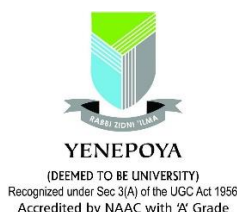


Yenepoya Institute of Arts, Science,
Commerce and Management (YIASCM)
Yenepoya (Deemed to be University)



B. Com

**Syllabus for
Online Programme**

(UNDERGRADUATE PROGRAMME)

YENEPOYA DEEMED TO-BE- UNIVERSITY

B.COM (BACHELOR OF COMMERCE)

The Bachelor of Commerce degree is designed to provide a student with a wide range of managerial skills while at the same time builds competence in a particular area of business studies. Commerce education plays a very important role in changing the business world. It is the most important key, which leads to success in all sectors of economy.

The education imparted among Commerce students includes lecturing, learning, group discussion, brain-storming, simulation exercises, case study, role-play, seminars etc... Through all these, the Commerce students have derived some benefits. Lecturing seeks to offer a large amount of knowledge in a capsule form. Interaction and group discussion will make them involve in the topic and develop debating qualities. Brain-storming sessions help the students develop their creative thinking in groups. Simulation exercises make them change their attitude in different cases. Case study makes them understand the subject; improve communication skill, problem-solving rationale and many more. However, a Commerce student would understand the value of concentration, patience and creativity thereby trying to develop within him, the fruit of real education.

Commerce education has gained such an importance because if a simple mistake is committed or an entrepreneur in his business affairs takes a slightly wrong decision, then it would lead to the doom of his enterprise, which has been developed so far. Therefore, Commerce education is very important. The activities relating to Commerce is also affected when the business cycle is not going well.

Through Commerce education, a student is exposed to the environment of the business world. It is helpful for preparing them for self-employment and developing in them, the entrepreneurial abilities. It also inculcates practice orientation among the students. It makes them know about the importance of applying economic principles while making business decisions. It makes them aware of social, economic and political problems relating to business concerns. It teaches them to face the market situation, to adapt themselves to the present circumstances. Moreover, it helps them to meet the global competition.

The process of Commerce education can be understood through its nature. It is a socio-behavioral science i.e. it is the science, which studies the social behavior or human behavior with conduct of business activities.

The role played by an effective system of Commerce education is self-evident as it provides necessary inputs among the young graduates of today, towards turning them to dynamic and successful businessmen of tomorrow. It must train the students not only in the technical aspects of the business, but also teach morals and ethics. The Commerce education must be theoretical and practical. This must never be forgotten that the real education is one, which provides freedom of thought and judgment and liberation from dogmas. In this way, the role played by Commerce education is very important or sufficient as well as effective in the changing business world. The Yenepoya University proposes to conduct the B.com course in order to offer a more modern and complete training to eligible students interested in the field of commerce.

OBJECTIVES:

Yenepoya University proposes to conduct B.Com course with the following objectives;

- To provide a strong foundation and understanding of the functioning of business organizations, commercial transactions and of various specialized operations such as accounting, finance and costing by offering a comprehensive curriculum.
- To develop professional knowledge and skills in Accounting, Finance, Taxation, etc. by adopting learner centered pedagogical practices.
- To develop competency in students to pursue higher level programmes such as CA, ICWA, ACCA, M.COM, MBA or other Master Programmes in Commerce/Management.
- To enhance employability and to be able to take up challenging job assignments.
- To develop the conceptual and practical skills of the students aimed at the intellectual pursuit of knowledge of commercial sciences.
- To help understand methods and processes of commerce in every area of activity
- To expose them to the areas of application of knowledge in business firms and industrial organizations, and
- To enable them to acquire complete basic and intermediary practical knowledge of various commerce subjects with the sole purpose of making them self-dependant and easily employable.

TARGET GROUP OF LEARNERS:

The Program is targeted to following group of learners / students:

- those deprived of admission in the regular mode due to limited intake capacity.
- those employed in various organizations who desire to pursue higher education as a passion or as a means for movement up the promotional ladder.
- drop outs primarily due to social, financial and economic compulsions as well as demographic reasons.
- population of any age and those living in remote areas where higher education institutes are not easily accessible.

DURATION OF THE COURSE

The duration of the course shall be three years. Each academic year shall be divided into two semesters. The first academic year shall comprise the first and second semesters, the second academic year, the third and fourth semesters, and the third academic year as the fifth and sixth semesters.

ELIGIBILITY FOR ADMISSION:

A candidate who has passed the two years Pre-University Examination conducted by the Pre-University Education Board in the State of Karnataka or any other government recognized examination like polytechnic diploma holders / other government boards considered as equivalent thereto by university is eligible for admission to these Programme.

ADMISSION PROCESS:

Students would visit the website of Yenepoya University for online programs for getting the course information. Students would be counselled through our online counselors and mail the required documents and fees for admission purpose. Each student would be considered as provisionally registered till the time the documents are not verified by the university team. Provisional students would be provided with the access to Learning Management System enabling the learner to start accessing the learning resources upon registration.

Post verification of documents the student would be provided with enrolment numbers. Admission Cycle and timelines as per UGC norms.

ADMISSION BATCH:

As per UGC guidelines for Online programme, there would be two admission intake batches in each year as follows:

- January Batch
- July Batch

University would follow the timelines for admission of UGC as issued from time to time.

MEDIUM OF INSTRUCTION:

The medium of instruction and examination shall be English.

CHOICE BASED CREDIT SYSTEM (CBCS):

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses. The courses can be evaluated following the grading system, which is considered to be better than the conventional marks system. Therefore, it is necessary to introduce uniform grading system in the entire higher education in India. This will benefit the students to move across institutions within India to begin with and across countries. The uniform grading system will also enable potential employers in assessing the performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the UGC has formulated the guidelines to be followed.

Students would be provided with buckets of electives which they can choose as per their choice. Each elective buckets have relevant topics in the said domain enabling the students to have a successful career in their professional life.

University would introduce more electives based on domain moving ahead providing the students a wider choice to select appropriate elective buckets.

Details of Courses under B.Com

1. Core Course (4 Credits)
(20 Papers) 20X4= 80 Credits
2. Elective Course (4 Credits)
(6 Papers) 6X4=24 Credits
Students to choose from the elective buckets.
- 1 Project Work – 6 Credits 6X1=6 Credits
3. Ability Enhancement Courses (4 Credits)

1. Ability Enhancement Compulsory Courses (AECC)

(3 Papers of 4 credits each)

3 X 4=12 Credits

Business Communication Skills

Ecology & Environment

Universal Human Values & Professional Ethics

Total Credit= 122 Credits**Teaching Learning Methodology**

The university would provide students access to Learning Management System for each student to access the online course ware.

| Quadrant | Quadrant Type | Learning Resource Type | Type | Delivery Format |
|----------|------------------|--|---------------|--|
| 1 | E – Tutorial | Tutorials: Recorded Videos | Chapter Level | MP4 (Audio Video Content) |
| | | Animation / Gamified Module | Chapter Level | SCORM File |
| | | Simulated Case Study | Subject Level | SCORM File |
| 2 | e-Content | E-book | Chapter Level | PDF/ Notes |
| | | Study Guide | Chapter Level | PPT / Bullet Notes |
| | | Web Resources | Chapter Level | Articles and Reference Videos from Swayam, NPTEL and other platforms |
| 3 | Discussion Forum | Discussion Forum | Chapter Level | Real Time Technology |
| | | Synchronous Interactive Sessions – Live Sessions | Chapter Level | Real Time Technology |
| 4 | Assessment | FAQ | Chapter Level | System Upload for Objective Questions with Answer keys and Document Upload for Subjective questions in assessment in form of Assignments (Continuous Evaluation) |
| | | Mis-Conception | Chapter Level | |
| | | Practice Assignment | Chapter Level | |

The students would get the following Learning Resources through LMS for every course /subject:

- E-Books (Self-Learning Material)
- Study Guide (PPT)
- Practice Test through LMS – Gamified Module
- Audio / Video Component in Learning Management System - Tutorials
- Reference Material – Web Resources for research purpose

- Simulated Case Study
- FAQ and Misconceptions for each course/subject
- Practice Self-Assessment Question (Essay Questions)
- Discussion Forums through LMS
- Live Interactive Synchronous Online Sessions would be conducted through the Learning Management System

Online Examination Assessment Structure:

| Particulars | Weightage |
|---------------------|-----------|
| Internal Assessment | 25% |
| Final Examination | 75% |
| | 100% |

Continuous Internal Assessment (CIA)

Internal Assessment for each course is continuous, and details for each test are notified well in advance. CIA consists of the following:

| SN | Internal Assessment weightage 25% | Marks |
|----|--|-------|
| 1 | Objective Type of Assignment (Multiple Choice through LMS) | 10 |
| 2 | Subjective Type of Assignment (Essay based questions, wherein answer sheets are uploaded in LMS by Students) | 10 |
| 3 | Graded Discussion Forum Per Subject | 5 |

The marks of the internal assessment shall be published on web portal / lms of the university for information of the students.

Online Registration for Examinations (Online Exam Form)

A candidate shall register for all the papers of a semester when he/she appears for the examination of that semester for the first time.

- The semester end online examinations have 75% weightage.
- Based on the academic calendar of the university, the online exam form would be published through the website.
- The university controller of exams declares the exam window timelines of 10 days within which the students would have to select the subject and select the available time slots for the said online examination.
- Exam form would be published for slot booking on university website; this exam form would be live on website at least 30 days before online exam conduction.
- The students must select the subject / time slot and submit the exam form during this period for the forthcoming exam cycle.
- Students should successfully submit all their assignments before the semester end exams.

Conduct of Online Examinations

There shall be online examinations at the end of each semester, as prescribed in the Scheme of Examinations.

Examination Scheme/Assessment Question Pattern for the Internal exam will be as below

| | | | | |
|--------------|--|-----------------------------|-----------|---------------|
| Assignment 1 | Objective Type of Assignment (Multiple Choice through LMS) | 50 Questions x 2 mark each | 100 Marks | Weightage 10% |
| Assignment 2 | Subjective Type of Assignment (Essay based questions, wherein answer sheets are uploaded in LMS by Students) | 2 Questions x 10 marks each | 100 Marks | Weightage 10% |
| Assignment 3 | Discussion Forum Per Subject | 1 Question x 5 marks each | 100 Marks | Weightage 5% |
| | Total | | | 25 Marks |

Online Examination Scheme/Assessment Question Pattern for the end semester online exam will be as below:

| | | | |
|-----------|---|----------------------------|----------|
| Section A | MCQ & Objective Questions | 54 questions x 1 mark each | 54 Marks |
| Section B | Analytical Questions/Illustrations/ case studies/essay type questions | 3 Questions x 7 marks each | 21 Marks |
| | Total | | 75 Marks |

Minimum for a Pass

No candidate shall be declared to have passed the Semester Examination unless he/she obtains not less than 40% marks in the aggregate of final examination and internal assessment put together in each of the subjects. Continuous Evaluation Marks (Internal Marks) along with Final Exams Marks put together; the candidate must get minimum 40% for passing the assessment for the said subject. If a candidate fails in any subjects, he/she shall appear for that subject at any subsequent examination cycle, within the maximum 6 years from date of registration prescribed for completing the programme.

With Holding of Results

Results will be withheld when a student has not paid his/her dues or there is a case of disciplinary action pending against him/her.

Carry Over

A candidate who fails in a lower semester examination may go to the higher semester and take the examination.

Classification of Successful Candidates

Grading System For Choice Based Credit System (CBCS) - The College adopts a ten point grading system. Conversion of credit(s) into grade(s)

Grades and Grade Points

| Letter Grade | Grade Point |
|-------------------|-------------|
| O (Outstanding) | 10 |
| A+ (Excellent) | 9 |
| A (Very Good) | 8 |
| B+ (Good) | 7 |
| B (above average) | 6 |
| C (Average) | 5 |
| P (Pass) | 4 |
| F (Fail) | 0 |
| Ab (Absent) | 0 |

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

The Universities can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree taking into consideration the recommendations of the statutory professional councils such as AICTE, MCI, BCI, NCTE etc.

Program Structure and Syllabus:

| Semester | Course Code | Paper | Credit | Live Sessions | Internal | External | Total |
|----------|-------------|---|--------|---------------|----------|----------|-------|
| 1 | BCom-101 | Principles of Accounting | 4 | 12 | 25 | 75 | 100 |
| 1 | BCom-102 | Business Mathematics and Statistics | 4 | 12 | 25 | 75 | 100 |
| 1 | BCom-103 | Business Communication Skills | 4 | 12 | 25 | 75 | 100 |
| 1 | BCom-104 | Principles of Organization & Management | 4 | 12 | 25 | 75 | 100 |
| 1 | BCom-105 | Business Economics | 4 | 12 | 25 | 75 | 100 |
| 2 | BCom-106 | Business Law | 4 | 12 | 25 | 75 | 100 |

| | | | | | | | |
|---|--------------|--|---|----|----|----|-----|
| 2 | BCom -107 | Financial Accounting | 4 | 12 | 25 | 75 | 100 |
| 2 | BCom -108 | Introduction to Computers | 4 | 12 | 25 | 75 | 100 |
| 2 | BCom -109 | Macro-Economic Analysis | 4 | 12 | 25 | 75 | 100 |
| 2 | BCom -110 | Indian Banking System | 4 | 12 | 25 | 75 | 100 |
| 3 | BCom -111 | Fundamentals of Cost Accounting | 4 | 12 | 25 | 75 | 100 |
| 3 | BCom -112 | Management Accounting | 4 | 12 | 25 | 75 | 100 |
| 3 | BCom -113 | Ecology & Environment | 4 | 12 | 25 | 75 | 100 |
| 3 | BCom -114 | Banking Law and Practice | 4 | 12 | 25 | 75 | 100 |
| 3 | BCom -115 | Fundamentals of Income Tax | 4 | 12 | 25 | 75 | 100 |
| 4 | BCom -116 | Corporate Accounting | 4 | 12 | 25 | 75 | 100 |
| 4 | BCom -117 | Advanced Cost Accounting | 4 | 12 | 25 | 75 | 100 |
| 4 | BCom -118 | Financial Management | 4 | 12 | 25 | 75 | 100 |
| 4 | BCom -119 | Universal Human Values & Professional Ethics | 4 | 12 | 25 | 75 | 100 |
| 4 | BCom -120 | Advanced Corporate Accounting | 4 | 12 | 25 | 75 | 100 |
| 5 | BCom -121 | Goods and Services Tax | 4 | 12 | 25 | 75 | 100 |
| 5 | BCom -122 | Assessment of Direct Taxes | 4 | 12 | 25 | 75 | 100 |
| 5 | BCom -123 | Elective 1 | 4 | 12 | 25 | 75 | 100 |
| 5 | BCom -124 | Elective 2 | 4 | 12 | 25 | 75 | 100 |
| 5 | BCom -125 | Elective 3 | 4 | 12 | 25 | 75 | 100 |
| 6 | BCom -126 | Principles of Auditing | 4 | 12 | 25 | 75 | 100 |
| 6 | BCom -127 | Elective 4 | 4 | 12 | 25 | 75 | 100 |
| 6 | BCom -128 | Elective 5 | 4 | 12 | 25 | 75 | 100 |

| | | | | | | | |
|---|--------------|---------------|-----|----|----|----|-----|
| 6 | BCom -129 | Elective 6 | 4 | 12 | 25 | 75 | 100 |
| 6 | BCom -130 | Project Work | 6 | -- | 25 | 75 | 100 |
| | | Total Credits | 122 | | | | |

*Online Sessions and Discussion Forums as per UGC guidelines for Online Programs
 *Live Online Sessions of 12 hours for 4 credit course
 *Open Discussion forum of 24 hours for 4 credit course

Program Syllabus - Table of Contents

Semester 1:.....

 Subject: Principles of Accounting.....

 Subject: Business Mathematics and Statistics

 Subject: Business Communication Skills -

 Subject: Principles of Organization & Management

 Subject: Business Economics.....

Semester 2:.....

 Subject: Business Law

 Subject: Financial Accounting

 Subject: Introduction to Computers

 Subject: Macro-Economic Analysis.....

 Subject: Indian Banking System.....

Semester 3:.....

 Subject: Fundamentals of Cost Accounting.....

 Subject: Management Accounting

 Subject: Ecology & Environment

 Subject: Banking Law and Practice

 Subject: Fundamentals of Income Tax.....

Semester 4:.....

 Subject: Corporate Accounting.....

 Subject: Advanced Cost Accounting

 Subject: Financial Management.....

 Subject: Universal Human Values & Professional Ethics

 Subject: Advanced Corporate Accounting.....

Semester 5:.....

 Subject: Goods and Services Tax.....

 Subject: Assessment of Direct Taxes.....

 Subject: Elective 1

| | |
|--|--|
| Subject: Elective 2 | |
| Subject: Elective 3 | |
| Semester 6:..... | |
| Subject: Principles of Auditing | |
| Subject: Elective 4 | |
| Subject: Elective 5 | |
| Subject: Elective 6 | |
| Subject: Project Work | |
| Electives in Banking Management | |
| Elective 1: Basics of Banking | |
| Elective 2: Bank Lending..... | |
| Elective 3: Commercial Banks in Indian Economy | |
| Elective 4: Working Capital Management in Bank | |
| Elective 5: Issues Of Bank Management | |
| Elective 6: Rural Banking | |
| Electives in Investment and Wealth Management | |
| Elective 1: Portfolio Management | |
| Elective 2: Financial Derivatives | |
| Elective 3: Mutual Funds & Risk Management..... | |
| Elective 4: Merger & Acquisition..... | |
| Elective 5: Commodities Market | |
| Elective 6: Security Analysis and Valuation..... | |
| Electives in BFSI | |
| Elective 1: Basics of Banking | |
| Elective 2: Rural Banking..... | |
| Elective 3: Mutual Funds & Risk Management..... | |
| Elective 4: Financial Derivatives | |
| Elective 5: General Insurance | |
| Elective 6: Life Insurance | |

*Students to choose any one Elective bucket for pursuing the said program

| | Programme Outcomes (POs) |
|------------|--|
| PO1 | Knowledge Acquisition: Acquire in depth knowledge, understand fundamental concepts and skills as well as commercial, financial, economic and managerial issues of the country and the world. |
| PO2 | Skill Development: Development of skills of applying fundamentals, concepts and knowledge of Commerce, Accountancy, Organization, Management, Auditing, Banking, Insurance, Taxation, Communication, Organizational Behavior, Insurance and Banking to real life situations. |
| PO3 | Legal Awareness: Create awareness about law and legislations related to commerce, business, banking and insurance. |
| PO4 | Professional Accounting Practices: Apply reasoning informed by the knowledge to assess societal, health, safety, legal and cultural issues and consequent responsibilities relevant to the professional accounting, banking and insurance practice. |
| PO5 | Communication and leadership skills: Communicate effectively with stakeholders, accounting professionals and IT community as well as with society at large and become capable to comprehend and write effectively business letters, reports and applications. Make effective presentations and give and receive clear instructions. |
| PO6 | Analytical Skills: Identify accounting, auditing, banking, insurance and life skill related problems to arise at substantiated conclusions using fundamentals learnt in the programme. |
| PO7 | Use of Tools and Technology: Acquire updated knowledge of using new statistical, accounting, auditing, banking and communication technological tools in the areas of commerce. |

| | |
|-------------|--|
| PO8 | Environment and Sustainability: Understand the impact of the professional accounting solutions in societal and environmental contexts, and demonstrate the knowledge of and need for sustainable development. |
| PO9 | Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the accounting and general practices. |
| PO10 | Lifelong Learning: Recognize the need for and have the preparation and ability to engage technological change learn to work productively. |
| PO11 | Collaborative Skills: Develop collaborative attributes to work collaboratively for the betterment of organization. |

Programme Specific Outcomes (PSO) of Bachelor of Commerce (B. Com)

| |
|---|
| PSO: 01: Demonstrate progressive knowledge of accounting, auditing, finance, marketing, human resource management, taxation, business laws and international business. Students will demonstrate progressive affective domain development of values, the role of accounting in society and business. |
| PSO: 02: Develop accounting, auditing, banking, investment and managerial career skills applying both quantitative and qualitative knowledge to their future careers in Commerce. |
| PSO: 03: Develop proficiency with the ability to engage in competitive exams like CA, CS, ICWA as well as inculcate attributes of Entrepreneurship. |

Semester 1:

Subject: Principles of Accounting

| | |
|--|---|
| Course Objectives: Goals and objectives of the course are to: | |
| | Introduce to knowledge of accounting and associated terms. |
| | Learn the basics of financial accounting. |
| | Become competent in application and appreciation of concepts of accounting. |
| | Gain knowledge to differentiate between capital and revenue expenditures, different receipts, and concepts of depreciation. |

| | |
|---|---|
| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Understand the fundamentals of accounting and associated terms. |
| CO2 | Understand and apply concepts accounting to subsidiary books and Bank reconciliation statements. |
| CO3 | Differentiate between capital and revenue expenditures, different receipts, and concepts of depreciation. |
| CO4 | Apply the concepts of accounting for preparation of trial balance, error rectification and sole trading accounts. |

Chapter 1: Meaning and Scope of Accounting

Structure: Meaning and Definition of Accounting: - Objectives of Accounting: - Advantages of Accounting: - Limitations of Accounting: - Scope of Accounting: - Meaning of accounting, essential ideas, terms utilized in business bookkeeping: - Objectives of Accounting: - Essential Accounting Terms: - Types of Accounts, journal, ledger and trial balance: Classification of Accounts: - Methods of Preparing Trial Balance: - Accounting data: - Accounting Concepts and Convention: - Summary: - Self-Assessment Questions

Chapter 2: Journal and Ledger

Structure: Introduction - Definition and Meaning of Journal: - Format of Journal and its Column wise details - what is journal entry in accounting: - Utility of journal: - Limitation of journal: - How to Journalise the transactions: - Set of information need to recorded while Journalise the transactions: - Types of Journals: - Advantageous of Journals: - Practical problems on Journals: - Introduction of Ledger: - Meaning and Definition of Ledger: - Characteristics of Ledger: - The collective effects of all transaction pertaining to one particular Account: - Posting Procedure: - Summary - Multi Choice Questions - Question and Answers (Long and Short Questions)

Chapter 3: Subsidiary Books

Structure: Meaning and Types of Subsidiary Books: - Features of Subsidiary Books - Advantages of Subsidiary Book: - Books of Journals: - Self-Assessment Questions

Chapter 4: Bank Reconciliation Statement

Structure: - Introduction of Bank Reconciliation Statement: - Steps to prepare Bank Reconciliation Statement (BRS) - Advantages of Setting Bank Reconciliation Statement: - Need for Bank Reconciliation Statement: - Reasons for Difference in Bank Book and Pass Book - Procedure for Preparation of bank Reconciliation Statement - Problems - Multi Choice Questions - Long Answer Questions

Chapter 5: Capital and Revenue Expenditure and Receipts

Structure: Introduction, Definition and Meaning: - Kinds of Capital Receipts: - Illustrations of Capital Receipts - Similarities in Revenue Receipt and Capital Receipts: - Vital Differentiating points of Capital Receipt and Revenue Receipt: - Highlights of Revenue Receipts - Capital expenditure: - Significance of Capital Expenditure: - Examples of Capital and Revenue Expenditures: - Revenue expenditure: - Features of Revenue Expenses: - Summary: - Multi Choice Questions: - Questions

Chapter 6: Depreciation

Structure: Introduction, Definition and Meaning: - Kinds of Capital Receipts: - Illustrations of Capital Receipts - Similarities in Revenue Receipt and Capital Receipts: - Vital Differentiating points of Capital Receipt and Revenue Receipt: - Highlights of Revenue Receipts - Capital expenditure: - Significance of Capital Expenditure: - Examples of Capital and Revenue Expenditures: - Revenue expenditure: - Features of Revenue Expenses: - Effects of Transitions from schedule XIV to Schedule II: - Problems on Depreciation: - Self-Assessment Questions

