



**BANGALORE UNIVERSITY**

*REVISED SYLLABUS 2014 – 15*

*B.Com., DEGREE SEMESTER SCHEME*

**DEPARTMENT OF COMMERCE**

*Central College Campus, Bangalore – 560 001.*

**REGULATIONS PERTAINING TO B.Com DEGREE SEMESTER SCHEME 2014 - 15**

**I. OBJECTIVES :**

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

**II. ELIGIBILITY FOR ADMISSION :**

Candidates who have completed Two year Pre – University course of Karnataka State or its equivalent with Business Studies and Accountancy as two major subjects of study in both first and second year pre-university are eligible for admission into this course.

**III. DURATION OF THE COURSE:**

The course of study is four (04) years of Eight Semesters. A candidate shall complete his/her degree within eight (08) academic years from the date of his/her admission to the first semester. However, students successfully complete Two (02) years of the course and leave the course, will be awarded Diploma in Commerce. Students successfully completes Three (03) years of the course will be awarded Bachelors Degree in Commerce (B.Com.). An option is provided to the students to continue the course to the Fourth year and those who successfully complete the Fourth year will be awarded Bachelors Degree in Commerce (Hon.) {B.Com, (Hon.)}.

**IV. MEDIUM OF INSTRUCTION**

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

**V. CLASS ROOM STRENGTH OF STUDENTS**

There shall be Maximum of 60 students in each section.

## **VI. ATTENDANCE:**

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

## **VII. COURSE MATRIX**

- (i) Annexure – 1 for B.Com Course Matrix
- (ii) B.Com (Vocational) and BA (Restructured), the changes made in 2012-13 is retained

## **VIII. TEACHING AND EVALUATION:**

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

## **VIII.SKILL DEVELOPMENT / RECORD MAINTENANCE AND SUBMISSION:**

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

## **IX. SCHEME OF EXAMINATION:**

- a. There shall be a university examination at the end of each semester. The maximum marks for the university examination in each paper shall be 70.
- b. Of the 30 marks of Internal Assessment, 20 marks shall be based on Two tests. Each test shall be of at least 01 hour duration to be held during the semester. The average of two tests shall be taken as the internal assessment marks. The remaining 10 marks of the Internal Assessment shall be based on Attendance and Skill Development Record of 05 marks each.
- c. The marks based on attendance shall be awarded as given below:

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

## **X. APPEARANCE FOR THE EXAMINATION:**

- a) A candidate shall apply for all the parts in each examination when he/she appears for the first time. A candidate shall be considered to have appeared for the examination only if he/she has

submitted the prescribed application for the examination along with the required fees to the university.

- b) A candidate who has passed any language under Part-I shall be eligible to claim exemption from the study of the language if he/she has studied and passed the language at the corresponding level.
- c) Further, candidates shall also be eligible to claim exemption from studying and passing in those commerce subjects which he/she has studied and passed at the corresponding level, subject to the conditions stipulated by the university.
- d) A candidate who is permitted to seek admission to this degree course on transfer from any other University shall have to study and pass the subjects which are prescribed by the University. Such candidates shall not however, be eligible for the award of ranks.

#### **XI. MINIMUM FOR A PASS:**

Candidates who have obtained a minimum of 35% marks in university examination (i.e. 25 marks out of 70 marks of theory examination) and 40% in aggregate (i.e., total of university examination and internal assessment marks) in each subject shall be eligible for a pass or exemption in that subject.

#### **XII. CLASSIFICATION OF SUCCESSFUL CANDIDATES:**

1. The results of the First to Sixth semester degree examination shall be declared and classified separately as follows:
  - a. First Class: Those who obtain 60% and above of the total marks of parts I, II and III.
  - b. Second Class: Those who obtain 50% and above but less than 60% of total marks of parts I, II and III.
  - c. Pass Class: Rest of the successful candidates who secure 40% and above but less than 50% of marks in part I, II and III.
2. Class shall be declared on the basis of the aggregate marks obtained by the candidates in this degree course (excluding languages (part I) and non-core subjects (Part III)) as a whole. However, only those candidates who have passes each semester university examination in the first attempt only shall be eligible for award of ranks. The first ten ranks only shall be notified.

#### **XIII. MEDALS AND PRIZES:**

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

#### **XIV. TERMS AND CONDITIONS:**

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

#### **XV. PATTERN OF QUESTION PAPER:**

Each theory question paper shall carry 70 marks and the duration of examination is 3 hours. The

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

<b>SECTION-A</b> 1. a,b,c,d,e,f,g,	(Conceptual questions) Answer any Five	(05 X 02 = 10 Marks)
<b>SECTION -B:</b> 2,3,4,5,6.	(Analytical questions) Answer any Three	(03 X 06 = 18 Marks)
<b>SECTION-C:</b> 7,8,9,10,11.	(Essay type questions) Answer any THREE	(03 X 14 = 42 Marks)
<b>Total</b>		<b>70 Marks</b>

#### **XVI. PROVISION FOR IMPROVEMENT OF RESULTS:**

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

#### **XVII. REMOVAL OF DIFFICULTY AT THE COMMENCEMENT OF THESE REGULATIONS:**

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

**BANGALORE UNIVERSITY**  
**B.COM SEMESTER SCHEME -- 2014 – 15**  
**COURSE MATRIX**

**I SEMESTER**

	Subjects	Paper	Instruction hrs/week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Part 1 Languages	Language - I: Kannada/Sanskrit/Urdu/Tamil/ Telugu/Malayalam/Additional English / Marathi/ Hindi	1.1	4	3	20	80	100	2
	Language – II : English	1.2	4	3	20	80	100	2
Part 2 Optional	Financial Accounting	1.3	4	3	30	70	100	2
	Indian Financial System	1.4	4	3	30	70	100	2
	Marketing and Services Management	1.5	4	3	30	70	100	2
	A. Corporate Administration <b>OR</b> B. Methods and Techniques for Business Decisions. (Students can choose any one)	1.6	4	3	30	70	100	2
Part 3	Foundation Course*		3	3	20	80	100	2
	CC & EC*				50		50	1
<b>Total Credits</b>								<b>15</b>

**II SEMESTER**

	Subjects	Paper	Instruction hrs/week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Part 1 Languages	Language - I: Kannada/Sanskrit/Urdu/Tamil/ Telugu/Malayalam/Additional English / Marathi/ Hindi	2.1	4	3	20	80	100	2
	Language – II : English	2.2	4	3	20	80	100	2
Part 2 Optional	Advanced Financial Accounting	2.3	4	3	30	70	100	2
	Retail Management	2.4	4	3	30	70	100	2
	Banking Law and Operations	2.5	4	3	30	70	100	2
	Quantitative Analysis for Business Decisions – I	2.6	4	3	30	70	100	2
Part 3	Foundation Course*		3	3	20	80	100	2
	CC & EC*				50		50	1
<b>Total Credits</b>								<b>15</b>

### III SEMESTER

	Subjects	Paper	Instruction hrs/week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Part 1 Language	Language: I Kannada/Sanskrit/Urdu/Tamil/ Telugu/Malayalam/Additional English / Marathi/ Hindi	3.1	4	3	30	70	100	2
	Language – II:English	3.2	3	3	30	70	100	2
Part 2 Optional	Corporate Accounting	3.3	4	3	30	70	100	2
	Financial Management	3.4	4	3	30	70	100	2
	Business Ethics	3.5	4	3	30	70	100	2
	Quantitative Analysis for Business Decisions –II	3.6	4	3	30	70	100	2
	Public Relations and Corporate Communication	3.7	3	3	30	70	100	2
Part 3	Foundation Course*		3	3	30	70	100	2
	CC & EC*				50		50	1
<b>Total Credits</b>								<b>17</b>

### IV SEMESTER

	Subjects	Paper	Instruction hrs/week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Part 1 Language	Language - I: Kannada/Sanskrit/Urdu/Tamil/ Telugu/Malayalam/Additional English / Marathi/ Hindi	4.1	4	3	30	70	100	2
	Language – II: English	4.2	3	3	30	70	100	2
Part 2 Optional	Advanced Corporate Accounting	4.3	4	3	30	70	100	2
	Cost Accounting	4.4	4	3	30	70	100	2
	E-Business and Accounting	4.5	4	3	30	70	100	2
	Stock and Commodity Markets	4.6	4	3	30	70	100	2
	Principles of Event Management	4.7	3	3	30	70	100	2
Part 3	Foundation Course*		3	3	30	70	100	2
	CC & EC*				50		50	1
<b>Total Credits</b>								<b>17</b>

**V SEMESTER**

	Subjects	Paper	Instruction hrs/week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Part 2 Optional	Entrepreneurship Development	5.1	4	3	30	70	100	3
	International Business	5.2	4	3	30	70	100	3
	Income Tax – I	5.3	4	3	30	70	100	3
	Cost Management	5.4	4	3	30	70	100	3
	Elective – I	5.5	4	3	30	70	100	3
	Elective – II	5.6	4	3	30	70	100	3
Part 3	SDC		3	3	30	70	100	2
<b>Total Credits</b>								<b>20</b>

**VI SEMESTER**

	Subjects	Paper	Instruction hrs/week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Part 2 Optional	Business Regulations	6.1	4	3	30	70	100	3
	Principles and Practice of Auditing	6.2	4	3	30	70	100	3
	Income Tax – II	6.3	4	3	30	70	100	3
	Management Accounting	6.4	4	3	30	70	100	3
	Elective – I	6.5	4	3	30	70	100	3
	Elective – II	6.6	4	3	30	70	100	3
Part 3	SDC		3	3	30	70	100	2
<b>Total Credits</b>								<b>20</b>

**ELECTIVE GROUPS****1. ACCOUNTING & TAXATION GROUP**

Semester No.	Paper No.	Title of the Paper
<b>V</b>	AC. 5.5	Advanced Accounting
	AC.5.6	Business Taxation - I
<b>VI</b>	AC.6.5	Business Taxation - II
	AC.6.6	Accounting for Business Decisions and IFRS

**2. FINANCE GROUP**

Semester No.	Paper No.	Title of the Paper
<b>V</b>	FN.5.5	Advanced Financial Management
	FN.5.6	International Finance
<b>VI</b>	FN.6.5	Corporate Financial Policy
	FN.6.6	Security Analysis & Portfolio Management



### 3. INFORMATION & TECHNOLOGY GROUP

Semester No.	Paper No.	Title of the Paper
V	I.T 5.5	Accounting Information Systems
	I.T 5.6	Enterprise Resource Planning
VI	I.T 6.5	Information Technology and Audit
	I.T 6.6	Banking Technology and Management

### 4. BANKING & INSURANCE GROUP

Semester No.	Paper No.	Title of the Paper
V	BI 5.5	International Banking & Forex Management
	BI 5.6	Life & General Insurance
VI	BI 6.5	Risk Management
	BI 6.6	Marketing of Insurance Products

**Note:** VII and VIII Semester Syllabus as per Bangalore University 1<sup>st</sup> Year M.Com Course.

#### 1. Foundation, Skill Development or Interdisciplinary Courses (Foundation Course\*)

(Common for all programmes):

- Constitution of Indian and Human Rights
- Environment and Public Health
- Computer Applications and Information Technology
- Business Entrepreneurship and Management
- Philosophy, Psychology and Life Skills
- Personality Development and Leadership / Integrating Mind, Body and Heart
- Indian History, Culture and Diversity
- Research Methodology
- Education and Literacy / Science and Life
- Human Resource Development .Management
- One of the Foreign Languages such as German, French etc.
- Any other Course prescribed by the University from time to time
- Commodity & Stock Market
- Mathematics in finance.

