

P. G. Diploma in Financial Management

(Higher Payment Evening Programme)

SEMESTER - I

Paper — I : ACCOUNTING AND FINANCE FOR MANAGERS (ACF 4110)

Unit-I : Introduction of Accounting

Meaning and Introduction of Accounting, Branches of Accounting, Accounting Standards — A Primer Financial Statements: Introduction, Preparation and Interpretation of : Balance sheet; Statement of Profit & Loss and Cash Flow statement.

Unit-II : Financial Statement Analysis

Meaning, Objectives, Steps, Tools, and Limitations: Ratio Analysis, Du Pont Analysis, Common Size Statements, Comparative Statements, Time Series & Trend Analysis.

Unit-III : Management Information System

Introduction, Types of reports, Methods of reporting, Requirements of a good report, importance, Usefulness and need of reporting, Formats of report, Managerial reports and their control.

Report Drafting : Language, Contents and Structure.

Management Information System : Definition, Scope, Use of information system in MI5, Accounting Information System; Financial Information System.

Unit-IV : Financial Reporting

Corporate Financial Reporting, Corporate Social Responsibility, Human Resource Accounting, Value Added Statement and Recent Developments

Reference Books:

1. Modern Accounting By AMukherjee and M Hanif, Tata McGraw Hill Publications
2. Corporate Financial Reporting : Theory, Practice and Cases, (3rd Edition) By Prof. Jawahar Lal, Taxmann Publication
3. Financial Accounting By R Libby, P A Libby and D G Short, Tata Mc Graw Hill Publication
4. Financial Reporting: Emerging Trends, Edited By E. Mrudula and VRP Kashyap (ICFAl Press)
5. Essentials of Financial Accounting by A K Bhattacharyya, (EEE) PHI Learning (P) Ltd.
6. Financial Accounting for Managers: An Analytical Perspectives By Ambrish Gupta, Pearson

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SEMESTER - I

Paper — II : PERSONAL FINANCE (ACF4111)

Unit - 1

1. Personal Finance Basics, Goals and Importance of Personal Financial Management
2. Planning & Managing Your Personal Finances : Personal Financial Statements, Budgeting, Taxes and Tax Planning

Unit - II

1. Financial aspects of Career Planning
2. Savings, Consumer Credit, and Borrowing
3. Spending Money Wisely : Making Your Purchasing Decisions
4. Buying an automobile and Buying a Home

Unit - III

1. Insuring Your Resources : Property, Motor Vehicle, Health, Liability, Travel and Life Insurance.
2. Investing Your Financial Resources

Unit - IV

1. Controlling Your Financial Future : Starting Early — Retirement Planning
2. Estate Planning

REFERENCES :

1. Personal Finance by Kapoor, Dlabay & Hughes, 11th Edition (McGraw-Hill)
2. Personal Finance by Robert S. Rosefsky (John Wiley)
3. Personal Financial Planning (ICFAI Textbook)
4. Personal Finance by Jeff Madura (Pearson)
5. Personal Finance by Robert Walker & Kristy Walker (McGraw Hill), 2017

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SEMESTER - I

Paper - III: FINANCIAL MANAGEMENT (ACF 4112)

Unit -I

- Core Concepts in Financial Management - Goals of Financial Management -Functions of Finance Manager
- Sources of Long term and Short-Term Finance

Unit - II

- Working Capital Management:
- Inventory Management
- Accounts Receivables Management
- Cash Management

Unit - III

- Cost of Capital & Capital Budgeting including Capital Rationing and Sensitivity Analysis
- Leverage

Unit - IV

- Dividend Policy
- Corporate Restructuring
- Emerging Areas in Finance

Reference Books :

2. I. M. Pandey : Financial Management
3. Khan & Jain : Financial Management
4. Ravi M. Kishore : Financial Management
5. Prasanna Chandra : Financial Management Theory and Practice.

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SEMESTER -I

Paper — IV : MATHEMATICS AND QUANTITATIVE TECHNIQUES FOR FINANCIAL DECISIONS (ACF4113)

Unit - I

- Time Value of Money: Concept and Application- Present value, Future/Compound Value, Annuities, Discount rate, Equal monthly installment, Quarterly Compounding, Semi- Annual compounding.
- Bonds and Debentures: Simple Yield, Current Yield, Yield to maturity, Realized Yield to Maturity, Coupon Rate Bond valuation, Duration

Unit - II

- Valuation of Equity
- Mathematics of Convertibles and Warrants, Futures, Options, Swaps, Rights
- Mathematics of Life Insurance and Mutual Funds

Unit - III

- Operations Research : An Introduction
- Linear Programming : Formulation of Linear programming Problems, Graphical Solution, Simplex Method
- Replacement Decisions

Unit -IV

- Transportation and Assignment Problems
- Simulation, Game Theory

References:

1. Mathematics of Finance - Frank Ayres
2. Financial Management - Prasanna Chandra
3. Operations Research — Kanti Swaroop
4. Operations Research — V.K. Kapoor

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SEMESTER - II

Paper —I: PROJECT FINANCE AND INTERNATIONAL FINANCE (ACF4211)

Unit - I

Basic Concepts — Overview — Capital Allocation Framework — Generation & Screening of ideas - Market Feasibility — Technical Feasibility - Financial Feasibility - Financial Estimates.

