



Hindi VidyaPracharSamiti's  
**RamniranjanJhunjunwala College**  
of Arts, Science & Commerce  
(Autonomous College)



Affiliated to  
**UNIVERSITY OF  
MUMBAI**

**Syllabus for the TYBVOC  
Program: BVOC  
Course: Financial Markets & Services  
Code: RJCUBVOCFMS**

Refer to page no: 05

highlighting component

of Research Project

**DISTRIBUTION OF TOPICS AND CREDITS**

**TYBVOC FMS SEMESTER V**

**TYBVOG (Financial Markets & Services) Syllabus Semester V & VI**

Course	Nomenclature	Credits	Topics
RJCUBVOCFMS501	Personality Enrichment	6	1. Introduction
			2. Self-Awareness and Self-Motivation
			3. Memory and study skills
			4. Power of positive thinking
			5. Unit 5 Add - Employability Quotient
			6. Negotiation Skill
RJCUBVOCFMS502	Direct Taxation	6	1. Definitions and Residential Status
			2. Heads of Income – I
			3. Heads of Income - II
			4. Computation of Total Income & Taxable Income
RJCUBVOCFMS503	Fundamental & Technical Analysis	6	1. Introduction to Technical Analysis
			2. Fundamental Analysis Module
			3. Understanding Financial Statements
			4. Valuation Methodologies
RJCUBVOCFMS504	International Finance	4	1. Fundamentals of International Finance
			2. Foreign Exchange Markets, Exchange Rate Determination & Currency Derivatives
			3. World Financial Markets & Institutions & Risks
			4. Foreign Exchange Risk, Appraisal & Tax Management
RJCUBVOCFMS505	Innovative Financial Services	4	1. Introduction to Traditional Financial Services
			2. Issue Management and Securitization
			3. Financial Services and its Mechanism
			4. Consumer Finance and Credit Rating
RJCUBVOCFMS506	Organisation Behaviour & HRM	4	1. Organisational Behaviour-I
			2. Organizational Behavior-II

**TYBVOG (Financial Markets & Services) Syllabus Semester V & VI**

			3. Human Resource Management-I
			4. Human Resource Management-II

**DISTRIBUTION OF TOPICS AND CREDITS**

**TYBVOG FMS SEMESTER VI**

Course	Nomenclature	Credits	Topics
<b>RJCUBVOCFMS601</b>	<b>Business Planning &amp; Entrepreneurial Management</b>	<b>6</b>	1. Foundations of Entrepreneurship Development: 2. Types & Classification Of Entrepreneurs 3. Entrepreneur Project Development & Business Plan 4. Venture Development
<b>RJCUBVOCFMS602</b>	<b>Indirect Tax</b>	<b>6</b>	1 Introduction to Indirect Taxation and GS 2. Concept of Supply 3. Registration and Computation of GST 4. Filing of Returns
<b>RJCUBVOCFMS603</b>	<b>Project</b>	<b>6</b>	Research Report Submission & Viva Voce
<b>RJCUBVOCFMS604</b>	<b>Investment Analysis and Portfolio Management</b>	<b>6</b>	1. Introduction to Investment Environment 2. Risk - Return Relationship 3. Portfolio Management 4. Theories, Capital Asset Pricing Model and Portfolio Performance Measurement
<b>RJCUBVOCFMS605</b>	<b>Global Capital Markets</b>	<b>4</b>	1. Impact of Globalisation on the Capital Markets 2. Global (International Bond Market) 3. Global Equity Markets 4. Obstacles to International Investments
<b>RJCUBVOCFMS606</b>	<b>Venture Capital and Private Equity</b>	<b>4</b>	1. Roles and Hedge Funds 2. Cycle of PE 3. Strategies of Private Equity 4. Market-Investing in Developing Market

<b>SEMESTER V</b>		<b>L</b>	<b>Cr</b>
<b>Paper-I: Personality Enrichment</b>	<b>Paper Code: RJCUBVOCFMS501</b>	<b>60</b>	<b>06</b>
<b>UNIT I</b>		<b>15</b>	
<b>Introduction</b>			
<ul style="list-style-type: none"> <li>● Definition of Personality</li> <li>● Determinants of Personality - biological, psychological and socio-cultural factors.</li> <li>● Misconceptions and clarifications</li> <li>● Need for personality development</li> </ul>			
<b>UNIT II</b>		<b>15</b>	
<b>Self-Awareness and Self-Motivation</b>			
<ul style="list-style-type: none"> <li>● Self-analysis through SWOT and Johari window</li> <li>● Elements of motivation</li> <li>● Seven rules of motivation</li> <li>● Techniques and strategies for self-motivation</li> <li>● Motivation checklist and Goal setting based on principle of SMART</li> <li>● Self-motivation and life</li> <li>● Importance of self-esteem and enhancement of self-esteem.</li> </ul>			
<b>UNIT III</b>		<b>15</b>	
<b>Memory and study skills</b>			
<ul style="list-style-type: none"> <li>● Definition and importance of memory</li> <li>● Causes of forgetting</li> <li>● How to forget (thought stopping), how to remember (techniques for improving memory)</li> <li>● The technique of passing exams-management of examination fear.</li> </ul>			
<b>UNIT IV</b>		<b>10</b>	
<b>Power of positive thinking</b>			
<ul style="list-style-type: none"> <li>● Nurturing creativity, decision-making and problem solving.</li> <li>● Thinking power- seven steps for dealing with doubt</li> <li>● Traits of positive thinkers and high achievers</li> <li>● Goals and techniques for positive thinking</li> <li>● Enhancement of concentration through positive thinking</li> <li>● Practicing a positive life style.</li> </ul>			

<b>UNIT-V</b>	03
<b>Employability Quotient</b>	
Resume building- The art of participating in Group Discussion – Acing the Personal (HR & Technical) Interview -Frequently Asked Questions - Psychometric Analysis - Mock Interview Sessions.	
<b>UNIT-VI</b>	
<b>Negotiation Skills</b>	02
Understanding the concept, Process, Types and benefit of negotiation skills	

<b>TYBVOG</b>	<b>Semester V</b>
<b>RJCUBVOGCFMS501</b>	<b><u>Learning outcomes:</u></b>
<b>Paper I- Personality Enrichment</b>	<ul style="list-style-type: none"> <li>● Describe how a personality develops.</li> <li>● Define the stages of personality development. Describe basic personality traits.</li> <li>● Describe how morals are developed. Define personality types</li> <li>● Describe how personality affects career choices.</li> <li>● Describe methods for changing your personality.</li> <li>● Describe personality disorders.</li> </ul>
	<b><u>Course Outcomes:</u></b>
	<ul style="list-style-type: none"> <li>● The Learner will be able to work on personality changes, and Demonstrate mastery of lesson content at levels of 70% or higher.</li> <li>● The learner can Jung the theories about development.</li> </ul>

