



**MAR IVANIOS COLLEGE (AUTONOMOUS)
TRIVANDRUM**

REGULATION, SCHEME & SYLLABUS

OF

B.COM ACCOUNTS & AUDIT

(2018 ADMISSION ONWARDS)

FACULTY OF COMMERCE

Scheme and syllabus for the First Degree Programme in Commerce (Accounts and Audit) under the Choice Based Credit and Semester System (CBCS)

The First Degree Programme in B.Com (Accounts & Audit) is designed exclusively for students who wish to pursue Chartered Accountancy (CA). A student who opts for this course can pursue B.Com and at the same time concentrate on CA, as several subjects of CA is included in the programme. This would save time & effort and help CA aspirants retain their prime focus. By the end of the programme the student would complete B.Com and is also expected to clear CA Foundation and Intermediate course making him\her eligible to pursue articleship.

FDP ProgrammeProgramme Outcomes

The FDP programme aims at equipping students:

PO1. To take informed actions after identifying the assumptions that frame ones thinking and actions while checking out the degree to which these assumptions are accurate and valid while looking at ones ideas and decisions (intellectual, organizational and personal) from different perspectives.

PO2. To speak, read, write and listen clearly in person and through electronic media in English and in one Indian language, and make meaning of the world by connecting people, ideas, books, media and technology.

PO3. To elicit views of others, mediate disagreements and help reach conclusions in group settings.

PO4. To demonstrate empathetic social concern and equity centred national development, and ability to act with an informed awareness of issues and participate in civic life through volunteering.

PO5. To develop an understanding of environmental issues and work towards sustainable development.

PO6. To recognize different value systems including one's own and understand the moral dimensions of one's decisions, and accept responsibility for them.

PO7. To acquire the ability to engage in independent and life-long learning in the broadest context of socio-technological changes

First Degree Programme in Commerce: B.Com (Accounts and Audit)

Programme Specific Outcomes : FDP Programme in Commerce (Accounts and Audit) aims at:

PSO1. Providing a strong foundation level understanding of the functioning of business organizations, commercial transactions and of various specialized operations by offering a comprehensive curriculum.

PSO2. Developing necessary professional knowledge and skills in Accounting, Finance, Taxation, etc. by adopting learner centered pedagogical practices.

PSO3. Enhancing employability of students to take up challenging job assignments in various fields of business specifically as chartered accountants.

PSO4. Nurturing in students intellectual, personal, interpersonal and societal skills with a bent on Holistic Education.

Eligibility for admission

Eligibility for admissions and reservation of seats for the First Degree Programme in Commerce (Accounts and Audit) shall be according to the rules framed by the University from time to time. No student shall be eligible for admission to the First Degree Programme in Commerce unless he/she has successfully completed the examination conducted by a Board/ University at the +2 level of schooling or its equivalent.

Registration

Each student shall register for the courses in the prescribed registration form in consultation with the Faculty Advisor within two weeks from the commencement of each semester.

Duration

The normal duration of the First Degree Programme in Commerce (Accounts and Audit) shall be three years consisting of six semesters. The duration of each semester shall be five months inclusive of the days of examinations. There shall be at least 90 working days in a semester and a minimum 450 hours of instruction in a semester. Odd Semester (June- October) commences in June and Even Semester (Dec- April) commences in December every year.

Programme Structure

The First Degree Programme in Commerce shall include:

1. Language courses
2. Foundation courses
3. Core courses
4. Complementary courses
5. Open/ Elective courses
6. Project

Language courses include four common courses in English and two courses in an additional language chosen by the student. The student shall choose any one of the following additional languages offered by the college: Malayalam, Hindi, and French.

Foundation courses include two courses which are compulsory basic courses. Foundation course I aimed at providing general education on environmental studies and foundation course II aimed at providing basic education on general informatics for business studies.

Core courses include sixteen compulsory courses in the major subject and complementary courses include four courses in the allied subjects.

There shall be two open courses. The students attached to the Department of Commerce can opt one course from their Department and another from any one of the other Departments in the college. The open course I in the fifth semester is a non-major elective open to all students except to the students from the Department of Commerce and the open course II in the sixth semester is an elective course in the major subject offered to the students of the Department of Commerce. In addition to the two open courses, the students shall choose any one of the additional elective streams with four courses in each stream, which is also compulsory as part of the First Degree Programme in Commerce (Accounts and Audit).

All students are to carry out a project work either individually or in a group of not more than five under the supervision of a teacher. The project work shall commence in the fifth semester.

The student secures the credits assigned to a course on successful completion of the course. The student shall be required to earn a minimum of 120 credits including credits for language courses, foundation courses, core courses, complementary courses (as the case may be), project and open/ elective courses within a minimum period of six semesters for the award of the Degree excluding credits required for social service/ extension activities. The minimum credits required for different courses are given below:

Courses	Credits
Language courses	22
Foundation courses	5
Core courses including project	63
Complementary courses	12
Elective Courses	16
Open course	2

	120
	=====
Social Service/ Extension activities	1

Add-on courses shall be provided.

General Structure for B.Com Accounts & Audit Programme

Sem No:	Courses	Instructional Hours per Week	Credits	End Semester Exam Duration (Hrs)	Evaluation		Total Credits
					Internal	End Semester	
I	Language Course I (English I)	5	4	3	20%	80%	19
	Language Course II (Addl. Language I)	4	4	3	20%	80%	
	Foundation Course I	4	2	3	20%	80%	
	Core Course I	4	4	3	20%	80%	
	Core Course II	4	2	3	20%	80%	
	Complementary Course I	4	3	3	20%	80%	
II	Language Course III (English II)	5	4	3	20%	80%	20
	Language Course IV (Addl. Language II)	4	4	3	20%	80%	
	Foundation Course II	4	3	3	20%	80%	
	Core Course III	4	3	3	20%	80%	
	Core Course IV	4	3	3	20%	80%	
	Complementary Course II	4	3	3	20%	80%	
III	Language Course V (English III)	3	3	3	20%	80%	20
	Core Course V	4	3	3	20%	80%	
	Core Course VI	4	3	3	20%	80%	
	Core Course VII	5	4	3	20%	80%	
	Complementary Course III	4	3	3	20%	80%	
	Elective Course I	5	4	3	20%	80%	
IV	Language Course VI (English IV)	3	3	3	20%	80%	21
	Core Course VIII	4	3	3	20%	80%	
	Core Course IX	4	4	3	20%	80%	
	Core Course X	5	4	3	20%	80%	
	Complementary Course IV	4	3	3	20%	80%	
	Elective Course II	5	4	3	20%	80%	
V	Core Course XI	5	4	3	20%	80%	18
	Core Course XII	5	4	3	20%	80%	
	Core Course XIII	5	4	3	20%	80%	
	Open Course	3	2	3	20%	80%	
	Elective Course III	5	4	3	20%	80%	
	Project	2	-	-	-	-	
VI	Core Course XIV	5	4	3	20%	80%	22
	Core Course XV	5	4	3	20%	80%	
	Core Course XVI	5	4	3	20%	80%	
	Core Course XVII	3	2	3	20%	80%	
	Elective Course IV	5	4	3	20%	80%	
	Project	2	4	-	-	-	

The programme structure showing the details of the courses offered is given below.

PROGRAMME STRUCTURE

SEMESTER I

Courses	Course Code	Course Title	Instructional Hours per Week	End Semester Exam Duration (Hrs)	Credits
Language Course I (English I)	AUEN111.3a	English I	5	3	4
Language Course II (Addl. Language I)	AUFR111.3a AUHN111.3a AUML111..3a	Addl. Language I	4	3	4
Foundation Course I	AUCOA121	Principles of Management	4	3	2
Core Course I	AUCOA141	Environmental Studies	4	3	4
Core Course II	AUCOA142	Financial Accounting	4	3	2
Complementary Course I	AUCOA131	Business Mathematics	4	3	3
Total			25		19

SEMESTER II

Courses	Course Code	Course Title	Instructional Hours per Week	End Semester Exam Duration (Hrs)	Credits
Language Course III (English II)	AUEN211.3a	English II	5	3	4
Language Course IV (Addl. Language II)	AUFR211.3a AUHN211..3a AUML211.3a	Addl. Language II	4	3	4
Foundation Course II	AUCOA221	Business Economics	4	3	3
Core Course III	AUCOA241	Mercantile Law	4	3	3
Core Course IV	AUCOA242	Advanced Financial Accounting	4	3	3
Complementary Course II	AUCOA231	Business Statistics	4	3	3
Total			25		20

SEMESTER III

Courses	Course Code	Course Title	Instructional Hours per Week	End Semester Exam Duration (Hrs)	Credits
Language Course V (English III)	AUEN311.3a	English III	3	3	3
Core Course V	AUCOA341	Company Law	4	3	3
Core Course VI	AUCOA342	Financial Management	4	3	3
Core Course VII	AUCOA343	Fundamentals of Income Tax	5	3	4
Complementary Course III	AUCOA331	Informatics & Cyber Law	4	3	3
Elective Course I	AUCOA391	Corporate Accounting	5	3	4
Total			25		20

SEMESTER IV

Courses	Course Code	Course Title	Instructional Hours per Week	End Semester Exam Duration (Hrs)	Credits
Language Course VI (English IV)	AUEN411..3a	English IV	3	3	3
Core Course VIII	AUCOA441	Financial Markets and Services	4	3	3
Core Course IX	AUCOA442	Management Accounting	4	3	4
Core Course X	AUCOA443	Income Tax Law & Accounts	5	3	4
Complementary Course IV	AUCOA431	Enterprise Information System	4	3	3
Elective Course II	AUCOA491	Special Accounting	5	3	4
Total			25		21

SEMESTER V

Courses	Course Code	Course Title	Instructional Hours per Week	End Semester Exam Duration (Hrs)	Credits
Core Course XI	AUCOA541	Banking Theory & Practice	5	3	4
Core Course XII	AUCOA542	Cost Accounting	5	3	4
Core Course XIII	AUCOA543	Goods and Service Tax Laws	5	3	4
Open Course	AUCO581.b	Fundamentals of Financial Accounting	3	3	2
Elective Course III	AUCOA591	Auditing	5	3	4
Project			2	-	-
Total			25		18

SEMESTER VI

Courses	Course Code	Course Title	Instructional Hours per Week	End Semester Exam Duration (Hrs)	Credits
Core Course XIV	AUCOA641	Foreign Trade	5	3	4
Core Course XV	AUCOA642	Applied Costing	5	3	4
Core Course XVI	AUCOA643	Strategic Management	5	3	4
Core Course XVII	AUCOA644	Business Etiquette & Corporate Grooming	3	3	2
Elective Course IV	AUCOA691	Company Audit	5	3	4
Project	AUCOA645	Project Report & Project based Viva Voce	2	-	4
Total			25		22
Grand Total (S1+SII+SIII+SIV+SV+SVI)					120

All courses included under foundation courses, core courses, complementary courses, elective courses and open course shall be handled by teachers in Commerce.