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

A student shall opt for any one of the following activities in the first four semesters offered in the college

- N.S.S / N.C.C./Rotary Activities / Rovers and Rangers
- Sports and Games / Activities related to Yoga
- A Small project work concerning the achievements of Indian in different fields
- Evolution of study groups/seminar circles on Indian thoughts and ideas
- Interaction with local communities in their neighborhood and learn about and from them
- Exploring different aspects of Indian civilizations
- Other activities such as Cultural Activities as prescribed by the University.

Evaluation of Co-and Extra Curricular Activities is as per the procedure evolved by the University from time to time.

### 1.3– FINANCIAL ACCOUNTING

#### OBJECTIVE:

The objective of this subject is to acquaint students with the accounting concepts, tools and techniques influencing Business Organizations.

#### Unit 1: INTRODUCTION TO FINANCIAL ACCOUNTING

08 Hrs

Introduction – Meaning and Definition – Objectives of Accounting – Functions of Accounting – Users of Accounting Information – Limitations of Accounting – Accounting Principles – Accounting Concepts and Accounting Conventions- Accounting Standards: List of Indian Accounting Standards.

#### Unit 2: CONVERSION OF SINGLE ENTRY INTO DOUBLE ENTRY SYSTEM 12 Hrs

Single entry system- Meaning – Features – Merits – Demerits – Types. Conversion into Double Entry system – Need for Conversion – Preparation of Statement of Affairs – Cashbook – Memorandum Trading Account – Total Debtors Account – Total Creditors Account – Bills Receivable Account – Bills Payable Account – Trading and Profit & Loss Account and Balance Sheet.

#### Unit 3: HIRE PURCHASE SYSTEM

12 Hrs

Meaning of Hire Purchase and Installment Purchase System- difference between Hire Purchase and Installment Purchase – Important Definitions – Hire Purchase Agreement – Hire Purchase Price – Cash Price – Hire Purchase Charges – Net Hire Purchase Price – Net Cash Price – Calculation of Interest – Calculation of Cash Price – Journal Entries and Ledger Accounts in the books of Hire Purchaser and Hire Vendor (Asset Accrual Method only).

#### Unit 4: ROYALTY ACCOUNTS

12 Hrs

Meaning and definition – Technical Terms – Royalty – Landlord – Tenant – Minimum Rent – Short Workings – Recoupment of Short Working under (Fixed Period) restrictive and non-restrictive (Floating Period) Recoupment within the Life of the Lease – Treatment of Strike and Stoppage of work – Accounting Treatment in the books of Lessee and lessor – journal entries and Ledger Accounts including minimum rent account.

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

Meaning – Need for conversion - Purchase Consideration – Mode of Discharge of Purchase Consideration – Methods of calculation of Purchase Consideration – Net Payment Method – Net Assets Method –Journal Entries and Ledger Accounts in the books of Vendor – Treatment of items: Dissolution Expenses, Unrecorded Assets and Liabilities, Assets and Liabilities not taken over by the Purchasing Company, Contingent liabilities, Incorporation entries and preparation of balance sheet of the purchasing company under vertical format.

#### SKILL DEVELOPMENT

- List out various accounting concepts and conventions ( GAAP)
- List out Various Accounting Standards
- Collection & recording of Royalty agreement with regard to any suitable situation.
- Collection and recording of Hire Purchase Agreement.
- Ascertainment of Cash Price and Interestwith imaginary figures under Hire Purchase System.

#### BOOKS FOR REFERENCE

1. Arunandam & Raman – Financial Accounting – I, HPH
2. Jawaharlal & Seema Srivastava :Financial Accounting, HPH
3. Dr. S.N. Maheswari: Financial Accounting, Vikas Publications
4. S P Jain and K. L. Narang: Financial Accounting- I, Kalyani Publishers
5. S. Jayapandian: Financial Accounting from Zero.
6. Radhaswamy and R.L. Gupta: Advanced Accounting , Sultan Chand
7. Guruprasad Murthy: Financial Accounting, HPH

## 1.4 INDIAN FINANCIAL SYSTEM

### OBJECTIVE

The objective of this subject is to familiarize the students with regard to structure, organization and working of financial system in India.

#### Unit 1: FINANCIAL SYSTEM

12 Hrs

Introduction – Meaning – Classification of Financial System. Financial Markets – Functions and Significance of Primary Market, Secondary Market, Capital Market, & Money Market.

#### Unit 2: FINANCIAL INSTITUTIONS

14 Hrs

Types of Banking and Non-Banking Financial Institutions. Constitution, objectives & functions of IDBI, SFCs, SIDCs, LIC, EXIM Bank. Mutual Funds – features and types.

#### Unit 3: COMMERCIAL BANKS

10 Hrs

Introduction – Role of Commercial Banks – Functions of Commercial Banks – Primary Functions and Secondary Functions – Investment Policy of Commercial Banks. Narasimham committee report on banking sector reforms.

#### Unit 4: REGULATORY INSTITUTIONS

10 Hrs

Reserve Bank of India (RBI) – Organization – Objectives – Role and Functions. The Securities Exchange Board of India (SEBI) – Organization and Objectives.

#### Unit 5: FINANCIAL SERVICES

10 Hrs

Meaning & Definition – Features – Importance. Types of Financial Services – factoring, leasing, venture capital, Consumer finance - housing & vehicle finance.

### SKILL DEVELOPMENT

- Draft a chart showing the financial services in the Indian Financial System.
- List the Instruments traded in the Financial Markets.
- Draft the application forms for opening a Fixed, Current and Savings Bank Accounts.
- Collection and recording for Foreign Exchange rates of different currencies Vis-à-vis Rupee.
- Specimen of Debit and Credit cards.
- Specimen of Cheque with MICR technology.

### BOOKS FOR REFERENCE

1. Vasantha Desai: The Indian Financial System, HPH
2. G. Ramesh Babu; Indian Financial System. HPH
3. Dr. Bharatish Rao, B.R. Bharghavi – Indian Financial System, HPH
4. Meir Kohn: Financial Institutions and Markets, Tata McGraw Hill
5. L M Bhole: Financial Institutions and Markets, Tata Mc Graw Hill
6. M Y Khan: Indian Financial System, TMH
7. A Datta ; Indian Financial System, Excel Books
8. D.K. Murthy and Venugopal : Indian Financial System I.K. International Publishers
9. P N Varshney & D K Mittal: Indian Financial System, Sulthan Chand & Sons
10. E Gardon & K Natarajan: Financial Markets & Services, HPH
11. S.C. Sharma and Monica : Indian Financial System I.K. International Publishers

## 1.5 MARKETING AND SERVICES MANAGEMENT

### OBJECTIVE:

The objective is to familiarize the students with the principles of marketing and focus them towards Marketing and Management of Services

### Unit 1: INTRODUCTION TO MARKETING

10Hrs

Meaning and definition - Goals – Concepts of Marketing – Approaches to Marketing – Functions of Marketing. Recent Trends in Marketing - e-business – Tele-marketing – M-Business – Green Marketing – Retailing, Relationship Marketing – Customer Relationship Management.

### Unit 2: MARKETING ENVIRONMENT

12Hrs

Meaning – demographic- economic – natural – technological – political – legal – socio cultural environment. Market Segmentation and Consumer Behaviour - Meaning & Definition - Bases of Market Segmentation – Consumer Behaviour – Factors influencing Consumer Behaviour.

### Unit 3: MARKETING MIX

16Hrs

Meaning – elements – PRODUCT – product mix, product line – product life cycle – product planning – new product development – branding - packing and packaging. PRICING – factors influencing pricing, methods of pricing (only Meaning), and pricing policy - PHYSICAL DISTRIBUTION, Meaning, factors affecting channels, types of marketing channels, PROMOTION –Meaning and significance of promotion – personal selling and advertising.

### Unit 4: INTRODUCTION TO SERVICES MANAGEMENT

10Hrs

Meaning of services – characteristics of services – classification of services – marketing mix in service industry – growth of service sector in India. Service processes – Designing the service process – service blueprint – back office & front office process.

### UNIT 5: SERVICE SECTOR MANAGEMENT

08 Hrs

Tourism and Travel Services – concept, nature, significance and marketing. Health Care services – concept, nature, significance and marketing. Educational services - concept, nature, significance and marketing.

### SKILL DEVELOPMENT

- Identify the product of your choice and describe in which stage of the product life cycle it is positioned.
- Suggest strategies for development of a new product.
- Study of Consumer Behaviour for a product of your choice.
- Develop an Advertisement copy for a product.
- Prepare a chart for distribution network for different products.

### BOOKS FOR REFERENCE

1. Dr. Shajahan. S; Service Marketing (Concept, Practices & Cases); Himalaya Publishing House; Mumbai; First Edition – Financial Service in India.
2. Philip Kotler - Marketing Management, PHI
3. Rekha. M.P. & Vibhav – Marketing & Services Mgt – VPH.
4. Sunil B. Rao - Marketing & Services Mgt – VPH.
5. J.C. Gandhi - Marketing Management, TMH
6. Stanton W.J. etzal Michael & Walker, Fundamentals of Management, TMH
7. Jayachandran ; Marketing Management. Excel Books.

8. P N Reddy & Appanniah, Essentials of Marketing Management, HPH
9. Sontakki, Marketing Management, HPH
10. Cengiz Haksever etal – ‘Service Management and Operations’; Pearson Education.
11. Ramesh and Jayanthi Prasad : Marketing Management I.K. International Publishers
12. K. Karunakaran; Marketing Management, HPH.
13. Davar: Marketing Management.

## 1.6.(A) CORPORATE ADMINISTRATION

### OBJECTIVE

The objective is to enable the students to get familiarized with the existing Company Law and Secretarial Procedure.

#### Unit 1: INTRODUCTION TO COMPANY

12 Hrs

Meaning and Definition – Features – Steps in formation of Joint Stock Company, High Lights of Companies Act 2013 - Kinds of Companies – One Person Company, Private Company, Public Company, Company limited by Guarantee, Company limited by Shares, Holding Company, Subsidiary Company, Government Company, Associate Company, Small Company, Foreign Company, Global Company, Body Corporate, Listed Company.

#### Unit 2: FORMATION OF A COMPANY

14 Hrs

Promotion Stage: Meaning of Promoter, Position of Promoter & Functions of Promoter, Incorporation Stage – Meaning & contents of Memorandum of Association & Articles of Association, Distinction between Memorandum of Association and Articles of Association, Certificate of Incorporation, Subscription Stage – Meaning & contents of Prospectus, Statement in lieu of Prospects and Book Building, Commencement Stage – Document to be filed, e-filing, Register of Companies, Certificate of Commencement of Business.

#### Unit 3: COMPANY ADMINISTRATION

18 Hrs

Key Managerial Personnel – Managing Director, Whole time Directors, the Companies Secretary, Chief Financial Officer, Resident Director, Independent Director, Auditors – Appointment – Powers - Duties & Responsibilities. Managing Director – Appointment – Powers – Duties & Responsibilities. Audit Committee, CSR Committee. Company Secretary - Meaning, Types, Qualification, Appointment, Position, Rights, Duties, Liabilities & Removal or dismissal.

#### Unit 4: CORPORATE MEETINGS

08 Hrs

Corporate Meetings - Types of Meetings – Annual General Meeting – Extraordinary General Meetings – Board Meetings and Resolutions - Requisites of a valid meeting

#### Unit 5: FORMATION OF GLOBAL COMPANIES

04 Hrs

Meaning – Types –Features – Legal Formalities– Administration.

### SKILL DEVELOPMENT

- Drafting of Memorandum of Association, Drafting Articles of Association.
- Drafting Notice of Company Meetings – Annual, Special, Extraordinary and Board meetings.
- Drafting Resolutions of various meetings – different types.
- Chart showing Company's Organization Structure.
- Chart showing different types of Companies.

