **EFM A02 – Indian Economic Development and Policy**

### **UNIT I: Economic Development and its Determinants**

Approaches to economic development and its measurement — sustainable development; Role of State, market and other institutions; Indicators of development — PQLI, Human Development Index (HDI), gender development indices - Objectives and strategy of planning; Failures and achievements of Plan.

### **UNIT II: Demographic Features, Poverty and Inequality**

Broad demographic features of Indian population; Rural-urban migration; Urbanization and civic amenities; Poverty and Inequality; Energy; Social infrastructure — education and health; Environment; Financing of infrastructure — Financial Institutions.

### **UNIT III: Agriculture and Industry**

Institutional structure — land reforms in India; Technological change in agriculture — pricing of agricultural inputs and output; Terms of trade between agriculture and industry; Agricultural finance policy; Agricultural marketing and warehousing; Issues in food security — policies for sustainable agriculture - industrial policy; Public sector enterprises and their performance; Problem of sick units in India; Privatisation and disinvestment debate; Growth and pattern of industrialization; Small scale sector; Productivity in industrial sector; Exit policy — issues in labour market reforms; Approaches for employment generation.

### **UNIT IV: Public Finances**

Fiscal federalism — Centre-state financial relations; Finances of central government; Finances of state governments; Parallel economy; Problems relating to fiscal policy; Fiscal sector reforms in India.

### **UNIT V: Money, Banking and Economic Reforms**

Analysis of price behaviour in India; Financial sector reforms; Interest rate policy; Review of monetary policy of RBI; Money and capital markets; Working of SEBI in India; Rationale of internal and external reforms; Globalisation of Indian economy; W.T.O. and its impact on different sectors of the economy; Need for and issues in good governance; Issues in competition and safety nets in Indian economy.

### **REFERENCES:**


1. Ahluwalia, I. J. and I.M.D. Little (Eds) (1999), India's Economic Reforms and Development, Oxford University Press, New Delhi.
2. Bardhan, P.K. (1999), the Political Economy of Development in India, Oxford University Press, New Delhi.
3. Bawa, R.S. and P.S. Raikhy, (1997), Structural Changes in Indian Economy, Gurunank Dev University Press, Amritsar.
4. Chakravarty, S (1987), Development Planning: The Indian Experience, Oxford University Press, New Delhi.
5. Datt, R. (2001), Second Generation Economic Reforms in India, Deep and Deep Publications, New Delhi.

### **EFM A03 – Industrial Economics**

- Unit-I** Nature and Scope of Industrial Economics, Rationale of Industrialization and Foundation of Modern Industry.
- Unit-II** Industrial Efficiency Concepts. Determinants, Measurement Efficiency and Decisions-Making Process. Competition Act 2002. Growth and Forms of Industrial Combinations-Horizontal and Vertical integration and Merger. Diversification trends.
- Unit-III** Industrial Finance: The Need for Finance, Type of Finance, Source of Industrial Finance Choice of Funding Internal Vs External Sources, Role of lending institutions in India's industrial development.
- Unit-IV** Industrial Location Analysis. The Determinant of Industrial Location. Approaches to Industrial Location Analysis, Operational approaches to industrial location, Industrial Location trends in India and backward area development.
- Industrial Productivity: The concept, measurement and determinants. MSME's and their performance. Industrial development in Rajasthan-Existing infrastructure, Govt. Policy Problem of large and small industries.
- Unit-V** Government Regulation of Industry: The Need for Government Intervention in Industry. The Government Regulations of industries, Social Control over industry. The legal frame work of Industrial Regulation in India. Appraisal of Industrial Policy of India. Specially recent Industrial Policy.

#### **Books Recommended:**

1. S.C Kuchhal: industrial Economics
2. R.S kulshrestra: Industrial Economics ( Hindi and English )

  
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## **EFM A04- Quantitative Techniques**

- Unit-I Meaning and Scope of Quantitative Techniques: Role of Quantitative Techniques in Business and Industry.
- Unit-II Correlation Analysis : Definition and concept types and measures of studying correlations and methods. Regression analysis: Simple and multiple; its importance and application to business. Simple Partial and Multiple Correlations.
- Unit-III Research and Research Design : Meaning, need of research, characteristics of good research design, identification of problem.
- Unit-IV Source of primary and secondary data: Primary data collection techniques, schedule, questionnaire and interview and observation. Scaling Techniques : Purpose of scaling, techniques, Types of scales – Nominal, Ordinal, Interval and Ratio Scale.
- Unit-V Sampling theory and its significance. Sampling analysis in case of large and small samples. Tests of significance-z, 't' and 'F' tests. Hypothesis testing, Theory of Attributes, Chi-Square and Analysis of Variance.

*Note: The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digit 6 functions and 2 memories and should be noiseless and cordless.*

### **Book Recommended**

1. Kothari, C.R. and Gaurav Jain: **Research Methodology – Methods and Techniques**, Wishwa Publication, New Delhi.
2. John Miter and William Wasserman: **Fundamental Statistics for Business and Economics.**
3. John E. Ullmann: **Quantitative Methods in Management.**
4. N.P. Agarwal: **Quantitative Techniques: Ramesh Book depot, Jaipur**
5. D.N. Ellhame: **Fundamental of Statistics.**
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## EFM A05- India's Foreign Trade

- Unit-I** India's Foreign Trade: Pattern and structure of India's foreign trade; India's trade in services. Terms of trade, India on the world trading map; Analysis of thurs: export products and markers. Export promotion measures.
- Unit-II** Procedural and Documentary Framework – An Overview. Trade operations and documentation, Procedure for getting started in export – import business.
- Unit-III** Foreign Trade Finance and Insurance: Pre-shipment and post-shipment finance: Sources and schemes of foreign trade finance. Exim Bank, ECGC.
- Unit-IV** Foreign Exchange Facilities and Regulations Foreign exchange facilities and exchange rate mechanism: Regulatory framework – FEMA and its objectives and provisions: Other acts and regulations.
- Unit-V** Foreign Investments: India's foreign investment policy and flows: India's investments abroad – pattern and structure; Indian Joint ventures in foreign countries and their operations. FDI : Rationale and government policy.  
Balance of Payment Account India's Balance of payment account, current account deficit and adjustment policies; foreign reserves and debt situation.

### Books Recommended:

1. Ministry of Commerce. Export Import Policy, Government of India, New Delhi.
2. Nayyar Deepak, Foreign Trade Sector, Planning and Industrialization in India.

  
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## **EFM A06 -Industrial Development in Rajasthan**

- Unit-I Introduction:** Need, scope and significance of industrial development in Rajasthan, Retrospect's and prospect of industrial development in Rajasthan. Infrastructure facilities for the industrial development in Rajasthan.
- Unit-II Main Industries in Rajasthan:** Sugar, Cement, Salt, Fertilizer, Oilseed Processing, Textile, Gem & Jewellery, Marble etc.
- Unit-III** Govt. Agencies for the Industrial development in Rajasthan. Industrial Policy of Rajasthan, Promotional Schemes, Bureau of Industrial Promotion and Regulations.
- Unit-IV Financial Resources:** Role of financial institutions, Role of FDI & FII in the Industrial Development.  
Industrial Areas and Industrial Estates. Problems and suggestions of Industries in Rajasthan
- Unit-V** Industrial Environment in Rajasthan. A case study of RIICO, RFC, DICs.

### **Books Recommended:**

1. L.N. Nathuramka: Economy of Rajasthan
2. Government of Rajasthan: Economic Survey of Rajasthan (Latest)
3. Government of Rajasthan: Basic Statistics of Rajasthan- Latest
4. Government of Rajasthan: Statistical Abstract of Rajasthan- Latest
5. Government of Rajasthan : Five Year Plan Documents

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## EFM A07- Agricultural Economics

- Unit-I Nature and Scope of Agricultural Economics. Rationale of Agriculture in Indian Economy. Agriculture Efficiency: Concept, Its Measurement. Agricultural Growth and Development in plan period with special reference to two immediate previous plans.
- Unit-II Agricultural Productivity: Concept, Measurement and Determinants. Risk and uncertainty factors in agriculture sector. Agricultural Inputs: Seeds, Fertilizer, Pesticides, Irrigation and Power.
- Unit-III Agricultural Finance: Institutional and non Institutional Finance, Kishan Credit Card and Crop Insurance.
- Unit-IV Agricultural Price: Price Policy, Support Price, Procurement Price, Rationale of Subsidy in Agriculture, Input Cost and Price Policy. Agriculture Marketing: Problems and Challenges, Export of Agriculture Product.
- Unit-V Infrastructure Development in Agriculture. New Agriculture Policy: Green and White Revolution. Investment in Agriculture Sector.

### Books Recommended:

1. Sukhpal Singh: Rural Marketing Management, Vikas Publishing House, New Delhi.
2. Ruddar Dutt, K.P.M. Sundharam, Indian Economy, S. Chand & Sons, New Delhi.


