

B. Com. (Hons.)

Syllabus

Choice Based Credit System (CBCS)

S.C.S. (A) COLLEGE, PURI



**Utkal University,
Bhubaneswar**

**Academic Session
2017 – 2020**

Website: www.scscollege.nic.in

SEMESTER – I

CORE COURSE – I: Financial Accounting

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objectives: The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.

UNIT – 1: (a) Theoretical Framework 5 Lectures

- i. Accounting as the language of business and an information system, the users of financial accounting information and their needs. Qualitative characteristics of accounting information. Functions, advantages and limitations of accounting. Branches of accounting. Bases of accounting; cash basis and accrual basis.
- ii. The nature of financial accounting principles – Basic concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures and Accounting Equation.

(b) Accounting Process

12 Lectures

From recording of business transactions to the preparation of trial balance including adjustments: journal, sub-division of journal, ledger accounts, trial balance

UNIT – 2: Business Income

10 Lectures

- i. Measurement of business income-Net income: the accounting period, the continuity doctrine and matching concept. Objectives of measurement and revenue recognition.
- ii. Depreciation Accounting: The accounting concept of depreciation, Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method; Disposal of depreciable assets-change of method. Salient features of Accounting Standard (AS): 6 (ICAI)

UNIT – 3: Final Accounts

12 Lectures

Capital and revenue expenditures and receipts: general introduction only, Preparation of financial statements of Sole Trade and Partnership Business with adjustments.

UNIT – 4: Accounting for Branch and Departmental Accounting 10 Lectures

Departmental Accounting and Branch Accounting excluding foreign branch (Theory and Problem)

UNIT – 5: Accounting for Partnership Firm

15 Lectures

Accounting of Admission of partner, Retirement and Death of partner and Dissolution of the Partnership Firm Including Insolvency of partners

Suggested Readings:

1. Anthony, R.N. Hawkins, and Merchant, *Accounting: Text and Cases*. McGraw-Hill Education.
2. Horngren, *Introduction to Financial Accounting*, Pearson Education.
3. Monga, J.R. *Financial Accounting: Concepts and Applications*. Mayoor Paper Backs, New Delhi.
4. Shukla, M.C., T.S. Grewal and S.C.Gupta. *Advanced Accounts. Vol.-I*. S. Chand & Co., New Delhi.
5. Maheshwari, S.N. and. S. K. Maheshwari. *Financial Accounting*. Vikas Publishing House, New Delhi.
6. Sehgal, Ashok, and Deepak Sehgal. *Advanced Accounting. Part –I*. Taxmann Applied

- Services, New Delhi.
7. Bhushan Kumar Goyal and HN Tiwari, *Financial Accounting*, International Book House
 8. Goldwin, Alderman and Sanyal, *Financial Accounting*, Cengage Learning.
 9. Tulsian, P.C. *Financial Accounting*, Pearson Education.
 10. Jain, S.P. and K.L. Narang, *Financial Accounting*, Kalyani Publishers, New Delhi
 11. Gupta, Nirmal. *Financial Accounting*, Sahitya Bhawan, Agra.
 12. *Compendium of Statements and Standards of Accounting*. The Institute of Chartered Accountants of India, New Delhi

CORE COURSE – II: BUSINESS LAW

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: The objective of the course is to impart basic knowledge of the important business laws along with relevant case laws.

Contents:

UNIT - I: The Indian Contract Act, 1872: General Principle of Law of Contract **13 Lectures**

- a) Contract – meaning, characteristics and kinds
- b) Essentials of valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects.
- c) Void agreements
- d) Discharge of contract – modes of discharge including breach and its remedies.
- e) Contingent contracts
- f) Quasi - contracts

UNIT - II: The Indian Contract Act, 1872: Specific Contracts **13 Lectures**

- a) Contract of Indemnity and Guarantee
- b) Contract of Bailment
- c) Contract of Agency

UNIT - III: The Sale of Goods Act, 1930 **13 Lectures**

- a) Contract of sale, meaning and difference between sale and agreement to sell.
- b) Conditions and warranties
- c) Transfer of ownership in goods including sale by non-owners
- d) Performance of contract of sale
- e) Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.

UNIT - IV: Partnership Laws **13 Lectures** **The Partnership Act, 1932**

- a) Nature and Characteristics of Partnership
- b) Registration of Firms
- c) Types of Partners
- d) Rights and Duties of Partners
- e) Implied Authority of a Partner
- f) Incoming and outgoing Partners
- g) Mode of Dissolution of Partnership

UNIT –V: The Negotiable Instruments Act 1881 **13 Lectures**

- a) Meaning and Characteristics of Negotiable Instruments : Promissory Note, Bill of

- Exchange, Cheque
- b) Holder and Holder in due Course, Privileges of Holder in Due Course.
 - c) Negotiation: Types of Endorsements
 - d) Crossing of Cheque
 - e) Bouncing of Cheques

Suggested Readings:

1. Kuchhal, M.C. and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.
2. Singh, Avtar, *Business Law*, Eastern Book Company, Lucknow.
3. Maheshwari & Maheshwari, *Business Law*, National Publishing House, New Delhi.
4. Chadha, P. R., *Business Law* Galgotia Publishing Company, New Delhi.
5. Aggarwal S K, *Business Law*, Galgotia Publishers Company, New Delhi.
6. Goyal Bhushan Kumar and Jain Kinneri, *Business Laws*, International Book House
7. Ravinder Kumar, *Legal Aspects of Business*, Cengage Learning

SEMESTER – II

CORE COURSE – III

BUSINESS ORGANIZATION AND MANAGEMENT

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: The course aims to provide basic knowledge to the students about the organisation and management of a business enterprise.

UNIT – I: Foundation of Indian Business:

Lectures: 13

Manufacturing and service sectors; Small and medium enterprises; Problems and government policy. India's experience of liberalisation and globalisation. Technological innovations and skill Development. 'Make in India' Movement. Social responsibility and ethics. Emerging opportunities in business; Franchising, Outsourcing

UNIT – II: Business Enterprises

Lectures: 13

Forms of Business Organization: Sole Proprietorship, Joint Hindu Family Firm, Partnership firm, Joint Stock Company, Cooperative society; Limited Liability Partnership; Choice of Form of Organization. Government - Business Interface; Rationale and Forms of Public Enterprises. International Business. Multinational Corporations

UNIT – III: Management and Organisation

Lectures: 13

The Process of Management: Planning; Decision-making; Strategy Formulation. Organizing: Basic Considerations; Departmentation – Functional, Project, Matrix and Network; Delegation and Decentralization of Authority; Groups and Teams

UNIT – IV: Leadership, Motivation and Control

Lectures: 13

Leadership: Concept and Styles; Trait and Situational Theory of Leadership. Motivation: Concept and Importance; Maslow's Need Hierarchy Theory; Herzberg Two Factors Theory. Communication: Process and Barriers; Control: Concept and Process.

UNIT – V: Functional Areas of Management

Lectures: 13

Marketing Management: Marketing Concept; Marketing Mix; Product Life Cycle; Pricing Policies and Practices. Financial Management: Concept and Objectives; Sources of Funds – Equity Shares, Debentures, Human Resource Management: Concept and Functions; Basic Dynamics of Employer - Employee Relations.