### BOOKS FOR REFERENCE

1. S.N Maheshwari; Elements of Corporate Law, Vikas Publications.
2. Balchandran – Business Law for Management HPH
3. Dr. B.F. Bhaskar, K.R. Mahesh Kumar – Corporate Administration, HPH
4. Dr. P.N. Reddy and H.R. Appanaiah: Essentials of Company Law and Secretarial Practice, HPH.
5. M.C. Shukla & Gulshan: Principles of Company Law.
6. N.D. Kapoor: Company Law and Secretarial Practice, Sultan Chand.
7. C.L Bansal: Business and Corporate Law
8. M.C. Bhandari: Guide to Company Law Procedures, Wadhwa Publication.
9. S.C. Kuchal: Company Law and Secretarial Practice.
10. S.C. Sharma : Business Law, I.K. International Publishers
11. S.N Maheshwari ;Elements of Corporate Law, Vikas Publishers.

## 1.6 (B) METHODS AND TECHNIQUES FOR BUSINESS DECISIONS

### OBJECTIVE

The objective is to provide basic knowledge of mathematics and their application to commercial situations.

#### Unit 1: NUMBER SYSTEM

06 Hrs

Introduction – Natural Numbers - Even Numbers – Odd Numbers – Integers – Prime Numbers – Rational & Irrational numbers, Real Numbers, HCF & LCM ( Simple problems).

#### Unit 2: THEORY OF EQUATIONS

10 Hrs

Introduction – Meaning - Types of Equations – Simple/ Linear Equations and Simultaneous Equations (only two variables), Elimination and Substitution Methods only. Quadratic Equation - Factorization and Formula Method ( $ax^2 + bx + c = 0$  form only). Problems on Commercial Applications.

#### Unit 3: MATRICES AND DETERMINANTS

14 Hrs

Meaning – types – operation on matrices – additions – subtractions and multiplication of two matrices – transpose – determinants – minor of an element – co-factor of an element –inverse – crammers rule in two variables – application oriented problems.

#### Unit 4: COMMERCIAL ARITHMETIC

16 Hrs

Simple Interest, Compound Interest including half yearly and quarterly calculations, Annuities, Percentages, Bills Discounting, Ratios and proportions, duplicate-triplicate and sub-duplicate of a ratio. Proportions: third, fourth and inverse proportion - problems.

#### Unit 5: PROGRESSIONS

10 Hrs

PROGRESSIONS: Arithmetic Progression - Finding the 'n<sup>th</sup>' term of AP and Sum to n<sup>th</sup> term of AP. Insertion of Arithmetic Mean Geometric Progression – Finding the 'n<sup>th</sup>' term of GP and sum to 'n' the term of GP and insertion of Geometric Mean

### SKILL DEVELOPMENT:

- Develop an Amortization Table for Loan Amount – EMI Calculation.
- Secondary overhead distribution summary using Simultaneous Equations Method.
- Preparation of Bank Statement.
- Application of Matrix In Business Problems

### BOOKS FOR REFERENCE:

- Saha: Mathematics for Cost Accountants, Central Publishers
- R.G. Saha & Others – Methods & Techniques for Business Decisions, VBH
- Dr. Sancheti & Kapoor: Business Mathematics and Statistics, Sultan Chand
- Zamarudeen: Business Mathematics, Vikas
- R.S Bhardwaj :Mathematics for Economics & Business
- Madappa, mahadi Hassan, M. Iqbal Taiyab – Business Mathematics, Subhash
- G.R. Veena and Seema : Business Mathematics and Statistics I.K. Intl Publishers

## 2.3 ADVANCED FINANCIAL ACCOUNTING

### OBJECTIVE :

The objective of this subject is to acquaint the students with the few accounting standards and make them familiar with the accounting procedures for different types of business.

#### Unit 1: INSURANCE CLAIMS

12 Hrs

Introduction – Need – Loss of Stock Policy – Steps for ascertaining Fire insurance claim – Treatment of Salvage – Average Clause – Treatment of Abnormal Items – Computation of Fire insurance claims.

#### Unit 2: CONSIGNMENT ACCOUNTS

12 Hrs

Introduction – Meaning – Consignor – Consignee – Goods Invoiced at Cost Price – Goods Invoiced at Selling Price – Normal Loss – Abnormal Loss – Valuation of Stock – Stock Reserve – Journal Entries – Ledger Accounts in the books of Consignor and Consignee.

#### Unit 3: ACCOUNTING FOR JOINT VENTURES

12 Hrs

Introduction – Meaning – Objectives – Distinction between joint venture and consignment – Distinction between joint venture and partnership – maintenance of accounts in the books of co-venturers – maintaining separate books for joint venture – preparation of memorandum joint venture - problems.

#### Unit 4: BRANCH ACCOUNTS

10 Hrs

Introduction – Meaning – Objectives – Types of Branches - Dependent Branches – Features – Supply of Goods at Cost Price - Invoice Price – Branch Account in the books of Head Office (Debtors System Only).

#### Unit 5 : DEPARTMENTAL ACCOUNTS

10 Hrs

Meaning, Objectives, basis of allocation of expenses, Trading and Profit and Loss Account in Columnar form – (Excluding Inter Departmental Transfers at invoice price)

### SKILL DEVELOPMENT

- Preparation of a claim statement with imaginary figures to submit to Insurance Company.
- Collection of transactions relating to any branch and prepare a branch account.
- List out the basis of Allocation of Departmental Expenses.
- Preparation of Consignment account with imaginary figures
- Preparation of Joint accounts with imaginary figures

### BOOKS FOR REFERENCE:

1. Arulanandam & Raman; Advanced Accountancy, HPH
2. Anil Kumar – Advanced Financial Accounting HPH
3. Dr. S.N. Maheswari, Financial Accounting, Vikas Publication
4. S P Jain and K. L. Narang, Financial Accounting, Kalyani Publication
5. A Bannerjee; Financial Accounting.
6. Radhaswamy and R.L. Gupta, Advanced Accounting , Sultan Chand
7. M.C. Shukla and Grewel, Advaced Accounting , S Chand
8. Arulanandam & Raman; Advanced Accountancy , HPH



## 2.4 RETAIL MANAGEMENT

### OBJECTIVE

The objective is to enable students to acquire skills in Retail Management.

#### **Unit 1: INTRODUCTION TO RETAIL BUSINESS** **10 Hrs.**

Definition – functions of retailing - types of retailing – forms of retail business ownership. Retail theories – Wheel of Retailing – Retail life cycle. Retail business in India: Influencing factors – present Indian retail scenario. International perspective in retail business.

#### **Unit 2: CONSUMER BEHAVIOUR IN RETAIL BUSINESS** **12 Hrs.**

Buying decision process and its implication on retailing – Influence of group and individual factors, Customer shopping behaviour, Customer service and customer satisfaction. Retail planning process: Factors to consider in preparing a business plan – implementation – risk analysis.

#### **Unit 3: RETAIL OPERATIONS** **10 Hrs.**

Factors influencing location of Store - Market area analysis – Trade area analysis – Rating Plan method - Site evaluation. Retail Operations: Stores Layout and visual merchandising, Stores designing, Space planning, Inventory management, Merchandise Management, Category Management.

#### **Unit 4: RETAIL MARKETING MIX** **16 Hrs.**

Introduction -Product : Decisions related to selection of goods (Merchandise Management revisited) – Decisions related to delivery of service. Pricing : Influencing factors – approaches to pricing – price sensitivity - Value pricing – Markdown pricing. Place : Supply channel – SCM principles – Retail logistics – computerized replenishment system – corporate replenishment policies. Promotion : Setting objectives – communication effects - promotional mix. Human Resource Management in Retailing – Manpower planning – recruitment and training – compensation – performance appraisal Methods.

#### **Unit 5: IMPACT OF INFORMATION TECHNOLOGY IN RETAILING** **08 Hrs.**

Non store retailing (e-retailing) - The impact of Information Technology in retailing - Integrated systems and networking – EDI – Bar coding – Electronic article surveillance – Electronic shelf labels – customer database management system. Legal aspects in retailing, Social issues in retailing, Ethical issues in retailing.

### SKILL DEVELOPMENT

- Draw a retail life cycle chart and list the stages
- Draw a chart showing a store operations
- List out the major functions of a store manager diagrammatically
- List out the current trends in e-retailing
- List out the Factors Influencing in the location of a New Retail outlet.

### BOOKS FOR REFERENCE

1. Suja Nair; Retail Management, HPH
2. Karthic – Retail Management, HPH
3. S.K. Poddar & others – Retail Management, HPH.
4. R.S Tiwari ; Retail Management, HPH

5. Barry Bermans and Joel Evans: "Retail Management – A Strategic Approach", 8th edition, PHI/02
6. A.J.Lamba, "The Art of Retailing", 1st edition, Tata McGrawHill, Newdelhi, 2003.
7. Swapna Pradhan : Retailing Management, 2/e, 2007 & 2008, TMH
8. James R. Ogden & Denise T.: Integrated Retail Management
9. A Sivakumar : Retail Marketing , Excel Books
10. Ogden : Biztantra, 2007
11. Levy & Weitz : Retail Management -TMH 5th Edition 2002
12. Rosemary Varley, Mohammed Rafiq-: Retail Management
13. Chetan Bajaj : Retail Management -Oxford Publication.
14. Uniyal &Sinha : Retail Management - Oxford Publications.
15. Araif Sakh ; Retail Management

## 2.5 BANKING LAW AND OPERATIONS

### OBJECTIVE

The objective is to familiarize the students with the law and operations of Banking.

#### Unit 1: NEGOTIABLE INSTRUMENTS

10 Hrs

Introduction – Meaning & Definition – Features – Kinds of Negotiable Instruments: Meaning, Definition & Features of Promissory Notes, Bills of Exchange, Cheques - Crossing of Cheques – Types of Crossing – Endorsements: Meaning, Essentials & Kinds of Endorsement.

#### Unit 2: BANKER AND CUSTOMER RELATIONSHIP

10 Hrs

Introduction – Meaning of Banker – Bank - Meaning of Customer – General & Special Relationships.

#### Unit 3: BANKING OPERATIONS

18 Hrs

**Collecting Banker:** Meaning – Duties & Responsibilities of Collecting Banker – Holder for Value – Holder in Due Course - Statutory Protection to Collecting Banker

**Paying Banker:** Meaning – Precautions – Statutory Protection to the Paying Banker – Dishonor of Cheques – Grounds of Dishonor – Consequences of wrongful dishonor of Cheques.

**Lending Operations:** Principles of Bank Lending – Kinds of lending facilities such as Loans, Cash Credit, Overdraft, Bills Discounting, Letters of Credit – NPA: Meaning, circumstances & impact – regulations of priority lending for commercial banks.

#### Unit 4: CUSTOMERS AND ACCOUNT HOLDERS

12Hrs

Types of Customers and Account Holders - Procedure and Practice in opening and operating accounts of different customers including Minors - Meaning & Operations of Joint Account Holders, Partnership Firms, Joint Stock companies, Executors and Trustees, Clubs and Associations and Joint Hindu Undivided Family.

#### Unit 5: BANKING INNOVATIONS

06 Hrs

New technology in Banking – E-services – Debit and Credit cards. Internet Banking, ATM, Electronic Fund Transfer, MICR, RTGS, NEFT, DEMAT.

### SKILL DEVELOPMENT:

- Collect and fill account opening form of SB A/c or Current A/c
- Collect and fill pay in slip of SB A/c or Current A/c.
- Draw specimen of Demand Draft.
- Draw different types of endorsement of cheques.
- Draw specimen of Travellers Cheques / Gift cheques / Credit cheques.
- List various customer services offered by atleast 2 banks of your choice.