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## EFM A08 -Operations Research

- Unit-I Operations Research: Concept and significance of operations research: Evolution of operations research: steps in designing operations research studies; Operations research models.
- Unit-II Linear Programming and its Applications: Graphic method and Simplex method; Duality problem; Transportation problem; Assignment problem.
- Unit-III Game Theory: Meaning, two person zero sum game, mix. Strategies.  
Queuing Theory: Meaning, concept and problem related with queuing theory.  
Assignment: Solving the problem, cases of unbalanced problems, unacceptable assignment.
- Unit-IV Simulation: Application of simulation techniques; Monte-Carlo approach.
- Unit-V Net-work Analysis: Introduction to PERT and CPM; Application areas of PERT and CPM.  
Decision Theory: Maximum, Minimax and maximax expected pay off and regret,  
Decision tree analysis

### References:

1. N.P Agarwal: Operational Research, Ramesh Book Depot Jaipur
2. Sharma J.K., Operations Research – Theory and application MacMillan India Limited, New Delhi.
3. Taha Hamady: Operations Research - An introduction prentice Hall, Delli.
4. Kapoor, V.K. : Operational research, Sultan Chand and Sons, New Delhi.
5. Nag, N.K.: Quantitative Methods, Kalyani Publisher, Jaipur.



  
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### **EFM A09- Economic Environment in India**

- Unit-I Economic Environment- Meaning, factors affecting Economic Environment, Basic features of India Economy.
- Unit-II Economic Policies- Agriculture Policy, Industrial Policy, Commercial Policy, Fiscal Policy.  
Economic Planning- Meaning, Importance. Objectives & Techniques of Planning.
- Unit-III Significance of Agriculture in Indian Economy, and New Agriculture Strategy, Agriculture Finance (Specially Kisan Credit Card), Nature and Causes of risk and uncertainty in agriculture, Measures to control risk and uncertainty. Agriculture & W.T.O
- Unit-IV Foreign Trade, Volume, Composition and Direction, Export Promotion.
- Unit-V Indian Economic Problems: Poverty, Unemployment, Economic Disparities and Population Explosion.

#### **Books Recommended:**

1. Ruddar Dutt & K.P.M. Sundharam : Bhartiya Arthvivastra
2. A.N. Agrawal: Bhartiya Arthvivastra
3. Laxminarayan Nathuramka: Indian Economy
4. Chaudhary Charan Singh: Bharat ki Bkayanaha Arthvivastra Sthiti
5. Ruddar Dutt & Sundharam : Indian Economy
6. A.N. Agarwal: Indian Economy
7. N.L. Agarwal: Bhartiya Krishi Ka Arthtantra
8. Mishra and Puri: Indian Economy (Hindi & English Version)
9. N.D. Mathur : Economic Environment in India, Shivam Book House (P) Ltd., Jaipur.

  
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## EFM A10- Development Economics

- Unit-I Nature and importance of economics development, common characteristics of under developed countries
- Unit-II Innovation and Development, Labour and capital saving innovations- choice of techniques. Natural Resources, Economic Development and Environmental Degradation.  
Human Development: Its role, progress and direction, poverty, inequality, unemployment measures MNREGA. Agriculture and Food Management in India. Population Policy.
- Unit-III Infrastructure development its role and growth. Inclusive growth and distributing justices.
- Unit-IV Foreign Investment and Economic Development, Stages of Economic Growth, Various Economic Growth Models.
- Unit-V Fiscal Developments and Public Finance for accumulation of capital and acceleration of growth. Financial Resources, Policy Response and Future Prospects.

### Books Recommended:

2. Simon Kuznets: Economics Growth and Structure (HEB)
3. Amlan Datta: paths to Economic Growth (Allied Publishers).
4. Enke Dobb: Economic Development (Prentice Hall).
5. Maurice Dabb: Economics Growth and Planning (Routledge and Kegan Paul)
6. Mahalanobis: Talks on Planning
7. Five Year Plans: Government of India.
8. Economics Survey: Government of India.

  
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## EFM A11 - Infrastructure Management

- Unit-I An overview of infrastructure: Meaning and scope, existence and availability, Infrastructural Gaps.
- Unit-II Components of infrastructure: Physical, economic and social infrastructure.
- Unit-III Transmission, Trading Access and Exchange Energy, Petroleum and Gas, Coal, Railways, Roads, Civil Aviation, Ports, Telecommunication. Urban Infrastructure, Health, Education and Drinking Water.
- Unit-IV Investment and Financing of infrastructure projects, financial structure and corporate governance, Role of Foreign Investment, Policies and strategies during and after reforms (LPG Regime)
- Unit-V Problems of Rural Infrastructure, Financing Scenario in India  
Positions of infrastructure in Rajasthan-Challenges and efforts made by Government in Rajasthan.

### Books Recommended:

1. Lawis, W.A.: The Theory of Economic Growth.
2. Planning Commission, Eleventh Five Year Plan (2007-12,) Vol.II
3. Centre for Science and Development: The State of India's Environment, 1982, Ch.9.
4. Government of India, Economic Survey
5. Ministry of Railways: Explanatory Memorandum on the Railway Budget
6. Planning Commission, Eleventh Five Year Plan (2007-12), Vol.II, Social Sector Services.
7. Government of India, Economic Survey
8. World Bank Reports
9. Peter Berman & Rajeev Ahuja (2008), Government Health Spending in India.
10. Economic and Political Weekly.


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## EFM A12 – Regional Economics

- UNIT – I** Objectives and scope of regional economic analysis — Inter-disciplinary aspects of regional economics — The regional economic problems — Causes.
- UNIT – II** Theories of regional economic development: Cumulative causation (Perroux, Myrdal, Hirschman) — Export base theory - Central place theory (Christaller), Sector theory (Colin Kuznets) - Stage theory (Rostow).
- UNIT – III** Theory of location — Weber's theory of location — Spatial dispersion of progress — Dispersion of innovation and technical progress — Sectoral growth centres — Area — Urban bias.
- UNIT – IV** Regional disparities — Trends in regional income disparities — Inter-state variations of poverty and unemployment — Comparative analysis of industrial development in different states — Agricultural development in different stages.
- UNIT – V** Regional imbalances — Regional economic advantages and regional optimization and financial institution in India — Inter-state disparity and fiscal devaluation in India — Problems of developing the backward area — Regional planning in India during the plan period — Area approach - Integrated overall development — Regional planning in rural India under various plan period.

### REFERENCES:

1. Richardson (1960), Elements of Regional Economics, Penguin Books, London.
2. Myrdal G (1968), Economic theory and Underdeveloped Regions, Vora, New Delhi.
3. Misra R.P (1974), Regional Development Planning in India, Vikas, New Delhi.
4. Brahmananda, P.R. and Panchmukhi, (2001), Development Experience in the Indian Economy, Bookwell, New Delhi.

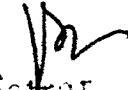
  
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## **EFM A13 - International Business Environment**

- Unit-I**      Meaning, scope, significance of international business environment.
- Unit-II**      An overview of different environment : Economic environment, political and regulatory environment, demographic environment, social/cultural environment, Business environment.
- Unit-III**     International Financial institutions : IMF and International Liquidity , World Bank and its affiliate, Asian Development Bank.
- Unit-IV**     International Investment: Types, significance, factors affecting, International investment.  
Multinational Corporation: Meaning, importance, dominance of MNCs, code of conduct, multinational companies in India.
- Unit-V**      Globalization: Meaning, features, stages, essential conditions for globalization, merits and demerits of globalization.

### **Books Recommended:**

1. Oxford handbook of International business- Rugman, Alan M., Brewer, Thomas L.
2. International Business: environment and operations – John Daniels, Lee Radebaugh, Daniel Sullivan.
3. Doing business anywhere the essential guide to going global - Travis, T. John Wiley & Sons (2007).
4. International business- Dowling. P; Liesch. P; Gray, and Hill, C.
5. International business- Competing in Global markets- Charles W.L Hill, McGraw Hill, 2005.
6. International Business Environment : Francis Cherunilam, Himalaya Publishing House.


  
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## EFM A14- International Finance

- Unit-I International Finance: Meaning, Subject-matter, Scope and Problems of International Finance, Multinational Financial System, Transfer pricing mechanism and Operations.
- Unit-II International Trade: Necessity, Significance and Problems of International Trade, the Comparative Cost Theory of International Trade, Balance of Payments-Items and Causes of Disequilibrium and their Remedies. Methods of International Payments.
- Unit-III Documentary Credit: Meaning, Characteristics, Parties, Types, procedures and Documents Used in a Documentary Credit. Exchange Rates: Theories, Fluctuations and Quotations, Indian system of foreign exchange rate and currency basket system relating to hard and soft currency.
- Unit-IV Forward Exchange: Procedure, Problem and Benefits of Dealings in Forward Exchange. Exchange Control: Meaning, Methods and Exchange Control in India. Short-Term Sources of Finance: The Role of Discounting and Accepting Houses. Long Term Sources of Finance: The Export Import Bank of U.S.A, Japan and India.
- Unit-V Insurance of Exporter's Credit: The Export credit and Guarantee Scheme in U.K and India, Export Credit & Guarantee Corporation and its role in promoting Indian exports.

