

**PAPER I:**

**FUNADAMENTALS OF MICRO ECONOMICS**

**Module 1:**

- i. Introduction
- ii. Wants and Scarcity:
  - Functions of Economic System -- Micro Economic Theory and Price System – The Margin : The Key concepts in Economics – Models, Methodology and Value Judgments
- iii. Demand & Supply Analysis:
  - Concept of Demand – Demand Function - Determinants of Demand – Elasticity of Demand – The measurements of Elasticity – Market Supply - Market Equilibrium – Market Clearing and Non-market Clearing

**Module 2:**

- iv. Theory of Production:
  - Production with one Variable Input – Total, Average and Marginal Product – Stages of Production - Production with Two Variable Inputs – Isoquants - Producer Equilibrium – Returns to Scale - Application for Business Analysis
- v. Cost Analysis:
  - Different Concepts of Cost – Classification of Costs – Cost Output Relationship – Cost Control

**Module 3:**

- vi. Market Structures:
  - Perfect Competition – Price and Output Decisions under Perfect Competition - Monopoly – Monopolistic Competition - Market Structure & Efficiency
  - Oligopoly – Price & Output Decision – Oligopoly Models – Profit Analysis \_ Break Even Analysis

**Module 4:**

- vii. Pricing Policies:
  - Pricing Methods – Pricing Problems – Price Discounts & Differentials – Price Fixation – Price Fixation of Public Utilities – Case Studies

## PAPER II:

### MACRO ECONOMICS

#### Module 1:

- i. Macro Economics & Business Management:
  - Macro Economic Policy & Business Cycle
  - Fiscal & Monetary Policy
- ii. Interest Rate & AD/ AS Model:
  - Meaning – Real & Nominal Rate of Interest - Classical, Neo Classical & Keynesian Theory on Interest Rate – The IS/LM Model – Relative Effectiveness of Monetary & Fiscal Policies
  - Analytical Foundations of AD/AS Model – The Clash between Keynesian & Classical Views

#### Module 2:

- iii. National Income:
  - Definition – Importance – National Income Estimation in India – Concept associated with National Income – Gross & Net Income – Domestic & National Income
  - Market Prices & Factor Costs
  - Flow of Economic Activity
  - National Income & Business
- iv. Inflation:
  - Definition – Types – Effects – Control of Inflation – Deflation – Inflationary Gap & Deflationary Gap – Stagflation - Phillips Curve Hypothesis – The Natural Rate of Unemployment – Short Run & Long Run Phillips Curve – Adaptive & Rational Expectation

#### Module 3:

- v. Consumption Function:
  - Consumption Hypothesis – Average & Marginal Propensity to Consume – Consumption Income Relationship – Absolute Income Hypothesis – Relative Income Hypothesis – Permanent Income Hypothesis – Policy Implications
- vi. Investment Function:
  - Investment & Rate of Interest – Return on Investment – Marginal efficiency of Capital – Investment & the Level of National Income – Empirical Investment Functions

#### Module 4:

- vii. Demand for Money:
  - Meaning – Function – Classical Approach to Demand for money – Fisher's Equation – Cambridge Quantity Theory – Keynesian Liquidity Preference Approach – Friedman & Modern Quantity Theory
- viii. Supply of Money:
  - Meaning – Determinants of Money Supply – Different Approaches regarding Measures of Money Supply – RBI Approach to Money Supply – Factor affecting Money Supply – High Powered Money & Money Multiplier – Control of Money Supply

## PAPER III:

### TAXATION : THOERY & PRACTICE

#### Module 1:

- i. The Fundamentals of Taxation:
  - Categories of Revenue – Direct & Indirect – Types & Kinds – Merit & Demerits – Progressive, Regressive & Proportional Tax Systems –Principles of Taxation (Cost, Benefit & Ability) – Incidence, Impact & Shifting of Tax & Factors affecting it – Various Effects of Taxation

#### Module 2:

- ii. Framework of Direct Tax Laws in India
  - Main Provisions of Income Tax Act – Law & Procedure of Assessment – Corporate Tax – Capital Gains – Reforms in Direct Taxes (in brief)
- iii. Tax Planning
  - Meaning – Devices – Incentives – Exemptions – Rebates – Deductions under Various Sections