### BOOKS FOR REFERENCE

1. Gordon & Natarajan: Banking Theory Law and Practice, HPH
2. S. P Srivastava ; Banking Theory & Practice, Anmol Publications
3. M. PrakhasK \_ Banking law & Operations
4. Tannan M.L: Banking Law and Practice in India, Indian Law House
5. Sheldon H.P: Practice and Law of Banking.
6. Kothari N. M: Law and Practice of Banking.
7. Neelam C Gulati: Principles of Banking Management.
8. Maheshwari. S.N.: Banking Law and Practice, Vikas Publication
9. Shekar. K.C: Banking Theory Law and Practice, Vikas Publication.
10. S. Vipradas & j. K Syan: Bank Lending
11. Gajendra & Poddar : Law and Practice of Banking

## 2.6 QUANTITATIVE ANALYSIS FOR BUSINESS DECISIONS-I

### OBJECTIVE

The objective is to provide basic knowledge of statistics and their application to business situations.

#### Unit 1: INTRODUCTION TO STATISTICS

03Hrs

Meaning and Definition – Functions – Scope – Limitations.

#### Unit 2: CLASSIFICATION AND TABULATION OF DATA

08 Hrs

Collection of data - census and sample techniques. Classification of data, preparation of frequency distribution and tabulation of data.

#### Unit 3: MEASURES OF CENTRAL TENDENCY

20Hrs

Meaning and Definition Types of averages – Arithmetic Mean (Simple and Weighted), Median, Mode (excluding missing frequency problems). Graphical representation of median and mode – Ogive– curve, histogram, smoothed frequency curve and frequency polygon.

#### Unit 4: MEASURES OF DISPERSION AND SKEWNESS

15 hrs

Meaning & Definition -Range, Quartile Deviation, Mean Deviation Standard Deviation and Co-efficient of Variation. Skewness: Meaning, uses, and problems on Karl Pearson's' Co-efficient of skewness.

#### Unit 5: INDEX NUMBERS

10 Hrs

Meaning & Definition – Uses – Classification – Construction of Index Numbers – Methods of constructing Index Numbers – Simple Aggregative Method – Simple Average of Price Relative Method – Weighted index method – Fisher's Ideal method (including TRT & FRT) – Consumer Price Index – Problems.

### SKILL DEVELOPMENT

- Draw a blank table showing different attributes
- Collect marks scored 50 students in a examinations and prepare a frequency distributions table
- Collect data relating to prices of shares of two companies for ten days and ascertain which companies shares prices is more stable
- Collect the run scored by the two batsmen in ten one day international cricket matches, find who is better run getter and who more consistence.
- Select 10 items of daily-consumed products and collect base year quantity, base year price and current year price. Calculate Cost of Living Index.

### BOOKS FOR REFERENCE

1. Anand Sharma : Statistics For Management, HPH
2. S P Gupta: Statistical Methods- Sultan Chand, Delhi
3. D.P Apte ; Statistical Tools for Managers.
4. Dr. B N Gupta: Statistics (Sahitya Bhavan), Agra.
5. S.C Gupta: Business Statistics, HPH
6. N.V.R Naidu : Operation Research I.K. International Publishers
7. Ellahance : Statistical Methods, Kitab Mehel.
8. Sanchethi and Kapoor: Business Mathematics, Sultan Chand
9. Veerachamy: Operation Research I.K. International Publishers
10. S. Jayashankar: Quantitative Techniques for Management.

### 3.3 CORPORATE ACCOUNTING

#### OBJECTIVE

The objective of this subject is to enable the students to have a comprehensive awareness about the provisions of the Company's Act and Corporate Accounts.

#### Unit 1: UNDERWRITING OF SHARES

08 Hrs

Meaning – Underwriting Commission – Underwriter – functions - Advantages of Underwriting, Types of Underwriting – Marked and Unmarked Applications – Problems (Excluding Journal entries).

#### Unit 2: PROFIT PRIOR TO INCORPORATION

12 Hrs

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

#### Unit 3: VALUATION OF GOODWILL

08 Hrs

Meaning – Circumstances of Valuation of Goodwill – Factors influencing the value of Goodwill – Methods of Valuation of Goodwill: Average Profit Method, Super Profit Method, Capitalization of average Profit Method, Capitalization of Super Profit Method, and Annuity Method - Problems.

#### Unit 4: VALUATION OF SHARES

08 Hrs

Meaning – Need for Valuation – Factors Affecting Valuation – Methods of Valuation: Intrinsic Value Method, Yield Method, Earning Capacity Method, Fair Value of shares. Rights Issue and Valuation of Rights Issue - Problems.

#### Unit 5: COMPANY FINAL ACCOUNTS

20 Hrs

Statutory Provisions regarding preparation of Company Final Accounts –Treatment of Special Items – Tax deducted at source – Advance payment of Tax – Provision for Tax – Depreciation – Interest on debentures – Dividends – Rules regarding payment of dividends – Transfer to Reserves – Preparation of Profit and Loss Account and Balance Sheet in vertical form (As per 2011 revised format)

#### SKILL DEVELOPMENT

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

#### BOOKS FOR REFERENCE

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

### 3.4 FINANCIAL MANAGEMENT

#### OBJECTIVE

The objective is to enable students to understand the basic concepts of Financial Management and the role of Financial Management in decision-making.

#### **Unit 1: INTRODUCTION FINANCIAL MANAGEMENT** **10 Hrs**

Introduction – Meaning of Finance – Business Finance – Finance Function – Aims of Finance Function – Organization structure of Finance Department - Financial Management – Goals of Financial Management – Financial Decisions – Role of a Financial Manager – Financial Planning – Steps in Financial Planning – Principles of Sound Financial Planning – Factors influencing a sound financial plan.

#### **Unit 2: TIME VALUE OF MONEY** **12 Hrs**

Introduction – Meaning & Definition – Need – Future Value (Single Flow – Uneven Flow & Annuity) – Present Value (Single Flow – Uneven Flow & Annuity)– Doubling Period – Concept of Valuation: Valuation of Bonds, Debentures and shares - Simple Problems.

#### **Unit 3: FINANCING DECISION** **12 Hrs**

Introduction – Meaning of Capital Structure – Factors influencing Capital Structure – Optimum Capital Structure – Computation & Analysis of EBIT, EBT, EPS – Leverages. Simple Problems.

#### **Unit 4: INVESTMENT & DIVIDEND DECISION** **16 Hrs**

Investment Decision: Introduction – Meaning and Definition of Capital Budgeting – Features – Significance – Process – Techniques: Payback Period, Accounting Rate of Return, Net Present Value, Internal Rate of Return and profitability index Simple Problems. Dividend Decision: Introduction – Meaning and Definition – Determinants of Dividend Policy – Types of Dividends – Bonus share

#### **Unit 5: WORKING CAPITAL MANAGEMENT** **06 Hrs**

Introduction – Concept of Working Capital – Significance of Adequate Working Capital – Evils of Excess or Inadequate Working Capital – Determinants of Working Capital – Sources of Working Capital.

#### SKILL DEVELOPMENT

- Draw the organization chart of Finance Function of a company.
- Evaluate the NPV of an investment made in any one of the capital projects with imaginary figures for 5 years.
- Capital structure analysis of companies in different industries
- Imaginary figures prepare an estimate of working capital requirements

#### BOOKS FOR REFERENCE

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

### 3.5 BUSINESS ETHICS

#### OBJECTIVE

The objective is to provide basic knowledge of business ethics and values and its relevance in modern context.

#### Unit 1: BUSINESS ETHICS

12 Hrs

Introduction – Meaning - Scope – Types of Ethics – Characteristics – Factors influencing Business Ethics – Importance of Business Ethics - Arguments for and against business ethics- Basics of business ethics - Corporate Social Responsibility – Issues of Management – Crisis Management

#### Unit 2: PERSONAL ETHICS

12 Hrs

Introduction – Meaning – Emotional Honesty – Virtue of humility – Promote happiness – karma yoga – proactive – flexibility and purity of mind.

#### Unit 3: ETHICS IN MANAGEMENT

12 Hrs

Introduction – Ethics in HRM – Marketing Ethics – Ethical aspects of Financial Management – Technology Ethics and Professional ethics.

#### Unit 4: ROLE OF CORPORATE CULTURE IN BUSINESS

12 Hrs

Meaning – Functions – Impact of corporate culture – cross cultural issues in ethics

#### Unit 5: CORPORATE GOVERNANCE

12 Hrs

Meaning, scope, composition of BODs, Cadbury Committee, various committees, reports on corporate governance, scope of Corporate Governance, Benefits and Limitations of Corporate Governance with living examples.

#### SKILL DEVELOPMENT

- State the arguments for and against business ethics
- Make a list of unethical aspects of finance in any organization
- List out ethical problems faced by managers
- List out issues involved in Corporate Governance.
- List out unethical aspects of Advertising

#### BOOKS FOR REFERENCE

1. Murthy CSV: Business Ethics and Corporate Governance, HPH
2. Bholanath Dutta, S.K. Podder – Corporation Governance
3. H.R.Machiraju: Corporate Governance
4. N.M.Khandelwal : Indian Ethos and Values for Managers
5. S Prabhakaran; Business ethics and Corporate Governance
6. C.V. Baxi: Corporate Governance
7. R. R. Gaur, R. Sanghal, G. P. Bagaria; Human Values and Professional ethics
8. B O B Tricker, Corporate Governance; Principles , Policies and Practices
9. Michael, Blowfield; Corporate Responsibility
10. Andrew Crane; Business Ethics
11. Ghosh; Ethics in Management and Indian ethos.

### 3.6 QUANTATIVE ANALYSIS FOR BUSINESS DECISIONS-II

#### OBJECTIVE:

The objective is to familiarize the students with various statistical techniques for their application in Business Decisions.

#### Unit 1: CORRELATION AND REGRESSION ANALYSIS

20 Hrs

Correlation: Meaning and Definition - Uses – Types – Karl Pearson's coefficient of correlation – probable error - Spearman's Rank Correlation Coefficient. Regression: Meaning, Uses, Regression lines, Regression Equations. Correlation Coefficient through Regression Coefficient

#### Unit 2: TIME SERIES

12 Hrs

Introduction – Meaning – Uses – Components of Time Series – Fitting a straight line trend by the method of least squares and Computation of Trend Values (when  $\sum X = 0$ ) including Graphical presentation of trend values – Problems.

#### Unit 3: INTERPOLATION AND EXTRAPOLATION

08 Hrs

Meaning - Significance – Assumptions - Methods of Interpolation – Binomial expansion (Interpolating method one and two missing values only) - Newton's Advancing Differences Method - Problems.

#### Unit 4: SAMPLING AND SAMPLING DISTRIBUTION

08 Hrs

Meaning, Objectives and Types : Probability Sampling and Non-Probability Sampling Techniques- Meaning of Population, Parameter and Statistic - Sampling distribution – Meaning and usefulness of Standard Error (Simple Problems on calculation of Sample size)

#### Unit 5: THEORY OF PROBABILITY

08 Hrs

Meaning and Importance of Probability- Experiment, Event and types of events, Addition Theory of probability. (Simple Problems on addition theorem only)

#### SKILL DEVELOPMENT:

- Collect age statistics of 10 newly married couples and compute correlation coefficient
- Collect age statistics of 10 newly married couples and compute regression equations; Estimate the age of bride when age of bridegroom is given.
- Collect the turnover of a company for 7 years and predict the sales of 8<sup>th</sup> year by using method of least square.
- Collect the sales or production statistics of a company for five years and extrapolate the production or sales for the 6<sup>th</sup> Year.

