

P.G. DIPLOMA IN FINANACIAL ADMINISTRATION

101: FUNDAMENTALS OF FINANCIAL ADMINISTRATION

- Unit I** : Meaning, Evaluation and Significance of Financial Administration under Capitalist and Socialist System.
- Unit II** : Union State Financial Relation; Resource Mobilization and Utilization, Parliamentary Financial Control.
- Unit III** : Budget – Meaning, Principles, Budget Cycle, Budget Process in India, Indian Budget before Parliament
- Unit IV** : Evaluation and Objectives of Fiscal Policy in India, Non Tax Revenue, Non Developmental Expenditure, Impact of Fiscal Policy, Fiscal Policy.
- Unit V** : Principle of Tax Administration, Direct Taxes Administration, Administration of Indirect Taxes, Problem of Tax Evasion and Avoidance's.

Suggestive Readings:

Financial Administration

M.J.K. Thavraj

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102: PRINCIPLES OF MANAGEMENT

- Unit I** : **Introduction** - Concept of Management and Its Significance, Management Process, Management Roles, Management Levels and Management Skills, Scientific Management School, Human Relation School.
- Unit II** : **Planning** – Concept, Process, Types and Significance, Type of Plan, M.B.O: Concept, Process and Managerial Implications, Decision Making: Concept, Process, Types and Techniques of Decision Making.
- Unit III** : **Organizing** – Nature, Principles, Process and Significance of Organizing, Concepts in Organizing: Line and Staff Authority, Departmentation, Span of Management, Centralization, Decentralization, Types of Organization Structure.
- Unit IV** : **Directing** – Concept, Nature, Scope, Principals of Direction, Leadership Style, Motivation Concept.
- Unit V** : **Coordination & Control** – Nature, Scope, Techniques of coordination, Nature, Process, Types, Areas of Exercising Control, Modern Techniques of Control.

Suggestive Readings:

1. Kooutz O'Donnel & Weilrich : **Element of Management**
2. Newmann & Summer : **Process of Management**
3. R.D. Agrawal : **Organization & Management**
4. Peter Druker : **Practice of Management**
5. L.M. Prasad : **Principles of Management**

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103: BUSINESS COMMUNICATION

- Unit I** : **Meaning and Process of Communication**, Different objectives of Communication, Media of Communication, Sharpening the tools of Business Communication, Barriers of Communication.
- Unit II** : **Developing Oral Communication Skills** – Pronunciation, Phonetics Consulting Dictionaries, Listening Skills, Making Effective presentation, Conducting Meetings, Telephonic Conversation.
- Unit III** : **Developing Written Communication Skills**, Building up vocabulary, Correctness in grammar and Punctuation, Structure and Layout of Letters (Sales, Credit Collection etc.) Tenders, Memorandum, Notice, Agenda Minutes.
- Unit IV** : **Basic Negotiation Skills**: Interview – How to face and how to conduct, Case studies, Work Atmosphere and dealing disciplinary matters, Negotiation Skills.
- Unit V** : **Report Writing** – Types of reports, editing a report – Summarizing a report, Making the précis and its important.

Suggestive Readings:

- 1. Business Written Communication for business students –
C. J. Parsens & S.J. Hughes**
- 2. Effective English Communication –
Krishna Mohan & Meenakshi Raman**
- 3. Practical Communication Skills –
Edited by Chrissie Wright**
- 4. Fittmani Business Ternus Phrases and Abbreviations**
- 5. Prentice – Hall Encyclopedic Dictionaries of Business**
- 6. Diclimary of Foreign Words and Phrases –
Ed. Maxim New mark. (Janise and Hudson)**

