

3. **Cost of Capital:** Meaning and significance of cost of capital; Calculation of cost of debt, preference capital, equity capital and retained earnings; Combined cost of capital (weighted), Cost of equity and CAPM.
4. **Operating and Financing Leverage:** Measurement of leverages; Effects of operating and financial leverage on profit; Analysing alternate financial plans; Combined financial and operating leverage.
5. **Capital Structure Theories:** Traditional and M.M. hypotheses - without taxes and with taxes; Determining capital structure in practice.
6. **Dividend Policies:** Issues in dividend decisions, Walter's model, Gordon's model, M-M hypothesis, dividend and uncertainty, relevance of dividend; Dividend policy in practice; Forms of dividends; Stability in dividend policy; Corporate dividend behaviour.
7. **Management of Working Capital:** Meaning, significance and types of working capital; Calculating operating cycle period and estimation of working capital requirements; Financing of working capital and norms of bank finance; Sources of working capital; Commercial paper; Factoring services; Various committee reports on bank finance; Dimensions of working capital management.
8. **Management of cash, receivables and inventory.**

## REFERENCES

1. **Bhattacharya, Hrishikas:** Working Capital Management: Strategies and Techniques, Prentice Hall, New Delhi.
2. Brealey, Richard A and Steward C. Myers: Corporate Finance, McGraw kHill, International.
3. Chandra, Prasanna: Financial management, Tata McGraw Hill, Delhi;
4. Hampton, Jojn: Financial Decision Making, Prentice Hall, Delhi.
5. Pandey, L.M: Financial Management, Vikas Publishing House, Delhi.
6. Van home, J.C. and J.M Wachowicz Jr.: Fundamentals of Financial Management, Prentice Hall, Delhi.
7. Van Home, James C: Financial Management and Policy, Prentice Hall, Delhi.

## THIRD SEMESTER.

### M.C 3.1: COMPUTER APPLICATIONS IN BUSINESS

#### COURSE OBJECTIVE

The objective of this course is to provide an understanding of computers, computer operating system and an application software in managerial decision making .

#### COURSE INPUTS.

1. **Computer Haardware:** Computer system as information processing system : Computer system differences - types of computer system, Hard ware options- CPU, inputs devices, Out put devices, storage devices,

communication devices, configuration of hard ware devices and their applications

2. **Personal Computers:** PC and its man compomnents,Hardware configuration, CPU and Clock speed, RAM and secondary storage devices, other peripherals used with PC: factors influencing PC permorance;PC as a virtual office.
3. **Modern Information tepochology:** Basic idea of local area networks (LAN) and Wide Area Network (WAN); E-mail; internet technologies, access devices, concept of world vide web and internet browsing : multimedia
4. **Introduction oto Operation System:** Software needs, operating systems,application softwares, programming languages; Windows and UNIX; Windows- Window explorer, print manager, control Panel, Painbrush, calculator, desk top, my computer settings, find run etc.
5. **Word Processing:** Introduction and working with MS-Word in Ms -Office, Word basic commands; Formatting- test and documents; Sorting and tables; working with graphics; introduction to mail-merge.
6. **Spread Sheets:** working with Excel- formatting, functions, chart features; working with graphics in Excel; using worksheets as database in accounting, marketing, finance and personnal areas.
7. **Presentation with Power -Point:** Power point basics, creating presentations the easy way; working with graphics in power -point show time, sound effects and animation effects.
8. **Introduction to lotus Smart Suite for Data Sheet Analysis:** Structure of spreadsheet and its applications to accounting, finance and marketing functions of business; Creating a dynamic/sensitive worksheet, concept of absolute and relative cell reference; Using various built in functions- mathematical, statistical logical and finance functions; Goal seeking and back solver tools, using graphics and formatting of worksheet, sharing date with other desktop applications strategies of creating error free worksheet.
9. **Introduction to Accounting Packages:** Preparation of vouchers, invoice and salary statements; maintenance of inventory records; maintenance of accounting books and final accounts; financial reports generation.
10. **Introduction to Statistical Packages:** Usage of Statistical packages for analyses in research as per the availability)



## REFERENCES:

- 1 Date, C.J ; An Introduction to Database systems, Addison Wesley, Massachusetts,
- 2 Dienes, Sheila S Microsoft office, Professional for Windows 95; Instant Reference; BPB publication, Delhi.
- 3 Mansfield, Ron: The Compact Guide to Microsoft Office; BPB publication, Delhi.
- 4 Norton, Peter: working with IBM-PC. BPB publication Delhi.
- 5 O'Brain, J.A: Management Information systems, Galgotia Publications New Delhi.
- 6 Ullman, J.O. principles of database systems, Galgotia Publications, new Delhi.

