

**St. Joseph's College of Commerce (Autonomous)
163, Brigade Road, Bangalore - 560 025**

**Assessed and Re-Accredited with 'A' Grade by the National
Assessment and Accreditation Council (NAAC)**

**Recognized by the UGC as
College with Potential for Excellence**



Bachelor of Commerce

Syllabus : 2017 - 2018

**Courses having focus on
Employability/ Entrepreneurship/
Skill development**

SEMESTER I
C1 17 MC 101: FINANCIAL ACCOUNTING

Objective:

To acquaint students with accounting concepts and their treatment. To impart knowledge to prepare, analyse and interpret financial statement and its position.

Module - 1: Conceptual Framework

10 Hrs

Introduction to Ind AS, IFRS, Challenges in implementation, Role of an accountant. Concepts – Assets, Liabilities, Incomes, Expenditure and Equity for Sole proprietor, Partnership firm and Company. Four Pillars of accounting and Accounting Equation.

Module - 2: Computerised Accounting Process 10 Hrs

Accounting Process using Tally – Journal, Ledger, and Trial Balance. Rectification of Errors as per Ind AS 8 and 10.

Module – 3: Preparation and Presentation of Financial Statements

20 Hrs

Preparation of Financial statements- Profit & Loss statement and Balance Sheet. Treatment of Ongoing transactions- Goods withdrawn by proprietor, Goods lost by fire, Goods issued as free sample, Goods sent on consignment basis, Cash withdrawn by proprietor, Prepaid expenses, Outstanding expenses, Interest on capital, Interest on drawings, Interest on loan, Provision for Bad debts and Doubtful debts, Depreciation, Commission payable before and after charging such commission. (sole proprietor and Partnership Firm)

Module - 4: Preparation and Presentation of Cash flow Statement 10 Hrs

Meaning of Cash flow, Types of Cash flow, Estimation of cash flow using various methods. (Simple problems only)

Module-5 : Basic financial Statement Analysis 10 Hrs

Ratio Analysis based on profits, Balance Sheet, Return on Capital Employed, Return on Investments, Earning per Share, Net Profit Ratio, Current Ratio, and Liquid Ratio. Trend Analysis.

Skill Development:

(These activities are only indicative, the Faculty member can innovate)

1. Preparation of financial statements using Tally
2. Study of a company's report which includes accounting policies and present a summary
3. Analyze the financial statement of a company using Ratios.

Books for Reference:

- Advanced Accounts – Jain & Narang – Kalyani Publications*
- Advanced Accounting – S.N. Maheshwari*
- Advanced accounting– Ashok Sehgal, Deepak Sehgal , Taxmann's*
- Advanced Accounts - Grewal*
- Comprehensive guide to IND AS implementation- CA Anand Banka*
- IFRS and Ind AS publications issued by IASB and ICAI respectively*
- Advanced Accounts – M.C.Shukla*

SEMESTER 1
C1 15 MC 102: PRINCIPLES OF MANAGEMENT

Objective:

To familiarize the students with the Concepts and Principles of Management and to train them in Practical and Managerial skills.

Module 1: Introduction to Management and History of Management Thought

12 Hrs

Introduction: Meaning - Nature and Characteristics of Management - Scope and Functional Areas of Management - Management as an Art, Science or Profession - Management and Administration - Principles of Management - Roles and skills of managers.

Evolution of Management Thought: Pre-scientific Management (introduction) - Taylor's Scientific Management - Fayol's modern management - Lillian and Gilberth Human Relations - Elton Mayo.

Module 2: Planning Forecasting and Decision Making **10**
Hrs

Planning: Nature - Planning Process - Objectives - Types of plans - MBO (Peter Drucker) & MBE

Forecasting: Meaning and purpose of forecasting - Techniques of forecasting - Qualitative and quantitative.

Decision Making: Meaning - Types of decisions - Personal phases of Decision Making - Steps in decision making - Delegation and Principles of delegation.

Module 3: Organizing and Staffing **10**
Hrs

Organizing: Nature and Purpose of Organization - Principles of Organization - Organization structure and types - Departmentation - Committees - Centralization vs. Decentralization of Authority - Span of Control - Meaning - Factors affecting span.

Staffing: Nature and Process of Staffing.

Module 4: Leadership, Directing and Controlling **10**
Hrs

Leadership: Meaning - Leadership styles - Theories of leadership.

Directing: Meaning - Principles and techniques of directing.

Controlling: Meaning and definition - Features - Steps in controlling and methods of establishing control. Techniques of controlling - Budgetary and non-budgetary.

Module 5: Co-Ordination and Motivation

12

Hrs

Co-ordination: Meaning - steps and methods of co-ordination.

Motivation: Meaning - Theories of motivation - Carrot & Stick approach - Maslow's - Mc Gregor's - Herzberg's - ERG - Mc Clelland's - Vroom's Expectancy - William Ouchi's theory Z.

Module 6: Business Ethics

6

Hrs

Meaning - Need and importance - Principles of ethics - profits and ethics - Factors affecting ethical practices in Business

Social Responsibilities of Management - Meaning, Social responsibilities of business towards various groups.

Skill Development:

(These activities are only indicative, the Faculty member can innovate)

1. Different types of Organization Charts (structure).
2. Chart of Staffing.
3. Graphic representation of Maslow's Theory.
4. Chart on Media of Communication.
5. Draft Control chart of different industry/business groups.
6. Prepare list of corporate strategies that are adopted by Indian Companies to face the challenges of competition.
7. Select a successful retail store and give details of factors leading to its success.
8. Select a failed venture, if any known to you, and bring out reasons for its failure (Note what we learn from these success & failure stories).
9. Select a company and prepare a SWOT analysis for the same.
10. Mention the characteristics and skills of managers in the 21st century.
11. List out some unethical practices prevailing in an organisation.
12. Undertake a study of some ethical practices followed by an organisation.

Books for Reference:

- ❖ Appaniah & Reddy: Essentials of Management.
- ❖ Koontz & O' Donnell: Management.
- ❖ L. M Prasad: Principles of Management.
- ❖ Rustum & Davan: Principles and Practice of Management.
- ❖ S.V.S Murthy: Essentials of management.

- ❖ Sharma & Gupta: Principles of Management.
- ❖ Srinivasan & Chunawalla: Management Principles and Practice.
- ❖ Thomas N. Duening & John. M. Ivan Cevich: Management, Principles and Guidelines, Biztantra Publications.
- ❖ Tripathi & Reddy: Principles of Management.
- ❖ Premavathy M. Dr., Business Ethics, Srivishnu Publication.

SEMESTER 1
C1 15 AR 103: BUSINESS ECONOMICS-1

Objective:

The objective is to familiarize the students with the basic concepts in Economics, study the role of economics in Business and to make the student to understand how the Business Organizations work by applying Economic principles in their Business Management

Module 1: Business Economics **5 Hrs**

Meaning - Definitions - Characteristics - Distinction between Business economics and Economics - Scope of Business Economics - Uses/Objectives of Business Economics - **Role and Responsibilities of Business Economist** - Micro & Macro Economics.

Module 2: Consumer Behaviour **15 Hrs**

Consumer Sovereignty - Limitations - **Approaches to the Study of Consumer Behaviour - Cardinal Approach** - Law of Equi-Marginal Utility - Ordinal Approach - Indifference Curve Analysis - Properties - Consumer Surplus: Meaning - Analysis - Limitations.

Module 3: Theory of Demand Analysis **15 Hrs**

Demand - Demand Determinants - Law of Demand - Characteristics - Exceptions- Elasticity of Demand - Price Elasticity - Types - Determining Factors - Change in Demand and Elasticity of Demand - Business Applications of Price Elasticity - Concepts of Income and Cross Elasticity of Demand - Price Elasticity of Demand Measurement By Total Outlay Method including mathematical problems.

Module 4: Demand Forecasting Methods **5 Hrs**

Survey of buyer's intention - Collective opinion - Trend projection - Economic Indicator. Demand forecasting methods for a new product including mathematical problems.

