



BENGALURU CENTRAL UNIVERSITY

NEW SYLLABUS 2019 – 20

*B.Com (Professional) - (CBCS) DEGREE SEMESTER
SCHEME*



DEPARTMENT OF COMMERCE

REGULATIONS PERTAINING TO B.Com (Professional) (CBCS) DEGREE SEMESTER SCHEME – 2019-20

A. OBJECTIVES :

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

B. ELIGIBILITY FOR ADMISSION:

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

C. DURATION OF THE COURSE:

The course of study is Three (03) years of Six Semesters. A candidate shall complete his/her degree within six (06) academic years from the date of his/her admission to the first semester. Students who successfully complete Three (03) years of the course will be awarded Bachelor's Degree in Commerce (Professional) [B.Com – Professional].

D. MEDIUM OF INSTRUCTION

The medium of instruction shall be English. However, a candidate will be permitted to write the examination either in English or in Kannada.

E. CLASS ROOM STRENGTH OF STUDENTS

There shall be Maximum of 60 students in each section.

F. ATTENDANCE:

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

G. COURSE MATRIX

Annexure – 1 for B.Com (Professional) Course Matrix

H. TEACHING AND EVALUATION:

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

I. PRACTICALS / RECORD MAINTENANCE AND SUBMISSION:

- a. Every college is required to establish a dedicated business lab for the purpose of conducting practical classes & on line assignments.
- b. In every semester, the student should maintain a Practical Record Book in which a minimum of 5 exercises / programs per subject are to be recorded. This Record has to be submitted to the Faculty for evaluation at least 15 days before the end of each semester.

J. SCHEME OF EXAMINATION:

- a. There shall be a university examination at the end of each semester. The maximum marks for the university examination in each paper shall be 70.
- b. Of the 30 marks of Internal Assessment, 20 marks shall be based on Two tests conducted in the pattern as prescribed by Professional Institutions. Each test shall be of at least 30 Minutes duration to be held during the semester. The average of two tests shall be taken as the internal assessment marks. The remaining 10 marks of the Internal Assessment shall be based on Attendance.
- c. The marks based on attendance shall be awarded as given below:
 - 76% to 80% = 02 marks.
 - 81% to 85% = 04 marks.
 - 86% to 90% = 06 marks.
 - 91% to 100% = 10 marks.
- d. Marks for Practical's shall be awarded by the faculty concerned based on Syllabus for Practical provided in each Semester. The student is required to prepare/workout the concerned exercises in a Practical Record Book maintained by him/her and shall submit it to the faculty concerned at least 15 days before the last date of the semester.

K. APPEARANCE FOR THE EXAMINATION:

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

L. MINIMUM FOR A PASS:

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

M. CLASSIFICATION OF SUCCESSFUL CANDIDATES:

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

N. MEDALS AND PRIZES:

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

O. TERMS AND CONDITIONS:

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

P. PATTERN OF QUESTION PAPER:

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

i) For Theory Examinations:

SECTION-A 1. a,b,c,d,e,f.	(Conceptual questions) Answer any FIVE	(05 X 02 = 10 Marks)
SECTION -B: 2,3,4,5.	(Analytical questions) Answer any THREE	(03 X 05 = 15 Marks)
SECTION-C: 7,8,9,10.	(Essay type questions) Answer any THREE	(03 X 15 = 45 Marks)
Total		70 Marks

ii) For Practical Subjects Examinations:

SECTION-A: 1, 2, 3, 4.	Answer any THREE	(03 X 05 = 15 Marks)
SECTION -B: 5, 6, 7, 8.	Answer any THREE	(03 X 15 = 45 Marks)
Total		60 Marks

Q. PROVISION FOR IMPROVEMENT OF RESULTS:

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

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

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



**B.COM (PROFESSIONAL) (CBCS) SEMESTER SCHEME – 2019-20
COURSE MATRIX**

I Semester

Part	Subject	Paper	Instruction hours per week	Duration of Examination (Hours)	Marks			Credits
					IA	FA	Total	
Part I	Language I: Kannada / Sanskrit / Hindi / Tamil / Telugu / Malayalam / Urdu/ Marathi / Additional English	1.1	4	3	30	70	100	2
	Language II: English	1.2	4	3	30	70	100	2
Part II	Principles of Accounting	1.3	4	3	30	70	100	2
	Business Environment and Management	1.4	4	3	30	70	100	2
	Business Mathematics and Logical Reasoning	1.5	4	3	30	70	100	2
	Business Economics	1.6	4	3	30	70	100	2
	Business Correspondence and Reporting	1.7	4	3	30	70	100	2
PART III	Foundation Course*	-	2	2	30	70	100	1
	CC & EC*	-	-	-	50	-	50	1
Total Credits								16

