

# **Nagindas Khandwala College (Autonomous)**

**Affiliated to University of Mumbai**



**MKES's Nagindas Khandwala College (Autonomous),  
Gate No 5, Bhavishya Bharat Campus, S. V. Road, Malad (West)  
Mumbai-400 064**

**Programme Code: UCBAF**

**Bachelor of Commerce in Accounting and Finance (BAF)**

**Three Year Integrated Programme -**

**Six Semesters**

*Course Structure*

**Under Choice Based Credit, Grading and Semester System**

*Implemented during Academic Year- 2022-2023*

# INDEX

<b>Sr. No.</b>	<b>Content</b>	<b>Page No.</b>
1	Preamble	3
2	Objectives	3
3	Programme Outcome	4
4	Scheme of Examination	6
5	Course Structure	12
6	Detailed Curriculum	17

## 1. Preamble

Accounting is a key for all firms in every stream. It's a tool to derive actual profit with estimation of budget and measures of budgetary control. Accounting field is getting widened with globalized world and introduction of IFRS to bring world accounting system at par.

Finance is a nerve of each organisation. Starting from application of capital budget tools, decision on capital structure, calculation of leverage for different combination of financing option, and mainly dividend decision requires a special skill and vision to visualize future outcome of current decision.

Any student graduated with knowledge of accounting and finance makes him a complete package for employability in any field in any organisation whether national or international. This program is designed so to impart student with knowledge of accounting and finance, theoretical and practical both so as to increase their employability in current competitive corporate world.

## 2. Objectives

This program of B.Com in Accounting and Finance is structured to provide graduates with practical skills required in accounting with finance. The main objective of B.Com (Accounting and Finance) is:-

- To impart the learners with necessary theoretical and practical knowledge of accounting with finance so as to increase personal skills to manage entire accounting system for all types of organisation, be it a sole trading concern, partnership firm or a joint stock companies starting from primary entry till finalization of accounts.
- To provide an integrated perspective of global accounting system along with exposure to Indian Accounting Standards in detail.
- To make students confident enough to manage entire accounting at personal or corporate level single handed.
- To empower the learners with vision required while taking firm's financial decision so as to achieve organisational goals.
- To convey their responsibility as an accountant and a member of finance team of any organisation towards various stake holders individually and towards economy as a whole.

### **3. Programme Outcomes (POs): B.Com. (Accounting and Finance)**

After completing three years of B.Com. (Accounting and Finance) program, the learners will:

**PO – 1:** Acquire comprehensive knowledge and understanding of Accounting, Finance, Taxation, Auditing, Economics, Management and other related disciplinary areas/subjects.

**PO – 2:** Understand and use communication skills, soft skills and presentation skills with the help of technology like Microsoft Word, Microsoft Excel and Microsoft Power Point presentations.

**PO – 3:** Assess and adopt critical thinking along with problem solving abilities by preparing financial statements of various forms of business organisations, applying audit techniques, compute tax liability using provisions of various laws prevailing in India.

**PO – 4:** Pursue higher education and research in the field of Commerce, Accounting, Finance, Management, etc.

**PO – 5:** Develop ethical value systems, awareness about gender issues & environmental sustainability to be successful in business and personal life.

**PO – 6:** Design and apply strategies for successful entrepreneurial endeavours & business ventures and harness overall managerial skills.

**PO-CO-Mapping Matrix - 2022-2023 for B. Com (Accounting and Finance)**

Semester	subject	Course Code	PO1	PO2	PO3	PO4	PO5	PO6
<b>Sem. 1</b>	BC – I	2011UAFBC	*	*		*		*
	IT in A & F – I	2012UAFIT	*	*	*	*		*
	FC – I	2113UAFFC	*	*		*	*	
	B. Eco. - I	2014UAFBE	*	*		*	*	
	Comm.-I	2015UAFCO	*	*		*	*	*
	B. Mathematics	2016UAFBM	*		*	*		*
	FA – I	2017UAFFA	*		*	*		*
<b>Sem. 2</b>	BC – II	2021UAFBC	*	*		*		*
	IT in A & F - II	2022UAFIT	*	*	*	*		*
	FC – II	2123UAFFC	*	*		*	*	
	Auditing - I	2024UAFAD	*	*	*	*	*	*
	B. Law - I	2025UAFBL	*	*	*	*	*	
	FM – I	2026UAFM	*	*	*	*		*
	FA – II	2027UAFFA	*		*	*		*
<b>Sem. 3</b>	B. Eco. - II	2231UAFBE	*	*		*	*	
	FC - III (Mgmt.)	2232UAFFC	*	*		*	*	*
	Advanced Tally & Microsoft Excel	2238UTPX	*	*	*	*		*
	Tax - I (IDT-I)	2233UAFIDT	*	*	*	*	*	*
	Auditing - II	2234UAFAU	*	*	*	*	*	*
	B. Law - II	2235UAFBL	*	*	*	*	*	
	CA – I	2236UAFCA	*		*	*		*
FA – III	2237UAFFA	*		*	*		*	
<b>Sem. 4</b>	RM	2241UAFRM	*	*		*	*	*
	FC IV (IFS)	2242UAFFC	*	*	*	*		*
	MA	2243UAFMA	*		*	*	*	*
	Tax - II (IDT - II)	2244UAFIDT	*	*	*	*	*	*
	B. Law - III	2245UAFBL	*	*	*	*	*	
	CA – II	2246UAFCA	*		*	*		*
	FA – IV	2247UAFFA	*		*	*		*
<b>Sem. 5</b>	FA – V	2251UAFFA	*		*	*		*
	FA – VI	2252UAFFA	*		*	*		*
	FM – II	2253UAFM	*	*	*	*	*	*
	CA – III	2254UAFCA	*		*	*		*
	Tax - III (DT - I)	2255UAFDT	*	*	*	*	*	*
	Maktg. of Services	2256UAFMS	*	*		*	*	*
<b>Sem. 6</b>	FA - VII	2261UAFFA	*		*	*		*
	Internship	2262UAFIP	*	*	*	*	*	*
	Eco. - III	2263UAFIE	*	*		*	*	*
	CA – IV	2264UAFCA	*		*	*		*
	Tax - IV (DT - II)	2265UAFDT	*	*	*	*	*	*
	Int. Finance	2266UAFIF	*	*	*	*		*

#### 4. Scheme of Examination:

The scheme of Examination shall be divided into parts i.e. Continuous Internal Evaluation (CIE) including Assignment, Projects, Seminars, Case Studies and class tests which will be of 40 marks and Semester End Examinations (SEE) which will be of 60 marks.

The semester wise Credit Points will vary from course to course but the value of Credits for Under-Graduate Programme shall be of **130 (122 + 8) credits for TY Class**, and **132 Credits for SY and FY Classes**. For TY Class, additional 8 credits will be achieved by doing 1 Course on Environmental Science, 1 Short Term Course from an approved list of certifications and a Compulsory Course in Tally Pro and Advance Excel.

The Credits are defined in terms of the learner's hours which are divided into two parts such as Actual and Notional. The value of a particular course can be measured in number of Credit Points. The value of One (01) Credit is equal to 15 Hours of learners' load.

##### Scheme of Total Credits – TY

Sr. No.	Year	Credits
1	Year 1	40
2	Year 2	42
3	Year 3	40
	Total Credits from Academics	122
	Additional Credits	8
	Total Credits for Award of Degree	130

##### Scheme of Total Credits – SY and FY

Sr. No.	Year	Credits
1	Year 1 (As per new framework of 132 Credits)	42
2	Year 2	46
3	Year 3	44
	Total Credits for Award of Degree	132

#### 4.1 Credit Based Evaluation System Scheme of Examination

For all 6 semesters, the performance of the learners shall be evaluated into two components. The first component shall carry 40% marks which will be a Continuous Internal Evaluation while the second component shall carry 60% marks at Semester End Examination. The allocation of marks for the continuous internal evaluation and semester end examination are as shown below:

#### 4.2 Structure of Continuous Internal Evaluation

Sr. No.	Particular	Marks
1	Class test held in the respective semester	20 marks
2	Subject specific project, assignments, reference book notes, case study, newspaper article submission, Viva, Presentations, Group Discussion, Research Based Project (as per the faculty's discretion)	15 marks
3	Active participation in routine class instructional deliveries (and in practical work, tutorial, field work etc. as the case may be) / Event (Quest, Pravaah) participation / Attendance.	05 marks
	Total	40 marks

Semester End Examination will be conducted after all modules of the course are taught in the class. It will be a written examination / or as per the needs of the course a practical examination or a combination of both. This examination will be for 60 marks.

The assessment of Continuous Internal Evaluation and Semester End Examination as mentioned above for the Semesters I to VI shall be processed by the College – 'Institutions of their Learners' and issue the grade cards to them after the conversion of marks into grade as the procedure mentioned below.

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Continuous Internal Evaluation & Semester End Examination. The learner shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Continuous Internal Evaluation and 40% marks in Semester End Examination (i.e. 24 out of 60) separately, to pass the course and minimum of Grade D in each project,

wherever applicable, to pass a particular semester. A learner will be said to have passed the course if the learner passes the Continuous Internal Evaluation & Semester End Examination together.

#### 4.3 Passing Standards

Grade	Marks	Grade Points
O	80 & Above	10
A+	70 to 79.99	9
A	60 to 69.99	8
B+	55 to 59.99	7
B	50 to 54.99	6
C	45 to 49.99	5
D	40 to 44.99	4
F	Less than 40	0

#### 4.4 Approved Certifications for Additional Credits (For TY)

**Table for Additional Autonomy Credits**

<b>Table for Autonomy Credits</b>					
Semester	Component	Duration	No. of Courses	Credit/ Course	Total Credits
<b>A. Ability Enhancement Compulsory Course (AECC)</b>					
3	<b>AECC I</b> Environment Science	1 Sem	1	2	2
4	<b>AECC II</b> Tally Pro and Advance Excel	60 Hrs. (1 Sem)	1	4	4
<b>B. Skill Enhancement Course (SEC)</b>					
1-5	<b>SEC I</b> (Short Term Courses)	30 Hrs. (Table – 1)	--	2	2
				<b>Total</b>	<b>8</b>



All B. Com. (Accounting & Finance) students graduating from Nagindas Khandwala College will earn 8 (Eight) additional credits under autonomy. It is compulsory for learners of SY and TY to earn these credits for grant of a degree.

The scheme of credits is explained below.

### **Course on Environmental Science (EVS)**

This course is offered in sem. III for 2 credits. It is compulsory for all students to complete this course. Lectures for this are arranged in college.

### **Course on Tally Pro and Advance Excel**

This is a compulsory course offered to all students of B.Com. (Accounting & Finance) during their second year. This course is for 4 credits. Students will learn Tally – Professional Level and Advance Excel. Students who have completed IT training of Institute of Chartered Accountants of India (ICAI) will be granted exemption from this course on submission of the certificate of passing from ICAI.

### **Short Term Courses (STC)**

#### **List of Short Term Courses Offered Semester Wise From 2022-23**

Sr. No.	STC offered in Semester 5	STC offered in Semester 6
1	Basic Course in Brahmavidya	Add On Certificate course on Child Care & Child Development
2	Pranic Healing	Add On Certificate course on Travel & Tourism Management
3	Understanding Mental Health	Add On Certificate course on Computer Application
4	Leadership insights	Add On Certificate course on Functional English
5	Certificate in QGIS	Certificate Course in Gandhian Studies
6	Finding an 'Entrepreneur' in you	Certificate in GIS
7	Working with Vectors (COREL DRAW)	Tie and Dye
8	Certificate in Visual Merchandising	Jewellery Making
9	Certificate Course in Indian Embroidery	Working with Bitmap (Photoshop)
10	Certificate in Stylization	Grooming and Personality Development
11	CASI New York Global Student Associate Certification	Mind your Money
12	Certificate in Photography	Certificate Course in Banking
13	CASI New York Street Volunteering CASI	Understanding Pollution through Mobile Application
14	Certificate in Spanish Language	Digital Marketing
15	Fundamental of Capital Market and Derivatives	Certificate in Mandarin

16	Technical Analysis and trading on Stock Markets	Group Discussion Strategies
17	Financial Statement Analysis	Modelling
18	Certificate in Finance CASI	Certificate course on music
19	Certificate in Methods of Quantitative techniques	Certificate Course in Sports Management
20	Mastering Aptitude Skills	Mastering Analytical Skills
21	Enhancing Communication Skills	Certificate Course in Mobile Journalism
22	Gujrati Folk Dance	Certificate in Treasury Management CASI
23	Draping	CASI New York Retail Banking
24	Programme for Life Personal & Professional Insurance	Investment Banking Operations
25	Branding Yourself	Certificate in IFRS
26	COIST (Certificate Course In Online Sources , Tools and Techniques )	Making Effective PPT
27	Equity Share Boot Camp	Certificate in Beauty Treatments
28	Certificate in Hair Styling	

Note: -

\* Excluding Cost of material supplied Nagindas Khandwala College offers 50 Short Term Courses. These courses are divided in even and odd semesters and are organized in vacations. Students have to complete any **ONE** Short Term Course in any one of the semesters between 1to 5. Courses offered in Sem. 1, 3 & 5 are organized during the Diwali break and courses offered in Sem. 2 & 4 are organized in the month of April.

### 3.5 Exemptions from STC

Students satisfying any one of the criteria listed below will be granted exemption from registering for a short-term course. 2 credits under autonomy will be granted to students who have:-

1. Passed IPCC examination; either one group or both groups; conducted by Institute of Chartered Accountants of India (ICAI).
2. Passed Executive level of examination conducted by Institute of Company Secretaries of India (ICSI).
3. Passed Intermediate level of examination conducted by Institute of Cost and Works Accountants of India (ICWAI).
4. Passed all Knowledge level papers F1 to F4 at the examination conducted by ACCA after registering from our college.
5. Passed basic level of examination conducted by CIMA after registering from our college.
6. Passed a certificate course examination on Foreign Trade conducted by Indian Merchants' Chamber (IMC).

7. Registered with NSS unit of Khandwala College, who have completed 120 hours with participation at the rural camp, and authorities in charge of NSS at college level have recommended their name for exemption.
8. Won prizes at University, State, National or International level in any sports activity- individual or team- and their name has been recommended by authorities in charge of Gymkhana at college level.
9. Enrolled for NCC unit of Khandwala College, have completed mandatory hours of training and have attended all programs of NCC at Khandwala College and their name has been recommended by authorities in charge of NCC at college level.
10. Represented Khandwala College at any University Cultural Festival and have won prize will be entitled to exemption on recommendation of their name by the Students Council in charge.

# **Bachelor of Commerce (Accounting and Finance) Programme**

*Under Choice Based Credit, Grading and Semester System*

## **Three Year Integrated Programme -**

### **Six Semesters**

#### **Basic Structure: Distribution of Courses for TY**

1	<b>Ability Enhancement Compulsory Course (AECC)</b>	4 Papers of 3 Credits Hrs. each (Total Credits Hrs. 4*3)	12
2	<b>Skill Enhancement Compulsory Course (SEC)</b>	4 Papers of 3 Credits Hrs. each (Total Credits Hrs. 2*3) = 12 2 Papers of 2 Credits Hrs. each (Total Credits Hrs. 4*2) = 4	16
3	<b>Core Course (CC)</b>	4 Papers of 4 Credits Hrs. each (Total Credits Hrs. 4*4) = 16 14 Papers of 3 Credits Hrs. each (Total Credits Hrs. 14*3) = 42	58
4	<b>Discipline Specific Compulsory Course (DSC)</b>	8 Papers of 3 Credits Hrs. each (Total Credits Hrs. 8*3)	24
5	<b>Discipline Specific Elective (DSE)</b>	4 Papers of 3 Credits Hrs. each (Total Credits Hrs. 4*3) = 12	12
	<b>Total Credits Hrs.</b>		<b>122</b>

# Bachelor of Commerce (Accounting and Finance) Programme

*Under Choice Based Credit, Grading and Semester System*

## Three Year Integrated Programme -

### Six Semesters

#### Basic Structure: Distribution of Courses for SY and FY

1	<b>Ability Enhancement Compulsory Course (AECC)</b>	4 Papers of 3 Credits Hrs. each (Total Credits Hrs. 4*3)	12
2	<b>Skill Enhancement Compulsory Course (SEC)</b>	6 Papers of 3 Credits Hrs. each (Total Credits Hrs. 6*3) 1 Paper of 4 Credits Hrs. (Total Credits Hrs. 1*4)	22
3	<b>Core Course (CC)</b>	4 Papers of 4 Credits Hrs. each (Total Credits Hrs. 4*4) = 16 14 Papers of 3 Credits Hrs. each (Total Credits Hrs. 14*3) = 42	58
4	<b>Discipline Specific Compulsory Course (DSC)</b>	8 Papers of 3 Credits Hrs. each (Total Credits Hrs. 8*3)	24
5	<b>Discipline Specific Elective (DSE)</b>	4 Papers of 3 Credits Hrs. each (Total Credits Hrs. 4*3) = 12	12
6	<b>Generic Elective (GE-1)</b>	1 Paper of 4 Credits Hrs. (Total Credits Hrs. 1*4)	4
	<b>Total Credits Hrs.</b>		<b>132</b>

#### Total credits for SY and FY

Semester	Semester Wise Credits	Year Wise Credits
Semester I	21	
Semester II	21	<b>42</b>
Semester III	25	
Semester IV	21	<b>46</b>
Semester V	24	
Semester VI	20	<b>44</b>
	<b>Total Credits</b>	<b>132</b>

**Bachelor of Commerce (Accounting and Finance) Programme**  
**Under Choice Based Credit, Grading and Semester System**

**Curriculum Framework**

*(Implemented during Academic year 2021-22)*  
*(60:40 – 132 credits)*

**FIRST YEAR**

Sr. No.	Semester I	Subject Code	Credits	Sr. No.	Semester II	Subject code	Credits
	<i>Ability Enhancement Compulsory Course (AECC)</i>				<i>Ability Enhancement Compulsory Course (AECC)</i>		
1	AECC-1 Business Communication - I	2011UAFBC	3	1	AECC-3 Business Communication-II	2021UAFBC	3
2	AECC-2 Information Technology in Accounting and Finance – I	2012UAFIT	3	2	AECC-4 Information Technology in Accounting and Finance – II	2022UAFIT	3
	<i>Skill Enhancement Compulsory Course (SEC)</i>				<i>Skill Enhancement Compulsory Course (SEC)</i>		
3.	SEC-1 Foundation Course – I	2113UAFFC	3	3.	SEC-2 Foundation Course – II	2123UAFFC	3
	<i>Core Course</i>				<i>Core Course</i>		
4	CC-1 Business Economics-I	2014UAFBE	3	4	CC-4 Auditing – I (Introduction and Planning)	2024UAFAD	3
5	CC-2 Commerce (Business Environment) - I	2015UAFCO	3	5	CC-5 Business Law – I	2025UAFBL	3
6	CC-3 Business Mathematics	2016UAFBM	3	6	CC-6 Financial Management – I	2026UAFFM	3
	<i>Discipline Specific Compulsory Course(DSC)</i>				<i>Discipline Specific Compulsory Course(DSC)</i>		
7	DSC-1 Financial Accounting – I (Elements of Financial Accounting)	2017UAFFA	3	7	DSC-2 Financial Accounting – II (Special Accounting Area)	2027UAFFA	3
	<b>TOTAL</b>		<b>21</b>		<b>TOTAL</b>		<b>21</b>

**Bachelor of Commerce (Accounting and Finance) Programme**  
**Under Choice Based Credit, Grading and Semester System**

**Curriculum Framework**

*(Implemented during Academic year 2022-23)*  
*(60:40 – 132 credits)*

**SECOND YEAR**

Sr. No.	Semester III	Subject code	Credits	Sr. No.	Semester IV	Subject code	Credits
	<i>Skill Enhancement Compulsory Course (SEC)</i>				<i>Skill Enhancement Compulsory Course (SEC)</i>		
1	SEC-3 Business Economics – II	2231UAFBE	3	1	SEC-5 Research Methodology in Accounting and Finance	2241UAFRM	3
2	SEC-4 Foundation Course in Management - III (Introduction to Management)	2232UAFFC	3	2	SEC-6 Foundation Course in Commerce – IV (Indian Financial System)	2242UAFFC	3
3	SEC -7 Advanced Tally & Microsoft Excel	2238UTPX	4				
	<i>Core Course (CC)</i>				<i>Core Course (CC)</i>		
4	CC-7 Taxation I (Indirect taxes – I)	2233UAFIDT	3	3	CC-11 Management Accounting (Introduction to Management Accounting)	2243UAFMA	3
5	CC-8 Auditing – II (Techniques of Auditing & Audit Procedures)	2234UAFAU	3	4	CC-12 Taxation –II (Indirect Taxes - II)	2244UAFIDT	3
6	CC-9 Business Law – II (Business Regulatory Framework)	2235UAFBL	3	5	CC-13 Business Law –III (The Companies Act 2013)	2245UAFBL	3
7	CC-10 Cost Accounting – I (Introduction and Elements of Cost)	2236UAFCA	3	6	CC-14 Cost Accounting – II (Method of Costing)	2246UAFCA	3
	<i>Discipline Specific Compulsory Course (DSC)</i>				<i>Discipline Specific Compulsory Course (DSC)</i>		
8	DSC-3 Financial Accounting – III (Special Accounting Areas)	2237UAFFA	3	7	DSC-4 Financial Accounting – IV (Special Accounting Areas)	2247UAFFA	3
	<b>TOTAL</b>		<b>25</b>		<b>TOTAL</b>		<b>21</b>

**Bachelor of Commerce (Accounting and Finance) Programme**

*Under Choice Based Credit, Grading and Semester System*

**Curriculum Framework**

*(Implemented during Academic year 2022-2023)*

**(60:40 – 130 credits)**

**THIRD YEAR**

Sr. No.	Semester V	Subject code	Credits	Sr. No.	Semester VI	Subject code	Credits
	<b>Core Course (CC)</b>				<b>Core Course (CC)</b>		
1	CC-15 Financial Accounting – V	2251UAFFA	4	1	CC-17 Financial Accounting – VII	2261UAFFA	4
2	CC-16 Financial Accounting – VI	2252UAFFA	4	2	CC-18 Internship based project work	2262UAFIP	4
	<b><i>Discipline Specific Compulsory Course (DSC)</i></b>				<b><i>Discipline Specific Compulsory Course (DSC)</i></b>		
3	DSC-5 Financial Management - II	2253UAFFM	3	3	DSC- 7 Economics – III (Indian Economy)	2263UAFIE	3
4	DSC-6 Cost Accounting – III	2254UAFCA	3	4	DSC-8 Cost Accounting – IV	2264UAFCA	3
	<b><i>Discipline Specific Elective (DSE)</i></b>				<b><i>Discipline Specific Elective (DSE)</i></b>		
5,6	Discipline Specific Elective (DSE-1,2) (Any two of group A)			5,6	Discipline Specific Elective (DSE-3,4) (Any two of group B)		
	a. Taxation – III (Direct Taxes – I)	2255UAFDT	3		a. Taxation – IV (Direct taxes – II)	2265UAFDT	3
	b. Marketing of Financial Services	2256UAFMS	3		b. International Finance	2266UAFIF	3
	c. Security Analysis and Portfolio Management	2256UAFSA	3		c. Financial Management – III	2266UAFFM	3
	d. Financial Analysis and Business Valuation	2256UAFBV	3		d. Management Control System	2266UAFMCS	3
	<b>TOTAL</b>		<b>20</b>		<b>TOTAL</b>		<b>20</b>



**Nagindas Khandwala College (Autonomous)**

**Syllabus and Question Paper Pattern  
of Courses of  
Bachelor of Commerce (Accounting and Finance)  
Programme**

**First Year  
*Semester I and II***

**Under Choice Based Credit, Grading and Semester System  
*(Implemented during Academic Year 2022-2023)***

**Bachelor of Commerce (B.Com.) Programme**  
**Under Choice Based Credit, Grading and Semester System**

**Curriculum Framework**

*(Implemented during Academic year 2021-2022)*

**(60: 40 – 132 Credits)**

**FIRST YEAR**

Sr. No.	Semester I	Subject Code	Credits	Sr. No.	Semester II	Subject code	Credits
	<i>Ability Enhancement Compulsory Course (AECC)</i>				<i>Ability Enhancement Compulsory Course (AECC)</i>		
1	AECC-1 Business Communication - I	2011UAFBC	3	1	AECC-3 Business Communication-II	2021UAFBC	3
2	AECC-2 Information Technology in Accounting and Finance – I	2012UAFIT	3	2	AECC-4 Information Technology in Accounting and Finance – II	2022UAFIT	3
	<i>Skill Enhancement Compulsory Course (SEC)</i>				<i>Skill Enhancement Compulsory Course (SEC)</i>		
3.	SEC-1 Foundation Course – I	2113UAFFC	3	3.	SEC-2 Foundation Course – II	2124UAFFC	3
	<i>Core Course</i>				<i>Core Course</i>		
4	CC-1 Business Economics-I	2014UAFBE	3	4	CC-4 Auditing – I (Introduction and Planning)	2025UAFAD	3
5	CC-2 Commerce (Business Environment) – I	2015UAFCO	3	5	CC-5 Business Law – I	2126UAFBL	3
6	CC-3 Business Mathematics	2016UAFBM	3	6	CC-6 Financial Management – I	2027UAFFM	3
	<i>Discipline Specific Compulsory Course(DSC)</i>				<i>Discipline Specific Compulsory Course(DSC)</i>		
7	DSC-1 Financial Accounting – I (Elements of Financial Accounting)	2017UAFFA	3	7	DSC-2 Financial Accounting – II (Special Accounting Area)	2028UAFFA	3
	<b>TOTAL</b>		<b>21</b>		<b>TOTAL</b>		<b>21</b>

***Syllabus of Courses of  
Bachelor of Commerce (Accounting and Finance) Programme  
at Semester I***

**1. BUSINESS COMMUNICATION-I  
(Implemented during Academic Year 2021-2022)  
(w.e.f. 2016-17)**

***Modules at a Glance***

Sr. No.	Modules	No. of lectures
Module 1	Theory of Communication and Leadership	15
Module 2	Obstacles to Communication in Business World	15
Module 3	Business Correspondence	15
Module 4	Language and Writing Skills	15
		60

**Objectives:**

1. To develop awareness of the complexity of the communication process.
2. To develop effective listening skills in students so as to enable them to comprehend instructions and become a critical listener.
3. To develop effective oral skills so as to enable students to speak confidently interpersonally as well as in large groups.
4. To develop effective writing skills so as to enable students to write in clear, concise, persuasive and audience centred manner.
5. To demonstrate effective use of communication technology.

**Course Outcomes:**

After completion of this course the learner will be able to:

CO1: Understand the importance of Communication in Business & corporate world.