<b>SEMESTER V</b>		<b>L</b>	<b>Cr</b>
<b>Paper-II: Direct Taxation</b>	<b>Paper Code: RJCUBVOCFMS502</b>	<b>60</b>	<b>06</b>
<b>UNIT I</b>		<b>15</b>	
<b>Definitions and Residential Status</b>			
<ul style="list-style-type: none"> <li>● Basic Terms (S. 2,3,4) Assesse, Assessment, Assessment Year, Annual Value, Business, Capital Assets, Income, Previous Year, Person, Transfer.</li> <li>● Determination of Residential Status of Individual, Scope of Total Income (S.5)</li> </ul>			
<b>UNIT II</b>		<b>15</b>	
<b>Heads of Income – I</b>			
<ul style="list-style-type: none"> <li>● Salary ( S.15-17)</li> <li>● Income from House Property (S. 22-27)</li> <li>● Profit &amp; Gain from Business and Profession (S. 28, 30,31,32, 35, 35D, 36, 37, 40, 40A and 43B)</li> </ul>			
<b>UNIT III</b>		<b>15</b>	
<b>Heads of Income - II</b>			
<ul style="list-style-type: none"> <li>● Capital Gain (S. 45, 48, 49, 50 and 54)</li> <li>● Income from other sources (S.56- 59)</li> <li>● Exclusions from Total Income (S.10)</li> </ul> (Exclusions related to specified heads to be covered with relevant heads of income)			
<b>UNIT IV</b>		<b>15</b>	
<b>Computation of Total Income &amp; Taxable Income</b>			
<ul style="list-style-type: none"> <li>● Deductions from Total Income S. 80C, 80CCC, 80D, 80DD, 80E, 80U, 80TTA</li> <li>● Computation of Taxable Income of Individuals.</li> </ul>			



TYBVOOC	Semester V
<b>RJCUBVOCF MS502</b>  <b>Paper II – Direct Taxation</b>	<p><b><u>Learning Outcomes:</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate knowledge of the concepts, principles, and rules of taxation of individuals and small businesses;</li> <li>• Recognize tax planning opportunities and recommend appropriate tax-saving strategies for decision making;</li> <li>• Address tax situations for a variety of taxpayers, such as wage earners, salespersons, owners of small business, professionals, investors, home and rental property owners, farmers, etc.,</li> <li>• Provide students with an understanding of the income tax system in a range of contexts.</li> <li>• Provide knowledge of fundamental concepts of income tax laws.</li> <li>• Enable students to develop experience in identifying tax issues and applying the income tax law to arrive at reasoned solutions to problems.</li> </ul> <p><b><u>Course Outcome:</u></b></p> <ul style="list-style-type: none"> <li>• On successful completion of this course, students will be able to:</li> <li>• Identify and apply fundamental concepts of income tax law.</li> <li>• Investigate and analyze current income tax information and issues.</li> <li>• Communicate effectively orally income tax information and solutions to income tax issues.</li> <li>• Communicate effectively in writing income tax information and solutions to income tax issues.</li> <li>• Students will apply critical thinking and problem solving skills related to taxation of individuals, flow through entities, and corporations. In addition, students will recognize potential opportunities for tax savings and tax planning.</li> <li>• Students will convert complex and technical tax terminology into language that translates to non-technical audiences. This outcome allows students to demonstrate strong interpersonal communication skills that build relationships with clients over time, and be able to prepare work products with careful attention to word choice, tone, and accuracy.</li> </ul>

<b>SEMESTER V</b>		<b>L</b>	<b>Cr</b>
<b>Paper –III: Technical Analysis</b>	<b>Paper Code: RJCUBVOGCFMS503</b>	<b>60</b>	<b>06</b>
<b>TECHNICAL ANALYSIS</b>			
<b>UNIT I</b>		<b>10</b>	
<b>Introduction to Technical Analysis</b>			
<ul style="list-style-type: none"> <li>• Technical analysis, Basic assumptions, Strengths and Weakness; Dow theory, Charts, Candlestick charts analysis with one two and three candles like hammer, hanging man, shooting star, bearish and bullish</li> <li>• Pattern Study - Support and resistance, Head and shoulders, Double top and double bottom and Gap theory.</li> </ul>			
<b>UNIT II</b>		<b>5</b>	
<b>Major Indicators and Oscillators</b>			
<ul style="list-style-type: none"> <li>• Stochastic, RSI, Williams %R, MFI, Bollinger bands, Moving Averages,</li> <li>• MACD</li> </ul>			
<b>UNIT III</b>		<b>5</b>	
<b>Major Theories in TA</b>			
<ul style="list-style-type: none"> <li>• Efficient Market Hypothesis, Gap Theory, Dow Theory and Eliot Wave Theory</li> </ul>			
<b>UNIT IV</b>		<b>10</b>	
<b>Risk Management, Trading Psychology and Trading Strategies</b>			
<ol style="list-style-type: none"> <li>1. Risk Management – Need, techniques, uses of stop loss, qualities of successful traders, golden rules of traders, do's and don'ts in trading.</li> <li>2. Rules to stop losing money, Choosing the right market to trade, Importance of discipline in trading;</li> <li>3. Trading, Risks associated with trading, Strategies for Trading, Momentum Trading Strategies. Roles Played by Trader- Speculator, Hedger, Arbitrager. Modern Trend in Trading Algo Trading, High Rythemic trading</li> </ol>			

TYBVOC	Semester V
<p data-bbox="188 331 488 365"><b>RJCUBVOCFMS503</b></p> <p data-bbox="188 405 604 439"><b>Paper III –Technical Analysis</b></p>	<p data-bbox="639 331 911 365"><b><u>Learning outcomes</u></b></p> <p data-bbox="639 405 903 439"><b>Technical Analysis</b></p> <ul data-bbox="692 443 1370 712" style="list-style-type: none"><li>● Studies and theories used by traders for proper technical analysis.</li><li>● Purpose and drawbacks of technical analysis.</li><li>● How to read the charts under the scope of technical analysis in order to generate high probability trades.</li><li>● Integrating price action into technical analysis.</li><li>● How to deal with lagging and non-lagging indicators.</li><li>● Matching indicators across different time frames.</li></ul> <p data-bbox="639 779 916 813"><b><u>Course outcome:</u></b></p> <p data-bbox="639 857 903 891"><b>Technical Analysis</b></p> <ul data-bbox="692 891 1355 1261" style="list-style-type: none"><li>● Learners will able to find Chart Patterns, Indicators, Support&amp; Resistance.</li><li>● Understanding use of major indicators &amp; oscillator on charts.</li><li>● Gain Knowledge of major theories in technical analysis i.e Dow &amp; Elliot wave theory.</li><li>● Learners will able to learner how to minimize risk with help of technical analysis.</li><li>● Understanding Trading Psychology, Trading Strategies &amp; Behavioral finance which will help in Investment decisions.</li></ul>

