



BANGALORE

UNIVERSITY

NEW SYLLABUS 2020 – 2021

B.COM DEGREE

(FINANCE AND ACCOUNTING)

(CBCS - SEMESTER SCHEME)

(Revised Syllabus as on BOS held on 26th June 2020)

Chairperson – BOS

Prof. R. Sarvamangala

DEPARTMENT OF COMMERCE

Jnana Bharathi Campus, Bangalore-560056

BANGALORE UNIVERSITY, DEPARTMENT OF COMMERCE

REGULATIONS PERTAINING TO B.COM DEGREE (FINANCE AND ACCOUNTING)

(CBCS SEMESTER SCHEME) – 2020-21

A. OBJECTIVES:

1. To prepare students for professions in the field of Accountancy - Chartered Accountancy, Cost and Management Accountancy, Company Secretary, Professions in Capital and Commodity Markets, Profession in life and non-life insurance and professions in Banks by passing the respective examinations of the respective professional bodies.
2. To prepare students to take up higher education to become business scientists, researchers, consultants and teachers, with core competencies.
3. To develop human resources to act as think tank for Business Development related issues.
4. To develop entrepreneurs.
5. To develop business philosophers with a focus on social responsibility and ecological sustainability.
6. To develop IT enabled global middle level managers for solving real life business problems and addressing business development issues with a passion for quality competency and holistic approach.
7. To develop ethical managers with interdisciplinary approach.
8. To develop the students for competitive examinations of UPSC, KPSC, BSRB, Staff Selection Commission, etc.

B. ELIGIBILITY FOR ADMISSION:

Candidates who have completed Two years Pre – University course (in any discipline) of Karnataka State or its equivalent as notified by the university from time to time.

C. DURATION OF THE COURSE:

The course of study is Three (03) years of Six Semesters. A candidate shall complete his/her degree within six academic years from the date of his/her admission to the first semester. A Student who successfully completes Three (03) years of the course will be awarded Bachelor's Degree in Commerce (Finance and Accounting)

D. MEDIUM OF INSTRUCTION

The medium of instruction and Examination shall be in English or in Kannada

E. CLASS ROOM STRENGTH OF STUDENTS

There shall be Maximum of 60 students in each section.

F. ATTENDANCE:

- i. For the purpose of calculating attendance, each semester shall be taken as a Unit.

- ii. A student shall be considered to have satisfied the requirement of attendance for the semester, if he/she has attended not less than 75% in aggregate of the number of working periods in each of the subjects compulsorily.
- iii. A student who fails to complete the course in the manner stated above shall not be permitted to take the University examination.

G. COURSE MATRIX

Annexure – 1 for B.Com Degree (Finance and Accounting) Course Matrix

H. TEACHING AND EVALUATION:

Chartered Accountants, Cost and Management Accountants, Company Secretaries; M.Com/MBA/M.Com (F&A)/ MBS graduates with B.Com, B.B.M, BBA & BBS as basic degree from a recognized university are only eligible to teach and to evaluate the subjects (excepting languages, compulsory additional subjects and core Information Technology related subjects) mentioned in this regulation. Languages and additional subjects shall be taught by the graduates as recognized by the respective board of studies.

I. PRACTICALS / RECORD MAINTENANCE AND SUBMISSION:

- a. Every college is required to establish a dedicated business lab for the purpose of conducting practical classes & assignments.
- b. In every semester, the student should maintain a Practical Record Book in which the exercises given under each subject, are to be recorded. This Record has to be submitted to the Faculty for evaluation at least 15 days before the end of each semester.
- c. The BOE is authorized to make random surprise visits to the colleges and verify practical records and marks awarded.

J. SCHEME OF EXAMINATION:

- a. There shall be a university examination at the end of each semester. The maximum marks for the university examination in each paper shall be 70.
- b. Of the 30 marks of Internal Assessment(Theory), 20 marks shall be based on Two tests conducted in the pattern as prescribed by Professional Institutions. Each test shall be of at least 30 Minutes duration to be held during the semester. The average of two tests shall be taken as the internal assessment marks. The remaining 10 marks of the Internal Assessment shall be based on Attendance.
- c. The marks based on attendance shall be awarded as given below:
 - 76% to 80% = 02 marks.
 - 81% to 85% = 04 marks.
 - 86% to 90% = 06 marks.
 - 91% to 100% = 10 marks.

- d. Internal Assessment Marks for Practical's shall be awarded by the faculty concerned based on Syllabus for Practicals provided in each Semester.

K. APPEARANCE FOR THE EXAMINATION:

- a) A candidate shall apply for all the parts in each examination when he/she appears for the first time. A candidate shall be considered to have appeared for the examination only if he/she has submitted the prescribed application for the examination along with the required fees to the university.
- b) A candidate who has passed any language under Part-I shall be eligible to claim exemption from the study of the language if he/she has studied and passed the language at the corresponding level.
- c) Further, candidates shall also be eligible to claim exemption from studying and passing in those commerce subjects which he/she has studied and passed at the corresponding level, subject to the conditions stipulated by the university.
- d) A candidate who is permitted to seek admission to this degree course on transfer from any other University shall have to study and pass the subjects which are prescribed by the University. Such candidates shall not however, be eligible for the award of ranks.

L. MINIMUM FOR A PASS:

Candidates who have obtained a minimum of **40%** marks in university examination (i.e. 28 marks out of 70 marks of theory examination) and **50%** in aggregate (i.e., total of university examination and internal assessment marks) in each subject shall be eligible for a pass or exemption in that subject.

M. CLASSIFICATION OF SUCCESSFUL CANDIDATES:

1. The results of the First to Sixth semester degree examination shall be declared and classified separately as follows:
 - a. First Class with Distinction: Those who obtain 75% and above of the total marks of Parts I,II and III.
 - b. First Class: Those who obtain 60% and above, but not exceeding 75% of the total marks of parts I, II and III.
 - c. Pass Class: Those who obtain 50% and above but less than 60% of total marks of parts I, II and III.
2. Class shall be declared on the basis of the aggregate marks obtained by the candidates in this degree course (excluding languages (part I) and non-core subjects (Part III)) as a whole. However, only those candidates who have passed each semester university examination in the first attempt only shall be eligible for award of ranks. The first ten ranks only shall be notified.

N. MEDALS AND PRIZES:

No candidates passing an external examination shall be eligible for any scholarship, fellowship, medal, prize, Rank or any other award.

O. TERMS AND CONDITIONS:

- a) A candidate is allowed to carry all the previous un-cleared papers to the subsequent semester/semesters.
- b) Such of those candidates who have failed/remained absent for one or more papers henceforth called as repeaters, shall appear for exam in such paper/s during the three immediately succeeding examinations. There shall be no repetition for internal assessment test.
- c) The candidate shall take the examination as per the syllabus and the scheme of examination in force during the subsequent appearances.

P. PATTERN OF QUESTION PAPER:

Each theory question paper shall carry 70 marks and the duration of examination is 3 hours. The Question paper shall ordinarily consist of three sections, to develop testing of conceptual skills, understanding skills, comprehension skills, articulation and application of skills. The question paper setter shall be asked to prepare TWO sets of papers with a maximum of 10% repetition. The Question Paper will be as per the following Model:

i) For Theory Examinations:

SECTION – A 1.a,b,c,d,e,f & g	Answer any FIVE (CONCEPTUAL QUESTIONS)	05X 02=10 Marks
SECTION – B 2,3,4,5 & 6	Answer any THREE (ANALYTICAL QUESTIONS)	03X 05=15 Marks
SECTION – C 7,8,9,10 & 11.	Answer any THREE (ESSAY TYPE QUESTIONS)	03X 15=45 Marks
TOTAL		70 MARKS

ii) For Practical Examinations:

SECTION – A 1,2,3,4,5,6 & 7	Answer any FIVE	05X 05=25 Marks
SECTION – B 8,9,10,11 & 12	Answer any THREE	03X 15=45 Marks
TOTAL		70 MARKS

Q. PROVISION FOR IMPROVEMENT OF RESULTS:

The candidate shall be permitted to improve the results of the whole examination or of any Semester or a subject within the prescribed time by the university after the publication of the results. This provision shall be exercised only once during the course and the provision once exercised shall not be revoked. The application for improvement of results shall be submitted to the Registrar (Evaluation) along with the prescribed fee.

R. REMOVAL OF DIFFICULTY AT THE COMMENCEMENT OF THESE REGULATIONS:

If any difficulty arises while giving effect to the provision of these Regulations, the Vice Chancellor may in extraordinary circumstances, pass such orders as he may deem fit.



BANGALORE UNIVERSITY

DEPARTMENT OF COMMERCE

B.COM DEGREE (FINANCE AND ACCOUNTING)

(CBCS - SEMESTER SCHEME) – 2020-21

COURSE MATRIX

ANNEXURE – 1

I SEMESTER B.COM (F & A)

Part	PAPERS	PAPER	INSTR /WEE K	DUR ATIO N OF HRS.	MARKS			CRED ITS
					IA	EXA M	T O T A L	
Part I Languages	Language I: Kannada / Sanskrit / Urdu / Tamil / Telugu/Malayalam/ Additional English / Marathi /Hindi	1.1	4	3	30	70	100	2
	Language II: English	1.2	4	3	30	70	100	2
Part II Optional	Principles and practices of Accounting	1.3	4	3	30	70	100	2
	Emerging Trends in Management	1.4	4	3	30	70	100	2
	Corporate Structure and Governance	1.5	4	3	30	70	100	2
	Business Mathematics and Logical Reasoning	1.6	4	3	30	70	100	2
	Business Correspondence and Reporting	1.7	4	3	30	70	100	2
Part III	Practical on Skill Development**	1.8	2*	2	30	70	100	2
Part IV	Foundation Course#	-	2	2	30	70	100	2
	CC and EC	-	-	-	50	-	50	1
Total Credits								19

*One hour of practical class is equal to One hour of theory class. Practical classes may be conducted in the Business Lab. Or in Computer Lab Or in the Class Room depending on the requirement. Senior / Experienced Teachers may be Allotted the practical work load.

** IA marks shall be awarded on the basis of Practical Records submitted by the student and on the basis of internal assessment test (10 marks for practical record book, 10 marks for attendance and 10 marks for test). University examination shall be conducted with a separate Question Paper, combining the practical portion of all subjects given along with the syllabus of each subject.

II SEMESTER B.COM FINANCE AND ACCOUNTING

Part	Subjects	PAPER	INST./ WEEK	DUR A OF EXA MS	Marks			Credits
					IA	EXAM	TOTAL	
Part I Languages	Language I: Kannada / Sanskrit / Urdu / Tamil / Telugu/Malayalam/ Additional English / Marathi / Hindi	2.1	4	3	30	70	100	2
	Language II: English	2.2	4	3	30	70	100	2
Part II Optional	Financial Accounting	2.3	4	3	30	70	100	2
	Macro Aggregates for Business Decisions	2.4	4	3	30	70	100	2
	Statistics for Business Applications	2.5	4	3	30	70	100	2
	Modern Marketing	2.6	4	3	30	70	100	2
	Elements of Cost Accounting	2.7	4	3	30	70	100	2
Part III	Practical on Skill Development	2.8	2*	2	30	70	100	2
Part IV	Foundation Course#	-	2	2	30	70	100	2
	CC and EC	-	-	-	50	-	50	1
Total Credits								19

* One hour of practical class is equal to One hour of theory class. Practical classes may be conducted in the Business Lab. Or in Computer Lab Or in the Class Room depending on the requirement. Senior / Experienced Teachers may be allotted the practical work load.

** IA marks shall be awarded on the basis of Practical Records submitted by the student and on the basis of internal assessment test (10 marks for practical record book, 10 marks for attendance and 10 marks for test). University examination shall be conducted with a separate Question Paper, combining the practical portion of all subjects given along with the syllabus of each subjects.

III SEMESTER B.COM FINANCE AND ACCOUNTING

Part	PAPERS	Paper	Instruction hrs/week	Duration of Exam (hrs)	Marks			Credits
					IA	Exam	Total	
Part I Language	Corporate Accounting	3.1	4	3	30	70	100	2
	Financial Institutions and Services	3.2	4	3	30	70	100	2
	Costing Methods	3.3	4	3	30	70	100	2
	Accounting Information Systems	3.4	4	3	30	70	100	2
	Corporate Finance	3.5	4	3	30	70	100	2
	Legal dimensions of Business	3.6	4	3	30	70	100	2
	Financial Reporting Standards	3.7	4	3	30	70	100	2
Part II	Practical on Skill Development	3.8	2*	2	30	70	100	2
Part III	Foundation Course#	-	2	2	30	70	100	2
	CC and EC*	-	-	-	50	-	50	1
Total Credits								19

* One hour of practical class is equal to One hour of theory class. Practical classes may be conducted in the Business Lab. Or in Computer Lab Or in the Class Room depending on the requirement. Senior / Experienced Teachers may be allotted the practical work load.

** IA marks shall be awarded on the basis of Practical Records submitted by the student and on the basis of internal assessment test (10 marks for practical record book, 10 marks for attendance and 10 marks for test). University examination shall be conducted with a separate Question Paper, combining the practical portion of all subjects given along with the syllabus of each subject.

INSTRUCTION: During the beginning of III Semester students should be assigned Community Service and it shall be monitored by the Mentors. Maximum 20 Students shall be allotted to each Mentor. In addition to Commerce & Management Faculty, Faculty from Languages including English, Additional Subjects, Librarian, and Physical Education Director shall also be appointed as Mentors. The Community Service may be carried out in any type of Non-Profit Service Organization's such as, Panchayat Raj Institutions, Public Hospital, Old Age Homes, Orphanage Houses, Sports clubs, Women's organizations, Neighborhood organizations, Religious or Educational organizations, Red Cross, Lions Club, Rotary Clubs, Youth Service Associations, Or in any other social service organization. Minimum of 15 days Field Service shall be ensured. The Report on Community Service shall be submitted within 45 days of commencement of V semester. The Report shall consist of Organization's Profile, Nature of Service & Experience of the student, along with Certificate from the Organization in about 20 pages. The related Marks & Credit will be awarded in the V Semester.

IV SEMESTER B.COM FINANCE AND ACCOUNTING

Part	Subjects	Paper	Instruction hrs/ week	Duration of Exam (hrs)	Marks			Credits
					IA	EXAM	TOTAL	
Part I	Strategic Management	4.1	4	3	30	70	100	2
	Advanced Corporate Accounting	4.2	4	3	39	70	100	2
	Banking Innovations	4.3	4	3	30	70	100	2
	Advanced Financial Management	4.4	4	3	30	70	100	2
	Production and Operations Management	4.5	4	3	30	70	100	2
	Financial Analysis and Reporting	4.6	4	3	30	70	100	2
	Investment analysis and Portfolio Management	4.7	4	3	30	70	100	2
Part II	Practical on Skill** Development	4.8	2*	2	30	70	100	2
Part III	Foundation Course#	-	2	2	30	70	100	2
	CC and EC*	-	-	-	50	-	50	1
Total Credits								19

* One hour of practical class is equal to One hour of theory class. Practical classes may be conducted in the Business Lab or in Computer Lab or in the Class Room depending on the requirement, Senior / Experienced Teachers may be allotted the practical work load.

** IA marks shall be awarded on the basis of Practical Records submitted by the student and on the basis of internal assessment test (10 marks for practical record book, 10 marks for attendance and 10 marks for test). University examination shall be conducted with a separate Question Paper, combining the practical portion of all subjects given along with the syllabus of each subject.