Chapter 7: Trial Balance

Structure: Introduction - Concept and Meaning of Trial Balance: - Definition of Trial Balance - Purpose of Trial Balance: - Objectives of Trial Balance: - Limitations of Trial Balance: - Capital expenditure: - Significance of Capital Expenditure: - Examples of Capital and Revenue Expenditures: - Revenue expenditure: - Features of Revenue Expenses: - Effects of Transitions from schedule XIV to Schedule II: - Problems on Depreciation - Self-Assessment Questions

Chapter 8: RECTIFICATION OF ERRORS

Introduction: - Causes of Accounting Errors: - Strategies for Locating Accounting Errors: - Errors on The Basis of Effects: - Recommendations for Rectification of Errors: - Summary -

Chapter 9: Final Accounts of Sole Trading Concern

Introduction to Final Accounts: - Definition and Meaning of Final Accounts: - Introduction of Trading Account: - Objectives of Trading Account: - Procedure for preparation of Trading Account: - Procedure for Preparing Profit and Loss Account: - Problems on Sole Proprietary Trading Concern Final Accounts

Reference:

1. Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai.
2. Financial Accounting by P. C. Tulsian, Pearson Publications, New Delhi Accounting Principles by Anthony, R.N. and Reece J.S., Richard Irwin Inc.
3. Financial Accounting by Monga, J.R. Ahuja, GirishAhujaandShehgal Ashok, Mayur Paper Back
4. Compendium of Statement & Standard of Accounting, ICAI.
5. Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill & Co. Ltd., Mumbai Financial Accounting by Williams , Tata Mc. Grow Hill & Co. Ltd., Mumbai
6. Company Accounting Standards by ShrinivasanAnand, Taxman. Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi. Introduction to Financial Accounting by Horngren, Pearson Publications.
7. Financial Accounting by M. Mukherjee.M. Hanif. Tata McGraw Hill Education Private Ltd; New Delhi

Subject: Business Mathematics and Statistics

| | |
|--|---|
| Course Objectives: Goals and objectives of the course are to: | |
| | Introduce to application of mathematics. |
| | Provide knowledge of use of statistical tools for analysis. |
| | Brief on profit and loss, discounts and formulate solutions to LPP. |
| | Give skill to use tools for statistical analysis. |

| | |
|---|--|
| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Apply fundamentals of mathematics to calculate the interests, annuity, shares and debenture values, etc. |
| CO2 | Use statistical tools for analysis of population, samples, variable attributes, frequency distributions, central tendencies and dispersions. |
| CO3 | Estimate profit and loss, discounts and formulate solutions to LPP. |
| CO4 | Use tools like correlation and regression, indexing for statistical analysis. |

Chapter 1 : Pre- Requisites

Natural Numbers and Integers - H.C.F. and L.C.M. - Fractions - Indices - Ratio - Proportion – Variations
Percentage - Self Assessment Questions

Chapter 2 : Interest

Interest meaning - Simple Interest - Compound Interest - Problems on growth and decay - Normal and effective rate of interest - Simple annuities (Ordinary Annuity, Annuity Due) - Formula of amount and Present value of annuity - Relation between amount and present value of annuity - Present value of perpetuity - Equated monthly installments - Formula for Present value and amount of annuity due - Self Assessment Questions

Chapter 3 : Shares and Dividends

Introduction - Share Capital - Shares (Equity Shares, Preference Shares) - Dividend - Debentures - Bonus Shares - Stock Exchange - Face Value of Shares - Market Value of Shares - Self Assessment Questions

Chapter 4 : Population and sample

Introduction (Two types of survey: Census Survey, Sample Survey) - Meaning of statistics (Development of statistics, Definition of statistics, Statistics as data, Statistics as science, Types of statistical methods: Descriptive statistics, Inferential statistics) - Importance of statistics - Scope and applications of statistics - Limitations of statistics - Population and Sample - Sampling - Types of sampling - Self Assessment Questions

Chapter 5 : Frequency Distribution

Variable and attributes - Classification (Objectives, Rules, Methods of classification: Qualitative classification, Quantitative classification, Chronological Classification, Geographical classification) - Frequency distribution - Cumulative frequencies and relative frequencies - Guidelines for frequency distribution and number of classes - Exclusive and inclusive series - Graphical representation of data - Self Assessment Questions

Chapter 6 : Measures of Central Tendency

Introduction - Objectives and requisites of ideal average - Types of measure of central tendency - (Mathematical averages, Positional averages, Business averages) - Arithmetic mean - Mean of combined groups - Median - Median by graphs - Mode - Self Assessment Questions

Chapter 7 : Profit and loss

Introduction - Meaning and definition of profit - Meaning and definition of losses - Calculation of profit and loss (Calculation, Business applications, Pictorial presentation) - Meaning of discounts (Objectives, Two types: Trade discounts, Cash discounts, Comparison between trade and cash discounts) - Commission and brokerages - Self Assessment Questions

Chapter 8 : Linear Programming Problems

Introduction - Meaning of L.P.P. (Common terminologies used: Decision variable, Objective functions, Constraints, Non- negativity restrictions, Process to formulate L.P.P., Types of L.P.P., Practical applications, Limitations of L.P.P.) - Mathematical formulation of L.P.P. - Solution of L.P.P. by graphical method - Self Assessment Questions

Chapter 9 : Measures of Dispersion

Introduction - Meaning and significance of measure of dispersion (Characteristics, Significance) - Types of measures of dispersion (Absolute measure of dispersion, Relative measure of dispersion) - Classification of measure of dispersion - Range and coefficient of range - Standard deviation - Coefficient of variation - Standard deviation of combined group - Self Assessment Questions

Chapter 10 : Correlation and Regression

Introduction - Types of correlation - Scatter diagram - Merits and demerits of scatter diagram - Covariance - Karl Pearson's coefficient of correlation - Computational procedure of correlation coefficient - Merits and demerits of Karl Pearson's coefficient of correlation - Rank correlation - Rank Correlation with ties - Regression lines - Interpretation of regression coefficient - Applications of correlation and regression - Linear regression causes and effects - Properties of regression coefficient - Properties of regression lines - Standard error or regression estimate - Correlation and regression analysis - Self Assessment Questions

Chapter 11 : Index Numbers

Introduction - Definition and Notation of Index numbers - Types of Index numbers - Construction of index numbers - Cost of living index numbers - Use of cost of living index numbers - Commonly used Index numbers in India - Self Assessment Questions

References:

1. Business Mathematics By D. C. Sancheti and V. K. Kapoor, Sultan Chand & Sons, 2006, Chapter 1, 5, 7, 9 & 10.
2. Mathematics for Business Economics: By J. D. Gupta, P. K. Gupta and Man Mohan, Tata Mc- Graw Hill Publishing Co. Ltd., 1987, Chapters 9 to 11 & 16.
3. Quantitative Methods-Part-I By S. Saha and S. Mukerji, New Central Book Agency, 1996, Chapters 7 & 12.
4. Mathematical Basis of Life Insurance By S.P. Dixit, C.S. Modi and R.V. Joshi, Insurance Institute of India, Chapters 2: units 2.6, 2.9, 2.20 & 2.21.
5. Securities Laws & Regulation of Financial Market : Intermediate Course Paper 8, Institute of Company Secretaries of India, Chapter 11.
6. Investments By J.C. Francis & R.W. Taylor, Schaum's Outlines, Tata Mc-Graw Hill Edition 2000, Chapters 2,4 & section 25.1.

7. Indian Mutual Funds Handbook : By SundarShankaran, Vision Books, 2006, Sections 1.7,1.8.1,6.5 & Annexures 1.1to 1.3.
8. STATISTICS by Schaum Series.

Subject: Business Communication Skills

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| Course Objectives: Goals and objectives of the course are to: | |
| | Develop ability to acquire and practice positive attitude and goals. |
| | Introduce principles of time and stress management. |
| | Inform on the ability to communicate effectively. |
| | Give information of soft skills. |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Demonstrate the ability to develop positive attitude and goals. |
| CO2 | Apply principles of time and stress management for effective work. |
| CO3 | Demonstrate the ability to communicate effectively. |
| CO4 | Develop soft skill through EQ, Interpersonal and listening skills. |

Chapter 1: Attitudes

1.1 Introduction - 1.2 Attitude and Behaviour - 1.3 Structure of Attitude - 1.4 The function of attitude - 1.5 Formation of attitude - 1.6 Strength of Attitude - 1.7 Importance of attitude - 1.8 Steps in Developing Positive Attitude - 1.9 Measuring Attitude - 1.10 Summary - 1.11 Self Assessment Questions - -

Chapter 2: Goal Setting

2.1 Introduction - 2.2 Concept of goals, objectives and aims - 2.3 Timeline for Goals - 2.4 Characteristics of goals - 2.5 Importance of goals - 2.6 Significance of goals - 2.7 Activity in goal setting - 2.8 Common obstacles of goals achievement - 2.9 Techniques to achieve goals - 2.10 Summary - 2.11 Questions - -

Chapter 3: Time Management

3.1 Introduction - 3.2 Importance of effective Time management techniques - 3.3 Significance of effective time management techniques - 3.4 What is Time management? - 3.5 Barriers to effective time management - 3.6 Time management tools and techniques - 3.7 Summary - 3.8 Self-assessment questions - -

Chapter 4: Stress Management

4.1 Introduction - 4.2 Why is Stress created? - 4.3 Definition of Stress - 4.4 Types of stress - 4.5 Stress Management Techniques - 4.6 Why to manage stress effectively? - 4.7 Sources of stress - 4.8 Stress coping ability - 4.9 Measures to manage stress - 4.10 Principles of stress management - 4.11 Summary - 4.12 Self assessment question - -

Chapter 5: Communication Skills

5.1 Introduction - 5.2 Definition of Communication - 5.3 Significance of Business Communication - 5.4 Proper Selection of Means of Communication - 5.5 Communication Gap - 5.6 Communication Skills - 5.7 Summary - 5.8 Self Assessment - -

Chapter 6: Process of Communication

6.1 Introduction - 6.2 Process of Communication - 6.3 Feedback is a key for effective communication - 6.4 Guidelines to effective communication - 6.5 Forms of Communication - 6.6 Summary - 6.7 Self Assessment - -

Chapter 7: Body Languages

7.1 Introduction - 7.2 Concept of Body Language - 7.3 Types of Body Language - 7.4 Uses of Body Language - 7.5 Effects of Positive Body Language at Workplace - 7.6 Body Language – Postures and Interpretation - 7.7 How your body language alters your state of mind? - 7.8 Summary - 7.9 Self Assessment Questions - -

Chapter 8: Emotional Intelligence

8.1 Introduction - 8.2 Concept and Definitions - 8.3 Elements of Emotional Intelligence - 8.4 Organizational Application - 8.5 Conflict Management - 8.6 Summary - 8.7 Self Assessment Questions

Chapter 9: Interpersonal Communication

9.1 Introduction: interpersonal communication - 9.2 Communication and Emotion - 9.3 Definition of Interpersonal Communication - 9.4 Significance of Interpersonal Relationships and communication - 9.5 Enhance your interpersonal communication and relationships - 9.7 Self Assessment Question - -

Chapter 10: Listening Skills

10.1 Introduction - 10.2 Concept of Listening - 10.3 Significance of listening. - 10.4 Types of listening - 10.5 Listening skills - 10.6 Benefits of listening - 10.7 Summary - 10.8 Self-assessment questions

References:

1. Benjamin, James (1993) Business and Professional Communication Concepts and Practices, Harper Collins College Publishers, New York.
2. Bhargava and Bhargava(1971) Company Notices, Meetings and Regulations
3. Black, Sam (1972) Practical Public Relations, E.L.B.S. London.
4. BoveeCourtland,L and Thrill, John V(1989) Business Communication, Today McGraw Hill, New York, Taxman Publication.
5. Burton, G and Thakur, (1995) Management Today- Principles and Practices. T.M.H.,New Delhi.
6. Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) Public Relations Handbook, The Dartwell Co., Chicago.
7. Dayal, Ishwar(1981) Managing Large Organizations: A Comparative Study.
8. Drucher,P.F.(1970) Technology, Management and Society, Pan Books London.
9. Drucher,P.F.(1974)Management Responsibilities Practices, Heinemann, London. 22.Eyre, E.C. (1985) Effective Communication Made Simple, Rupa and Co.Calcutta.
10. Ecouse Barry, (1999), Competitive Communication: A Rhetoric for Modern Business, OUP

Subject: Principles of Organization & Management

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| Course Objectives: Goals and objectives of the course are to: | |
| | Introduce the concepts of business organizations and administrations. |
| | Brief concepts of business promotions and environments. |
| | Introduce to legal aspects and productivity concepts. |
| | Provide knowledge of trends in business management. |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Explain the concepts of business organizations and administrations. |
| CO2 | Summarize the concepts of business promotions and environments. |
| CO3 | Understand the legal aspects and productivity concepts related to organizations. |
| CO4 | Identify the trends in business management and industrial sickness. |

Chapter 1: Business Administration Concepts

Structure: Introduction - Business - Commerce – Business Administration - Management - Organization - Summary – Self-Assessment Questions

Chapter 2: Forms of Business Organization

Structure: Introduction - Sole Proprietorship - Partnership Firm - Limited Liability partnership - Joint Ventures - Joint Stock Companies - Co-operative Societies - Suitable of form of Business Organizations - Summary - Self Assessment Questions –

Chapter 3: Business Promotion

Structure: Business Unit Promotion - Location of Business Unit - Size of a Business Unit - Special Economic Zones - Summary – Self Assessment Questions

Chapter 4: Business Environment

Structure: Business Environment - Components of Macro-environment - Interaction of Business and Environmental Factors - Social Responsibility - Summary – Self Assessment Questions

Chapter 5: Legal Aspects

Structure: Compliance of Legal Requirement in programming a Business Unit - Forming of a company in India - Licensing, Registration - Filing Returns - Documents Relating to Incorporation - Important Legal Provisions Governing Promotion and Establishment of Unit - Summary - Self Assessment Questions

Chapter 6: Productivity

Structure: Productivity - National Productivity Council (NPC) - Product Quality Control - Quality Circles - Summary - Self Assessment Questions

Chapter 7: Recent Trends In Business Management

Structure: Liberalization - Privatization - Globalization - BPOs - KPO - LPO - SEZ - Public Private Partnership (PPP) - Summary – Self Assessment Questions

Chapter 8: Industrial Sickness

Structure: - Industrial Sickness - Industrial Sickness in India - Summary - Self Assessment Questions

References:

1. Drucker, P.F. 1954: The Practice of Management (New York: Harper & Brothers)
2. The Principles of Scientific Management. New York and London, Harper & brothers
3. Robert K. Merton, "Bureaucratic Structure and Personality." Social Forces, 1940, 18, 500-508.
4. Introduction To Retailing, Lusch,Robert F.,Dunne,Patrick M., Carver,James R.,Cengage Learning
5. Strategic Management, Bhutani, Kapil, Mark Pub
6. Business Organisation Management Maheshwari, Rajendra P ,Mahajan, J.P.,International Book House
7. Business Organisation, Maheshwari, Rajendra P, Mahajan, J.P., International Book House
8. Introduction To Commerce, Vikram, Amit, Atlantic Pub
9. A Course Book On Business Environment, Cherunilam,Francis, Himalaya Pub

Subject: Business Economics

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| Course Objectives: Goals and objectives of the course are to: | |
| | Understand concepts of the micro and macroeconomics. |
| | Brief about demand, production and cost analysis. |
| | Explain the relation between the total, average and marginal revenue. |
| | Give information of effects of market and other factors on pricing policy. |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Differentiate the micro and macro economics and use different tools for analysis. |
| CO2 | Illustrate the understanding of demand, production and cost analysis. |
| CO3 | Determine the relation between the total, average and marginal revenue. |
| CO4 | Evaluate effects of market and other factors on pricing policy. |

Chapter 1 : Introduction

Introduction - Meaning - Nature and Scope of Business Economics - Difference between Microeconomics and Macroeconomics - Tools for Analysis (Equations, Graphs, Functional Relation, Schedules) - Goals of Firms (Economic Goals, Non economic goals) - Summary – Self Assessment Questions

Chapter 2 : Demand Analysis

Introduction - Concept of Demand - The law of Demand - Elasticity of Demand - Consumer Behavior - Demand Forecasting and Demand Estimation - Summary - Self Assessment Questions

Chapter 3 : Production and Cost Analysis

Introduction - Production Function - The law of Variable proportion: The three stages- Law of returns to scale- The three stages - Economies and Diseconomies of scale (Internal, External) - Cost Analysis - Summary - Self-Assessment Questions

Chapter 4 : Revenue

Introduction - Meaning and Importance of revenue concepts - Total Revenue - Average Revenue - Marginal Revenue - Relationship between total revenue, Average Revenue and Marginal Revenue - Summary - Self Assessment Questions

Chapter 5 : Pricing under various market conditions

Introduction - Perfect competition - Monopoly - Monopolistic competition - Oligopoly - Comparison between different market structures - Summary - Self Assessment Questions

Chapter 6 : Factor Pricing

Introduction - Concept of marginal productivity - Marginal Productivity - Physical Productivity - Revenue Productivity - Theory of distribution - Rent - Wages - Interest - Profit - Summary - Self Assessment Questions

References:

1. Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand & Sons, N. Delhi, 2000)
2. Hirchey .M., Managerial Economics, Thomson South western (2003)
3. Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore, 2001)
4. Frank Robert.H, Bernanke. Ben S., Principles of Economics (Tata McGraw Hill (ed.3)
5. Gregory Mankiw., Principles of Economics, Thomson South western (2002 reprint)
6. Samuelson & Nordhas.: Economics (Tata McGraw Hills, New Delhi, 2002)
7. Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi,2004)

Semester 2:

Subject: Business Law

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| Course Objectives: Goals and objectives of the course are: | |
| | Explain essential elements of contract law and partnership act |
| | Brief meanings of goods, condition, warranty, E-commerce, digital signature. |
| | Understand rights of consumer and instruments related to IPR. |
| | Explain the negotiable instruments, dishonor, arbitration and conciliation agreements. |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Explain the essential elements of contract law and partnership act in terms of liability, rights of partners, etc. |
| CO2 | Interpret the meanings of goods, condition, warranty, E-commerce, digital signature. |
| CO3 | Enlist the rights of consumer and instruments related to IPR. |
| CO4 | Classify the negotiable instruments, dishonor, arbitration and conciliation agreements. |

Chapter 1: Law of Contract - General Principles

Structure: 1.1 Meaning and Nature of contract - 1.2 Essential elements of valid contract - 1.3 Kinds of Contract - 1.4 Offer and Acceptance - 1.5 Capacity of the parties - 1.6 Consideration - 1.7 Consent and Free consent - 1.8 Legality of the object and consideration - 1.9 Void Agreements - 1. 10 Discharge of Contract - 1.11 Breach of Contract and remedies

Chapter 2: INDIAN PARTNERSHIP ACT ,1932 AND LIMITED LIABILITY OF THE PARTNERSHIP ACT , 2008

Structure: 2.1.1 Definition and Nature of Partnership - 2.1.2 Partnership distinction with other association - 2.1.3 Test for determination of existence for partnership - 2.1.4 Types of Partners - 2.1.5 Minors position in partnership - 2.1.6 Rights and Duties of a partner - 2.1.7 Personal profit earned by the partners - 2.1.8 Rights and duties of the partner after change in the constitution of the firm - 2.1.9 Relation of the partners to the third party. - 2.1.10 Implied authority of the partner of the firm - 2.1.11 Liability to the third party - 2.1.12 Rights of the transferee of partners share - 2.1.13 Legal Consequences of Partner Coming in and going out - 2.1.14 Insolvency of a partner - 2.1.15 Death of the partner - 2.1.16 Revocation of continuing guarantee by change in the firm - 2.2.1 Introduction to limited liability of the partnership act, 2008 - 2.2.2 Object of LLP - 2.2.3 Nature of LLP - 2.2.4 Partners - 2.2.5 Incorporation of LLP - 2.2.6 Extent and limitation of liability - 2.2.7 Contribution of partners - 2.2.8 Financial disclosure - 2.2.9 Assignment and transfer of partnership rights - 2.2.10 Investigation and affairs of LLP - 2.2.11 Conversion of firms into LLP - 2.2.12 Winding up and dissolution of LLP

Chapter 3: Sale of Goods (Sale of Goods Act, 1930)

Structure: 3.1 Meaning of contract of sale - 3.2 Essentials of valid contract of sale - 3.3 Sale and Agreement to sale - 3.4 Meaning and Kinds of goods - 3.5 Meaning and definition of Conditions and Warranty - 3.6 Distinction between condition and warranty - 3.7 Types of condition and warranty - 3.8 Doctrine of caveat emptor

Chapter 4: E-Contracts (E-Transactions/E-Commerce)

Structure: 4.1 Frame work of Electronic Commerce - 4.2 Potential Benefits of Electronic Commerce - 4.3 Features of E - commerce - 4.4 Advantages and disadvantages of E - commerce - 4.5 Digital signature - 4.6 Legal issues involved in E- contracts

Chapter 5: The Consumer Protection Act,1986

Structure: 5.1 Concept of Consumer Protection Act - 5.2 Salient features of the Act - 5.3 Need for consumer protection - 5.4 Definitions - 5.5 Rights of Consumer - 5.6 Responsibilities of consumer - 5.7 Filing of complaints - 5.8 Settlement of Grievances - 5.9 Powers of dispute Redressal agencies - 5.10 Penalties - 5.11 The Consumer Protection Act amendments , 2002

Chapter 6: Intellectual Property Rights: (IPRS)

Structure: 6.1 Introduction of World Intellectual Property Organization (WIPO) - 6.2 Intellectual Property Rights - 6.3 Patents - 6.4 Copyrights - 6.5 Trademarks - 6.6 Designs - 6.7 Geographical Indications

Chapter 7: Negotiable Instruments Act, 1881

Structure: 7.1 Introduction of Negotiable Instrument's Act - 7.2 Characteristics of Negotiable Instruments - 7.3 Types of Negotiable instrument - 7.4 (a) Promissory Note - 7.4 (b) Bill of exchange - 7.4 (c) Cheques - 7.5 Holder and Holder in due course - 7.6 Payment in due course - 7.7 Negotiation - 7.8 Meaning of endorsement - 7.9 Dishonour

Chapter 8: Arbitration and Conciliation

Structure: 8.1 Arbitration - 8.2 Conciliation - 8.3 Arbitration agreement - 8.4 Essential of Arbitration Agreement

References:

1. Law of Contract: Avatar Singh, Eastern Book Company.
2. Merchantile Law: by M.C.Kucchal.
3. Business Law : N.D.Kapoor
4. The Law of Contract: An Outline by Dr. Nilima Chandiramani, Avinash Publications.
5. Law of Sale of Goods and Partnership: A Concise Study by Dr. Nilima Chandiramani, Shroff Publishers.
6. The Sale of Goods Act: P. Ramanatha Aiyar, University Book Agency.
7. The Negotiable Instruments Act: Bhashyam &Adiga, Bharat Law House.
8. The Negotiable Instruments Act: Avatar Singh, Eastern Book Company
9. Khergamvala on the Negotiable Instruments (Amendment)Act,2015, Lexis Nexis

Subject: Financial Accounting

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| Course Objectives: Goals and objectives of the course are to: | |
| | Understand the concepts of book keeping and accounting, international standards, concepts |
| | To provide knowledge of final account statements. |
| | Explain bill exchanges, partnership admissions and procedures |
| | Explain records of depreciation, company accounts and company shares |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Distinguish and explain the concepts of book keeping and accounting, international standards, concepts like assets- liabilities, debit- credit entries. |
| CO2 | Prepare the final account statements like profit & loss statements, balance sheet, cash books, final adjustment and closing entries . |
| CO3 | Record the bill exchanges, partnership admissions and procedures after death or retirement. |
| CO4 | Maintain the records of depreciation, company accounts and company shares in proper book of accounts. |

Chapter – 1: Introduction to Financial Accounting

Meaning of Book Keeping, Accounting and Accountancy - Distinction between Book Keeping and Accounting, Accounting Process - Objectives of Accounting - Various users of Accounting Information, Limitations of Accounting - Accounting Terminologies.