An industrial visit cum tour for not less than five days forms part of the course of study for regular students during fifth / sixth semester.

Social Service/ Extension activities

Students are to participate in Extension/ NSS/ NCC or other specified social service, sports, literary and cultural activities during 3rd/ 4th semester. These activities have to be carried out outside the instructional hours and will fetch the required one credit extra over and above the minimum prescribed 120 credits.

Audit courses (zero credit)

The students are free to do additional courses (skill based, vocational courses) prescribed by the University outside the 25 hour weekly instructional period. These courses may be taken as zero credit courses.

ATTENDANCE: The minimum number of hours of lectures, seminars or practical which a student shall be required to attend for eligibility to appear at the end semester examination shall not be less than 75 per cent of the total number of lectures, seminars or practical sessions.

EVALUATION There shall be Continuous Evaluation (CE) and End Semester Evaluation (ESE) for each course. CE is based on specific components viz., attendance, tests, assignments and seminars. The CE shall be for 20 marks and ESE shall be for 80 marks. The marks of each component of CE shall be: Attendance – 5, assignment / seminar – 5 and test paper -10.

ATTENDANCE (MAX.MARKS 5):

The allotment of marks for attendance shall be as follows:

Attendance (in %)	Marks (out of 5)
> 90	5
>85 & ≤90	4
>80 & ≤85	3
>75 & ≤80	2
75	1
< 75	0

ASSIGNMENTS OR SEMINARS: (MAX. MARKS 5)

Each student shall be required to do one assignment or one seminar for each Course. The seminars shall be organized by the teacher/teachers in charge of CE and the same shall be assessed by a group of teachers including the teacher/ teachers in charge of that Course. Assignments/Seminars shall be evaluated on the basis of their quality. The teacher shall define the expected quality of an assignment in terms of structure, content, presentation etc. and inform the same to the students. Due weight shall be given for punctuality in submission. Valued assignments shall be returned to the students. Seminar shall be similarly evaluated in terms of structure, content, presentation, interaction etc.

TESTS: (MAX. MARKS 10)

For each course there shall be at least one class test during a semester. Valued answer scripts shall be made available to the students for perusal within 10 days from the date of the test.

END SEMESTER EVALUATION (ESE):

End Semester Evaluation of all the Courses in all the semesters shall be conducted by the Controller of Examinations, Mar Ivanios College(Autonomous), Thiruvananthapuram. The duration of examination of all courses shall be 3 hours. In the case of the course in Computer Application, the duration of the examination shall be 3 hours for theory and 90 minutes for practical examination.

Evaluation of Project

The report of the project shall be submitted to the Department in duplicate before the completion of the sixth semester. There shall be no CE for project work. A Board of two examiners appointed by the College shall evaluate the report of the project work. The viva –voce based on the project report shall be conducted individually. The maximum marks for evaluation of the project shall be 100, distributed among the following components of project evaluation.

- i. Statement of the problem and significance of the study - 10
- ii. Objectives of the study - 5
- iii. Review of literature - 5
- iv. Methodology - 15
- v. Analysis and interpretation - 15
- vi. Presentation of the report – 10
- vii. Findings and suggestions - 10
- viii. Bibliography - 5
- ix. Viva-voce - 25

Total 100

GRADING

Both CE and ESE will be carried out using direct grading system on a 7 point scale and the grades are given below:

Criteria for Grading:

Grade Range	Grade	Performance
9 and above	A+	Outstanding
8 to <9	A	Excellent
7 to <8	B	Very Good
6 to <7	C	Good
5 to <6	D	Satisfactory
4 to <5	E	Adequate
<4	F	Failure

Promotion to Higher Semesters

Students who complete the semester by securing the minimum required Attendance of 75% and by registering for the End Semester Examination of each semester conducted by the College alone shall be promoted to the next higher semester.

SEMESTER-I

Language Course 1

English 1

(Same syllabus approved for regular B.Com)

Language course II

Additional Language 1

(Same syllabus approved for regular B.Com)

Foundation Course I

AUCOA121: PRINCIPLES OF MANAGEMENT

No. of instructional hours per week: 4

No. of credits: 2

Aim

To familiarize the students with concepts and Principles of Management as applied in business organizations, organizational behaviour and entrepreneurial skills.

Course Objectives:

CO 1: Understand the evolution of the business organization and management thought, identifying the interconnections between developments in these areas

CO2: Discuss and compare different models and approaches to understanding the firm, evaluating these in the context of the business environment

Module 1

Overview of Management- Definition - Management - Role of managers - Evolution of Management thought - Organization and the environmental factors – Trends and Challenges of Management in Global Scenario. (12 Hrs)

Module 2

Planning- Nature and purpose of planning - Planning process - Types of plans – Objectives - - Managing by objective (MBO) Strategies - Types of strategies - Policies - Decision Making - Types of decision - Decision Making Process - Rational Decision Making . (15 Hrs)

Module 3

Organizing -Nature and purpose of organizing - Organization structure - Formal and informal groups-Line organization - Line and Staff authority - Departmentation - Span of control - Centralization and Decentralization - Delegation of authority - Staffing - Selection and Recruitment - Orientation - Career Development - Career stages – Training - Performance Appraisal. (15 Hrs)

Module 4

Directing - Creativity and Innovation - Motivation and Satisfaction - Motivation Theories - Leadership Styles - Leadership theories - Communication - Barriers to effective communication - Organization Culture - Elements and types of culture - Managing cultural diversity. (15 Hrs)

Module 5

Controlling -Process of controlling - Types of control - Budgetary and non-budgetary control Q techniques - Managing Productivity - Cost Control - Purchase Control – Maintenance Control - Quality Control - Planning operations. (15 Hrs)

Recommended Books:

1. Charles W L Hill, Steven L McShane, 'Principles of Management', Mcgraw Hill Education.
2. Harold Koontz, Heinz Weihrich and Mark V Cannice, 'Management - A global
3. Hellriegel, Slocum & Jackson, ' Management - A Competency Based Approach' Thomson South Western.
4. Singh Parampal, Kaur Ramneek, Singh Harpreet Principles and Practice of Management, Kalyani Publishers New Delhi.
5. Stephen P. Robbins and Mary Coulter, 'Management', Prentice Hall of India.

Core Course I
AUCOA141: ENVIRONMENTAL STUDIES

No. of instructional hours per week: 4

No. of Credits: 4

Aim of the course:

To develop knowledge and understanding of the environment and enable the students to contribute towards maintaining and improving the quality of the environment.

Course objectives:

CO1: To enable the students to acquire basic ideas about environment and emerging issues about environmental problems.

CO 2: To give awareness about the need and importance of environmental protection.

Module 1

Environmental studies – meaning – scope – components- importance (4 Hrs)

Module 2

Ecology and Ecosystems, Biodiversity and its Conservation, and Natural resources – meaning of ecology – structure and function of an ecosystem – producers – consumers – decomposers – energy flow in the ecosystem – ecological succession- food chain – food webs and ecological pyramids . Ecosystem – concept– types of ecosystems – structure and functions of forest ecosystem, grass land ecosystem- desert ecosystem, aquatic ecosystem. Biodiversity and its conservation- introduction- definition- genetic, species and ecosystem diversity- value of biodiversity- India as a mega- diversity nation hot-spots of diversity- threats to diversity- conservation of diversity in in- situ, ex- situ. Natural resources- features- air resources, forest resources, water resources, mineral resources, food resources- energy resources, land resources- over exploitation of natural resources consequences-conservation of natural resources- role of an individual in conservation of natural resources. (25 Hrs)

Module 3

Environmental pollution – soil pollution – air pollution – water pollution – thermal pollution – noise pollution –marine pollution- causes, effect and control measures – solid waste management. (18 Hrs)

Module 4

Social issues and environment – Unsustainable to sustainable development – urban problems related to energy – water conservation – rain water harvesting – resettlement and rehabilitation of people – environment ethics – waste land reclamation – consumerism and waste products. (15 Hrs)

Module 5

Human Population and environment – population growth – variation among nations – Population explosion – environment and human health – human rights – value education- women and child welfare- role of information technology in environment and human health .

(10 Hrs)

Note: All students must visit a local area to document environmental issues and prepare a brief report on the same identifying issues involved and suggesting remedies. (This will part of the internal marks. i.e. for EVS the internal marks = attendance – 5 marks + test paper – 5 marks + field project – 10 marks)

Recommended Books:

1. Misra. S.P and Pandey .S.N. Essential Environmental Studies, Ane Books India, New Delhi.
2. Kiran B. Chokkas and others. Understanding Environment, Sage Publications New Delhi.
3. Arumugam N. and Kumaresan V. Environmental Studies, Saras Publications, Kanyakumari.
4. Benny Joseph. Environmental Studies, Tata McGraw-Hill Publishing Co.Ltd., New Delhi.

Core Course II
AUCOA142: FINANCIAL ACCOUNTING

No. of instructional hours per week: 4

No. of credits: 2

Aim of the Course:

To impart knowledge and understanding of the principles and concepts of financial accounting and develop the skill required for the preparation of financial statements and accounts of various business areas.

Recommended Structure of Preparing question:

Theory: 30 per cent

Problem: 70 per cent

Course Objectives:

CO1: Explain and use the accounting equation in basic financial analysis and explain how the equation is related to the financial statements.

CO2: Prepare entries for bill of exchange, final account of sole trader and accounts of non-profit organizations

Module-1

Theoretical Framework-Meaning and scope of accounting-Accounting Concepts, Principles and Conventions- Accounting Standards-Concepts, objectives & benefits- Accounting policies. Accounting as a measurement discipline-valuation principles, accounting estimates

(8 Hrs)

Module-2

Accounting Process-Books of accounts leading to the preparation of Trial Balance- Capital and revenue expenditures-Capital and revenue receipts-Contingent assets and contingent liabilities-Fundamental errors including rectification thereof.

(12 Hrs)

Module- 3

Bank Reconciliation Statement & Inventories-Bank Reconciliation statements- preparation of bank reconciliation statement -reconciliation in the case of overdraft.