II Semester

Part	Subject	Paper	Instruction hours per week	Duration of Examination (Hours)	Marks			Credits
					IA	FA	Total	
Part I	Language I: Kannada / Sanskrit / Hindi / Tamil / Telugu / Malayalam / Urdu/ Marathi / Additional English	2.1	4	3	30	70	100	2
	Language II: English	2.2	4	3	30	70	100	2
Part II	Financial Accounting	2.3	4	3	30	70	100	2
	Business Law	2.4	4	3	30	70	100	2
	Business Statistics	2.5	4	3	30	70	100	2
	Entrepreneurship and Business Ethics	2.6	4	3	30	70	100	2
	Principles of Cost Accounting	2.7	4	3	30	70	100	2
PART III	Foundation Course*	-	2	2	30	70	100	1
	CC & EC*	-	-	-	50	-	50	1
Total Credits								16

III Semester

Part	Subject	Paper	Instruction hours per week	Duration of Examination (Hours)	Marks			Credits
					IA	FA	Total	
Part I	Language I: Kannada / Sanskrit / Hindi / Tamil / Telugu / Malayalam / Urdu/ Marathi / Additional English	3.1	4	3	30	70	100	2
	Language II: English	3.2	4	3	30	70	100	2
Part II	Corporate Accounting	3.3	4	3	30	70	100	2
	Corporate Law	3.4	4	3	30	70	100	2
	Costing Methods	3.5	4	3	30	70	100	2
	Strategic Management	3.6	4	3	30	70	100	2
	Management Accounting	3.7	4	3	30	70	100	2
PART III	Foundation Course*	-	2	2	30	70	100	1
	CC & EC*	-	-	-	50	-	50	1
Total Credits								14

IV Semester

Part	Subject	Paper	Instruction hours per week	Duration of Examination (Hours)	Marks			Credits
					IA	FA	Total	
Part I	Language I: Kannada / Sanskrit / Hindi / Tamil / Telugu / Malayalam / Urdu/ Marathi / Additional English	4.1	4	3	30	70	100	2
	Language II: English	4.2	4	3	30	70	100	2
Part II	Advanced Corporate Accounting	4.3	4	3	30	70	100	2
	Auditing	4.4	4	3	30	70	100	2
	Techniques of Costing	4.5	4	3	30	70	100	2
	Financial Management	4.6	4	3	30	70	100	2
	Accounting Information Systems	4.7	4	3	30	70	100	2
PART III	Foundation Course*	-	2	2	30	70	100	1
	CC & EC*	-	-	-	50	-	50	1
Total Credits								16

V Semester

Part	Subject	Paper	Instruction hours per week	Duration of Examination (Hours)	Marks			Credits
					IA	FA	Total	
Part II	Income-Tax I (Personal Taxation)	5.1	4	3	30	70	100	3
	Business Valuation and Corporate Restructuring	5.2	4	3	30	70	100	3
	Indian Accounting Standards	5.3	4	3	30	70	100	3
	Operations Management	5.4	4	3	30	70	100	3
	Strategic Cost Management	5.5	4	3	30	70	100	3
	Indian Financial System	5.6	4	3	30	70	100	3
Total Credits								18

VI Semester

Part	Subject	Paper	Instruction hours per week	Duration of Examination (Hours)	Marks			Credits
					IA	FA	Total	
Part II	Income-tax II (Business Taxation)	5.1	4	3	30	70	100	3
	GST and Customs Duty	5.2	4	3	30	70	100	3
	Corporate Financial Reporting (including IFRS)	5.3	4	3	30	70	100	3
	Investment Analysis and Management	5.4	4	3	30	70	100	3
	Derivatives and Forex Risk Management	5.5	4	3	30	70	100	3
	Cost and Management Audit	5.6	4	3	30	70	100	3
Total Credits								18

SYLLABUS

1.3 PRINCIPLES OF ACCOUNTING

Objectives:

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

Coverage:

Module Number	Content	Weightage
	Theoretical Framework: Meaning and Scope of Accounting, Accounting Concepts and Conventions, Accounting Policies and Accounting Standards	15%
2	Accounting Process – Books of Accounts – Journal, Journal Entries, Ledger, Posting and Balancing, Preparation of Trial Balance	15%
3	Final Accounts of Sole Proprietary Concerns	20%
4	Subsidiary Books – Purchases Book, Sales Book, Purchase Returns Book, Sales Returns Book, Cash Book, Bank Reconciliation Statement	15%
5	Subsidiary Books - Bills Receivable Book, Bills Payable Book, Journal Proper – Rectification of Errors. Valuation of Inventory, Concept of Depreciation and Amortisation. Methods of calculating Depreciation.	15%
6	Accounting for Special Transactions – Royalty Accounts, Average Due Date, Account Current.	20%