Chapter – 2: Accounting Concepts

Principles and Conventions – Meaning of Accounting Concepts – Principles – Conventions - Types of Accounting Concepts - Types of Accounting Principles - Types of Accounting Conventions - Accounting standards - International Financial Reporting Standards [IFRS].

Chapter – 3: Recording of Transactions

Meaning of Assets – Liabilities – Equity - Accounting Equation and Effects of Financial Transaction on Accounting Equation - Classification of Accounts under Modern Approach Method - Double Entry System and Rules of Debit and Credit Entries.

Chapter – 4: Secondary Books

Cash Book - Petty Cash Book - Ledger.

Chapter – 5: Trial Balance and Rectification of Errors

Error in Accounting.

Chapter – 6: Final Accounts 1

Meaning - Objectives and Characteristics of Final Accounts - Adjustments before Preparing Final Accounts - Closing Entries.

Chapter – 7: Final Accounts – 2

Trading Account - Profit and Loss Account - Balance Sheet - Treatment of Adjustments - Practical Problems.

Chapter – 8: Bank Reconciliation Statement

Meaning of Bank Reconciliation Statement - Importance of Bank Reconciliation Statement - Reasons for Difference - Procedure for Reconciliation.

Chapter – 9: Bills of Exchange

Acceptance of a Bill - Due Date - Recording of Bill of Exchange in the books of Accounts.

Chapter – 10: Partnership Accounts

Admission of a Partner - Partnership - Meaning and Features - Partnership Deed and Contents - Admission of a Partner - Good will-Meaning - Accounting Treatment of Goodwill at the Time of Admission - Revaluation of Assets and Liabilities - Adjustments of Reserves and Accumulated Profits or Losses.

Chapter – 11: Retirement and Death of a Partner

Meaning of Retirement of Partner - Calculation of New Profit Sharing Ratio and Gaining Ratio - Adjustments with Regard to Goodwill - Revaluation of Assets and Liabilities - Settling the Claim of Retiring Partner - Death of Partner.

Chapter – 12: Depreciation Accounting

Meaning of Depreciation - Causes for Depreciation, Need for Depreciation - Computation of the Amount of Depreciation - Depreciation on Additions to Fixed Assets - Methods of Depreciation, Revised AS 6.

Chapter – 13: Company Accounts

Kinds of Companies - Formation of Companies - Share Capital - Issue of Shares - Under Subscription & Oversubscription - Issue of Shares at Premium & Discount - Buyback of Shares and Treasury Stock - Accounting Treatments and Ledger Preparation.

Chapter – 14: Company Shares

Forfeiture of Shares - Reissue of Shares - Issue of Bonus Shares - Rights Issue - Share Split - Buy Back of Shares - Redemption of Preference Shares – Debentures.

References:

1. Ashish K. Bhattacharyya – “Financial Accounting for Business Managers”, Prentice Hall of India Pvt. Ltd.
2. Shashi K. Gupta – “Contemporary Issues in Accounting”, Kalyani Publishers.
3. R. Narayanaswamy – “Financial Accounting”, Prentice Hall of India, New Delhi
4. Ashok Sehgal – “Fundamentals of Financial Accounting”, Taxmann’s Publishers
5. Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill & Co. Ltd., Mumbai Financial Accounting by Williams, Tata Mc. Grow Hill & Co. Ltd., Mumbai
6. Company Accounting Standards by ShrinivasanAnand, Taxman. Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi. Introduction to Financial Accounting by Horngren, Pearson Publications.
7. Financial Accounting by M. Mukherjee.M. Hanif. Tata McGraw Hill Education Private Ltd; New Delhi

Subject: Introduction to Computers

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| Course Objectives: | |
| Goals and objectives of the course are to: | |
| | Explain fundamentals of computer and operating systems. |
| | Brief concepts of data communication, networking, teleconferencing. |
| | Introduce MS-office packages as tools. |
| | Inform Excel sheet for accounting purpose. |

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| Course Outcomes: | |
| On completion of Course student will be able to | |
| CO1 | Explain the fundamentals of computer and operating systems. |
| CO2 | Understand the concepts of data communication, networking, teleconferencing. |
| CO3 | Use MS-office packages as tools for various applications. |
| CO4 | Use Excel sheet for accounting purpose. |

Chapter 1: Computer Fundamentals

Structure: Introduction - Characteristics of computers - Computer Generations - Types of computer applications - Computer structure - Operating Systems - Types of processors - Computer uses in Business - Summary - Self-Assessment Questions

Chapter 2: Data Communication and Networking

Structure: Introduction - Data communication components - Communication media - Types of communication services - Modem - Computer Networks - Benefits of Networks - Types of Networks - Networking Terms - Teleconferencing tools - Interconnection Communication Model - Summary - Self – Assessment Questions

Chapter 3: Operating System Fundamentals

Structure: Introduction Operating Systems - Windows Operating System history - Tasks of Operating system - Windows API, Drivers and Unicode - Components of windows OS - Summary - Self- Assessment Questions

Chapter 4: Microsoft Office Package

Structure: Introduction - MS office package - MS office installation 2013 - MS office 365 - Summary - Self-Assessment Questions

Chapter 5: Advanced Excel and Multimedia

Structure: Introduction - Excel working - Microsoft Excel starter 2010 - Excel Built in Functions - Summary - Self-Assessment Questions

References:

1. Data Communication and Networking -Behrouz A Forouzan
2. Introduction to Computers – Peter Norton, Tata McGraw Hill
3. Fundamentals of Database Systems - Elmasri Navathe, Somayajulu, Gupta
4. Database Systems and Concepts - Henry F. Korth, Silberschatz, Sudarshan McGraw Hill

Subject: Macro-Economic Analysis

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| Course Objectives: Goals and objectives of the course are: | |
| | Brief concepts of Macroeconomics and National income |
| | Explain demand and supply of money and its impact |
| | Understand effects of inflation, deflation on economy |
| | Understand the concepts of production, theory of output and employment, public finance functions. |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Explain the concepts of Macroeconomics and National income with limitations and difficulties associated with it. |
| CO2 | Describe and differentiate between demand and supply of money and its impact, cash balance and quantity theory. |
| CO3 | Interpret the effects of inflation, deflation on economy, phases in business cycle. |
| CO4 | Discuss the concepts of production, theory of output and employment, public finance functions. |

Chapter 1 : Basic Concepts of Macro Economics

Introduction - Understanding Macroeconomics - Scope of Macroeconomics - Significance of Macroeconomics - Macroeconomics Paradoxes - Limitations of Macroeconomics - Microeconomics vs. Macroeconomics - Summary - Self Assessment Questions

Chapter 2 : National Income

Definition (Traditional Approach, Modern Approach) - Concepts of National Income (GDP & GNP, GDP at Market Price & At Factor Cost, NNP, Personal Income) - Measurement of National Income (Product Method, Income Method, Expenditure Method) - Importance of Measurement of National Income - Difficulties in Measurement of National Income - Summary - Self Assessment Questions

Chapter 3 : Money

History of Money - Concept of Money - Functions of Money - Types of Money - Important Concepts - Demand for Money - Supply of Money - Equilibrium of Money - Summary - Self Assessment Questions

Chapter 4 : Value of Money

Introduction - Value of Money - Concept of Money - Traditional Theory of Money - Quantity Theory of Money - Milton Friedman's Approach - Cash Balance Approach Theory - Differentiation between Cash Balance and Quantity Theory - Summary - Self Assessment Questions

Chapter 5 : Inflation & Deflation

Inflation (Types of Inflation, Causes of Inflation, Effects of Inflation) – Deflation (Causes of Deflation, Effects of Deflation, Measures to Control Deflation) - Inflation vs. Deflation - Summary - Self Assessment Questions

Chapter 6 : Trade Cycle

Meaning and Features of Trade Cycle - Phases of Business Cycle - Theories of Business Cycle (Non-Monetary Theories of Business cycle, Monetary Theories of Business cycle) - Important Definitions - Summary - Self Assessment Questions

Chapter 7 : Theories of Output and Employment

Introduction - Production Function - Features of Production function - Classical Theory of Output - Keynes Theory of Employment and Output - Summary - Self Assessment Questions

Chapter 8 : Public Finances

Introduction - Overview of Public Finance - Scope of Public Finance - Functions of Public Finance - Public Revenue - Public Expenditure - Summary - Self Assessment Questions

References:

1. Indian Economic Survey Reports (Annual), Ministry of Finance, Government of India
2. Indian Economy by Misra and Puri, Himalaya Publishing House - Delhi
3. Gaurav Dutt & Ashwini Mahajan, (2016) Indian Economy, S.Chand& company PVT LTD New Delhi
4. A.N.Agarwal – Indian Economy problems of Development and Planning New Age International Publisher
5. RudderDatt K.P.M Sundharam – Indian Economy S. Chand E-co LTD. Delhi
6. <http://www.environmentalpollution.in/industrial-pollution/industrial-pollution-types-effects-and-control-of-industrial-pollution/299> for industrial pollution

Subject: Indian Banking System

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| Course Objectives: Goals and objectives of the course are to: | |
| | Explain the role of Indian banking system and its classification. |
| | Inform performance of private sector banks, foreign banks in India. |
| | Explain the objectives of nationalized banks and lead banks. |
| | Give information of the role of SBI and performance in terms of rural credits and industrial finance. |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Describe the role of Indian banking system and its classification. |
| CO2 | Elaborate the performance of private sector banks, foreign banks in India. |
| CO3 | Elaborate the objectives of nationalized banks and lead banks. |
| CO4 | Explain the role of SBI ad central bank, its mergers and performance in terms of rural credits and industrial finance. |

Chapter 1 : Structure and Role of Indian Banking System

Introduction - Structure of Indian Banking System - Central Bank (Reserve Bank of India) - Classification and role of Banks (Commercial Banks, Co-operative Banks, Development Banks, Regional Rural Banks, Local Area Banks) - Difference between Scheduled and Non-Scheduled Banks - Role of Banking in the Economic Growth and Development - Summary - Key Words - Self Assessment Questions

Chapter 2 : Private Sector Banks

Introduction - Private Sector Banks in India (Progress and Performance of Private Sector Banks in India after banking Sector Reforms, Foreign Banks in India, Problems of Foreign bank regulation of Foreign Banks in India, Prospective of Foreign bank regulation of Foreign Banks in India) - Summary - Key Words - Self Assessment Questions

Chapter 3 : Nationalized Banks

Introduction - Social control over Banks - Nationalization of Banks (Arguments for and against Nationalization, Objectives of Nationalization) - Lead Bank Scheme - Summary - Key Words - Self Assessment Questions

Chapter 4 : State Bank of India

Introduction - State Bank of India (Evolution of State Bank of India, Establishment of State Bank of India) - Organization and Management of State Bank of India (SBI) (Organizational Structure of State Bank of India (SBI), Management of State Bank of India (SBI), Hierarchy of management) - Subsidiary Banks to the State Bank of India (Subsidiary Banks to the State Bank of India, Foreign subsidiaries, Non-banking subsidiaries) - Role / Function of State Bank of India (Central banking functions, Ordinary banking functions, Other Functions, Prohibited Functions) - Merger of SBI Subsidiaries - Progress and Performance of the State Bank of India (General Progress, Rural Credits, Industrial Finance) - Criticisms against the Working of State Bank of India - Summary - Key Words - Self Assessment Questions

References:

1. Indian Banking, R Parameswaran, S. Chand Publishing, 2001

2. Indian Banking: Nature and Problems, Vasant Desai, Himalaya Publishing House, 1987
3. Banking Law & Practice, S. Chand Publishing, 2012
4. Banking Law & Practice, Hong Kong Institute of Bankers (HKIB), John Wiley & Sons, 04-Sep-2012
5. Banking Law and Practice, B. M. Lall Nigam, Vikas, 1985

Semester 3:

Subject: Fundamentals of Cost Accounting

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| Course Objectives: Goals and objectives of the course are to: | |
| 1 | Explain meaning and objectives of costing |
| 2 | Understand the Price issues based on inventory, labor cost and its relation with time, overhead cost |
| 3 | Give information of the cost sheet for unit, process and contract costing. |
| 4 | Explain the operating cost, batch costing, standard cost |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Describe meaning and objectives of costing, its classifications and need for control. |
| CO2 | Evaluate the Price issues based on inventory, labor cost and its relation with time, overhead cost and its treatments. |
| CO3 | Prepare the cost sheet for unit, process and contract costing. |
| CO4 | Analyze the operating cost, batch costing, standard cost and effects of cost control and cost reductions. |

Chapter 1: Cost Accounting Principles

Meaning of cost and cost accounting – Objectives of cost accounting – Installation of a costing system.

Chapter 2: Elements of cost

Cost concepts – Cost classifications – Methods, systems and techniques of costing – Cost sheet.

Chapter 3: Cost Accounting for material cost control

Need for material cost control – Purchase control – Stores control – Stock levels – EOQ analysis.

Chapter 4: Pricing of stores issues

Perpetual inventory control – ABC analysis – VED analysis – Treatment of waste, scrap, defectives and spoilage.

Chapter 5: Labour Cost Control

Time keeping and time booking – Treatment of idle time and overtime cost – Wage rates for costing – Systems of wage payment – Time wage and piece rate – Incentive schemes of wage payment – Labour turnover.

Chapter 6: Overhead Cost Control

Classification of overheads – Allocation and appointment – Absorption of overheads – Different methods – Treatment of under absorption and over absorption of overheads.

Chapter 7: Methods of Costing

Job costing – Contract costing – Profit on incomplete contracts – Cost plus contracts – Target costing – Escalation clause.

Chapter 8: Unit Costing

Meaning – Cost accumulation – Procedure in unit costing – Preparation of cost sheet.

Chapter 9: Process Costing

Features – Job costing Vs Process costing – Process cost accounts – Inter-process profits – Accounting for joint products and by products.

Chapter 10: Contract costing

Types – Procedure for contract costing – Contract plus costing – Profit from incomplete contract.

Chapter 11: Operating Costing

Meaning – Features – Objectives – Cost Unit – Transport costing – Operating cost sheet.

Chapter 12: Batch Costing

Definition – Economic batch quantity – Applicability of batch costing.

Chapter 13: Standard Costing

Definition – Advantages and limitations of standard costing – Variance analysis.

Chapter 14: Reconciliation of Cost And Final Accounts

Cost control and cost reduction - - Meaning – Tools and techniques – Essentials for success of cost control and cost reduction – Distinction between cost control and cost reduction – Areas of cost reduction and control – Advantages.

References:

1. Students Guide to Cost Accounting & Financial Management (Set of 2 Volumes) (CA-IPCC) (Group I) by Bhavesh N. Chandarana, Taxmann
2. Lectures on Costing by Swaminathan: S. Chand and Company (P) Ltd., New Delhi
3. Cost Accounting by C.S. Rayudu, Tata Mc. Grow Hill and Co. Ltd., Mumbai
4. Cost Accounting by Jawahar Lal and Seema Srivastava, Tata Mc. Grow Hill and Co. Ltd., Mumbai
5. Cost Accounting by Ravi M. Kishore, Taxmann Ltd., New Delhi
6. Principles and Practices of Cost Accounting by N.K. Prasad, Book Syndicate Pvt. Ltd., Calcutta
7. Cost Accounting Theory and Practice by B.K. Bhar, Tata Mc. Grow Hill and Co. Ltd., Mumbai
8. Cost Accounting Principles and Practice by M.N. Arora, Vikas Publishing House Pvt. Ltd., New Delhi
9. Advanced Cost and Management Accounting: Problems and Solutions by V.K. Saxena and C.D. Vashist, S. Chand and Company (P) Ltd., New Delhi
10. Cost Accounting by S.P. Jain and K.L. Narang, Kalyani Publishers, Ludhiana
11. Modern Cost and Management Accounting by M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi
12. Fundamentals of Cost Accounting by Jhamb. H. V., Ane Books Pvt. Ltd.

Subject: Management Accounting

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|--|--|
| Course Objectives: Goals and objectives of the course are to: | |
| | Explain the cost and management accounting |
| | Brief the marginal cost, CVP, financial statements and ratio |
| | Knowledge to estimate and manage working capitals |
| | Understand policies related to dividends, cost management and inventory management |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Define and differentiate the cost and management accounting, budgetary control and standard cost. |
| CO2 | Analyze the marginal cost, CVP, financial statements and ratio with its advantages and limitations. |
| CO3 | Estimate and manage working capitals, fund flow, cash flow and budgets. |
| CO4 | Decide the policies related to dividends, cost management and inventory management using the latest trends and tools in accounting. |

Chapter 1: Introduction to Management Accounting

Introduction - Definitions and Nature of Management Accounting - Functions of Management Accounting - Knowledge Check 1 - Outcome Based Activity 1 - Scope of Management Accounting - Difference between - Cost accounting and Management Accounting, - Financial Accounting and Management Accounting - Knowledge Check 2 - Outcome Based Activity 2 - Case Study - Summary - Self-Assessment Questions - References

Chapter 2: Budgetary Control System

Introduction - Definition and Meaning of Budget and Budgeting - Budgetary Control - Essentials of Budgetary Control - Knowledge Check -1 - Outcome Based Activity 1 - Advantages and Limitations - Classification of Budget - Zero Based Budget - Knowledge Check-2 - Outcome Based Activity 2 - Practical Approach - Summary - Self- Assessment Questions - References/ Reference Reading -

Chapter 3: Standard Costing

Introduction& Meaning - Advantages of Standard Costing - Limitations of Standard Costing - Preliminaries of Standard Costing - Knowledge Check 1 - Outcome Based Activity 1 - Steps in Setting up of Standard Cost - Difference between Standard Cost and Budgetary Control - Estimated Cost - Meaning of Variance Analysis - Favorable and Unfavorable variances - Controllable and uncontrollable variances - Knowledge Check 2 - Outcome Based Activity 2 - Uses of variances - Analysis of variances - Types of variances - Practical Approach - Summary - Self-assessment questions - Reference/ Reference Reading

Chapter 4: Marginal Costing and CVP Analysis

Introduction - Marginal Cost and Marginal Costing - Characteristics of Marginal Costing - Absorption Costing vs. Marginal Costing - Knowledge Check 1 - Outcome Based Activity 1 - Cost Volume Profit (CVP) Analysis - Application of Marginal Costing - Knowledge Check 2 - Outcome Based Activity 2 - Practical Approach - Summary - Self -Assessment Questions - References

Chapter 5 : Financial Statement Analysis

Meaning of Financial Statement - Steps of Financial Statement Analysis - Objectives of Financial Statement Analysis - Knowledge Check 1 - Outcome Based Activity 1 - Types of Financial Statement Analysis: - Comparative Financial Statements - Common Size Financial Statement - Trend Analysis: - Knowledge Check 2 - Outcome Based Activity 2 - Practical Approach - Summary - Self- Assessment Questions - References/ Reference Reading

Chapter 6: Ratio analysis

Introduction - Meaning and definition of ratio and ratio analysis - Knowledge Check 1 - Outcome Based Activity - Classification of ratio - Advantages & limitations - Knowledge Check 2 - Outcome Based Activity - Practical approach - Summary - Self-assessment questions - Reference/ Reference Reading

Chapter 7: Working Capital Management

Introduction - Definition And Concepts - Types of Working Capital Management - Operating Cycle - Knowledge Check -1 - Outcome Based Activity - Importance of Working Capital Management - Factors Affecting Working Capital - Fixed Capital Vs. Working Capital - Forecasting Methods - Knowledge Check - 2 - Outcome Based Activity - Practical Approach - Summary - Self Assessment - References

Chapter 8: Fund Flow Statement

Introduction - Meaning - Knowledge Check -1 - Outcome Based Activity - Definition - Knowledge Check -1 - Outcome Based Activity - Practical Approach - Summary - Self-Assessment Questions - Reference / Reference Readings -

Chapter 9: Cash Flow Statement

Introduction - Meaning / Definition - Knowledge Check 1 - Outcome Based Activity 1 - Methods / Cash management Approach - Practical Approach - Knowledge Check 2 - Outcome Based Activity 2 - Summary - Self-Assessment questions - Reference / Reference Reading

Chapter 10 : Capital Budgeting

Introduction - Meaning and Importance of Capital Budgeting - Types of Capital Budgeting - Process of Capital Budgeting - Knowledge Check 1 - Outcome Based Activity 1 - Principles of Capital Structure Decisions - Factors affecting on capital structure - Models of Capital Structure Decisions - Knowledge Check 2 - Outcome Based Activity 2 - Practical Approach - Summary - Self-Assessment Questions - References/ References Reading

Chapter 11: Dividend Decision Policies

Introduction - Meaning & Definitions - Nature - Knowledge Check 1 - Outcome Based Activity 1 - Determinants of Dividend Policy - Classification of Dividend Policy - Knowledge Check 2 - Outcome Based Activity 2 - Practical Approach - Summary - Self-Assessment Questions - Reference/ Reference Reading

Chapter 12: Cost of Capital

Introduction - Meaning& significance of cost of capital - Determination of cost of capital - Knowledge check -1 - Outcome based activity - Classification of cost of capital - Knowledge check – 2 - Outcome based activity - Practical approach - Summary - Self assessment questions

Chapter 13: Inventory Management

Introduction - Meaning and Definitions - Types and benefit of holding of inventory - Knowledge Check 1 - Outcome Based Activity 1 - Risk and cost associated - Objectives of inventory management

- Techniques - Knowledge Check 2 - Outcome Based Activity 2 - Practical Approach - Summary - Self-Assessment Questions - References / Reference Reading

Chapter 14: Latest Development in Accounting and Responsibility Accounting

Introduction - Transfer Pricing - Responsibility Accounting - Meaning structure of responsibility accounting as a divisional performance measurement - Types of responsibility centers - Cost / expense centres - Profit centres - Investment centres - Knowledge Check 1 - Outcome Based Activity 1 - Inflation Accounting - Divisional performance analysis - Contemporary issues and challenges in accounting - Human resource Accounting - Green accounting - Social responsibility accounting - Knowledge Check 2 - Outcome Based Activity 2 - Summary - Self-Assessment Questions - References / Reference Reading

References:

1. Financial Management: I M Pandey, Vikas Publishing House.
2. Financial Management: M.Y. Khan, P.K. Jain, Tata McGraw Hill.
3. Financial Management : Ravi M Kishore, Taxman
4. Financial Management : James C Van Horne, Prentice Hall
5. Financial Management: Prassana Chandra, Prentice Hall.
6. Financial Management: Chandra Haribariran Iyer: IBHL Publication.

Subject: Ecology & Environment

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| Course Objectives: Goals and objectives of the course are to: | |
| | Understand concepts of ecology & environment, human activities and its impact |
| | Provide knowledge of the policies for environment and disaster management |
| | Explain different elements of biodiversity |
| | Inform ill effects of environment pollution and waste |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Elaborate the concepts of ecology & environment, human activities and its impact on environment and climate. |
| CO2 | Define and assess the policies for environment, disaster management and EIA. |
| CO3 | Identify the different elements of biodiversity, sources of natural energy, natural resources and mineral resources. |
| CO4 | Interpret the ill effects of environment pollution, waste, and current environmental issues. |

Chapter 1: Introduction to Ecology and Environment

Meaning and Definition - Importance and scope - Need of public awareness - Eco System: Human activities: Shelter, food, Social and economic security

Chapter 2: Human activities and impact on environment

Housing, industry, agriculture, Transportation and mining activities - Sustainable development - Environment impact assessment basics

Chapter 3: Climate Change

Climate Change -a brief - Implications for India - National Action Plan on Climate Change - Response to Climate Change

Chapter 4: Policies related to Environment

Various policies on environment and saving environment - Environment Act - International Conferences/Protocols - International Conventions

Chapter 5: Disaster Management

Types of Disasters - Community Level Disaster Management - Measurement of disasters - Government Initiatives on Disaster Management

Chapter 6: Environmental Impact Assessment (EIA)

What is EIA? - EIA Process - Indian Guidelines & Legislations - Shortcomings of EIA in India - Benefits and need of EIA

Chapter 7: Biodiversity

Biodiversity types – Species - Genetic, Ecosystem - Biodiversity importance: Ecosystem Services - Social Benefits - Bio Resources of Economic Importance - Reasons for biodiversity loss

Chapter 8: Natural Energy

Various types of energy: Alternative and Renewable Energy - Environmental and Natural Resource Management, Energy Security - Global Climate Change

Chapter 9: Natural Resources

Meaning of Natural resources - Availability and quality aspects - Water induced disease - Water born disease - Fluoride problem in drinking water

Chapter 10: Mineral resources

Forest wealth - Mineral resources - Material cycles - Nitrogen, carbon and sulphur cycles

Chapter 11: Environment pollution and its impact

Land pollution - Water pollution - Noise pollution - Air pollution - Public health aspects

Chapter 12: Environment protection - Role of government - NGO initiatives - Legal aspects - Woman education - Environment education

Chapter 12: Waste Management

Solid waste management - E- waste management - Industrial waste - Hazardous waste - The Importance of Waste Management to Environmental Sanitation

Chapter 13: Current Environmental issues of importance and global perspective

Climate change and global warming effects - Population growth - Ozone layer depletion - Acid rain - Automobile pollution - Animal husbandry - Rules and regulations for environment protection

References:

1. Asthana, D. K., and Asthana, Meera, Environmental Problems and Solutions, S. Chand, New Delhi, 2012.
2. Bajpai, Asha, Child Rights in India, Oxford University Press, New Delhi, 2010.
3. Bhatnagar Mamta and Bhatnagar Nitin, Effective Communication and Soft Skills, Pearson India, New Delhi, 2011
4. G Subba Rao, Writing Skills for Civil Services Examination, Access Publishing, New Delhi, 2014
5. Kaushal, Rachana, Women and Human Rights in India, Kaveri Books, New Delhi, 2000.
6. Mohapatra, Gaur Krishna Das, Environmental Ecology, Vikas, Noida, 2008.
7. Motilal, Shashi, and Nanda, Bijoy Lakshmi, Human Rights: Gender and Environment, Allied Publishers, New Delhi, 2007.
8. Murthy, D. B. N., Disaster Management: Text and Case Studies, Deep and Deep Publications, New Delhi, 2013.

Subject: Banking Law and Practice

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| Course Objectives: | |
| Goals and objectives of the course are to: | |
| | Give information of history of banking and functions of banks |
| | Learn the procedure of bank accounts and different financial instruments |
| | Explain the terms in balance sheet of banks and negotiable instruments |
| | Introduce to the banking endorsement types and technologies |

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| Course Outcomes: | |
| On completion of Course student will be able to | |
| CO1 | Understand the history of banking and functions of banks. |
| CO2 | Identify the procedure of bank accounts and different financial instruments used in banking. |
| CO3 | Explain the terms in balance sheet of banks and negotiable instruments used. |
| CO4 | Understand the endorsement types and technologies used in banking. |

Chapter 1 : Evolution of Banking

Origin and Evolution Of Banking - Meaning of Banking - Definition of a Bank - History of Banking Sector - Banking System in India - Summary - Questions for Practice

Chapter 2 : Functions of Banks

Introduction - Functions of Commercial Banks (Primary/ Principle Functions, Subsidiary/Secondary/Supplementary Functions, Other/ Inventive Functions) – Summary - Questions for Practice

Chapter 3 : Procedure for Opening and Operations of Deposit Accounts

Types of Accounts - Procedure for Opening of deposit accounts and Form filling - Operations of the Bank Account - Closure of Accounts - Transfer of Accounts to other Branches - Types of Account Holders - Summary - Questions for Practice

Chapter 4 : Methods of Remittances

Introduction - Demand Drafts - Banker's Cheques - Truncated Cheque - Mail Transfer - Telegraphic Transfer - Electronic Mail Transfer - RTGS (Real Time Gross Settlement) - NEFT (National Electronic Fund Transfer) - SWIFT - Summary - Questions for Practice

Chapter 5 : Lending Principles, Credit Creation and Balance Sheet of a Bank

Lending Principles - Conflict between Liquidity and Profitability - Credit Creation - Balance Sheet of a Commercial Bank - Summary - Questions for Practice

Chapter 6 : Negotiable Instruments

Negotiable Instruments - Bills of Exchange & Promissory Notes - Definition & Characteristics of Cheques - Crossings - Dishonour, Noting & Protesting of BE - Noting and Protecting - Liability of Parties - Summary - Questions for Practice

Chapter 7 : Endorsement

Meaning of Endorsement - Who may endorse? - Essentials of a Valid Endorsement - Types of Endorsement
- Effects of Endorsement - Cancellation of Endorsement - Summary - Questions for Practice

Chapter 8 : Technology In Banking

Need of Technology in Banking - Importance of Technology in Banking - E-Banking - Core Banking Solution
- Summary - Questions for Practice

References:

1. Mamta Bhargava – Compliances and Procedures under SEBI Law
2. V.L Iyer – SEBI Practice Manual - Taxmann
3. D.K Jain – Company Law Ready Reckoner
4. Bare Act – Corporate Laws Taxmann Microsoft Office Professional 2013-Step by step
5. By Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch

Subject: Fundamentals of Income Tax

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| Course Objectives: Goals and objectives of the course are to: | |
| 1 | Brief the Income tax and related concepts |
| 2 | Explain the different income categories and its provisions in income tax |
| 3 | Inform about the provisions for losses, set offs and final deductions |
| 4 | Explain how to compute, prepare and file the income tax |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Explain the Income tax and related concepts such as tax evasion, tax planning, tax liability, exemptions, etc. |
| CO2 | Identify the different income categories and its provisions in income tax for individuals and business entities. |
| CO3 | Calculate the provisions for losses, set offs and final deductions. |
| CO4 | Compute, prepare and file the income tax for individuals. |

Chapter 1: An introduction to Income Tax

Brief History and basic principles of levy of Income Tax - Rates of Income Tax for different assesses - Important Definitions - Taxation of Previous Year income in the same year - Tax Evasion, Tax avoidance and Tax Planning

Chapter 2: Residence and Tax Liability

Ascertainment of residential status of individual - Ascertainment of Residential Status of HUF, Firm or AoA - Ascertainment of Residential Status of Companies - Incidence of Tax

Chapter 3: Exemptions from Tax

Exemptions applicable for all Assessees - Exemptions applicable for Employees - Exemptions applicable for Institutions

Chapter 4: Agricultural Income

Kinds of Agricultural Income - Computation of Agricultural Income - Partly Agricultural Income

Chapter 5: Income from Salaries

Introduction - Different forms of Salary - Allowances (Including HRA, DA and all allowances exempt, taxable upto a limit and fully taxable) - Perquisites - Valuation of Perquisites - Profits in Lieu of Salary - Retirement (Gratuity, Pension, Earned Leave Salary, Retrenchment Compensation, Voluntary Retirement Scheme, Provident Fund)

Chapter 6: Income from House Property

Introduction - Calculation of Annual Value - Computation of Income from House Property - Computation of Preconstruction Period

Chapter 7: Profits and Gains of Business and Profession

Introduction - Computation of Profits from business - Computing Taxable profits or losses - Deductions Expressly Allowed - Deductions Expressly Disallowed - Deductions allowable only on actual payment - Presumptive Taxation

Chapter 8: Capital Gains

Meaning of Capital Asset - Transfer of Capital Asset - Computation of Capital Asset - Cost of Acquisition - Computation of Capital Gains

Chapter 9: Income from Other Sources

Incomes chargeable under this head - Important points regarding computation - Deductions allowable under this head

Chapter 10: Provisions related to Clubbing of Income

Set off and Carry forward of losses - Income of other persons included in assessee's total income - Aggregation of income and set off and carry forward of losses

Chapter 11: Deductions to be Made Before Computation of Taxable Income

Deduction in respect of Certain payments - Deduction in respect of Certain Incomes

Chapter 12: Computation of Total Income and Tax Liability of Individuals

Computation of Total Income of Individual - Computation of tax liability of Individuals

Chapter 13: Preparation and Filing of Return of Income

Voluntary Return of Income - Compulsory Return of Income - E filing of ITR

Chapter 14: Assessment Procedure, Tax deducted at Sources and Advance Tax

Assessment procedure - Tax Deduction at Source - Tax Collected at Source - Advance Tax -

References:

1. Direct Tax ready reckoner by N.V.Mehta, Kuber Publication
2. Indirect Taxes by V.S.Datey, Taxmann
3. Indirect Taxes by V.S.Balchandra, Sultanchand
4. Direct Taxes by B.B. Lal and N. Vashishta, Pearson Education
5. Students Guide to Income Tax - Simplified Version with Problems and Solutions (Set of 2 Vols) by Dr Monica Singhania Dr. Vinod K Singhania, Taxmann

Semester 4:

Subject: Corporate Accounting

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| Course Objectives: Goals and objectives of the course are to: | |
| | Inform about shares and goodwill, and its impact |
| | Provide information of the liquidation, amalgamation and reconstruction concepts |
| | Explain company accounts, its schedules and holdings |
| | Introduce to international finance, banking and human resource accounting |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Value shares and goodwill, and its impact on company accounts. |
| CO2 | Explain the liquidation, amalgamation and reconstruction concepts . |
| CO3 | Understand company accounts, its schedules and holdings. |
| CO4 | Prepare a report for international finance, banking and human resource accounting. |

Chapter 1: Issue of Shares

Par, Premium and Discount - Forfeiture - Reissue - Surrender of Shares - Right Issue – Underwriting.

Chapter 2: Redemption of Preference Shares

Provisions of the companies Act - Debentures - Issue – Treatment of different items relating to debenture in final accounts – Redemption – Methods of redemption of Debenture - Sinking Fund Method – Insurance Policy method.

Chapter 3: Final Accounts of Companies

Trading Account – Profit and Loss Account - Profit and Loss Appropriation Accounts – Balance sheet - Managerial Remuneration – Remuneration payable to different categories of managerial personnel – Calculation of Managerial remuneration.

Chapter 4: Valuation of Goodwill

Need - Methods of valuation of Goodwill - Average Profit method – super profit method – capitalization method.

Chapter 5: Shares

Methods of valuation of Shares – Net asset method – Yield Method – Fair value Method.

Chapter 6: Liquidation of Companies

Modes of Winding up - Statement of Affairs - Deficiency account or Surplus Account.

Chapter 7: Company Final Accounts

Schedule VI Part I and Part II – Profit prior to incorporation - Managerial remuneration – Preparation of profit and loss account and Balance Sheet.

Chapter 8: Amalgamation

Meaning – Advantages – Purchase consideration – Types of amalgamation – Net present value method - Absorption (Excluding inter – company holdings).

Chapter 9: External Reconstruction And Internal Reconstruction

Meaning – Accounting treatment – Alteration of share capital – Capital reduction account.

Chapter 10: Holding company accounts excluding inter-company holdings

Mutual Owings - Contingent Liability - Unrealized Profit - Revaluation of Assets.

Chapter 11: Liquidation of companies – Meaning – Reasons for winding up – Liquidator

– Preferential creditors – Calculation of liquidator’s remunerations – Liquidator’s final statement of accounts.

Chapter 12: Accounts For Banking Companies

Preparation of profit and loss account and balance sheet - Accounts for Insurance Companies - Preparation of profit and loss account and balance sheet.

Chapter 13: International Financial Reporting Standards (IFRS)

Meaning – Advantages - Disadvantages.

Chapter 14: Human resource accounting

Characteristic, Applications methods - Principles of Government accounting – Principles of Responsibility accounting.

References:

1. Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
2. Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
3. Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai
4. Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi
5. Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai
6. Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi
7. Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
8. Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida
9. Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai

Subject: Advanced Cost Accounting

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| Course Objectives: Goals and objectives of the course are to: | |
| | Introduce to meaning and objectives of costing |
| | Provide information of the Price issues based on inventory and labor cost |
| | Inform about the cost sheet for unit, process and contract costing |
| | Explain the operating cost, batch costing, standard cost and its effects |
| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Describe meaning and objectives of costing, its classifications and need for control. |
| CO2 | Evaluate the Price issues based on inventory, labor cost and its relation with time, overhead cost and its treatments. |
| CO3 | Prepare the cost sheet for unit, process and contract costing. |
| CO4 | Analyze the operating cost, batch costing, standard cost and effects of cost control and cost reductions. |

Chapter 1: Cost Accounting Principles

Meaning of cost and cost accounting – Objectives of cost accounting – Installation of a costing system.

Chapter 2: Elements of Cost

Cost concepts – Cost classifications – Methods, systems and techniques of costing – Cost sheet.

Chapter 3: Cost Accounting for material cost control

Need for material cost control – Purchase control – Stores control – Stock levels – EOQ analysis.

Chapter 4: Pricing of stores issues

Perpetual inventory control – ABC analysis – VED analysis – Treatment of waste, scrap, defectives and spoilage.

Chapter 5: Labour Cost Control

Time keeping and time booking – Treatment of idle time and overtime cost – Wage rates for costing – Systems of wage payment – Time wage and piece rate – Incentive schemes of wage payment – Labour turnover.

Chapter 6: Overhead Cost Control

Classification of overheads – Allocation and appointment – Absorption of overheads – Different methods – Treatment of under absorption and over absorption of overheads.

Chapter 7: Methods of Costing

Job costing – Contract costing – Profit on incomplete contracts – Cost plus contracts – Target costing – Escalation clause.

Chapter 8: Unit Costing

Meaning – Cost accumulation – Procedure in unit costing – Preparation of cost sheet.

Chapter 9: Process Costing

Features – Job costing Vs Process costing – Process cost accounts – Inter-process profits – Accounting for joint products and by products.

Chapter 10: Contract Costing

Types – Procedure for contract costing – Contract plus - costing – Profit from incomplete contract.

Chapter 11: Operating Costing

Meaning – Features – Objectives – Cost Unit – Transport costing – Operating cost sheet.

Chapter 12: Batch Costing

Definition – Economic batch quantity – Applicability of batch costing.

Chapter 13: Standard Costing

Definition – Advantages and limitations of standard costing – Variance analysis.

Chapter 14: Reconciliation of cost and final accounts

Cost control and cost reduction – Meaning – Tools and techniques – Essentials for success of cost control and cost reduction – Distinction between cost control and cost reduction – Areas of cost reduction and control – Advantages.

References:

1. Cost Accounting- A managerial emphasis by Horngren, Charles, Foster and Datar, Prentice Hall
2. Management Accounting by Khan and Jain, Tata McGraw Hill
3. Practical Costing by P C Tulsian, Vikas New Delhi
4. Advanced problems and solutions in cost Accounting by S N Maheshwari, Sultan Chand New Delhi
5. Cost Accounting (For B. Com 4th Sem, Delhi Univ) by Arora M N, Vikas Publishing House Pvt. Ltd.
6. A Textbook of Cost And Management Accounting - 10th Edn by Arora M N, Vikas Publishing House Pvt. Ltd.
7. Cost Accounting: Principles & Practice - 12 Edn by Arora M N, Vikas Publishing House Pvt. Ltd.
8. Essentials of Cost Accounting by Arora M N, Vikas Publishing House Pvt. Ltd.
9. Students Guide to Cost Accounting & Financial Management (Set of 2 Volumes) (CA-IPCC) (Group I) by Bhavesh N. Chandarana, Taxmann
10. Lectures on Costing by Swaminathan: S. Chand and Company (P) Ltd., New Delhi
11. Cost Accounting by C.S. Rayudu, Tata Mc. Grow Hill and Co. Ltd., Mumbai
12. Cost Accounting by Jawahar Lal and Seema Srivastava, Tata Mc. Grow Hill and Co. Ltd., Mumbai
13. Cost Accounting by Ravi M. Kishore, Taxmann Ltd., New Delhi

Subject: Financial Management

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| Course Objectives: Goals and objectives of the course are to: | |
| | Provide knowledge of the factors affecting financial decisions |
| | Introduce to different sources of finance |
| | Give access to different approaches in capital structures |
| | Explain the cost of equity, preference share, retained earnings, ratio analysis and budget control |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Explain the factors affecting financial decisions, techniques of financial forecasting. |
| CO2 | Identify and explain different sources of finance with its advantages and disadvantages. |
| CO3 | Explain different approaches in capital structures and assumptions in cost of capitals. |
| CO4 | Determine the cost of equity, preference share, retained earnings, ratio analysis and budget control. |

Chapter 1: Introduction to Financial Management

Structure: Introduction to Financial Management - Meaning of Business Finance - Three fundamental approaches to finance - Definition of Financial Management - Evolution of Financial Management - Functions of Financial Management - Importance of Financial Management - Financial management is indispensable to any organization as it helps in - Concept of Financial Decisions - Basic Factors Influencing Financial Decisions - External Factors - Internal Factors: - Summary - Multiple Choice Questions - Question for Self Study

Chapter 2: Financial Forecasting

Structure: Meaning of Forecast - Budgeting vs. Forecasting - Characteristics and Qualities of Financial Forecast - Financial Forecasting Strategies - Benefits of Financial Forecasting - Six Techniques of Business Forecasting - Statistical Tools Used for Business Forecasting - Summary - Multiple Choice Questions - Question for Self Study

Chapter 2: Financial Forecasting

Structure: Meaning of Forecast - Budgeting vs. Forecasting - Characteristics and Qualities of Financial Forecast - Financial Forecasting Strategies - Benefits of Financial Forecasting - Six Techniques of Business Forecasting - Statistical Tools Used for Business Forecasting - Summary - Multiple Choice Questions - Question for Self Study -

Chapter 3: Sources of Finance

Structure: Sources/Wellsprings of Finance - Equity Shares - Highlights of Equity Shares - Classification or Arrangement of Equity Shares - Advantages and Favourable circumstances of Equity Shares - Disadvantages or Inconveniences of Equity Shares - Preference Shares - Categories or Sorts of Preference shares - Features/Highlights of Preference Shares - Advantages/Points of interest of Preference Shares - Disadvantages/Weaknesses of Preference Shares - Differed/Conceded Shares
3.13 Debentures - Features/Highlights of Debentures - Favourable circumstances of Debenture -

Disadvantages of Debenture - Long Term Loans or Loan Financing - Advantages/Favourable circumstances of Long-term Loan - Disadvantages / Hindrances of Long-term Loan - Trade/Exchange Credit - Advantages or Focal points - Factoring - Highlights of a Factor - Advantages/Focal points - Disadvantages or Burdens of Factoring Services - Kinds of Factoring - Public Deposits or Open Deposits - Highlights/Features - Advantages/Points of interest - Retained Earnings (Earnings Held by Organisation) - Favourable Circumstances of Retained Earnings - Drawbacks of Retained Earnings - Summary - Multiple Choice Questions - Question for Self Study

Chapter 4: Capital Structure

Structure: Capital Structure - Presentation/Introduction - Definition and Meaning of Capital Structure - Meaning and Definition of Capital Structure - Capital Structure - Capital Structure Assumptions - Contrast between Financial Structure and Capital Structure - Objective or Target of Capital Structure - Ideal Capital Structure - Significance/Importance of Capital Structure - Forms of Capital Structure - Problem on Optimal Capital Structure - Factors Determining the Capital Structure - Risk Consideration - Capital Structure Theories - Concepts and Formulas - Total compensation Approach (NI Approach) - NI approach suspicions or assumptions - NI approach set up the connections - Graph showing NI Approach - Illustration - Net Operating Income (NOI) - Presumptions/Assumptions - NOI Recommendations / Propositions - Illustration - Illustration - Traditional Approach - Illustration - Modigliani – Miller Approach also called as MM Approach - Presumptions / Assumptions - Modigliani – Miller present some ideas - Problem: CA- IPCC - As the Market value of the firm Q (Unlevered): - Summary - Multiple Choice Questions - Question for Self Study -

Chapter 5: Cost of Capital

Structure: Cost of Capital - Basic concepts of Capital Structure - Assumptions and Presumption - Suppositions or Assumptions - Assumptions - Standard/Rule - Calculation of Cost of Debt - Calculation of Cost of Equity - Cost of Preference Shares - Cost of Retained Earnings - Weighted Average Cost of Capital - Summary - Multiple Choice Questions - Question for Self Study –

Chapter 6: Ratio Analysis

Structure: Concept of Ratio - Meaning of Ratio Analysis - Generally, ratio analysis involves four steps - Objectives of Ratio Analysis - Advantages of Ratio Analysis - Limitations of Ratio Analysis - Classification of Ratios - Problem - Summary - Multiple Choice Questions - Question for Self Study –

Chapter 7ina: "Budget & Budgetary Control - Cash, Capital and Flexible Budget "

Structure: Meaning and Definition of Budget - Meaning and Definition of Budgetary Control - Objectives of Budgetary Control - Essentials of Successful Budgetary Control - Advantages of Budgetary Control - Limitations of Budgetary Control - Cash Budget - Flexible Budget - Capital Budgeting - Problem - Problems on Flexible Budgeting - Summary - Multiple Choice Questions - Question for Self Study

References:

1. Advanced Management Accounting by Robert S Kailar,Holl
2. Financial Of Management Accounting by S.R.Varshney,Wisdom
3. Introduction Of Management Accounting by Charbs T Horngram, PHI Learning
4. Management Accounting by I.m.Pandey, Vikas
5. Cost & Management Accounting by D.K.Mattal,Galgotia
6. Management Accounting by Khan & Jain,Tata Megaw
7. Management Accounting by R.P.Resstogi

Subject: Universal Human Values & Professional Ethics

| | |
|--|---|
| Course Objectives: Goals and objectives of the course are to: | |
| | Provide knowledge of the values and harmony |
| | Introduce to the basics of values, integrity, Civic values |
| | Explain moral values for self-control, social and industrial safety |
| | Brief on the morals and professionalism |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Understand the values and harmony in individuals, family , society and nature. |
| CO2 | Understand the basics of values, integrity, Civic values and follow/maintain ethics. |
| CO3 | Manage moral values for self-control, social and industrial safety. |
| CO4 | Understand the morals and professionalism for benefit of individual, society and organizations. |

Chapter 1: Understanding Values

Values: Meaning, definition and concept - Understanding the need of universal human values and system - Process of self-exploration: 'Natural Acceptance' and - Experiential Validation - Continuous Happiness and Prosperity- A look at basic Human Aspirations, Right understanding, Relationship and Physical Facilities

Chapter 2: Understanding values and Harmony in the Human Being

Harmony in - Myself - Understanding human being as a co-existence of the sentient 'I' and the material 'Body' - Understanding the needs of Self ('I') and 'Body' - Understanding the Body as an instrument of 'I' - Understanding the characteristics and activities of 'I' and harmony in 'I' - Understanding the harmony of I with the Body: Sanyam and Swasthya - Correct appraisal of Physical needs, meaning of Prosperity

Chapter 3: Understanding values and Harmony in the Family and Society

Harmony in - Human-Human Relationship - Understanding harmony in the Family- the basic unit of human interaction - Understanding values in human-human relationship - Foundational values of relationship - Difference between respect and differentiation - Salient values in relationship - Understanding the harmony in the society - Comprehensive Human Goals - Universal harmonious order in society

Chapter 4: Understanding values and Harmony in the Nature and Existence

Understanding the harmony in the Nature - Interconnectedness and mutual fulfillment - Understanding Existence as Co-existence - Holistic perception of harmony at all levels of existence.