V SEMESTER B.COM FINANCE AND ACCOUNTING

Part	PAPERS	PAPER	INST./WEEK	DUR. OF EXAM	Marks			Credits
					IA	EXAM	TOTAL	
Part 1	Income Tax	5.1	4	3	30	70	100	3
	Insurance Laws and practices	5.2	4	3	30	70	100	3
	Corporate Restructuring	5.3	4	3	30	70	100	3
	Auditing and Assurance	5.4	4	3	30	70	100	3
	Strategic Financial Management	5.5	4	3	30	70	100	3
	Goods and Services Tax and Custom duty	5.6	4	3	30	70	100	3
Part II	Practicals on Skill development**	5.7	2	2	30	70	100	3
Part III	Community Service Report	5.8	2	2	30	70	100	3
	SDC	-	-	-	30	70	100	2
Total Credits								26

VI SEMESTER B.COM FINANCE AND ACCOUNTING

Part	Subjects	Paper	Inst./week,	Exam Duration (hrs)	Marks			Credits
					IA	EXAM	TOTAL	
Part I	Corporate Tax planning	6.1	4	3	30	70	100	3
	Entrepreneurship and Ethics	6.2	4	3	30	70	100	3
	Derivatives and Risk Management	6.3	4	3	30	70	100	3
	Business Regulations	6.4	4	3	30	70	100	3
	Accounting for Government and Local Bodies	6.5	4	3	30	70	100	3
	International Finance	6.6	4	3	30	70	100	3
Part II	Practicals on Skill Development **	6.7	2*	2	30	70	100	3
Part III	Internship Dissertation / Practical Training	6.8			30	70	100	3
	SDC	-	-	-	30	70	100	2
Total Credits								26

** IA marks shall be awarded on the basis of Practical Records submitted by the student and on the basis of internal assessment test (10 marks for practical record book, 10 marks for attendance and 10 marks for test). University examination shall be conducted with a separate Question Paper, combining the practical portion of all subjects given along with the syllabus of each subject.

#FOUNDATION COURSE / SKILL DEVELOPMENT / SKILL ENHANCEMENT COURSE (SEC) / ABILITY ENHANCEMENT COMPULSORY COURSE (AECC) / INTERDISCIPLINARY COURSES

Common for all programmes, MCQ type of question paper shall be used and use of modern teaching aids and supply of study material is recommended.

- Constitution of Indian and Human Rights
- Environmental Science
- Computer Applications and Information Technology
- Business Entrepreneurship and Management
- Philosophy, Psychology and Life Skills
- Personality Development and Leadership
- Culture, Diversity and Society
- Research Methodology
- Education and Literacy / Science and Society
- Human Resource Development / Management
- Any one Foreign Language
- Commodity & Stock Market
- Mathematics in finance.
- Any other Course prescribed by the University from time to time

Co-and Extra – Curricular Activities (CC& EC)

- A student shall opt for any one of the following activities in the first four semesters offered in the college N.S.S / N.C.C./Rotary Activities / Rovers and Rangers
- Sports and Games / Activities related to Yoga
- A Small project work concerning the achievements of Indians in different fields Evolution of study groups/seminar circles on Indian thoughts and ideas
- Interaction with local communities in their neighborhood and learn about and from them Exploring different aspects of Indian civilizations
- Any other Co- curricular and Extra-curricular activities leading to Student Development as prescribed by the University.

Evaluation of Co-curricular and Extra Curricular Activities as per the procedure evolved by the University from time to time

1.3 PRINCIPLES AND PRACTICES OF ACCOUNTING

Objectives: The objective of this subject is to acquaint students with the accounting concepts, tools and techniques influencing Business Organizations.

UNIT 1: INTRODUCTION TO FINANCIAL ACCOUNTING

8 hrs

Introduction – Meaning and Definition – Objectives of Accounting – Functions of Accounting – Users of Accounting Information – Limitations of Accounting
Accounting Principles – Accounting Concepts and Accounting Conventions
Accounting Standards: List of Indian Accounting Standards.

UNIT 2: CONVERSION OF SINGLE ENTRY INTO DOUBLE ENTRY SYSTEM

12 hrs

Single entry system- Meaning – Features – Merits – Demerits, Conversion into Double Entry system – Need for Conversion – Preparation of Statement of Affairs, Cashbook – Memorandum Trading Account – Total Debtors Account – Total Creditors Account, Bills Receivable Account – Bills Payable Account – Trading and Profit & Loss Account and Balance Sheet

UNIT 3: HIRE PURCHASE SYSTEM

12 hrs

Meaning of Hire Purchase and Instalment Purchase System- difference between Hire Purchase and Instalment Purchase – Important Definitions – Hire Purchase Agreement – Hire Purchase Price – Cash Price – Hire Purchase Charges – Net Hire Purchase Price – Net Cash Price Calculation of Interest – Calculation of Cash Price – Journal Entries and Ledger Accounts in the books of Hire Purchaser and Hire Vendor (Asset Accrual Method only)

UNIT 4: ROYALTY ACCOUNTS

12 hrs

Meaning and definition – Technical Terms – Royalty – Landlord – Tenant – Minimum Rent – Short Workings – Recoupment of Short Working under (Fixed Period) restrictive and non-restrictive (Floating Period) Recoupment within the Life of the Lease – Treatment of Strike and Stoppage of work Accounting Treatment in the books of Lessee and Lessor – journal entries and Ledger Accounts including minimum rent account.

Unit5: CONVERSION OF PARTNERSHIP FIRM INTO A LIMITED COMPANY

12hrs

Meaning – Need for conversion - Purchase Consideration – Mode of Discharge of Purchase Consideration – Methods of calculation of Purchase Consideration – Net Payment Method – Net Assets Method Journal Entries and Ledger Accounts in the books of Vendor – Treatment of items: Dissolution Expenses, Unrecorded Assets and Liabilities, Assets and Liabilities not taken over by the Purchasing Company, Contingent liabilities, Incorporation entries and preparation of balance sheet of the purchasing company under vertical format.

SKILL DEVELOPMENT

- 1, List out various accounting concepts and conventions (GAAP)
- 2, List out Various Accounting Standards
- 3, Collecting & recording of Royalty agreement with regard to any suitable situation
- 4, Collecting and recording of Hire Purchase Agreement
- 5, Ascertainment of Cash Price and Interest with imaginary figures under Hire Purchase System

BOOKS FOR REFERENCE

1. Arulanandam & Raman – Financial Accounting – I, HPH
2. Jawaharlal & Seema Srivastava :Financial Accounting, HPH
3. Dr. S.N. Maheswari: Financial Accounting, Vikas Publications
4. S P Jain and K. L. Narang: Financial Accounting- I, Kalyani Publishers
5. S. Jayapandian: Financial Accounting from Zero.

6. Radhaswamy and R.L. Gupta: Advanced Accounting , Sultan Chand
7. Guruprasad Murthy: Financial Accounting, HPH
8. Soundarrajan & K. Venkataramana, Financial Accounting, SHBP.
9. Dr. Venkataraman & others (7 lecturers): Financial Accounting, VBH
10. Dr. Alice Mani: Financial Accounting, SBH.

1.4 EMERGING TRENDS IN MANAGEMENT

Objectives :

To Impart knowledge about the emerging trends of new management concepts, and also to provide knowledge about the significance of the integration of information technology as the platform for the application of various management concepts

UNIT 1: INTRODUCTION TO MANAGEMENT

10 hrs

Definition, Functions of Management, Management process, planning & decision making. Nature of planning, Steps in planning, types of planning, Levels of planning – The Planning Process, organizing, Organizational design and structure, delegation, decentralization. Recent trends in organizational forms. Centralisation and De-Centralisation; Delegation.

UNIT 2: HUMAN RESOURCE MANAGEMENT

14 hrs

Recruitment process- Selection; Training and Development- Methods; Performance Management Appraisal Methods; Human Resource Planning; Talent Management; Direction-Importance, ; Elements of Directing- Essence of Management Controlling- Importance,; Control process; Essentials of a Good Control System; Techniques of Control- Relationship between Planning and Controlling. Theories of Motivation-Maslow's need hierarchy, Hertzberg's Two Factor Theory, Theory X & Theory of Y. Components of trends in management.

UNIT 3: SUPPLY CHAIN MANAGEMENT

12 hrs

Meaning and definition components/participants of SC- concept of SCM- Objectives of SCM- SCM process : Customer relationship management, customer service management, demand management, customer order fulfillment, manufacturing flow management , Procurement management/supplier relationship management, product development & Commercialization, returns management – Factors driving the evolution of SCM – objectives of SCM – supply chain planning.

UNIT 4 : LOGISTICS MANAGEMENT :

10 hrs

Meaning and definition – significant of logistics – business logistics- concepts of logistics management – objectives of logistics management – elements of logistics management – logistics management v/s supply chain management – integrated logistics- operating of objectives of integrated logistics:

UNIT 5 : Total Quality Management : Quality

10 hrs

Meaning & Definition – Quality education – Efficiency v/s effectiveness – drivers of quality – quality management – internal & external customers- vision statement – Mission statement – objectives of QM – Targets – Action Plans – Principles of QM – Total quality management : Evolution , Definition – Preparing for TQM – Stages in TQM implementation – TQM models – TQM planning – TQM software.

SKILL DEVELOPMENT

1. Prepare different types of Organization Charts (structure).
2. Draft a Chart on Staffing.
3. Prepare .Graphic representation of Maslow's Theory.
4. Construct Chart on supply chain of manufacturing Industry
- 5 Draft quality Control chart for different industries / business groups.

BOOKS FOR REFERENCE

1. Koontz, Weihrich & Aryasri: Principles of Management, TMH, New Delhi, 2009
2. Stoner, Freeman and Gilbert: Jr. Management, Pearson, New Delhi, 2009.
3. Schermerhorn: Management, Wiley 2009
4. Certo and Certo: Modern Management, 10/e, PHI, 2009
5. R Satyaraju & A.Parthasarathy: Management Text and Cases, PHI, 2009.
6. Prem Vrat, K K Ahuja, P K Jain: Case Studies in Management, Vikas, 2006.

1.5 CAPITAL STRUCTURE AND GOVERNANCE**Objectives:**

The objective of the subject is to impart basic knowledge of the provisions of the Corporate laws and to imbibe values in governance

UNIT-1: INTRODUCTION TO COMPANY

12 Hrs

Meaning and Definition – Features – Kinds of companies as per companies act 2013 – (Meaning only) – Steps involved in formation of company as per companies Act 2013 – Promotion Stage – Meaning of promoter, Position of Promoter and Functions of Promoter; Stages involved in formation of a companies as per companies act 2013- Incorporation stage – Documents required for incorporation- Memorandum of Association and Articles of Association, Certificate of incorporation; Subscription Stage – Prospectus, Statement in lieu of prospects and Book Building; Commencement Stage – Documents to be filed, e-filing, Certificate of Commencement of Business

UNIT-2 : CORPORATE FINANCIAL STRUCTURE

12 hrs

Shares and debentures – Application Shares and share capital – Charges – Investments and allotment of shares - members and Shareholders - Dividends – Borrowings and lending – Inter-Corporate

UNIT-3: COMPANY ADMINISTRATION

14Hrs

Key Managerial Personnel- Managing Director, Whole Time Directors, Company Secretary, Chief Financial Officer, Resident Director, Independent Director;(Meaning only) Managing Director- Appointment, Powers, Duties and Responsibilities; Audit committee and its functions Company Secretary- Meaning, Types, Qualification, Appointment, Position, Rights, Duties, Liabilities and Removal or dismissal.

UNIT 4: CORPORATE GOVERNANCE

10 hrs

Basic understanding of Corporate Governance under Companies Act 2013, Corporate governance practices in India, Tools for ensuring Governance Directors – Meetings - Accounts and Audits – Auditors - Corporate Social Responsibility - Majority powers and minority rights - Prevention of oppression and mismanagement - Insider trading – Investigation

UNIT 5: MERGERS AND ACQUISITIONS, COMPROMISES

08 hrs

Recent guidelines on Mergers and Acquisitions. Winding up and kinds of winding up - Administration of NCLT and CLAT and Special Courts - Powers of liquidators .

SKILL DEVELOPMENT

- Construct Chart showing different types of Companies.
- Collect and record specimen copy of Memorandum of Association and Articles of Association of any company.
- Prepare a chart showing qualifications of company secretary as per companies act 2013
- Drafting Resolutions of various meetings – different types.
- List out issues in corporate governance

BOOKS FOR REFERENCE

1. N.D. Kapoor, Company Law and Secretarial Practice, Sultan Chand and Sons.
2. M.C. Shukla and Gulshan, Principles of Company Law, S. Chanda and Co.
3. C.L. Bansal, Business and Corporate law, Excel Books.
4. Chanda, Company Law, Cengage
5. S.S Gulshan, Company Law, New Age International.
6. Maheshwari and Maheshwari, Elements of Corporate Laws, Himalaya Publishers
7. Bholanath Dutta, S.K. Podder – Corporation Governance, VBH. 3.
8. Garg K.C , Chawla R.C and Gupta Vijay Company law Kalyani Publishers
9. H.R.Machiraju: Corporate Governance
10. K. Venkataramana, Corporate Governance, SHBP.

1.6 BUSINESS MATHEMATICS AND LOGICAL REASONING**Objectives:**

The objective of this paper is to enable understanding of basic mathematical tools and their applications in business; and develop logical reasoning skills and its application in simple problem solving.

UNIT 1: RATIO AND PROPORTIONS, INDICES AND LOGARITHMS

Ratios and Proportions – Business applications relating to Ratios and Proportions. Laws of Indices. Exponents. Logarithms and Anti-logarithms.

8Hrs

UNIT 2 EQUATIONS AND MATRICES

8 hrs

Equations: Simultaneous Linear Equations up to Three variables; Quadratic and Cubic Equations in one variable.

Matrices: Algebra of Matrices and Determinants, Inverse of Matrix, solving equations using Cramer's rule (involving not more than three variables) Sets – Relations and Functions

UNIT3 TIME VALUE OF MONEY

12 Hrs

Compounding – Annual and Continuous, Calculation of Returns – Nominal Rate of Return, Effective Rate of Interest and Compounded Annual Growth Rate of Return, Discounting – Single Cash Flow and Series of Cash Flows; Annuity – Future Value and Present Value, Calculation of Equated Installments, Present Value of Growing Annuity; Perpetuity – Present Value, Present Value of Growing Perpetuity with restrictions, Combinations with standard results. Sequence and Series Introduction – Arithmetic and Geometric Progression; Relationship between AM and GM; Sum of n terms

UNIT4 PERMUTATIONS AND COMBINATIONS

8 hrs

Basic Concepts of Permutations and Combinations; Factorial, Circular Permutations, Permutations with restrictions, Combinations with standard results. Sequence and Series Introduction – Arithmetic and Geometric Progression; Relationship between AM and GM; Sum of n terms

UNIT5 LINEAR INEQUALITIES, CALCULUS, LOGICAL REASONING

20 hrs

Linear Inequalities with objective functions; Optimisation with reference to objective function. Differential and Integral Calculus Basic Application of Differential and Integral Calculus (excluding the trigonometric applications), application of marginal costs and marginal revenues etc. Logical Reasoning- Number Series, Coding and Decoding and Odd man out; Direction Tests, Seating Arrangements; Blood Relations, Syllogism.

SKILL DEVELOPMENT:

1. Prepare a Bank Statement using SI and CI.
2. Application of Matrix In Business Problems
3. Learning Mathematical applications and decision-making using MS Excel Functions.
4. Construct a chart on permutations and combinations
5. Develop blood relations chart of your choice

REFERENCE BOOKS:

1. Study material of the Institute of Chartered Accountants of India (ICAI), [Freely downloadable from the website of the Institute].
2. A. Lenin Jothi : financial Mathematics
3. Saha: Mathematics for Cost Accountants.
4. Ranganath: Business Mathematics
5. R. Selvaraj, Quantitative Methods in Management
6. G.R. Veena & Seema: Business Mathematics and Statistics, I.K. Intl
7. Dr. Sancheti & Kapoor: Business Mathematics and Statistics.
8. Zamarudeen: Business Mathematics. 9. Dikshit & Jain : Business Mathematics

1.7 BUSINESS CORRESPONDENCE AND REPORTING

Objectives:

The objective of this paper is to enable students to acquire communications skills required for business correspondence and reporting.

UNIT 1: COMMUNICATION

08hrs

Types, Directions, Network, Process, Problems, Barriers, Types of Communication. Sentence Definition, Classification of Sentence based on connotation, Sentence Structure, Types of Sentences, Direct-Indirect Speech – Rules for conversion, Active and Passive Voice,

UNIT2 : VOCABULARY

12hrs

Introduction, How to improve vocabulary, Root Words, Synonyms and Antonyms, Prefixes and Suffixes, Phrasal Verbs, Collocations, Idioms. Comprehension Passages and Note Making Introduction to comprehension passages, points to ponder, Introduction to Note-making, Significance of Note-making, Format – Heading, sub-heading, Indentation, Points, use of abbreviations, summary, content and expression.

UNIT3 : WRITING SKILLS

12 hr

Basic Writing – Process, Styles and Significance, Writing Conventions, Characteristics of Good writing, Do's and Don'ts of Good Writing Precis Writing Meaning, Features, How to write and Precis; Do's and Don'ts of Precis writing.

UNIT4: ARTICLE WRITING

10hrs

What is article writing? Essential Elements of Article Writing, Detailed format. Report Writing What is a report? Essential elements of Report Writing, Kinds of Reports, Detailed Format,

UNIT 5 WRITING FORMAL LETTERS

14 hrs

a) Types of Letters – Circulars, Complaints, Memo, Promotional Content, Sales, Recovery / Remittances; Detailed Formats. Writing Formal Mails Writing Effective Mails, Essential elements of Mails, Tips and Conventions

b) Resume Writing Essential elements of Resume, Tips and Conventions Meetings Notice, Agenda, Drafting Minutes, Action Taken Report,

SKILL DEVELOPMENT:

1. Preparing Resume for self and any passing-out senior students.
2. Having a mock meeting and creating all documents relating to the meetings.
3. write a small article on any ongoing issues
4. List out the Do's and Don'ts of Precis writing.
5. Construct a chart on essentials and types of Report writing

BOOKS FOR REFERENCE:

1. Study material of the Institute of Chartered Accountants of India (ICAI), The Institute of Cost and Management Accountants of India (ICMAI), and The Institute of Company Secretaries of India (ICSI) – [Freely downloadable from the websites of respective institutions].
2. C.G.G Krishnamacharyulu & Lalitha :Soft Skills of Personality Development
3. Banerjee : Soft Skills Business and Professional Communication, I.K. International
4. Rai & Rai: Business Communication Himalaya Publishing House
5. Rajkumar, Basic of Business Communication
6. Ludlow, R. & Panton, F. (1998). The Essence of Effective Communications. Prentice Hall of India Pvt. Ltd.
8. Rao & Das : Communication Skills
9. Adair, J. (2003). Effective Communication. Pan McMillan.
10. Thill, J. V. & Bovee, G. L. (1993). Excellence in Business Communication. McGrawHill, New York.

2.3 FINANCIAL ACCOUNTING**Objectives:**

The objective of this subject is to acquaint the students with the few accounting standards and make them familiar with the accounting procedures for different types of business.

UNIT 1: INSURANCE CLAIMS

12 Hrs

Introduction – Need – Loss of Stock Policy – Steps for ascertaining Fire insurance claim – Treatment of Salvage – Average Clause – Treatment of Abnormal Items – Computation of Fire insurance claims.

UNIT 2: CONSIGNMENT ACCOUNTS

12 Hrs

Introduction – Meaning – Consignor – Consignee – Goods Invoiced at Cost Price – Goods Invoiced at Selling Price – Normal Loss – Abnormal Loss – Valuation of Stock – Stock Reserve – Journal Entries – Ledger Accounts in the books of Consignor and Consignee.

UNIT 3: ACCOUNTING FOR JOINT VENTURES

12 Hrs

Introduction – Meaning – Objectives – Distinction between joint venture and consignment – Distinction between joint venture and partnership – maintenance of accounts in the books of coventurers – maintaining separate books for joint venture – preparation of memorandum joint venture - problems.

UNIT 4: BRANCH ACCOUNTS

10 Hrs

Introduction – Meaning – Objectives – Types of Branches - Dependent Branches – Features – Supply of Goods at Cost Price - Invoice Price – Branch Account in the books of Head Office (Debtors System Only).

UNIT 5 : DEPARTMENTAL ACCOUNTS

10 Hrs

Meaning, Objectives, basis of allocation of expenses, Trading and Profit and Loss Account in Columnar form – (Excluding Inter Departmental Transfers at invoice price)

SKILL DEVELOPMENT : Getting familiar with accounting packages such as u Books, FocusLyte, Saral Accounts

- Preparation of a claim statement with imaginary figures to submit to Insurance Company.
- Collection of transactions relating to any branch and prepare a branch account.
- List out the basis of Allocation of Departmental Expenses.
- Preparation of Consignment account with imaginary figures
- Preparation of Joint accounts with imaginary figures

BOOKS FOR REFERENCE:

1. Arulanandam & Raman; Advanced Accountancy, HPH
2. Anil Kumar – Advanced Financial Accounting HPH
3. Dr. Alice Mani: Advanced Financial Accounting, SBH.
4. Dr. S.N. Maheswari, Financial Accounting, Vikas Publication
5. S P Jain and K. L. Narang, Financial Accounting, Kalyani Publication
6. Souandrajan & K. Venkataramana, Financial Accounting, SHBP.
7. A Bannerjee; Financial Accounting.
8. Radhaswamy and R.L. Gupta, Advanced Accounting , Sultan Chand
9. M.C. Shukla and Grewel, Advanced Accounting , S Chand

2.4 MACRO AGGREGATES FOR BUSINESS DECISIONS

Objectives:

The objective of this paper is to orient students about Accounting, the Process of Accounting and treatment for certain special transactions in business.

UNIT1: THE FUNDAMENTALS OF ECONOMICS

10hrs

The Economic Problem-Scarcity and Choice; Nature and Scope- Positive and Normative Economics, Micro and Macro Economics; Central Problems of an Economy; Production Possibility Curve; Opportunity Cost; Working of Economic Systems; Economic Cycles

UNIT2: BASIC ELEMENTS OF DEMAND AND SUPPLY DEMAND

10hrs

Meaning, Demand Schedule, Individual and Market Demand Curve, Determinants of Demand, Law of Demand, Changes in Demand; Supply- Meaning, Supply Schedule, Individual and Market Supply Curve, Determinants of Supply, Law of Supply, Changes in Supply; Equilibrium of Demand and Supply; Determination of Equilibrium Price and Quantity, Effect of a shift in Demand or Supply; Elasticity of Demand and Supply

UNIT3 : THEORY OF CONSUMER BEHAVIOUR

12 hrs

Cardinal Utility Approach-Law of Diminishing Marginal Utility, Law of Equi-Marginal Utility; Indifference Curve Approach- Indifference Curves, Properties of Indifference Curves, Budget Line, Consumer's Equilibrium

Theory of Production and Costs Theory of Production- Factors of Production, Basic Concepts, Production Function, Law of Variable Proportions, Returns to Scale; Producer's EquilibriumLeast-Cost Factor Combination and Output Maximisation for a given Level of Outlay; Theory of Costs- Basic Concepts, Short-run Total Cost CurvesFixed and Variable, Short-run Average and Marginal Cost Curves, Relationship between Average and Marginal Cost Curve, Average and Marginal Cost Curves in the Long-run

UNIT 4 : ANALYSIS OF MARKETS

10 hrs

Basic Concepts of Revenue, Revenue Curves, Relationship between Average and Marginal Revenue Curve; Concept of Market and Main Forms of Market; Equilibrium of the Firm- Meaning, Objectives of the 15% 8 20 Firm, Total Revenue-Total Cost Approach, Marginal Revenue-Marginal Cost Approach; Price and Output under Determination, Perfect Competition, Monopoly, Monopolistic Competition and Oligopoly.

UNIT 5 : INDIAN ECONOMY, MONEY AND BANKING

14 hrs

An Overview Basic Characteristics of the Indian Economy; Major Issues of Development; Development Experience and Recent Trends in Indian Economy; Indian Economy in Comparison to Major Economies of the World.

Concept of Money-Its Functions, Quantity Theory of Money, Credit Creation; Central Bank (Reserve Bank of India)- Role and Functions; Commercial Banks-Role and Functions;

SKILL DEVELOPMENT:

1. Prepare a report on the impact of recent budget on various businesses
2. Discussion on the impact of inflation on profitability on companies
3. Explore the effect of taxation on various sectors of economy
4. Analyse the relative importance of National Income of India and compare it with developed countries
5. Summarising the major economic news / development on a daily basis for business newspapers and business channels and submitting a weekly report.

Books of References:

1. A.R. Aryasri, “Managerial Economics and Financial Analysis”, TMH Publications,
2. DR. T.V.Rammana, Kiran Kumar, “ Managerial Economics and Financial Analysis”, HPH,
3. D.N. Dwivedi, “Managerial Economics”, Vikas Publication House Pvt. Ltd, 2nd Edition,
4. S.N. Maheshwari & S.K.Maheshwari, “Financial Accounting”, Vikas Publication House Pvt.Ltd,
5. R. Narayana Swamy, “Financial Accounting- A managerial Perspective”, Pearson publications,
6. J.V. Prabhakar Rao & P.V. Rao, “Managerial Economics & Financial Analysis”, Maruthi Publishers,
7. M.Kasi Reddy & Saraswathi, “Managerial Economics and Financial Analysis”, PHI - New Delhi,
8. Varshney & Maheswari, “Managerial Economics”, Sulthan Chand Publishers, 1st Revised Edition,
9. Study material of the Institute of Chartered Accountants of India (ICAI), The Institute of Cost and Management Accountants of India (ICMAI), and The Institute of Company Secretaries of India (ICSI) –
[Freely downloadable from the websites of respective institutions].
- 10 . P.L Mehta: Managerial Economics, Sultan Chand & Sons, New Delhi.
11. D.M. Mithani: Managerial Economics, Himalaya Publishing House, New Delhi.
- 12 R.L Varshney and K.L Maheshewari: Managerial Economics, Sultan Chand&Sons, Delhi.
- 13 . Atmananad, Managerial Economics

2.5 STATISTICS FOR BUSINESS APPLICATIONS

Objectives The objective of this subject is to enable understanding of basic statistical tools and their business applications

UNIT 1: INTRODUCTION TO STATISTICS

10 Hrs

Meaning, Process, Collection of Data – Sources, Census Vs. Sample, Sampling and Types of Sampling. Organising the Data – Tabulation – Univariate, Bivariate and Multi-variate; Presentation of Data – Line Charts, Bar Charts, Pie Diagrams, Histograms, Frequency Polygon, O-give Chart

UNIT 2: MEASURES OF CENTRAL TENDENCY AND DISPERSION

8 hrs

Mean – Arithmetic, Geometric and Harmonic, Median, Mode. Range, Quartile Deviation, Mean Deviation, Standard Deviation, Co-efficient of Variation. Measurement of Skewness.

UNIT 3 CORRELATION AND REGRESSION

10 hrs

Correlation – Scatter Diagram, Pearson's coefficient of Correlation, Spearman's Rank Correlation, Regression Equation, Regression Coefficients.

UNIT 4. TIME SERIES AND INDEX NUMBERS

10hrs

Analysis Components of Time Series, Calculation of Trend using Moving Averages Method and Equation Method. Index Numbers Uses, Problems involved in construction of Index Numbers; Methods of Construction of Index Numbers.

UNIT 5: PROBABILITY AND THEORETICAL DISTRIBUTIONS

18 Hrs

Meaning. Experiments – Deterministic and Random, Events – Dependent, Independent and Mutually Exclusive. Approaches for calculating Probability – Classical Approach, Empirical Approach, Subjective Approach. Joint Probability. Probability Distribution – Mathematical Expectation and Variance

Binomial Distribution, Poisson Distribution, Normal Distribution – Basic applications.

SKILL DEVELOPMENT :

Application of MS Excel Functions in statistical decision making

1. Present Data in a tabular form no students studying in different course in your college for a particular period
2. Analysis of data by computing standard deviation and coefficient of variation.
3. Presentation of data in graphs and diagrams.
- 4 Collect the age statistics of 10 married couples and compute correlation coefficient and regression equations.
- 5 Analyze a particular company monthly share price movement traded in BSE & NSE by using moving average

SUGGESTED BOOKS :

1. Bhat B R, Srivenkataramana and K S MadhavaRao, Statistics for Beginners Vol 1 – New Age (P) Ltd,.
2. Beri, G. C.. Business Statistics . New Delhi: Tata McGraw Hill Educations Pvt Ltd.
3. Chikodi & Pradad – Quantitative Method for Business - II
4. Gupta, S. P. Statistical Methods. New Delhi: Sultan & Chand
5. Sharma, J. K. Business Statistics . New Delhi: Pearson Publishers.
- 6 Vohra, N.D. Quantitative Techniques in Management. Tata McGraw Hill Publishing Company.
- 7 Study material of the Institute of Chartered Accountants of India (ICAI), The Institute of Cost and Management Accountants of India (ICMAI), and The Institute of Company Secretaries of India (ICSI) – [Freely downloadable from the websites of respective institutions].
8. C.R.Reddy : Quantitative Techniques for Management Decisions
9. Dr. B N Gupta: Statistics (Sahitya Bhavan), Agra.
11. Veerchamy : Operation Research I.K. International Publishers
12. Ellahance : Statistical Methods
13. Sanchethi and Kapoor: Business Mathematics
14. C.S Mujawar : Statistics for Managers I.K. International Publishers

2.6 MODERN MARKETING**OBJECTIVE**

The objective is to enable students to understand the concept of marketing and its applications and the recent trends in Marketing.

UNIT 1: INTRODUCTION TO MARKETING**10hrs**

Meaning & Definition – Goals – Concepts of Marketing – Approaches to Marketing – Functions of Marketing, Recent trends in Marketing - Introduction, E-business – Tele-marketing – M-Business – Green Marketing – Relationship Marketing – Retailing – Concept Marketing and Virtual Marketing (Meaning Only).

UNIT 2: MARKETING ENVIRONMENT (MACRO)**10hrs**

Meaning – Demographic – Economic – Natural – Technological - Political – Legal – Socio Cultural Environment

UNIT 3: MARKETING MIX**20hrs**

Meaning – Elements – Product – Product Mix – Product Line – Product Lifecycle – Product Planning – New Product Development – Failure of New Product – Branding – Packing and Packaging, Pricing – Objectives – Factors influencing Pricing Policy and Methods of Pricing. Physical Distribution – Meaning – Factors affecting Channel Selection – Types of Marketing Channels. Promotion – Meaning and Significance of Promotion – Personal Selling & Advertising (Meaning Only)

UNIT 4: MARKET SEGMENTATION AND CONSUMER BEHAVIOUR**10hrs**

Meaning & Definition-Bases of Market Segmentation–Requisites of Sound Market Segmentation, Consumer Behavior – Factors influencing Consumer Behavior and Buying Decision Process.

UNIT 5: CUSTOMER RELATIONSHIP MANAGEMENT**6hrs**

Meaning and Definition – Role of CRM – Advantages and Disadvantages

SKILL DEVELOPMENT

1. Identify the product 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. Study of Consumer Behavior for a product of your choice
4. Develop an Advertisement copy for a product
5. Prepare a chart for distribution network for different products

BOOKS FOR REFERENCE

1. Philip Kotler, Marketing Management, Prentice Hall. 34
2. Bose Biplab, Marketing Management, Himalaya Publishers.
3. J.C. Gandhi, Marketing Management, Tata McGraw Hill.
4. Ramesh & Jayanti Prasad: Marketing Management, I.K. International
5. William J. Stanton, Michael J. Etzel, Bruce J. Walker, Fundamentals of Marketing, McGraw Hill Education.
6. Sontakki, Marketing Management, Kalyani Publishers.
7. K. Venkataramana, Marketing Management, SHBP.
8. Dr. Alice Mani: Marketing Management, SBH.

2.7 ELEMENTS OF COST ACCOUNTING**OBJECTIVE**

The objective of this subject is to familiarize students with the various concepts and elements of cost.

UNIT 1: INTRODUCTION TO COST ACCOUNTING**10 hrs**

Introduction – Meaning & Definition of Cost, Costing and Cost Accounting – Objectives of Costing - Comparison between Financial Accounting and Cost Accounting – Designing and Installing a Cost Accounting System – Cost Concepts - Classification of Costs – Cost Unit – Cost Center – Elements of Cost – Preparation of Cost Sheet – Tenders and Quotations.