Suggested Readings:

1. Kaul, V.K., *Business Organisation and Management*, Pearson Education, New Delhi
2. Chhabra, T.N., *Business Organisation and Management*, Sun India Publications, New Delhi
3. Robert; Lawrence, *Modern Business Organization*, Macmillan India.
4. Koontz and Wehrich, *Essentials of Management*, McGraw Hill Education.
5. Basu, C. R., *Business Organization and Management*, McGraw Hill Education.
6. Jim, Barry, John Chandler, Heather Clark; *Organisation and Management*, Cengage Learning.
7. Buskirk, R.H., et al; *Concepts of Business: An Introduction to Business System*, Dryden Press, New York.
8. Allen, L.A., *Management and Organisation*; McGraw Hill, New York.
9. Burton Gene and Manab Thakur; *Management Today: Principles and Practice*; Tata McGraw Hill, New Delhi.
10. Griffin, *Management Principles and Application*, Cengage Learning

CORE COURSE – IV: CORPORATE LAWS

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: The objective of the course is to impart basic knowledge of the provisions of the Companies Act 2013 and the Depositories Act, 1996. Case studies involving issues in corporate laws are required to be discussed.

UNIT – I: Introduction

15 Lectures

Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts]; Characteristics of a company; types of companies including one person company, small company, dormant company and producer company; association not for profit; formation of company, on-line filing of documents, promoters, their legal position. **(As per companies Act, 2013)**

UNIT – II: Documents

15 Lectures

Memorandum of association, articles of association, GDR; book building; issue, allotment and forfeiture of share, transmission of shares, buyback and provisions regarding buyback; issue of bonus shares. **(As per companies Act, 2013)**

UNIT – III: Management

15 Lectures

Classification of directors, women directors, independent director, disqualifications, director identity number (DIN); appointment; Legal positions, powers and duties; removal of directors; managing director, meetings of shareholders and board; types of meeting, meeting through video conferencing, e-voting. Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee, Corporate Social Responsibility Committee. **(As per companies Act, 2013)**

UNIT – IV: Dividends, Accounts, Audit–

15 Lectures

Provisions relating to payment of Dividend, Provisions relating to Books of Account, Provisions relating to Audit, Auditors' Appointment, Rotation of Auditors, Auditors' Report.

Winding Up - Concept and modes of Winding Up.

Insider Trading, Whistle Blowing – Insider Trading; meaning & legal provisions; Whistle blowing: Concept and Mechanism.

UNIT – V: Depositories Law:

5 Lectures

The Depositories Act 1996 – Definitions; rights and obligations of depositories; participants issuers and beneficial owners; inquiry and inspections, penalty.

Suggested Readings:

1. MC Kuchhal *Corporate Laws*, Shri Mahaveer Book Depot. (Publishers).
2. GK Kapoor & Sanjay Dhamija, *Company Law*, Bharat Law House.
3. Reena Chadha and Sumant Chadha, *Corporate Laws*, Scholar Tech Press.
4. Gowar, LCB, *Principles of Modern company Law*, Stevens & Sons, London.
5. Ramaiya, *A Guide to Companies Act*, LexisNexis, Wadhwa and Buttersworth.
6. *A Compendium of Companies Act 2013, along with Rules*, by Taxmann Publications.
7. Avtar Singh, *Introduction to company Law*, Eastern Book Company

GENERIC ELECTIVE-II BUSINESS STATISTICS

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: The objective of this course is to familiarize students with the basic statistical tools used to summarize and analyze quantitative information for decision making.

UNIT – I: Statistical Data and Descriptive Statistics

Lectures: 15

Nature and Classification of data: univariate, bivariate and multivariate data;

Measures of Central Tendency

- a) Mathematical averages including arithmetic mean, geometric mean and harmonic mean.
- b) Positional Averages-Mode and Median (and other partition values including quartiles, deciles, and percentiles) (including graphic determination)

UNIT - II

Lectures: 14

Measures of Variation: absolute and relative. Range, quartile deviation, mean deviation, standard deviation, and their coefficients, Properties of standard deviation/variance

Skewness: Meaning, Measurement using Karl Pearson and Bowley's measures; Concept of Kurtosis

UNIT – III: Simple Correlation and Regression Analysis

Lectures: 10

Correlation Analysis, Meaning of Correlation: simple, multiple and partial; linear and non-linear, Correlation and Causation, Scatter diagram, Pearson's co-efficient of correlation; calculation and properties (proofs not required), Correlation and Probable error; Rank Correlation.

Regression Analysis: Principle of least squares and regression lines, Regression equations and estimation; Properties of regression coefficients; Relationship between Correlation and Regression coefficients; Standard Error of Estimate

UNIT – IV: Index Numbers

Lectures: 10

Meaning and uses of index numbers, Construction of index numbers: fixed and chain base: univariate and composite. Aggregative and average of relatives – simple and weighted

Tests of adequacy of index numbers, Base shifting, splicing and deflating. Problems in the construction of index numbers, Construction of consumer price indices, Important share price indices

UNIT – V: Time Series Analysis

Lectures: 10

Components of time series: Additive and multiplicative models Trend analysis. Fitting of trend line using principle of least squares – linear, second degree parabola and exponential. Conversion of annual linear trend equation to quarterly/monthly basis and vice-versa; Moving averages Seasonal variations- Calculation of Seasonal Indices using Simple averages, Ratio-to-trend, and Ratio-to-moving averages methods. Uses of Seasonal Indices

Suggested Readings:

1. Levin, Richard, David S. Rubin, Rastogi, and Siddiqui. *Statistics for Management*. 7th Edition. Pearson Education.
2. Berenson and Levine. *Basic Business Statistics: Concepts and Applications*. Pearson Education.

3. Siegel Andrew F. *Practical Business Statistics*. McGraw Hill.
4. Vohra N. D., *Business Statistics*, McGraw Hill.
5. Spiegel M.D. *Theory and Problems of Statistics*. Schaum's Outlines Series. McGraw Hill Publishing Co.
6. Gupta, S.P., and Archana Gupta. *Statistical Methods*. Sultan Chand and Sons, New Delhi.
7. Gupta, S.C. *Fundamentals of Statistics*. Himalaya Publishing House.
8. Anderson Sweeney and William, *Statistics for Students of Economics and Business*, Cengage Learning.
9. Thukral J. K., *Business Statistics*.

SEMESTER – III

CORE COURSE – V: BUSINESS MATHEMATICS

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: The objective of this course is to familiarize the students with the basic mathematical tools with emphasis on applications to business and economic situations.

UNIT – I: Matrices and Determinants

Lectures 12

Algebra of matrices. Inverse of a matrix, Matrix Operation – Business Application
Solution of system of linear equations (having unique solution and involving not more than three variables) using matrix inversion Method and Determinants, Properties, Cramer's Rule

UNIT – II: Calculus I

Lectures 12

Mathematical functions and their types- linear, quadratic, polynomial, exponential, logarithmic and logistic function, Concepts of limit, and continuity of a function, Concept and rules of differentiation, Maxima and Minima involving second or higher order derivatives.

UNIT – III: Calculus II

Lectures 13

Integration. Standard forms. Methods of integration – by substitution, by parts and by use of partial fractions. Definite integration. Finding areas in simple cases. Application of Integration to marginal analysis. Consumer's and Producer's Surplus, Rate of Sales and the Learning Curve.

UNIT – IV: Mathematics of Finance

Lectures 10

Compounding and discounting of a sum using different types of rates. Types of annuities, like ordinary, due, deferred, continuous, perpetual, and their future and present values using different types of rates of interest. Depreciation of Assets. (*General annuities to be excluded*)

UNIT – V: Linear Programming

Lectures 17

Formulation of linear programming problems (LPP). Graphical solution to LPPs. Cases of unique and multiple optimal solutions. Unbounded solutions and infeasibility, and redundant constraints. Solution to LPPs using Simplex method – maximization and minimization cases.

Suggested Readings:

1. Anthony, M. and N. Biggs. *Mathematics for Economics and Finance*. Cambridge University Press.
2. Ayres, Frank Jr. *Theory and Problems of Mathematics of Finance*. Schaum's Outlines Series. McGraw Hill Publishing Co.
3. Budnick, P. *Applied Mathematics*. McGraw Hill Publishing Co.
4. Dowling, E.T. *Mathematics for Economics*, Schaum's Outlines Series. McGraw Hill Publishing Co.
5. Mizrahi and John Sullivan. *Mathematics for Business and Social Sciences*. Wiley and Sons.
6. Wikes, F.M. *Mathematics for Business, Finance and Economics*. Thomson Learning.
7. Prasad, Bindra and P.K. Mittal. *Fundamentals of Business Mathematics*. Har-Anand Publications.
8. Thukral, J.K. *Mathematics for Business Studies*. Mayur Publications.
9. Vohra, N.D. *Quantitative Techniques in Management*. Tata McGraw Hill Publishing Company.
10. Soni, R.S. *Business Mathematics*. Pitambar Publishing House.
11. Singh J. K. *Business Mathematics*. Himalaya Publishing House.

CORE COURSE – VI: INCOME TAX LAW AND PRACTICE

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: To provide basic knowledge and equip students with the application of principles and provisions of Income Tax Act 1961

UNIT – I:

13 Lectures

Basic concept: Income, agricultural income, person, assessee, assessment year, previous year, gross total income, total income,. Permanent Account Number (PAN), Residential status; of an Individual, Scope of total income on the basis of residential Status Exempted income under section 10

UNIT – II: Computation of income under different heads **20 Lectures**

- Salaries
- Income from house property

UNIT – III: Computation of income under different heads **12 Lectures**

- Profits and gains of business or profession
- Capital gains
- Income from other sources

UNIT – IV: Deductions from total Income **17 Lectures**

Income of other persons included in assessee's total income - Aggregation of income and set-off and carry forward of losses Deductions from gross total income, u/s-80C Rebates and reliefs.

UNIT – V: Total income and tax computation **13 Lectures**

Computation of total income of individuals and Tax liability of an individual
Preparation of return of income, Manually On-line filing of Returns of Income.

Suggested readings:

1. Singhania, Vinod K. and Monica Singhania. *Students' Guide to Income Tax, University Edition*. Taxmann Publications Pvt. Ltd., New Delhi.
2. Ahuja, Girish and Ravi Gupta. *Systematic Approach to Income Tax*. Bharat Law House, Delhi.
3. Pagare, Dinkar. *Law and Practice of Income Tax*. Sultan Chand and Sons, New Delhi.
4. Lal, B.B. *Income Tax Law and Practice*. Konark Publications, New Delhi.

Journals

1. *Income Tax Reports*. Company Law Institute of India Pvt. Ltd., Chennai.
2. *Taxman*. Taxman Allied Services Pvt. Ltd., New Delhi.
3. *Current Tax Reporter*. Current Tax Reporter, Jodhpur.

CORE COURSE – VII: HUMAN RESOURCE MANAGEMENT

Duration: 3 hrs.

Marks: 100

Lectures: 65

UNIT – I:

13 Lectures

Human Resource Management: Concept and Functions, Role, Status and competencies of HR Manager, HR Policies, Evolution of HRM. Emerging Challenges of Human Resource Management; workforce diversity, empowerment, Downsizing; VRS; Human Resource Information System;

UNIT – II:

13 Lectures

Acquisition of Human Resource: Human Resource Planning- Quantitative and Qualitative dimensions; job analysis – job description and job specification; Recruitment – Concept and sources; Selection – Concept and process; test and interview; placement induction.

UNIT – III:

13 Lectures

Training and Development; Concept and Importance; Identifying Training and Development Needs; Designing Training Programmes; Role Specific and Competency Based Training; Evaluating Training Effectiveness; Training Process Outsourcing; Management Development; Career Development.

UNIT – IV:

13 Lectures

Performance appraisal; nature and objectives; Modern Techniques of performance appraisal; potential appraisal and employee counseling; job changes - transfers and promotions. Compensation: concept and policies; job evaluation; methods of wage payments and incentive plans; fringe benefits; performance linked compensation.

UNIT – V:

13 Lectures

Maintenance: employee health and safety; employee welfare; social security; Employer Employee relations- an overview. grievance handling and redressal Industrial Disputes causes and settlement machinery..

Suggested Readings:

1. Gary Dessler. A Framework for *Human Resource Management*. Pearson.
2. DeCenzo, D.A. and S.P. Robbins, “*Personnel/Human Resource Management*”, Prentice Hall of India, New Delhi.
3. Bohlander and Snell, Principles of *Human Resource Management*, Cengage Learning
4. Chhabra, T.N. *Essentials of Human Resource Management*. Sun India Publication New Delhi.
5. Ivancevich, John M. *Human Resource Management*. McGraw Hill.
6. Wreather and Davis. *Human Resource Management*. Pearson Education.
7. Robert L. Mathis and John H. Jackson. *Human Resource Management*. Cengage Learning.

SEMESTER – IV

CORE COURSE – VIII: INDIRECT TAXES

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: To provide basic knowledge and equip students with application of principles and provisions of Service Tax, VAT, Central Excise, and Customs Laws.

UNIT – I: Service tax (40 Lectures)

Service tax – concepts and general principles, Charge of service tax and taxable services, Valuation of taxable services, Payment of service tax and filing of returns, Penalties, CENVAT Credit.

UNIT – II: VAT (5 Lectures)

VAT – concepts and general principles, Calculation of VAT Liability including input Tax Credits, Small Dealers and Composition Scheme, VAT Procedures

UNIT – III: Central Excise (10 Lectures)

Central Excise Law in brief – Goods, Excisable goods, Manufacture and Manufacturer, Valuation, CENVAT, Basic procedures, Export, SSI, Job Work

UNIT – IV: Customs laws - I (10 Lectures)

Basic concepts of customs law, Territorial waters, high seas, Types of custom duties – Basic, Countervailing & Anti- Dumping Duty, Safeguard Duty, Valuation,

UNIT – V: Customs laws - II (10 Lectures)

Customs Procedures, Import and Export Procedures, Baggage, Exemptions.

Suggested Readings:

1. Singhania Vinod K. and Monica Singhania, *Students' Guide to Indirect Taxes*, Taxmann Publications Pvt. Ltd., Delhi.
2. V.S. Datey. *Indirect Tax Law and practice*, Taxmann Publications Pvt. Ltd., Delhi, Latest edition.
3. Sanjeev Kumar. *Systematic Approach to Indirect Taxes*, Latest edition.
4. S. S. Gupta. *Service Tax -How to meet your obligation* Taxmann Publications Pvt. Ltd., Delhi, Latest edition.
5. Grish Ahuja & Dr. Ravi Gupta, *Indirect Taxes*, Flair Publication Pvt. Ltd.