SEMESTER V		L	Cr
Paper-IV: International Finance	Paper Code: RJCUBVOCFMS504	60	04
<i>UNIT I</i>		15	
<b>Fundamentals of International Finance</b>			
<ul style="list-style-type: none"> <li>● Introduction to International Finance: Meaning/ Importance of International Finance, Scope of International Finance, Globalization of the World Economy, Goals of International Finance, The Emerging Challenges in International Finance</li> <li>● Balance of Payment: Introduction to Balance of Payment, Accounting Principles in Balance of Payment, Components of Balance of Payments, Balance of Payment Identity Indian Heritage in Business, Management, Production and Consumption.</li> <li>● International Monetary Systems: Evolution of International Monetary System, Gold Standard System, Bretton Woods System, Flexible Exchange Rate Regimes – 1973 to Present, Current Exchange Rate Arrangements, European Monetary System, Fixed &amp; Flexible Exchange Rate System</li> <li>● An introduction to Exchange Rates: Foreign Bank Note Market, Spot Foreign Exchange Market Exchange Rate Quotations <ul style="list-style-type: none"> <li>● Direct &amp; Indirect Rates</li> <li>● Cross Currency Rates</li> <li>● Spread &amp; Spread %</li> </ul> </li> </ul> <p>Factors Affecting Exchange Rates</p>			

**TYBVOC (Financial Markets & Services) Syllabus Semester V & VI**

<ul style="list-style-type: none"> <li>● Foreign Exchange Markets: Introduction to Foreign Exchange Markets, Structure of Foreign Exchange Markets, Types of Transactions &amp; Settlement Date, Exchange Rate Quotations &amp; Arbitrage, Forward Quotations (Annualized Forward Margin)</li>   <li>● International Parity Relationships &amp; Foreign Exchange Rate: Interest Rate Parity, Purchasing Power Parity &amp; Fishers Parity, Forecasting Exchange Rates (Efficient Market Approach, Fundamental Approach, Technical Approach, Performance of the Forecasters), Global Financial Markets &amp; Interest Rates (Domestic &amp; Offshore Markets, Money Market Instruments)</li>   <li>● Currency &amp; Interest Rate Futures: Introduction to Currency Options (Option on Spot, Futures &amp; Futures Style Options), Futures Contracts, Markets &amp; the Trading Process, Hedging &amp; Speculation with Interest Rate Futures, Currency Options in India</li> </ul>	
<b>UNIT III</b>	<b>15</b>
<b>World Financial Markets &amp; Institutions &amp; Risks</b>	
<ul style="list-style-type: none"> <li>● Euro Currency Bond Markets: Introduction to Euro Currency Market, Origin of Euro Currency Market, Euro Bond Market (Deposit, Loan, Notes Market), Types of Euro Bonds, Innovation in the Euro Bond Markets, Competitive Advantages of Euro Banks, Control &amp; Regulation of Euro Bond Market</li>   <li>● International Equity Markets &amp; Investments: Introduction to International Equity Market, International Equity Market Benchmarks, Risk &amp; Return from Foreign Equity Investments, Equity Financing in the International Markets, Depository Receipts – ADR,GDR,IDR</li>   <li>● International Foreign Exchange Markets: Meaning of International Foreign Exchange Market, FERA v/s FEMA, Scope &amp; Significance of Foreign Exchange Markets, Role of Forex Manager, FDI v/s FPI,Role of FEDAI in Foreign Exchange Market</li>   <li>● International Capital Budgeting: Meaning of Capital Budgeting, Capital Budgeting Decisions, Incremental Cash Flows, Cash Flows at Subsidiary and Parent Company, Repatriation of Profits, Capital Budgeting Techniques – NPV</li> </ul>	
<b>UNIT IV</b>	<b>15</b>
<b>Foreign Exchange Risk, Appraisal &amp; Tax Management</b>	

**TYBVOC (Financial Markets & Services) Syllabus Semester V & VI**

<ul style="list-style-type: none"> <li>● <b>Foreign Exchange Risk Management:</b> Introduction to Foreign Exchange Risk Management, Types of Risk, Trade &amp; Exchange Risk, Portfolio Management in Foreign Assets, Arbitrage &amp; Speculation</li>   <li>● <b>International Tax Environment:</b> Meaning of International Tax Environment, Objectives of Taxation, Types of taxation, Benefits towards Parties doing Business Internationally, Tax Havens, Tax Liabilities</li>   <li>● <b>International Project Appraisal:</b> Meaning of Project Appraisal, Review of Net Present Value Approach (NPV), Option Approach to Project Appraisal, Project Appraisal in the International Context, Practice of Investment Appraisal.</li> </ul>	
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<b>TYBVOC</b>	<b>Semester V</b>
<p><b>RJCUBVOCFMS504</b></p> <p><b>Paper -IV</b> <b>INTERNATIONAL</b> <b>FINANCE</b></p>	<p><b><u>Learning outcomes</u></b></p> <ul style="list-style-type: none"> <li>● Provide knowledge to the learners regarding products in global capital markets</li> <li>● To learn about the various financial products that are used for long term borrowing and lending.</li> <li>● Making them learn about the various sources of fund raising finance.</li> </ul> <p><b><u>Course outcomes</u></b></p> <ul style="list-style-type: none"> <li>● The learner gains knowledge about the capital market structure.</li> <li>● They will learn about the various instruments available in the global markets.</li> <li>● It will help them to know how capital markets protect the interest of the individuals in the market.</li> <li>● This will help them to have knowledge in the field of financial planning in the company.</li> <li>● This will also give exposure to various products in finance world.</li> </ul>



<b>SEMESTER V</b>		<b>L</b>	<b>Cr</b>
<b>Paper V: Innovative Financial Services</b>	<b>Paper Code: RJCUBVOCFMS505</b>	<b>60</b>	<b>04</b>
<b><i>UNIT I</i></b>		<b>15</b>	
<b>Introduction to Traditional Financial Services</b>			
<ul style="list-style-type: none"> <li>● Financial Services: Concept, Objectives/Functions, Characteristics, Financial Service Market, Financial Service Market Constituents, Growth of Financial Services in India, Problems in Financial Services Sector, Banking and Non-Banking Companies, Regulatory Framework</li>   <li>● Factoring and Forfaiting: Introduction, Types of Factoring, Theoretical Framework, Advantages and Disadvantages of Factoring, Factoring in India, Factoring v/s Forfaiting, Working of Forfaiting, Benefits and Drawbacks of Forfaiting, Practical Problems.</li> </ul>			
<b><i>UNIT II</i></b>		<b>15</b>	
<b>Issue Management and Securitization</b>			
<ul style="list-style-type: none"> <li>● Issue Management and Intermediaries: Introduction, Merchant Bankers/ Lead Managers, Underwriters, Bankers to an Issue, Brokers to an Issue &amp; Stock Broking</li>   <li>● Securitization: Definition, Securitization v/s Factoring, Features of Securitization, Pass Through Certificates, Securitization Mechanism, Special Purpose Vehicle, Securitisable Assets, Benefits of Securitization, New Guidelines on Securitization</li> </ul>			
<b><i>UNIT III</i></b>		<b>15</b>	
<b>Financial Services and its Mechanism</b>			



