

**Nagindas Khandwala College of Commerce, Arts and Management Studies  
(Autonomous)  
Affiliated to Mumbai University**

**B. Com in Accounting & Finance (BAF)**

**For Students Admitted from A.Y. 2016-2017 & Onwards**

<b>SYBAF - Semester III</b>							
<b>Course Code</b>	<b>Course</b>	<b>Hrs. of Instruction/ week</b>	<b>Exam Duration (Hours)</b>	<b>Maximum Marks</b>			<b>Credits</b>
				<b>CIE</b>	<b>SEE</b>	<b>Total</b>	
<b>1631UAFFA</b>	<b>Part II</b> Core 1: Financial Accounting –III	3	2 ½ hrs	25	75	100	3
<b>1632UAFCA</b>	<b>Core 2:</b> Cost Accounting - II	3	2 ½ hrs	25	75	100	3
<b>1633UAFAD</b>	<b>Core 3:</b> Auditing -II	3	2 ½ hrs	25	75	100	3
<b>1634UAFBL</b>	<b>Core 4:</b> Business Law -II	3	2 ½ hrs	25	75	100	3
<b>1635UAFEO</b>	<b>DSE (Core) 1:</b> Economics -II	3	2 ½ hrs	25	75	100	3
<b>1636UAFIT</b>	<b>DSE (Core) 2</b> <b>IT in Accountancy -I</b>	3	2 ½ hrs	25	75	100	3
<b>1637UAFFC</b>	<b>DSE (allied) 1:</b> Foundation Course in Commerce (Financial Market operations)	3	21/2hrs.	25	75	100	2
	<b>Total</b>	<b>21</b>					<b>20</b>

**Revised Syllabus of Courses of B.Com. (Accounting & Finance) Programme at Semester III  
with Effect from the Academic Year 2017-2018**

Course	Hours of instructions per week	Exam duration (hrs.)	Maximum Marks			Credits
			CIE	SEE	Total	
Part II Core 1	3	2 ½	25	75	100	3

**Financial Accounting - Paper III - Special Accounting Areas**

*Modules at a Glance*

Sr. No.	Modules	No. Of Lectures
1	Partnership Final Accounts based on Adjustment of Admission or Retirement / Death of a Partner during the Year	15
2	Piecemeal Distribution of Cash	15
3	Amalgamation of Firms	15
4	Conversion / Sale of a Partnership Firm into a Ltd. Company	15
<b>Total</b>		<b>60</b>

Sr. No.	Modules / Units
<b>1</b>	<b>Partnership Final Accounts based on Adjustment of Admission or Retirement / Death of a Partner during the Year</b>
	Simple final accounts questions to demonstrate the effect on final Accounts when a partner is admitted during the year or when partner Retires / dies during the year Allocation of gross profit prior to and after admission / retirement / death when stock on the date of admission / retirement is not given and apportionment of other expenses based on time / Sales/other given basis Ascertainment of gross profit prior to and after admission/retirement / death when stock on the date of admission / retirement is given and apportionment of other expenses based on time / Sales / other given basis Excluding Questions where admission / retirement / death takes place in the same year

<b>2</b>	<b>Piecemeal Distribution of Cash</b>
	<p>Excess Capital Method only</p> <p>Asset taken over by a partner</p> <p>Treatment of past profits or past losses in the Balance sheet</p> <p>Contingent liabilities / Realization expenses/amount kept aside for expenses and adjustment of actual</p> <p>Treatment of secured liabilities</p> <p>Treatment of preferential liabilities like Govt. dues / labour dues etc</p> <p>Excluding: Insolvency of partner and Maximum Loss Method</p>
<b>3</b>	<b>Amalgamation of Firms</b>
	<p>Realization method only</p> <p>Calculation of purchase consideration Journal/ledger accounts of old firms</p> <p>Preparing Balance sheet of new firm Adjustment of goodwill in the new firm</p> <p>Realignment of capitals in the new firm by current accounts / cash or a combination thereof</p> <p>Excluding: Common transactions between the amalgamating firms</p>
<b>4</b>	<b>Conversion / Sale of a Partnership Firm into a Ltd. Company</b>
	<p>Realisation method only</p> <p>Calculation of New Purchase consideration, Journal / Ledger Accounts of old firms. Preparing Balance sheet of new company</p>

<b>Reference Books</b>	
<b>Financial Accounting – Paper III</b>	
<p>Introduction to Accountancy by T. S. Grewal</p> <p>Advance Accounts by Shukla &amp; Grewal</p> <p>Advance Accountancy by R. L. Gupta and M Radhaswamy</p> <p>Modern Accountancy by Mukherjee and Hanif</p> <p>Financial Accounting by Lesile Chandwichk</p> <p>Financial Accounting for Management by Dr. Dinesh Harsalekar</p> <p>Financial Accounting by P. C. Tulsian</p> <p>Accounting Principles by Anthony, R.N. and Reece J.S.</p> <p>Financial Accounting by Gupta and Radhaswamy M</p> <p>Financial Accounting by Monga, J.R. Ahuja, Girish and Shehgal Ashok.</p>	

Course	Hours of instructions per week	Exam duration (hrs.)	Maximum Marks			Credits
			CIE	SEE	Total	
Part II Core 2	3	2 ½	25	75	100	3