Practical / Skill Development:

Tally / Any Accounting Software

Reference Books:

1. Study material of the Institute of Chartered Accountants of India (ICAI), The Institute of Cost and Management Accountants of India (ICMAI), and The Institute of Company Secretaries of India (ICSI) – [Freely downloadable from the websites of respective institutions].
2. Anil Kumar, Rajesh Kumar and Mariyappa, “Financial Accounting”.
3. Dr. S.N. Maheswari, Financial Accounting
4. Jawaharlal & Seema Srivastava: Financial Accounting, HPH
5. S Jayapandian: Financial Accounting from Zero,
6. Grewal and Gupta, Advanced Accounting

1.4 BUSINESS ENVIRONMENT AND MANAGEMENT

Objectives:

The objective of this paper is to orient students the foundations of a business, its environment and functioning.

Coverage:

Module Number	Content	Weightage
1	<p>Business and its Environment Meaning - Scope and Characteristics - Significance for economic policies and decisions in Organisation.</p> <p>Global Environment Nature of Globalisation – Manifestations of globalisation - Challenges of international business - Strategies for going global - India, WTO and trading blocks.</p>	15%
2	<p>Technological Environment Meaning – Features – Impact of Technology - Technology and Society- Management of Technology.</p> <p>Political Environment Political institutions - Legislature - Executive - Judiciary - The Constitution of India - The Preamble - The fundamental Rights - Rationale and Extent of State Intervention - Role of Government in business.</p>	15%
3	<p>Economic Environment Characteristics of Indian Economy, Factors affecting economy, Economic resources (natural, industrial and technological) Impact of Liberalisation, Privatisation and Globalisation on Indian Business.</p> <p>Natural environment Meaning and influence on business</p>	20%
4	<p>Business Management Nature of Business. Evolution of Management. Principles of Management. Management Skills. Tasks and Responsibilities of a Professional Manager Functions of Management.</p> <p>Planning Concept, Features, Importance, Limitations; Planning process; Types of Plans- Objectives, Strategy, Policy, Procedures, Method, Rule, Budget; Plan vs Programme- Policies and Procedures; Decision making</p>	15%

5	<p>Organizing Concept, Features, Importance, Limitations; Organising process; Types of Organisation; Structure of Organisation; Centralisation and De-Centralisation; Delegation; Growth in Organisation</p> <p>Human Resource Management Concept, Features, Importance, Limitations; Recruitment process- Selection; Training and Development- Methods; Functions of Personnel Manager; Performance Management; Appraisal Methods; Human Resource Planning; Talent Management; Organization Development</p>	15%
6	<p>Direction and Co-ordination Direction: Concept, Features, Importance, Limitations; Elements of Directing- Supervision, Motivation, Leadership, Communication; Co-Ordination-Concept, Features, Importance, Limitations; Co-Ordination Types- Internal and External; Co-Ordination- the Essence of Management</p> <p>Controlling Concept, Features, Importance, Limitations; Control process; Essentials of a Good Control System; Techniques of Control- Traditional and Non-Traditional Control devices; Relationship between Planning and Controlling.</p> <p>Recent Trends in Management Change Management; Crisis Management; Total Quality Management; Risk Management; Global Practices</p>	20%

Practical / Skill Development:

- Visiting a Business Organisation and submitting a report on the vision, mission, structure, roles and responsibilities of each position of the organisation.
- Assess the impact of any change in at least one environmental factor on the organisation.

Reference Books:

1. Study material of the Institute of Chartered Accountants of India (ICAI), The Institute of Cost and Management Accountants of India (ICMAI), and The Institute of Company Secretaries of India (ICSI) – [Freely downloadable from the websites of respective institutions].
2. Dr. Aswathappa: Essentials of Business Environment
3. Francis Cherrunilam : Business Environment
4. Vivek Mittal, – Business Environment
5. Raj Agarwal – Business Environment
6. Koontz & O'Donnell, Management.
7. Appanniah & Reddy, Management.
8. T. Ramaswamy : Principles of Management
9. L M Prasad, Principles of management.
10. V.S.P Rao/Bajaj, Management process and organization.