(Level: Understanding)

CO2: Enhance their writing skills. (Level: Apply)

CO3: Analyse the various barriers to Communication and will also analyse measures to overcome it. (Level: Analyse)

CO4: Recognise the importance of proficiency and competency in Communication for Business world which will help to address issues related to gender with in professional ethics. (Level: Apply)

CO5: Draft business correspondence and enhance Public relation skills. (Level: Create)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Theory of Communication and Leadership</b>	<b>15</b>
	<p><b>Concept of Communication:</b> Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global World Impact of technological advancements on Communication</p> <p><b>Channels and Objectives of Communication: Channels-</b> Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine</p> <p><b>Objectives of Communication:</b> Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees (A brief introduction to these objectives to be given)</p> <p><b>Methods and Modes of Communication:</b> Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette Modes: Telephone and SMS Communication 3 (General introduction to Telegram to be given) Facsimile Communication [Fax] Computers and E- communication Video and Satellite Conferencing <b>Leadership</b> – Using words to shape meaning, Inspirational approaches to leadership, authentic leadership</p>	
<b>2.</b>	<b>Obstacles to communication in business world</b>	<b>15</b>
	<p><b>Problems in Communication /Barriers to Communication:</b> Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers</p> <p><b>Listening:</b> Importance of Listening Skills, Cultivating good Listening Skills – 4</p> <p><b>Introduction to Business Ethics:</b> Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, Corporate Social Responsibility Teachers can adopt a case study approach and address issues such as the following so as to orient and sensitize the student community to actual business practices: Surrogate Advertising, Patents and Intellectual Property Rights, Dumping of Medical/E-waste, Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace Piracy, Insurance, Child Labour.</p>	

<b>3.</b>	<b>Business Correspondence</b>	<b>15</b>
	<p><b>Theory of Business Letter Writing:</b> Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing,</p> <p><b>Personnel Correspondence:</b> Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation [Letter of Appointment, Promotion and Termination, Letter of Recommendation (to be taught but not to be tested in the examination)]</p>	
<b>4.</b>	<b>Language and Writing Skills</b>	<b>15</b>
	<p><b>Commercial Terms used in Business Communication Paragraph Writing:</b> Developing an idea, using appropriate linking devices, etc. Cohesion and Coherence, self-editing, etc. [Interpretation of technical data, Composition on a given situation, a short informal report etc.]</p> <p><b>Activities:</b> Listening Comprehension, Remedial Teaching, Speaking Skills: Presenting a News Item, Dialogue and Speeches, Paragraph Writing: Preparation of the first draft, Revision and Self – Editing, Rules of spelling.</p> <p><b>Reading Comprehension:</b> Analysis of texts from the fields of Commerce and Management</p>	

**Evaluation Pattern**  
**Evaluation Methods for the 40 Marks Component**

I.	Internal Test	(15 marks)
II.	Written Assignment / Presentations	(15 marks)
III.	Event Participation / Assignment	(05 marks)
IV.	Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test**  
**Written Class Test (15 Marks)**

1	Objectives (1 Marks each)	10 Marks
2	Short Notes (Attempt Any One of the Three)	05 Marks

**Question Paper Format for the 60 Marks Component**

Question No.	Particulars	Marks
Q.1	Explain the following concepts any 5 out of 7	5*2 = 10
Q.2	Answer in one or two sentences any 5 out of 7	5*2=10
Q.3	Explain the following any 3 out of 5	3*5=15
Q.4	Explain in detail any 2 out of 4	2*7.5=15
Q.5	Case study or Application based question	2*5=10
<b>Total</b>		<b>60</b>

## **Recommended Reading List**

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- Agarwal, Anju D (1989) A Practical Handbook for Consumers, IBH.
- Alien, R.K. (1970) Organisational Management through Communication.
- Ashley, A (1992) A Handbook Of Commercial Correspondence, Oxford University Press.
- Aswalthapa, K (1991) Organisational Behaviour, Himalayan Publication, Mumbai.
- Bahl, J.C. and Nagamia, S.M. (1974) Modern Business Correspondence and Minute Writing.
- Balan, K.R. and Rayudu C.S. (1996) Effective Communication, Beacon New Delhi.
- Bangh, L Sue, Fryar, Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group USA.
- Barkar, Alan (1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.
- Basu, C.R. (1998) Business Organisation and Management, T.M.H. New Delhi.
- Benjamin, James (1993) Business and Professional Communication Concepts and Practices, Harper Collins College Publishers, New York.
- Bhargava and Bhargava (1971) Company Notices, Meetings and Regulations
- Black, Sam (1972) Practical Public Relations, E.L.B.S. London.
- Bovee Courtland, L and Thrill, John V (1989) Business Communication, Today McGraw Hill, New York, Taxman Publication.
- Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) Public Relations Handbook, The Dartwell Co., Chicago.
- Drucher, P.F. (1974) Management Responsibilities Practices, Heinemann, London. 22.
- Eyre, E.C. (1985) Effective Communication Made Simple, Rupa and Co. Calcutta.
- Ecouse Barry, (1999), Competitive Communication: A Rhetoric for Modern Business, OUP.
- Fisher Dalmar, (1999), Communication in Organisation, Jaico Pub House, Mumbai, Delhi.
- Frailley, L.E. (1982) Handbook of Business Letters, Revised Edn. Prentice Hall Inc.
- French, Astrid (1993) Interpersonal Skills. Sterling Publishers, New delhi.
- Garlside, L.E. (1980) Modern Business Correspondence, McDonald and Evans Ltd. Plymouth.
- Ghanekar, A (1996) Communication Skills for Effective Management. Everest Publishing House, Pune.
- Graves, Harold F. (1965) Report Writing, Prentice Hall, New Jersey.
- Krevolin, Nathan (1983) Communication Systems and Procedures for Modern Office, Prentice Hall, New Jersey.
- Lesikar, Raymond V and Petit, John D. (1994) Business Communication: Theory and Application, Richard D. Irwin Inc. Illinois.
- Ludlow, Ron. (1995) The Essence of Effective Communication, Prentice, New Delhi.

**2. INFORMATION TECHNOLOGY IN ACCOUNTING AND FINANCE - I**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2020-21)  
*Modules at a Glance*

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Introduction to Computers	<b>15</b>
Module 2	Office Productivity Tools (Except MS Excel)	<b>15</b>
Module 3	MS Excel	<b>15</b>
Module 4	Introduction to Internet and E-Commerce	<b>15</b>
		<b>60</b>

**Objectives:**

1. To make learner familiar with hardware and software related to computer.
2. To develop in depth knowledge of Office Productivity Tools among learners such as MS-Word, MS-Excel, Power Point and Tally.
3. To understand the concepts related to internet, its application and security measures.
4. To develop overall knowledge on E-Commerce among learners.

**Course Outcomes:**

After completion of this course the learner will be able to:

CO1: Demonstrate familiarity to meaning, history and difference of Hardware & Software of Computers. (Level: Apply)

CO2: Recognise the importance of internet and e-commerce in current globalised marketing era to evaluate various options for marketing of a given product or services. (Level: Analyse)

CO3: Create word document, Power Point Presentation and vouchers using Tally Software emphasising employability. (Level: Create)

CO4: Create excel file to store data and perform various financial functions to analyse the data for business decision making following professional ethics. (Level: Create)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Introduction to Computers</b>	<b>15</b>
	<p><b>Computers:</b> History of Computers, Parts of Computers,</p> <p><b>Hardwares:</b> Specifications and Data Storage Management,</p> <p><b>Softwares:</b> Concept of System Software and Applications, Networking: Introduction and types of network topologies</p>	
<b>2.</b>	<b>Office Productivity Tools – Excel, Tally</b>	<b>15</b>
	<p><b>MS Word:</b> Creating, Editing, Formatting and Printing of Documents, Using Tools, Mail merge and Print Review and Set-up</p> <p><b>Power Point:</b> Create Project Report, Create Slides, Animation, Page Designing, Insert Image, View Page, Print Review and Set-up.</p> <p><b>Use of Tools In Accounting:</b> Preparation of vouchers, invoices and reports, Calculation of Interest, Depreciation, TDS, Salary, Taxes, inventory and reconciliation.</p>	
<b>3.</b>	<b>MS Excel</b>	<b>15</b>
	<p>Creating and using templates; cell address, Types- Absolute, Relative, Mixed; Linking spread sheets, Header and footer to a worksheet, Cell references, Functions – basic and advanced;</p> <p>Basic Functions - Maths, Stats, String, logical, Date &amp; time; Advanced Functions –</p> <p>Financial Functions – FV( ), PV( ), PMT ( ), PPMT ( ), IPMT ( ), NPER ( ), RATE ( )</p> <p>Database Functions – v lookup ( ), h lookup</p> <p>Conditional Functions - if ( ), count if ( ), sum if ( ), count if s( )</p> <p>Data analysis – Use of scenario, creating and managing, use of goal seek, use of solver, Pivot table, building pivot table, pivot table regions, pivot chart, use of macro, conditional formatting</p>	
<b>4.</b>	<b>Introduction to Internet and E – Commerce</b>	<b>15</b>
	<p><b>Introduction:</b> Internet components – electronic commerce – e-commerce applications – Extranet – Payment systems – Risks and Security Considerations</p> <p><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,</p>	



Sales & Promotion Strategies for Purchasing Logistics & Support Activities, Electronic Markets & Communities, Business Plans for Implementing Electronic Commerce.
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**Evaluation Pattern**  
**Evaluation Methods for the 40 Marks Component**

I.	Internal Test	(15 marks)
II.	Written Assignment / Presentations	(15 marks)
III.	Event Participation / Assignment	(05 marks)
IV.	Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test**  
**Written Class Test (15 Marks)**

1	Objectives (1 Marks each)	10 Marks
2	Short Notes (Attempt Any One of the Three)	05 Marks

**Question Paper Format for the 60 Marks Component**

Question No.	Particulars	Marks
Q.1	Explain the following concepts any 5 out of 7	5*2 = 10
Q.2	Answer in one or two sentences any 5 out of 7	5*2=10
Q.3	Explain the following any 3 out of 5	3*5=15
Q.4	Explain in detail any 2 out of 4	2*7.5=15
Q.5	Case study or Application based question	2*5=10
<b>Total</b>		<b>60</b>

**Recommended Reading List**

- Computer Fundamentals - P.K.Sinha.
- E-Commerce – Mr. Bharat Bhaskar.
- E-Commerce (Fifth edition) – An Indian Perspective – P.T.Joseph.
- Fundamentals of Computers – Rajaram.V.
- Internet for business – Brummer Laurej.

**3. FOUNDATION COURSE – I**  
***(Implemented during Academic Year 2021-22)***

(w.e.f. 2019-20)  
***Modules at a Glance***

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Overview of Indian Society	<b>15</b>
Module 2	Concept of Disparity-1	<b>15</b>
Module 3	Concept of Disparity-2	<b>15</b>
Module 4	The Indian Constitution and Political Processes	<b>15</b>
		<b>60</b>

**Objectives:**

1. To enhance the understanding of the structure of Indian society.
2. To orient learners towards the various aspects of disparity.
3. To orient learners about the political system in India.
4. To create an interest in learners towards the Indian Constitution and their rights and duties.

**Course Outcomes:**

After completion of this course the learner will be able to:

CO1: Enhance the understanding of structure of Indian society.

(Level: Understanding)

CO2: Apply the understanding of linguistic diversity, inter- group conflicts and gender disparity in real life situations. (Level: Apply)

CO3: Analyse the basic features of Indian constitution and fundamental duties as Indian citizen including gender equality. (Level: Analyse)

CO4: Analyse complex social problems such as inequalities faced by people with disabilities and develop suggestions to mitigate such problems (Level: Create)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Overview of Indian Society</b>	<b>15</b>
	Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender; Appreciate the concept of linguistic diversity in relation to the Indian situation; Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as differences.	
<b>2.</b>	<b>Concept of Disparity-1</b>	<b>15</b>
	Understand the concept of disparity as arising out of stratification and inequality; Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof; Understand inter-group conflicts arising out of communalism; Examine the causes and effects of conflicts arising out of regionalism and linguistic differences.	
<b>3.</b>	<b>Concept of Disparity-2</b>	<b>15</b>
	Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media; Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities	
<b>4.</b>	<b>The Indian Constitution and Political Processes</b>	<b>15</b>
	Philosophy of the Constitution as set out in the Preamble; The structure of the Constitution-the Preamble, Main Body and Schedules; Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society; Basic features of the Constitution, Political party system in India, Local self-government-urban and rural	

### Evaluation Pattern

#### Evaluation Methods for the 40 Marks Component

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I.	Internal Test	(15 marks)
II.	Written Assignment / Presentations	(15 marks)
III.	Event Participation / Assignment	(05 marks)
IV.	Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test  
Written Class Test (15 Marks)**

1	Objectives (1 Marks each)	10 Marks
2	Short Notes (Attempt Any One of the Three)	05 Marks

**Question Paper Format for the 60 Marks Component**

Question No.	Particulars	Marks
Q.1	Explain the following concepts any 5 out of 7	5*2 = 10
Q.2	Answer in one or two sentences any 5 out of 7	5*2=10
Q.3	Explain the following any 3 out of 5	3*5=15
Q.4	Explain in detail any 2 out of 4	2*7.5=15
Q.5	Case study or Application based question	2*5=10
<b>Total</b>		<b>60</b>

**Recommended Reading List**

- Social and economic problem in India , Naseem Azad, R. Gupta
- Indian society and culture, Vinita Padey, Rawat
- Social problems in India, Ram Ahuja, Rawat
- Faces of feminine in Ancient India and modern India, Mandakranta Bose
- Rural, Urban migration: trends, challenges and strategies, S. Rajgopalan
- Regional inequalities in India, Bhat L.S.
- Urbanisation: Challenges, opportunities and the way forward. I.J.Ahluwalia
- The constitution of India, P.M.Bakshi
- The problems of linguistic states in India, Krishna Kodesia
- Politics in India: structure, process and policy, Subrata Mitra
- Politics in India, Rajani Kothari
- Problems of communalism in India, Ravindra Kumar
- Combating communalism in India: key to national integration, Kawal Kishore Bhardwaj

**4. BUSINESS ECONOMICS – I**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2017-18)  
*Modules at a Glance*

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Introduction	<b>15</b>
Module 2	Demand Analysis	<b>15</b>
Module 3	Production function, Economies of Scale, Break Even analysis	<b>15</b>
Module 4	Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition and Pricing methods	<b>15</b>
		<b>60</b>

**Objectives:**

1. To provide a clear understanding and firm foundation of basic microeconomic concepts related to business.
2. To understand the basic cost, revenue and break even concepts in business.
3. To receive an in-depth knowledge of various markets.

**Course Outcomes:**

After completion of this course the learner will be able to:

CO1: Demonstrate a familiarity with microeconomics concepts of cost, production and their relationship to business operations. (Level: Understanding)

CO2: Apply the concepts of demand forecasting and marginal analysis for better decision making in business. (Level: Apply)

CO3: Analyse the causes and consequences of different market conditions.  
(Level: Analyse)

CO4: Integrate the concept of price and output decisions of firms under various market structures. (Level: Create)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Introduction</b>	<b>15</b>
	<p><b>Scope and Importance of Business Economics:</b> basic tools- Opportunity Cost principle- Incremental and Marginal Concepts. Basic economic relations - functional relations: equations- Total, Average and Marginal relations with the help of revenue and cost concepts- use of Marginal analysis in decision making, (Numerical illustrations on revenue and cost)</p> <p>The basics of market demand, market supply and equilibrium price- shifts in the demand and supply curves and equilibrium. Nature of demand curve under different markets.</p>	
<b>2.</b>	<b>Demand Analysis</b>	<b>15</b>
	<p><b>Elasticity of Demand:</b> Meaning, significance, types and measurement of elasticity of demand (Price, income cross and promotional)- relationship between elasticity of demand and revenue concepts</p> <p><b>Demand estimation and forecasting:</b> Meaning and significance - methods of demand estimation : survey and statistical methods (<i>numerical illustrations on trend analysis and simple linear regression</i>)</p>	
<b>3.</b>	<b>Production Function, Economies of Scale, Break Even Analysis</b>	<b>15</b>
	<p><b>Production function:</b> short run analysis with Law of Variable Proportions- Production function with two variable inputs- isoquants, ridge lines and least cost combination of inputs- Long run production function and Laws of Returns to Scale - expansion path - Economies and diseconomies of Scale.</p> <p><b>Cost concepts:</b> Accounting cost and economic cost, implicit and explicit cost, fixed and variable cost.</p> <p><b>Break even analysis</b>(<i>with business applications</i>)</p>	
<b>4</b>	<b>Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition, Pricing methods</b>	<b>15</b>
	<p>Short run and long run equilibrium of a competitive firm and of industry - monopoly - short run and long- run equilibrium of a firm under Monopoly</p> <p><b>Monopolistic competition:</b> Equilibrium of a firm under monopolistic competition, debate over role of advertising (<i>topics to be taught using case studies from real life examples</i>)</p>	

	<p><b>Oligopolistic markets:</b> key attributes of oligopoly - Collusive and non-collusive oligopoly market - Price rigidity - Cartels and price leadership models (with practical examples).</p> <p><b>Cost Oriented Pricing methods:</b> cost –plus (full cost) pricing, marginal cost pricing, mark up pricing, discriminating pricing, multi product pricing-transfer pricing. (case studies on how pricing methods are used in business world)</p>	
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**Evaluation Pattern**  
**Evaluation Methods for the 40 Marks Component**

I.	Internal Test	(15 marks)
II.	Written Assignment / Presentations	(15 marks)
III.	Event Participation / Assignment	(05 marks)
IV.	Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test**  
**Written Class Test (15 Marks)**

1	Objectives (1 Marks each)	10 Marks
2	Short Notes (Attempt Any One of the Three)	05 Marks

**Question Paper Format for the 60 Marks Component**

Question No.	Particulars	Marks
Q.1	Explain the following concepts any 5 out of 7	5*2 = 10
Q.2	Answer in one or two sentences any 5 out of 7	5*2=10
Q.3	Explain the following any 3 out of 5	3*5=15
Q.4	Explain in detail any 2 out of 4	2*7.5=15
Q.5	Case study or Application based question	2*5=10
<b>Total</b>		<b>60</b>

**Recommended Reading List**

- Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand & Sons, N. Delhi, 2000)
- Hirschey .M., Managerial Economics, Thomson South western (2003)
- Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore, 2001)
- Frank Robert.H, Bernanke. Ben S., Principles of Economics (Tata McGraw Hill (ed.3)
- Gregory Mankiw., Principles of Economics, Thomson South western (2002 reprint)
- Samuelson & Nordhas.: Economics (Tata McGraw Hills, New Delhi, 2002)
- Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi,2004)

**5. COMMERCE (BUSINESS ENVIRONMENT) - I**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2017-18)  
*Modules at a Glance*

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Introduction to Business Environment	<b>15</b>
Module 2	Business and Society	<b>15</b>
Module 3	International Environment	<b>15</b>
Module 4	Ecology and Business	<b>15</b>
		<b>60</b>

**Objectives:**

- 1.To enhance understanding of complex business environment.
- 2.To make learner aware about inter dependence of business with society.
- 3.To introduce learners nature of international environment.
4. To increase awareness among learners about ecological imbalance created by business and strategies to use natural resources without harming environment.

**Course Outcomes:**

After completion of this course the learner will be able to:

CO1: Understand relationship between environment and business, explain external and internal environment of business (Level: Understand)

CO2: Understand the definition of ethics, the importance and role of ethical behavior in the business world today to enhance professional ethics. (Level: Understand)

CO3: Interpret the Significance of GATT, WTO, Kyoto Protocol, Carbon Trading, and Carbon Footprints in functioning of Business Globally. (Level: Apply)

CO4: Demonstrate the Environmental Analysis Techniques, Entrepreneurship skills, International strategies and analyze a business proposal to sustain environment. (Level: Apply, Analyze)



## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Introduction to Business Environment</b>	<b>15</b>
	<p><b>Economic activities:</b> concept, meaning, definition, features and types</p> <p><b>Business:</b> concept, meaning, definition, features, scope, types and objectives</p> <p><b>Business environment:</b> concept and components (internal and external: micro and macro)</p> <p><b>Environment analysis:</b> concept, process, importance, factors , PESTLE and SWOT</p>	
<b>2.</b>	<b>Business and Society</b>	<b>15</b>
	<p>Business and Society a) <b>Business Ethics:</b> Nature and Scope of Ethics, Ethical Dilemmas, Corporate Culture and Ethical Climate</p> <p>b) <b>Development of Business Entrepreneurship:</b> Entrepreneurship and Economic Development, Micro, Small and Medium Enterprises Development (MSMED) Act, 2006, Entrepreneurship as a Career Option</p> <p>c) <b>Consumerism and Consumer Protection:</b> Consumerism in India, Consumer Protection Act 1986</p>	
<b>3.</b>	<b>International Environment</b>	<b>15</b>
	<p><b>Strategies to go global:</b> MNCs and TNCs, WTO and GATT, Foreign trade in India – Balance of trade, FDI and Sunrise sectors</p>	
<b>4.</b>	<b>Ecology and Business</b>	<b>15</b>
	<p>Issues related to environment caused by business activities, global warming</p> <p><b>Kyoto protocol:</b> carbon bank, carbon trading, carbon credit, carbon footprints and the latest development in this regards</p> <p><b>Social Audit:</b> Evolution, benefits, Social audit vs Commercial audit</p>	

### Evaluation Pattern

#### Evaluation Methods for the 40 Marks Component

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I.	Internal Test	(15 marks)
II.	Written Assignment / Presentations Internal Test	(15 marks)
III.	Event Participation / Assignment	(05 marks)
IV.	Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test  
Written Class Test (15 Marks)**

1	Objectives (1 Marks each)	10 Marks
2	Short Notes (Attempt Any One of the Three)	05 Marks

**Question Paper Format for the 60 Marks Component**

Question No.	Particulars	Marks
Q.1	Explain the following concepts any 5 out of 7	5*2 = 10
Q.2	Answer in one or two sentences any 5 out of 7	5*2=10
Q.3	Explain the following any 3 out of 5	3*5=15
Q.4	Explain in detail any 2 out of 4	2*7.5=15
Q.5	Case study or Application based question	2*5=10
<b>Total</b>		<b>60</b>

**Recommended Reading List**

- Business Environment Text and Cases by M.B. Shukla, Taxman Publications, New Delhi
- Global Economy and Business Environment by Francis Cherunilam, Himalaya Publication House, Mumbai
- Business Environment: Text and Cases by Francis Cherunilam, Himalaya Publication House, Mumbai
- Indian Economy by Dutt and Sundaram, S. Chand and Company Pvt. Ltd., New Delhi
- Essentials of Business Environment by K. Aswathappa, Himalaya Publication House, Mumbai
- Business Environment by Justin Paul, Tata McGraw Hill Education Pvt. Ltd., New Delhi
- Indian Economy by Misra and Puri, Himalaya Publishing House, Mumbai
- Entrepreneurial Development by S.S. Khanka, S. Chand and Company Pvt. Ltd., New Delhi
- Dynamics of Entrepreneurship by Vasanta Desai, Himalaya Publishing House, Mumbai
- Entrepreneurship and Small Development Business Management by C.B. Gupta and S.S. Khanka, Sultan Chand and Sons, New Delhi
- Entrepreneurship by David H. Holt, PHI Learning Pvt. Ltd., New Delhi
- Management of Small-Scale Industries by Vasant Desai, Himalaya Publishing House, Mumbai
- Business and Government by Francis Cherunilam, Himalaya Publishing House, Mumbai
- Corporate Governance in India by Jayati Sarkar and Subrata Sarkar, Sag Publications, New Delhi
- Corporate Governance: Principles, Policies and Practices by A.C. Fernando, Pearson Education India, New Delhi
- Environmental Geography, Singh, Savindra, Prayag Pustak Bhavan,
- Environmental Geography, Gautam Alka, Sharda Pustak Bhavan, Allahabad,
- Environmental Management, Dr Swapan C Deb- Jaico
- Principles of Environmental Science, W Cunningham & M Cunningham
- Environmental Science, McKinney M.L. & Schoch, Jones & Bartlett
- Basics of Environmental Sciences, Allaby M. 2002, Routledge, London
- Man's Impact on Environment, Detwyler T.R. McGraw-Hill, New York
- India's Water Wealth, Orient Longman Ltd. New Delhi, Rao K.L

**6. BUSINESS MATHEMATICS**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2017-18)  
*Modules at a Glance*

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Ratio, Proportion and Percentage	<b>15</b>
Module 2	Profit and Loss	<b>15</b>
Module 3	Interest and Annuity	<b>15</b>
Module 4	Shares and Mutual Fund	<b>15</b>
		<b>60</b>

**Objectives:**

1. To enhance the creative and logical thinking of learners.
2. To orient learners towards the various aspects of business profits and losses.
3. To orient learners towards understanding returns on investment.
4. To create an interest in learners towards calculation of income from shares and mutual funds that supports employability too.

**Course Outcomes:**

After completion of this course the learner will be able to:

CO1: Enhance familiarity with concepts of Ratio, Proportion, and Percentage.

(Level: Understanding)

CO2: Apply the understanding of commission & brokerage while making personal and Business decisions. (Level: Apply)

CO3: Analyse the impact of various mode of interest on return earned by investor while investment in lump sum or in annuity. (Level: Analyse)

CO4: Evaluate alternate options of investment in Shares and Mutual Fund under different situation through different modes. (Level: Create)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Ratio, Proportion and Percentage</b>	<b>15</b>
	<p><b>Ratio:</b> Definition, Continued ratio, Inverse Ratio,</p> <p><b>Proportion:</b> Continued proportion, Direct proportion, Inverse proportion, Variation - Inverse variation, Joint variation</p> <p><b>Percentage:</b> Meaning and computation of percentage</p>	
<b>2.</b>	<b>Profit and Loss</b>	<b>15</b>
	<p><b>Profit and Loss:</b> Terms and formulae, Trade discount, Cash discount, problems involving cost price, selling price, trade discount, cash discount.</p> <p><b>Commission and brokerage:</b> problems on commission and brokerage</p>	
<b>3.</b>	<b>Interest and Annuity</b>	<b>15</b>
	<p>Simple interest, compound interest, Equated monthly instalments, reducing balance and flat rate of interest</p> <p>Annuity immediate: present value and future value Stated annual rate and effective annual rate</p>	
<b>4</b>	<b>Shares and Mutual Fund</b>	<b>15</b>
	<p><b>Shares:</b> Concept, face value, market value, dividend, Equity shares, preference shares, bonus shares,</p> <p><b>Mutual Fund:</b> Simple problems on calculation of net income after considering entry load, exit load, dividend, change in net asset value</p>	

### Evaluation Pattern

#### Evaluation Methods for the 40 Marks Component

I.	Internal Test	(15 marks)
II.	Written Assignment / Presentations	(15 marks)
III.	Event Participation / Assignment	(05 marks)
IV.	Class Participation and attendance	(05 marks)

### Question Paper Pattern for Periodical Class Test

#### Written Class Test (15 Marks)

1	Objectives (1 Marks each)	10 Marks
2	Short Notes (Attempt Any One of the Three)	05 Marks

### Question Paper Format for the 60 Marks Component

Question No.	Particulars	Marks
Q.1	Explain the following concepts any 5 out of 7	$5 \times 2 = 10$
Q.2	Answer/Solve in one or two sentences any 5 out of 7	$5 \times 2 = 10$
Q.3	Solve the following any 3 out of 5	$3 \times 5 = 15$
Q.4	Solve in detail any 2 out of 4	$2 \times 7.5 = 15$
Q.5	Application based question	$2 \times 5 = 10$
<b>Total</b>		<b>60</b>

### Recommended Reference List

- Mathematical Statistics by J.K. Goyal and J.N. Sharma, Krishna Prakashan Ltd., Meerut
- Business Mathematics and Statistics by R.K. Ghosh and S. Saha, New Central Agency Pvt. Ltd. Calcutta
- Commerce Mathematics by Om P. Chug, etc., Anmol Publication Ltd., New Delhi
- Mathematics for Economics and Business by J. Soper, Blackwell Publishing, USA.
- Business Mathematics & Statistics: B Aggarwal, Ane Book Pvt. Limited
- Business Mathematics: D C Sancheti & V K Kapoor, Sultan Chand & Sons
- Business Mathematics: A P Verma, Asian Books Pvt. Limited.
- Investments By J.C. Francis & R.W. Taylor, Schaum's Outlines, Tata Mc-Graw Hill Edition 2000, Chapters 2,4 & section 25.1.
- Indian Mutual Funds Handbook : By Sundar Shankaran, Vision Books, 2006, Sections 1.7,1.8.1, 6.5 & Annexures 1.1to 1.3.
- Mathematics for Economics and Finance Methods and Modelling by Martin Anthony and Norman Biggs, Cambridge University Press, Cambridge low- priced edition, 2000, Chapters 1, 2, 4, 6 to 9 & 10.
- Applied Calculus: By Stephen Waner and Steven Constenoble, Brooks/Cole Thomson Learning, second edition, Chapter 1 to 5.
- Business Mathematics By D. C. Sancheti and V. K. Kapoor, Sultan Chand & Sons, 2006, Chapter 1, 5, 7, 9 & 10.
- Mathematics for Business Economics: By J. D. Gupta, P. K. Gupta and ManMohan, Tata Mc-Graw Hill Publishing Co. Ltd., 1987, Chapters 9 to 11 & 16

**7. FINANCIAL ACCOUNTING – I**  
**(ELEMENTS OF FINANCIAL ACCOUNTING)**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2016-17)  
**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Departmental Accounts	<b>15</b>
Module 2	Accounting for Hire Purchase	<b>15</b>
Module 3	AS-2 Valuation of Inventories (Stock)	<b>15</b>
Module 4	Fire Insurance Claims	<b>15</b>
		<b>60</b>

**Objectives:**

1. To enhance learner knowledge in accounting of departmental stores.
2. To orient learners about process of maintaining accounts for hire purchase.
3. To improve learners understanding of valuation of stock as per Accounting Standard–2.
4. To make learner familiar with technique of valuation of stock at the time of fire to claim under fire insurance.