Inventories-Basis of inventory valuation and record keeping

(15 Hrs)

Module- 4

Depreciation Accounting & Preparation of Final Accounts for Sole Trading Concerns-
Methods: Straight line method, WDV, Sum of digit method, Production Module method and machine hour method. Computation and accounting treatment of depreciation, Change in depreciation methods.

Concepts in preparation of final account of sole trader- trading account, profit & loss account and balance sheet. (18 Hrs)

Module-5

Accounts of Non- profit Organizations-Features- Preparation of Receipt and Payments
Account- Income and Expenditure Account and Balance Sheet (17 Hrs)

Recommended Books:

1. Gupta R. L. and Radhaswamy .M. Advanced Accounting , Sultan Chand & Sons , New Delhi.
2. Jain S.P. and Narang K. L. Financial Accounting , Kalyani Publishers , New Delhi.
3. Naseem Ahmed , Nawab Ali Khan and Gupta . M. L. Fundamentals of Financial Accounting Theory and Practice , Ane Books Pvt . L td.New Delhi.
4. Shukla M. C .Grewal .T. S. and S.C. Gupta. Advanced Accounts S. Chand &Co. Ltd. New Delhi.

Complementary Course I
AUCOA131: BUSINESS MATHEMATICS

No. of instructional hours per week: 4

No. of credits: 3

Aim of the course:

To provide basic knowledge of mathematical concepts and theories

Course objectives:

CO1: To enable students to acquire fair degree of proficiency in formulating and solving diverse problems with the help of mathematical concepts & theories

CO2: To increase their reasoning, analytical and problem solving skills.

Module 1

Ratio and Proportion, Indices and logarithms-Ratio and proportion (Business applications related to ratio and proportion) Laws of indices, Exponents and Logarithms and Anti-Logarithms (12 Hrs)

Module 2

Equations and matrices-Equations- Simultaneous linear equations upto three variables, Quadratic and cubic equations in one variable

Matrices-Algebra of matrices-Inverse of a matrix and determinants-solving system of equations by Cramer's rule (involving not more than three variables) (15 Hrs)

Module 3

Linear inequalities-linear inequalities with objective functions and optimization with respect to objective function. (15 Hrs)

Module 4

Financial Mathematics-Simple interest-Compound interest-Effective rate of interest-Present Value-Net Present Value-Future Value-Perpetuity-Annuities-Sinking Funds-Calculations of EMI-Calculation of returns under normal rate of return, effective rate of return and Compound Annual Growth Rate (CAGR) (15 Hrs)

Module 5

Basic concepts of permutations and combinations- Introduction-Factorial-permutation results- Circular permutations with restrictions-Combinations with standard results (15 Hrs)

Recommended Books:

1. Agarwal.B.M. Business Mathematics and Statistics, Ane Books Pvt.Ltd., New Delhi.
2. Arora P.N. & Arora S, CA. Foundation Course Mathematics, Sultan Chand & Sons , New Delhi.
3. Das N and Das J.K., Business Mathematics and Statistics, Tata McGraw Hill,NewDelhi.
4. Saha, Suranjan, Practical Business Mathematics & Statistics, Tata McGraw Hill,NewDelhi.
5. Verma A.P., Business Mathematics, Asian Books Private Limited, New Delhi.

SEMESTER II

Language Course III

English II

(Same syllabus approved for regular B.Com)

Language course IV

Additional Language II

(Same syllabus approved for regular B.Com)

Foundation Course II

AUCOA221: BUSINESS ECONOMICS

No. of instructional hours per week: 4

No. of credits: 3

Aim of the course:

To acquaint the students with the application of economics in the context of managerial decision making.

Course objectives:

CO 1: To familiarise the students with the economic principles and theories underlying various business decisions.

CO 2 :To equip the students to apply the economic theories in different business situations.

Module 1

Introduction – Economics – Macro and Micro economics, Business economics – distinction between business economics and traditional economics – characteristics of business economics – scope of business economics – Business Decision making, Application of economic theories in business decisions – role and responsibility of a business economist.

(12 hrs)

Module 2

Theory of Demand and Supply – Demand– Law of demand, determinants of demand, Types of demand, elasticity of demand – price – income – advertisement-cross. – Uses – measurement of elasticity. Demand forecasting – short term and Long term forecasting – methods of forecasting – forecasting the demand for new products. Meaning and determinants of supply, Law of supply and elasticity of supply. (20hrs)

Module 3

Theory of Production & Cost – Production function – Cobb Douglas Production function – Laws of production–Law of Diminishing Returns–Law of returns to scale–Economies and diseconomies of scale–Isoquant curve – Iso cost curve–optimum combination of inputs. Concepts of cost- Short-run and long-run costs-Average and marginal costs-Total, fixed and variable costs. (12hrs)

Module 4

Pricing Policy and Practices – Various forms of markets-Perfect Competition, Monopoly, Monopolistic competition and Oligopoly- Price determination in these markets . (15hrs)

Module 5

Business Cycles – Introduction – phases of a business cycle – causes and indicators –Theories of business cycles – control of business cycles. (13hrs)

Notes:

1. *Conceive a new product idea, fix a suitable price and justify it. The students may develop the various aspects regarding product features, product content, pricing and promotional strategies. (For module IV)*
2. *Study the growth stage of a company – its origin – vision and mission statement – objectives – market access – expansion and diversification. (For module V)*

Recommended Books:

1. Maheswari.K.L and Varshney. *Managerial Economics* ,Sultan Chand &Sons, NewDelhi.
2. Mote V.L, Samuel Paul and Gupta G.S. *Managerial Economics*, Tata McGraw-Hill Publishing Co. Ltd., New Delhi.
3. Gupta G.S. *Managerial Economics*, Tata McGraw-Hill Publishing Co. Ltd. NewDelhi.
4. Dwivedi N.D. *Managerial Economics*, Vikas Publishing House, New Delhi.

Core Course III**AUCOA241: MERCANTILE LAW**

No. of instructional hours per week: 4

No. of credits: 3

Aim of the course:

To acquaint the students with the legal framework influencing business decisions and operations.

Course objective:

- CO 1. To provide a brief idea about the framework of Indian business Laws
- CO 2. To enable the students to apply the provisions of business laws in business activities
- CO 3. To motivate the students to take up higher studies in business Laws

Module 1

Introduction to law- Meaning of law- definition of law – importance of law- branches of law – sources of law- mercantile law- importance- sources- other business regulations – statutory and professional- objectives(basic study only) (4 hrs)

Module 2

Law of contracts- The Indian Contract Act 1872- definition of contract – law of contracts- nature of contracts- classification- essential elements of a contract- offer and acceptance – considerations- capacity of parties- coercion- undue influence, fraud, misrepresentation, mistake, free consent legality of object and considerations- performance of contract- discharge of contract- breach of contract- remedies for breach of contract. (25 hrs)

Module 3

Special contracts- Bailment and pledge- bailment definition- essential elements- rights and duties of bailer and bailee – finder of lost goods. Pledge essentials- rights and duties of pawnee and pawnor Indemnity and guarantee- indemnity –definition- nature of liability of surety, rights of surety, discharge of surety. Meaning and definition of guarantee.Law of agency – essentials, kinds of agents- rights and duties agent and principal creation of agency, termination of agency contract. (15 hrs)

Module 4

Sale of Goods Act 1930-Formation of the contract of sale- Conditions and warranties- Transfer of ownership and delivery of goods-Unpaid seller and his rights (8 hrs)

Module 5

The Indian Partnership Act, 1932: General Nature of Partnership- Rights and duties of partners- Registration and dissolution of a firm (20 hrs)

Recommended Books:

1. Awathar Singh, Company Law, Eastern Law Books.
2. B S Moshal, Modern Business law, Ane books, New Delhi.
3. BARE Acts: Contract Act, Sale of Goods Act, Partnership Act
4. Chandha P.R, Business law gajgotia, New Delhi
5. Garg K.C, V.K Surendran, Mahesh Sharma and Chawla R.C, Busiess regulatory framework, Kalyani Publishers, New Delhi.
6. Kapoor. N .D, Business law, Sulthan Chand and Sons
7. Tulsian P.C, Business Laws, Tata Macgraw-Hill publishing Co.Ltd, New Delhi.

Core Course IV

AUCOA242: ADVANCED FINANCIAL ACCOUNTING

No. of instructional hours per week: 4

No. of credits: 3

Aim of the course:

To equip the students with the preparation of accounts in various business areas.

Structure of preparing question :**Theory:** 30 per cent**Problem:** 70 per cent**Course Objective**

1. To create awareness of accounts related to dissolution of partnership firms.
2. To acquaint students with the system of accounting for different branches and departments.
3. To enable students to prepare accounting of consignments and joint venture.

Module 1

Partnership Accounts – Introduction- features-Basic concepts of admission, retirement and death of a partner including treatment of goodwill. (10 Hrs)

Module 2

Dissolution of Partnership Firm- Preparation of Realisation Accounts and Capital Accounts- insolvency of a partner- application of the decision in Garner vs. Murray- insolvency of all partner. (15 hrs)

Module 3**Accounting for consignment & Joint venture-**

Consignment-Meaning – terms- used in consignment accounting – difference between consignment and sales. Accounting treatment in the books of the consignor and consignee- cost price method and invoice price method – valuation and treatment of unsold stock- loss of stock- normal and abnormal- loss in transit.

Joint venture- Meaning- features- difference between joint venture and partnership – joint venture and consignment- Accounting treatment when one of the ventures is appointed to manage the venture- When separate set of books are not maintained for recording joint venture transaction- when separate set of books are kept for the venture – when memorandum method is followed.

(20hrs)

Module 4**Branch accounts & Departmental Accounting-**

Branch Accounts- meaning, features and types of branch accounting- accounting for the branches not keeping full system of accounts- Debtors system, Stock and Debtors system, final accounts – wholesale branch- accounting for branches keeping full system of accounts- adjustment for depreciation of fixed assets, expenses met by Head office for the branch and reconciliation- incorporation of branch Trial Balance in the Head Office books.

Departmental Accounting- meaning - features- advantages- objectives- methods of departmental accounts- allocation and apportionment of departmental expenses- difference between departmental accounts and branch account- inter departmental transfers- preparation of departmental trading and profit and loss account. (20 hrs)

Module 5

Accounts from incomplete records (7 hrs)

Recommended Books:

1. Gupta R.L. and Radhaswamy. M. Advanced Accountancy, Sultan Chand & Sons, New Delhi.
2. Jain S.P. and Narang. K.L. Advanced Accountancy, Kalyani Publishers, New Delhi.
3. Maheswari S.N. and Maheswari S.K. Advanced Accountancy, Vikas Publishing House, New Delhi.
4. Naseem Ahmed, Nawab Ali Khan and Gupta M.L. Fundamentals of Financial Accounting Theory and Practice, Ane Books Pvt. Ltd., New Delhi.
5. Shukla M.C., Grewal T.S and Gupta S.C. Advanced Accounts, S. Chand & Co. Ltd., New Delhi.

