

UNIVERSITY OF MADRAS
M.COM. DEGREE COURSE IN BANK
MANAGEMENT CHOICE BASED
CREDIT SYSTEM
REGULATIONS (w.e.f. 2017-2018)

FIRST SEMESTER

S. NO.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	HRS	MAX MARKS	
							CIA	EXTERNAL
1.	CORE	Paper-I BM 301 Indian Financial System	1	6 HRS	4	3	25	75
2	CORE	Paper-II BM 303 Central Banking	1	6 HRS	5	3	25	75
3	CORE	Paper-III BM 305 Commercial Banking	1	6 HRS	5	3	25	75
4	CORE	Paper-IV BM 307 Quantitative Technique	1	6 HRS	4	3	25	75
5	CORE	Paper-V BM 309 Merchant Banking and Finance Services	1	6 HRS	4	3	25	75
	Soft Skill - I	Language and communication			2		40	60

SECOND SEMESTER

S. NO.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	HRS	MAX MARKS	
							CIA	EXTERNAL
6	CORE	Paper-VI BM 302 Monetary Economics	II	6 HRS	4	3	25	75
7	CORE	Paper-VII BM 304 Fundamental of Information Technology (Theory and Practice)	II	6 HRS	4	3	25	75
8	CORE	Paper-VIII BM 306 Corporate Accounting and Reporting	II	6 HRS	4	3	25	75
9	ELECTIVE I WITHIN THE DEPARTMENT	Paper-IX Organisational Behaviour	II	6 HRS	4	3	25	75
10	EXTRA DISCIPLINARY ELECTIVE II	Paper – X Human Resource Management	II	6 HRS	4	3	25	75
	Soft Skill - II	Spoken and presentation skills			2		40	60

THIRD SEMESTER

S. NO.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	HRS	MAX MARKS	
							CIA	EXTERNAL
11	CORE	Paper-X BM 311 Management of Lending	III	6 HRS	5	3	25	75
12	CORE	Paper-XII BM 313 Management of Funds	III	6 HRS	5	3	25	75
13	CORE	Paper-XIII BM 315 Management Accounting	III	6 HRS	4	3	25	75
14	ELECTIVE III WITHIN THE DEPARTMENT	Paper-XIV International Banking	III	6 HRS	4	3	25	75
15	EXTRA DISCIPLINARY ELECTIVE IV	Paper – XV Corporate Governance and ethics in Banking	III	6 HRS	4	3	25	75
	Soft Skill - III	Life and Managerial Skills			2		40	60

FOURTH SEMESTER

S. NO.	COURSE COMPONENTS	NAME OF COURSE	SEMESTER	INST. HOURS	CREDITS	HRS	MAX MARKS	
							CIA	EXTERNAL
16	CORE	Paper XVI BM 310 Research Methodology	IV	6 HRS	4	3	25	75
17	ELECTIVE V	Paper XVII Income Tax law and Practice	IV	6 HRS	4	3	25	75
18	ELECTIVE VI	Paper XVIII Rural Banking	IV	6 HRS	4	3	25	75
19.		Paper XVII Project Management and Evaluation	IV	6 HRS	4	3	25	75
20		Paper XVIII Strategic Management		6 HRS	4	3	25	75
	Computing Skills				2		40	60

ELECTIVES

1. Organizational Behaviors
2. Income Tax Law & Practice
3. International Banking
4. Rural Banking

EXTRA DISCIPLINARY COURSE FOR OTHER DEPARTMENTS

5. Human Resource Management
6. Corporate Governance and Ethics in Banking

UNIVERSITY OF MADRAS
M.COM - DEGREE COURSE IN BANK
MANAGEMENT CHOICE BASED
CREDIT SYSTEM SYLLABUS (w.e.f.
2017-2018)

CENTRAL BANKING

LEARNING OBJECTIVES

1. Learn about the organization of the RBI
2. Analyze the various phases of RBI
3. Familiarize with RBI's exchange management and control

UNIT-1

Organization of the RBI Internal organisation - Management - Offices and branches - Banking departments - Public accounts dept. - Public debt dept. - Deposit accounts dept. - Securities dept. - Issue dept. - Administration dept. - Research and Economic intelligence dept. - Economic dept. - Statistics dept. - RBI financial statements. - Reports - Publications.

UNIT-2

RBI as currency authority - Currency chest - Seasonal variations in currency circulation - banker: government - agreement with central government - Agreements with state Governments - Administrative arrangements - Issue of new loans and treasury bill & - Advisor to Govt.

UNIT-3

Supervision of banks — Deposit insurance — Licensing of banks — Branch licensing policy — Nariman Committee Report — Inspection banks — Credit information service — Education and training of banking personnel.

UNIT-4

RBI and credit granting — RBI & Rural credit — Gadgil Committee Report — Agricultural finance Non-agricultural finance — Agricultural refinance corporation — Industrial finance — Refinance — Direct assistance to industry — direct finance for exports — Rediscount assistance — Credit guarantee scheme Commercial paper.

UNIT-5

Exchange management and control — Exchange rates — Exchange control objectives — regulation — authorized dealers — Rupees convertibility — basket rates — Payment for imports — Other payment Export control — bullion — Jewellery — Currency notes and coins — Foreign investment.

REFERENCES:

- 1 Deock M.H. Central Banking. London — Granada Publishers, 1974.
2. Asishkumar Roy. The Structure of interest rates in India, Calcutta: World Press Private I 1975.
- 3 RBI. The Reserve Bank of India—Functions and Working Bombay, RBI. 1990.
- 4 Vaswani T.A, Indian Banking System. Bombay: Lalvani Publishing House. 1970.