### Book Recommended:

- |  |   |                 |
|--|---|-----------------|
| 1. International Finance                       | : | Avadhani V.A.   |
| 2. Management of Indian Financial Institutions | : | Srivastava R.M. |
| 3. Financial Management                        | : | Ravi M. Kishore |
| 4. Foreign Exchange                            | : | G.S Lall        |
| 5. Multinational Financial Management          | : | Alan Shapir     |
| 6. An Introduction of International Economy    | : | B.O Soderstion  |
| 7. Introduction to International Economy       | : | D.M Mithani     |

  
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## EFM A15- Project Management

- Unit-I Project Planning: concept and objectives of project planning. Monitoring and control of investment projects. Relevance of social cost benefits analysis. Identification of investment opportunities. Pre-feasibility studies.
- Unit-II Project preparation: Technical feasibility, estimation of costs, demand analysis and commercial viability, risk analysis, collaboration arrangements, financial planning, estimation of fund requirements, sources of funds. Loan syndication for the project. Tax considerations in project preparation and the legal aspects.
- Unit-III Project Appraisal: Business criterion of growth liquidity and profitability social cost benefit analysis in public and private sectors, investment criterion and choice of techniques. Estimation of shadow prices and social discount rate.
- Unit-IV Review/Control-Evaluation of project/PERT/CPM.  
Cost and Time Management issues in Project planning and management.
- Unit-V Financial Services: Need for financial services, various types of financial services. Fund Based and Non-Fund Characteristics and role of financial intermediaries.

### Books Recommended:

1. Khan M.Y Financial Services.4<sup>th</sup> ed. McGraw Hill New Delhi 2001.
2. Prasanna Chandra, Project Preparation Appraisal and Implementation, 5<sup>th</sup> ed. Tata McGraw Hill. 2002
3. Dietrich J.K. Financial Services and Financial institutions: Value Creation in Theory and Practice, Prectice Hall New Jersey 1996
4. Clifford Gray, project Management, Richard D. Irwin 2005.
5. N.P Agarwal : project management , RBD Jaipur.
6. M.R Agarwal : project management , Garima publication Jaipur.

  
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## EFM A16- Economic Growth and Development

### Unit I: Basics in Economic Growth

Modern economic growth –basic features, trends and patterns- relevance of historical experience to contemporary Under Developed countries- limited relevance- factors for – differing initial conditions- role of international migration and international trade.

### Unit II: Growth and Development

Growth and development- conceptual issues. Issues in measurement- national income and per capita income – International comparison of per capita incomes – measurement of purchasing power parity. GNP- a biased index of development and welfare- construction of poverty weighted index of social welfare. Alternative measures of development – human development index- gender based development index, gender empowerment measure- international poverty index, global hunger index- social sector and development- Education and health.

### Unit III: Growth Theories - I

Approach to the study of economic development – linear stage theory, structural change models, Neo Marxian dependency approach, false paradigm model, dualistic approach, neo-liberal free market approach, endogenous growth theory.

### Unit IV: Growth Theories - II

Growth models; Harrod-Domar-knife edge equilibrium problem, Cambridge models- Joan Robinson, Kaldor, Neoclassical growth models- Solow swan Meade – criticism of neoclassical theory-emergence of endogenous growth models. Technological progress- embodied and disembodied – Hicks and Harrod version, production function approach to growth, total factor productivity and growth accounting.

### Unit V: Development Policies

Development and environment: Market based approach to environmental analysis. Harvesting of renewable nonrenewable resources, Measuring environmental values, economic growth and environment – sustainable development- policy measures. Ill effects- rain forest destruction, green house gases, global warming, climate change- policy- policy options in developing and underdeveloped countries.

### Books Recommended

1. Debraj Ray, (1998). Development Economics Oxford University Press.
2. Simon Kuznets, (1966). Economic Growth, Rate structure and Spread, Yale University Press.
4. Michael P. Tadaro.(1998), Economic Development Longman,
5. Adam Szirmai, (2005), Dynamics of socio economic development-An introduction, Cambridge University Press.
6. Amartya Kumar Sen, Growth Economics, Penguin Harmondsworth
7. Gerald Meir, (2003). Leading Issues in Economic Development, Oxford University Press.
8. A P. Thirwall, (1994). Growth and Development FTBS

  
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## EFM B01 – Business Budgeting

- Unit-I Budgeting: Meaning, Origin and significance: Business budgets, Surplus budgets, Deficit budgets and its limitations in Public/Private sector institutions; Budget as an instrument of corporate planning; Framing of Government and Business Budget; Budget organization, Budget Committee and Time framework; Annual, Half-Yearly, Quarterly, Monthly, Weekly and Daily Budgets.
- Unit-II Operational Budgets: Feature of sound business budgeting; Materials budget; Labour budget, Overhead budget.
- Unit-III Financial budgets; (Detailed study of various methods of preparing cash budgets) Practical application of flexible budgeting; Master budget, Human Resource budgeting, Budgeting of Time and other Scarce (Economic) Resources.
- Unit-IV Performance Budgeting: The concept, evolution and its applicability to Government and business with special reference to India. Steps in the preparation of performance budgets, follow-up, Evaluation (including Concurrent Evaluation) and Monitoring: Information management, success and limitations of performance budgeting in India with special focus on Banks, Financial Institutions and Public Enterprises, budgetary control.
- Unit-V Zero base budgeting-its theory and practice with special reference to India. Budgeting and Management Reports: Financial forecasting and Investment decisions, External reporting of security markets. Government (Planners/Policy-Matters) and other agencies, Preparation of various performance, Reports for presentation to various levels of management, Timeliness, Reliability and Relevance of such reports and their practical formulations.

### Books Recommended

1. व्यावसायिक बजटन एम.आर अग्रवाल
2. व्यावसायिक बजटन एवं पूंजी व्यय निर्णय अग्रवाल, विजय, सुरोलिया
3. व्यावसायिक बजटन ओसवाल टण्डन, शर्मा, चिरानिया
4. Business Budgeting : Agarwal, Vijay & Surolia
5. Business Budgeting : Oswal, Sharma
6. वित्तीय प्रबंधन के मूलप्रत्येक जाट, गुला मन्दीराला, रानी मिश्रा
7. वित्तीय प्रबंधन का नया विवरण अग्रवाल, अग्रवाल
8. Management Accounting : M.A. Mohan, Goyal

## EFM B02 : Export Finance

- Unit - I: Global Trade & Finance — Foreign Trade Policy, Procedure & Documentation; Balance of Payment — Visible & Invisible Trade; Customs & Excise — Procedure & Documentation; Shipment Finance — Pre & Post, Sources of Funds: Financing Instruments; Forex & Export Management.
- Unit-II: Pre-Shipment Finance - Forms of Credit, Purpose, Selection Criteria, Credit Terms; Domestic Currency Loans; Letter of Credit — Types & Procedures; Export Bills — Purchase, Negotiation, Discounting, Rediscou~~n~~ting: Procedures of Settlement.
- Unit -III: Post Shipment Finance — Forms of Credit, Purpose, Selection Criteria, Credit Terms; Foreign Currency Loans — Merits & Limitations, Procedures, Repayment; Credit Risk — Assessment & Management.
- Unit-IV: Financing Strategies — Import Vs Export Financing Strategies — Framework, Determinants, Implementation & Management; Financial Collaboration - Competitive Advantage, Market Expansion,; Hybrid Financing Strategies.
- Unit-V: Financing Institutions & Export Promotion — Role of World Trade Organization, Economic Unions, Reserve Bank of India, EXIM Bank of India, Export Credit Guarantee Corporation, Banks & Financial Institutions; Export Promotion — Export Councils & Boards, Export Oriented Units, Special Economic Zones, Economic Promotion Zones, Economic Processing Zones, Agricultural Export Processing Zones; Logistics Financing for Export Promotion — Issues & Challenges.

### Books REcommended

1. Anders Grath (2008), The Handbook of International Trade and Finance, Kogan Page Publishers 2008 Reprint
2. James Calvin Baker (2003), Financing International Trade, Greenwood Publishing Group. 2003 latest edition
3. Nabhi's Manual, "New Import Export Policy and Handbook of Procedures", Vol.1 2002-07: As Amended Upto 4.4.2002, Oscar Publications.
4. David Grant, Douglas M. Lambert, James R. Stock, Lisa M. Ellram, (2005) 'Fundamentals of Logistics Management', Mc Graw Hill. 2006 reprint


  
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## EFM B03 - Security Analysis

- Unit-I Introduction: Meaning and significance of security analysis, type of securities, Investment: Nature and scope of investment analysis, Elements of investments avenues of investment, Approaches to investment analysis, concept of return and risk, Security return and risk analysis, Measurement of risk and return.
- Unit-II Financial Assets: Types and their characteristics, Source of financial information.
- Unit-III Public Issue: SEBI guidelines on public issue, Size of issue, Pricing of issue, Promoters contribution Appointment of Merchant Bankers, Underwriters, Brokers, Registrars, and Managers, Bankers & Allotment of shares.
- Unit-IV Secondary Market: Role, Importance, Types of brokers, Trading mechanism, Listing of security, Depository - Role and Need Depository Act - 1996.  
Valuation of Security: Bonds, Debentures, Preference shares, Equity Shares.
- Unit-V Fundamental Analysis: Economic Analysis, Industry Analysis and Company Analysis. Technical Analysis: Trends, Indicators, Indices and Moving Averages applied in Technical Analysis.