Chapter 5: Holistic Understanding of values, Harmony and Professional Ethics

Natural acceptance of human values - Definitiveness of Ethical Human Conduct - Humanistic Constitution and Humanistic - Competence in Professional Ethics

Chapter 6: History and theory of Basic Human Values

History and Development of the Concept of values and Ethics - Theories of virtues and ethics - Motivational types of values - The structure of value relations

Chapter 7: Values and Integrity

Meaning and scope of Integrity - Integrity and communication - Honesty and dependability - Values and Work environment - Human value based responsibilities

Chapter 8: Civic values and virtues

Moral Duties and rights of citizens and society and environment - welfare groups and their role in civic virtues - Respecting others - Living peacefully

Chapter 9: Understanding Ethics and professionalism

Ethics: Meaning, scope and concept - Types of Ethics - Categories of Ethics - Difference in Morality and Ethics - Approaches of Professionalism

Chapter 10: Management by values

Ethical Codes - organizational values - Experimentation, Learning from the Past - Collegiality and Loyalty - Managing environmental and intra-organisational complexities

Chapter 11: Variety of moral issues

Types of inquiries - Moral dilemma - Moral autonomy - Consensus and controversy - Self-control and self interest

Chapter 12: Profession: Social Experimentation

Profession and Experimentation - Responsible experimenters - Industrial standards

Chapter 13: Safety, Responsibilities and Rights

Safety definition - Safety and risk - Risk analysis - Risk-benefit analysis - Collegiality and loyalty

Chapter 14: Values and professionalism: Global Issues

Globalization - Moral leadership - Ethics and codes of business conduct in MNC - Computer and environmental ethics –

References:

1. A Foundation Course in Human Values and Professionals Ethics. (n.d.). (n.p.): Excel Books India.
2. SENTHILKUMAR, V. S., GOVINDARAJAN, M., NATARAJAN, S. (2013). Professional Ethics and Human Values. India: PHI Learning.
3. Professional Ethics and Human Values. (2007). India: Laxmi Publications Pvt Limited.
4. Maio, G. R. (2016). The Psychology of Human Values. United Kingdom: Taylor & Francis.
5. Kelly, C., Breinlinger, S. (1996). The social psychology of collective action: identity, injustice and gender. London: Taylor & Francis.

Subject: Advanced Corporate Accounting

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| Course Objectives: Goals and objectives of the course are to: | |
| | Explain reports of the IFRS, value of goodwill and holding |
| | Information of the processes of acquisition, amalgamation, reconstruction |
| | Explain the concepts of bonus shares, right shares, debentures |
| | Introduce to the issues related to liquidation, components of final accounts, profit and loss statements |
| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Understand reports of the IFRS, value of goodwill and holding companies. |
| CO2 | Understand the processes of acquisition, amalgamation, reconstruction and of companies. |
| CO3 | Explain the concepts of bonus shares, right shares, debentures and its redemptions. |
| CO4 | Explain the issues related to liquidation, components of final accounts, profit and loss statements. |

Chapter 1: International Financial Reporting Standards (IFRS)

Introduction and Meaning of IFRS - Scope of IFRS - An Overview of the International Financial Reporting Standards - IFRS issued till date - Role of IASB - Required disclosure as per IFRS - Advantages of IFRS to Indian Companies - Difference between IFRS and Indian Accounting Standards – US GAAP.

Chapter 2: Valuation of Goodwill

Meaning and Features of Goodwill - Goodwill as an Asset - Methods of Valuation of Goodwill - Average Profit Method and Weighted Average Profit Method

Chapter 3: Accounting for Holding companies

Meaning of Holding Companies and Subsidiary companies - Types of Holding Companies and Subsidiary companies - Meaning of Consolidated Financial Statements - Advantages of Consolidated Financial Statements - Legal requirements on Consolidation - Meaning and Calculation of Minority Interest

Chapter 4: Acquisition of Business

Meaning of 'Acquisition of Business' - Objectives of 'Business Taken Over' - 'Assets Taken Over' and 'Assets and Liabilities Taken Over' - Purchase Consideration - Methods for determining Purchase Consideration - Mode of Discharge of Purchase Consideration - Accounting Entries - Unit-2

Chapter 5: Amalgamation of Companies

Meaning and Objectives of Amalgamation of Companies - Meaning of Different Terms used in Amalgamation - Provisions for Amalgamation of Companies as per Accounting Standard 14 - Basis for arriving at Purchase Consideration - Accounting Entries in the books of Transferor and Transferee Company -

Chapter 6: Internal Reconstruction of Companies

Meaning of External Reconstruction and Internal Reconstruction of Companies - Difference between External Reconstruction and Internal Reconstruction - Situations which call for Internal Reconstruction of a Company - Forms of Internal Reconstruction of Companies - Alteration Advanced Corporate Accounting of Share Capital and Reduction of Share Capital - Accounting Treatment on Internal Reconstruction of Companies

Chapter 7: Issue of Bonus Shares and Right Shares

Meaning of Bonus Shares - Objectives, Advantages and Disadvantages of Issue of Bonus Shares - Accounting Treatment on Issue of Bonus Shares - Meaning of Right Shares - Objectives, Advantages and Disadvantages of Issue of Right Shares - Accounting Treatment on Issue of Right Shares.

Chapter 8: Issue of Debentures

Meaning and Features of Debentures - Types of Debenture - Differences between Shares and Debentures - Methods of Issue of Advanced Corporate Accounting Debenture - Accounting Treatment on Issue of Debentures when consideration is Received in Cash - Issue of Debentures for consideration other than Cash - Unit-3

Chapter 9: Redemption of Debentures

Meaning of Redemption of Debentures - Methods of Redemption of Debentures - Price at which Debentures can be Redeemed - Modes of Finance for Redemption of Debentures - Legal Provisions for Redemption of Debentures - Accounting Treatment on Redemption of Debentures

Chapter 10: Buy Back of Shares

Meaning of Buy Back of Shares - Advantages and Disadvantages of Buy-Back of Shares - Legal Provisions and Sources of Funds for Buy-Back of Shares - Accounting Treatment on Buy-Back of Shares.

Chapter 11: Forfeiture and Re-issue of Shares

Meaning of Forfeiture of Shares - Effect of Forfeiture of shares - Accounting Treatment on Forfeiture of Share - Re-issue of Forfeited Shares - Accounting Treatment on Reissue of Forfeited Shares.

Chapter 12: Redemption of Preference Shares

Meaning of Redemption of Preference Shares - Legal conditions for Redemption of Preference Share - Methods of Redemption of Preference Shares - Accounting Treatment on Redemption of Preference

Chapter 13: Company Liquidation

Meaning of Liquidation, - Modes of Winding up of a Company - Compulsory Winding Up - Voluntary Winding Up - Meaning of Contributories - Meaning of Liquidator Preferential Payments

Chapter 14: Final Accounts of Joint Stock Companies

Meaning and Components of Final Accounts - Relevant Provisions of Companies Act, Structure of Final Accounts - Profit and Loss Account - Some Items which require special attention at the time of preparation of final accounts of a company

References:

1. Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida
2. Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai
3. Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi
4. Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi
5. Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi
6. Financial Accounting a Managerial Perspective, Varadraj B. Bapat, Mehul Raithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi

Semester 5:

Subject: Goods and Services Tax

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| Course Objectives: Goals and objectives of the course are to: | |
| | Provide knowledge of the concepts related to GST |
| | Introduce to different sections under GST act |
| | Explain the input tax credits, exemptions and registration process of GST |
| | Explain the processes related to E-way bill generations, payment of e-way bills, returns |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Explain the concepts related to GST, supply and composition schemes under GST |
| CO2 | Understand different sections under GST act for supply. |
| CO3 | Elaborate the input tax credits, exemptions, registration process of GST, tax invoice and credit notes. |
| CO4 | Perform the processes related to E-way bill generations, payment of e-way bills, returns, assessments and audit of bills. |

Chapter 1: GST in India

Introduction - Concept of GST - Need for GST - Types of GST - Extent & Commencement of CGST Act/ SGST Act/ UTGST Act/IGST Act - Goods and Services Tax Council (GST Council) - Goods & Services Tax Network (GSTN)

Chapter 2: Supply under GST and other Basics

Definition – Supply, Aggregate Turnover, Person, Business, Appropriate Government, Mixed Supply, Composite Supply, GSTN, GSTIN, E-Commerce Input Tax Credit etc. - GST Models: Single GST & Dual GST - Levy and Collection of GST.

Chapter 3: Composition Scheme

Meaning of Composition Scheme - Conditions for availing Composition Scheme - Tax payer - Composition Dealer - GST rate for Composition Dealer - Advantages and Disadvantages of Composition Scheme

Chapter 4: Time of Supply (Section 12 and Section 13 of CGST Act)

Meaning of Time Supply - Time supply of Goods - Time supply for Services - Time Supply under Reverse Charge

Chapter 5: Place of Supply (Section 10 and Section 12 of IGST Act)

Place of Supply of Goods - Place of Supply of Services - Place of Supply on a Vessel/Conveyance - Place of supply- Imports and Exports

Chapter 6: Value of Supply (Section 15 of CGST Act)

Concept of Transaction value - Valuation rules - Value of taxable supply of goods and services under GST
- Incidental expenses charged by the supplier - Taxability of reimbursement of expenses

Chapter 7: Input Tax Credit

Importance of Meaning Input Tax Credit (ITC) - Eligibility and conditions for taking Input Tax Credit -
Apportionment of ITC and Blocked Credit - Order of Adjustment of Input tax credit against output CGST,
SGST, IGST

Chapter 8: Exemptions under GST

Exempt Supply under GST - GST exemption from registration - GST exemption from businesses - GST
Exemption for Goods - GST Exemption for services

Chapter 9: Registration under GST

Concept of registration under GST - Procedure of registration under GST - Eligibility Criteria of
registration under GST - Documents Required for registration - Types of registration under GST - Limit
for registration under GST

Chapter 10: Tax Invoices, Credit and Debit Notes

Concept of Tax invoice - Meaning of Debit note - Meaning of credit note - Debit note under GST - Credit
Note under GST - Difference between Revised Invoice and Supplementary Invoice

Chapter 11: Accounting and Records, E-way bill - Meaning of E-way Bill

E-way bill generation - Status of Implementation across India - Cases when E- Way bill not required -
Validity of E-way Bill - Documents required to generate E-way bill

Chapter 12: Payment of Tax (Section 49 and Section 50 of CGST Act)

Payment to be made under GST - Calculation of GST Payment - Types of Electronic Ledgers - Penalty for
non-payment or delayed payment

Chapter 13: Returns under GST

Types of GST returns and Due Dates - Late filing of GST return - Interest and Late fee to be paid

Chapter 14: Assessment and Audit

Self-Assessment under GST (Section 59) - Provisional Assessment under GST (Section 60) - Scrutiny of
Return under GST (Section 61) - Assessment of Non-filers of Return and Unregistered Person under GST
(section 62 & 63) - Audit by Tax Authorities under GST (Section 65) - Special Audit (Section 66)

References:

1. GST Bare Act 2017
2. GST Law & Practice - V.S Datey (6th Edition)
3. GST Laws – National Academy of Customs, Indirect Tax

Subject: Assessment of Direct Taxes

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| Course Objectives: Goals and objectives of the course are to: | |
| | Provide information of the direct taxes and its provisions. |
| | Introduce to the heads of income, deductions and taxations |
| | Explain the different assessment processes under different sections |
| | Introduce to processes related to assessment of taxes |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Enlist and explain the direct taxes and its provisions. |
| CO2 | Identify the heads of income, deductions and taxations and its assessment procedures. |
| CO3 | Explain the different assessment processes under different sections for faceless assessment, search cases. |
| CO4 | Understand the processes related to assessment of taxes related to companies, co-operative societies and trust and partnership firms. |

Unit-1: Introduction to Direct Tax

Chapter 1: Tax System in India - Meaning of Tax - Existing tax structure - Classification of Taxes - Tax imposing authorities - Constitutional Provisions for Tax - Short History of Income-tax since 1961

Chapter 2: Direct Tax in India

Meaning of Direct Tax - Major Direct Tax - Direct tax authorities - Central Board of Direct Tax - Setup, functions and structure of Central Board of Direct Tax - Powers of Central Board of Direct Tax

Chapter 3: Income-tax in India

Meaning of Income-tax - Constitutional provisions to impose income-tax - Elements of Income-tax law - Five heads of income - Basis of Charge - Residential Status of assessee

Chapter 4: Definitions under Income-Tax Act

Income-tax - Assessee - Assessment year - Assessment - Person - Income - Unit-2: Taxation under different heads of income of an individual and deductions

Chapter 5: Heads of Income & Taxation

Computation of taxable income under the head of income from salary - Taxation of salary and allowances, perquisites, exemptions from salary - Computation of taxable income under the head income from house property - Taxation of self-occupied house property and let-out house property - Basic taxation under Profit and Gains from Business or Profession - Taxation of Income from other source and capital gain -

Chapter 6: Deduction in Total Income

Deductions under section: 80C, 80CCC, 80CCD, 80CCE, 80D, 80DD, 80DDB, 80E, 80EE, 80EEA, 80EEB, 80G, 80GG, 80GGA and 80U

Chapter 7: Assessment Procedure 1

Return of Income (Income-tax Return) - Filing of Income-tax Return in Electronic Form (section 139D) - Enquiry before assessment (section 142) - Intimation - Types of Assessment

Chapter 8: Assessment Procedure 2

Power of board to dispense with furnishing documents (section 139C) - Return of income by whom to be verified (section 140) - Self-assessment (section 140A) - Unit-3: Faceless Assessment

Chapter 9: Inquiry or Valuation

Assessment (Section 143) - Best judgement assessment (Section 144) - Power of joint commissioner to issue directions in certain cases (Section 144A)

Chapter 10: Faceless Assessment

Reference to dispute resolution panel (Section 144C) - Method of Accounting (Section 145) - Taxability of Certain Income (Section 145B) - Income escaping assessment (Section 147) - Issue of notice where income has escaped assessment (Section 148) - Time limit for notice (Section 149) - Sanction for issue of notice (Section 151) - Faceless assessment of income escaping assessment (Section 151A) - Time limit for completion of assessment, reassessment and re-computation (Section 153) - Rectification of mistakes (Section 154) - Notice of demand (Section 156) - Intimation of loss (Section 157)

Chapter 11: Special Procedure for Assessment of Search Cases

Definitions (Section 158B) - Assessment of undisclosed income as a result of search (Section 158BA) - Computation of undisclosed income of the block period (Section 158BB) - Procedure for block period (Section 158BC) - Undisclosed income of any person (Section 158BD) - Time limit for completion of block assessment (Section 158BE) - Certain interest and penalties not to be levied (Section 158BF) - Levy of interest and penalties in certain case (Section 158BFA) - Authority competent to make block assessment (Section 158BG)

Chapter 12: Assessment of Companies

Meaning of Company - Classification of Companies - Computation of Gross Total Income of a Company - Unit-4: Special Assessments

Chapter 13: Assessment of Co-operative societies and Trust

Meaning of Co-operative Society - Definition – Deduction U/S 80(P) - Other deductions - Computation of Tax - Definition Trust - Assessment of Private Trust - Assessment of Charitable Trust - Exemptions

Chapter 14: Assessment of Partnership Firm

Meaning of Partnership Firm - Assessment under section 184 and 185 - Interest and remuneration paid to partners U/S 40(b) - Intimation of assessment of firm (Section 158)

References:

1. Direct Taxes Law & Practice by V.K. Singhania - Taxman
2. Systematic Approach to Direct Tax by Ahuja & Gupta - Bharat Law House
3. Income Tax Ready Reckoner by Dr .V.K. Singhania - Taxman
4. Direct Tax Laws by T.N. Manoharan - Snow White

Subject: Elective 1

(Please refer to subjects from Electives' List)

Subject: Elective 2

(Please refer to subjects from Electives' List)

Subject: Elective 3

(Please refer to subjects from Electives' List)

Semester 6:**Subject: Principles of Auditing**

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| Course Objectives: Goals and objectives of the course are to: | |
| 1 | Explain book keeping and auditing |
| 2 | Provide knowledge related to audit planning |
| 3 | Explain audits using proper sampling methodology |
| 4 | Give understanding of auditing techniques |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Differentiate difference between book keeping and auditing and identify types of errors & frauds and audits. |
| CO2 | Demonstrate the knowledge related to audit planning, programme, work papers and checking. |
| CO3 | Perform audits using proper sampling methodology, internal audits and internal control tools. |
| CO4 | Use auditing techniques like vouching, verification, valuation. |

Chapter 1: Introduction to Auditing

Meaning and Definition of Auditing - Characteristics of Auditing - Difference between Book-keeping and Auditing - Difference between Accounting and Auditing - Difference between Investigation and Auditing - Objectives of Auditing - Principles of Auditing - Auditing Concept- Materiality, Going Concern, True and Fair view, Independent

Chapter 2: Errors and Frauds

Definitions - Circumstances and Reasons of Error and Frauds - Types of Error- Commission, Omission, Compensating Error - Types of Frauds - Procedure to detect Error - Difference between Error and fraud - Duties of Auditor in regards to Error and Frauds

Chapter 3: Types of Audit

Meaning - Statutory Audit - Balance Sheet Audit - Interim Audit - Internal Audit - Continuous Audit - Concurrent Audit and Annual Audit - Advantages and Disadvantages of Different types of Audit

Chapter 4: Audit Planning

Meaning - Objectives - Factors to be considered - Sources of obtaining information - Discussion with client - Overall Audit Approach

Chapter 5: Audit Programme

Meaning - Objectives - Advantages and Disadvantages - Methods of work - Instruction before commencing Work - Audit Approach

Chapter 6: Audit Working Papers

Meaning - Importance - Content of Audit Working papers - Importance of working papers - Features of Audit working papers - Types of Audit file- Permanent and Temporary - Auditors Lien on working papers

Chapter 7: Test Checking and Routine Checking

Meaning and Importance of Test checking - Meaning and Importance of Routine checking - Difference between Test Checking and Routine Checking - Advantages and Disadvantages of Test Checking and Routine Checking - Precaution to be use in Test Checking and Routine Checking

Chapter 8: Audit Sampling

Meaning of Audit Sampling - Purpose of Audit Sampling - Factors in determining sample size - Tolerable Error and Expected Error - Methods of selecting Sample - Evaluation of Sample result - Duties of Auditor in conducting audit based on sample

Chapter 9: Internal Audit

Meaning - Principles of Internal Audit - Objectives of Internal Audit - Duties of Auditors in internal Audit - Benefits of Internal Audit - Difference between Internal Audit and External Audit

Chapter 10: Internal Control

Meaning and Objectives of Internal Control - Advantages and Disadvantages of Internal Control - Duties of Auditor in regards to Internal Control - Review of internal Control - Difference between Internal Check and Internal Control - Difference between internal Check and Test Check -

Chapter 11: Vouching - Auditing Technique

Meaning of Vouching - Importance of Vouching - Objectives of Vouching - Duties of Auditor in regards to Vouching - Audit Income - Audit Expenditure

Chapter 12: Verification: Auditing Technique

Meaning of Verification - Objectives of Verification - Scope of Verification - Verification Techniques - Advantages of Verification - Difference between Vouching and Verification - Auditors Duties in regard to Verification

Chapter 13: Valuation

Meaning of valuation - Objects of Valuation - General rules of Verification and valuation of Assets - Duties of Auditors in regards to valuation of fixed Assets

Chapter 14: Audit of Liabilities

Outstanding Expenses - Bills Payable secured Loan - Unsecured loan - Contingent Liabilities -

References:

1. Contemporary Auditing by Kamal Gupta, Tata Mc-Graw Hill, New Delhi
2. A Hand-Book of Practical Auditing by B.N. Tandon, S. Chand and Company, New Delhi
3. Fundamentals of Auditing by Kamal Gupta and Ashok Arora, Tata McGraw Hill, New Delhi

4. Auditing: Principles and Practice by Ravinder Kumar, Virender Sharma, PHI Learning Pvt. Ltd., New Delhi
5. Auditing and Assurance for CA IPCC by Sanjib Kumar Basu, Pearson Education, New Delhi
6. Contemporary Auditing by Kamal Gupta, McGraw Hill Education Pvt. Ltd., New Delhi
7. Fundamentals of Auditing by Kamal Arora and Ashok Gupta, Tata McGraw Hill, New Delhi

Subject: Elective 4

(Please refer to subjects from Electives' List)

Subject: Elective 5

(Please refer to subjects from Electives' List)

Subject: Elective 6

(Please refer to subjects from Electives' List)

Subject: Project Work

Electives in Banking Management

Elective 1: Basics of Banking

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| Goals and objectives : the goals and objectives of the course are to: | |
| | Provide the knowledge of banking and its functionality |
| | Introduce different Acts and laws related to banking |
| | Introduce various terminologies and instruments used in banking |
| | Introduce new technologies used in banking sector |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Identify the procedure of bank accounts, its functions and different financial instruments used in banking. |
| CO2 | Explain the banking acts and laws related to banking and its operations. |
| CO3 | Explain the terms related to banker, lending principles, balance sheet of banks and negotiable instruments used. |
| CO4 | Understand the endorsement types , technologies used in banking, risk management and ethics in banking sector. |

Chapter 1: Evolution of Banking

Introduction, Origin, Meaning and Definition of Bank, Evolution of Banking, Evolution of Banking in India, Structure of Indian Banking System, Questions for Discussion

Chapter 2: Functions of Bank

Introduction, Primary Functions, Secondary Functions, Questions for Discussion

Chapter 3: Procedure for Opening and Operating of Deposit Account

Introduction, Types of Accounts, Procedure for Opening of Deposit Account, Procedure for Operating Deposit Account, Closure of Accounts, Transfer of Accounts to Other Branches, Types of Account Holders, Questions for Discussion

Chapter 4: Methods of Remittances

Introduction, Demand Drafts, Banker's Cheques and Truncated Cheques, Mail Transfer, Telegraphic Transfer, Electronic Funds Transfer - RTGS, NEFT and SWIFT, Other Methods of Remittances, Questions for Discussion

Chapter 5: Regulatory Framework and Compliances

A. Provisions of RBI Act 1935, Banking Regulation Act 1949, Prevention of Money Laundering Act, 2002.
- B. Government and RBI's Powers Opening of New Banks and Branch Licensing Constitution of Board of Directors and their Rights Banks Share Holders and their Rights CRR and SLR Concepts Cash-Currency Management Winding up - Amalgamation and Mergers Powers to Control Advances - Selective Credit Control – Monetary and Credit Policy Audit and Inspection Supervision and Control - Board for Financial Supervision – its Scope and Role Disclosure of Accounts and Balance Sheets Submission of Returns to RBI, Corporate Governance.

Chapter 6: Legal Aspects of Banking Operations

Case Laws on Responsibility of Paying and Collecting Banker Indemnities or Guarantees - Scope and Application – Obligations of a Banker - Precautions and Rights - Laws relating to Bill Finance, LC and Deferred Payments - Laws Relating to Securities - Valuation of Securities - Modes of Charging Securities - Lien, Pledge, Mortgage, Hypothecation etc. - Registration of Firms/Companies - Creation of Charge and Satisfaction of Charge.