#### BOOKS FOR REFERENCE:

1. Sridhara Bhatt - Quantitative Techniques for Managers , HPH
2. S P Gupta: Statistical Methods- Sultan Chand, Delhi
3. S C Gupta and V K Kapoor, Fundamentals of Mathematical Statistics
4. Sancheti and Kapoor, Sultan Chand
5. S. Jaishankar: Quantitative Techniques for Managers
6. G C Beri, Statistics for Management.
7. Dr. B N Gupta: Statistics (Sahitya Bhavan), Agra.



8. Veerachamy: Operation Research I.K. International Publishers
9. Ellahance : Statistical Methods
10. Quantitative Techniques for Managerial Decisions, U K Srivastava, G V Shenoy,
11. S C Sharama, New Age International Publishers.
12. C.R Reddy , Quantitative Techniques for Management Decisions

### 3.7 PUBLIC RELATIONS AND CORPORATE COMMUNICATION

#### OBJECTIVE

To create awareness among the students on the soft skills required to plan and pursue a career and empower them with employability skills.

#### Unit 1: ATTITUDE AND EMOTIONAL INTELLIGENCE

10 Hrs

Importance of Attitude – Meaning of Positive Thinking and Positive Attitude – Ways to build positive attitude – Effects of negative attitude and measures to overcome them. Significance of interpersonal relationships in personal and professional life - Tips to enhance interpersonal relationships - Emotional Intelligence.

#### Unit 2: VISION, GOAL SETTING & TIME MANAGEMENT

06 Hrs

Meaning of Vision – Doing things for the right purpose – Setting and achieving goals – Importance of goal setting – periodicity in goal setting – short, medium, long-term – methods to achieve set goals. General principles of Stress Management and Time Management.

#### Unit 3: CREATIVITY

10 Hrs

The creative mind – Importance of Creativity – Elements of Creativity – Influence and Flexibility – Factors influencing creativity – Methods of enhancing creativity – techniques of creativity – Brainstorming, attributes listing.

#### Unit 4: COMMUNICATION SKILLS

10 Hrs

Significance – Process of Communication – Forms of Communication - Communication Gap – Listening Skills – Basics of Managerial Speaking Skills – Body Language – How to develop matter for a speech, Presentation aids and effective use of presentation aids. Preparation of Resume & preparation for GD & Interview.

#### Unit 5: CAREER PLANNING

06Hrs

Career Planning, Awareness of different Careers, Sources of Information, Choosing a Career and Career counseling.

#### SKILL DEVELOPMENT:

- Extempore speeches, Just a Minute.
- Conducting Stress Interviews.
- Creative Exercise
- Role play.

#### BOOKS FOR REFERENCE:

1. C.S. Raydu – Corporate Communication, HPH
2. Rai & Rai Business Communication, HPH
3. S.P. Sharman, Bhavani H. – Corporate Communication, VBH
4. Collins: Public Speaking
5. Mair : Art of Public Speaking
6. Rajkumar: Basic of Business Communication
7. V.N. Ahuja.: The World's Famous Speeches
8. Daniel Goleman : Emotional Intelligence
9. Jyotsna Codety :Understanding Emotional Intelligence .
10. Dalip Singh :Emotional Intelligence at Work .

11. B. Das / I Satpathy: Business Communication & Personality Development.
12. B.Husluck :Personality Development – Elizabeth.
13. M.S. Rao: Soft Skills – Enhancing Employability I.K. International Publishers
14. Allen Bease :Body Language .
15. Tanushree Pooder :Fit and Fine Body and Mind
16. C.G.G Krishnamacharyulu & Lalitha :Soft Skills of Personality Development;
17. Partho Pratim Roy :Business Communications – The Basics
18. Sajitha Jayaprakash :Technical Communication

### 4.3 ADVANCED CORPORATE ACCOUNTING

#### OBJECTIVE

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

#### Unit 1: MERGERS AND ACQUISITION OF COMPANIES

16 Hrs

Meaning of Amalgamation and Acquisition – Types of Amalgamation – Amalgamation in the nature of Merger – Amalgamation in the nature of Purchase - Methods of Purchase Consideration – Calculation of Purchase Consideration (AS14), Net asset Method - Net Payment Method, Accounting for Amalgamation - Entries and Ledger Accounts in the Books of Transferor Company and Transferee Company – Preparation of new Balance sheet.(Vertical Format)

#### Unit 2: INTERNAL RECONSTRUCTION

08 Hrs

Meaning – Objective – Procedure – Form of Reduction –Passing of Journal Entries – Preparation of Reconstruction of account – Preparation of Balance Sheet after Reconstruction.(Vertical Format) Problems.

#### Unit 3: LIQUIDATION OF COMPANIES

12Hrs

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

#### Unit 4: HOLDING COMPANY ACCOUNTS

14 Hrs

Introduction – Meaning of Holding Company – Subsidiary Company – Steps – Pre Acquisition Profits – Post Acquisition Profits – Minority Interest – Cost of Control or Capital Reserve – Unrealized Profit – Mutual Indebtedness – Preparation of Consolidated Balance Sheet (As per AS21). (Excluding Bonus Issue and Dividend)

#### Unit 5: RECENT DEVELOPMENTS IN ACCOUNTING

06Hrs

Human Resource Accounting – Environmental Accounting – Social Responsibility Accounting – Accounting for Intangible Assets. (Theory only).

#### SKILL DEVELOPMENT

- Calculation of Purchase consideration with imaginary figures
- List any 5 cases of amalgamation in the nature of merger or acquisition of Joint Stock Companies
- List out legal provisions in respect of internal reconstruction.
- Narrate the steps for preparation of consolidated balance sheet.
- Calculate minority interest and goodwill with imaginary figures.
- List out preferential creditors as per company's Act 1956

#### BOOKS FOR REFERENCE

1. Arulanandam & Raman ; Corporate Accounting-II, HPH
2. Anil Kumar – Advanced Corporate Accounting, HPH
3. Dr. Venkataraman. R – Advanced Corporate Accounting
4. S.N. Maheswari , Financial Accounting, Vikas
5. RL Gupta, Advanced Accountancy, Sultan Chand
6. K.K Verma – Corporate Accounting.
7. Jain and Narang, Corporate Accounting.
8. Tulsian, Advanced Accounting,
9. Shukla and Grewal – Advanced Accountancy , Sultan Chand

## 4.4 COST ACCOUNTING

### OBJECTIVE

The objective of this subject is to familiarize students with the various concepts and elements of cost.

#### Unit 1: INTRODUCTION TO COST ACCOUNTING

10 Hrs

Introduction – Meaning & Definition of Cost, Costing and Cost Accounting – Objectives of Costing - Comparison between Financial Accounting and Cost Accounting – Designing and Installing a Cost Accounting System – Cost Concepts - Classification of Costs – Cost Unit – Cost Center – Elements of Cost – Preparation of Cost Sheet – Tenders and Quotations.

#### Unit 2: MATERIAL COST CONTROL

14 Hrs

Meaning – Types: Direct Material, Indirect Material. Material Control – Purchasing Procedure – Store Keeping – Techniques of Inventory Control – Levels settings – EOQ – ABC Analysis – VED Analysis – Just In-Time – Perpetual Inventory System – Documents used in Material Accounting - Methods of Pricing Material Issues: FIFO, LIFO, Weighted Average Price Method and Simple Average Price Method - Problems.

#### Unit 3: LABOUR COST CONTROL

10 Hrs

Meaning – Types: Direct Labour, Indirect Labour - Timekeeping – Time booking – Idle Time – Overtime – Labour Turn Over. Methods of Labour Remuneration: Time Rate System, Piece Rate System, Incentive Systems (Halsey plan, Rowan Plan & Taylor's differential Piece Rate System) – Problems

#### Unit 4: OVERHEAD COST CONTROL

14 Hrs

Meaning and Definition – Classification of Overheads – Procedure for Accounting and Control of Overheads – Allocation of Overheads – Apportionment of Overheads – Primary Overhead Distribution Summary – Secondary Overhead Distribution Summary – Repeated Distribution Method and Simultaneous Equations Method – Absorption of Factory Overheads – Methods of Absorption (Theory Only) – Machine Hour Rate – Problems on Machine Hour Rate.

#### Unit 5: RECONCILIATION OF COST AND FINANCIAL ACCOUNTS

08 Hrs

Need for Reconciliation – Reasons for differences in Profit or Loss shown by Cost Accounts and Profit or Loss shown by Financial Accounts – Preparation of Reconciliation Statement and Memorandum Reconciliation Account.

### SKILL DEVELOPMENT

- Identification of elements of cost in services sector by Visiting any service sector.
- Cost estimation for the making of a proposed product.
- Draft the specimen of any two documents used in material account.
- Collection and Classification of overheads in an organization on the basis of functions.
- Prepare a reconciliation statement with imaginary figures

### BOOKS FOR REFERENCE

1. J. Made Gowda – Cost and Management Accounting , HPH
2. M.V. Skukla – Cost and Management Accounting
3. N.K. Prasad: Cost Accounting, Books Syndicate Pvt. Ltd.
4. Nigam & Sharma: Cost Accounting , HPH
5. Khanna Pandey & Ahuja – Practical Costing, S Chand
6. P. K Sinha – Accounting & Costing for Managers.

7. M.L. Agarwal: Cost Accounting
8. S.P Jain & Narang: Cost Accounting , Kalyani
9. Palaniappan and Hariharan : Cost Accounting I.K. International Publishers
10. S.P. Iyengar: Cost Accounting, Sultan Chand ans Sons
11. S.N. Maheshwari: Cost Accounting, Vikas
12. M. N. Arora: Cost Accounting, HPH
13. Dutta: Cost Accounting

## 4.5 E-BUSINESS AND ACCOUNTING

### OBJECTIVE:

The objective of the subject is to familiarize the students with E- Commerce models and Tally

### UNIT 1. E-BUSINESS

10 Hrs

Introduction, E-Commerce – Definition, History of E-commerce, Difference between E - Commerce and E - Business. Comparison of traditional commerce and e-commerce Advantages/ Disadvantages of e-commerce,. E-Commerce business models – major B to B, B to C model, Consumer-to-Consumer (C2C), Consumer-to-Business (C2B) model, Peer to-Peer (P2P) model – emerging trends. web auctions, virtual communities, portals, e-business revenue models.

### UNIT 2. HARDWARE AND SOFTWARE FOR E-BUSINESS

10Hrs

Web server – Internet – World Wide Web - hardware and software for web servers, web hosting choices – shopping cart.

### Unit 3: GETTING STARTED WITH TALLY

10Hrs

Meaning of Tally software – Features – Advantages - Required Hardware, Preparation for installation of tally software - installation. Items on Tally screen: Menu options, creating a New Company, Basic Currency information, Other information, Company features and Inventory features.

### Unit 4: CONFIGURING TALLY

16Hrs

General Configuration, Numerical symbols, accts/inv info – master configuration -voucher entry configuration. **Working in Tally:** Groups, Ledgers, writing voucher, different types of voucher, voucher entry Problem on Voucher entry -Trail Balance, Accounts books, Cash Book, Bank Books, Ledger Accounts, Group Summary, Sales Register and Purchase Register, Journal Register, Statement of Accounts, & Balance Sheet.

### Unit 5: REPORTS IN TALLY:

10Hrs

Generating Basic Reports in Tally – Financial Statements – Accounting Books and Registers – Inventory Books and Registers – Exception reports – printing reports – Types of Printing Configuration of Options – Printing Format.