### Cost Accounting - Paper II - Methods of Costing

#### *Modules at a Glance*

Sr. No.	Modules	No. Of Lectures
1	Classification of Costs And Cost Sheets	15
2	Reconciliation of Cost and Financial Accounts	15
3	Contract Costing	15
4	Process Costing	15
<b>Total</b>		<b>60</b>

Sr. No.	Modules / Units
<b>1</b>	<b>Classification of Cost and Cost Sheet</b>
	Classification of costs, Cost of Sales, Cost Centre, Cost Unit, Profit Centre and Investment Centre.  Cost Sheet, Total Costs and Unit Costs, Different Costs for different purpose. Simple practical problems on preparation of cost sheet
<b>2</b>	<b>Reconciliation of cost and financial accounts</b>
	Practical problems based on reconciliation of cost and Financial accounts.
<b>3</b>	<b>Contract Costing</b>
	Progress payments, Retention money, Contract accounts, Accounting for material, Accounting for Tax deducted at source by the contractee, Accounting for plant used in a contract, treatment of profit on incomplete contracts, Contract profit and Balance sheet entries.  Excluding Escalation clause  Note- Simple practical problems

<b>4</b>	<b>Process Costing</b>
	Process loss, Abnormal gains and losses, Joint products and by products.  Excluding Equivalent units, Inter-process profit  Note- Simple Practical problems

<b>Reference Books</b>
<b>Cost Accounting - Paper II</b>
<p>Lecture on costing by Swaminathan published by S.Chand &amp; Co.  Practical costing by Khanna Pandey and Ahuja published by S.Chand &amp; Co.  Cost Accounting by C S Rayudu published by Tata McGraw Hills  Cost Accounting by Jawaharlal published by Tata McGraw Hills  Theory and problems of Cost and Management accounting by M Y Khan and P K Jain published by Tata McGraw Hills  Cost Accounting by Ravi M Kishore published by Taxmann ltd.  Cost Accounting by N K Prasad  Cost Accounting- Theory and Practice by B K Bhar  Cost Accounting- Theory and Practice by M N Arora published by  Practical Costing by P C Tulsian published by Vikas Publishing house  Cost Accounting- Text and problems by M C Shukla, T S Grewal and M P Gupta published by S.Chand  Cost Accounting- Problems and solutions by V K Saxena C D Vashist published by S.Chand  Cost Accounting by S P Jain and K L Narang published by Kalyani  Cost Accounting- Principles and practice by M N Arora published by Vikas  Cost Accounting- A Managerial emphasis by Horngreen, Charles, Foster and Datar published by Prentice Hall of India  Advanced problems and solutions in Cost Accounting by S N Maheshwari published by Sultan Chand</p>

Course	Hours of instructions per week	Exam duration (hrs.)	Maximum Marks			Credits
			CIE	SEE	Total	
Part II Core 3	3	2 ½	25	75	100	3

### Auditing - Paper II Techniques of Auditing & Audit Procedures

#### *Modules at a Glance*

Sr. No.	Modules	No. Of Lectures
1	Vouching	15
2	Auditing Techniques: Verification	15
3	Audit and Assurance Standards	15
4	Audit of Limited Companies	15
<b>Total</b>		<b>60</b>

Sr. No.	Modules/ Units
<b>1</b>	<b>Vouching</b>
	1.1 Audit of Income Revenue from Sales and Services, Rental Income, Interest & Dividends Income, Royalties Income, Recovery of Bad debts written off, Commission Received
	1.2 Audit of Expenditure Purchases, Salaries & Wages, Rent, Insurance Premium, Telephone expense, Petty cash payment, Advertisement, Travelling Salesmen's Commission, Freight Carriage and Custom Duties
<b>2</b>	<b>Auditing Techniques: Verification</b>
	2.1 Audit of assets Plant & Machinery, Furniture and fixtures, Accounts Receivable, Investments, Inventory, Goodwill, Patent Rights
	2.2 Audit of Liabilities Outstanding Expenses, Accounts Payable, Secured loans, Unsecured Loans, Contingent Liabilities, Public Deposits
<b>3</b>	<b>Audit and Assurance Standards</b>
	3.1 Significance of the Audit and Assurance Standards issued by Institute of Chartered Accountants of India. Responsibility of auditor for AAS

	<p>3.2 Understanding of following standards</p> <p>SA 200      Basic principles of Governing an Audit</p> <p>SA 200A    Objective and scope of the audit of financial statements</p> <p>SA 230      Audit documentation</p> <p>SA 320      Audit materiality</p> <p>SA 570      Going Concern</p>
<b>4</b>	<b>Audit of Limited Companies</b>
	4.1 Qualifications, Disqualifications, Appointments (First & Subsequent auditor), Reappointment, Removal of auditors.