## MC3.2: CORPORATE LEGAL FRAMEWORK:

### COURSE OBJECTIVES

The objective of this course is to provide the knowledge of relevant provisions of various law influencing business operations):

- 1 **The Companies Act; 1956** ( Relevant Provisions) Definition, types of companies;Memorandum of association; Articles of association; Prospectus; Share capital and membership; Meetings and resolutions; Managerial remuneration; Winding up and dissolution of companies
2. **The Negotiable instruments Act, 1881:** Definition, types, negotiation, holder and holder in due course, payment in due course, endorsement and crossing of cheque.
3. **LEGAL ENVIRONMENT FOR SECURITY MARKETS;**SEBI Act, 1992 Organisation and objectives of SEBI; powers under securities Contract Regulation Act 1956 transferred to SEBI; Role of SEBI in controlling the security markets.
4. **Restrictive and Unfair Trade practices, Consumer Protection Act.**
5. **Regulatory Environment for International Business:**FEMA Act, 1999,WTO-Regulatory framework of WTO, basic principles and its charter; WTO-provisions relation to preferential treatment to developing countries; Regional groupings, technical standards, anti-dumping duties and other NTBs; Custom valuation and dispute settlement; Trade and TRIMS.

#### REFERENCES:

1. Amarchand, D: Government and Business, Tata McGraw Hill New Delhi.
2. Avadhani V.A.: SEBI Guidelines and listing of Companies, Himalaya Publishing House, Delhi.
3. Indian Contract Act, 1872.
4. Remaiya, A: Guide to Companies Act, Wadhwa Co.; 1996.
5. SEBI Act 1992 Nabhi Publication, Delhi.
6. Securities (Contract and Regulation) Act, 1956
7. Singh, Avtar: Law Relating to Monopolies, Restrictive and Unfair Trade practices, Eastern Book Co.
8. Taxman's Company Act, 1998.
9. Taxman's Masters Guide to Companies Act, 1998.
10. Taxman's Mercantile Law, 1997.
11. The Companies Act, 1956.
12. The Negotiable Instruments Act, 1881.

#### MC. 3.3: CORPORATE TAX PLANNING AND MANAGEMENT.;

##### COURSE OBJECTIVE.

The main objective of this course is to make the students conversant with the concept corporate tax planning and familiarize them with Indian tax laws and their implications corporate management.

##### COURSE INPUTS:

1. **Introduction to Tax Management:** Concept of tax planning; Tax avoidance and tax evasion Corporate taxation and dividend tax.
2. **Tax planning for New Business:** Tax planning with reference to location, nature and form organisation of new business.
3. **Tax Planning and Financial Management Decisions:** Tax Planning relating to Capital structure decision, dividend policy, inter-corporate dividends and bonus shares.
4. **Tax Planning and Managerial Decisions:** Tax planning in respect of own or lease, sale assets used for scientific research, make or buy decisions; Repair, replace, renewal of renovation and shutdown or continue decisions.
5. **Special Tax Provisions:** Tax provisions relation to free trade zones, infrastructure sector and backward areas; Tax incentives for exporters.



6. tax issues Relating to Amalgamation: Tax planning with reference to amalgamation companies.
7. Tax payment: Tax deductions and collection at source Advance payment of tax.

#### REFERENCES:

1. Ahuja G.K. and Ravi Gupta; systematic approach to income Tax and Central Sales Tax Bharat Law House, New Delhi.
2. Circulars issued by C.B.D.T.
3. Income Tax Act, 1961.
4. Income Tax Rules, 1962
5. Kanga and Palkhivala: The law and practice of Income Tax, N.M.Tripathi Pvt.Ltd.
6. Lakhota, R.N.: Corporate Tax Planning, Vision Publication, Delhi.
7. Singhania, V.K. Direct Taxes Planning and Management, Taxman's publication Delhi.
8. Singhania, Vinod K: Direct tax planning and Management, Taxmann Publication, Delhi.

### MC 3.4: STRATEGIC MANAGEMENT:

#### COURSE OBJECTIVE:

the objective of this course is to enhance the decision making abilities of students in situations of uncertainty in the contest of dynamic environment.

#### COURSE INPUTS:

1. Concept of Strategy: Defining strategy, levels at which strategic operates; approaches to strategic decision making; Mission and purpose, objectives and goals; strategic business unit (SBU); Functional level strategies.
2. **Environmental Analysis and diagnosis:** Concept of environment and its components; Environment scanning and appraisal; Organisational appraisal; Strategic analysis and diagnosis.
3. **Strategy Formulation and Choice of Alternatives:** Strategies- modernization, diversification, integration; Merger, take over and joint strategies; Turnaround, divestment and liquidation strategies; Process of strategic choice- industry, competitor and SWOT analysis; Factors on strategic choice; Generic competitive strategies- cost leadership, differentiation, value chain analyses, benchmarking, service blue printing.
4. **Functional Strategies:** Marketing, production/ operations and R&D plans and policies.
5. **Functional Strategies:** Personnel and financial plans and policies.
6. **Strategy Implementation:** Inter-relationship between formulation and implementation; Issues in strategy implementation; Resource allocation.
7. **Strategy and Structure:** Structural considerations, structures for strategies; Organisational design and change.
8. **Strategy Evaluation:** Overview of strategic evaluation; Strategic control; Technique of strategic evaluation and control.
9. **Global Issues in Strategic Management.**

#### REFERENCES: