

## Post Graduate Diploma in Financial Management -PGDFM

### Revised Course

#### (A) Ordinance and Regulations relating to PGDFM

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1. A Candidate for being eligible for admission to the diploma course in Financial Management:-
  - (a) Must hold a University degree in any faculty  
And
  - (b) Must be residing within India
2. Defence Service Personnel may be admitted to the course even if they are not degree holders.

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Course will be of **one year** duration spread over **two semesters**.

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- a. Each Semester carrying **four** papers each. There shall be University Examination of Diploma Course in Financial Management at the end of each semester. No student shall be admitted to the examination unless he satisfies following requirement:-
- b. She/he shall have submitted at-least 50% of the assignments assigned under the course

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The tuition fees for Diploma in Financial Management shall be Rs. 12,000.  
Rs. 500 for Registration and  
Rs. 250 as examination fees (Total of Rs. 750)

#### Instructions

1. A candidate must forward his application for admission to Director IDOL on or before the date fixed for this purpose.
2. A student who has once registered himself for the Diploma course in Financial Management but had not appeared the said examination or has appeared and failed thereat and desires to re-appear at the subsequent examination shall re-new his registration for the examination at least three months prior to the date of commencement of examination. The fees for renewal of registration shall be:-
3. IDOL will keep record of each student registered for the Diploma courses in Financial Management in regard to assignments submitted by him/her in each of the subjects and the number of marks obtained thereat.
4. A candidate will be examined in the following subjects of the Diploma course in Financial Management at the end of each Semester:-

	<b>Semester-I</b>		<b>Semester-II</b>
1.1	Accounting System	2.1	Taxation (Direct & Indirect)
1.2	Cost & Management Accounting	2.2	Financial Management
1.3	Financial Markets	2.3	International Finance
1.4	Financial Statement Analysis	2.4	Investment Management

**(B) Detailed Syllabus of the Course is as follows:-**

### **Semester – I**

#### **I.1 Accounting System**

<b>Unit</b>	<b>Syllabus</b>	<b>Approx. Weight</b>
I	Accounting- The Language of Business. Accounting: An	25%

	Information System. Users of Accounting information, Branches of Accounting. Financial Accounting Concepts and Conventions. Double entry System and accounting equations.	
II	Generally Accepted Accounting Principles, basics of Indian Accounting Standard, Indian Accounting Standard Vs US GAAP, Introduction to IFRS.	25%
III	Capital and Revenue Expenditure – Deferred Revenue Expenditure – Capital and Revenue Receipts. Depreciation – Definition – Causes – Necessity of providing for depreciation – Methods of Calculating Depreciation: Straight Line Method and Written Down Value Method – Problems	25%
IV	Preparation Basic Accounting Records- - Preparation of Journal, Ledger and Trial Balance - Preparation of Final Accounts: Trading, Profit and Loss Account and Balance Sheet. Presentation of financial statements Revised Schedule VI.	25%

### Reference Books-

1. N. Ramchandran and RamkumarKakani, Financial Accounting for Management, New Delhi, Tata-Mac Graw-Hill, 2nd Edition, 2008.
2. Narayanaswamy – Financial Accounting: A managerial perspective (2nd Edn) – PHI.
3. Paresh Shah, Basic Financial Accounting for Management, New Delhi, Oxford University Press, 2008.
4. P.C. Tulsian, Financial Accounting, Pearson, 2008
5. S.N. Maheshwari, Introduction to Accountancy, New Delhi, Vikas Publishing House, 10<sup>th</sup> Edition, 2009

## I.2 Cost & Management Accounting

Unit	Syllabus	Weight in Paper
I	Cost Accounting- Objectives of costing system, cost concepts and cost classification. Management Accounting- Nature & scope, role of management accounting, tool and techniques of management accounting. Distinction between financial accounting, cost accounting and management accounting	25%