### SKILL DEVELOPMENT:

- Generating the report of journal
- Generating the report on cash book
- Generating the report on profit and losing account
- Generating the report on balance sheet

### BOOKS FOR REFERENCE

1. Raydu – E Commerce, HPH
2. Suman. M – E Commerc & Accounting - HPH
3. Kalakota Ravi and A. B. Whinston : *Frontiers of Electronic Commerce*, Addison Wesley
4. Watson R T : *Electronic Commerce – the strategic perspective*. The Dryden press
5. C.S.V Murthy- E Commerce, HPH
6. Agarwala K.N and Deeksha Ararwala: *Business on the Net – Whats and Hows of E-Commerce*
7. Agarwala K. N. and Deeksha Ararwala : *Business on the Net – Bridge to the online store front*, Macmillan, New Delhi.
8. P. Diwan / S. Sharma – E – Commerce
9. Srivatsava: E.R.P, I.K. International Publishers
10. Diwan, Prag and Sunil Sharma, *Electronic Commerce – A manager guide to E-business*, Vanity Books International, Delhi
11. Tally for Enterprise Solutions

## 4.6. STOCK AND COMMODITY MARKETS

### OBJECTIVE:

The objective is to provide students with a conceptual framework of stock markets and Commodity Markets, functionalities in these markets and their mode of trading.

### Unit: 1 AN OVERVIEW OF CAPITAL AND COMMODITIES MARKETS: 10 Hrs

Primary Market, Secondary Market (Stock Market), Depositories, Private placements of shares / Buy back of shares, Issue mechanism. Meaning of Commodities and Commodities Market, differences between stock market and commodities market.

### Unit: 2 STOCK MARKET: 12Hrs

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

### Unit:3 TRADING IN STOCK MARKET: 14Hrs

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

### Unit: 4 COMMODITIES MARKET: 12Hrs

History, Membership, Objectives, Functions of commodities exchange, Organization and role of commodity exchange, Governing Body, Types of Transactions to be dealt in Commodity Market – physical market, Futures market - Differences between Physical & Future Market, options on commodities exchanges.

### Unit: 5 TRADING IN COMMODITY MARKETS: 08Hrs

Patterns of Trading & Settlement, Efficiency of Commodity Markets - Size of volumes of Commodities

### SKILL DEVELOPMENT

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

### BOOKS FOR REFERENCE:

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



## 4.7 PRINCIPLES OF EVENT MANAGEMENT

### OBJECTIVE:

The objective is to provide students with a conceptual framework of Event Management, Event Services, Conducting Event and Managing Public Relations.

### Unit: 1- INTRODUCTION TO EVENT MANAGEMENT

12 Hrs

Event- Meaning- Why Event Management- Analysis of Event, Scope of Event, Decision Makers- Event Manager Technical Staff- Establishing of Policies & Procedure- Developing Record Keeping Systems.

### Unit: 2-EVENT MANAGEMENT PROCEDURE

12 Hrs

Principles for holding an Event, General Details, Permissions- Policies, Government and Local Authorities, - Phonographic Performance License, Utilities- Five Bridge Ambulance Catering, Electricity, Water Taxes Applicable.

### Unit: 3-CONDUCT OF AN EVENT.

12 Hrs

Preparing a Planning Schedule, Organizing Tables, Assigning Responsibility, Communication and Budget of Event- Checklist, Computer aided Event Management– Roles & Responsibilities of Event Managers for Different Events.

### Unit: 4-PUBLIC RELATIONS

10 Hrs

Introductions to Public Relations- Concept- Nature- Importance- Limitations- Media- Types of Media- Media Management, Public Relation Strategy & Planning. Brain Storming Sessions- Writings for Public Relations.

### Unit: 5 CORPORATE EVENTS

10 Hrs

Planning of Corporate Event, Job Responsibility of Corporate Events Organizer, Arrangements, Budgeting, Safety of Guests and Participants, Creating Blue Print, Need for Entertainment in Corporate Events And Reporting.

### Skill Development

1. Preparation of Event Plan for Wedding, Annual general body Meeting of an MNC.
2. Preparing Budget for conduct of National level intercollegiate sports events.
3. Preparation of Event Plan for College day Celebrations
4. Preparation of Budget for Conducting inter collegiate Commerce Fest.

### Book References

1. Event Entertainment and Production – Author: Mark Sonderm CSEP Publisher: Wiley & Sons, Inc. ISBN: 0-471-26306-0
2. Ghouse Basha – Advertising & Media Mgt
3. Anne Stephen – Event Management
4. Special Event Production – Doug Matthews – ISBN 978-0-7506-8523-8
5. The Complete Guide to successful Event Planning – Shannon Kilkenny
6. Human Resource Management for Events – Lynn Van der Wagen (Author)
7. Successful Team Management (Paperback) – Nick Hayed (Author)
8. Event Management & Public Relations by Savita Mohan – Enkay Publishing House
9. Event Management & Public Relations By Swarup K. Goyal – Adhyayan Publisher - 2009

## 5.1 ENTREPRENEURSHIP DEVELOPMENT

### OBJECTIVE:

To enable students to understand the basic concepts of entrepreneurship and preparing a business plan to start a small industry.

### Unit 1: ENTREPRENEURSHIP

10 Hrs

Introduction – Meaning & Definition of Entrepreneurship, Entrepreneur & Enterprise – Functions of Entrepreneur - Factors influencing Entrepreneurship - Pros and Cons of being an Entrepreneur – Qualities of an Entrepreneur – Types of Entrepreneur

### Unit 2: SMALL SCALE INDUSTRIES

12 Hrs

Meaning & Definition – Product Range - Capital Investment - Ownership Patterns – Meaning and importance of Tiny Industries, Ancillary Industries, Cottage Industries. Role played by SSI in the development of Indian Economy. Problems faced by SSI's and the steps taken to solve the problems - Policies Governing SSI's.

### Unit 3: FORMATION OF SMALL SCALE INDUSTRY

14 Hrs

Business opportunity, scanning the environment for opportunities, evaluation of alternatives and selection based on personal competencies. Steps involved in the formation of a small business venture: location, clearances and permits required, formalities, licensing and registration procedure. Assessment of the market for the proposed project – Financial, Technical, Market and Social feasibility study.

### Unit 4: PREPARING THE BUSINESS PLAN (BP)

10 Hrs

Meaning – importance – preparation – BP format: Financial aspects of the BP, Marketing aspects of the BP, Human Resource aspects of the BP, Technical aspects of the BP, Social aspects of the BP. Common pitfalls to be avoided in preparation of a BP.

### Unit 5: PROJECT ASSISTANCE

10 Hrs

Financial assistance through SFC's, SIDBI, Commercial Banks, IFCI - Non-financial assistance from DIC, SISI, AWAKE, KVIC - Financial incentives for SSI's and Tax Concessions - Assistance for obtaining Raw Material, Machinery, Land and Building and Technical Assistance - Industrial Estates: Role and Types.

### SKILL DEVELOPMENT

- Preparation of a Project report to start a SSI Unit.
- Preparing a letter to the concerned authority-seeking license for the proposed SS Unit
- Format of a business plan.
- A Report on the survey of SSI units in the region where college is located.
- Chart showing financial assistance available to SSI along with rates of interest.
- Chart showing tax concessions to SSI both direct and indirect.
- Success stories of Entrepreneurs in the region.

### BOOKS FOR REFERENCE

1. Vasanth Desai, Management of Small Scale Industry, HPH
2. Mark. J. Dollinger, Entrepreneurship – Strategies and Resources, Pearson Edition.
3. Udai Pareek and T.V. Rao, Developing Entrepreneurship
4. S.V.S. Sharma, Developing Entrepreneurship, Issues and Problems
5. B. Janakiraman, Rizwana M: Entrepreneurship Development, Excel Books

6. Srivastava, A Practical Guide to Industrial Entrepreneurs
7. Anil Kumar: Small Business and Entrepreneurship I.K. International Publishers
8. Government of India, Report of the committee on Development of small and medium entrepreneurs, 1975
9. Bharusali, Entrepreneur Development
10. Satish Taneja ; Entrepreneur Development
11. Vidya Hattangadi ; Entrepreneurship
12. Dr. Venkataramanappa ; Entrepreneurial Development, SHB Publications
13. N.V.R Naidu : Entrepreneurship Development, I.K. International Publishers
14. Rekha & Vibha – Entrepreneurship Development , VBH

## 5.2 INTERNATIONAL BUSINESS

### OBJECTIVE

The objective of this subject is to enable the students to understand International Business in a Multi Cultural World.

#### **Unit 1: INTRODUCTION TO INTERNATIONAL BUSINESS** **12 Hrs**

Meaning and Definition– Nature– Forms of International Business – Approaches to International Business – Theories of International Trade – Modes of entry into international business

#### **Unit 2: GLOBALIZATION** **12 Hrs**

Meaning and Definition - Features – Stages – Manifestation of Globalization – Essential Conditions for Globalization – Advantages and Disadvantages – India and Globalization.

#### **Unit 3: ROLE OF MNCs IN INTERNATIONAL BUSINESS** **12 Hrs**

Meaning and Definitions – Distinction between Domestic & Foreign Companies – Types of MNCs – Organizational Structure of MNCs – Role of MNCs in the development of international business – Role of MNCs in the development of Indian business.

#### **Unit 4: INTERNATIONAL MARKETING INTELLIGENCE** **10 Hrs**

Meaning – International Marketing Information – Source of Information – International Marketing Information System –International Marketing Research – Application of International Marketing Information.

#### **Unit 5: EXIM TRADE** **10 Hrs**

Export Trade: Procedure, Steps & Documentation, Direction of India's Export Trade – Export Financing.

Import Trade: Procedure, Steps, Documentation. EXIM Policy - EXIM Finance: EXIM Bank, Commercial Banks.

Foreign Exchange Settlements: Mode and Procedure of settlements.

### SKILL DEVELOPMENT

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

### BOOKS FOR REFERENCE

1. P. Subba Rao – International Business – HPH
2. Dr. Aswathappa International Business, HPH.
3. Ghoria Khotton – International Business, HPH
4. Shuba Shree - International Business, HPH
5. Francis Cherunilam; International Business, Prentice Hall of India
6. P.K Sinha & S.Sinha - International Business Management.
7. Rosy Joshi – International Business.
8. Anagai, Cheema & Others ; Glimpses of Emerging Trends in Trade and Development.

## 5.3 INCOME TAX - I

### OBJECTIVE

The Objective of this subject is to expose the students to the various provisions of Income Tax Act 1961 relating to computation of Income of individuals.

#### **Unit 1: INTRODUCTION TO INCOME TAX** **10 Hrs**

Brief History of Indian Income Tax - Legal Frame Work – Types of Taxes - Cannons of Taxation – Important Definitions: Assessment, Assessment Year, Previous Year (including Exceptions), Assessee, Person, Income, Casual Income, Gross Total Income, Agricultural Income (including Scheme of Partial Integration – Theory Only) – Scheme of taxation. Meaning and classification of Capital & Revenue. Income tax authorities: Powers & functions of CBDT, CIT & A.O.

#### **Unit 2: EXEMPTED INCOMES** **04 Hrs**

Introduction – Exempted Incomes U/S 10 - Restricted to Individual Assessee.

#### **Unit 2: RESIDENTIAL STATUS** **10 Hrs**

Residential Status of an Individual –Determination of Residential Status – Incidence of Tax – Problems.

#### **Unit 4: INCOME FROM SALARY** **20 Hrs**

Meaning – Definition - Basis of Charge– Advance Salary – Arrears of Salary – Allowances – Perquisites– Provident Fund - Profits in Lieu of Salary – Gratuity -Commutation of Pension - Encashment of Earned leave - Compensation for voluntary retirement - Deductions from Salary U/S 16 – Problems on Income from Salary.