UNIT 2: MATERIAL COST CONTROL**14 hrs**

Meaning – Types: Direct Material, Indirect Material. Material Control – Purchasing Procedure – Store Keeping – Techniques of Inventory Control – Levels settings – EOQ – ABC Analysis – VED Analysis – Just In-Time – Perpetual Inventory System – Documents used in Material Accounting - Methods of Pricing Material Issues: FIFO, LIFO, Weighted Average Price Method and Simple Average Price Method - Problems.

UNIT 3: LABOUR COST CONTROL**10 hrs**

Meaning – Types: Direct Labor, Indirect Labor - Timekeeping – Time booking – Idle Time – Overtime – Labor Turn Over. Methods of Labor Remuneration: Time Rate System, Piece Rate System, Incentive Systems (Halsey plan, Rowan Plan & Taylor's differential Piece Rate System) – Problems

UNIT 4: OVERHEAD COST CONTROL**14 hrs**

Meaning and Definition – Classification of Overheads – Procedure for Accounting and Control of Overheads – Allocation of Overheads – Apportionment of Overheads – Primary Overhead Distribution Summary – Secondary Overhead Distribution Summary – Repeated Distribution Method and Simultaneous Equations Method – Absorption of Factory Overheads – Methods of Absorption (Theory Only) – Machine Hour Rate – Problems on Machine Hour Rate.

UNIT 5: RECONCILIATION OF COST AND FINANCIAL ACCOUNTS**8 hrs**

Need for Reconciliation – Reasons for differences in Profit or Loss shown by Cost Accounts and Profit or Loss shown by Financial Accounts – Preparation of Reconciliation Statement and Memorandum Reconciliation Account.

SKILL DEVELOPMENT

1. Identification of elements of cost in services sector by visiting any service sector
2. Cost estimation for the making of a proposed product
3. Draft the specimen of any two documents used in material account.
4. Collection and Classification of overheads in an organization on the basis of functions
5. Prepare a reconciliation statement with imaginary figures

BOOKS FOR REFERENCE

1. J. Made Gowda – Cost and Management Accounting, HPH
2. M.V. Skukla – Cost and Management Accounting
3. N.K. Prasad: Cost Accounting, Books Syndicate Pvt. Ltd.
4. Nigam & Sharma: Cost Accounting, HPH
5. Khanna Pandey & Ahuja – Practical Costing, S Chand
6. Soundarajan A & K. Venkataramana, Cost Accounting, SHBP.

3.1 CORPORATE ACCOUNTING**OBJECTIVE**

The objective of this subject is to enable the students to have a comprehensive understanding about the provisions of the Company's Act and Corporate Accounts.

UNIT 1: UNDERWRITING OF SHARES**8 hrs**

Meaning – Underwriting Commission – Underwriter – functions - Advantages of Underwriting, Types of Underwriting – Marked and Unmarked Applications – Problems (Excluding Journal entries)

UNIT 2: REDEMPTION OF DEBENTURES**10 hrs**

Meaning of Debentures, Distinction between Shares and Debentures, Types of Debentures, Issue of Debentures, Over Subscription, Issue of Debentures for ,Consideration other than Cash, Issue of Debentures as a Collateral Security, Terms of Issue of Debentures, Interest on Debentures, Writing off Discount/Loss on Issue of Debentures, Redemption of Debentures, Redemption by Payment in Lump Sum, Redemption by Purchase in Open Market, Redemption by Conversion, Sinking Fund Method

UNIT 3: VALUATION OF GOODWILL**10 hrs**

Meaning – Circumstances of Valuation of Goodwill – Factors influencing the value of Goodwill – Methods of Valuation of Goodwill - Average Profit Method – Super Profit Method – Capitalization of Super Profit Method –Annuity Method – Capitalization of Profit Method

UNIT 4: VALUATION OF SHARES**8 Hrs**

Meaning – Need for Valuation – Factors Affecting Valuation – Methods of Valuation – Asset Backing or Intrinsic Value Method – Yield Method – Earning Capacity Method – Fair Value Method - Rights Issue and Valuation of Rights Issue

UNIT 5: COMPANY FINAL ACCOUNTS**20 Hrs**

Statutory Provisions regarding preparation of Company Final Accounts – Treatment of Special Items – Managerial Remuneration – Tax deducted at source – Advance payment of Tax – Provision for Tax – Depreciation – Interest on debentures – Dividends – Rules regarding payment of dividends (Theory only) – Transfer to Reserves – Preparation of Profit and Loss Account and Balance Sheet as per Section 129 of companies act 2013

SKILL DEVELOPMENT

- Collect and fill the share application form of a limited Company.
- Collect a Prospectus of a company and identify the reasons to invest or not to invest in shares.
- List the various functions of underwriters.
- Collect annual report of a Company and List out its assets and Liabilities.
- Collection of latest final accounts of a company and find out the net Asset value of shares
- List out the conditions to be fulfilled for redemption of Preference shares

BOOKS FOR REFERENCE

.M.A.Arunachalam & K.S.Raman: Corporate Accounting – II, HPH.

1. Dr. S.N. Maheswari , Financial Accounting, Jain Book Depot.

2. V.K. Goyal: Corporate Accounting, PHI.

3. Soundrarajan A & K. Venkataramana, Corporate Accounting, SHBP.

4. S. P. Jain and K. L. Narang – Corporate Accounting, Kalyani Publishers.

5. SP Iyengar, Advanced Accountancy, Sultan Chand and Sons, New Delhi.

6. R L Gupta, Advanced Accountancy, Sultan Chand and Sons, New Delhi..

7. Anil Kumar - Marriappa – Corporate Accounting , HPH

3.2 FINANCIAL INSTITUTIONS AND SERVICES

OBJECTIVE

The objective is to provide students with basic theory and recent practices of financial system, its intermediaries and the supportive financial services, both in Indian as well as global context

UNIT 1: INTRODUCTION TO FINANCIAL SYSTEM IN INDIA

8 Hrs

Overview of Financial System – Structure, Regulation & Functions – Financial Assets-Financial Instruments- Financial Markets – Capital Market – Money Market – Interlink between capital market and money market – Characteristics of Financial Market – Key elements of well-functioning of Financial system- Economic indicators of financial development.

UNIT 2: BANKING INSTITUTIONS

8 Hrs

Commercial Banking – Meaning and functions, Types of Banks –Public, Private and foreign Banks, Payments Bank, Small Finance Banks, Cooperative Banking System and RRB's. Investment Policy of Commercial Banks

UNIT 3: NON BANKING FINANCIAL INSTITUTIONS

16 Hrs

All Indian Financial Institutions (AIFI's)-SIDBI, NABARD, EXIM Bank, NHB (Functions in brief),NBFC's-Categories: NBFC-D,NBFC-ND-various categories, NBFC-ND-SI-Importance and functions, Housing Financing Co's, Primary Dealers-Meaning, importance and functions.

UNIT 4: FINANCIAL SERVICES

16 Hrs

Meaning, Types- Meaning, importance and types of Financial Services; Fund Based services and Fee Based services- Factoring - meaning, mechanism, types of factoring agreement, forfaiting, Lease Financing in India, Venture Capital-Meaning, stages of investment, types of VC, Angel Investment-Meaning, features and importance, Recent trends of Angel Investment in India. Crowd Funding -meaning, types, recent developments, asset and portfolio management, personal financial planning (in brief)

UNIT 5: GLOBAL FINANCIAL SYSTEMS

8 Hrs

US Federal system-Components, entities and functions, European Financial System-EU25, features and Functions BREXIT Crisis, Recent Trends in Global Financial Systems

SKILL DEVELOPMENT

1. Select any of the world's financial exchange system and critically analyze it.
2. Select any one central bank and list out its new fiscal policy
3. Draft a report on the Financial Crisis 2008
4. Construct a chart on different types of financial services
5. Draft a report on recent changes Global financial systems

BOOKS FOR REFERENCE:

1. Meir Kohn: Financial Institutions and Markets, Tata Mc Graw Hill
2. R.M Srivastava / D. Nigam; Dynamics of Financial Markets & Institutions in India, Excel Books.
3. L M Bhole: Financial Institutions and Markets, Tata Mc Graw Hill
4. Murthy E.N, International Finance & Risk Management.
5. Howells, P., and K. Bain (2007), Financial Markets and Institutions, 5th ed. Financial Times
6. Pilbeam, K., Financial Markets and Institutions, Palgrave Macmillan.
7. Valdez, S. and P. Molyneux An Introduction to Global Financial Markets, 6th ed. Palgrave Macmillan.
8. Mishkin, F. and S. Eakins Financial Markets and Institutions, 6th ed. Pearson Education.

3.3 COSTING METHODS

OBJECTIVE

Use of costing data for decision making and cost control, emerging modern cost management concepts

UNIT 1: JOB AND CONTRACT COSTING

12hrs

Features, objectives, advantages and disadvantages of job & contract costing, Comparison between job and contract costing – problems

UNIT 2: PROCESS COSTING

14hrs

Features of process costing, application, comparison between job costing and process costing, advantages and disadvantages, process loss – normal loss – abnormal loss, abnormal gain – joint and by-products – problems (excluding inter-process profits and equivalent production)

UNIT 3: OPERATING COSTING

12hrs

Introduction, Meaning, Types & methods, Transport Costing: Meaning, classification of costs, collection of costs, ascertainment of absolute passenger kilometers, ton kilometers – problems.

UNIT 4: ACTIVITY BASED COSTING

10hrs

Meaning, differences between traditional costing methods and activity based costing. Characteristics of ABC, Cost drives & cost pools. Product costing using ABC system: uses – limitations – steps in implementation of ABC – simple problems.

Unit 5: TARGET COSTING

8hrs

Target Costing: Meaning, nature, methodology, methods of establishment of cost, Just in Time (JIT): features, implementation, and benefits. (Theory only)

SKILL DEVELOPMENT :

1. Listing of industries located in your area and methods of costing adopted by them
2. List out materials used in any two organizations.
3. Preparation of Imaginary composite job cost statement
4. Preparation of activity base cost statement
5. Draft the chart on process of target costing and its benefits

BOOKS FOR REFERENCE:

1. Nigam and Sharma, Advanced Costing.
2. M.N. Arora, Cost Accounting.
3. Ashish K Bhattacharyya: cost accounting for business managers.
4. N. Prasad, Costing.
5. Jain & Narang, Cost Accounting
6. Ravi M. Kishore – Cost Management
7. Charles T Horngren, George Foster, Srikant M. Data – Cost Accounting: A Managerial
8. .Made Gowda- Cost Accounting
9. Rathnam - Cost Accounting

3.4 ACCOUNTING INFORMATION SYSTEMS**OBJECTIVE**

Accounting Information Systems is concerned with the way computerized information systems impact how accounting data is captured, processed, and communicated. It introduces the technology, procedures, and controls that are necessary in modern accounting field.

UNIT – 1: THE INFORMATION SYSTEM: AN ACCOUNTANT’S PERSPECTIVE 10hrs

The Information Environment - What Is a System? An Information Systems Framework, AIS Subsystems, A General Model for AIS, Acquisition of Information Systems Organizational Structure - Business Segments, Functional Segmentation, The Accounting Function, The Information Technology Function. Evolution of Information System Models - The Manual Process Model, the Flat-File Model, the Database Model, the REA Model, Accountants as System Designers, Accountants as System Auditors

UNIT – 2: INTRODUCTION TO TRANSACTION PROCESSING 10hrs

An Overview of Transaction Processing - Transaction Cycles, The Expenditure Cycle, The Conversion Cycle, The Revenue Cycle, Accounting Records - Manual Systems, The Audit Trail, Computer-Based Systems, Documentation Techniques - Data Flow Diagrams and Entity Relationship Diagrams Flowcharts, Record Layout Diagrams, Computer-Based Accounting Systems - Differences between Batch and Real-Time Systems, Alternative Data Processing Approaches, Batch Processing Using Real-Time Data Collection, Real-Time Processing.

Unit – 3: COMPUTER-BASED ACCOUNTING SYSTEMS 10hrs

Automating Sales Order Processing with Batch Technology, Keystroke, Edit Run, Update Procedures, Reengineering Sales Order Processing with Real-Time Technology, Transaction Processing Procedures, General Ledger Update Procedures, Advantages of Real-Time Processing, Automated Cash Receipts Procedures, Reengineered Cash Receipts Procedures, Point-of-Sale (POS) Systems, Daily Procedures, End-of-Day Procedures, Reengineering Using EDI, Reengineering Using the Internet. Control Considerations for Computer-Based Systems. PC-Based Accounting Systems - PC Control Issues.

UNIT 4: FINANCIAL REPORTING AND MANAGEMENT REPORTING SYSTEMS 10hrs

Data Coding Schemes - A System without Codes, A System with Codes, Numeric and Alphabetic Coding Schemes, The General Ledger System, The Journal Voucher, The GLS Database, GLS Procedures, The Financial Reporting System - Sophisticated Users with Homogeneous, Information Needs, Financial Reporting Procedures, Controlling the FRS. The Management Reporting System, Factors that Influence the MRS, Management Principles, Management Function, Level, and Decision Type Problem Structure, Types of Management Reports, Responsibility Accounting, Behavioral Considerations.

UNIT – 5: COMPUTER, AUDITING & COMPUTER CENTER SECURITY AND CONTROLS 16 Hrs

Relationship between IT Controls and Financial Reporting, Audit Implications of Sections IT Governance Controls, Organizational Structure Controls, Segregation of Duties within the Centralized Firm, The Distributed Model, Creating a Corporate IT Function, Audit Objectives Relating to Organizational Structure, Audit Procedures Relating to Organizational Structure. Computer Center Controls Disaster Recovery Planning - Providing Second-Site Backup, Identifying Critical Applications, Performing Backup and Off-Site Storage Procedures, Creating a Disaster Recovery Team, Testing the DRP, Audit Objective: Assessing Disaster Recovery Planning, Audit Procedures for Assessing Disaster Recovery Planning

SKILL DEVELOPMENT

1. Generation of different types of management reports
2. Preparation of dataflow diagrams
3. Preparation of different flowcharts
4. Computerization of transactions and drawing of a Balance Sheet

BOOKS FOR REFERENCE

1. Accounting Information Systems, -/E Marshall B. Romney, *Brigham Young University*
Paul Steinbart, *Arizona State University*, Prentice Hall
2. The Crossroads of Accounting and IT Donna Kay, Ali Ovlia, May 2011, Hardback,
3. Accounting Information Systems International Edition 10th Edition George
Bodnar, William Hopwood Aug 2009

3.5 CORPORATE FINANCE**Objective :**

The objective is to enable students to understand the basic concepts of Financial Management and the role of Financial Management in decision-making.

UNIT 1: INTRODUCTION FINANCIAL MANAGEMENT**10 hrs**

Introduction – Meaning of Finance – Business Finance – Finance Function – Aims of Finance Function – Organization structure of Finance Department - Financial Management – Goals of Financial Management – Financial Decisions – Role of a Financial Manager – Financial Planning – Steps in Financial Planning – Principles of Sound Financial Planning – Factors influencing a sound financial plan.

UNIT 2: TIME VALUE OF MONEY**12 hrs**

Introduction – Meaning & Definition – Need – Future Value (Single Flow – Uneven Flow & Annuity) – Present Value (Single Flow – Uneven Flow & Annuity) – Doubling Period – Concept of Valuation: Valuation of Bonds, Debentures and shares - Simple Problems.

UNIT 3: FINANCING DECISIONS**12 hrs**

Introduction – Meaning of Capital Structure – Factors influencing Capital Structure – Optimum Capital Structure – Computation & Analysis of EBIT, EBT, EPS – Leverages. Simple Problems

UNIT 4: INVESTMENT & DIVIDEND DECISION**16 hrs**

Investment Decision: Introduction – Meaning and Definition of Capital Budgeting – Features – Significance – Process – Techniques: Payback Period, Accounting Rate of Return, Net Present Value, Internal Rate of Return and profitability index Simple Problems. Dividend Decision: Introduction – Meaning and Definition – Determinants of Dividend Policy – Types of Dividends – Bonus share

UNIT 5: WORKING CAPITAL MANAGEMENT**6 hrs**

Introduction – Concept of Working Capital – Significance of Adequate Working Capital – Evils of Excess or Inadequate Working Capital – Determinants of Working Capital – Sources of Working Capital.

