



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

PAPER-I
**FINANCIAL
ACCOUNTING**



FINANCIAL ACCOUNTING

Paper I



INSTITUTE OF DISTANCE EDUCATION

JIWAJI UNIVERSITY

Gwalior, MP

Syllabus

Financial Accounting

UNIT 1	<ul style="list-style-type: none">• Concept of Double Entry System, Accounting Concepts and Conventions Preparation of Journals, Sub division of Journal, Preparation of Ledger and Trial Balance. Final Accounts with Adjustments, Revenue Recognition.
UNIT 2	<ul style="list-style-type: none">• Introduction to Indian Accounting Standards. Detail study of accounting standard-6 and 10, Branch accounts, Departmental Account, Accounting for Depreciation.
UNIT 3	<ul style="list-style-type: none">• Royalty Accounts, Accounting of Non Profit Making Organization, Research: development Costs, long term construction contracts.
UNIT 4	<ul style="list-style-type: none">• Joint Venture Accounts, Consignment and Investment Account, Foreign Exchange Transactions, Investments, Government grants (A Brief Study).
UNIT 5	<ul style="list-style-type: none">• Partnership Accounts – Dissolution with Insolvency of Partner, Amalgamation of Partnership Firms, Conversion of Partnership Firm into Joint Stock Company.

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BUSINESS MATHEMATICS

Paper II



INSTITUTE OF DISTANCE EDUCATION

JIWAJI UNIVERSITY

Gwalior, MP

Syllabus

Business Mathematics

UNIT 1	<ul style="list-style-type: none">Ratio – Gaining and Sacrificing Ratio, Proportion, Percentage, Commission, Discount and Brokrage.
UNIT 2	<ul style="list-style-type: none">Simulataneous Equations – Meaning , Characteristic Types and Calculations, Preparation of Invoice.
UNIT 3	<ul style="list-style-type: none">Elementary Matrices – Definition and Calculations, Types of Matrices.
UNIT 4	<ul style="list-style-type: none">Logarithms and Antilogarithms-Principles and Calculations, Simple and Compound Interest.
UNIT 5	<ul style="list-style-type: none">Averages – Simple, Weighted and Statistical Averages Arithmetic mean, Harmonic mean, Geometric mean. Profit and Loss

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BUSINESS LAW

Paper III



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

Syllabus

Business Law

UNIT 1	<ul style="list-style-type: none">Indian Contract Act 1872 – Definitions, Nature of Contract, Offer & Acceptance, Capacity of Parties to Contract, Free Consent and Consideration, Expressly declared void agreement, Performance of contracts.
UNIT 2	<ul style="list-style-type: none">Breach of Contract, Remedies for breach of Contract, Indemnity and Guarantee Contracts. Special Contracts- Bailment, Pledge and Agency.
UNIT 3	<ul style="list-style-type: none">Negotiable Instrument Act, 1881 – Definition, Features, Promissory note, Bill of Exchange and Cheques, Holder and Holder in Due Course. Crossing of Cheque, Types of Crossing, Dishonour and Discharge of Negotiable Instruments.
UNIT 4	<ul style="list-style-type: none">Consumer Protection Act 1986 – Main Provisions. Consumer Disputes, Consumer Disputes Redressal Agencies. MRTP Act – Meaning, Scope, Importance and Main Provisions.
UNIT 5	<ul style="list-style-type: none">Foreign Exchange Management Act 2000 (FEMA) – Objectives and Main Provisions, Introduction to Intellectual Property Right Act- Copyright, Patent and Trademark.

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BUSINESS ORGANIZATION AND COMMUNICATION

Paper IV



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

Syllabus

Business Organization and Communication

UNIT 1	<ul style="list-style-type: none">● Business Organization: Definition, Concept, Characteristics, Objectives, Significance, Components, Functions, Business ethics, Social responsibilities of Business, Promotions of Business: Meaning, Functions, Stages, of Promotions, Forms of Business Organization: Detailed Study of Sole Proprietorship and Partnership.
UNIT 2	<ul style="list-style-type: none">● Company Organisation: Meaning, Definition, Formation of Private and Public Company, Merits and Demerits, types of Companies Cooperative Organisation-Need, Meaning, Significance and its Merits-Demerits. Public Enterprises-Concept, Meaning, Characteristics, Objectives and Significance, Multinational Corporations. (MNC'S)-An Introduction in India.
UNIT 3	<ul style="list-style-type: none">● Communication-Introduction, Definition, Nature, objectives, Importance of Communication to Manager, Elements of Communication, Feedback, Dimension and Directions of Communication, Means of Communication- Verbal Communication SWOC Analysis.
UNIT 4	<ul style="list-style-type: none">● Non-Verbal Communication, Body Language, Paralanguage, Sign Language, Visual and Audio Communication, Channel of Communication, Barriers in Communication, Written Business Communication-Concept Advantages, Disadvantages, Importance. Need and kinds of business Letters, Essentials of an Effective Business Letter.
UNIT 5	<ul style="list-style-type: none">● Modern Forms of Communication-Fax, Emails, Video Conferencing International Communication for Global Business, Group Business, Group Communication Network. Preparation of Business survey Report.

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MICRO ECONOMICS

Paper V



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

Syllabus

Micro Economics

UNIT 1	<ul style="list-style-type: none">● Micro Economics – Definition, meaning, Inductive and Deductive methods, Importance and Limitations of Micro Economics.
UNIT 2	<ul style="list-style-type: none">● Law of Demand- Meaning and Definition, Characteristics, Types of Demand, Exceptions of Law of Demand.
UNIT 3	<ul style="list-style-type: none">● Elasticity of Demand- Concept, Definition, Importance, Types and measurement of Elasticity of Demand, Production Function (with One and Two Variables) Economies- Internal and External.
UNIT 4	<ul style="list-style-type: none">● Factors of Production- Land, Labour, Capital, Organization and Enterprise. Cost and Revenue Analysis.
UNIT 5	<ul style="list-style-type: none">● Market Structure-Concept, Definition, Characteristics, Classification, Price determination under Perfect and Imperfect competition. Marginal Productivity Theory of Distribution.

