UNIVERSITY OF RAJASTHAN
JAIPUR

SYLLABUS

POST-GRADUATE DIPLOMA
IN
FINANCIAL ANALYSIS & CONTROL

Examination 2018
DEPARTMENT OF ECONOMIC ADMINISTRATION AND FINANCIAL MANAGEMENT

POST-GRADUATE DIPLOMA IN FINANCIAL ANALYSIS AND CONTROL

EXAM 2018

Scheme of Examination
1. A Candidate must obtain for a pass at least 25% marks in each individual paper and the monograph and 36% marks in the aggregate. The classification of successful candidates will be as follows:
   First Division 60% of the aggregate marks
   Second Division 48%
   All the rest will be declared to have passed the examination. Every candidate shall be required to offer the following six papers and each paper of three hours duration carrying 100 marks.

2. There will be five questions in all. The candidates are required to attempt all the question. There will be one question from each unit with an internal choice (either/or).

3. Every candidate for the above diploma Examination shall be required to offer the following papers. Each theory paper shall be of 3 hours duration and carry 100 marks.

<table>
<thead>
<tr>
<th>Paper – I</th>
<th>Financial Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper – II</td>
<td>Financial Planning and Control</td>
</tr>
<tr>
<td>Paper – III</td>
<td>Security Services and Merchant Banking</td>
</tr>
<tr>
<td>Paper – IV</td>
<td>Security Analysis and Portfolio Management</td>
</tr>
<tr>
<td>Paper – V</td>
<td>Economic and Quantitative Techniques</td>
</tr>
<tr>
<td>Paper – VI</td>
<td>Project work and Viva-Voce</td>
</tr>
</tbody>
</table>

PAPER-I FINANCIAL MANAGEMENT

Time : 3 hours  Max. Marks : 100

Unit I  Introduction - Functions, Scope, goals and objectives of Financial Management. Task and responsibilities of a Modern Financial Manager.

Unit II  Sources of Short term and long term financing-Equity Vs Debt. Cost of Capital-Basic Concept and Assumption. Cost of Various Sources of Capital. Weighted average Cost of various sources of Capital. Weighted average cost of Capital.

Techniques of financial analysis and Interpretation-fund flow and ratio analysis.

Unit IV Financial Institution- Financial Institution and economic development. Assets management Liability management, control and their regulation. Term Lending Institutions- Present scenario.


Books Recommended:

PAPER II: FINANCIAL PLANNING AND CONTROL
Time: 3 hours Max. Marks: 100


Unit IV Break even Analysis-Break-even point, profit volume ratio, assumptions of break even analysis. Limitation of break even analysis.
Unit V  Decision involving alternative choice-concept of different cost.
Determination of sales mix, exploring new market, discontinuance of
a product line. Make or buy decisions. Decisions regarding
equipment replacement.

Books Recommended :
1. P. Chandra : Manager's Guide to Finance & Accounting
4. P. Chandra : Project Preparations. Appraisal Budgeting &
   Implementation.

PAPER - III : FINANCIAL SERVICE AND MERCHANT BANKING
Time : 3 hours               Max. Marks : 100

Unit I  Leasing. Concept, types and importance and accounting aspect of
leasing, Lease agreement, financial structure of leasing firms. Hire
Purchase: Concepts, advantages and limitations, salient features of
Hire Purchase Agreements.

Unit II  Money and Capital Market in India - Present scenario, Factoring -
types. Advantages, process and cost of factoring fortating and Bill
discounting in India Intermediaries functioning in the capital market.
Secondary Market Operations, clearing system, Settlement options
and futures, Management of Market operations. Problem of pay in
pay out, Bad deliveries contract notes.

Unit III Consumer -Finance-Need, Types and sources, housing and real
estate Financing-types and structure of Housing and real estate
financing agencies.
National Stock Exchange-Organisation and process of operation.
OTCEL organisation and working. Stock Holding Corporation of
India and credit and investment Rating Agencies in India -Cr Nil and
other.

Unit IV Merchant Banks-Meaning and Functions, public issue, fixed deposit
mobilisation, arranging corporate loans and International finance.

Unit V Management of Public issue-SEBI guidelines, Pricing and marketing
Management of G.D.R Development of Corporate Financial Services
in India.

Books Recommended :
   Publishing House).

PAPER - IV : SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT

Time : 3 hours  
Max. Marks : 100

Unit I  Investment Avenues-Shares, Debentures, Government securities and Bonds. Comparative study of investment avenues shares, debentures, NFC, mutual funds and others.

Unit II  Securities Market : Meaning and development, listing security market indices. BSE Sencex Dollex, National Indes. Technical’s Analysis of Stock Marketing operation, Transfer of Shares.


Unit IV  Portfolio Theory (Decisions) - Efficient market hypothesis-Forms and test: concept of portfolio and sharp model. Capital assets pricing model-test and applications. Albitarage pricing theory. Risk Return Expectation -Investment Goals and Constraints, assets allocation, portfolio management strategies and portfolio revision


Books Recommended:
7. B.Mayo Herbert : Basic Investment (Dyden Press).
8. K. Bhalla and S.k Tuteja : Investment Management (S.Chand).

PAPER-V : ECONOMIC AND QUANTITATIVE TECHNIQUES

Time : 3 hours  
Max. Marks : 100

Unit I  Utility Theory, Definition of Demand Curve, Demand Function and elasticities.
Production function, cost function, cost concept, economy and diseconomy of sales.

Unit II Theory of Firm, market structure, perfect competition monopoly and monopolistic competition. Price decision and policy.

Unit III Quantitative Techniques-Meaning and scope. Role of Quantitative Techniques in Business and Industry. Regression Analysis. Simple and Multiple, its importance and application to business; practical and multiple co-relation.

Unit IV Probability-its meaning and significance, addition and multiplication rules, conditional probabilities and Baysian analysis in business decision. Monte Carlo Methods.

Unit V Sampling Theory and its significance. Sampling analysis in case of large and small samples. Test of significance-z 't' and F-tests. System approach to management and operation research-Linear Programming (Graphics and Simplex method). Distribution methods and optimal assignments. Elementary study of queuing and Game Theory.

**Books Recommended:**
2. D.N. Dwivedi : Managerial Economics.

**Paper-VI : Project Work and Viva-Voce**

Project work of about 5,000 words based on six weeks practical training indicating the candidate own experience with regard to cases / problem approved for the purpose by the Head of the Department. The candidates project work, along with the certificates from the supervisor/teacher concerned will be required to submit before commencement of theory examination.

| Project Work | - | 50 Marks |
| Viva-Voce     | - | 50 Marks |