<ul style="list-style-type: none"> <li>● Lease and Hire-Purchase: <ul style="list-style-type: none"> <li>- Meaning, Types of Lease - Finance Lease, Operating Lease, Advantages and Disadvantages of Leasing, Leasing in India, Legal Aspects of Leasing.</li> <li>- Definition of Hire Purchase, Hire Purchase and Installment Sale Characteristics, Hire Purchase and Leasing, Advantages of Hire Purchase, Problems of Hire Purchase.</li> </ul> </li> <li>● Housing Finance: <ul style="list-style-type: none"> <li>Introduction, Housing Finance Industry, Housing Finance Policy Aspect, Sources of Funds, Market of Housing Finance, Housing Finance in India- Major Issues, Housing Finance in India – Growth Factors, Housing Finance Institutions in India, National Housing Bank (NHB), Guidelines for Asset Liability Management System in HFC, Fair Trade Practice Code for HFC's, Housing Finance Agencies</li> </ul> </li> </ul>	
<b>UNIT IV</b>	<b>15</b>
<b>Consumer Finance and Credit Rating</b>	
<ul style="list-style-type: none"> <li>● Consumer Finance: <ul style="list-style-type: none"> <li>Introduction, Sources, Types of Products, Consumer Finance Practice in India Mechanics of Consumer Finance, Terms, Pricing, Marketing and Insurance of Consumer Finance, Consumer Credit Scoring, Case for and against Consumer Finance</li> </ul> </li> <li>● Plastic Money: <ul style="list-style-type: none"> <li>Growth of Plastic Money Services in India, Types of Plastic Cards- Credit card- Debit Card- Smart card- Add-on Cards, Performance of Credit Cards and Debit Cards, Benefits of Credit Cards, Dangers of Debit Cards, Prevention of Frauds and Misuse, Consumer Protection. Indian Scenario.</li> <li>Smart Cards- Features, Types, Security Features and Financial Applications.</li> </ul> </li> <li>● Credit Rating: <ul style="list-style-type: none"> <li>Meaning, Origin, Features, Advantages of Rating, Regulatory Framework, Credit Rating Agencies, Credit Rating Process, Credit Rating Symbols. Credit Rating Agencies in India, Limitations of Rating.</li> </ul> </li> <li>● Depositories: <ul style="list-style-type: none"> <li>Overview of Depository, Features of Depository System, Eligibility Criteria, Agreement between depository &amp; Issuer, Services &amp; Functions, Obligations &amp; Rights of Depositories</li> </ul> </li> </ul>	

TYBVOOC	Semester V
<p><b>RJCUBVOOCFMS505</b></p> <p><b>Paper V – Innovative Financial Services</b></p>	<p><b><u>Learning outcomes:</u></b></p> <ul style="list-style-type: none"> <li>● Acquire advanced knowledge of topical industry innovations within financial services market place and the financial markets.</li> <li>● Understand and assess implications of financial innovation for various stakeholders including investors, financial markets, government regulators, banking and financial institutions, and business organizations.</li> <li>● Critically evaluate innovations according to extant theories and industry practices.</li> <li>● Formulate an informed assessment and provide recommendations about a topical aspect of innovation in financial services and markets.</li> <li>● Reflect upon current industry practices and experience, the goals of ethical and sustainable business growth, and professional practice.</li> </ul> <p><b><u>Course Outcomes:</u></b></p> <ul style="list-style-type: none"> <li>● Acquire advanced knowledge of topical industry innovations within financial services market place and the financial markets</li> </ul>

<b>SEMESTER V</b>		<b>L</b>	<b>Cr</b>
<b>Paper VI: Organisation Behaviour &amp; HRM</b>	<b>Paper Code: RJCUBVOCFMS506</b>	<b>60</b>	<b>04</b>
<b>UNIT I</b>		<b>15</b>	
<b>Organisational Behaviour-I</b>			
<ul style="list-style-type: none"> <li>● Introduction to Organizational Behaviour-Concept, definitions, Evolution of OB</li> <li>● Importance of Organizational Behaviour-Cross Cultural Dynamics, Creating Ethical Organizational Culture &amp; Climate</li> <li>● Individual and Group Behaviour-OB models–Autocratic, Custodial, Supportive, Collegial &amp; SOBC in context with Indian OB</li> <li>● Human Relations and Organizational Behavior</li> </ul>			
<b>UNIT II</b>		<b>15</b>	
<b>Organizational Behavior-II</b>			
<ul style="list-style-type: none"> <li>● Managing Communication: Conflict management techniques.</li> <li>● Time management strategies.</li> <li>● Learning Organization and Organizational Design</li> <li>● Rewards and Punishments-Termination, layoffs, Attrition, Retrenchment, Separations, Downsizing</li> </ul>			
<b>UNIT III</b>		<b>15</b>	
<b>Human Resource Management-I</b>			
<ul style="list-style-type: none"> <li>● HRM - Meaning, objectives, scope and functions</li> <li>● HRP - Definition, objectives, importance, factors affecting HRP, Process of HRP, Strategies of HRM , Global HR Strategies</li> <li>● HRD - Concept, meaning, objectives, HRD functions</li> </ul>			
<b>UNIT IV</b>		<b>15</b>	
<b>Human Resource Management-II</b>			
<ul style="list-style-type: none"> <li>● Performance Appraisal: concept, process, methods and problems, KRA'S</li> <li>● Compensation - concept, components of Pay Structure, Wage and salary administration, Incentives and Employee benefits.</li> <li>● Career planning-concept of career Planning, Career stages and career planning</li> </ul>			

TYBVOOC	Semester V
<p><b>RJCUBVOOCFMS506</b></p> <p><b>Paper VI – Organizational Behavior &amp; HRM</b></p>	<p><b><u>Learning Outcomes:</u></b></p> <ul style="list-style-type: none"> <li>● The objective of this course is to familiarize the student with the fundamental aspects of various issues associated with Human Resource Management as a whole.</li> <li>●</li> <li>● The course aims to give a comprehensive overview of Organization Behavior as a separate area of management.</li> <li>●</li> <li>● To introduce the basic concepts, functions and processes &amp; create an awareness of the role, functions and functioning of Human Resource Management &amp; OB.</li> </ul> <p><b><u>Course Outcome:</u></b></p> <ul style="list-style-type: none"> <li>● Learners will get an insight on the various aspects of human behaviour and an understanding of implementing the strategies for the best utilization of the same.</li> <li>● Learners will learn the different functions of human resource management and an in-depth understanding of the implementation of these functions in the actual organisational environment.</li> <li>● They will be honed with the practical aspects of HR functionalities through solving cases.</li> </ul>

**SEMESTER VI**

<b>SEMESTER VI</b>		<b>L</b>	<b>Cr</b>
<b>Paper –I: Business Planning &amp; Entrepreneurial Management</b>	<b>Paper Code: RJCUBVOCFMS601</b>	<b>60</b>	<b>06</b>