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104: RESEARCH METHODOLOGY

- Unit I** : **Introduction** and Meaning of Research, Objectives, Significance of Research, Types of Research (Research Approaches), Research Process, Criterion of good Research.
- UnitII** : **Defining** the Research problem, and Techniques involved in defining the research problem,
Research Design: Meaning, Needs, and Features, Different Research Design – Exploratory, Descriptive and Experimental.
- Unit III** : **Sampling Design**, Steps in Sampling Design, Types of Sampling Design, Methods of Data Collection, Techniques of Data Collection.
- Unit IV** : **Interpretation and Report Writing:** Meaning, Techniques, Precautions and Significance of Report Writing, Steps in Report Writing, Types of Report.
- Unit V** : **Introduction** of Social Research, Classification of Sciences, Objectives and Assumption of Social Research, Significance of Social Research, Difference between Social Research and Physical Sciences.

Suggestive Readings:

C.R. Kothari **Research Methodology**

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201: FINANCIAL SERVICES

- Unit I** : **Introduction:** Evaluation and Role of Financial Services Companies in India, Finance and Direct Finance, Management of Risk in Financial Services and Regulatory Frame work for Financial Services.
- Unit II** : **Consumer Finance:** Housing Finance System, Housing Finance Scheme.
Credit Cards: Function of Credit Cards, Concept Billing and Payment Settlement Procedure.
- Unit III** : **Consumer Investment:** Meaning Regulatory Mechanism: SEBI Mutual Fund Regulate, Role of AMC and Trustee, Advantage of mutual Fund, Classification of Schemes, Different types of Mutual Fund Schemes of various Companies.
Bank Fixed Deposit Schemes and Post Office Deposit Schemes, Fixed Deposit Various Companies Schemes, NABARD BOND etc.
- Unit IV** : **Financial Intermediaries:** Meaning of Insurance Services – Life Insurance – General Insurance, Role of Insurance Companies in India.
- Unit V** : **Credit Rating:** Meaning of Credit and Rating symbols by CRISIL, ICRA and CARE.

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202: BANKING LAW AND PRACTICE

- Unit I** : Banking System in India, Function of Banks, Special Bank Services, R.B.I. and its role.
- Unit II** : Relationship of Bankers and Customers, Accounts of customers, Special types of Account Holders.
- Unit III** : Negotiable Instruments, Parties to Negotiable Instruments, Presentation and Dishonor, Cheques, Types of Crossing, Endorsement and its type.
- Unit IV** : Collecting Bankers, Employment of funds, Types of securities.
- Unit V** : Management of Development banks, ICICI, IDBI, SFC, and Banking Regulation Act 1949.

Suggestive Readings:

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| 1. S.N. Maheshwari | Banking Law & Practice |
| 2. L.M. Bhole | Management of Financial Institutions |

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203(a): COMPUTER APPLICATION IN FINANCIAL ADMINISTRATION

(Optional Paper)

- Unit I** : Generation of computers, Microprocessor, Data Representation, Alpha numeric representation, 1st stand 2nd compliment, Digital Logic Circuits.
- Unit II** : Random Access Memory, Read Only Memory, Optical Memories, CD- Rom, Word, DVD, Cache Memory, Input/ output Devices, Hard Disk Drive, Floppy Disk Drive.
- Unit III** : Programming Concept & Software tools – Algorithm & Flow Chart, Categories of Language, Introduction of Assemblers, Translators (Compilers & Interpreters), Fundamentals of Operating System.
- Unit IV** : Office Management – Creating & Modifying Documents (MS Word), Spreadsheet Solution (MS Excel), Creating Presentation (MS PowerPoint), Introduction to DBMS using MS Access (Table, Forms, Reports).
- Unit V** : Internet Concept & Definition, Types of Access (Dial Up & Dedicated), Modem, WWW, Different Browser, E-Mail & Introduction, E-Mail Address, Multimedia – Introduction & Applications of Multimedia.

Suggestive Readings:

- 1. Computer fundamentals Architecture & Organization third edition or B. Ram – New age international Pvt. Ltd. publishers**
- 2. Internet – An introduction by Manish Dixit Tata Mc Graw Hill.**

204 – Project/ Training Report & Viva Voce