**Course Outcomes:**

After completion of course, the learner will be able to:

CO1: Get acquainted with accounting of departmental stores. (Level: Understand)

CO2: Understand the concept of hire purchase and method of recording transaction taking place under hire purchase. (Level: Understand)

CO3: Apply Accounting Standard 2 to maintain record of stock in stores & godown to emphasis employability. (Level: Apply)

CO4: Comply documents and accounts required to submit with fire insurance claim to insurance company. (Level: Create)

### Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Departmental Accounts</b>	<b>15</b>
	Meaning, Basis of Allocation of Expenses and Incomes / Receipts, <b>Inter Departmental Transfer:</b> At Cost Price and Invoice Price, Stock Reserve, Departmental Trading and Profit and Loss Account and Balance Sheet	
<b>2.</b>	<b>Accounting for Hire Purchase</b>	<b>15</b>
	Meaning, Calculation of Interest, Accounting for Hire Purchase Transactions by Asset Purchase Method Based on Full Cash Price Journal Entries, Ledger Accounts and Disclosure in Balance Sheet for Hire Purchaser and Hire Purchase Vendor (Including Reverse Calculations)	
<b>3.</b>	<b>AS-2 Valuation of Inventories (Stock)</b>	<b>15</b>
	Meaning of Inventories, Cost for Inventory Valuation  <b>Inventory Systems:</b> Periodic Inventory System and Perpetual Inventory System  <b>Valuation:</b> Meaning and Importance  <b>Methods of Stock Valuation as per AS – 2:</b> FIFO and Weighted Average Method  <b>Computation of Valuation of Inventory as on Balance Sheet Date:</b> If Inventory is taken after or before the Balance Sheet date.	
<b>4</b>	<b>Fire Insurance Claims</b>	<b>15</b>
	Computation of Loss of Stock by Fire Ascertainment of Claim as per the Insurance Policy (with Average clause) Exclude: Consequential Loss claims calculation	

### Evaluation Pattern

#### Evaluation Methods for the 40 Marks Component

I.	Internal Test	(15 marks)
II.	Written Assignment / Presentations	(15 marks)
III.	Event Participation / Assignment	(05 marks)
IV.	Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test  
Written Class Test (15 Marks)**

1	Objectives (1 Marks each)	05 Marks
2	Solve Any One out of the Two	10 Marks

**Question Paper Format for the 60 Marks Component**

Question No	Particular	Marks
Q-1	Full Length Question	15 Marks
Q-1	<b>OR</b> Full Length Question	15 Marks
Q-2	Full Length Question	15 Marks
Q-2	<b>OR</b> Full Length Question	15 Marks
Q-3	Full Length Question	15 Marks
Q-3	<b>OR</b> Full Length Question	15 Marks
Q-4	Full Length Question	15 Marks
Q-4	<b>OR</b> Full Length Question	15 Marks
<b>Total</b>		<b>60</b>

*Note: Question of 15 marks may be divided into two sub questions of 7/8 and 10/5 Marks.*

**Recommended Reference List**

- Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
- Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi
- Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech.Publishing Co. Ltd., Mumbai
- Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi
- Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
- Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida
- Compendium of Statement and Standard of Accounting, ICAI
- Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai



- Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Company Accounting Standards by Shrinivasan Anand, Taxman, New Delhi
- Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi
- Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi
- Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi
- Financial Accounting a Managerial Perspective, Varadraj B. Bapat, Mehul Raithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi

*Syllabus of Courses of  
Bachelor of Commerce (Accounting and Finance) Programme  
at Semester II*

**1. BUSINESS COMMUNICATION-II**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2017-18)  
*Modules at a Glance*

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Presentation Skills	15
Module 2	Group Communication	15
Module 3	Business Correspondence	15
Module 4	Language and Writing Skills	15
		60

**Objectives:**

1. To develop awareness of the complexity of the communication process in group.
2. To develop effective presentation skills in students so as to enable them to comprehend topics and present them in a simple and lucid manner.
3. To develop effective writing skills so as to enable students to write in clear, concise and persuasive manner during business correspondences.
4. To demonstrate effective use of communication technology

**Course Outcomes:**

After completion of this course the learners will be able to:

CO1: Understand the importance of Corporate Communication. (Level : Understanding)

CO2: Learn how to communicate in organisational set up. (Level : Apply)

CO3: Apply Business Communication Skills in addressing issues and giving redressal to issues in business. (Level : Apply)

CO4: Analyse the various problems encountered during Business Communication.  
(Level : Analyse)

CO5: Students will be able to draft business correspondence and enhance public relation skills aiding to employability. (Level : Create)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Presentation Skills</b>	<b>15</b>
	<p><b>Presentations:</b> (to be tested in tutorials only)            Four Principles of Effective Presentation            Effective use of OHP            Effective use of Transparencies            How to make a Power-Point Presentation</p>	
<b>2.</b>	<b>Group Communication</b>	<b>15</b>
	<p><b>Interviews:</b> Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit</p> <p><b>Meetings:</b> Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions</p> <p><b>Conference:</b> Meaning and Importance of Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing</p> <p><b>Public Relations:</b> Meaning, Functions of PR Department, External and Internal Measures of PR</p>	
<b>3.</b>	<b>Business Correspondence</b>	<b>15</b>
	<p><b>Trade Letters:</b> Order, Credit and Status Enquiry, Collection (just a brief introduction to be given)</p> <p><b>Only following to be taught in detail:-</b>            Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act [Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However, students should not be tested on the theory.]</p>	
<b>4.</b>	<b>Language and Writing Skills</b>	<b>15</b>
	<p><b>Reports:</b> Parts, Types, Feasibility Reports, Investigative Reports.</p> <p><b>Summarisation:</b> Identification of main and supporting/sub points Presenting these in a cohesive manner</p>	

**Evaluation Pattern**  
**Evaluation Methods for the 40 Marks Component**

I. Internal Test	(15 marks)
II. Written Assignment / Presentations	(15 marks)
III. Event Participation / Assignment	(05 marks)
IV. Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test**  
**Written Class Test (15 Marks)**

1	Objectives (1 Marks each)	10 Marks
2	Short Notes (Attempt Any One of the Three)	05 Marks

**Question Paper Format for the 60 Marks Component**

Question No.	Particulars	Marks
Q.1	Explain the following concepts any 5 out of 7	$5 \times 2 = 10$
Q.2	Answer in one or two sentences any 5 out of 7	$5 \times 2 = 10$
Q.3	Explain the following any 3 out of 5	$3 \times 5 = 15$
Q.4	Explain in detail any 2 out of 4	$2 \times 7.5 = 15$
Q.5	Case study or Application based question	$2 \times 5 = 10$
<b>Total</b>		<b>60</b>

**Recommended Reference List**

- Agarwal, Anju D (1989) A Practical Handbook for Consumers, IBH.
- Alien, R.K. (1970) Organisational Management through Communication.
- Ashley, A (1992) A Handbook Of Commercial Correspondence, Oxford University Press.
- Aswalthapa, K (1991) Organisational Behaviour, Himalayan Publication, Mumbai.
- Atreya N and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.
- Bahl, J.C. and Nagamia, S.M. (1974) Modern Business Correspondence and Minute Writing.
- Balan, K.R. and Rayudu C.S. (1996) Effective Communication, Beacon New Delhi.
- Bangh, L.Sue, Fryar, Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group USA.
- Banerjee, Bani P (2005) Foundation of Ethics in Management Excel Books Businessworld Special Collector's Issue: Ethics and the Manager
- Barkar, Alan (1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.
- Basu, C.R. (1998) Business Organisation and Management, T.M.H. New Delhi.

- Benjamin, James (1993) *Business and Professional Communication Concepts and Practices*, Harper Collins College Publishers, New York.
- Bhargava and Bhargava(1971) *Company Notices, Meetings and Regulations*
- Fisher Dalmar, (1999), *Communication in Organisation*, Jaico Pub House, Mumbai, Delhi.
- Frailley, L.E. (1982) *Handbook of Business Letters, Revised Edn.* Prentice Hall Inc.
- French, Astrid (1993) *Interpersonal Skills.* Sterling Publishers, New delhi.
- 27 Fritzsche, David J (2005) *Business Ethics: A Global and Managerial Perspective* McGraw Hill
- Garlside, L.E. (1980) *Modern Business Correspondence*, McDonald and Evans Ltd. Plymouth.
- Ghanekar,A(1996) *Communication Skills for Effective Management.* Everest Publishing House, Pune.
- Graves, Harold F. (1965) *Report Writing*, Prentice Hall, New Jersey.

### 3. INFORMATION TECHNOLOGY IN ACCOUNTING AND FINANCE - II (Implemented during Academic Year 2021-22)

(w.e.f. 2020-21)  
*Modules at a Glance*

Sr. No.	Modules	No. of lectures
Module 1	Business Process	15
Module 2	Computerized Accounting System	15
Module 3	Network	15
Module 4	IT in MIS and Auditing	15
		60

#### **Objectives:**

1. To widen the scope of the learner in understanding the application of IT in business process.
2. To make learner familiar with computerised accounting system.
3. To develop knowledge on networking concept among students
4. To enhance the knowledge of learner regarding MIS and process of preparation of MIS with the use of IT.
5. To improve learners knowledge about application of IT in auditing.

#### **Course Outcomes:**

After completion of this course the learners will be able to:

CO1: Identify business process and its management in connection to application of IT.

(Level : Understand)

CO2: Get acquainted with MIS and its applications in the business organisation.

(Level : Understand)

CO3: Practice computerised accounting system with the help of various accounting software such as Zoho, Quickbook and Tally. (Level : Apply)

CO4: Compare benefits and drawbacks of various types of IT networks utilised in organisation. (Level: Analyse)

## Detailed Syllabus

Module	Topic	Module
<b>1.</b>	<b>Business Process</b>	<b>15</b>
	<p>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.</p> <p>IT and Business Process Management, Information systems – Meaning, Use of IT in accountancy</p>	
<b>2.</b>	<b>Computerized Accounting System</b>	<b>15</b>
	<p>Introduction, meaning, Uses, Benefits, Role, Need and requirements of computerized accounting, Limitations of computerized accounting system, Development and design of a computerized accounting system; how the accounting data will be processed, financial reports, forms of output, Introduction of Tally, Advantages, Uses, Various accounting software – Zoho and Quickbook, Tally based examples</p>	
<b>3.</b>	<b>Network</b>	<b>15</b>
	<p>Introduction, Types of Network – LAN, MAN, WAN – Wired and Wireless Media, Topology, Types – Star, Bus, Ring, Tree – Network Components – Router, hub, bridge, repeater, Benefits and limitations of network</p>	
<b>4.</b>	<b>IT in MIS and Auditing</b>	<b>15</b>
	<p><b>IT and MIS:</b> 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> <p><b>IT and Auditing:</b> Need and importance of IT in auditing, Auditing in IT environment</p>	

### Evaluation Pattern

#### Evaluation Methods for the 40 Marks Component

I.	Internal Test	(15 marks)
II.	Written Assignment / Presentations	(15 marks)
III.	Event Participation / Assignment	(05 marks)
IV.	Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test  
Written Class Test (15 Marks)**

1	Objectives (1 Marks each)	10 Marks
2	Short Notes (Attempt Any One of the Three)	05 Marks

**Question Paper Format for the 60 Marks Component**

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Question No.	Particulars	Marks
Q.1	Explain the following concepts any 5 out of 7	$5*2 = 10$
Q.2	Answer in one or two sentences any 5 out of 7	$5*2=10$
Q.3	Explain the following any 3 out of 5	$3*5=15$
Q.4	Explain in detail any 2 out of 4	$2*7.5=15$
Q.5	Case study or Application based question	$2*5=10$
<b>Total</b>		<b>60</b>

**Recommended Reference List**

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- 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 & V Ramant – Prentice Hall



**3. FOUNDATION COURSE – II**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2017-18)  
*Modules at a Glance*

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Globalisation and Indian Society	<b>15</b>
Module 2	Human Rights	<b>15</b>
Module 3	Ecology	<b>15</b>
Module 4	Understanding Stress and Conflict and Managing it in Contemporary Society	<b>15</b>
		<b>60</b>

**Objectives:**

1. To widen the scope of the learner in understanding the issue of globalisation and its impact on the Indian society
2. To delve deeper into the softer issues of human existence like human rights and ecology
3. To enhance the knowledge of learner in terms of changes in the contemporary society and to become aware of critical issues like conflict and stress. The emphasis will also be on managing the present day problems of conflict and stress.

**Course Outcomes:**

After completion of this course the learner will be able to:

CO1: Enhance the understanding of impact of globalisation of Indian Society, human rights, environmental degradation and stress in contemporary society.

(Level: Understand)

CO2: Apply the understanding of above concepts in real life situations. (Level: Apply)

CO3: Analyse the causes of Farmer's suicides, environmental degradation, stress and conflict in society to cover Issues relating to environment and Sustainability.

(Level: Analyse)

CO4: Analyse complex social problems such as violation of human rights, conflicts in society and develop suggestions to conflict resolution and creation of peace and harmony in society. (Level: Create)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Globalisation and Indian Society</b>	<b>15</b>
	Understanding the concepts of liberalization, privatization and globalization; Growth of information technology and communication and its impact manifested in everyday life; Impact of globalization on industry: changes in employment and increasing migration; Changes in agrarian sector due to globalization; rise in corporate farming and increase in farmers' suicides.	
<b>2.</b>	<b>Human Rights</b>	<b>15</b>
	Concept of Human Rights; origin and evolution of the concept; The Universal Declaration of Human Rights; Human Rights constituents with special reference to Fundamental Rights stated in the Constitution	
<b>3.</b>	<b>Ecology</b>	<b>15</b>
	Importance of Environment Studies in the current developmental context; Understanding concepts of Environment, Ecology and their interconnectedness; Environment as natural capital and connection to quality of human life; Environmental Degradation-causes and impact on human life; Sustainable development-concept and components; poverty and environment	
<b>4.</b>	<b>Understanding Stress and Conflict and managing it in contemporary society</b>	<b>15</b>
	Causes of stress and conflict in individuals and society; Agents of socialization and the role played by them in developing the individual; Significance of values, ethics and prejudices in developing the individual; Stereotyping and prejudice as significant factors in causing conflicts in society. Aggression and violence as the public expression of conflict.  Types of conflicts and use of coping mechanisms for managing individual stress: Maslow's theory of self-actualisation; Different methods of responding to conflicts in society; conflict resolution and efforts towards building peace and harmony in society	

### Evaluation Pattern

#### Evaluation Methods for the 40 Marks Component

I.	Internal Test	(15 marks)
II.	Written Assignment / Presentations	(15 marks)
III.	Event Participation / Assignment	(05 marks)
IV.	Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test  
Written Class Test (15 Marks)**

1	Objectives (1 Marks each)	10 Marks
2	Short Notes (Attempt Any One of the Three)	05 Marks

**Question Paper Format for the 60 Marks Component**

Question No.	Particulars	Marks
Q.1	Explain the following concepts any 5 out of 7	5*2 = 10
Q.2	Answer in one or two sentences any 5 out of 7	5*2=10
Q.3	Explain the following any 3 out of 5	3*5=15
Q.4	Explain in detail any 2 out of 4	2*7.5=15
Q.5	Case study or Application based question	2*5=10
<b>Total</b>		<b>60</b>

**Recommended Reference List**

- A decade of economic reforms in India (The past, the present, the future), Edited by Raj Kapila and Uma Kapila, Academic Foundation (2002)
- Impact of the policies of WTO on Indian agriculture - S. Nehru, Serial Pub. (2012)
- Privatisation of public enterprises – Emerging dimensions – Edited by G.S. Batra, Narinder Kaur, Anmol Pub. (1995)
- Economics of development – Dwight Perkins, Steven Radelet, David Lindauer, Norton company (2006)
- Industrial Policy and economic development in India (1947 -2012) – Anup Chatterjee New Century Pub. (2012)
- Globalisation and development of backward areas – Edited by G. Satyanarayana New Century Pub. (2007)
- Contemporary issues in globalisation – An introduction to theory and policy in India Soumyen Sikder, Oxford University Press (2002)
- Environmental Studies – Dr. Vijay Kumar Tiwari, Himalayan Pub. (2010)
- Ecology and environment – Benu Singh, Vista International Pub. (2006)
- Universal Human Rights: In theory and practice, Jack Donnelly, (2014)
- Stress Management – Dr. N. Tejmani Singh, Maxford books (2011)
- Stress blasters – Brian Chchester, Perry Garfunkel and others, Rodale Press (1997)

**4. AUDITING – I**  
**(INTRODUCTION AND PLANNING)**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2016-17)  
**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Introduction to Auditing	<b>15</b>
Module 2	Audit Planning, Procedures and Documentation	<b>15</b>
Module 3	Auditing Techniques	<b>15</b>
Module 4	Internal Audit	<b>15</b>
		<b>60</b>

**Objectives:**

1. To introduce learner concept of auditing and its application.
2. To enhance learners understanding of audit planning, procedure and documentation.
3. To improve understanding of various audit techniques.
4. To make learner aware regarding internal audit and its requirements.

**Course Outcome:**

After completion of this course the learner will be able to:

CO1: Understand the technical terms, basic principles and broad structure of types of audit. (Level: Understand)

CO2: Recognize the steps for preparing an audit plan, audit programme and audit documentation. (Level: Understand)

CO3: Enumerate and test the design of internal control for companies.  
(Level: Understand)

CO4: Enhance the relevance and importance of internal audit for joint stock companies.  
(Level: Understand)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Introduction to Auditing</b>	<b>15</b>
	<p>• <b>Basics:</b> Financial Statements, Users of Financial Information, Definition of Auditing, Objectives and scope of Audit of Financial Statements(SA 200A)- Primary and Secondary, Expression of Opinion, Detection of Frauds and Errors, Inherent Limitations of Audit, Advantages of Independent Audit, Qualities of Auditors, Auditing Vs Accounting, Auditing Vs Investigation, View the Concept True and Fair.</p> <p>• <b>Errors and Frauds:</b> Concepts, Reasons and Circumstances, Types of Errors - Commission, Omission, Principle and Compensating, Types of Frauds, Risk of Fraud and Error in Audit, Auditor's Duties and Responsibilities in Respect of Fraud.</p> <p>• <b>Basic principles of governing an Audit( SA 200):</b> Integrity, Objectivity, Independence, Confidentiality, Skills and Competence, Materiality and Work Performed by Others, Documentation, Planning, Audit Evidence, Accounting System and Internal Control, Audit Conclusions and Reporting.</p> <p>• <b>Accounting Concepts Relevant to Auditing:</b> Audit Materiality(SA 320), Going Concern (SA 720)</p> <p>• <b>Types of Audit:</b> Meaning, Advantages and Disadvantages of Balance Sheet Audit, Interim Audit, Continuous Audit, Concurrent Audit, Annual Audit, bank branch audit, Co-operative housing Societies audit.</p> <p>• <b>Audit Report:</b> Audit report of companies and Co-operative Housing societies</p>	
<b>2.</b>	<b>Audit Planning, Procedure and Documentation</b>	<b>15</b>
	<p>• <b>Audit Planning:</b> Meaning, Objectives, Factors to be Considered, Sources of Obtaining Information, Discussions with Client, Overall Audit Plan.</p> <p>• <b>Audit Programme:</b> Meaning, Factors to be Considered, Advantages, Disadvantages, Overcoming Disadvantages, Methods of Work, Instruction before Commencing Works of Audit, Overall Audit Approach.</p>	

	<p>• <b>Audit working Papers:</b> Meaning, Importance, Factors Determining Form and Contents, Main Functions / Importance, Features, Contents of Permanent Audit File, Temporary Audit File, Ownership, Custody, Access of Other Parties to Audit Working Papers, Auditors Lien on Working Papers, Auditors Lien on Client's Books.</p> <p>• <b>Audit Notebook:</b> Meaning, Structure, Contents, General Information, Current Information and Importance</p>	
<b>3.</b>	<b>Auditing Techniques</b>	<b>15</b>
	<p>• <b>Test Check:</b> Test Checking Vs Routing Checking, Test Check Meaning, Features, Factors to be Considered, When Test Checks can be Used, Advantages, Disadvantages and Precautions.</p> <p>• <b>Audit Sampling:</b> Audit Sampling, Meaning, Purpose, Factors in Determining Sample Size -Sampling Risk, Tolerable Error and Expected Error, Methods of Selecting Sample Items Evaluation of Sample Results Auditors Liability in Conducting Audit based on Sample.</p> <p>• <b>Internal Control:</b> Meaning and Purpose, Review of Internal Control, Advantages, Auditors Duties, Review of Internal Control, Inherent Limitations of Internal Control, Internal Control Samples for Sales and Debtors, Purchases and Creditors, Wages and Salaries.</p> <p>• <b>Internal Checks Vs Internal Control, Internal Checks Vs Test Checks</b></p>	
<b>4.</b>	<b>Internal Audit</b>	<b>15</b>
	Meaning, Basic Principles of Establishing Internal Audit, Objectives, Evaluation of Internal Audit by Statutory Auditor, Usefulness of Internal Audit Internal Audit Vs External Audit, Internal Checks Vs Internal Audit	

**Evaluation Pattern**  
**Evaluation Methods for the 40 Marks Component**

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I.	Internal Test	(15 marks)
II.	Written Assignment / Presentations	(15 marks)
III.	Event Participation / Assignment	(05 marks)
IV.	Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test  
Written Class Test (15 Marks)**

1	Objectives (1 Marks each)	10 Marks
2	Short Notes (Attempt Any One of the Three)	05 Marks

**Question Paper Format for the 60 Marks Component**

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Question No.	Particulars	Marks
Q.1	Explain the following concepts any 5 out of 7	$5 \times 2 = 10$
Q.2	Answer in one or two sentences any 5 out of 7	$5 \times 2 = 10$
Q.3	Explain the following any 3 out of 5	$3 \times 5 = 15$
Q.4	Explain in detail any 2 out of 4	$2 \times 7.5 = 15$
Q.5	Case study or Application based question	$2 \times 5 = 10$
<b>Total</b>		<b>60</b>

**Recommended Reference List**

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- Contemporary Auditing by Kamal Gupta, Tata Mc-Graw Hill, New Delhi
- A Hand-Book of Practical Auditing by B.N. Tandon, S. Chand and Company, New Delhi
- Fundamentals of Auditing by Kamal Gupta and Ashok Arora, Tata McGraw Hill, New Delhi
- Auditing: Principles and Practice by Ravinder Kumar, Virender Sharma, PHI Learning Pvt. Ltd., New Delhi
- Auditing and Assurance for CA IPCC by Sanjib Kumar Basu, Pearson Education, New Delhi
- Contemporary Auditing by Kamal Gupta, McGraw Hill Education Pvt. Ltd., New Delhi
- Fundamentals of Auditing by Kamal Arora and Ashok Gupta, Tata McGraw Hill, New Delhi

**5. BUSINESS LAW - I**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2021-22)  
**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	The Indian Contract Act 1872	15
Module 2	The Sale of Goods Act 1930	15
Module 3	The Negotiable Instrument Act 1881	15
Module 4	The Consumer Protection Act 2019	15
		60

**Objectives:**

1. To enhance the understanding of provisions and implications of Contract Act, 1872.
2. To understand various provisions regarding sale of goods.
3. To improve knowledge on utility and application of Negotiable Instrument Act.
4. To impart concept of consumer and various provisions framed by government to protect consumer.

**Course Outcomes:**

After completion of this course the learner will be able to:

CO1: Interpret the mechanism of business contract. (Level: Comprehension)

CO2: Explain Negotiable instruments like promissory note, bill of exchange and cheque.  
(Level: Comprehension)

CO3: Demonstrate transactions involving the Sales of Goods Act to develop professional ethics. (Level: Apply)

CO4: Demonstrate recognition of consumer protection. (Level: Apply)



### Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>The Indian Contract Act 1872</b>	<b>15</b>
	(a) Nature of Contract, (b) Classification of Contracts, (c) Offer and Acceptance, (d) Capacity of Parties to Contract, (e) Free Consents, (f) Consideration, (g) Legality of Object, (h) Agreement Declared Void, (i) Performance of Contract, (j) Discharge of Contract, (k) Remedies for Breach of Contract, (l) Indemnity, (m) Guarantee, (n) Bailment and Pledge, (o) Agency	
<b>2.</b>	<b>The Sale of Goods Act 1930</b>	<b>15</b>
	(a) Formation of Contract of Sale, (b) Goods and their Classifications, (c) Price, Conditions and Warranties, (d) Transfer of Properties in Goods, (e) Performance of Contract of Sales, (f) Unpaid Seller and his Rights, (g) Sale by Auction, (h) Hire Purchase Agreement	
<b>3.</b>	<b>The Negotiable Instrument Act 1881</b>	<b>15</b>
	(g) Definition of Negotiable Instruments, (b) Features of Negotiable Instruments, (c) Promissory Note, (d) Bill of Exchange and Cheque, (e) Holder and Holder in due Course, (f) Crossing of a Cheque, Types of Crossing, (h) Dishonor and Discharge of Negotiable Instruments	
<b>4.</b>	<b>The Consumer Protection Act 2019</b>	<b>15</b>
	(a) Salient Features, Concept of Consumer Protection, (b) Definition of Consumers, (c) Deficiency in Service, (d) Defects in Goods, (e) Definition of Complain, (f) Definition of Unfair trade practice, (g) Definition of Restrictive trade practices, (h) Definition of Goods, Services, (i) Definition of Consumer disputes, (j) Definition of Manufacturer, (k) Definition of Spurious Goods and Services, (l) Consumer disputes and complaints (m) Agencies to settle consumer disputes: Enhancement of pecuniary jurisdiction (n) Alternate Dispute Resolution (o) Mediation (p) E-complaints - E-Filing of Complaints (q) CCPA - Establishment of Central Consumer Protection Authority (r) Product Liability & Penal Consequences (s) Unfair Trade Practices (t) Penalties for Misleading Advertisement (u) Endorsers Liability.	

### Evaluation Pattern

#### Evaluation Methods for the 40 Marks Component

I. Internal Test	(15 marks)
II. Written Assignment / Presentations	(15 marks)
III. Event Participation / Assignment	(05 marks)
IV. Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test  
Written Class Test (15 Marks)**

1	Objectives (1 Marks each)	10 Marks
2	Short Notes (Attempt Any One of the Three)	05 Marks

**Question Paper Format for the 60 Marks Component**

Question No.	Particulars	Marks
Q.1	Explain the following concepts any 5 out of 7	5*2 = 10
Q.2	Answer in one or two sentences any 5 out of 7	5*2=10
Q.3	Explain the following any 3 out of 5	3*5=15
Q.4	Explain in detail any 2 out of 4	2*7.5=15
Q.5	Case study or Application based question	2*5=10
<b>Total</b>		<b>60</b>

**Recommended Reference List**

- Indian Contract Act, Sales of Goods Act and Partnership Act by T. R. Desai, Sarkar and Sons Pvt. Ltd., Kolkata
- The Negotiable Instrument Act by J.S. Khergamwala, N.M. Tripathi Pvt. Ltd., Mumbai
- The Principles of Mercantile Law by Avtar Singh, Eastern Book Company, Lucknow
- Business Law by M.C. Kuchal, Vikas Publishing House, New Delhi
- Business Law by N.D. Kapoor, Sultan Chand and Sons, New Delhi
- Business Law by P.R. Chandha, Galotia, Dew Delhi

**5. FINANCIAL MANAGEMENT- I**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2017-18)  
*Modules at a Glance*

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Introduction and Types of Financing	15
Module 2	Concept in Valuation	15
Module 3	Leverage	15
Module 4	Cost of Capital	15
		60

**Objectives:**

1. To introduce concept of finance and various sources and types of financing.
2. To enhance learner's knowledge on various valuation concepts such as present value, future value and annuity.
3. To impart technique to calculate leverage and cost of capital and its importance and application in financial decision making.

**Course Outcomes:**

After completion of this course the learner will be able to:

CO1: Demonstrate familiarity with meaning and sources of finance. (Level: Understand)

CO2: Analyse various forms of return on personal investment. (Level: Analyse)

CO3: Analyse various risk levels in business due to existence of fixed cost and its implications on decision making. (Level: Analyse)

CO4: Create various capital structures based on weighted average cost of capital. (Level: Create)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Introduction and Types of Financing</b>	<b>15</b>
	<p><b>Finance:</b> Introduction, Meaning, Importance, Scope and Objectives, Profit vs Value Maximization, Introduction to needs of Finance.</p> <p><b>Sources of Finance:</b> Long Term, Medium Term and Short Term, Long Term Sources of Finance, Short Term Sources of Finance</p>	
<b>2.</b>	<b>Concepts in Valuation</b>	<b>15</b>
	The Time Value of Money, Present Value, Internal Rate of Return, Bonds Return, The Return from stock, Annuity, Techniques in Discounting, Techniques of Compounding	
<b>3.</b>	<b>Leverage</b>	<b>15</b>
	Introduction, EBIT & EPS Analysis, Types of Leverages: Operating Leverage, Financial Leverage and Composite Leverage, Relationship between Operating Leverage and Financial Leverage. (Including Practical Problem)	
<b>4.</b>	<b>Cost of Capital</b>	<b>15</b>
	Introduction, Definition and Importance of Cost of Capital, Measurement of cost of capital, WACC (Including Practical Problems)	

### Evaluation Pattern

#### Evaluation Methods for the 40 Marks Component

I.	Internal Test	(15 marks)
II.	Written Assignment / Presentations	(15 marks)
III.	Event Participation / Assignment	(05 marks)
IV.	Class Participation and attendance	(05 marks)

#### Question Paper Pattern for Periodical Class Test Written Class Test (15 Marks)

1	Objectives (1 Marks each)	10 Marks
2	Short Notes (Attempt Any One of the Three)	05 Marks

### Question Paper Format for the 60 Marks Component

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Question No.	Particulars	Marks
Q.1	Explain the following concepts any 5 out of 7	$5 \times 2 = 10$
Q.2	Answer in one or two sentences any 5 out of 7	$5 \times 2 = 10$
Q.3	Explain the following any 3 out of 5	$3 \times 5 = 15$
Q.4	Explain in detail any 2 out of 4	$2 \times 7.5 = 15$
Q.5	Case study or Application based question	$2 \times 5 = 10$
<b>Total</b>		<b>60</b>

### Recommended Reference List

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- Fundamentals of Financial Management by D. Chandra Bose, PHI Learning Pvt. Ltd., New Delhi
- Fundamentals of Financial Management by Bhabotosh Banerjee, PHI Learning Pvt. Ltd., New Delhi
- Fundamentals of Financial Management by Vyuptakesh Sharma, Pearson Education, New Delhi
- Fundamentals of Financial Management by J.C. Van Horne, Prentice Hall of India, New Delhi
- Financial Management: Text and Problems by M.Y. Khan and P.K. Jain, Tata McGraw Hill, New Delhi
- Financial Management: Theory and Practice by Prasanna Chandra, Tata McGraw Hill, New Delhi
- Financial Management by I.M. Pandey, Vikas Publishing House, New Delhi

**6. FINANCIAL ACCOUNTING - II**  
**(SPECIAL ACCOUNTING AREAS)**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2019-20)

***Modules at a Glance***

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Accounting from Incomplete Record	<b>15</b>
Module 2	Consignment Accounts	<b>15</b>
Module 3	Branch Accounts	<b>15</b>
Module 4	Accounting for transaction of foreign currency and foreign branch	<b>15</b>
		<b>60</b>

**Objectives:**

1. To enhance understanding of preparing accounts from incomplete record, Without availability of trial balance.
2. To orient learners towards preparation of accounts in case of consignment and branch.
3. To orient learners towards understanding accounting of foreign currency transaction including foreign branch.
4. To create an interest in learners towards problem solving through statistical techniques.

