



**SYLLABUS**

**B.COM**

**[Accounting & Finance, Banking & Insurance and Management]**

**Birla School of Commerce,  
Birla Global University  
Bhubaneswar, Odisha-751029  
[www.bgu.ac.in](http://www.bgu.ac.in)**

**COURSE STRUCTURE**  
**B.Com. (HONOURS)**  
**(UNDER CBCS PATTERN)**

SEMESTER	CODE	COURSE TITLE	COURSE TYPE	MARKS	CREDIT
SEMESTER-I	BCH-1.1	Environmental Studies	AECC-I	100	4
	BCH -1.2	Financial Accounting	CC-I	100	6
	BCH- 1.3	Business Laws	CC-II	100	6
	BCH-1.4	Micro Economics	GEC-I	100	6
	BCH 1.5	Fitness Management	SEC-I	50	2
		<b>Total</b>			<b>450</b>
SEMESTER-II	BCH-2.1	English Communication Skills	AECC-II	100	4
	BCH-2.2	Corporate Accounting	CC-III	100	6
	BCH-2.3	Corporate Law	CC-IV	100	6
	BCH-2.4	Macro Economy	GEC-II	100	6
	BCH-2.5	Entrepreneurship	SEC- II	50	2
		<b>Total</b>			<b>450</b>
SEMESTER-III	BCH-3.1	Cost Accounting	CC-V	100	6
	BCH-3.2	Computer Application in Business Decisions	CC-VI	100	6
	BCH-3.3	Management Principles & Applications	CC-VII	100	6
	BCH-3.4	Business Statistics	GEC-III	100	6
	BCH-3.5	E-Commerce	SEC-III	50	2
		<b>Total</b>			<b>450</b>
SEMESTER-IV	BCH-4.1	Income-tax Law and Practice	CC-VIII	100	6
	BCH-4.2	Management Accounting	CC-IX	100	6
	BCH-4.3	Fundamentals of Financial Management	CC-X	100	6
	BCH-4.4	Regulation of Domestic & Foreign Exchange Market	GEC-IV	100	6
	BCH-4.5	PDCR	SEC-IV	50	2
		<b>Total</b>			<b>450</b>
SEMESTER-V	BCH-5.1	GST & Customs Duty	CC-XI	100	6
	BCH-5.2	Principles of Marketing	CC-XII	100	6

	BCH-5.3	<b>(Any one of the Following)</b> a. Financial Analysis and Reporting <b>(Accounting &amp; Finance)</b> b. Indian Banking and Insurance <b>(Banking &amp; Insurance)</b> c. Human Resource Management <b>(Management)</b>	DSE-I	100	6
	BCH-5.4	a. Financial Markets, Institutions & Services <b>(Accounting &amp; Finance)</b> b. Merchant Banking and Financial Services <b>(Banking &amp; Insurance)</b> c. International Business <b>(Management)</b>	DSE-II	100	6
	BCH-5.5	Quantitative and Logical Thinking	SEC-V	50	2
		<b>Total</b>		<b>450</b>	<b>26</b>
SEMESTER- VI	BCH-6.1	Auditing & Corporate Governance	CC-XIII	100	6
	BCH-6.2	Business Mathematics	CC-XIV	100	6
	BCH-6.3	<b>(Any one of the Following)</b> a. Accounting Standards <b>(Accounting &amp; Finance)</b> b. Fundamental of Investment <b>(Banking &amp; Insurance)</b> c. Consumer Affairs and Customer Care <b>(Management )</b>	DSE-III	100	6
	BCH-6.4	Business Research Methodology & Project Work.(BRM-50,Project-50)	DSE-IV	100	6
			<b>Total</b>	<b>400</b>	<b>24</b>
		<b>Total Credit</b>		<b>2650</b>	<b>150</b>

**Evaluation:**

**End Term: 70 Marks, Mid-term: 30 Marks** (Tests, Assignment, Presentation, Class participation and attendance)

**Total Credit Points:**

<b>COURSE TYPE</b>	<b>PAPER X CREDIT</b>	<b>TOTAL CREDIT</b>
Core	14 x 6	84
Generic Elective	4 x 6	24
Discipline Specific Elective	4 x 6	24
Ability Enhancement Compulsory	2 x 4	8
Skill Enhancement	5 x 2	10
<b>Total</b>		<b>150</b>

## **PAPER-BCH -1.1 ENVIRONMENTAL STUDIES**

**Course Objective:** To understand the concepts of ecological & physical sciences, character of environmental problems and methodology of addressing them.

### **Unit 1: Introduction to environmental studies**

- Multidisciplinary nature of environmental studies;
- Scope and importance; Concept of sustainability and sustainable development

### **Unit 2: Ecosystems**

What is an ecosystem? Structure and function of ecosystem; Energy flow in an ecosystem: food chains, food webs and ecological succession. Case Studies of the following ecosystems: a) Forest ecosystem b) Grassland ecosystem c) Desert ecosystem d) Aquatic ecosystems (Ponds, streams, lake, rivers, oceans, estuaries)

### **Unit 3: Natural Resources: Renewable and non-renewable Resources**

- Land resources and land use change; Land degradation, soil erosion and desertification.
- Deforestation: Causes and impact due to mining dam building on environment, Forest, biodiversity and tribal populations.
- Water: use and over exploitation of surface and ground water, floods, droughts, conflicts over water (International & Inter-state).
- Energy resources: Renewable and non-renewable energy sources, use of alternate energy sources growing energy needs case studies.

### **Unit 4: Biodiversity and conservation**

- Leaves of biological diversity: generic, species and ecosystem diversity; Biographic Zones of India; Biodiversity Patterns and global biodiversity hot spots
- India as a mega-biodiversity nation; endangered and endemic species of India.
- Threats to biodiversity: Habitat loss, poaching of wildlife, Man-wildlife conflicts, biological invasions; Conservation of biodiversity: in-situ and e-situ conservation of biodiversity
- Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and informational value.

### **Unit 5: Environmental Pollution**

- Environmental Pollution: type, causes, effects and controls; Air, water soil and noise pollution
- Nuclear hazards and human health risks
- Solid waste management: Control measures of urban and industrial waste.
- Pollution case studies.

### **Units 6: Environmental Polices & Practices**

- Climate change, Global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture.
- Environment Laws: Environment protection Act; Air (Prevention and control of pollution) Act; water (Prevention and control of pollution) Act; Wildlife Protection Act; Forest Conservation Act.
- International agreements: Montreal and Kyoto Protocols and Convention on Biological Diversity
- Nature reserves, tribal Populations and right, and Human wild life conflicts in Indian context.

### **Unit7: Human Communities and the environment**

- Human Population growth: Impacts on environment, Human health and welfare.
- Resettlement and rehabilitation of project affected Persons; case studies.
- Disaster management: Floods, earthquake, cyclones and landslides.
- Environmental movements: Chipko, Silent valley, Bishnois of Rajasthan.
- Environmental ethics : Role of Indian and other religions and cultures in environmental conservation
- Environmental communication and Public awareness, case studies (e.g., CNG vehicles in Delhi.)

### **Unit 8: Field Work**

- Visit to an area to document environmental assets: river/ forest/ flora, etc.
- Visit to a local polluted site- Urban Rural/ Industrial/Agricultural.
- Study of common Plants, insects, birds and basic Principles of identification.
- Study of simple ecosystems-pond, river Delhi Ridge, etc.

**Learning Outcome:** The students would be able to reflect critically on their roles and identity as citizens, consumers and environmental actors in complex and interconnected world.

### **Suggested Readings:**

1. Carson, R. 2002. Silent Spring. Houghton Mifflin Harcourt.
2. Gadgil, M., & Guha, R. 1993. This Fissured Land: An Ecological History of India. Univ. of California Press.
3. Gleeson, B. and low. N. (eds.) 1999. Global Ethics and environment, London, Routledge.
4. Gleick, P.H. 1993. Water in crisis. Pacific Institute for Studies in dev., Environment & Security. Stockholm Eny, Institute, Oxford Univ. Press.
5. Groom, Martha J., Cary K. Meffe, and Carl Ronald Carroll. Principles of conservation Biology. Sunderland : Sinecure Associates, 2006.

6. Grumbine, R. Edward, and Pandit, M.K. 2013. Threats From India's Himalaya dams. Science, 339:36.37.
7. McCully, P.H. 1996. Rivers on more the environmental effects of dams (PP. 29-64).Zed Books.
8. Mcneill, John R. 2000. Something New Under the sun: An Environmental History of the Twentieth Century.
9. Odum, E.P., Odum, H.T. Andrews , j 1971 . Fundamentals of Ecology. Philadelphia : Saunders.
10. Pepper, i.L.,Gerba, C.P. & Brusseau, M.L. 2011. Environmental and Pollution Science. Academic Press.
11. Rao, M.N. & Da□a, A.K. 1987. Waste water Treatment. Oxford And IBH Publishing Co, Pvt. Ltd.
12. Raven, P.H., Hassenzahl , D.M. &Berg, L.R. 2012. Environment. 8th Audi□on. John Wiley & Sons.
13. Rosencranz, A., Divan, S., & Noble, M.L. 2001. Environmental law and Police in india. Tripathi 1992.
14. Sengupta, R. 2003.Ecology and economies: An approach to Sustainable development OUP.
15. Singh, J.S.,Singh, S.P. And Gupta, S.r.2014. Ecology, Environmental Science and Conservation. S. Chand Publishing New Delhi.
16. Sodhi, N.S.Gibson , L.& Ravan, P.H. (eds). 2013. Conservation. Biology :Voices From the Tropics John Wiley & Sons.
17. Thapar, V. 1998. Land of the tiger: A Natural History of the Indian Subcontinent.
18. Warren, C.E. 1971. Biology and Water Pollution Control. WB Saunders.
19. Wilson, E.O. 2006. the creation: An appeal to save life on earth. New York: Norton.
20. World Commission on Environment and Development, 1987. Our Common Future. Oxford University Press.

**PAPER-BCH- 1.2**  
**FINANCIAL ACCOUNTING**

**Course Objective:** To help students to acquire conceptual knowledge of financial accounting and to impart skills for recording various kinds of business transactions.

**UNIT I: (A) THEORETICAL FRAMEWORK**

**(a) Introduction**

i) Accounting as an information system, the users of financial accounting information and their needs, Qualitative characteristics of accounting information, Functions, advantages and limitations of accounting, Branches of accounting, Basis of accounting- cash basis and accrual basis.

ii) Nature of financial accounting principles – Basic concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures.

iii) Financial accounting standards: Concept, benefits, procedure for issuing accounting standards in India. Salient features of First-Time Adoption of Indian Accounting Standard (Ind-AS) International Financial Reporting Standards (IFRS) - Need and procedures.

#### **(b) Accounting Process**

Recording of a business transaction, Journal, Ledger accounts, Preparation of Trial Balance including adjustments, Rectification of Errors.

### **UNIT II: FINAL ACCOUNTS**

#### **(a) Business Income**

i) Measurement of business income-Net income: the accounting period, the continuity doctrine and matching concept, Objectives of measurement.

ii) Revenue recognition, Recognition of expenses.

iii) Nature of depreciation, concept of depreciation, Factors in the measurement of depreciation, Methods of computing depreciation - straight line method and diminishing balance method; Disposal of depreciable assets-change of method.

#### **(b) Final Accounts**

Capital and Revenue Expenditures And Receipts (general introduction only), Preparation of Financial Statements of Non-Corporate Business Entities.

### **UNIT III: ACCOUNTING FOR HIRE PURCHASE AND INSTALMENT SYSTEMS**

Calculation of interest, partial and full repossession, Hire purchase trading (total cash price basis), stock and debtors system; Concepts of operating and financial lease (theory only)

### **UNIT IV: ACCOUNTING FOR INLAND BRANCHES**

Concept of dependent branches - accounting aspects, Debtors System, Stock And Debtors System, branch final accounts system and whole sale basis system.

Independent branches – concept, accounting treatment, important adjustment entries and preparation of consolidated profit and loss account and balance sheet.

### **UNIT V: ACCOUNTING FOR DISSOLUTION OF THE PARTNERSHIP FIRM**

Accounting of Dissolution of the Partnership Firm Including Insolvency of partners and piecemeal distribution.

**Learning Outcome:** The students will be able to demonstrate knowledge of preparation of Financial Statements in accordance with standards set and will be able to inculcate financial accounting career skills, applying both quantitative and qualitative knowledge to their future careers in business.

#### **Suggested Readings:**

1. S.P. Jain and K.L. Narang- Financial Accounting – Kalyani Publisher



2. J.R. Monga, Financial Accounting: Concepts and Applications. Mayur Paper Backs, New Delhi.
3. S.N. Maheshwari, and. S. K. Maheshwari. Financial Accounting. Vikas Publishing House, New Delhi.
4. Gupta R.L. Radhaswamy. M- Financial Accounting, Sultan Chand and Sons New Delhi
5. Jawhar Lal & S. Srivastav- B.Com- Financial Accounting, Himalaya Publishing House.
6. Tulsian, P.C. Financial Accounting, Pearson Education.

**PAPER- BCH- 1.3**  
**BUSINESS LAWS**

**Course Objective:** The objective of the course is to impart basic knowledge of the important business laws along with relevant case studies.

**UNIT-I: The Indian Contract Act, 1872**

- a) Contract – meaning, characteristics and kinds
- b) Essentials of valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects.
- c) Void agreements
- d) Discharge of contract – modes of discharge including breach and its remedies.
- e) Contingent contracts
- f) Quasi – contracts

**UNIT-II: Special Contracts**

- a) Contract of Indemnity and Guarantee
- b) Contract of Bailment
- c) Contract of Agency

**UNIT-III: The Sale of Goods Act, 1930**

- a) Contract of sale, meaning and difference between sale and agreement to sell.
- b) Conditions and warranties
- c) Transfer of ownership in goods including sale by non-owners
- d) Performance of contract of sale
- e) Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.

**UNIT-IV: The Partnership Act, 1932 & The Limited Liability Partnership Act, 2008**

- A. Definition – Partner, Partnership, Nature and Characteristics of Partnership, Types of Partners, Registration of a Partnership Firms under Partnership Act,1930 and consequences of non-registration. Rights and Duties of Partners. Dissolution of firms – meaning and grounds
- B. The Limited Liability Partnership Act, 2008- Definition, Salient Features of LLP,

Advantages and disadvantages of LLP, Differences between: LLP and Partnership, LLP and Company, Incorporation of LLP, Conversions into LLP, Winding up and dissolution

#### **UNIT- V: The Negotiable Instruments Act, 1881**

- a) Meaning and Characteristics of Negotiable Instruments: Promissory Note, Bill of Exchange, Cheque
- b) Holder and Holder in due Course, Privileges of Holder in Due Course.
- c) Negotiation & types of Endorsements
- d) Crossing of & Bouncing of Cheques

**Learning Outcomes:** The students would be able to deal with the legal aspect of different business situations and instruments associated with financial transactions.

#### **Suggested Readings:**

1. Lee Reach, Business Laws, Oxford University Press, UK.
2. Tulsian, P.C, Business Law, Tata McGraw Hill, New Delhi.
3. Maheshwari & Maheshwari, Business Law, National Publishing House, New Delhi.
4. Arora Sushma, Business Laws, Taxman Publication, New Delhi.

### **PAPER- BCH- 1.4 MICRO ECONOMICS**

**Course Objective:** To acquaint the students with the concepts of microeconomics dealing with consumer behaviour and the supply side of the market through the production and cost behaviour of firms under different market structures.

#### **Unit: I Demand and Consumer behaviour**

Concept of demand: demand function, law of demand, derivation of individual and market demand curves, shifting of the demand curve, elasticity of demand, Consumer behavior, Marshallian utility approach and Indifference Curve approach; utility maximization conditions . Income-Consumption Curve (ICC) and Price-Consumption Curve (PCC)

#### **Unit: II Production and Cost**

**Production function:** Short-run and Long-run; Total Product, Average Product and Marginal Product, Law of returns to a variable factor, Law of Returns to Scale; Concepts of Iso-quant and iso-cost line;

**Cost:** Accounting and Economic Costs; Social and Private Costs; Short-run and Long-run Costs; Relation between Average and Marginal

#### **Unit: III Perfect Competition**

Concept of Perfectly Competitive market: Assumptions, Profit maximization conditions; Related concepts of Total Revenue, Average Revenue and Marginal Revenue, Short-run and Long-run equilibrium of a firm; determination of short-run supply curve of a firm, measuring producer surplus under perfect competition

#### **Unit: IV Imperfect Competition**

##### **Monopoly**

Concept of Monopoly: Sources of monopoly power; Short-run and Long-run equilibrium of a monopoly firm; Price discrimination; Social Cost of Monopoly (concept only).

#### **Unit: V Imperfect Competition**

##### **Monopolistic Competition**

Concept of Imperfectly Competitive market; Monopolistic Competition: Features and examples; Oligopoly: Non-Collusive Oligopoly: Sweezy's Kinked demand Curve Model, Collusive Oligopoly: Cartel (concept with example)

**Learning Outcomes:** The students would be able to apply tools of consumer behaviour and firm theory to business situations.

##### **Suggested Readings:**

1. Browning, E.K. and J.M. Browning; Microeconomic Theory and Applications, Kalyani Publishers, New Delhi.
2. K C Dash- Micro Economics Himalaya Publishing House
3. Dwivedi, D.N. Micro Economics, Vikash Publication
4. Mehta P.K, Singh M. – Micro Economics – Taxmann Publication
5. Ahuja, H.L, Micro Economics, S.Chand
6. Amit Sachdeva, Micro Economics, Kusum Lata Publishers.
7. N. Gregory Mankiw, Principles of Micro Economics, Cengage Learning
8. Maddala G.S. and E. Miller; Microeconomics: Theory and Applications, McGraw-Hill International.
9. Salvatore, D. Schaum's Outline of Theory and Problems of Microeconomic Theory, McGraw-Hill, International Edition.

## **PAPER- BCH- 1.5**

### **FITNESS MANAGEMENT**

**Course Objective:** The knowhow of wide spread benefits of fitness for better health, longevity, quality of life, and overall well-being will help the managers and the employees.

#### **UNIT I**

Concept of Fitness, Importance of Fitness, Principle of Fitness, Importance of Warming Up

and Cooling Down, Introduction to Aerobic and Anaerobic Fitness Programme

## **UNIT II**

Introduction and Significance of Weight Training, Do's and Don'ts during Weight Training, Scientific Approaches of Weight Reduction, First Aid Management, Ill effect of Smoking, Alcohol, and Drugs, Health Risk Associated with Mobile Phone Use

## **UNIT III (Practical)**

Checking Resting Pulse Rate and Blood Pressure, BMI Calculation, Practicing CPR, Target Hear Rate Zone Calculation

Fun Games for Fitness Development

**Learning Outcome:** The course will help the students in positively coping up with the stress, maintaining work life balance, and in turn increase the productivity of the each one of them.

### **Suggested Readings:**

1. Barbara A. Bushman, *ACSM's Complete Guide to Fitness & Health*, ACSM, 2011
2. K. Park, *Preventive and Social Medicine*, 23<sup>rd</sup> Edition, Bhanot Publication, 2016
3. Singh A., et. al., *Essentials of Physical Education*, 5<sup>th</sup> Edition, Kalyani Publication, 2016
4. William C. Grantham & Robert W. Patton, *Health Fitness Management*, Human Kinetic, 1998
5. Emily R. Fosters, Karyn Hartigr and Katherine A. Smith, *Fitness Fun*, Human Kinetics Publishers, 2002
6. Fahey D. Thomas, *Weight Training Basis: A Complete Guide for Men and Women*, McGraw – Hill Companies, New York, 2005.
7. Warner W.K. Oegr and Sharon A. Hoeger, *Principles and Labs for Fitness and Wellness*, 13<sup>th</sup> Edition, Cengage Learning, 2016

## **SECOND SEMESTER**

### **PAPER-BCH-2.1**

#### **ENGLISH COMMUNICATION SKILLS**

**Course Objective:** To develop communication skills of students so that they can communicate effectively in English language in various social and professional contexts.

#### **UNIT I: LISTENING SKILLS**

Listening vs Hearing, Process of Listening, Types of Listening, Barriers to Listening, Strategies to develop Listening Skill, Listening to news, debates, dialogues, interviews, Non-verbal cues in Listening, Listening and Note-taking, Listening for Professional Development.

#### **UNIT II: CONVERSATION SKILL & LANGUAGE FUNCTIONS**

Language Functions & Useful Expressions in Speaking, Introducing self & Others, Asking & Giving information, Explaining Process, Describing Product/ Situation/ People, Comparing & Contrasting, Sequencing Ideas, Art of Agreeing, Disagreeing, Clarifying, Interrupting, Summarizing & Paraphrasing, Narrating an Event, Social & Professional Conversation in English.

#### **UNIT III: READING SKILLS & COMPREHENSION**

Reading as a Communicative Process & Skill, Types of Reading, Global & Local Comprehension in Reading, Locating the most important & other important points in the reading, Inferential Reading, Interpreting and evaluating Events, Ideas and Information, Understanding Underlying meanings, Speed Reading, Skimming & Scanning.

#### **UNIT IV: FUNDAMENTALS OF EFFECTIVE WRITING**

Construction & Structure of a Sentence, Writing Paragraph, Cohesion, Cohesiveness, Different Types of Writing, Descriptive Writing Techniques, Expanding an Idea, Essay Writing-Argumentative & Analytical Essays, Art of Condensation, Precise & Summary Writing, Note Making.

#### **UNIT V: GRAMMAR & PHONETICS FOR BETTER ENGLISH**

Types of sentence, Tense, Conditionals, Using Modals, Subject-verb Agreement, Use of Prepositions, Common Errors in Speech & Writing.

Speech sounds, English Vowels & Consonants, Syllable Division, Stress & Intonation, Dealing with Problem Sounds & Common Errors in Pronunciation.

**Learning Outcome:** At the end of the course, students will be able to develop active listening skill and strategies for effective listening, develop conversation skills with correct

grammar and speak with stress, intonation & sounds of English, develop reading skills and strategies and write paragraphs, essays & different types of business correspondence.

**Suggested Readings:**

1. Lesikar, R.V. & Flatley, M.E.; Basic Business Communication Skills for Empowering the Internet Generation. Tata McGraw Hill Publishing Company Ltd. New Delhi, 2017
2. Kumar, S & Lata. Communication Skills. 2<sup>nd</sup> ed. OUP, New Delhi. 2018
3. Bovee, and Thill, Business Communication Today, Pearson Education, 2017
4. Shirley Taylor, Communication for Business, Pearson Education, 2017
5. Locker and Kaczmarek, Business Communication: Building Critical Skills, TMH, 2016

**PAPER-BCH-2.2**

**CORPORATE ACCOUNTING**

**Course Objectives:** To help the students to acquire the conceptual knowledge of the corporate accounting and to learn the techniques of preparing the financial statements.

**UNIT-I: Accounting for Share Capital & Debentures**

Issue of shares, forfeiture and reissue of forfeited shares- concept & process of book building, Issue of rights and bonus shares; Buy back of shares, Redemption of preference shares. Issue and Redemption of Debentures

**UNIT-II: Final Accounts**

Preparation of profit and loss account and balance sheet of corporate entities (excluding calculation of managerial remuneration) Disposal of company profits

**UNIT-III: Valuation of Goodwill and Valuation of Shares**

Concepts and calculation - simple problem only

**UNIT-IV: Amalgamation of Companies**

Concepts and accounting treatment as per Accounting Standard: 14 (ICAI) (excluding intercompany holdings). Internal reconstruction: concepts and Accounting treatment excluding scheme of reconstruction

**UNIT-V: Liquidation of a Company**

Meaning of liquidation, modes of winding up, consequences of winding up, statement of affairs, liquidator's final statement of account, list 'B' contributories

**Learning Outcome:** On successful completion of this course students will be able to gain knowledge and understanding of the concepts and practices of company accounts in accordance with statutory requirements.

**Suggested Readings:**

1. Jain, S.P. and K.L. Narang. Corporate Accounting. Kalyani Publishers, New Delhi.
2. Monga, J.R. Fundamentals of Corporate Accounting. Mayur Paper Backs, New Delhi.
3. Tulsian, P.C, Corporate Accounting, S. Chand
4. Shukla, M.C., T.S. Grewal, and S.C. Gupta. Advanced Accounts. Vol.-II. S. Chand & Co., New Delhi.
5. Maheshwari, S.N. and S. K. Maheshwari. Corporate Accounting. Vikas Publishing House, New Delhi.
6. Sehgal, Ashok and Deepak Sehgal. Corporate Accounting. Taxman Publication, New Delhi.
7. Gupta, Nirmal. Corporate Accounting. Sahitya Bhawan, Agra.
8. Compendium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India, New Delhi.

**PAPER-BCH-2.3**  
**CORPORATE LAW**

**Course Objectives:** The objective of the course is to impart basic knowledge of the provisions of the Companies Act, 2013 along with relevant case studies.

**UNIT-I: Introduction**

Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts]; Characteristics of a company; types of companies including one person company, small company, dormant company and producer company; association not for profit; formation of company, on-line filing of documents, promoters, their legal position.

**UNIT-II: Documents for Incorporation & Share Capital**

Memorandum of association, articles of association, GDR; book building; issue, allotment and forfeiture of share, transmission of shares, buyback and provisions regarding buyback; issue of bonus shares

**UNIT-III: Management**

Classification of directors, women directors, independent director, disqualifications, director identity number (DIN); appointment; Legal positions, powers and duties; removal of directors; managing director, meetings of shareholders and board; types of meeting, meeting through video conferencing, e-voting. Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee, Corporate Social Responsibility Committee.

**UNIT-IV: Dividends, Accounts, Audit**

Provisions relating to payment of Dividend, Provisions relating to Books of Account, Provisions relating to Audit, Auditors' Appointment, Rotation of Auditors, Auditors' Report.

**UNIT-V:**

**Winding Up** - Concept and modes of Winding Up.

**Insider Trading, Whistle Blowing** – Insider trading; meaning & legal provisions; Whistle blowing: Concept and Mechanism.

**Learning Outcomes:** On completion students would acquire knowledge about the legal framework and the ways and means to deal with the legal aspect of different situations of a company.

**Suggested Readings:**

1. Kumar, Anil, Corporate Laws, Taxmann Publication, Odisha.
2. Arora & Banshal, Corporate Law – Vikash Publication
3. Gogna, P.P.S – Company Law, S. Chand
4. MC Kuchhal Corporate Laws, Shri Mahaveer Book Depot. (Publishers).
5. GK Kapoor & Sanjay Dhamija, Company Law, Bharat Law House.
6. Reena Chadha and Sumant Chadha, Corporate Laws, Scholar Tech Press.
7. Gowar, LCB, Principles of Modern company Law, Stevens & Sons, London.
8. Ramaiya, A Guide to Companies Act, Lexis Nexis, Wadhwa and Butters worth.
9. A Compendium of Companies Act 2013, along with Rules, by Taxmann Publications.

**PAPER-BCH-2.4**

**MACRO ECONOMICS**

**Course Objectives:** The course aims at providing the student with knowledge of basic concepts of the macro economics. The modern tools of macro-economic analysis are discussed and the policy framework is elaborated, including the open economy.

**UNIT-I Introduction to Macro Economics**

Meaning and definition of Microeconomics and macroeconomics, Difference between Microeconomics and macroeconomics, macro-economic goals, components of Macroeconomics, Economic Systems: Mixed economy, Socialism economy, Capitalism economy and Islamic economy (only meaning and characteristics).

**Unit II National Income Accounting**

Definition of National Income, Concepts of National Income, GDP and GNP, Methods of Measuring National Income, Uses of National Income, Difficulties in calculating National Income, Real Income, Per Capita Income and Growth Rate.

**Unit III National Income Equilibrium**

Concepts of Equilibrium, Consumptions & Savings, Investment Theory, Government Sector, Foreign Sector, Determination of Equilibrium, Multiplier Concept, Inflationary Gap and Deflationary Gap, Summary of Two-, Three- and Four-sector Economies

**Unit IV Role of Government**



Economic functions of Government, Types of Budget, Government Revenue, Government Expenditure, Public Debt, and Government Policy

#### **UNIT V Macroeconomic Problems**

Introduction, Business cycle, Unemployment, Inflation, Deflation, Depression, RBI and monetary policy

**Learning Outcomes:** Students would be able to apply the modern tools of macro-economic analysis so as to minimize the adverse impact of macro-economic factors on business.

#### **Suggested Readings**

1. Ahuja H.L – Macro Economics – S.Chand
2. Mankiw, N. Gregory. Principles Macroeconomics.Cengage Learning
3. Dornbusch, Rudiger, and Stanley. Fischer, Macroeconomics. McGraw-Hill.
4. Dornbusch, Rudiger., Stanley. Fischer and Richard Startz, Macroeconomics. Irwin/McGraw-Hill.
5. Deepashree, Macro Economics, Scholar Tech. New Delhi.
6. Barro, Robert, J. Macroeconomics, MIT Press, Cambridge MA.
7. Burda, Michael, and Wyplosz. Macroeconomics A European Text. Oxford University Press, Oxford.
8. Vaish – Macro Economics – Vikash Publication

### **PAPER-BCH-2.5 ENTREPRENEURSHIP**

**Course Objective:** To understand the basic concept of entrepreneurship and small business management and to apply the theory in real-world to understand the issues and challenges faced by entrepreneurs in this growing business world

#### **Unit I: The Entrepreneurial Mind-set:**

Meaning and Evolution of the concept of entrepreneurship, Distinction between entrepreneur and manager and intrapreneur, characteristics of an entrepreneur, types of entrepreneur, Core elements of entrepreneurship, Entrepreneurship in a Developing economy, Factors affecting Entrepreneurship development, Entrepreneurship as a Process, Role of entrepreneurship in the developing economy. Motivation for Entrepreneurship in India

#### **Unit II: Launch of Entrepreneurial Ventures –**

Generation of ideas: Methods and process of generating ideas, sources of ideas and screening process Assessing opportunities: Challenges, pitfalls and critical factors of new venture; Business and Entrepreneurial development organizations Determining and acquiring required resources (Financial, Physical and Human): Search for entrepreneurial capital- Debt vs. Equity; Venture Capital Market; Angel Financing, Crowd Funding and

Alternative sources of finance for Entrepreneurs. Business Plan - Meaning, benefits, elements and presentation

### **Unit III: Role of Innovation & Creativity**

Creativity: Concept and process of creativity; role and importance of creativity and mental blocks to creativity Innovation: Meaning and importance of innovation; Types of innovation; Sources of innovation; Conditions for effective innovation at Organization level and Methods of protecting innovation and creativity: branding, trademarks, patents, copyrights and registered design protection, design thinking.

**[Case studies of Indian Businesses: Some of the success stories/ not so successful stories. What went right and what went wrong]**

**Learning Outcome:** After completing this course the students will develop basic understanding of entrepreneurship and get the necessary motivation to start their own entrepreneur venture.

#### **Readings:**

1. Entrepreneurship: A South Asian Perspective, Donald. F Kuratko & T.V Rao, Cengage Learning Publications, 2012
2. Family Business, Ernesto J. Poza, 3rd ed., 2010
3. Entrepreneurship and Small Business Management, C.B Gupta and S.S Khanka, Sultan Chand Publications, 2014
4. Entrepreneur Development, Taneja & Gupta, Galgotia Publishing Company, 2nd ed., 2012

## **THIRD SEMESTER**

### **PAPER-BCH-3.1**

#### **COST ACCOUNTING**

**Course Objective:** To acquaint the students with basic concepts used in cost accounting, various methods involved in cost ascertainment and cost accounting book keeping systems.

#### **UNIT I: Introduction**

Cost Accounting - Meaning, objectives and advantages, Difference between Cost Accounting and Financial Accounting, Cost concepts and classifications, Elements of cost, Installation of a costing system; Preparation of Cost Sheet.

#### **UNIT II: Elements of Cost (A) Material & (B) Labour**

**i) Material:** Material/Inventory control techniques, Accounting and control of purchases, Storage and Issue of materials, Methods of pricing of materials issues — FIFO, LIFO, Simple Average, Weighted Average, Replacement, Standard Cost, Treatment of Material Losses.

**ii) Labour :** Accounting and Control of Labour cost, Time keeping and Time booking, Concept and treatment of Idle Time, Over Time, Labour Turnover and Fringe Benefits, Methods of wage payment and the Incentive schemes- Halsey, Rowan, Taylor's Differential piece wage system.

#### **UNIT III: Elements of Cost (C) Overheads**

**Overheads :** Classification, allocation, apportionment and absorption of overheads, Under- and over- absorption, Capacity Levels and Costs, Treatments of certain items in costing like interest on capital, packing expenses, bad debts, research and development expenses; Activity based cost allocation.

#### **UNIT IV: Methods of Costing -I**

Unit costing, Job costing & Contract costing – concepts, features & problems, Activity Based Costing

#### **UNIT V: Methods of Costing –II**

Process costing (process losses, Inter Process Profits, valuation of work in progress), Reconciliation of Cost and Financial Accounts

**Learning outcome:** The students will be able to analyze, evaluate, and synthesize information to solve cost accounting problems and will be able to implement cost control procedures in future career.

### **Suggested Readings:**

1. Jain, S.P. and K.L. Narang. Cost Accounting: Principles and Methods. Kalyani Publishers
2. Arora, M.N. Cost Accounting – Principles and Practice. Vikas Publishing House, New Delhi.
3. Maheshwari, S.N. and S.N. Mittal. Cost Accounting: Theory and Problems. Shri Mahavir Book Depot, New Delhi.
4. Jawahar Lal, Cost Accounting. McGraw Hill Education
5. Nigam, B.M. Lall and I.C. Jain. Cost Accounting: Principles and Practice. PHI Learning
6. Rajiv Goel, Cost Accounting. International Book House
7. Singh, Surender. Cost Accounting, Scholar Tech Press, New Delhi.
8. Iyengar, S.P. Cost Accounting. Sultan Chand & Sons
9. Saxena V.K. & Vashist C.D.-Advanced Cost and Management Accounting- A Text Book sultan Chand & Sons.
10. Tulsian's Cost Accounting, S. Chand Publication.

### **PAPER- BCH- 3.2**

#### **COMPUTER APPLICATIONS IN BUSINESS DECISION**

**Course Objective:** To provide computer skills and knowledge for commerce students and to enhance the student understands of usefulness of information technology tools for business operations.

#### **UNIT I: Introduction**

Introduction to Computer-Characteristics of Computers, The Computer System, Parts of Computers); Computer H/W Setup, Configuration, Networking, Mobile H/W Device and types wireless Networking; Operating System- Introduction to Operating Systems, An overview of various Computer & Mobile OS & Application (UN IX / Linux, DOS, Windows, Android, windows mobile, iOS Like), Features of latest Windows Operating Systems & its Management & Networking (Installation, backup, security, User control), Usage of payment gateways.

#### **UNIT II: Introduction to Essential Tools**

Introduction to facilities & commonly used features of:

- a) **Word:** Working with word document, Inserting, filling and formatting a table, Mail Merge including linking with Access Database, Creating Macros -Sending E-mail from Word Import / Export of files Converting Word Document to Web Document, PDF files Hyperlinks; OLE Security features in MS-Word - Protection of Documents - Password for Documents - Checking for viruses in macros, referencing, creating bibliography, manage sources and citations, review documents.

- b) **PowerPoint:** Preparing Presentations, Slides, Handouts, Speaker's Notes - Outlines - Media Clips - Charts – Graphs, Adding the Transitions to the Slide Show - Special effects in detail, - Setting Slide timings.
- c) **Excel:** Creating a work book, Rearranging Worksheet, Organizing Charts and graphs, Ranges and Functions & Formulae: Mathematical, Statistical Financial Functions such as NPV (Net present value), Future value, IRR (Internal Rate of Return), EMI (Equated Monthly Installments, Compounding Yearly, periodic and monthly) - Auto Calculate Using Names in a Formula, Formula Editing, Macros, Consolidation of Data & Data Analysis - Sorting List, Filter & More Filtering Techniques - Consolidate data in multiple worksheets - What-if analysis, Goal Seek Scenario Manager, Solver, Lookup Function - Sub Totals, Nested-IF, Statistical Analysis; Data Validation & Protection - Create a drop-down list from a range of cells - Apply data validation to cells - Copy data validation setting, remove data validation - Find cell that have data validation, protect cell data, using password to protect sheet and workbook. - Use validation to create dependent list; Pivot table Reports & Pivot Chart Reports.

### **UNIT III: Using MS Excel for Data Analysis & Reporting Features:**

Using spreadsheet for following purposes and making reports:

- Loan & Lease statement
- Ratio Analysis.
- Payroll Statements
- Capital Budgeting
- Depreciation Accounting
- Graphical representation of data
- Frequency distribution and its statistical parameters
- Correlation and Regression

### **UNIT IV:**

ERP-9 (Release-V), Tally – Latest Version.

### **UNIT V:**

ERP-9 (Release-V), Tally – Latest Version.

**Learning Outcome:** Upon completion of the course the students will be able to apply the basic tools of computer and information technology for business decision making.

### **Suggested Readings:**

1. Boockholdt, J.L. Accounting Information System: Transaction Processing and Control, Irwin Mcraw-Hill.
2. Hall, J.A., Accounting Information System, South-Western College Publishing.
3. Gelinas, Ulric J., and Steve G. Sutton, Accounting Information System, South Western Thomson Learning.
4. Rajaraman, V., Introduction to Information Technology, PHI.
5. Bharihoka, Deepak, Fundamentals of Information Technology, Excel Book.

6. Madan, Sushila, Computer Applications, Mayur Paperbacks, New Delhi.

### **PAPER- BCH- 3.3**

#### **MANAGEMENT PRINCIPLES & APPLICATIONS**

**Course Objective:** The objective of the course is to provide the student with an understanding of basic management concepts, principles and practices.

#### **UNIT I: Introduction**

Management-definition, importance, functions, nature-as profession, science and art, universality of management; levels of management; managerial tasks and skills

Different Schools of Thoughts: Classical School-contributions of Taylor and Henri Fayol; Neo-classical school-Human Relations approach and Behavioral Science Approach; Modern School; System approach and Contingency approach

#### **UNIT II: Planning**

Concept, importance, steps, types, premises, barriers to effective planning and remedial measures; strategic planning-concept, process, Importance and limitations forecasting – concept, techniques.

Environmental Analysis and diagnosis (Internal and external environment) – Definition, Importance and Techniques (SWOT, BCG Matrix, Competitor Analysis), Business environment; Concept and Components

#### **UNIT III: Organizing**

Concept, importance, principles, different organization models-line and staff; Functional; Departmentation-need, basis, principles, Delegation of Authority-elements, steps barriers;

Centralization and Decentralization of Authority; Span of Management; concept and determining factors

#### **UNIT IV: Staffing and Leadership**

Staffing: Concept of staffing, staffing process

Motivation: Concept, Importance, extrinsic and intrinsic motivation; Major Motivation theories - Maslow's Need-Hierarchy Theory; Herzberg's Two-factor Theory, Vroom's Expectation Theory.

Leadership: Concept, Importance, Major theories of Leadership (Likert's scale theory, Blake and Mouten's Managerial Grid theory, House's Path Goal theory, Fred Fielder's situational Leadership), Transforming Leadership.

## **UNIT V: Control**

Control: Concept, Process, Limitations, Principles of Effective Control, Major Techniques of control (Financial & Non- Financial)

**Learning Outcome:** Students would be able to make use of different management principles in the course of decision making in different forms of business organizations.

### **Suggested Readings:**

1. Pany T.K, "Management Principles and Application", Kalyani Publishers
2. Ramaswamy T, Principles of management, Himalaya Publishing House
3. Jain Khuspat – Principles of Management – Himalaya Publishing House
4. Prasad, L.M. Principles and Practice of Management, Sulatan Chand
5. Koontz, O' donnel and Heinz Weihrich; Essentials of Management, Tata McGraw-Hill Education
6. Stephen P Robbins and Madhushree Nanda Agrawal, Fundamentals of Management: Essential Concepts and Applications, Pearson Education.
7. TN Chhabra, Management Concepts and Practice, Dhanpat Rai & Co. (Pvt. Ltd.), New Delhi
8. Peter F Drucker, Practice of Management, Mercury Books, London

## **PAPER-BCH- 3.4**

### **BUSINESS STATISTICS**

**Course Objective:** The objective of this course is to familiarize students with the basic statistical tools used for data analysis.

#### **UNIT-I: Statistical Data and Descriptive Statistics**

Nature and Classification of data: univariate, bivariate and multivariate data; time-series and cross-sectional data

Measures of Central Tendency

- a) Mathematical averages including arithmetic mean, geometric mean and harmonic mean. Properties and applications.
- b) Positional Averages, Mode and Median (and other partition values including quartiles, deciles, and percentiles) (including graphic determination)

#### **UNIT-II: Measures of Variation (With the use of Excel and other statistical software)**

Measures of Variation: absolute and relative. Range, quartile deviation, mean deviation, standard deviation, and their coefficients, Properties of standard deviation/variance  
Skewness: Meaning, Measurement using Karl Pearson measures; Concept of Kurtosis,  
Theory of Probability: Approaches to the calculation of probability.

### **UNIT-III: Simple Correlation and Regression Analysis**

Correlation Analysis: Meaning of Correlation: simple, multiple and partial; linear and non-linear, Correlation and Causation, Scatter diagram, Pearson's co-efficient of correlation; calculation and properties (proofs not required). Correlation and Probable error; Rank Correlation.

Regression Analysis: Principle of least squares and regression lines, Regression equations and estimation; Properties of regression coefficients; Relationship between Correlation and Regression coefficients; Standard Error of Estimate.

### **UNIT-IV: Index Numbers**

Meaning and uses of index numbers: Construction of index numbers: fixed and chain base: univariate and composite. Aggregative and average of relatives – simple and weighted Tests of adequacy of index numbers, Base shifting, splicing and deflating. Problems in the construction of index numbers, Construction of consumer price indices, important share price indices.

### **UNIT-V: Time Series Analysis**

Components of time series, Additive and multiplicative models Trend analysis, Fitting of trend line using principle of least squares – linear, second degree parabola and exponential. Conversion of annual linear trend equation to quarterly/monthly basis and vice-versa; Moving averages Seasonal variations- Calculation of Seasonal Indices using Simple averages, Ratio-to-trend, and Ratio-to-moving averages methods. Uses of Seasonal Indices.

**Learning Outcome:** Students would be armed with the knowledge of using different statistical tools required in the decision making process.

#### **Suggested Readings:**

1. Patri D, Patri, D.N., Business Statistics, Kalyani Publication.
2. Sharma J K, Fundamentals of Business Statistics – Vikash Publication.
3. Siegel Andrew F. Practical Business Statistics. McGraw Hill.
4. Hazarika P. Business Statistics – S. Chand.
5. Vohra N. D., Business Statistics, McGraw Hill.
6. Gupta, S.P., and Archana Gupta. Statistical Methods. Sultan Chand and Sons, New Delhi.
7. Gupta, S.C. Fundamentals of Statistics. Himalaya Publishing House.
8. Arora – Business Statistics – S.Chand.

### **PAPER-BCH-3.5**

#### **E-COMMRECE**

**Course Objective:** To enable the student to become competent to understand the mechanism for excelling in e commerce based employments and self-employment opportunities.



## **UNIT-I: Introduction**

Introduction to E Commerce and Definition, E-Commerce based activities, Goals of E-Commerce, Technical Components of E-Commerce, Functions, Advantages and disadvantages of E-Commerce, Scope of E-Commerce, Electronic Commerce Applications, Framework of E-Commerce, Supply Chain Management, Electronic Commerce and Electronic Business.

## **UNIT-II: Planning Online-Business**

Nature and dynamics of the internet, Electronic business models: B2B, B2C, C2C, C2B.

Web-site Design: Web sites as market place. E-commerce, pure online vs. brick and click business; assessing requirement for an online business designing, developing and deploying the system. IT Infrastructure, Middleware, Domain names, Contents: Text and Integration, E-business applications. Component of Internet Information technology structure.

## **UNIT-III: Operations of E Commerce**

Online-payment mechanism; Electronic Payment systems; payment Gateways; Visitors to website; Tools for promotion websites; Risk management options for e-payment systems.

### **Security and Legal Aspects of E-Commerce**

Threats in E-Commerce, Security of Clients and Service-Provider; Cyber Laws – Relevant provisions of Information Technology Act 2000, offences, secure electronic records and digital signatures penalties and adjudication.

**Learning Outcome:** After completing the course the student will be able to gain an understanding on how use of the E-Commerce can help developing competitive advantage for business houses.

### **Suggested Readings:**

1. Agarwala, Kamlesh N., Amit Lal and Deeksha Agarwala, Business on the Net: An Introduction to the Whats and Hows of E-Commerce, Macmillan India Ltd.
2. Bajaj, Deobyani Nag, E-Commerce, Tata McGraw Hill Company, New Delhi.
3. Diwan, Prag and Sunil Sharma, Electronic Commerce -A Manager's Guide to E-Business, Vanity Books International, Delhi.
4. Dietel, Harvey M., Dietel, Paul J., and Kate Steinbuhler., E-business and E-commerce for managers, Pearson Education.
5. Greenstein, M. and T.M. Feinman, Electronic Commerce: Security, Risk Management and Control, Tata McGraw hill.
6. Whiteley, David, E-commerce, McGraw Hill, New York.

## **FOURTH SEMESTER**

### **PAPER- BCH-4.1**

#### **INCOME TAX LAW AND PRACTICES**

**Course Objective:** To provide basic knowledge and equip students with application of principles and provisions of Income-tax Act, 1961 and the relevant rules.

#### **UNIT-I: Introduction**

(a) **Basic concepts:** Income, agricultural income, person, assessee, assessment year, previous year, gross total income, total income, maximum marginal rate of tax; Permanent Account Number (PAN)

(b) **Residential status** – Meaning, Determination of Residential Status, Scope of total income on the basis of residential status, Exempted income.

#### **UNIT II: Computation of Income under different Heads-I**

(a) Income from Salaries

(b) Income from house property

#### **UNIT III: Computation of Income under different Heads-II**

(a) Profits and gains of business or profession

(b) Capital gains & Income from other sources

#### **UNIT IV: Computation of Total Income and Tax Liability**

Income of other persons included in assessee's total income, Aggregation of income and set-off and carry forward of losses, Deductions from Gross Total Income, Rebates and reliefs, Computation of total income of individuals and firms; Tax liability of an individual and a firm.

#### **UNIT-V: Preparation of Return of Income**

Filing of returns: Manually, Assessment Procedures, Filing of Returns, Return Forms, Provision & Procedures of Compulsory On-Line filing of returns for specified assessee.