#### **Unit 5: INCOME FROM HOUSE PROPERTY** **12 Hrs**

Basis of Charge – Deemed Owners – Exempted Incomes from House Property –Composite Rent - Annual Value – Determination of Annual Value – Treatment of Unrealized Rent – Loss due to Vacancy – Deductions from Annual Value – Problems on Income from House Property.

### SKILL DEVELOPMENT

- Form No. 49A (PAN) and 49B.
- Filling of Income Tax Returns.
- List of enclosures to be made along with IT returns (with reference to salary & H.P).
- Preparation of Form 16.
- Computation of Income Tax and the Slab Rates.
- Computation of Gratuity.

### BOOKS FOR REFERENCE

1. Dr. Vinod K. Singhania: Direct Taxes – Law and Practice, Taxmann publication.
2. B.B. Lal: Direct Taxes, Konark Publisher (P) ltd.
3. Dr. Mehrotra and Dr. Goyal: Direct Taxes – Law and Practice, Sahitya Bhavan Publication.
4. Dinakar Pagare: Law and Practice of Income Tax, Sultan Chand and sons.
5. Gaur & Narang: Income Tax.
6. 7 Lectures – Income Tax – I, VBH

## 5.4 COST MANAGEMENT

### OBJECTIVE

To familiarize the students on the use of costing data for decision making and cost control and create awareness on the emerging Cost Management concepts.

#### Unit 1: JOB AND CONTRACT COSTING

18Hrs

Features, Objectives, Advantages and Disadvantages of Job & Contract costing, Comparison between Job and Contract costing –Problems.

#### Unit 2: PROCESS COSTING

12Hrs

Features of Process Costing, Application, Comparison between Job costing and Process Costing, Advantages and Disadvantages, Process losses – Normal Loss – Abnormal Loss, Abnormal Gain – Joint and By-Products – Problems (excluding inter-process profits and equivalent production).

#### Unit 3: OPERATING COSTING

10Hrs

Introduction, Meaning and application of Operating Costing, Transport Costing: Meaning, Classification of Costs, Collection of Costs, Ascertainment of Absolute Passenger Kilometers, Ton Kilometers – Problems.

#### Unit 4: ACTIVITY BASED COSTING

10Hrs

Meaning, Differences between Traditional Costing and Activity Based Costing. Characteristics of ABC, Cost Drives & Cost Pools. Product Costing using ABC system: Uses – Limitations –Steps in implementation of ABC – Simple Problems.

#### Unit 5: TARGET COSTING

06Hrs

Target Costing: Meaning, Nature, Methodology, Methods of Establishment of Cost. Just in Time (JIT): Features, Implementation and Benefits. (Theory only).

### SKILL DEVELOPMENT

- Listing 10 industries located in your area and methods of costing adopted by them
- List out materials used in any two organizations in your locality.
- Prepare job cost sheet with imaginary figure.
- Preparation of activity base cost statement and conventional cost statement in a comparative form.

### BOOKS FOR REFERENCE

1. M.N. Arora, Cost Accounting, Vikas
2. J. MadeGowda Cost Accounting
3. Dr. Venkataramana R - Cost Management, VBH
4. S P Iyengar, Cost Accounting, Sultan Chand
5. Nigam and Sharma, Advanced Costing, HPH
6. K.S Thakur- Cost Accounting
7. N. Prasad, Costing.
8. Palaniappan and Hariharan : Cost Accounting, I.K. International Publishers
9. Jain & Narang, Cost Accounting, Kalyani
10. Rathnam : Cost Accounting, HPH
11. Bhavani H and Rekha H G, A Text Book on Cost Management, Vrinda Publications Pvt. Ltd.
12. Ravi M. Kishore – *Cost Management*
13. Charles T Horngren, George Foster, Srikant M. Data – *Cost Accounting: A Managerial Emphasis*
14. Anthony R. N. – *Management Accounting Principles*
15. S. Mukherjee & A. P. Roychowdhury – *Advanced Cost and Management Accountancy*

## 6.1 BUSINESS REGULATIONS

### OBJECTIVE:

To introduce the students to various Business Regulations and familiarize them with common issues of relevance.

### UNIT 1: INTRODUCTION TO BUSINESS LAWS

06 Hrs

Introduction, Nature of Law, Meaning and Definition of Business Laws, Scope and Sources of Business Laws.

### UNIT 2: CONTRACT LAWS

18Hrs

Indian Contract Act, 1872: Definition of Contract, essentials of a valid contract, classification of contracts, remedies for breach of contract.

Indian Sale of Goods Act, 1930: Definition of contract of sale, essentials of contract of sale, conditions and warranties, rights and duties of buyer, rights of an unpaid seller.

### UNIT 3: INFORMATION TECHNOLOGY ACT:

06Hrs

Introduction to Cyber Law in India, salient features of IT Act, 2000, importance of Cyber Law, Digital Signature, cyber crimes.

### UNIT 4: COMPETITION AND CONSUMER LAWS:

10 Hrs

The Competition Act, 2002: Objectives of Competition Act, Features of Competition Act, CAT, offences and penalties under the Act, Competition Commission of India.

Consumer Protection Act, 1986: Definition of the terms consumer, consumer dispute, defect, deficiency, unfair trade practices and services. Rights of the consumer under the Act, Consumer Redressal Agencies – District Forum, State Commission, National Commission.

### UNIT 5: ECONOMIC AND ENVIRONMENTAL LAWS

16 Hrs

Indian Patent Laws and WTO Patent Rules: Meaning of IPR, invention and non-invention, procedure to get patent, restoration and surrender of lapsed patent, infringement of patent,

FEMA 1999: Objects of FEMA, salient features of FEMA, definition of important terms: authorized person, currency, foreign currency, foreign exchange, foreign security, offences and penalties.

Environment Protection Act, 1986: Objects of the Act, definitions of important terms: environment, environment pollutant, environment pollution, hazardous substance and occupier, types of pollution, rules and powers of central government to protect environment in India.

### SKILL DEVELOPMENT

- Prepare a chart showing sources of business law and Indian Constitution Articles having economic significance.
- Draft an agreement on behalf of an MNC to purchase raw materials indicating therein terms and conditions and all the essentials of a valid contract.
- Draft an application to the Chief Information Officer of any government office seeking information about government spending.
- Draft digital signature certificate.
- Draft a complaint to District Consumer Forum on the deficiency of service in a reputed corporate hospital for medical negligence.
- Collect leading cyber crimes cases and form groups in the class room and conduct group discussion.
- Draft a constructive and innovative suggestions note on global warming reduction.

**BOOKS FOR REFERENCE:**

1. K. Aswathappa, Business Laws, HPH,
2. Bulchandni, Business Laws, HPH.
3. Kamakshi P & Srikumari P – Business Regulations
4. N.D. Kapoor, Business Laws, Sultan chand publications.
5. S.S Gulshan – Business Law
6. S.C. Sharma: Business Law I.K. International Publishers
7. Tulsion Business Law, TMH.



## 6.2 PRINCIPLES AND PRACTICE OF AUDITING

### OBJECTIVE:

This subject aims at imparting knowledge about the principles and methods of auditing and their applications.

### Unit 1: INTRODUCTION TO AUDITING

12 Hrs

Introduction – Meaning - Definition – Objectives – Differences between Accountancy and Auditing – Types of Audit - Advantages of Auditing – Preparation before commencement of new Audit – Audit Notebook – Audit Working Papers – Audit Program, Recent Trends in Auditing: Nature & Significance of Tax Audit – Cost Audit - Management Audit.

### Unit 2: INTERNAL CONTROL

10 Hrs

Internal Control: Meaning and objectives. Internal Check: Meaning, objectives and fundamental principles. Internal Check as regards: Wage Payments, Cash Sales, Cash Purchases. Internal Audit: Meaning - Advantages and Disadvantages of Internal Audit – Differences between Internal Check and Internal Audit.

### Unit 3: VOUCHING

12 Hrs

Meaning - Definition – Importance – Routine Checking and Vouching – Voucher -Types of Vouchers – Vouching of Receipts: Cash Sales, Receipts from debtors, Proceeds of the sale of Investments. Vouching of Payments: Cash Purchases, Payment to Creditors, Deferred Revenue Expenditure.

### Unit 4: VERIFICATION AND VALUATION OF ASSETS AND LIABILITIES

12 Hrs

Meaning and Objectives of verification and valuation– Position of an Auditor as regards the Valuation of Assets – Verification and Valuation of different Items: Assets: Land & Building, Plant & Machinery, Goodwill – Investments - Stock in Trade. Liabilities: Bills Payable - Sundry Creditors – Contingent Liabilities.

### Unit 5: AUDIT OF LIMITED COMPANIES AND OTHERS

10 Hrs

Company Auditor – Appointment – Qualification - Powers - Duties and Liabilities – Professional Ethics of an Auditor. Audit of Educational Institutions – Audit of Insurance Companies- Audit of Co-operative societies.

### SKILL DEVELOPMENT:

- Collect the information about types of audit conducted in any one Organization
- Visit an audit firm, write about the procedure followed by them in Auditing the books of accounts of a firm.
- Draft an investigation report on behalf of a Public Limited Company
- Record the verification procedure with respect to any one fixed asset.
- Draft an audit program.

### BOOKS FOR REFERENCE:

1. P N Reddy & Appannaiah, Auditing, HPH
2. TR Sharma, Auditing, Sahitya Bhavan
3. BN Tandon, Practical Auditing, Sultan Chand
4. MS Ramaswamy, Principles and Practice of Auditing.
5. Dinakar Pagare, Practice of Auditing, Sultan Chand
6. Kamal Gupta, Practical Auditing, TMH
7. R.G Sexena - Principles and Practice of Auditing, HPH

## 6.3 INCOME TAX - II

### OBJECTIVE

The Objective of this subject is to make the students to understand the computation of Taxable Income and Tax Liability of individuals.

#### **Unit 1: PROFITS AND GAINS FROM BUSINESS OR PROFESSION** **16 Hrs**

Meaning and Definition of Business, Profession – Vocation - Expenses Expressly Allowed – Allowable Losses – Expenses Expressly Disallowed – Expenses Allowed on Payment Basis - Problems on Business relating to Sole Trader and Problems on Profession relating to Chartered Accountant, Advocate and Medical Practitioner.

#### **Unit 2: CAPITAL GAINS** **16 Hrs**

Basis of Charge – Capital Assets – Transfer of Capital Assets – Computation of Capital Gains – Exemptions U/S 54, 54B, 54D, 54EC, 54F– Problems on Capital Gains.

#### **Unit 3: INCOME FROM OTHER SOURCES** **10 Hrs**

Incomes – Taxable under the head Other Sources – Securities – Kinds of Securities – Rules for Grossing Up – Ex-Interest Securities – Cum-Interest Securities – Bond Washing Transactions – Problems on Income from Other Sources.

#### **Unit 4: DEDUCTIONS FROM GROSS TOTAL INCOME** **06 Hrs**

Deductions u/s: 80 C, 80 CCC, 80 CCD, 80 D, 80 DD, 80 E, 80 G, 80 GG, 80 GGA, 80 QQ Band 80 U. (theory Only)

#### **Unit 5: SET-OFF & CARRY FORWARD OF LOSSES AND ASSESSMENT OF INDIVIDUALS** **08Hrs**

Meaning –Provision for Set-off & Carry forward of losses (Theory only).

Computation of Total Income and Tax Liability of an Individual Assessee (Problems– in case of income from salary & house property- computed income may be given).

### SKILL DEVELOPMENT

- Table of rates of Tax deducted at source.
- Filing of IT returns of individuals.
- List of Enclosures for IT returns.