### Reference books:-

1. Security analysis and portfolio management .... P. Pandian
2. Investment analysis and portfolio management - madhumati. Rangarajan
3. Security analysis and portfolio management - Fiscer and jorden

  
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## EFM B04 - Quantitative Techniques

- Unit-I Meaning and Scope of Quantitative Techniques: Role of Quantitative Techniques in Business and industry.
- Unit-II Correlation Analysis : Definition and concept types and measures of studying correlations and methods. Regression analysis: Simple and multiple; its importance and application to business Simple, Partial and Multiple correlations.
- Unit-III Research and Research Design : Meaning, need of research, characteristics of good research design, identification of problem.
- Unit-IV Source of primary and secondary data: Primary data collection techniques, schedules, questionnaire and interview and observation. Scaling Techniques: Purpose of scaling, techniques, types of scales – Nominal, Ordinal, Interval and Ratio scale.
- Unit-V Sampling theory and its significance. Sampling analysis in case of large and small samples. Tests of significance-z 't' and 'f' tests. Hypothesis testing. Theory of attributes, Chi-Square and analysis of Variance.

**Note:** The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits 6 functions and 2 memories and should be noiseless and cordless.

### Book Recommended

1. Kothari, C.R. and Gaurav Jain: Research Methodology – Methods and TEchniques, Wishwa Publication, New Delhi.
2. John Miter and William Wasserman: Fundamental Statistics for Business and Economics.”
3. John E. Ullmann: Quantitative Methods in Management.
4. N.P. Agarwal: Quantitative Techniques: Ramesh Book depot, Jaipur
5. D.N. Ellhame: Fundamental of Statistics.
6. कैलाश नाथ नागर सांख्यिकी के मूल तत्व


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## EFM B05- Capital Expenditure Decisions

- Unit-I Capital expenditure planning phases, Qualitative factors and judgment, Strategic aspects of Investment decisions.  
Production decisions: Utilization of full production capacity. Starting a new product in place of old. Determination of product mix on the basis of key factor.
- Unit-II Capital expenditure and investment ranking techniques, Practical application of Pay-back. Average Rate of Return and Discounted cash flow (Time-adjusted) Techniques, Present value, Net present value, Profitability index, Benefit-Cost, Relation Internal Rate of return and Terminal value method,
- Unit-III Capital budgeting under uncertainty: Inflation, Deflation and Indexation vis-à-vis capital budgeting.
- Unit-IV Investment Decisions: Investment timing and duration, Replacement of an existing asset, Investment decisions under Inflation, Investment decisions under capital Rationing.
- Unit-V Risk analysis in Capital budgeting: Nature of risk, conventional techniques to handle risk, Sensitivity analysis, Statistical techniques to handle risk, Decision trees for sequential investment decisions.

### Books Recommended :

1. व्यावसायिक बजटन : एम.आर. अग्रवाल
2. व्यावसायिक बजटन एवं पूंजी व्यय निर्णय : अग्रवाल, विजय, सुरोलिया
3. व्यावसायिक बजटन : ओसवाल, टंडन, शर्मा, चिरानिया
4. Business Budgeting : Agarwal, Vijay, Surolia
5. Business Budgeting : Oswal, Sharma
6. वित्तीय प्रबंध के मूलतत्व : जाट, गुप्ता, मेन्दीरत्ता, सैनी, मिश्रा
7. वित्तीय प्रबंध एवं वित्तीय विश्लेषण : अग्रवाल, अग्रवाल
8. Management Accounting : Man Mohan Goyal
9. Financial Management Accounting : Ravi M. Kishore
10. Financial Management : M. Y. Khan and T.R. Jain

  
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**EFM B06 - Portfolio Management**

- Unit-I Portfolio Analysis: Estimated rate of return and standards deviation of portfolio, marketwise risk and return optimization.
- Unit-II Single index model, portfolio total risk, portfolio market risk and unique risk, Sharps optimization solution.
- Unit-III Capital Market Theories: Capital market line and security market line, risk free lending and borrowings, factors model, arbitrages price theory, two factors and multifactor model, principal arbitrage portfolios.
- Unit-IV Efficient Market Hypothesis:  
Portfolio Performance Evaluation: Measurement of return, risk adjusted measure of return, market timing, evaluation criteria and processors.
- Unit-V Mutual Funds : Concept, objectives functions and types of mutual funds, Assets Management companies.

**Books Recommended:**

1. Security analysis and portfolio management P. Pandian.
2. Investment analysis portfolio management, Madhumati Ranganrajan.
3. Security analysis and portfolio management, Fiscer and Jorden.

  
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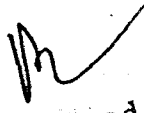


## **EFM B07 - Financial System in India**

- Unit-I** Concept of Financial System; Economic Development and Financial System; Growth of Indian Financial System, Present Composition.
- Unit-II** Money Market: Emerging Structure of Indian Money Market; Instruments of Money Market; NBFC's and Mutual Funds – Regulatory Guidelines; Commercial Banks – Role in Industrial Finance and Working Capital Finance.
- Unit-III** Capital Market: Concept, Structure and Functions of Capital Market; Primary Market-Instruments of Issue and Methods of Flotation; Secondary Market – Concept, Market Players, Trading System and Settlement.
- Unit-IV** Indian Institutional Structure – Indian Financial Institutions: Development Banks- IFCI, ICICI, SFCs, SIDBI and IDBI: Investment Institutions –UTI and other Mutual Funds; Insurance Organization- Life Insurance Corporation of India.
- Unit-V** International Institutional Structure-International Financial Institutions: Organization, Management; Functions and Working of International Financial Institutions- International Monetary Fund (IMF), International Banks of Reconstructions and Development (IBRD). International Development Association (IDA), and Asian Development Bank (ADB).

### **Books Recommended:**

1. Machiraju; Indian Financial System, Vikas, New Delhi.
2. Rangrajan C., Reform of the Financial Sector: Choices and Lessons; RBI Bulletin Dec., 1994.
3. RBI, Annual Report.
4. Ali Ber, Robert, Z; Money Banking and Economy, WWN & Co., New York.
5. Report of the Committee on Banking Sector, 1998.
6. Report on Trend and Progress of Banking in India (Latest).
7. RBI Bulletin 1991 and latest.
8. SEBI Main Guidelines and Classifications.


  
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## EFM B08 - Operation Research

- Unit-I Operations Research: Concept and significance of operations research: Evolution of operations research: steps in designing operations research studies; Operations research models.
- Unit-II Linear Programming and its Applications: Graphic method and Simplex method; Duality problem; Transportation problem; Assignment problem.
- Unit-III Game Theory: Meaning, two person zero sum game, mix. Strategies.  
Queuing Theory: Meaning, concept and problem related with queuing theory.  
Assignment: Solving the problem, cases of unbalanced problems, unacceptable assignment.
- Unit-IV Simulation: Application of simulation techniques; Monte-Carlo approach.
- Unit-V Net-work Analysis: Introduction to PERT and CPM; Application areas of PERT and CPM.  
Decision Theory: Maximum, Minimax and maximax expected pay off and regret.  
Decision tree analysis

### References:

1. N.P Agarwal: Operational Research, Ramesh Book Depot Jaipur
2. Sharma J.K., Operations Research – Theory and application MacMillan India Limited, New Delhi.
3. Taha Hamady: Operations Research – An introduction prentice Hall, Delhi.
4. Kapoor, V.K. : Operational research, Sultan Chand and Sons, New Delhi.
5. Nag, N.K.: Quantitative Methods, Kalyani Publisher, Jaipur.


  
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## **EFM B09 - International Banking**

- Unit-I International Banking – Concept and origin of International Banking Institutions with special reference to Central Banking System.
- Unit-II Study of International Monetary and regional financial institutions.
- Unit-III The I.M.F., objects, organization, capital, achievements and failure. International liquidity and SDR.  
World Bank and its affiliates. The Asian Development Bank.
- Unit-IV The London, New York and Singapore Money Markets, Features and Characteristics.
- Unit-V Off Shore banking, the Organisation of Central Banking in the United Kingdom, United States of America, Japan and Brazil.