**Learning Outcome:** The students will be able to apply critical thinking and problem-solving skills related to taxation of individuals, entities, and corporations. In addition, students will recognize potential opportunities for tax savings and tax planning.

#### **Suggested Readings:**

1. Gaur & Narang, 'Income Tax Law & Practice', Kalyani Publishers
2. Singhania, Vinod K. and Monica Singhania. Students' Guide to Income Tax, University Edition. Taxmann Publications Pvt. Ltd., New Delhi.

3. Ahuja, Girish and Ravi Gupta. Systematic Approach to Income Tax. Bharat Law House, Delhi.
4. Balchandran & Thothadri, 'Taxation Law and Practice, Vol.1', PHI Learning Pvt. Ltd, New Delhi
5. Saha R.G., 'Income Tax', Himalaya Publishing House, Mumbai

**PAPER- BCH-4.2**  
**MANAGEMENT ACCOUNTING**

**Course Objective:** To impart the students, knowledge about the use of financial, cost and other data for the purpose of managerial planning, control and decision making.

**UNIT I: Introduction**

Meaning, Objectives, Nature and Scope of management accounting, Difference between cost accounting and management accounting, Cost control and Cost reduction, Cost management, Comptrollership Functions of Management Account.

**UNIT II: Budgeting and Budgetary Control**

Concept of budget, budgeting and budgetary control, objectives, merits, and limitations, Functional budgets, Fixed and flexible budgets, Zero base budgeting, Programme and performance budgeting.

**UNIT III: Standard Costing**

**(a) Standard Costing** - Meaning of standard cost and standard costing, advantages, limitations and applications.

**(b) Variance Analysis** - material, labour, overheads and sales variances, Disposition of Variances, Control Ratios.

**UNIT IV: Marginal Costing & Alternative Decision Making**

**(a) Absorption versus Variable Costing:** Distinctive features and income determination. Cost- Volume- Profit Analysis, Profit / Volume ratio, Break-even analysis-algebraic method, Angle of incidence, Margin of safety, Key factor, determination of cost indifference point.

**(b) Decision Making-** Make or Buy Decision, Sales Mix Analysis, Profitability Planning, Production Planning, Level of Activity Planning.

**UNIT V: Innovative Methods**

Responsibility Accounting, Target Costing, Innovations in Managerial Reporting

**Learning outcome:** The students will be able to explain how management accounting contributes to financial reporting and use the ideas and practices of management accounting in a business decision-making context.

**Suggested Reading:**

1. Arora, M.N. Management Accounting. Vikas Publishing House, New Delhi.
2. Ronald W. Hilton and David E. Platt. Managerial Accounting: Creating Value in a Global Business Environment, Mc Graw Hill Education.
3. Singh, Surender. Management Accounting, Scholar Tech Press, New Delhi.
4. Goel, Rajiv, Management Accounting. International Book House.
5. Maheshwari, S.N. and S.N. Mittal. Management Accounting. Shree Mahavir Book Depot, New Delhi.
6. Singh, S. K. and Gupta Lovleen. Management Accounting – Theory and Practice. Pinnacle Publishing House.
7. Khan, M.Y. and Jain, P.K. Management Accounting. McGraw Hill Education
8. H.V. Jhamb, Fundamentals of Management Accounting, Ane Books Pvt. Ltd

**PAPER-BCH-4.3**

**FUNDAMENTALS OF FINANCIAL MANAGEMENT**

**Course Objective:** To familiarize the students with the principles and practices of financial management

**UNIT-I: Introduction to Financial Management**

Scope and objective, Functions of Finance Manager; relationship between finance & other functional discipline. Financial environment, Time Value of Money, Risk-return relationship (concepts only)

**UNIT-II: Sources of Finance and Cost of Capital/ Financing Decisions**

Different sources of long term finance- Equity Sources & Debt Sources, Cost of capital: concept and its computation, marginal cost of capital (its computation).

**UNIT-III: Capital Expenditure Decisions**

Objectives and Process, Techniques of long term investment decisions - Discounted Payback Period, Net Present Value, Profitability Index, Accounting Rate of Return, Internal Rate of Return

**UNIT-IV: Dividend Decisions**

Meaning, Nature and Types of Dividend, concept of pay-out ratio, retention ratio Decisions, Dividend policies- Relevance vs. Irrelevance, Dividend Theories: Walter's Model, Gordon's Model, and MM Hypothesis.

## **UNIT-V : Working Capital Decisions**

Meaning and various concepts of Working Capital, Issues in Working Capital, Estimating Working Capital Needs and Operating Cycle concept, Policies relating to Financing of Current Assets – Conservative, Aggressive and Hedging Approaches, Various sources of finance to meet working capital requirements.

**Learning Outcome:** After the completion of this paper, students will be able to have elementary knowledge of the process of Financial Management in business organization.

### **Suggested Readings:**

1. Fundamental of Financial Management, Sharma, Gupta, Kalyani Publishers, New Delhi.
2. Financial Management, Himalaya Publishing House
3. Rostogi, Fundamentals of Financial Management, Taxmann Publications
4. Pandey, I.M. Financial Management, Vikas Publications.
5. Fundamentals of Financial Management, Vandana Dangi, V.K. Global Pvt. Ltd., New Delhi.
6. Parasuraman – Financial Management : A Step by Step Approach, Cengage Learning
7. Bhalla V.K – Financial Management – S.Chand
8. Horne, J.C. Van and Wackowich. Fundamentals of Financial Management. New Delhi Prentice Hall of India.
9. Khan and Jain. Financial Management text and problems. Tata McGraw Hill New Delhi.
10. Chandra, P. Financial Management- Theory and Practice. (Tata McGraw Hill).

## **PAPER- BCH-4.4**

### **REGULATION OF DOMESTIC & FOREIGN EXCHANGE MARKET**

**Course Objective:** To acquaint students with various regulations of Domestic & Foreign Market.

#### **Unit-I Overview of Domestic Markets:**

Basic functions of government relating towards monopoly and competition, Market efficiency & Market Failure; causes.

#### **Unit- II Foreign Trade Policy & Procedures**

EXIM Policy, Documentation, Free Trade vs. Protectionism, Tariff and Non-tariff barriers, WTO and its functions.

#### **UNIT-III Industrial Development Regulation**

An overview of current Industrial Policy, Regulatory Mechanism of Industries (development & regulation) Act, 1951. MSME Development Act, 2006, Competition Commission Act, 2002.

#### **UNIT- IV Foreign Exchange Market**

Balance of Payment; Market for foreign exchange and determination of exchange rates.

#### **UNIT- V- The Foreign Exchange Management Act**

Major Provisions, Regulations of ForEx transactions (capital account and current account); Repatriation of ForEx, Provision for penalty, Adjudication and Appeal.

**Learning Outcome:** After completing the course the students will acquire the basic knowledge relating to export and import including foreign exchange transaction.

#### **Suggested Readings:**

1. Lipsey, R.G., & Chrystal, K.A. Economics, Oxford University Press.
2. Study Material of Economics and Labour Laws (Paper- 5)- The Institute of Company Secretaries of India.

### **PAPER- BCH-4.5**

#### **PDCR**

**Course Objective:** To instill certain qualities and language abilities in the undergraduate students to give them a fine personality required in corporate setup.

#### **UNIT-I**

**Introducing Self:** HOWs, Problem phrases, Things to include in formal and informal introduction. Introducing others: Formal and Informal: HOWs and WHAT

**Understanding Self:** Self Evaluation-Identifying one's own strengths and weaknesses, Self-awareness for thoughtful and sensible response to manage day- to day responsibility.

**Small talks:** HOWs of initiating, WHATs of Continuing, HOWs of ending. Situational Conversations (Role plays) to practice nuances of a complete conversation.

#### **UNIT-II**

**Attitude:** To understand and realise attitude is altitude from various videos, stories and cases. Factors influencing Attitude, Challenges and lessons from Attitude

**Motivation:** Factors of motivation. Self-talk. Extrinsic & Intrinsic motivation. Role of motivation. Group Presentations (Groups to show a short video emphasising on MOTIVATION and its role in somebody achieving the target)

**Goal setting & Decision Making:** Goal setting-To make students understand the importance of time, How to prepare the time line and allocate time to complete different tasks, How to prioritize the tasks and successfully follow the prepared time-schedule

### **UNIT-III**

#### **Group Discussion & Personal Interview**

##### **Part A: Effective Group Discussion**

Group Discussion covering topics of business and current affairs, Communication skills, Active Listening during GD, Leadership & Ability to Influence, Flexibility, Lateral thinking in GD, Responsibility of the First Speaker, Techniques of Summing Up

##### **Part B: Effective Communication in Interview**

General preparedness for an Interview, Essential Interview skills, Types of Interview questions, FAQs, Behavioural questions, Case-based Interview [*Mock Interview practice sessions with individual students*]

**Learning Outcome:** The students will be able to develop and exhibit a sense of self confidence which will help them in making themselves ready for corporate responsibilities.

#### **Suggested Readings:**

- Gopalswamy Ramesh and Mahadevan Ramesh- The Ace of Soft Skills, Tenth Edition, Pearson (India), 2017
- S P Dhanavel- English and Soft Skills, Orient Black Swan, 2017
- Peggy Klaus, The Hard Truth about Soft Skills.
- The Time Trap : the Classic book on Time Management by R. Alec Mackenzie

## **FIFTH SEMESTER**

### **PAPER BCH: 5.1**

#### **GST & CUSTOMS DUTY**

**Course Objective:** The objective is to equip students with the principles and provisions of Goods and Services Tax (GST), implemented in 2017 and to acquaint students with basic working knowledge.

#### **UNIT I: GST- INTRODUCTION**

Fundamentals of GST, Constitution [101st Amendment] Act, 2016, What is GST, Advantages of GST, Need for GST in India, One Nation - One Tax, Dual GST Model, , Inter-State Vs. Intra-State Stock Transfers, Goods and Services Tax Network [GSTN], Functions of GSTN(i.e. Role assigned to GSTN), GST Council, Definitions under CGST Laws.

#### **UNIT II: GST: LEVY AND COLLECTION OF TAX**

Supply, Scope of Supply, Non-taxable Supplies, Composite and Mixed Supplies, Levy and Collection, Composition Levy, Exemptions, Person Liable to pay GST, Forward Charge, Reverse Charge.

### **UNIT III: SUPPLY & INPUT TAX CREDIT**

Time of supply, Place of supply, Value of supply, Change in rate of tax in respect of supply of goods or services, Eligibility for taking Input Tax Credit (ITC), Input Tax credit in special circumstances, Input Tax Credit in respect of goods sent for Job-Work, Recovery of Input Tax Credit.

### **UNIT IV: REGISTRATION, PAYMENT & RETURN**

Persons not liable for Registration, Compulsory Registration in Certain Cases, Procedure for Registration, Deemed Registration, Cancellation of Registration, Revocation of Registration, Computation of Tax liability, payment of tax, Furnishing of Returns, First Return, Revision of Returns, Penalty/Late Fee.

### **UNIT V: CUSTOMS LAW & TAX**

Basic concepts of customs law, Territorial waters, high seas, Types of custom duties – Basic, Countervailing & Anti- Dumping Duty, Safeguard Duty, Valuation, Customs Procedures, Import and Export Procedures, Baggage, Exemptions.

**Learning outcome:** The students will be able to understand the various concepts of Goods & Service Tax, the impact of such new regulation on products and lifestyle and to gain insight on supply chain and distribution under GST.

#### **Suggested Readings:**

1. Singhania Vinod K., Students' Guide to GST and Customs Law, Taxmann Publications Pvt. Ltd., Delhi.
2. V.S. Datey. GST Law and practice with Customs, Taxmann Publications Pvt. Ltd., Delhi,
3. Sanjeev Kumar. Systematic Approach to Indirect Taxes,
4. S. S. Gupta. Service Tax -How to meet your obligation Taxmann Publications Pvt. Ltd.
5. Grish Ahuja and Ravi Gupta, Indirect Taxes, Flair Publication Pvt. Ltd
6. Rajiv Mishra – Indirect Taxes-Himalaya Publishers Suggested Readings:
7. Swain AK & Agrawal – GST: Concepts and Applications, Himalayan Publishing House.
8. GST Manual:Taxman's Publication Ltd., New Delhi.
9. Sharma Sanjeet, GST and Indirect Taxes, , V.K. Global Pub. Pvt. Ltd, New Delhi.
10. Mishra, Padhi and Bera – Text Books on GST & Practice, Vikash Publishing House Pvt. Ltd. New Delhi.

## **PAPER BCH 5.2**

### **PRINCIPLES OF MARKETING**

**Course Objective:** The objective of this course is to provide basic knowledge of concepts, principles, tools and techniques of marketing.



## **UNIT-I: Introduction**

Nature, scope and importance of marketing; selling vs Marketing; Marketing mix, marketing environment: concept, importance, and components (Economic, Demographic, Technological, Natural, Socio-Cultural and Legal).

### **Consumer Behaviour and Market segmentation:**

Consumer Behaviour: Nature and Importance, Factors influencing consumer buying behaviour. Market segmentation: concept, importance and bases; Product differentiation vs. market segmentation.

## **UNIT-II : Product**

Meaning and importance. Product classifications; Concept of product mix; Branding, packaging and labeling; After-sales services; Product life-cycle; New Product Development.

## **UNIT-III Pricing, Distribution Channels and Physical Distribution**

**Pricing:** Significance, Factors affecting price of a product, Pricing policies and strategies, **Distribution Channels and Physical Distribution:** Channels of distribution - meaning and importance; Types of distribution channels; Factors affecting choice of distribution channel

## **UNIT-IV : Promotion and Retailing**

**Promotion:** Nature and importance of promotion; Communication process; Types of promotion: advertising, personal selling, public relations & sales promotion, and their distinctive characteristics

**Types of retailing** – store based and non-store based retailing, chain stores, specialty stores, supermarkets, retail vending machines, mail order houses, retail cooperatives; Management of retailing operations: an overview; Retailing in India: changing scenario.

## UNIT –V

**Rural marketing:** Growing Importance; Distinguishing characteristics of rural markets; Understanding rural consumers and rural markets; Marketing mix planning for rural mark

**Recent developments in marketing:** Social Marketing, Online Marketing, Direct Marketing, Services Marketing, Green Marketing, Relationship Marketing.

**Learning outcome:** After the completion of this paper, the students will able to identify marketing components and fit them in the value chain along with the various marketing strategies.

### **Suggested Readings:**

1. Bajaj K, Kaur K, Kaur A, Principles of Marketing, Kalyani Publication.
2. Kotler, Philip; Keller, Kevin Lane; Koshy, Abraham, and Mithileshwar Jha, Marketing Management: A South Asian Perspective, Pearson Education.
3. Palmer, Adrian, Introduction to Marketing, Oxford University Press, UK
4. Chhabra, T.N., Principles of Marketing, Sun India Publication.
5. Kumar, Arun & N. Meenakshi, Marketing Management, Vikas Publications.
6. McCarthy, E. Jerome., and William D. Perreault, Basic Marketing, Richard D. Irwin.
7. Pride, William M., and D.C. Ferrell, Marketing: Planning, Implementation & Control, Cengage Learning.
8. Majaro, Simon, The Essence of Marketing, Prentice Hall, New Delhi.

## DISCIPLINE SPECIFIC COURSE-I

### Group A: Accounting & Finance

#### PAPER-BCH-5.3 (a): FINANCIAL ANALYSIS AND REPORTING

**Course objectives:** The course provides a user perspective on the role of accounting and financial reporting in capturing and conveying economic information about an organisation and aims at helping students acquire confidence in using the concepts and vocabulary of accounting to analyse and communicate about business performance and resource allocation.

### UNIT-I: INTRODUCTION

Concepts of Financial Statements – Nature of Financial Statements – Objectives Of Financial Statements – Different Types Of Financial Statements: Income Statement, Balance Sheet, Statement Of Retained Earnings, Fund Flow Statement, Cash Flow Statement, Notes To Accounts – Limitations Of Financial Statements.

### UNIT-II: ANALYSIS & INTERPRETATION OF FINANCIAL STATEMENTS

Traditional Approaches Vs. Modern Approaches to financial statement analysis – Classification of financial statement analysis - based on modus operandi and based on materials used – Techniques of financial statement analysis: Comparative Statements,

Common-size Statements, Trend Ratios and Ratio Analysis – Problems encountered in financial statement analysis.

### **UNIT-III: RATIO ANALYSIS- I**

Classification of ratios – Ratio formation – Ratio interpretation – Practical methods of ratio analysis: Time Series (intra firm) Analysis, Cross Sectional (inter firm) Analysis, Residual Analysis and Multivariate Analysis.

### **UNIT-IV: RATIO ANALYSIS- II**

Multivariate Ratio Analysis - Concept, objectives, uses and limitations – Univariate analysis Vs. Multivariate ratio analysis – Application of statistical tools in financial statement analysis.

### **UNIT-V: CORPORATE REPORTING**

Cash Flow statement Analysis (AS 3) and Statutory and Non Statutory Reports, Integrated Reporting and Sustainability Reporting

**Learning outcome:** The students will be able to read, understand, interpret and analyse general purpose financial reports and make sound financial decisions in real world settings.

#### **Suggested Readings:**

1. Financial Statement Analysis and Reporting. Gupta, Mehra Kalyani Publishers.
2. Narasimhan, M.S. : Financial Statement and Analysis, Cengage Learning
3. Foster, G.: Financial Statement Analysis, Englewood Cliffs, NJ, Prentice Hall.
4. Sahaf M.A – Management Accounting – Principles & Practice – Vikash Publication
5. Maheswari, S.N.: Management Accounting & Financial Control, New Delhi, Sultan Chand.
6. Foulke, R.A.: Practical Financial Statement Analysis, New York, McGraw-Hill.
7. Hendriksen, E.S.: Accounting Theory, New Delhi, Khosla Publishing House.
8. Porwal, L.S.: Accounting Theory – An Introduction, New Delhi, Tata-McGraw-Hill
9. Mishra B., Swain S, Financial Statement Analysis and Reporting, / V.K. Global Pvt. Ltd., New Delhi.
10. Athma Prashanth, Financial Statement Analysis and Reporting- -Himalaya Publishing House.

## **DISCIPLINE SPECIFIC COURSE-I**

### **Group B: Banking & Insurance**

#### **PAPER-BCH-5.3 (b): INDIAN BANKING AND INSURANCE SYSTEM**

**Course Objectives:** To enable the students to acquire knowledge about basics of banking and insurance.

#### **Unit-I: Concept of Bank and Banking**

Concept of Bank and Banking: Stages in evolution of banking in India, Banks and Economic Development –Functions of Commercial banks – Central Bank – functions – Emerging trends in Banking.

#### **Unit- II: Types of Customers and Account holders**

Types of Customers and Account holders: Procedure and practice in opening and operating the accounts of customers – individuals including minors - joint account holders -Partnership firms - joint stock companies , Bank & Customer Relationship [General &Special]

### **Unit- III: Internet Banking**

Meaning, Benefits, Home banking, Mobile banking, Virtual banking, E-payments, ATM Card/ Biometric card, Debit/Credit card, Smart card, NEFT, RTGS, ECS (credit/debit), E-money, Electronic purse, Digital cash.

### **Unit-IV: Introduction to insurance**

Purpose and need of insurance, insurance as a social security tool - insurance and economic development - Principles of insurance -various kinds of insurance - life, marine, fire, medical, general insurance - features.

### **Unit-V:**

Life Insurance - Law relating to life Insurance; General Principles of Life Insurance Contract; Proposal and policy; assignment and nomination; title and claims; General Insurance - Law relating to general insurance; different types of general insurance; general insurance Vs. life insurance – Insurance business in India.

**Learning Outcome:** After the completion of this paper, the student will acquired practical knowledge of working mechanism of banking and insurance industries in India.

### **Suggested Readings**

1. Dr. P. Periasamy: Principles and Practice of Insurance, Himalaya Publishing House, Delhi.
2. Mishra S. Banking Law and Practice – S Chand
3. Hota P.K., and Das S.K. Financial Literacy and Banking, Kalyani Publishers
4. Prasad – Banking Insurance – Vikash Publication
5. Inderjit Singh, RakeshKatyal& Sanjay Arora: Insurance Principles and Practices, Kalyani Publishers, Chennai.
6. Bedi. H.L: Theory and Practice of Banking.
7. Maheshwari. S.N.: Banking Law and Practice.
8. Shekar. K.C: Banking Theory Law and Practice.
9. Pannandikar&Mithami!: Banking in India.
10. G. Krishnaswamy : Principles & Practice of Life Insurance
11. Kothari &Bahl: Principles and Pratices of Insurance.

## **DISCIPLINE SPECIFIC COURSE-I**

### **Group – C: Management**

#### **PAPER-BCH-5.3 (c) Human Resource Management**

**Course Objective:** The objective of the course is to acquaint students with the techniques and principles to manage human resource of an organization.

### **Unit I: Human Resource Management**

Concept and functions; Role, status and competencies of HR manager; Organization of HR Department; HR Policies; Evolution of HRM; Emerging challenges of human resource management like workforce diversity, downsizing, work life balance.

### **Unit II: Acquisition of Human Resource**

Human resource planning; Job analysis – job description and job specification; Recruitment – Concept and sources; Selection – Concept and process; Testing and interview; Placement and induction.

### **Unit III: Training and Development**

Concept and importance; Identifying training and development needs; Designing training programmes; Training and development methods – Apprenticeship, understudy, job rotation, vestibule training, case study, role playing, sensitivity training, In-basket, management games, coaching and mentoring, management development programs; Evaluating training effectiveness.

### **Unit IV: Performance Appraisal**

Nature and objectives; Performance appraisal process; Methods of performance appraisal; Job changes - transfers and promotions; Potential appraisal.

### **Unit V: Compensation and Maintenance of employees**

Compensation - Concept and policies; Job evaluation; Methods of wage payments and incentive plans; Fringe benefits; Performance linked compensation; Employee health and safety; Employee welfare; Social security (excluding legal provisions); Grievance handling and redressal.

**Learning Outcomes:** This paper can enhance the capability of the students to manage the most important assets of organization i.e. human beings which is much needed to ensure growth of that organization.

### **Suggested Readings:**

1. Rao V.S.P - Human Resource Management. Vikash Publication
2. Human Resource Management, Sagun Ahuja, V.K. Global Pvt. Ltd., New Delhi
3. Human Resource Management- Satapathy, Taheer and Mohanty—Himalaya Publishing House P Ltd.
4. Human Resource Management, Gupta, Joshi. Kalyani Publishers, New Delhi
5. Sinha, P. R. N. Shekhar, S.P.Human Resource Management, Cengage Learning
6. Human Resource Management -Gajendran, A K Jha, Vrinda Publications (P) Ltd
7. DeCenzo, D.A. and S.P. Robbins, “Personnel/Human Resource Management”, Prentice Hall of India, New Delhi.
8. Khanka S.S. Human Resource Management. S Chand.

## **DISCIPLINE SPECIFIC COURSE-II**

### **Group A: Accounting & Finance**

#### **PAPER-BCH-5.4 (a): FINANCIAL MARKETS, INSTITUTIONS AND SERVICES**

**Course Objective:** To provide the student a basic knowledge of financial markets and institutions and to familiarize them with major financial services in India.

**UNIT-I: An Introduction to Financial System and its Components**

Financial markets and institutions. Financial intermediation, Functions and components of Financial System Financial system and economic development. An overview of Indian financial system.