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MACRO ECONOMICS

Paper VI



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

Syllabus

Macro Economics

UNIT 1	<ul style="list-style-type: none">● Macro Economics- Concept, Nature, Importance, Limitations, Differences between Micro and Macro Economics.
UNIT 2	<ul style="list-style-type: none">● National Income – Meaning, Definition and Concept, Methods for measuring National Income in India and its Problems.
UNIT 3	<ul style="list-style-type: none">● Theories of Wages, Interest and Employment.
UNIT 4	<ul style="list-style-type: none">● Monetary Theories – Quantity theory of Money, Modern theory of Money, Keynes's theory of Money and price.
UNIT 5	<ul style="list-style-type: none">● Recent Industrial Policy, Industrial Growth in Phase II and III Disinvestments, Foreign Direct Investment.

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CORPORATE ACCOUNTING

Paper I



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

Syllabus

Corporate Accounting

UNIT 1	<ul style="list-style-type: none">● Final Account of Companies(Including calculation of managerial Remuneration). Declaration of dividend, profit and Loss Appropriation Account and disposal of profit. Calculation of Pre and Post Incorporation Profit / Loss, Account for share capital Transactions including Bonus option and Buy Back of Shares.
UNIT 2	<ul style="list-style-type: none">● Valuation of Goodwill and shares, Methods of valuation. Accounts of Public Utility Companies (Electricity Company).
UNIT 3	<ul style="list-style-type: none">● Meaning of Holding and Subsidiary Company. Preparation of consolidated Balance Sheet of a holding company with one subsidiary company, Accounting for liquidation of companies.
UNIT 4	<ul style="list-style-type: none">● Accounting for Merger as per AS 14. Internal Reconstruction of a company as per Indian Accounting Standard 14 (Excluding inter company holding and External reconstruction scheme).
UNIT 5	<ul style="list-style-type: none">● Accounts of Banking Companies, Accounts of Insurance Companies with claim settlement.

Contents

Corporate Accounting

UNIT 1	<ul style="list-style-type: none">● Final Account of Companies(Including calculation of managerial Remuneration). Declaration of dividend, profit and Loss Appropriation Account and disposal of profit. Calculation of Pre and Post Incorporation Profit / Loss, Account for share capital Transactions including Bonus option and Buy Back of Shares.
UNIT 2	<ul style="list-style-type: none">● Valuation of Goodwill and shares, Methods of valuation. Accounts of Public Utility Companies (Electricity Company).
UNIT 3	<ul style="list-style-type: none">● Meaning of Holding and Subsidiary Company. Preparation of consolidated Balance Sheet of a holding company with one subsidiary company, Accounting for liquidation of companies.
UNIT 4	<ul style="list-style-type: none">● Accounting for Merger as per AS 14. Internal Reconstruction of a company as per Indian Accounting Standard 14 (Excluding inter company holding and External reconstruction scheme).
UNIT 5	<ul style="list-style-type: none">● Accounts of Banking Companies, Accounts of Insurance Companies with claim settlement.

COST ACCOUNTING

Paper II



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

Syllabus

Cost Accounting

UNIT 1	<ul style="list-style-type: none">● Cost: Meaning, Concept and Classification. Element of Cost, Nature & Importance, Material Costing. Method of Valuation of Material issue. Concept and material control and its technique. Labour Costing, Method of Wages Payment.
UNIT 2	<ul style="list-style-type: none">● Unit Costing Preparation of Cost sheet and Statement of Cost (Including calculation of tender price) Overhead costing, (Including calculation of machine hour rate.)
UNIT 3	<ul style="list-style-type: none">● Contract and Job costing, Operating costing. (Transport Cost)
UNIT 4	<ul style="list-style-type: none">● Process Costing (Including inter process profit and Reserve). Reconciliation of Cost and Financial Accounts.
UNIT 5	<ul style="list-style-type: none">● Marginal Costing – Profit – Volume Ratio, Break Even Point, Margin of Safety, Application of Break-even Analysis Standard Costing and variance analysis (Material and Labour only).

Contents

Cost Accounting

UNIT 1	Chap. 1 : Concept And Classification Of Cost Accounting. Chap. 2 : Nature & Importance Of Costant Its Elements Chap. 3 : Material Costing And Its technique Chap. 4 : Method Of Valuation Of Material Issue Chap. 5 : Labour Costing Chap. 6 : Method Of Wages Payment
UNIT 2	Chap. 7 : Unit Costing Preparation Of Cost Sheet And Statement Of Cost
UNIT 3	Chap. 8 : Contract And Job Costing Chap. 9 : Operating Costing
UNIT 4	Chap. 10 : Process Of Costing Chap. 11 : Reconciliation Of Cost And Financial Accounts.
UNIT 5	Chap. 12 : Concept Of Marginal Costing Chap. 13 : Application Of Break-Even Analysis Standard Chap. 14 : Costing And Variance Analysis

PRINCIPAL OF STATISTICS

Paper III



INSTITUTE OF DISTANCE EDUCATION
JIWANJI UNIVERSITY
Gwalior, MP

Syllabus

Principal of Statistics

UNIT 1	<ul style="list-style-type: none">● Statistics – Meaning and Definitions Significance, Scope and Limitations of Statistics. Statistical investigation, process of data collection, Primary and Secondary data, Method of sampling, Preparation of Questionnaire, Classification and Tabulation of Data Preparation of Statistical Series and its types.
UNIT 2	<ul style="list-style-type: none">● Measurement of Central Tendency – Mean Median Quartile, Mode, Geometric Mean and Harmonic Mean.
UNIT 3	<ul style="list-style-type: none">● Dispersion and Skewness. Analysis of Time Series – Meaning, Importance, Components, Decomposition of Time Series, Measurement of Long Term Trends, Measurement of Cyclical and Irregular Fluctuations.
UNIT 4	<ul style="list-style-type: none">● Correlation – Meaning, Definitions Types and Degree of Correlation, Methods of Correlation .Regression Analysis – Meaning, Uses, Difference between Correlation and Regression, Linear Regression, Regression Equations, Calculation of Regression.
UNIT 5	<ul style="list-style-type: none">● Index Number – Meaning, Characteristics, Importance and Uses. Construction of Index Number – Cost of living Index, Fisher's Index Number. Diagrammatic and Graphic presentation of Data.

Contents

Principal of Statistics

UNIT 1	Chap. 1 : Meaning and Definitions Significance, Chap. 2 : Scope and Liminations of Statistics. Chap. 3 : Statistical Investigation and Process of Data Collection Chap. 4 : Primary and Secondary Data and Method of Sampling, Chap. 5 : Preparation of Questionaire, Chap. 6 : Classification and Tabulation of Data Preparation of Statistical Series and its Types
UNIT 2	Chap. 7 : Measurement of Central Tendency
UNIT 3	Chap. 8 : Dispersion and Skewness Chap. 9 : Analysis of Time Series Chap.10 : Decomposition of Time Series Chap.11 : Measurement of Long Term Trends Chap.12 : Measurement of Cyclical and Irregular Fluctuations
UNIT 4	Chap.13 : Definitions of Correlation Chap.14 : Types and Degree of Correlation Chap.15 : Methods of Correlation and Regression Chap.16 : Difference between Correlation and Regression Chap. 1 : Linear Regression, Regression Equations, Calculation of Regression
UNIT 5	Chap.17 : Index Number and Characteristics, Importance and Uses Chap.18 : Construction of Index Number Chap.19 : Cost of living Index, Fisher's Index Number Chap.20 : Diagrammatic and Graphic presentation of Data

PRINCIPAL OF MANAGEMENT

Paper IV



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

Syllabus

Principal of Management

UNIT 1	<ul style="list-style-type: none">● Management – Meaning, Nature and Importance, Functions and Principle of Management, Management V/S Administration.● Development of Managerial Thought, Contribution by Taylor and Fayol management by Exceptions and Management by objectives social responsibility of management.
UNIT 2	<ul style="list-style-type: none">● Planning – Meaning – Nature & Importance, Elements types, process of Planning, barriers of Effective Planning, Forecasting – Need & Techniques Decision Making, Concept and Process Coordination.
UNIT 3	<ul style="list-style-type: none">● Organizing : Meaning Importance and Principles Span of Management, Centralization and Decentralization, forms of Organization, Staffing : Nature & scope of Staffing Manpower Planning, Selection & Training, Performance Appraisal, Delegation of Authority.
UNIT 4	<ul style="list-style-type: none">● Motivation : Concept, Importance Characteristics, Classification of motives – Theories of Motivation. Leadership – Concept and Leadership styles, Leadership Theories.
UNIT 5	<ul style="list-style-type: none">● Direction – Concept Nature, Importance Process and Method. Controlling – Concept, Nature, Importance Process and Methods. Controlling – Concept, Nature, importance, Process of controlling, control Technique.

Contents

Principal of Management

UNIT 1	Chap. 1 : Meaning, Nature And Importance Of Management Chap. 2 : Functions And Principle Of Management Chap. 3 : Management V/S Administration Chap. 4 : Development Of Managerial Thought
UNIT 2	Chap. 5 : Meaning ,Nature & Importance Of Planning Chap. 6 : Types And process Of Planning Chap. 7 : Barriers Of Effective Planning Chap. 8 : Techniques Of Decision Making
UNIT 3	Chap. 9 : Meaning Importance And Principles Span Of Management Chap. 10 : Centralization And Decentralization Chap. 11 : Forms Of Organization Chap. 12 : Nature & Scope Of Staffing Chap. 13 : Manpower Planning Chap. 14 : Selection, Training And Performance Appraisal Chap. 15 : Delegation of Authority
UNIT 4	Chap. 16 : Concept Of Motivation, Chap. 17 : Importance And Characteristics Of Motivation Chap. 18 : Classification And Theories Of Motivatio Chap. 19 : Concept of Leadership And Leadership Styles Chap. 20 : Leadership Theories
UNIT 5	Chap. 21 : Concept of Direction Chap. 22 : Nature, Importance Process And Method Of Direction Chap. 23 : Concept, Nature, Importance, Process Of controlling Chap. 24 : Control Technique

INDIAN COMPANY ACT

Paper V



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

Syllabus

Indian Company Act

UNIT 1	● Company – Definition, Characteristics, Types of Company. Formation of Company, Promotion, Incorporation and Commencement of Business.
UNIT 2	● Detailed study of Memorandum of Association, Articles of Association and Prospectus.
UNIT 3	● Shares – Share Capital, Types of Shares, Transfer and Transmission of Shares. Shareholders v/s Members of the company. Debentures – Meaning and Types, Borrowing powers, Mortgages and Charges.
UNIT 4	● Directors – Managing Directors, Whole Time Director, Their qualifications, Appointment, Powers, Duties and Liabilities. Company – Meeting: Types Quorum, Voting, Resolution and Minutes.
UNIT 5	● Majority Powers and Minority rights, Prevention of oppression and mismanagement, Winding-up of companies – Types and Methods.

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Indian Company Act

UNIT 1	Chap. 1 : Defination of Company and Characteristics Chap. 2 : Types of Company Chap. 3 : Formation of Company Chap. 4 : Promotion, Incorporation and Commencement of Business
UNIT 2	Chap. 5 : Detailed study of Memorandum of Association Chap. 6 : Articles of Association and Prospectus.
UNIT 3	Chap. 7 : Concept of Share Capitaland and Types of Shares Chap. 8 : Transfer and Transmission of Shares Chap. 9 : Shareholders v/s Members of The company Chap.10 : Debentures, Meaning and Types Chap.11 : Concept of Borrowing Powers Chap.12 : Mortgages and Charges.
UNIT 4	Chap.13 : Meaning of Directors Chap.14 : Types of Directors and Their Qualifications Chap.15 : Managing Directors, Whole Time Director, Their qualifications, Chap.16 : Appointment, Powers, Duties and Liabilities Of Directors Chap.17 : Company Meeting and Their Types
UNIT 5	Chap.18 : Majority Powers and Minority Rights Chap.19 : Prevention of Oppression and Mismanagement Chap.20 : Winding-up of Companies Types and Methods

BANKING AND INSURANCE

Paper VI



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

Syllabus

Banking and Insurance

UNIT 1	<ul style="list-style-type: none">● Principle of Banking : Definition of Bank, Creation of Money : Present Structure of Commercial Banks in India. Principles of Management in Banks : Managerial Functions in Bank Indian Banking System – Features, Classification of Banking Institutions. Reserve Bank of India – Functions, control of Credit by RBI, Powers of RBI.
UNIT 2	<ul style="list-style-type: none">● Management of Deposits and Advances, deposit Mobilization, Classification and Nature of Deposit accounts, Advances, Lending Practice, types of advances. Investment Management : Nature of Bank Investment, Liquidity and Profitability. Cheques, Bills and their Endorsement, Government Securities.Procedure of E-Banking.
UNIT 3	<ul style="list-style-type: none">● Insurance – Meaning, Need, Types, Functions and Principle. IRDA its function and Importance Insurance as Social Security Tool. Insurance and Economics Development.
UNIT 4	<ul style="list-style-type: none">● Life Insurance : Introduction Need, importance, Elements of Contracts and Life Insurance Contract. Settlement of life Insurance Claims.
UNIT 5	<ul style="list-style-type: none">● Organization of General Insurance Corporation and its Subsidiary Companies and its Functions settlement of General Insurance Claims. Health Insurance Need Scope & Importance.