<b>Reference Books</b>
<b>Auditing</b>
<p>Contemporary Auditing by Kamal Gupta published by Tata McGraw Hills</p> <p>A Handbook of Practical Auditing by B N Tandon published by S Chand &amp; Co. New Delhi</p> <p>Fundamentals of auditing by Kamal Gupta and Ashok Arora published by Tata McGraw Hills</p> <p>Textbook of Auditing by Batra and Bagradia published by Tata McGraw Hills</p> <p>Practical Auditing by S V Ghatalia published by Spicer &amp; Pegler</p>

Course	Hours of instructions per week	Exam duration (hrs.)	Maximum Marks			Credits
			CIE	SEE	Total	
Part II Core 4	3	2 ½	25	75	100	3

**Business Law - Paper II**  
**Business Regulatory Framework**

*Modules at a Glance*

Sr. No.	Modules	No. Of Lectures
1	The Indian Partnership Act – 1932	15
2	Limited Liability Partnership Act – 2008	15
3	Factories Act – 1948	15
4	Gratuity Act – 1972	15
<b>Total</b>		<b>60</b>

Sr. No.	Modules/ Units
<b>1</b>	<b>The Indian Partnership Act – 1932</b>
	a) Concept of Partnership <ul style="list-style-type: none"> <li>- Partnership and Company</li> <li>- Test for determination of existence for partnership</li> <li>- Kinds of partnership</li> </ul> b) Registration and effects of non-registration of Partnership c) Rights and Duties of Partners d) Authority and Liability of partners e) Admission, Retirement and Expulsion of Partner f) Dissolution of Partnership
<b>2</b>	<b>Limited Liability Partnership Act – 2008</b>
	a) Concept, Formation, Membership and Functioning of Partnership b) Dissolution of Partnership

<b>3</b>	<b>Factories Act – 1948</b>
	a) Definitions <ul style="list-style-type: none"> <li>- Section 2 (k) – Manufacturing Process,</li> <li>- Section 2 (l) – Workers</li> <li>- Section 2 (m)– Factory</li> </ul> b) Provisions pertaining to Health- Section 11 to Section 20, Safety- Section 21 to Section 41 c) Welfare- Section 42 to Section 49
<b>4</b>	<b>Laws related to Compensation Management</b>
	a) The payment of wages act, 1936 b) The payment of bonus act, 1965 c) The payment of Gratuity Act, 1972

<b>Reference Books</b>
<b>Business Law</b>
An introductory guide to Central Labour Legislation – W A Dawson Industrial Law – P L Malik Personnel Management and Industrial relations – Kapur S , Punia B – Gurgaon SK Labour participation in Management – Mhetras V – Manaklals Indian Contract Act, Sale of Goods Act and Partnership Act – Desai T R – S C – Sarkar and sons The Negotiable Instruments Act – Khergamwala J S – N M Tripathy The Principles of Mercantile Law – Singh Avtar – Eastern Books Co. Companies Act 2013 by Ravi Puliani, Bharat Publication Companies Act 2013 by Taxmann

Course	Hours of instructions per week	Exam duration (hrs.)	Maximum Marks			Credits
			CIE	SEE	Total	
DSE(Core) 1	3	2 ½	25	75	100	3

### Economics - Paper II - Macro Economics

#### *Modules at a Glance*

Sr. No.	Modules	No. Of Lectures
1	Macroeconomics: Nation Income, Theory of Income and Employment	15
2	Monetary Economics and Monetary Policy	15
3	Public Finance and Fiscal Policy	15
4	International Trade, Balance of Payment, WTO and Foreign Exchange Market	15
<b>Total</b>		<b>60</b>

Sr. No.	Modules/ Units
<b>1</b>	<b>Macroeconomics: Nation Income, Theory of Income and Employment</b>
	National Income: Concept and Measurement - Real Vs Nominal GNP – Circular Flow of Income: Closed (two and three sector models) and Open Economy Models, IS-LM Model – Trade Cycles: Features and Phases – Concept of Aggregate Demand – Keynes’ Theory of Income Determination – Theory of Multiplier – Acceleration Principle
<b>2</b>	<b>Monetary Economics and Monetary Policy</b>
	Supply of Money: Concept, Constituents and Determinants of Money Supply –  Velocity of Circulation of Money: Meaning and Factors Determining – Demand for Money: Keynes’ Theory of Demand for Money, Inflation: – Demand Pull and Cost Push Inflation – Causes, Effects and Measures to Control Inflation. Monetary Policy: Objectives and Instruments and its impact on IS-LM Equilibrium

<b>3</b>	<b>Public Finance and Fiscal Policy</b>
	<p>Concept of Public Finance: Meaning, Scope and Functions - Distinction between Public and Private Finance - Principles of Maximum Social Advantage: Dalton &amp; Musgrave versions - Modern Trends in Public Finance: Sound Finance v/s Functional Finance, Redistribute Taxation, Anti-Inflationary Taxation - Public Revenue: Sources of Revenue (Tax &amp; Non – Tax Revenue) – Merits and Demerits of Direct &amp; Indirect Tax- Public Expenditure: Classification and Causes of increase in Public Expenditure - Public Debt: Types, Burden and Management - Concepts of deficit. Fiscal Policy: Objectives and Instruments, Impact of Fiscal Policy Changes on IS-LM Equilibrium.</p>
<b>4</b>	<b>International Trade, Balance of Payment, WTO And Foreign Exchange Market</b>
	<p>Theories of International Trade: Comparative Cost Theory, Hecksher - Ohlin</p> <p>Theory - Terms of Trade: Meaning &amp; Types – Gains from Trade (with offer curves) - Concept &amp; Structure of BOP, causes of disequilibrium, Measures to correct disequilibrium in BOP -WTO Agreements with reference to TRIPS, TRIMS and GATS.</p> <p>Foreign Exchange Market: Concept of Foreign Exchange Market Rate: Spot and Forward, Foreign Exchange Market: Functions &amp; Dealers- Arbitrage and Speculation – Equilibrium Exchange Rate Determination – Purchasing Power Parity theory – Types of Floating Rate System</p>