11. Karampal : Management Process & Organisational Behaviour, I.K. Intl
12. Rustum & Davan, Principles and practice of Management.
13. S V S Murthy, Essentials of Management.
14. Thomas. N. Duening & John. M. Ivan cevich, Management, Principles and Guidelines,
Biztantra Publications.
15. Tripathi & Reddy, Principles of Management.
16. Kandepu : Elements of Functional Administration

1.5 BUSINESS MATHEMATICS AND LOGICAL REASONING

Objectives:

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

Coverage:

Module Number	Content	Weightage
1	<p>Ratio and Proportions, Indices and Logarithms Ratios and Proportions – Business applications relating to Ratios and Proportions. Laws of Indices. Exponents. Logarithms and Anti-logarithms.</p>	15%
2	<p>Equations and Matrices Equations: Simultaneous Linear Equations up to Three variables; Quadratic and Cubic Equations in one variable. Matrices: Algebra of Matrices and Determinants, Inverse of Matrix, solving equations using Cramer’s rule (involving not more than three variables)</p> <p>Sets – Relations and Functions</p>	15%
3	<p>Time Value of Money Compounding – Annual and Continuous, Calculation of Returns – Nominal Rate of Return, Effective Rate of Interest and Compounded Annual Growth Rate of Return, Discounting – Single Cash Flow and Series of Cash Flows; Annuity – Future Value and Present Value, Calculation of Equated Installments, Present Value of Growing Annuity; Perpetuity – Present Value, Present Value of Growing Perpetuity.</p>	20%
4	<p>Permutations and Combinations Basic Concepts of Permutations and Combinations; Factorial, Circular Permutations, Permutations with restrictions, Combinations with standard results.</p> <p>Sequence and Series Introduction – Arithmetic and Geometric Progression; Relationship between AM and GM; Sum of n terms</p>	15%
5	<p>Linear Inequalities with objective functions; Optimisation with reference to objective function.</p> <p>Differential and Integral Calculus Basic Application of Differential and Integral Calculus (excluding the trigonometric applications), application of marginal costs and marginal revenues etc.</p>	15%

6	Logical Reasoning Number Series, Coding and Decoding and Odd man out; Direction Tests, Seating Arrangements; Blood Relations, Syllogism.	20%
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Practical / Skill Development:

Learning Mathematical applications and decision-making using MS Excel Functions.

Reference Books:

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

1.6 BUSINESS ECONOMICS

Objectives:

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

Coverage:

Module Number	Content	Weightage
1	<p>The Fundamentals of Economics The Economic Problem-Scarcity and Choice; Nature and Scope- Positive and Normative Economics, Micro and Macro Economics; Central Problems of an Economy; Production Possibility Curve; Opportunity Cost; Working of Economic Systems; Economic Cycles</p>	15%
2	<p>Basic Elements of Demand and Supply Demand- Meaning, Demand Schedule, Individual and Market Demand Curve, Determinants of Demand, Law of Demand, Changes in Demand; Supply- Meaning, Supply Schedule, Individual and Market Supply Curve, Determinants of Supply, Law of Supply, Changes in Supply; Equilibrium of Demand and Supply- Determination of Equilibrium Price and Quantity, Effect of a shift in Demand or Supply; Elasticity of Demand and Supply</p>	15%
3	<p>Theory of Consumer Behaviour Cardinal Utility Approach-Law of Diminishing Marginal Utility, Law of Equi-Marginal Utility; Indifference Curve Approach-Indifference Curves, Properties of Indifference Curves, Budget Line, Consumer's Equilibrium</p> <p>Theory of Production and Costs Theory of Production- Factors of Production, Basic Concepts, Production Function, Law of Variable Proportions, Returns to Scale; Producer's Equilibrium- Least-Cost Factor Combination and Output Maximisation for a given Level of Outlay; Theory of Costs- Basic Concepts, Short-run Total Cost Curves- Fixed and Variable, Short-run Average and Marginal Cost Curves, Relationship between Average and Marginal Cost Curve, Average and Marginal Cost Curves in the Long-run</p>	20%
4	<p>Analysis of Markets Basic Concepts of Revenue, Revenue Curves, Relationship between Average and Marginal Revenue Curve; Concept of Market and Main Forms of Market; Equilibrium of the Firm-Meaning, Objectives of the Firm, Total Revenue-Total Cost Approach, Marginal Revenue-Marginal Cost Approach; Price and Output under Determination, Perfect Competition, Monopoly, Monopolistic Competition and Oligopoly.</p>	15%

5	Indian Economy- An Overview Basic Characteristics of the Indian Economy; Major Issues of Development; Development Experience and Recent Trends in Indian Economy; Indian Economy in Comparison to Major Economies of the World	15%
6	Basic Elements of Money and Banking Concept of Money-Its Functions, Quantity Theory of Money, Credit Creation; Central Bank (Reserve Bank of India)- Role and Functions; Commercial Banks-Role and Functions; Basic Elements of E-Banking; Monetary Policy in India	20%

Practical / Skill Development:

Summarising the major news on a daily basis for business newspapers and business channels and submitting a weekly report.

