

**BANGALORE**



**UNIVERSITY**

***NEW SYLLABUS 2020 – 21***  
***B.COM HONORS DEGREE***  
***(CBCS -SEMESTER SCHEME)***  
***(Revised Syllabus as on BOS held on 26<sup>th</sup> June 2020)***

***Chairperson – BOS***  
***Prof. R. Sarvamanagala***

**DEPARTMENT OF COMMERCE**  
JnanaBharathi Campus, Bengaluru-560056

## (CBCS -SEMESTER SCHEME) 2020-21

### **I. OBJECTIVE**

- a) The prime objective is to equip students in operating and contributing to the emerging International context of business by pursuing advanced practices in the discipline.
- b) To impart a strong foundation in the fields of Accounting, Taxation, Finance and Business Information & Technology by providing a comprehensive curriculum and equip them to be Industry/Corporate ready.
- c) To make students competent to pursue higher learning and courses.
- d) To develop the students for professionals like ICA, CMA, ACS etc.
- e) To inculcate in students, professional and ethical attitude, effective communication skills, Team work, interpersonal skills, and an ability to relate managerial issues to broader social context.
- f) To sharpen problem solving techniques and decision making skills of students using analytical /logical reasoning and innovative thinking.
- g) To develop entrepreneurship by equipping them with all the skills and knowledge required to start a business

### **II. ELIGIBILITY FOR ADMISSION**

Candidates who have completed Two year Pre – University course of Karnataka State or its equivalent with Business Studies and Accountancy as two major subjects of study in both first and second year pre-university are eligible for admission into this course and has secured not less than 50% of the marks in the aggregate shall be eligible for admission to the course. In the case of SC/ST students and blind students, the minimum percentage of marks required is 45%.

### **III. DURATION OF THE COURSE**

The course of study is three (03) years of Six Semesters.

### **IV. MEDIUM OF INSTRUCTION & CLASS ROOM STRENGTH OF STUDENTS**

The medium of instruction shall be English only and there shall be Maximum of 60 students in each section.

### **V. ACADEMIC CALENDAR**

The course is spread over six semesters.

1. The odd semesters will commence in June / July.
2. The even semesters will commence immediately after the completion of the odd End Semester Examination (ESE).
3. Each semester will be for a duration of 19 weeks – 15 weeks for teaching, one week for mid semester tests and three weeks for end semester examination.

## **VI. ATTENDANCE**

- a) For the purpose of calculating attendance, each semester shall be taken as a Unit.
- b) A student shall be considered to have satisfied the requirement of attendance for the semester, if she has attended not less than 75% in aggregate of the number of working periods in each of the subjects compulsorily.
- c) A student who fails to complete the course in the manner stated above shall not be permitted to take the semester final examination.
- d) Students representing the college / departmental activities will be granted attendance for the actual hours of participation.

## **VII. TEACHING AND EVALUATION**

M.Com/MBA/M. Com (FA)/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 (except 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.

## **VIII. SCHEME OF EXAMINATION**

- a. There shall be an examination at the end of each semester. The maximum marks for end semester examination in each paper shall be 70.
- b. The marks based on attendance shall be awarded as given below:
  - 75% to 80% = 02 marks.
  - 81% to 85% = 03 marks.
  - 86% to 90% = 04 marks.
  - 91% to 100% = 05 marks.
- c. Marks for skill development shall be awarded by the faculty concerned based on Skill Development exercises provided in the syllabus of each paper. The student is required to prepare/workout the concerned exercises in a Record Book maintained by her and shall submit it the faculty concerned at least 15 days before the last date of the semester.

Assessment will be based on the performance of the candidate throughout the semester or the academic year as the case may be giving due consideration to the following components - *Knowledge, Skill, Application, Understanding of concepts and Creativity*. Assessment pattern for each paper will be done as follows.

Each paper will be for a maximum of 100 marks as shown below:

Particular	Internal Assessment	Theory Exam	Total
Subjects without Practical's	30	70	100

**For subjects having Practical Examinations (E- Information and Accounting related) the marks allotment is as follows:**

End semester practical examination	:	10 Marks
Viva voce examination	:	10 Marks
Record	:	05 Marks
Attendance	:	05 Marks
<b>Total Marks for Practical</b>	<b>:</b>	<b>30 Marks</b>

### End Semester Examinations (ESE)



There will be an end semester examination for the theory as well as practical papers.



Two sets of question papers shall be set by the internal and external examiners from out of the panel suggested by the board of the studies. One of the papers is to be selected at random. All practical examinations will have two examiners – one external examiner and internal examiner.



The external examiner for the practical examinations can be from outside the college or a member of the faculty not handling the class, selected from the panel of examiners suggested by the board of studies. The second examiner will be an internal examiner.

### Valuation:



There shall be Single valuation of the answer scripts, project report and field work papers of the ESE.

### IX. APPEARANCE FOR THE EXAMINATION

a) A candidate shall apply for all the parts in each examination when 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.

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.

## X MINIMUM MARKS 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 continuous internal assessment marks) in each subject shall be eligible for a pass or exemption in that subject.

## XI 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:

<b>SECTION-A</b> <b>1.</b> a,b,c,d,e,f,g,h,i,j	(Conceptual questions) Answer any Eight	(08 X 02 = 16 Marks)
<b>SECTION -B:</b> <b>2,3,4,5,6,7</b>	(Analytical questions) Answer any FOUR	(04 X 06 = 24 Marks)
<b>SECTION-C:</b> <b>8,9,10, 11</b>	(Essay type questions) Answer any THREE	(03 X 10 = 30 Marks)
<b>Total</b>		<b>70 Marks</b>

## Ranking

All three ranks will be declared on the basis of CGPA of all the semesters put together. Students are not eligible for ranks under the following conditions

- When they have failed in any paper in any of the semester.
- When they have been booked for malpractice in any of the papers in any semesters.
- When their conduct during the course of study is found to be unsatisfactory.
- When they have not completed the prescribed credits.
- When they have not participated in community projects.
- When they have come on a transfer from some other institution with a different scheme of examination.

## Issues of Marks Cards



After the declaration of results of every semester students are provided with a marks statement issued by the college.

### **Award of the Degree**

- ✓ On the recommendation of the academic council, Bangalore University will award the degrees to the successful candidates.

### **Conduct of Examinations:**

1. No candidate shall be admitted to the examination hall after 30 minutes of the commencement of the examination.
2. No candidate is allowed to leave the hall within 30 minutes of the commencement of the examination.

### **Malpractices:**

1. Students indulging in malpractices i.e. possession of or accessible to papers, books, notes, or, any such other means which might possibly be of assistance to, or, have or found giving or receiving assistance, or copying from any paper, book or note, or allowing any other candidate to copy from her answer book, using or attempting to use any other unfair means, shall be debarred for a period which may extend to two academic years.
2. Mobile phones, palm tops, digital diaries are not permitted inside the exam hall. Anyone found possessing them will be debarred for a period of 2 academic years.

### **Grievances:**

The candidates may convey their grievances if any to the concerned HODs in writing, which will be forwarded to the Controller of Examinations if it is genuine

### **Carryover of Papers:**

Candidates should clear at least 50% of the papers of semester I in order to be eligible for the admission to the III semester and so on.

### **Dual Specialization:**

The course provides dual Specialization. It is compulsory to take any two specializations from the following during V Semester and VI Semester.

- a) Accounting and Taxation.
- b) Finance.
- c) Business information and Technology.
- d) Banking and Insurance.



**BANGALORE UNIVERSITY**  
**DEPARTMENT OF COMMERCE B.COM (HONOURS) DEGREE**  
**(CBCS -SEMESTER SCHEME) – 2020-21**  
**COURSE MATRIX**  
**ANNEXURE – 1**

**FIRST SEMESTER**

Part	Subjects	P a p e r	Instruct hours/ week	Duration(Examin)	Marks			Credits
						Exa m	T o t al	
Part I Languages	<b>Language I:</b> Kannada / Sanskrit / Urdu / Tamil / Telugu/Malayalam/Additional English / Marathi /Hindi	1.1	4	3	30	70	100	2
	<b>Language II:</b> English	1.2	4	3	30	70	100	2
Part II Optional	Financial Accounting	1.3	4	3	30	70	100	3
	Financial Institutions and Services	1.4	4	3	30	70	100	3
	Business Dynamics and Behavioral process	1.5	4	3	30	70	100	3
	Corporate Law & Governance	1.6	4	3	30	70	100	3
	Mathematics and logical Reasoning	1.7	4	3	30	70	100	3
Part III Practical's	<b>EIC Analysis</b>	-	-	-	20 (Viva- Voce)	30 (Report)	50	2
Part IV	Foundation Course*	-	2	2	30	70	100	2
	CC & EC*	-	-	-	50	-	50	1
<b>Total Marks /Credits</b>							<b>900</b>	<b>24</b>

**GUIDELINES FOR EIC Analysis (Economy-Industry-Company Analysis)**

(a) Student should select and analyse any economy(country) based on at least TEN parameters like GDP, Growth Rate, Interest Rates, Inflation, Tax Rates, Unemployment, Exports and Imports, Balance of Trade and Payments, Ease of Doing Business, FDI, Productivity etc.,

(b) A report on the above analysis must be submitted to the university at least 15 days before the last working of the First semester, which should be evaluated by examiners appointed by the BOE for 30 Marks and Viva-Voce for 20 Marks to be conducted by the BOE.

## SECOND SEMESTER

Part	Subjects				I A Marks T ot al			Credits
Part I Languages	<b>Language I:</b> Kannada / Sanskrit / Urdu / Tamil, Telugu/Malayalam/Additio nal English Marathi /Hindi	2.1	4	3	30	70	100	2
	<b>Language II:</b> English	2.2	4	3	30	70	100	2
Part II Optional	Corporate Accounting	2.3	4	3	30	70	100	3
	Quantitative Techniques for Business Decisions	2.4	4	3	30	70	100	3
	Banking Regulations and Innovations	2.5	4	3	30	70	100	3
	Elements of Cost Accounting	2.6	4	3	30	70	100	3
	Macro Aggregates of Business	2.7	4	3	30	70	100	3
Part III Practical's	<b>Community Service Project Report</b>	-	-	-	20 (Viva - Voce)	30 (Report)	50	2
Part IV	Foundation Course*	-	2	2	30	70	100	2
	CC and EC*	-	-	-	50	-	50	1
<b>Total Marks /Credits</b>							<b>900</b>	<b>24</b>

### GUIDELINES FOR COMMUNITY SERVICE PROJECT REPORT

- (a) Student to undertake a study on Community Services for a minimum of three weeks immediately after the completion of I Semester Examinations.
- (b) A report on the above analysis must be submitted to the university at least 15 days before the last working day of Second semester, which should be evaluated by examiners appointed by the BOE for 30 Marks and Viva-Voce for 20 Marks to be conducted by the BOE.



### THIRD SEMESTER

Part	Subjects				Marks			Credits
Part I Optional	Corporate Skills	3.1	4	3	30	70	100	3
	Advanced Corporate Accounting	3.2	4	3	30	70	100	3
	Corporate Finance	3.3	4	3	30	70	100	3
	Entrepreneurship and Ethics	3.4	4	3	30	70	100	3
	Human capital management	3.5	4	3	30	70	100	3
	Production & Operations Management	3.6	4	3	30	70	100	3
	Costing Methods	3.7	4	3	30	70	100	3
Part II Practical's	<b>Internship in Manufacturing Industry report</b>	-	-	-	20 (Viva-Voce)	30 (Report)	50	2
Part III	Foundation Course*	-	2	2	30	70	100	2
	CC and EC*	-	-	-	50	-	50	1
<b>Total Marks /Credits</b>							<b>900</b>	<b>26</b>

### GUIDELINES FOR INTERNSHIP – MANUFACTURING INDUSTRY

- Students to undertake Internship in MSME for a minimum of three weeks immediately after the completion of II Semester Examinations.
- The report shall consist broadly -organizational structure, functioning of various departments, unique selling propositions and special marketing programs, HR practices such as recruitment, selection and payroll, book keeping and accounting practices, financial and non-financial supports received from the government and non-government agencies.
- The internship completion certificate must be obtained from the company for the internship done by the student.
- A report on the above analysis must be submitted to the university at least 15 days before the last working day of third semester, which should be evaluated by examiners appointed by the BOE for 30 Marks and Viva-Voce for 20 Marks to be conducted by the BOE.

## FOURTH SEMESTER

Part	Subjects				Marks			Credits
Part I Optional	Financial Reporting Standards	4.1	4	3	30	70	100	3
	International Business	4.2	4	3	30	70	100	3
	Income Tax	4.3	4	3	30	70	100	3
	Modern Marketing	4.4	4	3	30	70	100	3
	E- information & Accounting	4.5	4	3	30	70	100	3
	Business Data Analytics	4.6	4	3	30	70	100	3
	Stock Commodity and Currency Markets	4.7	4	3	30	70	100	3
PartII Practical's	<b>Internship in Service Industry Report</b>	-	-	-	20 (Viva- Voce)	30 (Report Voce)	50	2
Part III	Foundation Course*	-	2	2	30	70	100	2
	CC and EC*	-	-	-	50	-	50	1
<b>Total Marks /Credits</b>							<b>900</b>	<b>26</b>

### GUIDELINES FOR GUIDELINES FOR PROJECT STUDY ON SERVICE SECTOR

- Students to undertake project in Service sector such as ticketing services, BPO, KPO, Consultancy, Restaurant, Hospitality, Medical Services, logistics, etc., for a minimum of three weeks immediately after the completion of III Semester Examinations.
- A report on the above analysis must be submitted to the university at least 15 days before the last working day of fourth semester, which should be evaluated by examiners appointed by the BOE for 30 Marks and Viva-Voce for 20 Marks to be conducted by the BOE.

## FIFTH SEMESTER

	Subjects	P a p e r	In s e m e s t e r / w e e k	Dur e s i o n / E x a m i n a t i o n	Marks			Credits
					I	A	T o t a l	
Part I Optional	Financial statement analysis and Reporting	5.1	4	3	30	70	100	3
	Logistics and supply chain management	5.2	4	3	30	70	100	3
	Auditing and Assurance	5.3	4	3	30	70	100	3
Part II Elective	Elective – I	5.4	4	3	30	70	100	3
	Elective – II	5.5	4	3	30	70	100	3
	Elective – III	5.6	4	3	30	70	100	3
	Elective – IV	5.7	4	3	30	70	100	3
	Elective – V	5.8	4	3	30	70	100	3
Part III Practical's	<b>Project on Startups and Innovative Business Ideas</b>				20 (Viva-Voce)	30 (Report)	50	2
Part IV	SDC	5.9	3	3	30	70	100	3
<b>Total Marks /Credits</b>							<b>950</b>	<b>29</b>

### GUIDELINES FOR PROJECT ON START-UPS AND INNOVATIVE BUSINESS IDEAS

- Student to undertake Project on startups and innovative business ideas and the focus should be on idea generation and implementation, product development, funding assistance, etc., for a minimum of three weeks immediately after the completion of IV Semester Examinations.
- A report on the above analysis must be submitted to the university at least 15 days before the last working day of fifth semester, which should be evaluated by examiners appointed by the BOE for 30 Marks and Viva-Voce for 20 Marks to be conducted by the BOE.