SEMESTER - IV
CORE COURSE – IX: COST AND MANAGEMENT ACCOUNTING

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: To acquaint the students with basic concepts used in cost and management accounting and various methods involved in cost ascertainment systems.

UNIT – I: (8 Lectures)

Introduction: Meaning, objectives and advantages of cost accounting, limitations of financial accounting, Difference between financial, cost, and management accounting and. Cost concepts and Classifications, Role of a cost accountant in an organization

UNIT – II: Elements of Cost (20 Lectures)

- a. Materials: Material/inventory control- concept and techniques, Accounting and control of purchases, storage and issue of materials. Methods of pricing of materials issues – FIFO, LIFO, Simple Average, Weighted Average, Replacement, Treatment of Material Losses.
- b. Labour: Accounting and Control of labour cost, time keeping and time booking, concept and treatment of idle time, over time, labour turnover and fringe benefits.
- c. Overhead: Classification, allocation, apportionment and absorption of overhead. Under- and over-absorption. Capacity costs. Treatments of certain items in costing, like interest on capital, packing expenses, debts, research and development Expenses,

UNIT – III: (15 Lectures)

Methods of Costing: Unit costing, Job costing. Contract Costing, Process costing (process losses, valuation of work in progress, joint and by-products) Service costing (only transport) and Reconciliation of cost and financial accounts.

UNIT – IV: (10 Lectures)

Budgeting and budgetary control: Concept of budget and budgetary control, objectives, merits, and limitations, , Functional budgets, Fixed and flexible budgets, Zero base budget,

UNIT – V: (12 Lectures)

Standard costing and variance analysis: Meaning of standard cost and standard costing: advantages, limitations and applications, Variance analysis – material, labour, overhead and sales variances,CVP Analysis and marginal costing.

Suggested Reading:

1. Horngreen, Charles T., George Foster and Srikant M. Dattar. *Cost Accounting: A Managerial Emphasis*. Prentice Hall of India Ltd., New Delhi.
2. Horngreen, Charles T., Gary L. Sundem. *Introduction to Management Accounting*. Prentice Hall.
3. Jain, S.P. and K.L. Narang. *Cost Accounting: Principles and Methods*. Kalyani Publishers, Jalandhar.
4. Lal, Jawahar. *Cost Accounting*. Tata McGraw Hill Publishing Co., New Delhi.
5. Nigam, B.M. Lall and I.C. Jain. *Cost Accounting: Principles and Practice*. Prentice Hall of India, New Delhi.
6. Arora, M.N. *Cost Accounting – Principles and Practice*. Vikas Publishing House, New Delhi.

7. Maheshwari, S.N. and S.N. Mittal. *Cost Accounting: Theory and Problems*. Shri Mahabir Book Depot, New Delhi.
8. Singh, S. K. and Gupta Lovleen. *Management Accounting – Theory and Practice*. Pinnacle Publishing House.
9. Usry, Milton E. and Lawrence H. Hammer. *Cost Accounting: Planning and Control*. South Western Publishing Co.
10. South Western Publishing Co.
11. Barfield, Jesset T., Cecily A. Raibarn and Michael R. Kinney. *Cost Accounting: Traditions and Innovations*. Thomson Learning.
12. Lucey, T. Costing. ELST, London.
13. Garrison H., Ray and Eric W. Noreen. *Managerial Accounting*. McGraw Hill.
14. Drury, Colin. *Management and Cost Accounting*. Cengage Learning.
15. Lal, Jawahar. *Advanced Management Accounting Text and Cases*. S. Chand & Co., New Delhi.
16. Khan, M.Y. and P.K. Jain. *Management Accounting*. Tata McGraw Hill, Publishing

CORE COURSE – X: COMPUTER APPLICATIONS IN BUSINESS

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objectives: To provide computer skills and knowledge for commerce students and to enhance the student understands of usefulness of information technology tools for business operations.

UNIT – I: Word Processing

7 Lectures

Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: (Opening an existing document/creating a new document, Saving, Selecting text, Editing text, Finding and replacing text, Closing, Formatting, Checking and correcting spellings) Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Mail Merge including linking with Access Database, Tables: Formatting the table, Inserting filling and formatting a table Creating Documents in the areas: Mail Merge including linking with Access Database, Handling Tables, Inserting Pictures and Video

UNIT – II: Preparing Presentations:

6 Lectures

Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow

UNIT – III: Spreadsheet and its Business Applications

16 Lectures

Spreadsheet concepts, Creating a work book, Saving a work book, Editing a work book, Inserting, deleting work sheets, Entering data in a cell, Formula Copying, Moving data from selected cells, Handling operators in formula, Rearranging Worksheet, Project involving multiple spreadsheets, Organizing Charts and graphs, Printing worksheet. Generally used Spread sheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Text functions.

UNIT – IV: Creating spreadsheet in the following areas:

16 Lectures

- A. Loan & Lease statement
- B. Ratio Analysis.
- C. Payroll statements
- D. Capital Budgeting
- E. Depreciation Accounting
- F. Graphical representation of data

- G. Frequency distribution and its statistical parameters
- H. Correlation and Regression

UNIT – V: Database Management System

20 Lectures

Creating Data Tables, Editing a Database using Forms, Performing queries, Generating Reports Creating DBMS in the areas of Accounting, Employees, Suppliers and Customer

There shall be a practical examination of 100 Marks (Practical-50 Marks, Viva-30 Marks and Work Book- 20 Marks) and duration of Examination shall be 3 Hrs.

SEMESTER – V

CORE COURSE – XI: CORPORATE ACCOUNTING

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objectives: To help the students to acquire the conceptual knowledge of the corporate accounting and to learn the techniques of preparing the financial statements.

UNIT – I: Accounting for Share Capital & Debentures **15 Lectures**

Issue, forfeiture and reissue of forfeited shares- concept & process of book building, Issue of rights and bonus shares. Buy back of shares, Redemption of preference shares. Issue and Redemption of Debentures

UNIT – II: Final Accounts **15 Lectures**

Preparation of profit and loss account and balance sheet of corporate entities, excluding calculation of managerial remuneration, Disposal of company profits

UNIT – III: Valuation of Goodwill and Valuation of Shares **13 Lectures**

Concepts and calculation - simple problem only.

UNIT – IV: Amalgamation of Companies **12 Lectures**

Concepts and accounting treatment as per Accounting Standard: 14 (ICAI) (excluding intercompany holdings). Internal reconstruction: concepts and Accounting treatment excluding scheme of reconstruction

UNIT – V: **10 Lectures**

Meaning of liquidation, modes of winding up, consequences of winding up, statement of affairs, liquidator's final statement of account, list 'B' contributories

Suggested Readings:

1. Monga, J. R. *Fundamentals of Corporate Accounting*. Mayur Paper Backs, New Delhi.
2. Shukla, M.C., T.S. Grewal, and S.C. Gupta. *Advanced Accounts*. Vol.-II. S. Chand & Co., New Delhi.
3. Maheshwari, S.N. and S. K. Maheshwari. *Corporate Accounting*. Vikas Publishing House, New Delhi.
4. Sehgal, Ashok and Deepak Sehgal. *Corporate Accounting*. Taxman Publication, New Delhi.
5. Gupta, Nirmal. *Corporate Accounting*. Sahitya Bhawan, Agra.
6. Jain, S.P. and K.L. Narang. *Corporate Accounting*. Kalyani Publishers, New Delhi.
7. Compendium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India, New Delhi.
8. Bhushan Kumar Goyal, *Fundamentals of Corporate Accounting*, International Book House

CORE COURSE – XII: PRINCIPLES OF MARKETING

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: The objective of this course is to provide basic knowledge of concepts, principles, tools and techniques of marketing.