#### Module 3:

- iv. Framework of Indirect Tax Laws
  - Forms of Sales Tax – Single Point, Multipoint Sales Tax – Main Provisions of Central Sales Tax Act – VAT – MODVAT- CENVAT – Service Tax - Reforms in Indirect Taxes (in brief)

#### Module 4:

- v. Filling of Returns
  - Rights of Assesses - Compliances

PAPER IV:

**BANKING**

OR	
<p>Unit 1: Bank Balance Sheet</p> <ul style="list-style-type: none"> <li>a) Assets &amp; Liabilities</li> <li>b) Profitability</li> <li>c) Banking Regulation Act, 1949</li> </ul> <p>Unit 2: M/S and E-business</p> <ul style="list-style-type: none"> <li>a) Meaning</li> <li>b) M/S in Banks</li> <li>c) E-Business</li> </ul> <p>Unit 3: Performance Budgeting</p> <ul style="list-style-type: none"> <li>a) Meaning</li> <li>b) Importance</li> <li>c) Application</li> </ul> <p>Unit 4: Banking Services</p> <ul style="list-style-type: none"> <li>a) Remittance</li> <li>b) Safe Custody</li> <li>c) Safe Deposit Vaults</li> <li>d) ATM</li> <li>e) Credit Cards etc.</li> </ul> <p>Unit 5: Credit Appraisal Techniques</p> <ul style="list-style-type: none"> <li>a) Financial Analysis for Lending</li> <li>b) Assessment of Credit</li> <li>c) Monitoring of Advance</li> <li>d) Nursing for Sick Units</li> </ul> <p>Unit 6: Lending Schemes</p> <ul style="list-style-type: none"> <li>a) Agricultural</li> <li>b) SSI</li> <li>c) Retailer Lending</li> <li>d) Housing Finance</li> </ul> <p>Unit 7: Movement of Interest Rates and their Causes</p> <p>Unit 8: Case Studies</p>	<p>Unit 1: Retailer Banking &amp; Corporate Banking:</p> <ul style="list-style-type: none"> <li>a) Deposit Product</li> <li>b) Supply Chain Management</li> <li>c) Case Management Services</li> <li>d) Real Time Gross Settlements</li> <li>e) Merchant Banking</li> <li>f) Venture Capital</li> <li>g) DICGC</li> </ul> <p>Unit 2: Banking Sector Reforms: Recommendations of</p> <ul style="list-style-type: none"> <li>a) Narsinmha Committee</li> <li>b) Basel Committee</li> <li>c) COSO's Risk Management framework</li> </ul> <p>Unit 3: Rating System for Banks</p> <p>Unit 4: Role of Private Banks in India</p> <ul style="list-style-type: none"> <li>a) Nationalization</li> <li>b) Customer Centric Organization</li> <li>c) Stock-holders Expectations</li> <li>d) Challenges ahead</li> </ul> <p>Unit 5: Bank Audit</p> <ul style="list-style-type: none"> <li>a) Audit under Computer Environment</li> </ul> <p>Unit 6: Management of NPAs.</p> <ul style="list-style-type: none"> <li>a) Causes, Classifications, Provisions</li> <li>b) Effects on Profitability</li> <li>c) Strategies for NPA Reduction</li> <li>d) Role of Asset Reconstruction Companies</li> <li>e) Securitization Act</li> </ul> <p>Unit 7: CRR, SLR &amp; CRAR</p> <ul style="list-style-type: none"> <li>a) Cash Reserve Ratio</li> <li>b) Statutory Liquidity Ratio</li> <li>c) Capital to Risk Weighted Assets Ratio</li> </ul> <p>Unit 8: Lead Bank Scheme</p>

## PAPER V:

### INSURANCE

#### **General Insurance – Personal**

- Principles of General Insurance
- Personal General Insurance Products like Fire, Personal Liability, Home Owners, Personal- Motor and Misc. Insurance
- Terminology
- Perils, Clauses & Covers, Risk Assessment
- Underwriting & Ratemaking
- Product Design, Development & Evaluation
- Loss Prevention & Control
- Claims Management
- Reinsurance
- Marketing & Servicing
- IT Applications
- Legal Framework & Documentation
- Case Studies

#### **General Insurance – Commercial**

- Commercial General Insurance Products like Fire, Motor, Aviation, Engineering, Agriculture, Marine,
- Credit Risk, Liability, Bonding, Surety, Workers Compensation & Misc. Insurance
- Terminology
- Perils, Clauses & Covers, Risk Assessment
- Underwriting & Ratemaking
- Product Design, Development & Evaluation
- Loss Prevention & Control
- Claims Management
- Reinsurance
- Marketing & Servicing
- IT Applications
- Legal Framework & Documentation
- Case Studies