## SIXTH SEMESTER

	Subjects				Marks			Credits
Part I Optional	Corporate legal environment	6.1	4	3	30	70	100	3
	Operation Research and Quantitative Techniques	6.2	4	3	30	70	100	3
	Business Research Methodology	6.3	4	3	30	70	100	3
Part II Elective	Elective – I	6.4	4	3	30	70	100	3
	Elective – II	6.5	4	3	30	70	100	3
	Elective – III	6.6	4	3	30	70	100	3
	Elective – IV	6.7	4	3	30	70	100	3
	Elective – V	6.8	4	3	30	70	100	3
Part III Practical's	Project Report				50 Viva – Voce	100 Project	150	4
Part IV	SDC	6.9	3	3	30	70	100	3
<b>Total Marks /Credits</b>							<b>1050</b>	<b>31</b>

### GUIDELINES FOR PROJECT DISSERTATION

- Each student should choose a research problem related to business or any other organization and carry out a project work during VI semesters and submit the project report to the University at the end of the semester.
- The BOE appointed Panel of Examiners shall evaluate the above said Project Dissertation for 100 marks. The Panel of Examiners shall conduct a project Viva-voce examination for 50 marks (Total marks for dissertation –150 marks). The said Project Dissertation and viva-voce shall carry 2 credits in the sixth semester.



## ELECTIVES

### ACCOUNTING & TAXATION GROUP

5.4	Advanced Accounting
5.5	International Financial Reporting Standards
5.6	Business Taxation
6.4	Corporate Tax Planning
6.5	Goods and Services tax

### FINANCE GROUP

5.7	International Finance
5.8	Strategic Financial Management
6.6	Corporate Financial Policy
6.7	Security Analysis & Portfolio Management
6.8	Financial Risk Management

***\*Student should opt either Accounting and taxation and Finance or Banking and Insurance and Business Information technology as their dual specialization***

### BANKING AND INSURANCE GROUP

5.4	International Banking & Forex Management
5.5	Life and General Insurance
5.6	Risk Management
6.4	Marketing of Insurance Products
6.5	Actuarial Science

### BUSINESS INFORMATION AND TECHNOLOGY GROUP

5.7	Accounting Information Systems
5.8	Enterprise Resource Planning
6.6	Big Data Analytics
6.7	Information Technology and Audit
6.8	Banking Technology and Management

#### **1. Foundation Course\* (Common for all Programme)**

1. Constitution of India and Human Rights
2. Environment and Public Health
3. Computer Applications and Information Technology

4. Business Entrepreneurship and Management
5. Philosophy, Psychology and Life Skills
6. Personality Development and Leadership / Integrating Mind, Body and Heart
7. Indian History, Culture and Diversity
8. Research Methodology
9. Education and Literacy / Science and Life
10. Human Resource Development. Management
11. One of the Foreign Languages such as German, French etc.
12. Any other Course prescribed by the University from time to time

**2. Co-Curricular and Extra – Curricular Activities (CC&EC\*):**

1. A student shall opt for any one of the following activities in the first four semesters offered in the College
2. N.S.S / N.C.C./Rotary Activities / Rovers and Rangers
3. Sports and Games / Activities related to Yoga
4. A Small project work concerning the achievements of Indian in different fields
5. Evolution of study groups/seminar circles on Indian thoughts and ideas
6. Interaction with local communities in their neighborhood and learn about and from them
7. Exploring different aspects of Indian civilizations
8. Other activities such as Cultural Activities as prescribed by the University.
9. Evaluation of Co-and Extra Curricular Activities is as per the procedure evolved by the University from time to time.

## 1.3 FINANCIAL ACCOUNTING

### OBJECTIVE

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 (8Hrs)**

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 (12Hrs)**

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 (12Hrs)**

- a) 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
- b) 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)**

- a) 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
- b) Accounting Treatment in the books of Lessee and Lessor – journal entries and Ledger Accounts including minimum rent account.



### **Unit 5: CONVERSION OF PARTNERSHIP FIRM INTO A LIMITED COMPANY (12 Hrs)**

- a) Meaning – Need for conversion - Purchase Consideration – Mode of Discharge of Purchase Consideration – Methods of calculation of Purchase Consideration – Net Payment Method – Net Assets Method
- b) 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 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 (16Hrs)**

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**

- Select any of the world's financial exchange system and critically analyse it
- Select any one central bank and list out its new fiscal policy
- Draft a report on the Financial Crisis 2008
- Seminars, group discussion and case studies on various aspects of the syllabus

## **BOOKS FOR REFERENCE**

- Meir Kohn: Financial Institutions and Markets, Tata Mc Graw Hill 6.
- R.M Srivastava / D. Nigam; Dynamics of Financial Markets & Institutions in India, Excel Books.
- L M Bhole: Financial Institutions and Markets, Tata Mc Graw Hill
- Murthy E.N, International Finance & Risk Management.
- Howells, P., and K. Bain (2007), Financial Markets and Institutions, 5th ed. Financial Times/ Prentice Hall. ISBN: 0273709194
- Pilbeam, K. (2010), Financial Markets and Institutions, 3rd ed. Palgrave Macmillan. ISBN: 023023321X
- Valdez, S. and P. Molyneux (2010), An Introduction to Global Financial Markets, 6th ed. Palgrave Macmillan. ISBN: 0230243096.
- Mishkin, F. and S. Eakins (2008), Financial Markets and Institutions, 6th ed. Pearson Education. ISBN: 0321552113
- Dr. K. Venkataramanappa, SHB Publications

## 1.5 BUSINESS DYNAMICS & BEHAVIORAL PROCESS

### OBJECTIVE

The Objective of the course is to give a basic perspective of Management theories and practices. This will form foundation to study other functional areas of management. Also this course provides insight into behavioural issues at work place of Individual and group level.

#### **Unit 1: INTRODUCTION TO MANAGEMENT**

**( 8Hrs)**

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. Importance of control

#### **Unit 2: INTRODUCTION TO ORGANIZATIONAL BEHAVIOR**

**(14Hrs)**

Definition, Nature and Scope, Perception: Nature and importance of Perception – Perceptual selectivity and organization, Attribution theory. Personality and Attitudes – Meaning of personality , Contributions of Freud, Jung, Cattell and others – Johari Window and Transactional Analysis – Nature and Dimension of Attitudes- Behavioral Modification

#### **Unit 3: MOTIVATION**

**(12Hrs)**

Theories of Motivation-Maslow's need hierarchy, Herzberg's Two Factor Theory, Theory X & Y, McClelland's Theory of needs. Contemporary Theories of Motivation (Only the basics): Self - determination Theory, Goal setting Theory, Self-Efficacy Theory, Reinforcement Theory, Equity Theory, Expectancy Theory.

#### **Unit 4: LEADING, POWER, GROUPS & TEAMS**

**(12 Hrs)**

Leading: Leading Vs Managing – Leadership Theories- Leadership styles – developing leadership skills – transformational leaders, transactional leaders, Gender issues in Leadership. Power: Meaning and types of power – Empowerment  
Groups & Teams – Nature of groups & Teams – dynamics of informal groups – dysfunctions of groups and teams – Teams in modern work place.

#### **Unit 5: ORGANIZATION CULTURE**

**(10Hrs)**

Meaning and Nature of Organization Culture - Origin of Organization Culture, Functions of Organization Culture, Types of Culture, Creating and Maintaining Organization Culture, Managing Cultural Diversity.

## **SKILL DEVELOPMENT**

1. Different types of Organization Charts(structure).
2. Chart on Staffing.
3. Graphic representation of Maslow's Theory.
4. Chart on Media of Communication.
5. Draft Control chart for different industries / business groups.

## **BOOKS FOR REFERENCE**

1. Koontz, Weihrich & Aryasri: Principles of Management, TMH, New Delhi, 2009
2. Luthans, Fred: Organizational Behavior, 11/e, McGraw Hill, 2009
3. Stoner, Freeman and Gilbert: Jr. Management, Pearson, New Delhi, 2009.
4. Aryasri & VSP Rao: Management and Organizational Behavior, Excel, 2009
5. Kavitha Singh: Organizational Behavior, Pearson, 2009.
6. Kellogg: Conflict in Organizational Groups, Kogan Page, 2009
7. John M. Ivancevich: Organizational Behavior & Management, TMH, 2009
8. Schermerhorn: Management, Wiley, 2009
9. Pierce and Gardner: Management and Organizational Behavior: An Integrated Perspective, Cengage, 2009.
10. BPP: Organizational Behavior, Viva, 2009
11. Aswathappa: Organizational Behavior, Himalaya, 2009
12. Certo and Certo: Modern Management, 10/e, PHI, 2009
13. R Satyaraju & A. Parthasarathy: Management Text and Cases, PHI, 2009.
14. Prem Vrat, K K Ahuja, P K Jain: Case Studies in Management, Vikas, 2006.

## 1.6 CORPORATE LAW & GOVERNANCE

### OBJECTIVE

The objective is to enable the students to get familiarized with the existing Corporate Law and Governance.

#### **Unit 1: CORPORATE PERSONALITY (10Hrs)**

The Companies Act 1956 as repealed by Companies Act 2013, Definition of Company, Features, Classes of companies.

#### **Unit 2: FORMATION OF A COMPANY (12Hrs)**

Promotion – Incorporation - Memorandum of Association - Articles of Association - Prospectus and Statement In lieu of Prospectus - Recent Guidelines. Capital subscription, Commencement of Business. Recent changes

#### **Unit 3: CORPORATE FINANCIAL STRUCTURE (12Hrs)**

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

#### **Unit 4: CORPORATE GOVERNANCE (12Hrs)**

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 (10Hrs)**

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**

1. Drafting of Memorandum of Association, Drafting Articles of Association.
2. Drafting Notice of Company Meetings – Annual, Special, Extraordinary and Board meetings.
3. Drafting Resolutions of various meetings – different types.
4. Chart showing different types of Companies.
5. Collecting & recording the practice of corporate governance in India

## **BOOKS FOR REFERENCE**

1. Dr. Avtar Singh - Company Law.
2. Gower & Davies – The Principles of Modern Company Law.
3. Ramaiah - Companies Act
4. Reddy Appaniah- Company Law
5. Raghavendra K S & Tamil Selvan, Corporate Administration, Thakur Publishers.

## 1.7 MATHEMATICS AND LOGICAL REASONING

### Objectives:

This course aims to equip the students with the mathematical background required for business management and to know role of mathematics in management field

#### **UNIT 1: THEORY OF SETS**

**[08Hrs]**

Theory of Sets – Set Theory- Venn diagram- Applications of set theory- Basic concepts of Permutations & Combinations.

#### **UNIT 2: TYPES OF EQUATIONS AND MATRICES**

**[14Hrs]**

Linear equations - Simultaneous equations (only two variables) Eliminations and substitution method only- Quadratic equations – Factorization and formula method ( $ax^2 + bx + c = 0$  form only) - Application of equations in business and management. Matrices: Algebra of Matrices, Inverse of a Matrix and determinants, Problems on linear equations in two variables using Cramer's rule.

#### **UNIT 3: RATIO, PROPORTION, PERCENTAGE, PROFIT AND LOSS**

**[10Hrs]**

Ratio- Inverse Ratio- Proportion - Properties of Proportions- Direct proportions- Inverse proportions- -Calculation of percentage, regarding marks, population, money, income etc - Profit & loss- Calculation of profit or loss - Calculation of percentage profit or loss - Calculations of cost price and selling price - Total profit or loss while buying and selling different articles at different rates.

#### **UNIT 4: INTEREST & ANNUITIES**

**[16Hrs]**

Simple Interest- Compound interest including half yearly and quarterly calculations – Nominal rate and effective rate of interest - Varying rate of interest- Depreciation - Present value-Net present value - Future value. Annuities - Present value of an annuity-Future value of an annuity- Sinking fund.

#### **UNIT 5: LOGICAL REASONING**

**[8Hrs]**

Number series - Coding and Decoding - odd man out- Time and work- Analytical Reasoning- Relationships - Syllogism



### **Skill Development**

1. Prepare a Bank Statement using SI and CI.
2. Application of Matrix In Business Problems

### **SUGGESTED BOOKS:**

- [1]. Ayres, Frank Jr. Theory and Problems of Mathematics of Finance. Schaum's Outlines Series.
- [2]. Dr. Sancheti & Kapoor: Business Mathematics and Statistic, Sultan Chand and Sons.
- [3]. M Raghavachari – Mathematics for Management: An Introduction - Tata McGraw Hill Note
- [4]. R.G.D Allen – Basic Mathematics; Macmillan, New Delhi
- [5]. Soni, R.S. Business Mathematics. Pitambar Publishing House.
- [6]. Singh J. K. Business Mathematics. Himalaya Publishing House.

## 2.3 CORPORATE ACCOUNTING

### OBJECTIVE

The objective of this subject is to enable the students to have a comprehensive awareness 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: PROFIT PRIOR TO INCORPORATION

(10Hrs)

- a) Meaning – calculation of sales ratio – time ratio – weighted ratio – treatment of capital and revenue expenditure
- b) Ascertainment of pre-incorporation and post-incorporation profits by preparing Profit and Loss Account and Balance Sheet.

#### Unit 3: VALUATION OF GOODWILL AND SHARES

(12Hrs)

- a) Meaning – Circumstances of Valuation of Goodwill – Factors influencing the value of Goodwill
- b) Methods of Valuation of Goodwill: Average Profit Method, Super Profit Method, and Capitalization of average Profit Method, Capitalization of Super Profit Method, and Annuity Method – Problems. Valuation of shares- Meaning – Need for Valuation – Factors Affecting Valuation Methods of Valuation: Intrinsic Value Method, Yield Method, Earning Capacity Method, Fair Value of shares. Rights Issue and Valuation of Rights Issue -Problems

#### Unit 4: REDEMPTION OF DEBENTURES

(10Hrs)

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 5: COMPANY FINAL ACCOUNTS**

**(18Hrs)**

- a) Statutory Provisions regarding preparation of Company Final Accounts –Treatment of Special Items – Tax deducted at source – Advance payment of Tax – Provision for Tax – Depreciation – Interest on debentures – Dividends – Rules regarding payment of dividends – Transfer to Reserves
- b) Preparation of Profit and Loss Account and Balance Sheet in vertical form (As per INDAS)

### **SKILL DEVELOPMENT**

1. Collect and fill the share application form of a limited Company.
2. Collect Prospectus of a company and identify its salient features.
3. Collect annual report of a Company and List out its assets and Liabilities.
4. Collection of latest final accounts of a company and find out the intrinsic value of shares
5. Collect the annual reports of company and calculate the value of goodwill under different methods

### **BOOKS FOR REFERENCE**

1. Arulanandam & Raman ; Corporate Accounting – II
2. Anil Kumar – Financial Accounting, HPH
3. Dr. S.N. Maheswari, Financial Accounting.
4. Soundarajan. A & K. Venkataramana, Corporate Accounting, VBH.
5. S. P. Jain and K. L. Narang – Corporate Accounting
6. S. Bhat- Corporate Accounting.
7. S P Iyengar, Advanced Accountancy, Sultan Chand
8. R L Gupta, Advanced Accountancy.
9. Shukla and Grewal – Financial Accounting.

## 2.4 QUANTITATIVE TECHNIQUES FOR BUSINESS

### OBJECTIVE

The objective is to provide basic knowledge of fundamentals of Statistics for interpreting business data and their commercial application for decision making in business

#### UNIT 1: STATISTICAL DESCRIPTION OF DATA

[12Hrs]

Introduction – Definition of Statistics – Functions – Scope – Limitations – Statistical Representation of Data -Diagrammatic representation of data - Bar diagram- subdivided bar diagram- percentage bar diagram and pie diagram (simple problems)- Frequency distribution, Graphical representation of Frequency Distribution – Graphical presentation-Histogram- Frequency polygon- ogives (simple problems).