### **Books Recommended:**

1. DeCock : *Central Banking*
2. Sen. S.N.: *Central Banking on Underdevelopment Economic*
3. Sayers, R.S. : *Modern Banking*
4. Annual Report o Central Banks of Different Countries
5. Chandler, L.V.: *Economic of Money and Banking*
6. Kent R.P.: *Money and Banking*
7. Brain Tew: *International Institutions.*


  
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## EFM B10 – Bank Management

- Unit-I** The Banking structure in India : Commercial Banking : Structure and evolution, the nationalisation of Banks, Banks in the new millennium challenges.
- Unit-II** Central Banking System : Management and organisation of RBI, function of RBI, supervisory norms for banks.  
Credit Management: Objectives, importance, credit culture and common credit problems. Loan and advances, types of loans, cash, credit, overdraft and term loan. Primary and collateral securities, modes of creating charges on securities. Concept of Hypothecation, Bank guarantee, letter of credit.
- Unit-III** Non performing assets (NPA) management, prudential norms, capital adequacy, income recognition and asset classification, corrective measures in managing NPAs.
- Unit-IV** Marketing of banking services: Financial services, characteristics of financial services. strategy of marketing – Market segmentation, Marketing Research and Customer Analysis, promotion and advertising of services.
- Unit-V** Quality circles : Concept, quality circles in Banks – process, importance and objectives. Steps involved in quality circles, quality audit and time management, Management Information System in Banks.

### Book Recommended

1. R. Parameswari and S. Natrajan-Indian Banking-Vikas, New Delhi.
2. R.M Srivastava-Management of Financial Institutions, Himalaya, Mumbai
3. Vasant Desai : Bank Management
4. Bharat V. Pathak Indian Financial System.


  
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## EFM B11 - Investment Management

- Unit-I Investment Concept, Investment and Gambling, Influencing factor of investment decision: Financial decision Vs Investment, Process of Investment Program.
- Unit-II Investment Avenues: Investment Classification: Bonds, Preference Shares, Equity Shares, Public Issue, Private Placement, Right Issue, Government Securities, Post Office Deposits, Real Estates, venture Capital, Mutual Fund, Precious Metals, Life Insurance etc.  
Risk & Return: Meaning and Concept of Return, Various Techniques Used in Measurement of Return. Classification of Risk, Measurement (SD & Variance) and Management of Risk
- Unit-III Valuation & Analysis of Securities: Bond Theories & Valuation Models, Valuation of Bonds, Preference Share, Equity Shares, Real Estate
- Unit-IV Investment and Tax Planning: Exemption and Deduction, Equity Analysis & Equity Research Report.
- Unit-V Fundamental Analysis, Technical Analysis, Interpreting Research Report.

### Book Recommended

1. Prasanna Chandra- Investment and Portfolio Management
2. S.K Evein- Security Analysis and Portfolio Management
3. V.K Bhalla- Investment Management.
4. Preeti Singh – Investment Management

  
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## EFM B12 – Fund Management in Banks

- UNIT I:** Nature and Scope of Fund Management — Allocation of funds — III of Misallocation of funds Based Committee Norms — Management of capital Funds in Commercial Banks; Meaning and function of capital funds; Necessity of adequate capital funds; Standard to measure capital adequacy; Pre-sent position in India with respect to capital adequacy
- UNIT II:** Liquidity Management in Commercial Funds and Asset Liability Management Theories of liquidity Management; Priorities in the employment of bank funds: Problems in resource allocation in India. Management of capital Funds in Commercial Banks; Meaning and function of capital funds; Necessity of adequate capital funds: Standard to measure capital adequacy; Present position in India with respect to capital adequacy.
- UNIT III:** Management of Reserves: Nature and purpose of primary reserves; Legal reserves-nature and function; Working reserve-nature and function; cash management in commercial banks. secondary Reserves: Nature and function of secondary reserves; factors influencing secondary reserves; Estimation and management of secondary reserves.
- UNIT IV:** Management of Bank Deposits: Relevance of marketing approach to deposit mobilization In banks: Concept of bank marketing; Formulating marketing strategies for commercial banks-opportunity analysis, target market, competitive positioning; Implementing marketing strategy.
- UNIT V:** Management of Bank Loans: Characteristics of commercial loans: Loan policy in a commercial bank, evaluating loan application - credit information, credit analysis, credit decision; Priority sector lending policies of commercial banks in India. Management of Bank Investments: Nature and principles of security investment of commercial banks; formulating investment policy: Volume and pattern of investment of commercial banks in India.- Structure and pattern of income and expenditure in commercial banks in India

### Books Recommended:

1. Jadhav, Narendra: Challenges to Indian Banking ed. Macmillan, New Delhi
2. Joel, Bessis, Risk Management in Banking John Wiley.
3. Sinky, Joseph F. Jr Commercial Banks Financial Management. Prentices Hall Delhi.
4. Smith, I.R Fire Insurance Theory & Practice, Stone & Cox Turner, H.S. Principles of Marine Insurance. Store and Cox
5. S. Singh Yogesh Singh, Risk Management in Banks, Excel Books, 2008 Bharati V. Rathok, Indian Financial System, Pearson Edn, 2006
6. Neelam C. Gulati "Principle of Banking Management" Excel Books, New Delhi 2010
7. P. Subba Rao, "Principles of Practices of Bank Management. Himalaya Publishing House, Bombay 1988

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## EFM B13- Merchant Banking & Financial Services

- Unit-I Financial system - Introduction, Contemporary Trends in its Growth and Development, Regulatory Framework, Financial Services: Nature and Introduction.
- Unit-II Merchant Banking - Functions, Merchant Banking in India, SEBI guidelines for Merchant Bankers, Role of merchant bankers in fund raising -Managing public issue, Pre and Post issue, Book Building - Private placement-raising of funds through bonds and public deposits.
- Unit-III Security Markets - Legal Environment: SEBI Act, 1992, Securities Contract Regulation Act 1956, Companies Act 2013 (various provisions relating to securities). RBI rules and guidelines for FII- Types of Markets: Primary and Secondary market, primary market - its role and functions- Methods of selling securities in primary market-New financial instruments.
- New Issues - SEBI guidelines for public issues - pricing of issue, promoters contribution, appointment and role of merchant bankers, underwriters, brokers, registrars and managers, bankers etc., Underwriting of issues: Allotment of shares, Procedures for new issues, e-trading.. Secondary market - Role, importance. organization of stock exchanges- listing of securities in stock exchanges; Trading mechanism-Screen based trading: insider trading; Take-over: Internet based trading.
- Unit-IV Mutual Funds - Types - Schemes - Role of Private and Public Sector Funds - Evaluation of Performance of Fund Manager - SEBI Guidelines on Mutual Funds - Depositories - Role and need: The depositories Act 1996; SEBI (Depositories and Participants Regulation) 1996; SEBI (Custodian of Securities) Regulation 1996; National Securities Depository Ltd. (NSDL); Depository participant.
- Unit-V Activities of Other Financial Service Providers - Credit Rating Agencies - Nature - Factors considered - Rating procedure - Instruments rated - Revisions in rating, Non Banking Finance Companies, Leasing Companies- Lease rental determination - Break even lease rentals - Factoring Service - Recourse and Non Recourse factoring; Venture Capital Funds - Role and Progress in India

### Books Recommended:

1. Machi Raju, MR: Merchant Banking; Wiley Eastern Ltd.; New Delhi.(Text Book)
2. Dalton, John M.: How the stock Market works, Prentice Hall, New Delhi.
3. Gupta, L.C.: Stock Exchange Trading in India; Society for Capital Market Research and Development, Delhi.
4. Machi Raju, H.R: Working of Stock Exchanges in India; Wiley Eastern Ltd.; New Delhi.
5. Website of [bseindia.com](http://bseindia.com), [nse-india.com](http://nse-india.com)
6. Chandratre KR.: et al: Capital issue. SEBI & Listing; Bharat Publishing House, New Delhi.
7. Donald E. Fisher, Ronald J.Jordan. Security Analysis and Portfolio Management; Prentice Hall, New Delhi.


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## **EFM B14 - Treasury & Derivatives Management**

- Unit-I Debt Instruments: Fundamental Features , Indian Debt Markets, Market Segments, Participants - Secondary Market for Debt instruments , Bond Market , SEBI (Disclosure and Investor Protection) Guidelines 2000**
- Unit-II Central Govt Bonds : G Secs, Tenor and Yields , Primary Issuance Process, Participants, SGL Accounts , Dealers, Secondary Market , Negotiated Dealing System , T bills , Cut off Yields , State Govt Bonds , Call Money Markets , Participants Corporate Debt : Bonds ; Market Segments, Issue Management and Book Building, Terms of Debenture Issue , Credit Rating.**
- Unit-III Guidelines for Commercial Paper, Repos , Yield Curves and Term Structure of Interest Rates, Duration , Fixed Income Derivatives**
- Introduction to Derivatives: Products , Participants , Exchange Traded , Derivatives at NSE, Distinction between Futures and Forwards and Options-Index derivatives , Payoffs in Futures and Options , Cost Carry Model , Black and Scholes Model of Option Valuation**
- Unit-IV Strategies : Simple strategies of Hedging, Speculation and Arbitrage from Index Futures and Stock Futures , Long stock, short Nifty; short stock and long Nifty; Bullish index and long Nifty; Bearish index, short Nifty Futures; Strategies using Options : Bullish Index, Buy Nifty calls and sell Nifty puts-Bull spreads , Buy a call and sell another , Put/Call Parity with spot options arbitrage.**
- Unit-V Trading & Clearance: Trading system , Trader Workstation , Clearing entities , Open position calculation , Margin and settlement , Regulatory Framework , Risk Management.**