Complementary Course II
AUCOA231: BUSINESS STATISTICS

No. of instructional hours per week: 4

No. of credits:3

Aim of the course:

To develop the skill for applying appropriate statistical tools and techniques in different business situations.

Course Objectives:

CO 1: To enable the students to gain understanding of statistical techniques as are applicable to business.

CO 2: To enable the students to apply statistical techniques for quantification of data in business.

Module 1

Introduction: Meaning, definition, functions, objectives and importance of statistics.- Distrust of statistics-Collection, classification, tabulation and presentation of data. Measures of central tendency and Measures of dispersion - relevance and applicability of each technique in business.
(17 hrs)

Module 2

Correlation -Meaning and definition-correlation and causation – Types of correlation –Methods of measuring correlation for ungrouped data -Karl Pearson's co-efficient of correlation and its interpretation, Probable error - , Coefficient of determination Spearman's rank correlation- co-efficient of Concurrent deviation- Application of different measures of correlation in business.
(15hrs)

Module 3

Regression analysis-Meaning and definition - Types of Regression -Regression lines-determination of simple linear regression-.Regression equations and their application in business. Properties of correlation and regression co-efficient – Comparison of regression and correlation
(15hrs)

Module 4

Index numbers & Time series analysis-Index numbers-Meaning and importance-Problems in construction of index numbers-Methods of constructing of index numbers- Simple aggregative, Average of Price relatives, Lasperye's, Paasche's and Fisher's ideal index numbers, Test of Consistency: Time Reversal Test and Factor Reversal Test.

Time Series Analysis-Components of time series and calculation of trend by moving average method
(15hrs)

Module 5

Probability & theoretical distributions-

- a) Probability and expected value by mathematical expectation
- b) Theoretical distributions: Binomial, Poisson and Normal (10hrs)

Recommended Books:

1. Elhance.D.L . Fundamentals of Statistics, KitabMahal, Allahabad.
2. Gupta.B.N. Statistics - Theory and Practice, SahityaBhawan Publications, Agra.
3. Gupta.S.P. Statistical Methods, Himalaya Publishing House, Mumbai.
4. Nabendu Pal and HadedSarkarS.A . Statistics - Concept and Application, PHI, NewDelhi.
5. Richard I.Levin and David S. Rubin, Statistics for Management, Prentice Hall of India, latest edition.
6. Sanchetti D.C and KapoorV.K . Statistics - Theory, Methods and Application, Sultan Chand & Sons, New Delhi.

SEMESTER III

Language Course V

English III

(Same syllabus approved for regular B.Com)

Core Course V

AUCOA341: COMPANY LAW

No: of Instructional Hrs per week - 4

No: of credits: 3

Aim of the course:

To expose the students to various provisions of the Companies Act 2013.

Course Objectives:

CO 1. To familiarize the students about the salient provisions of Indian Companies Act 2013.

CO 2. To acquaint the students with legislation regarding to formation of a company, documents, management, dividends, accounts, audit and winding up procedure for companies.

Module 1

Preliminary- Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts]; Characteristics of a company; lifting of corporate veil; types of companies including one-person company, small company and dormant company; association not for profit; illegal association; formation of company, on-line filing of documents, promoters, their legal position, pre-incorporation contract. (10 Hrs)

Module 2

Documents – Memorandum of association, Articles of association, Doctrine of constructive notice and indoor management, Prospectus-Statement in lieu of prospectus-Misstatement in prospectus (15 Hrs)

Module 3

Management-Classification of directors, women directors, independent director, small shareholder's director; Disqualifications, director identity number (DIN); Appointment; Legal positions, powers and duties; removal of directors; Committees of Board of Directors - Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee, Corporate Social Responsibility Committee; Key managerial personnel, managing director, manager; Meetings of shareholders and board; Types of meeting, convening and conduct of meetings, postal ballot, meeting through video conferencing, e-voting. (17 Hrs)

Module 4

Dividends, Accounts, Audit– Provisions relating to payment of Dividend, Provisions relating to Books of Account, Provisions relating to Audit, Auditors' Appointment, Rotation of Auditors, Auditors' Report, Secretarial Audit. (15 Hrs)

Module 5

Winding Up - Concept and modes of Winding Up.

(15 Hrs)

Recommended Books

1. Chadha Reena and Chadha Sumant, Corporate Laws, Scholar Tech Press, New Delhi.
2. Kapoor G.K. and Dhamija Sanjay, Company Law, Bharat Law House, New Delhi.
3. Kuchhal, M C , Modern Indian Company Law, Shri Mahaveer Book Depot (Publishers), New Delhi.
4. Kumar Anil, Corporate Laws, Indian Book House, Delhi.
5. Manual of Companies Act, Corporate Laws and SEBI Guideline, Bharat Law House, New Delhi.
6. Sharma, J.P., An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi.

Core Course VI

AUCOA342: FINANCIAL MANAGEMENT

No. of instructional hours per week: 4

No. of credits: 3

Aim of the course: To provide conceptual and analytical insights to make financial decisions skilfully.

Course objectives:

CO 1. To familiarise the students with the conceptual framework of financial management.

CO 2. To enable the students to understand the practical application of financial management.

Module 1

Introduction – Meaning – importance - scope – objectives – profit maximization – wealth maximization – Finance function – Time value of money.

(8 hrs)

Module 2

Investment Decision – Capital budgeting- Determination of cash flows-Investment evaluation criteria – Non discounted and discounted criteria - Pay back – ARR –NPV –IRR – Profitability Index- Interpretation of results. Cost of capital-Measurement of specific costs-Computation of overall cost of capital.

(18hrs)

Module 3

Management of Working Capital – Meaning – Types – Determinants – Estimation of working capital requirement – Cash management – Receivables management- Inventory management.

(15hrs)

Module 4

Financing Decision – Sources of finance – Equity, debt, institutional finance (Indian and overseas)- Capital structure– Factors determining capital structure – Capital gearing-Operating leverage – Financial leverage-Combined leverage.

(16 hrs)

Module 5

Dividend Decision –Dividend policy – Conservative vs Liberal policy – Ploughing back of profits and dividend – Factors determining dividend policy.

(15hrs)

Recommended Books:

1. Bhabatosh Banarjee. Fundamentals of Financial Management ,PHI, New Delhi.
2. James C Van Horne. Fundamentals of Financial Management, PHI, New Delhi.
3. Khan.M.Y and Jain.P.K. Financial Management: Text and Problems, Tata McGraw Hill Co. Ltd.,New Delhi.
4. Kulshestia.R.S. Financial Management, Sahitya Bhawan Publications, Agra.
5. Pandey.I.M. Financial Management, Vikas Publishing House, New Delhi.
6. Prasanna Chandra . Financial Management, Tata McGraw-Hill Publishing Co.Ltd., New Delhi.
7. Preeti Singh. Fundamentals of Financial Management ,Ane Books Pvt.Ltd. New Delhi.
8. Shashi. K. Gupta and Sharma R.K. Financial Management ,Kalyani Publiehers, New Delhi.
9. Srivastava.R.M. Financial Management, Pragati Prakashan, Meerut.
10. Viswanath.S.R. Financial Management, Sage Publications, New Delhi

Core course VII

AUCOA343: FUNDAMENTALS OF INCOME TAX

No. of instructional hours per week: 5

No. of credits: 4

Aim of the course:

To impart the basic knowledge and understanding of the concepts and practices of Income Tax Law in India.

Course Objectives:

CO 1. To familiarize the students about the fundamental concepts of Income Tax

CO 2. To enable the students to compute taxable income under the five heads of income

Module 1

Introduction-Basic concepts and Definitions – Determination of residential status and incidence of tax –Exempted incomes.

(15 hrs)

Module 2

Income from Salaries-Meaning and Definition – Allowances – Perquisites – Valuation of Perquisites – Profits in lieu of salary – Provident Fund –Retirement benefits- Deductions from Salary – Computation of Income from Salaries .

(20 hrs)

Module 3

Income from House Property-Basis of charge – exemptions – Annual value – Computation of Annual value – Deductions from Annual value – Computation of Income from House property

(10 hrs)

Module 4

Profits and gains of business or profession- Definition-Computation-Allowable expenses and not allowable expenses-General deductions- Provisions relating to depreciation

(15 hrs)

Module 5

Capital Gains and Income from other sources-**Capital gains**-Definition of capital assets-long term and short term-Transfers-Computation-Cost of acquisition- Cost of improvement-Exempted capital gains

Income from Other Sources – Incomes chargeable under the head – Kinds of securities – Bond washing transactions – Deductions allowable – Disallowed expenses.

(12 hrs)

Recommended Books:

1. Gaur V.P and Narang D.B. Income Tax- Law and Practice, Kalyani Publications, New Delhi.
2. Lal B.B. Income Tax – Law and Practice, Konark Publishers Pvt.Ltd., New Delhi.
3. Mahesh Chandra, Goyal S.P and Shukla D.C. Income Tax – Law and Practice, Pragati Publications, New Delhi.
4. Mehrotra H.C and Goyal S.P. Income Tax- Law and Practices, Sahitya Bhavan Publications, Agra.
5. Vinod K. Singhania and Kapil Singhania. Direct Taxes- Law and Practice, Taxmann Publications Pvt. Ltd., New Delhi.

Complementary Course III
AUCOA331: INFORMATICS AND CYBER LAWS

No. of instructional hours per week: 4

No. of credits: 3

Aim of the course:

To update and expand informatics skills and attitudes relevant to the emerging knowledge society and to equip the students to effectively utilise the digital knowledge resources for business studies.

Course objectives:

CO 1. To review the basic concepts and fundamental knowledge in the field of informatics.

CO 2. To create awareness about the nature of the emerging digital knowledge society and the impact of informatics on business decisions.

CO 3. To create an awareness about the cyber world and cyber regulations.