LEARNING OUTCOMES

1. Learned about the organization of the RBI
2. Analyzed the various phases of RBI
3. Familiar with RBI's exchange management and control

COMMERCIAL BANKING

(Theory, Law and Practice)

LEARNING OBJECTIVES

1. Know the banking structure in India
2. Acquaint with banking companies
3. Familiarize with banking operations
4. Learn the role of cooperative banks and their functions

UNIT 1

Banking structure in India — Commercial banks — Public and private sector banks—Co-operative banks — Regional and rural banks — Dantwala Committee Report — Banking functions and services

— Foreign Commercial banks.

UNIT-2

Banking Companies Act, 1943— Relationship between banker and customer — General and special features — Duty of secrecy — Right of set-off-types of customers and account holders— Partnerships

— Joint stock companies — Executors and trustees — Clubs and associations — HUF —Minor — non-resident accounts--Account of Government department/ministries —procedure and practice in opening and conducting the accounts of customers — Steps to be taken on death, lunacy, bankruptcy, winding up — closing of accounts —pass book — duplicate pass book.

UNIT—3

Commercial banking operations—Negotiable Instruments Act — Payment of cheques — protection to the paying banker — return of cheques — liability of drawer—rights and duties of drawee —banker and drawer —endorsement of cheques- types of endorsements — forged endorsements — protection to banker-bills of exchange —types — discounting of bills — due date of bills — dishonor of bills — noting and protesting— commercial paper.

UNIT-4

Services to customers — funds remittance — DD —mail transfer — telegraph/telex transfer— collections— payments — safe deposit lockers — credit cards — customer service — Talwar committee report — deposit mobilization — Bank marketing — market research— marketing tools and strategies market segmentation customer meetings—experience sharing.

UNIT-5:

Co-operative banks and their commercial banking functions- types — district and state co-operative— land development banks — industrial co-operatives — RRBs — Kelkar Committee Report — role — functions— rural banking and farm credit — poverty alleviation program — lead bank scheme — Sarma Committee Report — Service area approach.

REFERENCES:

1. Bidani S.N.. & P.K. Mitra. Bank Finance for Industry, New Delhi, Vision Books, 1988.
2. American Bakers Association, The commercial Banking Industry, Engle wood Clifs (NJ) Prentice Hall inc. 1962
3. Haslem Commercial banking Management: Text and reading, Englewood Clifs, (NJ) Prentice Hall inc. 1986

LEARNING OUTCOMES

1. Known the banking structure in India
2. It make us familiar with banking operations
3. Learned the role of cooperative banks and its functions

QUANTITATIVE TECHNIQUES

LEARNING OBJECTIVES

1. Know the sampling methods and sampling theory
2. Equipping the use of test of significance and Hypothesis and estimation
3. Analyze the correlation and regression
4. Analyze and interpret the time series
5. To know the introduction of Multivariate, analyze

UNIT-1

Sampling methods and sampling theory - basic concepts - sampling distribution and standard error probability Analysis - Basic Concepts and theorems - Expected value - Baye's-rule - Theoretical distribution - Binomial, Poisson and Normal distributions — meaning, properties and applications - Elementary Decision Theory - meaning, and scope - Decision- rules - Bayesian decision theory.

UNIT-2

Test of significance -Tests of Hypothesis and estimation - Testing sample mean and difference between two sample means - Testing a sample proportion and difference between two sample proportions using normal distribution and 'C distribution - Estimation of parameters.

UNIT-3

F- test - characteristics and uses of 'F' test – Analysis of variance -Chi-square test— meaning properties and uses.

UNIT-4

Correlation analysis - simple -partial and multiple correlation -explained and unexplained Variation – coefficient of determination — testing significance of''?' - Regression aha1 'sis Simple partial and multiple regression analysis—testing significance of beta and regression equations.

UNIT-5

Analysis of Time Series- meaning and importance- components - modes of decomposition - methods for measurement of secular trend, seasonal variations and cyclical variations - introduction to multivariate analysis - Factor analysis - cluster analysis - discriminant analysis - applications in bank management computer packages for statistical analysis - interpretation of results

REFERENCES:

1. Bonini & Hausman : Quantitative analysis for Business Decision.
2. Leonard W Hem: The Quantitative approach to managerial decisions.
3. S P. Gupta; Statistical methods. New Delhi. SultanChad.
4. Richard Levin and David Rubin; Statistics for Management: Prentice Hall of India, New Delhi. 1992
5. Kothari: Quantitative Techniques. Vikas.

LEARNING OUTCOME

1. Understand the sampling methods and sampling theory
2. Know to frame the Hypothesis
3. Able to work out the correlation and regression
4. Able to analyze and interpret the time series

MERCHANT BANKING AND FINANCIAL SERVICES

LEARNING OBJECTIVES

1. Know the concept of financial services and their players
2. Learn the merchant banking
3. Analyze the legal aspects of leasing
4. Equip the terms of factoring venture capital
5. Familiarize with stock exchange in India

UNIT —1

The concept of financial services—financial services and economic environment —legal and regulatory framework Securities Contracts (Regulations) Act— Financial institution — other players in the financial services sector.