### **Books Recommended:**

1. Hull J C. Options, Futures and Other Derivatives, Prentice Hall, NJ 2002 (Text Book)
2. Baye and Jansen, "Money, Banking and Financial Markets- An economics approach, AITBS Publishers & Distributors, Delhi, 1996
3. Marshal JF, "Futures and Options Contracting: Theory and Practice' south Western Publishing Company, NY 1991
4. Kolb R W, Futures, Options and Swaps, Blackwell Publishers, NY 2002
5. Rules, Regulations and Bye-laws (F&O Segment) of NSE & NSCCL

  
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## EFM B15 - Monetary Policy

- Unit-I Money and Economic System, Characteristics of Money. Its static and dynamic function, Role of money in a capitalistic, socialistic and planned economy. Concepts of Money- M1, M2, M3, M4 Demand for money in developed and under-developed economies, Determinants of the supply of money.
- Unit-II Value of money (Theories): Commodity theory of money transaction, Quantity theory of money and the Marshallian version, Fisher equation.
- Unit-III Cash balance approach to quantity of money, theory of saving and investment. Liquidity theory of interest.
- Unit-IV Trade Cycle-Nature and Phases. The theories of trade cycles, Control of trade cycles, Multiplier and accelerator.
- Unit-V Monetary Policy: Objects of Monetary Policy under static, cyclical and growth setting, Monetary expansion, Target and indicator of monetary policy, Monetary Policy in India, Structure on Interest rate in India. Coordination and Conflicts of Monetary policy with other policy

### Book Recommended:

1. Paul Einzig: Monetary Policy L; End and Means.
2. Sethi: Problems of Monetary Policy in underdeveloped Economy.
3. Kolhatkar: Modern Theory of Money.
4. Iyenger: Monetary Policy and Economic Growth.
5. Hansen: Monetary Theory in Practice.
6. C. Rangarajan: Monetary Policy.


  
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## **EFM B16 – Social Finance for Inclusive Growth**

- UNIT-I:** Financial Markets: Accessibility of Financial Markets to poor in India-Demand and supply issues.
- UNIT-II :** Innovative Financial Products: Financial innovations beyond microcredit, urban finance, low income housing finance, Micro Enterprise Financing Innovations.
- UNIT-III:** Finance constraints faced by microenterprises: Financing constraints faced by microenterprises, restricting access to finance, Financial market innovations supporting MSME finance, financing startup and venture capital fund, credit guarantee mechanisms.
- UNIT-IV:** Impact Investing : Value creation at the bottom of the pyramid, balancing the needs of investors as well as social entrepreneurs. Funding options for innovations.
- UNIT-V:** Capital Markets and Access to Finance: Financial innovations to support savings and Investments of asset poor households, frameowkr for managing inflation risks, etc. global and Indian experiences. Micro-SIP & Pension, investment linked insurance products. Investment and insurance-linked products: Credit-insurance based financing arrangement.

### **Books Recommended:**

1. Somnath – Microfinance, Excel Books.
2. Indian Institute of Banking and Finance, Inclusive Growth
3. V.V. RAVIKumar – New Trends in Banking, ICFAI Press.
4. Principles and Practice of Banking \_ IIBF, Macmillan Publishing.
5. Sameer Kochham, R. Chandrashekar, Financial Inclusion
6. M.A. Kohok, Advanced Financial Management, Everest Publishing.

  
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## **EFM C01 - Cooperative Project Planning**

- Unit-I Project-Meaning, Objectives and Importance of Cooperative Project Planning, Project Identification. Formulation of Project - Steps involved in Project Formulation, Internal and External constraints,
- Unit-II Feasibility Analysis of a cooperative project. Implementation of Cooperative Project and use of Net-work techniques.  
Procedures and Formalities of registration of projects in the Cooperative Sector.
- Unit-III Project technology with emphasis on: indigenous technology. Location, Size. Plan Layout of Projects. Projects Financing-internal and external sources.
- Unit-IV Cost Concepts, Meaning and Importance of Demand Forecasting, various techniques of demand forecasting
- Unit-V Pricing policy and Profit Planning in the Cooperative Sector. Specific studies of Cooperative-Sugar, Dairy and Housing Projects.

### **Books Recommended:**

1. Dennis, A. Celiners: Completes Guide of Project Management, Management Guide, U.S.A.
2. M.D. Vidwn: Cooperative Law in India, Committee for Cooperative Training, 1969.
3. N.P. Agarwal : Project Management, Ramesh Book Depot, Jaipur.

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## EFM C02 - Cooperative Movement in Rajasthan

- Unit-I Introduction: Evolution of Cooperative Movement in Rajasthan before Independence. Cooperatives during plans. Implementation of Cooperative Principles in Rajasthan.
- Unit-II A detailed study of the Rajasthan Cooperative Societies Act, 1965 as amended upto date. Shodha Ram Committee 1976, Mirdha Committee, Shivraman Committee (CRAFICARD) with special reference to Rajasthan.
- Unit-III Cooperative institution in Rajasthan, Cooperative Credit – short term, medium – term and long term Credit Societies – PACS, CCBS, Apex Bank, PLDB, and SLDB. Cooperative Banks, Urban Cooperative Banks.
- Unit-IV Role of the State Government in the growth of Cooperative Movement. Drawback of development of cooperative movement in the State and suggestions for its progress.
- Unit-V Critical evaluation of following Apex organization:
- (i) RAJFED
  - (ii) CONFED
  - (iii) The Rajasthan State Cooperative Housing Financing Society.
  - (iv) The Rajasthan State Cooperative Union.

### Books Recommended:

1. तिवाड़ी, चौधरी एवं चौधरी: सजस्थान में सहकारी कानून प्रकाशन
2. बी.एस. माथुर: भारत में सहकारिता
3. बी.पी. गुप्ता: सहकारिता के सिद्धांत एवं व्यवहार


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## EFM C03- Rural Credit in Finance

- UNIT-I:** Role and Characteristics of Indian Agriculture :Introduction, Role of Agriculture in Economic Development, Characteristics of Indian Agriculture.
- UNIT-II:** Critical Review of Agricultural Finance :Role of Credit in Agriculture, Agricultural Finance in India, Classification of Agricultural Finance, Significance of Cp. Credit, Some Issues of the Present System. Financial Intermediaries In Agriculture: Functions, Structure and Performance.
- UNIT-III:** Cooperative Banks: Concept and special features of co-operative banking, Structure of co-operative credit system in India, Primary Level Credit Institutions (PACs, LAMPs, MPCS, FSS) their functioning and problems, District Central Cooperative Banks Structure and functions , Apex Co-operative Banks Structure and functions , Impact of liberalization on Co-operative Banks with particular reference to de-regulation of interest rates and prudential norms.
- UNIT-IV:** Theories of Agricultural Finance :Risk and Uncertainty Theory, Demand and Supply Theory, Business Vs. Social and Moral Theory, Cost Theory, Productive Vs. Consumption , — The concept of 3 C's, 7 P's and 3 R's of credit, Credit Analysis, Kind Loans Vs. Cash Loans, Principle of Micro- and Macro-Finance, Principle of Supervised Credit, Principle of Crop Loan, Principle of Co-op. Credit. Principle of Better Credit.
- UNIT-V:** Rural Finance and Microfinance: Players and Approaches; Microfinance & Rural Finance — Lessons from microfinance and historical interventions, Rural finance: approach, delivery channels and actors involved, and linkages, Triangle of microfinance

### Books Recommended:

1. A. Ranga Reddy, Agricultural Development Rural Credit And Problems of Its Recovery, Mittal Publications.
2. Barry, P.J., and P.N. Ellinger, Theories of Agricultural Finance, Jugale, Atlantic Publishers
3. Ross, S.A., R.W. Westerfield, B.D. Jordan, Essentials of Corporate Finance. The McGraw-Hill/Irvin, 2011.
4. Keown, A.J., Martin, J.W., Petty and D.F. Scott. Foundations of Finance. 7<sup>th</sup> ed. Prentice Hall, 2010.

  
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## EFM C04 - Quantitative Techniques

- Unit-I Meaning and Scope of Quantitative Techniques: Role of Quantitative Techniques in Business and industry.
- Unit-II Correlation Analysis : Definition and concept types and measures of studying correlations and methods. Regression analysis: Simple and multiple; its importance and application to business Simple, Partial and Multiple Correlations.
- Unit-III Research and Research Design : Meaning, need of research, characteristics of good research design, identification of problem.
- Unit-IV Source of primary and secondary data: Primary data collection techniques, schedules, questionnaire and interview and observation. Scaling Techniques: Purpose of scaling, techniques, types of scales – Nominal, Ordinal, Interval and Ratio Scale.
- Unit-V Sampling theory and its significance. Sampling analysis in case of large and small samples. Tests of significance-z, 't' and 'f' tests. Hypothesis testing. Theory of attributes, Chi-Square and Analysis of Variance.

**Note:** The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits functions and 2 memories and should be noiseless and cordless.