#### UNIT 2: MEASURES OF CENTRAL TENDENCY & DISPERSION

[14Hrs]

Introduction – Measures of Central Tendency- Arithmetic Mean– Median – Mode (both grouped and ungrouped data including open- end class (Direct Methods only and problems on missing frequency) – Weighted Arithmetic Mean & Combined Mean -Empirical relationship between mean, median and mode.

Dispersion - Range - Quartile deviation - Mean deviation about mean - Standard deviation and their Coefficients. (Direct method only)

#### UNIT 3: CORRELATION & REGRESSION

[12Hrs]

Correlation- Types of Correlation- Karl Pearson's coefficient of correlation, Spearman's rank correlation coefficient- Problems

Regression - Regression lines -Regression coefficients - The two regression equations – Correlation coefficient through regression coefficient- Problems.

#### UNIT 4: INDEX NUMBERS AND TIME SERIES

[10Hrs]

Index Numbers- Uses of Index Numbers, Problems involved in construction of Index Numbers, Methods of construction of Index Numbers. Simple Aggregative Method – Simple Average of Price Relative Method – Weighted index method – Fisher's Ideal method (Excluding TRT & FRT) Consumer Price Index – Problems

Time Series - Introduction- Components of Time series -Analysis of time series by moving averages and Least Squares method (Linear)

## **UNIT5:PROBABILITY**

**[8Hrs]**

Probability: Importance of Probability- Addition & Multiplication theorem of probability. (Simple Problems)

### **SKILL DEVELOPMENT**

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 PvtLtd.
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.

## 2.5 BANKING REGULATION AND 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**

1. Collect and paste pay in slip for SB A/c and Currenta/c.
2. Draw a specimen of a crossedCheque.
3. List out different types of customers
4. Draw different types of endorsement ofCheques
5. 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, AnmolPublications
3. M. Prakhas, Bhargabhi R: Banking law & Operation, Vision BookHouse.
4. Tannan M.L: Banking Law and Practice in India, Indian LawHouse
5. Sheldon H.P: Practice and Law of Banking.
6. K. Venkataramana, Banking Operations,SHBP.
7. Kothari N. M: Law and Practice ofBanking.
8. Neelam C Gulati: Principles of BankingManagement.
9. Maheshwari. S.N.: Banking Law and Practice, Vikas Publication

## 2.6 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

(10Hrs)

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

(14Hrs)

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

(10Hrs)

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

(14Hrs)

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**

**(8Hrs)**

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 servicesector
2. Cost estimation for the making of a proposedproduct
3. Draft the specimen of any two documents used in materialaccount.
4. Collection and Classification of overheads in an organization on the basis offunctions
5. Prepare a reconciliation statement with imaginaryfigures

### **BOOKS FOR REFERENCE**

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

## **2.7 MACRO AGGREGATES OF BUSINESS**

### **OBJECTIVE**

To make the students familiar with concepts of micro and macro aggregates of the economy and to make them understand the impact of these aggregates on the decision making process of the business.

### **UNIT 1: INTRODUCTION TO DEMAND ANALYSIS (12 hrs)**

Definition, Nature and Scope of Managerial Economics. Demand Analysis: Demand Determinants, Law of Demand and its exceptions. Elasticity of Demand: Definition, Types, Measurement and Significance of Elasticity of Demand. Demand Forecasting, Factors governing demand forecasting, methods of demand forecasting.

### **UNIT 2: PRODUCTION & COST ANALYSIS (10 hrs)**

Production Function - Isoquants and Isocosts, MRTS, Least Cost Combination of Inputs, Cobb-Douglas Production function, Laws of Returns, Internal and External Economies of Scale. Cost Analysis: Cost concepts. Break-even Analysis (BEA)-Determination of Break Even Point (simple problems) - Managerial Significance

### **UNIT 3: NATIONAL INCOME (10hrs)**

Meaning, Importance, National Product-Concept, types of measurement, Comparison of National Income at constant and current prices. Sectorial contribution to National Income. National Income and Economic welfare

### **UNIT 4: PUBLIC FINANCE (12hrs)**

Meaning, Importance, Role of public finance in economic development, Public Revenue-Sources, Direct and Indirect taxes, Impact and Incidence of Taxation, Public Expenditure-Classification and cannons of Public Expenditure, Public Debt-Need, sources and importance, Budget-Importance, Types of Deficit -Revenue, Budgetary, Primary and Fiscal, Deficit Financing.

### **Unit 5: MONEY SUPPLY (12 hrs)**

Theories of Money and its supply, Types of Money-Broad, Narrow and high power, concepts of M1, M2 AND M3. Inflation-Types, causes and impact, Deflation-Types, causes and impact, Price Index- CPI and WPI, Role of Fiscal Policy in controlling Money supply.

## **SKILLDEVELOPMENT**

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

## **BOOKS FOR REFERENCE**

1. A.R. Aryasri, "Managerial Economics and Financial Analysis", TMH Publications, 3rd Edition, 2007.
2. DR. T.V.Rammana, Kiran Kumar, "Managerial Economics and Financial Analysis", HPH, first Edition 2013
3. D.N. Dwivedi, "Managerial Economics", Vikas Publication House Pvt. Ltd, 2nd Edition, 2012.
4. S.N. Maheshwari & S.K. Maheshwari, "Financial Accounting", Vikas Publication House Pvt. Ltd, 4th Edition, 2012.
5. R. Narayana Swamy, "Financial Accounting- A managerial Perspective", Pearson publications, 1st Indian Reprint Edition, 2012.
6. J.V. Prabhakar Rao & P.V. Rao, "Managerial Economics & Financial Analysis", Maruthi Publishers, 1st Revised Edition, 2011.
7. M.Kasi Reddy & Saraswathi, "Managerial Economics and Financial Analysis", PHI Publications, New Delhi, 10th Revised Edition, 2012.
8. Varshney & Maheswari, "Managerial Economics", Sulthan Chand Publishers, 1st Revised Edition, 2009

### 3.1 CORPORATE SKILLS

#### OBJECTIVE

The objective of this subject is to develop effective business communication skills among the students

#### UNIT 1: CONCEPT OF COMMUNICATION (10 hrs)

Meaning, Definition, Process, Need and Feedback- barriers to effective Communication-Importance of listening- emergence of Communication as a key concept in the Corporate and Global world - Impact of technological advancements on Communication

#### UNIT 2: METHODS AND MODES OF COMMUNICATION (12 hrs)

Methods: Verbal and Nonverbal- Characteristics of Verbal and Non-verbal Communication-body language – Etiquette and mannerism in personal and business meetings -Business Etiquette Modes: Telephone and SMS Communication- Telegram- Facsimile Communication [Fax] Computers and E- communication, Video and Satellite Conferencing.

#### UNIT 3: BUSINESS CORRESPONDENCE (12 hrs)

Theory of Business Letter Writing -- Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing Principles of effective Email Writing Business letters- Enquiry, placing orders, complaints, Persuasion of customers, credit collection, Bank related, Govt. related letters.

Personnel Correspondence – Statement of Purpose Job Application Letter and Resume Letter of Acceptance of Job Offer, Letter of Resignation ,Letter of Appointment, Promotion and Termination, Letter of Recommendation

#### UNIT 4: LANGUAGE AND WRITING SKILLS (10 hrs)

Paragraph Writing -Developing an idea, using appropriate linking devices, etc Cohesion and Coherence, self-editing, etc Interpretation of technical data, Composition on a given situation, a short informal report etc.

## **UNIT 5:PRESENTATIONSKILLS**

**(12 hrs)**

Principles of Effective Speech & Presentations -Technical speeches& Non-technical presentations-  
Speech of introduction of a speaker - speech of vote of thanks -occasional speech - theme speech.  
Moderating programs Use of Technology

### **SKILL DEVELOPMENT**

1. Extempore speeches, Just aMinute
2. Conducting StressInterviews
3. CreativeExercise
4. Roleplay

### **BOOKS FOR REFERENCE**

1. R.O. Sharma & Krishna Mohan: Business Communication & Report Writing, TMH, New Delhi.
2. Raman. S & Swami. R: Business Communication – A Practical Approach, Professional Publications, Madras.
3. Ramesh & Pattanashetti: Effective Business English & Correspondence.
4. Sehgal/ Khetarpal- Business Communication
5. Majumdar: Commercial Correspondence.
6. Pink and Thomsan: English Grammar, Composition and Correspondence.
7. R.K. Madhukar : Business Communications, Vikas.
8. Bhardwaj : Fundamental of Business Communication, I.K. International Publishers
9. Kumar: Business Communication.
10. Bovee: Business Communication Today.
11. Sharma & others – Business Communications.
12. Rai Rai : Business Communication, HPH, Mumbai
13. Ritwik Haldar ; AT.B of Business Communication

## **3.2 ADVANCED CORPORATE ACCOUNTING**

### **OBJECTIVE**

The objective is to enable the students to develop awareness about Corporate Accounting in conformity with the Provision of Companies Act and latest amendments thereto with adoption of Accounting Standards.

### **UNIT 1: MERGERS AND ACQUISITION OF COMPANIES (16hrs)**

Meaning of Amalgamation and Acquisition – Types of Amalgamation – Amalgamation in the nature of Merger – Amalgamation in the nature of Purchase - Methods of Purchase Consideration – Calculation of Purchase Consideration (IAS 103) (Old AS14), Net asset Method, Net Payment Method

Accounting for Amalgamation - Entries and Ledger Accounts in the Books of Transferor Company and Transferee Company – Preparation of new Balance sheet (Vertical Format)

### **UNIT 2: INTERNAL RECONSTRUCTION (8 hrs)**

Reconstruction accounts – Preparation of Balance Sheet after Reconstruction. (Vertical Format)  
Problems

### **UNIT 3: LIQUIDATION OF COMPANIES (10hrs)**

Meaning–Types of Liquidation – Order of Payment - Calculation of Liquidator's Remuneration – Preparation of Liquidators Final Statement of Account

### **UNIT 4: RECENT DEVELOPMENTS IN ACCOUNTING & ACCOUNTING STANDARDS (14 hrs)**

Human Resource Accounting – Environmental Accounting – Social Responsibility Accounting – Accounting for Intangible Assets, Forensic Accounting

### **UNIT 5: INFLATION ACCOUNTING (8 hrs)**

Meaning- Need, objectives, Impact of Inflation on financial statements. Techniques of Inflation Accounting

## **SKILL DEVELOPMENT**

1. Calculation of Purchase consideration with imaginary figures
2. List any 5 cases of amalgamation in the nature of merger or acquisition of Joint Stock Companies
3. List out legal provisions in respect of internal reconstruction.
4. Narrate the steps for preparation of consolidated balance sheet.
5. Calculate minority interest and goodwill with imaginary figures.
6. List out preferential creditors as per company's Act

## **BOOKS FOR REFERENCE**

1. Arulanandam & Raman ; Corporate Accounting-II, HPH
2. Anil Kumar – Advanced Corporate Accounting, HPH
3. Roadmap to IFRS and Indian Accounting Standards by CA Shibarama Tripathy
4. Dr. Venkataraman. R – Advanced Corporate Accounting
5. S.N. Maheswari , Financial Accounting, Vikas
6. Soundarajan A & K. Venkataramana, Advanced Corporate Accounting, SHBP.
7. RL Gupta, Advanced Accountancy, Sultan Chand
8. K.K Verma – Corporate Accounting.
9. Jain and Narang, Corporate Accounting.
10. Shukla and Grewal – Advanced Accountancy, Sultan Chand

### **3.3 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 (10hrs)**

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 (16hrs)**

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 (6hrs)**

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 figures for 5 years.
3. Capital structure analysis of companies in different industries
4. Imaginary figures prepare an estimate of working capital requirements

## **BOOKS FOR REFERENCE**

1. S N Maheshwari, Financial Management, Sultan Chand
2. Dr. Aswathanarayana.T – Financial Management, VBH
3. K. Venkataramana, Financial Management, SHBP.
5. G. Sudarshan Reddy, Financial Management, HPH
6. Roy – Financial Management, HPH
7. Khan and Jain, Financial Management, TMH
8. S. Bhat- Financial Management.
9. Sharma and Sashi Gupta, Financial Management, Kalyani Publication.
10. I M Pandey, Financial Management. Vikas Publication.
11. Prasanna Chandra, Financial Management, TMH
12. P.K Simha – Financial Management.
13. M. Gangadhar Rao & Others, Financial Management
14. Dr. Alice Mani: Financial Management, SBH

### 3.4 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

(10hrs)

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

(10hrs)

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

(12hrs)

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)

(10hrs)

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 aBP

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

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

**UNIT 6: ETHICAL ISSUES IN ENTREPRENEURSHIP (04hrs)**

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 SSI Unit
3. 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. Chart showing tax concessions to SSI both direct and indirect.
7. 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. Udai Pareek 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, 1975
8. Vidya Hattangadi ; Entrepreneurship, HPH.
9. N.V.R. Naidu : Management and Entrepreneurship, I.K. International
10. Bharusali, Entrepreneur Development,
11. K. Venkataramanappa, Entrepreneurial Development, SHB Publications
12. Anil Kumar : Small Business and Entrepreneurship, I.K. International
13. Rekha & Vibha – Entrepreneurial Management, VBH.

### 3.5 HUMAN CAPITAL MANAGEMENT

#### **OBJECTIVE**

The objective is to familiarize the students with concepts and principles of Human Resource Management.

#### **UNIT 1: HUMAN RESOURCE MANAGEMENT**

**(10 hrs)**

Introduction – Meaning of HRM – Objectives of HRM – Importance of HRM – Functions and Process of HRM – HR Manager - Duties and Responsibilities – Recent trends, Global practices in HRM.

#### **UNIT 2: HUMAN RESOURCE PLANNING, RECRUITMENT & SELECTION (12 hrs)**

Meaning – Importance of Human Resource Planning – Benefits of Human Resource Planning, Recruitment – Meaning – Methods of Recruitment, Web based recruitment-trends, Selection – Meaning – Steps in Selection Process, Emerging practices/Global trends, Impact of EQ on selection Placement - Problems Involved in Placement

#### **UNIT 3: INDUCTION AND TRAINING**

**(10 hrs)**

Meaning, objective and purpose of Induction/on boarding, Employee Engagement, Employer Branding

Training- Need for training, benefits of training, identification of training needs and methods of training. Knowledge Management

#### **UNIT 4: PERFORMANCE MANAGEMENT SYSTEM AND COMPENSATION (16 hrs)**

PMS : Introduction – Meaning and Definition – Objectives PMS Vs PA – Modern Approaches to Performance Appraisal – Uses and Limitations of Performance Appraisal.

Compensation – Meaning of Compensation – Objectives of Compensation Promotion And Transfers- Meaning and Definition of Promotion - Purpose of promotion, basis of promotion, meaning of transfer, reasons for transfer, types of transfer, right sizing of work force, need for right sizing.