**Course Outcomes:**

After completion of course, the learner will be able to:

- CO1: Get acquainted with accounting for special type of transactions such as consignment and making accounts for business who maintains incomplete records. (Level: understand)
- CO2: Understand about the concept of head office and branch and how the transaction takes place between them from accounting standpoint. (Level: Apply)
- CO3: Understand the special types of Principal and Agent relationship between 2 parties in the contract of consignment and undertake its accounting. (Level: Apply)
- CO4: Create journal entries in the books of the companies during issue of shares and debentures after understanding the concept of securities and legal requirements of the same as per Companies Act, 2013. (Level: Create)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Accounting from Incomplete Record</b>	<b>15</b>
	Introduction, Problems on preparation of Final Accounts of Proprietary Trading Concern (Conversion Method)	
<b>2.</b>	<b>Consignment Accounts</b>	<b>15</b>
	Accounting for consignment, Transactions valuation of stock, Invoicing of goods at invoice price (cost +profit), (Excluding overriding commission, normal/abnormal Losses)	
<b>3.</b>	<b>Branch Accounts</b>	<b>15</b>
	Meaning / Classification of Branches, Accounting for Dependent Branch, Not maintaining full Books of Accounts - Stock and Debtors Method	
<b>4.</b>	<b>Accounting for transaction of foreign currency and foreign branch</b>	<b>15</b>
	<p><b>Accounting of transactions of foreign currency:</b> In relation to purchase and sale of goods, services, and assets and loan and credit transactions. Computation and treatment of exchange rate differences</p> <p><b>Accounting of Foreign Branch:</b> Conversion as per AS 11 and incorporation in head office accounts.</p>	

### Evaluation Pattern

#### Evaluation Methods for the 40 Marks Component

I.	Internal Test	(15 marks)
II.	Written Assignment / Presentations	(15 marks)
III.	Event Participation / Assignment	(05 marks)
IV.	Class Participation and attendance	(05 marks)

#### Question Paper Pattern for Periodical Class Test Written Class Test (15 Marks)

1	Objectives (1 Marks each)	05 Marks
2	Solve Any One out of the Two	10 Marks

### Question Paper Format for the 60 Marks Component

Question No	Particular	Marks
Q-1	Full Length Question	15 Marks
Q-1	<b>OR</b> Full Length Question	15 Marks
Q-2	Full Length Question	15 Marks
Q-2	<b>OR</b> Full Length Question	15 Marks
Q-3	Full Length Question	15 Marks
Q-3	<b>OR</b> Full Length Question	15 Marks
Q-4	Full Length Question	15 Marks
Q-4	<b>OR</b> Full Length Question	15 Marks
<b>Total</b>		<b>60</b>

*Note: Question of 15 marks may be divided into two sub questions of 7/8 and 10/5 Marks.*

### Recommended Reference List

- Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
- Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi
- Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai
- Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi
- Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
- Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida
- Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi
- Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi
- Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi
- Financial Accounting a Managerial Perspective, Varadraj B. Bapat, Mehul Raithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi



- Indian Mutual Funds Handbook : By Sundar Shankaran, Vision Books, 2006, Sections 1.7,1.8.1, 6.5 & Annexures 1.1to 1.3.
- Mathematics for Economics and Finance Methods and Modelling by Martin Anthony and Norman Biggs, Cambridge University Press, Cambridge low–priced edition, 2000, Chapters 1, 2, 4, 6 to 9 & 10.
- Applied Calculus: By Stephen Waner and Steven Constenoble, Brooks/Cole Thomson Learning, second edition, Chapter 1 to 5.
- Business Mathematics By D. C. Sancheti and V. K. Kapoor, Sultan Chand & Sons, 2006, Chapter 1, 5, 7, 9 &10.
- Mathematics for Business Economics: By J. D. Gupta, P. K. Gupta and Man Mohan, Tata Mc–Graw Hill Publishing Co. Ltd., 1987, Chapters 9 to 11 & 16.

**Nagindas Khandwala College (Autonomous)**

**Syllabus and Question Paper Pattern  
of Courses of  
Bachelor of Commerce (Accounting and Finance)  
Programme  
Second Year  
*Semester III and IV***

**Under Choice Based Credit, Grading and Semester System  
(*Implemented during Academic Year 2022-2023*)**

**Bachelor of Commerce (Accounting and Finance) Programme**  
**Under Choice Based Credit, Grading and Semester System**

**Curriculum Framework**

**SECOND YEAR**

*(Implemented during Academic year 2022-2023)*

**(60:40 – 132 Credits)**

Sr. No.	Semester III	Subject code	Credits	Sr. No.	Semester IV	Subject code	Credits
	<i>Skill Enhancement Compulsory Course (SEC)</i>				<i>Skill Enhancement Compulsory Course (SEC)</i>		
1	SEC-3 Business Economics – II	2231UAFBE	3	1	SEC-5 Research Methodology in Accounting and Finance	2241UAFRM	3
2	SEC-4 Foundation Course in Management - III (Introduction to Management)	2232UAFFC	3	2	SEC-6 Foundation Course in Commerce – IV (Indian Financial System)	2242UAFFC	3
3	SEC -7 Advanced Tally & Microsoft Excel	2238UTPX	4				
	<i>Core Course (CC)</i>				<i>Core Course (CC)</i>		
4	CC-7 Taxation I (Indirect taxes – I)	2233UAFIDT	3	3	CC-11 Management Accounting (Introduction to Management Accounting)	2243UAFMA	3
5	CC-8 Auditing – II (Techniques of Auditing & Audit Procedures)	2234UAFAU	3	4	CC-12 Taxation –II (Indirect Taxes - II)	2244UAFIDT	3
6	CC-9 Business Law – II (Business Regulatory Framework)	2235UAFBL	3	5	CC-13 Business Law –III (The Companies Act 2013)	2245UAFBL	3
7	CC-10 Cost Accounting – I (Introduction and Elements of Cost)	2236UAFCA	3	6	CC-14 Cost Accounting – II (Method of Costing)	2246UAFCA	3
	<i>Discipline Specific Compulsory Course (DSC)</i>				<i>Discipline Specific Compulsory Course (DSC)</i>		
8	DSC-3 Financial Accounting – III (Special Accounting Areas)	2237UAFFA	3	7	DSC-4 Financial Accounting – IV (Special Accounting Areas)	2247UAFFA	3
	<b>TOTAL</b>		<b>25</b>		<b>TOTAL</b>		<b>21</b>

*Syllabus of Courses of  
Bachelor of Commerce (Accounting and Finance) Programme  
at Semester III*

**1. BUSINESS ECONOMICS – II**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2017-18)

**Modules at a Glance**

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

**Objectives:**

1. To develop awareness of macroeconomic factors among learners.
2. To develop a knowledge regarding monetary policy among learners.
3. To enhance understanding of public finance and fiscal policy among learners.
4. To make learners aware about economical concepts of International Trade, Balance of Payments, WTO and Foreign Exchange Market.

**Course Outcomes:**

After completion of this course the learner will be able to:

- CO1: Demonstrate a familiarity with macroeconomics concepts related to National Income and apply the formulae of calculation of GNP, GDP, NNP and National Income at Current and Constant Prices. (Level: Understanding)
- CO2: To understand Money Demand and Supply; and analyse the economic situations like inflation, thereby apply Monetary Policy. (Level: Apply)
- CO3: To analyse application of Fiscal Policy in phase of recession, inflation, unemployment and other macroeconomic issues. (Level: Analyse)
- CO4: To understand and evaluate the working of the world economy. (Level: Evaluate)

## Detailed Syllabus

Module	Topic	No. of lectures
1.	<b>Macroeconomics: Nation Income, Theory of Income and Employment</b>	15
	<b>National Income:</b> Concept and Measurement, Real Vs Nominal GNP – <b>Circular Flow of Income:</b> Closed (two and three sector models) and Open Economy Models, IS-LM Model – <b>Trade Cycles:</b> Features and Phases – Concept of Aggregate Demand – Keynes’ Theory of Income Determination – Theory of Multiplier – Acceleration Principle.	
2.	<b>Monetary Economics and Monetary Policy</b>	15
	<b>Supply of Money:</b> Concept, Constituents and Determinants of Money Supply. <b>Velocity of Circulation of Money:</b> Meaning and Factors Determining – Demand for Money: Keynes’ Theory of Demand for Money. <b>Inflation:</b> Demand Pull and Cost Push Inflation – Causes, Effects and Measures to Control Inflation. <b>Monetary Policy:</b> Objectives and Instruments and its impact on IS-LM Equilibrium.	
3.	<b>Public Finance and Fiscal Policy</b>	15
	<b>Concept of Public Finance:</b> Meaning, Scope and Functions - Distinction between Public and Private Finance - Principles of Maximum Social Advantage: Dalton & Musgrave versions - Modern Trends in Public Finance: Sound Finance v/s Functional Finance, Redistribute Taxation, Anti-Inflationary Taxation - Public Revenue: Sources of Revenue (Tax & Non – Tax Revenue) – Merits and Demerits of Direct & 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.	
4.	<b>International Trade, Balance of Payment, WTO And Foreign Exchange Market</b>	15
	<b>Theories of International Trade:</b> Comparative Cost Theory, Hecksher – Ohlin Theory - Terms of Trade: Meaning & Types – Gains from Trade (with offer curves) - Concept & Structure of BOP, causes of disequilibrium, Measures to correct disequilibrium in BOP -WTO Agreements with reference to TRIPS, TRIMS and GATS. <b>Foreign Exchange Market:</b> Concept of Foreign Exchange Market Rate: Spot and Forward, Foreign Exchange Market: Functions & Dealers- Arbitrage and Speculation – Equilibrium Exchange Rate Determination – Purchasing Power Parity theory – Types of Floating Rate System	

**Evaluation Pattern**  
**Evaluation Methods for the 25 Marks Component**

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I. Written Assignment / Presentations	(10 marks)
II. Internal Test	(20 marks converted to 10 marks)
III. Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test**  
**Written Class Test (20Marks)**

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

**Question Paper Format for the 75 Marks Component**

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- |   |         |
|---|---------|
| 1. Attempt any 2 of 3 questions from Unit I   | (7.5*2) |
| 2. Attempt any 2 of 3 questions from Unit II  | (7.5*2) |
| 3. Attempt any 2 of 3 questions from Unit III | (7.5*2) |
| 4. Attempt any 2 of 3 questions from Unit IV  | (7.5*2) |
| 5. Case Study                                 | (5*3)   |

**Recommended Reading List**

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- 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. & K.P.M. Sundaram – "Indian Economy"- Sultan Chand and Company, New Delhi, Latest Edition
- Dornbusch R. & S. Fischer – "Macroeconomics" McGraw Hill, New York, Latest Edition
- Economic & 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

**2. FOUNDATION COURSE IN MANAGEMENT – III  
(INTRODUCTION TO MANAGEMENT)  
(Implemented during Academic Year 2021-22)**

(w.e.f. 2019-20)  
**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Introduction to Basic Management Concepts	<b>15</b>
Module 2	Planning and Organizing	<b>15</b>
Module 3	Staffing, Directing and Controlling	<b>15</b>
Module 4	Indian approach to management	<b>15</b>
		<b>60</b>

**Objectives:**

1. To enhance the understanding of conceptual knowledge of basic management concepts.
2. To understand management process of planning, organizing, staffing, directing and controlling.
3. To orient learners towards Indian approach to management.

**Course Outcomes:**

After completion of this course the learner will be able to:

CO1: Comprehend the concept of management. (Level: Understand)

CO2: Exposure to the Indian concepts of management. (Level: Understand)

CO3: Employing these concepts in modern day organization through study of case studies. (Level: Apply)

CO4: Study the relevance of the older concepts of Indian management in modern business world to enrich professional ethics. (Level: Analyse)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Introduction to Basic Management Concepts</b>	<b>15</b>
	Introduction to Management, Definition of management, Nature of Management, Objectives of Management, Administration vs Management, Levels of Management Principles of management (contributions of Henry Fayol, Elton Mayo, F. W. Taylor)	
<b>2.</b>	<b>Planning and Organizing</b>	<b>15</b>
	<b>Planning:</b> Definition and Importance of Planning, Process of Planning, Limitations of Planning, Features of Sound Planning, Features and process of decision making  <b>Organizing:</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.	
<b>3.</b>	<b>Staffing, Directing and Controlling</b>	<b>15</b>
	<b>Staffing:</b> Meaning, Importance of Staffing, Recruitment and its sources, Selection procedure, Distinction between Recruitment and Selection, Employment tests and types of Interview.  <b>Directing and Controlling:</b> Meaning and Importance of directing, Principles of Directing, Leadership traits and Styles, Motivation – Importance, Factors and theories (Need hierarchy, ERG, X and Y and Hygiene factor), Co-ordination – Meaning, features and Importance, Meaning and steps in controlling, Essentials of a good control system	
<b>4.</b>	<b>Indian approach to management</b>	<b>15</b>
	<b>Indian Ethos and Indian Culture:</b> concept of Man, Personality, Yoga, Maya, Pursharth, Gunas, Niskam Karma, Karma, Dharma, Self-control, Runa, Meditation, Spirituality and Trusteeship  <b>Principles of management as per various culture:</b> India (Mahabharat, Quran, Bible, Kautaliya), US, China, Japan  Study of Indian Mythology and management through work of fiction literature by Devdutt Patnaik, Amish Tripathi and others	

### Evaluation Pattern

#### Evaluation Methods for the 25 Marks Component

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I. Written Assignment / Presentations	(10 marks)
II. Internal Test	(20 marks converted to 10 marks)
III. Class Participation and attendance	(05 marks)



**Question Paper Pattern for Periodical Class Test  
Written Class Test (20Marks)**

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

**Question Paper Format for the 75 Marks Component**

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1. Attempt any 2 of 3 questions from Unit I **(7.5\*2)**
2. Attempt any 2 of 3 questions from Unit II **(7.5\*2)**
3. Attempt any 2 of 3 questions from Unit III **(7.5\*2)**
4. Attempt any 2 of 3 questions from Unit IV **(7.5\*2)**
5. Case Study **(5\*3)**

**Recommended Reading List**

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

### 3. ADVANCED TALLY & MICROSOFT EXCEL (Implemented during Academic Year 2022-23)

(w.e.f. 2022-2023)  
*Modules at a Glance*

Sr. No.	Modules	No. of Lectures
Module 1	Introduction to Accounting and Tally Software	15
Module 2	Recording of transaction, Stock Keeping, MIS Report	15
Module 3	Goods and Services Tax (GST), TDS and Payroll	15
Module 4	Microsoft Excel: Basic and advance	15
		<b>60</b>

#### **Objectives:**

1. To introduce the students to the Basic of Financial Accounting and the use of Tally for accounting purpose.
2. To make students capable to create company, enter accounting voucher entries including advance voucher entries, reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally software.
3. To provide hands on practice, to make students ready with required skill for employability in the job market.

#### **Course Outcomes:**

After completion of this course the learner will be able:

- CO1: To remember all the fundamental principles & rules of Accounting, Identification of types/heads of accounts, classification of accounts and accounting rules/conventions. (Level: Remember)
- CO2: To understand the interface of tally, to synchronizes with accounting rules and double entry mode of recording day to day transactions into tally software.  
(Level: Understand)
- CO3: To apply knowledge and understanding accounting principles and conventions.  
(Level: Apply)
- CO4: To analyze the Profits, stock reports, BRS and various other MIS reports generated by the software. (Level: Analyse)

- CO5: To the assess the financial ratios, and the financial performance of the entity.  
(Level: Evaluate)
- CO6: To create the customized TDS, Payroll and other significant modules as per the requirement of the entity. (Level: Create)
- CO7: To understand the working mechanism of MS excel, the financial concepts of Present value, Future value, discounting and compounding. (Level: Understand)
- CO8: To apply the knowledge of MS excel functions and Finance to calculate interest tables, repayment schedules and related calculations. (Level: Apply)
- CO9: To evaluate the data by sorting, reorganizing, redesigning the data using sort, filter functions, apply formulae like V-lookup, H-lookup, make decisions using Pivot tables and such related functions. (Level: Evaluate)

## Detailed Syllabus

Sr. No.	Modules / Units	No of Lectures
1	<b>Introduction to Accounting and Tally Software</b>	<b>15</b>
	<p><b><u>Chapter 1: Fundamentals of Accounting – 1 hours</u></b></p> <ul style="list-style-type: none"> <li>❖ Introduction</li> <li>❖ Accounting Terms</li> <li>❖ Accounting Assumptions, Concepts and Principles</li> <li>❖ Double Entry System of Accounting</li> <li>❖ Types of Accounts</li> <li>❖ The Golden Rules of Accounting</li> <li>❖ Trial Balance</li> <li>❖ Cash Book / Bank Book</li> <li>❖ Financial Statements</li> <li>❖ Trading and Profit &amp; Loss Account</li> <li>❖ Balance Sheet</li> <li>❖ Types of Assets and Liabilities included in a Balance Sheet</li> <li>❖ Key Takeaways</li> </ul> <p><b><u>Chapter 2: Maintaining Chart of Accounts in Tally – 3 hours</u></b></p> <ul style="list-style-type: none"> <li>❖ Introduction</li> <li>❖ Getting started with Tally</li> <li>❖ Mouse/Keyboard Conventions</li> <li>❖ Company Creation</li> <li>❖ Shut a Company</li> <li>❖ Select a Company</li> <li>❖ Alter Company Details</li> <li>❖ Company Features and Configurations</li> <li>❖ F11: Company Features</li> <li>❖ F12: Configuration</li> <li>❖ Chart of Accounts</li> <li>❖ Ledger</li> <li>❖ Group</li> <li>❖ Ledger Creation</li> <li>❖ Single Ledger Creation</li> <li>❖ Multi Ledger Creation</li> <li>❖ Altering and Displaying Ledgers</li> <li>❖ Group Creation</li> <li>❖ Single Group Creation</li> <li>❖ Multiple Group Creation</li> <li>❖ Displaying Groups and Ledgers</li> <li>❖ Displaying Groups</li> <li>❖ Display of Ledgers</li> <li>❖ Deletion of Groups and Ledgers</li> <li>❖ Key Takeaways</li> </ul>	

2	<b>Recording of transaction, Stock Keeping, MIS Report</b>	15
	<p><b><u>Chapter 3: Maintaining Stock Keeping Units (SKU) – 3 hours</u></b></p> <ul style="list-style-type: none"> <li>❖ Introduction</li> <li>❖ Inventory Masters in</li> <li>❖ Creating Inventory Masters</li> <li>❖ Creation of Stock Group</li> <li>❖ Creation of Units of Measure</li> <li>❖ Creation of Stock Item</li> <li>❖ Creation of Godown</li> <li>❖ Defining of Stock Opening Balance in</li> <li>❖ Stock Category</li> <li>❖ Reports</li> <li>❖ Key Takeaways</li> </ul> <p><b><u>Chapter 4: Recording Day-to-Day Transactions - 3 hours</u></b></p> <ul style="list-style-type: none"> <li>❖ Introduction</li> <li>❖ Business Transactions</li> <li>❖ Source Document for Voucher</li> <li>❖ Recording Transactions in</li> <li>❖ Accounting Vouchers</li> <li>❖ Receipt Voucher (F6)</li> <li>❖ Contra Voucher (F4)</li> <li>❖ Payment Voucher (F5)</li> <li>❖ Purchase Voucher (F9)</li> <li>❖ Sales Voucher (F8)</li> <li>❖ Debit Note Voucher (Ctrl+F9)</li> <li>❖ Credit Note (Ctrl+F8)</li> <li>❖ Journal Voucher (F7)</li> <li>❖ Bank Reconciliation</li> <li>❖ Key Takeaways</li> </ul> <p><b><u>Chapter 5: Accounts Receivable and Payable Management – 2 hours</u></b></p> <ul style="list-style-type: none"> <li>❖ Introduction</li> <li>❖ Accounts Payables and Receivables</li> <li>❖ Maintaining Bill-wise Details</li> <li>❖ Activation of Maintain Bill-wise Details Feature</li> <li>❖ New Reference</li> <li>❖ Against Reference</li> <li>❖ Advance</li> <li>❖ On Account</li> <li>❖ Key Takeaways</li> </ul> <p><b><u>Chapter 6: MIS Reports - 1 hours</u></b></p> <ul style="list-style-type: none"> <li>❖ Introduction</li> <li>❖ Advantages of Management Information Systems</li> <li>❖ Trial Balance</li> <li>❖ Balance Sheet</li> <li>❖ Profit and Loss Account</li> <li>❖ Cash Flow Statement</li> </ul>	

	<ul style="list-style-type: none"> <li>❖ Ratio Analysis</li> <li>❖ Books and Reports</li> <li>❖ Day Book</li> <li>❖ Receipts and Payments</li> <li>❖ Purchase Register</li> <li>❖ Sales Register</li> <li>❖ Journal Register</li> <li>❖ Inventory Reports</li> <li>❖ Bills Receivable and Bills Payable</li> <li>❖ Bank Reconciliation Report</li> <li>❖ Key Takeaway</li> </ul>	
<b>3</b>	<b>Goods and Services Tax (GST), TDS and Payroll</b>	<b>15</b>
	<p><b><u>Chapter 7: Goods and Services Tax (GST) - 12 hours</u></b></p> <ul style="list-style-type: none"> <li>❖ Introduction</li> <li>❖ Activate GST in Tally</li> <li>❖ Enabling GST and Defining Tax Details</li> <li>❖ Set up GST rates (Company Level, Ledger Level, Group Level, Stock Item Level)</li> <li>❖ Update Masters</li> <li>❖ Update party GSTIN/UIN</li> <li>❖ Creation of GST Duty ledgers</li> <li>❖ Accounting of GST Transactions</li> <li>❖ Intrastate Inward Supply (Purchase)</li> <li>❖ Intrastate Outward Supply (Sale)</li> <li>❖ Interstate Inward Supply (Purchase)</li> <li>❖ Interstate Outward Supply (Sale)</li> <li>❖ Purchase Return (Debit Note)</li> <li>❖ Sales Return (Credit Note)</li> <li>❖ GST Reports (GSTR 3B, GSTR 1)</li> <li>❖ Key Takeaways</li> </ul> <p><b><u>Chapter 8: Recording Vouchers with TDS (Tax Deducted at Source) - 6 hours</u></b></p> <ul style="list-style-type: none"> <li>❖ Introduction</li> <li>❖ Basic Concepts of TDS</li> <li>❖ TDS in Tally</li> <li>❖ Activation of TDS Feature in Tally</li> <li>❖ TDS Statutory Masters</li> <li>❖ Configuring TDS at Group Level</li> <li>❖ Configuring TDS at Ledger Level</li> <li>❖ Booking of Expenses in Journal Voucher</li> <li>❖ TDS Report</li> <li>❖ Key Takeaways</li> </ul> <p><b><u>Chapter 9: Allocation and Tracking of Expenses and Incomes - 5 hours</u></b></p> <ul style="list-style-type: none"> <li>❖ Introduction</li> <li>❖ Cost Centre and Cost Categories</li> <li>❖ Activation of Cost Category and Cost Centre</li> <li>❖ Allocation of Expenses and Incomes using Cost Centre</li> <li>❖ Allocation of Expenses and Incomes using Cost Centre with Cost category</li> </ul>	

	<ul style="list-style-type: none"> <li>❖ Allocation of expenses to multiple cost centres and cost categories</li> <li>❖ Automation of Cost Centre and Cost Categories while recording transactions</li> <li>❖ Cost Centre Classes</li> <li>❖ Cost Centre Reports</li> <li>❖ Category Summary</li> <li>❖ Cost Centre Break-up</li> <li>❖ Ledger Break-up</li> <li>❖ Group Break-up</li> <li>❖ Key Takeaways</li> </ul> <p><b><u>Chapter 10: Payroll - 9 hours</u></b></p> <ul style="list-style-type: none"> <li>❖ Introduction</li> <li>❖ Setup Payroll in Tally</li> <li>❖ Company Creation</li> <li>❖ Activation</li> <li>❖ Processing Basic Payroll in Tally</li> <li>❖ Employee Setup</li> <li>❖ Creation of Payroll Units</li> <li>❖ Attendance/Production Types</li> <li>❖ Creation of Pay Heads</li> <li>❖ Defining Salary Details for an Employee</li> <li>❖ Defining Salary Details for an Employee Group</li> <li>❖ Salary Processing</li> <li>❖ Payroll Reports</li> <li>❖ Statements of Payroll</li> <li>❖ Attendance Reports</li> <li>❖ Expat Reports</li> <li>❖ Payroll Statutory Deductions and Reports</li> <li>❖ Creating the Statutory Pay Heads</li> <li>❖ Define Salary Details</li> <li>❖ Process Salary</li> <li>❖ Payment of Salary</li> <li>❖ Payroll Statutory Reports</li> <li>❖ Income Tax</li> <li>❖ Employee Setup</li> <li>❖ Provide Income Tax Details</li> <li>❖ Process Income Tax</li> <li>❖ Process Salary</li> <li>❖ Key Takeaways</li> </ul>	
<b>4</b>	<b>Microsoft Excel: Basic and advance</b>	<b>15</b>
	<p><b><u>Chapter 11: Microsoft Excel - 15 hours</u></b></p> <ul style="list-style-type: none"> <li>❖ Shortcut Keys – aids the user to speed up the work</li> <li>❖ Spreadsheet basics</li> <li>❖ Creating, editing, saving and printing spreadsheets</li> <li>❖ Working with functions &amp; formulas</li> <li>❖ Modifying worksheets with color &amp; autoformats</li> <li>❖ Graphically representing data : Charts &amp; Graphs</li> <li>❖ Analyzing data : Data Menu, Subtotal, Filtering Data</li> <li>❖ Formatting worksheets</li> <li>❖ Securing &amp; Protecting spreadsheets</li> <li>❖ Use the Function Wizard, Common functions (AVERAGE, MIN, MAX, COUNT,COUNTA, ROUND, INT)</li> </ul>	

	<ul style="list-style-type: none"> <li>❖ Relative, Absolute, Mixed cell references : &gt;,&lt;&gt;= operators</li> <li>❖ Logical functions using IF, AND, OR, NOT</li> <li>❖ The LOOKUP function , Date and time functions , Annotating formulas</li> <li>❖ Functions : LOOKUP, VLOOKUP, HLOOKUP, COUNTIF, SUMIF</li>   <li>❖ <b><u>PIVOT TABLES</u></b> <ul style="list-style-type: none"> <li>• Enter the Pivot Table Data</li> <li>• Create the Pivot Table</li> <li>• Adding Data to the Pivot Table</li> <li>• Filtering the Pivot Table Data</li> <li>• Change the Pivot Table Data</li> <li>• Analyze Data Columns in Pivot Tables</li> <li>• Adjust Data to Analyze</li> </ul> </li> <li>❖ Key Takeaways</li> </ul>	
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**4. TAXATION I**  
**(INDIRECT TAXES – I)**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2020-21)  
**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Introduction to GST and Supply under GST	<b>15</b>
Module 2	Charge of GST and Exemptions from GST	<b>15</b>
Module 3	Time and Value of Supply	<b>15</b>
Module 4	Input Tax Credit	<b>15</b>
		<b>60</b>

**Objectives:**

1. To introduce concept of GST.
2. To make learner familiar with supply and Charges under GST & Exemptions from GST.
3. To educate learner about Time and Value of supply & Input Tax Credit.

