

**Syllabus
For
Post Graduate Diploma in Finance and Taxation
(P.G.D.F.T.)**

Under

**Tripura University Rules & Regulations for the Post Graduate Diploma
Programme in the Choice Base Credit System (CBCS)**



**Department of Commerce
Tripura University
(A Central University)
2020**

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POST GRADUATE DIPLOMA IN FINANCE AND TAXATION (P.G.D.F.T.)
(One Year: 02 Semesters)

Course Structure

Semester	Paper No.	Subjects	Internal Assessment	Semester End Examination	Total
I	PGDFT 701	Managerial Accounting	30	70	100
	PGDFT 702	Financial Management	30	70	100
	PGDFT 703	Financial Institutions and Financial Markets	30	70	100
	PGDFT 704	Direct Taxes-I	30	70	100
	PGDFT 705 (Skill-I)	Information Technology	30	70	100
II	PGDFT 801	Security Analysis & Portfolio Management	30	70	100
	PGDFT 802	Quantitative Techniques for Financial Decisions	30	70	100
	PGDFT 803	Direct Taxes-II	30	70	100
	PGDFT 804	Indirect Taxes-Structure and Procedure	30	70	100
	PGDFT 805	Project Work/ Dissertation	30	70	100

PGDFT 701C: Managerial Accounting

Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4

Contents

- Basic Concept: Overview of Management Accounting, Financial Accounting and Cost Accounting. Role of each in business organization. Relationship between financial, cost and management accounting. Special features of management accounting. Role of management accounting in the global business environment.
- Analysis and interpretation of financial statements. Tools of financial analysis. Comparability, Ratio analysis, common -size statement, trend analysis, functional classification of ratios. Applications of various financial analytical tools.
- Cash flow and Fund flow statements, sources and uses of funds, statement changes in working capital, transactions involving accounts from current and non-current categories and thus resulting in the flow of fund. Analysis of transactions of difficult nature.
- Budgetary Control, Uses of budgetary system, Preparation of Working Capital Budget, Cash Budget, Flexible budget, Master budget.
- Marginal costing, cost-volume-profit analysis, break- even analysis. Applications of marginal costing.
- Variance analysis, material variances, labour variances, overhead variances and sales variances; Identification of various causes of deviation and Reconciliation between the actual with standard.
- Reporting for management, functions of accounting reports, requirements of a good report, report improvement programme.

References:

- *Management Accounting- Mahesh Kulkarni*
- *Management Accounting- Anthony Atkinson, Robert Kaplan*
- *Management Accounting -Khan and Jain*

PGDFT 702: Financial Management

Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4

Contents

- Financial Management: Concept, objectives, functions, role of CFO.
- Time Value of Money: concept, present value, future value, annuity, perpetuity, loan amortization.
- Risk and Return: Concept, risk and return of a single asset, risk and return of a portfolio, relationship between risk and return, determination of beta, capital asset pricing model.
- Sources of Finance: Long term and short term sources.
- Leverage: Concept, business risk, financial risk, operating leverage, financial leverage, combined leverage, indifferent point, EBIT-EPS relationship.
- Cost of Capital: concept, importance, relevance, computation of cost of capital, weighted cost of capital using book value, market value and marginal value.
- Capital Structure: Concept, importance, determinants, optimum capital structure, capital structure theories: NI approach, NOI approach, MM approach, Traditional approach.
- Capital Expenditure Decisions: Concept, objectives, importance, process, discounting and non-discounting techniques of evaluation under certainty.
- Dividend Policy: Concept, types of dividend, objectives, determinants, dividend policy-relevant and irrelevant models.

Suggested Readings:

- Financial Management: Theory and Practice- P. Chandra, McGraw Hill Publishing Co., New Delhi, latest edition.
- Financial Management- I. M. Pandey,
- Financial Management- Ravi M. Kishore, Taxmann Publications Pvt. Ltd., New Delhi, latest edition.
- Financial Management: Text & Problems- M. Y. Khan & P. K. Jain, McGraw Hill Publishing Co., New Delhi, latest edition.
- Financial Management and Policy- C. T. Horngren, PHI Learning Pvt. Ltd., New Delhi, latest edition.

PGDFT 703: Financial Institutions and Financial Markets

Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4

Contents

- Roles of Financial Markets and Institutions: Overview and Role of Financial Markets, Securities Traded in Financial Market; Role of Financial Institutions; depository and non-depository institutions, consolidation & competition among financial institutions, financial conglomerates
- Overview of the Indian financial system including financial sector reforms
- Money Market: Money market instruments, Institutional use of money Market, Money Market Intermediaries
- Capital Market Theory: History of Indian Capital Markets, Capital Market Scams, Reforms in Capital Market, Capital market Integration, Role of Capital market in India
- Primary Market: Free Pricing Regime, Book-building, Green-shoe Option, Online IPOs, Primary Issues, Resource Mobilisation from International Capital Markets
- Secondary Market: Pre Reforms and Post reforms Scenario, Listing of Securities, Trading Arrangements, Trading and Settlement, Stock Exchanges, Stock Market Indices, BSE, NSE
- Depositories and Custodians: Depository System, Depositories in India, Demat Accounts
- Debt Market: Background of Debt Market, Private Companies Debt Market, Public Sector Undertaking Bond Market, Government Securities Market
- Credit Rating and Credit Rating Agencies in India
- Development Financial Institutions: Evolution of Development Banks, Role of Development Financial Institutions, Development Banks in India: IDBI, EXIM Bank, NABARD, ICICI, NHB
- Financial Regulation: Regulation of Capital Market, SEBI, Reserve Bank of India

Suggested Readings:

- *Khan, M. Y.: Financial Services, McGraw-Hill Publications, New Delhi.*
- *Bhole, L. M. & Mahakud, J.: Financial Institution and Markets, McGraw-Hill Publications, New Delhi.*
- *Shanmugham, R.: Financial Services, Wiley Publications.*
- *Sharma, R. & Mehata, K.: Financial Services, Carnage Publications.*
- *Siddaiah, T.: Financial Services, Pearson India.*

PGDFT 704: Direct Taxes-I

Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4

Contents

- Basic Concepts in Income Tax
- Residential Status and Tax Incidence
- Income exempt tax
- Income under Salary
- Income from House Property
- Profits and Gains of Business or Profession
- Capital Gains
- Income from other Sources
- Set off and Carry forward of Losses
- Deductions from Gross Total Income: 80C, 80D, 80E, 80G

Suggested Readings:

- 1. V. K. Singhania & M. Singhania: *Students' Guide to Indirect Taxes*, Taxmann Publications Pvt. Ltd., New Delhi.
- 2. V. S. Datey, : *Indirect Tax Law and Practice*, Taxmann Publications Pvt. Ltd., New Delhi.
- 3. S. Kumar: *Systematic Approach to Indirect Taxes*, Taxmann Publications Pvt. Ltd., New Delhi.
- 4. K. Garg: *Understanding GST*, Barat's Publication, New Delhi.
- 6. N. K., Gupta & S. Bhatia: *Goods & Services Tax – Indian Journey*, Barat Publication, New Delhi.

PGDFT 705C (Skill-I): Information Technology

Marks: 100 (Theory = 35, Practical = 35, Internal Assessment = 30); Credit: 4

Group A: Theory

- E-commerce: Meaning and Concept, E-Commerce as electronic trading system- special features.
- Models of E-Commerce; B to C Model, B to B Model, benefits of E-Commerce, limitations of E-Commerce.
- Regulatory and Legal Framework of E-Commerce with special reference to India.

Group A: Practical

- Introduction and working with Word Processor,
- Presentation software
- Statistical Packages- Spreadsheets, Libre Office etc
- Use of Internet for E-filing of return, Online Payment of Taxes, Internet Banking, Handling Demat Accounts
- Tally

Suggested Readings:

- Davis, Glyn, and Branko Pecar. (2013): Business statistics using Excel. Oxford University Press
- Lee, Cheng F., John C. Lee, and Alice C. Lee. (2020) Statistics for business and financial economics. Singapore: Springer World Scientific
- *Firouz Mosharraf (2008): Basics of computer science Behrouz Forouzan, Firouz Mosharraf, Cengage Learning, New Delhi*
- *Allan F. Livers (2008): Using Microsoft Office to Enhance Student Learning, SAGE Publications*
- *Qusay F. Hassan (2018): Internet of Things A to Z Technologies and Applications, Willey*

PGDFT 801: Security Analysis & Portfolio Management

Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4

Investment: Nature and Scope of investment analysis, elements of investment, avenues of investment, approaches of investment analysis, concept of return and risk: Security returns and risk analysis, measurement of return and risk.