Module 5: Production Function **10 Hrs**

Law of Supply - Meaning - Determinants of Supply. Production Function: Equilibrium Through Isoquants and Isocosts - Managerial Uses of Production Function - Law of

Variable Proportions – Economies of Large Scale of Production – Diseconomies of Large Scale Production.

Module 6: Cost and Revenue Analysis

10 Hrs

Cost classification – Real cost – Opportunity cost – Money cost – Explicit cost and implicit cost – Economic cost – Fixed cost and variable cost – Total and Marginal cost – Behaviour of short run and long run cost – Cost and Output relations – Revenue concepts – Break-Even Analysis including mathematical problems.

Skill Development:

(These activities are only indicative, the Faculty member can innovate)

1. Draft the diagrammatic representation of each aspect of the chapter in a book under different chapters.
2. Select and discuss the case studies that will have impact on business decision-making in each chapter.
3. A survey report on the demand forecasting for a product.
4. Student to choose a product and apply price elasticity in real situation.
5. Detail charts on Consumer Surplus.

Books for Reference:

- ❖ D. M. Mithani: Business Economics.
- ❖ Dr. P. N. Reddy & H. R. Appanaiah: Essentials of Business Economics.
- ❖ H. Craig Petersen & W. Cris Lewis: Managerial Economics, PHI.
- ❖ Joel Dean: Managerial Economics.
- ❖ K. K. Dewett: Economic Theory.
- ❖ M. L. Seth: Test Book of Economic Theory.
- ❖ Mote V. L. Peul. S & G. S. Gupta: Managerial Economics, TMH.
- ❖ Petersen & Lewis: Managerial Economics.
- ❖ Sankaran: Business Economics.
- ❖ Varsheney & Maheswari: Managerial Economics.

SEMESTER 1

C1 15 AR 104: MATHEMATICS FOR MANAGERS

Objective:

To enable students to have a grasp of simple arithmetical calculations relating to topics on Commerce and Economics.

Module 1: Basic Mathematical Concepts

10 Hrs

Theory of equations (Linear, Quadratic, and Simultaneous) Application of equations to business and commerce.

Ratios and proportions – Basic laws of ratios, proportions – continued, direct, inverse, compound. Mixed proportions – time and work only.

Percentage – Application in business and commerce.

Profit and loss, simple discount.

Module 2: Interest

10 Hrs

Simple Interest, Compound Interest.

Concept of Time value of money – Times lines and notation – FV of a single amount, Doubling period (Rule of 72, Rule of 69), Growth rate, PV of a single amount, PV of uneven series.

Module 3: Annuities

10 Hrs

Annuity immediate - FV of Annuity – Applications, Sinking Fund, Depreciation PV of Annuity – Applications, loan amortisation schedule, relating compound interest formula to PV annuity formula, Capital Recovery Factor.

PV of growing Annuity, Annuity due, PV of perpetuity, Deferred Annuity Intra – year compounding and discounting, Effective Vs Stated Rate

Module 3: Bills of Exchange and Conversion of foreign Currency

8 Hrs

Bills of Exchange – Meaning of face value of bills, true present worth, true discount value, date of drawing, banker's gain, banker's discount of a bill, foreign currency – direct and indirect quotes

Module 4: Learning Curve

10 Hrs

Meaning, Learning Curve ratios, Linear equations, forecasting of cost and An Impact on profit using learning curve

Module 5: Introduction to Differentiation

12 Hrs

Functions (Concepts only) Derivatives – Standard forms, sum and product of two functions.

Application of Differentiation

Secondary derivatives and maxima and minima, Application in Commerce – Cost functions, Revenue functions, Profit function, Break-Even Point (Simple problems only)

Skill Development:

(These activities are only indicative, the Faculty member can innovate)

1. Develop an Amortization Table for Loan Amount – EMI Calculation.
2. Prepare an Overhead Machine/Labour hour rate through matrices.
3. Prepare a Bank Statement using SI and CI.
4. Prepare a Case Study on application of Calculus to business.
5. Stock market analysis; market research.

Books for Reference:

- ❖ Dorai Raj: Business Mathematics.
- ❖ Dr. A K Arte & R V Prabhakar: A Textbook of Business Mathematics.
- ❖ Saha: Mathematics for Cost Accountants.
- ❖ Sanchethi & Kapoor: Business Mathematics.
- ❖ Soni: Business Mathematics.
- ❖ Zamirudding Khanna: Business Mathematics

SEMESTER II

C1 15 MC 201: CORPORATE ACCOUNTING

Objective:

To acquire adequate knowledge of corporate bodies for preparation and presentation of financial statements based on IndAS. To give comprehensive understanding of all aspects relating to corporate situations/ requirements.

Module - 1: Preparation and Presentation of Financial Statements

20 Hrs

Preparation and Presentation of Financial Statements as per IndAS Schedule III (Excluding Consolidated Financial Statement) Overall Comprehensive Income, Changes in Equity, Cash Flow, Profit & Loss Statement, Balance Sheet .

Treatment of Special Items – Depreciation calculated as per Schedule II, Interest on Debentures, Provision for Tax, Dividends-Interim dividend, final dividend, Unclaimed Dividend, Corporate Dividend Tax.

Module – 2: Redemption of preference shares

10 Hrs

Meaning , Legal provisions as per section 55 of Companies Act 2013, Treatment of Premium received on issue of shares Section 52, Creation of Capital Redemption Reserve, Fresh issue shares, Arranging for cash balance for the purpose of redemption (Use of Equation for finding out minimum or sufficient number of shares to be issued to the public at the time of redemption of preference shares

) Minimum number of shares to be issued for redemption, Issue of Bonus shares by using CRR account ,Basics of Buy Back of Shares.

Module – 3: Internal Reconstruction or Capital Reduction 10 Hrs

Meaning, Objective, Procedure, Form of Reduction, Reorganisation through surrender of Shares, Subdivision and consolidation of shares, Materialisation of Contingent Liability, Accounting arrangements, **Journal entries, Balance Sheet after Reconstruction.**

Module – 4: Amalgamation

10 Hrs

Meaning of Amalgamation, Types of Amalgamation, Merger and Purchase, Calculation of Purchase Consideration, Accounting entries in the books of Selling

or Vendor Company, Ledger accounts in the books of Selling Company, Journal entries in the books of Buying company and Preparation of Opening Balance sheet of the Amalgamated Company, Calculation of Goodwill or Capital Reserve. Treatment of Intercompany debts, Intercompany Owings, Unrealised Profits, Discharge of Debentures, Discharge of debenture holders to get same amount of interest in spite of change in rate of interest, Issue of new shares to raise additional capital.

Module – 5: Absorption and External Reconstruction 10 Hrs

Absorption and Reconstruction According to Ind AS 103 & 110. Forms of Purchase consideration – Deferred and Contingent consideration. Accounting Entries in the Books of Selling or Vendor Company, Ledger accounts in the books of Selling company, Journal entries in the books of Buying Company and preparation of Balance Sheet of the buying company , Calculation of Goodwill or Capital Reserve , Treatment of – Intercompany debts, Intercompany Owings, Unrealised Profits, Discharge of debentures, Discharge of debenture holders to get same amount of interest in spite of change in rate of interest , Issue of new shares to raise additional capital.

Skill Development:

(These activities are only indicative, the Faculty member can innovate)

1. Schedule II of Companies – Treatment of depreciation
2. Make a study of one case of mergers or acquisitions. State the reasons why the firms decided to do so. What benefits were derived by both companies?
3. List any 5 cases of amalgamations/ absorption of Joint stock companies with a brief description of each case.

Books for Reference:

- ❖ *Advanced Accounts – Jain & Narang – Kalyani Publications*
- ❖ *Advanced Corporate Accounting – S.N.Maheshwari*
- ❖ *Advanced accounting , Corporate accounting – Ashok Sehgal, Deepak Sehgal , Taxmann's*
- ❖ *Manual of Financial accounting and reporting- Sanjeev Singhal & R. Shankaraiah*
- ❖ *Advanced Accounts – Gupta and Grewal*
- ❖ *Advanced Accounts – M.C.Shukla*

SEMESTER II

C1 15 MC 202: BUSINESS LAW

Objective:

To familiarise the students with Business Laws and its interpretation.