## PAPER VI:

### **ECONOMICS OF HUMAN RESOURCES**

1. Role of Human Resources in Business
2. Nature and Scope of Economics of Human Resources
3. Definition and Problem of unemployment- Types of Unemployment- Causes and remedies of the Problem in India Employment Policy in India.
4. MAIN CHARACTERISTICS OF THE INDIAN LABOUR FORCE: Characteristics of the Indian Labour Market- Urbanization-Migration-Labour reforms in India.
5. TRADE UNION MOVEMENT-Types of Trade Unions- Weaknesses of trade unions in India Remedies- View of National Commissions on Labour- Importance of Social Security – Type and schemes implemented by the Government of India – Industrial Disputes- Causes-Method to solve industrial disputes.
6. TRAINING-Types of Training – OJT Importance of Manpower Planning
7. OCCUPATIONAL HAZARDS: Definition-types-chemical, biological, physical, Mechanical, Psychological: measures for preventing them
8. BUSINESS ENVIRONMENT-Business- Environment-Business interlinks: Types of pollution.

## PAPER VII:

### FINANCE

#### Module 1:

- i. Money Market & Capital Market:
  - Role, functions and classification of financial markets & Financial Reforms
  - Money markets in India
  - Capital market in India
  - Capital market instruments
  - Capital market intermediaries
- ii. Stock Exchange Operations & Regulatory Framework:
  - Functions & significance of stock exchange operations
  - Trading mechanism - Settlement of securities
  - SEBI & Its Role in Indian Capital Market
  - Investor's Protection
- iii. Secondary Market Institutions

#### Module 2:

- iv. Leasing Finance , Venture Capital,

#### Module 3:

- v. Derivatives Market

#### Module 4:

- vi. Credit Rating & Financial Institutions – Indian & International

## PAPER VIII:

### HUMAN RESOURCE DEVELOPMENT

#### Labour & Industrial Laws:

- i. Introduction:
  - Labour Policy in India
  - Principles of Labour Legislation
  - Growth of Labour Legislation in India
- ii. The Industrial Dispute Act, 1947
  - Object of the Act & its Applicability
  - Authorities under the Act
  - Strikes, Lockouts, Layoffs & Retrenchment
  - Penalties & others
- iii. The Factories Act, 1948
  - Definition of Factory
  - Health, Safety, Welfare & Employment of Young Person
  - Women Employment
  - Penalties & Others
- iv. The Employees' Provident Funds & Miscellaneous Provisions Act, 1952
  - Application of the Act
  - Various PF Schemes
  - Officers & Staff
  - Rules regarding Benefits
  - Penalties
- v. The Employees' State Insurance Act, 1948
  - Application of the Act
  - Definitions, Administration of Schemes
  - Officers & Staff
  - Rules regarding Benefits
  - Penalties
- vi. The Payment of Gratuity Act, 1972
  - Meaning, Payment & Forfeiture
  - Determination
  - Recoveries
  - Offences & Penalties
- vii. Minimum Wages Act, 1948
  - Object
  - Fixation & Revision of Wages
  - Advisors Board
  - Offences & Penalties
- viii. The Payment of Gratuity Act, 1972
  - Main Features & Application of the Act
  - Rules for Payment of Wages & Deduction from Wages
  - Offences & Penalties
- ix. The Workmen's Compensation Act, 1923
  - Scope & Coverage
  - Rules regarding the Workmen Compen

## PAPER :IX

### BUSINESS MATHEMATICS

#### Module 1:

##### i. Elementary Mathematics:

- Linear, Quadratic & Simultaneous Equations (in two unknowns) and their Solutions – Applications in Economics & Business – Market Equilibrium in a Single Market – Analysis of Taxation – Market Equilibrium in the Two Related Markets – Applications in Macro Economic Models

##### ii. Functions & Graphs:

- Linear, Quadratic & Cubic Functions & Their Graphs, Various Types of Functions – Functions in Economics – Budget Line, Iso Cost Line, Iso Revenue Line – Break Even Analysis