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Banking and Insurance

UNIT 1	Chap. 1 : Principle of Banking Chap. 2 : Definition of Bank and Creation of Money Chap. 3 : Present Structure of Commercial Banks in India Chap. 4 : Principles of Management in Banks Chap. 5 : Managerial Functions in Indian Banking System Chap. 6 : Features, Classification of Banking Institutions Chap. 7 : Reserve Bank of india
UNIT 2	Chap. 8 : Management of Deposits and Advances, Chap. 9 : Classification and Nature of Deposit Accounts Chap.10 : Investment Management and Nature of Bank Investment Chap. 11 : Liquidity and Profitability Chap.12 : Procedure of E-Banking.
UNIT 3	Chap.13 : Insurance Meaning, Need and Their Types, Chap.14 : Functions and Principle of Insurance. Chap.15 : IRDA Function and Importance Insurance as Social Security Tool Chap.16 : Insurance and Economics Development.
UNIT 4	Chap.17 : Introduction of Life Insurance and its Need Chap.18 : Elements of Contracts and Life Insurance Contract. Chap.19 : Settlement of Life Insurance Claims.
UNIT 5	Chap.20 : Organization of General Insurance Corporation and its Subsidiary Companies Chap.21 : Functions Settlement of General Insurance Claims. Chap.22 : Health Insurance Need Scope & Importance.

INCOME TAX LAW & PRACTICE

(Accounts Group)

Paper I



INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP

Syllabus

Income Tax Law & Practice

UNIT 1	<ul style="list-style-type: none">● General Introduction of Indian Income Tax Act 1961. Basic Concept: Income, Agriculture Income, Casual Income, Previous Year, Assessment Year, Gross Total Income, Total Income, Person Assessee, Residential Status and Tax Liability, Exempted Income.
UNIT 2	<ul style="list-style-type: none">● Income from Salary, Income From house property.
UNIT 3	<ul style="list-style-type: none">● Income from Bussiness and Profession, Capital Gains, Income from Other Sources.
UNIT 4	<ul style="list-style-type: none">● Sett off and Carry forward of Losses, Deductions from Gross Total Income, Clubbing of Income, Computation of Total Income and Tax Liability of an Individual.
UNIT 5	<ul style="list-style-type: none">● Assessment Procedure, Tax Deduction at Source, Advance Payment of Tax, Income Tax Authorities, Appeal, Revision and Penalties.

Contents

Income Tax Law & Practice

UNIT 1

- Chap. 1: General Introduction of Indian Income Tax Act 1961
- Chap. 2: The Basic Concept of Income & Agriculture Income
- Chap. 3: Basic Concept: Casual Income, Previous Year, Assessment Year
- Chap. 4: The Basic Concept of: Gross Total Income, Total Income
- Chap. 5: The Importance of Person Assessee
- Chap. 6: Residential Status and Tax Liability
- Chap. 7: Purpose of Exempted Income

UNIT 2

- Chap. 8: Income from Salary
- Chap. 9: Income from house property

UNIT 3

- Chap. 10: Income from Bussiness and Profession
- Chap 11: Capital Gains & Income from Other Sources

UNIT 4

- Chap 12: Sett off and Carry forward of Losses
- Chap 13: Deductions from Gross Total Income and Clubbing of Income
- Chap 14: Computation of Total Income and Tax Liability

UNIT 5

- Chap 15: The Assessment Procedure and the Tax Deduction at Source
- Chap 16: Advance Payment of Tax and Income Tax Authorities
- Chap 17: Appeal, Revision and Penalties

GOODS AND SERVICE TAX & CUSTOM DUTY

(Accounts Group)

Paper II



**INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY**

Gwalior, MP

Syllabus

Goods and Service Tax & Custom Duty

UNIT 1	<ul style="list-style-type: none">● CGST/SGST : Important Terms and Definition under Central Goods and Service Tax Act 2017 and State Goods and Service, Basic element of GST, Meaning of Scope of Supply Levy and Collection Tax
UNIT 2	<ul style="list-style-type: none">● CGST/SGST :Time and Value of Supply of Goods and Services Input Tax Credit Transitional Provision Computation of GST Liability , Registration Under CGST/SGST Act and Necessary Documentation, Filing of Return, Assessment, Payment of Tax, Payment of Tax on Reverse Charge Basis, Refund Under the Act
UNIT 3	<ul style="list-style-type: none">● CGST/SGST – Maintenance of Accounts and Records, Composition Scheme, Job Work and Its Procedure, Various Exemption under GST, Demand and recovery under GST Miscellaneous provision under GST
UNIT 4	<ul style="list-style-type: none">● IGST: Scope of IGST, Important Terms and Definition under integrated Goods and Services Tax Act 2017, Levy and Collection of IGST, Principles for Determining the place of Supply of goods and Services,Zero Related Supply
UNIT 5	<ul style="list-style-type: none">● Introduction and Brief Background of Custom Duty, Important Definition – Goods dutiable goods, person In-Charge, Indian Customs water, Types of Custom Duty, items to be included and excluded in customs value, computation of Assessable value and custom duty (Practical).

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Goods and Service Tax & Custom Duty

UNIT 1

Lesson 1: Important Terms and Definition — Central Goods and Service Tax Act 2017

Lesson 2: State Goods and Service and Basic element of GST

Lesson 3: Meaning of Scope of Supply Levy and Collection Tax

UNIT 2

Lesson 4: Value of Supply of Goods and Services

Lesson 5: Input Tax Credit Transitional Provision

Lesson 6: Importance of Necessary Documentation

Lesson 7: Filling of Return and Assessment

UNIT 3

Lesson 8: Maintenance of Accounts and Records

Lesson 9: Job Work and Its Procedure

Lesson 10: Various Exemption under GST

UNIT 4

Lesson 11: Important Terms and Definition — Services Tax Act 2017

Lesson 12: Levy and Collection of IGST

Lesson 13: Principles for Determining and Supply of goods

UNIT 5

Lesson 14: Introduction and Brief Background of Custom Duty

Lesson 15: Important Definition –Dutiable Goods

Lesson 16: Types of Custom Duty

AUDITING

(Management Group)