Chapter 7: Banking Related Laws

Law of Limitation - Provisions of Bankers Book Evidence Act -Special Features of Recovery of Debts Due to Banks and Financial Institutions Act, 1993 TDS Banking Cash Transaction Tax Service Tax, Asset Reconstruction Companies, The Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002, The Consumer Protection Act, 1986, Banking Ombudsman Lok Adalats, Lender's Liability Act.

Chapter 8: Banker

Customer Relations - The legal relationship between the Banker and Customer, the Multifarious Transactions between them and the Rights and Duties of the Parties springing out of such relationship Nature of Banking Business Legal Nature of Banker-Customer Relationship and their Mutual Rights and Duties Special Categories of Customers, such as Corporations, Partnership Firms, Hindu Joint Families, Unincorporated Bodies, Trusts, Joint Account Holders, Minors, Nominee Accounts, Liquidator, Mercantile Agents, Non-Resident Indians, Foreigners and the Legal Incidence of Each Different Types of Accounts such as Current Accounts, Savings Bank Account and Fixed Deposits Other Transactions between Banker and Customer such as Safe Deposit Vaults, Financial Advice, Letters of Introduction and Other Services Rendered by Banks Special features of the relationship between banker and customer - Their mutual rights and duties - lien - Power to combine different accounts - Secrecy of account

Chapter 9: Lending Principles, Credit Creation and Balance Sheet of a Bank

Introduction, Investment Policy, Safety, Liquidity, Profitability, Diversification of Risks, Multiple Credit Creation: Process and Limitations, Balance Sheet of a Commercial Bank, Questions for Discussion

Chapter 10: Negotiable Instruments

Introduction, Definition and Meaning of Negotiable Instruments, Features of Negotiable Instruments, Types of Negotiable Instruments, Definition, Meaning and Characteristics of Promissory Note, Bill of Exchange and Cheque, Types of Cheques (Bearer, Order and Crossed), Types of Crossing (General and Special), Dishonour of Negotiable Instrument, Noting and Protesting, Questions for Discussion

Chapter 11: Endorsement

Introduction, Definition and Meaning of Endorsement, Types of Endorsement (Blank, Full or Special, Restrictive, Partial, Conditional, Sans Recourse, Facultative), Questions for Discussion

Chapter 12: Electronic Banking and IT in Banks

IT in Banking: An Introduction. IT Applications in Banking- Computer-Based Information Systems for Banking; Electronic Banking; Electronic Fund Management, Enabling Technologies of Modern Banking- Electronic Commerce and Banking; Supply Chain Management; Customer Relationship Management; Integrated Communication Networks for Banks Security and Control Systems - Cybercrimes and fraud management Planning and Implementation of Information Systems

Chapter 13: Risk Management in Banks

Risk Management: An Overview, Credit Risk Management, Liquidity and Market Risk Management, Operational Risk Management, Special Issues- Risk Management Organisation; Reporting of Banking Risk; Risk Adjusted Performance Evaluation Basel III.

Chapter 14: Ethics and Corporate Governance in Banks

Ethics and Business, Corporate Governance, Corporate Social Responsibility, Governance in Financial sector

References:

1. Dr. K.M.Bhattacharaya & O.P.Agarwal, Basics of Banking and Finance, Himalaya Publishing House
2. Gordan and Natrajan, Banking Theory Law and Practices, Himalaya Publishing House
3. V.S.Gopal & Sumathi Gopal, Principles and Practices of Banking and Insurance, Himalaya Publishing House.
4. Dr. Seethalekshmy & Jitendra Aherkar, Principles and Practices of Banking and Insurance. Sheth Publishing House

Elective 2: Bank Lending

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| Goals and objectives : the goals and objectives of the course are to | |
| | Brief about the banking and financial institutions and markets |
| | Give information of credit ratings |
| | Provide information of different instruments and documents in banking |
| | Give information about the government policies related to lending |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Identify the different banking and financial institutions and markets for finance and capital. |
| CO2 | Explain the credit rating in India. |
| CO3 | Evaluate the different types of securities, lending documents and financial statements on the basis of cash flow, ratio analysis, etc. |
| CO4 | Identify and link the different lending schemes, credit schemes with government plans. |

Chapter 1: Banking and financial institutions in India

Banking and financial institutions in India: Commercial Banks, Cooperative Banks, Regional Rural Banks, Agriculture and Rural Development Banks (SLDBs), Development Banks and NBFCs; their constitution, Functions, Working and Evolution. - Reserve Bank of India: Traditional and Developmental Functions and Working. Objectives, Instruments of Monetary Policy

Chapter 2: Financial Markets

Financial markets: Structure, institution and operating mechanism and its role in Economic Development. Developed and Underdeveloped Markets, Money Market in India: Importance, features instruments. Measures to strengthen money market in India. Recommendations of the working group on money market, Report of the task force on money market and mutual funds.

Chapter 3: Capital Markets

Capital Markets in India: New issue market and stock exchange, importance of stock exchanges: National stock exchange, methods of floating new issues, types of shares and debentures, The Securities and Exchange Board of India (SEBI), need for establishment of SEBI. Objectives and role of SEBI, Capital Market reforms

Chapter 4: Credit Rating in India

Credit Rating in India: Why and what is credit rating, credit rating institutions in India, limitation to rating, depository services, factoring, leasing and hire purchase, venture capital, securitization of assets, portfolio management, risk and return, reforms in banking and finance, reports of the committees; Chakravarty committee, Narsimham committee I & II

Chapter 5: Bank Lending Policies

Establishing banks' lending policies under changing socio-economic and legal environment –types and Forms of bank advances – Principles of credit management – types of documents used for lending – Modes of creating charge – Evaluation of different types of securities.

Chapter 6: Financial Analysis

Analysis of financial statements with the help of accounting ratios fund flow, cash flow statements, and other emerging techniques Credit Appraisal Techniques: Financial analysis techniques for bank lending – Assessment of credit needs for fixed assets and working capital – Monitoring of advances – renewal and recovery of advances – Nursing of sick units.

Chapter 7: Lending Schemes

Lending Schemes: Socio – Economic and poverty alleviation programmes /Self-employment schemes: DRI, IRDP, SEEU, SEPUP, Micro Financing: Financing of self-help groups by banks and NGOs – Women Entrepreneurs, Small borrowers, SSIs, Personal and Consumer loans, Housing Finance, Agriculture finance, Loan syndication, Federal Financing.

Chapter 8: Linking Credit and Government Plans

Linking credit with Government Economic Plans: Lead Bank Scheme and Service Area Approach, role of NABARD, Recommendations of CRAFTCARD - [Sivaraman Committee]. ACRC [Khusro Committee], Refinance and credit guarantee facilities for banks. Current Issue and Problems

References:

1. Capital Market in a Planned Economy, NCAERT, Delhi,
2. Banking In India. S.G. Panandikar, Worali, Mumbai.
3. Investment Mgmt. S.L.V. Sinha & Others, Institute for Financial Development and Research. Madras
4. Indian Financial System (Vol. I & II) B.D. Ghonasgi & Maloti Anagol
5. Indian Financial System M.Y. Khan, Tata Mcgrow Hill.
6. Financial Institutions in India - Vadilal Dagli, Mumbai.
7. Financial Institutions in Indian Markets - L. M. Bhole, Tata Mcgrow Hill

Elective 3: Commercial Banks in Indian Economy

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| Goals and objectives : the goals and objectives of the course are to | |
| | Provide information about the commercial banks and their roles in India |
| | Provide knowledge of working in commercial banks |
| | Give idea about the publications and reports by commercial banks |
| | Inform about different types of commercial banks and credit creations |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Demonstrate knowledge about the commercial banks and its parental bank, banking products and E-banking. |
| CO2 | Explain the financial structure, services offered to consumer, human resources and shareholders & creditors of commercial banks. |
| CO3 | Demonstrate the knowhow about the publication reports of banks, investments by commercial banks, banking regulation act. |
| CO4 | Explain the banking types, credit creations and role of commercial banks in economy. |

Chapter 1: Commercial Banks

Meaning of commercial banks - Structure of banking industry - Roll of commercial banks in India - Importance of commercial banks in India - Scheduled and non-scheduled banks - Objectives of Commercial Banks - Functions of commercial banks - Primary functions and secondary functions

Chapter 2: Banking Products

Deposit Accounts - Types of deposits in commercial banks - Features of deposits in commercial banks - Various Credit Facilities - Types of loan products in commercial banks - Features of loan products in commercial banks - Services in support of credit lending - Other customer services by commercial banks

Chapter 3: Electronic Banking

Meaning of Electronic banking - Internet Banking - Mobile Banking - Mobile application for banking operations - Online account opening - Online lending of credit - Online services by commercial banks

Chapter 4: Parental Bank For Commercial Banks in India

Controlling authority for commercial banks in India - Policy Repo Rate, Reverse Repo Rate, Marginal Standing Facility Rate and Bank Rate. - Cash Reserve Ratio and Statutory Liquid Ratio - Various deposits and credit rates as prescribed by RBI

Chapter 5: Financial Structure of Commercial Banks

Capital structure of commercial banks - Banking Financial Statements - Bank Profit and Loss Account - Bank Balance Sheet - Banking Financial Ratio - Non-performing assets

Chapter 6: Customer Satisfaction Base of Commercial Bank

Services by commercial banks - Customer support by commercial banks

Chapter 7: Human Resource in Commercial Banks

Recruitment in commercial banks - Training and skill enhancement for banking human resource

Chapter 8: Shareholders and Creditors of Commercial Banks

Investment in commercial banks - Shareholders of commercial banks - Annual general meeting in commercial banks

Chapter 9: Commercial Bank Publications

Quarterly publication of financial reports - Annual publication of financial reports - Publication of Annual Report - Other publications by commercial banks - Advertisements by commercial banks for their products

Chapter 10: Investment by Commercial Banks

Investments by commercial banks in various institutions

Chapter 11: Banking Regulation Act, 1949

Introduction to Banking Regulation Act, 1949 - Silent features of Banking Regulation Act, 1949

Chapter 12: Credit Creation by Commercial Banks

Credit creation by commercial banks - Various types of credit creation - Features of credit creation by commercial banks

Chapter 13: Classification of Commercial Banks

Public Sector Banks - Private Sector Banks - Foreign Banks - Regional Rural Banks - Payment Banks

Chapter 14: Role of Commercial Banks in Indian Economy

Contribution of commercial banks in Indian economy - Commercial banks: backbone of Indian economy - Commercial banks: intermediatory for public and government - Privatization of commercial public sector banks in India -

References:

1. Dr. K.M.Bhattacharaya & O.P.Agarwal, Basics of Banking and Finance, Himalaya Publishing House
2. Gordan and Natrajan, Banking Theory Law and Practices, Himalaya Publishing House
3. V.S.Gopal & Sumathi Gopal, Principles and Practices of Banking and Insurance, Himalaya Publishing House.
4. Dr. Seethalekshmy & Jitendra Aherkar, Principles and Practices of Banking and Insurance. Sheth Publishing House

Elective 4: Working Capital Management in Bank

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| Goals and objectives : the goals and objectives of the course are to | |
| | Provide the knowledge of working capital management |
| | Introduce cash management and its importance in working capital |
| | Introduce the tools for inventory and receivable managements |
| | Provide know how of working capital and its estimation |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Understand the fundamentals of working capital, its management and banking policy recommendations related to it. |
| CO2 | Understand and explain the cash management, different cash management models, cash planning and budget preparation. |
| CO3 | Use the policies related to receivable management, tools for inventory management and working capital and capital investment integration. |
| CO4 | Identify and use the instruments/tools for capital management, cash management, working capital estimation and its finance. |

Chapter 1: Introduction to Working Capital Management

Concept & importance of Working Capital management, Types of Working Capital, Factors affecting working capital requirements

Chapter 2: Conceptual Framework of Working Capital Management

Meaning & significance of operating cycle and cash cycle, estimation of working capital requirements, liquidity vs. profitability

Chapter 3: Working Capital Needs

Financing of working capital needs: Commercial banks, Commercial papers, Factoring, Trade credit, Accrued expenses, Deferred income as source for working capital.

Chapter 4: Working Capital and Banking Policy

Approaches to determine an appropriate financing mix, working capital and banking policy (Recommendations of Dahejja Tandon, Chore & Marathe & Kannan committees.) MPBF norms, Managing credit risk, Disbursement and follow up of working capital finance by bank

Chapter 5: Cash Management

Cash Management: Aspects of cash management, Motives for holding cash and marketable securities

Chapter 6: Models of Cash Balance Approach

Factors determining the optimum cash balance, Models-Baumol, Miller Orr, Stone, Beranek

Chapter 7: Cash Planning and Cash Budget

Cash Planning, Cash budget simulation and cash balance uncertainties, hedging vs. interest rate, future & options. Treasury management, Reasons for Cash flow problems

Chapter 8: Receivable Management

Receivable management: Introduction, Objectives of trade credit, credit policies. Dimensions of receivable management, collections from receivables, role of factoring in receivables management –

Chapter 9: Inventory Management

Inventory Management: Introduction, tools & techniques of inventory management. Inventory control models, valuation of inventories, Inventory management and cash flow time line

Chapter 10: Working Capital and Capital investment

Integration of working capital and capital investment process. Working capital management practices in India

Chapter 11: Integrated Capital Management

Liquidity vs Profitability, Payables Management. Short-Term International Financial Transactions. Integrating Working Capital and Capital Investment Process

Chapter 12: Working Capital Finance

Working capital Finance: Trade Credit, Bank Finance and Commercial Papers

Chapter 13: Management of Cash and Marketable Securities

Cash Management, Factors Affecting Cash Needs, Cash Budget, Control Aspects, Managing The Float, Investment of Surplus Cash

Chapter 14: Working Capital Estimation and Financing of Working Capital

Estimation Procedure, Working Capital Based on Operating Cycle, Different Components of Working Capital, Estimation of Working Capital Requirements, Types Of Spontaneous Sources, Trade Credit, Commercial Paper, Annualized Cost Of Financing, Types Of Bank Credit, Other Sources of Short Term Financing, Regulation of Bank Credit In India -

References:

1. C. Paramasivan & T. Subramanian, Financial Management
2. IM Pandey, Financial Management
3. Ravi Kishor, Financial Management
4. Khan & Jain, Financial Management
5. Van Horne & Wachowiz, Fundamentals of Financial Management
6. Prasanna Chandra, Strategic Financial Management

Elective 5: Issues of Bank Management

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| Goals and objectives : the goals and objectives of the course are to | |
| | Introduce the banking sector and its problems |
| | Give information about the issues related to banking operations and management |
| | Provide details of back office work in banking |
| | Provide the details of software issues in banking. |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Understand the issues of commercial banking sectors related to liquidity, capital adequacy and management issues. |
| CO2 | Identify the issues related to the banking operations, lending, investment management, asset management, marketing strategies. |
| CO3 | Explain the branch operations and core banking, relation with customers, different delivery channels and bank back office management concepts. |
| CO4 | Analyze the payment modes, software issues and risk management. |

Chapter 1: Commercial Banking in India

Introduction: Scheduled and non-scheduled banks – Origin & Development - Evolution and growth of banking system in India – Present Structure - Recommendations of Narasimham Committee –Challenges before Indian commercial - banks – Opportunities for Indian commercial banks – Strengths and weaknesses of - Indian commercial banks – Banking sector reforms

Chapter 2: Liquidity and Problems of Bank Management

Liquidity – Purpose – Sources – Measurement – Liquidity / profitability - problem – Theories of liquidity management – Priorities in the employment of - bank funds – Problem of resource allocation in Indian commercial banks.

Chapter 3: Capital Adequacy and Bank Management

Capital Adequacy in Banks - Functions of capital funds in commercial banks - – Capital adequacy – Basle norms on capital adequacy – Capital adequacy norms in - Indian commercial banks – Present position of capital adequacy in Indian commercial - banks

Chapter 4: Banking Operations

Credit Management - Cardinal principles of sound bank lending – - Formulating loan policy – Factors influencing loan policy – Contents of loan policy – - Evaluating credit applicant – Loan supervision

Chapter 5: Investment Management

Investment Management - Nature and significance of investment management - in commercial banks – Fundamental principles of security investment by commercial - bank – Management of security investment – Reviewing investment portfolio – - Organization of investment function.

Chapter 6: Asset Management

Asset Liability Management and Non-Performing Assets - Concept of ALM – - Objectives – Functions – Process – Measurement and Management of Risks - Concept of NPAs, NPAs in Indian commercial banks, Causes, Suggestions and - steps for containing NPAs, Prudential norms

Chapter 7: Bank Marketing

Concept of bank marketing - Formulating and implementing marketing - strategies for a commercial bank

Chapter 8: Relationship Banking

Relationship banking- Concept, Distinguishing features, Utility, - Fundamentals of relationship banking, Process of developing relationship with - customers, Formulating relationship banking strategy

Chapter 9: Branch Operations and Core Banking

Branch Operation and Core Banking - Introduction and Evolution of Bank - Management - Technological Impact in Banking Operations - Total Branch Computerization - Concept of Opportunities - Centralized Banking - Concept, Opportunities, Challenges & - Implementation

Chapter 10: Delivery Channels and Bank Management

Delivery Channels - Overview of delivery channels - Automated Teller Machine (ATM) - Phone Banking - Call centers - Internet Banking - Mobile Banking - Payment Gateways - Card - technologies - MICR electronic clearing

Chapter 11: Back-office Operations

Back-office Operations - Bank back office management - Inter branch reconciliation - Treasury Management - Forex Operations - Risk Management - Data centre Management - Net work Management - Knowledge Management (MIS/DSS/EIS) - Customer Relationships Management (CRM)

Chapter 12: Payment Management in Bank

Interbank Payment System - Interface with Payment system Network - Structured - Financial Messaging system - Electronic Fund transfer - RTGS - Negotiated Dealing Systems & - Securities Settlement Systems - Electronic Money E Cheques

Chapter 13: Issues in Banking Techniques

Contemporary Issues in Banking Techniques - Analysis of Rangarajan Committee - Reports - E Banking - Budgeting - Banking Softwares - Case study: Analysis of Recent Core Banking Software.

Chapter 14: Risk Management in Banks

Risk Management in Banks : Introduction - Asset/Liability Management Practices - Credit Risk Management - Credit Risk Models - Country Risk Management - Insurance - Regulations and Development Authority (IRDA) -

References:

1. Dr. K.M.Bhattacharaya & O.P.Agarwal, Basics of Banking and Finance, Himalaya Publishing House
2. Gordan and Natrajan, Banking Theory Law and Practices, Himalaya Publishing House
3. V.S.Gopal & Sumathi Gopal, Principles and Practices of Banking and Insurance, Himalaya Publishing House.
4. Dr. Seethalekshmy & Jitendra Aherkar, Principles and Practices of Banking and Insurance. Sheth Publishing House

Elective 6: Rural Banking

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| Goals and objectives : the goals and objectives of the course are to | |
| | Give information about the rural economic situations and banking role |
| | Provide the list of different financial institutions in rural |
| | Give the details of role of financial institutions in rural development |
| | Brief the idea of government initiatives in rural banking |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Illustrate the issues of rural India in terms population, literacy, per capita income, rural development, agriculture and its marketing & pricing policies. |
| CO2 | Enlist the financial institutions supporting development of rural India. |
| CO3 | Identify the role of different institutions in rural development viz. DRDA, Lead banks, Bank loans for agriculture development and MSME. |
| CO4 | Explain the government initiatives for priority sector lending, financing poor, etc. |

Chapter 1: Rural India

Demographic Features: Population, Occupation and Literacy

Chapter 2: Economic Features

Economic Life of Rural People, Trends in per capita Income and Rural Poverty

Chapter3: Role of Agriculture

Features of Indian Agriculture – Emerging Issues in Indian Agriculture

Chapter 4: Problems

Problems Related to Rural Development, Rural Marketing and Pricing of Agricultural Products.

Chapter 5: Banks in Rural India

Cooperative Banks, Commercial Banks, Regional Rural Banks and Local Area Banks, Payment and Small Finance Banks - Their Functions

Chapter 6: Micro Finance

Self Help Groups (SHGs) - Micro Finance Institutions - Business Correspondents - Their Functions

Chapter 7: Institutional Supporting Rural Development

Reserve Bank of India - National Bank for Agriculture and Rural Development - Their Role and Performance - Problems and Prospects of Rural Banking

Chapter 8: Small Industries Development Bank of India

District Industries Centre - District Rural Development Agency (DRDA): Their Role and Performance - Problems and Prospects of Rural Banking.

Chapter 9: Financing for Rural Development

Lead Bank Scheme: State Level and District Level Credit Committees

Chapter 10: Financing Agriculture and Allied Activities: Crop Loans, Term Loans for Irrigation, Farm Mechanization, Godowns / Cold Storage, Allied Activities of Agriculture

Chapter 11: MSME Sector

Definition and Importance, Financing of MSMEs - MUDRA Scheme.

Chapter 12: Priority Sector Lending and Government Initiatives

Priority Sector Lending - Components, Lending Norms, RBI Guidelines

Chapter 13: Financing Poor as Bankable Opportunities

Micro Credit – SHG - Bank Linkage Programme

Chapter 14: Government Initiatives

Poverty Alleviation Programmes - Mahatma Gandhi National Rural Employment Guarantee Scheme- (MGNREGS) - National Rural Livelihood Mission (NRLM) - DeenDayal Upadhyaya Grameen Kaushalya Yojana (DDU GKY) -Jan DhanYojana - Recent Initiatives.

References:

1. Biswa Swarup Misra (2006) , the performance of regional rural banks (RRBs) in India: Has past anything to suggest for future, Reserve bank of India occasional papers, Vol: 27.
2. C.G.Vaidya and J.K.Godha (1975),Classification of Banks, Introduction to Banking
3. Debdas Rakshit and Sougata Chakrabarti (2012), NPA management of rural co-operative banks of west Bengal: an overview, Business Spectrum, Vol: 1
4. Dilip Khankhoje and Milind Sathye (2008) , Efficiency of rural banks: The case of India, International business research, Vol: 1.
5. Dilip Khankhoje and Milind Sathye (2008) , Efficiency of rural banks: the case of India, International business research, Vol: 1.
6. Jessica A. Los Banos (2007), rural banks resource allocation efficiency and regional economic performance, Philippine management review

Electives in Investment and Wealth Management

Elective 1: Portfolio Management

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| Goals and objectives : the goals and objectives of the course are to | |
| | Give details of fundamentals of portfolio management |
| | Provide information of selection of portfolios |
| | Introduce the fundamental and technical analysis |
| | Inform different pricing models and theories for portfolio management |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Understand the fundamentals of portfolio management, Analysis and investment. |
| CO2 | Select and evaluate the portfolio using different tools to maximize the profit. |
| CO3 | Perform analysis of portfolio using fundamental and technical tools. |
| CO4 | Explain CAPM, APT, bond valuation and pricing. |

Chapter 1: Portfolio Management

Meaning, Evolution, Phases, Role of Portfolio Managers, Advantages of Portfolio Management.

Chapter 2: Importance of Investments for Portfolio Management

Meaning, Characteristics, Objectives, Investment V/s Speculation, Investment V/s Gambling and Types of Investors

Chapter 3: Investment Environment

Investment Environment in India and - Factors conducive for investment in India.

Chapter 4: Portfolio Analysis

Meaning and its Components, Calculation of Expected Return and Risk, Calculation of Covariance, Risk – Return Trade off

Chapter 5: Portfolio Selection – I

Meaning, Feasible Set of Portfolios, Efficient Set of Portfolios, Selection of Optimal Portfolio

Chapter 6: Portfolio Selection – II

Markowitz Model, Limitations of Markowitz Model, Measuring Security Return and Portfolio Return, Risk under Single Index Model and Multi Index Model

Chapter 7: Portfolio Revision

Meaning, Need, Constraints and Strategies.