**UNIT-II: Financial Markets**

Money market-functions, organization and instruments. Role of central bank in money market; Indian money market-An overview.

Capital Markets-functions, organization and instruments. Indian debt market; Indian equity market-primary and secondary markets; Role of stock exchanges in India.

**UNIT-III: Financial Institutions**

Commercial banking-introduction, its role in project finance and working capital finance. Development Financial Institutions (DFIs), Life and non-life insurance companies in India; Non-banking financial companies (NBFCs);

**UNIT-IV: Mutual Funds**

Introduction, Types and role in Capital Market, Regulation of Mutual Funds.

**UNIT-V: Financial Services:**

Leasing and hire-purchase, Consumer and housing finance; Venture capital finance; Factoring services, Bank Guarantees and Bank Undertakings, Letter of Credit; Credit Rating Agencies.

**Learning Outcome:** After the completion of this paper, the student will acquire basic knowledge about the financial system, markets, services and regulatory bodies in India.

**Suggested Readings:**

1. Bhole, L.M., Financial Markets and Institutions. Tata McGraw Hill Publishing Company
2. Khan, M.Y., Indian Financial System-Theory and Practice. New Delhi: Vikas Publishing House
3. Sharma, G.L., and Y.P. Singh. Contemporary Issues in Finance and Taxation. Academic Foundation, Delhi
4. Khan and Jain, Financial Services, Tata McGraw Hill
5. Singh, J.K., Venture Capital Financing in India. Dhanpat Rai and Company, New Delhi.
6. Annual Reports of Major Financial Institutions in India.

**DISCIPLINE SPECIFIC COURSE-II**

**Group B: Banking & Insurance**

**PAPER-BCH-5.4 (b): MERCHANT BANKING AND FINANCIAL SERVICES**

**Course Objectives:** To enable the students to understand the basic knowledge about the financial services available in India.

**Unit-I Merchant Banking:**

Nature and scope of Merchant Banking - Regulation of Merchant Banking Activity - overview of current Indian Merchant Banking scene - structure of Merchant Banking industry - professional Ethics and code of conduct - current Development

**Unit-II Financial Services:**

Meaning and Definition, Role of Financial Services in a financial system. Leasing; Hire purchase; Venture Capital; Bank Guarantees and Bank Undertakings, Letter of Credit; Credit Rating Agencies.

**Unit-III Factoring:**

Concept, nature and scope of Factoring - Forms of Factoring - Factoring vis-à-vis Bills Discounting - Factoring vis-à-vis credit Insurance Factoring vis-à-vis Forfeiting- Factoring in India current Developments.

**Unit-IV Securitization / Mortgages:**

Meaning, nature and scope of securitization, securitization as a Funding Mechanism. Depository: Meaning, Evolution, Merits and Demerits of Depository. Process of Dematerialization and Rematerialization, Brief description of NSDL and CDSL

**Unit-V Security Brokerage:**

Meaning of Brokerage, types of brokers. Difference between broker and jobber, SEBI Regulations relating to brokerage business in India.

**Learning Outcome:** After the completion of this course, the student will be able to understand the structure and function of mercantile banking and various financial services available in the present business world.

**Suggested Readings:**

- 1) Machiraju, Indian Financial System, Vikas Publishing House, 2nd Edition, 2002.
- 2) Merchant banking and financial services, Gupta /Gupta, Kalyani Publishers, New Delhi
- 3) M.Y.Khan, Financial Services, Tata McGraw-Hill, 11th Edition, 2008
- 4) Gopal C.R – Management Financial Service – S.Chand
- 5) NaliniPravaTripathy, Financial Services, PHI Learning, 2008
- 6) J.C.Verma, A Manual of Merchant Banking, Bharath Publishing House, New Delhi.
- 7) Varshney P.N. & Mittal D.K., Indian Financial System, Sultan Chand & Sons, New Delhi.
- 8) Sasidharan, Financial Services and System, Tata Mcgraw Hill, New Delhi, 1<sup>st</sup> Edition, 2008.
- 9) Website of SEBI.
- 10) Merchant Banking and Financial Services-Sharma M--Himalaya Publishing House

**DISCIPLINE SPECIFIC COURSE-II**

**Group – C: Management**

## **PAPER-BCH-5.4 (c): INTERNATIONAL BUSINESS**

**Course Objective:** The objective of the course is to familiarize the students with the concepts, importance and dynamics of international business and India's involvement with global business. The course also seeks to provide theoretical foundations of international business to the extent these are relevant to the global business operations and developments.

### **Unit I: Introduction to International Business**

a. Introduction to International Business: Globalization and its importance in world economy; Impact of globalization; International business vs. domestic business: Complexities of international business; Modes of entry into international business

### **Unit –II International Business Environment and International Organizations**

a. National and foreign environments and their components - economic, cultural and political-legal environments, Issues in International Trade; Balance of payment account and its components.

b. International Organizations and Arrangements: WTO – Its objectives, principles, organizational structure and functioning; An overview of other organizations – UNCTAD,; Commodity and other trading agreements (OPEC).

### **Unit –III International Trade & Financial Environment**

a. Regional Economic Co-operation: Forms of regional groupings; Integration efforts among in Europe, North America and Asia (NAFTA, EU, ASEAN and SAARC).

b. International Financial Environment: International financial system and institutions (IMF and World Bank – Objectives and Functions); Foreign exchange markets and risk management; Foreign investments - types and flows; Foreign investment in Indian perspective

### **Unit –IV Foreign Trade Promotion**

Foreign Trade Promotion Measures and Organizations in India; Special economic zones(SEZs) and export oriented units (EOUs), ; Measures for promoting foreign investments into and from India; Indian joint ventures and acquisitions abroad.

### **Unit- V Financing of foreign trade**

Financing of foreign trade and payment terms – sources of trade finance (Banks, factoring, for factoring, Banker's Acceptance and Corporate Guarantee) and forms of payment (Cash in advance, Letter of Credit, LoU, Documentary Collection, Open Account)

**Learning Outcome:** After completion of the course the student will acquire the basic knowledge about international business and financial environment.

### **Suggested Readings:**

1. Cherunilam, Francis. International Business: Text and Cases. PHI Learning
2. Daniels John, D. Lee H. Radenbaugh and David P. Sullivan. International Business. Pearson Education
3. Charles W.L. Hill and Arun Kumar Jain, International Business. New Delhi: McGraw Hill Education



4. Johnson, Derbe., and Colin Turner. International Business - Themes & Issues in the Modern Global Economy. London: Roulledge.
5. Subba Rao P – International Business-Himalaya Publishing House
6. Joshi international business sitk in international business, Oxford University Press

### **PAPER BCH 5.6: QUANTITATIVE AND LOGICAL THINKING**

**Course Objective:** To make sound arguments based on mathematical reasoning and/or careful analysis of data and to exhibit critical thinking by developing sound sense of inquiry.

**Unit – 1:** Whole numbers, Integers, Rational and irrational numbers, Fractions, Square roots and Cube roots, Surds and Indices, Problems on Numbers, Divisibility Steps of Long Division Method for Finding Square Roots, Different formulae of Percentage, Profit and Loss, Discount, Simple interest, Ratio and Proportion, Mixture

**Unit- II:** Time and Work, Pipes and Cisterns, Basic concepts of Time, Distance and Speed ; relationship among them ,Concept of Angles, Different Polygons like triangles, rectangle, square, right angled triangle, Pythagorean Theorem, Perimeter and Area of Triangles, Rectangles, Circles, Raw and Grouped Data, Bar Graphs, Pie charts, Mean, Median and Mode, Events and Sample Space, Probability

**Unit-III:** Analogy basing on kinds of relationships, Simple Analogy; Pattern and Series of Numbers, Letters, Figures. Coding-Decoding of Numbers, Letters, Symbols (Figures), Blood relations, Logical Statements – Two premise argument, More than two premise argument using connectives, Venn Diagrams, Mirror Images, Problems on Cubes & Dices

**Learning Outcome:** At the end of this course, the students will be ready to understand, apply and communicate logical and quantitative approaches in decision making.

**Suggested Readings:**

**As per the Instructor of the Course.**

### **SIXTH SEMESTER**

#### **PAPER- BCH-6.1**

#### **AUDITING AND CORPORATE GOVERNANCE**

**Course Objective:** To provide knowledge of auditing principles, procedures and techniques in accordance with current legal requirements and professional standards and to give an overview of the principles of Corporate Governance and Corporate Social Responsibility

**UNIT-I: Introduction**

**Auditing:** Introduction, Meaning, Objectives, Basic Principles and Techniques; Classification of Audit, Audit Planning, Internal Control – Internal Check and Internal Audit; Audit Procedure – Vouching and verification of Assets & Liabilities.

**UNIT-II: Audit of Companies**

Audit of Limited Companies: Company Auditor- Qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties Auditor’s Report-Contents and Types. Liabilities of Statutory Auditors under the Companies Act 2013.

### **UNIT-III: Special Areas of Audit**

Special Areas of Audit: Special features of Cost audit, Tax audit, and Management audit; Recent Trends in Auditing: Basic considerations of audit in EDP Environment; Computer aided audit techniques and tools; Auditing Standards.

### **UNIT-IV: Corporate Governance**

Conceptual framework of Corporate Governance: Theories & Models, Broad Committees; Corporate Governance Reforms. Major Corporate Scandals in India and Abroad: Common Governance Problems Noticed in various Corporate Failures. Codes & Standards on Corporate Governance.

### **UNIT-V: Business Ethics and CSR**

Morality and ethics, business values and ethics, approaches and practices of business ethics, corporate ethics, ethics program, codes of ethics, ethics committee; Ethical Behaviour: Concepts and advantages; Rating Agencies; Green Governance; Clause 49 and Listing Agreement. Corporate Social Responsibility – Concept of CSR, Corporate Philanthropy, Strategic Planning and Corporate Social Responsibility.

**Learning Outcome:** At the end of the paper student will have detail knowledge about principles and techniques of audit in accordance with current legal requirement and as per the guidelines of different statutory authorities.

#### **Suggested Readings:**

1. Ravinder Kumar and Virender Sharma, Auditing Principles and Practice, PHI Learning
2. Aruna Jha, Auditing. Taxmann Publication.
3. Anil Kumar, Corporate Governance: Theory and Practice, Indian Book House, New Delhi
4. KV Bhanumurthy and Usha Krishna, Politics, Ethics and Social Responsibility of Business, Pearson Education
5. N Balasubramanian, A Casebook on Corporate Governance and Stewardship.
6. B.N. Ghosh, Business Ethics and Corporate Governance, McGraw Hill Education
7. S K Mandal, Ethics in Business and Corporate Governance, McGraw Hill Education
8. Sharma, J.P., Corporate Governance, Business Ethics, and CSR, Ane Books Pvt Ltd, New Delhi
9. Satapathy S.K & B.M Jena-Auditing Principles and Practice- Himalaya Publishers
10. Murthy CSV - Corporate Governance, Himalaya Publishing House
11. Jagdish Prakash, "Auditing-Principles, Practice and Problems", Kalyani Publishers

## PAPER- BCH-6.2

### BUSINESS MATHEMATICS

**Course Objective:** The objective of this course is to familiarize the students with the basic mathematical tools with emphasis on applications to business and economic situations.

#### UNIT-I: Matrices and Determinant

Algebra of matrices, Inverse of a matrix, Matrix Operation – Business Application  
Solution of system of linear equations (having unique solution and involving not more than three variables) using matrix inversion Method and Cremer's Rule.

#### UNIT-II: Calculus I:

Mathematical functions and their types- linear, quadratic, polynomial, exponential, logarithmic and logistic function. Concepts of limit, and continuity of a function, Concept and rules of differentiation.