Paper I



INSTITUTE OF DISTANCE EDUCATION

JIWAJI UNIVERSITY

Gwalior, MP

Syllabus

Auditing

UNIT 1	<ul style="list-style-type: none">● Introduction : Meaning and Objectives of Auditing, Types of Audit, Audit Programme, Audit Books, Working Papers and evidence , Preparation before Commencing of Audit.
UNIT 2	<ul style="list-style-type: none">● Internal Check System: Routine Cheking, Internal Cheking, Internal Audit and Test Checking, Internal Control and Audit Procedure.
UNIT 3	<ul style="list-style-type: none">● Vouching, Verification of Assets and Liabilities : Immovable Property, Fictitious Assets, Current Assets, Verification of Current and Fixed Liabilities.
UNIT 4	<ul style="list-style-type: none">● Company Audit : Appointment of auditor, Power, Duties and Liabilities, Divisible Profits and Divident. Auditor's report : Cleaned and Qualified report.
UNIT 5	<ul style="list-style-type: none">● Investigation : Objectives, Difference between audit and investigations, Process of Investigation, Special Audit of Banking Companies, Educational, Non Profit Institution and Insurance Companies.

Contents

Auditing

UNIT 1

Chap. 1: Meaning and Objectives of Auditing

Chap 2: Types of Audit and Audit Programmes

Chap 3: Preparation before Commencing of Audit

UNIT 2

Chap 4: Internal Check System: Routine Cheking

Chap 5: Internal Audit and Test Checking

Chap 6: Internal Control and Audit Procedure.

UNIT 3

Chap 7: Verification of Assets and Liabilities : Immovable Property

Chap 8: Verification of Current and Fixed Liabilities

UNIT 4

Chap 9: Company Audit : Appointment of Auditor

Chap 10: Power, Duties and Liabilities

Chap. 11: Divisible Profits and Divident

Chap 12: Auditor's Report : Cleaned and Qualified

UNIT 5

Chap 13: Process of Investigation

Chap 14: Special Audit of Banking Companies

Chap 15: Non Profit Institution and Insurance Companies

MANAGEMENT ACCOUNTING

(Management Group)

Paper II



INSTITUTE OF DISTANCE EDUCATION

JIWAJI UNIVERSITY

Gwalior, MP

Syllabus

Management Accounting

UNIT 1	<ul style="list-style-type: none">● Mangement Accounting: Meaning, Nature, Scope and Function of Management accounting, Role of Management accounting vs financial accounting and cost accounting, Tools and techniques of management accounting.
UNIT 2	<ul style="list-style-type: none">● Financial statement: meaning, Importance, Limitation of Financial statement analysis, Ratio analysis, Classification of ratio – Profitabilty ratio, Turnover ratio and Financial ratio, advantage of ratio analysis, Limitation of accounting ratio.
UNIT 3	<ul style="list-style-type: none">● Statement, Cash Flow Stattement (As per Indian Accounting Standard-3) IFRS-Concept & Importance Leverages
UNIT 4	<ul style="list-style-type: none">● Absorption and Marginal Costing: Marginal and Differential costing as tool for decision making – make or buy, Change of Product Mix,Pricing , Break even analysis, Exploring new market, Shutdown decision of Products.
UNIT 5	<ul style="list-style-type: none">● Budgetary Control: Meaning of Budget and Budgetary control: Objectives, Merits and Limitation, Types of Budget: Cash Budget and Flexible Budget, Concept of Management Audit, Responsibility Accounting, Management Reports, Types of reports and quality of good report.

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Management Accounting

UNIT 1

- Lesson 1: Management Accounting: Nature & Meaning
- Lesson 2: Function of Management Accounting
- Lesson 3: Tools and techniques of Management Accounting

UNIT 2

- Lesson 4: Importance of Financial Statement
- Lesson 5: Limitation of Financial Statement Analysis
- Lesson 6: Classification of ratio – Profitability Ratio
- Lesson 7: Turnover Ratio and Financial Ratio
- Lesson 8: Advantage of Ratio Analysis
- Lesson 9: Limitation of Accounting Ratio

UNIT 3

- Lesson 10: Cash Flow Statement
- Lesson 11: IFRS – Concept & Importance Leverages

UNIT 4

- Lesson 12: Marginal and Differential Costing
- Lesson 13: Change of Product
- Lesson 14: Break Even Analysis
- Lesson 15: Exploring New Market

UNIT 5

Lesson 16: Meaning of Budget and Budgetary Control

Lesson 17: Types of Budget

Lesson 18: Concept of Management Audit

Lesson 19: Responsibility Accounting

Lesson 20: Management Reports

Lesson 21: Types of Reports and Quality of Good Report

PUBLIC FINANCE

**(Applied Economics Group)
(Group A)**

Paper I



INSTITUTE OF DISTANCE EDUCATION

JIWAJI UNIVERSITY

Gwalior, MP

Syllabus

Public Finance

UNIT 1	<ul style="list-style-type: none">● Public Finance: Meaning, Nature, Scope and Importance, Difference between private and public finance. Principle of maximum social advantage. Role of State in Public Finance
UNIT 2	<ul style="list-style-type: none">● Source of Revenue: Taxes, Loans, Grants and Aid – Meaning and Types, Canons of Taxation, Problem of Justice in Taxation, Incidence of Taxation, Taxable Capacity, Impact of Taxation & Tax Evasion Characteristics of Indian Tax System, Defects & Steps of Reform
UNIT 3	<ul style="list-style-type: none">● Principle of Public Expenditure, Principles of Public debts and its methods of redemption, Effects of Public Expenditure on production and Distribution Public
UNIT 4	<ul style="list-style-type: none">● Public Finance in India: Sources of revenue of central and state govt. ,Concept and types of budget, Fiscal Deficit, Deficit financing and Deficit Budget, Financial relation between central and state
UNIT 5	<ul style="list-style-type: none">● Constitution and function of finance commission, Recommendation of latest finance commission, Latest budget of central and M.P. Govt, Main headsof Revenue& Expenditure of Central & state government NITI AYOGEstablishment and Objectives

Contents

Public Finance

UNIT 1

- Chapter 1 : Public Finance: Meaning and Nature
- Chapter 2 : Public Finance: Scope and Importance
- Chapter 3 : Difference between Private and Public Finance
- Chapter 4 : Principle of Maximum Social Advantage
- Chapter 5 : Role of State in Public Finance

UNIT 2

- Chapter 6 : Taxes, Loans, Grants and Aid
- Chapter 7 : Problem of Justice in Taxation
- Chapter 8 : Incidence of Taxation
- Chapter 9 : Impact of Taxation & Tax Evasion
- Chapter 10 : Characteristics of Indian Tax System