Financial Assets: Types and their characteristics, Sources of financial information.

Security Markets: Primary and secondary market; Primary market- Role , Functions & Methods of Selling securities in Primary Market; Allotment procedure; National Stock exchanges and major international stock exchanges; security market indicators and their contraction.

Public Issues: SEBI guidelines on public issue, size of issue, pricing of issue, promoters contribution, appointment of merchant bankers, underwriters, broker, registrar and managers, bankers and allotment of shares.

Secondary Market: Role, Importance, Type of brokers, trading mechanism, listing of securities in stock exchanges, screen based trading, Demat- Depository- role and need for NSDL, and CDSL depository participant.

Valuation of Securities: Bonds, Debentures, Performance shares, securities.

Fundamental Analysis: Economic Analysis, Industry Analysis, Company Analysis.

Technical Analysis: Important tools, Dow theory, Chart and trend lines, moving averages.

Efficient Market theories: Weak, semi strong and strong market and their testing.

Portfolio Analysis: Estimating rate of return and standard deviation of portfolio. Effect of combining the securities; Markowitz Risk- return optimization, single index model or Market Model, Portfolio total risk, portfolio market risk and unique risk, optimization solution.

Capital Market theory: Capital Market line, security market line, risk free lending and borrowings; factor models, Arbitrage pricing theory two factors and multi factor models principle of arbitrage, arbitrage portfolios.

Portfolio Performance Evaluation: Measure of return, risk adjusted measures of return market timing, evaluation criteria and procedures

Suggested Readings:

- *Alpha C. Chiang: An Introduction to Mathematical Economics, Prentice Hall Inc.*
- *N. D. Vohra: Business Mathematics and Statistics, McGraw Hill Education: New Delhi.*
- *J. K. Singh: Business Mathematics, Himalaya Publishing House: New Delhi.*
- *N. K. Nag: Business Mathematics, New Central Book Agency: Kolkata.*

PGDFT 802: Quantitative Techniques for Financial Decisions

Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4

Measures of Central Tendency: Introduction, Mean, Median and Mode for Ungrouped and Grouped Data, Relation between Mean, Median and Mode.

Measures of Dispersion: Introduction and Definition, Range, coefficient of Range, Quartile Deviation, Mean Deviation, Standard Deviation, Coefficient of variation, Relation between Measures of Dispersions, Skewness & Kurtosis; Moments

Correlation and Regression Analysis: Correlation: Introduction, Kinds of Correlation, Measures of Correlation, Probable Error. Regression: Introduction, Regression Lines, Properties of Regression Coefficients, Properties of Regression Lines.

Time Series: Introduction, Analysis of Time Series (Models of Decomposition), Measurement of Trend.

Index Numbers: Introduction, Types of Index Numbers, Methods of Construction of Index Numbers: Laspeyre's Price Index Number, Paasche's Index Number, Fisher's Ideal Index Number, Marshal-Edgeworth's Index Numbers.

Matrix & Determinant: Types of matrices, Addition & Subtraction rule, multiplicative rule, inverse of a matrix. Determinant of 2X2 and 3X3 determinant. Application of matrix and determinant- Input-Output model.

Linear Programming Problem: Introduction, Formulation, Graphical Solution, Simplex Algorithm.

Suggested Readings:

- *Alpha C. Chiang: An Introduction to Mathematical Economics, Prentice Hall Inc.*
- *N. D. Vohra: Business Mathematics and Statistics, McGraw Hill Education: New Delhi.*
- *J. K. Singh: Business Mathematics, Himalaya Publishing House: New Delhi.*
- *N. K. Nag: Business Mathematics, New Central Book Agency: Kolkata.*

PGDFT 803:Direct Taxes-II

Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4

Contents:

- Set off and carry forward of losses.
- Deductions from gross total income.
- Tax Planning – concept, significance & problems.
- Tax evasion and avoidance methods of tax planning.
- Tax planning with reference to location, nature and form of organizations.
- Tax consideration in Specific business decisions- leasing, make or buy, capital structure decisions, replacement decisions, plant shutdown and foreign collaboration.
- Tax provisions relating to Free Trade Zones, Infrastructure Sectors and Backward areas.
- Tax Incentive for Exporters.
- Tax Deductions and Collection at Source.
- Advance Payment of Taxes
- Submission of returns and procedure of assessment.
- Appeals and revisions.
- Provisions for search and seizures.