<b>Reference Books</b>
<b>Economics - Paper II</b>
<p>Andrew B Abel and Ben S Bernanke - “Macroeconomics”- Pearson Education New Delhi  David N Hyman - “Macroeconomics” McGraw Hill, New York, Latest Edition  D N Dwivedi - “Macroeconomics Theory and Policy”- Sultan Chand and Company, New Delhi, Latest Edition  Datt R. &amp; K.P.M. Sundaram – “Indian Economy”- Sultan Chand and Company, New Delhi, Latest Edition  Dornbusch R. &amp; S. Fischer – “Macroeconomics” McGraw Hill, New York, Latest Edition  Economic &amp; Political Weekly: Various Issues.  Economic Survey of India -2007-08  G L Jain- “Macroeconomic System-Problems and Functions”- Mangal Deep, Publications, Jaipur  H L Ahuja – “Macroeconomics Theory and Policy – Advanced Analysis” – Sultan Chand and Company, New Delhi Latest Edition  K.P.M. Sundaram – “Money Banking and International Trade”- Sultan Chand and Company, New Delhi Latest Edition  Mankiw –“Principles of Macroeconomics”-Thomson-South-Western, New Delhi  Mishra and Puri – “Indian Economics”- Himalayan Publishing House, Latest Edition K.Vasudevan – Central Banking – RBI Publications  Bhatt - Central Banking in India - Himalaya Publications</p>

Course	Hours of instructions per week	Exam duration (hrs.)	Maximum Marks			Credits
			CIE	SEE	Total	
DSE(Core) 2	3	2 ½	25	75	100	3

### IT in Accountancy -I

#### *Modules at a Glance*

Sr. No.	Modules	No. Of Lectures
1	Introduction to computers	15
2	Office Productivity tools – Excel, Tally	15
3	Introduction to internet and other emerging technologies	15
4	E Commerce	15
<b>Total</b>		<b>60</b>

Sr. No.	Modules / Units
<b>1</b>	<b>Introduction to Computers</b>
	History of Computers, Parts of Computers, Hardwares: Specifications and Data Storage Management, Softwares: Concept of System Software and Applications, Networking: Introduction and types of network topologies
<b>2</b>	<b>Office Productivity tools – Excel, Tally</b>
	<b>MS Word:</b> Creating, Editing, Formatting and Printing of Documents, Using Tools, Mail merge and Print Review and Set-up <b>MS Excel:</b> Creating Worksheet, Creating Various Formulae, Creating Charts, Rename and Copy of Worksheets, Using Tools, Printing Review and Set-up <b>Power Point:</b> Create Project Report, Create Slides, Animation, Page Designing, Insert Image, View Page, Print Review and Set-up. Use of Tools In Accounting :- Preparation of vouchers, invoices and reports, Calculation of Interest, Depreciation, TDS, Salary, Taxes, inventory and reconciliation
<b>3</b>	<b>Introduction to internet and other emerging technologies</b>
	Introduction – Internet components – electronic commerce – e-commerce applications – Electronic Data Exchange – Extranet – Payment systems – Risks and security considerations – Legal issues – Other emerging technologies
<b>4</b>	<b>E Commerce</b>
	Meaning, Advantages and Limitations of E Commerce, The role of Strategy in E Commerce, Value chains in E Commerce, Infrastructure for Electronic Commerce Web Based Tools for Electronic Commerce, Electronic Commerce software, Security Threats to electronic Commerce , Implementing Security for Electronic Commerce, Electronic Payment Systems, Strategies for Marketing, Sales & Promotion Strategies for Purchasing Logistics & Support Activities, Electronic Markets & Communities, Business Plans for Implementing Electronic Commerce

Course	Hours of instructions per week	Exam duration (hrs.)	Maximum Marks			Credits
			CIE	SEE	Total	
<b>DSE(Allied ) 1 Foundation Course in Commerce (Financial Market Operations)</b>	3	2 ½	25	75	100	2

**Foundation Course in Commerce (Financial Market Operations)**

*Modules at a Glance*

Sr. No.	Modules	No. Of Lectures
1	An Overview of the Financial System	15
2	Financial Markets	15
3	Financial Instruments	15
4	Financial Services	15
<b>Total</b>		<b>60</b>

Sr. No.	Modules/unit
<b>1</b>	<b>An Overview of the Financial System</b>
	Saving and Investment Money, Inflation and Interest, Banking and Non-Banking Financial Intermediaries
<b>2</b>	<b>Financial Markets</b>
	Financial Markets: Introduction and meaning, Government Economic Philosophy and Financial Market, Structure of Financial Market in India Capital Market: Introduction and meaning, Concept, Role, Importance, Evolution in India, Primary Market System and Regulations in India, Secondary Market System Bond Market in India, Debt Market in India
<b>3</b>	<b>Financial Instruments</b>
	Meaning and types of Financial Instruments Characteristics of Financial Instruments: Liquidity, Maturity, Safety and Yield  REPO, TBs, Equities, Bonds, Derivatives, others
<b>4</b>	<b>Financial Services</b>
	Merchant Banking : Managing of Public Equity / Debenture Issues Mobilizing Fixed Deposits, Arranging Inter-corporate Loans, Raising term Finance and Loan Syndication. Other Financial Services: Consumer Finance, Credit Cards, Mutual Funds and Commercial Paper