Chapter 8: Portfolio Evaluation

Meaning, Need, Measuring Returns (Sharpe, Treynor and Jensen Ratios) and Decomposition of Performance

Chapter 9: Fundamental Analysis

Economy Analysis- Introduction, Meaning, Framework of Economic Analysis, Forecasting, Barometric or Indicator Approach, Econometric Model Building and Opportunistic Model Building, - Industry Analysis- Concept of Analysis, Industry Life Cycle, Industry Characteristics - Company Analysis- Financial Statements, Analysis of Financial Statements and Assessment of risk (Leverages)

Chapter 10: Technical Analysis

Dow Theory, Meaning and Principles of Technical Analysis, Price Chart, Line Chart, Bar Chart, Japanese Candlestick Chart, Trends and Trend Reversals, Chart Patterns, Support and Resistance, Reversal Patterns, Continuation Patterns and Elliot Wave Theory

Chapter 11: Capital Asset Pricing Model

Fundamental Notions of Portfolio Theory, Assumption of CAPM, Efficient Frontier with Riskless Lending and Borrowing, Capital Market Line, Security Market Line and Pricing of Securities with CAPM

Chapter 12: Arbitrage Pricing Theory

The Return Generating Model, Factors Affecting Stock Return, Expected Return on Stock, APT V/s CAPM

Chapter 13: Bond Valuation

Meaning, Measuring Bond Returns – Yield to Maturity, Yield to call

Chapter 14: Bond Pricing

Introduction, Bond Pricing Theorems, Bond Risks and Bond Duration

References:

1. Security Analysis and Portfolio Management, Prasanna Chandra, Tata McGraw Hill
2. Financial Management, Prasanna Chandra, Tata McGraw Hill
3. Security Analysis and Portfolio Management, Ravi Kishor, Taxman Publishers
4. Financial Management, Khan & Jain, Tata McGraw Hill
5. Fundamentals of Investment Management, Hirt and Block, Tata McGraw Hill. Ed 2009.
6. Portfolio Management Handbook, Robert A. Strong, Jaico Publishing House, Mumbai

Elective 2: Financial Derivatives

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| Goals and objectives : the goals and objectives of the course are to | |
| | Provide the details of financial derivatives and market |
| | Introduce the instruments used in financial derivatives |
| | Overview of pricing models for instruments |
| | Give knowledge of trading in financial derivatives |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Understand and explain the concepts related to derivative markets, forwards & futures. |
| CO2 | Explain about spread market, speculations, option terminologies, option market. |
| CO3 | Demonstrate knowledge of pricing of future options, fundamental pricing and indexing. |
| CO4 | Demonstrate the know-how of trading of future and options, margining and settling mechanism. |

Chapter 1: Introduction to Derivatives

Meaning, Elements of a derivative contract, Factors driving growth of derivatives market, Types of derivatives, Types of underlying assets

Chapter 2: Derivatives Market

Definition –Participants and Functions- Development of Exchange traded derivatives- Global derivatives markets- Exchange traded vs OTC derivatives markets- Derivatives trading in India- L. C. Gupta committee- J.C. Varma committee- Requirements for a successful derivatives markets

Chapter 3: Introduction to Forwards and Futures

Meaning and limitations of forward, Meaning and features of future contract, - Difference between futures and forwards, Pay off for futures, Pricing of futures and Uses of futures.

Chapter 4: Futures

Introduction- Future terminology- Key features of futures contracts- Future vs. Forwards- Pay off for futures- Equity futures- Equity futures in India-Index futures- Stock futures- Future trading strategies

Chapter 5: Hedging & Speculation

Hedging- Speculation- Arbitrage- Spread trading

Chapter 6: Options

Introduction- Option terminology- Types- Options pay off- Equity options contracts in India-Index- Options trading strategies- Hedging- Speculation- Arbitrage- Straddle- Strangles- Strips and Straps – Spread trading

Chapter 7: Option Market

index option, stock option, buyer of option, writer of option, American option, European Option, option price and premium, lot size, expiration day, spot price, strike price, ITM option, ATM option, OTM option, intrinsic value, time value, open interest, exercise of option, assignment of option, Pay off charts for option

Chapter 8: Pricing of Future Options

The cost of carry models for stock and index futures- cash price and future price, arbitrage opportunity

Chapter 9: Pricing fundamentals of options

Factors affecting options pricing- Option pricing models- Binominal pricing model- The black and Scholes model –Pricing of Index options - Sensitivity of option premia (Delta, Gamma, Lambda, Theta, Rho) -

Chapter 10: Basics of Index

Introduction to index, Significance of index, Types of stock market indices, Attributes of an index, Index management, Major indices in India and Application of indices.

Chapter 11: Introduction to Trading Systems

Meaning, Selection criteria of stocks for trading, Selection criteria of index for trading, Adjustments for corporate actions.

Chapter 12: Futures and Options Trading System

Trader workstations- contract specification- specification for stock and index eligibility for trading charges

Chapter 13: Clearing Entities and their Role

Clearing mechanism –adjustment for corporate actions- open position calculation

Chapter 14: Margining and Settlement Mechanism

Risk management- SPAN – Mechanics of SPAN- Overall portfolio margin requirements

References:

1. Financial derivatives theory, concepts and problems gupta s.l., phi, delhi
2. Financial derivatives: S S S Kumar
3. Derivatives and risk management basics, cengage learning, delhi. Stulz m. Rene
4. Risk management & derivatives, cengage learning, new delhi.
5. Fundamentals of financial derivatives : prafulla kumar swain : himalaya publishing

Elective 3: Mutual Funds & Risk Management

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| Goals and objectives : the goals and objectives of the course are to | |
| | Introduce mutual fund as investment tool |
| | Give the conceptual idea about the mutual funds and their performances |
| | Provide the details of various documents and terminologies associated with MF |
| | Introduce the risk associated with the MF |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Understand the fundamentals of mutual funds, its ethical issues, and legal aspects. |
| CO2 | Identify the different types of mutual funds, its maturity NAV calculations. |
| CO3 | Interpret the fund rating by different agencies, financial planning terms, funds categories for preparing portfolio for investor. |
| CO4 | Evaluate risk associated with the funds in terms of organization policies, market, foreign exchanges. |

Chapter 1: Introduction to Mutual Fund

History & Origin, Definition, Meaning, Characteristics, Advantages, Disadvantages, Limitations of Mutual Funds

Chapter 2: Ethics in Mutual Fund

Ethics in Mutual Fund. Entities involved – Sponsor, Trust, Trustee, Asset Management Company, Registrar and Transfer Agent (RTA) and Fund Houses in India

Chapter 3: Legal Framework – I

Role of regulatory agencies for Mutual funds – SEBI, RBI, AMFI, Ministry of Finance, SRO, Company Law Board, Department of Company's affairs, Registrar of Companies

Chapter 4: Legal Framework – II

MF guidelines on Advertisement , Accounting , Taxation and Valuation norms, Guidelines to purchase Mutual Funds, Investor protection and MF regulations, Grievance mechanism in India

Chapter 5: Types of Mutual Funds – I

Functional/Operational – Open ended, close ended, Interval, Portfolio-Income, Growth, Balanced, MMMF, Geographical/ Location-Domestic, Offshore

Chapter 6: Types of Mutual Funds – II

Tax Saving Funds, Exchange Traded Funds, Balance Funds, Fixed Term Plan, Debt Funds, Systematic Investment Plan and Systematic Transfer Plan

Chapter 7: Portfolio Maturity

Introduction to Portfolio Maturity, Calculations of NAV, Entry Load, Exit Load

Chapter 8: Fund Rating and Ranking

Its need and importance. Basis of Ratings, Interpretation of Funding Rating by CRISIL, CARE and ICRA, Selection Criteria (Size, Stability, Credit Portfolio, Performance) Performance Measurement – Rolling Returns and Benchmarking - Unit-3

Chapter 9: Financial Planning

Financial Planning Steps, Life Cycle, Wealth Cycle, Risk Profiling, Asset Allocation, Contingency Funds.

Chapter 10: Investors Guide towards Financial Planning

Eligibility for investment in MF, KYC (Individuals, Micro SIPs, Institutional Investors, Fund Category Guidance (Long Bond Funds, Short Bond Funds, Ultra Short Bond Funds) , Need for financial Advisor, Difference between advisor and Distributor, Colour Coding MF products, Bank FD's V/s Mutual Funds, Dividend V/s Growth Option

Chapter 11: Developing Model Portfolio for Investors

Model Portfolios meaning, Step by Step Approach of Building Model Portfolio

Chapter 12: Risk Management

The Concept of Risk, Identification of Risk faced by Organization - Risk and Uncertainty, Strategic and Operational Risks - Dynamic Nature of Risks - Business Risk - Financial Risk faced by Organization - Objectives of Risks Management - Process of Risk Management

Chapter 13: Evaluation of Risk

Evaluation of Organization's ability to bear them - Risk Measurement - Sources and Impact of Common Business Risk Market, Credit , Liquidity, Technological, Legal Environmental, Reputation, Country Risk - Identify and assess the impact upon the stakeholder involved in Business Risk - Nature and Importance of Financial Risk, Evaluation of Financial Risk, Evaluation of Alternative Risk Management Tools - Role of Risk Manager and Risk Committee in identifying and managing risk

Chapter 14: Foreign Exchange Risk

Forex Market - Identifying and Analyzing Forex Risk - Managing Forex Risk -

References:

1. Indian Mutual Funds Handbook : Sundar Sankaran: Vision Books
2. Morningstar Guide to Mutual Funds: 5-Star Strategies for Success : Christine Benz.: Wiley
3. Working of Mutual Fund Organisations in India: P Mohana Rao: Kanishka Publications
4. Mutual Funds in India: Amitabh Gupta: Anmol Publications
5. Bogle on Mutual Funds: New Perspectives for The Intelligent Investor: Jogn C Bogle: Wiley
6. The Essentials of Risk Management: Michel Crouhy, Dan Galai,, Robert Mark :MC Graw Hill Education
7. A Practical Guide to Risk Management : Thomas S Koleman: Research Foundation of CFA Institute
8. Risk Management – Concepts and Guidance: Carl Pritchard: CRC Press
9. Risk Management: Prof C K Roy: Vayu Education

Elective 4: Merger & Acquisition

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| Goals and objectives : The goals and objectives of the course are to | |
| | Provide the basics of mergers and amalgamations |
| | Brief about legal aspects in M&A |
| | Provide information about types of M&A |
| | Inform about the post-merger processes |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Understand the basics of Merger and Acquisition (M&A), its preparation processes for seller and buyer. |
| CO2 | Understand the issues related with the role of management, Merger act, and diligence. |
| CO3 | Explain types of M&A, valuation methods, and sources for M&A capitals. |
| CO4 | Understand the post processes for M&A for closing the deal and managing it or to find alternatives. |

Chapter 1: Basics of Mergers and Acquisition

Introduction - Understanding Key Terms - Recent M&A examples - Why M&A deals take place

Chapter 2: Preparing for M&A

Seller's Perspective - Reasons for Sellers to sell Companies - EOTB Analysis - Preparation for Selling the Company

Chapter 3: Initiating the deal: Buyer's Perspective

Reasons for Buyers to Buy Companies - Steps to Initiate a M&A deal - Acquisition Objectives - How to Select the Company to Acquire

Chapter 4: Letter of Intent & Other Matters

Introduction - Contents of Letter of Intent - Advantages and Disadvantages - Reasons for failure of M&A deals

Chapter 5: Due Diligence

Introduction to Due Diligence - Types of Due Diligence - Best Practices in Due Diligence - Objectives of Due Diligence - Process of Due Diligence - Advantages of Due Diligence - Contents of a Due Diligence Report

Chapter 6: Board's Role in Mergers and Acquisition

Introduction - Board Responsibilities

Chapter 7: Laws Relating to Mergers and Acquisition

Environmental Laws - Companies Act, 2013 - Income Tax Act, 1961 - Other Laws

Chapter 8: Structuring the Deal

Types of M&A – Comparison, Benefits and Situations

Chapter 9: Valuation & Pricing of Company

Methods of Valuation - Practical Examples - Constraints in Valuation

Chapter 10: Financing the Acquisition

Introduction to M&A Financing Strategy - Sources of M&A Capital – Brief Discussion

Chapter 11: Legal Agreements in Mergers and Acquisition

Purchase Agreement - Non-Disclosure Agreement - Other documents at various stages – Discussion

Chapter 12: Managing the Mergers and Acquisition Deal

Non-Financial Considerations - Types of Deal Killers - Non-Financial Considerations to Manage the Deal - Communication between Parties

Chapter 13: Post-Closing Considerations & Challenges in Cross Border Transactions

Types of Issues Faced - Methods and Suggestions to tackle issues

Chapter 14: Alternatives to Mergers and Acquisition

Joint Ventures - Franchising - Licensing - Distributorship and Dealerships -

References:

1. Mergers, Acquisition and Corporate Restructuring: Prasad G Godbole : Vikas Publishing
2. Handbook on Mergers, amalgamation and take overs : ICSI
3. Mergers/Amalgamations, Takeovers, Joint Ventures, LLPs and Corporate Restructure: K. R. Sampath : Snow White
4. Introduction to Mergers and Acquisitions: Kate Creighton, William J. Gole:

Elective 5: Commodities Market

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| Goals and objectives : the goals and objectives of the course are to | |
| | Give information about commodity market and its basics |
| | Brief about the commodity derivatives |
| | Provide knowledge in commodity trading |
| | Inform about regulatory authorities for commodity markets |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Understand the fundamentals of commodity market, its structure, trading, exchanges. |
| CO2 | Explain the commodity derivatives and its pricing issues. |
| CO3 | Demonstrate the knowledge for commodity hedging, speculation, trading and its settlement. |
| CO4 | Identify the rules by and role of regulatory authorities for commodity market. |

Chapter 1: Introduction to Commodities Market

Introduction, History & Origin of commodities market, Introduction to Indian Commodity Market, Commodity Market Ecosystem

Chapter 2: Structure of Commodities Market in India

Types of Commodities Market, Structure of Commodities Market in India, Participants in Commodities Market

Chapter 3: Commodity Trading in India

Commodity Spot Trading in India, - Commodity Futures Trading in India

Chapter 4: Commodity Exchanges

Commodity Exchanges Abroad - Commodity Exchanges in India

Chapter 5: Introduction to Derivatives – I

Derivatives definition, types of derivatives, products, participants and functions, exchange traded vs. OTC derivatives. How commodity derivatives differ from financial derivatives, warehousing, quantity of underlying assets,

Chapter 6: Introduction to Derivatives - II

Global commodities exchange, commodities exchange in India, commodities permitted for trading, Kabra committee report, commodity specific issues - cropping and growth patterns, Global domestic demand -supply dynamics, price trends and factors that influence prices, Instrument available for trading : Types of instruments (futures and options), basics, payoffs

Chapter 7: Pricing commodity Derivatives

Investment assets vs. consumption assets, The cost of carry model - pricing futures contracts on investment commodities, pricing futures contracts on consumption commodities, The futures basics

Chapter 8: Hedging

Introduction, Long Hedge and Short Hedge, Perfect and Imperfect Hedge, Basis and Basis Risk

Chapter 9: Speculation and Arbitrage Using Futures

Speculation, Arbitrage, Cash & Carry Arbitrage, Reverse Cash & Carry Arbitrage

Chapter 10: Trading Clearing Settlement - I

Basic concepts such as margins, circuit filters - delivery norms – contract specifications, trading system, and entities in the trading system, trader workstation, order types and conditions, exposure limits. • Commodities to be traded: Types of commodities: Bullion (silver and Gold), Agricultural commodities.

Chapter 11: Trading Clearing Settlement – II

Clearing, settlement and Risk Management: calendar and settlement schedule, position determination, settlement mechanism, daily mark to market settlement, settlement price - daily settlement price, final settlement price, Margining – Initial margin, Daily mark to Market margin, open interest limits, second line of defence, NSCCL span.

Chapter 12: Final Settlement & Exception handling

Final Settlement - Cash settlement, physical settlement (warehousing) - Exception handling : funds shortages, Delivery shortages

Chapter 13: Regulatory Framework

Forward market commission - Rules governing Commodity - Derivatives Exchange, Rules Governing Intermediaries, Investor Grievances, Arbitration Rules

Chapter 14: Strengthening Commodity Markets in India

Role of Government, Role of Commodity Exchanges, Other Institutions, Training & development of Dealers -

References:

1. John C. Hull & Basu -Futures, options & other derivatives
2. Robert McDonald, Derivatives market, Pearson education
3. John Hull, Fundamentals of futures & options
4. Ankit Gala & Jitendra Gala, Guide to Indian Commodity market, Buzzingstock publishing house
5. K.Sasidharan & Alex K. Mathews, Option trading – bull market strategies, McGraw Hill publication
6. Niti Chatnani, Commodity markets, McGraw Hill Publication
7. S. Kevin, Commodities & financial derivatives, PHI learning Pvt Ltd
8. Suni K Parmeswaran, Futures & options, McGraw Hill

Elective 6: Security Analysis and Valuation

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| Goals and objectives : the goals and objectives of the course are to | |
| | Provide the knowledge of basics of valuation |
| | Understand the need of valuation |
| | Provide the information of different approaches for business valuations |
| | Provide insights in valuation of tangibles and intangibles |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Understand and analyse the industry, company, financial statements of business and company. |
| CO2 | Understand and explain the need of business valuation |
| CO3 | Use different approaches for business valuation following the principles of valuation. |
| CO4 | Perform the valuations of tangibles, intangibles, share- ESOP, SAR, SPP, and evaluate uncertainty. |

Chapter 1: Why Analyse a Security? –

Origins of Security Analysis - Game Theory - Security Analysis Techniques - Basic Valuation Approaches

Chapter 2: Industry Analysis

Background - Industry Classification - External Factors - Demand Analysis - Profitability, Pricing, and the Industry Study

Chapter 3: Company Specific Analysis

Systematic Approach of a Business Analysis - Overview and Business Description - Products and Market Section - Production and Distribution - Competition - Other Topics

Chapter 4: Financial Statement Analysis of Business

The Raw Materials of an Analysis - Evolution of the Approach to Financial Statements - Illustration of the Basic Approach - Review of Neiman Marcus Financial Analysis - Unit-2

Chapter 5: Financial Analysis and Company Classification

Company Classifications - Mature Company - Growth Company - Cyclical Company - Declining Company - Turnaround - Pioneers

Chapter 6: Overview of Business Valuation

Introduction - Need for Valuation - Fair Value - Book Value - Intrinsic Value - Replacement Value - Liquidation Value - Going Concern Value - Other basic terms

Chapter 7: Purpose of Valuation

Introduction - The Typical Financial Projection - Alternate Means of Forecasting - Methods of Valuation

Chapter 8: Valuation Guidelines Resources in India

Concept of Fair Value - Unit of Account - Principles of Value - Allocating Enterprise Value - Valuation Methods – Revisiting - Back Testing - Unit-3

Chapter 9: Business Valuation Methods

Market Approach - Income Approach - Replacement Cost Approach

Chapter 10: Steps to Establish Business Worth

Defining Objective - Selecting Method of Valuation - Considerations

Chapter 11: Valuation of Tangibles

Types of Assets - How to Value Tangible Assets - Considerations and Precautions

Chapter 12: Valuation of Intangibles

Types of Assets - How to Value Intangible Assets - Considerations in Valuation - Unit-4

Chapter 13: Valuation for Share Based Payments (Ind AS 102)

Introduction - Ind AS 102 - Objective - Valuation (ESOP, SAR, SPP) - Accounting

Chapter 14: Valuation of Business during Distressed Sale

Introduction - Life Cycle - Features - Valuation - Valuation Uncertainty

References:

1. Security Analysis and Portfolio Management, Prasanna Chandra, Tata McGraw Hill
2. Financial Management, Prasanna Chandra, Tata McGraw Hill
3. Security Analysis and Portfolio Management, Ravi Kishor, Taxman Publishers
4. Financial Management, Khan & Jain, Tata McGraw Hill
5. Fundamentals of Investment Management, Hirt and Block, Tata McGraw Hill. Ed 2009.
6. Portfolio Management Handbook, Robert A. Strong, Jaico Publishing House, Mumbai

Electives in BFSI

Elective 1: Basics of Banking

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| Goals and objectives : the goals and objectives of the course are to | |
| | Provide the knowledge of banking and its functionality |
| | Introduce different Acts and laws related to banking |
| | Introduce various terminologies and instruments used in banking |
| | Introduce new technologies used in banking sector |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Identify the procedure of bank accounts, its functions and different financial instruments used in banking. |
| CO2 | Explain the banking acts and laws related to banking and its operations. |
| CO3 | Explain the terms related to banker, lending principles, balance sheet of banks and negotiable instruments used. |
| CO4 | Understand the endorsement types , technologies used in banking, risk management and ethics in banking sector. |

Chapter 1: Evolution of Banking

Introduction, Origin, Meaning and Definition of Bank, Evolution of Banking, Evolution of Banking in India, Structure of Indian Banking System, Questions for Discussion

Chapter 2: Functions of Bank

Introduction, Primary Functions, Secondary Functions, Questions for Discussion

Chapter 3: Procedure for Opening and Operating of Deposit Account

Introduction, Types of Accounts, Procedure for Opening of Deposit Account, Procedure for Operating Deposit Account, Closure of Accounts, Transfer of Accounts to Other Branches, Types of Account Holders, Questions for Discussion

Chapter 4: Methods of Remittances

Introduction, Demand Drafts, Banker's Cheques and Truncated Cheques, Mail Transfer, Telegraphic Transfer, Electronic Funds Transfer - RTGS, NEFT and SWIFT, Other Methods of Remittances, Questions for Discussion

Chapter 5: Regulatory Framework and Compliances

A. Provisions of RBI Act 1935, Banking Regulation Act 1949, Prevention of Money Laundering Act, 2002.
- B. Government and RBI's Powers Opening of New Banks and Branch Licensing Constitution of Board of Directors and their Rights Banks Share Holders and their Rights CRR and SLR Concepts Cash-Currency Management Winding up - Amalgamation and Mergers Powers to Control Advances - Selective Credit Control – Monetary and Credit Policy Audit and Inspection Supervision and Control - Board for Financial Supervision – its Scope and Role Disclosure of Accounts and Balance Sheets Submission of Returns to RBI, Corporate Governance.

Chapter 6: Legal Aspects of Banking Operations

Case Laws on Responsibility of Paying and Collecting Banker Indemnities or Guarantees - Scope and Application – Obligations of a Banker - Precautions and Rights - Laws relating to Bill Finance, LC and Deferred Payments - Laws Relating to Securities - Valuation of Securities - Modes of Charging Securities - Lien, Pledge, Mortgage, Hypothecation etc. - Registration of Firms/Companies - Creation of Charge and Satisfaction of Charge.

Chapter 7: Banking Related Laws

Law of Limitation - Provisions of Bankers Book Evidence Act -Special Features of Recovery of Debts Due to Banks and Financial Institutions Act, 1993 TDS Banking Cash Transaction Tax Service Tax, Asset Reconstruction Companies, The Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002, The Consumer Protection Act, 1986, Banking Ombudsman Lok Adalats, Lender's Liability Act.