UNIT – I: Introduction: Nature, scope and importance of marketing; Evolution of marketing concepts; Marketing mix, Marketing environment. **6 Lectures**
Consumer Behavior – An Overview: Consumer buying process; Factors influencing consumer buying decisions. **5 Lectures**

UNIT – II: Market Selection: Market segmentation – concept, importance and bases; Target market selection; Positioning concept, importance and bases; Product differentiation vs. market segmentation. **6 Lectures**
Product: Meaning and importance, Product classifications; Concept of product mix; Branding, packaging and labeling; Product-Support; Product life-cycle; New Product Development. **9 Lectures**

UNIT – III: Pricing: Significance, Factors affecting price of a product, Pricing Policies and strategies. **6 Lectures**
Promotion: Nature and importance of promotion; Communication process; Types of promotion: advertising, personal selling, public relations & sales promotion, and their distinctive characteristics; Promotion mix and factors affecting promotion mix decisions; **6 Lectures**

UNIT – IV: Distribution: Channels of distribution - meaning and importance; Types of distribution channels; Wholesaling and retailing; Factors affecting choice of distribution channel; Physical Distribution. **7 Lectures**
Retailing: Types of retailing – store based and non-store based retailing, chain stores, specialty stores, supermarkets, retail vending machines, mail order houses, retail cooperatives; Management of retailing operations: an overview; Retailing in India: changing scenario. **6 Lectures**

UNIT – V: Rural marketing: Growing Importance; Distinguishing characteristics of rural markets; Understanding rural consumers and rural markets; Marketing mix planning for rural markets. **7 Lectures**
Recent developments in marketing: Social Marketing, online marketing, direct marketing, services marketing, green marketing, **7 Lectures**

Suggested Readings:

1. Kotler, Philip, Gary Armstrong, Prafulla Agnihotri and Ahsan Ul Haque. *Principles of Marketing*. 13th edition. Pearson Education.
2. Michael, J. Etzel, Bruce J. Walker, William J Staton and Ajay Pandit. *Marketing Concepts and Cases*. (Special Indian Edition).
3. McCarthy, E. Jerome., and William D. Perreault. *Basic Marketing*. Richard D. Irwin.
4. Lamb, Charles W., Joseph F. Hair, Dheeraj Sharma and Carl McDaniel. *Marketing: A South Asian Perspective*. Cengage Learning.
5. Pride, William M., and D.C. Ferrell. *Marketing: Planning, Implementation & Control*. Cengage Learning.
6. Majaro, Simon. *The Essence of Marketing*. Prentice Hall, New Delhi.
7. Zikmund William G. and Michael D’Amico. *Marketing; Creating and Keeping Customers in an E-Commerce World*. Thomson Learning.

8. Chhabra, T.N., and S. K. Grover. *Marketing Management*. Fourth Edition. Dhanpat Rai & Company.
9. The Consumer Protection Act 1986.
10. Iacobucci and Kapoor, *Marketing Management: A South Asian Perspective*. Cengage Learning.

DISCIPLINE SPECIFIC ELECTIVE

DSE – I (A): FINANCIAL MARKETS, INSTITUTIONS AND SERVICES

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: To provide the student a basic knowledge of financial markets and institutions and to familiarize them with major financial services in India.

UNIT – I: An Introduction To Financial System, its Components – financial markets and institutions, Financial intermediation, Flow of funds matrix, Financial system and economic development, An overview of Indian financial system. **(8 Lectures)**

UNIT – II: Financial Markets: Money market – functions, organization and instruments. Role of central bank in money market; Indian money market – An overview
Capital Markets – functions, organization and instruments, Indian debt market; Indian equity market – primary and secondary markets; Role of stock exchanges in India. **(17 Lectures)**

UNIT – III: Financial Institutions: Commercial banking – introduction, its role in project finance and working capital finance, Development Financial institutions (DFIs) – An overview and role in Indian economy, Life and non-life insurance companies in India; Mutual Funds – Introduction and their role in capital market development. Non-banking financial companies (NBFCs). **(20 Lectures)**

UNIT – IV: Overview of financial services industry: Merchant banking – pre and post issue management, underwriting. Regulatory framework relating to merchant banking in India **(8 Lectures)**

UNIT – V: Leasing and hire–purchase; Consumer and housing finance; Venture capital finance; Factoring services, bank guarantees and letter of credit; Credit rating; Financial counseling. **(22 Lectures)**

Suggested Readings:

1. Bhole, L.M. *Financial Markets and Institutions*. Tata McGraw-Hill Publishing Company.
2. Khan, M.Y. *Indian Financial System – Theory and Practice*. Vikas Publishing House.
3. Dhanekar. *Pricing of Securities*. New Delhi: Bharat Publishing House.
4. Prasanna, Chandra. *Financial Management: Theory and Practice*. Tata McGraw Hill Publishing Company Ltd., New Delhi.
5. Simha, S.L.N. *Development Banking in India*. Madras: Institute of Financial Management and Research
6. Khan and Jain. *Financial Services*. 2nd ed. Tata McGraw Hill
7. Singh, J.K. *Venture Capital Financing in India*. Dhanpat Rai and Company, New Delhi.
8. Annual Reports of Major Financial Institutions in India

DSE – I (B): INDIAN BANKING AND INSURANCE SYSTEM

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objectives: To enable the students to acquire knowledge about basics of banking and insurance

UNIT – I: Concept of Bank and Banking: Historical Evolution of Banking: Origin and Development of Banking - Structure of Banking in India – Banks and Economic Development –Functions of Commercial banks (conventional and innovative functions) – Central Bank – RBI – functions – Emerging trends in Banking. **(18 Lectures)**

UNIT – II: Types of Customers and Account holders: Procedure and practice in opening and operating the accounts of customers - individuals including minors - joint account holders -Partnership firms - joint stock companies - executors and trustees-clubs and associations, Types of Accounts **(10 Lectures)**

UNIT – III: Introduction to insurance: Purpose and need of insurance, insurance as a social security tool - insurance and economic development - Principles of insurance -various kinds of insurance - life, marine, fire, medical, general insurance - features. **(10 Lectures)**

UNIT – IV: Life Insurance - Law relating to life Insurance; General Principles of Life Insurance Contract; Proposal and policy; assignment and nomination; title and claims; General Insurance - Law relating to general insurance; different types of general insurance; general insurance Vs life insurance – Insurance business in India. **(10 Lectures)**

UNIT –V: Fundamentals of Agency Law: Definition of an agent; Agents regulations; Insurance intermediaries; Agents' compensation. Procedure for Becoming an Agent: Pre-requisite for obtaining a license; Duration of license; Cancellation of license; Revocation or suspension/termination of agent appointment; Code of conduct; Unfair practices. Functions of the Agent: Proposal form and other forms for grant of cover; Financial and medical underwriting; Material information; Nomination and assignment; Procedure regarding settlement of policy claims. **(17 Lectures)**