UNIT 3

- Chapter 11 : Principle of Public Expenditure
- Chapter 12 : Public Debts and its Methods of Redemption
- Chapter 13 : Effects of Public Expenditure

UNIT 4

- Chapter 14 : Public Finance in India
- Chapter 15 : Concept and Types of Budget
- Chapter 16 : Deficit Financing and Deficit Budget
- Chapter 17 : Financial Relation between Central and State

UNIT 5

- Chapter 18 : Constitution and Function of Finance Commission
- Chapter 19 : Recommendation of Latest Finance Commission

PRINCIPLES OF MARKETING

**(Applied Economics Group)
(Group B)**

Paper I



**INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY**

Gwalior, MP

Syllabus

Principles of Marketing

UNIT 1	<ul style="list-style-type: none"> ● Marketing: Introduction, Nature and Scope of Marketing, Importance of Marketing, Marketing Concept: Traditional and Modern, Selling vs Marketing, Marketing mix, Marketing Environment.
UNIT 2	<ul style="list-style-type: none"> ● Consumer Behavior and Marketing segmentation: Nature, Scope and Significance of Consumer Behaviour, Market Segmentation Concept and Importance, Basis of Market Segmentation.
UNIT 3	<ul style="list-style-type: none"> ● Product: Concept of Product, Consumer and Industrial goods, Product planning and Development, Packaging role and Functions; Brand name and Trademark; After sales service; Product lifecycle Concept.
UNIT 4	<ul style="list-style-type: none"> ● Price: Importance of Price in the Marketing Mix , Factors affecting price of a product Service, Discount and rebates Distribution Channels and Physical Distribution, Distribution Channels -Concept and role, Types of Distribution Channels, Factors affecting choice of a distribution Channel, Retailer and Wholesaler, Physical Distribution of goods, Transportation and Warehousing.
UNIT 5	<ul style="list-style-type: none"> ● Sales Promotion: Methods of Promotion, Optimum Promotion, Mix Advertising media-their relatives, Merits and Limitations; Characteristics of an effective Advertisements; Personal Selling; Selling as a Career; Qualities of a successful sales Person; Functions of Salesman.

Contents

Principles of Marketing

UNIT 1	<p>Chap. 1 : Introduction, Nature and Scope of Marketing,</p> <p>Chap. 2 : Marketing Concept: Traditional and Modern</p> <p>Chap. 3 : Marketing Environment</p>
UNIT 2	<p>Chap. 4 : Consumer Behavior and Marketing Segmentation</p> <p>Chap. 5 : Nature, Scope and Significance of Consumer Behaviour</p> <p>Chap. 6 : Market Segmentation Concept and Importance</p>
UNIT 3	<p>Chap. 7 : Consumer and Industrial goods</p> <p>Chap. 8 : Product Planning and Development</p> <p>Chap. 9 : Packaging Role and Functions</p> <p>Chap. 10 : Product lifecycle Concept</p>
UNIT 4	<p>Chap. 11 : Importance of Price in the Marketing</p> <p>Chap. 12 : Discount and Rebates Distribution Channels</p> <p>Chap. 13 : Distribution Channels – Concept and Role</p> <p>Chap. 14 : Types of Distribution Channels</p> <p>Chap. 15 : Physical Distribution of Goods – Transportation and Warehousing</p>
UNIT 5	<p>Chap. 16 : Methods of Promotion</p> <p>Chap. 17 : Merits and Limitations</p> <p>Chap. 18 : Characteristics of an Effective ADVERTISEMENTS</p> <p>Chap. 19 : Qualities of a Successful Sales Person</p> <p>Chap. 20 : Functions of Salesman</p>

E-COMMERCE & MARKETING

**(Applied Economics Group)
(Group C)**

Paper I



**INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY
Gwalior, MP**

Syllabus

E-Commerce & Marketing

UNIT 1	<ul style="list-style-type: none">● Concept of E-Commerce: Meaning Importance in the Context of Modern Business Advantages of E-Commerce (as comparison with Traditional and Modern Marketing).
UNIT 2	<ul style="list-style-type: none">● Categories of E-Commerce (Models): Business to Consumers (B to C) Model – Basic Concept major activities, major challenges. Models of B to C [portals, e-tailor Business to Business (B to B) Model – Basic major activities, types of B to B market. Other models – Business to Government (B to G), Consumer to consumers (C to C), consumers to Business (C to B).
UNIT 3	<ul style="list-style-type: none">● E-CRM (Electronic customer's relationship management) Concepts, features, goals of E-CRM Business framework, three phases of E-CRM, Types of E-CRM, Functional Component of E-CRM.
UNIT 4	<ul style="list-style-type: none">● E-Payment Types of E-Payments – Payment Card, Credit Card & Debit Card, Electronic or Digital Cash Electronic or Digital Wallet, Smart Card. Basic concepts on online Banking. [Core Banking solution or CBS]
UNIT 5	<ul style="list-style-type: none">● Introduction to ERP (Enterprises Resource Planning): Concept, Major Characteristics, Level of ERP, Benefits of ERP, Modules of ERP, Phases of ERP implementation, Limitations of ERP.

Contents

E-Commerce & Marketing

UNIT 1

Lesson 1 : Meaning Importance in the Context of Modern Business

Lesson 2 : Advantages of E-Commerce

UNIT 2

Lesson 3 : Basic Concept Major Activities

Lesson 4 : Business to Government (B to G)

Lesson 5 : Consumer to Consumers (C to C)

Lesson 6 : consumers to Business (C to B)