SKILL DEVELOPMENT

1. Draw the organization chart of Finance Function of a company
2. Evaluate the NPV of an investment made in any one of the capital projects with imaginary
3. figures for 5 years.
4. Capital structure analysis of companies in different industries
5. Imaginary figures prepare an estimate of working capital requirements

BOOKS FOR REFERENCE

- 1.S N Maheshwari, Financial Management, Sultan Chand
- 2..G. Sudarshan Reddy, Financial Management, HPH
- 3.Roy – Financial Management, HPH
- 4.Khan and Jain, Financial Management, TMH
- 5.S. Bhat- Financial Management.
- 6.Sharma and Sashi Gupta, Financial Management, Kalyani Publication.
- 7.I M Pandey, Financial Management. Vikas Publication.
- 8.Prasanna Chandra, Financial Management, TMH
- 9.P.K Simha – Financial Management.

3.6 LEGAL DIMENSIONS OF BUSINESS

Objective :

To make the students to understand various Acts applicable to Indian industries

UNIT 1 : THE SECURITISATION AND RECONSTRUCTION OF FINANCIAL ASSETS AND ENFORCEMENT OF SECURITY INTEREST ACT, 2002

10 hrs

Important Definitions, Regulation of Securitisation and Reconstruction of Financial Assets of Banks and Financial Institutions, Enforcement of Security Interest, Offences and Penalties, Miscellaneous Matters

UNIT 2 THE PREVENTION OF MONEY LAUNDERING ACT, 2002:

12 hrs

Definitions, Punishment for the Offence of Money laundering, Obligation of Banking Companies, Financial Institutions and Intermediaries or a person carrying on a designated business or profession, Appellate Tribunal, Special Court, Procedure for Attachment and Confiscation of Property and Recovery of fines and penalties

UNIT 3 FOREIGN CONTRIBUTION REGULATION ACT, 2010 AND BENAMI ACT 1988

14hrs

I. FCRA --Definitions, Regulation of Foreign contribution and miscellaneous provisions

II. Benami Act- Preliminary Prohibition Of Benami Transactions, Authorities Attachment, Adjudication and Confiscation, Appellate Tribunal Special Courts Offences and Prosecution

UNIT 4 : THE INSOLVENCY AND BANKRUPTCY CODE, 2016:

8 hrs

Preliminary, Corporate insolvency resolution process, Liquidation process and other Provisions

UNIT 5: PAYMENT OF BONUS ACT 1965

12 hrs

Object and scope of the Act, Application and its exceptions, Important definitions, Eligibility - calculations of amount payable as bonus, computation of Gross profits schedules, deductions from gross profits , Direct tax payable by employer , payment of minimum bonus, procedure for calculation of working days, set on and set off of allocable surplus, special provisions with respect to bonus linked with production and productivity

SKILL DEVELOPMENT

1. Draft a chart on Offences and Penalties under The securitization and reconstruction of financial assets and enforcement of security interest act, 2002
2. List out the recent organizations which are punished for the Offence of Money laundering in India
3. Prepare a report on Adjudication and Confiscation of properties under Benami Act -1988
4. List out the various industries recently declared as insolvent and bankrupt
- 5 Draft a chart on procedure of payment of minimum bonus in manufacturing industries

BOOKS FOR REFERENCE

1. Study material of the Institute of Chartered Accountants of India (ICAI),
2. The Institute of Cost and Management Accountants of India (ICMAI), and The Institute of Company Secretaries of India (ICSI) – [Freely downloadable from the websites of respective institutions].
3. Benami Property: A Commentary by J.K. Verma
4. "Insolvency and Bankruptcy Code" (PDF). Gazette of India. Retrieved 31 May 2016.
5. Payment of bonus act 1965= Manisha Vaghela
6. Foreign contribution Regulation Act -2010 by Dr. N Suresh

3.7 FINANCIAL REPORTING STANDARDS**Objective**

The objective of the subject is to enable the students to understand the need and method of presentation of financial statements in accordance with International Financial Reporting Standards.

UNIT-I INTERNATIONAL FINANCIAL REPORTING STANDARDS**8Hrs**

Meaning of IFRS - relevance of IFRS to India; merits and limitations of IFRS; process of setting IFRS- Practical challenges in implementing IFRS; a brief theoretical study of International financial reporting standards (IFRS) 1 – 15 - List of International accounting standards issued by IASB.

UNIT – 2 ACCOUNTING FOR ASSETS AND LIABILITIES**20Hrs**

Recognition criteria's for Investment properties, Government grants, Borrowing costs, Construction contracts, share based payments, Provisions, Contingent liabilities and Contingent assets, Events occurring after the reporting period (Only Theory). Recognition and measurement for property plant and equipment, Intangible assets, Inventories, Leases and Impairment. Accounting for Income tax, Employee benefits. - Simple problems

UNIT-3 PRESENTATION OF FINANCIAL STATEMENTS 10 hrs

Outline for the preparation of financial statements - Statement of financial position; Comprehensive income statement; Statement of changes in equity (SOCE), IAS 18 – Revenue. Elements of financial statements as per IFRS – Non-current assets; current assets; equity; non- current liability; current liability; revenue; cost of sales; distribution costs; administrative expenses; financial costs – profits attributable to owners of controlling interest and non-controlling interest – Practical problems on each element.

UNIT4: ACCOUNTS OF GROUPS**12Hrs**

Concept of group – need for consolidated financial statements - Preparation of consolidated financial statements – Procedure for the preparation of consolidated financial position statement – treatment of pre-acquisition profit; goodwill arising on consolidation; on-controlling interests at fair value –Practical problems.

UNIT 5 : IMPLICATION OF LEASES AND REVENUE RECOGNITION IN AIRLINES**6 hrs**

Implication of leases and revenue recognition in airlines- Problems

SKILL DEVELOPMENT

- 1) Convert any two companies final accounts to IFRS
- 2) Analyse published financial statements for at-least 2 types of stakeholders
- 3) write a comments for recent developments/exposure draft in IFRS
- 4) Prepare a notes to accounts for non-current assets
- 5) Develop a content on social reporting

BOOKS FOR REFERENCE:

1. IFRS – Student Study Guide - ISDC
2. IFRS for India, Dr.A.L.Saini, Snow white publications
3. Roadmap to IFRS and Indian Accounting Standards by CA Shibarama Tripathy
4. IFRS explained – a guide to IFRS by BPP learning Media
5. IFRS concepts and applications by Kamal Garg, Bharath law house private limited.
6. IFRS: A quick reference guide by Robert J Kirk, Elsevier Ltd.

4.1 STRATEGIC MANAGEMENT

Objective:

Objective is to make the student to understand the concept of practice of the strategic management and to enable to them to apply strategic management approaches to issues relating to business and non-business dimensions

UNIT-1 STRATEGIC MANAGEMENT

10Hrs

Introduction-elements of strategy-source of business strategies factors shaping corporate structure strategy and structure, strategic management process-developing corporate vision, mission, goals and objectives

UNIT-2-INDUSTRY AND COMPETITIVE ANALYSIS

12hrs

Components of internal, external domestic and global environment, environmental scanning techniques analysis of economic, legal, competitive capabilities and driving forces, identification of business opportunities-building, core-competitiveness' and competitive advantage, strategy analysis and choice, strategy formulation frame work.

UNIT-3- GRAND STRATEGIES

12hrs

Generic, aggressive and defense strategies, competitive strategies for domestic and global business modes of strategy selection expansion, retrenchment stability conglomerate strategies and variants, mergers, acquisitions, diversification, integration disinvestment turnaround and related contemporary new generic strategies –case work with current examples

UNIT-4 GLOBAL STRATEGIES

12Hrs

Strategies for competing in global market growth oriented markets mature market saturated market fragmented market, new business model, metric for strategies for online economy Factors determining strategic choice-corporate preference managerial philosophy and power relations, social responsibility corporate governance and ethics

UNIT-5 STRATEGY IMPLEMENTATION AND EVALUATION

10Hrs

Formulating harmonization of business activities, resources allocation, managing human resource managing change leaderships strategies supporting culture communication and behavioral implementation, strategic evaluation-frame work of evaluation, essential feature of strategic corporate evaluation system guideline for effective strategic management contemporary strategic control mechanism

SKILL DEVELOPMENT

1. Develop a E- Content on source and factors shaping of business strategies
2. Prepare a strategy formulation frame work any one manufacturing and service industries
3. Conduct a case study analysis on disinvestment strategies of any one public sector undertaking
4. Construct a Chart on Strategies for competing in global market
5. List out the guidelines for effective strategic management

BOOKS FOR REFERENCE

1. Alexmiller and irwuin-Strategic management-
2. Michael Poter-competitive advantages, creating and sustaining superior performance
3. Arthur A Thompson-Creating and executing strategy
4. prahlad and ventakata Raman: the future of competition
5. Prahalad and hammel: competing for the future

4.2. ADVANCED CORPORATE ACCOUNTING

Objective of the study is to make the student to understand application of accounting in business

UNIT 1: ACCOUNTS OF GROUP**08 Hrs**

Concept of group, Need for consolidated financial statements, Preparation of consolidated financial statements, Procedure for the preparation of consolidated financial position statement, Goodwill arising on consolidation and practical problems

UNIT 2: MERGERS AND ACQUISITIONS OF COMPANIES**16 Hrs**

Meaning of Amalgamation and Acquisitions, Types of Amalgamations, Amalgamation in the nature of mergers, and Amalgamation in the nature of purchase, methods of purchase consideration, Net Asset method and net payment method Accounting for amalgamation entries and ledger accounts in the books of transferor company and entries in the books of transferee company, preparation of new balance sheet (vertical form).

UNIT 3: INTERNAL RECONSTRUCTION**08 Hrs**

Meaning, objectives, Procedure, Form of Reconstruction passing of journal entries, Preparation of balance sheet after reconstruction (vertical form)

UNIT 4: LIQUIDATION OF COMPANIES**12 Hrs**

Meaning, Type's of liquidation, Order of payment, Calculation of liquidators' remuneration Preparation of Liquidators final statement of accounts.

UNIT 5: HOLDING COMPANY ACCOUNTS**12 Hrs**

Introduction – Meaning of Holding Company – Subsidiary Company – Steps – Pre Acquisition Profits – Post Acquisition Profits – Minority Interest – Cost of Control or Capital Reserve – Unrealized Profit – Mutual Indebtedness – Preparation of Consolidated Balance Sheet (As per AS21) under vertical format .

SKILL DEVELOPMENT

1. Calculation of Purchase Consideration with imaginary figures.
2. List out legal provision in respect of Internal Reconstruction.
3. List out any five cases of Amalgamation of Companies.
4. Preparation of Consolidated Financial Statement of any two existing company.
5. List out the legal provision for Redemption of Preference shares.

BOOKS FOR REFERENCE

1. M.A.Arunachalam & K.S.Raman: Corporate Accounting – II, HPH.
2. Dr. S.N. Maheswari , Financial Accounting, Jain Book Depot.
3. V.K. Goyal: Corporate Accounting, PHI.
4. Soundrarajan A & K. Venkataramana, Corporate Accounting, SHBP.
5. S. P. Jain and K. L. Narang – Corporate Accounting, Kalyani Publishers.
6. SP Iyengar, Advanced Accountancy, Sultan Chand and Sons, New Delhi.
7. R L Gupta, Advanced Accountancy, Sultan Chand and Sons, New Delhi
8. Anil Kumar - Marriappa – Corporate Accounting , HPH.

4.3 BANKING INNOVATIONS**Objective**

The objective is to familiarize the students with the law, operations and innovations of Banking.

UNIT 1: BANKER AND CUSTOMER RELATIONSHIP**08 Hrs**

Introduction – Meaning of Bank – Banker - Meaning of Customer - general & Special Relationships.

UNIT 2: BANKING OPERATIONS.**16 Hrs**

Collecting Banker: Meaning – Duties & Responsibilities of Collecting Banker – Holder for Value –Holder in Due Course - Statutory Protection to Collecting Banker

Paying Banker: Meaning, Precautions, Statutory Protection to the Paying Banker, Cheques Crossing of Cheques, Dishonor of Cheques, Grounds of Dishonor, Consequences of wrongful dishonor of Cheques. Endorsement, different types of endorsements.

UNIT 3: CUSTOMERS AND ACCOUNT HOLDERS.**14 Hrs**

Procedure and Practice in opening and operating accounts of different customers including Minors - Meaning & Operations of Joint Account Holders, Partnership Firms, Joint Stock companies, Executors and Trustees, Clubs and Associations and Joint Hindu Undivided Family.

UNIT 4: PRINCIPLES OF BANK LENDING.**10 Hrs**

Kinds of lending facilities such as Loans, Cash Credit, Overdraft, Bills Discounting, Letters of Credit – NPA: Meaning, circumstances & impact –regulations of priority lending for commercial banks.

UNIT 5: BANKING INNOVATIONS.**08 Hrs**

New technology in Banking – E-services – Debit and Credit cards. Internet Banking, ATM, Electronic Fund Transfer, MICR, RTGS, NEFT, DEMAT

SKILLDEVELOPMENT:

- Collect and paste pay in slip for SB A/c and Current a/c.
- Draw a specimen of a crossed cheque.
- List out different types of customers
- Draw different types of endorsement of cheques
- List out loans provided by a commercial bank in your locality

BOOKS FOR REFERENCE:

1. Gordon & Natarajan: Banking Theory Law and Practice, HPH
2. S. P Srivastava ; Banking Theory & Practice, Anmol Publications
3. M. Prakhas, Bhargabhi R: Banking law & Operation, Vision Book House.
4. Tannan M.L: Banking Law and Practice in India, Indian Law House
5. Sheldon H.P: Practice and Law of Banking.
6. K. Venkataramana, Banking Operations, SHBP.
7. Kothari N. M: Law and Practice of Banking.
8. Neelam C Gulati: Principles of Banking Management.
9. Maheshwari. S.N.: Banking Law and Practice, Vikas Publication

4.4 ADVANCED FINANCIAL MANAGEMENT

Objective:

To impart the knowledge in advanced techniques of financial management and to enable the students to apply the techniques in financial decision making.

UNIT – 1: INTRODUCTION

14 hrs

Finance Functions – Financing decisions – Capital structure theories – net income approach, Net operating income approach – The Traditional approach – Modighani – Miller hypothesis – capital structure planning and policy – elements of capital structure EBIT – EPS approach, Valuation approach, cash flow approach.

UNIT – 2: INVESTMENT DECISIONS

14 hrs

Investment Decisions – Capital Budgeting decisions – Nature – type – Evaluation criteria – DCF – NPV – IRR – Reinvestment assumption and modified IRR – Varying opportunity cost of capital – Investment decision under inflation – Investment Analysis under inflation. Complex investment decisions – projects unit, different project lives, investment timing and duration – Replacement of an existing asset – Investment decisions under capital rationing.

UNIT – 3: RISK ANALYSIS IN CAPITAL BUDGETING –

12 hrs

Nature of Risk/statistical techniques for Risk analysis – Risk analysis in practice – sensitivity analysis – Scenario analysis simulation analysis - Decision trees for sequential investment decisions – utility theory and capital budgeting.

UNIT – 4: SHORT TERM FINANCIAL MANAGEMENT

10 hrs

Introduction; Short-Term Borrowing and Investment; Where should surplus cash be held?, Importance of Cash budgeting, Investing Surplus Funds, Financing Short-Term Deficits; Centralized versus Decentralized Cash Management, Netting, Exposure Management, Cash Pooling, Disadvantages of Centralized Cash Management; Cash Transmission.