Module 1

Overview of Informatics- meaning, feature and importance - Computer networks & Internet, wireless technology, cellular wireless networks, introduction to mobile phone technology, Purchase of technology, license, guarantee, and warranty. New development in informatics
 (12hrs)

Module 2

Knowledge Skills for Higher Education- Data, information and knowledge, knowledge Management-meaning, need and components, Internet access methods –Dial-up, DSL, Cable, ISDN, Wi-Fi, Satellite, WiMAX. Internet as a knowledge repository, academic search techniques, creating Cyber Presence - Blogs, Video conferencing, News groups, social networking. Academic websites, SAKSHAT. Open access initiatives, opens access publishing models, Introduction to use of IT in teaching and learning –E-learning, virtual class room. Educational software, Academic services – INFLIBNET, NICNET, BRNET.
 (18hrs)

Module 3

Social Informatics- IT & Society– issues and concerns– digital divide, IT & development, IT for national integration, overview of IT application in medicine, healthcare, business, commerce, industry, defence, law, crime detection, publishing, communication, resource management, weather forecasting, education, film and media, IT in service of disabled, Futuristic IT – artificial intelligence, Virtual reality, bio computing. Health issues – guide lines for proper usage of computers, internet and mobile phones E-wastes and green computing, impact of IT on language & culture-localization issues
 (18hrs)

Module 4

Cyber World - Cyber space, information overload, cyber ethics, cyber addictions, cybercrimes – categories – person, property, Government – types - stalking, harassment, threats, security & privacy issues, (12 hrs.)

Module 5

Cyber Regulations – Scope of cyber laws, - Provisions under IT Act 2000, cyber related Provisions under IPC (12 hrs.)

Recommended Books:

1. Alexis Leon & Mathews Leon. Fundamentals of Information Technology, Vikas Publishing House, New Delhi.
2. George Beekman, Eugene Rathswohl. Computer Confluence, Pearson Education, New Delhi.
3. IT Act 2000,
4. Rajaraman, Introduction to information Technology, PHI, New Delhi.
5. Ramesh Bangia. Learning Computer Fundamentals, Khanna Publishers, New Delhi.

Elective Course I

AUCOA391: CORPORATE ACCOUNTING

No. of instructional hours per week: 5

No. of credits: 4

Aim of the course:

To expose the students to the accounting practices prevailing in the corporate sector.

Recommended structure for preparing question paper:

Theory 30%

Problems 70%

Course Objectives:

CO 1. To enable the students to develop awareness about corporate accounting in conformity with the provisions of Companies Act, IAS and IFRS.

CO 2. To enable the students to prepare financial statements of joint stock companies in different situations.

Module 1

Accounting standards – Process of formulation of accounting standards including Ind ASs (IFRS converged standards) and IFRSs- Convergence Vs adoption (10hrs)

Module 2

Shares and debentures- Issue, forfeiture & reissue of shares — Redemption of preference shares – Accounting for bonus shares – Underwriting of shares & debentures – Pure & Firm Underwriting – Complete & partial underwriting. Issue and redemption of debentures -Cum-interest & ex-interest –Purchase of own debentures as investment and their cancellation – Redemption of debentures through Sinking Fund & by conversion

(15 hrs)

Module 3

Final Accounts of Companies- Preparation of financial statements- Statement of profit and loss- Balance sheet-Profit prior to incorporation

(15 hrs)

Module 4

Amalgamation, Absorption and External Reconstruction-Amalgamation of companies – meaning – types – merits and demerits of amalgamation –determination of purchase consideration: Lump sum, Net worth and Net Payment methods – Accounting in the books of purchasing and vendor company- post amalgamation Balance Sheet – Accounting for absorption and External Reconstruction.

(25 hrs)

Module 5

Accounting involved in liquidation of companies-Statement of affairs (including deficiency/surplus accounts) and liquidator's statement of account of winding up. (12hrs)

Recommended Books:

1. Jain S.P and Narang K.L . Corporate Accounting, Kalyani Publishers, New Delhi.
2. M.C. Shukla, Grewal T.S.and Gupta S.C. Advanced Accounts S.Chand & Co. Ltd., New Delhi.
3. Maheswari S.N. and Maheswari S.K. Corporate Accounting, Vikas Publishing House, New Delhi.
4. Mukherjee A. and Hanif M. Corporate Accounting, Tata McGraw-Hill Publishing Co.Ltd., New Delhi.
5. Nirmal Gupta and Chhavi Sharma. Corporate Accounting Theory and Practice, Ane Books India, New Delhi.
6. Paul. K.R . Accountancy, New Central Book Agency Pvt. Ltd. Kolkata.
7. Pillai R.S N.,Bhagavathi and Uma S. Fundamentals of Advanced Accounting, S Chand & Co. Ltd., New Delhi.

SEMESTER IV

Language Course VI

English IV

(Same syllabus approved for regular B.Com)

Core Course VIII

AUCOA441: FINANCIAL MARKETS AND SERVICES

No: of instruction hours per week: 4

No: of credits: 3

Aim:

To provide a general awareness about the financial markets and services

Course Objective:

CO 1: To familiarize the students with the structure and functioning of the financial markets and financial service sector in India.

Module 1

Indian Financial System-Financial system- Meaning- Structure- Financial markets – Financial institutions –Financial Instruments - Financial services

(10 hrs)

Module 2

Financial Markets – Structure – Money market -Meaning –Segments and Instruments –Capital market – Meaning – Segments-Market for Mortgages-Market for financial guarantees – Foreign exchange market

(10 hrs)

Module 3

Financial services – Types – Fund based and Fee based – Industry oriented Fund Based Financial Services – Venture Capital – Features- Types – Process, Leasing – Types –advantages – limitations – Leasing institutions in India, Factoring – objectives – features – types, Forfaiting (Concept only) , Infrastructure financing – Private equity(Brief discussion only)

(16 hrs)

Module 4

Other Fund based Financial Services-Hire purchase and Instalment – Features, Insurance – Type of insurance – Schemes – Recent trends in insurance sector, Housing finance –Importance – Fixed and flexible rate of interest – EMI – Procedure for granting loans, Securitisation of debt – Objectives – Benefits, Mutual funds – Meaning – Mutual fund schemes. (18 Hours)

Module 5

Fee based financial services – Merchant banking – Functions – Regulation of Merchant banking in India, Credit rating – Objectives – Significance -Factors affecting credit rating–Credit rating process- Credit rating agencies in India, Portfolio management – Meaning – portfolio selection –maintenance – evaluation – revision, Plastic money-Types-Procedures-advantages & disadvantages of plastic money.

(18 Hours)

Recommended Books:

1. Bharathi. V. Pathak. *Indian Financial System*, Pearson Education, New Delhi.
2. Bhole L.M .*Financial Markets and Institutions*, Tata McGraw-Hill Publishing Co. Ltd., New Delhi.
3. Gupta N.K and Monika Chopra .*Financial Markets, Institutions and Services*, Ane Books India, New Delhi.
4. Khan M.Y. *Financial Services*, Tata McGraw-Hill Publishing Co. Ltd., New Delhi.
5. Kothari Rajesh. *Financial Services in India: Concept and Application*, Sage Publications India Pvt Ltd.
6. Vasanth Desai .*Indian Financial System*, Himalaya Publishing House, New Delhi.

Core Course IX
AUCOA442: MANAGEMENT ACCOUNTING

No. of instructional hours per week: 4

No. of credits: 4

Aim of the course:

To develop professional competence and skill in applying accounting information for decision making.

Recommended Structure of Preparing question:

Theory: 30 per cent

Problem: 70 per cent

Course objectives:

CO 1. To equip the students to interpret financial statements with specific tools of management accounting.

CO 2. To enable the students to have a thorough knowledge on the management accounting techniques in business decision making.

Module 1

Introduction -Meaning-definition - objectives -difference between Financial Accounting and Management Accounting- Cost Accounting vs Management Accounting- Installation of management accounting- steps involved- role of management accounting in decision making. Tools and techniques of management accounting- advantages and limitations.

(12 hrs)

Module 2

Analysis and interpretation of financial statements-Presentation of financial statements- Vertical and Horizontal- Parties interested in financial statements. Tools and techniques of financial statement analysis- Preparation of Comparative Financial Statements- Common size Financial Statements- Trend analysis- Ratio analysis-classification of ratios- liquidity- solvency- efficiency- profitability. Computation of Ratios and Interpretation- Preparation of Balance Sheet using ratios.

(25hrs)

Module 3

Fund flow analysis and cash flow analysis-Fund flow statement- Meaning-objectives- uses of Fund Flow statement- differences between Fund Flow Statement and Balance sheet- differences between Fund Flow Statement and Income statement- Preparation of Fund flow Statement. Cash Flow statement as per Accounting Standard- 3 – meaning- objectives and uses- differences between Cash Flow Statement and Fund Flow Statement- Preparation of Cash Flow Statement. (20 hrs)

Module 4

Budgeting-Meaning – definition- uses – functional budgets – preparation of cash budget – flexible budget – meaning and concept of master budget. (10 hrs)

Module 5

Reporting to Management-Introduction – essentials of a good report – methods and types of reports. (5hrs)

Note:

Students are directed to interpret financial statements with the help of Ratios, Fund Flow Statement and Cash Flow Statement and make a report to management.

Recommended Books:

1. Gupta S.P and Sharma R.K. Management Accounting, Sahitya Bhawan Publications, Agra.
2. Jhamb H.V . Fundamentals of Management Accounting, Ane Books India, New Delhi.
3. Kaplan R.S and Atkinson A.A . Advanced Management Accounting, PHI, New Delhi.
4. Khan M.Y & Jain P.K . Management Accounting, Tata McGraw-Hill Publishing Co.Ltd., New Delhi.
5. Kulshustia and Ramanathan. Management Accounting, Sultan Chand & Sons, New Delhi.
6. Maheswari S.N. Management Accounting and Financial Control, Sultan Chand & Sons, New Delhi.
7. Man Mohan, Goyal S.N. Principles of Management Accounting, Sahitya Bhawan Publications, Agra.
8. Pandey I.M Principles of Management Accounting, Vikas Publishing House, New Delhi.
9. Rajesh Kothari and Abhishek Godha. Management Accounting Concepts and Applications, Macmillan India Ltd., New Delhi.
10. Revi M. Kishore. Management Accounting, Taxman Publications Pvt.Ltd., New Delhi.
11. Shashi K.Gupta and Sharma R.K . Management Accounting, Kalyani Publishers, New Delhi.

Core Course X

AUCOA443: INCOME TAX LAW AND ACCOUNTS

No. of instructional hours per week: 5

No. of Credits: 4

Aim of the Course:

To equip the students with the practical skill and knowledge of Income Tax Law and Accounts.

Course Objective:

CO 1. To enable the students to understand the provisions of Income Tax for computing Total Income and Tax Liability of various persons.