Unit - II

Sources of Long-term finance- Estimation of Working Capital — Projected Cash flows— Appraisal Criteria — Risk Analysis- Network techniques - PERT CPM- Resource Allocation.

Unit - III

Basics of International finance — International Capital Market- External Commercial Borrowings - Indian & Global Depository Receipts and Tax Implications

Unit - IV

Foreign Investment — Foreign Institutional Investments — Foreign Direct Investments- Foreign Collaborations — Tax Issues.

Reference Books:

1. Prasanna Chandra : Projects- Planning, Analysis, Selection, Financing, Implementation & Review- Tata McGraw Hill Publishing company Limited
2. Vasant Desai : Project Management — Himalaya Publishing House
3. Pahwa H.P.S. : Project Financing — Bharat Law House
4. Kapoor V.K. : Operation Research
5. Apte P.G. : International Finance

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SEMESTER - II

Paper – II Management Accounting (ACF 4212)

Unit-I

- Basic Cost Concepts and Classification of Cost (CAS-1)
- Introduction to Management Accounting
- Methods of Costing

Unit-II

- Cost — Volume — Profit — Analysis
- Application of Marginal Costing in Business Decision Making

Unit-III

- Budgeting and Budgetary Control
- Standard Costing and Variances Analysis

Unit-IV

- Responsibility Accounting and Performance Evaluation Measures
- Activity Based Costing
- Transfer Pricing
- Recent Developments: Target Costing, Balanced Score Card, Life Cycle Costing, etc.,

Reference Books:

1. Cost Accounting By Mittal and Mittal
2. Cost Accounting by P.C. Tulsian, Tata McGraw Hill Edition
3. Cost and Management Accounting By Ravi M. Kishore
4. Cost and Management Accounting (Theory and Problems) by M, N. Arora
5. Management accounting By M Y khan and P. K. Jain
6. Managerial Accounting By Jawaharlal
7. Management and Cost Accounting By Drury
8. Managerial Accounting by Warren, Reeve and Fess.

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SEMESTER - II

Paper — III: INVESTMENT ANALYSIS AND PORTFOLIO MANAGEMENT (ACF4213)

Unit – I

1. Savings and Investment, Investment vs. Speculation, Investment Attributes, Investment Alternatives and their Evaluation, Securities Market & Market Regulator
2. Risk and Return

Unit – II

1. Fundamental Analysis
2. Technical Analysis

Unit – III

1. Portfolio Theory
2. Capital Asset Pricing Model
3. Efficient Market Hypothesis

Unit – IV

1. Bond Portfolio Management
2. Derivatives: Futures and Options
3. Portfolio Management Framework
4. Global Investing

Reference Books:

1. Investment Analysis & Portfolio Management - Prasanna Chandra, 4th Edition (TMH)
2. Investments Analysis & Behavior - Mark Hirschey & John Nofsinger (SIE — TMH)
3. Investments - Bodie, Kane, Marcus and Mohanty, 10th Edition (SIE - TMH)
4. Fundamentals of Investment: Alexander, Sharpe and Bailey (PHI)
5. Investment Management: Preeti Singh (Himalaya Publications)

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SEMSTER-II

Paper —IV : FISCAL AND CORPORATE LAWS (ACF 4214)

UNIT-I: Provisions of the Companies Act, 2013

Meaning & Nature of the Company- Benefits of Incorporation — Principles of Corporate Personality & Limited Liability — Difference between Company and LLP — Statutory and Judicial Pronouncements — Classification of Companies- Registration of Companies — SHARES: Issue, Allotment and Related aspects, Membership of Companies — Borrowing — Directors- Meetings.

UNIT-II Introduction to Foreign Exchange Management Act

Difference between FEMA and FERA, Definition, Capital Account and Current Account Transactions, Transactions which are permissible and Prohibited under the Act, Authorized Person, Penalties, Repeal and Saving Clauses of the Act. Introduction to Prevention of Money Laundering Act —Survey, Search and seizure, Penal Provisions. Interpretation of Statutes, Deeds and Documents — Requirement of Interpretation/Construction —Rules of Interpretation/Construction — Internal aid and External aid to Interpretation/Construction — Rules of Interpretation/Construction of deeds and documents.

UNIT-III: Provisions of the Income Tax Act, 1961

An overview of Structure of Computations of Income including all Heads of Income — Exemptions & Deductions — Set off & Carry Forward of Losses — Tax Administration & Management — Provisions of T.D.S., Advance Tax and Filing of Income Tax Returns.

UNIT-IV: Goods & Services Tax :

Introduction, Meaning and Scope of Supply, Time of Supply of Goods and **Services**, Value of Taxable Supply. Levy & Collection of GST, Composition Levy, Registration, Returns, Payment of Tax, Tax Deduction at Source, Tax Collection at Source.

Reference Books:

- 1.N.D. Kapoor- Mercantile Laws.
2. V. S. Datey- Students' Manual to Business and Corporate Laws.
3. Majmudar A. K. - Students' Guide to Company Law.
4. Agrawal Rohit- Students' Guide to Mercantile and Company Laws.
5. Direct Taxes Law and Practice - Dr. Vinod K. Singhnia
6. For GST, Reference Books will be notified later once the GST Act is finalized)