UNIT—2

Merchant Banking — procedural aspects of public issues, rights issues — prospectus; regulations and certification — under writing and managing public issues — SEBI guidelines — pricing of initial public issues—rating of new issues — raising foreign capital — inter corporate loans and fixed deposits

UNIT —3

Introduction to leasing — legal aspects —tax aspects — accounting and reporting for leases —funding of leases — import leasing and cross border leasing — lease structuring and lease agreement — concept and features of hire purchase transaction: _ fiat and effective rates of interest — difference between hire purchase and a lease.

UNIT-4

Factoring —introduction and features —legal aspects — cost of factoring—recent development in the Indian context —factoring VS. bill discounting — consumer finance — credit card — financing schemes for consumer durables. Venture capital — concept and characteristics — evaluation of new project ideas and technology — innovation — venture capital industry in India — venture capital schemes and guidelines —tax and legal aspects — project investment consultation — Mutual funds — credit rating — CRISIL — ICRA.

UNIT-5

Banks, FIs and stock exchange— Organisation and functions of stock exchange in India— Trade in stock exchange - role of depositories— Listing of securities - OTC Exchange. of India — NSE —. Janakiraman Committee Report.

REFERENCES:

1. SEBI Guidelines 1992
2. K.Sriram, Handbook of Leasing, Hire Purchasing & Factoring. ICFAI Publications, 1991
3. J.N.Dhonkhar, A Treatise on Merchant Banking, New Delhi, Skylark Publications, 1990.
4. Vinod Kothari, Leasing, Hire Purchase and Consumer Credit. Wadhwa & Co., 1990.
5. Gladstone, Venture Capital investing, NY, Prentice Hall, 1988.
6. Verma J.C., Merchant Banking, New Delhi: Bharat Law House Pvt. Ltd., 1991.

LEARNING OUTCOMES

1. Understand the concept of financial services and their players
2. Learned about merchant banking and its aspects
3. Familiar with stock exchange in India which is useful for the students to become a good financial analyst.

SECOND SEMESTER

Fundamentals of Information Technology (Theory and Practical)

Learning Objectives

1. Learn the fundamentals of computer.
2. Familiarize with the computerizations in Banks.
3. Know the methods of electronic funds transfer and document handling systems.
4. Know the use of computer for additional banking application.
5. Familiarize with the various software applications practically using SPSS and Tally.
6. Prepare budget by applying MS Excel and create reports and files using MS Access.

UNIT-1

Introduction to computers- types of computers- computer hardware- computer software operating systems- Programming languages- DBMS 4th Generation language tools- application software- software packages- Development and current trends.

UNIT-2

Computerization in banks- electronic banking- Mechanisation in banks- training bankers computerized environment- progress of computerization- master file creation- MIS- CIS- HERIS DSS- ES- Cases on MIS, DSS and ES- Rangarajan Committee report- Information technology Computer Audit- Legal aspects of computer uses

UNIT-3

Electronic funds transfer system- plain messages- structured messages- SWIFT E-Mail Networking- direct fund settlement systems- CHIPS- two level funds transfer settlement
- FED WIRE- BANK WIRE- point- of- state systems- document handling systems- MICR., OCR- document storage and retrieval systems- document transmission systems.

UNIT-4

Personal Identification numbers- usage with magnetic cards SMART cards- Signature storage and display by electronic means- cheque truncation - Microfiche- Note and coin counting device additional banking applications- Inter-branch reconciliation- Foreign exchange dealings
– Investment management systems- cash management systems- branch profit and loss account statement preparation.

UNIT-5

Software applications- MS Word- MS Excel- Ms access- data entry- query operation- graphical operations- computations- printing- preparing summaries- updating and amending file using menus- SPSS- Tally.

Practicals (using SPSS & Tally)

- Chi-square test.

- Anova table. Correlation.
- Regression analysis (with forecast).
- Solutions of simultaneous equations.
- Preparation of budgets.
- Basics of tally.
- Data query.
- Preparing graphs for given data ratio analysis.
- What if decision.
- Creating reports/labels/format files.
- Updating files.
- Summarising data files.
- Print format preparation (like pay slips, loan evaluation forms, etc.).
- Simple programs (E.G. Interest calculations, preparing payroll, exchange rate calculation, calculation of ratios, etc.).
- Preparing menus to run the programme table.

Note: The written examination will be for duration of 3 hours and will carry 75 marks.

This will be proportionally reduced to 60 and there will be practical for 3 hours which carry a maximum of 100 marks which will be proportionately reduced to 40. Thus, the final mark for the paper will consist of maximum marks 60 for theory (written examination) and 40 marks for practicals.

REFERENCES:

1. Hussain F., Computerization and Mechanization in Indian banks, ED., Bombay: Vikas publishing house, 1988.
2. Srivastava T.N., Mechanization in banks, ED., Bombay: RBI, 1987.
3. Report of the committee on mechanization in Banking Industry (Rangarajan committee report), Bombay: RBI, 1983.
4. Bajwa K.S., Bank mechanization, New Delhi: Skylark publications, 1980.
5. NIBM, Information system and data processing in banking industry, Bombay: NIBM, 1978.
6. Alan Simpson. Understanding dBase III plus, BPB, 1992.
7. Nelson T. Dinerstein, dBase III plus for the programmers, Galgotia, 1991.
8. Ralph Mylius, Illustrated Lotus 1-2-3, BPB, 1992.

LEARNING OUTCOMES

1. Familiar with the computerizations in banks.
2. Familiar with the various software applications practically using SPSS and Tally.
3. known the methods of electronic fund transfer and document handling systems.