Reference Books:

1. Sheldon H. P: *Practice and Law of Banking.*
2. Bedi. H. L: *Theory and Practice of Banking.*
3. Maheshwari. S.N.: *Banking Law and Practice.*
4. Shekar. K. C: *Banking Theory Law and Practice.*
5. Pannandikar & Mithami: *Banking in India.*
6. Radhaswamy & Vasudevan: *Text Book of Banking.*
7. Indian Institute of Bankers (Pub) *Commercial Banking Vol-I/ Vol-II (part I& II) Vol-III.*
8. Varshaney: *Banking Law and Practice.*
9. Dr. P. Periasamy: *Principles and Practice of Insurance*
10. Himalaya Publishing House, Delhi.
11. Inderjit Singh, Rakesh Katyal & Sanjay Arora: *Insurance Principles and Practices*

12. Kalyani Publishers, Chennai.
13. M. N. Mishra: Insurance Principles and Practice, S. Chand & Company Ltd, Delhi.
14. G. Krishnaswamy : Principles & Practice of Life Insurance
15. Kothari & Bahl: Principles and Practices of Insurance.

DSE – I (C): INDIAN FINANCIAL SYSTEM

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objectives: To enable the students to understand the basic knowledge about the structure, organization and working of financial system in India.

UNIT – I: Financial System: Meaning and Significance-Functions of the financial system -Financial Assets- Financial markets- Classification-Financial instruments-weakness of Indian Financial System.

UNIT – II: Money market: Definition-Features-Objectives-Features of a developed money market- Importance of Money market-Composition of Money market-Operations and Participants- Money market Instruments-features of Indian money market-Recent developments.

UNIT – III: Primary, Secondary and Capital Markets: New issue market-meaning-functions-methods floating new issue - intermediaries in the new issue market-merchants bankers and their functions -Recent trends in new issue market - Stock Exchanges-Functions-Structure of stock exchanges-BSE-NSE- listing of securities-Advantages of listing-methods of trading in stock exchanges-on line trading-stock indices

UNIT – IV: Financial Institutions: commercial banks- development financial institutions-Nonbanking financial corporation's-Mutual Funds, insurance companies – Objectives and functions (only a brief outline).

UNIT – V: Regulatory Institutions: RBI – Role and Functions, The Securities and Exchange Board of India-objectives-function-powers-SEBI guidelines for primary and secondary market.

Reference Books:

1. Kohn, Meir: *Financial Institutions and Markets*, Tata McGraw Hill.
2. Bhole L.M: *Financial Institutions and Markets*, Tata McGraw Hill.
3. Desai, Vasantha: *The Indian Financial System*, Himalaya Publishing House.
4. Machiraju.R.H: *Indian Financial System*, Vikas Publishing House.
5. Khan M.Y: *Indian Financial System*, Tata McGraw Hill.
6. Varshney, P.N., & D K Mittal, D.K.: *Indian Financial System*, Sulthan Chand & Sons
7. Gordon E. & Natarajan K.: *Financial Markets & Services*, Himalaya Publishing House.
8. Pathak, V. Bharati: *Indian Financial System*, Pearson Education.

DSE – II (A): FINANCIAL STATEMENT ANALYSIS AND REPORTING

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objectives: To enable the students to understand the basic knowledge about the financial statement analysis and reporting for economic decision making.

UNIT – I: Introduction Concepts of financial statements – Nature of financial statements – Objectives of financial statements – Different types of financial statements: income statement, balance sheet, statement of retained earnings, fund flow statement, cash flow statement, schedules – Limitations of financial statements. **(10 Lectures)**

UNIT – II: Analysis & Interpretation of Financial Statements: Traditional Approaches Vs. Modern Approaches to financial statement analysis – Classification of financial statement analysis: based on modus operandi and based on materials used – Techniques of financial statement analysis: Comparative Statements, Common-size Statements, Trend Ratios and Ratio Analysis – Problems encountered in financial statement analysis. **(15 Lectures)**

UNIT – III: Ratio Analysis: Classification of ratios – Ratio formation, Ratio relating to Analysis of short term, long term position & profitability of the business. Ratio interpretation – Practical methods of ratio analysis: Time Series (intra firm) Analysis, Cross Sectional (inter firm) Analysis, **(15 Lectures)**

UNIT – IV: Multivariate Ratio Analysis: Concept, objectives, uses and limitations – Univariate analysis Vs. Multivariate ratio analysis – Application of statistical tools in financial statement analysis. **(10 Lectures)**

UNIT – V: Corporate Reporting: Cash Flow statement Analysis (AS 3) and Statutory and Non Statutory Reports, **(15 Lectures)**

Suggested Readings:

1. Foster, G.: Financial Statement Analysis, Englewood Cliffs, NJ, Prentice Hall.
2. Foulke, R.A.: Practical Financial Statement Analysis, New York, McGraw-Hill.
3. Hendriksen, E.S.: Accounting Theory, New Delhi, Khosla Publishing House.
4. Kaveri, V.S.: Financial Ratios as Predictors of Borrowers' Health, New Delhi, Sultan Chand.
5. Lev, B.: Financial Statement Analysis – A New Approach, Englewood Cliffs, NJ, Prentice Hall.
6. Maheswari, S.N.: Management Accounting & Financial Control, New Delhi, Sultan Chand.
7. Myer, J.N.: Financial Statement Analysis, NJ, Prentice Hall. 8. Porwal, L.S.: Accounting Theory – An Introduction, New Delhi, Tata-McGraw-Hill

DSE – II (B): MERCHANT BANKING AND FINANCIAL SERVICES

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objectives:

To enable the students to understand the basic knowledge about the financial services available in India.

Unit 1

Merchant Banking: Nature and scope of Merchant Banking - Regulation of Merchant Banking Activity - overview of current Indian Merchant Banking scene - structure of Merchant Banking industry - primary Markets in India and Abroad - - professional Ethics and code of conduct - current Development

Unit-II

Financial Services: Meaning and Definition, Role of Financial Services in a financial system. Leasing: Meaning and features. Introduction to equipment leasing: Types of Leases, Evolution of Indian Leasing Industry. Legal Aspects of Leasing: present Legislative Framework. Hire purchase: concept and characteristics of Hire purchase. Difference between hire purchase and leasing

Unit-III

Factoring: concept, nature and scope of Factoring - Forms of Factoring - Factoring vis-à-vis Bills Discounting - Factoring vis-à-vis credit Insurance Factoring vis-à-vis Forfeiting- Evaluation of a Factor - Evaluation of Factoring - Factoring in India current Developments.

Unit- IV

Securitization / Mortgages: Meaning, nature and scope of securitization, securitization as a Funding Mechanism, securitization of Residential Real Estate - whole Loans - Mortgages - Graduated-payment. Depository: Meaning, Evolution, Merits and Demerits of Depository. Process of Dematerialization and Dematerialization. Brief description of NSDL and CDSL.

Unit-V

Security Brokerage: Meaning of Brokerage, types of brokers. Difference between broker and jobber. SEBI Regulations relating to brokerage business in India.