<b>UNIT I</b>	<b>15</b>
<b>Foundations of Entrepreneurship Development</b>	
<ul style="list-style-type: none"> <li>● Foundations of Entrepreneurship Development: Concept and Need of Entrepreneurship Development. Definition of Entrepreneur, Entrepreneurship, Importance and significance of growth of entrepreneurial activities Characteristics and qualities of entrepreneur.</li> <li>● Theories of Entrepreneurship: Innovation Theory by Schumpeter &amp; Imitating Theory of High Achievement by McClelland X-Efficiency Theory by Leibenstein. Theory of Profit by Knight. Theory of Social change by Everett Hagen.</li> <li>● External Influences on Entrepreneurship Development: Socio-Cultural, Political, Economic, Personal. Role of Entrepreneurial culture in Entrepreneurship Development.</li> </ul>	
<b>UNIT II</b>	<b>15</b>
<b>Types &amp; Classification Of Entrepreneurs</b>	
<ul style="list-style-type: none"> <li>● Intrapreneur – Concept and Development of Intrapreneurship</li> <li>● Women Entrepreneur – concept, development and problems faced by Women Entrepreneurs, Development of Women Entrepreneurs with reference to Self Help Group</li> <li>● Social entrepreneurship–concept, development of Social entrepreneurship in India. Importance and Social responsibility of NGO's.</li> <li>● Entrepreneurial development Program (EDP) – concept, factor influencing EDP. Option available to Entrepreneur. (Ancillarisation, BPO, Franchise, M&amp;A)</li> </ul>	
<b>UNIT III</b>	<b>15</b>
<b>Entrepreneur Project Development &amp; Business Plan</b>	
<ul style="list-style-type: none"> <li>● Innovation, Invention, Creativity, Business Idea, Opportunities through change.</li> <li>● Idea generation– Sources-Development of product /idea,</li> <li>● Environmental scanning and SWOT analysis</li> <li>● Creating Entrepreneurial Venture-Entrepreneurship Development Cycle</li> <li>● Business Planning Process-The business plan as an Entrepreneurial tool, scope and value of Business plan.</li> <li>● Elements of Business Plan, Objectives, Market and Feasibility Analysis, Marketing, Finance, Organization &amp; Management, Ownership,</li> <li>● Critical Risk Contingencies of the proposal, Scheduling and milestones.</li> </ul>	
<b>UNIT IV</b>	<b>15</b>
<b>Venture Development</b>	

**TYBVOG (Financial Markets & Services) Syllabus Semester V & VI**

<ul style="list-style-type: none"> <li>• Steps involved in starting of Venture</li> <li>• Institutional support to an Entrepreneur</li> <li>• Venture funding, requirements of Capital (Fixed and working) Sources of finance, problem of Venture set-up and prospects</li> <li>• Marketing: Methods, Channel of Marketing, Marketing Institutions and Assistance.</li> <li>• New trends in entrepreneurship.</li> </ul>	
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TYBVOG	Semester VI
<p><b>RJCUBVOG FMS602</b></p> <p><b>Paper II – Business Planning &amp; Entrepreneurial Management</b></p>	<p><b><u>Learning outcomes:</u></b></p> <ul style="list-style-type: none"> <li>• Entrepreneurship is one of the major focus areas of the discipline of Management. This course introduces Entrepreneurship to budding managers.</li> <li>•</li> <li>• To develop entrepreneurs &amp; to prepare students to take the responsibility of full line of management function of a company with special reference to SME sector.</li> </ul> <p><b><u>Course Outcome:</u></b></p> <ul style="list-style-type: none"> <li>• Learner will inculcate the basic understanding of entrepreneurial aspects with respect to the qualities, and different types of entrepreneurs.</li> </ul>

<i>SEMESTER VI</i>		L	Cr
<b>Paper –II: 6.Indirect Taxes</b>	<b>Paper Code: RJCUBVOCFMS602</b>	<b>60</b>	<b>06</b>
<i>UNIT I</i>		<b>15</b>	
Introduction to Indirect Taxation and GST			
<p><b>A. Basics for Taxation</b> - Direct Taxes and Indirect Taxes – Difference, Advantages and Disadvantages, Sources and Authority of Taxes in India (Art 246 of the Indian Constitution)</p> <p><b>B. Introduction to GST</b> – Genesis of GST in India, Power to tax GST (Constitutional Provisions), Extent and Commencement, Meaning and Definition of GST, Benefits of GST, Conceptual Framework – CGST, IGST,SGST,UTGST, Imports of goods or services or both, Export of goods or services or both, Taxes subsumed and not subsumed under GST.</p> <p><b>C. Definitions – Goods</b> ( 2(52) of CGST Act ), Services ( 2(102) of CGST Act ), Money ( 2(75) of CGST Act ), Securities ( 2(101) of SCRA Act,1956), India( 2(56) of CGST Act ), Persons ( 2(84) of CGST Act ),Taxable Person ( 2(107) of CGST Act ), Business ( 2(17) of CGST Act), Consideration( 2(31) of CGST Act ), E- Commerce Operator ( 2(45) of CGST Act ), Supplier(2(105) of CGST Act ),Recipient( 2(93) of CGST Act )</p> <p><b>D. Levy and Collection of GST</b> – Levy and Collection of CGST, IGST, SGST,UTGST (Sec 9 of CGST Act), Composition Scheme under GST (Sec 10 of CGST Act), Power to Grant Exemption (Sec 11 of CGST Act)GST Rate Schedule for Goods and Services.</p>			
<i>UNIT II</i>		<b>15</b>	
Concept of Supply			



**TYBVOOC (Financial Markets & Services) Syllabus Semester V & VI**

<p><b>A. Taxable Event Supply</b>– Meaning and Scope of Supply (Section 7 Subsection 1, 2 and 3 of Act) Schedule I, Schedule II, Schedule III, Composite and Mixed Supplies (Sec 8 of CGST Act)</p> <p><b>B. Place of Supply</b> – Location of Supplier of Goods and Services, Place of Supply of Goods (Sec 10, 11,12 and 13 of IGST Act), Special Provision for Payment of Tax by a Supplier of Online Information Database Access Retrieval.</p> <p><b>C. Time of Supply</b>- Time of Supply (Sec 31 of CGST Act), Issue of Invoice by the Supplier (Sec 31 (1) and Sec 31(2)of CGST Act), Continuous Supply of Goods and Services, Goods Sent on Approval (Sec 31(7) of CGST Act )</p> <p><b>D. Value of Supply</b> – Determination of Value of Supply (Sec 15 of CGST Act and CGST Rules 2017), Input Tax Credit (Sec 2(62) of CGST Act) Capital Goods (Sec 2(19) of CGST Act), Input Sec 2(59) of CGST Act), Input Service (Sec 2(60) of CGST Act). Eligibility and Conditions for taking Input Tax Credit (Sec 16 of CGST Act)</p>		
<b>UNIT III</b>	<b>15</b>	
Registration and Computation of GST		
<p>A. Registration – Persons liable for Registration (Sec 22 of the Act), Persons not liable for Registration, Procedure for Registration (Sec 25 of the Act), Deemed Registration(Sec 26 of the Act), Special Provisions (Sec 27 of the Act), Amendment, Cancellation and Revocation of Registration(Sec 28,Sec29and Sec 31 of the Act)</p> <p>B. Computation of GST – Computation of GST under Inter State and Intra State Supplies.</p> <p>C. Payment of Tax- Payment of Tax, Interest and other Amounts(Sec 49 of the Act), Interest on delayed Payment (Sec 50 of the Act), TDS (Sec 51 of the Act), TCS (Sec 52 of the Act)</p>		
<b>UNIT IV</b>	<b>15</b>	
Filing of Returns		
<p>A. Documentation- Tax Invoices (Sec 31 and 32 of the Act), Credit and Debit notes(Sec 34 of the Act), Electronic Way Bill</p> <p>B. Returns –Types of Returns and Provisions relating to filing of Returns (Sec 37 to Sec 48 of the Act)</p>		