#### **UNIT 5: HUMAN RESOURCE INFORMATION SYSTEMS & HR ANALYTICS (8 hrs)**

Overview of Human Resource Information Systems, Role of IT in HRM – IT for HR Managers - Structure, & Mechanisms of HRIS, Software Packages for Human Resource Information System, Modules on a few HR functions. HR Analytics – Relevance and concepts. Tools and Resources for HR Analytics

## **SKILL DEVELOPMENT**

1. Prepare a Chart showing the functions of HRM and a brief explanation on the need for each function.
2. Prepare an advertisement for recruitment / selection of candidates for any organization of your choice.
3. Give observation report of industrial safety practices followed by any organization of your choice
4. Develop a format for performance appraisal of an employee.
5. Choose any MNC and present your observations on training program.

## **BOOKS FOR REFERENCE:**

1. Aswathappa, Human Resource Management, Tata McGrawHill.
2. Madhurimalall, Human Resource Management, HPH.
3. Reddy & Appanniah, Human Resource Management, HPH.
4. C.B. Mamoria, Personnel management, HPH.
6. Edwin Flippo, Personnel management, McGrawHill.
7. SubbaRao, Personnel and Human Resources management, HPH.
8. S.Sadri & Others: Geometry of HR, HPH.
9. Rajkumar : Human Resource Management I.K. Intl
10. Michael Porter, HRM and human Relations, Jata & Co. Ltd.
11. Biswanath Ghosh, Human Resource Development and Management.
12. Rekha & Vibha – Human Resource Management, VBH.
13. K. Venkataramana, Human Resource Management, SHBP.
14. Dr. Alice Mani: Human Resource Management, SBH.

### **3.6 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 K Ahuja, 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.

## 3.7 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



## BOOKS FOR REFERENCE

1. S P Iyengar, CostAccounting.
2. Nigam and Sharma, AdvancedCosting.
3. B.S. Raman, CostAccounting.
4. K.S Thakur- CostAccounting
5. M.N. Arora, CostAccounting.
6. Ashish K Bhattacharyya: cost accounting for businessmanagers.
7. N. Prasad, Costing.
8. Palaniappan and Hariharan : Cost Accounting, I.K. InternationalPublishers
9. Jain & Narang, CostAccounting
10. Ravi M. Kishore – CostManagement
11. Charles T Horngren, George Foster, Srikant M. Data – Cost Accounting: A Managerial Emphasis
12. Anthony R. N. – Management AccountingPrinciples
13. S. Mukherjee & A. P. Roychowdhury – Advanced Cost and ManagementAccountancy
14. J. MadeGowda- CostAccounting
15. Rathnam - CostAccounting

## 4.1 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 1: INTRODUCTION TO ACCOUNTING STANDARDS (10hrs)

Accounting Standards: Meaning, objectives, advantages and disadvantages of accounting standards. Standard setting process, List of standards issued by ICAI. Applicability of IGAAP in India. Meaning of IFRS - relevance of IFRS to India; merits and limitations of IFRS; process of setting IFRS- Practical challenges in implementing IFRS; List of IFRS; Applicability of IFRS or Ind AS in India.

### UNIT 2: PRESENTATION OF FINANCIAL STATEMENTS (12Hrs)

Outline for the preparation of financial statements - Statement of financial position; Comprehensive income statement; Statement of changes in equity (SOCE), 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.

### UNIT 3: CONSOLIDATED FINANCIAL STATEMENTS (16 hrs)

Consolidated Financial Statements of Group Companies: Concept of a Group, purposes of consolidated financial statements, minority interest, Goodwill, Consolidation procedures – Treatment of pre-acquisition and post-acquisition profit, consolidated balance sheet and profit and loss account.

### Unit 4: SHARE BASED PAYMENTS (8 hrs)

Share based payments - Meaning, Equity settled transactions, Transaction with employees and non-employees, Determination of fair value of equity instruments vesting conditions, Disclosures

### UNIT 5: DEVELOPMENTS IN FINANCIAL REPORTING (8hrs)

(a) Value Added Statement (b) Economic Value Added, Market Value Added, Shareholders' Value Added (c) Human Resource Reporting

## **SKILL DEVELOPMENT**

1. Conversion of final accounts to IFRS
2. Analysis of published financial statements for at-least 2 types of stakeholders
3. Preparation of Consolidated Financial Statement of any two existing companies.

## **BOOKS FOR REFERENCE**

- a. Salim Alibhai: Wiley Interpretation and Application of IFRS Standards
- b. Steven M. Bragg: IFRS Guidebook: 2020 Edition
- c. CA Kamal Garg: Practical Guide to IND AS & IFRS (Sixth Edition)
- d. CA J N Tikku and CA Eish Taneja: IND AS and their Practical Applicability

## **JOURNALS FOR REFERENCE**

1. Journal of management accounting
2. Journal of accounting & finance
3. Chartered Secretary
4. Chartered Accountant
5. Chartered Analyst

## 4.2 INTERNATIONAL BUSINESS

### OBJECTIVE

The objective of this subject is to facilitate the students in understanding International Business in a multi-cultural world.

### **Unit 1: INTRODUCTION TO INTERNATIONAL BUSINESS (14hrs)**

Meaning and Definition of International Business – Theories of International Trade – Economic Theories – Forms of International Business - Nature of International Business- Environment of International Business- Political and Legal Environment- Cultural Environment- Managing Across Cultures- Technological- Economic environment- Strategies for Going International- Timing of Entry

### **Unit 2: MODES OF ENTRY INTO INTERNATIONAL BUSINESS (12hrs)**

Mode of Entry – Exporting – Licensing – Franchising – Contract Manufacturing – Turn Key Projects – Foreign Direct Investment – Mergers, Acquisitions and Joint Ventures – Comparison of different modes of Entry

### **Unit 3: GLOBALIZATION and INTERNATIONAL STRATEGIC MANAGEMENT**

**(14hrs)**

Globalization: Meaning - Features – Stages – Advantages and Disadvantages – MNC's and International Business– Global Companies and TNC – Organizational Transformations – Merits and Demerits of MNC's in India- Institutional support to International Business- International Strategic Management- Steps in Strategic Management Process- Business level and Functional strategies – IHRM- International Marketing- International Financial Management

### **Unit 4: INTERNATIONAL MARKETING INTELLIGENCE (8hrs)**

Information required – Source of Information – International Marketing Information System and Marketing Research.

### **Unit 5: EXIM TRADE (12hrs)**

Export Trade, Procedure, Steps & Documentation, Direction of India's Trade – Export Financing – Documents related to Export Trade – Export Marketing – Import Trade, Procedure, Steps, Documentations and Problems - EXIM Policy - Balance of Payment – Disequilibrium and Measures for Rectification - Institutions connected with EXIM Trade.

## **SKILL DEVELOPMENT**

1. List any three MNC's operating in India along with their products or services offered.
2. Prepare a chart showing currencies of different countries.
3. Tabulate the foreign exchange rate or at least 2 countries for 1 month
4. Collect and Paste any 2 documents used in Import and Export trade.

## **BOOKS FOR REFERENCE**

1. Dr. Aswathappa International Business, Tata McGraw Hill
2. P. SubbaRao – International Business –HPH
3. Shyam Shukla; International Business, Excel Books
4. Francis Cherunilam; International Business, Prentice Hall of India
5. MahuaDutta, International Business, I.K.Intl
6. J. Maskeri- InternationalBusiness
7. Rosy Joshi; International Business, Kalyani Publishers.
8. Venkataramana. K, International Business, SHBP.
9. Subhasre S – International Business, HPH.

### **4.3 INCOMETAX**

**OBJECTIVE** - The objective of this subject is to make the students with the various provision of Income Tax Act relating to computation of Income of Individual assesses only.

#### **UNIT 1: INTRODUCTION TO INCOMETAX**

**14 hours**

Brief history of Indian Income Tax, legal framework, types of taxes, cannons of taxation, definitions, assessment, assessment year, previous year including exception, assesses, person, income, casual income, gross total income, total income, agricultural income.

**Residential status of an individual's**, 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. Only in the hands of individuals

#### **UNIT 2: INCOME FROM SALARY**

**16 hours**

Meaning and Definitions, Basis of charge- Allowances, Fully taxable allowances, partly taxable allowances: House rent allowance, Entertainment allowance, Transport allowance, Children Education & Hostel Allowance, Fully exempted allowances, Perquisites: Tax free perquisites, Perquisites taxable in all cases: Rent free accommodation, 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 motorcar is owned or hired by the employer), Provident Funds – Deductions advance salary, problems on computation of salary income (excluding retirement benefits).

#### **UNIT 3: INCOME FROM HOUSEPROPERTY**

**10 hours**

Basis of charge, exempted income 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)

#### **UNIT 4: PROFITS AND GAINS FROM BUSINESS OR PROFESSION**

**10 hours**

Meaning and Definition of Business & Profession, Expenses & losses Expressly Allowed – Expenses & losses Expressly Disallowed, Expenses Allowed on payments basis - Problems on Computation of Income from Business of Sole Proprietor.

## **UNIT 5: COMPUTATION OF TOTAL INCOME**

**06 hours.**

Income from Capital gains (excluding exemptions – theory only), Income from other sources (theory only), Deductions U/S 80 C, D & G. Simple problems on computation of Total Income of an Individual

### **BUSINESS LAB ACTIVITIES**

1. Form 49A (PAN) and 49B
2. Filing of Income tax returns
3. List of enclosures to be made along with IT returns (with reference to salary & HP)
4. Preparation of Form 16
5. Computation of Income Tax and the slab rates
6. Computation of Gratuity
7. Chart on prerequisites
8. List of enclosures to be made along with IT returns (with reference to salary and house property incomes)

### **BOOK FOR REFERENCE (Latest version)**

- a. Dr. Vinod K. Singhania - Direct Taxes - Law and Practices, Taxman Publication.
- b. B B Lal - Direct Taxes, Konark Publishers [P] Ltd.
- c. Dr. Mehrotra and Dr. Goyal - Direct Taxes - Law and Practices, Sahitya Bhavan Publication.
- d. Dinakar Pagare - Law and Practice of Income Tax, Sultan Chand and Sons.
- e. Gaur and Narang - Income Tax – Kalyani Publishers.

## 4.4 MODERNMARKETING

### 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 (12hrs)**

Meaning & Definition – Goals – Concepts of Marketing – Approaches to Marketing – Functions of Marketing, Marketing Environment- Meaning – Demographic – Economic – Natural – Political – Legal – Socio - Cultural Environment

### **Unit 2: MARKETING MIX (12Hrs)**

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 3: MARKET SEGMENTATION AND CONSUMER BEHAVIOUR (12hrs)**

Meaning & Definition-Bases of Market Segmentation–Requisites of Sound Market Segmentation, Consumer Behavior – Factors influencing Consumer Behavior and Buying Decision Process. customer relationship management Meaning and Definition – Role of CRM – Advantages and Disadvantages

### **Unit 4: E-MARKETING (12hrs)**

E- Marketing Identifying and achieving marketing goals, e-marketing value chain, maintaining a website, browsing behavior model, online marketing, e-advertising, e-branding. E-CRM solutions, interactive websites, managing customers and lifecycles, Buzz marketing,data mining and privacy issues, E-Logistics, supply chain management, reducing inventory



## **Unit5: LOGISTICS AND SUPPLY CHAIN MANAGEMENT**

**(8Hrs)**

Meaning and definition of logistics and supply chain management -- Scope and Importance of logistics and supply chain management. Evolution. Logistic strategies. Logistics performance and obstacles.

### **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. P N Reddy & Appanniah, Marketing Management, HPH.
2. Kuranakaran, Marketing Management, Himalaya Publishers.
3. Rekha & Vibha, Marketing Management, VBH.
4. Philip Kotler, Marketing Management, Prentice Hall. 34
5. Bose Biplab, Marketing Management, Himalaya Publishers.
6. J.C. Gandhi, Marketing Management, Tata McGraw Hill.
7. Ramesh & Jayanti Prasad: Marketing Management, I.K. International
8. William J. Stanton, Michael J. Etzel, Bruce J Walker, Fundamentals of Marketing, McGraw Hill Education.
9. Sontakki, Marketing Management, Kalyani Publishers.
10. K. Venkataramana, Marketing Management, SHBP.
11. Dr. Alice Mani: Marketing Management, SBH.

## 4.5 E- INFORMATION AND ACCOUNTING

### OBJECTIVE

The objective is to expose the students to electronic modes of commercial operations.

#### **Unit 1: HISTORY AND GROWTH OF E-COMMERCE (10hrs)**

History and growth of E-Commerce worldwide and in India, Emergence and growth of Internet and WWW, Advantages and disadvantages of E-Commerce, Transition to E-Commerce in India, Opportunities for industries, Challenges for the Indian Corporate.. Internal resisting factors and external driving forces, Information Technology Act 2000 – highlights and concepts of the Act - Business Models for E-Commerce – B2C, B2B, C2C, C2B, Brokerage, Aggregator, Infomediary, Community, Value Chain, Manufacture, Advertising, Subscription and Affiliate Models

#### **Unit 2: E- PAYMENTS (10hrs)**

E - payment requirements, digital token based e-payment systems, credit cards and mobile payments, smart card cash payments, properties and uses of e-cash, cheque payments, risks and protection in e-payments, digital signature – usage and legal position, E-banking and Online stock trading

#### **Unit 3: GETTING STARTED WITH TALLY (10Hrs)**

Meaning of Tally software – Features – Advantages - Required Hardware, Preparation for Installation of Tally ERP.9 free source. Items on Tally screen – Creation & Selection of Company: Contents in Company Creation Screen, Base Currency Information, Company Features - F11 and Configuration F12.

#### **Unit 4: GATEWAY OF TALLY (16Hrs)**

Accounts Info, Group – Types, Create, Display, Alter; Ledger - Types, Create, Display, Alter; Vouchers - Types, Create, Display, Alter; Default number of Groups, Ledgers and Vouchers, Voucher Entry (Simple Problems),

#### **Unit 5: REPORTS IN TALLY (10Hrs)**

Reports – Balance Sheet, Profit and Loss A/c, Stock Summary, Ratio Analysis, Brief on Display Menu Items – Trail Balance, Day Book, Account Books, Statement of Accounts, Inventory Books, Statement of Inventory, List of Accounts, Exception Report, Print of Report, Brief Introduction of GST in Tally.

## **SKILL DEVELOPMENT**

- Visit Few Business Websites and note down in Practical RecordBook

## **BOOKS FOR REFERENCE**

1. Kalakota Ravi and A.B.Whitson : Frontiers of Electronic , AddisonWesley
2. P T Joseph SJ, E – An IndianPerspective
3. Watson R T : Electronic – the strategic perspective, The DrydenPress
4. CSV Murthy – E-Commerce – Concepts, Models,Strategies
5. Agarwala K.N. and DeeskhaAgarwala: Business on the net – Bridge to the online store front, Macmillan, NewDelhi.
6. Diwan, Prag and Sunil Sharma, Electronic – A manager guide toE-business,
7. Vanity Boos International,Delhi.
8. JanaD.S : Online Marketing Handbook , Van Nostrand ReinholdNetwork
9. KoisurDavid : Understanding Electronic , Microsoft Press,Washington
10. Minoli and Minol, Web technology HandBook, TMH, NewDelhi.
11. Murthy CVS, E- – Himalaya PublishingHouse
12. Cyber Laws :C K Punia - Sumit Enterprises
13. Cyber law: the law of the Internet By JonathanRosenoer

## 4.6 BIG DATA ANALYTICS

### OBJECTIVE

The objective of the course is to understand the emerging role of business analytics in Organizations and its fundamental concepts and tools.