Module 1: Jurisprudence and Scope

6 Hrs

Introduction to Law - Classification of law - Hierarchy of Courts - Brief of procedure in Courts.

Meaning and Scope of business law - Sources of Indian business law.

Module 2: Indian Contract Act of 1872

22 Hrs

Definition - Types of contract - Essentials - Offer - Acceptance - Consideration capacity of parties - Free consent- Legality of object and consideration - Various modes of discharge of a contract - Remedies for breach of contract.

Module 3: Sale of Goods Act 1935

8 Hrs

Law of sale of Goods - Conditions and warranties - Transfer of ownership - Performance of contracts - Remedial measures.

Module 4: Intellectual Property Legislations

8 Hrs

Meaning and scope of Intellectual Properties - Patent Act of 1970 and amendments as per WTO agreements : Background - Objects - Definition - Inventions - Patentee - True and first inventor - Procedure for grant of Process and Product Patents - WTO rules as to Patents (in brief) - Rights to patentee - Infringement - Remedies.

Module 5: Consumer Protection Act [COPRA]

8 Hrs

Background - Definition of (1) Consumer; (2) Consumer Dispute; (3) Complaint; (4) Deficiency; (5) Service - Consumer Protection Council - Consumer Redressal Agencies - District Forum - State Commission and National Commission.

Module 6: Foreign Exchange Management Act 1999 and Cyber Laws 1999

8

Hrs

Objectives of FEMA - Scope and salient features - Offences under the FEMA Act.

Objectives of Cyber Laws- Definitions and salient features - Provisions pertaining to Piracy and related Offences and Penalties.

Skill Development:

(These activities are only indicative, the Faculty member can innovate)

1. Draft a 'rent agreement' incorporating all the essential features of a valid agreement.
2. Draft an agreement to repay a loan borrowed from a bank on installment basis.
3. Case laws 'involving points of law of contracts'.
4. Draft a complaint against 'unfair trade practice' adopted by a businessman, to the consumer forum.

5. List out the latest cases of both High Court and Supreme Court on Environmental issues with both facts and judgements [at least 2 cases].
6. Quote examples of violation of Cyber Laws.

Books for Reference:

- ❖ Aswathappa. K & Ramachandra: Business Law, HPH, Mumbai.
- ❖ Bare Acts.
- ❖ Garg, Sareen, Sharma & Chawla: Business Law.
- ❖ Kapoor N.D: Business Law, Sultan Chand & Co.
- ❖ M. C. Kuchhal: Business Law.
- ❖ Nabhi: Business Law, Indian Law House, Mumbai.
- ❖ Tulsian: Business Law, Tata McGraw Hill, New Delhi.

SEMESTER II
C1 15 AR 203: BUSINESS ECONOMICS - II

Objective:

The objectives of this paper is to give exposure to the current problem of the Indian Economy and how these problems affect the working of business organizations and how the international organizations helps an economy to overcome these problems.

Module 1: Market Structure

16 Hrs

Perfect Competition - Features - Price and Output Determination - Influence of Time Element on Price and Output - Monopoly - Features - Price and Output Determination- Price Discrimination-Price Output Determination Under Discriminating Monopoly. Monopolistic Competition - Features - Price and Output Determination in Short Run and in Industry - Features of Duopoly and Oligopoly.

Module 2: Pricing Policy

5 Hrs

Pricing Policy - General considerations - Objectives - Factors involved in Pricing Policy - Methods of Pricing.

Module 3: Monetary Policy

10 Hrs

Monetary Policy - Methods and implications - Fiscal Policy - Measures - Implications - Inflation - Types - Causes - Measurers.

Module 4: Business Cycles

5 Hrs

Business Cycles - Phases of Business cycle - Effects of Business Cycle - Measures to control the Business cycle - Theories of business cycles-Multiplier and Accelerator theory - Keynesian theory.

Module 5: Balance of Trade and Balance Of Payments

6 Hrs

Balance of Trade & Balance of Payments - Components of Balance of Payments - Disequilibrium in the Balance of Payments - Methods of Correction of Disequilibrium - India's Balance of Payments crisis of 1990's.

Module 6: Foreign Trade and Economic Development

18 Hrs

Foreign Trade & Economic Development - Foreign aid in Economic Development - Types - Role of Foreign Trade - Factors Determining the Amount of Foreign aid for Economic Development - Private Foreign Investment and Multinational Corporations - Types - Merits and Demerits - Exim Policy 2009-14: Highlights - Critical evaluation of Exim policy.

Skill Development:

(These activities are only indicative, the faculty member can innovate)

Books for Reference:

- ❖ D. M. Mithani: Business Economics
- ❖ Joel Dean: Managerial Economics
- ❖ K. K. Dewett: Economic Theory
- ❖ M. L. Jhingan: International Economics
- ❖ Mote V. L. Peul. S & Gupta G S: Managerial Economics TMH
- ❖ Niravathi & C. Ramani Nair: International Economics
- ❖ Peterson & Lewis: Managerial Economics
- ❖ Sankaran: Business Economics
- ❖ Seth M. L: Text Book of Economic Theory
- ❖ Varsheney & Maheswari: Managerial Economics

SEMESTER II
C1 15 AR 204: BUSINESS STATISTICS & RESEARCH TECHNIQUES

Objective:

- ❖ To enable students to grasp the fundamentals of Statistics for interpreting business data.
- ❖ To familiarize students with the concepts and techniques of business research using MS-EXCEL

Module 1: Introduction **5 Hrs**

Importance of Statistics, Scope, Limitations, Definition of Research, purpose, scope and types of research, objectives of research, Steps in research (brief), Classification of data, Formation of statistical series, Tabulation

Module 2: Measures of Central Tendency and Dispersion **13 Hrs**

Mean, Median, Mode, Geometrics Mean, Quartiles. Range, Quartile deviation, Mean deviation from Mean, Median & Mode. Standard deviation and coefficient of variation.

Module 3: Probability **12 Hrs**

Classical or mathematical definition of probability, Random Experiment, Equally likely outcomes, Sample space. – Mutually exclusive events – Complement of an event, dependent event, independent event, conditional probability (simple problems). Importance of probability in research.

Module 4: Hypothesis Testing **15 Hrs**

Formation of Null and alternative Hypothesis. Level of significance, Type I and Type II errors, Hypothesis testing – T-test, Z-test Test for single mean and difference between two means only. Chi-Square test (Simple Problems)

Module 5: Statistical tools for Research Analysis **10 Hrs**

time series and its application, , correlation- scatter diagram, Karl Person & Spearman's coefficient of correlation, coefficient of determination and coefficient of non determination, Regression analysis.

Module 6: Diagrammatic & Graphical Representation of Data **5 Hrs**

Diagrams: Utilities, Limitations, construction of one dimensional, two dimensional and three dimensional diagrams.

Graphs: Utilities, limitations, constitution, Frequency distribution, Histogram, Frequency polygon, Frequency Curve and Ogives.

Skill Development:

(These activities are only indicative, the Faculty member can innovate)

1. Collection of Data and computation of various averages.
2. Analysis of data by computing standard deviation and coefficient of variation.

3. Comparing and correlating data.
4. Construction of Index Numbers from the collected data.
5. Presentation of data in graphs and diagrams.

Books for Reference:

- ❖ C. B. Gupta: Statistics, Himalaya Publications.
- ❖ Chikkodi & B. G. Satya Prasad: Business Statistics, Himalaya Publications.
- ❖ Dr. Asthana: Elements of Statistics, Chaitanya.
- ❖ Dr. B. N. Gupta: Statistics, Sahitya Bhavan, Agra.
- ❖ Dr. Sancheti & Kapoor: Statistics Theory, Methods and Application.
- ❖ Ellahance: Statistical Methods.
- ❖ S. P. Gupta: Statistical Methods, Sultan Chand, Delhi.

SEMESTER III

C1 15MC301: FINANCIAL MANAGEMENT

Objective:

To give insight into investment, financing and dividend decision making and composition of different securities in the total capital structure.

Module - 1: Financial Management 4Hrs

Finance Function – Aims of Finance Function – Financial Management - Goals of Financial Management – Financial Decisions.

Module - 2: Financing Decisions: Cost of Capital

12Hrs

Meaning – Computation of Cost of Capital – Cost of Equity – Preference – Debt – Cost of Retained Earnings – Weighted Average Cost of Capital and Marginal Cost of Capital.

Module - 3: Financing Decisions: Capital Structure

10Hrs

Meaning of Capital Structure – Optimum Capital Structure – Factors determining Capital structure – Leverages – Operating leverage – Financial leverage and combined leverage – Problems – Point of Indifference.

Module - 4: Investment Decisions

16Hrs

Capital Budgeting – Meaning – Significance – Capital Budgeting process – Payback period – ARR – Net present values – IRR Method– Profitability Index and Capital Rationing (Concept only).

Module - 5: Dividend Decisions

8Hrs

Meaning – Types of dividend policies – Factors influencing dividend policy – Forms of dividends. Dividend relevance theories – Walter's Model and Gordon's Model. Dividend irrelevance theories – Modigliani Miller Model.

Module - 6: Working capital management

10Hrs

Working capital: Meaning – Concepts of working capital – Factors influencing Working Capital requirement – Components of working capital – Profitability/Liquidity tradeoff.

Cash Management: Meaning - Importance - Factors affecting cash balances- Motives of holding cash - Objectives of cash management- Difficulties and Means of cash management.

Receivables Management: Meaning - Purpose - Determinants - Tools for receivables management - Ageing schedule.

Inventory Management: Meaning and Importance - Cost of holding inventory- Tools - EOQ - Fixing different inventory levels - ABC analysis - FSN - VED - JIT - Periodic inventory valuation - Perpetual inventory valuation (concepts only).

Skill Development:

(These activities are only indicative, the faculty member can innovate)

1. Identify the decision areas in which a financial manager has a role to play
2. Prepare a Capital Budget for your new Business
3. Evaluate the NPV of an investment made in any one of the capital projects with imaginary figures for 5years
4. Prepare an aging schedule of debtors with imaginary figures
5. Capital structure analysis of companies in different industries
6. Study of dividend policy practices of certain companies in India.

Books for Reference:

- ❖ I. M. Pandey: *Financial Management*, Vikas Publishers, New Delhi.
- ❖ James C. Vanhorne: *Financial Management*.
- ❖ Khan & Jain: *Financial Management*, Tata Mcgraw Hill, NewDelhi.
- ❖ P. N. Reddy & Appanaiah: *Financial Management*, Himalaya Publishers, Bombay.
- ❖ Prasanna Chandra: *Financial Management*, Tata McGraw Hill, New Delhi.
- ❖ S. N. Dorai Raj: *Financial Management*, Kalyani Publishers, New Delhi.
- ❖ S. N. Maheswari: *Financial Management*, Sulchand & Co., New Delhi.
- ❖ Sharma & Sashi Gupta: *Financial Management*.

SEMESTER - III
C1 15MC302: MARKETING MANAGEMENT

Objective:

To help to understand various concepts in marketing, to make students to apply conceptual skills in Marketing Decision and to expose students to the latest trends in Marketing.

Module - 1: Introduction to Marketing **8**
Hrs

Definition - Nature - Scope - Importance - Concepts - Functions - Micro and Macro environment - Meaning and difference - Marketing Management - Meaning & functions.

Module - 2: Market Segmentation, Targeting & Positioning **8**
Hrs

Marketing Mix (elements) Basis - Perquisites for sound segmentation - Target marketing strategies - Product positioning, meaning and steps involved.

Module - 3: Consumer Behaviour **8**
Hrs

Meaning of consumer behaviour - Factors influencing Consumer behaviour - Buying decision process and its stages.

Module - 4: Product & Pricing **18 Hrs**

Product mix - Product Life Cycle - New product development - Branding & Packing - Meaning - Types - Advantages and disadvantages - Objective of pricing - Factors influencing pricing decisions - Methods of pricing and pricing strategies.

Module - 5: Channel Of Distribution & Promotion **8**
Hrs

Factors affecting choice of channel – Channel design decision – Channel Management.
Promotion – Meaning – Promotion mix – Selection of media – Advertisement copy –
Evaluation of advertising – Personal selling – Sales Promotion.

Module – 6: Ethical Aspects and Recent Trends in Marketing
10 Hrs

Marketing Ethics and Consumer Rights – Socially responsible Advertising – Ethics and regulation in Product – Pricing – Packaging and Labelling. E-Business – Tele-Marketing – M-Business – Relationship marketing – Retailing – concept marketing and virtual marketing (concepts only).

Skill Development:

(These activities are only indicative, the Faculty member can innovate)

1. Identify the producer of your choice and describe in which stage of the product life cycle it is positioned
2. Suggest strategies for development of a product
3. Select a producer and describe an advertising endeavour for it, since its introduction
4. Study of Consumer Behaviour for a product of your choice
5. Develop an Advertisement copy for a product
6. Prepare charts for distribution network for different products

Books for Reference:

- ❖ Armstrong & Kotler: Marketing - An Introduction.
- ❖ C. S. V. Murthy: Business Ethics.
- ❖ J. C. Gandhi: Marketing Management.
- ❖ Philip Kotler: Principles of Marketing.
- ❖ R..S.Davar: Marketing Management.
- ❖ Sherlaker S. A.: Marketing Management.
- ❖ Sontakatti: Marketing Management.
- ❖ William Stanton: Marketing Management.
- ❖ William Stanton, Michael Etzel, Bruce Walker: Fundamentals of Management.

SEMESTER - III
C1 15MC303: THEORY AND PRACTICE OF BANKING

Objective:

- ❖ To acquaint students about the Indian Banking system.
- ❖ To inculcate skills and help acquire functional knowledge about banking, essential in negotiating and interacting with Bankers.
- ❖ To sensitize and create awareness about the recent and emerging trends and advancements in the field on banking.

Module 1: Nature of Banking and functions of a banker

12

Hrs

Functions of Commercial banks, Sources and employment of commercial bank funds, earning assets of a bank, Creation of credit by banks, Theories of Liquidity and profitability. Obligations and rights of a banker, Garnishee Order, Disclosure of information about customers account as required by law (KYC), Law of limitation

Module 2: Commercial banks and central bank

8Hrs

Types of Banks: Scheduled and Non- Scheduled Banks, Regional Rural Banks, and Development Banks: IFCI, SFC, SIDC, ICICI, IDBI, and NABARD.

Types of Banking systems- Branch, Unit, Investment (Development), Universal (Mixed) Banking.

Understand the basic purpose and functions of: Retail banking – Investment banking (securities/trading) – Corporate Banking – Private banking – Co-operative banks.

Micro Credit- Meaning and Importance, Islamic financing-Meaning and Five Basic Principles.

Regulatory Authority-RBI Quantitative and qualitative credit control measures (in detail).

Module 3 - Negotiable Instruments

10

Hrs

Essential Characteristics of Negotiable Instruments, Promissory note, Bills of Exchange, Cheque - (meaning and features), Bearer cheques, Crossed cheques, Types of Crossing and Opening of Crossing, Demand draft, Parties to a Negotiable Instrument

Module 4 - Paying and Collecting Banker

10Hrs

Precautions to be taken by a Paying banker, Protection to Paying banker in case of Order cheques, Suitable replies to dishonored cheques. Conversion by Collecting banker, Duties of Collecting banker

Module 5 - Principles of Bank Lending and Managing Risk

12 Hrs

Principles of sound lending, Credit worthiness of borrowers, Non-Performing Assets, Modes of creating charge (Lien, Pledge, Hypothecation, Mortgage and its types, Assignment) Different types of risks – Basel norms and its global impact with special emphasis on its implementation in India.

Module 6 - Latest trends in banking

8

Hrs

Phone banking- call centers- Internet banking-mobile banking-payment gateways-card technologies-MICR electronic clearing- Total branch computerization-centralized banking-electronic fund transfer-RTGS-NEFT-Electronic money-E-cheques.

Skill Development:

(These activities are only indicative, the Faculty members can innovate)

1. List latest customer services offered by at least 2 banks of your choice.
2. Prepare a project report for obtaining bank loans.
3. Prepare a report on system and structure of Islamic Banking
4. Collect Account Opening form, Demand Draft, Traveler's cheque, pay-in – slip and paste in your record.
5. List the online services rendered by any three banks.

Books for Reference

- ❖ Sundaram&Varshney: Theory & Practice of Banking.
- ❖ De Kock: Central Banking.
- ❖ Dr. K. N. Prasad & T. Chandradass: Banking and Financial System.
- ❖ Maheswari& Paul. R. R: Banking Theory and Law and Practice.
- ❖ Rudder Datt& K. P. M. Sundara: Indian Economy.
- ❖ S. M. Jha: Services Marketing.
- ❖ Shekar&Shekar: Theory and Practice of Banking.

SEMESTER - IV C1 15MC401: COST ACCOUNTING

Objectives:

To familiarize and acquire adequate knowledge with the basic cost concepts required for effective decision making in firms.

Module 1: Basic Cost Concepts and Classification 5 Hrs

Meaning - Cost accounting - Cost accountancy - Costing - Cost accounting and management - Objectives of Cost Accounting - Cost accounting v/s Financial Accounting - Cost Accounting v/s Management Accounting - Advantages of cost accounting - Methods of costing - Techniques (types) of costing -- Cost centres(Meaning and purpose) - Cost units(Meaning and importance) - Cost accounting departments-Brief note on Cost Audit Records and Report Rules.

Module 2 : Cost Concepts and Classification 12 hrs

Meaning - Cost - Expenses - Losses - Classification of costs - Cost statement or cost sheet - Tender and quotation - Job and Batch Costing.

Module 3: Material Control and Material Costing 10 Hrs

Materials - Concepts and objectives of material control - Organization for material control - Purchasing and receiving procedure - Some issues in materials procurement

- stores organization - Inventory system - Inventory shortages (losses) and overages
- Inventory control. Calculations of Stock levels and EOQ with or without discount.

Costing material received - Costing material issues (FIFO, LIFO, simple and weighted average method only) - Pricing of materials returned to vendor - Pricing of materials returned to storeroom - Selection of a material pricing method.

Module 4: Labour Costs - Accounting and Control 10
Hrs

Introduction - Direct labour and indirect labour - Organization for labour control - Wage systems - Incentives wage plans - Work study - Job evaluation and merit rating - Time and motion study - Labour turnover - Treatment of labour cost related items - Methods of remunerating labour - Time and piece rate system - Halsey and Rowan premium systems - Taylor and Merrick's differential piece rate system.

Module 5: Overhead Distribution 15
Hrs

Concept - Classification of overheads - Factory overhead - Fixed - Semi variable and variable - Factory overheads - Accounting and distribution - Collection and codification of factory overheads - Allocation and apportionment of factory overheads - Apportionment of service departments overheads to producing departments (repeated and simultaneous equation method) - Absorption of factory overhead (Machine hour rate) - Selecting an absorption rate.

Module 6: Reconciliation of Cost and Financial Accounts
8Hrs

Need for reconciliation - Reasons for differences in profits - Problem on preparation of reconciliation statement and memorandum reconciliation accounts.

Skill Development:

(These activities are only indicative, the Faculty member can innovate)

1. List methods of costing adopted by industries located in the region.
2. List materials consumed in any two organizations of your choice.
3. Collection of different formats - materials requisition - purchase requisition- bin card-stores ledger.

4. Preparation of wage sheet / pay roll with imaginary figures.
5. List out the various expenses of two companies and prepare the cost sheet.

Books for Reference:

- ❖ Colin Drury: Management and Cost Accounting.
- ❖ Nigam: Theory and Techniques of Cost Accounting.
- ❖ S. P. Jain & K L Narang: Cost and Management Accounting.
- ❖ Dr. S. N. Maheshwari: Cost Accounting.
- ❖ JawaharLal: Cost Accounting.
- ❖ M. N. Arora: Cost Accounting

SEMESTER - IV C115MC402: HUMAN RESOURCES MANAGEMENT

Objectives:

The objective of the course is to teach the basic principles of human resource Management – how an organization acquires, rewards, motivates, uses, and generally manages its people effectively.

Module 1 - Brief Introduction to Human Resources Management (HRM) 8 Hrs

HRM - Meaning, Importance, Objectives, Functions, Processes Systems Approach to HRM - Structure of the HR department, Meaning and reasons for Attrition, Merits and De-merits of Attrition.

Module 2 - HR Planning, Recruitment, Selection and Induction 14 Hrs

HRP: Objectives, Need and Benefits, Process of HRP, Challenges in HRP.

Recruitment: Definition, Objectives, factors affecting recruitment, sources and techniques, modern recruitment practices

Selection: Meaning and definition, significance, selection procedures, recent trends in selection

Placement: Meaning and definition

Induction: Meaning, definition, process and importance

Module 3 - Training & Development **10**
Hrs

Meaning, Importance, Benefits, Need, Objectives,

Identification of Training Needs, Training Methods & Techniques, Evaluation of Training Programmes, Training Management Systems & Processes

Module 4 - Performance Appraisals and Career Management **10**
Hrs

Performance Appraisal: Meaning, need, objectives, uses, process, methods (Traditional and Modern methods), essentials of a sound appraisal system, problems of performance appraisal

Career Planning & Development: Definition, need and importance, career stages, process of career planning and development. Establishing a career development system – actions and pre-requisites

Succession planning: Meaning and importance, Differences in HRP and Succession Planning.

Module 5 - Compensation and Reward Management **8**
Hrs

Job Evaluation: Meaning, Importance and Techniques,

Compensation: Meaning, definition, concepts and objectives, Importance of an ideal compensation plan, recent trends in compensation management, Principles and methods of compensation fixation.

Rewards: Meaning and Importance, Types of Rewards – monetary and non-monetary rewards.

Module 6 - Human Resource Auditing **10 Hrs**

Need and Purpose, benefits, process, approaches to HR Audit, phases involved in HR Audit, Audit Reports – meaning.

Skill Development

(These activities are only indicative, the Faculty member can innovate)

1. Chart out the methods of appraising employees of any (one) organization of your choice.
2. List out the HR policies of any one company.
3. Select any two companies of your choice and write its HR policies.

4. List out any 5 (five) welfare techniques for employees.
5. Draft the executive development plan of any company.
6. A study of different recruitment models in companies can be made.

Books for Reference:

1. C. B. Memoria: Personnel Management.
2. David Bell: Personnel Management.
3. David R Hampton: Modern Management issues and Ideas.
4. Deepak Kumar Bhattacharya: Human Research Management
5. K. Aswathappa: Human Resource & Personnel Management.
6. K. K. Aheja: Personnel Management.
7. Michael Porter: HRM and Human Relations.
8. T. N. Chhabra& K. K. Aheja: Managing People at Work.
9. Amandeep Kaur, Punam Agarwal - Industrial Relations
10. A. M. Sarma - Aspects of labour welfare and social security.

SEMESTER - IV
C1 15MC403: PRINCIPLES & PRACTICE OF AUDITING

Objective: To facilitate acquisition of adequate knowledge and practices of auditing and introduction to Standards of Auditing.

Module 1: Introduction to Auditing: (Standards of Auditing SA200-299) 8 Hrs

Auditing- meaning, definition. Objectives of an audit - primary & secondary objective. Case Laws on Audit Objectives. Types of Audit - Statutory & Independent Audit. Meaning of errors,-Classification of errors, its detection by an auditor. Frauds - meaning, intention, classification & detection by auditor. Window dressing of financial statements. An overview of Auditing and Assurance Standards issued by ICAI.-EDP audit-Extended Business Reporting Language.

Module 2: Audit Planning: (Standards of Auditing SA200-599) 12 Hrs

Commencing an Audit - Audit Engagement letter, Commencement procedures- (SA 210)

Documentation - Documentation as under SA 230-Audit working papers, Audit files: Permanent and current audit files, Ownership and custody of working papers, materiality (SA 320), audit evidence (SA 500) and documentation

Formulating an Audit Programme, drawing up the Audit Process. Audit Procedures- Compliance procedures & tests of Detail. Auditing Techniques. Statistical Sampling (SA530) in Auditing. Vouching & verification

Module 3: Internal Control: (SA 265) 12 Hrs

Concept of Internal Control, Internal check & Internal Audit, objectives. Features of a good Internal Control System. Methods of recording existing Internal Control Systems followed by an auditor – Questionnaire, Check list & flow chart methods. Role of the management. Internal control in specific areas – Sales & debtors, Purchases & creditors, Cash & bank balance/receipts/payments, Fixed Assets, Investments. Review & evaluation of Internal Control Systems, Risk assessment. Reporting to clients on Internal Control weaknesses. (SA 265)

Module 4: The Company Auditor 10 Hrs

Appointment of Auditor, Remuneration, Functions, Duties of an Auditor. Rights & Liabilities of an Auditor as per Companies Act 2013

Module 5: Audit Report. (SA700-799) 8 Hrs

Auditors Opinion, nature of an Auditors Opinion. Basics of An Audit Report – True & fair view, Audit examination, Information & explanations from the management, Statement of facts Vs. Expression of opinion, date of report & signing. Types of Audit Report. Qualifications in the Auditors Report.

Module - 6: Corporate Governance and investigation 10 Hrs

Audit Committees and Corporate Governance, Investigation including Due Diligence.

Skill Development:

(These activities are only indicative, the Faculty members can innovate)

1. Collect the information about types of audit conducted in any one Organization.
2. Visit an audit firm; write about the procedure followed by them in auditing the books of accounts of a firm.
3. Draft an investigation on behalf of a Public Limited Company.
4. Record the verification procedure with respect to any one fixed asset.
5. Prepare a qualified or clean audit report for a given situation.
6. Case law on depreciation – facts and judgements.
7. List out Mandatory Standards issued by ICAI

Books for reference:

- ❖ B. N. Tandon, S. Sudharsanam & S. Sundharabahu: A Handbook of Practical Auditing, S. Chand & Co. Delhi.
- ❖ B. N. Tandon: Auditing, S. Chandra & co. Ltd., Delhi.
- ❖ D. P. Jain: Auditing, Konark Publishers Pvt. Ltd., Delhi.
- ❖ Dinakar Pagare: Practice of Auditing
- ❖ Dr. T. R. Sharma: Auditing, Sahitya Bhavan, Agra.
- ❖ Jagadeesh Prakash: Auditing.
- ❖ Kamal Gupta & Ashok Arora: Fundamentals of Auditing, Tata McGraw Hill.
- ❖ C.A Institute study material for Inter and final examinations

SEMESTER - V

C1 15MC 501: INCOME TAX - I

Objective:

To expose the students to the various important provisions of Income Tax Act relating to computation of Income of individual assessee only.

Module 1: Introduction

6 Hrs

Brief history of Income Tax – Legal Framework – Canons of Taxation – Finance Bill – Scheme of Income Tax, **Income Tax Authorities**-Income tax officer and powers and functions, CBDT- powers and functions, Commissioner of Income Tax- powers and functions, Types of assessment and rectification of mistakes, Recovery of tax and refunds.

ICDS- An Overview

Module 2: Important Definitions

10 Hrs

Definition: Assessee – Person – Assessment Year – Previous Year– Income – Gross Total Income – Total Income, Exempted Incomes–Agricultural Income (Including Integration of Agricultural Income with Non-Agricultural Income).

Module 3: Revenue and Capital Items

2Hrs

Revenue and Capital (a) Receipts, (b) Expenditure and (c) Losses.

Module 4: Residential Status and incidence of tax

8Hrs

Residential status– Resident – **Ordinary & Not ordinary and Non-Resident of individual with incidence of tax – HUF & company** – Residential status only.

Module 5: Income from Salary

20Hrs

Income from Salary – **Features of Salary Income – Basic Salary– Allowance – Types – Perquisites – Types section 89(1) – Tax Rebate U/S 88 – Problems.**

Module 6: Income from House Property

14Hrs

Introduction – Annual value under different situations (self-occupied – let out – partly self-occupied partly let out – portion wise and time wise) – deductions (u/s 24) – problems.

Skill Development:

(These activities are only indicative, the Faculty member can innovate)

1. Form No. 49A (PAN) and 49B.
2. Filing of Income Tax Returns.
3. List of enclosures to be made along with IT returns (with reference to salary & H.P).
4. Preparation of Form-16.
5. Computation of Income Tax and the Slab Rates.
6. Computation of Gratuity.
7. Chart on perquisites.
8. List of enclosures to be made along with IT returns (with reference to salary and house property incomes)

Books for Reference:

- ❖ *B. B. Lal: Direct Taxes, Konark Publisher (P) Ltd.*
- ❖ *B. S. Raman: Income Tax.*
- ❖ *Bhagwathi Prasad: Direct Taxes – Law and Practice, Wishwa Prakashana.*
- ❖ *Dinakar Pagare: Law and Practice of Income Tax, Sultan Chand and Sons.*
- ❖ *Dr. Girish Ahuja & Dr. Ravi Gupta: Income Tax.*
- ❖ *Dr. Mehrotra & Dr. Goyal: Direct Taxes – Law and Practice, Sahitya Bhavan Publication.*
- ❖ *Dr. Vinod K. Singhania: Direct Taxes – Law and Practice, Taxmann Publication.*
- ❖ *Gaur & Narang: Income Tax.*

SEMESTER - V
C1 15 MC 502: ADVANCED COST ACCOUNTING

Objective:

To acquire in depth knowledge for effective decision making in firms and their business applications.

Module -1: Process costing

10 Hrs

Process costing - Normal loss -Abnormal loss - Gain -Joint and by products (Including inter-process profit and equivalent production) preparation of process accounts and joint and by products

Module - 2: Marginal Costing and Absorption Costing

8 Hrs

Absorption costing - introduction, meaning, advantages and disadvantages of absorption costing, ascertainment of profit under absorption costing - marginal costing-introduction, meaning, advantages and disadvantages of marginal costing, differences between absorption costing and marginal costing, ascertainment of profit under marginal costing - income determination under marginal costing and absorption costing

Module-3: Cost, Volume & Profit Analysis

7 Hrs

Marginal cost equations, Cost Volume Profit Analysis, Break Even Point, Margin of Safety, Break even Chart - Profit Volume Chart, Applications of Marginal Costing - Make or Buy Decision, Key factor / limiting factor , Accepting or Rejecting the Export Offer, Pricing decisions, Selecting the Suitable Product Mix, introduction of new product, operate or shut down decisions etc.

Module - 4: Relevant Costing

5 Hrs

Analysis of relevant cost with other cost concepts-relevant benefits- sunk cost-future costs, future benefits-Relevant cost and relevant benefits for business decisions-Case study method.

Module - 5: Budgetary Control

10 Hrs

Meaning - Need- Objectives and functions-Advantages and Limitations-Classification- Preparation of Budgets- Raw material consumption, Purchase, labor

hour, Overhead, Cash, Master, Fixed and Flexible Budget.

Module – 6: Standard Costing

20 Hrs

Meaning – Definition – Advantages – Steps involved in Standard Costing – Analysis of Variances – Material Variances – Labor Variances – Overhead variances-Preparation of Variance Reports and interpretation of variance report.

Skill Development:

(These activities are only indicative, the Faculty member can innovate)

1. List methods of costing adopted by industries located in the region.
2. Prepare a budgetary statement for any two organizations of your choice.
3. Collect the different format of budget prepared by two companies of your choice.
4. State the impact of standard costing on the decision making of the company of your choice.
5. List out the various expenses of two companies and prepare the cost sheet.

Books for Reference:

- ❖ *Colin Drury: Management and Cost Accounting.*
- ❖ *Augustin Amaladas and Mary Amala Shanthi: Corporate Financial Knowledge Integration, Himalaya publications*
- ❖ *Nigam: Theory and Techniques of Cost Accounting.*
- ❖ *S. P. Jain & K L Narang: Cost and Management Accounting.*
- ❖ *Dr. S. N. Maheshwari: Cost Accounting.*
- ❖ *JawaharLal: Cost Accounting.*
- ❖ *M. N. Arora: Cost Accounting.*

SEMESTER - V
C1 15 MC 503: FINANCIAL REPORTING

Objective:

To enable the students to have a basic knowledge of the latest financial reporting standards.