CORPORATE ACCOUNTING AND REPORTING

LEARNING OBJECTIVES

1. Learn advanced problems in underwriting and final statement of companies
2. Know the liquidation of companies, acquisition, amalgamation, absorption and reconstruction at advanced level
3. Equip with consolidated final statement of holding companies, intercompany holding and social responsibility accounting
4. Know the accounting standards

UNIT—1

Advanced problems in share capital and debenture transactions including underwriting — valuation of goodwill and shares—final statements of companies including the statements to ascertain profits prior incorporation and calculation of managerial remuneration.

UNIT—2

Acquisition — amalgamation — absorption and reconstruction (internal and external schemes) statements of Liquidation of companies.

UNIT-3

Final statements of banking companies — Trial balance Profit and loss account — Balance sheet regional level — module level — circle level — central level — double accounts system — accounting for price level changes — computerization of accounts in banks — Reports prepared at the regional / branch level— the Head Office — to the Management — to the RBI

UNIT-4

Consolidated final statement of holding companies and subsidiary companies - Intercompany holding and owing- treatment of dividends final statement of Insurance companies - Human Resource Accounting - Social Responsibility Accounting.

UNIT-5

Accounting Standards - ICAI guidelines - Mandatory and non mandatory standards.

REFERENCES

1. Shukla M.C., T.S. Grewal, Advanced Accounts, New Delhi Sultan Chand & Co., 1991.
2. Gupta R.L. & M.Radhaswamy, Advanced Accounts' Vol2) New Delhi Sultan Chand
3. Jain S P, & K L Narang, Advanced Accounts, Ludhiana Kalyani Publishers, 1992
4. Meigs. W.B.et. aL, Modern advanced Accounting New York: McGraw Hill, 1975.
5. Chakraborty H., Advanced Accountancy, Calcutta: Nababharathi Publishers.

Note: The proportion between theory oriented and problem-oriented question in the University Examination shall be 20:80.

LEARNING OUTCOMES

1. Students will understand the accounting methods in relation to underwriting and financial statements of companies.
2. students will be able to apply the accounting procedure for liquidation of companies, acquisition, amalgamation, absorption and reconstruction at advanced level.
3. students will also learn about consolidating final statements of holding companies, intercompany holding and social responsibility accounting.

ELECTIVES

ORGANISATIOAL BEHAVIOUR

LEARNING OBJECTIVES

1. To study about the scope and significance of organizational behaviour
2. To study about the various motivational theories
3. To know about the performance evaluation and training methods, solving conflicts, types of communication and designing an organizational structure and good work environment

UNIT—1

The scope and significance of organizational behaviour — contributing disciplines applications Business and Management — Individual Behaviour — perceptions— personality— influence on behaviour— Values, Beliefs and attitudes.

UNIT—2

Motivation theories: Maslow, X and Y and Herzberg. Expectancy theories of Vroom. Porter and Lawler — motivation in practice — job enrichment— job satisfaction —. QWL — Leadership — types and effectiveness — Fiedler. Likert and Managerial Grid.

UNIT— 3

Conflicts – process, sources — Organizational and personal goals — resolution of conflict— Concept of groups — informal groups — grapevine — communication -. Management's role —communication —types and process — barriers. UNIT-4

Designing and organization structure — methods — OD— Organizational change — change agents — change programmes and strategies — resistance — Organizational climate — morale and work environment.

UNIT—5

Performance evaluation — training and development— training methods — training for leadership, communication, decision making skills.

REFERENCES:

1. Fred Luthans. Organizational Behaviour McGraw Hill, 1991.
2. Stephen P Robbins. Organizational Behaviour, New Delhi: Prentice Hall of India, 1991.
3. Charles B Hand Understanding Organizations, Penguin(P)
4. S.K.Chakraborty. Foundations of Managerial Work: from Indian thought, Himalaya, 1989.
5. Uma Sekaran. Organizational Behaviour: Text and Cases, TMH, 1990.

LEARNING OUTCOMES

1. Studied scope and significance of organization behaviour
2. Learned various motivational theories this helps organisation to increase the productiveness in positive manner
3. Understand the topic performance evaluation is useful to increase decision making skill.

HUMAN RESOURCE MANAGEMENT

LEARNING OBJECTIVES

1. Learn Human Resource in a competitive environment.
2. Know to acquire and to maintain the human resource
3. Review the conflicts

UNIT-1 Human Resource in a competitive environment --the individual in an organization— values, attitudes— implications of work behaviour—personality— types of personality — current emphasis on human resource by organization.

UNIT—2

Acquisition and maintenance of Human Resource: Recruiting sources — BSRB — Selection process— devices — orientation, maintenance of Human Resource. Motivation for increase productivity— theory X and theory Y — Carrot and Stick approach — Job enrichment — Job satisfaction — Quality of Work Life (QWL) — Performance Appraisal — Promotion.

UNIT —3

Conflict — process — sources — organisational goals and personal goals — resolution - leadership — types and effectiveness—Leader vs. Manager — Communication channels — grapevine —informal groups -- Management approach in dealing with informal groups.

UNIT –4

Human Resource Development: training —plement and management development— effects of training on human resource — OD —organizational change — change agents — organizational climate — organizational culture —morale and work environment.

UNIT—5

Compensation to human resources — reward and compensation systems — policies and administration — grievance procedure —disciplining the problem employee, safety and health measures — ideals for motivated work force.