CO 2. To familiarize the students with the procedure of income tax assessment.

Module 1

Gross Total Income-Income of other persons included in assessee's total income-Aggregation of income-Set off and carry forward of losses.

(12 hrs)

Module 2

Deductions from gross total income-General provisions-Deductions in respect of certain payments-Specific deductions in respect of certain income-Deductions in respect of other income-Other deductions.

(20 hrs)

Module 3

Computation of total income and tax liability of individuals-Income to be considered while computing total income of individuals-Procedure for computation of total income and tax liability of individuals

(20 hrs)

Module 4

Advance tax, tax deduction at source and introduction to tax collection at source-Introduction-Direct Payment-Provisions concerning deduction of tax at source- Advance payment of tax-Interest for defaults in payment of advance tax and deferment of advance tax-Tax collection at source – Basic concept-Tax deduction and collection account number

(18 hrs)

Module 5

Provisions for filing return of income and self-assessment-Return of Income- Compulsory filing of return of income-Fee and Interest for default in furnishing return of income-Return of loss

(10 hrs)

Recommended Books:

1. Gaur V.P and Narang D.B. Income Tax- Law and Practice, Kalyani Publications, New Delhi.
2. Lal B.B. Income Tax – Law and Practice, Konark Publishers Pvt.Ltd., New Delhi.
3. Mahesh Chandra, Goyal S.P and Shukla D.C. Income Tax – Law and Practice, Pragati Publications, New Delhi
4. Mehrotra H.C and Goyal S.P. Income Tax- Law and Practices, Sahitya Bhavan Publications, Agra.
5. Vinod K. Singhanian and Kapil Singhanian, Direct Taxes- Law and Practice, Taxmann Publications Pvt. Ltd., New Delhi.

Complementary Course IV

AUCOA431: ENTERPRISE INFORMATION SYSTEM

No. of instructional hours per week: 4

No. of credits: 3

Contents:

Aim of the course:

To develop an understanding of technology enabled Information Systems and their impact on enterprise-wide processes, risks and controls.

Course objectives:

CO 1. To provide students with information systems knowledge that is essential for creating successful and competitive firms.

Module 1

Automated Business Processes-Introduction to Enterprise Business Processes, Benefits, Risks and Controls-Diagrammatic representation of business processes using Flowcharts-Risks and controls for specific business processes: Procure to pay (P2P), Order to cash, Inventory Cycle, Hire to Retire, Supply Chain Management, Fixed Assets etc.

(12 Hrs)

Module 2

Financial and Accounting Systems-Integrated (ERP) and non-integrated systems with related risks and controls-Business process modules and their integration with Financial and Accounting systems-Reporting Systems and MIS, Data Analytics and Business Intelligence-Business Reporting.

(18 Hrs)

Module 3

Information Systems and its Components -Components of Automated Information Systems: Application Systems, Database, Network and Operating System with related risks and controls-Mapping of Organisation structure with segregation of duties in Information Systems.

(18 Hrs)

Module 4

E-Commerce, M-Commerce and Emerging Technologies- Components and Architecture of E-Commerce and M-Commerce with related risks and controls-Business process flow with its related risks and controls-Emerging technologies with its related risks and controls.

(12 Hrs)

Module 5

Core Banking Systems-Components and Architecture of CBS and related risks and controls-
Core modules of banking and Business process flow and its related risks and controls-Reporting
Systems and MIS, Data Analytics and Business Intelligence.

(12 Hrs)

Recommended Books:

1. Olson L David and Keharwani Subodh, Enterprise Information Systems-Contemporary Trends and Issues, World Scientific Publishing Co. Pte. Ltd. London
2. O'Brien A James and Marakas George, Enterprise Information Systems, McGraw-Hill Higher Education, New York.

Elective Course II**AUCOA491: SPECIAL ACCOUNTING****No. of instructional hours per week: 5****No. of credits: 4****Aim of the course:**

To develop the skill for the preparation of final accounts of specialised institutions and enable the students to acquire professional competence in accounting.

Recommended Structure of Preparing question:

Theory : 30 per cent

Problem :70 per cent

Course objectives:

1. To familiarise the students with the accounting practices prevailing in various specialised institutions.
2. To acquaint the students with the preparation of final accounts of the specialized institutions.

Module 1

Accounts of Banking Companies-Preparation of financial statements - statutory forms – comments on Balance Sheet items – Accounting policies for banking sector. (15 Hrs)

Module 2

Accounts of Insurance Companies-Life and General Insurance – Preparation of Final Accounts – Determination of profit in Life Insurance Business. (15 Hrs)

Module 3

Investment Account– Cum- interest-Ex-interest-Cum dividend-Ex dividend-treatment of bonus share-Right shares-Preparation of investment account (As per AS-13) (17 Hrs)

Module 4

Insurance claims-Types of claims-loss of stock policy-Ascertainment of the value of stock on the date of fire-Ascertainment of actual amount of claim to be lodged-Average clause-Loss of profit policy-procedure to ascertain amount of claim.(15 Hrs)

Module 5

Computerised accounting-Tally package-Introduction to tally-Features-Steps in using Tally-Features-Steps in using Tally-Creation of company-ledger accounts-Voucher entry-Viewing final accounts.

(10 Hrs)

Recommended Books:

1. Jain S.P and Narang K.L. Advanced Accountancy, Kalyani Publishers, New Delhi.
2. Maheswari S.N and Maheswari S.K. Advanced Accounting ,Vikas Publishing House, New Delhi.
3. Paul K.R. Accountancy, New Central Book Agency Pvt.Ltd., Kolkata.
4. Gupta R.L. and Radhaswamy M. Advanced Accountancy, Sulatan Chand & Sons, New Delhi.
5. Shukla M.C, Grewal T.S. and Gupts S.C. Advanced Accounts ,S. Chand & Co. Ltd., New Delhi.
6. Mukherjee A. and Hanif M. Modern Accountancy Vol.II ,Tata McGraw-Hill Publishing Co. Ltd.,New Delhi.

SEMESTER V

Core Course XI

AUCOA541: BANKING THEORY AND PRACTICE

Number of instructional hours: 5

Number of Credits: 4

Aim of the course:

To expose the students to the changing scenario of Indian banking.

Course objectives:

CO 1. To provide basic knowledge of the theory and practices of banking.

CO 2. To familiarize the students with the changing scenario of Indian Banking.

Module 1

Introduction to Banking-Meaning and definition - Evolution of Banking – Structure – Types of Banks in India – Public sector banks and private sector banks – Scheduled banks – foreign banks – New generation Banks – functions of commercial banks – credit creation.

(15 hrs)

Module 2

Central Banking-Origin - functions- Important central banks of the world – RBI – Constitution of RBI – functions – credit control – methods of credit control – RBI and agriculture credit – RBI and financial inclusion.

(15 hrs)

Module 3

Banking Practice-Banker – customer – Definition as per Banking Regulation Act – Relationship between banker and customer – General and special relationship – Negotiable instruments – cheque – essentials of a valid cheque – crossing – general and special – Dishonour of cheque – liabilities of wrongful dishonour – opening and operation of accounts by special types of customers – minor, married woman, firms, company.

(18 hrs)

Module 4

Innovations and Reforms in Banking-E-banking – CORE – ECS – EFT – RTGS – NEFT – SWIFT – Banking Ombudsman – Mobile Banking – Internet banking .

(14 hrs)

Module 5

Retail Banking-Products and services - Housing loans – Vehicle loans – Personal loans – Education loans – farm loans – Banking sector reforms- Capital adequacy norms – NPA- Management of NPA.

(10 hrs)

Recommended Books:

1. Dekock . Central Banking, Crosby Lockwood Staples, London.
2. Gordon E. and Natarajan K. Banking Theory Law and Practice, Himalaya Publishing House, Mumbai.
3. Lall Nigam B.M. Banking Law and Practice, Konark Publishers Pvt. Ltd., New Delhi.
4. Maheswari S.N . Banking Theory Law and Practice, Kalyani Publishers New Delhi.
5. Radhaswami M. Practical Banking, Sultan Chand & Sons, New Delhi.
6. Sekhar K.C. Banking Theory Law and Practice, Vikas Publishing House, New Delhi.
7. Sundaram K.P.M and Varshney P.N. Banking Theory Law and Practice, Sultan Chand & Sons, New Delhi.

Core Course XII**AUCOA542: COST ACCOUNTING****No. of instructional hours per week: 5****No. of credits: 4****Aim of the course:**

To impart knowledge of cost accounting system and acquaint the students with the measures of cost control.

Recommended Structure of Preparing question:

Theory : 40 per cent

Problem : 60 per cent

Course objectives:

CO 1. To familiarise the students with cost concepts.

CO 2. To make the students learn cost accounting as a separate system of accounting

Module 1

Introduction to Cost Accounting-Meaning and definition – cost concepts – cost centre, cost unit, profit centre, cost control, cost reduction – objectives – Distinction between financial accounting and cost accounting – Methods and Techniques of costing – advantage of cost accounting – limitations of cost accounting – Installation of costing system – Cost Accounting Standards (CAS 1- 19 an overview).

(10 hrs)

Module 2

Accounting and control of material cost-Documentary Design- EOQ - levels of inventory. Methods of pricing of issues.ABC, VED and FSN analysis – perpetual and periodical inventory system – continuous stock taking – material losses and the accounting treatment –treatment of primary and secondary packing materials.

(16hrs)

Module 3

Accounting and control of labour cost-Time keeping – time booking – systems of wage payment – incentive plans – idle time – overtime and their accounting treatment – labour turnover – concept of learning curve.

(16 hrs)

Module 4

Accounting for overheads-Classification – departmentalisation (allocation and apportionment) – absorption – determination of overhead rates – under / over absorption - accounting treatment – allocation of overheads under Activity Based Costing. (18 hrs)

Module 5

Cost accounting records-Integral and non-integral systems) – preparation and presentation of cost sheets – Unit Costing- Tender - Quotations - Reconciliation of cost and financial accounts. (12 hrs)

Recommended Books:

1. Arora M.N .Principles and Practice of Cost Accounting, Vikas Publishing House, New Delhi.
2. Jain S.P and Narang K.L. Advanced Cost Accounting, Kalyani Publishers, New Delhi.
3. Khan M.Y. and Jain P.K. Advanced Cost Accounting, Tata McGraw-Hill Publishing Co. Ltd., New Delhi.
4. Maheswari S.N. Cost and Management Accounting, Sultan Chand & Sons, New Delhi.
5. Nigam B.M. and Jain K. Cost Accounting, PHI, New Delhi.
6. Prasad N.K. Advanced Cost Accounting, Book Syndicate Pvt. Ltd., Kolkata.
7. ThulsianP.C .Practical Costing, Vikas Publishing House, New Delhi.