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<b>SYBAF - Semester IV</b>							
<b>Course Code</b>	<b>Course</b>	<b>Hrs. of Instruction/ week</b>	<b>Exam Duration (Hours)</b>	<b>Maximum Marks</b>			<b>Credits</b>
				<b>CIE</b>	<b>SEE</b>	<b>Total</b>	
<b>16UC301</b>	<b>Part II Core 1: Financial Accounting –IV</b>	3	2 ½ hrs	25	75	100	3
<b>16UC302</b>	<b>Core 2: Management Accounting - II</b>	3	2 ½ hrs	25	75	100	3
<b>16UC303</b>	<b>Core 3: Taxation -II</b>	3	2 ½ hrs	25	75	100	3
<b>16UC304</b>	<b>Core 4: Business Law -III</b>	3	2 ½ hrs	25	75	100	3
	<b>DSE (Core) 1: Research Methodology in Accounting and Finance</b>	3	2 ½ hrs	25	75	100	3
<b>16UDC103</b>	<b>DSE (Core ) 2: IT-II</b>	3	2 ½ hrs	25	75	100	3
	<b>DSE (allied) 1: Foundation Course in Management (Introduction to Management) - IV</b>	3	2 1/2hrs.	25	75	100	2
	<b>Total</b>	<b>21</b>					<b>20</b>

Course	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	Total	
<b>Part II Core I</b>	3	2 ½	25	75	100	2

**Financial Accounting - Paper IV Special Accounting  
Areas**

*Modules at a Glance*

Sr. No.	Modules	No. of Lectures
1	Preparation of Final Accounts of Companies.	15
2	Redemption of Preference Shares and Debentures	25
3	Ascertainment and Treatment of Profit Prior to Incorporation	10
4	Foreign Branch	10
<b>Total</b>		<b>60</b>

Sr. No.	Modules / Units
1	<b>Preparation of Final Accounts of Companies</b>
	<ul style="list-style-type: none"> <li>• Relevant provisions of Companies Act related Final Account (excluding cash flow statement)</li> <li>• Preparation of profit and loss a/c and balance sheet as per revised schedule VI of - Companies act 1956</li> <li>• AS 1 in relation to final accounts of companies (disclosure of accounting policies)</li> </ul>

2	<b>Redemption of Preference Shares &amp; Debentures</b>
	<ul style="list-style-type: none"> <li>• <u>Redemption of Preference Shares</u> Provision of the Companies Act for redemption of Preference Shares (Sec 55 of the Companies Act, 2013), Companies (Share and Debentures) Rules. Methods of Redemption of fully paid up Preference Shares as per Companies Act, 2013: The proceed of a fresh issue of shares, the capitalisation of undistributed profits and a combination of both, calculation of minimum fresh issue to provide the fund for redemption, (Question on entries and/or Balance Sheet)</li> <li>• <u>Redemption of Debentures</u> Introduction : Provisions of Section 71 (1) and (4) of the Companies Act, 2013, Creation and investment of DRR including The Companies (Share Capital and Debentures) Rules, 2014, the methods of writing-off discount/loss on issue of debentures; Terms of issue of debentures Methods of redemption of debentures: By payment in lumpsum and by payment in instalments (excluding from by purchase in open market), Conversion. (Question on entries. ledgers and/or Balance Sheet and /or redemption of preference shares)</li> </ul>
3	<b>Ascertainment and Treatment of Profit Prior to Incorporation</b>
	<ul style="list-style-type: none"> <li>• Principles for ascertainment</li> <li>• Preparation of separate, combined and columnar profit and loss a/c including different basis of allocation of expenses/ incomes</li> </ul>
4	<b>Foreign Branch</b>
	Conversion as per AS 11 and incorporation in HO accounts

<b>Reference Books</b>	
<b>Financial Accounting</b>	
	Introduction to Accountancy by T. S. Grewal Advance Accounts by Shukla & Grewal Advance Accountancy by R. L. Gupta and M Radhaswamy Modern Accountancy by Mukherjee and Hanif Financial Accounting by Lesile Chandwichk Financial Accounting for Management by Dr. Dinesh Harsalekar Financial Accounting by P. C. Tulsian Accounting Principles by Anthony, R.N. and Reece J.S. Financial Accounting by Gupta and Radhaswamy M Financial Accounting by Monga, J.R. Ahuja, Girish and Shehgal Ashok.

Course	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	Total	
<b>Part II Core 2</b>	3	2 ½	25	75	100	2

### Management Accounting - Paper I Introduction to Management Accounting

#### *Modules at a Glance*

Sr. No.	Modules	No. of Lectures
1	Introduction to Management Accounting, Analysis and Interpretation of accounts.	15
3	Ratio Analysis	15
4	Cash Flow Statement	15
5	Working Capital Concept	15
<b>Total</b>		<b>60</b>

Sr. No	Modules /Units
<b>1</b>	<b>Introduction to Management Accounting ,Analysis and Interpretation of Accounts:</b>
	Meaning - Nature - Scope and Functions of Management Accounting - Role of Management Accounting in Decision Making - Management Accounting and Financial Accounting
	Vertical Forms of Balance Sheet and Profit and Loss Account suitable for analysis, Trend analysis, Comparative Statement, Common Size Statement. NOTE: Simple Problems based on the above.