**Course Outcomes:**

After completion of course, the learner will be able to:

- CO1: Get familiar with the new Indirect tax regime and how it has been a paradigm shift in the law after introduction of GST. (Level: understand)
- CO2: Understand the various intricacies of GST law regarding registration, concept of supply including its exception and Negative list under GST to apply it while filing returns. (Level: Apply )
- CO3: Understand and calculate the Time Of Supply (TOS), Value Of Supply(VOS) and Place Of Supply(POS) to evaluates the process of returns. (Level: Analyse)
- CO4: Understand the concept and provisions of Input Tax Credit (ITC) and learn how to apply them while calculating tax liability. (Level: Analyse)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Introduction to GST and Supply under GST</b>	<b>15</b>
	<b>Introduction to GST:</b> Concept of GST, Need, Framework and benefit  <b>Supply under GST:</b> Relevant definitions, concept of supply, composite and mixed supplies	
<b>2.</b>	<b>Charge of GST and Exemptions from GST</b>	<b>15</b>
	<b>Charge of GST :</b> Relevant definitions, extent and commencement of CGST Act/ SGST Act/ UTGST Act, Levy and collection of GST, Composition Levy, Extent and commencement of IGST, Levy and collection of IGST  <b>Exemptions from GST:</b> Relevant definitions, power to grant exemptions from tax, goods exempted from tax, list of services exempted from tax	
<b>3.</b>	<b>Time and Value of Supply</b>	<b>15</b>
	<b>Time of Supply:</b> Relevant definitions, time of supply of goods, time of supply of services  <b>Value of supply:</b> Relevant definitions, value of supply	
<b>4.</b>	<b>Input Tax Credit (ITC)</b>	<b>15</b>
	Relevant definitions, eligibility and conditions for taking ITC, apportionment of credit and blocked credits, credit in special circumstances, how is ITC availed and utilized	

### Evaluation Pattern

#### Evaluation Methods for the 25 Marks Component

I. Written Assignment / Presentations	(10 marks)
II. Internal Test	(20 marks converted to 10 marks)
III. Class Participation and attendance	(05 marks)

### Question Paper Pattern for Periodical Class Test

#### Written Class Test (20Marks)

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

### **Question Paper Format for the 75 Marks Component**

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- |   |                |
|---|----------------|
| 1. Attempt any 2 of 3 questions from Unit I   | <b>(7.5*2)</b> |
| 2. Attempt any 2 of 3 questions from Unit II  | <b>(7.5*2)</b> |
| 3. Attempt any 2 of 3 questions from Unit III | <b>(7.5*2)</b> |
| 4. Attempt any 2 of 3 questions from Unit IV  | <b>(7.5*2)</b> |
| 5. Case Study                                 | <b>(5*3)</b>   |

### **Recommended Reference List**

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- Indirect Taxes: Law and Practice by V.S. Datey, Taxmann
- Indirect Taxes by V.S. Balchandra, Sultan Chand and Sons, New Delhi
- GST Law & practice with Customs & FTP by V.S. Datey, Taxmann
- GST by V.S. Datey, Taxmann
- GST & customs Law by K.M. Bansal, University Edition
- GST Law & practice with Customs & FTP by Vineet Sodhani, Snow White Publications
- GST Law & practice with Customs & FTP by Sanjiv Agarwal, Snow White Publications
- Indirect taxes(Containing GST, Customs & FTP) by MOhd. Rafi, Bharat Publications

**5. AUDITING – II**  
**(TECHNIQUES OF AUDITING AND AUDIT PROCEDURE)**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2020-21)  
**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Vouching and Verification	<b>15</b>
Module 2	Reading of Ledger Account	<b>15</b>
Module 3	Audit and Assurance Standards	<b>15</b>
Module 4	Audit of Limited Companies	<b>15</b>
		<b>60</b>

**Objectives:**

1. To enhance the understanding of Vouching and Verification as a technique of verification.
2. To make learners competent to read and understand ledger account for interpretation of business transactions.
3. To understand the importance of Audit and Assurance standards.
4. To orient learners towards understanding audit of limited company.

**Course Outcome:**

After completion of this course the learner will be able to:

- CO1: Logically arrange the steps in audit of Income and Expenses and Verification of Assets and Liabilities of a joint stock company. (Level : Understand)
- CO2: Read the ledger accounts of a company by visualizing the narration and identify errors and frauds in records. (Level: Apply)
- CO3: Describe the significance of auditing standards in conduct of audit as per ICAI Guidelines to emphasize professional ethics. (Level: Understand)
- CO4: Illustrate the requirements for conduct of audit of joint stock companies and analyze the audit report of the company. (Level: Analyse)

## Detailed Syllabus

Module	Topic	Module
<b>1.</b>	<b>Vouching and Verification</b>	<b>1.</b>
	<p><b>Audit of Income:</b> Revenue from Sales and Services, Rental Income, Interest &amp; Dividends Income, Royalties Income, Recovery of Bad debts written off, Commission Received.</p> <p><b>Audit of Expenditure:</b> Purchases, Salaries &amp; Wages, Rent, Insurance Premium, Telephone expense, Petty cash payment, Advertisement, Travelling Salesmen's Commission, Freight, Carriage and Custom Duties.</p> <p><b>Audit of Assets:</b> Plant &amp; Machinery, Furniture and fixtures, Accounts Receivable, Investments, Inventory, Goodwill, and Patent Rights.</p> <p><b>Audit of Liabilities:</b> Outstanding Expenses, Accounts Payable, Secured loans, Unsecured Loans, Contingent Liabilities, Public Deposits.</p>	
<b>2.</b>	<b>Reading of Ledger Account</b>	<b>2.</b>
	<p>Audit of receipts &amp; payments – general considerations; Receipts - cash sales – receipts from debtors – other receipts; Payment - wages – capital expenditure – other payments and expenses, petty cash payments; Audit of payments into and out of the bank – reconciliation of the bank statements with the cash book.</p> <p>Audit of purchases &amp; Sales – cash and credit purchases – forward purchases – purchases returns. cash and credit sales – goods on consignment – sale on approval basis – sale under hire-purchase agreement – returnable containers – various types of allowances given to customers – sales returns – sales ledger.</p> <p>Audit of suppliers' ledger and the debtors' ledger – self-balancing and the sectional balancing system – total or control accounts – loose leaf and card ledgers – confirmatory statements from credit customers and suppliers – provision for bad and doubtful debts.</p> <p>Audit of impersonal ledger – capital expenditure, deferred revenue expenditure and revenue expenditure – outstanding expenses and income – repairs and renewals – distinction between reserves and provisions – implications of change in the basis of accounting.</p>	

<b>3.</b>	<b>Audit and Assurance Standards</b>	<b>15</b>
	<p>Significance of the Audit and Assurance Standards (AAS) issued by Institute of Chartered Accountants of India.</p> <p>Responsibility of auditor for AAS.</p> <p>Understanding of following standards-</p> <p>SA 200 Overall objectives of Independent Auditor and the conduct of an Audit in Accordance with standards on auditing.</p> <p>SA 210 Agreeing in terms of Audit Engagements</p> <p>SA 230 Audit documentation</p> <p>SA 240 The Auditors responsibility relating to Frauds in an Audit of Financial Statements</p> <p>SA 300 Planning an Audit of Financial Statements</p> <p>SA 320 Materiality in Planning and performing an Audit</p> <p>SA 500 Audit Evidence</p> <p>SA 505 External Confirmation</p> <p>SA550 Related Parties</p> <p>SA 570 Going Concern</p>	
<b>4.</b>	<b>Audit of Limited Companies</b>	<b>15</b>
	<p>Auditors: Qualifications, Disqualifications, Appointments (First &amp; Subsequent auditor), Reappointment, Removal of auditors.</p> <p>Audit Report: reporting requirement under the companies act, qualifications in audit report, disclaimers in audit report, adverse opinion, disclosures, reports and certificates.</p>	

**Evaluation Pattern Evaluation Pattern**  
**Evaluation Methods for the 25 Marks Component**

I. Written Assignment / Presentations	(10 marks)
II. Internal Test	(20 marks converted to 10 marks)
III. Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test**  
**Written Class Test (20Marks)**

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

### **Question Paper Format for the 75 Marks Component**

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- |   |         |
|---|---------|
| 1. Attempt any 2 of 3 questions from Unit I   | (7.5*2) |
| 2. Attempt any 2 of 3 questions from Unit II  | (7.5*2) |
| 3. Attempt any 2 of 3 questions from Unit III | (7.5*2) |
| 4. Attempt any 2 of 3 questions from Unit IV  | (7.5*2) |
| 5. Case Study                                 | (5*3)   |

### **Recommended Reading List**

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- Contemporary Auditing by Kamal Gupta published by Tata McGraw Hills
- A Handbook of Practical Auditing by B N Tandon published by S Chand & Co. New Delhi
- Fundamentals of auditing by Kamal Gupta and Ashok Arora published by Tata McGraw Hills
- Textbook of Auditing by Batra and Bagradia published by Tata McGraw Hills
- Practical Auditing by S V Ghatalia published by Spicer & Pegler

**6. BUSINESS LAW – II**  
**(BUSINESS REGULATORY FRAMEWORK)**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2021-22)  
**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	The Indian Partnership Act – 1932	<b>15</b>
Module 2	Limited Liability Partnership Act – 2008	<b>15</b>
Module 3	The Occupational Safety, Health and Working Conditions Code, 2020	<b>15</b>
Module 4	The Code of Wages 2019	<b>15</b>
		<b>60</b>

**Objectives:**

1. To enhance learner's knowledge regarding regulatory framework in India.
2. To develop in depth knowledge regarding Indian Partnership Act, 1932.
3. To make learner acquainted occupational safety, health and working conditions of employees in a factory.
4. To gain familiarity with various rules regarding payment of wages.

After completion of this course the learner will be able to:

CO1: Summarize the conditions of The Partnership Act. (Level: Comprehension)

CO2: Explain the development and the judicial setup of code of wages.

(Level: Comprehension)

CO3: Associate the law and practice of LLPs (Level: Analysis)

CO4: Integrate the knowledge of Occupational Safety, Health and Working Conditions of employees in a factory, rules regarding payment of wages. (Level: Synthesis)



## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>The Indian Partnership Act – 1932</b>	<b>15</b>
	a) Concept of Partnership - Partnership and Company - Test for determination of existence for partnership - Kinds of partnership 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>	<b>15</b>
	a) Concept, Formation, Membership and Functioning of Partnership b) Dissolution of Partnership	
<b>3.</b>	<b>The Occupational Safety, Health and Working Conditions Code, 2020</b>	<b>15</b>
	a) Definitions, b) Registration of certain establishments, c) Duties of Employer and Employees, d) Occupational Safety and Health Standards, e) Maintenance of registers, records and filing of returns, f) Powers of Inspector-cum- Facilitators g) Special provision relating to employment of women, h) General penalty for offences, i) Social Security Fund.	
<b>4.</b>	<b>The Code on Wages 2019</b>	<b>15</b>
	a) Objectives, Definition, Mode of payment of wages, Fixation of wage period, Authorized Deductions. b) Payment of Bonus: Eligibility for bonus, Payment of bonus out of allocable surplus, Set on and set off of allocable surplus	

### Evaluation Pattern

#### Evaluation Methods for the 40 Marks Component

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J. Internal Test	(15 marks)
V. Written Assignment / Presentations	(15 marks)
VI. Event Participation / Assignment	(05 marks)
VII. Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test  
Written Class Test (15 Marks)**

1	Objectives (1 Marks each)	10 Marks
2	Short Notes (Attempt Any One of the Three)	05 Marks

**Question Paper Format for the 60 Marks Component**

Question No.	Particulars	Marks
Q.1	Explain the following concepts any 5 out of 7	5*2 = 10
Q.2	Answer in one or two sentences any 5 out of 7	5*2=10
Q.3	Explain the following any 3 out of 5	3*5=15
Q.4	Explain in detail any 2 out of 4	2*7.5=15
Q.5	Case study or Application based question	2*5=10
<b>Total</b>		<b>60</b>

**Recommended Reading List**

- 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

**7. COST ACCOUNTING-I**  
**(INTRODUCTION AND ELEMENTS OF COST)**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2020-21)  
**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Introduction to Cost Accounting	<b>15</b>
Module 2	Material Cost	<b>15</b>
Module 3	Labour Cost	<b>15</b>
Module 4	Overheads	<b>15</b>
		<b>60</b>

**Objectives:**

1. To introduce concept of cost accounting to learners as a branch of accounting.
2. To make learner familiar with material cost, Labour cost and overheads.
3. To enable learners to understand importance of cost accounting in an organisation.

**Course Outcomes:**

After completion of this course the learner will be able to:

CO1: Demonstrate familiarity with concept of cost accounting and its application.

(Level: Understand)

CO2: Estimate Economic order quantity so as to maintain stock level to control liquidity.

(Level: Analyse)

CO3: Appraise various overhead cost in the production cost of the business.

(Level: Analysis)

CO4: Evaluate labour cost to decide on HR policies. (Level: Analysis & Create)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Introduction to Cost Accounting</b>	<b>15</b>
	Evolution, Objectives and Scope of Cost Accounting, Importance and Advantages of Cost Accounting, Difference between Cost Accounting and Financial Accounting, Limitations of Financial Accounting  Definitions: Cost, Costing and Cost Accounting; Classification of Cost on Different Basis, Cost Allocation and Apportionment, Coding System, Essentials of Good Costing System	
<b>2.</b>	<b>Material Cost</b>	<b>15</b>
	Cost: The Concept, Material Control, Procedure, Documentation, Stock Ledger, Bin Card Stock Levels Economic Order Quantity (EOQ)	
<b>3.</b>	<b>Labour Cost</b>	<b>15</b>
	Labour Cost: The Concept Composition of Labour Cost, Labour Cost Records, Overtime / Idle Time / Incentive Scheme	
<b>4.</b>	<b>Overheads</b>	<b>15</b>
	Overheads: The Concept, Classification of overheads on different bases, Apportionment and Absorption of Overheads	

### Evaluation Pattern Evaluation Pattern Evaluation Methods for the 25 Marks Component

I. Written Assignment / Presentations	(10 marks)
II. Internal Test	(20 marks converted to 10 marks)
III. Class Participation and attendance	(05 marks)

### Question Paper Pattern for Periodical Class Test Written Class Test (20Marks)

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

### Question Paper Format for the 75 Marks Component

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- |   |         |
|---|---------|
| 1. Attempt any 2 of 3 questions from Unit I   | (7.5*2) |
| 2. Attempt any 2 of 3 questions from Unit II  | (7.5*2) |
| 3. Attempt any 2 of 3 questions from Unit III | (7.5*2) |
| 4. Attempt any 2 of 3 questions from Unit IV  | (7.5*2) |
| 5. Case Study                                 | (5*3)   |

### Recommended Reading List

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- Lecture on costing by Swaminathan published by S.Chand & Co.
- Practical costing by Khanna Pandey and Ahuja published by S.Chand & 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

**8. FINANCIAL ACCOUNTING – III**  
**(SPECIAL ACCOUNTING AREAS)**  
***(Implemented during Academic Year 2021-22)***

(w.e.f. 2019-20)  
***Modules at a Glance***

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

**Objectives:**

1. To enhance preparation and finalisation of accounts of partnership firm.
2. To develop knowledge regarding distribution of cash among liabilities if assets realised in instalment while dissolution of partnership firm.
3. To understand the accounting methodology while amalgamation of partnership firm and conversion of firm into a ltd. company.

**Course Outcomes:**

After completion of this course the learner will be able to:

- CO1: Demonstrate familiarity with preparation of Partnership Final Accounts to evaluate profit earning capacity of the firm. (Level: Understand & Analyse)
- CO2: Understand process of amalgamation and conversion of a firm. (Level: Understand)
- CO3: Examine the process of settlement of claim in case of piecemeal distribution of the cash. (Level: Analyse)
- CO4: Create opening balance sheet of amalgamated firm and company framed by conversion. (Level: Create)

## Detailed Syllabus

Module	Topic	No. of lectures
1.	<b>Partnership Final Accounts based on Adjustment of Admission or Retirement / Death of a Partner during the Year</b>	15
	<p>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.</p> <p>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.</p> <p>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</p> <p><b>Note:</b> Excluding Questions where admission/ retirement / death takes place in the same year.</p>	
2.	<b>Piecemeal Distribution of Cash</b>	15
	<p>Asset taken over by a partner, Treatment of past profits or past losses in the Balance sheet, Contingent liabilities / Realization expenses/amount kept aside for expenses and adjustment of actual, Treatment of secured liabilities, Treatment of preferential liabilities like government dues / labour dues etc., Insolvency of partner.</p> <p>Note: Both methods, i.e. Excess Capital and Maximum Loss Method, are included.</p>	
3.	<b>Amalgamation of Firms</b>	15
	<p>Realization method only, Calculation of purchase consideration Journal/ledger accounts of old firms Preparing Balance sheet of new firm Adjustment of goodwill in the new firm. Realignment of capitals in the new firm by current accounts / cash or a combination thereof.</p> <p>Note: Common transactions between the amalgamating firms will also be included.</p>	
4.	<b>Conversion / Sale of a Partnership Firm into a Limited Company</b>	15
	<p>Calculation of New Purchase consideration, Journal / Ledger Accounts of old firms. Preparing Balance sheet of new company as per the provisions of the Indian Companies Act, 2013.</p> <p>Note: Realisation method only</p>	

**Evaluation Pattern**  
**Evaluation Methods for the 25 Marks Component**

I. Written Assignment / Presentation / Viva	(10 marks)
II. Internal Test	(20 marks converted to 10 marks)
III. Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test**  
**Written Class Test (20Marks)**

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

**Question Paper Format for the 75 Marks Component**

Question No	Particular	Marks
Q-1	<b>From Unit I</b> Full Length Question	15 Marks
Q-1	<b>OR</b> Full Length Question	15 Marks
Q-2	<b>From Unit II</b> Full Length Question	15 Marks
Q-2	<b>OR</b> Full Length Question	15 Marks
Q-3	<b>From Unit III</b> Full Length Question	15 Marks
Q-3	<b>OR</b> Full Length Question	15 Marks
Q-4	<b>From Unit IV</b> Full Length Question	15 Marks
Q-4	<b>OR</b> Full Length Question	15 Marks
Q-5	Case Study / Full Length Question (From any unit of the syllabus)	15 marks

**\*Question of 15 marks may be divided into two sub questions of 7/8 and 10/5 marks.**

**Recommended Reference List**

- 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.



*Syllabus of Courses of  
Bachelor of Commerce (Accounting and Finance) Programme  
at Semester IV*

**1. RESEARCH METHODOLOGY IN ACCOUNTING AND  
FINANCE**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2017-18)  
*Modules at a Glance*

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Introduction to Research	<b>15</b>
Module 2	Research Design in Accounting and Finance	<b>15</b>
Module 3	Data Collection and Processing	<b>15</b>
Module 4	Interpretation and Report Writing	<b>15</b>
		<b>60</b>

**Objectives:**

1. To introduce the concept of research to learner.
2. To understand the concept of research design in accounting and finance.
3. To develop an understanding of primary data collection and its analysis.
4. To enhance knowledge on interpretation and report writing among learner.

**Course Outcomes:**

After the completion of the course the Learner will be able to:

CO1: Identify and discuss the complex issues inherent in selecting a research problem, selecting an appropriate research design, and implementing a research project.

(Level: Understand)

CO2: Employ appropriate research approaches including sampling, data collection and questionnaire design for specific business problems. (Level: Apply)

CO3: Develop advanced critical thinking skills and demonstrate enhanced writing skills.

(Level: Apply)

CO4: Develop a research proposal following norms of professional ethics.

(Level: Create)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Introduction to Research</b>	<b>15</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	
<b>2.</b>	<b>Research Design in Accounting and Finance</b>	<b>15</b>
	Meaning of Introduction, Need, and Good research design.  Hypothesis: Formulation, Sources, Importance and Types. Different Research designs	
<b>3.</b>	<b>Data Collection and Processing</b>	<b>15</b>
	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 Analysis	
<b>4.</b>	<b>Interpretation and Report Writing</b>	<b>15</b>
	Meaning and techniques of interpretation, Research Report Writing: Importance, Essentials, Structure/ layout, Types	

### Evaluation Pattern

#### Evaluation Methods for the 25 Marks Component

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I. Written Assignment / Presentation / Viva	(10 marks)
II. Internal Test	(20 marks converted to 10 marks)
III. Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test  
Written Class Test (20Marks)**

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

**Question Paper Format for the 75 Marks Component**

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1. Attempt any 2 of 3 questions from Unit I **(7.5\*2)**
2. Attempt any 2 of 3 questions from Unit II **(7.5\*2)**
3. Attempt any 2 of 3 questions from Unit III **(7.5\*2)**
4. Attempt any 2 of 3 questions from Unit IV **(7.5\*2)**
5. Case Study **(5\*3)**

**Recommended Reference List**

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- Research Methods in Accounting, Malcolm Smith
- Research Methods and Methodology in Finance and Accounting, by Viv Beattie and Bob Ryan

**2. FOUNDATION COURSE IN COMMERCE –IV  
(INDIAN FINANCIAL SYSTEM)  
(Implemented during Academic Year 2021-22)**

(w.e.f. 2020-21)  
**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	An Overview of the Financial System and Financial Markets	<b>15</b>
Module 2	Financial Instruments and Services	<b>15</b>
Module 3	Issue Management	<b>15</b>
Module 4	Finance mechanism	<b>15</b>
		<b>60</b>

**Objectives:**

1. To understand the evolution of Indian financial system and Indian financial markets.
2. To develop a knowledge of financial instruments and financial services.
3. To develop an understanding of issue management.
4. To make learner aware of Indian finance mechanism.

**Course Outcomes:**

After the completion of the course the Learner will be able to:

CO1: Demonstrate familiarity with Indian Financial System and environment thereof.

(Level: Understand)

CO2: Evaluate difference between various financial instruments and services available in the Indian Financial market. (Level: Analyse)

CO3: Compare services offered by brokers and intermediaries in issue management.

(Level: Analyse)

CO4: Develop a deep knowledge on importance of credit rating and venture capitalist.

(Level: Understand)

### Detailed Syllabus

Module	Topic	No. of lectures
1.	<b>An Overview of the Financial System and Financial Markets</b>	15
	<p><b>Introduction to Financial System:</b> Saving and Investment Money, Inflation and Interest, Banking and Non-Banking Financial Intermediaries</p> <p><b>Introduction to Financial Market:</b> Introduction and meaning, Government Economic Philosophy and Financial Market, Structure of Financial Market in India.</p> <p><b>Capital Market:</b> 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.</p>	
2.	<b>Financial Instruments and Services</b>	15
	<p><b>Financial Instruments:</b> Meaning and types of Financial Instruments- REPO, TBs, Equities, Bonds, Derivatives. Characteristics of Financial Instruments: Liquidity, Maturity, Safety and Yield.</p> <p><b>Financial Services:</b> 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. Factoring and Forfaiting - Introduction, Types of Factoring, Theoretical Framework, Factoring Cost, Advantages and Disadvantages of Factoring, Factoring in India, Factoring v/s Forfaiting, Working of Forfaiting, Benefits and Drawbacks of Forfaiting.</p>	
3.	<b>Issue Management</b>	3.
	<p><b>Issue Management and Intermediaries:</b> Introduction, Merchant Bankers/ Lead Managers, Underwriters, Bankers to an Issue, Brokers to an Issue</p> <p><b>Stock Broking:</b> Introduction, Stock Brokers, SubBrokers, Foreign Brokers, Trading and Clearing/Self Clearing Members, Stock Trading (Cash and Normal) Derivative Trading.</p>	
4.	<b>Financial Mechanism</b>	15
	<p><b>Venture Capital:</b> Introduction, Features of Venture Capital, Types of Venture Capital Financing Stages, Disinvestment mechanisms, Venture Capital Investment process, Indian Scenario</p>	

	<b>Credit Rating:</b> 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	
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**Evaluation Pattern**  
**Evaluation Methods for the 25 Marks Component**

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I. Written Assignment / Presentation / Viva	(10 marks)
II. Internal Test	( 20 marks converted to 10 marks)
III. Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test**  
**Written Class Test (20Marks)**

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

**Question Paper Format for the 75 Marks Component**

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1. Attempt any 2 of 3 questions from Unit I	(7.5*2)
2. Attempt any 2 of 3 questions from Unit II	(7.5*2)
3. Attempt any 2 of 3 questions from Unit III	(7.5*2)
4. Attempt any 2 of 3 questions from Unit IV	(7.5*2)
5. Case Study	(5*3)

**Recommended Reference List**

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- 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

**3. MANAGEMENT ACCOUNTING**  
**(INTRODUCTION TO MANAGEMENT ACCOUNTING)**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2017-18)

***Modules at a Glance***

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Introduction to Management Accounting, Analysis and Interpretation of accounts	<b>15</b>
Module 2	Ratio Analysis and Interpretation based on vertical Financial statements	<b>15</b>
Module 3	Cash Flow Statements	<b>15</b>
Module 4	Working Capital	<b>15</b>
		<b>60</b>

**Objectives:**

1. To introduce learner stream of management accounting.
2. To understand the concept of vertical statement and ratio analysis.
3. To introduce procedure and provision of preparation of cash flow.
4. To educate learner about estimation of working capital.

**Course Outcomes:**

Upon successful completion of the course, the learner will be able to:

- CO 1: Describe the various management accounting techniques useful for decision making (Level: Understand)
- CO 2: Analyse the financial statements and calculate financial ratios of different Companies. (Level: Apply)
- CO 3: Prepare Cash Flow and Funds Flow statements this helps in planning for intermediate and long-term finances. (level: Apply)
- CO 4: Calculate the working capital requirements of trading and manufacturing companies (Level: Apply)

## Detailed Syllabus

Module	Topic	No. of lectures
1.	<b>Introduction to Management Accounting, Analysis and Interpretation of Accounts</b>	15
	<p>Meaning - Nature - Scope and Functions of Management Accounting - Role of Management Accounting in Decision Making – Management Accounting and Financial Accounting.</p> <p>Vertical Forms of Balance Sheet and Profit and Loss Account suitable for analysis, Trend analysis, Comparative Statement, Common Size Statement.</p> <p>NOTE: Simple Problems based on the above.</p>	
2.	<b>Ratio Analysis and Interpretation based on vertical Financial statements</b>	15
	<p>a. <b>Balance Sheet Ratios:</b> Current Ratio, Liquid Ratio, Stock Working Capital Ratio, Proprietary Ratio, Debt Equity Ratio, Capital Gearing Ratio.</p> <p>b. <b>Revenue Statement Ratios:</b> Gross Profit Ratio, Expenses Ratio, Operating Ratio , Net Profit Ratio, Net Operating Profit Ratio, Stock Turnover Ratio</p> <p>c. <b>Combined Ratio:</b> Return on Capital employed (Including Long Term Borrowings), Return on proprietor's Fund (Shareholders Fund and Preference Capital), Return on Equity Capital, Dividend Payout Ratio , Debt Service Ratio, Debtors Turnover , Creditors Turnover</p>	
3.	<b>Cash Flow Statements</b>	15
	Preparation of Cash Flow Statement with reference to Accounting Standard No .3. (Indirect method only)	
4.	<b>Working Capital</b>	15
	<p>Concept, Nature of Working Capital, Planning of Working Capital.</p> <p>Estimation/Projection of Working Capital requirements in case of trading and manufacturing organization. Operating cycle practical problems.</p>	



**Evaluation Pattern**  
**Evaluation Methods for the 25 Marks Component**

I. Written Assignment / Presentation / Viva	(10 marks)
II. Internal Test	( 20 marks converted to 10 marks)
III. Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test**  
**Written Class Test (20Marks)**

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

**Question Paper Format for the 75 Marks Component**

Question No	Particular	Marks
Q-1	<b>From Unit I</b> Full Length Question	15 Marks
Q-1	<b>OR</b> Full Length Question	15 Marks
Q-2	<b>From Unit II</b> Full Length Question	15 Marks
Q-2	<b>OR</b> Full Length Question	15 Marks
Q-3	<b>From Unit III</b> Full Length Question	15 Marks
Q-3	<b>OR</b> Full Length Question	15 Marks
Q-4	<b>From Unit IV</b> Full Length Question	15 Marks
Q-4	<b>OR</b> Full Length Question	15 Marks
Q-5	Case Study / Full Length Question (From any unit of the syllabus)	15 marks

\*Question of 15 marks may be divided into two sub questions of 7/8 and 10/5 marks.

**Recommended Reference List**

- Cost management – Saxena and vashist
- Cost and management accounting – Ravi N Kishor
- Essential of management accounting – P.N.Reddy, Himalaya publication.
- Advanced Management Accounting – Robert S Kailer.
- Financial of management Accounting – S.R. Varshey, Wisdom.
- Introduction of management accounting learning – Charbs T Horngram, PHI.
- Management Accounting – I.M Pandey, Vikas Publications.
- Cost and management accounting – D.K.Mattal, Galgotia Publications.
- Cost accounting Theory and Practice-M.N.Arora,Sultan Chand and sons.
- Management Accounting – Khan and Jain, Tata Megraw Hill.
- Management Accounting – R.P.Rastogi.

**4. TAXATION – II**  
**(INDIRECT TAXES – II)**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2019-20)

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Payment of Tax & Refunds and Returns, Documentation and Registration	<b>15</b>
Module 2	Accounts, Audit, Assessment and Records	<b>15</b>
Module 3	Custom Act	<b>15</b>
Module 4	Foreign Trade Policy	<b>15</b>
		<b>60</b>

**Objectives:**

1. To enhance knowledge of payment of tax, filling refund and return and documentation in case of indirect taxes.
2. To understand procedure of account, audit, assessment and record in context to indirect tax.
3. To develop an understanding of custom act and foreign trade policy.