TYBVOOC	Semester V
<b>RJCUBVOOCFMS502</b>  <b>Paper II – Indirect Tax</b>	<b><u>Learning outcomes:</u></b>  To understand the basics of GST To study the registration and computation of GST To acquaint the students with filing of returns in GST <b><u>Course Outcomes:</u></b>  <ul style="list-style-type: none"><li>● This will help them to learn the concept of GST</li><li>● This will help them to learn about How to calculate GST</li><li>● The learner will get the knowledge about registration process of GST</li></ul>

**TYBVOG (Financial Markets & Services) Syllabus Semester V & VI**

<b>SEMESTER VI</b>		<b>L</b>	<b>C r</b>
<b>Paper -IV: Investment Analysis and Portfolio Management</b>	<b>Paper Code: RJCUBVOGCFMS604</b>	<b>6 0</b>	<b>04</b>
<b>UNIT I</b>		<b>15</b>	
<b>Introduction to Investment Environment</b>			
<ul style="list-style-type: none"> <li>• Introduction to Investment Environment</li> <li>• Introduction, Investment Process, Criteria for Investment, Types of Investors Investment V/s Speculation V/s Gambling, Investment Avenues, Factors Influencing Selection of Investment Alternatives</li> <li>• Capital Market in India Introduction, Concepts of Investment Banks its Role and Functions, Stock</li> <li>• Market Index, The NASDAQ, SDL, NSDL, Benefits of Depository Settlement Online Share Trading and its Advantages, Concepts of Small cap, Large cap Midcap and Penny stocks</li> </ul>			
<b>UNIT II</b>		<b>15</b>	
<b>Risk - Return Relationship</b>			
<ul style="list-style-type: none"> <li>• Meaning, Types of Risk - Systematic and Unsystematic risk, Measurement of Beta, Standard Deviation, Variance, Reduction of Risk through Diversification. Practical Problems on Calculation of Standard Deviation, Variance and Beta.</li> </ul>			
<b>UNIT III</b>		<b>15</b>	
<b>Portfolio Management</b>			
<ul style="list-style-type: none"> <li>• Portfolio Management: Meaning and Concept, Portfolio Principles, Factors affecting Investment Decisions in Portfolio Management, Portfolio Strategy Mix.</li> <li>• Economics: Monetary &amp; Fiscal Policy, Interests &amp; Bank Markets</li> </ul>			
<b>UNIT IV</b>		<b>1 5</b>	
<b>Theories, Capital Asset Pricing Model and Portfolio Performance Measurement</b>			

**TYBVOOC (Financial Markets & Services) Syllabus Semester V & VI**

<ul style="list-style-type: none"> <li>● Theories: Dow Jones Theory, Elloit Wave Theory, Efficient Market Theory</li> <li>● Capital Asset Pricing Model: Assumptions of CAPM, CAPM Equation, Capital Market Line, Security Market</li> <li>● Portfolio Performance Measurement: Meaning of Portfolio Evaluation, Sharpe's Ratio (Basic Problems), Treynor's Ratio (Basic Problems), Jensen's Differential Returns (Basic Problems)</li> </ul>	
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TYBVOOC	Semester VI
<p><b>RJCUBVOOCFMS604</b></p> <p><b>Paper I – Investment Analysis and Portfolio Management</b></p>	<p><b><u>Learning outcomes:</u></b></p> <ul style="list-style-type: none"> <li>● Understanding the characteristics of different financial assets such as money market instruments, bonds, and stocks, and how to buy and sell these assets in financial markets.</li> <li>● Understanding the benefit of diversification of holding a portfolio of assets, and the importance played by the market portfolio.</li> <li>● How to apply different valuation models to evaluate fixed income securities, stocks, and how to use different derivative securities to manage their investment risks.</li> </ul> <p><b><u>Course Outcomes:</u></b></p> <ul style="list-style-type: none"> <li>● Understanding investment environment &amp; difference between investment V/S speculation, gambling and other investment concept.</li> <li>● Understanding Capital Market &amp; concept related to different product and there settlement.</li> <li>● Advantages of online share trading &amp; different concept related to High Frequency Trading(HFT)</li> <li>● Understanding risk- return relationship and there types &amp; learning ways to minimiserisk .</li> <li>● Understanding Portfolio Building and Portfolio Management.</li> <li>● Understanding different models of Portfolio Management (CAPM,CML &amp; SML)</li> <li>● Portfolio Evaluation using different Portfolio Ratios.</li> </ul>

<b>SEMESTER VI</b>		<b>L</b>	<b>Cr</b>
<b>Paper –V Global Capital Markets</b>	<b>Paper Code: RJCUBVOGCFMS605</b>	<b>60</b>	<b>04</b>
<b><i>UNIT I</i></b>		<b>15</b>	
<b>Impact of Globalization on the Capital Markets</b>			
<ul style="list-style-type: none"> <li>● Growing International Integration</li> <li>● Role of Media &amp; Technology in Capital mobility</li> <li>● Diversification benefits of global investment</li> <li>● Mergers and Acquisition</li> </ul>			
<b><i>UNIT II</i></b>		<b>15</b>	
<b>Global (International Bond Market)</b>			
<ul style="list-style-type: none"> <li>● Domestic Bonds, Euro Bonds &amp; foreign Bonds</li> <li>● Participants in the global bonds markets.</li> <li>● Credit rating agencies &amp; their role</li> <li>● Procedure for issuing Euro Bonds</li> </ul>			
<b><i>UNIT III</i></b>		<b>15</b>	
<b>Global Equity Markets</b>			
<ul style="list-style-type: none"> <li>● Major stocks markets of the world</li> <li>● Emerging stock markets</li> <li>● International Equity Trading – Multiple Listing</li> <li>● Depository receipts</li> </ul>			
<b><i>UNIT IV</i></b>		<b>15</b>	
<b>Obstacles to International Investments</b>			
<ul style="list-style-type: none"> <li>● Information Barriers</li> <li>● Foreign Exchange Risk</li> <li>● Political risks, Market risks</li> <li>● Taxation</li> <li>● Other Regulatory Barriers</li> </ul>			

TYBVOC	Semester VI
<b>RJCUBVOCFMS605</b>  <b>Paper V</b> <b>Global Capital</b> <b>Markets</b>	<b><u>Learning outcomes</u></b> <ul style="list-style-type: none"><li>● Provide knowledge to the learners regarding products in global capital markets</li><li>● To learn about the various financial products that are used for long term borrowing and lending.</li><li>● Making them learn about the various sources of fund raising finance.</li></ul> <b><u>Course outcomes</u></b> <ul style="list-style-type: none"><li>● The learner gains knowledge about the capital market structure.</li><li>● They will learn about the various instruments available in the global markets.</li><li>● It will help them to know how capital markets protect the interest of the individuals in the market.</li><li>● This will help them to have knowledge in the field of financial planning in the company.</li><li>● This will also give exposure to various products in finance world.</li></ul>