REFERENCES:

1. De Cenzo and Robbins, Personnel Human Resources management, Prentice Hall of India, 1991.
2. Werther and Davis, Human Resources and Personnel Management, McGraw Hill 1989.
3. Cascio. Managing Human Resource: Productivity, Quality of Work Life, Profits McGraw Hill, 1989.
4. T.V.Rao (ed) Readings in Human Resource Development Oxford and IBH, 1991.

LEARNING OUTCOMES

1. create developement in the human resource
2. Learned the concept of human resource in competitive environment it makes us to understand human needs better
3. Known to acquire and to maintain the human resource

THIRD SEMESTER

Management of Lending

LEARNING OBJECTIVES

1. Know the principles of lending.
2. Learn the appraisal of working capital
3. Familiarize with term lending
4. Know the various types of securities for lending
5. Equip the methods and procedures of follow up of loans.

UNIT-1

Principles of lending — types of loans and advances — priority sector advances — Self employment schemes — tribal and physically handicapped borrowers — women entrepreneurs — finance of SSI — personal and consumer loans — loans to partnership firms, government and local bodies — issues in lending- financial adequacy — assessing the borrower — project appraisal — technical feasibility — management competence — economic feasibility — legal and practical points — Guarantee Schemes available to banks.

UNIT-2

Appraisal of working capital — Tandon, Chore Committee Reports — assessing working capital needs — types of working capital' finance — cash credits — o/d — bills — LCs etc — credit monitoring arrangement — consortium lending — non-fund-based lending — bankers analysis of profit and loss account — analysis of balance sheet — ratio analysis — funds flow and cash flow analysis — breakeven analysis — Tandon, Chore and Marathe committee recommendations — preparation of appraisal report.

UNIT—3

Term lending- bank's involvement — incentives — non-financial appraisal — expansion project — new project — viability of the product — structural and infrastructural analysis — legal formalities — location — project life — cost structure — relevant cash flows — treatment of depreciation — taxation- interest — discounted cash flows — time value of money — future value — IRR — NPV — Profitability index — banker's rate — average and effective rate of return — repayment capacity — fixing repayment terms.

UNIT —4

Types of securities — stock — shares — LIP — commodities — immovable properties — Government securities — guarantees by third parties — book debts — methods of changing securities — valuation of securities — procedure for enforcement of securities — essential clauses in documentation — inspection of securities and godowns — release of securities on repayment of debts.

UNIT—5

Follow up of loans — health codes — Narasimhan Committee on classification of assets — recovery process — follow up of satisfactory loans — irregular loans — sick : viable — under nursing — sick: non-viable! sticky — advances recalled — suit filed accounts — decreed loans — bad and doubtful debts — Techniques of follow up — QIS — Identification of sick units — Tiwari Committee Report — preparation of rehabilitation programs — implementation of rehabilitation programs — follow up at the branch / regional and head office levels — follow up of loans by RBI — management of non-performing advances — assets management companies — Loan Recovery Tribunals — Provisions of Revenue Recovery Act.

REFERENCES:

1. Chatterjee A.J., & Sharma D.P., Management Techniques of Bank Lending, Bombay:
2. Bindhi S.N. and Sahae D. B. How bank credit is administered – supervision and follow up, New Delhi, vision books 1988
3. Srinivasa H. V. Banker Handbook of Credit Management, New Delhi, Criterion Publication 1989
4. Gupta L.C Controlling Corporate Sickness – lessons from experiences for manager and banker, New Delhi: Oxford University Press
5. Singh S. P. Bank lending some controversial issues (Ed) Bombay: national Institute of bank Management

LEARNING OUTCOME

1. Understand the principles of lending
2. Known the various committee reports related to management of lending
3. Learned the methods and procedures followed for loans

MANAGEMENT OF FUNDS

LEARNING OBJECTIVES

1. Learn the deposit mobilization and their factor.
2. Equip with cash management system
3. Familiarize with investment management
4. Analyze the profitability management
5. Review the capital adequacy.

UNIT-1

Deposit mobilization — types of deposits — term deposits — savings deposits— current deposits— short -term - long-term — NRI deposits – inter bank or inter corporate deposits – factors affecting deposit mobilization — competition from other financial services institutes — capital markets, UTI & insurance companies, private company deposit schemes etc.

UNIT-2

Cash management —branch level —head office level —factors determining cash reserves of banks — cash retention limits —management of cash movements and storage — monitoring cash- operations by commercial banks in money market instruments- treasury bills-commercial papers - certificate of deposits- RBI & Credit policy — SLR - CRH — RBI and credit planning.

UNIT—3

Investment management—investment policy —priorities in allocation of bank funds— investment in government securities — implications on interest income— meeting customer demands for loans — quality and diversification—maturity and yield — flexibility in bank asset management — opportunities available to banks for, better investment management.

UNIT-4

Profitability management—profit planning — long-term profit planning — decision areas— volume of working funds — manpower planning — budgeting and control- present status — parameters — financial intermediation—payment/collection/remittance mechanisms/ancillary services —profitability at the corporate level/Zonal/regional/branch levels— efficiency ratio-s — growth ratios—effectiveness ratios —manpower ratios — cost effectiveness and cost control — interest expenses —establishment expenses— other expenses.

UNIT-5

Capital adequacy —legal formalities- return on capital -capital adequacy test-cases— inspection. audit & internal control.