Module 1- Introduction to Accounting Standards

5 Hrs

Objectives and uses of financial statements for users - Role/objectives of accounting standards - Formation of accounting Standards Board - Objectives and functions of Accounting Standard Board - Scope of accounting standards - Procedure for issuing Accounting Standards - Meaning and definition of Accounting Standards - Significance - Development of accounting standards in India - Requirements of international accounting standards

Module 2- Indian Accounting Standards and IFRS

5 Hrs

International organizations engaged in accounting harmonization - IASB - FASB - Role of IASB in developing IFRS - IFRS adoption or convergence in India - Implementation plan in India - Ind AS - Differences between Ind AS and IFRS - Conceptual framework - Definition of financial elements - Principles of recognition, measurements, presentation and disclosure.

Module 3: Assets Based Accounting Standards:

25 Hrs

Accounting for tangible non-current assets (IAS 16 and Ind AS 16) - Accounting for intangible assets (IAS 38 and Ind AS 38) - Accounting for impairment of assets (IAS 36 and Ind AS 36) - Inventories (IAS 2 and Ind AS 2) - Accounting for borrowing costs (IAS 23 and Ind AS 23) - Investment Property (Ind AS - 40)

Module 4: Revenue Based Accounting Standards:

7 Hrs

Accounting for Government Grants and Disclosure of Government Assistance (Ind AS 20)

Module 5: Liability Based Accounting Standard

8 Hrs

Provisions, contingent liabilities and contingent assets (IAS 37 and Ind AS 37)

Module 6:Other Reporting Standards

10 Hrs

Accounting for Insurance Contracts (Ind AS 104) - Accounting for agriculture (IAS 17 and Ind AS 41) - Disclosure of related party transactions (IAS 24 and Ind AS 24) – Interim Financial Reporting (Ind AS 34)

Skill Development

1. Prepare a comparative chart of Ind AS and IFRS
2. Analyse the treatment of assets presented in Balance sheet of a company.

Reference Books:

- ❖ *Chintan Patel, Bhupendra Mantri, Indian Accounting Standards, Taxmann Publications.*
- ❖ *T. P, Ghosh, Illustrated Guide to Indian Accounting Standards, Taxmann Publications.*
- ❖ *B. D, Chatterjee, Illustrated Guide to Indian Accounting Standards, Taxmann Publications.*
- ❖ *Dolphy D'Souza, Vishal Bansal, Indian Accounting Standards, Snow White Publications.*
- ❖ *ICAI, Study material of ICAI – Financial Reporting (Final level). IASB, IFRS (Red Book).*

Semester V

C1 15MC 501 -Income Tax- I

Objective:

To expose the students to the various important provisions of Income Tax Act relating to computation of Income of individual assessee only.

Module 1: Introduction

6Hrs

Brief history of Income Tax - Legal Frame work - **Cannons of Taxation** - Finance Bill - Scheme of Income Tax, **Income Tax Authorities**-Income tax officer and powers and functions, CBDT- powers and functions, Commissioner of Income Tax- powers and functions ,Types of assessment and rectification of mistakes, Recovery of tax and refunds. ICDS- An Overview

Module 2: Important Definitions

2 Hrs

Definition: Assessee - Person - Assessment Year - Previous Year- Income - Gross Total Income - Total Income, Exempted Incomes-Agricultural Income (Including Integration of Agricultural Income with Non-Agricultural Income).

Module 3: Revenue and Capital Items

8Hrs

Revenue and Capital (a) Receipts, (b) Expenditure and (c) Losses.

Module 4: Residential Status & Incidence Of Tax

4Hrs

Residential status- Resident - Ordinary & Not ordinary and Non-Resident of individual with incidence of tax - HUF & company - Residential status only.

Module 5: Income from Salary

25 Hrs

Income from Salary - Features of Salary Income - Basic Salary- Allowance - Types - Prerequisites - Types section 89(1) - Tax Rebate U/S 88 - Problems.

Module 6: Income from House Property

15Hrs

Introduction – Annual value under different situations (self-occupied – let out – partly self-occupied partly let out – portion wise and time wise) – deductions (u/s 24) – problems.

Skill Development:

(These activities are only indicative; the Faculty member can innovate)

- Form No. 49A (PAN) and 49B.
- Filing of Income Tax Returns.
- List of enclosures to be made along with IT returns (with reference to salary & H. P).
- Preparation of Form-16.
- Computation of Income Tax and the Slab Rates.
- Computation of Gratuity.
- Chart on perquisites.
- List of enclosures to be made along with IT returns (with reference to salary and house property incomes)

SEMESTER – VI

C1 15 MC 602: MANAGEMENT ACCOUNTING

Objectives:

To enable the students to understand the importance of analysis and interpretation of Financial Statements, to equip the students with the adequate skills to prepare various types of analytical statements and to help students to prepare management reports for decision making.

Module 1: Introduction

2 Hrs

Meaning – Nature and Scope of Management Accounting – Relationship between Financial Accounting – Cost Accounting and Management Accounting – Role of Management Accountant in the Present Scenario.

Module 2: Financial statement analysis

8 Hrs

Meaning and concept of Financial Analysis – Types of Financial Analysis – Methods of Financial Analysis – Problems on Comparative Statements – Common Size statements – Trend Analysis.

Module 3: Ratio analysis

10 Hrs

Meaning – Utility and limitations – Classification of Ratios – Calculation and interpretation of Solvency – Turnover – Profitability & Liquidity ratios.

Module 4: Funds flow analysis

12 Hrs

Meaning – Concept of Fund and Funds Flow Statement – Uses and significance of Fund Flow Statement – Procedure for preparing FFS – Schedule of changes in working capital – Statement of sources and application of funds.

Module 5: Cash flow analysis

10 Hrs

Meaning and concept – Comparison between Funds Flow and Cash Flow Statements –

Uses and significance of CFS – Preparation of Cash Flow Statement as per IFRS

Module 6 – Contemporary concepts

18 Hrs

Activity Based Costing; Life Cycle Costing; Target Costing; Kaizen Costing; Balanced Score Card (including problems).

Skill Development:

(These activities are only indicative, the Faculty member can innovate)

1. Collection of Financial Statements of any one organization for two years.
2. Calculation of ratios based on the above financial statement: Profitability ratios - Gross Profit ratio, Net Profit ratio, ROCE, Current Ratio, Liquid Ratio.
4. Preparation of Funds Flow/Cash Flow Statements with imaginary figure as per Accounting Standards.
5. Draft an imaginary Management Report.
6. Preparation of trend charts of a company of your choice.

BOOKS FOR REFERENCE:

- ❖ *Dr . S. N. Maheswari: Management Accounting.*
- ❖ *Augustin Amaladas and Mary Amala Shanthi: Corporate Financial Knowledge Integration, Himalaya publications*
- ❖ *I. M. Pandey: Management Accounting.*
- ❖ *Jain & Narang: Cost and Management Accounting.*
- ❖ *M. A. Sahab: Management Accounting.*
- ❖ *Prabhakara Rao: Management Accounting.*
- ❖ *R. S. N. Pillai & Bagavathi: Management Accounting.*
- ❖ *Sexana: Management Accounting.*
- ❖ *Sharma & Shashi Gupta: Management Accounting.*
- ❖ *Vinayakam: Management Accounting Tools and Techniques*

SEMESTER - VI

C1 15 MC 603: ENTREPRENEURSHIP DEVELOPMENT

Objective:

This course gives an introduction to the basic concepts of enterprise building and equips the students with the skills and competency to create a successful enterprise. It also emphasizes the role and importance of business opportunity identification and assessment- business planning process and funding issues.

Module -1 Introduction to Entrepreneurship

8 Hrs

Evolution of Entrepreneurship – introduction to the concept of entrepreneurs, entrepreneurship and enterprise- Reasons for growth of Entrepreneurship - Characteristics and classification of Entrepreneurs- Intrapreneurs- Women Entrepreneurs- problems and challenges- Competency requirement for entrepreneurs.