2	<b>Ratio Analysis and Interpretation based on vertical Financial statements as above -</b>
	<ul style="list-style-type: none"> <li>a. Balance Sheet Ratios: <ul style="list-style-type: none"> <li>i. Current Ratio</li> <li>ii. Liquid Ratio</li> <li>iii. Stock Working Capital Ratio</li> <li>iv. Proprietary Ratio</li> <li>v. Debt Equity Ratio</li> <li>vi. Capital Gearing Ratio</li> </ul> </li> <li>b. Revenue Statement Ratios: <ul style="list-style-type: none"> <li>i. Gross Profit Ratio</li> <li>ii. Expenses Ratio</li> <li>iii. Operating Ratio</li> <li>iv. Net Profit Ratio</li> <li>v. Net Operating Profit Ratio</li> <li>vi. Stock Turnover Ratio</li> </ul> </li> <li>c. Combined Ratio <ul style="list-style-type: none"> <li>i. Return on Capital employed (Including Long Term Borrowings)</li> <li>ii. Return on proprietor's Fund (Shareholders Fund and Preference Capital)</li> <li>iii. Return on Equity Capital</li> <li>iv. Dividend Pay out Ratio</li> <li>v. Debt Service Ratio</li> <li>vi. Debtors Turnover</li> <li>vii. Creditors Turnover</li> </ul> </li> </ul>
3	<b>Cash Flow Statements</b>
	Preparation of Cash Flow Statement with reference to Accounting Standard No .3. (Indirect method only)
4	<b>Working Capital-Concept</b>
	<p>Concept, Nature of Working Capital , Planning of Working Capital.  Estimation / Projection of Working Capital Requirement in case of Trading and Manufacturing Organization.  Operating Cycle Practical Problems</p>

	<b>Reference Books</b>
	<b>Management Accounting</b>
	<p>Essentials of Management by Koontz H &amp; W published by McGraw Hill</p> <p>Principles of Management by Ramaswamy published by Himalaya</p> <p>Management Concept and Practice by Hannagain T published by McMillan</p> <p>Basic Managerial Skills for All by McGrath E.H published by Prentice Hall of India</p> <p>Management – Text and Cases by VSP Rao published by Excel Books</p> <p>Essentials of Management by Massie Joseph published by Prentice Hall of India</p> <p>Management: Principles and Guidelines by Thomas Duening &amp; John Ivancevich published by Biztantra</p> <p>Management Concepts and Strategies by J S Chandran published by Vikas Publishing House</p> <p>Principles of Management by Tripathy P C published by Tata McGraw Hill</p> <p>Principles of Management: Theory and Practice by Sarangi S K published by V M P Publishers</p> <p>Principles of Management by Terry G R published by AITBS</p>

Course	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	Total	
<b>Part II Core 3</b>	3	2 ½	25	75	100	3

**Taxation - Paper Direct Taxes**  
*Modules at a Glance*

Sr. No.	Modules	No. of Lectures
1	Definitions u/s – 2 , Basis of Charge and Exclusions from Total Income	15
2	Heads of Income	15
3	Clubbing of Income, Set Off & Carry Forward of Losses & Deduction under Chapter VI – A	15
4	Computation of total Income for Individual	15
<b>Total</b>		<b>60</b>

Sr. No.	Modules / Units
1	<b>Definitions u/s – 2 , Basis of Charge and Exclusions from Total Income</b>
	<p><b>Definitions u/s – 2 :</b> Section 2 –Assessee, Assessment Year, Assessment, Annual value, Business, Capital asset, Income, Person, Previous Year, Transfer</p> <p><b>Basis of Charge :</b> Section 3 – 9 – Previous Year, Residential Status, Scope Of Total Income, Deemed Income</p> <p><b>Exclusions from Total Income:</b> Section 10 – restricted to, Agricultural Income, Sums Received From HUF By Member, Share of Profit from Firm, Casual &amp; Non – Recurring Receipts, Scholarships, Income of Minor Child, Allowance to Members of Parliament and Legislative Assembly.</p> <p><b>Note -Exemptions related to specific Heads of Income to be covered with Relevant Provisions.</b></p>

2	<b>Heads of Income</b>
	<p><b>Various Heads of Income</b></p> <p><b>Salary Income:</b> Section 15 – 17, Including Section 10 relating to House Rent Allowance, Travel Concession, Special Allowance, Gratuity, Pension – Commutation, Leave Encashment, Compensation, Voluntary Retirement, Payment from Provident Fund</p> <p><b>Income From House Property :</b> Section 22 – 27, Including Section 2 – Annual Value</p> <p><b>Profits &amp; Gains From Business &amp; Profession :</b> Vocation Section 28-32, 36, 37, 40, 40A, 43B, 44AD, 44ADA &amp; 44AE including.: Section 2 – Business</p> <p><b>Capital Gains :</b> Section 45, 48, 49, 50, 54 and 55</p> <p><b>Income from Other Sources:</b> Section 56 – 59</p>
3	<b>Clubbing of Income, Set Off &amp; Carry Forward of Losses &amp; Deduction under Chapter VI – A</b>
	<ul style="list-style-type: none"> <li>• <u>Clubbing of Income</u> Section 60-65</li> <li>• <u>Set Off &amp; Carry Forward of Losses</u> Sec: 70 – Set off Loss from one Source against Income from another Source under the Same Head of Income Sec: 71 – Set Off Loss from One Head against Income of another Head Sec: 71B – Carry Forward &amp; Set off Losses from House Property Sec: 72 – Carry Forward &amp; Set Off of Losses of Business Losses Sec: 73- Losses in Speculation Business Sec: 74- Loss under the head Capital Gains</li> <li>• <u>Deduction under chapter VIA</u> 80 A- Restriction on claim in Chapter VI- A deductions 80 C – Payment of LIC/PF and other eligible investments 80CCC – Contribution to certain Pension Fund 80D – Medical Insurance Premium 80 DD- Maintenance and medical treatment of handicapped dependent 80E – Interest on Educational Loan 80 TTA- Interest on Saving Bank account 80U – Deduction in the case of totally blind or physically handicapped or mentally retarded resident person</li> </ul>
4	<b>Computation of total Income for Individual</b>
	Computation of Total Income of Individual with respect to above heads and deductions

Note:

1. Relevant Law / Statute in force on 1st April immediately preceding commencement of Academic Year is applicable for ensuing examinations after relevant year.
2. The syllabus is restricted to study of particular section/s, specifically mentioned rules and notifications only.