### Book Recommended

1. Kothari, C.R. and Gaurav Jain: Research Methodology – Methods and Techniques, Wishwa Publication, New Delhi.
2. John Miter and William Wasserman: Fundamental Statistics for Business and Economics.
3. John F. Illmann: Quantitative Methods in Management.
4. N.P. Agarwal: Quantitative Techniques: Ramesh Book depot, Jaipur
5. D.N. Ellhame: Fundamental of Statistics.
6. कैलाश नाथ नागर : सांख्यिकी के मूल तत्व

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## EFM C05 - Co-operative Movement in India

- Unit-I Evolution of Cooperative Movement in India. Cooperative Movement before Independence and during the plans.
- Unit-II Role of Cooperatives in Globalization; Globalization and Cooperative Sector in India
- Unit-III Organisation of the Non-Credit Cooperative Societies: Marketing Cooperative, Consumers Cooperative, Industrial Cooperative, Housing Cooperative, Producer Cooperatives
- Government Control over Cooperative – Legal & Administrative, Vaidyanathan Committee Report.
- Unit-IV Critical Evaluation of following Cooperative organization: National Cooperative Development Corporation, National Cooperative Dairy Development Corporation., Anand Cooperative Dairy Federation Gujrat, IFFCO Indian Farmers Fertilizers Cooperative Organisation.
- Unit-V Cooperative Movement in Rajasthan-An overview of problem and present position.

### References:

1. G.S. Kamat: New Dimensions of Cooperative Management
2. I.I.O: Cooperative Management & Administration
3. B.C. Mehta: Consumer Cooperation in India
4. अग्रवाल, माथुर एवं गुप्ता – सहकारी चिन्तन एवं ग्रामीण विकास, रमेश बुक डिपो।

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## **EFM C06 - Financing Cooperative Project**

- Unit-I** Meaning, importance and role of finance in a project. Need and nature of financial support required for improving, promoting and sustaining a project.
- Unit-II** Concepts of product orient credit/lending. Calculation of financial requirements in a project.
- Unit-III** Internal and external constraints of a project. Sources of finance for a projects : non-institutional and institutional-commercial Banks, Financial Institutions, and Development Banks.
- Unit-IV** Short -term, Medium term and Long sources of finance. Requirement of working capital.  
Capital Budgeting. Project approach to financing-concepts, objectives and choice of a project.
- Unit-V** Project formulation and appraisal-technical, economic and financial aspects of the projects.  
Social cost benefits analysis. Different concepts and techniques used in the appraisal.  
Project management. Monitoring and evaluation of project-types of evaluation.  
Lessons to be drawn from the failure and success of project.

### **References:**

1. G.S. Kamat: New Dimensions of Cooperative Management
2. I.I.O: Cooperative Management & Administration
3. B.C. Mehta: Consumer Cooperation in India

  
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## EFM C07 - Micro Finance

- Unit-I Meaning and definition of micro-finance, Salient features of micro-finance, benefit of micro-finance, target groups in micro-finance. Role of micro-finance in poverty alleviation in rural areas.
- Unit-II Credit requirement for farm, non-farm, activities, for livelihood of poor person. Need for saving, credit & insurance-role of financial intermediation (Such as SHG, MFFIs)
- Unit-III Formal financial institutions and rural credit such as CB, RRBs, CCBs, MFIs.
- Unit-IV Micro-finance institutions. Functions and impact.
- Unit-V Micro- finance and SHGs, collective action for poverty alleviation and empowerment of rural people. Issue of SHs grading, role of federation of SHG. Issues of SHGs information problem, joint liabilities group (JLG), collection of information from SHGs & there reporting to financing institutions.

### Books Recommended:

1. Information Asymmetry and trust a frame work for studying Micro-finance in India, M.S Sharma working paper IIM Ahmadabad.
2. Development of rural poor through self help group by Shanker Chatterjee. EBSA Publishers, Jaipur
3. Rural Transformation- infrastructure and micro-finance by Harsh Bhargav and Deepak Kumar, ICFAI University Press, Hyderabad.
4. Microfinance in India-a state of the sector report, 2007 by Prabhu Ghat. A SAGE publication, New Delhi.
5. Rural Transformation-socio economic issues by Harsh Bhargav and Deepak Kumar, ICFAI University Press, Hyderabad.
6. Rural credit and Micro -finance by Katuri Nageshwar Rao, ICGAI, University Press, Hyderdabad


  
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## EFM C08 - Operation Research

- Unit-I Operations Research: Concept and significance of operations research: Evolution of operations research: steps in designing operations research studies; Operations research models.
- Unit-II Linear Programming and its Applications: Graphic method and Simplex method; Duality problem; Transportation problem; Assignment problem.
- Unit-III Game Theory: Meaning, two person zero sum game, mix. Strategies.  
Queuing Theory: Meaning, concept and problem related with queuing theory.  
Assignment: Solving the problem, cases of unbalanced problems, unacceptable assignment.
- Unit-IV Simulation: Application of simulation techniques; Monte-Carlo approach.
- Unit-V Net-work Analysis: Introduction to PERT and CPM; Application areas of PERT and CPM.  
Decision Theory: Maximum, Minimax and maximax expected pay off and regret, Decision tree analysis

### References:

1. N.P Agarwal: Operational Research, Ramesh Book Depot Jaipur
2. Sharma J.K., Operations Research – Theory and application MacMillan India Limited, New Delhi.
3. Taha Hamady: Operations Research – An introduction prentice Hall, Delhi.
4. Kapoor. V.K. : Operational research, Sultan Chand and Sons, New Delhi.
5. Nag, N.K.: Quantitative Methods, Kalyani Publisher, Jaipur.

  
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## EFM C09 - Cooperation & Agriculture Organization

- Unit-I Concept of co-operation: Characteristics and Basic Principles of Co-operation Comparative study of different economic organizations. Co-operative as a balancing factor between public and private sector. Role of co-operation in the development of agriculture.
- Unit-II Management of Co-operative Societies: Concept of Democratic Management and its merits and demerits, . Role of the General Body and Board of Directors. Functions, powers & duties of the Board President, Secretary/Managing Director/Management of the Society. Need of Bureaucratic managers in co-operative organizations-merits and demerits.
- Unit-III Organisation of Agriculture: Contribution of agriculture in developing countries, its problems and prospects in Indian Economy.
- Unit-IV Farm Credit: Need for credit, Sources of credit, Role of Co-operative Institution in the field of farm credit. Need and importance of Kisan Credit Card, Crop Insurance Policy.  
Economics of Farm Labour Use: Factor affecting labour efficiency in agriculture with special reference to availability of surplus labour in developing countries.
- Unit-V Marketing of Agricultural Products: Importance of co-operative marketing of agriculture produce. Linking of credit with marketing, its problems and prospects. Agricultural Planning and Agricultural Development in India. Agricultural development in plan periods causes of slow development and suggestions.

### Books Recommended:

1. Schultz, T.W.: Economic Organisation of Agriculture.
2. Desai, B.M., Desai, M.D.: The New Strategy of Agricultural Development in Operation.
3. Jain, S.C.: Agriculture Planning in Developed Countries.
4. Shukla, Tara: Economic of Under Development Agriculture.
5. Kulkarni, K.R.: Theory and Practice of Co-operation in India and abroad
6. Reserve Bank in India: Rural Credit Follow-up surveys.
7. Agrawal, N.L.: Bhartiya KRishi Arthantra, Rajasthan Hindi Grant Academy, Jaipur
8. Gupta, Dr. N.L.: Rajasthan Mein Krishi Vikas, Rajasthan Hindi Granth Academy Jaipur
9. B.S. Mathur : Cooperation. Sahitya Prakashan, Agra.
10. सहकारी चिंतन एवं ग्रामीण विकास. अग्रवाल, माथुर एवं गुप्ता, रमेश बुक डिपो, जयपुर।


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## **EFM C10 – Cooperative Sector Management**

- Unit-I** Definition and principles of management, Concept of Co-operative Management. Comparison between Principles of Co-operation and Management functions in Co-operation.
- Unit-II** Professionalisation of Co-operative Management-its merits, demerits and limitation of Professional Management in Co-operative Institutions. Government Control over Co-operatives: Legal and Administrative. Organisation Structure of Co-operatives. Organisation Chart for Short term Medium term and Long term Credit Institutions. Management of Co-operative Banks.
- Unit-III** Leadership in Co-operatives. Characteristics of a good Leadership in Co-operative Sector. Federal Structure of Co-operative Organisation-Control Over Co-operatives: Audit and Co-operative Supervision.
- Unit-IV** Concept of Cooperative Education and Co-operative Training- Needs and Importance in Modern era. Difference between co-operative education and cooperative training, Role of National Co-operative Union of India in the co-operative training system..
- Unit-V** Role of Institutional framework of co-operative education and training, Merits and demerits of democratic governance.