Reference Books:

1. Study material of the Institute of Chartered Accountants of India (ICAI), The Institute of Cost and Management Accountants of India (ICMAI), and The Institute of Company Secretaries of India (ICSI) – [Freely downloadable from the websites of respective institutions].
2. P.L Mehta: Managerial Economics, Sultan Chand & Sons, New Delhi.
3. D.M. Mithani: Managerial Economics, Himalaya Publishing House, New Delhi.
4. R.L Varshney and K.L Maheshewari: Managerial Economics, Sultan Chand&Sons, Delhi.
5. Atmananad, Managerial Economics
6. H.L Ahuja: Business Economics, S. Chand & Company Ltd., New Delhi.
7. Venugopal : Economics for Business, I.K. Intl
8. Reddy & Appananiah: Economics for Business
9. K.M.Pandey & Others: Economics for Managerial Decisions
10. K.P.M Sundaram: Micro Economics, Sultan Chand & Sons, New Delhi.
11. M.L. Jhingan & J.K. Stephen: Managerial Economics, Vrinda Publishihing (P) Ltd. Delhi.
12. Manoj Kumar Mishra : Managerial Economics, Voyu Education of India, New Dehli.
13. Srivastava R.M. : Financial Management – Management and Policy ,HPH
14. Khan and Jain: Financial Management, Tata McGraw Hill Education Private Ltd., N. Delhi
15. R.K. Sharma and S.K. Gupta: Financial Management, Kalyani Publications, Ludiana.

1.7 BUSINESS CORRESPONDENCE AND REPORTING

Objectives:

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

Coverage:

Module Number	Content	Weightage
1	<p>Communication Types, Directions, Network, Process, Problems, Barriers, Types of Communication.</p> <p>Sentence Definition, Classification of Sentence based on connotation, Sentence Structure, Types of Sentences, Direct-Indirect Speech – Rules for conversion, Active and Passive Voice,</p>	15%
2	<p>Vocabulary Introduction, How to improve vocabulary, Root Words, Synonyms and Antonyms, Prefixes and Suffixes, Phrasal Verbs, Collocations, Idioms.</p> <p>Comprehension Passages and Note Making Introduction to comprehension passages, points to ponder, Introduction to Note-making, Significance of Note-making, Format – Heading, sub-heading, Indentation, Points, use of abbreviations, summary, content and expression.</p>	15%
3	<p>Writing Skills Basic Writing – Process, Styles and Significance, Writing Conventions, Characteristics of Good writing, Do's and Don'ts of Good Writing</p> <p>Precis Writing Meaning, Features, How to write and Precis; Do's and Don'ts of Precis writing.</p>	20%
4	<p>Article Writing What is article writing? Essential Elements of Article Writing, Detailed format.</p> <p>Report Writing What is a report? Essential elements of Report Writing, Kinds of Reports, Detailed Format,</p>	15%

5	Writing Formal Letters Types of Letters – Circulars, Complaints, Memo, Promotional Content, Sales, Recovery / Remittances; Detailed Formats. Writing Formal Mails Writing Effective Mails, Essential elements of Mails, Tips and Conventions	20%
6	Resume Writing Essential elements of Resume, Tips and Conventions Meetings Notice, Agenda, Drafting Minutes, Action Taken Report,	20%

Practical / Skill Development:

- Preparing Resume for self and any passing-out senior students.
- Having a mock meeting and creating all documents relating to the meetings.