#### UNIT-III: Calculus II

Integration: Standard forms, Methods of integration – by substitution, by parts and by use of partial fractions, definite integration, finding areas in simple cases

#### UNIT-IV: Mathematics of Finance

Compounding and discounting of a sum using different types of rates. Types of annuities, like ordinary, due, deferred, continuous, perpetual, and their future and present values using different types of rates of interest, Depreciation of Assets. (*General annuities to be excluded*)

#### UNIT-V: Linear Programming

Formulation of linear programming problems (LPP): Graphical solution to LPPs. Cases of unique and multiple optimal solutions, unbounded solutions and infeasibility, and redundant constraints, Solution to LPPs using Simplex method.

**Learning Outcome:** After reading this subject the students will be able to understand basic concepts in the areas of business calculus and financial mathematics.

#### Suggested Readings:

1. Arora P.N. Business Mathematics – S.Chand
2. Anthony, M. and N. Biggs. Mathematics for Economics and Finance. Cambridge University Press.
3. Arora S.R & Gupta K. – Business Mathematics – Taxmann Publication
4. Ayres, Frank Jr. Theory and Problems of Mathematics of Finance. Schaum's Outlines Series. McGraw Hill Publishing Co.
5. Budnick, P. Applied Mathematics. McGraw Hill Publishing Co.
6. Dowling, E.T. Mathematics for Economics, Schaum's Outlines Series. McGraw Hill Publishing Co.
7. Mizrahi and John Sullivan. Mathematics for Business and Social Sciences. Wiley and Sons.
8. Zamirudeen & Bhambri – Business Statistics – Vikash Publication
9. Wikes, F.M. Mathematics for Business, Finance and Economics. Thomson Learning.

10. Prasad, Bindra and P.K. Mittal. Fundamentals of Business Mathematics. Har-Anand Publications.
11. Thukral, J.K. Mathematics for Business Studies. Mayur Publications.
12. Vohra, N.D. Quantitative Techniques in Management. Tata McGraw Hill Publishing Company.
13. Soni, R.S. Business Mathematics. Pitambar Publishing House.
14. Singh J. K. Business Mathematics. Himalaya Publishing House
15. Hazarika P. Business Mathematics – S.Chand.

### **DISCIPLINE SPECIFIC COURSE-III**

#### **PAPER-BCH-6.3 (a): ACCOUNTING STANDARDS**

**Course Objectives:** To familiarize students with the concept of Accounting standards and to grasp the usage and methods of usage of Accounting Standards in preparation of Financial Statements of a Company.

#### **UNIT-I: Introduction to Accounting Standards**

**Accounting standards** – Concepts, Objectives, Benefits, Limitations, Standard setting process, Overview of Accounting Standards in India, International Accounting Standard Board, and Classification of companies – Tiers

#### **UNIT-II: Accounting Standards – Part I**

AS 1 – Disclosure of Accounting policies, AS 2 – Valuation of Inventories (Revised) , AS 3 – Cash Flow Statement, AS 4- Contingencies and Events occurring after Balance sheet date (Revised), AS 9- Revenue Recognition, AS 10 – Property, Plant and Equipment (Revised)

#### **UNIT-III: Accounting Standards – Part II**

AS 13 – Accounting for Investments (Revised), AS 14- Accounting for Amalgamations (Revised), AS 18 – Related Party disclosures, AS 19 – leases, AS 20 – Earnings Per Share.

#### **UNIT-IV: Accounting Standards – Part III**

AS 21- Consolidated Financial Statements (Revised), AS 25 – Interim Financial Reporting, AS 26 - Intangible Assets

#### **UNIT-V: Recent developments**

Ind AS (Indian Accounting Standards) and IFRS – concepts and convergence, Convergence schedule, Criteria for convergence.

**Learning Outcome:** On completion of the course the students will develop a clear understanding of the Accounting Standards (IAS or IFRS) and their application to the companies who use them.

#### **Suggested Readings:**

**As per the Instructor of the Course.**

**DISCIPLINE SPECIFIC COURSE-III  
PAPER-BCH-6.3 (b): FUNDAMENTALS OF INVESTMENT**

**Course Objective:** To familiarize the students with different investment alternatives, introduce them to the framework of their analysis and valuation and highlight the role of investor protection.

**Unit-I: Introduction**

The Investment Environment- The investment decision process, Types of Investments – Commodities, Real Estate and Financial Assets, the Indian securities market, the market participants and trading of securities, security market indices, sources of financial information, Concept of return and risk, Impact of Taxes and Inflation on return.

**Unit – II: Investor Protection and SEBI**

Role of SEBI and stock exchanges in investor protection; Investor grievances and their redressal system, insider trading, investors' awareness and activism.

**Unit-III: Fixed Income Securities**

Bond features, types of bonds, estimating bond yields, Bond Valuation types of bond risks, default risk and credit rating.

**Unit-IV: Approaches to Equity Analysis**

Introductions to Fundamental Analysis, Technical Analysis and Efficient Market Hypothesis, dividend capitalization models, and price-earnings multiple approach to equity valuation.

**Unit-V: Portfolio Analysis and Financial Derivatives**

Portfolio and Diversification, Portfolio Risk and Return. Mutual Funds.  
Introduction to Financial Derivatives, Financial Derivatives Markets in India.

**Learning outcome:** After completion of this paper, this paper will educate the students about various aspect of investment in detail along with understandability of stock market operation, focusing on need for common investor protection.

**Suggested Readings**

1. Fundamentals of Investment, Sashi Gupta, Kalyani Publishers, New Delhi.
2. Bhalla – Fundamentals of Investment – S.Chand
3. Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi.
4. Pandian P. – Security Analysis & Portfolio Management – Vikash Publication

5. Prasanna, Chandra, "Investment Analysis and Portfolio Management", Tata McGraw Hill.
6. Vohra, N.D., and B.R. Bagri, "Futures and Options", McGraw Hill Publishing
7. Fundamentals of Investment, Vandana Dangi, V.K. Globa. Pub. Pvt. Ltd. New delhi

### **DISCIPLINE SPECIFIC COURSE-III**

#### **PAPER-BCH-6.3 (c): CUSTOMER AFFAIRS AND CONSUMER CARE**

**Course Objective:** This course provides an understanding for the procedure of redressal of consumer complaints, and the role of different agencies in establishing product and service standards. The student should be able to comprehend the interface between business firms and consumers and the consumer related regulatory and business environment.

#### **UNIT-I: Conceptual Framework**

Consumer and Markets: Concept of Consumer, Nature of markets, Concept of Price in Retail and Wholesale, Maximum Retail Price (MRP) and Local Taxes, Fair Price, labeling and packaging

Experiencing and Voicing Dissatisfaction: Consumer Satisfaction/dissatisfaction-Grievances-complaint, Consumer Complaining Behaviour: Alternatives available to Dissatisfied Consumers; Internal and External Complaint handling: Corporate Redress Systems and Public Redress Systems

#### **UNIT-II: The Consumer Protection Act, 1986 (CPA)**

Objectives and Basic Concepts: Consumer, goods, service, defect in goods, deficiency in service, spurious goods and services, unfair trade practice, restrictive trade practice.

Organizational set-up under the Consumer Protection Act: Advisory Bodies: Consumer Protection Councils at the Central, State and District Levels, Basic Consumer Rights; Adjudicatory Bodies: District Forums, State Commissions, National Commission: Their Composition, Powers, and Jurisdiction (Pecuniary and Territorial), Role of Supreme Court under the CPA.

#### **UNIT-III: Grievance Redress Mechanism under the Consumer Protection Act, 1986**

Who can file a complaint? Grounds of filing a complaint; Limitation period; Procedure for filing and hearing of a complaint; Disposal of cases, Relief/Remedy to be provided; Temporary Injunction, Enforcement of order, Appeal, frivolous and vexatious complaints; Offences and penalties. Leading Cases decided under Consumer Protection Act.

#### **UNIT-IV: Industry Regulators and Consumer Complaint Redress Mechanism**

- i. Banking: RBI and Banking Ombudsman
- ii. Insurance: IRDA and Insurance ombudsman
- iii. Telecommunication: TRAI

- iv. Food Products: FSSAI (an overview)
- v. Electricity Supply: Electricity Regulatory commission
- vi. Advertising: ASCI

### **UNIT-V: Consumer Protection in India**

Consumer Movement in India;; Evolution of Consumer Movement in India. Formation of consumer organizations and their role in consumer protection, recent developments in Consumer Protection in India, National Consumer Helpline, Citizens Charter, Product testing.

Quality and Standardization: Voluntary and Mandatory standards; Role of BIS, Indian Standards Mark (ISI), Ag-mark, Hallmarking, Licensing and Surveillance; ISO: An overview

**Learning Outcome:** After completion of this paper, the students will be able to understand the concept of consumer services available in the market and demand their rights as a consumer. The students will also aware about the regulation relating to consumer affairs.

#### **Suggested Readings:**

1. Khanna, Sri Ram, Savita Hanspal, Sheetal Kapoor, and H.K. Awasthi. Consumer Affairs”.
2. Aggarwal, V. K. (2003). Consumer Protection: Law and Practice. 5th ed. Bharat Law House, Delhi, or latest edition.
3. Girimaji, Pushpa (2002). Consumer Right for Everyone Penguin Books.
4. Nader, Ralph (1973). The Consumer and Corporate Accountability. USA, Harcourt Brace Jovanovich, Inc.
5. Sharma, Deepa (2011).Consumer Protection and Grievance-Redress in India: A Study of Insurance Industry (LAP LAMBERT Academic Publishing GmbH & Co.KG, Saarbrucken, Germany. 263 pp.
6. The Consumer Protection Act, 1986
7. Bhatta KG- Customer Care Management-Himalaya Publishing House
8. Nair Suja – Consumer Behaviour – Himalaya Publishing House

### **DISCIPLINE SPECIFIC COURSE-IV**

#### **PAPER-BCH-6.4: BUSINESS RESEARCH METHODOLOGY & PROJECT WORK**

**Course Objective:** This course aims at providing the general understanding of business research and the methods of business research. The course will impart learning about how to collect, analyze, present and interpret data.

#### **UNIT-I: Introduction**

Research: Meaning and Objectives, Type of Research, Role of research in functional areas; Accounting, Finance, Marketing, Human Resource.

#### **UNIT-II: Research Process and Hypothesis Testing**

Defining Research Problems: Setting Objectives, Formulating Hypothesis, Research Design, Sample Design, Collection of Primary and secondary data, Design of questionnaire. Tests concerning means and proportions; T test, Classical Normal Linear Regression

### **UNIT-III: Report Preparation**

Meaning, types and layout of research report; Steps in report writing; Bibliography and Annexure in report, JEL classification.

**Learning Outcome:** After completion of this course, the students will be able to identify and analyse business problems and effective ways to answer those problems. Students will be able to formulate and present effective research reports.

#### **Suggested Readings:**

1. Kothari C.R, Garg G., Research methodology, New Age International Publishers, New Delhi
2. Krishnaswami O.R. : “Methodology of Research in Social Science ‘Himalaya Publishing, Mumbai
3. Gupta Suresh: Research Methodology , Deep and Deep Publications, New Delhi
4. Business Research methods, S.C. Agarwal, V.K. Global Pub. Pvt. Ltd., New Delhi.
5. Kumar Ranjith: Research Methodology: A step by step Guide for Beginners, Sage Publishers, New Delhi
6. Chawla & Sondhi, Research Methodology, Vikas Publishing House Pvt. Ltd, New Delhi.
7. Majhi & Khatua, Research Methodology, Himalaya Publishing, Mumbai References
8. Krishnaswami O.R. : “Methodology of Research in Social Science ‘Himalaya Publishing, Mumbai
9. Kumar Ranjith: Research Methodology: A step by step Guide for Beginners, Sage Publishers, New Delhi
10. Kothari, C.R, Research methodology, New Age International Publishers, New Delhi
11. Chawla & Sondhi, Research Methodology, Vikas Publishing House Pvt. Ltd, New Delhi.