Core Course XIII**AUCOA543: GOODS AND SERVICE TAX LAWS****No. of instructional hours per week: 5****No. of credits: 4****Aim of the course:**

To impart knowledge of Goods and Service Tax Act to the students.

Course Objectives:

CO 1: To provide expert knowledge of the principles and law relating to Goods and Service Tax Act.

CO 2: To impart skill in applying and analysing the provisions of Goods and Service Tax Act in handling practical situations.

Module 1

Introduction- Introduction of Goods & Services Tax (GST); Indirect taxes subsumed by GST; Goods kept outside the purview of GST; Formation of GST Council; Date of effect and the nontaxable territory; Types of GST- Central GST (governed by The Central Goods & Services Tax Act 2017), State/UT GST (governed by The State Goods & Services Tax Act 2017 of each State/ Union Territory) and Integrated GST (governed by The Integrated Goods & Services Tax Act 2017). (10 Hrs)

Module2

Supply- Levy of tax on “Supply”; Definition of supply; Intra-State and Inter-State supply; Composite and Mixed supply; Supplies of goods and services liable to be reverse charged. Composition levy. (17 Hrs)

Module 3

(A) Registration- Persons liable to registration; Compulsory registration; Procedure of Registration.

(B) Documentation- Tax Invoice; Bill of Supply, Receipt Voucher, Payment Voucher, Refund Voucher, Debit Note, Credit Note. Harmonized System Nomenclature (HSN) of Goods, and Service Accounting Code (SAC) of Services; Nil rated supplies, Zero rated supplies, Exempted supplies & Non-GST supplies (15 Hrs)

Module 4

(A) Input Tax Credit- Eligibility and conditions for taking input tax credit; Apportionment of input credit and blocked credits;

(B) GST Returns (GSTR 1, GSTR 2 and GSTR 3)- Time and procedure of filing of Returns.
(15 Hrs)

Module 5

Payment of Tax- (a) Through Input Tax Credit (b) By cash/bank after generation of online Challan. (15 Hrs)

Recommended Books:

1. Garg Rakesh & Garg Sandeep - Hand Book of GST in India Concepts and Procedures, Bloomsbury India Publications, New Delhi.
2. Datey, V.S, All About GST- -Taxman Publications, New Delhi.
3. Jain Bimal & Bensal Isha, GST Law & Analysis with Conceptual Procedure, Young Global, New Delhi.
4. Mehrotra H.C. and Agarwal V.P., Goods and Service Tax (G.S.T.), Sahitya Bhawan Publications, Agra

Open Course**(For students from programmes other than FDP in B.Com Accounts & Audit)****AUCO581.b: FUNDAMENTALS OF FINANCIAL ACCOUNTING****No. of instructional hours per week: 3****No. of credits: 2****Aim of the course:**

To provide basic accounting knowledge as applicable to business and to form a background for higher learning in financial accounting.

Recommended Structure of Preparing question:

Theory : 40 per cent

Problem :60 per cent

Course objectives:

CO 1. To enable the students to acquire knowledge in the basic principles and practices of financial accounting.

CO 2. To equip the students to maintain various types of ledgers and to prepare final accounts.

Module 1**Theoretical Framework**

- Accounting: objectives, advantages and limitations, types of accounting information; users of accounting information and their needs.
- Basic accounting terms: business transaction, account, capital, drawings, liability (Non - current and current); asset (Non - current; tangible and intangible assets and current assets), receipts (capital and revenue), expenditure (capital, revenue and deferred), expense, income, profits, gains and losses, purchases, purchases returns, sales, sales returns, stock, trade receivables (debtors and bills receivable), trade payables (creditors and bills payable), goods, cost, vouchers, discount - trade and cash.
- Fundamental accounting assumptions: going concern, consistency, and accrual.
- Accounting principles: accounting entity, money measurement, accounting period, full disclosure, materiality, prudence, cost concept, matching concept and dual aspect.
- Bases of accounting - cash basis and accrual basis.

Accounting Standards and IFRS (International Financial Reporting Standards): Concept and Objectives

(10 hrs)

Module 2

Recording of Transactions

- Accounting equation: analysis of transactions using accounting equation.
- Rules of debit and credit: for assets, liabilities, capital, revenue and expenses
- Origin of transactions- source documents (invoice, cash memo, pay in slip, cheque), preparation of vouchers - cash (debit and credit) and non cash (transfer).
- Books of original entry: format and recording - Journal.

(8hrs)

Module 3

Preparation of Ledger and Trial Balance

- Ledger - format, posting from journal, cash book and other special purpose books, balancing of accounts.
- Trial balance: objectives and preparation (Scope: Trial Balance with balance method only)

(10hrs)

Module 4

Rectification of Errors

- Errors: types-errors of omission, commission, principles, and compensating; their effect on Trial Balance.
- Detection and rectification of errors; preparation of suspense account.

(8 hrs)

Module 5

Financial Statements

- Financial Statements: objective and importance.
- Profit and loss account: gross profit, operating profit and net profit.
- Balance Sheet: need, grouping, marshalling of assets and liabilities.

Adjustments in preparation of financial statements: with respect to closing stock, outstanding expenses, prepaid expenses, accrued income, income received in advance, depreciation, bad debts, provision for doubtful debts, provision for discount on debtors. Preparation of Trading and Profit and Loss Account and Balance Sheet of sole proprietorship
(18hrs)

Recommended Books:

1. Gupta R.L. and Gupta V.K. Principles and Practice of Accountancy, Sultan Chand & Sons, New Delhi.
2. Jain S.P. and Narang K.L. Basic Financial Accounting, Kalyani Publishers, New Delhi.
3. Krishnankutty Menon M. and George Chakola. Principles of Book-Keeping and Accountancy, Sahitya Bhawan Publications, Agra.
4. Maheswari S.N and Maheswari S.K . Advanced Accounting-Vol.I, Vikas Publishing House, New Delhi.
5. Naseem Ahmed, Nawab Ali Khan and M.L. Gupta. Fundamentals of Financial Accounting – Theory and Practice, Ane Books Pvt. Ltd., New Delhi.

Elective Course III
AUCOA691: AUDITING

No. of instructional hours per week: 5

No. of credits: 4

Aim of the course:

To understand the principles & practice of auditing.

Course objectives:

CO 1: To familiarise the students with the principles and procedure of auditing.

CO 2: To provide working knowledge of the framework of auditing system in India.

Module I

Introduction-Meaning and Definition of Auditing-Objectives of Auditing- Accounting Ethics and Auditing-Auditing and Assurance Standards-Concept of Auditor's Independence-Audit Evidence-Concept of Materiality-Concept of True and Fair view-Types of Audit-Statutory Audit- Internal Audit- Continuous Audit- Final Audit-Cost Audit- Management Audit-Tax Audit-Government Audit-Performance Audit- Social Audit.

(15 hrs)

Module 2

Audit Process, Documentation and Internal Check-Preparation before audit-Audit Programme-Audit Process-Audit Note Book-Audit Working Papers-Audit Files- Internal Control- Internal Check-Duties of an auditor in connection with internal check as regards cash transactions, purchases, sales, wages and stores.

(15 hrs)

Module 3

Audit Evidence-Introduction – Audit procedures to obtain audit evidence - Types of audit evidences – Reliability of Audit evidence – Methods to obtain audit evidence. (15 hrs)

Module 4

Verification & Valuation

Verification-meaning-Difference between vouching and verification- general principles for verifying assets-Valuation of assets-Difference between verification and Valuation-Verification of Liabilities-General Considerations while verifying liabilities

(17 hrs)

Module 5

Investigation-Meaning and Definition of Investigation- Distinction between investigation and auditing-Types of Investigation- Investigation on acquisition of running business- Investigation when fraud is suspected.

(10 hrs)

Recommended Books:

1. Bhatia R.C. Auditing, Vikas Publishing House, New Delhi.
2. Gupta Kamal, Contemporary Auditing, Tata McGraw-Hill Publishing Co. Ltd. New Delhi.
3. Pagare Dinkar. Auditing, Sultan Chand & Sons, New Delhi.
4. Prakash Jagadeesh, Auditing: Principles and Practices, Chaitanya Publishing House, Allahabad.
5. Saxena and Saravanel . Practical Auditing, Himalaya Publishing House, Mumbai.
6. Sharma R. Auditing, Lakshmi Narain Agarwal, Agra.
7. Sharma T.R. Auditing, Sahityan Bhawan Publications, Agra.
8. Tandon B.N. Practical Auditing ,S Chand &Co.Ltd. New Delhi.

SEMESTER VI

Core Course XIV

AUCOA641: FOREIGN TRADE

No. of instructional hours per week: 5

No. of credits: 4

Aim of the course:

To expose the students to basic aspects of foreign trade

Course objectives:

CO 1: To familiarise the students with foreign trade.

CO 2: To acquaint the students with India's foreign trade.

Module 1

Introduction: Foreign Trade: Meaning and Definition - Types – Documents used-Commercial Invoice – Bills of Lading / Airway Bill – Marine Insurance Policy and Certificate – Bills of Exchange – Consumer Invoice – Customs Invoice – Certificate of Origin – Inspection Certificate – Packing List.

(15 Hrs)

Module 2

Balance of Trade and Balance of Payments: Introduction – Meaning - Components of BOT & BOP - Concept of Disequilibrium – Causes - Remedies for Correcting Balance of Payments in International Trade.

(15 Hrs)

Module 3

Indian Trade Policy: Importance and its Implementation – Current Export Policy and Import Policy.

(15 Hrs)

Module 4

Foreign Trade and Trade Blocs: Growth - Significance of Foreign Trade – Merits - Demerits – Trade Blocs : Types – Preferential Trade Area, Free Trade Area, Customs Unions, Common Markets, Economic Unions, Monetary Unions, Customs and Monetary Unions, and Economic and Monetary Unions. Trading Blocks- ASEAN, SAFTA, SAARC, NAFTA, EU

(22 Hrs)

Module 5

Institutional Environment: Pre WTO Scenario, difference between GATT and WTO-Trade Related Institutions - WTO and UNCTAD-WTO - Basic Principles, various agreements, Functions and Areas of Operations, Dispute Settlement Mechanism-IMF, IBRD, ADB-Commodity Agreements.