Reference Books:

1. Study material of the Institute of Chartered Accountants of India (ICAI), The Institute of Cost and Management Accountants of India (ICMAI), and The Institute of Company Secretaries of India (ICSI) – [Freely downloadable from the websites of respective institutions].
2. C.G.G Krishnamacharyulu & Lalitha :Soft Skills of Personality Development
3. Lesikar, R.V. & Flatley, M.E. (2005). Basic Business Communication Skills for Empowering the Internet Generation. Tata McGraw Hill Publishing Company Ltd.,New Delhi.
4. Rai & Rai: Business Communication Himalaya Publishing House
5. Rajkumar, Basic of Business Communication
6. Ludlow, R. & Panton, F. (1998). The Essence of Effective Communications. Prentice Hall of India Pvt. Ltd.
7. M.S. Rao : Soft Skills – Enhancing Employability I.K. International
8. Rao & Das : Communication Skills
9. Adair, J. (2003). Effective Communication. Pan McMillan.
10. Thill, J. V. & Bovee, G. L. (1993). Excellence in Business Communication. McGrawHill, New York.
11. Bowman, J.P. & Branchaw, P.P. (1987). Business Communications: From Process to Product. Dryden Press, Chicago.
12. Sharma S.P. & Others, Business Communication
13. Banerjee : Soft Skills Business and Professional Communication, I.K. International

2.3 FINANCIAL ACCOUNTING

Objectives:

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

Coverage:

Module Number	Content	Weightage
1	Accounting for Special Transactions – Consignment Accounts, Joint Ventures.	15%
2	Partnership Accounts. Final Accounts of Partnership Firms	15%
3	Accounting Treatment for Admission, Retirement and Death of Partner.	20%
4	Financial Statements of Non-profits Organisations- Receipts and Payments Account, Income and Expenditure Account; Difference between Income and Expenditure Account & Profit and Loss Account. Balance Sheet	15%
5	Company Accounts – Meaning and Types of Shares and Debentures; Accounting Entries and Treatment for Issue of Shares and Debentures; Forfeiture of Shares and Re-issue of Forfeited Shares.	15%
6	Financial Statements of Joint Stock Companies as per Schedule III of The Companies Act, 2013	20%

Practical / Skill Development:

Getting familiar with accounting packages like uBooks, FocusLyte, Saral Accounts, Genie Books, Zoho Books etc.

Reference Books:

1. Study material of the Institute of Chartered Accountants of India (ICAI), The Institute of Cost and Management Accountants of India (ICMAI), and The Institute of Company Secretaries of India (ICSI) – [Freely downloadable from the websites of respective institutions].
2. Anil Kumar, Rajesh Kumar and Mariyappa, “Financial Accounting”.
3. Dr. S.N. Maheswari, Financial Accounting
4. Jawaharlal & Seema Srivastava: Financial Accounting, HPH
5. S Jayapandian: Financial Accounting from Zero,
6. Grewal and Gupta, Advanced Accounting
7. S. P Jain and K. L. Narang ; Financial Accounting

2.4 BUSINESS LAW

Objectives:

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

Coverage:

Module Number	Content	Weightage
1	Introduction to Law Meaning of Law and its Significance; Relevance of Law to Modern Civilized Society; Sources of Law; Legal Terminology and Maxims; Understanding Citation of Cases	15%
2	Elements of Company Law Meaning and Nature of Company; Promotion and Incorporation of a Company; Familiarization with the Concept of Board of Directors, Shareholders and Company Meetings; Company Secretary; E-Governance	15%
3	Elements of Law relating to Contract Meaning of Contract; Essentials of a Valid Contract; Nature and Performance of Contract; Termination and Discharge of Contract; Indemnity and Guarantee; Bailment and Pledge; Law of Agency	20%
4	Elements of Law relating to Partnership and LLP Nature of Partnership and Similar Organizations- Co-Ownership, HUF; Partnership Deed; Rights and Liabilities of Partners- New Admitted, Retiring and Deceased Partners; Implied Authority of Partners and its Scope; Registration of Firms; Dissolution of Firms and of the Partnership; Limited Liability Partnership Act.	15%
5	Elements of Law relating to Sale of Goods Essentials of a Contract of Sale; Sale Distinguished from Agreement to Sell, Bailment, Contract for Work and Labour and Hire-Purchase; Conditions and Warranties; Transfer of Title by Non-Owners; Doctrine of Caveat Emptor; Performance of the Contract of Sale; Rights of Unpaid Seller.	15%
6	Elements of Law relating to Negotiable Instruments Definition of a Negotiable Instrument; Instruments Negotiable by Law and by Custom; Types of Negotiable Instruments; Parties to a Negotiable Instrument- Duties, Rights, Liabilities and Discharge; Material Alteration; Crossing of Cheques; Payment and Collection of Cheques and Demand Drafts; Presumption of Law as to Negotiable Instruments. Elements of Information Technology Act Cyberspace; Cyber laws; Scope of Cyber Laws; Classification of Cyber Crime; Information Technology Act 2000; Regulation of Certifying Authorities; Adjudication.	20%

Practical / Skill Development:

Compiling one latest case law under each of the above Acts and submitting a report.