#### **Unit 1: INTRODUCTION TO BIG DATA**

**(10 hours)**

Introduction – distributed file system – Big Data and its importance, Four Vs, Drivers for Big data, Big data analytics, Big data applications. Algorithms using map reduce, Matrix-Vector Multiplication by Map Reduce.

#### **Unit 2: HADOOP & ARCHITECTURE OF HADOOP**

**(14 hours)**

Big Data – Apache Hadoop & Hadoop Eco System – Moving Data in and out of Hadoop – Understanding inputs and outputs of Map Reduce - Data Serialization, Hadoop Architecture, Hadoop Storage: HDFS, Common Hadoop Shell commands, Anatomy of File Write and Read., Name Node, Secondary Name Node, and Data Node, Hadoop Map Reduce paradigm, Map and Reduce tasks, Job, Task trackers - Cluster Setup – SSH & Hadoop Configuration – HDFS Administering – Monitoring & Maintenance.

#### **Unit 3: STATISTICAL TECHNIQUES & PREDICTIVE ANALYTICS**

**(12 hours)**

Different types of data, Frequency Distributions, Measures of central tendency and dispersion, Basic Probability, Normal Distribution, Central Limit Theorem, Hypothesis Testing. Predictive modeling and Analysis - Regression Analysis, Multicollinearity, Correlation analysis, Rank correlation coefficient, Multiple correlation, Least square, Curve fitting and good ness of fit.

#### **Unit 4: TIME SERIES FORECASTING AND DESIGN OF EXPERIMENTS (10 hours)**

Forecasting Models for Time series: MA, SES, TS with trend, season - Design of Experiments, one-way classification, two-way classification, ANOVA, Latin square, Factorial Design.

#### **Unit 5: DATA MINING TECHNIQUES**

**(10 hours)**

Market Basket Analysis, Apriori, FPGrowth, Evaluation Methods: Lift, Kulc, IR, Chi – Square, Classification, Decision Tree Induction, Bayes Methods, Rule-Based Classification, Model Evaluation and Selection, Ensemble Approaches, Clustering, Partitioning Methods, Hierarchical Methods, Density-Based Methods, Grid-Based Methods, Evaluation of

Clustering.

### **SKILL DEVELOPMENT:**

1. Identify and summarize the applications of Big Data Techniques in various fields.
2. Explain the Architecture of Hadoop in detail.
3. How correlation analysis helps Business Analysts to draw conclusions.
4. Explain the forecasting models for Time Series.
5. Briefly explain Grid Based Methods available for Data Mining.

### **BOOKS OF REFERENCES:**

1. Chris Eaton, Dirk Deroos, Tom Deutsch et al., “Understanding Big Data”, McGrawHill, 2012.
2. Alberto Cordoba, “Understanding the Predictive Analytics Lifecycle”, Wiley, 2014.
3. Eric Siegel, Thomas H. Davenport, “Predictive Analytics: The Power to Predict Who Will Click, Buy, Lie, or Die”, Wiley, 2013.
4. James R Evans, “Business Analytics – Methods, Models and Decisions”, Pearson 2013.
5. R. N. Prasad, Seema Acharya, “Fundamentals of Business Analytics”, Wiley, 2015.
6. S M Ross, “Introduction to Probability and Statistics for Engineers and Scientists”, Academic Foundation, 2011.
7. David Hand, Heikki Mannila, Padhraic Smyth, “Principles of Data Mining”, PHI 2013.
8. Spyros Makridakis, Steven C Wheelwright, Rob J Hyndman, “Forecasting methods and applications”, Wiley 2013 (Reprint).
9. David Hand, Heikki Mannila, Padhraic Smyth, “Principles of Data mining”, PHI 2013.

## 4.7 STOCK COMMODITY AND CURRENCY MARKETS

### OBJECTIVE

To provide students with a conceptual framework of stock markets and commodity markets, functionalities in these markets and their mode of trading.

#### **Unit1: INTRODUCTION (10hrs)**

Primary Market, Secondary Market (Stock Market), Meaning of commodities and Commodities market, differences between stock market commodities market and currency markets

#### **Unit 2: STOCKMARKET (12hrs)**

History, Membership, Organization, Governing body, Functions of stock Exchange, on line trading, role of SEBI, Recognized Stock Exchanges in India (brief discussion of NSE and BSE). Derivatives on stocks: meaning, types (in brief).

#### **Unit3: TRADING INSTOCKMARKET (14hrs)**

Patterns of Trading & Settlement – Speculations – Types of Speculations – Activities of Brokers – Broker Charges – Settlement Procedure, Depositories-National Securities Depository Ltd. (NSDL), Central Securities Depository Ltd. (CSDL) (in brief)

#### **Unit 4: COMMODITIESMARKET (12hrs)**

Types of commodity markets. History, Membership, objectives, functions of commodities exchange, Organization and role of a commodity exchange, Governing Body, Types of Transactions to be dealt in commodity Market –physical market, Futures market - Differences between Physical & Future Market, options on commodities exchanges. Patterns of Trading & Settlement, Efficiency of Commodity Markets - Size of Commodity

#### **Unit5: CURRENCYMARKETS (8hrs)**

Exchange rate; Fixed and floating exchange rate regime; Factors affecting Concept of quotes; Tick-size Spreads; Spot transaction and forward transaction Forward contracts; Futures contracts; Pricing of futures contracts. Future contract specifications; Membership; Trading system; The trader workstation; Basis of trading; Client-Broker relationship in derivatives segment; Clearing entities; Position limits; Margins; Settlement of contracts.

## **SKILL DEVELOPMENT**

1. Prepare the list of recognized stock exchanges in India
2. Prepare the process chart of online trading of shares and debentures.
3. Prepare the chart showing Governing Body of the Commodities Market.
4. Prepare the list of commodities traded on commodity market.
5. Enlist the role of NSDL and CSDL.

## **BOOKS FOR REFERENCE**

1. Gurusamy, Financial Markets and Institutions, 3rd edition, Tata McGraw Hill.
2. Saunders, Financial Markets and Institutions, 3rd edition, Tata McGraw Hill.
3. B. Kulkarni – Commodity Markets & Derivatives.
4. Khan, Indian Financial Systems, 6th edition, Tata McGraw Hill
5. Bhole, L.M. (2000), Indian Financial Institutions, Markets and Management, McGraw Hill, New York.
6. Srivastava R.M ; Management of Indian Financial Institutions
7. Pallavi Modi : Equity – The Next Investment Destination



## **5.1 FINANCIAL STATEMENT 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 Flow Statement – Procedure of Fund Flow Statement – Statement of 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:MANAGEMENTREPORTING**

**(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

### **BOOKS FOR REFERENCE**

1. Dr. S.N. Maheswari , Management Accounting
2. Sexana, Management Accounting
3. Sudhindra Bhat- 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

## 5.2 LOGISTICS AND SUPPLY CHAIN MANAGEMENT

**OBJECTIVE:** To provide an insight on the fundamentals of logistics and supply chain networks, tools and techniques.

### **UNIT 1: INTRODUCTION TO LOGISTICS** **08 Hrs.**

Meaning and definition of logistics-- Scope and Importance of logistics. Evolution. Logistic strategies. Logistics performance and obstacles.

### **Unit 2: ROLE OF LOGISTICS** **14 Hrs.**

Role of logistics in distribution-Objectives of Logistics- Functions-- Customer Service, Warehousing, Material Storage ,Material Handling, Transportation, Packaging. Differences between Logistics and Supply Chain- Factors influencing Logistics- Logistics Network- Meaning- Definition- Role of logistic network. Network Tools and Designs.

### **Unit 3: SUPPLY CHAIN MANAGEMENT** **14 Hrs.**

Introduction to supply Chain Management- Meaning and Definition of supply Chain Management – Scope and Importance of supply Chain Management-Evolution of supply Chain .Competitive and Supply Chain Strategies- Drivers of supply chain performance and obstacles.

### **Unit 4: SUPPLY CHAIN NETWORK AND DESIGN** **10 Hrs.**

Role of Distribution in supply chain-Factors influencing Distribution Network-Design option for Distribution Network- Value Addition- Models for Facility Location- Framework for network Decisions. Impact of uncertainty for Network Design.

### **Unit 5: LOGISTICS IN SUPPLY CHAIN** **10 Hrs.**

Role of Logistics in supply chain- Make Vs Buy Decisions- Creating Worldwide Source Inventory- Managing Safety and cycle Inventory. Coordination in Supply chain- Design option for transportation network- Tailored transportation-routing and scheduling in Transportation.

**SKILL DEVELOPMENT:**

- Visit a Logistic Company/ Firm and collect the information regarding their main functions.
- A study on the limitations in adopting Supply Strategies.
- A Comparative study on the culture of two companies and its impact on Marketing.
- Write the logistics practice of a manufacturing unit
- What is the latest logistics approach followed

**Reference Books**

1. Logistics management 3<sup>rd</sup> edition by Sople, Pearson India
2. Supply Chain Management: A Global Perspective by Nada.R.Sanders
3. Logistics and Supply Chain Management by D.K.Agarwal

## 5.3 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

## 6.1 CORPORATE LEGAL ENVIRONMENT

### OBJECTIVE

To introduce the students to various topics in law important to business people and to familiarize the students with common problems.

#### **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 information about government spending.
4. Draft digital signature certificate
5. Draft a complaint to District Consumer Forum on the deficiency of service in a reputed corporate hospital for medical negligence.
6. Collect leading cyber-crimes cases and form groups in the class room and conduct group discussion.
7. Draft a constructive and innovative suggestions note on global warming reduction.

### **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.



## 6.2 OPERATION RESEARCH AND QUANTITATIVE TECHNIQUES

### OBJECTIVE

To impart knowledge in concepts and tools of OR and to teach students to apply these in managerial decision making.

#### **Unit 1: INTRODUCTION TO OPERATION RESEARCH (10hrs)**

Definitions, Features, Scope and applications of OR. Models of OR Linear programming, Problem Formulation, Graphical Method and Simplex Method of Solution, Product Mix Problems, other Managerial Applications

#### **Unit 2: TRANSPORTATION (8 hrs)**

Introduction, Mathematical Formulas, Optimal Solution, North West Corner Rule, Matrix Minima Method, Vogels Approximation method, Test for optimization and transportation by MODI method

#### **Unit 3: NETWORK ANALYSIS (12hrs)**

**Network analysis**, PERT, CPM- drawing the network activity times, event times, critical path, total and free slack

Inventory models, EOQ model, sensitivity analysis, model with one, price break inventory control systems in practice.

#### **Unit 4: DECISION MAKING UNDER UNCERTAINTY (10hrs)**

Decision making under uncertainty, different decision criteria, decision trees, Simulation, model building, the process, problems with special reference inventory and financial management

#### **Unit 5: GAME THEORY (16hrs)**

Game Theory, Games of pure strategy. Games of mixed strategy, Principle of Dominance, Sequencing: Terminologies and notations, types of sequencing problems; processing 'n' jobs through 2 machines, processing 'n' jobs through 'm' machines.

## **SKILL DEVELOPMENT**

- Describe with an example, how will you compute EOQ with pricebreaks

## **BOOKS FOR REFERENCE**

1. Srivastava V.K et al – Quantitative techniques for managerial DecisionMaking, Wiley EasternLtd
2. Richard, I. Levin and Charles A.Kirkpatrick – Quantitative Approaches to Management, Mcgraw Hill, KogakushaLtd
3. Budnik, Frank S Dennis Mcleaavey, Richard Mojena- Principles of Operation Research-AIT BS NewDelhi.
4. Sharma J K – Operation Research- theory and applications McMillan, NewDelhi
5. Kalavaathy S. – Operation Research- Vikas PubCo
6. Gould F J – Introduction to Management Science- Englewood Cliffs N J PrenticeHall.
7. Naray J K , Operation Research, theory and applications- McMillan, NewDelhi.
8. Taha Handy, Operations Research, Prentice Hall ofIndia

## 6.3 BUSINESS RESEARCH METHODOLOGY

### OBJECTIVE:

To familiarize students with research process, tools and techniques used along with report generation

### Unit 1: INTRODUCTION TO RESEARCH

16 Hrs

Meaning – Characteristics of Research- Objectives – Types of Research – Scope of Research – Significance of Research- Research Methods Vs Research Methodology Research Process – Review of literature and its significance- Problem Formulation – Sources of problem formulation-Ethics in Research- Plagiarism in research, Measures to overcome Plagiarism, Research Design –Types of research design-Steps involved in designing research design- Types of variables in relation to research design

### Unit 2: HYPOTHESIS AND SAMPLING METHODS

10 Hrs

Testing of hypothesis-Types –Significance-Steps involved in hypothesis-Formulation of hypothesis-Errors in hypothesis- Level of significance- Sampling methods- Probability and non-Probability and its applicability-Determination of sample size, Sampling errors, Confidence interval

### Unit 3: TOOLS FOR COLLECTION OF DATA

14 Hrs

Data and its types in research, Sources of data collection, Questionnaire Design-Schedules- Interview-Observation- Survey methods- Scaling measurement techniques: Nominal Scale, Ordinal Scale, Interval Scale, Rating Scale- Criteria for good measurement , attitude measurement , Motivational research

### Unit 4: STATISTICAL METHODS

10 Hrs

Classification and Tabulation of data - Analysis of data –Steps involved in analysis of data- Descriptive statistics (Meaning only), Parametric and non- parametric tests applicability (Concepts only)- Multidimensional Scaling and Cluster analysis (Concepts only) , AMOS(Concept only)

Reports and its types , Format of research report, Report writing – Principles – Steps in report writing-Bibliography, Reference importance and writing style

**SKILL DEVELOPMENT**

- Illustrate steps involved in research process
- Illustrate statement of problem by selecting topic of your interest
- Illustrate review of literature and identify research gap
- Illustrate different types of samples with examples
- Construct a questionnaire for collection of primary data keeping in mind the topic chosen for research
- Narrate your experience using schedule technique
- Diagrammatically present the information collected through the questionnaire
- Narrate diagrammatically the various parametric and non parametric along with its applicability
- Narrate steps involved in research reporting

**BOOKS FOR REFERENCE**

1. O.R.Krishnaswamy; Research methodology in Social Sciences, HPH,2008.
2. R. Divivedi: Research Methods in Behavior Science, Macmillan India Ltd., 2001.
3. J.K. Sachdeva: Business Research Methodology HPH
4. S.N. Murthy, V. Bhojanna: Business Research Methods Excel Books
5. Levin & Rubin: Statistics for Management, Prentice Hall of India,2002
6. Gupta S; Research Methodology and Statistical Techniques, Deep & Deep Publication (P)Ltd., 2002
7. Thakur D: Research Methodology in Social Sciences, Deep & Deep Publications (P)Ltd.,1998.
8. Tripathi P.C:A Textbook of Research Methodology, Sultan Chand & Sons,2002.
9. Shashi K. Gupta Praneet Singh: Business Research Methods Kalyani Publishers
10. C.R. Kothari, Research Methodology, Vikas Publications 11. Usha Devi N, Santhosh Kumar – Business Research Methodology

**ELECTIVES**

**ACCOUNTING & TAXATION GROUP**

## 5.4 ADVANCED ACCOUNTING

### OBJECTIVES

To acquaint the students and make them familiar with the process and preparation of accounts of different types of organizations

#### Unit 1: ACCOUNTS OF BANKING COMPANIES

(14hrs)

Business of banking companies – some important provisions of banking regulation act of 1949 – minimum capital and reserves – restriction on commission – brokerage – discounts – statutory reserves – cash reserves – books of accounts – special features of bank accounting, final accounts Balance sheet and profit and loss account – interest on doubtful debts – rebate on bill discounted – acceptance – endorsement and other obligations – problems as per new provisions.