Chapter 8: Banker

Customer Relations - The legal relationship between the Banker and Customer, the Multifarious Transactions between them and the Rights and Duties of the Parties springing out of such relationship Nature of Banking Business Legal Nature of Banker-Customer Relationship and their Mutual Rights and Duties Special Categories of Customers, such as Corporations, Partnership Firms, Hindu Joint Families, Unincorporated Bodies, Trusts, Joint Account Holders, Minors, Nominee Accounts, Liquidator, Mercantile Agents, Non-Resident Indians, Foreigners and the Legal Incidence of Each Different Types of Accounts such as Current Accounts, Savings Bank Account and Fixed Deposits Other Transactions between Banker and Customer such as Safe Deposit Vaults, Financial Advice, Letters of Introduction and Other Services Rendered by Banks Special features of the relationship between banker and customer - Their mutual rights and duties - lien - Power to combine different accounts - Secrecy of account

Chapter 9: Lending Principles, Credit Creation and Balance Sheet of a Bank

Introduction, Investment Policy, Safety, Liquidity, Profitability, Diversification of Risks, Multiple Credit Creation: Process and Limitations, Balance Sheet of a Commercial Bank, Questions for Discussion

Chapter 10: Negotiable Instruments

Introduction, Definition and Meaning of Negotiable Instruments, Features of Negotiable Instruments, Types of Negotiable Instruments, Definition, Meaning and Characteristics of Promissory Note, Bill of Exchange and Cheque, Types of Cheques (Bearer, Order and Crossed), Types of Crossing (General and Special), Dishonour of Negotiable Instrument, Noting and Protesting, Questions for Discussion

Chapter 11: Endorsement

Introduction, Definition and Meaning of Endorsement, Types of Endorsement (Blank, Full or Special, Restrictive, Partial, Conditional, Sans Recourse, Facultative), Questions for Discussion

Chapter 12: Electronic Banking and IT in Banks

IT in Banking: An Introduction. IT Applications in Banking- Computer-Based Information Systems for Banking; Electronic Banking; Electronic Fund Management, Enabling Technologies of Modern Banking- Electronic Commerce and Banking; Supply Chain Management; Customer Relationship Management; Integrated Communication Networks for Banks Security and Control Systems - Cybercrimes and fraud management Planning and Implementation of Information Systems

Chapter 13: Risk Management in Banks

Risk Management: An Overview, Credit Risk Management, Liquidity and Market Risk Management, Operational Risk Management, Special Issues- Risk Management Organisation; Reporting of Banking Risk; Risk Adjusted Performance Evaluation Basel III.

Chapter 14: Ethics and Corporate Governance in Banks

Ethics and Business, Corporate Governance, Corporate Social Responsibility, Governance in Financial sector

References:

1. Dr. K.M.Bhattacharaya & O.P.Agarwal, Basics of Banking and Finance, Himalaya Publishing House
2. Gordan and Natrajan, Banking Theory Law and Practices, Himalaya Publishing House
3. V.S.Gopal & Sumathi Gopal, Principles and Practices of Banking and Insurance, Himalaya Publishing House.
4. Dr. Seethalekshmy & Jitendra Aherkar, Principles and Practices of Banking and Insurance. Sheth Publishing House

Elective 2: Rural Banking

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| Goals and objectives: the goals and objectives of the course are to | |
| | Give information about the rural economic situations and banking role |
| | Provide the list of different financial institutions in rural |
| | Give the details of role of financial institutions in rural development |
| | Brief the idea of government initiatives in rural banking |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Illustrate the issues of rural India in terms population, literacy, per capita income, rural development, agriculture and its marketing & pricing policies. |
| CO2 | Enlist the financial institutions supporting development of rural India. |
| CO3 | Identify the role of different institutions in rural development viz. DRDA, Lead banks, Bank loans for agriculture development and MSME. |
| CO4 | Explain the government initiatives for priority sector lending, financing poor, etc. |

Chapter 1: Rural India

Demographic Features: Population, Occupation and Literacy

Chapter 2: Economic Features

Economic Life of Rural People, Trends in per capita Income and Rural Poverty

Chapter 3: Role of Agriculture

Features of Indian Agriculture – Emerging Issues in Indian Agriculture

Chapter 4: Problems

Problems Related to Rural Development, Rural Marketing and Pricing of Agricultural Products.

Chapter 5: Banks in Rural India

Cooperative Banks, Commercial Banks, Regional Rural Banks and Local Area Banks, Payment and Small Finance Banks - Their Functions

Chapter 6: Micro Finance

Self Help Groups (SHGs) - Micro Finance Institutions - Business Correspondents - Their Functions

Chapter 7: Institutional Supporting Rural Development

Reserve Bank of India - National Bank for Agriculture and Rural Development - Their Role and Performance - Problems and Prospects of Rural Banking

Chapter 8: Small Industries Development Bank of India

District Industries Centre - District Rural Development Agency (DRDA): Their Role and Performance - Problems and Prospects of Rural Banking.

Chapter 9: Financing for Rural Development

Lead Bank Scheme: State Level and District Level Credit Committees

Chapter 10: Financing Agriculture and Allied Activities: Crop Loans, Term Loans for Irrigation, Farm Mechanization, Godowns / Cold Storage, Allied Activities of Agriculture

Chapter 11: MSME Sector

Definition and Importance, Financing of MSMEs - MUDRA Scheme.

Chapter 12: Priority Sector Lending and Government Initiatives

Priority Sector Lending - Components, Lending Norms, RBI Guidelines

Chapter 13: Financing Poor as Bankable Opportunities

Micro Credit – SHG - Bank Linkage Programme

Chapter 14: Government Initiatives

Poverty Alleviation Programmes - Mahatma Gandhi National Rural Employment Guarantee Scheme- (MGNREGS) - National Rural Livelihood Mission (NRLM) - Deen Dayal - Upadhyaya Grameen Kaushalya Yojana (DDU GKY) -Jan DhanYojana - Recent Initiatives.

References:

1. Biswa Swarup Misra (2006) , the performance of regional rural banks (RRBs) in India: Has past anything to suggest for future, Reserve bank of India occasional papers, Vol: 27.
2. C.G.Vaidya and J.K.Godha (1975),Classification of Banks, Introduction to Banking
3. Debdas Rakshit and Sougata Chakrabarti (2012), NPA management of rural co-operative banks of west Bengal: an overview, Business Spectrum, Vol: 1
4. Dilip Khankhoje and Milind Sathye (2008) , Efficiency of rural banks: The case of India, International business research, Vol: 1.
5. Dilip Khankhoje and Milind Sathye (2008) , Efficiency of rural banks: the case of India, International business research, Vol: 1.
6. Jessica A. Los Banos (2007), rural banks resource allocation efficiency and regional economic performance, Philippine management review

Elective 3: Mutual Funds & Risk Management

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| Goals and objectives : the objectives of the course are to | |
| | Introduce mutual fund as investment tool |
| | Give the conceptual idea about the mutual funds and their performances |
| | Provide the details of various documents and terminologies associated with MF |
| | Introduce the risk associated with the MF |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Understand the fundamentals of mutual funds, its ethical issues, and legal aspects. |
| CO2 | Identify the different types of mutual funds, its maturity NAV calculations. |
| CO3 | Interpret the fund rating by different agencies, financial planning terms, funds categories for preparing portfolio for investor. |
| CO4 | Evaluate risk associated with the funds in terms of organization policies, market, foreign exchanges. |

Chapter 1: Introduction to Mutual Fund

History & Origin, Definition, Meaning, Characteristics, Advantages, Disadvantages, Limitations of Mutual Funds

Chapter 2: Ethics in Mutual Fund

Ethics in Mutual Fund. Entities involved – Sponsor, Trust, Trustee, Asset Management Company, Registrar and Transfer Agent (RTA) and Fund Houses in India

Chapter 3: Legal Framework – I

Role of regulatory agencies for Mutual funds – SEBI, RBI, AMFI, Ministry of Finance, SRO, Company Law Board, Department of Company's affairs, Registrar of Companies

Chapter 4: Legal Framework – II

MF guidelines on Advertisement , Accounting , Taxation and Valuation norms, Guidelines to purchase Mutual Funds, Investor protection and MF regulations, Grievance mechanism in India

Chapter 5: Types of Mutual Funds – I

Functional/Operational – Open ended, close ended, Interval, Portfolio-Income, Growth, Balanced, MMMF, Geographical/ Location-Domestic, Offshore

Chapter 6: Types of Mutual Funds – II

Tax Saving Funds, Exchange Traded Funds, Balance Funds, Fixed Term Plan, Debt Funds, Systematic Investment Plan and Systematic Transfer Plan

Chapter 7: Portfolio Maturity

Introduction to Portfolio Maturity, Calculations of NAV, Entry Load, Exit Load

Chapter 8: Fund Rating and Ranking

Its need and importance. Basis of Ratings, Interpretation of Funding Rating by CRISIL, CARE and ICRA, Selection Criteria (Size, Stability, Credit Portfolio, Performance) Performance Measurement – Rolling Returns and Benchmarking - Unit-3

Chapter 9: Financial Planning

Financial Planning Steps, Life Cycle, Wealth Cycle, Risk Profiling, Asset Allocation, Contingency Funds.

Chapter 10: Investors Guide towards Financial Planning

Eligibility for investment in MF, KYC (Individuals, Micro SIPs, Institutional Investors, Fund Category Guidance (Long Bond Funds, Short Bond Funds, Ultra Short Bond Funds) , Need for financial Advisor, Difference between advisor and Distributor, Colour Coding MF products, Bank FD's V/s Mutual Funds, Dividend V/s Growth Option

Chapter 11: Developing Model Portfolio for Investors

Model Portfolios meaning, Step by Step Approach of Building Model Portfolio

Chapter 12: Risk Management

The Concept of Risk, Identification of Risk faced by Organization - Risk and Uncertainty, Strategic and Operational Risks - Dynamic Nature of Risks - Business Risk - Financial Risk faced by Organization - Objectives of Risks Management - Process of Risk Management

Chapter 13: Evaluation of Risk

Evaluation of Organization's ability to bear them - Risk Measurement - Sources and Impact of Common Business Risk Market, Credit , Liquidity, Technological, Legal Environmental, Reputation, Country Risk - Identify and assess the impact upon the stakeholder involved in Business Risk - Nature and Importance of Financial Risk, Evaluation of Financial Risk, Evaluation of Alternative Risk Management Tools - Role of Risk Manager and Risk Committee in identifying and managing risk

Chapter 14: Foreign Exchange Risk

Forex Market - Identifying and Analyzing Forex Risk - Managing Forex Risk

References:

1. Indian Mutual Funds Handbook : Sundar Sankaran: Vision Books
2. Morningstar Guide to Mutual Funds: 5-Star Strategies for Success : Christine Benz.: Wiley
3. Working of Mutual Fund Organisations in India: P Mohana Rao: Kanishka Publications
4. Mutual Funds in India: Amitabh Gupta: Anmol Publications
5. Bogle on Mutual Funds: New Perspectives for The Intelligent Investor: Jogn C Bogle: Wiley
6. The Essentials of Risk Management: Michel Crouhy, Dan Galai,, Robert Mark :MC Graw Hill Education
7. A Practical Guide to Risk Management : Thomas S Koleman: Research Foundation of CFA Institute
8. Risk Management – Concepts and Guidance: Carl Pritchard: CRC Press
9. Risk Management: Prof C K Roy: Vayu Education

Elective 4: Financial Derivatives

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| Goals and objectives : the goals and objectives of the course are to | |
| | Provide the details of financial derivatives and market |
| | Introduce the instruments used in financial derivatives |
| | Overview of pricing models for instruments |
| | Give knowledge of trading in financial derivatives |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Understand and explain the concepts related to derivative markets. Viz participants, markets in India, regulations etc. |
| CO2 | Explain forward and future contracts, different types of interest rates, option contracts. |
| CO3 | Understand and explain the pricing models for options and use of options. |
| CO4 | Demonstrate the know-how of SWAP, trading of future and options, margining and settling mechanism with risk management. |

Chapter 1: Introduction to Financial Derivatives

Meaning and Definitions of Financial Derivatives - Characteristics of a Financial Derivative - Types of Financial Derivatives - Exchange-traded vs. OTC Derivatives Markets

Chapter 2: Participants in Derivatives Markets

Hedgers - Arbitrageurs - Speculators

Chapter 3: Derivatives Market in India

Need for Derivatives - Evolution of Derivatives in India - Derivatives Trading at NSE and BSE

Chapter 4: Regulation of Financial Derivatives in India

L.C Gupta committee Report & J.R Varma committee report - Securities Contracts(Regulation) Act - Securities and Exchange Board of India Act, 1992

Chapter 5: Forward Contracts

Meaning - Features of Forward Contracts - Classification of Forward Contracts - Forward Trading Mechanism

Chapter 6: Future Contracts

Meaning - Features of future contracts - Difference between Forward and Future contracts - Futures Market Trading Mechanism - Theories of Future prices

Chapter 7: Interest Rate Markets

Type of rates - Determining Zero rates - Forward rate agreements - Interest rate derivatives - Unit-3

Chapter 8: Option Contracts

Meaning of options contract - Distinction between Futures and options - Options terminologies - Index derivatives

Chapter 9: Valuation of Options

Principles of Option Valuation - Put-Call Parity - Option Pricing Models: Binomial Option Pricing Model - Black-Scholes Option Pricing Model

Chapter 10: Application of Options

Use of Options - Index options - Stock options

Chapter 11: SWAPS

Meaning and types - Terminologies - Forward swaps - Swaptions - Equity swaps - Commodity swaps –

Chapter 12: Futures and Options Trading

Introduction - Types of trades - Basis of Trading - Trading process - Order types and Conditions

Chapter 13: Clearing and Settlement

Clearing Entities - Clearing Members - Clearing Mechanism - Settlement Mechanism of Futures and Options Contracts

Chapter 14: Risk Management System

Risks Associated with Derivatives - Risk Management Systems - Margining System

References:

1. Financial derivatives theory, concepts and problems gupta s.l., phi, delhi
2. Financial derivatives: S S S Kumar
3. Derivatives and risk management basics, cengage learning, delhi. Stulz m. Rene
4. Risk management & derivatives, cengage learning, new delhi.
5. Fundamentals of financial derivatives : prafulla kumar swain : himalaya publishing

Elective 5: General Insurance

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| Goals and objectives : the goals and objectives of the course are to | |
| | Introduce concepts of general insurance |
| | Give overview of different general insurance products for individuals |
| | Give overview of different general insurance products for organisations / groups |
| | Provide knowledge of policy documents and claim settlements |

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| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Understand and explain fundamentals of insurance, IGMS, regulations and code of conduct of agents. |
| CO2 | Identify and enlist different product list related to health, personal & retail, commercial and motor insurances. |
| CO3 | Demonstrate knowledge related to household insurance, Employers' Liability Insurance, Cargo Insurance. |
| CO4 | Elaborate the policy documentation, renewals, claims and settlement of claims. |

Chapter 1: Introduction to Insurance

Life insurance history and evolution - How insurance works - Risk management techniques - Insurance as a tool for managing risk

Chapter 2: Customer Service and Grievance Redressal Mechanism

Importance of customer service - Agent's role in customer service - Communication skills - Grievance redressal mechanism - Integrated grievance management system (IGMS) - The customer protection act 1986 - Insurance Ombudsman (Lokpal)

Chapter 3: Regulatory Aspects of Insurance Agents

Insurance regulations and regulatory framework - Regulations and code of conduct applicable to insurance agents - Agent's code of conduct - Insurance Contract - Special features of Insurance Contract - Uberima Fides (or) Utmost good faith - Material facts/Information - Insurable Interest - Proximate Clause - Free Look-In Period (or) Cooling off period

Chapter 4: Health Insurance Products

What is Healthcare - Levels of Healthcare - Types of Healthcare - Factors affecting health systems in India - Evolution of Health Insurance in India - Health Insurance Market - Classification of health insurance products - IRDA guidelines on Standardization in health insurance - Hospitalization indemnity product - Top-up covers or high deductible insurance plans - Senior citizen policy - Fixed benefit covers – Hospital cash, critical illness - Long term care product - Combi-products - Package policies - Micro insurance and health insurance for poorer sections - Rashtriya Swasthya Bima Yojana - Pradhan Mantri Suraksha Bima Yojana - Pradhan Mantri Jan Dhan Yojana - Personal accident and disability cover - Overseas travel insurance - Group health cover - Special products - Key terms in health policies - Claims management in insurance - Management of health insurance claims - Documentation in health insurance claims - Claims reserving - Role of third party administrators (TPA) - Claims management – personal accident - Claims management- Overseas travel insurance

Chapter 5: Personal & Retail Insurance

Householder's insurance - Shopkeeper's Insurance - Motor Insurance

Chapter 6: Commercial Insurance and Claims Procedure

Property / Fire Insurance - Business Interruption Insurance - Burglary Insurance - Money Insurance - Fidelity Guarantee Insurance - Bankers Indemnity Insurance - Jewelers Block Policy - Engineering Insurance - Industrial All Risks Insurance - Marine Insurance - Liability policy - Claims settlement process

Chapter 7: Motor Insurance

Private Vehicle - Motor Cycle - Commercial Vehicle

Chapter 8: Combined and Package Policies

Household Insurance - Domestic Helper Insurance - Travel Insurance - Commercial Combined Policies

Chapter 9: Property Insurance and Pecuniary Insurance

Fire and Extra Perils Insurance - a Fire Business Interruption Insurance - "All Risks" Insurance - Theft Insurance - Glass Insurance - Money Insurance - Fidelity Guarantee Insurance - Bonds

Chapter 10: Liability Insurance

Employers' Liability Insurance - Products Liability Insurance - Professional Indemnity Insurance - Directors' and Officers' Liability Insurance - Public Liability Insurance

Chapter 11: Marine and Engineering Insurance

Cargo Insurance - Hull Insurance - Pleasure Craft Insurance - Statutory Requirements for Third Party Risks - Boiler Explosion Insurance - Machinery Breakdown Insurance - Contractors' "All Risks" Insurance - Erection "All Risks" Insurance

Chapter 12: Underwriting Procedures and Policy Wording

Quotations - Proposal Forms - Issue of Cover Notes, Policies and Certificates of - Insurance - Premium - a. Method of Calculation - b. Relevance of Premium Payment for Valid Cover - Levies - a. Motor Insurers' Bureau of Hong Kong - b. Employees Compensation Assistance Scheme - c. Employees Compensation Insurer Solvency Bureau - Proposal and Material Facts - Material Facts and Risk Assessment - Physical and Moral Hazards - Proposal Forms - Methods of Obtaining Material Facts

Chapter 13: Renewals and Cancellation of Insurance

Renewals - Operation of Cancellation Clauses - Legal implications

Chapter 14: Claims and Claim Settlement

Valid Claims - Legal Requirements for Valid Claims - Invalid Claims - Operation of Policy Provisions Affecting Claims - Duties of Insured after a Loss - Documentary Evidence - Functions of Various Related Professionals - a. Surveyors - b. Loss Adjusters - c. Engineers - d. Settling Agents - e. Survey Agents - f. Average Adjusters - Operation of Arbitration Clauses - Methods of Settlement - a. Payment of Money - b. Paying for Repairs Direct - c. Replacement - d. Reinstatement - Insurance Claims Complaints Bureau -

Elective 6: Life Insurance

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| Goals and objectives : the goals and objectives of the course are to | |
| | Provide knowledge of life insurance, risk in insurances, and life insurance organization structures |
| | Introduce life insurance as career opportunity |
| | Give overview of the insurance products |
| | Introduce the various legal and document requirement processes. |
| Course Outcomes: On completion of Course student will be able to | |
| CO1 | Understand and explain the principle of life insurance, risk associated and its classification, and organization structure. |
| CO2 | Understand the calculations of annuities and ULIP, settlement of policies on lapse, surrender, etc. and opportunities as a career under various acts. |
| CO3 | Identify life insurance products like VIP, ULIP, etc. and its application to individuals, premium calculations. |
| CO4 | Demonstrate the knowledge of documentation, legal aspects, settlement of claims and grievance redressal mechanism. |

Chapter 1: Principles of Life Insurance

Nature of Life Insurance contract –principles of Life Insurance-Caveat emptor, policy provisions-proof of age-Grace days-Lapses, Revival, Surrender Value and paid-up Value with Calculation, Loan, Nomination and Assignment, Suicide Clause.

Chapter 2: Life Insurance Risk

Meaning Underwriting, Classification of risk-Physical, Occupational and Moral, Financial underwriting-Data for underwriting Assessing the risk –Non-medical underwriting –Female Lives-underwriting by agent-Recent trends-Premium-Risk-Net-Gross-Level and extra-premium calculation-Life Fund, Actuarial valuation and Bonus.

Chapter 3: Life Insurance Organizations

Organizational Set Up, Selling Life Insurance through Agents & Banks, Objectives of Life Insurance, Advantages of Life Insurance, Types of Life Insurance Policies, Principle of Insurable Interest and Utmost Faith, Suicide Clause, Procedure of taking Life Insurance Policy, Nomination

Chapter 4: Annuities and Unit Linked Insurance

Annuities—Meaning, How does Annuity Work, Types of Annuities, ULIP-- Concept, Comparison between ULIP and Traditional Insurance Plans, Mechanism of ULIP, Deductions/ Charges of Fund Manager, Factors for Selecting ULIP

Chapter 5: Post Issue Matters

Lapse of Policy, Revival of Lapsed Policy, Surrender Value of Policy, Assignment of Life Insurance Policies, Procedure of Settling Claims

Chapter 6: Life Insurance Agency as a Career

Definition-Authority of an agent-Procedure for becoming an agent Agency as a Profession- Functions of agent-Remuneration of agent-Code of conduct for agent-Information technology Intranet, Internet benefits to agents and policy holders. - Unit-4

Chapter 7: Insurance Legislation in India

A brief study of Insurance Act 1938, L.I.C. Act 1956, Role of Insurance Development and Regulatory Authority (IRDA) of India 1999-Amendments-2000 -2002 and Consumer Protection Act-Ombudsman.

Chapter 8: Life Insurance Products

Overview of life insurance products - Traditional life insurance products - Term insurance plan - Whole life plan - Endowment assurance - Par and Non-Par Schemes - Non-traditional life insurance products - Various kinds of shifts that occurred in the products - Unbundling - Investment linkage - Transparency - Inflation beating returns - Flexibility - Non-traditional life insurance - Variable insurance plans (VIPs) - Unit Linked Insurance Plan (ULIPs)

Chapter 9: Applications of Life Insurance

Key person insurance - Mortgage Redemption Insurance - Married Women's Property Act (MWP)

Chapter 10: Pricing and Valuation in Life Insurance

Insurance pricing basic elements - Determining the premium - Mortality and interest - Expenses and reserves - Bonus loading - Surplus and bonus

Chapter 11: Documentation

Proposal Stage - Proposal stage documentation - Prospectus - Proposal form - Agent report - Medical examiners report - Moral hazard report - Age proof - Anti-money laundering (AML) - Know Your Customer (KYC) - Free-look period (or) Cooling off period

Chapter 12: Legal Aspects of an Insurance Contract

Insurance Contract - Special features of Insurance Contract - Uberima Fides (or) Utmost good faith - Material facts/Information - Insurable Interest - Proximate Clause - Free Look-In Period (or) Cooling off period

Chapter 13: Settlement of Claims

Procedure of settlement of claim-Calculation of Claim, Early claims- Time bar claims-claim Concessions-presumption of death, accident, and disability benefits

Chapter 14: Grievance Redressal Mechanism

Grievance redressal mechanism - Integrated grievance management system (IGMS) - The customer protection act 1986 - Insurance Ombudsman (Lokpal)

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1. Black, Kenneth Jr. – Skipper, Harold D. Jr.: Life Insurance, Prentice Hall, Englewood Cliffs, 1994. (Twelfth Edition)
2. Rejda, G. E. (2011). Principles of Risk Management and Insurance. India: Pearson.
3. Mishra, K. (2016). Fundamentals of Life Insurance: Theories and Applications. India: Prentice Hall India Pvt., Limited.
4. Samaroo, M. (2011). The Complete Dictionary of Insurance Terms Explained Simply. United States: Atlantic Publishing Group.
5. Venn, M., Chaplin, G., Aspinwall, J. (2009). Life Settlements and Longevity Structures: Pricing and Risk Management. United Kingdom: Wiley.