REFERENCES:

1. Robinson, R.I. Management of Bank funds, New York: McGraw Hill: Inc., 1951.
2. Varde Varsha& Sampat Singh,. Profitability of Commercial Banks, Bombay: NTBM, 1983.
3. L R.Suneja Bankers advances — How they are made and controlled. New Delhi: Bankers PublishinHouse, 1973.
4. Radhaswamy M. and Vasudevan, Commercial Banks, New Delhi S.Chand & Co., 1988.

LEARNING OUTCOME

1. Familiar with investment management that helpful while investing
2. Capital adequacy stablize the nation's financial system by lowering the risk it support government from not becoming insolvent Learned the deposit mobilization and their factor
3. Learned the deposit mobilization and their factor

MANAGEMENT ACCOUNTING

LEARNING OBJECTIVES

1. To study about the nature, scope and functions of management accounting
2. To study about the various techniques of financial analysis
3. Preparation of Budgets and application of marginal costing techniques for solving various problems

UNIT-I

Nature and scope of management accounting — functions of management accounting — financial accounting Vs. management accounting — utility of management accounting— functions of management accountant.

UNIT 2

Analyze of financial statements — techniques of financial analysis—comparative financial statements — common size statements — trend percentages — ratios, interpretation of ratios — profitability ratios — liquidity ratios — turnover ratios - leverage ratios — debt service coverage ratios.

UNIT—3

Funds flow analysis — concept of funds —sources of funds — uses of funds — preparation of funds flow statements — cash flow analysis — types of cash flows — preparation.

UNIT—4

Budgets and budgetary control —objectives — types of budgets — preparation of budgets — consideration of budgets — zero-base budgeting.

UNIT-5

Cost volume profit analysis— marginal cost — absorption costing Vs. Marginal costing— Contribution— problem of key factor —measurement of profitability — applications of marginal costing.

REFERENCES:

1. Amey L.r., & Egginton D.A. Management Accounting, A conceptual approach, London: Longman Group Ltd., 1973.
2. Kaplan R.S., and Atkinson A.. Advanced Management accounting New Deli: Prentice Hall of India. 1991.
3. Batty .J, Management Accounting. London: English Language Book Society. 1988.
4. Maheswari S.N., Management Accounting. New Delhi: Prentice Hall of India, 1990
5. Horngren C.T., Management accounting. New Delhi: Prentice Hall of India, 1990.

Note: The proportion between theory oriented and problem oriented questions in the University examination shall be 20:80.

LEARNING OUTCOME

1. Knows about the nature, scope and functions of management accounting
2. Understand how to prepare budget
3. Students will able to prepare financial statements

INTERNATIONAL BANKING

LEARNING OBJECTIVES

1. To study about international banking and regulatory environment
2. To know about the performance of foreign branches, off shore banking, SDR exchange rate stability etc
3. To study about the role and functions of overseas banking
4. To know about international banking instruments, foreign exchange mechanics and international financial intermediaries

UNIT-I

International banking and regulatory environment international banking markets. international money Market currency markets—international Credit Market- Eurobond markets —gold and commodity markets including futures market--- foreign market—retail market— money market — capital market.

UNIT-2

Foreign branches—competitive strategies—performance of foreign branches off shore banking— IMF -. objectives and functions — SDR —Liquidity. Problem- Exchange Rate stability Purchase and repurchase.

UNIT-3

Role and function of overseas banking—foreign lending— relations with domestic and international financial markets — banking in major countries -merchant banking - project finance— trade finance syndicated loans—financial packaging —credit information— economic intelligence—information on markets— cash management — computer service — investment facilities.

UNIT—4

International banking instruments — Currency accounts euro cheques —travelers cheques credit cards —. accounts in foreign countries and customers—payment services —. insurance foreign exchanges — information — passport — introductions — foreign currency deposits — foreign currency loans —foreign bonds.

UNIT—5

Balance of payments —meaning—significance — credit and debts. -organization- foreign exchange mechanics — arbitrage — speculation-purchasing power parity — forward rates and interest rate differentials — flexible exchange rates —gold standard— the adjustable peg — international financial intermediaries

REFERENCES:

1. Kane Daniel R, Principles of international finance; New York: Croom Helm Inc., 1984.
2. Coulbeck Neil, The Multinational Banking Industry, Sydney: Croom Helm Inc., 1988.
3. Pippenger John E., Fundamentals of International Finance, Englewood Cliffs, NJ: Prentice Hall Inc, 1984

LEARNING OUTCOMES

1. Students will demonstrate comprehensive knowledge and understanding of the way in which the international financial system operates
2. scope for recent advanced research in the area of International Banking and Finance
3. explaining how trends in the international financial markets can be analysed

CORPORATE GOVERNANCE AND ETHICS IN BANKING

LEARNING OBJECTIVES

1. To study about the bank management structure and views on various committees on corporate governance and SEBI regulations
2. To study about the social responsibility of Banks, ethical standards in lending, investment accounting and customer service
3. To know about service quality determinants and measurement of satisfaction

UNIT-1

Bank Management Structure - Board Functions— Accountability to stake holders — Bank audit, Auditor role — Legal provisions relating to management of banks.

UNIT-2

Views on Corporate Governance— Expert Committee Reports on Corporate Governance— Cadbury Committee Report — Birla Committee Report — Corporate Governance — Practices across the world

UNIT –3

Corporate Governance Code — Clause 49A — Board Structure — Audit Committee — Transparency and Disclosure obligations — SEBI regulations.

UNIT-4

Banks and Society — Social Responsibility of Banks — Issues and challenges — Ethical Issues in Banks — Ethical standards in Lending, investment. Accounting and Customer Service

UNIT-5

Service quality determinants — Customer Services & Satisfaction — Issues & Concerns Measurement of Satisfaction.