II	Methods of Costing- Unit costing, job & batch cost, contract costing and process costing. Classification of costs. Element of costs- Material cost, labour cost and overheads.	25%
III	Breakeven Analysis - Cost Volume Profit Relationship - Applications of Marginal Costing Techniques: Fixing Selling Price, Make or Buy, Accepting a foreign order, Deciding sales mix.	25%
IV	Budgetary control & Variance analysis- Preparation of various types of budgets, advantages & limitations, budgetary control report to management.  Meaning and uses of standard costing; procedure of setting standards; variance analysis, one way and two way analysis of variance; overall cost variance; material variance; labour variance and overhead variance	25%

### Reference Books-

1. Horngren, Foster & Datar - Cost Accounting: A Managerial Emphasis (Pearson)
2. Pillai & Bhagavathi – Cost Accounting (S. Chand)
3. M.N. Arora – Cost and Management Accounting Theory and Problems (HPH)

### I.3 Financial Markets

<u>Unit</u>	<u>Syllabus</u>	<u>Weight in Paper</u>
I	Financial system – Structure of financial system – Indian financial system – Financial Development – Savings and investment – Financial Integration – Regulation and De-regulation – Regulatory Institutions	25 %
II	<u>Capital Markets –</u> Industrial securities, Primary markets, Secondary markets, Stock exchanges, Stock market index – Buying and selling securities on the stock exchanges – Stock exchange terms	25%
III	<u>Money Market –</u> Call money markets, - Commercial Bill market, - Markets for commercial papers and Certificate of deposits, - The discount market, Government securities market, - treasury bills.	25%
IV	<u>Foreign exchange market</u> Nature, Organization and Participants, Exchange rates, devaluation and depreciation, Currency convertibility. Market for futures, Options and other Derivatives	25 %

### Reference Books:

1. Financial Markets and Institutions - L.M. Bhole
2. Financial Markets – Dr. P. K. Bandgar

## I.4 Financial Statement Analysis

Unit	Syllabus	Weight in Paper
I	<ul style="list-style-type: none"><li>▪ Basics of Balance Sheet and Profit &amp; Loss Account statement</li><li>▪ Analysis of Financial Statements through Trend Analysis, Common Size Statements</li></ul>	25%
II	<ul style="list-style-type: none"><li>▪ Introduction to Funds Flow Statement, Calculating Funds from Operation, Analysis of Funds flow Statement, Importance of Funds Flow Analysis</li><li>▪ Introduction to Cash Flow Statement, Calculating Operating/Financing and Investing Cash Flows, Analysis of Cash flow Statement, Importance of Cash Flow Analysis</li></ul>	25%
III	<ul style="list-style-type: none"><li>▪ Introduction to Ratio Analysis, Importance of Ratio Analysis, Understanding Liquidity/Leverage &amp; Coverage/Turnover/Expense and Profitability ratios, using ratios to analyse the financial performance of a company, Introduction to DuPont Analysis</li></ul>	25%
IV	<ul style="list-style-type: none"><li>▪ Understanding Annual Report of a Company; Director's Report, Management Discussion and Analysis, Notes to Account</li><li>▪ Basic computation of Free Cash Flows for Equity</li></ul>	25%

### Reference Books:

1. Financial Management - Prasanna Chandra
2. Financial Management – I.M. Pandey
3. Financial Management – Khan & Jain
4. Corporate Finance – Brealey&Mayers
5. Techniques of Financial Analysis – Erich A. Helfert (Tata McGraw Hill)
6. Understanding Financial Statements – Interpretation and Analysis – A. A. Gopalakrishnan