UNIT 3

Lesson 7 : Concepts, Features, Goals of E-CRM Business

Lesson 8 : Types of E-CRM

Lesson 9 : Functional Component of E-CRM

UNIT 4

Lesson 10 : Types of E-Payments

Lesson 11 : Payment Card, Credit Card & Debit Card

Lesson 12 : Electronic or Digital Cash Electronic or Digital Wallet

Lesson 13 : Basic Concepts on Online Banking

UNIT 5

Lesson 14 : Introduction to ERP

Lesson 15 : Major Characteristics

Lesson 16 : Level of ERP

Lesson 17 : Benefits of ERP

Lesson 18 : Modules of ERP

Lesson 19 : Phases of ERP

Lesson 20 : Limitations of ERP

HUMAN RESOURCE MANAGEMENT & INDUSTRIAL RELATION

**(Applied Economics Group)
(Group D)**

Paper I



**INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY**
Gwalior, MP

Syllabus

Human Resource Management & Industrial Relation

UNIT 1	<ul style="list-style-type: none">● Meaning Nature and Scope of HRM, Human Resource Planning, Job Analysis, Job Description, Job Specification, Recruitment Process, Selection Process, Orientational and Placement.
UNIT 2	<ul style="list-style-type: none">● Training and Development Process, Performance Appraisal and 360 Degree, Feed Back, Salary and Wage Administration, Job Evaluation, Employee Welfare, Promotions, Transfer and Separations.
UNIT 3	<ul style="list-style-type: none">● Meaning, Nature, Importance and Scope of IR, Formation of Trade Union, Trade Union Legislation, Trade Union Movement in India, and Recognition of Trade Unions, Problems of Trade Unions in India. Impact of Liberalization on Trade Union Movement.
UNIT 4	<ul style="list-style-type: none">● Nature of Industrial Disputes – Strikes and Lockouts, Causes of Disputes, Prevention and Settlement of Disputes. Workers Participation in Management, Philosophy, Rationale, Present Status and Future Prospects. Adjudication and Collective bargaining.
UNIT 5	<ul style="list-style-type: none">● Industrial Relations in Public Enterprises Absentee of Labour and Turnovere in Indian Industries and their Causes and Remedies II, Q and its functions.

Contents

Human Resource Management & Industrial Relation

UNIT 1	Chap 1 : Meaning Nature and Scope of HRM Chap 2 : Human Resource Planning Chap 3 : Job Analysis and Job Description Chap 4 : Job Specification and Recruitment Process Chap 5 : Selection Process, Orientational and Placement
UNIT 2	Chap 6 : Training and Development Process Chap 7 : Performance Appraisal and 360 Degree Chap 8 : Salary and Wage Administration Chap 9 : Transfer and Separations
UNIT 3	Chap 10 : Meaning, Nature, Importance and Scope of IR Chap 11 : Formation of Trade Union Chap 12 : Trade Union Legislation Chap 13 : Trade Union Movement in India Chap 14 : Problems of Trade Unions in India Chap 15 : Impact of Liberalization on Trade Union Movement
UNIT 4	Chap 16 : Nature of Industrial Disputes – Strikes and Lockouts Chap 17 : Causes of Disputes, Prevention and Settlement of Disputes Chap 18 : Workers Participation in Management Chap 19 : Present Status and Future Prospects Chap 20 : Adjudication and Collective Bargaining
UNIT 5	Chap 21 : Industrial Relations in Public Enterprises Chap 22 : Labour and Turn Over in Indian Industries Chap 23 : Causes and Remedies

FINANCIAL MANAGEMENT

**(Applied Economics Group)
(Group A)**

Paper II



**INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY**
Gwalior, MP

Syllabus

Financial Management

UNIT 1	<ul style="list-style-type: none">Financial Management: Meaning & Scope, Nature Finance Goals, Profit vs. Wealth Maximization; Financial Functions – Investment, Financing and Dividend Decision, Financial Planning, Corporate Restructuring with Focus on Mergers and Acquisitions Financial Aspects only.
UNIT 2	<ul style="list-style-type: none">Capital Structure: Meaning and Determinants. Operating and Financial Leverage: Their Measure; Effects on Profit, Analyzing Alternate Financial Plans, Combined Financial and Operating Leverage.
UNIT 3	<ul style="list-style-type: none">Capital Budgeting: Nature of Investment Decisions, Investment Evaluation Criteria, Payback Period, Accounting rate of return, Net Present Value, Internal Rate of Return Profitability Index; NPV and IRR comparison.
UNIT 4	<ul style="list-style-type: none">Cost of Capital: Significance of Cost of Capital; Calculating Cost of Debt, Preference Shares, Equity Capital, Retained Earning, Weighted Average Cost of Capital. Dividend Policies: Forms of Dividends, Stability in Dividends and Determinats, Issues in Divident Policies, Waltor’s Model, Gordon’s Model, M.M. Hypotheisis.
UNIT 5	<ul style="list-style-type: none">Management of Working Capital: Nature Types and Importance of Working Capital. Operating Cycle and Factors determining Working Capital requirement, Introduction of Management of Cash, Receivables and Inventories.

Contents

Financial Management

UNIT 1	<p>Chapter 1 : Financial Management – Nature Finance Goals</p> <p>Chapter 2 : Profit vs. Wealth</p> <p>Chapter 3 : Financial Functions – Financing and Dividend Decision</p> <p>Chapter 4 : Financial Planning</p> <p>Chapter 5 : Corporate Restructuring</p>
UNIT 2	<p>Chapter 6 : Capital Structure: Meaning and Determinants</p> <p>Chapter 7 : Operating and Financial Leverage</p> <p>Chapter 8 : Analyzing Alternate Financial Plans</p> <p>Chapter 9 : Combined Financial and Operating Leverage</p>
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UNIT 5	<p>Chapter 22 : Management of Working Capital</p> <p>Chapter 23 : Nature Types and Importance of Working Capital</p> <p>Chapter 24 : Operating Cycle and Factors determining Working Capital</p> <p>Chapter 25 : Introduction of Management of Cash</p> <p>Chapter 26 : Receivables and Inventories</p>
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INTERNATIONAL MARKETING

**(Applied Economics Group)
(Group B)**

Paper II



**INSTITUTE OF DISTANCE EDUCATION
JIWAJI UNIVERSITY**
Gwalior, MP

Syllabus

International Marketing

UNIT 1	<ul style="list-style-type: none">● International Marketing – Definitions, Nature and Scope of International Market, Domestic Marketing v/s International Marketing, Decisions Relating Entry in the Foreign Market.
UNIT 2	<ul style="list-style-type: none">● Product Planning for International Market, Product Designing, Advertising, Branding and Packaging.
UNIT 3	<ul style="list-style-type: none">● International Pricing – Factors Influencing International Price, Pricing Process and Methods, International Price Quotation and Payments Conditions.
UNIT 4	<ul style="list-style-type: none">● International Distribution Channels and Logistics Decisions, Selection and Appointment of Foreign Sales Agent.
UNIT 5	<ul style="list-style-type: none">● Indian Import – Export Policy and Practice. Steps of Commencement of an Export Business, Exporting Pricing and Export Finance.