LEARNING OUTCOMES

1. Studied about the bank management structure and views of various committees on corporate governance and SEBI regulations
2. Understand the concept of social responsibility of banks and ethical standards in lending to know the service render by the bank
3. Customer service and satisfaction are mean ethics in banking.

REFERENCE:

1. YRK Reddy et.al, Corporate Governance in Banking and Finance, TMH 2002.
2. RC Sekhar, Ethical choices in Business Response Books 1997.

FOURTH SEMESTER

RESEARCH METHODOLOGY

LEARNING OBJECTIVES

1. To study about the meaning, purpose, types of research and steps in research
2. To know about the various methods of data collection, processing and analyzing of data
3. To study about the contents of report and steps in drafting a report

Unit 1:

Research — Meaning and purpose — types of research— Pure and applied. survey, case study experimental, exploratory- Research Design — Steps in selection and formulation of research problem
— steps in research - review of literature.

Unit 2:

Formulation of Hypothesis — Types, sources — Testing —sampling techniques — sampling error and sample size.

Unit 3:

Methods of data collection, Primary and secondary data — observation — interview — questionnaire — construction of tools for data collection — testing validity and reliability — pilot study and pre- testing.

Unit 4:

Processing and analysis of data — editing — coding — transcription — tabulation - outline of statistical analysis - descriptive statistics - elements of processing through computers - packages for analysis.

Unit 5:

Report writing — target audience - types of reports —contents of reports — styles and conventions in reporting - steps in drafting a report.

REFERENCE:

1. Donald R Cooper, Business Research Methods 7th Ed. McGrawHill, 2001
2. William C. E Mory Business Research Methods, Richard D Irwin NJ.
3. Krishnaswami O.R. and M. Ranganatham, Research Methodology for Social Sciences, Himalaya, Mumbai, 2003.
4. Anderson J. et. al Thesis and assignment writing, Wiley Eastern.

LEARNING OUTCOMES

1. Research methodology is more helpful while preparing project
2. Studied about the meaning,purpose, types of research and steps in research for further analysis in future
3. Various methods of data collection that is more useful for collection of data for Research purposes.

**ELECTIVE PAPER – INCOME TAX LAW AND
PRACTICE LEARNING OBJECTIVES**

1. To provide a detailed understanding of the various provisions of IT Act.
2. To enable the students to about the Assessment Procedures and Tax Planning.

Unit:I Introduction

Meaning of Income – Features of Income Tax – Types – Important Definitions Under the Income tax Act – Assessee – Types – Rates of Tax – Residential status – Scope of Total Income – Incomes Exempt from tax.

Unit- II Income from salary

Definition – Allowances – Valuation of Perquisites – Deductions from Salary – Gratuity – Pension – Commutation of Pension – Leave salary – Profits I lieu of Salary – Provident Funds- Deductions under Sec.80.

Unit – III

Income from House Property and Income from Capital Gain Annual value – Meaning and Computation – Deductions from Annual value – Legal provisions – Capital gain – Meaning – Short term and long-term Capital Gains- Certain Transactions not included as transfer – Cost of Acquisition – Cost of Improvement – Indexation – Capital Gain under different circumstances
– Exempted Capital Gains – Computation of Capital Gains.

Unit-IV Profits and Gains from Business or Profession

Income from Business or Profession – Allowable expenses – Not allowable expenses – General Deductions – Provisions relating to Depreciation – Deemed Business Profits – Un disclosed incomes – Investments – Compulsory maintenance of Books of accounts – Audit of Accounts of certain persons – Special provisions for computing incomes on estimated basis – Computation of Income from Business or Profession.

Unit –V E-Filing and Submission of Returns

e-filing – concepts – procedure – 26AS – TDS –Traces – Filing of Return – Various Returns – Permanent Account Number (PAN) – Usage of PAN – Concepts of Transfer pricing – Fundamentals.

Note: Questions in Sec. A, B and C shall be in the proportion of 20:80 between Theory and problems.

Suggested Readings

1. Vinod,K.Singhania, Students Guide to Income Tax, Taxman publications Pvt Ltd.
2. Mehrotra –Income Tax Law & Accounts, Goyal, SathiyaBhavan Publications.
3. Gaur &Narang , Income tax Law &Practive, Kalyni publishers.
4. Reddy T.S &HariprasadReddy.Y Income Tax Theory Law &practive, Margham Publications, Chennai.
5. Murthy.A, Income Tax Law &Prctive, Vijay NicolelmprintsPvt Ltd. Chennai
6. Hariharan.N. Income Tax law &practive, Vijay NicolelmprintsPvt Ltd.

Chennai E- Resources

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www.online

services.tin.egov-nsdl.com

www.cleartax.in

LEARNING OUTCOMES

- 1enable us to understand the assessment procedures and tax planning
- It provides detailed understanding of the various provisions of IT act
- Learned detailed procedure for e-filing and submission of returns and it is useful to file the returns for assessment year.

RURAL BANKING

LEARNING OBJECTIVES

1. To study about the concept and need for rural banking
2. To know about the various anti-poverty cum development programmes-their basic features and role of banks
3. To study about the role of various institutions, supporting various rural development
4. To know about the credit planning at the grass root level, various schemes and plan which are implement in rural areas

Unit 1

Concept of Rural Banking — Need for Rural Banking — Priority Sector Lending: Terms and Conditions.