<b>Reference Books</b>	
	<b>Taxation</b>
	<ul style="list-style-type: none"><li>• <i>Direct Taxes Law &amp; Practice</i> by V.K. Singhania - Taxman</li><li>• <i>Systematic Approach to Direct Tax</i> by Ahuja &amp; Gupta - Bharat Law House</li><li>• <i>Income Tax Ready Reckoner</i> by Dr .V.K. Singhania - Taxman</li><li>• <i>Direct Tax Laws</i> by T.N. Manoharan - Snow White</li></ul>

Course	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	total	
<b>Part II Core 4 Business Law III</b>	3	2 ½	25	75	100	3

**Business Law - Paper III Company Law- The Companies  
Act 2013  
Modules at a Glance**

Sr. No.	Modules	No. of Lectures
1	Definitions	10
2	Incorporation of companies	20
3	Public Offer and Private Placement	10
4	Share Capital and Debentures	10
<b>Total</b>		<b>60</b>

Sr. No.	Modules/ Units
1	<b>Definitions</b>
	Section 2 Clause (2) – Accounting Standard Clause Clause (7) – Auditing Standard Clause (13) – Books of Accounts Clause Clause (31) – Deposit Clause (41) – Financial Year Clause (42) – Foreign Company Clause (47) – Independent Director Clause (48) – Indian Depository Receipts Clause Clause (62) – One Person Company Clause (85) – Small Company
2	<b>Incorporation of Companies</b>
	Section 3 to Section 20

3	<b>Public Offer and Private Placement</b>
	Public Offer - Sections 23, 25 to 28, 33, 35, 39 Private Placement – Section 42
4	<b>Share Capital and Debentures</b>
	Sections 43, 46, 47, 52 to 56, 61 to 72

<b>Reference</b>
<b>Business Law</b>
<p>An introductory guide to Central Labour Legislation – W A Dawson  Industrial Law – P L Malik  Personnel Management and Industrial relations – Kapur S , Punia B – Gurgaon SK Labour participation in Management – Mhetras V – Manaklals  Indian Contract Act , Sale of Goods Act and Partnership Act – Desai T R – S C – Sarkar and sons  The Negotiable Instruments Act – Khergamwala J S – N M Tripathy  The Principles of Mercantile Law – Singh Avtar – Eastern Books Co.  Companies Act 2013 by Ravi Puliani, Bharat Publication  Companies Act 2013 by Taxman</p>

Course	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	total	
<b>DSE Core 1 Research Methodology in Accounting and Finance</b>	3	2 ½	25	75	100	3

### **Research Methodology in Accounting and Finance**

#### *Modules at a Glance*

Sr. No.	Modules	No. of Lectures
1	Introduction to Research	12
2	Research Design in Accounting and Finance	12
3	Data Collection and Processing	12
4	Interpretation and Report Writing	12
<b>Total</b>		<b>60</b>

Sr. No	Modules /Units
1	<b>Introduction to Research</b>
	Introduction and meaning of research, Objectives of research, Features and Importance of research in Accounting and Finance, Objectives and Types of research - Basic, Applied, Descriptive, Analytical and Empirical Research. Formulation of research problem: Meaning and Selection. Review of Literature
2	<b>Research Design in Accounting and Finance</b>
	Meaning of Introduction, Need, and Good research design. Hypothesis: Formulation, Sources, Importance and Types. Different Research designs

3	<b>Data Collection and Processing</b>
	<p>Data Collection: Introduction and meaning, types of data  Primary data: Observation, Experimentation, Interview, Schedules, Survey, Questionnaires, Limitations of Primary data  Secondary data: Sources and Limitations, Factors affecting the choice of method of data collection.  Sampling: Significance, Methods, Factors determining sample size  Data Presentation: Significance in Research, Stages in Data Processing: Editing, Coding, Classification, Tabulation, Graphic Presentation  Statistical Analysis: Tools and Techniques, Measures of Central Tendency, Measures of Dispersion, Correlation Analysis and Regression Anal</p>
4	<b>Interpretation and Report Writing</b>
	<p>Meaning and techniques of interpretation, Research Report Writing: Importance, Essentials, Structure/ layout, Types</p>

<b>Reference Books</b>	
	<b>Research Methodology in Accounting and Finance</b>
	<ul style="list-style-type: none"> <li>• <i>Research Methods in Accounting, Malcolm Smith</i></li> <li>• <i>Research Methods and Methodology in Finance and Accounting, by Viv Beattie and Bob Ryan</i></li> </ul>

Course	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	Total	
<b>DSE Core 2 IT II</b>	3	2 ½	25	75	100	3