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International Marketing

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UNIT 3	Lesson 7 : International Pricing – Factors Influencing International Price Lesson 8 : Pricing Process and Methods Lesson 9 : International Price Quotation and Payments Conditions
UNIT 4	Lesson 10 : International Distribution Channels and Logistics Decisions Lesson 11 : Selection and Appointment of Foreign Sales Agent
UNIT 5	Lesson 12 : Indian Import – Export Policy and Practice Lesson 13 : Steps of Commencement of an Export Business Lesson 14 : Exporting Pricing and Export Finance

FINANCIAL MARKET AND INVESTMENT MANAGEMENT

**(Applied Economics Group)
(Group C)**

Paper II



INSTITUTE OF DISTANCE EDUCATION

JIWANJI UNIVERSITY

Gwalior, MP

Syllabus

Financial Market and Investment Management

UNIT 1	<ul style="list-style-type: none">• An Overview of Financial Markets in India. Money Market – Indian Money Market – Composition and Structure (a) Acceptance Houses (b) Discount Houses (c) Call Money Markets.
UNIT 2	<ul style="list-style-type: none">• Capital Market: Security Markets (a) New Issue Markets (b) Secondary Markets, Functions and Role of Stock Exchange, Stock Exchanges, National Stock Exchange (NSE) Bombay Stock Exchanges (BSE) Investors Protection: Grievance Concerning Stock Exchange Dealings and their Removal, Grievance Cell in Stock Exchange, Security Exchange Board of India (SEBI).
UNIT 3	<ul style="list-style-type: none">• Financial Services, Merchant Banking – Functions and Role, SEBI Guidelines, Ascertainment of Credit Rating Concept, Function and Types, Mutual Funds and Venture Capital.
UNIT 4	<ul style="list-style-type: none">• Investment, Meaning, Nature, Objectives and Process, Types of Investment, Alternatives of Investment, Negotiable and Non-Negotiable Instruments. Security Analysis – Fundamental, Economic, Industrial and Technical Analysis.
UNIT 5	<ul style="list-style-type: none">• Measurement of Return and Risk, Systematic and Unsystematic Risk, Security Risk and Return Analysis, Efficient Market Hypothesis – Weak, Semi Strong and Strong Market Capital Assets pricing Model.

Contents

Financial Market and Investment Management

UNIT 1	Chap. 1 : An Overview of Financial Markets in India Chap. 2 : Money Market Chap. 3 : Indian Money Market – Composition and Structure Chap. 4 : Acceptance Houses Chap. 5 : Discount Houses Chap. 6 : Call Money Markets
UNIT 2	Chap. 7 : Capital Market: Security Markets Chap. 8 : Functions and Role of Stock Exchange Chap. 9 : National Stock Exchange (NSE) Chap. 10 : Bombay Stock Exchanges (BSE) Chap. 11 : Investors Protection: Grievance Concerning Stock Exchange Chap. 12 : Grievance Cell in Stock Exchange Chap. 13 : Security Exchange Board of India (SEBI)
UNIT 3	Chap. 14 : Financial Services Chap. 15 : Merchant Banking Chap. 16 : Ascertainment of Credit Rating Concept Chap. 17 : Mutual Funds and Venture Capital
UNIT 4	Chap. 18 : Investment, its Meaning and Nature Chap. 19 : Types of Investment Chap. 20 : Alternatives of Investment Chap. 21 : Negotiable and Non-Negotiable Instruments Chap. 22 : Security Analysis – Industrial and Technical Analysis

UNIT 5	Chap. 23	: Measurement of Return and Risk
	Chap. 24	: Systematic and Unsystematic Risk
	Chap. 25	: Security Risk and Return Analysis
	Chap. 26	: Efficient Market Hypothesis – Weak, Semi Strong and Strong
	Chap. 27	: Market Capital Assets pricing Model

ORGANISATION THEORY & BEHAVIOUR

**(Applied Economics Group)
(Group D)**

Paper II



INSTITUTE OF DISTANCE EDUCATION

JIWANJI UNIVERSITY

Gwalior, MP

Syllabus

Organisation Theory & Behaviour

UNIT 1	<ul style="list-style-type: none"> • Nature and Concept of Organisation, External Environment of Organisations, Technological Social Political Economical and Legal Organisational Goals, Primary and Secondary Goals, Single and Multiple Goals, Evaluation of Organisation, Theory Classical, New Classical and System Approach. Modern Concept of Organisation Theory, Organisational Design, Organisational Structure and Organisational Culture.
UNIT 2	<ul style="list-style-type: none"> • Organisational Design, Basic Challenges, Differentiation and Integration Process, Centralisation and Decentralization Process, Standardization Oblique Formation and Mutual Adjustment Coordinating Formal and Informal Organisations, Equestion.
UNIT 3	<ul style="list-style-type: none"> • Designing Organisational Structures – Authority and Control, Line and Staff Functions, Specialisation and Coordination Types of Organisation Structure, Functional Matrix Structure, Project Structure, Nature and Basic Power Source of Power, Power Structure and Politics Impact of Information Technology on Organisational Design and Structure Managing Organisational Culture.
UNIT 4	<ul style="list-style-type: none"> • Organisational Behaviour Meaning and Concept, Individual Organisations Personality Theory and Determinants Perception, Meaning and Process Motivation, Concept Theory and Application, Leadership Theories and Styles.
UNIT 5	<ul style="list-style-type: none"> • Quality of Worklife, Meaning and its Impact on Performance, Way of its Enhancement, Quality Circles, Meaning and their Importance Management of Conflicts in Organisation Transactional Analysis, Organisational Effectiveness and Managementn of Changes.

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Organisation Theory & Behaviour

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UNIT 2	Lesson 9 : Organisational Design Lesson 10 : Basic Challenges Lesson 11 : Differentiation and Integration Process Lesson 12 : Centralisation and Decentralization Process Lesson 13 : Standardization Oblique Formation Lesson 14 : Formal and Informal Organisations
UNIT 3	Lesson 15 : Designing Organisational Structures Lesson 16 : Line and Staff Functions Lesson 17 : Specialisation and Coordination Types of Organisation Structure Lesson 18 : Functional Matrix Structure Lesson 19 : Power Structure and Politics Impact of Information Technology Lesson 20 : Organisational Design Lesson 21 : Structure Managing Organisational Culture

UNIT 4	<p>Lesson 22 : Organisational Behaviour Meaning and Concept</p> <p>Lesson 23 : Personality Theory and Determinants Perception</p> <p>Lesson 24 : Meaning and Process Motivation</p> <p>Lesson 25 : Concept Theory and Application</p> <p>Lesson 26 : Leadership Theories and Styles</p>
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