



**UNIVERSITY OF RAJASTHAN**

**JAIPUR**

**SYLLABUS**

**Post -Graduate Diploma  
In  
Financial Analysis & Control**

**Examination – 2024**

*Rj / Jain*  
Dy. Registrar (Acad.)  
University of Rajasthan  
JAIPUR

# DEPARTMENT OF ECONOMIC ADMINISTRATION AND FINANCIAL MANAGEMENT

## POST-GRADUATE DIPLOMA IN FINANCIAL ANALYSIS AND CONTROL

### Scheme of Examination

1. A Candidate must obtain for a pass atleast 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.

Paper – I	:	Financial Management
Paper – II	:	Financial Planning and Control
Paper – III	:	Financial Services and Merchant Banking
Paper – IV	:	Security Analysis and Portfolio Management
Paper – V	:	Economic and Quantitative Techniques
Paper – VI	:	Project work and Viva-Voce

### 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.
- Unit III Management of Working Capital-meaning. Components, determinants and Sources Receivable. Cash and inventory management. Financial Analysis -Meaning, Objectives and Types.

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- 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.
- Unit V International Financial System-International Economic Environment, International Monetary System. Foreign Exchange Market. Multinational companies and their financing.

**Books Recommended :**

1. Prashana Chandra : Financial Management.
2. I.M. Panday : Financial Management.
3. Besant Raj. : Corporate Financial Management.
4. Raymond Brockington :Financial Management.
5. P.V. Kulkarni : Financial Management.
6. P.K. Sahu & Mishra : Capital Market in India-The Emerging Scenario.
7. Wright :Financial Management.
8. E. Vijaygopalan : Indian Corporate Financial Management.

**PAPER II : FINANCIAL PLANNING AND CONTROL**

Time : 3 hours

Max. Marks : 100

- Unit I Financial Planning :Objectives of Financial Planning. Characteristics of a good financial plan, organisation of finance functions in a company set-up Capitalisation concept. Over Capitalization and under Capitalisation.  
Project Planning Market and Technical Analysis. Project financing. Financial projection and risk analysis. appraisal criteria. Project Management-network techniques.
- Unit II Capital Expenditure Decision - The Process of capital budgeting. Appraisal criteria-payback period. average rate of return and net present value.  
Budgetary Control -Meaning of Budget, Budgetary control, classification of Budget. Preparation of Flexible budget Sales Budget. Production Budget. Financial and Master Budget.
- Unit III Standard Costing - Meaning of Standard Costing, Budgetary control and standard costing, suitability of standard costing as a management tool, limitation of standard costing.  
Variance Analysis - Cost variance, direct material variance. Direct labour cost variance, overhead variance. Sales variance. Control of variance.
- Unit IV Break even Analysis-Break-even point. profit volume ratio. assumption 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
2. I.M Pandey : Financial Management.
3. Khan and Jina : Management Accountancy.
4. P. chandra : Project Preparations. Appraisal Budgeting & Implementation.
5. Choudhary : Project Management.
6. Jakhotia : Budgeting and Budgeting Control.

**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 factoring 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 -Crsil 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 of public Issue. Management of Right Issues. Private Placement. Management of G.D.R Development of Corporate Financial Services in India.  
Regularly Framework for the Indian Capital Market SEBI Act.

**Books Recommended :**

1. M.Y. Khan . Indian Financial System Theory and Practice. (Vikas Publishing House).
2. P. Chandra - Financial Management ( Tata Mc Graw Hill)

3. Verma : Merchant Banking Organisation and Management(Tata McGraw Hill).
4. R.L. Gupta : Working of Stock Exchange in India.
5. D.R. Verma : Stock Market in India (Ashish-New Delhi).

**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 III Security valuation-Meaning and Security valuation models, Security Analysis -Fundamentals analysis Chartist techniques, technical analysis and Random walk analysis.
- Unit IV Portfolio Theory (Decisions) - Efficient market hypothesis-Forms and test: concept of portfolio and sharp model. Capital assets pricing model-test and applications. Arbitrage pricing theory. Risk Return Expectation -Investment Goals and Constraints, assets allocation, portfolio management strategies and portfolio revision
- Unit V Portfolio Management equity portfolio, Bond portfolio and individual portfolio management. Portfolio Management Service. Portfolio management Practices in India. U.T.I, L.I.C. General Insurance, Mutual Funds and Banks.

**Books Recommended :**

1. Aming Ferdirc : Investment (Prentice Hall).
2. Francis : Investment (Tata McGraw Hill).
3. J Edwin, Eltan & Martin : Modern Portfolio Theory and Investment Analysis (Join Witey).
4. J.Anathony Curley & Report : Investment Analysis and Management (Harper & Raw).
5. Graham Dod and Cottee : Security Analysis-Principles and Technique (Tata McGraw Hill).
6. I C Gupta : Return on Equities : The Indian Experience (Oxford).
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 Bayesian 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 :**

1. Hague : Managerial Economics.
2. D.N. Dwivedi : Managerial Economics.
3. Paul A. Samuelson : Economics.
4. K.E Boudling : Economics.
5. Jon E. Ultman : Quantitative Methods in Management.
6. Vohra : Quantitative Techniques in Management.
7. G. Gopikutta : Quantitative Methods & Operational Research.
8. C.R. Kothari: Quantitative Techniques.

**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

*Raj [Signature]*  
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