UNIT 5 : DIVIDEND DECISIONS

6Hrs

Establishing a dividend policy-Dividend theories- Relevance Theory-Walter's Valuation model, Gordon's Growth model.-

SKILL DEVELOPMENT:

1. Prepare a list of corporate financial strategies
2. Draw a chart of capital budgeting process
3. Analysis investment proposal by applying any one measuring risk approach
4. Evaluate dividend theories with practical examples
5. Make out strategies to invest surplus funds

BOOK FOR REFERENCE

1. Weston :& Brigham, Essentials of Managerial Finance, The Dryden Press.
2. James Vanhorne, Fundamentals of Financial Management, Prentice Hall Inc.
4. John Hampton, Financial Decision Making – concepts, problems & cases, Prentice Hall of India.Schall & Haley, Financial Management, McGraw Hill, New york.
5. Brealey & Myres, Principles of Corporate Finance, McGraw Hill, New York.
6. Prasanna Chandra, Financial Management, Theory and Practice, Tata McGraw Hill.
7. Khan & Jain, Financial Management, Tata McGraw Hill.
8. I.M. Pandey, Financial Management, Viaks Publishing House.
9. S.C. Kuchal, Financial Management, Chaitanya Publishers, Allahabad.

4.5 PRODUCTION AND OPERATIONS MANAGEMENT**Objective :**

The objective of the subject is to make the students understand the concepts of production and operations management of an industrial undertaking and the benefits of automation.

UNIT 1: INTRODUCTION TO PRODUCTION & OPERATIONS MANAGEMENT 12hrs

Introduction - Meaning & Definition – Classification - Objectives and Scope of Production and operation Management -Automation: Introduction – Meaning and Definition – Need – Types - Advantages and Disadvantages

UNIT 2: PLANT LOCATION AND LAYOUT 8hrs

Introduction – Meaning & Definition - Factors affecting location, theory and practices, cost factor in location - Plant layout principles -space requirement- Different types of facilities, Organization of physical facilities – building, sanitation, lighting, air conditioning and safety.

UNIT 3: MATERIALS MANAGEMENT 8hrs Introduction – Meaning & Definition - Purchasing, Selection of Suppliers, Techniques of Inventory Management, Material Handling Principles and Practices, Economic Consideration, Criteria for Selection of Materials Handling Equipment, Standardization, Codification, Simplification, Inventory Control,

UNIT 4: PRODUCTION PLANNING AND QUALITY CONTROL 16hrs

Objectives and Concepts, capacity planning, corresponding production planning, controlling, scheduling routing – Quality Control - Statistical Quality Control, Quality Management, Control charts and operating characteristic curves, acceptance sampling procedures, Quality Circle, Meaning of ISO and TQM. Productivity – factors influencing productivity - Concept of Standard Time, Method study, Time and Motion Study, Charts and Diagrams, Work Measurements

UNIT 5: MAINTENANCE AND WASTE MANAGEMENT 12hrs

Introduction – Meaning – Objectives - Types of maintenance, Break down, spares planning and control, preventive routine, relative advantages, maintenance scheduling, equipment reliability and modern scientific maintenance methods - Waste Management - Scrap and surplus disposal, salvage and recovery.

SKILL DEVELOPMENT

1. Visit any industry and list out the stages of PPC with as many details as possible.
2. List out the Functions of Materials management in an organization
3. Describe the Functions of Quality Circles in an industry
4. Draw a ISO specification chart
5. Visit a company and List out Environmental issues.
6. Visit a company and draw a chart on Plant layout.

BOOKS FOR REFERENCE

1. Ashwathappa. K & Sridhar Bhatt : Production & Operations Management, HPH.

2. Gondhalekar & Salunkhe : Productivity Techniques, HPH.
3. SN Chary, Production & Operations Management, McGraw Hill.
4. U. Kachru, Production & Operations Management, Excel Books.
5. Alan Muhlemann, John Oaclank and Keith Lockyn, Production & Operations Management, PHI.
6. K KAhuja, Production Management, CBS Publishers.
7. S.A. Chunawalla & Patel: Production & Operations Management, HPH.
8. Everett E Adam Jr., and Ronald J Ebert, Production & Operations Management, Sage Publishing
9. Dr. L. N. Agarwal and Dr. K.C. Jain, Production Management
10. Thomas E. Morton, Production Operations Management, South Western College.
11. K. Venkataramana, Production Operations Management, SHBP.

4.6 FINANCIAL ANALYSIS AND REPORTING**Objective:**

The objective of this subject is to enable the students to understand the analysis and interpretation of financial statements with a view to prepare management reports for decision-making.

UNIT 1: ANALYSIS OF FINANCIAL STATEMENTS**12hrs**

MANAGEMENT ACCOUNTING: Meaning – Definition – Objectives – Nature and Scope – Role of Management Accountant – Relationship between Financial Accounting and Management Accounting, Relationship between Cost Accounting and Management Accounting.

ANALYSIS OF FINANCIAL STATEMENTS: Types of Analysis – Methods of Financial Analysis – Comparative Statements – Common Size Statements – Trend Analysis – Problems.

UNIT 2: RATIO ANALYSIS**14hrs**

Meaning and Definition of Ratio, Classification of Ratios, Uses & Limitations – Meaning and types of Ratio Analysis – Problems on Ratio Analysis - Preparation of financial statements with the help of Accounting Ratios.

UNIT 3: FUND FLOW ANALYSIS**10hrs**

Meaning and Concept of Fund – Meaning and Definition of Fund Flow Statement – Uses and Limitations of Fund Statement - Procedure of Fund Flow Statement - changes in Working Capital – Statement of Funds from Operation – Statement of Sources and Application of Funds – Problems.

UNIT 4: CASH FLOW ANALYSIS**14hrs**

Meaning and Definition of Cash Flow Statement – Differences between Cash Flow Statement and Fund Flow Statement – Uses of Cash Flow Statement – Limitations of Cash Flow Statement – Provisions of AS-3 – Procedure of Cash Flow Statement – Concept of Cash and Cash Equivalents - Cash Flow from Operating Activities – Cash Flow from Investing Activities and Cash Flow from Financing Activities – Preparation of Cash Flow Statement according to AS-3 (Indirect Method Only).

UNIT 5: MANAGEMENT REPORTING**6hrs**

Meaning of Management Reporting – Requisites of a Good Reporting System – Principles of Good Reporting System – Kinds of Reports – Drafting of Reports under different Situations.

SKILL DEVELOPMENT

1. Collection of financial statements of any one organization for two years and preparing comparative statements
2. Collection of financial statements of any two organization for two years and prepare a common Size Statements
3. Collect statements of an Organization and Calculate Important Accounting Ratio's
4. Draft a report on any crisis in an organization
5. Develop a E content on the requites of good report

BOOKS FOR REFERENCE

1. Dr. S.N. Maheswari , Management Accounting
2. Sexana, Management Accounting
3. SudhindraBhat- Management Accounting
4. Dr. S.N. Goyal and Manmohan, Management Accounting
5. B.S. Raman, Management Accounting
6. Sharma and Gupta, Management Accounting
7. M Muniraju& K Ramachandra, Management Accounting
8. PN Reddy &Appanaiah, Essentials of Management Accounting.
9. J.Made Gowda - Management Accounting

4.7 INVESTMENT ANALYSIS AND PORTFOLIO MANAGEMENT

Objective:

The objective of this subject to make the students to understand the concept of investment and diversification of investment and valuation of Investment and Portfolio evaluation

UNIT 1: INVESTMENT OVERVIEW

14 Hrs

Introduction – Meaning and Definition of Investment, objective, investment process- Investment Alternatives various assets classes- Factors affecting Investment Decision- Types of Investors - Speculation , Difference between investment and Speculation – Difference between Investment and Gambling- Common Mistakes in Investment Management.

UNIT 2: RISK AND RETURN

8 Hrs

Introduction – Meaning and Definition of Risk, Types of Risk – Systematic Risk – Unsystematic Risk, Minimising Risk Exposure, Risk Measurement (Standard Deviation, Beta) Problems

UNIT 3: ANALYSIS OF SECURITIES

14 Hrs

Introduction- Fundamental Analysis – Economic Analysis- Industrial Analysis- Industrial Life cycle – Company Analysis- Financial Analysis

UNIT 4: TECHNICAL ANALYSIS

12 Hrs

Introduction of Technical Analysis – History – Assumption – Technical Tool – Dow Theory – Volume of Trading – Short Selling – Odd lot Trading – Bars and Line charts – Moving averages and Oscillators- Technical Analysis and Fundamental Analysis.

UNIT 5: PORTFOLIO MANAGEMENT

12 Hrs

Portfolio theory, Markowitz Model, Sharpe's single index model efficient frontier with Lending and borrowing, optimal portfolio capital Asset pricing model. Arbitrage pricing theory two factor and multifactor models. Markowitz model- Sharpe Model – Jensen and Treynor Model and Problems

SKILL DEVELOPMENT

1. Prepare an imaginary investment portfolio for salaried man whose income is 10 lacks per annum and estimated savings is 2 lacks per annum.
2. Make list of thirty companies which have gone for an IPO very recently
3. Prepare a statement showing the ups and downs in the BSE Index to the last one year.
4. Conduct technical analysis case study of any two listed companies of your choice
5. Develop E content on different portfolio management models

BOOKS FOR REFERENCES:

1. Pandyan Puneethavarty, Securities Analysis and Portfolio Management, Vikas Pub. House.
2. Fuller & Farrel, Modern Investments and Security Analysis, McGraw Hill International.
3. Strong R.A, Portfolio Management Handbook. South western college Publishing.
4. A. Brahmiah & P. Subba Rao, Financial Futures and Options, HPH.
5. Singh Preeti, Investment Management, HPH
6. Alexander Fundamental of Investments, Pearson Ed.
7. Hangen: Modern Investment theory. Pearson Ed.
8. Kahn: Technical Analysis – Plain and sample Pearson Ed.
9. Ranganthan: Investment Analysis and Port folio Management.
10. Chandra Prasanna: Managing Investment – Tata Mc Gram Hill.

5.1 INCOME TAX

OBJECTIVES:

The objective of this subject is to acquaint the students with the various provisions of Income Tax Act relating to computation of income of individual assesses only.

UNIT1: INTRODUCTION TO INCOME TAX

14 Hrs

Income Tax: Brief History-Legal Frame Work-Types of Taxes-Cannons of Taxation **Important**

Definitions: Assessment-Assessment Year-Previous Year-Exceptions to the general

rule of Previous Year-Assessee-Person-Income-Casual Income-Gross Total Income-Total Income-Agricultural Income scheme of taxation .classification of revenue and capital

Residential Status: Determination of Residential Status of an individual (simple problems)-Incidence of Tax (Simple Problems on Computation of Gross Total Income).

Exempted Incomes: Introduction – Exempted Incomes U/S 10 (Restricted to Individual Assessee)-Only theory

UNIT2: INCOME FROM SALARY

16Hrs

Meaning & Definition-Basis of Charge-Allowances : fully taxable allowance, Partly taxable allowances :House rent Allowance,-Entertainment Allowance,Transport Allowance,-Children Education & Hostel Allowances-Fully Exempted Allowances- Perquisites- Tax Free Perquisite, perquisites Taxable in all Cases :Rent free accommodation-e Concessional accommodation, Personal obligations of the employee met by the employer-Perquisites-Taxable in Specified Cases: Gardener, Sweeper, Gas, Electricity, Water and Motor car facility (when the motor car is owned or hired by the employer)-Provident Funds-Deductions from Salary U/S 16-Problems on Income from Salary(excluding retirement benefits).

UNIT3: INCOME FROM HOUSE PROPERTY

10Hrs

Basis of Charge- Exempted Incomes from House Property- Annual Value Determination of Annual Value -Loss due to Vacancy-Deductions from Annual Value -Problems on Income from House Property (Excluding Pre-Construction interest)

UNIT4: PROFITS AND GAINS FROM BUSINESS AND PROFESSION

10Hrs

Meaning and Definition of Business & Profession- Expenses & losses Expressly Allowed-

Expenses and losses Expressly Disallowed–Expenses Allowed on Payment Basis-Problems on computation of income from Business of Sole Proprietor.

UNIT5: COMPUTATION OF TOTAL INCOME

6Hrs

Income from capital Gains (excluding exemptions-Theory only)-Income from Other Sources (Theory only)-Deductions U/S80C,D&G.Simple problems on Computation of Total income of an Individual

SKILL DEVELOPMENT

1. Form No.49A (PAN) and 9B. List of enclosures to be made along with IT returns (with reference to salary & H.P).
2. Computation of Income Tax and the Slab Rates.
3. Chart on prerequisites.
4. Preparation of Form 16 and Filing of Income Tax Returns

BOOKS FOR REFERENCE

1. Dr. Mehrotra and Dr. Goyal: Direct Taxes–Law and Practice, Sahitya Bhavan Publication.
2. Dr. Vinod K. Singhania: Direct Taxes–Law and Practice, Taxmann publication.
3. B. B. Lal: Direct Taxes, Konark Publisher (P) Ltd.
4. Dinakar Pagare: Law and Practice of Income Tax, Sultan Chand and sons.
5. Gaur & Narang: Income Tax, Kalyani Publisher
6. Dr. V. Rajesh Kumar and Dr. R. K. Sreekantha: Income Tax–I, Vittam Publications

5.2 INSURANCE LAWS AND PRACTICES**OBJECTIVE**

To enable the students to understand various aspects of Life & General Insurance

UNIT 1: INTRODUCTION TO LIFE INSURANCE**12hrs**

Introduction to Life Insurance - Principles of Life Insurance - Life insurance products, pensions and annuities - Life insurance underwriting - Need for selection - Factors affecting rate of mortality - Sources of data - Concept of extra mortality - Numerical methods of undertaking - Occupational hazards.

UNIT 2: LEGAL ASPECTS OF LIFE INSURANCE**12hrs**

Legal Aspects of Insurance - Indian contract Act, special features of Insurance contract. Insurance laws, Insurance Act, LIC Act, IRDA Act

UNIT 3: CLAIM MANAGEMENT & RE-INSURANCE**10hrs**

Claim Management - Claim Settlement - Legal Framework - Third party Administration, Insurance ombudsman - Consumer Protection Act - Re-Insurance in Life Insurance - Retention Limits - Methods of re-insurance.

UNIT 4: INTRODUCTION TO GENERAL INSURANCE**12hrs**

Introduction to General Insurance, Principles of General Insurance, Types of General Insurance Personal general insurance products (fire, personal liability, motors, miscellaneous insurance). Terminology, clauses and covers, Risk assessment, underwriting and ratemaking, Product design, development and evaluation, Loss Provincial control

UNIT 5: INSURANCE INDUSTRY**10hrs**

Insurance industry - Brief History - Pre Nationalization and post nationalization - Current scenario.- Re-Insurance - Functions, Methods of re-Insurance.

SKILL DEVELOPMENT:

1. Calculation of policy premium with imaginary figures
2. Calculation of fair claims with imaginary figures
3. Preparation of list occupational hazards under life insurance
4. Develop a E content on legal aspects of insurances in India
5. Prepare a chart on general insurances

BOOKS FOR REFERENCE

1. P. Perya Swamy ;Principles and Practice of Life Insurance
2. Raman B, Your Life Insurance Hand Book
3. William C. Arthur, Risk Management and Insurance
4. G. Krishna Swamy: A Text book on Principles and Practices of Life Insurance
5. Gopal Krishnan, Liability Insurance
6. Aramvalarthan : Risk Management I.K. Intl
7. Mishra M.N, Insurance Principles and Practice
8. Bose A.K, Engineering Insurance
9. Fire Insurance Claim – Insurance institute of India
10. P. K Gupta; Insurance & Risk Management

5.3 CORPORATE RESTRUCTURING**Objective:**

This course is designed to provide an understanding of the essential elements of Joint Ventures, Mergers and Acquisitions with the basic methods of valuation, post-merger valuation, methods of payment and financing options at global level.