## Semester – II

### 2.1 Taxation (Direct & Indirect)

Unit	Syllabus	Weight in Paper
I	<ul style="list-style-type: none"><li>▪ Important definitions in the Income-tax Act, 1961 and Concepts of previous year and assessment year</li><li>▪ Basis of charge; rates of taxes applicable for different types of assesses</li><li>▪ Residential status and scope of total income; Income deemed to be received / deemed to accrue or arise in India</li><li>▪ Incomes which do not form part of total income</li></ul>	25%
II	<ul style="list-style-type: none"><li>▪ Heads of income and the provisions governing computation of income for individual and business</li><li>▪ Aggregation of income; set-off or carry forward and set-off of losses</li><li>▪ Deductions from gross total income</li><li>▪ Computation of total income and tax payable; rebates and reliefs</li></ul>	25%
III	<ul style="list-style-type: none"><li>▪ Service tax – concepts and general principles</li><li>▪ Charge of service tax and taxable services</li><li>▪ Valuation of taxable services</li><li>▪ Exemptions and Abatements</li></ul>	25%
IV	<ul style="list-style-type: none"><li>▪ VAT – concepts and general principles</li><li>▪ Calculation of VAT Liability including input Tax Credits</li><li>▪ Small Dealers and Composition Scheme</li><li>▪ VAT Procedures</li></ul>	25%

#### SUGGESTED READINGS

1	Bare Acts
2	Judgements and pronouncements by statutory authorities

### 2.2 Financial Management

Unit	Syllabus	Weight in Paper
I	<ul style="list-style-type: none"><li>▪ <u>Indian Financial System</u><ul style="list-style-type: none"><li>- Significance of the Financial System</li><li>- Components of Financial System</li><li>- Financial Intermediaries</li><li>- Regulatory System</li></ul></li><li>▪ Time Value of Money</li></ul>	25%
II	<ul style="list-style-type: none"><li>▪ <u>Theory of capital Structure</u> Cost of Capital- Leverages</li></ul>	25%
III	<ul style="list-style-type: none"><li>▪ <u>Working Capital Management</u></li></ul>	25%

	-Inventory Management- Receivables Management- Cash Management (Budget)	
<b>IV</b>	<ul style="list-style-type: none"> <li>▪ <u>Capital Budgeting</u> Nature and Principles – Identifying Relevant Cash Flows – Evaluation Techniques</li> </ul>	<b>25%</b>

#### Reference Books-

1. Financial Management - Prasanna Chandra
2. Financial Management – I.M. Pandey
3. Financial Management – Khan & Jain
4. Financial Management – Sihler, Crawford and Davis
5. Advanced Financial Management – Dr. P.K. Bandgar

### 2.3 International Finance

<b>Unit</b>	<b>Syllabus</b>	<b>Weight in Paper</b>
<b>I</b>	<ul style="list-style-type: none"> <li>▪ Introduction to the history of International Monetary System; Gold Standard, Bretton Woods System, Collapse of Bretton Wood System, Smithsonian Agreement</li> <li>▪ Understanding Modern Exchange rate Management Systems; Fixed Peg, Crawling Peg, Peg with Bands, Currency Board, Managed Float, Independent Float</li> <li>▪ Introduction to Eurocurrency Markets</li> <li>▪ Introduction to FEMA</li> </ul>	<b>25%</b>
<b>II</b>	<ul style="list-style-type: none"> <li>▪ Introduction to Factors the impacting Exchange Rate: Inflation, Interest Rate, Demand and Supply of Foreign Currency, economic environment etc.</li> <li>▪ Purchasing Power Parity Theory</li> <li>▪ Interest Rate Parity Theory</li> </ul>	<b>25%</b>
<b>III</b>	<ul style="list-style-type: none"> <li>▪ Introduction to modern Foreign Exchange markets, Structure of Indian Forex Market – Authorised Dealer – Money Changer – Dealing Room operations – Role of FEDAI</li> <li>▪ Types of deals in Forex Market, Foreign Exchange Quotes, Bid Rate/Ask Rate, Calculation of Forward rate quote</li> <li>▪ Foreign Exchange arithmetic; Basic problems on computation of Inverse quote, one point, two point and three point arbitrage</li> </ul>	<b>25%</b>
<b>IV</b>	<ul style="list-style-type: none"> <li>▪ Introduction to International Debt Market, Various categories of Instruments in International Debt Market; International Bonds, Syndicate Loans, External Commercial Borrowing, Buyers Credit &amp; Suppliers Credit, Process of Issuance of Bonds</li> </ul>	<b>25%</b>