**Course Outcome:**

After completion of course, the learner will be able to:

CO1: Learn advanced provisions related to requirement of registration under GST.

(Level: Understand)

CO2: Understand the laws and regulations regarding Foreign Trade Policies (FTP).

(Level: Understand)

CO 3: Get familiar to provisions regarding various returns to be filed along with due dates and consequences of not filing of returns or payment of taxes on time. Types of ledger maintained under law and procedures for payment. (Level: Apply)

CO 4: Understand the provisions with customs law- Important definitions, applicability, and determination of value of goods imported and exported with its tax implication to develop employability. (Level: Analyse)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Payment of Tax &amp; Refunds and Returns, Documentation &amp; Registration</b>	<b>15</b>
	<p><b>Payment of tax and Refund:</b> Payment of Tax, Interest and other Amounts, Interest on delayed Payment, TDS, TCS, Refund of tax, Refund in certain cases, Interest on delayed refunds.</p> <p><b>Returns:</b> Types of Returns and Provisions relating to filing of Returns</p> <p><b>Documentation:</b> Tax Invoices, Credit and Debit notes</p> <p><b>Registration:</b> Persons liable for Registration, Persons not liable for Registration, Procedure for Registration, Deemed Registration, Amendment, Cancellation and Revocation of Registration.</p>	
<b>2.</b>	<b>Accounts, Audit, Assessment and Records</b>	<b>15</b>
	Accounts and other records, Period of retention of accounts, Electronic Way Bill, Self-Assessment, Provisional Assessment, Scrutiny of Returns, Assessment of non-filers of Returns, Assessment of Unregistered person, summary assessment in certain special cases, Audit by tax authorities, Special Audit.	
<b>3.</b>	<b>Custom Act</b>	<b>15</b>
	<p>Introduction to customs law including Constitutional aspects, Levy of and exemptions from customs duties – All provisions including application, of customs law, taxable event, charge of customs duty, exceptions to levy of, customs duty, exemption from custom duty, Types of customs duties, Classification and valuation of imported and export goods.</p> <p>Import and Export Procedures – All import and export procedures including, special procedures relating to baggage, goods imported or exported by post, stores. Provisions relating to coastal goods and vessels carrying coastal goods, warehousing and drawback.</p>	
<b>4.</b>	<b>Foreign Trade Policy</b>	<b>15</b>
	Introduction to FTP – legislation governing FTP, salient features of an FTP, Foreign Trade Policy 2015- 20, administration of FTP, contents of FTP, scope of FTP. Provision related to import and export of goods Basic concepts relating to export promotion schemes provided under FTP – Duty exemption & remission Schemes, Duty Free Import Authorization Scheme, Reward scheme, Export Promotion Capital Goods Scheme, EOU, STP, BTP AND EHTP scheme.	

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.

**Evaluation Pattern**  
**Evaluation Methods for the 25 Marks Component**

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- I. Written Assignment / Presentation / Viva (10 marks)  
II. Internal Test (20 marks converted to 10 marks)  
III. Class Participation and attendance (05 marks)

**Question Paper Pattern for Periodical Class Test**  
**Written Class Test (20Marks)**

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

**Question Paper Format for the 75 Marks Component**

Question No	Particular	Marks
Q-1	<b>From Unit I</b> Full Length Question	15 Marks
Q-1	<b>OR</b> Full Length Question	15 Marks
Q-2	<b>From Unit II</b> Full Length Question	15 Marks
Q-2	<b>OR</b> Full Length Question	15 Marks
Q-3	<b>From Unit III</b> Full Length Question	15 Marks
Q-3	<b>OR</b> Full Length Question	15 Marks
Q-4	<b>From Unit IV</b> Full Length Question	15 Marks
Q-4	<b>OR</b> Full Length Question	15 Marks
Q-5	Case Study / Full Length Question (From any unit of the syllabus)	15 marks

**\*Question of 15 marks may be divided into two sub questions of 7/8 and 10/5 marks.**

### **Recommended Reference List**

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- Indirect Taxes: Law and Practice by V.S. Datey, Taxmann
- Indirect Taxes by V.S. Balchandra, Sultan Chand and Sons, New Delhi
- GST Law & practice with Customs & FTP by V.S. Datey, Taxmann
- GST by V.S. Datey, Taxmann
- GST & customs Law by K.M. Bansal, University Edition
- GST Law & practice with Customs & FTP by Vineet Sodhani, Snow White Publications
- GST Law & practice with Customs & FTP by Sanjiv Agarwal, Snow White Publications
- Indirect taxes(Containing GST, Customs & FTP) by MOhd. Rafi, Bharat Publications

**5. BUSINESS LAW – III**  
**(THE COMPANIES ACT 2013)**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2017-18)  
**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Definitions	<b>15</b>
Module 2	Memorandum of Associations and Articles of Associations	<b>15</b>
Module 3	Public Offer and Private Placement	<b>15</b>
Module 4	Share Capital and Debentures	<b>15</b>
		<b>60</b>

**Objectives:**

1. To understand the various definitions related to companies act.
2. To understand the concept of Memorandum of Association, Article of Association, Public offer and private placement in context to Indian companies.
3. To develop detail understanding of share capital and debentures as a source of finance for joint stock companies.

**Course Outcomes:**

After completion of this course the learner will be able to:

CO1: Interpret the company law in the India. (Level: Comprehension)

CO2: Apply the use of the Memorandum of Association and Article of Association in a company. (Level: Application)

CO3: Explain Use of prospectus in a company. (Level: Comprehension)

CO4: Recognize the relationship between company and debenture holders.  
(Level: Knowledge)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Definitions</b>	<b>15</b>
	Section 2 - Clause 2, 7, 13, 31, 41, 42, 47, 48, 62, 85. Characteristic of Classification of Companies, Distinguish between a “Private Company” and a “Public Company”, Advantages and Disadvantages of Private Company, Advantages and Disadvantages of Public Company Conversion of a Private Company into a Public Company and Conversion of a Public Company into a Private Company.	
<b>2.</b>	<b>Memorandum of Association and Articles of Association</b>	<b>15</b>
	Meaning and Definition of Memorandum of Association, Contents of Memorandum of Association, Alteration of Memorandum of Association, Object Clause and the Doctrine of Ultra Vires, Articles of Association, Alteration of Articles of Association, Distinguish Between Memorandum of Association and Articles of Association, Effects of Memorandum and Articles Doctrine of Constructive Notice, Doctrine of Indoor Management or Turquand Rule	
<b>3.</b>	<b>Public Offer and Private Placement</b>	<b>15</b>
	Introduction, Prospectus, Contents of a Prospectus, Variation in Terms of Contract or Objects in Prospectus, Offer of Sale by certain Members of Company, Allotment of Securities by Company Liability for Mis-statements in Prospectus, Definitions and Rules for Private Placement, Procedure for Private Placement Offer, Penalty	
<b>4.</b>	<b>Share Capital and Debentures</b>	<b>15</b>
	Shares , Kinds of Shares, Distinguish between “Equity Share” and “Preference Share”, Share Certificate, Voting Rights, Issue of Shares, Alteration of Share Capital, Debentures Nomination	

### Evaluation Pattern

#### Evaluation Methods for the 25 Marks Component

I. Written Assignment / Presentation / Viva	(10 marks)
II. Internal Test	(20 marks converted to 10 marks)
III. Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test  
Written Class Test (20Marks)**

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

**Question Paper Format for the 75 Marks Component**

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1. Attempt any 2 of 3 questions from Unit I **(7.5\*2)**
2. Attempt any 2 of 3 questions from Unit II **(7.5\*2)**
3. Attempt any 2 of 3 questions from Unit III **(7.5\*2)**
4. Attempt any 2 of 3 questions from Unit IV **(7.5\*2)**
5. Case Study **(5\*3)**

**Recommended Reference List**

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- 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



**6. COST ACCOUNTING – II**  
**(METHOD OF COSTING)**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2020-21)  
**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Classification of Cost And Cost Sheet	<b>15</b>
Module 2	Reconciliation of Cost and Financial Accounts	<b>15</b>
Module 3	Contract Costing	<b>15</b>
Module 4	Process Costing	<b>15</b>
		<b>60</b>

**Objectives:**

1. To develop knowledge on classification of cost in various categories and preparing cost sheet.
2. To generate understanding of difference between cost accounts and financial accounts with reconciliation.
3. To impart knowledge of contract costing and process costing.

**Course Outcomes:**

After completion of this course the learner will be able to:

CO1: Get acquainted with process of determination of cost under process costing and contract costing. (Level: Understand)

CO2: Apply techniques of reconciliation of cost to match stock register record with physical quantity in stock. (Level: Apply)

CO3: Calculate total cost under process costing & Contract Costing. (Level: Apply)

CO4: Evaluate various types of cost in costs in manufacturing process. (Level: Analyse)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Classification of Cost and Cost Sheet</b>	<b>15</b>
	Classification of cost, 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>	<b>15</b>
	Practical problems based on reconciliation of cost and Financial accounts.	
<b>3.</b>	<b>Contract Costing</b>	<b>15</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>	<b>15</b>
	Process loss, Abnormal gains and losses, Joint products and by products, Including Equivalent units, Inter-process profit.  Note- Simple Practical problems	

### Evaluation Pattern

#### Evaluation Methods for the 25 Marks Component

I. Written Assignment / Presentation / Viva	(10 marks)
II. Internal Test	( 20 marks converted to 10 marks)
III. Class Participation and attendance	(05 marks)

### Question Paper Pattern for Periodical Class Test

#### Written Class Test (20Marks)

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

## **Question Paper Format for the 75 Marks Component**

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- |   |         |
|---|---------|
| 1. Attempt any 2 of 3 questions from Unit I   | (7.5*2) |
| 2. Attempt any 2 of 3 questions from Unit II  | (7.5*2) |
| 3. Attempt any 2 of 3 questions from Unit III | (7.5*2) |
| 4. Attempt any 2 of 3 questions from Unit IV  | (7.5*2) |
| 5. Case Study                                 | (5*3)   |

### **Recommended Reference List**

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- Lecture on costing by Swaminathan published by S.Chand & Co.
- Practical costing by Khanna Pandey and Ahuja published by S.Chand & 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

**7. FINANCIAL ACCOUNTING – IV  
(SPECIAL ACCOUNTING AREAS)  
(Implemented during Academic Year 2021-22)**

(w.e.f. 2020-21)

***Modules at a Glance***

Sr. No.	Modules	No. of lectures
Module 1	Issue of Shares and Debentures	<b>15</b>
Module 2	Redemption of Preference Shares and Debentures.	<b>15</b>
Module 3	Ascertainment and Treatment of Profit Prior to Incorporation.	<b>15</b>
Module 4	Preparation of Final Accounts of Companies.	<b>15</b>
		<b>60</b>

**Objectives:**

1. To revise concept and entries of issue of shares and debentures.
2. To know process and regulations of redemption of preference shares and debentures.
3. To understand how to calculate profit in case firm is converted into a company mid of the accounting year.
4. To introduce provisions and process of preparing Final Accounts of Joint Stock Companies.

**Course Outcomes:**

After completion of this course the learner will be able to:

CO1: Get acquainted with process of redemption of preference shares & Debentures & entries thereof. (Level: Understand)

CO2: Demonstrate familiarity with preparation of Final Accounts of Joint Stock Companies to evaluate profit earning capacity of the company. (Level: Understand & Analyse)

CO3: Bifurcate Capital and Revenue Profit in case of Profit Prior to Incorporation. (Level: Analyse)

CO4: Identify minute factors to record journal entries in the books of the companies during issue of shares and debentures after understanding the concept of securities and legal requirements of the same as per Companies Act, 2013 (Level: Analyse)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1</b>	<b>Issue of Shares and Debentures</b>	<b>15</b>
	<p><b>Issue of Shares:</b> Share and share capital - nature and types. Accounting for share capital: issue and allotment of shares, Public subscription of shares - over subscription and under subscription of shares; Issue at Par, and Premium, calls in advance and arrears (excluding interest), issue of shares for consideration other than cash, Bonus Shares, Accounting treatment of forfeiture and re-issue of shares. Concept of ESOP, Balance Sheet extracts related to Share Issue</p> <p><b>Issue of Debentures:</b> Meaning &amp; types of Debentures, Issue of Debentures at par, premium and discount, Issue of Debentures with Consideration of Redemption, Issue of Debentures for consideration other than cash., Balance Sheet Extracts related to Issue of Debentures.</p>	
<b>2.</b>	<b>Redemption of Preference Shares &amp; Debentures</b>	<b>15</b>
	<p><b>Redemption of Preference Shares</b> 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)</p> <p><b>Redemption of Debentures</b> 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 lump sum and by payment in installments (excluding from by purchase in open market), Conversion. (Question on entries. ledgers and/or Balance Sheet and /or redemption of preference shares)</p>	
<b>3.</b>	<b>Ascertainment and Treatment of Profit Prior to Incorporation</b>	<b>15</b>
	<p>Principles for ascertainment. Preparation of separate, combined and columnar profit and loss a/c including different basis of allocation of expenses/incomes.</p>	

<b>4.</b>	<b>Preparation of Final Accounts of Companies</b>	<b>15</b>
	Relevant provisions of Companies Act related Final Account (excluding cash flow statement) Preparation of profit and loss a/c and balance sheet as per revised schedule VI of - Companies act 1956 AS 1 in relation to final accounts of companies (disclosure of accounting policies)	

**Evaluation Pattern**  
**Evaluation Methods for the 25 Marks Component**

- I. Written Assignment / Presentation / Viva (10 marks)  
 II. Internal Test (20 marks converted to 10 marks)  
 III. Class Participation and attendance (05 marks)

**Question Paper Pattern for Periodical Class Test**  
**Written Class Test (20Marks)**

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

**Question Paper Format for the 75 Marks Component**

Question No	Particular	Marks
Q-1	<b>From Unit I</b> Full Length Question	15 Marks
Q-1	<b>OR</b> Full Length Question	15 Marks
Q-2	<b>From Unit II</b> Full Length Question	15 Marks
Q-2	<b>OR</b> Full Length Question	15 Marks
Q-3	<b>From Unit III</b> Full Length Question	15 Marks
Q-3	<b>OR</b> Full Length Question	15 Marks
Q-4	<b>From Unit IV</b> Full Length Question	15 Marks
Q-4	<b>OR</b> Full Length Question	15 Marks
Q-5	Case Study / Full Length Question (From any unit of the syllabus)	15 marks

**\*Question of 15 marks may be divided into two sub questions of 7/8 and 10/5 marks.**

### **Recommended Reference List**

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- 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.

**Nagindas Khandwala College (Autonomous)**

**Syllabus and Question Paper Pattern  
of Courses of  
Bachelor of Commerce (Accounting and Finance)  
Programme  
Third Year  
*Semester V and VI***

**Under Choice Based Credit, Grading and Semester System  
*(Implemented during Academic Year 2022-2023)***



**Bachelor of Commerce (Accounting and Finance) Programme**  
**Under Choice Based Credit, Grading and Semester System**

**Curriculum Framework**

**THIRD YEAR**

*(Implemented during Academic year 2022-2023)*

**(60:40 – 130 Credits)**

Sr. No.	Semester V	Subject code	Credits	Sr. No.	Semester VI	Subject code	Credits
	<b>Core Course (CC)</b>				<b>Core Course (CC)</b>		
1	CC-15 Financial Accounting – V	2251UAFFA	4	1	CC-17 Financial Accounting – VII	2261UAFFA	4
2	CC-16 Financial Accounting – VI	2252UAFFA	4	2	CC-18 Internship based project work	2262UAFIP	4
	<b>Discipline Specific Compulsory Course (DSC)</b>				<b>Discipline Specific Compulsory Course (DSC)</b>		
3	DSC-5 Financial Management - II	2253UAFFM	3	3	DSC- 7 Economics – III (Indian Economy)	2263UAFIE	3
4	DSC-6 Cost Accounting – III	2254UAFCA	3	4	DSC-8 Cost Accounting – IV	2264UAFCA	3
	<b>Discipline Specific Elective (DSE)</b>				<b>Discipline Specific Elective (DSE)</b>		
5,6	Discipline Specific Elective (DSE-1,2) (Any two of group A)			5,6	Discipline Specific Elective (DSE-3,4) (Any two of group B)		
	b. Taxation – III (Direct Taxes – I)	2255UAFDT	3		b. Taxation – IV (Direct taxes – II)	2265UAFDT	3
	c. Management – II (Marketing of services)	2256UAFMS	3		b. International Finance	2266UAFIF	3
	c. Security Analysis and Portfolio Management	2256UAFSA	3		c. Financial Management – III	2266UAFFM	3
	d. Financial Analysis and Business Valuation	2256UAFBV	3		d. Management Control System	2266UAFMCS	3
	<b>TOTAL</b>		<b>20</b>		<b>TOTAL</b>		<b>20</b>

*Syllabus of Courses of  
Bachelor of Commerce (Accounting and Finance) Programme  
at Semester V*

**1. FINANCIAL ACCOUNTING - V**  
*(Implemented during Academic Year 2021-22)*  
(w.e.f. 2018-19)

**Modules at a Glance**

Sr. No.	Modules	No. of lectures
Module 1	Underwriting of shares & debentures and Buy-back of shares	<b>15</b>
Module 2	AS – 14 - Amalgamation, Absorption & External Reconstruction (excluding inter – company holding)	<b>15</b>
Module 3	Internal Reconstruction	<b>15</b>
Module 4	Liquidation of Companies and Investment Accounting (w.r.t. Accounting Standard - 13)	<b>15</b>
		<b>60</b>

**Objectives:**

1. To enable learner to understand the concept of underwriting and its importance.
2. To enable learner to understand provisions regarding buyback as per companies Act 2013, its requirements and legal conditions.
3. To enable learner to understand the concept and types of amalgamation i.e absorption, merger, external reconstruction and their differences.
4. To enable learner to understand meaning and applicability of internal reconstructions and requirement of company law in such cases.
5. To enable learner to understand meaning and types of liquidation and legal provisions in those areas.

**Course Outcomes:**

After completion of this course the learner will be able to:

CO1: Get acquainted with provision, process and entries of underwriting of shares and debentures & Buy back of shares. (Level: Understand)

CO2: Record journal entries in case of Amalgamation, Absorption, External & Internal Reconstruction of joint stock companies. (Level: Apply)

CO3: Maintain Investment Accounting for investment made in fixed return and fluctuating return securities as per AS-13. (Level: Apply)

CO4: Record entries in books of accounts in case of liquidation of joint stock companies. (Level: Apply)

## Detailed Syllabus

Module	Topic	No. of lectures
1.	<b>Underwriting of shares &amp; debentures and Buy-back of shares</b>	15
	<p><b>Underwriting of shares &amp; debentures:</b> Introduction, Underwriting, Underwriting Commission, Provision of Companies Act with respect to Payment of underwriting commission, Underwriters, Sub-Underwriters, Brokers and Manager to issues, Types of underwriting, Abatement Clause, Marked, Unmarked and Firm-underwriting applications, Liability of the underwriters in respect of underwriting contract along-with practical problems</p> <p><b>Buy-back of shares:</b> Company Law / Legal provisions (including related restrictions, power, transfer to Capital Redemption Reserve account and prohibitions). Compliance of conditions including sources, maximum limits and debt equity ratio. Cancellation of Shares Bought back (Excluding Buy Back of minority shareholding) along-with practical problems</p>	
2.	<b>AS – 14 - Amalgamation, Absorption &amp; External Reconstruction (excluding inter – company holding)</b>	15
	In the nature of merger and purchase with corresponding accounting treatments of pooling of interests and purchase method respectively. Meaning and Computation of purchase consideration. Problems based on purchase method only.	
3.	<b>Internal Reconstruction</b>	15
	Need for reconstruction and company law provisions. Distinction between internal and external reconstruction. Methods including alteration of share capital, variation of shareholder rights, sub division, consolidation, surrender and reissue / cancellation, reduction of share capital with relevant legal provisions and accounting treatment for same along-with relevant practical problems.	
4.	<b>Liquidation of Companies and Investment Accounting (w.r.t. Accounting Standard - 13)</b>	15
	<b>Liquidation of Companies:</b> Meaning of liquidation or winding up, Preferential payments, Overriding preferential payments, Liquidator's final statement of account along-with practical problems.	

	<b>Investment Accounting (w.r.t. Accounting Standard - 13)</b> For shares (variable income bearing securities), For debentures/Preference. shares (fixed income bearing securities), Accounting for transactions of purchase and sale of investments with ex and cum, interest prices and finding cost of investment sold and carrying cost as per, weighted average method (Incl. brokerage), Columnar format for investment account.	
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**Evaluation Pattern**  
**Evaluation Methods for the 25 Marks Component**

I. Written Assignment / Presentation / Viva	(10 marks)
II. Internal Test	(20 marks converted to 10 marks)
III. Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test**  
**Written Class Test (20Marks)**

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

**Question Paper Format for the 75 Marks Component**

Question No	Particular	Marks
Q-1	<b>From Unit I</b> Full Length Question	15 Marks
Q-1	<b>OR</b> Full Length Question	15 Marks
Q-2	<b>From Unit II</b> Full Length Question	15 Marks
Q-2	<b>OR</b> Full Length Question	15 Marks
Q-3	<b>From Unit III</b> Full Length Question	15 Marks
Q-3	<b>OR</b> Full Length Question	15 Marks
Q-4	<b>From Unit IV</b> Full Length Question	15 Marks
Q-4	<b>OR</b> Full Length Question	15 Marks
Q-5	Case Study / Full Length Question (From any unit of the syllabus)	15 marks

**\*Question of 15 marks may be divided into two sub questions of 7/8 and 10/5 marks.**

### **Recommended Reference List**

---

- Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
- Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi
- Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai
- Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi
- Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
- Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida
- Compendium of Statement and Standard of Accounting, ICAI
- Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Company Accounting Standards by Shrinivasan Anand, Taxman, New Delhi
- Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi
- Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi
- Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi
- Financial Accounting a Managerial Perspective, Varadraj B. Bapat, Mehul Raithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi

**2. FINANCIAL ACCOUNTING - VI**  
**(Implemented during Academic Year 2021-22)**

(w.e.f. 2020-21)  
**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Final Accounts of Insurance Company (Excluding Life Insurance)	<b>15</b>
Module 2	Valuation of Goodwill	<b>15</b>
Module 3	Valuation of Shares	<b>15</b>
Module 4	Accounting for Limited Liability Partnership	<b>15</b>
		<b>60</b>

**Objectives:**

1. To enable learner to understand how financial statements of insurance companies are made as per rules prescribed by IRDA.
2. To enable learner to understand the concept of goodwill, shares and their valuation in detail.
3. To enable learner to understand the concept of LLP along with preparation of financial statements.

**Course Outcomes:**

After completion of this course the learner will be able to:

CO1: Get acquainted with provision and process of preparation of Final Accounts of insurance companies. (Level: Understand)

CO2: Prepare accounts of Limited liability partnership up to finalization. (Level: Apply)

CO3: Evaluate Goodwill of various firm applying various methods of valuation Goodwill. (Level: Analyse)

CO4: Compare market value with book value of the shares applying techniques of valuation of shares. (Level: Analyse)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Final Accounts of Insurance Company (Excluding Life Insurance)</b>	<b>15</b>
	General Insurance – Various types of insurance, like fire, marine, Miscellaneous, Special terms like premium, claims, commission, Management expenses, Reserve for unexpired risk, reinsurance Final Accounts in a prescribed form. Revenue Statement – Form B – RA, Profit / Loss Account – Form B – PL and Balance Sheet Form B – BS.	
<b>2.</b>	<b>Valuation of Goodwill</b>	<b>15</b>
	Average Profit Method (Simple and Weighted Average), Future Maintainable Profit method, Super Profit Method, Capitalization method, Annuity method	
<b>3.</b>	<b>Valuation of Shares</b>	<b>15</b>
	Intrinsic Value Method, Yield method and Fair Value Method	
<b>4.</b>	<b>Accounting for Limited Liability Partnership</b>	<b>15</b>
	Statutory provisions, Conversion of partnership business into Limited Liability Partnership and Practical problems of final account.	

### Evaluation Pattern

#### Evaluation Methods for the 25 Marks Component

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I. Written Assignment / Presentation / Viva	(10 marks)
II. Internal Test	( 20 marks converted to 10 marks)
III. Class Participation and attendance	(05 marks)

### Question Paper Pattern for Periodical Class Test

#### Written Class Test (20Marks)

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

### Question Paper Format for the 75 Marks Component

Question No	Particular	Marks
Q-1	<b>From Unit I</b> Full Length Question	15 Marks
Q-1	<b>OR</b> Full Length Question	15 Marks
Q-2	<b>From Unit II</b> Full Length Question	15 Marks
Q-2	<b>OR</b> Full Length Question	15 Marks
Q-3	<b>From Unit III</b> Full Length Question	15 Marks
Q-3	<b>OR</b> Full Length Question	15 Marks
Q-4	<b>From Unit IV</b> Full Length Question	15 Marks
Q-4	<b>OR</b> Full Length Question	15 Marks
Q-5	Case Study / Full Length Question <b>(From any unit of the syllabus)</b>	15 marks

**\*Question of 15 marks may be divided into two sub questions of 7/8 and 10/5 marks.**

### Recommended Reference List

- Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
- Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi
- Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai
- Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi
- Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
- Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida
- Compendium of Statement and Standard of Accounting, ICAI
- Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Company Accounting Standards by Shrinivasan Anand, Taxman, New Delhi
- Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi
- Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi



- Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi
- Financial Accounting a Managerial Perspective, Varadraj B. Bapat, Mehul Raithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi

**3. FINANCIAL MANAGEMENT - II**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2019-20)  
*Modules at a Glance*

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Capital Budgeting – Project Planning & Risk Analysis	<b>15</b>
Module 2	Capital Structure Theories and Dividend Decisions	<b>15</b>
Module 3	Mutual Fund	<b>15</b>
Module 4	Bond Valuation and Credit Management	<b>15</b>
		<b>60</b>

**Objectives:**

1. To enable learner to understand project evaluation based on various parameters and decision making based on financial as well as non-financial factors.
2. To enable learner to understand concept of dividend, optimum dividend policy and optimum financial structure.
3. To enable learner understand the concept of mutual fund and NAV.
4. To improve knowledge of learner on bond valuation and credit management to take decision on credit given to receivables.