#### Unit 2: ACCOUNTS OF INSURANCE COMPANIES

(16hrs)

Meaning of life insurance and general insurance – accounting concepts relating to insurance companies - Preparation of Final accounts of insurance companies – revenue account and balance sheet

#### Unit 3: INFLATION ACCOUNTING

(10hrs)

Need – meaning – definition – importance and need – role – objectives – merits and demerits – problems on current purchasing power method (CPP) and current cost accounting method (CCA).

#### Unit 4: BRANCH ACCOUNTS

(8hrs)

Branch Accounts: Independent Branches- Accounting at Head Office-Accounting at Branch- Some Special Transactions. Foreign Branches- Rules of converting Trial Balance of the foreign Branch in Head Office Currency

#### Unit 5: INVESTMENT ACCOUNTING

(8hrs)

Meaning – nature of investment – investment ledger – different terms used – cum dividend or interest – ex-dividend or interest – brokerage and expenses – problems

## **SKILL DEVELOPMENT**

1. Preparation of different schedules with reference to final accounts of Banking Companies
2. Preparation of financial statement of Life Insurance Company
3. Preparation of financial statement of General Insurance Company
4. Collection of transactions relating to any branch and prepare a branch account

## **BOOKS FOR REFERENCE**

1. Dr. S.N. Maheswari , Advanced Accountancy.
2. S. P. Jain and K. L. Narang – Advanced Accountancy
3. R L Gupta, Advanced Accountancy
4. shukla and Grewal, Advanced accountancy
5. B.S.Raman, Advanced Accountancy
6. Jawaharlal, Management Accounting.
7. Sr. K. Paul: Accountancy, Volume-I and II.(New Central Book Agency,Kolkata)
8. R. K. Lele and Jawaharlal: Accounting Theory (Himalaya Publishers)
9. Dr. L. S. Porwal: Accounting Theory (Tata McGrawHill).
10. Dr.S.N. Maheshwari: Corporate Accounting (Vikas Publishing House Pvt.Ltd.
11. Dr.Ashok Sehgal &Dr.Deepak Sehgal: Advanced Accounting (Taxmann, New Delhi)

## **5.5 INTERNATIONAL FINANCIAL REPORTING STANDARDS.**

### **OBJECTIVE**

To develop knowledge and skills in understanding and applying accounting standards and the theoretical framework in the preparation of financial statements of entities, and how to analyse and interpret those financial statements.

### **Unit 1: ACCOUNTING THEORY**

**(6 hrs)**

The need for a conceptual framework and the characteristics of useful information Recognition and measurement . Regulatory framework

### **Unit 2: TANGIBLE ASSETS ( IAS 16 , IAS 23 AND IAS 40)**

**(12Hrs)**

Tangible non-current assets - Define and compute the initial measurement of a non-current asset and an asset that has been self-constructed, Identify subsequent expenditure that may be capitalised, distinguishing between capital and revenue items. Discuss the requirements of relevant accounting standards in relation to the revaluation of non-current assets. Account for revaluation and disposal gains and losses for non-current assets. Compute depreciation based on the cost and revaluation models and on assets that have two or more significant parts (complex assets). Borrowing cost – meaning, qualifying asset, general borrowing and specific borrowing.

Investment properties: Discuss why the treatment of investment properties should differ from other properties. Apply the requirements of relevant accounting standards to an investment property.

### **Unit 3: INTANGIBLE ASSETS AND IMPAIRMENT (IAS 38 AND IAS 36)**

**(8hrs)**

Intangible non-current assets Discuss the nature and accounting treatment of internally generated and purchased intangibles. Distinguish between goodwill and other intangible assets. Describe the criteria for the initial recognition and measurement of intangible assets. Describe the subsequent accounting treatment, including the principle of impairment tests in relation to goodwill. Indicate why the value of purchase consideration for an investment may be less than the value of the acquired identifiable net assets and how the difference should be accounted for., Describe and apply the requirements of relevant accounting standards to research and development expenditure.



**Unit 4: INVENTORY AND LEASING (IAS 2 AND IFRS 16)****( 8 hrs)**

Inventory and biological assets Describe and apply the principles of inventory valuation., Account for right of use assets and lease liabilities in the records of the lessee. Explain the exemption from the recognition criteria for leases in the records of the lessee. Account for sale and leaseback agreements. Provisions and events after the reporting period.

**Unit 5: FINANCIAL INSTRUMENT (IAS 32, IFRS 9 AND IFRS 7)****(12 hrs)**

Financial instruments - Explain the need for an accounting standard on financial instruments. Define financial instruments in terms of financial assets and financial liabilities. Explain and account for the factoring of receivables. Indicate for the following categories of financial instruments how they should be measured and how any gains and losses from subsequent measurement should be treated in the financial statements: amortized cost fair value through other comprehensive income ( including where an irrevocable election has been made for equity instruments that are not held for trading) iii) fair value through profit or loss , Distinguish between debt and equity capital, Apply the requirements of relevant accounting standards to the issue and finance costs of: i) equity ii) redeemable preference shares and debt instruments with no conversion rights (principle of amortized cost) iii) convertible debentures, Hedge accounting – meaning and classification, Financial Instrument disclosures.

**Unit 6: TAXATION (IAS 12) AND PROVISIONS (IAS 37)****(10hrs)**

Account for current taxation in accordance with relevant accounting standards. Explain the effect of taxable temporary differences on accounting and taxable profits. Record deferred tax amounts in the financial statements. Compute and record deferred tax amounts in the financial statements Explain why an accounting standard on provisions is necessary. Distinguish between legal and constructive obligations.

State when provisions may and may not be made and demonstrate how they should be accounted for. Explain how provisions should be measured. Define contingent assets and liabilities and describe their accounting treatment and required disclosures Identify and account for: warranties/guarantees ii) onerous contracts iii) environmental and similar provisions.

## **SKILL DEVELOPMENT**

Conversion of final accounts to IFRS

Analysis of published financial statements for at-least 2 types of stakeholders

Preparation of Consolidated Financial Statement of any two existing companies.

## **BOOKS FOR REFERENCE:**

1. IFRS – Student StudyGuide
2. IFRS for India, Dr.A.L.Saini, Snow whitepublications
3. Roadmap to IFRS and Indian Accounting Standards by CA ShibaramaTripathy
4. IFRS explained – a guide to IFRS by BPP learningMedia
5. IFRS concepts and applications by Kamal Garg, Bharath law house privatelimited.
6. IFRS: A quick reference guide by Robert J Kirk, ElsevierLtd.

## 5.6 BUSINESS TAXATION

### OBJECTIVE

To enable the students to understand assessment of Firms and Companies in regard to income tax

#### **Unit 1: Customs Duty (12hrs)**

Meaning – Types of Custom Duties – Valuation for Customs Duty – Tariff Value – Customs Value – Methods of Valuation for Customs – Problems on Custom Duty.

#### **Unit 2: ASSESSMENT OF FIRMS (14hrs)**

Meaning of Partnership, Firm and Partners – New Scheme of Taxation of Firms – Assessment of Firms (Section 184) – Computation of Firm's Business Income – Treatment of Interest and Capital, Salary, Commission, Remuneration received by partners and computation of Firms total income and tax liability

#### **Unit 3: ASSESSMENT OF COMPANIES (18hrs)**

Introduction – Meaning of Company – Types of Companies – Computation of Depreciation – Computation of Taxable Income of Companies – Minimum Alternative Tax (MAT) – set off and carry forward of losses - Deductions 80IA, 80IAB, 80IB, 80IC, 80ID, 80IE, 80G, 80GGB  
Problems on Computation of Tax Liability.

#### **Unit 4: ADVANCE PAYMENT OF TAX (8 hrs)**

Meaning, when person liable to pay Advance Tax, due of Advance Tax, Calculation of Advance Tax, Consequences when advance tax is not paid.

#### **Unit : RECENT AMENDMENT IN TAX (4 hrs)**

Recent amendment in tax According to Budget

## **SKILL DEVELOPMENT**

1. Collect financial statement of a firm and compute the taxable income
2. Narrate the procedure for calculation of book profits

## **BOOKS FOR REFERENCE**

1. Vinod K Singhanian – “Direct Taxes - Law and Practice”, Taxmann Publications
2. Dr. HC Mehrotra and Goyal, “Direct Taxes”, Sahitya Bhavan Publications
3. Gaur and Narang ; Direct Taxes, Kalyani Publishers
4. Rajiva S. Mishra –Direct & Indirect Tax
5. Santhil&Santhil : Business taxation.
6. S. Bhat – Taxation Management.

## 6.4 CORPORATE TAXPLANNING

### OBJECTIVE

To give an integrated view of direct tax and Company laws to business decisions and to enable the students to independently calculate and analyze tax liabilities

#### **Unit1: OVERVIEW OFCOMPANY LAW (8hrs)**

Meaning, importance, implications, important amendments being implemented

#### **Unit 2: BASIC FRAMEWORK OFDIRECT TAXATION (12hrs)**

Principles of direct taxation appraisal of annual finance act, tax planning and its methods, advance tax rulings. DTC (direct Tax Codes) – overview and implications

#### **Unit 3: SALIENT FEATURES OFCOMPANY TAXATION (10hrs)**

Salient features of company taxation, scheme of taxing business income of companies, business deductions/ allowances, disallowances and depreciation.

#### **Unit 4: TAX PLANNING AND MANAGEMENT (18hrs)**

Tax Planning, Tax Evasion, Tax planning with respect to amalgamation and demergers, multinational companies double taxation treaties, joint ventures and foreign collaborations, tax consideration in make or buy, own or lease, retain or replace, transfer pricing. International taxation – Overview

#### **Unit -5: PROCEDUREFORASSESSMENT (8hrs)**

Procedure for assessment, deduction of tax at source, advances payment of tax, refunds, appeals and revisions.

## **SKILL DEVELOPMENT**

1. Tax management is essential for every assessee but tax planning is optional, comment
2. Explain the consequences, where the scientific research assets are sold without having been used for other purposes.

## **BOOKS FOR REFERENCE**

- Dr. Bhagwathi Prasad, Direct taxes law and practices, WishwaPrakashan, Delhi.
- Vinod k. Singhanian, Direct tax law and practice, taxman.
- Lal.b.b., Direct taxes, konark publishers, New Delhi.
- Agarwal PK. Tax Planning for Companies, Hind Law Publishers, New Delhi.
- Dr. H C Mehrotra & Dr. S P Goyal, Income Tax Law and Practice, Sahitya Bhavan, Agra.
- Sukumar Bhattacharya, Tax Planning in India.
- Sharat Bhargava, Direct Taxes, Mashbra Publications, New Delhi



## 6.5 GOODS AND SERVICE TAX

### OBJECTIVE

The objective is to equip students with the application of principles and provisions of GST laws, and provide an insight into practical aspects and apply the provisions of tax laws to various situations.

#### Unit 1: INTRODUCTION TO GST

(8 hrs)

Objectives and basic scheme of GST, Meaning – Salient features of GST – Subsuming of taxes – Benefits of implementing GST – Constitutional amendments - Structure of GST (Dual Model) – Central GST – State / Union Territory GST – Integrated GST - GST Council: Structure, Powers and Functions. Provisions for amendments.

#### Unit 2: GST ACT

(8 hrs)

Salient features of CGST Act, SGST Act (Karnataka State), IGST Act - Meaning and Definition: Aggregate turnover, Adjudicating authority, Agent, Business, Capital goods, Casual taxable person, Composite supply, Mixed supply, Exempt supply, Outward supply, Principal supply, Place of supply, Supplier, Goods, Input service distributor, Job work, Manufacture, Input tax, Input tax credit, Person, Place of business, Reverse charge, Works contract, Casual taxable person, Non-resident person. Export of goods / services, Import of goods / services, Intermediary, Location of supplier of service, Location of recipient of service.

#### Unit 3: PROCEDURE AND LEVY OF GST

(24 hrs)

**Registration under GST:** Procedure for registration, Persons liable for registration, Persons not liable for registration, Compulsory registration, Deemed registration, Special provisions for Casual taxable persons and Non-resident taxable persons. Exempted goods and services - Rates of GST.

**Procedure relating to Levy: (CGST & SGST):** Scope of supply, Tax liability on Mixed and Composite supply, Time of supply of goods and services, Value of taxable supply. Computation of taxable value and tax liability.

**Procedure relating to Levy: (IGST):** Inter-state supply, intra-state supply, Zero rates supply, Value of taxable supply – Computation of taxable value and tax liability.

**Input tax Credit:** Eligibility, Apportionment, Inputs on capital goods, Distribution of credit by Input Service Distributor (ISD) – Transfer of Input tax credit - Simple Problems on utilization of input tax credit.



**Unit 4: ASSESSMENT AND RETURNS****(10 hrs)**

Furnishing details of outward supplies and inward supplies, First return, Claim of input tax credit, Matching reversal and reclaim of input tax credit, Annual return and Final return. Problems on Assessment of tax and tax liability.

**Unit 5: GST AND TECHNOLOGY****(6 hrs)**

GST Network: Structure, Vision and Mission, Powers and Functions. Goods and Service Tax Suvidha Providers (GSP): Concept, Framework and Guidelines and architecture to integrate with GST system. GSP Eco system. (Theory only).

**SKILL DEVELOPMENT:**

- Narrate the procedure for calculation of CGST, SGST and IGST.
- Show the flow chart of GST Suvidha Provider (GST).
- Prepare chart showing rates of GST.
- Prepare challans for payment of duty.
- Prepare Tax invoice under the GST Act.
- Prepare structure of GSTN and its working mechanism.
- Prepare list of exempted goods/ services under GST.
- Prepare organisation chart of GST Council.
- Prepare the chart showing scheme of GST.
- Compute taxable value and tax liability with imaginary figures under CGST, SGST and IGST.

**BOOKS FOR REFERENCE:**

1. Deloitte: GST Era Beckons, WoltersKluwer.
2. Madhukar N Hiregange: Goods and Services Tax, WoltersKluwer.
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 – CA. Rajat Mohan,
7. Goods & Services Tax: Dr. Sanjiv Agrawal & CA. Sanjeev Malhotra.
8. GST - Law & Practice: Dr. B.G. Bhaskara, Manjunath. N & Naveen Kumar IM,
9. Understanding GST : Kamal Garg, Barat's Publication

**ELECTIVE  
FINANCE GROUP**

## 5.7 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.

## **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

## 5.8 STRATEGIC FINANCIAL MANAGEMENT

### OBJECTIVE

To understand advanced financial management theories and techniques

To apply theories and techniques for strategic decisionmaking

### Unit 1: BUSINESS VALUATION BASICS

(20hrs)

Concept of Value; Types of Values; Factors determining Value; Misconceptions about Valuation; Written Valuation Reports, Elements of Business Valuation; Conceptual Overview – Equity and Enterprise Value, Fundamental v/s Relative Valuation, Basis for Valuations; Valuation Approaches – DCF Valuation (Income Approach), Relative Valuation (Market Approach), Contingent Claim Valuation, Asset-based approach, Other Approaches (EVA and Performance-based compensation plans); Choice of Approach; Fair Market Value; Adjustments for valuation purposes.