Reference Books:

1. Study material of the Institute of Chartered Accountants of India (ICAI), The Institute of Cost and Management Accountants of India (ICMAI), and The Institute of Company Secretaries of India (ICSI) – [Freely downloadable from the websites of respective institutions].
2. N.D. Kapoor, Business Laws, Sultan chand publications.
3. S.S. Gulshan, Business Law 3rd Edition
4. K.R. Bulchandni: Business Laws,
5. S.C. Sharama & Monica : Business Law I.K. International
6. K. Aswathappa, Business Laws, Himalaya Publishing House,
7. Tulsian Business Law
8. Maheshwari & Maheshwari : Elements of Corporate Laws
9. M.C. Shukla & Gulshan: Principles of Company Law.
10. C.L. Bansal: Business & Corporate law
11. N.D. Kapoor: Company Law and Secretarial Practice.
12. S.S Gulshan: Company Law
13. M.C. Bhandari: Guide to Company Law Procedures.
14. S.C. Kuchal: Company Law and Secretarial Practice.
15. Dr. P.N. Reddy and H.R. Appanaiah: Essentials of Company Law and Secretarial Practice, Himalaya Publishers.

2.5 BUSINESS STATISTICS

Objectives:

The objective of this paper is to enable understanding of basic statistical tools and their applications in business

Coverage:

Module Number	Content	Weightage
1	Introduction to Statistics Meaning, Process, Collection of Data – Sources, Census Vs. Sample, Sampling and Types of Sampling. Organising the Data – Tabulation – Univariate, Bi-variate and Multi-variate; Presentation of Data – Line Charts, Bar Charts, Pie Diagrams, Histograms, Frequency Polygon, O-give Chart.	15%
2	Measures of Central Tendency and Dispersion Mean – Arithmetic, Geometric and Harmonic, Median, Mode. Range, Quartile Deviation, Mean Deviation, Standard Deviation, Co-efficient of Variation. Measurement of Skewness.	15%
3	Correlation and Regression Correlation – Scatter Diagram, Pearson’s coefficient of Correlation, Spearman’s Rank Correlation, Regression Equation, Regression Coefficients.	15%
4	Time Series Analysis Components of Time Series, Calculation of Trend using Moving Averages Method and Equation Method. Index Numbers Uses, Problems involved in construction of Index Numbers; Methods of Construction of Index Numbers.	15%
5	Probability Meaning. Experiments – Deterministic and Random, Events – Dependent, Independent and Mutually Exclusive. Approaches for calculating Probability – Classical Approach, Empirical Approach, Subjective Approach. Joint Probability. Probability Distribution – Mathematical Expectation and Variance.	20%
6	Theoretical Distributions Binomial Distribution, Poisson Distribution, Normal Distribution – Basic applications.	20%

Practical / Skill Development:

Application of MS Excel Functions in statistical decision making.

Reference Books:

1. Study material of the Institute of Chartered Accountants of India (ICAI), The Institute of Cost and Management Accountants of India (ICMAI), and The Institute of Company Secretaries of India (ICSI) – [Freely downloadable from the websites of respective institutions].
2. S P Gupta: Statistical Methods- Sultan Chand, Delhi
3. C.R.Reddy : Quantitative Techniques for Management Decisions
4. Dr. B N Gupta: Statistics (Sahitya Bhavan), Agra.
5. R.S Bhardwaj: Business Statistics
6. Veerchamy : Operation Research I.K. International Publishers
7. S C Gupta: Business Statistics, Himalaya Publications.
8. Ellahance : Statistical Methods
9. Sanchethi and Kapoor: Business Mathematics
10. C.S Mujawar : Statistics for Managers I.K. International Publishers

2.6 ENTREPRENEURSHIP AND BUSINESS ETHICS

Objectives:

The objective of this paper is to enable understanding of basic statistical tools and their applications in business

Coverage:

Module Number	Content	Weightage
1	Entrepreneurship Four Key elements of Entrepreneurship; Traits of an Entrepreneur; Characteristics of an Entrepreneur; Who is an Entrepreneur; Why Entrepreneurship; Types of Entrepreneur	15%
2	Entrepreneurship-Creativity and Innovation Creativity and Innovation in an Entrepreneurial organisation; Tools for Environment Scanning- SWOT Analysis, PESTLE Analysis, Porters approach to Industry Analysis; Environmental Scanning Process; Types of Environmental Scanning; Market Assessment; Assessment of Business Opportunities-Developing Effective Business Plans, identification and evaluation of the opportunity, Determination of the required Resources, management of the resulting enterprise	20%
3	Growth and Challenges of Entrepreneurial Ventures Entrepreneurial opportunities in contemporary business environment; Strategic Planning for emerging venture-Financing the entrepreneurial Business, Resource Assessment-Financial and Non-Financial; Fixed and Working Capital Requirement; Funds flow; Sources and means of Finance; Managing the growing Business- Effecting Change, Modernization, Expansion and Diversification.	20%
4	Social Entrepreneurship Introduction; Definition of Social Entrepreneurship; Who is a Social Entrepreneur; how to identify a Social Entrepreneurship Opportunity; Creating a social business model; Funding social ventures; Strategies for success; Challenges for the Indian Social Enterprise Sector	20%
5	Government Initiatives for Business Development Skill India; Ease of Business; Start Up India; Stand Up India	10%
6	Business Ethics Overview of Ethics in Business; Elements; Ethical principles in Business- Indian and Ancient Indian Perspective	15%

Practical / Skill Development:

- Compile the formalities and procedures for starting a business entity under Start Up India Scheme.
- Generate an idea which has a business potential

Reference Books:

1. Study material of The Institute of Company Secretaries of India (ICSI) – [Freely downloadable from the website of the Institution].
2. Vasant Desai: The Dynamics of Entrepreneurship Development and Management, HPH
3. Mark. J. Dollinger, Entrepreneurship – Strategies and Resources, Pearson Edition.
4. Satish Taneja: Entrepreneur Development
5. Bholanath Datta: Entrepreneurship and Management
6. Udai Pareek and T.V. Rao, Developing Entrepreneurship
7. S.V.S. Sharma, Developing Entrepreneurship, Issues and Problems
8. Srivastava, A Practical Guide to Industrial Entrepreneurs
9. Government of India, Report of the committee on small and medium entrepreneurs, 1975
10. Vidya Hattangadi ; Entrepreneurship
11. N.V.R. Naidu : Management and Entrepreneurship, I.K. International
12. Bharusali, Entrepreneur Development
13. Dr. Venkataramanappa, Entrepreneurial Development
14. Anil Kumar : Small Business and Entrepreneurship

2.7 PRINCIPLES OF COST ACCOUNTING

Objectives:

The objective of this paper is to familiarise students with various concepts and elements of cost.

Coverage:

Module Number	Content	Weightage
1	INTRODUCTION TO COST ACCOUNTING 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	10%
2	COST, COST SHEET AND TENDERS Cost Concepts - Classification of Costs – Cost Unit – Cost Centre – Elements of Cost – Preparation of Cost Sheet – Tenders and Quotations.	20%
3	MATERIAL COST CONTROL Meaning – Types: Direct Material, Indirect Material. Material Control – Purchasing Procedure – Store Keeping – Techniques of Inventory Control – Level 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.	20%
4	LABOUR COST CONTROL Meaning – Types: Direct Labour, Indirect Labour - Timekeeping – Time booking – Idle Time – Overtime – Labour Turn Over. Methods of Labour Remuneration: Time Rate System, Piece Rate System, Incentive Systems (Halsey plan, Rowan Plan & Taylor's differential Piece Rate System) – Problems	15%
5	OVERHEAD COST CONTROL 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.	20%
6	RECONCILIATION OF COST AND FINANCIAL ACCOUNTS 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.	15%

Practical / Skill Development:

- Identification of elements of cost in services sector by Visiting any service sector.
- Cost estimation for the making of a proposed product.
- Collection and Classification of overheads in an organization on the basis of functions.
- Compilation of various cost documents of any business entity.

Reference Books:

1. Study material of the Institute of Chartered Accountants of India (ICAI), The Institute of Cost and Management Accountants of India (ICMAI), and The Institute of Company Secretaries of India (ICSI) – [Freely downloadable from the websites of respective institutions].
2. V. Rajesh Kumar and R.K. Sreekantha, "Cost Accounting", MC Graw Hill Education
3. N.K. Prasad: Cost Accounting
4. J.Made gowda: Advanced Cost Accounting
5. Gouri Shankar : Practical Costing
6. Khanna Pandey & Ahuja : Practical Costing
7. K. S. Thakur: Cost Accounting
8. M.L. Agarwal: Cost Accounting
9. Palaniappan & Harihara : Cost Accounting I.K. International
10. Jain & Narang: Cost Accounting
11. S.P. Iyengar: Cost Accounting
12. S.N. Maheshwari: Cost Accounting
13. Horngren: Cost Accounting – A Managerial Emphasis
14. M. N. Arora: Cost Accounting, HPH