UNIT -1 CORPORATE RESTRUCTURING:**10 hrs**

Meaning, need, different approaches for restructuring; Joint Ventures: Concept and Meaning of Joint Ventures, Need and Types of Joint Ventures, Structures and Problems faced in Joint Ventures, Joint Ventures and Strategic Alliance. Some relevant case study of successful and failed joined ventures

UNIT -2- MERGERS AND ACQUISITIONS (M&A):**16 hrs**

Introduction to mergers, types of mergers, theories of mergers and acquisitions; Cross-border mergers and acquisitions, issues and challenges in cross border M&A. Handling cross-culture and taxations issues in cross-border M&A. Analysis of PostMerger Performance. Demerger, types of demerger, reverse merger, buyback of shares, leverage buy-out strategy, merger strategy - growth, synergy, operating synergy, financial synergy, diversification, Valuation of Synergy. Takeover and its types, takeover strategy, takeover bids, legal framework for mergers and acquisitions, leverages and buyouts; Hostile tender offers and various anti-takeover strategies

UNIT -3 DEAL VALUATION AND EVALUATION:**14 hrs**

Factors affecting valuation basics, methods of valuation, cash flow approaches, economic value added (EVA), sensitivity analysis, and valuation under takeover regulation, valuation for slump sale, cost-benefit analysis and swap ratio determination (with numerical calculation).

UNIT -4 POST-MERGER EVALUATION:**12 hrs**

Financial Evaluation of Mergers and Acquisitions, Impact on shareholders' Wealth; Methods of payment and financing options in mergers and acquisitions, Standing Committee on Academic Matters dated 20.08.2018 Annexure No.-57 BBA (FIA) University of Delhi 26 financing decision, Merger, Acquisition and Competition law 2002, SEBI (Securities and Exchange Board of India) Takeover Code 2011 and criteria for negotiating friendly takeover.

UNIT 5: RECENT TRENDS IN CORPORATE RESTRUCTURING**4 Hrs**

Recent changes in restructuring of Indian companies- List of changes, Companies have resorted for restructuring in recent years with case study, - recent Government laws on restructuring in India with examples.

SKILL DEVELOPMENT:

1. Develop an e -content on different approaches for restructuring
- 2 List out the effective M&A strategies
3. Pick up any latest M&A deal and generate the details of the deal and analyse it
4. Develop e content on effects of restructuring on shareholders wealth
5. List out the recent changes in Indian companies restructured

BOOKS FOR REFERENCE :

1. Weston, Fred; Chung, Kwang S. and Siu, Jon A.: Takeovers, Restructuring and Corporate Governance, Pearson Education
2. Gupta, Manju (2010): Contemporary Issues in Mergers and Acquisitions. Himalaya Publishing
3. Sundarsanam (2006); Creating Value from Mergers and Acquisitions, (1st edition) Pearson Education
4. Ramanujan. S. (1999); Mergers: The New Dimensions for Corporate Restructuring, McGraw Hill
5. Narayankar, Ravi, (2013): Merger and Acquisitions Corporate Restructuring, Strategy and Practices, (2nd edition). International Book House Pvt. Ltd

5.4 AUDITING AND ASSURANCE**Objective :**

This subject aims at imparting knowledge about the principles and methods of auditing and their applications.

UNIT 1: INTRODUCTION TO AUDITING**12hrs**

Introduction – Meaning - Definition – Objectives – Differences between Accountancy and Auditing – Types of Audit - Advantages of Auditing – Preparation before commencement of new Audit – Audit Notebook – Audit Working Papers – Audit Program, RECENT TRENDS IN AUDITING: Nature & Significance of Tax Audit – Cost Audit - Management audit.

UNIT 2: INTERNAL CONTROL**10hrs**

Internal Control: meaning and objectives. Internal Check: meaning, objectives and fundamental principles. Internal Check as regards: Wage Payments, Cash Sales, Cash Purchases. Internal Audit: Meaning - Advantages and Disadvantages of Internal Audit – Differences between Internal Check and Internal Audit.

UNIT 3: VOUCHING**12hrs**

Meaning - Definition – Importance – Routine Checking and Vouching – Voucher -Types of Vouchers – Vouching of Receipts: Cash Sales, Receipts from debtors, Proceeds of the sale of Investments. Vouching of Payments: Cash Purchases, Payment to Creditors, Deferred Revenue Expenditure

Unit 4: VERIFICATION AND VALUATION OF ASSETS AND LIABILITIES**12hrs**

Meaning and Objectives of verification and valuation – Position of an Auditor as regards the Valuation of Assets – Verification and Valuation of different Items: Assets: Land & Building, Plant & Machinery, Goodwill – Investments - Stock in Trade. Liabilities: Bills Payable - Sundry Creditors – Contingent Liabilities.

Unit 5: AUDIT OF LIMITED COMPANIES AND OTHERS**10hrs**

Company Auditor – Appointment – Qualification - Powers - Duties and Liabilities – Professional Ethics of an Auditor, Audit of Educational Institutions – Audit of Insurance Companies- Audit of Co-operative societies

SKILL DEVELOPMENT

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 report on behalf of a Public Limited Company
4. Record the verification procedure with respect to any one fixed asset
5. Draft an audit program

BOOKS FOR REFERENCE

1. P N Reddy & Appannaiah, Auditing, HPH
2. TR Sharma, Auditing, Sahitya Bhavan
3. BN Tandon, Practical Auditing, Sultan Chand
4. Dr. Nanje Gowda, Principles of Auditing, VBH
5. Dr. Alice Mani: Principles & Practices of Auditing, SBH.
6. K. Venkataramana, Principles And Practice Of Auditing, SHBP.
7. MS Ramaswamy, Principles and Practice of Auditing.
8. Dinakar Pagare, Practice of Auditing, Sultan Chand
9. Kamal Gupta, Practical Auditing, TMH
10. R.G Sexena - Principles and Practice of Auditing, HPH

5.5 STRATEGIC FINANCIAL MANAGEMENT**Objective:**

To provide students an understanding of Strategic Decision Making Framework and Execution thereof with intent to contribute more effectively to corporate strategy by taking a more proactive and forward looking approach.

UNIT- 1 DECISION MAKING FRAME WORK**8 Hrs**

Decision Making Frame Work – Strategic Financial Management – Dynamics of Strategic Financial Management – Issues in Strategic Financial Management

UNIT 2; PROJECT MANAGEMENT FROM FINANCIAL PERSPECTIVE**14 hrs**

Project Management from financial perspective – Product Life Cycle & Financial impact – Development of project reports – contents thereof – sourcing of funds for a project – traditional and alternative modes - Private Equity – Hedge Funds – Venture Capital – Crowd source funding - Non Financial Institutional Funding – Corporate Finance needs for SME - Foreign Exchange Management

UNIT 3: CORPORATE VALUATION**14 Hrs**

Corporate Valuation – Dynamics of valuation – Approaches to Corporate Valuation – Discounted Cash Flow Approach - Adjusted Book Value Approach – Comparable Company Approach – Capitalized Earning Approach - Cost to Create Approach – Excess Earning Approach – Valuing specific intangible approach IPR, Brand, Human Capital – Concept of Economic Value Added – Concept of Realizable Value & Replacement Value

UNIT 4 : MANAGEMENT OF INTEREST RATE EXPOSURE**12hrs**

Introduction; Nature and Measurement of Interest Rate Exposure; Forward Rate Agreements (FRAS); Interest Rate Options; Interest Rate Caps, Floors and Collars; Valuation of Interest Rate Options; Options on Interest Rate Futures; Interest Rate Swaps

UNIT- 5 CORPORATE GOVERNANCE & RISK MANAGEMENT**8 hrs**

Fundamentals of Corporate Governance – Governance Model –Roles of Audit Committees, Internal Control, Internal Audit & External Auditor – Linkages between Governance, risk management & audit – Case Study

SKILL DEVELOPMENT:

1. List out the various issues in Strategic Financial Management
2. Develop an E content on sources of project finance for MSME's
3. Conduct a case study on the project evaluation of any organization of your choice
4. Collect and analyse the forward rate agreements
5. Develop governance models suitable for public sectors

BOOKS FOR REFERENCE:

- 1.G.P. Jakhotiya, Strategic Financial Management, Vikas Publishing House.
- 2.Fred Weston & EF Brigham, Managerial Finance, Dryden Press.
- 3.James C. Vanhorne, Financial Management and Policy, Prentice Hall.
- 4.Brealy and Myess, Principles of Corporate Finance, Tata McGraw Hill.
- 5.Allen. D, An Introduction to Strategic Financial Management, IMA/Kogan Page London.
- 6.Copeland T., T. Koller and J. Murrin, Valuation Measuring and Manages the value of Companies, John Wiley International Edition.
- 7.Copeland T.E and J.F. Weston, Financial Theory and Corporate Policy, Addison Wesley New York.
- 8.Financial Management, M Y Khan & P K Jain, Tata McGraw Hill

5..6 GOODS AND SERVICE TAX AND CUSTOM DUTY**Objective :**

This course exposes the students to the goods and service tax & customs duty and also completed one nation and country of the indirect tax system.

UNIT 1: INTRODUCTION TO GST**10Hrs**

The concept of GST- The need for GST and the historical background of GST in India differences between the Direct and indirect taxes, the basic features of Indirect taxes and the principal Indirect taxes in India, Taxes Subsumed not subsumed under GST. The framework under GST (Dual Model) and various benefits that are accrued from implementation of GST, The significant amendments made in Constitution (101st Amendment) Act (Union, state and concurrent list), GST Council-Constitution Power and Functions

UNIT 2: DEFINITIONS IN GST AND SUPPLY UNDER GST:**14Hrs**

(Theory based coupled with Practical Scenario for better understanding of concepts: Numerical problems on supply-Calculation of Transaction value)

Definitions of: Goods, Services, Person, Business, Business Vertical, Consideration, Aggregate Turnover, Fixed Establishment, Casual taxable person, Concept of Supply [Section 7 of CGST Act], Taxable Supplies, Exempt Supply, Non- taxable supply, Supply with consideration in course/ furtherance of business, Supply without consideration; Schedule I, II, and III to the GST Act. Continues supply, Composite supply, Principal supply, Mixed Supply [Section 8], Taxability of Interstate supply and Intra state supply, Concept of Outward supply and Inward supply over Sales and Purchases

Unit 3: PROCEDURE AND LEVY UNDER GST:

(Both theory and Numerical based problems)

12Hrs

Registration under GST based on Turnover Limits. Casual registration; Levy and collection of CGST/SGST/IGST (Section 9 of CGST), Composition levy (Section 10), Reverse Charge Mechanism (RCM)(Section 9(3)/9(4), Classification of rate of Taxes under GST and Composition scheme. Power of Grant Exemption from Tax [Section 11 of the CGST Act) Tax Invoice and essential elements in Invoice GST on items containing Alcohol; Petroleum Products; Other Taxes and Duties on Special Items; GST on Tobacco Products;

UNIT 4: INPUT TAX CREDIT: (NUMERICAL PROBLEMS)**12 Hrs**

Definition of: Input Goods, Input Services, Capital goods, Input on Capital Goods, Concept of elimination of Tax Cascading Effect through Value added tax system. Concept of Input tax credit Eligibility and conditions for taking ITC, Cross Utilization of ITC, Apportionment of credit and

blocked credits, Availability of credit in special circumstances, availing and utilization of ITC. Treatment of IGST on import of Goods

UNIT 5 PAYMENT OF TAXES AND FILING OF RETURNS:

8hrs

Definition of Returns, Concept of Electronic Credit Ledger, Electronic Cash Ledger, Brief introduction and contents in- Returns for Outward supply (GSTR-1), Returns for Inward Supply (GSTR-2), Final Monthly Returns (GSTR-3), Annual Returns (GSTR-9) Mechanism of GST Network w.r.t Returns matching of invoices. Filing of First Returns GST Network: Structure, Vision and Mission, Powers and Functions. (theory only)

SKILL DEVELOPMENT :

1. Narrate the procedure for calculation of CGST, SGCT and IGST.
2. Prepare chart showing rates of GST.
3. Prepare Tax invoice under the GST Act.
4. Prepare list of exempted goods/ services under GST.
5. Show the flow chart of GST Suvidha Provider (GST).

BOOKS FOR REFERENCE:

1. Deloitte: GST Era Beckons, Wolters Kluwer.
2. Madhukar N Hiregange: Goods and Services Tax, Wolters Kluwer.
3. All About GST: V.S Datey - Taxman's.
4. Guide to GST: CA. Rajat Mohan,
5. Goods & Services Tax – Indian Journey: N.K. Gupta & Sunnania Batia, Barat's Publication
6. Goods & Services Tax: Dr. Sanjiv Agrawal & CA. Sanjeev Malhotra.
7. GST - Law & Practice: Dr. B.G. Bhaskara, Manjunath. N & Naveen Kumar IM,
8. Understanding GST : Kamal Garg, Barat's Publication.
9. Jayaram Hiregange & Deepak Rao, India GST for Beginners, 2nd ed, June 201

6.1 CORPORATE TAX PLANNING

Objective:

The objective of this subject is to make the student to understand the provisions relating to tax planning and its management

UNIT -1 INTRODUCTION TO TAX PLANNING

08 hrs

Tax planning, tax management, tax evasion, tax avoidance; Types of companies; Residential status of companies and tax incidence

UNIT – 2 ASSESSMENT OF PARTNERSHIP FIRM

12 hrs

Definition of Firm, Partner U/S 2(23) Residential Status -conditions u/s 184, Provisions u/s 40(b)- Deductions from 80G80JJA- Alternate Minimum Tax (AMT)-Computation of total income and tax liability of Firms (Use of available software package for computation of tax liability, Related Forms and Challans-Computation using excel work-sheet).

UNIT – 3 ASSESSMENT OF COMPANY

16 hrs

-Definition of Company, Closely-held company, Widely-held Company, Indian Company, Foreign Company-Computation of Depreciation u/s 32 - Applicable Deductions u/s 80IA , 80IB, 80IC, 80IAB , 80G -80JJAA- Computation of Tax Liability (Including Minimum Alternate Tax) (Use of Software Package-Quick Books/ Electro com)

UNIT – 4 TAX PLANNING WITH REFERENCE TO MANAGERIAL DECISIONS

10hrs

Tax planning with reference to setting up of a new business; taxation issues of start-ups; Location of Business, nature of business, form of organization; Tax panning with reference to financial management decision – Capital structure, dividend and bonus shares; Tax planning with reference to sale of scientific research assets. Tax planning with reference to specific management decisions – Make or buy, own or lease, repair or replace; Tax planning with reference to receipt of insurance compensation.

UNIT – 5 TREATMENT OF TAXES UNDER DIFFERENT CASES

10Hrs

Double taxation relief; Provisions regulating transfer pricing, computation of Arm's length pricing; Advance rulings; Advance Pricing Agreement Tax planning with reference to business restructuring: Amalgamation; Demerger; Slump sale; Conversion of company into LLP; Transfer of assets between holding and subsidiary companies

SKILL DEVELOPMENT

1. Prepare a chart showing residential status of companies
2. Collect the partners remuneration details of any partnership firms
3. Prepare a chart showing various deductions for the companies
4. List out tax benefits available for start –up business
5. List out the tax implications on business restructures

BOOKS FOR REFERENCE

1. Acharya. Shuklendra and Gurha. M.G. Tax Planning under Direct taxes. Modern Law Publications, Allahabad.
2. Ahuja. Girish. and Gupta, Ravi. Corporate Tax Planning and Management. Bharat Law House, Delhi. • Ghosh. T.P. IFRSs. Taxmann Publications Pvt. Ltd., New Delhi.
3. Mittal, D.P. Law of Transfer Pricing. Taxmann Publications Pvt. Ltd., New Delhi.
4. Singhanian. Vinod K. and Singhanian. Monica. Corporate Tax Planning. Taxmann. Publications Pvt. Ltd., New Delhi.
5. Direct Taxes, Dr. Vinod K Singhanian, Taxmann's Publications.
6. Income Tax Law and Practice, Dr. H.C.Mehrotra and Dr. S.P.Goyal, Sahithya Bhavan Publication.
7. Business Taxation, Dr. Ravi M.N., Bhanu Prakash B.E. and Dr. Suman Shetty N., Professional Books Publishers.
8. Direct Tax Laws and International Taxation, T.N. Manoharan et al., Snow White Publications.
9. Practical Approach to Income Tax, Dr. Girish Ahuja and Dr. Ravi Gupta, Wolters Kluwer Publications.
10. Students Guide to Income Tax, Manjusha Goel, Bharath Publications.
11. Students Guide to Income Tax including GST, Dr. Vinod K Singhanian and Dr. Monica Singhanian, Taxmann's Publications.