**Course Outcomes:**

After completion of this course the learner will be able to:

- CO1: Get acquainted with techniques of Capital Budgeting to evaluate different business proposals. (Level: Apply)
- CO2: Understand & Evaluate decision making process for Capital Structure & Dividend at management level. (Level: Analyse)
- CO3: Acquired in depth knowledge on working structure of mutual fund and calculation of Net Asset Value. (Level: Analyse)
- CO4: Evaluate bond valuation to make investment decisions. (Level: Analyse)
- CO5: Scrutinize various credit policies to select the one with maximum benefit. (Level: Create)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Capital Budgeting – Project Planning &amp; Risk Analysis</b>	<b>15</b>
	<p><b>Introduction:</b> Capital Budgeting Process, Project Classification and Investment, Criteria, Techniques of Capital Budgeting - NPV, Benefit Cost Ratio, Internal Rate of Return, Modified Internal Rate of Return, Payback period, Discounted Payback Period and ARR. (Inclusive of Estimation of Project Cash Flows).</p> <p><b>Capital Rationing:</b> Meaning, Need and Dealing with Capital Rationing Problems, Risk Analysis in Capital Budgeting – Sources and Perspectives of Risk, Sensitivity, Analysis, Scenario Analysis, Simulation Model, Decision Tree Analysis and Break – Even Analysis.</p>	
<b>2.</b>	<b>Capital Structure Theories and Dividend Decisions</b>	<b>15</b>
	<p><b>Capital Structure Theories:</b> Background, Assumptions, Definitions and Taxation and Capital Structure, Types – Net Operating Income, Net Operating Income Approach, Traditional, Position, Modigliani and Miller Approach, Trade off Theory and Signaling Theory.</p> <p><b>Dividend Decisions:</b> Need, Importance, Formulation, Legal and Procedural Aspects, Dividend Decision Models - Walter, Gordon, Graham &amp; Dodd Model and M-M Model</p>	
<b>3.</b>	<b>Mutual Fund</b>	<b>15</b>
	<p>Introduction, History &amp; Origin, Definition, Meaning, Characteristics, Advantages, Disadvantages, Limitations of Mutual Funds, Ethics in Mutual Fund. Entities involved – Sponsor, Trust, Trustee, Asset Management Company, Registrar and Transfer Agent (RTA) and Fund Houses in India. Classification of Mutual Fund - Functional/Operational – Open ended, close ended, Interval, Portfolio – Income, Growth, Balanced, MMMF, Geographical, Location – Domestic and Offshore, Tax Saving Funds, Exchange Traded Funds, Balance Funds , Fixed Term Plan Debt Funds and SIP. Calculations of NAV, Entry Load and Exit Load, SEBI Guidelines, Organisation, NAC Scheme, Types of Mutual Fund Schemes, Investment Valuation norms, Evaluation of mutual funds, Accounting policies and entries.</p>	

<b>4.</b>	<b>Bond Valuation and Credit Management</b>	<b>15</b>
	<p><b>Bond Valuation:</b> Meaning, Measuring Bond Returns – Yield to Maturity, Yield to call and Bond Pricing. Bond Pricing Theorems, Bond Risks and Bond Duration, Practical problems on YTM and bond duration.</p> <p><b>Credit Management:</b> Terms of Payment, Credit Policy Variables, Credit Evaluation, Credit Granting Decision, Control of Accounts Receivables i.e. Receivables Management, Ageing Schedule and Credit Management in India</p>	

**Evaluation Pattern**  
**Evaluation Methods for the 25 Marks Component**

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- |   |                                   |
|---|-----------------------------------|
| I. Written Assignment / Presentation / Viva | (10 marks)                        |
| II. Internal Test                           | ( 20 marks converted to 10 marks) |
| III. Class Participation and attendance     | (05 marks)                        |

**Question Paper Pattern for Periodical Class Test**  
**Written Class Test (20Marks)**

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

**Question Paper Format for the 75 Marks Component**

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- |   |         |
|---|---------|
| 1. Attempt any 2 of 3 questions from Unit I   | (7.5*2) |
| 2. Attempt any 2 of 3 questions from Unit II  | (7.5*2) |
| 3. Attempt any 2 of 3 questions from Unit III | (7.5*2) |
| 4. Attempt any 2 of 3 questions from Unit IV  | (7.5*2) |
| 5. Case Study                                 | (5*3)   |

**Recommended Reference List**

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- Fundamentals of Financial Management by D. Chandra Bose, PHI Learning Pvt. Ltd., New Delhi
- Fundamentals of Financial Management by Bhabotosh Banerjee, PHI Learning Pvt. Ltd., New Delhi
- Fundamentals of Financial Management by Vyuptakesh Sharma, Pearson Education, New Delhi
- Fundamentals of Financial Management by J.C. Van Horne, Prentice Hall of India, New Delhi

- Financial Management: Text and Problems by M.Y. Khan and P.K. Jain, Tata McGraw Hill, New Delhi
- Financial Management: Theory and Practice by Prasanna Chandra, Tata McGraw Hill, New Delhi
- Financial Management by I.M. Pandey, Vikas Publishing House, New Delhi
- Financial Management by C. Paramasivan& T. Subramanian
- Financial Management by IM Pandey
- Financial Management by Ravi Kishor
- Financial Management by Khan & Jain

**4. COST ACCOUNTING - III**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2018-19)  
*Modules at a Glance*

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Uniform Costing & Inter-Firm Comparison and Activity Based Costing System	<b>15</b>
Module 2	Integrated System and Non Integrated System of Accounts	<b>15</b>
Module 3	Operating Costing	<b>15</b>
Module 4	Process Costing- Equivalent Units of Production and Inter- process Profit	<b>15</b>
		<b>60</b>

**Objectives:**

1. To enable the students to get acquainted with the emerging concepts in costing by enabling them to understand the meaning of uniform costing and relevance of inter firm comparison.
2. To enable the students to calculate the costing of service industry like transport, hotel and hospital.
3. To enable students to calculate the cost of a product when more than 1 process is used to manufacture the product.
4. To enable students to understand the cost allocation technique using the activities as cost drivers.

**Course Outcomes:**

After completion of this course the learner will be able to:

CO1: Get acquainted with uniform costing & inter-firm comparison and activity based costing system (Level: Understand)

CO2: Conversant with integrated system and non-integrated system of accounts (Level: Understand)

CO3: Apply process costing for equivalent units of production to calculate Inter- process profit. (Level: Apply)

CO4: Evaluate cost of various business operations applying Operating Costing. (Level: Analyse)

## Detailed Syllabus

Module	Topic	No. of lectures
1.	<b>Uniform Costing &amp; Inter-Firm Comparison and Activity Based Costing System</b>	15
	<p><b>Uniform Costing:</b> Meaning of and need for Uniform costing, Essentials for success of Uniform costing, Advantages and limitations of Uniform costing, Areas of Uniformity, Uniform cost manual</p> <p><b>Inter-Firm Comparison:</b> Pre-requisites of inter firm comparison; Advantages and limitations, Practical problems</p> <p><b>Activity Based Costing System:</b> Activity Based Costing – Introduction, Advantages, Limitations, Identification of cost drivers, Practical problems on Traditional V/s Activity Based Costing System.</p>	
2.	<b>Integrated System and Non Integrated System of Accounts</b>	15
	<p><b>Integrated System:</b> Meaning; Features, Advantages and Disadvantages, Journal Entries and Preparing Integrated Ledgers, Practical problems</p> <p><b>Non-Integrated system:</b> Meaning; Features, Advantages and disadvantages, Journal entries and Preparing Cost Control Accounts Practical problems</p>	
3.	<b>Operating Costing</b>	15
	Meaning of operating costing; Determination of per unit cost; Pricing of services, Collection of costing data. Practical problems based on costing of hospitals, hotels, goods and passengers transport service.	
4.	<b>Process Costing- Equivalent Units of Production and Inter-process Profit</b>	15
	Valuation of Work in progress and Equivalent production (FIFO Method and Weighted Average Method), Inter Process transfer at Profit, Relevant practical problems	

### Evaluation Pattern

#### Evaluation Methods for the 25 Marks Component

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I. Written Assignment / Presentation / Viva	(10 marks)
II. Internal Test	( 20 marks converted to 10 marks)
III. Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test  
Written Class Test (20Marks)**

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

**Question Paper Format for the 75 Marks Component**

Question No	Particular	Marks
Q-1	<b>From Unit I</b> Full Length Question	15 Marks
Q-1	<b>OR</b> Full Length Question	15 Marks
Q-2	<b>From Unit II</b> Full Length Question	15 Marks
Q-2	<b>OR</b> Full Length Question	15 Marks
Q-3	<b>From Unit III</b> Full Length Question	15 Marks
Q-3	<b>OR</b> Full Length Question	15 Marks
Q-4	<b>From Unit IV</b> Full Length Question	15 Marks
Q-4	<b>OR</b> Full Length Question	15 Marks
Q-5	Case Study / Full Length Question <b>(From any unit of the syllabus)</b>	15 marks

**\*Question of 15 marks may be divided into two sub questions of 7/8 and 10/5 marks.**

**Recommended Reference List**

- Lectures on Costing by Swaminathan: S. Chand and Company (P) Ltd., New Delhi
- Cost Accounting by C.S. Rayudu, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Cost Accounting by Jawahar Lal and Seema Srivastava, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Cost Accounting by Ravi M. Kishore, Taxmann Ltd., New Delhi
- Principles and Practices of Cost Accounting by N.K. Prasad, Book Syndicate Pvt. Ltd., Calcutta
- Cost Accounting Theory and Practice by B.K. Bhar, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Cost Accounting Principles and Practice by M.N. Arora, Vikas Publishing House Pvt. Ltd., New Delhi
- Advanced Cost and Management Accounting: Problems and Solutions by V.K. Saxena and C.D. Vashist, S. Chand and Company (P) Ltd., New Delhi
- Cost Accounting by S.P. Jain and K.L. Narang, Kalyani Publishers, Ludhiana
- Modern Cost and Management Accounting by M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi



**Discipline Specific Elective (DSE) (Any two of group A to D)**

**A. TAXATION – III  
(DIRECT TAXES – I)  
(Implemented during Academic Year 2021-22)**

(w.e.f. 2020-21)  
*Modules at a Glance*

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

**Objectives:**

1. To introduce concept of direct tax, its definitions and basis of charge to learners.
2. To enhance knowledge on various heads of income.
3. To develop an understanding of clubbing of income, set off, carry forward, deductions among learners.
4. To enable learners to compute total income of an individual.

**Course Outcomes:**

After completion of course, the learner will be able to:

CO1: Get acquainted with various definitions and basis of charge as per Income Tax Act.

(Level: Understand)

CO2: Get aware of various heads of Income under which tax is payable as per Income Tax Act. (Level: Understand)

CO3: Apply Clubbing of Income, Set Off & Carry Forward of Losses & Deduction under Chapter VI – A. (Level: Apply)

CO4: Compute total income of an individual including all heads of Income to get employed in the file of filing tax returns. (Level: Analyse)

## Detailed Syllabus

Module	Topic	No. of lectures
1.	<b>Definitions u/s – 2 , Basis of Charge and Exclusions from Total Income</b>	15
	<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>Exemptions related to specific Heads of Income to be covered with Relevant Provisions.</b></p>	
2.	<b>Heads of Income</b>	15
	<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>	15
	<p><b>Clubbing of Income</b> Section 60-65</p> <p><b>Set Off &amp; Carry Forward of Losses</b> 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</p>	

	Property Sec: 72 – Carry Forward & Set Off of Losses of Business Losses Sec: 73- Losses in Speculation Business Sec: 74- Loss under the head Capital Gains <b>Deduction under chapter VIA</b> 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	
<b>4.</b>	<b>Computation of total Income for Individual</b>	<b>15</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.

### **Evaluation Pattern**

#### **Evaluation Methods for the 25 Marks Component**

- |   |                                   |
|---|-----------------------------------|
| I. Written Assignment / Presentation / Viva | (10 marks)                        |
| II. Internal Test                           | ( 20 marks converted to 10 marks) |
| III. Class Participation and attendance     | (05 marks)                        |

#### **Question Paper Pattern for Periodical Class Test**

##### **Written Class Test (20Marks)**

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

**Question Paper Format for the 75 Marks Component**

<b>Question No</b>	<b>Particular</b>	<b>Marks</b>
Q-1	<b>From Unit I</b> Full Length Question	15 Marks
Q-1	<b>OR</b> Full Length Question	15 Marks
Q-2	<b>From Unit II</b> Full Length Question	15 Marks
Q-2	<b>OR</b> Full Length Question	15 Marks
Q-3	<b>From Unit III</b> Full Length Question	15 Marks
Q-3	<b>OR</b> Full Length Question	15 Marks
Q-4	<b>From Unit IV</b> Full Length Question	15 Marks
Q-4	<b>OR</b> Full Length Question	15 Marks
Q-5	Case Study / Full Length Question <b>(From any unit of the syllabus)</b>	15 marks

**\*Question of 15 marks may be divided into two sub questions of 7/8 and 10/5 marks.**

**Recommended Reference List**

- Direct Taxes Law & Practice by V.K. Singhania - Taxman
- Systematic Approach to Direct Tax by Ahuja & Gupta - Bharat Law House
- Income Tax Ready Recknoner by Dr .V.K. Singhania - Taxman
- Direct Tax Laws by T.N. Manoharan - Snow White

## B. MARKETING OF SERVICES

*(Implemented during Academic Year 2022-23)*

(w.e.f. 2022-23)

### *Modules at a Glance*

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Marketing Management	<b>15</b>
Module 2	Consumer Behaviour and E-Marketing	<b>15</b>
Module 3	Service Marketing and Service Marketing Mix	<b>15</b>
Module 4	Managing Quality in Service Sector	<b>15</b>
		<b>60</b>

#### **Objectives:**

1. To enable learner to understand the concept of market, types of market, nature with marketing management.
2. To introduce the concept of service marketing to learners.
3. To enhance learner's knowledge on key elements of service marketing mix.
4. To make learner familiar with consumer behavior and e-marketing as a new way of marketing.

#### **Learning Outcome:**

After successful completion of the course the learners will be able to:

CO1: Understand the concept of marketing and marketing mix. (Level: Understand)

CO2: Analysing the application of marketing with consumer behaviour and e-marketing.

(Level: Analyse)

CO3: Applying the marketing knowledge to service sector. (Level: Apply)

CO4: Comprehend service quality delivery and ethics in service marketing.

(Level: Understand)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Marketing Management</b>	<b>15</b>
	Meaning and Definition of Marketing – 4 Ps of Marketing, Importance <b>Product Management</b> – Meaning & Definition – Product Development Strategies, Product life cycle, Branding-Meaning, Factors influencing branding <b>Price Management</b> – Meaning and Definition – Factors affecting pricing decisions, Pricing Strategies <b>Place (Distribution) Management</b> – Meaning and Definition – Factors Governing Distribution Decisions – Types of Distribution Channels <b>Promotion Management</b> – Meaning – Promotion Strategies, Integrated marketing communication	
<b>2.</b>	<b>Consumer Behaviour and E-Marketing</b>	<b>15</b>
	Introduction to Consumer Behaviour, Consumer Buying Behaviour process, factors affecting consumer behaviour models of consumer behaviour, Customer Involvement  E-marketing: Scope, Benefits and Problems, E-marketing Techniques, Internet Marketing, Digital Marketing and E-marketing	
<b>3.</b>	<b>Service Marketing and Service Marketing Mix</b>	<b>15</b>
	Services Marketing: Concept, Distinctive Characteristics of Services, Services Marketing Triangle, Marketing Challenges of Services Goods vs Services Marketing, Segmenting, Targeting and Positioning a Service in the Market Place Type of Contact: High Contact Services and Low Contact Services The Service Product, Pricing Mix, Promotion & Communication Mix, Place/Distribution of Service, Service Delivery Extended service marketing mix: People, Physical Evidence, Process-Service Mapping Flowcharting, Blueprints	
<b>4.</b>	<b>Managing Quality in Service Sector</b>	<b>15</b>
	Improving Service Quality and Productivity Customer relationship and customer loyalty Service Quality – GAP Model Measuring Service Quality - Zone of Tolerance and Improving Service Quality, Benchmarking, The SERVQUAL Model Consumer Expectations, Impact of Service Recovery Efforts on Consumer Loyalty	

	Ethics in service marketing Service marketing management with various financial and non-financial services with case studies	
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### **Recommended Reference List**

- 
- Kotlar, Philip, Marketing Management, Prentice Hall, New Delhi.
  - Stanton, Etzel, Walker, Fundamentals of Marketing, Tata-McGraw Hill, New Delhi.
  - Saxena, Rajan, Marketing Management, Tata-McGraw Hill, New Delhi.
  - McCarthy, E.J., Basic Marketing: A managerial approach, Irwin, New York.
  - Pillai R S, Bagavathi, Modern Marketing
  - Principles of Management , Ramasamy , Himalya Publication , Mumbai
  - Principles of Management , Tripathi Reddy , Tata Mc Grew Hill
  - Management Text & Cases , VSP Rao , Excel Books, Delhi
  - Management Concepts and OB , P S Rao & N V Shah , AjabPustakalaya
  - Essentials of Management , Koontz II & W , Mc. Grew Hill , New York
  - Principles of Management-Text and Cases –Dr..M.SakthivelMurugan, New Age Publications
  - Service Marketing People, Technology, Strategy – A south asian perspective, Pearson Education, 7<sup>th</sup> Edition, Christoper Lovelock, Jochen Wirtz, Jayanta Chatterjee
  - Services Marketing, Pearson Education, 2nd Edition 2011, K. RamMohanRao
  - Marketing Financial Services: Arthur Meidam: Macmillan
  - Marketing Financial Services: Christine Ennew, Trevor Watkins Mike Wright: Routledge.
  - The essence of Services Marketing: Payne, Adrian: Prentice Hall of India Private Limited
  - Customer Service Meaning and Management: La Londe, B.J. and Zinszer, P.H: National Council of Physical Distribution Management (NCPDM)

**C. SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2018-19)  
**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Portfolio Management – Introduction, Process and Valuation	<b>15</b>
Module 2	Fundamental Analysis	<b>15</b>
Module 3	Technical Analysis	<b>15</b>
Module 4	Efficient Market Theory and CAPM	<b>15</b>
		<b>60</b>

**Objectives:**

1. To understand and become conversant with chart analysis.
2. To understand the concept of major indicators and oscillators.
3. To develop an understanding of major theories in technical analysis.

**Course Outcome:**

After completion of this course the learner will be able to:

CO1: Understand the technical terms used in field portfolio management.

(Level: Understand)

CO2: Compare the difference between Fundamental and Technical Analysis.

(Level: Understand)

CO3: Apply the Valuation methods in valuation of selected portfolios. (Level: Apply)

CO4: Analyse the efficient market theories and calculate the CAPM (Level: Analyse)

CO5: Create individual investment portfolio applying various techniques as a financial advisor. (Level: Create)



## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Portfolio Management – An Introduction &amp; Process</b>	<b>15</b>
	<p><b>Investment:</b> Meaning, Characteristics, Objectives, Investment V/s Speculation, Investment V/s Gambling and Types of Investors</p> <p><b>Portfolio Management:</b> Meaning, Evolution, Phases, Role of Portfolio Managers, Advantages of Portfolio Management, Investment Environment in India and factors conducive for investment in India.</p> <p><b>Portfolio Analysis:</b> Meaning and its Components, Calculation of Expected Return, and Risk, Calculation of Covariance, Risk – Return Trade off.</p> <p><b>Portfolio Selection:</b> Meaning, Feasible Set of Portfolios, Efficient Set of Portfolios, Selection of Optimal Portfolio, Markowitz Model, Limitations of Markowitz Model, Measuring Security Return and Portfolio Return and Risk under Single Index Model</p> <p><b>Portfolio Revision:</b> Meaning, Need, Constraints and Strategies.</p> <p><b>Portfolio Evaluation:</b> Meaning, Need, Measuring Returns, (Sharpe, Treynor and Jensen Ratios) and Decomposition of Performance.</p>	
<b>2.</b>	<b>Fundamental Analysis</b>	<b>15</b>
	<p><b>Economy Analysis:</b> Meaning, Framework, Economic Analysis, Forecasting, Barometric or Indicator Approach, Econometric Model Building and Opportunistic Model Building.</p> <p><b>Industry Analysis :</b> Concept of Analysis, Industry Life Cycle, Industry Characteristics</p> <p><b>Company Analysis:</b> Financial Statements, Analysis of Financial Statements, (Practical questions on Debt equity ratios, total debt ratio, proprietary ratios, interest coverage ratio, Profitability ratios related to sales, investment and equity shares Efficiency or Activity Ratios) and Assessment of risk (Leverages)</p>	

<b>3.</b>	<b>Technical Analysis</b>	<b>15</b>
	<p><b>Dow Theory:</b> Meaning and Principles of Technical Analysis, Price Chart, Line Chart, Bar Chart, Japanese Candlestick Chart, Trends and Trend Reversals, Chart Patterns, Support and Resistance, Reversal Patterns, Continuation Patterns and Elliot</p> <p><b>Wave Theory:</b> Mathematical Indicators – Calculation of Moving Averages (Simple and Exponential Moving Average), Oscillators and Relative Strength Index Market Indicators. Fundamental Analysis V/s Technical Analysis Dow Theory and Eliot Wave Theory</p>	
<b>4.</b>	<b>Efficient Market Theory and CAPM</b>	<b>15</b>
	<p><b>Random Walk Theory:</b> The Efficient Market Hypothesis, Forms of Market Efficiency, Competitive Market Hypothesis</p> <p><b>CAPM:</b> Fundamental Notions of Portfolio Theory, Assumption of CAPM, Efficient Frontier with Riskless Lending and Borrowing, Capital Market Line, Security Market Line and Pricing of Securities with CAPM.</p> <p><b>Arbitrage Pricing Theory (APT):</b> The Return Generating Model, Factors Affecting Stock Return, Expected Return on Stock, APT V/s CAPM.</p>	

**Evaluation Pattern**  
**Evaluation Methods for the 25 Marks Component**

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I. Written Assignment / Presentation / Viva	(10 marks)
II. Internal Test	( 20 marks converted to 10 marks)
III. Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test**  
**Written Class Test (20Marks)**

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

### Question Paper Format for the 75 Marks Component

Question No	Particular	Marks
Q-1	<b>From Unit I</b> Full Length Question	15 Marks
Q-1	<b>OR</b> Full Length Question	15 Marks
Q-2	<b>From Unit II</b> Full Length Question	15 Marks
Q-2	<b>OR</b> Full Length Question	15 Marks
Q-3	<b>From Unit III</b> Full Length Question	15 Marks
Q-3	<b>OR</b> Full Length Question	15 Marks
Q-4	<b>From Unit IV</b> Full Length Question	15 Marks
Q-4	<b>OR</b> Full Length Question	15 Marks
Q-5	Case Study / Full Length Question (From any unit of the syllabus)	15 marks

\*Question of 15 marks may be divided into two sub questions of 7/8 and 10/5 marks.

#### Recommended Reference List

- Blake, David 1992, Financial Market Analysis, McGraw Hill London
- Francis J.C Investments, Analysis and Management McGraw Hill New York.
- Pistolese Clifford Using Technical Analysis Vision Books
- Reilly Frank K and Keith Brown Investment Analysis and Portfolio Management.

**D. FINANCIAL ANALYSIS AND BUSINESS VALUATION**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2018-19)  
*Modules at a Glance*

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Financial Modelling for Project Appraisal and Financial Analysis	<b>15</b>
Module 2	Growth Analysis and Sustainable Earning	<b>15</b>
Module 3	Basics of Valuation	<b>15</b>
Module 4	Valuation of Assets and Liabilities	<b>15</b>
		<b>60</b>

**Objectives:**

1. To enable learners to understand concept of NPV and IRR.
2. To enable learners to understand the concept of financial statements as per companies Act 2013 and analyze the various aspects like cash flow statement etc.
3. To enable learners to understand the concept of valuation of various intangible assets and business valuation along with various models.
4. To enable learners to understand the application and utility of ratio analysis.

**Course Outcome:**

After completion of this course the learner will be able to:

CO1: Understand various models for Project Appraisal and Financial Analysis.

(Level: Understand)

CO2: Understand need and basics of valuation of assets & liabilities.

(Level: Understand)

CO3: Apply Price to Book Ratio & Price Earnings Ratio to evaluate impact of profit on company's market price of the share. (Level: Apply & Analyse)

CO4: Apply various models to value assets & liabilities of the company. (Level: Apply)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Financial Modelling for Project Appraisal and Analysis</b>	<b>15</b>
	<b>Financial Modelling:</b> concepts and application Financial statements module area. <b>Use of functions:</b> NPV and IRR, Forecasting Techniques Financial Analysis, Financial Statement Analysis, Analysis of Balance Sheet, Analysis of Income Statement, Analysis of Statement of Shareholder Equity, Analysis of Cash flow Statement, Analysis of Profitability	
<b>2.</b>	<b>Growth Analysis and Sustainable Earning</b>	<b>15</b>
	Concept of Growth Analysis, Analysis of changes in profitability and sustainable earnings, Evaluation of P/B ratios and P/E ratios.	
<b>3.</b>	<b>Basics of Valuation</b>	<b>15</b>
	Introduction to valuation, Value, Distinction between Price and Value, Foundation of Business Valuation, Purpose of business valuation, Valuation Bias, Uncertainties in Business Valuation, Role of valuation in business acquisition, legal and tax purposes, efficient market Hypothesis.	
<b>4.</b>	<b>Valuation of Assets and Liabilities</b>	<b>15</b>
	Introduction to valuation models: asset based approach, Income based approach, market based approach, Discounted cash flow valuation, Relative valuation, Free Cash Flow valuation, Valuation of Fixed Assets, Valuation of Inventories and Valuation of Investment, Valuation of Shares, Valuation of Goodwill, Patents, Copyrights, Brands, Real Estate, Valuation of Liabilities	

### Evaluation Pattern

#### Evaluation Methods for the 25 Marks Component

I. Written Assignment / Presentation / Viva	(10 marks)
II. Internal Test	( 20 marks converted to 10 marks)
III. Class Participation and attendance	(05 marks)

### Question Paper Pattern for Periodical Class Test

#### Written Class Test (20Marks)

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

**Question Paper Format for the 75 Marks Component**

<b>Question No</b>	<b>Particular</b>	<b>Marks</b>
Q-1	<b>From Unit I</b> Full Length Question	15 Marks
Q-1	<b>OR</b> Full Length Question	15 Marks
Q-2	<b>From Unit II</b> Full Length Question	15 Marks
Q-2	<b>OR</b> Full Length Question	15 Marks
Q-3	<b>From Unit III</b> Full Length Question	15 Marks
Q-3	<b>OR</b> Full Length Question	15 Marks
Q-4	<b>From Unit IV</b> Full Length Question	15 Marks
Q-4	<b>OR</b> Full Length Question	15 Marks
Q-5	Case Study / Full Length Question <b>(From any unit of the syllabus)</b>	15 marks

**\*Question of 15 marks may be divided into two sub questions of 7/8 and 10/5 marks.**

**Recommended Reference List**

- Valuation: Measuring and Managing the value of Companies: Thomas Copeland- Wiley
- The Handbook of Advance Business Valuation: Robert F Reilly and Robert Swheish: Mc Graw hill
- Business Valuation: Pitabas Mohanty- Taxman
- Valuation- Measuring and Managing the value of Companies: Tim Koller- Mc Kinsey & Co

*Syllabus of Courses of  
Bachelor of Commerce (Accounting and Finance) Programme  
at Semester VI*

**1. FINANCIAL ACCOUNTING VII**  
*(Implemented during Academic Year 2021-22)*  
(w.e.f. 2020-21)

**Modules at a Glance**

Sr. No.	Modules	No. of lectures
Module 1	Final Accounts for Co-Operative Society: (Co-Operative Housing Society and Consumer Co-Operative Society)	15
Module 2	Final Accounts of Banking Company and Non-banking Financial Companies	15
Module 3	Accounting for Specialized Transactions – Account closure and reporting.	15
Module 4	Introduction to IFRS and Indian Accounting Standards	15
		<b>60</b>

**Objectives:**

1. To enable learners how financial statements of banking companies are made as per rules prescribed by RBI
2. To enable learners to understand how financial statements of insurance Co-operative societies to be prepared as per Co-operative Societies Act.
3. To enable learners to understand accounting entries of specialized transactions to be completed before finalization.
4. To introduce learners concept of IFRS.

**Course Outcomes:**

After completion of this course the learner will be able to:

CO1: Get acquainted with provisions of final accounts of Co-operative Society to apply the same in preparation of Financial Statements. (Level: Understand & Apply)

CO2: Understand specialized transactions to lead to finalization of Final Accounts.  
(Level: Understand)

CO3: Get conversant with provisions of Banking Company and Non-banking Financial Companies to apply the same in preparation of Financial Statements.  
(Level: Understand & Apply)

CO4: Get familiar with IFRS & understand the difference between IFRS & AS.  
(Level: Understand)

## Detailed Syllabus

Module	Topic	No. of lectures
1.	<b>Final Accounts for Co-Operative Society: (Co-Operative Housing Society and Consumer Co-Operative)</b>	15
	Provisions of Maharashtra State Co-Operative Societies Act and rules. Accounting provisions including appropriation to various funds. Format of Final Accounts – Form N. Simple practical problems on preparation of final accounts of a Co-Operative Housing Society & Consumer Co-Operative Society	
2.	<b>Final Accounts of Banking Company and Non-banking Financial Companies</b>	15
	<b>Final Accounts of Banking Company:</b> Legal Provisions in Banking Regulation Act, 1949 relating to accounts, Statutory Reserve, including Cash Reserve Ratio and Statutory Liquidity Ratio, Bills Purchased and discounted, rebate on bill discounted, Non-performing assets and income from non-performing assets, Classification of advances: Standard, Sub-standard, Doubtful and provisioning requirement, Practical problems on Final Accounts in prescribed form. <b>Final Accounts of Non-banking financial companies:</b> Introduction, Definition, Registration and Regulation, Classification, Income Recognition, Accounting of Investment, Applicability of Prudential Norms, Assets classification, Non-performing Assets, Capital Adequacy, Preparation of Financial statement.	
3.	<b>Accounting for Specialized Transactions – Account closure and reporting.</b>	15
	<b>Accounting entries for following transactions:</b> Sale on approval basis, Bad debt and RDD, TDS, provision for tax (including advance tax and tax liability w.r.t. assessment), GST (covering import, export with ITC including journal entries of GST), operating lease, financial lease, year-end closing entries (including rectification), Deferred tax asset/ liability, materialization of contingent liability, proposed dividend as per companies Act, Accounting reporting requirement as per schedule III of the Act, Fixed Asset reporting in detail. Practical problems on journal entries with extract of balance sheet and notes to account.	
4.	<b>Introduction to IFRS and Indian Accounting Standards</b>	15
	<b>Accounting standards:</b> Role/objectives of accounting standards, Development of accounting standards in India - Requirements of international accounting standards - International organizations engaged in accounting	



<p>harmonization - IASB - FASB - Role of IASB in developing IFRS, Applicability, Interpretation, Scope and compliance of Accounting Standards</p> <p><b>Indian Accounting standards (Ind AS) :</b> Introduction, Road map, First time adaptation of Indian Accounting Standard, Conceptual framework</p> <p><b>Comparison of Ind AS, IFRS and AS:</b></p> <p><b>IFRS:</b> Introduction, scope Purpose &amp; Objective of financial statement-its Framework-its assumption, characteristics, element, recognition &amp; measurement., first time adoption of IFRS, Convergence of Ind-As to IFRS</p>	
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**Evaluation Pattern**  
**Evaluation Methods for the 25 Marks Component**

- I. Written Assignment / Presentation / Viva (10 marks)  
 II. Internal Test (20 marks converted to 10 marks)  
 III. Class Participation and attendance (05 marks)

**Question Paper Pattern for Periodical Class Test**  
**Written Class Test (20Marks)**

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

**Question Paper Format for the 75 Marks Component**

Question No	Particular	Marks
Q-1	<b>From Unit I</b> Full Length Question	15 Marks
Q-1	<b>OR</b> Full Length Question	15 Marks
Q-2	<b>From Unit II</b> Full Length Question	15 Marks
Q-2	<b>OR</b> Full Length Question	15 Marks
Q-3	<b>From Unit III</b> Full Length Question	15 Marks
Q-3	<b>OR</b> Full Length Question	15 Marks
Q-4	<b>From Unit IV</b> Full Length Question	15 Marks
Q-4	<b>OR</b> Full Length Question	15 Marks
Q-5	Case Study / Full Length Question (From any unit of the syllabus)	15 marks

\*Question of 15 marks may be divided into two sub questions of 7/8 and 10/5 marks.