Module -2 Commencement of a business enterprise

12 Hrs

Entrepreneurial Process- Identification and selection of Business Opportunities- Sources of Business idea- Procedures and Formalities for starting up a venture- Location- Clearances and permits required- Formalities- Licensing and registration procedures- Types of startups- Challenges and pitfalls for a new Start up- Why new Ventures fail- Exit Strategy for business- Venture Development stages.

Module - 3 Business Model and Business Plan (BP)

10 Hrs

Business Models- Meaning, Types and purpose of business models- Need for a BP- nuances of a BP(Financial ,Marketing , HR, Legal, Social and Technical aspects)- Why some BP fail- Evaluation of the plan by potential lenders and Investors

Module - 4 Elements of Entrepreneurial plan

12 Hrs

Financial Plan- Meaning- - Sources of Capital – Personal Fund- Bank Loan- Venture Capital- Angel Investing – Crowd Funding- Capital cost estimates of the project-

Project operational cost estimates- Methods of cost estimations-Projected income statement - Operating Income statement- Break even Analysis-Business valuation techniques - Use of software packages

Marketing Plan- Market research for new venture- Competitive Analysis- Marketing Strategies- Marketing plan- Marketing Mix- Contingency plans

Organizational Plan- Legal Forms of business-Single ownership firms- Partnership firms- Joint Stock Company- Co-operative Enterprises – Public sector Enterprises- expansion and diversification strategies-Mergers and acquisitions- Franchising,

Legal Issues considerations- Intellectual Property- Patents- Copyrights- Trademarks, Licensing.

Module -5 Assistance for Entrepreneurs in India 12 Hrs

Role of Entrepreneurship for Economic Development -Need and Importance of support functions- Financial and Non-financial support-NSIC, SIDC, SFC'S, SIDBI, IFCI, SISI, DIC

Government Incentives, subsidies and Policies and various Tax Concessions

Module - 6 Global Opportunities 6 Hrs

International environment- Methods of going International- Problems in International trade- Protectionism- Trade blocks- How WTO helps in entrepreneurship- Changing international environment- Global trends.

Skill Development:

(These activities are only indicative, the Faculty member can innovate)

1. Convert your business idea by drafting a business plan and carefully evaluate the possible business opportunities.
2. Prepare a brief case study based on any successful local entrepreneur by analyzing the failures and success factors.
3. List out and analyze the profiles of any three new age Entrepreneurs.
4. Visit the DIC and make a list of the various existing institutions supporting Entrepreneurs in Karnataka and analyze the facilities provided by them.
5. Arrange for a guest lecture by an entrepreneur of your choice.
6. Analyze the scope of Angel Investing and Venture Capital in India.
7. Analyze the business Valuation techniques adopted by an enterprise.
8. Collect the Financial statements of 2 firms and analyze the Income statement and Balance sheet.
9. Prepare a Breakeven Analysis for any startup firm.

Books for Reference:

- ❖ Colin Coulson Thomas: *The Knowledge Entrepreneur*, Kogan Page Publications.
- ❖ Donald F Kuratko & Richard M Hodgetts: *Entrepreneurship Theory Process and Practice*, Sixth Edition, Thomas South Western Publications.
- ❖ Dr.Sudhir Sharma, Balraj Singh & Sandeep Singhal: *Entrepreneurship Development*, Wisdom Publications, New Delhi
- ❖ Mark J Dollinger: *Entrepreneurship, Strategies and Resources*, Pearson Edition.
- ❖ P.C Jain: *Handbook for Entrepreneurs, Entrepreneurship Development of India*, Oxford Publications.

- ❖ *Robert D Hisrich, Micheal P Peters & Dean A Shephers: Entrepreneurship, Sixth Edition, Tata Mc Graw Hill Publications*
- ❖ *S S Khanka: Entrepreneurship Development S Chand Publications*
- ❖ *S V S Sharma: Developing Entrepreneurship- Issues and Problems*
- ❖ *Udai Pareek T V Rao: Developing Entrepreneurship*

SEMESTER - VI

C1 15 MC 604: COMPANY LAW AND SECRETARIAL PRACTICE

Objective:

The subject makes an attempt to incorporate all basic concepts and practices of company management that provides the foundation and legal framework to guide the formative knowledge of Companies Law Concepts required to understand and manage a Company.

Module - 1: Over View of Companies Act, 2013

6 Hrs

Overview of Company (History, types of companies) – Authorities related to company law board – Registrar of companies and SEBI (in brief) – **Importance and functions (in brief) – Company Secretary:** Qualification, appointment and terminations - Secretarial Standard 1 and 2 - Secretarial Audit – Compliance with law - Related Party Transactions –Who are they? Types and Requirements of law.

Module - 2: Company Formation

16 Hrs

(a) Promotion: Functions and Position of Promoters, steps in promotion, Pre-incorporation contracts and Provisional contract, Law with regard to start ups

(b) Documents to Commence Business:

- **Memorandum of Association:** Meaning and Definition, contents, Doctrine of ultra- vires and Alteration of Memorandum
- **Articles of Association:** Meaning, contents, alteration constructive notice and indoor management
- **Prospectus:** Meaning, definition, importance, contents, Prospectus by implication, Shelf Prospectus, Red Herring Prospectus, Liability for misstatements and statement in lieu of prospects.
- **Certificate for commencement of business**

Module - 3: Shares**16 Hrs**

Allotment - IPO (book building process, only guidelines) - Legal provisions on allotment - Underwriting Agreements - Underwriting Commissions - Buyback of shares - Depository system (D-MAT, RE-MAT) - Transmission of Shares.

Members and Shareholders: Meaning of Member - Acquisition of Membership - Termination of Membership - Register of Members.

Share Capital: Meaning of Share and Stock - ESOP, Sweat equity, and Shareholders agreement - Differential voting rights - Reduction of Share Capital.

Borrowing and Debenture: **Borrowing powers** - Effects of Ultra Vires borrowings - Mortgage and charge - Debentures - Kinds of Debentures - Debenture Trust Deed. MCA 21 guidelines.

Module - 4: Company Meetings**10 Hrs**

Importance of meetings - Types of meetings - Annual General Meeting and Extraordinary General Meeting - Requisites of a valid meeting - Quorum - Chairman - Adjourned Meetings - Proxies - Voting - Different types of Resolutions - Drafting of Minutes - Requirements as per Secretarial Standard No. 1 and 2.

Module - 5: Directors**6 Hrs**

Need for Directors - Position of Directors - Their appointment - Retirement and removal - Powers of the Board of Directors and Shareholders - Types of Directors: Alternate, Woman, Independent Director - Duties and Responsibilities of a Director.

Module - 6: Winding Up**6 Hrs**

Modes of Winding up - Consequences of winding up - Official Liquidator - Defunct Company.

Skill Development:

(These activities are only indicative - the Faculty member can innovate)

1. Simulation with the help of BLISS Software
2. Circulate and show the prospectus to class.
3. Circulate and show the agenda to the class.
4. Draft agenda.
5. Circulate and show the directors and auditor's report.
6. Collect blank share application form and make the class fill it.
7. Drafting of Memorandum of Association - Drafting Articles of Association.
8. Drafting Notice of Company Meetings - Annual - Special and Extra ordinary - Board.
9. Drafting Resolutions - different types.
10. Book building process flow chart.

Books for Reference:

- ❖ A. K. Majumdar & G. K. Kapoor: *Company Law & Practice*.
- ❖ Avtar Singh: *Principles of Company Law*.
- ❖ Dr. P. N. Reddy & H. R. Appanaiah: *Essentials of Company Law & Secretarial Practice*.
- ❖ K. C. Garg & Vijay Gupta: *Company Law & Secretarial Practice*.
- ❖ M. C. Bhandari: *Guide to Company Law Procedure*.
- ❖ M. C. Kuchchal: *Secretarial Practice*.
- ❖ M. C. Shukla & Gulshan: *Principles of Company Law*.
- ❖ N. D. Kapoor: *Company Law & Secretarial Practice*.
- ❖ S. C. Kuchchal: *Company Law & Secretarial Practice*.

- ❖ *Taxman: Company Law.*
- ❖ *Tuteja: Company Administration and Meetings.*