### **Information Technology in Accountancy – Paper II**

#### *Modules at a Glance*

Sr. No.	Modules	No. of Lectures
1	Business Process	15
2	Computerized accounting system	15
3	Concept of MIS Reports in Computer Environment	15
4	IT and Auditing	15
<b>Total</b>		<b>60</b>

Sr. No	Modules /Units
1	<b>Business Process</b>
	Introduction, Definition and Meaning of business process Flow of business process for accounting, purchase, sales and finance Classification of business processes Introduction, Definition and Meaning of Business Process Management Principles and practices of Business Process Management Business Process Management life cycle Theories of Business Management Process Implementation of Business process Management – need, key factors and importance Automation of business Processes – benefits, risks, challenges Accounting systems automation IT and Business Process Management Information systems – Meaning, Use of IT in accountancy

2	<b>Computerized accounting system</b>
	<p>Introduction and meaning          Uses and Benefits          Role          Need and requirements of computerized accounting          Basic requirements of computerized accounting system          Limitations of computerized accounting system          Understand the development and design of a computerized accounting system; determining how the accounting data will be processed, i.e. what accounts and books are needed and what is the desired output i.e. financial reports and other reports.          Accounting Software          Introduction and meaning          Advantages of accounting software          Uses of Accounting software          Various accounting softwares          Accounting software TALLY – Accounting and reports</p>
3	<b>Concept of MIS Reports in Computer Environment</b>
	<p>Introduction          Concept of MIS          Need for MIS          Characteristic of MIS          Outputs of MIS          Role of MIS          Guidelines for Developing MIS reports          Functional Aspects of the MIS:          Problems in MIS          Knowledge required for studying MIS          MIS and Computer</p>
4	<b>IT and Auditing</b>
	<p>Need and importance of IT in auditing          Auditing in IT environment</p>

<b>Reference</b>	
<b>Information Technology</b>	
	<p>Fundamentals of Computers – Rajaram V – Prentice Hall            Computer today (3<sup>rd</sup> edition) – Sanders, Donald H – McGraw Hill            Computers and Common sense – Hunt, Roger and Shelly John – Prentice Hall            Computers – Subramaniam N – Wheeler            Introduction to Computers – Xavier C. – New Age            Computer in Business – Sanders D – McGraw Hill            Computers and Information Management – S C Bhatnagar &amp; V Ramant – Prentice Hall            Internet for Business – Brummer, Lavrej – Cambridge            E-mail for Everyone – Leon Alexis &amp; leon – Methews            Basic Computer Programmes for Business – Sternberg C – New Jersey Hayden</p>

Course	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	Total	
<b>DSE Core 2</b>	3	2 ½	25	75	100	2

**Foundation Course in Management  
(Introduction to Management) - IV**

*Modules at a Glance*

Sr. No.	Modules	No. of Lectures
1	Introduction to Basic Management Concepts	15
2	Planning	10
3	Organising	15
4	Staffing, Directing and Controlling	20
<b>Total</b>		<b>45</b>

Sr. No	Modules /Units
1	<b>Introduction to Basic Management Concepts</b>
	Introduction to Management, Definition of Management Nature of Management Objectives of Management Administration vs Management Levels of Management Principles of Management
2	<b>Planning</b>
	Definition and Importance of Planning Process of Planning Limitations of Planning Features of Sound Planning Features and process of decision making

3	<b>Organising</b>
	Definition, nature and significance Process of organisation Principles of organisation Formal and Informal organisation - features, advantages and disadvantages Centralisation and decentralisation – factors, merits and demerits Departmentation and Delegation
4	<b>Staffing, Directing and Controlling</b>
	<ul style="list-style-type: none"> <li>• Staffing           <ul style="list-style-type: none"> <li>Meaning, Importance of Staffing</li> <li>Recruitment and its sources</li> <li>Selection procedure</li> <li>Distinction between Recruitment and Selection</li> <li>Employment tests and types of Interview</li> </ul> </li> <li>• Directing and Controlling           <ul style="list-style-type: none"> <li>Meaning and Importance of directing</li> <li>Principles of Directing</li> <li>Leadership traits and Styles</li> <li>Motivation – Importance and Factors</li> <li>Co-ordination – Meaning, features and Importance</li> <li>Meaning and steps in controlling</li> <li>Essentials of a good control system</li> </ul> </li> </ul>

<b>Reference Books</b>	
	<b>Foundation Course in Management (Introduction to Management) - IV</b>
	<ul style="list-style-type: none"> <li>• <i>Essentials of Management by Koontz H &amp; W published by McGraw Hill</i></li> <li>• <i>Principles of Management by Ramaswamy published by Himalaya</i></li> <li>• <i>Management Concept and Practice by Hannagain T published by McMillan</i></li> <li>• <i>Basic Managerial Skills for All by McGrath E.H published by Prentice Hall of India</i></li> <li>• <i>Management – Text and Cases by VSP Rao published by Excel Books</i></li> <li>• <i>Essentials of Management by Massie Joseph published by Prentice Hall of India</i></li> <li>• <i>Management: Principles and Guidelines by Thomas Duening &amp; John Ivancevich published by Biztantra</i></li> <li>• <i>Management Concepts and Strategies by J S Chandran published by Vikas Publishing House</i></li> <li>• <i>Principles of Management by Tripathy P C published by Tata McGraw Hill</i></li> <li>• <i>Principles of Management: Theory and Practice by Sarangi S K published by V M P Publishers</i></li> </ul>