### **Recommended Reference List**

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- Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
- Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi
- Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai
- Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi
- Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
- Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida
- Compendium of Statement and Standard of Accounting, ICAI
- Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Company Accounting Standards by Shrinivasan Anand, Taxman, New Delhi
- Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi
- Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi
- Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi
- Financial Accounting a Managerial Perspective, Varadraj B. Bapat, Mehul Raithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi

## **2. INTERNSHIP BASED PROJECT WORK** *(Implemented during Academic Year 2021-22)*

(w.e.f. 2019-20)

### **Course Outcomes:**

After the completion of the Course, the Learner will be able to:

CO1: Grab the opportunity to work in the office environment and become employable.

(Level: Understand)

CO2: Evaluate the various situations that arise in a corporate world and to apply the concepts in real life. (Level: Understand)

CO3: Explore a career path and network with professionals in the field. They can apply their theoretical knowledge in the work field and develop skills to maneuver the corporate world. (Level: Apply)

CO4: Discuss the various experiences to the mentors and report it in a systematic manner. Demonstrate the same through power point presentation and viva.

(Level: Analyse and create)

### **Project work based on internship in the study area**

Inclusion of internship in the course curriculum of the B.Com. (Accounting and Finance) programme is one of the ambitious aspects in the programme structure. The main objective of this inclusion is to give an opportunity to the students to acquaint them with practical exposure and application of the syllabus studied at under-graduate level. Learners are expected to report the guiding teacher on regular basis and update her work undertaken during internship. At the end of their internship a Project report has to be submitted summarizing their experience.

### **Guidelines for Internship based project work**

- Minimum one month/150 hours of Internship with an Organisation/ NGO/ Charitable Organisation/ Private firm.
- The theme of the internship should be based on any study area of the elective courses
- Experience Certificate is Mandatory
- A report has to be brief in content and must include the following aspects:
  - Executive Summary:**

A bird's eye view of your entire presentation has to be precisely offered under this category.

□ **Introduction on the Company:**

A Concise representation of company/ organization defining its scope, products/ services and its SWOT analysis.

□ **Statement and Objectives:**

The mission and vision of the organization need to be stated enshrining its broad strategies.

□ **Your Role in the Organisation during the internship:**

The key aspects handled, the department under which you were deployed and brief summary report duly acknowledged by the reporting head.

□ **Challenges:**

The challenges confronted while churning out theoretical knowledge into practical world.

□ **Conclusion:**

A brief overview of your experience and suggestions to bridge the gap between theory and practice.

The project report based on internship shall be prepared as per the broad guidelines given below:

- Font type: Times New Roman
- Font size: 12-For content, 14-for Title
- Line Space: 1.5-for content and 1-for in table work
- Paper Size: A4
- Margin: in Left-1.5, Up-Down-Right-1
- The Project Report shall be spiral bounded.
- The project report should be of minimum 30 pages

**Evaluation Pattern**

**Evaluation Methods for the 100 marks internship based project**

<b>Internal Examiner (25 Marks)</b>		<b>External Examiner (75 Marks)</b>		<b>Total Marks (100 Marks)</b>
<b>Hard Copy (15)</b>	<b>Viva (10)</b>	<b>Hard Copy (50)</b>	<b>Viva (25)</b>	<b>(100)</b>

**3. ECONOMICS – III**  
**(INDIAN ECONOMY)**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2018-19)  
**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Introduction and Agricultural Sector	<b>15</b>
Module 2	Industrial Sector and Service Sector	<b>15</b>
Module 3	External Sector and International Institutions	<b>15</b>
Module 4	Money and Banking	<b>15</b>
		<b>60</b>

**Objectives:**

1. To enable learners to understand the agricultural sector of our country in detail.
2. To enable learners to understand growth of industrial and service sectors along with the advantages, disadvantages and challenges.
3. To enable learners to understand monetary and banking aspects in economy.

**Course Outcomes:**

After the completion of the Course, the Learner will be able to:

CO1: Consider various aspects of Indian Economy and its impact on development of an economy. (Level: Understand)

CO2: Evaluate the various aspects of Agriculture Sector, Industrial Sector & Service Sector and its contribution in overall development of the country. (Level: Analyse)

CO3: Understand impact of external sectors & international institutes on the overall economic development. (Level: Understand)

CO4: Evaluate implications of money supply, RBI & SEBI policies on capital formation and growth of the economy. (Level: Analyse)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Introduction and Agricultural Sector</b>	<b>15</b>
	Introduction, Demographic features- Poverty, Urbanization and its effects, Agricultural Sector, Institutional Structure- Land reforms in India, Technological changes in agriculture, Agricultural pricing and agricultural finance, Agricultural marketing, National agricultural policy.	
<b>2.</b>	<b>Industrial and Service Sector</b>	<b>15</b>
	Growth and pattern of industrialization, Industrial Policy of 1991, Disinvestment policy, Service sector in India- HealthCare, Tourism, Insurance and Banking sector.	
<b>3.</b>	<b>External Sector and International Institutions</b>	<b>15</b>
	External Sector, Structure and directions of Foreign trade, India's Balance of payments since 1991, FDI, foreign capital and transnational companies in India. Role and impact of SAARC, ASEAN and WTO.	
<b>4.</b>	<b>Money and Banking</b>	<b>15</b>
	Money market and its features, Monetary policy of RBI, Progress of commercial banking in India, Development of capital markets, SEBI and its functions.	

### Evaluation Pattern

#### Evaluation Methods for the 25 Marks Component

I. Written Assignment / Presentation / Viva	(10 marks)
II. Internal Test	( 20 marks converted to 10 marks)
III. Class Participation and attendance	(05 marks)

#### Question Paper Pattern for Periodical Class Test Written Class Test (20Marks)

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

### Question Paper Format for the 75 Marks Component

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- |                              |         |
|------------------------------|---------|
| 1. 3 questions from Unit I   | (7.5*2) |
| 2. 3 questions from Unit II  | (7.5*2) |
| 3. 3 questions from Unit III | (7.5*2) |
| 4. 3 questions from Unit IV  | (7.5*2) |
| 5. Case Study                | (5*3)   |

### Recommended Reference List

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- Indian Economic Survey Reports (Annual), Ministry of Finance, Government of India
- Indian Economy by Misra and Puri, Himalaya Publishing House - Delhi
- Gaurav Dutt & Ashwini Mahajan, (2016) Indian Economy, S.Chand& company PVT LTD New Delhi
- A.N.Agarwal – Indian Economy problems of Development and Planning New Age International Publisher
- RuddarDatt K.P.M Sundharam – Indian Economy S. Chand E-co LTD. Delhi

**4. COST ACCOUNTING - IV**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2018-19)  
*Modules at a Glance*

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Budgeting and Budgetary Control	<b>15</b>
Module 2	Absorption Costing and Marginal Costing with Cost Volume and Profit Analysis	<b>15</b>
Module 3	Managerial Decision Making	<b>15</b>
Module 4	Standard Costing and Variance Analysis	<b>15</b>
		<b>60</b>

**Objectives:**

1. To enable the learner to get acquainted with the emerging concepts in costing by enabling them to understand the meaning of budgeting and budgetary control.
2. To enable the learner to apply techniques of absorption and marginal costing..
3. To make learner confident in managerial decision making.
4. To enable learner to understand standard costing and variance analysis.

**Course Outcomes:**

After the completion of the Course, the Learner will be able to:

CO1: Understand the process of preparation of budget and methods to adhere the same.

(Level: Understand)

CO2: Understand Absorption Costing, Standard Costing & Variance Analysis.

(Level: Understand)

CO3: Analyse the impact of volume fluctuations on the profit of the firm.

(Level: Analyse)

CO4: Evaluate different levels of Break Even Points at different level of Fixed Cost.

(Level: Analyse)



## Detailed Syllabus

Module	Topic	No. of lectures
1.	<b>Budgeting and Budgetary Control</b>	15
	Meaning & objectives, Advantages and limitations of budgets, Functional budgets, fixed and flexible budgets, Zero based budgeting, performance budgeting, Practical problems of preparing flexible budgets and functional budgets.	
2.	<b>Absorption Costing and Marginal Costing with Cost Volume and Profit Analysis</b>	15
	<b>Absorption Costing and Marginal Costing:</b> Meaning of absorption costing, Introduction to marginal costing, Distinction between absorption costing and marginal costing, Advantages and limitations of marginal costing  <b>Cost Volume and Profit Analysis:</b> Break even analysis meaning and graphic presentation, Margin of safety, Key factor, Practical problems based on using the marginal costing formulae and key factor.	
3.	<b>Managerial Decision Making</b>	15
	Make or buy, Sales mix decisions, Exploring new markets, Plant shut down decision along with practical problems.	
4.	<b>Standard Costing and Variance Analysis</b>	15
	Preliminaries in installing of a standard cost system, Material Cost variance, Labour cost variance, Variable overhead variances, Fixed Overhead variances, Sales variances, Profit variances along with relevant practical problems.	

### Evaluation Pattern

#### Evaluation Methods for the 25 Marks Component

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I. Written Assignment / Presentation / Viva	(10 marks)
II. Internal Test	(20 marks converted to 10 marks)
III. Class Participation and attendance	(05 marks)

### Question Paper Pattern for Periodical Class Test

#### Written Class Test (20Marks)

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

### Question Paper Format for the 75 Marks Component

Question No	Particular	Marks
Q-1	<b>From Unit I</b> Full Length Question	15 Marks
Q-1	<b>OR</b> Full Length Question	15 Marks
Q-2	<b>From Unit II</b> Full Length Question	15 Marks
Q-2	<b>OR</b> Full Length Question	15 Marks
Q-3	<b>From Unit III</b> Full Length Question	15 Marks
Q-3	<b>OR</b> Full Length Question	15 Marks
Q-4	<b>From Unit IV</b> Full Length Question	15 Marks
Q-4	<b>OR</b> Full Length Question	15 Marks
Q-5	Case Study / Full Length Question <b>(From any unit of the syllabus)</b>	15 marks

**\*Question of 15 marks may be divided into two sub questions of 7/8 and 10/5 marks.**

#### Recommended Reference List

- Lectures on Costing by Swaminathan: S. Chand and Company (P) Ltd., New Delhi
- Cost Accounting by C.S. Rayudu, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Cost Accounting by Jawahar Lal and Seema Srivastava, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Cost Accounting by Ravi M. Kishore, Taxmann Ltd., New Delhi
- Principles and Practices of Cost Accounting by N.K. Prasad, Book Syndicate Pvt. Ltd., Calcutta
- Cost Accounting Theory and Practice by B.K. Bhar, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Cost Accounting Principles and Practice by M.N. Arora, Vikas Publishing House Pvt. Ltd., New Delhi
- Advanced Cost and Management Accounting: Problems and Solutions by V.K. Saxena and C.D. Vashist, S. Chand and Company (P) Ltd., New Delhi
- Cost Accounting by S.P. Jain and K.L. Narang, Kalyani Publishers, Ludhiana
- Modern Cost and Management Accounting by M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi

**Discipline Specific Elective (DSE) (Any two of group A to D)**

**A. TAXATION – IV  
(DIRECT TAXES – II)  
(Implemented during Academic Year 2021-22)**

(w.e.f. 2020-21)

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Computation of Tax liability of Corporate, Individual, HUF, Partnership Firm in Relation to Sec: 40(b) & Tax Thereon With Applicable Rate of Tax	<b>15</b>
Module 2	Return of Income, Tax Deduction at Source, Advance Tax, Interest Payable	<b>15</b>
Module 3	Assessment and Appeals	<b>15</b>
Module 4	DTAA, Tax planning and ethics in taxation	<b>15</b>
		<b>60</b>

**Objectives:**

1. To enable learners to understand the computation of Income for HUF and Partnership Firm.
2. To enable learners to get practical knowledge on deducting TDS, filling of return and other documentation.
3. To enhance learner's knowledge on Assessment, Appeal, DTAA, Tax planning and ethics in taxation.

**Course Outcomes:**

After completion of course, the learner will be able to:

CO1: Learn the most practical and complicate aspects related to TDS and advance tax laws- about assesses threshold limits and due dates. (Level: understand)

CO2: Compute total tax liability of an individual. (Level: Apply)

CO3: File tax return applying the concept of Double Tax Avoidance Agreement (DTAA) to increase employability. (Level: Create)

CO4: Apply ethics in area of taxation in the capacity of individual and finance professional. (Level: Apply)

## Detailed Syllabus

Module	Topic	No. of lectures
1.	<b>Computation of Tax liability of Corporate, Individual, HUF, Partnership Firm in Relation to Sec: 40(b) &amp; Tax Thereon With Applicable Rate of Tax</b>	15
2.	<b>Return of Income, Tax Deduction at Source, Advance Tax, Interest Payable</b>	15
	Return of Income – Sec 139 TDS – 192, 194A, 194C, 194H, 194I and 194J Advance Tax – Sec 207, 208, 209, 210, 211 Interest payable – Sec 234A, 234B, 234C Simple Practical Problem	
3.	<b>Assessment and Appeals</b>	15
	<b>Assessment:</b> Sec 140, 140A, 142, 143, 147, 148, 149, 153, 154 and 156 <b>Appeals:</b> Sec 246A, 252, 253, 254, 255, 260A, 260B and 261	
4.	<b>Double Taxation Avoidance Agreement (DTAA) and Transfer Pricing</b>	15
	<b>DTAA:</b> Section 90 and 91 <b>Transfer Pricing:</b> Meaning, application and introduction to all methods. Practical problems based on Resale Price Method.	

### Evaluation Pattern

#### Evaluation Methods for the 25 Marks Component

- |   |                                   |
|---|-----------------------------------|
| I. Written Assignment / Presentation / Viva | (10 marks)                        |
| II. Internal Test                           | ( 20 marks converted to 10 marks) |
| III. Class Participation and attendance     | (05 marks)                        |

#### Question Paper Pattern for Periodical Class Test Written Class Test (20Marks)

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

**Question Paper Format for the 75 Marks Component**

<b>Question No</b>	<b>Particular</b>	<b>Marks</b>
Q-1	<b>From Unit I</b> Full Length Question	15 Marks
Q-1	<b>OR</b> Full Length Question	15 Marks
Q-2	<b>From Unit II</b> Full Length Question	15 Marks
Q-2	<b>OR</b> Full Length Question	15 Marks
Q-3	<b>From Unit III</b> Full Length Question	15 Marks
Q-3	<b>OR</b> Full Length Question	15 Marks
Q-4	<b>From Unit IV</b> Full Length Question	15 Marks
Q-4	<b>OR</b> Full Length Question	15 Marks
Q-5	Case Study / Full Length Question <b>(From any unit of the syllabus)</b>	15 marks

**\*Question of 15 marks may be divided into two sub questions of 7/8 and 10/5 marks.**

**Recommended Reference List**

- Direct Taxes Law & Practice by V.K. Singhania - Taxman
- Systematic Approach to Direct Tax by Ahuja & Gupta - Bharat Law House
- Income Tax Ready Reckoner by Dr .V.K. Singhania - Taxman
- Direct Tax Laws by T.N. Manoharan - Snow White

**B. INTERNATIONAL FINANCE**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2019-20)  
*Modules at a Glance*

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Introduction to International Finance, BOP, International Monetary System, Foreign Exchange Transactions	<b>15</b>
Module 2	Foreign Exchange Market, Holgate's Principal and Arbitrage	<b>15</b>
Module 3	International Equity Market, Euro Currency Market, Indian Foreign Exchange Market	<b>15</b>
Module 4	Capital Budgeting, International project appraisal, International tax environment, Types of foreign exchange risks and hedging	<b>15</b>
		<b>60</b>

**Objectives:**

1. To introduce learners concept of international finance with reference to BOP, International Monetary System, and Foreign Exchange Transaction.
2. To enable learners to get in depth knowledge of foreign exchange market and international equity market.
3. To make learner familiar with international tax environment.

**Course Outcomes:**

After completion of this course the learner will be able to:

- CO1: Identify the key aspects of international trade and its potential gains to participating nations (Level: Understand)
- CO2: Describe the characteristics of foreign exchange market and understand foreign exchange quotations to calculate the arbitrage (Level: Apply)
- CO3: Analyse the Balance of payment situation of India (Level: Analyse)
- CO4: Write rigorous correctness proofs for algorithms (Level: Apply)
- CO5: Evaluate the cross-border investment opportunities and the management of international taxation (Level: Create)

## Detailed Syllabus

Module	Topic	No. of lectures
1.	<b>Introduction to International Finance, BOP, International Monetary System, Foreign Exchange Transactions</b>	15
	International Finance- Meaning and scope. BOP- Introduction, components, format, BOT vs. BOP, Accommodating and autonomous transactions, Capital account convertibility, FDI and FPI. Evolution of International Monetary System and Gold Standard System, Bretton Woods System, Fixed and Flexible Exchange rate system. Introduction to exchange rates, types of quotations, Forex transactions, Determinants of exchange rate, foreign bank note market.	
2.	<b>Foreign Exchange Market, Holgate's Principal and Arbitrage</b>	15
	Characteristics Participants and Structure of FEM, Holgate's Principal, Annualized forward market Arbitrage – Geographical, Triangular and interest rate, Fisher's Parity	
3.	<b>International Equity Market, Euro Currency Market, Indian Foreign Exchange Market</b>	15
	Euro Currency Market and Euro bond market International Equity Market – Depository receipts Indian Foreign Exchange Market-Participants, FERA vs. FEMA, FEDAI	
4.	<b>Capital Budgeting, International project appraisal, International tax environment, Types of foreign exchange risks and hedging</b>	15
	Capital Budgeting- Meaning, Principles, Significance and techniques. International project appraisal, International Tax Environment, Types of foreign exchange risks, Techniques of managing risk – internal and external techniques.	

### Evaluation Pattern

#### Evaluation Methods for the 25 Marks Component

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I. Written Assignment / Presentation / Viva	(10 marks)
II. Internal Test	(20 marks converted to 10 marks)
III. Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test  
Written Class Test (20Marks)**

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

**Question Paper Format for the 75 Marks Component**

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- |                              |                |
|------------------------------|----------------|
| 1. 3 questions from Unit I   | <b>(7.5*2)</b> |
| 2. 3 questions from Unit II  | <b>(7.5*2)</b> |
| 3. 3 questions from Unit III | <b>(7.5*2)</b> |
| 4. 3 questions from Unit IV  | <b>(7.5*2)</b> |
| 5. Case Study                | <b>(5*3)</b>   |

**Recommended Reference List**

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- O.P. Agarwal, International Finance
- V.S. Somanath, International Financial Management
- Piet Sercu, International Finance- Putting theory into Practice
- P. G. Apte, International Financial Management, 5<sup>th</sup> Edition, McGraw Hill.
- Cheol. S. Eun and Bruce G. Resnick, International Financial Management
- Maurice D. Levi, International Finance– Special Indian Edition
- Prakash G. Apte, International Finance – A Business Perspective
- Aadhani, International Finance



**C. FINANCIAL MANAGEMENT - III**  
**(Implemented during Academic Year 2021-22)**

(w.e.f. 2019-20)  
**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Business Valuation	<b>15</b>
Module 2	Mergers and Acquisition	<b>15</b>
Module 3	Corporate Restructuring and Take Over	<b>15</b>
Module 4	Lease and Hire Purchase Financing	<b>15</b>
		<b>60</b>

**Objectives:**

1. To enable learner to understand meaning and importance of business valuation and understanding the situations requiring business valuations.
2. To enable learner to understand concept of merger and acquisitions, calculating purchase consideration and its accounting.
3. To enable learner to understand the meaning of lease, its types and basis of classification.
4. To enable learner to understand meaning of working capital and techniques to maintain optimum level of working capital in business.

**Course Outcomes:**

After completion of this course the learner will be able to:

CO1: Identify conceptual framework and approaches of Valuation (Level: Understand)

CO2: Evaluate reasons of mergers & acquisition with its after effects. (Level: Apply)

CO3: Analyse possibilities of corporate restructuring or takeover of the companies.

(Level: Analyse)

CO4: Evaluate the options of lease or hire purchase. (Level: Analyse)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Business Valuation</b>	<b>15</b>
	<p><b>Conceptual Framework of Valuation:</b> Book Value, Market Value, Economic Value, Liquidation Value, Replacement Value, Salvage Value, Value of Goodwill and Fair Value</p> <p><b>Approaches of Valuation:</b> Assets Based Approach to Valuation, Earnings Based, Approach to Valuation, Earnings Measure on Cash Flow Basis, Market Value Added Approach and Economic Value Added.</p>	
<b>2.</b>	<b>Mergers and Acquisition</b>	<b>15</b>
	<p>Introduction- Basic modes of acquiring another firm, Synergy effects, Difference between Merger and Takeover, Advantages of Mergers and Acquisitions, Benefits of Merger for Acquiring firm, Reasons of companies to offer themselves for sale, Reasons for failure of Mergers and Reverse Merger. Commonly Used Bases for determining the Exchange Ratio – EPS, MPS, Book value and Combination of Measures and Evaluation of Mergers (Practical Problems)</p>	
<b>3.</b>	<b>Corporate Restructuring and Take Over</b>	<b>15</b>
	<p><b>Introduction:</b> Meaning, Need and Importance, Forms of Restructuring, Advantages and Disadvantages</p> <p><b>Takeovers:</b> Meaning, SEBI Guidelines, Anti-takeover defences and Asset and Liability Restructuring. (Practical Problems)</p>	
<b>4.</b>	<b>Lease and Hire Purchase Financing</b>	<b>15</b>
	<p><b>Introduction:</b> Meaning and Types of Leases, Rationale, Mechanics, Operating Leases, Leasing as Financing Decisions, Calculation of Cash flows of a finance lease.</p> <p><b>Hire Purchase:</b> Meaning, Need and Importance, Calculation of Hire Purchase instalments. Choice between Leasing and Hire Purchase</p>	

### Evaluation Pattern

#### Evaluation Methods for the 25 Marks Component

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I. Written Assignment / Presentation / Viva	(10 marks)
II. Internal Test	(20 marks converted to 10 marks)
III. Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test  
Written Class Test (20Marks)**

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

**Question Paper Format for the 75 Marks Component**

Question No	Particular	Marks
Q-1	<b>From Unit I</b> Full Length Question	15 Marks
Q-1	<b>OR</b> Full Length Question	15 Marks
Q-2	<b>From Unit II</b> Full Length Question	15 Marks
Q-2	<b>OR</b> Full Length Question	15 Marks
Q-3	<b>From Unit III</b> Full Length Question	15 Marks
Q-3	<b>OR</b> Full Length Question	15 Marks
Q-4	<b>From Unit IV</b> Full Length Question	15 Marks
Q-4	<b>OR</b> Full Length Question	15 Marks
Q-5	Case Study / Full Length Question (From any unit of the syllabus)	15 marks

**\*Question of 15 marks may be divided into two sub questions of 7/8 and 10/5 marks.**

**Recommended Reference List**

- Fundamentals of Financial Management by D. Chandra Bose, PHI Learning Pvt. Ltd., New Delhi
- Fundamentals of Financial Management by Bhabotosh Banerjee, PHI Learning Pvt. Ltd., New Delhi
- Fundamentals of Financial Management by Vyuptakesh Sharma, Pearson Education, New Delhi
- Fundamentals of Financial Management by J.C. Van Horne, Prentice Hall of India, New Delhi
- Financial Management: Text and Problems by M.Y. Khan and P.K. Jain, Tata McGraw Hill, New Delhi
- Financial Management: Theory and Practice by Prasanna Chandra, Tata McGraw Hill, New Delhi
- Financial Management by I.M. Pandey, Vikas Publishing House, New Delhi
- Financial Management by C. Paramasivan & T. Subramanian
- Financial Management by IM Pandey
- Financial Management by Ravi Kishor
- Financial Management by Khan & Jain

**D. MANAGEMENT CONTROL SYSTEM**  
*(Implemented during Academic Year 2021-22)*

(w.e.f. 2019-20)  
*Modules at a Glance*

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Developments in Management Accounting and Control Systems	<b>15</b>
Module 2	Financial Goal Setting	<b>15</b>
Module 3	Responsibility Centers	<b>15</b>
Module 4	Transfer Pricing and Inflation Accounting	<b>15</b>
		<b>60</b>

**Objectives:**

1. To enable learner to understand the recent developments in management accounting.
2. To enable learner to understand meaning of financial goal and its setting process.
3. To enable learner to understand meaning of transfer price and its types.
4. To enable learner to understand meaning of inflation and how accounting will happen under such conditions.

**Course Outcomes:**

After completion of this course the learner will be able to:

CO1: Understand developments in management accounting and control systems.

(Level: Understand)

CO2: Get accustomed with the concept of Transfer Pricing & Inflation Accounting.

(Level: Understand)

CO3: Evaluate various responsibility centers. (Level: Analyse)

CO4: Relate financial goal settings for business organisations. (Level: Apply)

## Detailed Syllabus

Module	Topic	No. of lectures
<b>1.</b>	<b>Developments in Management Accounting and Control Systems</b>	<b>15</b>
	<p><b>Introduction:</b> The Modern economic environment, Traditional production processes, the background to change, The new manufacturing computer-aided design, Computer-aided manufacturing, Computer-integrated manufacturing, Flexible manufacturing systems, Value chain, Production operations systems and Management strategies, Material requirements planning, Manufacturing Resources Planning, Optimised Production Technology (OPT), ERP, CRM and SCM Just-in-time concept, Total Quality Management (TQM) and Synchronous Manufacturing.</p> <p><b>Control in special sectors:</b> Scrap Control, Control of R &amp; D – Project Control, Administrative Cost Control and the emphasis on continuous improvement.</p>	
<b>2.</b>	<b>Financial Goal Setting</b>	<b>15</b>
	<p>Analysis of Incremental ROI, Sensitivity Analysis, Developing Financial Goals along Organizational Hierarchy. Concept and Technique of Responsibility Budgeting - Analytical framework for Developing Responsibility Budgets - Integrating Responsibility Budgets Integrating Responsibility Budgeting with MBO System.</p>	
<b>3.</b>	<b>Responsibility Centers</b>	<b>15</b>
	<p>Introduction to Cost, Revenue, Profit and Investment Centres, Reporting of Responsibility Centre.</p> <p><b>Performance Measures:</b> Investment Centres/Strategic Business Units, Return on Investment, The problems with ROI and Residual income (RI)</p>	
<b>4.</b>	<b>Transfer Pricing and Inflation Accounting</b>	<b>15</b>
	<p><b>Transfer Pricing:</b> Introduction - Aims and Features, General rules, Cost-based prices, Market-based prices, Marginal cost, Dual pricing, Profit-maximising transfer prices, Negotiated transfer prices and other behavioural considerations</p> <p><b>Inflation Accounting:</b> Introduction - Need, Brief History, Methods of Inflation Accounting (Current Purchasing Power and Current Cost Accounting), Inflation Accounting and Corporate Taxation. Financial Reporting to Management under conditions of change in price level.</p>	

**Evaluation Pattern**  
**Evaluation Methods for the 25 Marks Component**

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I. Written Assignment / Presentation / Viva	(10 marks)
II. Internal Test	( 20 marks converted to 10 marks)
III. Class Participation and attendance	(05 marks)

**Question Paper Pattern for Periodical Class Test**  
**Written Class Test (20Marks)**

1	Match the Column / Fill in the Blanks/ Multiple Choice Questions (1 Marks each)	05 Marks
2	State whether True or False (1 Marks each)	05 Marks
3	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

**Question Paper Format for the 75 Marks Component**

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1. 3 questions from Unit I	(7.5*2)
2. 3 questions from Unit II	(7.5*2)
3. 3 questions from Unit III	(7.5*2)
4. 3 questions from Unit IV	(7.5*2)
5. Case Study	(5*3)

**Recommended Reference List**

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- Anthony & Govindrajana - Management Control Systems (TATA McGraw Hill), 12th Edition, 2006.
- Bob Scarlett – Management Accounting and Performance Evaluation, Oxford Press, 2006 Edition
- Maciaririllo & Kirby – Management Control Systems (Prentice Hall India), 2th Edition