(23 Hrs)

Recommended Books:

1. Rathore & Jain, International Marketing:, Himalaya Publishers, Mumbai.
2. Kushpat S. Jain & Rimi Mitra, International Marketing, Himalaya Publishers, Mumbai.
3. SSM Desai & Nirmal Bhalerao, International Economics, Himalaya Publishers, Mumbai.
4. O.P Agarwal & B.K. Chaudri, Foreign Trade and Foreign Exchange:, Himalaya Publishers, Mumbai.

Core Course XV

AUCOA642: APPLIED COSTING

No. of instructional hours per week: 5

No. of credits: 4

Aim of the course:

To develop the skill required for the application of the methods and techniques of costing in managerial decisions.

Recommended Structure of Preparing question:

Theory : 30 per cent

Problem : 70 per cent

Course objectives:

CO 1: To acquaint the students with different methods and techniques of costing.

CO 2: To enable the students to apply the costing methods and techniques in different types of industries.

Module 1

Specific Order Costing-Job costing – meaning– procedure –accounting- Batch costing-meaning- procedure- Economic Batch Quantity.Contract costing– meaning– determination of profit or loss on contract – incomplete contracts –work certified and uncertified – work in progress account – cost plus contract.

(12 hrs)

Module 2

Process Costing-Process Accounts – Process Losses – Abnormal gain and their treatment – Joint products and by products – methods of apportioning- joint cost equivalent-production units. (17 hrs).

Module 3

Service Costing-Meaning - Features – Composite cost unit – Service Costing applied on transport– hospital –power house - canteen.

(15hrs)

Module 4

Marginal Costing-Meaning- difference between marginal costing and absorption costing. Break Even Analysis – Cost Volume Profit analysis. Decision Making – Key Factor- Make or Buy – Product/Sales Mix- Pricing Decisions-capacity determination.

(18 hrs)

Module 5

Standard Costing-Meaning – concept – standard cost – estimated cost –historical costing vs standard costing. Components of standard cost. Variance Analysis – Material variance only – quantity, price, cost, mix and yield.

(10 hrs)

Recommended Books:

1. Arora M.N. Principles and Practice of Cost Accounting, Vikas Publishing House, New Delhi.
2. Jain S.P., Narang K.L and Simi Agarwal. Advanced Cost Accounting, Kalyani Publishers, New Delhi.
3. Khan M.Y and Jain P.K. Advanced Cost Accounting, Tata McGraw-Hill Publishing Co.Ltd., New Delhi.
4. Maheswari S.N. Cost and management Accounting, Sultan Chand & Sons, New Delhi.
5. Nigam B.M and Jain K. Cost Accounting, PHI, New Delhi.
6. Prasad N.K .Advanced Cost Accounting, Book Syndicate Pvt. Ltd., Kolkata.
7. Thulsian P.C. Practical Costing, Vikas Publishing House, New Delhi.

Core Course XVI

AUCOA643: STRATEGIC MANAGEMENT

No: of instruction hours per week: 5

No: of credits: 4

Aim:

To develop an understanding of strategic management concepts and techniques.

Course objectives:

CO 1: To create a conceptual awareness on various strategies

CO 2: To familiarise students with the formulation and implementation of strategies

Module 1

Concept of strategy-Meaning-Definition-Features of strategic management-Levels of strategy-process of strategic management-SBU-Strategic decision making-Approaches to strategic decision making-Strategic Intent-Developing a strategic vision and mission- setting of objectives. (20 hrs)

Module 2

Environment analysis-components of environment -environmental scanning- Environmental Threat and Opportunity Profile (ETOP)-organisational appraisal-SWOT analysis-Industry and Competitive Analysis- Michael Porters' industry analysis-competitive analysis- Strategic Advantage Profile--Comparative advantage and Core competence- - TOWS matrix. (15 hrs)

Module 3

Strategic Alternatives-Corporate level strategies-Grand strategies-Generic Strategies-Stability-Expansion-Diversification strategies-Retrenchment strategies: sub-classification of strategies. (15 hrs)

Module 4

Formulation of strategies-Approaches to strategy formulation-GAP analysis-BCG matrix-Synergy-Functional strategies-Production, Marketing, Finance and HR Strategies. (12 hrs)

Module 5

Implementation, Evaluation and Control-Implementation-Behavioural Aspects of implementation-Structure for strategies- Mc Kinsey Seven S Model -Evaluation and control of strategies-Techniques. (10 hrs)

Recommended Books:

1. Arthur A Thompson and AJ Stickland III, Strategic Management, Tata McGraw Hill, New Delhi
2. Budhiraja, S.B. and M.B. Athreya: Cases in Strategic Management, Tata McGraw Hill, New Delhi.
3. David Fred R, Strategic Management, Prentice Hall, New Jersey
4. Michal, E Porter: The Competitive Advantage of Nations, Macmillan, New Delhi.
5. Sharma R.A, Strategic Management in Indian Companies, Deep and Deep Publications, NewDelhi.
6. SubhaRao, Business Policy and Strategic Management, Himalaya Publishing House, Mumbai.

Core Course XVII

AUCOA644: BUSINESS ETIQUETTE & CORPORATE GROOMING

No: of instruction hours per week: 3

No: of credits: 2

Aim

To introduce concepts related to business etiquette and corporate grooming and its applications in the contemporary context.

Course Objectives:

CO 1: To identify basic concepts related to business etiquette and corporate grooming.

CO 2: Discuss the concepts in the context of effective writing and business correspondence.

CO 3: Discuss its applications in different settings and appreciate the key minimum standards required by etiquette practice

Module 1

Business Etiquette-Understanding business etiquette, Minimum standards required by etiquette practice, Example of organizational culture, Knowledge and appreciation of courtesy and good manners at work. (10 Hrs).

Module 2

Professional and Cultural Expectations- The values and expectations of different cultures, determining which etiquette style is best suited to particular cultures, Effective polite verbal communication, Professional phone, letter and email etiquette, and Phone etiquette. (10 Hrs).

Module 3

Acting in a Professional Manner- The importance of how to behave in a professional manner, Meeting protocol, preparation and attendance, Chairing and setting out a meeting agenda , Example of an agenda, Example of minutes from a meeting, Appreciate the issues involved with regard to disability in the workplace, General disability etiquette. (12 Hrs).

Module 4

Effective Writing-Meaning and objectives of written communication, Business Letter: Essentials of a business letter, layout and parts of a business letter, Report writing – Process of writing, Types of reports, graphical representation of data and interpretation. (12 Hrs).

Module 5

Business Correspondence-Trade communication - Trade enquiries, quotations, tenders, placing orders, complaints, claims and adjustments and follow-up, Sales Letters, circular letters, banking and insurance communication. Email writing. (10 Hrs).

Recommended Books:

1. Lillian H. Chaney, Jeanette S. Martin. The Essential Guide to Business Etiquette.
2. Sarvesh Gulati, Corporate Grooming and Etiquette, Rupa Publications India Pvt. Ltd.
3. Thomas Means, Business Communication.

Elective Course IV
AUCOA691: COMPANY AUDIT

No: of instruction hours per week: 5

No: of credits: 4

Aim:

To understand auditing practices followed in companies.

Course Objective:

CO 1: To familiarize the students of the audit procedure in companies

CO 2: To develop an understanding of the duties, responsibilities and liabilities of a company auditor

Module I

Introduction-Eligibility, Qualifications and disqualifications – Appointment of Auditors – Re-appointment of Auditors – Removal of Auditors – Remuneration of auditors- Auditors powers and duties– Branch Audit – Special Audit u/s 233A – Cost Audit u/s 233B – Ceiling on the number of Audits – Remuneration of Auditors – Joint Auditors – Statutory Report.

(12 Hrs)

Module 2

Process-Share capital – Authorised, Issued and Paid up – New issue of Shares for Cash – Issue for non-cash considerations – Issue at premium – Issue at Discount – Sweat Equity Shares – Buy Back of Shares – Calls in Advance – Calls in Arrears – Alteration of Share Capital – Reduction of Share Capital – Unissued Share Capital – Forfeiture of Shares – Re-issue of Forfeited Shares – Preference Share Capital – Rights Issue – Bonus Issue – Share Transfer Audit – Reserve Capital - Reserves and provisions – Divisible profits – Verification of Dividend payments – Interim and Proposed Dividends – Managerial remuneration – Compliance with the requirements of Schedule VI to the Act. (17 Hrs)

Module 3

Audit report-Title – Addressee – Introductory Paragraph – Scope Paragraph – Opinion Paragraph- Date of Report – Place of Signature – Auditors Signature – Types of Audit Report – Unqualified/Clean Opinion – Modified opinion – Qualified opinion – Adverse or negative opinion – Disclaimer of Opinion – Features of a good Report – features of Qualified Report – Audit Certificates vs. Audit Reports – Explanatory Notes vs. Qualificatory Notes. (15 Hrs)

Module 4

Inquiry and Reporting u/s 227 (1A) – Financial Statements u/s 227 (2) – Information and Explanations u/s 227 (3)(a) – Proper books of Accounts u/s 227(3)(b) – Branch Auditors Report u/s 227(3)(bb) – Books and Financial Statements u/s 227(3)(c) – Accounting Standards Compliance u/s 227(3)(d) – Directors’ Disqualification u/s 227(3)(f) – Cess u/s 441A – 227(3)(g) – CARO 2003 matters u/s 227(4A) – Special Consideration for Banking Company – Directors Report and Auditors Duties – Knowledge of Subsequent Events after Signing the Audit Report – SEBI guidelines concerning audit report international reporting requirements (familiarization). (18 Hrs)

Module 5

Auditors Liability

Liability under Companies Act – Liability under Chartered Accountant Act – Liability under any other Act– Decisions of Significant Cases. (10 Hrs)

Recommended Books:

1. Bhatia R.C. Auditing, Vikas Publishing House, New Delhi.
2. Gupta Kamal, Contemporary Auditing, Tata McGraw-Hill Publishing Co.Ltd. New Delhi.
3. Pagare Dinkar. Auditing, Sultan Chand & Sons, New Delhi.
4. Prakash Jagadeesh, Auditing: Principles and Practices, Chaitanya Publishing House, Allahabad.
5. Saxena and Saravanel . Practical Auditing, Himalaya Publishing House, Mumbai.
6. Sharma R. Auditing, Lakshmi Narain Agarwal, Agra.
7. Sharma T.R. Auditing, Sahityan Bhawan Publications, Agra.
8. Tandon B.N. Practical Auditing ,S Chand &Co.Ltd. New Delhi.