Suggested Readings:

- *Corporate Tax Planning & Business Tax Procedures with Case Studies- V. K. Singhania & Monica Singhania, Taxmann Publications Pvt. Ltd., New Delhi, latest edition.*
- *Simplified Approach to Corporate Tax Planning & Tax Management- Girish Ahuja & Ravi Gupta, Bharat Law House, New Delhi, latest edition.*
- *Corporate Tax Planning - Khushal Kumar Agarwal, Atlantic Publishers, New Delhi, latest edition.*
- *Direct Tax Planning & Tax Management- Rajeshwar Trikha, A B D Publishers, New Delhi, latest edition.*
- *Tax Planning and Management- S. P. Goyal, Sahitya Bhavan Publications, Agra, latest edition.*

PGDFT 804: Indirect Taxes-Structure and Procedure

Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4

Introduction History of Indian Indirect tax system. Goods and Service Tax-I: Concepts and general principles, Charge of goods and service tax and taxable goods and services,

GST Acts: CGST Act, SGST features of CGST Act, SGST Act (Tripura), IGST Act – Meaning and Definition: Aggregate turnover, Adjudicating authority, Agent, Business, Capital goods, Casual taxable person, Composite supply, Mixed supply, Exempt supply, Outward supply, Principal supply, Place of supply, Supplier, Goods, Input service distributor, Job work, Manufacture, Input tax, Input tax credit, Person, Place of business, Reverse charge.

Registration under GST: Procedure for registration, Persons liable for registration, Persons not liable for registration, Compulsory registration, Deemed registration, Special provisions for Casual taxable persons and Non-resident taxable persons. Exempted goods and services – Rates of GST. Procedure relating to Levy: (CGST & SGST): Scope of supply, Tax liability on Mixed and Composite supply, Time of supply of goods and services, Value of taxable supply. Computation of taxable value and tax liability. Procedure relating to Levy: (IGST): Inter-state supply, intra-state supply, Zero rates supply, Value of taxable supply – Computation of taxable value and tax liability. Input tax Credit: Eligibility, Apportionment, Inputs on capital goods, Distribution of credit by Input Service Distributor (ISD) – Transfer of Input tax credit – Simple Problems on utilization of input tax credit.

Customs Law: Basic concepts of customs law, Territorial waters, high seas, Types of custom duties – Basic, Countervailing & Anti- Dumping Duty, Safeguard Duty, Valuation, Customs Procedures, Import and Export Procedures, Baggage, Exemptions (b)Information Technology and Tax administration TAN (Tax Deduction and Collection Account Number), TIN (Tax Information Network), e-Tax Deducted at Source/e-Tax Collected from Source.

Suggested Readings:

- V. K. Singhania & M. Singhania: *Students' Guide to Indirect Taxes*, Taxmann Publications Pvt. Ltd., New Delhi.
- V. S. Datey,; *Indirect Tax Law and Practice*, Taxmann Publications Pvt. Ltd., New Delhi.
- S. Kumar: *Systematic Approach to Indirect Taxes*, Taxmann Publications Pvt. Ltd., New Delhi.
- K. Garg: *Understanding GST*, Barat's Publication, New Delhi.
- N. K., Gupta & S. Bhatia: *Goods & Services Tax – Indian Journey*, Barat Publication, New Delhi.

PGDFT 805: Project Work (Written +Viva)

Marks: 100 (Project =70, Viva = 30); Credit: 4

All the students are required to submit a project in the topics assigned to them by the department.

PROJECT/ DISSERTATION

70 Marks for Project/ Dissertation/ Term Paper Preparation.

30 Marks for Viva-voice on Research Methodology and Project / Dissertation/ Term Paper