Unit2:

Antipoverty- cum--development programmes : Integrated Rural Development Programme (IRDP), scheme for Training of Rural Youth in Self Employment (TRYSEM), development of Women and Children in Rural Areas (DWCRA), scheme for providing Self-Employment to Educate Unemployed Youth (SEEUY), Self—Employment Programme for Urban Poor (SEPUP), Differential Rate of Interest Scheme (DRI), Bio-gas programme and 20 point Economic Programme -their basic featuàidro le of banks

Unit 3:

Institutional Sources of Finance in Rural Areas: Co-operative Banks, Commercial banks Regional Rural Banks — their structure, policy, functions, clientele, progress and problems.

Unit4:

Credit Planning at the Gross Root Level : Lead Bank Scheme, District Credit Plans and Service Area Approach — their basic features.

Unit 5:

Institutions supporting Rural Development: Reserve Bank of India (RET). National Bank for Agriculture and Rural Development (NABARD). District Industrial Centre (DIC), Khadi and Village Industries Commission (KVIC) and Voluntary Organizations — their role. .

REFERENCES:

1. Dhingra, I .C. Rural Banking in India, Sultan Chand & Sons, New Delhi, 1991.
2. Bhat, N.S. Aspects of Rural Banking, Commonwealth Publishers, Delhi 1988.
3. Desai,S.S.M. Rural Banking in India, Himalaya Publishing House, Bombay.. 1986.
4. Sandhu, Banking and Rural Development, 2002
5. Mandal, Role of Banks in Rural Development, 2002

LEARNING OUTCOMES

1. Studied about the concept and need for rural banking. Its main aim to develop the banking services in rural areas
2. Known about the various antipoverty cum development programmes by visualise the societal concept among the students.
3. There are various institutions supporting rural deveoplement like NABARD, KVIC, DIC and voluntary organizations to develop the Entrepreneurial skills.

PROJECT MANAGEMENT AND EVALUATION

LEARNING OBJECTIVES

1. Define the project and its financial analysis
2. Familiarize with time value of money – cost of capital – NPV – IRR – Capital rationing
3. Learn the risk and capital budgeting and their measurements
4. Know the social cost benefit analysis

UNIT-1

Project – definition and Meaning of projects -types of project need for project appraisal - project appraisal and financing.

UNIT-2

Project financial analysis – estimation of project capital cost –means of financing capital cost – estimation of working capital requirements estimation of production and sales - projected cash flow statement financial forecasting

UNIT-3

Time value of money - cost of capital - appraisal criteria - traditional methods - payback period – ARR methods - Discounted cash flow methods NPV - IRR Profitability index - Capital rationing choice between mutually excusive projects

UNIT 4

Risk and capital budgeting - Measurement of risk - risk adjusted project appraisal methods – sensitivity analysis - scenario analysis - Decision tree analysis Monte Carlo simualtiior portfolio theory and capital budgeting CAPM and Capital budgeting.

UNIT-5

Social cost Benefit analysis - Rationale of UNIDO approach to SCBA - Little and Minces approach investments decision of public enterprises in India.

REFERENCES

1. Prasanna Chandra, Project Planning Analysis and Selection implementation and Review.
2. Little and Mirlees, Project Formulation in Developing Countries, Oxford IBH
3. Bhavesh M. Patel, Project Management, Vikas, 2002
4. P K Joy Total Project Management, Macmillan 2002

LEARNING OUTCOMES

1. Understand the concept of project and its financial analysis
2. Learned about risk and capital budgeting and their measurements
3. Familiar with time value money this gives way to find the estimate before investment

STRATEGIC MANAGEMENT

LEARNING OBJECTIVES

1. To study about the scope and objectives of strategic planning, designing and evaluation of business strategy plan
2. To know about the corporate social policy, social responsibility, social accounting and social audit
3. To study about the government regulation of business, innovation in banking and financial services and business responsibility toward environment

UNIT-1

Analysis of a firm's current position — establishing the corporate mission, purpose, scopes and objectives — Strategic planning — scanning the business environment.

UNIT-2

Designing business level strategy — strategic alternatives — sustainable growth strategy — evaluation of a business strategy plan for strategic change.

UNIT-3

The Business corporation in the society — corporate social policy — the issue and challenges — corporate social responsibility power — responsibility equation. The organization man concept — Gandhi — Friedman — recent views — ethics and values in business — corporate stake holders and public issues — social Accounting — Social Audit.

UNIT-4

The business, the bank and the Government — Government Regulation of business — market economy privatization process in India — Public Policy and politics — innovations in banking and financial services.

UNIT-5

Individual and corporation — the community and corporation- ecology and energy issues — the environmental debate — business responsibilities towards environment.

REFERENCES

1. Steiner & Stenier, Business, Government and Society: A Managerial Perspective — Text and Cases McGraw Hill, 1991.
2. Fredrick et. al, Business and society: Corporate Strategy. Public Policy and Ethics McGraw Hill. 1988.
3. P.K. Gosh. Business: Strategic Planning and Management, Sultan Chand and Co. New Delhi.
4. Paine F.T., and Anderson C.R, Strategic Management, Chicago: The Dryden Press, 1983.
5. Will iam F Glueck and Lawrence R Jauch, Business policy and strategic management, McGraw 1984.

LEARNING OUTCOMES

1. It helps us to analysis of the firms' current position
2. It make us to know about corporate social policy, socail responsiblity, social accounting and socail audit
3. Understand about individual and corporation