### **Books Recommended**

1. G.S. Kamat: New Dimensions of Co-operative Management.
2. G.S. Kamat: Cases in Co-operative Management
3. I.L.O.: Co-operative Management & Administration


  
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## EFM C11 - Cooperative Law

- Unit-I Co-operative Legislation in India: Historical Development of Legislation, Co-operative Societies Act 1904 and 1912 as amended upto-date.
- Unit-II Main Findings of Committee on Co-operative Law, 1956 (S.T. Raj Committee).
- Unit-III Co-operative Legislation in Rajasthan: A detailed study of the Rajasthan Co-operative Societies Act 1965 as amended upto-date.
- Unit-IV Banking Regulation Act, 1949 as applied to Co-operative Banks.  
Implementation of Co-operative Law in India and Rajasthan.
- Unit-V RBI & NABARD, A Brief study of the following institutions: National Co-operative Consumers Federation (NCCF), National Co-operative Development Corporation (NCDC), National Cooperative Union of India (NCUI), Indian Farmers Fertilizers Cooperative (IFFCO), National Agriculture Co-operative Marketing Federation (NAFED), National Institute of Co-operative Management (Vaikunth Mehta Institute, Pune) (VMNICM), National Co-operative Dairy Federation.

### Books Recommended:

1. *Co-operative Societies Act-1904.*
2. Co-operative Societies Act, 1912 as amended upto date.
3. Rajasthan Co-operative Societies ac, 1965, as amended upto-date.
4. Report of the Committee on Co-operation (Mirdha Committee).
5. Committee on Co-operative Law (S.T. Raja Committee).
6. Report of the Committee on Co-operative Administration, 1963.
7. Co-operative Law in India, M.D. Vidwans
8. Annual Report of the specific institutions.


  
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## EFM C12 - Agriculture-Entrepreneurship

- Unit-I: Rural Entrepreneurship : Concept of rural entrepreneurship, Endowment of skill sets and Natural resources in rural India, aims of rural entrepreneurship, barriers to entrepreneurship in rural India.
- Unit-II: Skill Development : Process of entrepreneurship, rural applicability, skills required to succeed, Government training programmes and Public Private Partnership
- Unit-III: Women Entrepreneurship: Primary goals for development, Women's role in economy, factors that support women's participation in rural entrepreneurship.
- Unit-IV: ICT and Rural Entrepreneurship: Rural ICT initiatives, Needs to create rural ICT entrepreneurs, how IT is changing rural India, Rural BPO.
- Unit-V: Case Study, Corporate intervention and entrepreneurship Development.

### Books Recommended:

1. N.P. Singh, Entrepreneurship Development, Theories and Practices.
2. Vasant Desai, Projects : Profile and process.
3. Vasant Desai, Entrepreneurship and Technology
4. Mishra and Puri, Economic Environment in Business
5. Deepak Walokar, Women Entrepreneurs.

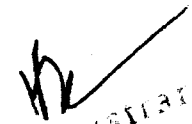
  
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## **EFM C13 - International Cooperative Movement**

- Unit-I** Concept and Philosophy of Co-operation. Evolution of Co-operative Movement at International Level. International accepted Principal of Co-operation. Co-operative Credit System at International Level.
- Unit-II** Problem and Prospects of Co-operative Movement Study of International Cooperative Alliance (ICA). Co-operation is a middle way between Capitalism and Socialism.
- Unit-III** Origin and Growth of Consumers Co-operative Movement in the World. Role of Robert Owen in the Development of Co-operative Movement. Consumers Co-operative Movement in England. Origin and objectives of Rochdale Equitable Pioneer Society.
- Unit-IV** Progress of Retail Consumers Co-operative and Co-operative Wholesale Societies. Factors leading to the success of Consumers Co-operative Movement in England. Its problem and remedies.
- Unit-V** Co-operative Credit Movement in Germany. Credit Structure in India, Comparison of Co-operating Credit Movement between India & Germany. Principal and Working of Raiffeisen Societies/Banks. Characteristics of Co-operative Dairy Societies in Denmark.

### **References:**

- B S Mathur :Co-operation
- G.S Karnat :Dimensions of Co-operative Management.
- K.K. Taimani :Co-operative Organisation and Management.
- I.L.O. :Co-operative Management and Organisation.

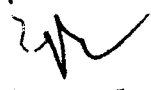
  
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## EFM C14 – Management of Agricultural Marketing

- UNIT-I: Agricultural input marketing : Agricultural input marketing — meaning and importance; Management of distribution channels for agricultural input marketing; Agricultural Inputs and their types — farm and non-farm, role of cooperative, public and private sectors in agri-input marketing.
- UNIT-II: Seed Marketing: Seed- Importance of seed input; Types of seeds- hybrid, high yielding and quality seeds; Demand and supply of seeds; Seed marketing channels, pricing, export & import of seeds; Role of National Seed Corporation and State Seed Corporation.
- UNIT-III: Fertilizers Marketing: Chemical Fertilizers- Product', export-import, supply of chemical fertilizers, Demand/consumption, Prices and pricing policy; subsidy on fertilizers; marketing system — marketing channels, problems in distribution; Role of IFFCO and KRIBCO in fertilizer marketing,
- UNIT-IV: Electricity: Plant Protection Chemicals- production consumption, marketing system — marketing channels; marketing and distribution system; pricing of electricity subsidy on electricity.
- UNIT-V: Farm Machinery: Farm Machinery- Production, supply and distribution channels of farm Agro-industries Corporation and marketing of farm machines / implements/equipments.

### Books Recommended

1. Acharya SS & Agarwal, Agricultural Marketing in India, 4<sup>th</sup> Ed. Oxford & IBH.
2. Singh Sukhpal, Rural Marketing-Focus on Agricultural Inputs. Vikas Publishing House.
3. Singh A.K. & Pandey S., Rural Marketing New Age.
4. Gopalan and Mueen, Indian Rural Markets and Marketing Practices, Recent Developments. ICFAI University Press.
5. K.K. Tiwari, D.N.D., Agricultural Marketing ~ New Trends and Techniques, D.N.D. Publications.

  
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## **EFM C15 - Management of Cooperative Business**

- Unit-I Meaning and concept of Co-operative Business. Role and Importance of Co-operative Business in the present era. Main Characteristics of Co-operative Business.
- Unit-II Introduction to Managing Co-operative Business, Emergence, Endurance and Growth of Co-operatives Salient and Unique Management Challenges of Co-operative Business.
- Unit-III Concept and definition of Management, Essential Elements of Management. Basis Principles of Co-operative v/s Management Principles. Relation of Management Principles with Co-operation and Distinction between Private Management and Co-operative Management.
- Unit-IV Concept and Importance of Democratic Management in Co-operative Institutions. Composition and Role of General Body and Board of Directors/ Executive Committee, Functions and duties of Board of Directors. Role of Registrar/ Managing Director in Co-operative Institutions. Concepts of Ideal Managerial Organisation.
- Unit-V Need of Professional Management. Role and Importance of Professional Management in Co-operative Institutions. Limitations of Professional Management in Co-operatives. Induction of Bureaucracy in Co-operative Institutions. Deputation and Nomination of Government Officers. Its advantages and Disadvantages. Shortcomings of Co-operative Management and suggestions for its Improvement.

### **Books Recommended**

- B.S. Mathur : Co-operation
- B.P. Gupta : Theory and Practice of Co-operation
- G.S. Kamat : New Dimensions of Co-operative Management

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## EFM C16 - Agricultural Finance and Project Management

- UNIT-I: Role and Importance of Agricultural Finance: Agricultural Finance- meaning, Financial Institutions and credit flow to rural/priority sector. Agricultural lending — Direct and Indirect Financing - Development of Rural Institutional Lending - Branch expansion, demand and supply of institutional agricultural credit and Over dues and Loan waiving.
- Role of Cooperatives: Financing through Co-operatives, NABARD and Commercial Banks and RRBs. Lead Bank Scheme District Credit Plan and lending to agriculture/priority sector. Micro-Financing and, Role of NGO's, and SHG's.
- UNIT-II: Lending to farmers: Lending to farmers, Estimation Technical feasibility, Economic viability and repaying capacity of borrowers and appraisal of credit proposals.
- UNIT-III: Project Approach: Project Approach in financing agriculture. Financial, economic and environmental appraisal of investment projects. Identification, preparation, appraisal, financing and implementation of projects.
- UNIT-IV: Project Appraisal Techniques: Project Appraisal techniques — Undiscounted measures. Time value of money — Use of discounted measures - B-C ratio, NPV and IRR. Agreements, supervision, monitoring and evaluation phases in appraising agricultural investment' projects.
- UNIT-V: Risks in financing agriculture: Risk management strategies and coping mechanism. Crop Insurance programmes — review of different crop insurance schemes — yield loss and weather based insurance and their applications. Case Study Analysis of an Agricultural project, Financial Risk and risk management strategies — crop insurance schemes, Financial instruments and methods: E banking, Kisan Cards and core banking.

### Books Recommended:

1. Dhubashi PR, Policy and Performance - Agricultural and Rural Development in Post Independent India. Sage Publishing.
2. Muniraj R, Farm Finance for Development, Oxford & IBH Publ.
3. Gupta SC, Development Banking for Rural Development, Deep & Deep Publishers.
4. Gittinger JP, Economic Analysis of Agricultural Projects. The Johns Hopkins Univ. Press.

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