6.2 ENTREPRENEURSHIP AND ETHICS**Objective :**

The objective is to enable students to understand the basic concepts of entrepreneurship and prepare business plan to start a small industry.

UNIT 1: ENTREPRENEURSHIP**10 hrs**

Introduction – Meaning & Definition of Entrepreneurship, Entrepreneur & Enterprise – Differences between Entrepreneurship, Entrepreneur & Enterprise – Functions of Entrepreneur – Role of Entrepreneur for Economic Development - Factors influencing Entrepreneurship - Pros and Cons of being an Entrepreneur – Differences between Manager and Entrepreneur – Qualities of an Entrepreneur – Types of Entrepreneurs. Entrepreneurship Development- Need – Problems – National and State Level Institutions

UNIT 2: SMALL SCALE INDUSTRIES**12 hrs**

Small Scale Industries - Tiny Industries - Ancillary Industries - Cottage Industries – Definition – Meaning - Product Range - Capital Investment - Ownership Patterns - Importance and Role played by SSI in the development of the Indian Economy - Problems faced by SSI's and the steps taken to solve the problems - Policies Governing SSI's

UNIT 3: STARTING A SMALL INDUSTRY**14 hrs**

Concept of Business opportunity, scanning the environment for opportunities, evaluation of alternatives and selection based on personal competencies. - An overview of the steps involved in starting a business venture – Location, Clearances and Permits required, Formalities, Licensing and Registration Procedures - Assessment of the market for the proposed project - Importance of financial, technical and social feasibility of the project.

UNIT 4: PREPARING THE BUSINESS PLAN (BP)**10 hrs**

Business Plan, Importance of BP, Preparation of BP, Typical BP format - Financial aspects of the BP - Marketing aspects of the BP - Human Resource aspects of the BP - Technical aspects of the BP - Social aspects of the BP - Preparation of BP - Common pitfalls to be avoided in preparation of a BP

UNIT 5: IMPLEMENTATION OF THE PROJECT AND SICKNESS IN SSIs **10 hrs**

a. Financial assistance through SFC's, SIDBI, Commercial Banks, KSIDC, KSSIC, IFCI, - Non-financial assistance from DIC, SISI, EDI, SIDO, AWAKE, TCO, TECKSOK, KVIC - Financial incentives for SSI's and Tax Concessions - Assistance for obtaining Raw Material, Machinery, Land and Building and Technical Assistance - Industrial Estates – Role and Types. Sickness: Meaning and definition of a sick industry - Causes of Industrial Sickness - Preventive and Remedial Measures for Sick Industries

b. ETHICAL ISSUES IN ENTREPRENEURSHIP

Meaning, nature, Importance, Ethical issues in product development, pricing and marketing, social well being

SKILL DEVELOPMENT

1. Preparation of a Project report to start a SSI Unit.
2. Preparing a letter to the concerned authority-seeking license for the proposed SS Unit
3. Prepare Format of a business plan.
4. A Report on the survey of SSI units in the region where college is located.
5. Chart showing financial assistance available to SSI along with rates of interest..
6. Develop an e content on Success stories of Entrepreneurs in the region.

BOOKS FOR REFERENCE

1. Vasant Desai: The Dynamics of Entrepreneurship Development and Management, HPH
2. Mark. J. Dollinger, Entrepreneurship – Strategies and Resources, Pearson Edition.
3. Satish Taneja: Entrepreneur Development, HPH.
4. UdaiPareek and T.V. Rao, Developing Entrepreneurship
5. S.V.S. Sharma, Developing Entrepreneurship, Issues and Problems, SIET, Hyderabad
6. Srivastava, A Practical Guide to Industrial Entrepreneurs, Sultan Chand.
7. Government of India, Report of the committee on small and medium entrepreneurs,
8. Bharusali, Entrepreneur Development,
9. K. Venkataramanappa, Entrepreneurial Development, SHB Publications
10. Anil Kumar : Small Business and Entrepreneurship, I.K. International

6.3 DERIVATIVES AND RISK MANAGEMENT

OBJECTIVE

The objective is to introduce the students to the key concepts of Risk Management and provide an understanding of Derivatives as financial instruments to mitigate the risk.

UNIT 1: RISK MANAGEMENT

10hrs

Introduction, Risk and Uncertainty, Classification of Risks, Scope, Objectives, Process, Role of Risk Management in Business, Introduction to Derivatives, Evolution of Derivatives, Meaning & Definition, Characteristics, Functions, Types of Derivatives – Introduction, Meaning & Definition, Participants, Uses, Economic Benefits of Derivatives, Factor Contributing to the growth of Derivatives in India, recent trend in Derivatives.

UNIT 2: DERIVATIVE INSTRUMENTS

18hrs

Forward Contract: Meaning & Definition, Features, Terminologies, Pricing of Forward Contract, Limitations, Explanation of Forward Contract with a simple example.

Futures Contract: Meaning & Definition, Terminologies, Participants, Types of Futures Contract, Futures v/s Forwards, Pricing of Futures: Theoretical Pricing of Derivatives - Cost of Carry Model (Theory Only), Explanation of Future Contract with a simple example, Futures Market in India –

Recent Developments Options Contracts: Meaning & Definition, Terminologies, Types of

Options Contract, Options v/s Futures v/s Forwards, Participants, Pricing of Options: Theoretical **Pricing of Derivatives:** Black Sholes Model & Binomial Distribution Model, Explanation of

Option Contract with a simple example, Option Market in India – Recent Developments Swaps

Contracts: Meaning & Definition, Terminologies, Types of Swaps Contract, Swaps v/s Options v/s Futures v/s Forwards, Participants, Pricing of Swaps, Back to Back Loan, LIBOR & MIBOR, Explanation of Swaps Contract with a simple example, Swaps Market in India – Recent Developments

UNIT 3: SPECULATION, ARBITRATION, HEDGING

08hrs

Introduction, Meaning & Definition, Objectives, Functions, Types, Strategies, Speculation v/s Arbitration v/s Hedging, Can Speculation / Arbitration / Hedging mitigate financial risk for Companies?

UNIT 4: TRADING, CLEARING & SETTLEMENT – DERIVATIVES

08hrs

Introduction, Meaning, Types, Order System in Stock Exchange, Types of Orders, Mechanism of Trading, Clearing & Settlement in Derivatives Segment, Recent updates in Trading of Derivatives in Stock Exchange

UNIT 5: STOCK EXCHANGES IN INDIA

10hrs

Introduction, Meaning & Definition, Members, Brokers & Participants in Stock Exchange, Derivative Contracts in Stock Exchange, Demat account – Introduction & Types of orders processing, Investment v/s Speculation, and Practical exposure of Futures & Options Market traded in Indian Stock Exchanges.

SKILL DEVELOPMENT

1. Understand the elements of financial Risk Management. Adequate exposure to the functioning of financial Risk Management tools
2. Prepare a chart on working mechanism of Forwards, Futures, Options and Swaps.
3. Describe the trading pattern, clearing and settlement procedure followed in BSE & NSE.
4. Prepare a chart on guidelines given by SEBI for trading in Derivatives.
5. Prepare a chart consisting of the movement of major stock indices of world – S&P, Sensex, Nikkei, Dow Jones, Nasdaq, FTSE, Hang Seng.

BOOKS FOR REFERENCE:

1. Dun & Bradstreet: Financial Risk Management, Tata McGraw-Hill Publication.
2. Kotreshwar, G: Risk Management- Insurance and Derivatives, Himalaya Publishing House
3. Triesmann, Gustavson & Hoyt: Risk management & Insurance, Thomson Learning Inc
4. Crouhy M. Dan Galai and Robert P. Mark: Risk Management, McGraw-hill Co.
5. Paul Hopkin, Fundamentals of Risk Management
6. George E Rejda and Michael McNamara, Principles of Risk Management & Insurance
7. John C. Hull, Risk Management & Financial Institutions
8. Merton M Miller, Derivatives

6.4 BUSINESS REGULATIONS**Objectives:**

The objective of this paper is to orient students about various legislations governing business sector.

UNIT 1: INTRODUCTION TO BUSINESS LAWS**6hrs**

Introduction, nature of law, meaning and definition of business laws, scope and sources of business laws

UNIT 2: CONTRACT LAWS**18hrs**

Indian Contract Act, 1872: Definition of Contract, essentials of a valid contract, classification of contracts, remedies for breach of contract.

Indian Sale of Goods Act, 1930: Definition of contract of sale, essentials of contract of sale, conditions and warranties, rights and duties of buyer, rights of an unpaid seller.

UNIT 3: INFORMATION TECHNOLOGY ACT**6hrs**

Introduction to Cyber Law in India, salient features of IT Act, 2000, importance of Cyber Law, Digital Signature and cyber crimes.

UNIT 4: COMPETITION AND CONSUMER LAWS**14hrs**

The Competition Act, 2002: Objectives of Competition Act, the features of Competition Act, CAT, offences and penalties under the Act, Competition Commission of India.

Consumer Protection Act, 1986: Definition of the terms consumer, consumer dispute, defect, deficiency, unfair trade practices and services. Rights of the consumer under the Act, Consumer Redressal Agencies – District Forum, State Commission, National Commission

UNIT 5: ECONOMIC AND ENVIRONMENTAL LAWS**12hrs**

Indian Patent Laws and WTO Patent Rules: Meaning of IPR, invention and non-invention, procedure to get patent, restoration and surrender of lapsed patent, infringement of patent, FEMA 1999: Objects of FEMA, salient features of FEMA, definition of important terms: authorized person, currency, foreign currency, foreign exchange, foreign security, offences and penalties.

Environment Protection Act, 1986: Objects of the Act, definitions of important terms: environment, environment pollutant, environment pollution, hazardous substance and occupier, types of pollution, rules and powers of central government to protect environment in India.

SKILL DEVELOPMENT

1. Prepare a chart showing sources of business law and Indian Constitution Articles having

Economic significance

2. Draft an agreement on behalf of an MNC to purchase raw materials indicating therein terms and Conditions and all the essentials of a valid contract
3. Draft an application to the Chief Information Officer of any government office seeking a Information about government spending
4. Draft a complaint to District Consumer Forum on the deficiency of service in a reputed Corporate hospital for medical negligence
5. Collect leading cyber-crimes cases and form groups in the class room and conduct group Discussion

BOOKS FOR REFERENCE

1. K. Aswathappa, Business Laws, HPH,
2. Bulchandni, Business Laws, HPH.
3. K. Venkataramana, Business Regulations, SHBP.
4. Kamakshi P & Srikumari P – Business Regulations, VBH.
5. N.D. Kapoor, Business Laws, Sultan chand publications.
6. S.S Gulshan – Business Law
7. S.C. Sharma: Business Law I.K. International Publishers
8. Tulsion Business Law, TMH

6.5 ACCOUNTING FOR GOVERNMENT AND LOCAL BODIES**PART –A ACCOUNTING FOR RURAL LOCAL GOVERNMENTS****UNIT-1 INTRODUCTION****06 hrs**

Panchayat raj institutions-origin of panchayat raj institutions-constitutional background- three tier panchayat raj system-Financial functions of Zilla panchayat-taluk panchayat-gram panchayat

UNIT 2: RECEIPTS AND PAYMENTS OF P R I'S**10 hrs**

Salary, travelling allowances and other allowances to adyaksha, upadakshya and members of Zilla Panchayat , taluk panchayat, Gram Panchayat-application of gram panchayat fund- Honorarium of adyaksha and upadayakhya of Gram Panchayat,Grants- fees-taxes, Assets and liabilities of Panchayat Raj Institutions.

UNIT -3 PREPARATION OF ACCOUNTS OF PRI'S**14 hrs**

Zilla panchayat Budget and Account-taluk panchayat finance and account-Gram panchayat Budgeting and accounting-Auditing of Panchayat Raj Institutions. Audit report ,Procedures to rectify audit objection and recovery paras, adhoc Committees in panchayat raj institutions, duties and responsibilities of adhoc committee, Priasoft accounting software in Panchayat raj institutions, Panchatantra software.

PART-B ACCOUNTING FOR URBAN LOCALGOVERNMENTS**UNIT-4 INTRODUCTION****08 hrs**

Origin of Municipalities- different tiers of urban local bodies- urbanization in karnataka-DMA Organization Chart- Structure of ULB Organization-Functions of municipal councils-municipal corporations-city municipal councils-town municipal councils-town panchayats-notified area Committees-standing Committees.

UNIT-5 RECEIPTS AND PAYMENTS AND PREPARATION OF ULB ACCOUNTS**18 hrs**

a) **Rent-rates-taxes-fee**-salary grants-other allowance to members-different schemes of ULB'S- Expenditure rules-taxation rules 1965-contract rules 1986-Borrowing rules 1966-Assets and liabilities of ULB'S-Regulation of duty on transfers of Immovable property.

b) Preparation of ULB Accounts

Preparation of plans, estimates-Budgets-Receipts vouchers-payment vouchers-maintenance accounts of different Schemes of Urban local bodies, FBAS Accounting system in municipalities.

c) Auditing of ULB'S

Government auditor-Inspection of Books and Vouchers, different types of audit , measures to clear audit objection and recovery paras, adhoc committee.

SKILL DEVELOPMENT

- 1 Visit nearby panchayat office and list out its financial functions
- 2 Collect details of various funds and honorarium paid in the panchyat offices
- 3 Collect the statement of fund utilization at panchayat level
- 4 Prepare an organization chart on local bodies
5. Collect auditor's report of local bodies

BOOKS FOR REFERENCE:

1. Indian audit and accounts department, accounts and audit rules
2. Karnataka Panchayat raj act 1993
3. Karnataka panchayat raj(badget and accounts rules) 2006
4. Karnataka Municipal Corporation rules-1977
5. Karnataka state audit and accounts department , Audit mannual
6. Karntaka municipalities budget and accounts rules
7. Government of Karnataka local bodies Accounts and Audit circulars
8. Priasoft, panchatantra, FBAS accounting software

6.6 INTERNATIONAL FINANCE

Objective:

To familiarize the students with International Financial Management issues

UNIT 1: INTRODUCTION TO INTERNATIONAL FINANCE

12hrs

Introduction to International Finance, Methods of Payment, International Monetary system, Issues Involved in International Business and Finance, Recent Developments.

UNIT 2: FOREIGN EXCHANGE AND BALANCE OF PAYMENTS

16hrs

Introduction to Forex, Forex Market & Its Intermediaries, ADR, GDR, Foreign Exchange Rate, Theories of Foreign Exchange Rate Determination, Exchange Rate Forecasting.

UNIT 3: INSTRUMENTS IN INTERNATIONAL FINANCIAL MARKETS.

8hrs

Meaning, definition, international finance markets, Globalization of Capital markets, Innovation in foreign securities and international portfolio management.

UNIT 4: FOREIGN EXCHANGE RISK

10hrs

Meaning, Definition, Participants, Types of Exchange risks, Derivative Instruments used for Hedging: Valuation of Futures, Options and Swaps – Problems, Derivatives from Indian Market Perspective – SWOC Analysis.

UNIT 5: INTERNATIONAL FINANCIAL INSTITUTIONS AND LIQUIDITY

14hrs

Introduction to IMF, International liquidity and SDR's (special drawing rights) International Bank for Reconstruction and Development (IBRD or World Bank), International Development Association (IDA), Asian Development Bank (ADB), International Finance Corporation (IFC) and Multilateral Investment Guarantee Agency (MIGA)

SKILL DEVELOPMENT

1. Visit any authorized dealers/establishments and understand their activities.
2. Analyze the trend of FDI into India in the last five years.
3. Analyze the Balance of payments of financial years
4. List out any 15 foreign currencies
5. List out the major functions of world bank

BOOKS FOR REFERENCE

1. Harris Manville, International Finance.
2. Madhu Vij, International Finance.
3. Keith Pibean, International Finance.
4. Avadhani B.K, International Finance Theory and Practice.
5. R.M Srivastava , Multinational Financial Management.
6. P.A. Apte, International Financial Management.
7. Bndar D.C, International Finance.
8. Murthy E.N, International Finance & Risk Management.
9. M.L. Verma, Foreign Trade & Management in India.
10. Rao and Chary, International Finance.
11. Ramachandra & Others ; International Finance