1. M.Y.Khan, Financial Services, Tata McGraw-Hill, 11th Edition, 2008
2. Nalini Prava Tripathy, Financial Services, PHI Learning, 2008
3. Machiraju, Indian Financial System, Vikas Publishing House, 2nd Edition, 2002.
4. J.C.Verma, A Manual of Merchant Banking, Bharath Publishing House, New Delhi.
5. Varshney P.N. & Mittal D.K., Indian Financial System, Sultan Chand & Sons, New Delhi.
6. Sasidharan, Financial Services and System, Tata McGraw Hill, New Delhi, 1st Edition, 2008.
7. Website of SEBI

DSE – II (C): FINANCIAL INSTITUTIONS AND SERVICES

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objectives: To enable the students to understand the financial institutions operating in India and services provided by them.

UNIT – I: Basic Theoretical Framework: The financial system and its technology; The factors affecting the stability of the financial system; Development finance vs. universal banking; Financial intermediaries and Financial Innovation; RBI-Central Banking.

UNIT – II: Financial Institutions: A brief historical perspective. An update on the performance of IDBI, ICICI, IFCI and SFCs, LIC & GIC, The banking Institutions: Commercial banks - the public and the private sectors - structure and comparative performance, The problems of competition; interest rates, spreads, and NPAs. Bank capital - adequacy norms and capital market support.

UNIT – III: Non-banking financial institutions: Evolution, control by RBI and SEBI, A perspective on future role, Unit Trust of India and Mutual Funds. Reserve bank of India Framework for/Regulation of Bank Credit, Commercial paper: Features and advantages, Framework of Indian CP Market, effective cost/interest yield.

UNIT – IV: Financial services: Asset/fund based Financial services - lease finance, consumer credit and hire purchase finance, factoring definition, functions, advantages, evaluation and forfeiting, bills discounting, housing finance, venture capital financing. Fee-based / Advisory services: Stock broking, credit rating.

UNIT – V: Operations: Financial Assets/ Instruments Rights issues, issue of Debentures, issue of Equity shares - pre-issue activity, post-issue activities. The regulatory framework: SEBI and Regulation of Primary and Secondary Markets, Company Law provisions.

References:

1. M.Y.Khan, Financial Services, Tata McGraw-Hill, New Delhi, 2004.
2. Harsh V.Verma, Marketing of Services, Global Business Press, 2002
3. Sames L. Heskett, Managing In the Service Economy, Harvard Business School Press, Boston, 2001.
4. M.Y.Khan, Indian Financial System, 4/eTata Mc Graw-Hill, New Delhi, 2004
5. Frank.J.Fabozzi & Franco Modigliani, Foundations of Financial Markets and Institutions, 3/e, Pearson Education Asia, 2002.
6. H.R Machiraju, Indian Financial Systems, Vikas Publishing House Pvt. Ltd.2002.
7. Meir Kohn, Financial Institutions and Markets, Tata McGraw-Hill, New Delhi, 2003.
8. Pathak: Indian Financial Systems Pearson Education

SEMESTER – VI

CORE COURSE – XIII
AUDITING AND CORPORATE GOVERNANCE

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: To provide knowledge of auditing principles, procedures and techniques in accordance with current legal requirements and professional standards.

UNIT – I: Auditing: Introduction, Meaning, Objects, Basic Principles and Techniques; Classification of Audit, Audit Planning, Internal Control – Internal Check and Internal Audit; Audit Procedure – Vouching and verification of Assets & Liabilities. **(13 Lectures)**

UNIT – II: Audit of Limited Companies: Company Auditor- Qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties Auditor’s Report-Contents and Types. Liabilities of Statutory Auditors under the Companies Act 2013

UNIT – III: Special Areas of Audit: Special features of Cost audit, Tax audit, and Management audit; Recent Trends in Auditing: Basic considerations of audit in EDP Environment; Standard on Auditing (SA); Relevant Case Studies/ Problems; **(13 Lectures)**

UNIT – IV: Corporate Governance: Conceptual framework of Corporate Governance, Corporate Governance Reforms. Major Corporate Scandals in India and Abroad: Common Governance Problems Noticed in various Corporate Failures, Codes & Standards on Corporate Governance. **(13 Lectures)**

UNIT – V: Corporate Social Responsibility (CSR): Strategic Planning and Corporate Social Responsibility; Corporate Philanthropy, Meaning of CSR, CSR and CR, CSR and Corporate Sustainability, CSR and Business Ethics, CSR and Corporate Governance, Environmental Aspect of CSR, CSR provision under the Companies Act 2013, CSR Committees **(13 Lectures)**

Suggested Readings:

1. Gupta, Kamal and Ashok Arora. *Fundamentals of Auditing*. Tata McGraw Hill Publishing Co. Ltd., New Delhi.
2. Jha, Aruna. *Auditing*. Taxmann.
3. Tandon, B. N., S. Sudharsanam and S. Sundharabahu. *A Handbook of Practical Auditing*. S. Chand and Co. Ltd., New Delhi.
4. Ghatalia, S.V. *Practical Auditing*. Allied Publishers Private Ltd., New Delhi.
5. Singh, A. K. and Gupta Lovleen. *Auditing Theory and Practice*. Galgotia Publishing Company.
6. Alvin Arens and James Loebbecke, *Auditing: an Integrated Approach*
7. Ravinder Kumar and Virender Sharma, *Auditing Principles and Practice*, PHI Learning Christine A Mallin, *Corporate Governance (Indian Edition)*, Oxford University Press, New Delhi.
8. Bob Tricker, *Corporate Governance-Principles, Policies, and Practice* (Indian Edition), Oxford University Press, New Delhi.
9. The Companies Act 2013 (Relevant Sections)
10. MC Kuchhal *Corporate Laws*, Shri Mahaveer Book Depot. (Publishers). (Relevant Chapters)
11. Relevant Publications of ICAI on *Auditing (CARO)*.

CORE COURSE – XIV
FUNDAMENTALS OF FINANCIAL MANAGEMENT

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: To familiarize the students with the principles and practices of financial management.

UNIT – I: Introduction to Financial Management: Scope and objective, Time value of money, Risk and return, Valuation of securities – Bonds and Equities.

(8 Lectures)

UNIT – II: Long Term Investment Decisions: The Capital Budgeting Process, Cash flow Estimation, Payback Period Method, Accounting Rate of Return, Net Present Value (NPV), Net Terminal Value, Internal Rate of Return (IRR), Profitability Index

(17 Lectures)

UNIT – III: Financing Decisions: Sources of long-term financing Estimation of components of cost of capital. Methods for Calculating cost of equity capital, Cost of Retained Earnings, Cost of Debt and Cost of Preference Capital, Weighted Average cost of capital (WACC) and Marginal cost of capital. Capital structure –Theories of Capital Structure (Net Income, Net Operating Income, MM Hypothesis, Traditional Approach), Operating and financial leverage, Determinants of capital structure.

(17 Lectures)

UNIT – IV: Dividend Decisions: Theories for Relevance and irrelevance of dividend decision for corporate valuation, Cash and stock dividends, Dividend Policies in practice.

(10 Lectures)

UNIT – V: Working Capital Decisions: Concepts of working capital, the risk-return trade off, sources of short-term finance, working capital estimation, cash management, receivables management, inventory management and payables management.