Related Concepts in Business Valuation – Efficient Market Hypothesis, The impact of changing Capital Structure on the Market Value of the Company, Priorities of different stakeholders in terms of Business Valuation

**Illustrations on Valuation** – Valuation of a Project, Valuation of an Instrument, Valuation of Equity, Valuation of a Company

### Unit 2: MEASURE OF LEVERAGE, EFFECTS OF LEVERAGE

(12hrs)

Meaning of Capital Structure, Types, Factors affecting Capital Structure Decisions, Capital Structure Theories, Capital Structure Planning, EBIT-EPS Analysis – Advanced Problems.

**Dividend Decisions-** relevance and irrelevance theories, types of dividend policies, behavioral models of dividend policy, signalling theory, clientele effects, factors influencing dividend policy, corporate dividend practices in India.

### **Unit 3: 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 4: SHORT TERM FINANCIAL MANAGEMENT**

**(16hrs)**

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.

### **SKILL DEVELOPEMENT**

1. List out the companies, which have declared dividends recently along with the rate of dividend
2. List out different modes of dividend policy

### **BOOKS FOR REFERENCE**

1. Business Valuation Management, ICWA Final Study Material, ICWAI
2. Strategic Financial Management, CA Final (New) Course, ICAI
3. International Financial Management, P G Apte, Tata McGrawHill
4. Mergers, Restructuring and Corporate Control, J Fred Weston & Others, Prentice Hall of India
5. Principles of Corporate Finance (Special Indian Edition), Brealey, Myers, Allen and Mohanty, Tata McGrawHill
6. Financial Management, M Y Khan & P K Jain, Tata McGrawHill

## 6.6 CORPORATE FINANCIAL POLICY

### OBJECTIVE

To expose the student towards corporate financial policies

#### Unit 1: FINANCIAL POLICY

(12hrs)

Meaning – Scope - Interface of Corporate Financial Policy and other Managerial Functions – Decision in Corporate Financing Policy – Debt Financing – Internal Financing - Factors to be considered in formulating Financing Policy – Problems on EPS and Point of Indifference.

#### Unit 2: COST OF CAPITAL

(14hrs)

Meaning and Definition – Significance of Cost of Capital – Types of Capital – Computation of Cost of Capital – Specific Cost – Cost of Debt – Cost of Preference Share Capital – Cost of Equity Share Capital – Weighted Average Cost of Capital – Problems.

#### Unit 3: CORPORATE FINANCIAL GOALS

(8hrs)

Mission - Vision – Profit Maximization - Wealth Maximization – Economic & Business Environment – Sustained Growth Approach – Fund availability – Maximizing Growth - Growth Potential of a Single Product Company - Growth Potential of Multi Product Company.

#### Unit 4: MERGERS AND ACQUISITIONS

(16hrs)

Meaning - Reasons – Types of Combinations - Forms of Merger – Motives and Benefits of Merger – Financial Evaluation of a Merger - Merger Negotiations - Meaning and Significance of P/E Ratio. Problems on Exchange Ratio, EPS and Market Price Methods – Valuation M&As

#### Unit 5: CORPORATE VALUATION

(10hrs)

Meaning of Corporate Valuation – Methods of Corporate Valuation – Reasons for Corporate Valuation – Different approaches for Corporate Valuation - Valuation of Bonds and Intangible Assets – Valuation of Bonds and Shares – Problems

## **SKILL DEVELOPMENT**

1. Formulation of financing policy
2. Case analysis of some live merger reported in business magazines
3. Analyzing business growth of some companies on the basis of reported financial results of some companies.
4. Identify Mission, vision statement of Company.
5. Case study of growth pattern of a single product / multiproduct.

## **BOOKS FOR REFERENCE**

1. I M Pandey, Financial management.
2. R P Rustagi, Financial management.
3. J C Vanhorne, Financial management.
4. Sudhindra Bhat ; Corporate Finance.
5. S.C. Sharam and Monica : Indian Financial System I.K.Intl
6. Dr. Besent Ray, Corporate management.
7. Weston and Brigham, Essentials of Managerial Finance.
8. P N Varshney & D K Mittal: Indian Financial System, Sulthan Chand & Sons
9. E Gardon & K Natarajan: Financial Markets & Services
10. Nishikanta Jha ; Mergers Acquisitions and Corporate Restructurings



## 6.7 SECURITY ANALYSIS & PORTFOLIO MANAGEMENT

### OBJECTIVE

To familiarize the students about investment decisions and portfolio decisions.

#### **Unit 1: INTRODUCTION TO INVESTMENT MANAGEMENT (16hrs)**

Meaning of Investment – Selection of Investment – Classification of Securities – Risk and Uncertainty – Types of Risks – Risk and Return Set-off– Measurement of Portfolio Risk – Benefits of Diversification – Investment Strategies – Types of Companies and Stocks – Matrix approach in Investment Decision – Investment Avenues: Traditional and Modern Avenues.

#### **Unit 2: SECURITY ANALYSIS (14hrs)**

Introduction – Fundamental Analysis – Economic Analysis – Industry Analysis – Company Analysis, Technical Analysis – Dow Theory – Advanced Declined Theory – Tools for Technical Analysis, Efficient Market Hypothesis (EMH) – Meaning and Types.

#### **Unit 3: MODERN PORTFOLIO THEORY (14hrs)**

Introduction – Harry Markowitz Optimum Portfolio Theory – Risk Free Lending and Borrowing – Capital Asset Pricing Model Capital Market Line – Security Market Line – Beta Factor – Alpha and Beta Coefficient – Sharpe Single Index Model, Arbitrage Pricing Model.

#### **Unit 4: PORTFOLIO MANAGEMENT (6hrs)**

Portfolio Evaluation Strategies - Sharpe Model – Jensen Model – Treynor Model and MM Model

#### **Unit 5: GLOBAL MARKETS (10hrs)**

Global Investment Benefits – Introduction to ADRs, GDRs, IDRs, FCCBs, Foreign Bonds, Global Mutual Funds – Relationship between Trends in Global Markets and the Domestic Markets, International Investing, International Funds Management, Emerging Opportunities.

## **SKILL DEVELOPMENT**

1. Prepare an imaginary investment portfolio for salaried man whose income as 10 lacks per annum and estimate savings is 2 lacks per annum.
2. Make list of thirty companies which gone for an IPO very recently
3. Prepare a statement showing the ups and downs in the BSE index to the last one years

## **BOOKS FOR REFERENCE**

1. Kevin, Investment and Portfolio Management
2. Prasanna Chandra, Investment Analysis and Portfolio Management, Mcgraw-Hill
3. Sudhindra Bhat- Security Analysis and Portfolio Management Fischer and Jordan, Security Analysis and Portfolio Management, Prentice Hall
4. Avadhani, Investment Analysis and Portfolio Management, HPH
5. A.P. Dash : Security Analysis and Portfolio Management I.K. Intl
6. Rohini Singh - Security Analysis and Portfolio Management
7. Punithvathy Pandian – Security analysis & portfolio Mgt
8. Preeti Singh - Security Analysis and Portfolio Management

## 6.8 FINANCIAL RISK MANAGEMENT

### OBJECTIVE

The objective is to expose students to acquire skills in Financial Risk Management.

#### **Unit1: RISK MANAGEMENT**

**(12hrs)**

Introduction, Concepts, Objectives, Process, Role of Insurance, Role of Derivative Instruments - Functions of Derivative Market, Financial Engineering. Participants in the Derivatives Market

#### **Unit 2: FORWARDS, FUTURES AND OPTIONS**

**(24hrs)**

Futures v/s Forwards, Types of Futures, Cost of Carry Model, Pricing of Forwards and Futures, The Mechanics of Buying and Selling Futures, Types of Orders, Hedging Strategies Using Futures - Types. Futures Market in India – Recent Developments; Index Futures - valuation and hedging using index futures- illustrations, Interest Rate Futures- Hedging and speculation with interest rate futures.

**Options Contracts and Trading:** Introduction, Parties in Options Trading, Players in Options Market, Types of Options, Mechanics of Options, Trading in Options, Options Pricing, Index Options, Currency Options, Interest Rate Options, Options on Futures, Hedging Strategies: Protective Puts, Protective Calls, Covered Calls, Spreads, Straddle and Strangle. Valuation of Options: Black Scholes Model and Binomial Distribution Model.

#### **Unit 3: FORWARD RATE AGREEMENTS (FRAS) AND SWAPS**

**(8hrs)**

Management of Interest Rate Exposure – Nature and Measurement – Forward Rate Agreements (FRAS), SWAPS: Evolution, Types and Illustrations on Valuation of Swaps.

#### **Unit 4: DERIVATIVES AS RISK MANAGEMENT TOOLS AND VAR**

**(16hrs)**

Derivatives as Risk Management Tools, Features and Types of Hedging, Classification of Derivatives, Risk Management - Credit Derivatives: Implementation of Value at Risk System (VAR): Overview of VAR methodology, Statistical Concepts, Application of VAR, VAR for FX Position, Hedging and Arbitrage Opportunities.

## **SKILL DEVELOPMENT**

- Understand the elements of financial Risk Management. Adequate exposure to the functioning of financial Risk Management tools.

## **REFERENCE BOOKS**

1. Dun & Bradstreet: *Financial Risk Management*, Tata McGraw-HillPublication.
2. Kotreshwar, G: *Risk Management- Insurance and Derivatives*, Himalaya Publishing House
3. Triesmann, Gustavson& Hoyt: *Risk management & Insurance*, Thomson LearningInc
4. Crouhy M. Dan Galai and Robert P. Mark: *Risk Management*, McGraw-hillCo.

**ELECTIVE**  
**BUSINESS INFORMATION AND TECHNOLOGY GROUP**

## **5.5 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 CONTROLS AND AUDITINGITCONTROLS**

**(8hrs)**

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.

#### **Unit – 6: COMPUTER CENTER SECURITYANDCONTROLS**

**(8hrs)**

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 RecoveryPlanning

#### **SKILL DEVELOPMENT**

1. Generation of different types of managementreports
2. Preparation of dataflowdiagrams
3. Preparation of differentflowcharts
4. Computerization of transactions and drawing of a BalanceSheet

## **BOOKS FOR REFERENCE**

1. Accounting Information Systems, 11/E Marshall B. Romney, *Brigham Young University*  
Paul J. 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



## 5.5 ENTERPRISE RESOURCE PLANNING

### OBJECTIVE

This course covers concepts in enterprise resource planning (ERP). The main focus of this course is to show how ERP systems integrate business processes across functional areas and support business management and performance analysis.

#### **Unit1:INTRODUCTION (10hrs)**

Basic ERP Concepts, Enterprise-An overview, Benefits & Risk, Evolution and Structure: Conceptual Model of ERP, The Evolution of ERP, and The Structure of ERP.

#### **Unit 2:ERPMARKET (10hrs)**

ERP Market Place and Market Place Dynamics, Market Overview, The Changing ERP Market, SAP AG, Oracle, PeopleSoft, JD Edwards. Future Directives in ERP

#### **Unit 3: ERP &RELATED TECHNOLOGIES (10hrs)**

Business Process Reengineering (BPR), Data Warehousing and Data Mining, OLAP, Product Life Cycle Management, Supply Chain management, CRM

#### **Unit 4: ERPFUNCTIONAL MODULE (10hrs)**

Introduction, Finance, Human Resource, Production Planning, Material Management, Sales and Distribution, Integration of ERP, SCM & CRM

#### **Unit 5: SAP- PROJECT PLANANDIMPLEMENTATION (12hrs)**

Implementation Challenges, ERP Implementation Strategies, ERP Implementation Life Cycle, Implementation Methodologies, ERP Projects Teams, Vendors and Consultants, Dealing with employee resistance, Training and Education, data migration, Project Management and monitoring, Post Implementation Activities.

#### **Unit 6:MAJOR REPORTING (6hrs)**

Functional department's reports and information to stakeholders and legal Compliances

## **SKILL DEVELOPMENT**

Prepare a list of companies that provide ERP packages and their features.

## **BOOKS FOR REFERENCE**

1. Alexis Leon, “ERP Demystified”, TMH.
2. Rahul V. Altekar“ Enterprise wide Resource Planning” ,TMH
3. Vinod Kumar Garg and Venkitakrishnan N K, “Enterprise Resource Planning Concepts and Practice”.PHI
4. Joseph A Brady, Ellen F Monk, Bret Wagner, “Concepts in Enterprise Resource Planning”, Thompson Course Technology.
5. S. Sadagopan, “ERP A Managerial Prospects
6. Managing Business Process Flows: Ravi Anupindi, Suni Chopra, Pearson
  
7. Enterprise Resource Planning: Altekar, PHI.
8. Enterprise Resource Planning :Srivatsava, I.K. International Publishers
9. Enterprise Resource Planning : P.Diwan
10. Introduction to SAP, an Overview of SD: MM, PP, FI/CO Modules of SAP.
11. Enterprise Resource Planning :Zaveri Jyotindra
12. Enterprise Resource Planning : C.S. VMurthy

## 5.6 BIG DATA ANALYTICS

### OBJECTIVE

The curriculum will help students get a visceral understanding of the entire data value chain – the flow of information from inception to analysis to insight – that is essential to drawing insights from big data.

### **Unit 1: INTRODUCTION TOBIGDATA (12hrs)**

Introduction – distributed file system – Big Data and its importance, Four Vs, Drivers for Big data, Big data analytics, Big data applications. Algorithms using map reduce, Matrix-Vector Multiplication by Map Reduce.

### **Unit 2:INTRODUCTIONHADOOP (8hrs)**

Big Data – Apache Hadoop & Hadoop EcoSystem – Moving Data in and out of Hadoop – Understanding inputs and outputs of Map Reduce - Data Serialization.

### **Unit 3:HADOOPARCHITECTURE (14hrs)**

Hadoop Architecture, Hadoop Storage: HDFS, Common Hadoop Shell commands , Anatomy of File Write and Read., Name Node, Secondary Name Node, and DataNode, Hadoop MapReduce paradigm, Map and Reduce tasks, Job, Task trackers - Cluster Setup – SSH & Hadoop Configuration – HDFS Administering –Monitoring &Maintenance.

### **Unit 4: HADOOP ECOSYSTEMANDYARN (8hrs)**

Hadoop ecosystem components - Schedulers - Fair and Capacity, Hadoop 2.0 New Features-Name Node High Availability, HDFS Federation, MRv2, YARN, Running MRv1 in YARN.

### **Unit 5: HIVE ANDHIVEQL,HBASE (14hrs)**

Hive Architecture and Installation, Comparison with Traditional Database, Hive QL - Querying Data - Sorting And Aggregating, Map Reduce Scripts, Joins & Subqueries, HBase concepts- Advanced Usage, Schema Design, Advance Indexing - PIG, Zookeeper - how it helps in monitoring a cluster, HBase uses Zookeeper and how to Build Applications withZookeeper

## **SKILL DEVELOPMENT**

1. Collect and arrange the student data file in the following format - Name, age, gender and i) Write a PIG script to Display Names of all female students ii) Write a PIG script to Display age wise count of all male students.
2. Explain in detail how hive is different from PIG

## **BOOKS FOR REFERENCE**

1. Boris lublinsky, Kevin t. Smith, Alexey Yakubovich, "Professional Hadoop Solutions", Wiley, ISBN: 9788126551071, 2015.
2. Chris Eaton, Dirk deRoos et al. , "Understanding Big data ", McGraw Hill, 2012.
3. Tom White, "HADOOP: The definitive Guide" , O Reilly 2012.
4. Vignesh Prajapati, "Big Data Analytics with R and Hadoop", Packet Publishing 2013.
5. Tom Plunkett, Brian Macdonald et al, "Oracle Big Data Handbook", Oracle Press, 2014.
6. <http://www.bigdatauniversity.com/>
7. Jy Liebowitz, "Big Data and Business analytics", CRC press, 2013.