<b>SEMESTER VI</b>		<b>L</b>	<b>Cr</b>
<b>Paper –VI Venture Capital and Private Equity</b>	<b>Paper Code: RJCUBVOCFMS606</b>	<b>60</b>	<b>04</b>
<b><i>UNIT I</i></b>		<b>15</b>	
<b>Roles and Hedge Funds</b>			
<ul style="list-style-type: none"> <li>• Nature of PE Firm- Players in the PE market– Benefit of PE Finance</li> <li>• Venture Capital and Private Equity</li> <li>• Financing- Private Equity Multiples and Prices- Private Equity Funds and</li> <li>• Private Equity Firms- Investment Feature and Consideration</li> </ul>			
<b><i>UNIT II</i></b>		<b>15</b>	
<b>Cycle of PE</b>			
<ul style="list-style-type: none"> <li>• Structure of VC/PE firms- Limited Liability Partnerships- Routes</li> <li>• of VC/PE investments in India- Regulatory Aspects of VC/PE investments</li> <li>• Method- Revenue Multiplier Method</li> </ul>			
<b><i>UNIT III</i></b>		<b>15</b>	
<b>Strategies of Private Equity</b>			
<ul style="list-style-type: none"> <li>• Leverage Buyout-</li> <li>• Growth Capital-</li> <li>• Mezzanine Capital-</li> <li>• Distressed Debt-</li> <li>• Other Strategies</li> <li>• Market-Investing in Developing Market- Past Performance and Strategy</li> </ul>			
<b><i>UNIT IV</i></b>		<b>15</b>	
<b>Exit strategies for Private Equity</b>			
<ul style="list-style-type: none"> <li>• IPO</li> <li>• Promoter Buyback</li> <li>• Stake Swap</li> <li>• M &amp; A's</li> <li>• Open Market</li> <li>• Secondary Market</li> </ul>			

TYBVOC	Semester VI
<p><b>RJCUBVOCFMS606</b></p> <p><b>Paper VI</b> <b>Venture Capital and Private Equity</b></p>	<p><b><u>Learning outcomes:</u></b></p> <ul style="list-style-type: none"> <li>● Understand the history of private equity and venture capital and describe the current regulatory and ethical challenges the venture capital industry faces</li> <li>● Recognize how venture capital varies across different parts of the world</li> <li>● Understand the role of venture capital in supporting the entrepreneurial process and company growth</li> <li>● Explain the venture capital cycle and the structure of a venture capital fund and how the structure varies for businesses in different stages</li> <li>● Explain how company valuations are set and how the investment deal is negotiated and structured</li> <li>● Demonstrate the screening and the due diligence processes and the factors that govern venture capitalist investment decisions</li> <li>● Critically discuss and evaluate how venture capital firms measure the performance and optimize returns from their investments</li> <li>●</li> </ul> <p><b><u>Course outcomes:</u></b></p> <ul style="list-style-type: none"> <li>● Completing the Course, the Learner will be able to:</li> <li>● Understand the history of private equity and venture capital and describe the current regulatory and ethical challenges the venture capital industry faces.</li> <li>● Critically discuss and evaluate how venture capital firms measure the performance and optimize returns from their investments</li> </ul>



### **SCHEME OF EXAMINATIONS**

1. Two Internal Assessment examinations of 20 marks each. Duration 30min for each. Internal Assessments could be either of the following depending on the nature of the course: Written Exam/ Group Project/ Individual Project/ Book Review/ Class Test/ Case Study/ Presentation Power point/ Audio – Visual presentation/ Oral Presentation.
2. One External (Semester End Examination) of 60 marks. Duration 2 hours.
3. Minimum marks for passing Semester End Theory Exam is 40 %.
4. Student must appear at least one of the two Internal Tests to be eligible for the Semester End Examination.
5. For any KT examinations, there shall be ODD-ODD/EVEN-EVEN pattern followed.
6. HOD's decision, in consultation with the Principal, shall remain final and abiding to all.

## **REFERENCE BOOKS AND READING MATERIAL**

### **SEMESTER V**

#### **Personality Enrichment**

- Mile, D.J (2004). Power of positive thinking. Delhi: Rohan Book Company.
- Pravesh Kumar (2005). All about self- Motivation. New Delhi: Goodwill Publishing House.
- Dudley, G.A. (2004). Double your learning power. Delhi: Konark Press. Thomas Publishing Group Ltd.
- Lorayne, H. (2004). How to develop a super power memory. Delhi: Konark Press. Thomas Publishing Group Ltd.
- Hurlock, E.B (2006). Personality Development, 28th Reprint. New Delhi: Tata Mc Graw Hill.

#### **International Finance**

- P G Apte, International Financial Management, 5th Edition, The McGraw Hill
- Cheol . S. Eun& Bruce G. Resnick, International Finance Management
- Maurice D. Levi, International Finance – Special Indian Edition
- Prakash G. Apte, International Finance – A Business Perspective
- V A. Aadhani, International Finance

#### **Direct Taxation**

- Income Tax Act- Bare act
- Dr V K Singhania-Direct Tax Law & Practice

#### **Innovative Financial Services**

- IM Pandey, Financial Management, Vikas Publishing House Ltd.
- Khan M.Y., Financial Services, Mc Graw Hill Education.
- Dr.S.Gurusamy, Financial Services, Vijay Nicole Imprints.
- Financial Market and Services, E, Gordon and K. Natrajan, Himalaya Publishing House

#### **Organization Behaviour& HRM**

- Griffin, Ricky W: Organizational Behaviour, Houghton Mifflin Co., Boston.
- Prasad L M, Organizational Behaviour, Sultan Chand
- Khanka S. S., Organizational Behaviour, S. Chand
- P.L. Rao-International Human Resource
- Ivancevich; John and Micheol T. Matheson: Organizational Behaviour and Management, Business Publication Inc., Texas.
- Koontz, Harold, Cyril O'Donnell, and Heinz Weihrich: Essentials of management, Tata
- McGraw-Hill, New Delhi.  
Luthans, Fred: Organizational Behaviour, McGraw-Hill, New York.

## **SEMESTER VI**

### **Investment Analysis & Portfolio Management**

- Kevin. S, Security Analysis and Portfolio Management
- Donald Fischer & Ronald Jordon, Security Analysis & Portfolio Management
- Prasanna Chandra, Security Analysis & Portfolio Management  
Sudhindhra Bhatt, Security Analysis and Portfolio Management.