#### Module 2:

##### iii. Introduction to Differential Calculus:

- Concepts of Limits & Continuity of Functions – Differentiation of Functions of a Single Variable
- Definition, Interpretations, Rules of Derivatives - Elasticity – Application in Economics
- Maximization & Minimization of Functions – Applications in Economics & Business Analysis – Partial Derivatives – Optimization of Functions of more than One Variable – Applications in Economics & Business

#### Module 3:

##### iv. Arithmetic & Geometric Progressions:

- Applications in Economics & Business
- Mathematics of Finance & Investment – Simple & Compound Interest – Depreciation – Annuities their Present Value – Sinking Fund

##### v. Linear Programming:

- Introduction – Graphical Solution – Revised Simplex Method – Applications in Economics & Business Analysis

#### Module 4:

##### vi. Elemental Game Theory:

- Definition – Two Person Zero Sum Games – Pure Strategies – Solution – Mixed Strategies – Mini-Max Principle – Applications in Economic Analysis

## PAPER X:

### INTERNATIONAL BUSINESS ENVIRONMENT

#### Module 1:

- i. International Business:
  - An Overview – Types of International Business -
  - Economic, Political, Social & Technological Environment
- ii. Influence on Trade & Investment Pattern:
  - Recent Investment Trends
  - WTO
  - Tariff & Non Tariff Barriers
  - Regional Blocks

#### Module 2:

- iii. Role of World Bank
- iv. Export Import Management
- v. India's Share in World Trade and Current Events that affect the International Business
- vi. International Standards Organization
- vii. Doing Business Report 2007 and Indicators

#### Module 3:

- viii. Internationalization of Service Firms
- ix. Forms of Entry into Other Countries
- x. International Human Resource Development
- xi. Globalization with Social Responsibility

#### Module 4:

- xii. Offshore Financial Centers
- xiii. International Banks
- xiv. Euro Currency Markets
- xv. World Stock Markets
- xvi. Euro Bonds
- xvii. Foreign Exchange Market Mechanism, Currency Rate & their Determination

## PAPER – XI

### **ECONOMIC LEGISLATION**

#### Module 1:

- i. INDIAN CONTRACT ACT, 1872 – Essential of Valid Contract, Void Agreement, Performance of Contracts, Breach of Contract and its Remedies, Quasi Contracts, Offer, Acceptance, Lapse of offer. Lapse of Acceptance, Parties competent. Law of Agency, Bailment (new)

#### Module 2:

- ii. SALE OF GOODS ACT, 1930 – Introduction, Definitions, Types of Goods, Essentials of Valid sale contract. Difference between Sale and Agreement to sale. Conditions and warranties, Unpaid seller and his rights.

#### Module 3:

- iii. INDIAN PARTNERSHIP ACT, 1932 – Essential of Partnership, rights and duties of partners, major as a partner, Partnership properties, resolution of partnership.

#### Module 4:

- iv. COMPANIES ACT, 1956 – History of Companies Act, Meaning of Company, types of companies. Formation of Companies, Promoters and their duties. Memorandum of Association, Articles of Association, Doctrine of Indoor management. Doctrine of Ultra virus. Prospectus, Directors and their duties and liabilities. Winding up. Meetings and their Resolutions, Conversion of Companies.

#### Module 5:

- v. CONSUMER PROTECTION ACT 1986 – History of consumer protection Act, right and duties of a consumer, consumer redressal agencies, forms of consumer exploitation, recent amendment in the act, Consumerism movement in India. IPS, Environmental Acts, IPRs and Laws, E.P Act (New)

## PAPERS XII

### **ECONOMICS & MANAGEMENT OF HUMAN RESOURCE DEVELOPMENT**

#### Module 1:

- i. The Concept of Human Resource Development (HRD) and Human Development (HD)
  - Human Capital vs. Physical Capital
  - Role of Human Resources in Economic Development
  - Objectives & Functions of HRD Department

#### Module 2:

- ii. Labour Market Signals – Screening – Productivity
- iii. Types of Wages – Wage Determination – Wage Differentials – Wage & Income Policy

#### Module 3:

- iv. Nature & Scope of Human Resource Management – Human Resource Portfolio – Human Resource Planning – Human Resource Audit

#### Module 4:

- v. Importance & Types of Training – Motivation – Performance Appraisal – Promotion – Organisation Health Profiles – Organisation Behavior – Stress Management
- vi. Selection – Recruitment - Participative Management – Virtual Organisation
- vii. Case Studies