	<ul style="list-style-type: none"> <li>▪ Introduction to International Equity Market and Instruments - GDR/ADR/IDR, Process of Issuance of Depository Receipts</li> <li>▪ Participatory Notes in Indian Forex Market</li> <li>▪ Introduction to concept of Forex Derivatives; Forward, Futures, Options and Interest Rate Swap and Currency Swap</li> </ul>	
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**Reference Books;**

1. International Finance – P.G. Apte
2. Foreign Exchange Management - A.V. Rajwade
3. Fundamentals of International Financial Management –S. Kevin (Prentice Hall India)
4. Multinational Financial Management – Madhu Vij
5. International Finance – Avdhani

**2.3 Investment Management**

Unit	Syllabus	Weight in Paper
I	<ul style="list-style-type: none"> <li>▪ Investment management: Objective, investment opportunities, and philosophy of individual &amp; institutional investors</li> <li>▪ Fundamental analysis: Concept &amp; significance of economic analysis</li> <li>▪ Industry analysis: introduction, need for industry analysis, alternative classification of industry</li> <li>▪ Industry lifecycle analysis, economic factors &amp; industry analysis, SWOT analysis for industries</li> </ul>	25%
II	<ul style="list-style-type: none"> <li>▪ Nature and style of management and its impact on Company Value</li> <li>▪ Technical analysis: Introduction to Technical Analysis, different Charting techniques</li> <li>▪ Technical analysis: DOW theory, Different technical indicators - volume indicators, market sentiment indicators, confidence indicators</li> <li>▪ Efficient market theory random walk: weak form, semi-strong, strong form of market. Empirical tests. Comparison of random walk</li> </ul>	25%
III	<ul style="list-style-type: none"> <li>▪ Portfolio theory, selection, risk &amp; return, efficient set of portfolios, optimum portfolio</li> <li>▪ Capital Asset Pricing theory (CAPM), capital market line, security market line</li> <li>▪ Technical analysis: DOW theory, Different technical indicators - volume indicators, market sentiment indicators, confidence indicators</li> <li>▪ Efficient market theory random walk: weak form, semi-strong, strong form of market. Empirical tests.</li> </ul>	25%



	Comparison of random walk	
<b>IV</b>	<ul style="list-style-type: none"> <li>▪ Concept of futures, characteristics of future contract, its types</li> <li>▪ Concept of Options, option trading, option contracts settlement</li> <li>▪ Pricing of option futures</li> <li>▪ Difference between future, options, forwards &amp; badla contracts</li> </ul>	<b>25%</b>

<b>SUGGESTED READINGS</b>	
1	Investment Management, V K Bhalla, S Chand Publications
2	Investment Analysis & Portfolio Management, P Chandra, Tata McGraw-Hill
3	Options, Futures & Other Derivatives, John C Hull, Pearson Prentice Hall

**(C) Suggested Paper Pattern:**

- Total Questions in Paper will be 4 (four) with Option as indicated below in paper Pattern
- All Question will be compulsory

**Paper patter being;**

**Q1. (a) 7 marks (from Unit I)**  
**Q1. (b) 8 Marks (from Unit I)**

**OR**

**Q1. (a) 7 marks (from Unit I)**  
**Q1. (b) 8 Marks (from Unit I)**

**Q2. (a) 7 marks (from Unit II)**  
**Q2. (b) 8 Marks (from Unit I)**

**OR**

**Q2. (a) 7 marks (from Unit II)**  
**Q2. (b) 8 Marks (from Unit II)**

**Q3. (a) 7 marks (from Unit III)**  
**Q3. (b) 8 Marks (from Unit III)**

**OR**

**Q3. (a) 7 marks (from Unit III)**  
**Q3. (b) 8 Marks (from Unit III)**

**Q4. (a) 7 marks (from Unit IV)**

**Q4. (b) 8 Marks (from Unit IV)**

**OR**

**Q4. (a) 7 marks (from Unit IV)**

**Q4. (b) 8 Marks (from Unit IV)**

*[If required Paper setter may include three sub questions (a), (b) and (c) of five marks each with option as indicated above instead of Sub questions (a) and (b) as indicated in the suggested paper pattern]*