### **Business Planning & Entrepreneurial Management**

- Dynamics of Entrepreneurial Development Management - Vasant Desai, Himalaya Publishing House.
- Entrepreneurial Development - S.S. Khanna
- Entrepreneurship & Small Business Management - CL Bansal, Haranand Publication
- Entrepreneurial Development in India - Sami Uddin, Mittal Publication  
Entrepreneur Vs Entrepreneurship- Human

### **Project Management**

- Harold Kerzer, Project Management – A System Approach to Planning, Scheduling & Controlling
- Jack.R.Meredith&Samuel.J.Mantel, Jr.,Project Management – A Managerial Approach
- Bhavesh.M.Patel, Project Management – Strategic Financial Planning , Evaluation & Control

### **Fundamental and Technical Analysis**

- Blake, David 1992, Financial Market Analysis,
- Mc Graw Hill London Francis J.C Investments- Analysis and Management
- Mc Graw Hill New York. Pistolese Clifford Using Technical Analysis Vision Books

## **Venture Capital & Private Equity**

- The Masters of Private Equity and Venture Capital: Robert Finkel:
- McGraw-Hill Education Guide to Private Equity
- CA NehaBhuvania: Taxmann Venture Capital, Private Equity, and the Financing of Entrepreneurship: Josh Lerner Ann Leamon, FeldaHardymon:
- Wiley The Business of Venture Capital: MahendraRansinghani:
- Wiley Finance Venture Capital Financing in India: J C Verma :Response Books

**Note:** In some subjects reference books are not written because professors are allowed to give to students their notes and refer websites at their discretion.

## **A MANUAL FOR PREPARATION OF PROJECT REPORT**

### **1. NUMBER OF COPIES TO BE SUBMITTED: (2 Copies)**

Students should submit one copy in the college on or before the specified date.  
(Copies once submitted will not be returned back for any references).

The Report should be bound in black with gold colored embossing, matt finish.

Students are advised to keep one copy for themselves.

## **2. SIZE OF PROJECT REPORT:**

The size of project report should be minimum 60 pages of typed matter reckoned from page # 1 beginning with Executive Summary.

*The emphasis is on Quality and Content and NOT on number of pages.*

## **3. PAGE DIMENSIONS AND MARGINS:**

The dimensions of the final bound copy of the project report should be standard **A4 size Bond paper** to be used for preparing the copies.

The final copy of the project report (at the time of submission) should have the following page margins:

Top edge	:	1 inch
Bottom edge	:	1 inch
Left side	:	1.5 inch
Right side	:	1 inch

5. Main heading such as **INTRODUCTION** should be in

**Font:** Times New Roman

**Bold**

**Font Size:** 16

**Case:** Upper Case

**Align:** Center

6. Sub-heading such as **Project Objectives** should be in

**Font:** Times New Roman

**Bold**

**Font Size:** 14

**Case:** Title Case

**Align:** Left

**7. Contents** should be in

**Font:** 'Times New Roman',

**Font Size:** 12

**Line Spacing:** 1.5 lines

**Case:** Sentence Case

**Align:** Justify

**Entire project should be in Font: Times New Roman**

**0. ARRANGEMENT OF CONTENTS:**

The sequence in which the project report material should be arranged and bound should be as follows:

1. Embossing page (Appendix: 1)
2. Title page (Appendix: 2)
3. Students Declaration (Appendix: 3)
4. College Certificate (Appendix: 4)
5. Acknowledgements
6. Table of Contents (Appendix: 5)
7. List of Tables
8. Body of Project

**9. OTHER GUIDELINES:**

1. Use Diagrams, pie-charts, bar-diagrams, graphs to illustrate content in your project report, as suitable.
2. Above Format is subject to minor changes with permission of your respective internal guide.
3. Without taking approval from respective project guides for your project, you are not supposed to take printouts of the same.
4. Your report should follow above guidelines otherwise it will be rejected.

# **Title of the Project**

Project submitted to

**Ramniranjan Jhunhunwala College of Arts,  
Commerce & Science, (Autonomous) Ghatkopar**

**In partial fulfillment of the requirements for**

**BACHELORS OF VOCATIONS IN FINANCIAL  
MARKETS & SERVICES / REAL ESTATE  
MANAGEMENT**

By

**(Write Your Name)**

**Roll No:**

**B.Voc REM / FMS**

**Batch: \_\_\_\_\_**

Under the guidance of

**PROF. \_\_\_\_\_**

## **Student's Declaration**

I hereby declare that this report is submitted in partial fulfillment of the requirement of **B.VOC (REM / FMS )** Degree to Ramniranjan Jhunhunwala College of Arts, Commerce & Science, Ghatkopar. This is my original work and is not submitted for award of any degree or diploma or for similar titles or prizes.

**Name:**

**Class:**

**Roll No:**

**Place:** Mumbai

**Date:**

**Student's Signature:**

## Certificate

This is to certify that the project submitted in partial fulfillment for the award of **B.Voc (REM / FMS) – Sem V** to Ramniranjan Jhunhunwala College of Arts, Commerce & Science is a result of the bonafide research work carried out by Mr. / Ms. **(Write your name)** under my supervision and guidance, no part of this report has been submitted



for award of any other degree, diploma or other similar titles or prizes. The work has also not been published in any journals/Magazines.

Date

Place: Mumbai

**Principal**

**Seal of the College**

**Project Guide / Internal Examiner**

**Name of Faculty**

**External Examiner**

**Name:**

**Date:**

**TABLE OF CONTENTS:**

<b>Chapter No.</b>	<b>Particulars</b>	<b>Page No.</b>

**TYBVO (Financial Markets & Services) Syllabus Semester V & VI**

<b>1</b>	Executive Summary	<b>1</b>
<b>2</b>	Introduction	
	Introduction to the subject/ topic	
<b>3</b>	Objectives of the Study	
<b>4</b>	Research Methodology	
<b>5</b>	Literature Review	
<b>6</b>	Data Analysis And Compilation	
<b>7</b>	Conclusion and Recommendation if any	
<b>8</b>	Appendices	
<b>9</b>	Bibliography and References (Appendix 6)	
<b>10</b>	Annexure	
	List of symbols	
	Questionnaire	

## **GUIDELINES**

### **1. Executive Summary**

It is of one to two pages. It is a brief overview of the proposed project.

It should explain in short what your project is all about.

The executive report contains enough information for a reader to get familiarized with what is discussed in the full report without having to read it.

It **should include in brief** about your project with respect to following:

- Introduction to Topic
- Companies studied
- Objectives and Conclusion

**Tools of Analysis- e.g.** Questionnaire or In-depth Interviews, statistical tools etc.

### **Scope of Project:**

It should include

1. Boundaries. You should try to define the boundaries of your project. Boundary statements help to separate the things that are applicable to your project from those areas that are out of scope. Examples of boundary statements include:
  - **If study is conducted on marketing people from top and middle level management. Then you may specify that entry level marketing positions are out of the scope.**

Beneficiaries : Your project will be useful to which institutions, companies is to be specified

Deliverable: Final output of your project

### **Data Analysis & Findings:**

**TYBVOC (Financial Markets & Services) Syllabus Semester V & VI**

- In the analysis section, you describe what you did with your data. If it is a quantitative paper, this will include details of statistical procedures. If it is a qualitative paper, it may include SWOT (strengths, weaknesses, opportunities and threats) analysis.
- In the findings section, sometimes called results, you report what the analysis revealed, but only the factual matter of the results, not their implication or meaning.