(13 Lectures)

Suggested Readings:

1. Horne, J.C. Van and Wackowich. Fundamentals of Financial Management. 9th ed. New Delhi Prentice Hall of India.
2. Johnson, R.W. Financial Management. Boston Allyn and Bacon.
3. Joy, O.M. Introduction to Financial Management. Homewood: Irwin.
4. Khan and Jain. Financial Management text and problems. 2nd ed. Tata Mc Graw Hill New Delhi.
5. Pandey, I.M. Financial Management. Vikas Publications.
6. Chandra, P. Financial Management- Theory and Practice. (Tata Mc Graw Hill).
7. Rustagi, R.P. Fundamentals of Financial Management. Taxmann Publication Pvt. Ltd.
8. Singh, J.K. Financial Management- text and Problems. 2nd Ed. Dhanpat Rai and Company, Delhi.
9. Singh, Surender and Kaur, Rajeev. Fundamentals of Financial Management. Book Bank International.
10. Brigham and Houston, Fundamentals of Financial Management, 13th Ed., Cengage Learning

DSE – III (A): CORPORATE TAX PLANNING

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: To provide Basic knowledge of corporate tax planning and its impact on decision-making.

UNIT – I: Tax planning, tax management, tax evasion, tax avoidance; Corporate tax in India; Types of companies; Residential status of companies and tax incidence; Tax liability and minimum alternate tax; Tax on distributed profits.

(9 Lectures)

UNIT – II: Tax planning with reference to setting up of a new business; Locational aspect, nature of business, form of organization; Tax planning with reference to financial management decision - Capital structure, dividend including deemed dividend and bonus shares; Tax planning with reference to sale of scientific research assets.

(12 Lectures)

UNIT – III: Tax planning with reference to specific management decisions - Make or buy; own or lease; repair or replace, Tax planning with reference to employees' remuneration, Tax planning with reference to receipt of insurance; compensation; Tax planning with reference to distribution of assets at the time of liquidation

(15 Lectures)

UNIT – IV: Special provisions relating to non-residents, Double taxation relief Provisions regulating transfer pricing, Advance rulings, Advance pricing agreement

(12 Lectures)

UNIT – V: Tax planning with reference to business restructuring

- Amalgamation

- Demerger

- Slump sale

- Conversion of sole proprietary concern/partnership firm into company

- Conversion of company into LLP

- Transfer of assets between holding and subsidiary companies. **(17 Lectures)**

Suggested Readings:

1. Singhania, Vinod K. and Monica Singhania. Corporate Tax Planning. Taxmann Publications Pvt. Ltd., New Delhi.
2. Ahuja, Girish. and Ravi Gupta. Corporate Tax Planning and Management. Bharat Law House, Delhi.
3. Acharya, Shuklendra and M.G. Gurha. Tax Planning under Direct Taxes. Modern Law Publication, Allahabad.
4. Mittal, D.P. Law of Transfer Pricing. Taxmann Publications Pvt. Ltd., New Delhi.
5. IAS – 12 and AS – 22.
6. T.P. Ghosh. IFRSs. Taxmann Publications Pvt. Ltd. New Delhi.

Journals:

1. Income Tax Reports, Company Law Institute of India Pvt. Ltd., Chennai.
2. Taxman, Taxman Allied Services Pvt. Ltd., New Delhi.
3. Current Tax Reporter, Current Tax Reporter, Jodhpur

DSE – III (B): FUNDAMENTALS OF INVESTMENT

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: To familiarize the students with different investment alternatives, introduce them to the framework of their analysis and valuation and highlight the role of investor protection.

UNIT – I: The Investment Environment - The investment decision process, Types of Investments – Commodities, Real Estate and Financial Assets, the Indian securities market, the market participants and trading of securities, security market indices, sources of financial information, Concept of return and risk, Impact of Taxes and Inflation on return. **(10 Lectures)**

UNIT – II: Fixed Income Securities - Bond features, types of bonds, estimating bond yields, Bond Valuation types of bond risks, default risk and credit rating. **(15 Lectures)**

UNIT – III: Approaches to Equity Analysis: Introductions to Fundamental Analysis, Technical Analysis and Efficient Market Hypothesis, dividend capitalization models, and price-earnings multiple approach to equity valuation. **(15 Lectures)**

UNIT – IV: Portfolio Analysis and Financial Derivatives: (a) Portfolio and Diversification, Portfolio Risk and Return. (b) Mutual Funds. (c) Introduction to Financial Derivatives, Financial Derivatives Markets in India. **(15 Lectures)**

UNIT – V: Investor Protection – Role of SEBI and stock exchanges in investor protection; Investor grievances and their redressal system, insider trading, investors' awareness and activism. **(10 Lectures)**

Suggested Readings:

1. Jones, C.P., "Investments Analysis and Management", Wiley, 8th ed.
2. Prasanna, Chandra., "Investment Analysis and Portfolio Management", Tata McGraw Hill.
3. Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi.
4. Vohra, N.D., and B.R. Bagri, "Futures and Options", McGraw Hill Publishing
5. Mayo, An Introduction to Investment, Cengage Learning.

DSE – III (C): FINANCIAL MARKET OPERATIONS

Duration: 3 hrs.

Marks: 100

Lectures: 65

Objective: This course aims at acquainting the students with the working of Financial Markets in India.

UNIT – I: An overview of financial markets in India: Money Markets: Indian money markets composition and structure; (a) Acceptance houses, (b) Discount houses, and (c) Call money markets; Recent trends in India money markets. **(15 Lectures)**

UNIT – II: Capital Market: Security market – (a) New issue market. (b) Secondary market: Functions and role of stock exchange: listing procedure and legal requirements: Public Issue – pricing and marketing: Stock exchanges – National Stock Exchange and over-the-counter exchanges. **(15 Lectures)**

UNIT – III: Securities Contract and Regulations Act: Main provisions. Investors Protections: Grievances concerning stock exchange dealing and their removal: Grievances cells in stock exchanges: SEBI: Company Law Board: Press: Remedy through courts. **(10 Lectures)**

UNIT – IV: Functionaries on Stock Exchanges: Brokers, Sub brokers, market makers, jobbers, and NRIS. **(10 Lectures)**

UNIT – V: Financial Services: Concept, functions, and types. Financial Services: Meaning and Definition, Role of Financial Services in a financial system. Leasing: Meaning and features. Introduction to equipment leasing: Types of Leases, Evolution of Indian Leasing Industry. Legal Aspects of Leasing: present Legislative Framework. Hire purchase: concept and characteristics of Hire purchase, Difference between hire purchase and leasing, SEBI guidelines: Credit rating. **(15 Lectures)**

Suggested Readings:

1. Chandler M. V. and Goldfeld S. M: Economics of Money and Banking: Harper and Row, New York.
2. Gupta Suraj B: Monetary Economics: S. Chand and Co., New Delhi
3. Gupta Suraj B: Monetary Planning in India: Oxford, Delhi.
4. Bhole I. M.: financial Markets and Institutional: Tata McGraw Hill, New Delhi.

DSE – IV: SEMINAR AND PROJECT WORK

Marks: 100 (seminar-25 Marks, Project-75 Marks,

Objective: This course aims at providing the general understanding of business research and the methods of business research. The course will impart learning about how to collect, analyze, present and interpret data. How to present a seminar .process of writing project reports etc.

The student will prepare and Deliver a seminar under the guidance of a regular faculty, and will prepare a project report under the supervision of a faculty member assigned by the college/institution based on field work. The Project Report carries 50 Marks and will be evaluated by COE/Principal appointed External examiners.