## **6.4 INFORMATION TECHNOLOGY AND AUDIT**

### **OBJECTIVE**

This subject aims at imparting knowledge about auditing done with the use of information technology

#### **Unit 1: INTRODUCTION TO AUDITING SOFTWARE (12hrs)**

Introduction – Meaning - Definition — Preparation of Audit Working Papers –Tally ERP 9 Auditors Edition: Introduction, features, characteristics – Tally.Net: features – requirements for remote connectivity – Access information via SMS, Safeguard Data – Automated Backup and Recovery.

#### **Unit 2: AUDIT OF SUBSIDIARY BOOKS (10hrs)**

Cash book: Checking of Receipts and Payments, vouchers, Checking of Bank Transaction, BRS. Petty cash transaction: sales day book, purchase day book, sales return book, Purchase Return Book, Bills Receivable book, Bills payable book.

#### **Unit 3: AUDIT OF FINANCIAL STATEMENTS (10hrs)**

Configuring profit/Loss account, display profit/loss account, Audit of profit/loss account, Configuring balance sheet, display the balance sheet, Display balance sheet with different stock valuation methods and setting closing stock manually in the balance sheet, Balance sheet of joint stock companies

#### **Unit 4: TAX AUDIT (8hrs)**

Extracting financial and quantitative information required for Tax Audit (under Sec. 44AB), Displaying relevant data for Audit based on Clause requirement, Instant Statistics on Audit Listings (Audited Vouchers & Unaudited Vouchers), record Audit Remarks using Audit Notes, Provision to mark Vouchers for Clarification / Verification from Clients, Provides facility to post corrections and reviews remotely, Tracking any alteration / modification to vouchers post Audit, Generate Annexure to Form 3CD, Printing of Form 3CD along with Annexure I and II, Printing of Form 3CA and Form 3CB

**Unit 5: SATUTORY AUDIT****(6hrs)**

Creation and maintenance of Audit Program, create the Audit Program as pre audit activity, Supports to prepare and maintain Audit Working Papers, Facility to mark the applicable and compiled Accounting Standards for a company. Extracting the financial information required for Statutory Audit, Displaying the relevant data in the required form for analysis, Audit the Vouchers along with instant statistics, Track and audit the Related Party. Mechanism to Audit and interact with the Client remotely, generate the following Financial Statements as per the format specified in Company's Act: Schedule VI Balance Sheet, Schedule VI P&L Statement.

**SKILL DEVELOPMENT:**

- a. Maintain a computer record and execute the problems

**BOOKS FOR REFERENCE**

1. Learning Tally ERP 9, Vishnu Pratap Singh, Computech publications limited, 3<sup>rd</sup> Revised edition.
2. Guide to Tally 9, LawPoint,
3. Tally Ver 9, C Nellai Kannan, Nels publication, ISBN81-901408-2-5.

## **6.5 BANKING TECHNOLOGY AND MANAGEMENT**

### **OBJECTIVE**

The objective of this course is to acquaint students with the banking technology and their recent developments. Also it will enhance the students with live picture of modern banking concepts and Techniques.

### **Unit 1: BRANCH OPERATION AND CORE BANKING (12hrs)**

Introduction and evolution of bank management – Technological impact in banking operation – Total branch computerization – Concept of opportunities – Centralized banking – Concept, opportunities, challenges and implementation

### **Unit 2: DELIVERY CHANNELS (12hrs)**

Over of delivery channels – Automated Teller machine (ATM) – Phone banking – call centers – Internet banking – Mobile banking – Payment gateways – Card technologies – MICR electronic clearing

### **Unit 3: BACK OFFICE OPERATIONS (12hrs)**

Bank back office management – Inter branch reconciliation – Treasury management – Forex operations – Risk management – Data center management – Network management – Knowledge management (MIS/DSS/EIS) – Customer relationship management (CRM).

### **Unit 4: INTER BANK PAYMENT SYSTEM (10hrs)**

Interface with payment system network – structured financial messaging system – Electronic fund transfer – RTGS – Negotiated dealing systems and securities settlement systems – Electronic Money – E-cheques.

### **Unit 5: CONTEMPORARY ISSUES IN BANKING TECHNIQUES (10hrs)**

Analysis of Rangarajan committee reports – E Banking budgeting – Banking software's.

## **SKILL DEVELOPMENT**

1. Filling of application for opening a BankAccount
2. Preparations of Bank Reconciliation Statement
3. Identify and compare the banking delivery channels of nationalized banks and privatebanks
4. List out the boons and the banes of computerization of banksoperations
5. Current issues in banking technology to be discussed inclass.

## **BOOKS FORREFERENCE**

1. Kaptan S S&Choubey N S, "E-Indian Banking in Electronic Era", Sarup& Sons,New Delhi2003.
2. Vasudeva, "E-Banking", Common Wealth Publishers, New Delhi,2005.
3. Chandramohan : Fundamental of Computer Network I.K. InternationalPublishers
4. Effraim Turban, Rainer R. Kelly, Richard E.Potter, "Information Technology", JohnWiley & Sons Inc,2000.
5. Andrew S. Tanenbaum, "Computer Networks", Tata Mcgraw Hill, 3<sup>rd</sup> Edition,2001
6. Padwal &Godse : Transformation of Indian Banks with InformationTechnology.



**ELECTIVE**

**BANKING & INSURANCE GROUP**

## 5.7 INTERNATIONAL BANKING & FOREX MANAGEMENT

### OBJECTIVE

The objective of this course is to enable the students to understand the various concepts of international banking and foreign exchange rate determination.

#### **Unit 1: INTRODUCTION TO INTERNATIONAL BANKING (10hrs)**

Introduction – Meaning – Functions – Financing of Exports  
– Financing of International Payment Systems.

#### **Unit 2 : INTERNATIONAL CAPITAL MARKETS (10hrs)**

Introduction – meaning and Definition – Types – Financial market flow beyond national boundaries  
– Debt and non – debt flows – Volatile and Stable flows – interest rate differentials - Demand for  
and supply of funds across borders

#### **Unit 3 : OFFSHORE BANKING CENTRES (10hrs)**

Introduction – Meaning – Role in International Financing – Global Balance sheet of bank – Asset  
and Liability Management of Foreign Banks.

#### **Unit 4: FOREIGN EXCHANGE AND MARKETS (14hrs)**

Introduction – Meaning – Elements – Importance – Evolution of Exchange Rate System –  
International Monetary System – Gold Standard – types of exchange rates – Fluctuations in Foreign  
Exchange rates – Causes and Effects – Need for Stable foreign exchange Rates – Determination of  
Exchange rates – Theories of Determination of Foreign Exchange Rates.

#### **Unit 5 : FOREX MARKET IN INDIA (12hrs)**

Introduction – Meaning – Types – Operations – Convertibility - Objectives of Foreign Exchange  
Control – Problems of Foreign Exchange market in India – Mechanism to settle the problems - Role  
of RBI in settlement of foreign exchange problems in India.

## **SKILL DEVELOPMENT**

1. Chart showing the currencies of Different countries
2. Table showing one month foreign exchange rates of Rupee and US\$
3. Role of RBI in settlement of foreign exchange problems in India
4. Global Balance sheet of a bank
5. Comment on Asset and Liability Management of a Foreign Bank

## **BOOKS FOR REFERENCE**

1. Harris Manville, International Finance.
2. Keith Pibean, International Finance.
3. Madhu Vij, International Finance.
4. Timothy Carl Kesta, Case and Problems in International Finance.
5. Avadhani B.K, International Finance Theory and Practice.
6. Somanatha: International Financial Management I.K. International Publishers
7. P.A. Apte, International Financial Management.
8. Levi, International Marketing Management.
9. Chaudhuri & Agarwal Foreign Trade & Foreign Exchange, HPH

## 5.8 LIFE & GENERAL INSURANCE

### OBJECTIVE

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

#### **Unit 1: INTRODUCTION TOLIFEINSURANCE**

**(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 OFLIFEINSURANCE**

**(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 TOGENERALINSURANCE**

**(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

## **BOOKS FOR REFERENCE**

1. P. Perya Swamy ; Principles and Practice of Life Insurance
2. Raman B, Your Life Insurance Handbook
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. Aramvalathan : 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

## **6.6 RISKMANAGEMENT**

### **OBJECTIVE**

To expose students to acquire skills in Risk Management

### **Unit 1: INTRODUCTION TORISKMANAGEMENT (10hrs)**

Introduction to risk management- elements of uncertainty peril, Hazards – types risk management process - definition, types and various means of managing risk – limitations of risk management.

### **Unit 2: SOURCES OF RISKAND EXPOSURE (10hrs)**

Sources of risk and exposure, pure risk and speculative risk, acceptable and non- acceptable risks, static and dynamic risk, various elements of cost of risk,

### **Unit 3: CORPORATERISKMANAGEMENT (12hrs)**

Corporate risk management, riskiness of returns, -approaches and processes of corporate risk management, management of business risk, currency and interest rate risk, assets and liability management, - guidelines and tools of risk management.

### **MODULE 4: MANAGEMENT OF PURE RISKANDINSURANCE (12hrs)**

Objectives of Managing Pure Risk, Methods of Managing Pure Risk, Identification and measurement of Expected Losses, Measurement of Expected Losses. Insurance and Value Maximization, Kinds of Insurance, New dimensions: Reinsurance, Banc assurance, and Alternative Risk Transfer.

### **MODULE-5 INSURANCE UNDERWRITING-NEEDFORUNDERWRITING (12hrs)**

Meaning, Definitions, Importance, Factors to be considered on activity of underwriting, underwriter, IRDA Regulation on underwriting, functions of underwriting, steps involved in the process of InsuranceUnderwriting

## **SKILL DEVELOPMENT**

- Understand the elements of Corporate Risk Management. Adequate exposure to the functioning of Risk Management tools

## **BOOKS FOR REFERENCE**

1. Gopal Krishnan, Liability Insurance
2. Mishra M.N, Insurance
3. Mishra M.N, Insurance Principles and Practice
4. Bose A.K, Engineering Insurance
5. Fire Insurance Claim – Insurance institute of India
6. N. Gulati – Risk Management
7. Aramvalathan : Risk Management I.K. International Publishers
8. Life Insurance Claims - Insurance institute of India
9. Gupta S.P, Liability and Engineering Insurance
10. Gupta S.P, Marine Insurance Claim
11. G. Kotheshwar Rao – Risk Management

## **6.7 MARKETING OF INSURANCE PRODUCTS**

### **OBJECTIVE**

To enable the students to acquire skills in Marketing of Insurance Products

### **Unit 1: INTRODUCTION TO MARKETING IN THE INSURANCE INDUSTRY (14hrs)**

The role of the customer in marketing, The definition of marketing, Marketing and other related business functions within the insurance industry, Creating a marketing strategy for insurance products, Impact of external and internal factors on the marketing strategy, External considerations including: Social – Economic – Competition – Technological – Ecological and Meteorological – Consumer protection, Internal considerations including: Structure - Behavior – Values.

### **Unit 2: MARKETING THEORY AND CONCEPTS IN THE INSURANCE INDUSTRY (14hrs)**

Insurance customers and their buying patterns, Supply and demand in the insurance industry (including insurance cycle), The marketing mix, Segmentation of existing and prospective customers, Competitive positioning, Differentiation of the product, Financial Value Chain analysis, Portfolio management, The life cycle of insurance products, Analyzing existing insurance customers, Core competencies, Internal auditing of marketing practices, SWOT analysis.

### **Unit 3: DEVELOP A MARKETING STRATEGY FOR INSURANCE PRODUCTS(14hrs)**

Identifying segments in insurance customers, Customer's attributes and behaviors, Using data from customer relationship management systems to feed into strategy, Identifying competitors, Competitor's portfolio of offerings and position, Developing a portfolio of opportunities, Scenario testing, Taking a position in the market, Value and supply chain analysis, Pricing, Regulation, Branding insurance products and services, Establishing a brand, The importance of branding, Brand awareness, Brand extension, White labeling.



#### **Unit 4: IMPLEMENT AND DELIVER A MARKETING STRATEGY**

**(14hrs)**

Communicating the marketing message for insurance products and services, The marketing communications portfolio, The marketing message, E-marketing, Advertising, Sales and account management, Public relations, Promotion, Sponsorship, Emergency communications plan, Distributing insurance and finance products and services, Different channels for distribution (including Call centers), Distribution options: Financial advisers – Intermediaries / brokers – Direct selling – Financial institutions, including banc assurance – Aggregators – Other organizations distributing insurance, Risk assessment, Service delivery, Customer experience, including claims, Managing the customer relationship.

#### **SKILL DEVELOPMENT**

1. Preparation of an advertisement copy to Marketing Insurance Products
2. Conducting a survey to understand policy holders stratification
3. Designing brochure for Marketing Insurance Products

#### **BOOKS FOR REFERENCE**

1. Marketing: concepts and strategies. Sally Dibb ... [et al]. 5th European ed. Boston, Massachusetts: Houghton Mifflin, 2005.
2. The marketing casebook. Sally Dibb, Lyndon Simpkin. 2nd ed. London: Thomson Learning, 2001.
3. Marketing management. Philip Kotler. 13th ed. London: Pearson Education, 2009.
4. Marketing planning for financial services. Roy Stephenson. Aldershot, Hants: Gower, 2005.
5. A Mishra/A Mishra – Marketing strategy.
6. Marketing strategy: the difference between marketing and markets. Paul Fifield. 3rd ed. London: Butterworth- Heinemann, 2007.
7. Marketing theory: a student text. Michael J Baker. London: Thomson Learning, 2000.
8. Principles of marketing. Philip Kotler, Gary Armstrong. 12th ed. International ed. Upper Saddle River, New Jersey: Pearson Education, 2008
9. Innovative Marketing balancing Commercial goals & Corporate responsibility

## 6.8 ACTUARIALSCIENCE

### OBJECTIVE

To enable students to understand the concept of actuarial sciences and to understand the techniques of mortality analysis

#### Unit1:INTRODUCTION

(14hrs)

Actuarial principles, Elements of compound Interest and elementary theory of probability, Demography, Principles of ratemaking, Data required for rate making, Insurance models, Application of Models.

#### Unit 2: PREMIUM ANDGENERALPRINCIPLES

(12hrs)

Survival distributions and life tables., Loss and express research, Valuation, Sources of surplus and its distribution, Credibility theory and less distribution, Interests and life contingencies

#### Unit 3: LOANS& ADVANCES

(10hrs)

Loans on Insurance, Types of loans, Redemption of loans, Sinking funds, Interest yield on the funds in the life Office

#### Unit 4:MORTALITY TABE

(8hrs)

Construction of Mortality table and its Sources

#### Unit 5:TAXPLANNING

(12hrs)

Tax Planning - Personal finance, Taxation, The social security schemes and Group Schemes- Background and history, Group underwriting, Group gratuity, Super Annuation Scheme

### SKILL DEVELOPMENT

1. Describe the role an Actuary can play in operating an insurancecompany
2. Discuss the basic rate-makingprocesses

### BOOKS FOR REFERENCE

- 1.Actuarial Science Introduction- Institute of insuranceBombay.
- 2.Actuarial product development-Insurance Institute ofIndia.