### BOOKS FOR REFERENCE

1. Dr. Vinod K. Singhania: Direct Taxes – Law and Practice, Taxmann publication.
2. B.B. Lal: Direct Taxes, Konark Publisher (P) ltd.
3. Dinakar Pagare: Law and Practice of Income Tax, Sultan Chand and sons.
4. Gaur & Narang: Income Tax, Kalyani
5. B.B. Lal: Income Tax, Central Sales Tax Law & Practice, Konark Publisher (P) Ltd.
6. Singhania: Income Tax
7. Dr. H.C Mehrothra : Income Tax, Sahitya Bhavan
8. 7 Lecturer Income Tax - VBH

## 6.4 MANAGEMENT ACCOUNTING

### OBJECTIVE

The objective of this subject is to enable the students to understand the analysis and interpretation of financial statements with a view to prepare management reports for decision-making.

### UNIT1: MANAGEMENT ACCOUNTING AND ANALYSIS OF FINANCIAL STATEMENTS

12 Hrs

Management Accounting: Meaning – Definition – Objectives – Nature and Scope– Role of Management Accountant – Relationship between Financial Accounting and Management Accounting, Relationship between Cost Accounting and Management Accounting.

Analysis of Financial Statements: Types of Analysis –Methods of Financial Analysis – Comparative Statements – Common Size Statements – Trend Analysis – Problems.

### UNIT2: RATIO ANALYSIS

14 Hrs

Meaning and Definition, Classification of Ratios, Uses & Limitations –Problems on Ratio Analysis - Preparation of financial statements with the help of Accounting Ratios.

### UNIT3: FUND FLOW ANALYSIS

10 Hrs

Meaning and Concept of Fund – Meaning and Definition of Fund Flow Statement – Uses and Limitations of Fund Flow Statement – Procedure of Fund Flow Statement – Statement of changes in Working Capital – Statement of Funds from Operation – Statement of Sources and Application of Funds – Problems.

### UNIT4: CASH FLOW ANALYSIS

10 Hrs

Meaning and Definition of Cash Flow Statement – Differences between Cash Flow Statement and Fund Flow Statement – Uses of Cash Flow Statement – Limitations of Cash Flow Statement – Provisions of AS-3 – Procedure of Cash Flow Statement – Concept of Cash and Cash Equivalents - Cash Flow from Operating Activities – Cash Flow from Investing Activities and Cash Flow from Financing Activities – Preparation of Cash Flow Statement according to AS-3 (Indirect Method Only).

### Unit 5: BUDGETING& MANAGEMENT REPORTING

10Hrs

Meaning, Types of Functional Budgets, Preparation of Cash Budgets and Flexible Budgets  
Meaning of Management Reporting – Requisites of a Good Reporting System – Principles of Good Reporting System – Kinds of Reports – Drafting of Reports under different Situations.

### SKILL DEVELOPMENT

- Collection of financial statements of any one organization for two years and preparing comparative statements
- Collection of financial statements of any two organization for two years and prepare a common Size Statements
- Collect Annual report of an Organization and Calculate Important Accounting Ratio's
- Draft a report on any crisis in an organization – Decline in sales, profit, working capital extra.

### BOOKS FOR REFERENCE

1. J. Made Gowda - Management Accounting , HPH
2. S.N. Maheswari , Management Accounting, Sultan Chand.
3. Sexana, Management Accounting, Sultan Chand
4. Sudhindra Bhat- Management Accounting , PHI
5. S.N. Goyal and Manmohan, Management Accounting, Sahitya Bhavan
6. Sharma and Gupta, Management Accounting, Kalyani Publishers
7. P N Reddy & Appanaiah, Essentials of Management Accounting, HPH

## ELECTIVE GROUPS

### 1. ACCOUNTING & TAXATION GROUP

#### **AC 5.5 ADVANCED ACCOUNTING**

#### **OBJECTIVES:**

The objective is to acquaint the students and make them familiar with the process and preparation of accounts of different types of organizations.

#### **UNIT 1: ACCOUNTS OF BANKING COMPANIES**

**18 Hrs**

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

#### **UNIT 2: ACCOUNTS OF INSURANCE COMPANIES**

**14 Hrs**

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

#### **UNIT 3: INFLATION ACCOUNTING**

**08 Hrs**

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

#### **UNIT 4: FARM ACCOUNTING**

**08 Hrs**

Meaning – need and purpose – characteristics of farm accounting – nature of transactions – cost and revenue – apportionment of common cost – by product costing – farm accounting – recording of transactions – problems.

#### **UNIT 5: INVESTMENT ACCOUNTING**

**08 Hrs**

Introduction – classification of Investment – Cost of Investment – cum-interest and ex-interest – securities – Bonus shares- right shares – disposal of Investment – valuation of investments – procedures of recording shares – problems

#### **SKILL DEVELOPMENT**

- Preparation of different schedules with reference to final accounts of Banking Companies
- Preparation of financial statement of Life Insurance Company.
- Preparation of financial statement of General Insurance Company.

#### **BOOKS FOR REFERENCE:**

1. Made Gowda – Advanced Accounting, HPH
2. S.N. Maheswari , Advanced Accountancy, Vikas Publishers
3. S. P. Jain and K. L. Narang – advanced accountancy, Kalyani
4. R L Gupta, Advanced Accountancy, Sultan Chand
5. Shukla and Grewal, Advanced Accountancy, S Chand
6. Jawaharlal, Managerial Accounting, HPH

## AC 5.6 BUSINESS TAXATION- I

### OBJECTIVE:

The objective is to equip students with the application of principles and provisions of Central sales tax, Customs act, Central excise, value added tax, Service tax laws, and provide an insight into practical aspects and apply the provisions of tax laws to various situations.

### Unit 1: CENTRAL SALES TAX / G.S.T (GOODS & SERVICES TAX) 18 Hrs

Objects and basic scheme of CST act, Meaning – Dealer – Business – Sale – Goods – declared goods, Turnover – Sale Price – Sales Exempt from Central Sales Tax, interstate and intra state sale, sales in the course of imports and exports, registration under CST act, – Problems on Central Sales Tax.

### Unit 2: CUSTOMS ACT 12 Hrs

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

### Unit 3: CENTRAL EXCISE 14Hrs

Procedures relating to Levy, Valuation and Collection of Duty, Types of Duty, Nature of Excise Duties – Cenvat Credit – Classification of Excisable Goods – Valuation of Excisable Goods – Important Central Excise Procedures – Problems.

### Unit 4: VALUE ADDED TAX 12 Hrs

Basic Concepts of Value Added Tax – Dealer – Registered Dealer – Sales – Turnover – Input VAT – Output VAT – Goods – Capital Goods – Exempted Sales, Zero rated sale – Merits and Demerits of VAT – Features and Methods of VAT – Variants of VAT – Methods of Computation of VAT (Simple Problems)

### SKILL DEVELOPMENT:

- Narrate the procedure for calculation of CST, Customs duty, Central excise, VAT, Service tax
- Preparation of challans for payment of duty.
- Preparation of Manufacturers Invoice.
- Preparation of Tax invoice under the VAT act.

### BOOKS FOR REFERENCE:

1. R.K.Jain: Customs Law Manual and Customs Tariff of India.
2. Taxmann's: Central Excise Manual and Central Excise Tariff.
3. Taxmann's: CENVAT Law and Procedure.
4. TN Manoharan, Income Tax Law including VAT/Service Tax, Snow White Publications
5. S.Bhat: Taxation Management
6. G. Sekar, Income Tax, Service Tax and VAT, C. Sitaraman & Co. Pvt. LTD.
7. Karnataka Value added tax Act, 2003 published by Karnataka Law Journal Publications  
Bangalore - 560009
8. Santhil & Santhil : Business taxation.
9. V.S.Datey: Indirect Taxes – Law and Practice.
10. Saha & Other – Taxation - HPH

## AC 6.5 BUSINESS TAXATION -II

### OBJECTIVE

The objective is to enable the students to understand assessment of Firms and Companies with regard to income tax and wealth tax.

#### Unit 1: SERVICE TAX

12 Hrs

Meaning and Definition – Features of Service Tax – Levy and Collection of Service Tax – Service Tax Administration – Exemptions from Service Tax – Taxable Services – Determination of Service Tax Liability (Simple Problems)

#### Unit 2: WEALTH TAX

14 Hrs

Basis of Charge – Assessment Year – Valuation Date – Net Wealth – Deemed Assets – Exempted Assets – Problems on Wealth Tax of individuals and firms.

#### Unit 3: ASSESSMENT OF FIRMS

12 Hrs

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

#### Unit 4: ASSESSMENT OF COMPANIES

18 Hrs

Introduction – Meaning of Company – Types of Companies – Computation of Depreciation – Computation of Taxable Income of Companies – Minimum Alternative Tax (MAT) – Computation of Tax Liability.

### SKILL DEVELOPMENT

- Collect financial statement of a firm and compute the taxable income
- Narrate the procedure for calculation of book profits
- Make the list of deemed assets and exempted assets under wealth tax act
- Procedure of Calculation of Service tax and Challan for payment of tax under service tax act

### BOOKS FOR REFERENCE

1. Vinod K Singhania – “Direct Taxes - Law and Practice”, Taxmann Publications
2. H C Mehrotra and Goyal, “Direct Taxes”, Sahitya Bhavan Publications
3. Gaur and Narang ; Direct Taxes, Kalyani Publishers
4. Rajiva S. Mishra –Direct & Indirect Tax
5. Santhil & Santhil : Business taxation.
6. S. Bhat – Taxation Management.
7. Singhania : Income Tax
8. V.S.Datey: Indirect Taxes – Law and Practice.
9. Saha & Others – Taxation - HPH

## AC 6.6 ACCOUNTING FOR BUSINESS DECISIONS AND IFRS

### OBJECTIVE

The objective is to enable the students to understand business decisions using the accounting information.

### Unit 1: MARGINAL COSTING

1 Hrs

Meaning and Definition – Need for Marginal Costing - Advantages & Disadvantages –Features – Uses and Limitations of Marginal Costing – Absorption Costing V/s Marginal Costing – Problems on CVP analysis.

### Unit 2: STANDARD COSTING

12 Hrs

Introduction – Meaning & Definition of Standard Cost and Standard Costing - Analysis of Variances – Advantages & Disadvantages of Standard Costing - Problems on Material Variances, Labor Variances and Overhead Variances.

### Unit 3: BUDGETARY CONTROL

12 Hrs

Introduction – Meaning & Definition of Budget and Budgetary Control – Objectives of Budgetary Control – Classification of Budgets – Functional Budgets – Problems on Production Budget, Sales Budget, Production Cost Budget, Purchase Budget and Master Budget.

### UNIT 4. INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS): 12 Hrs

Introduction - Interpretations by International Financial Reporting Interpretation Committee (IFRIC), Significant difference vis-a-vis Indian Accounting Standards, Understanding of US GAAP and Indian GAAP, Applications of IFRS and US GAAP and Indian GAAP. Preparation of final accounts as per IFRS

### UNIT 5: CORPORATE FINANCIAL REPORTING:

05 Hrs

Issues and problems with special reference to published financial statements.

### SKILL DEVELOPMENT

- Preparation of Income Statement using Absorption Costing and Marginal Costing Technique
- Illustrate make or buying decisions.
- Illustrate accept or reject decisions.
- Preparation of sales Budget with Imaginary Figures
- List any 10 industries where Standard Costing is used.

### BOOKS FOR REFERENCE

1. S P Iyengar, Cost Accounting, Sultan Chand
2. K.S. Thakur: Cost Accounting.
3. M.N. Arora, Cost Accounting, Vikas
4. N. Prasad, Costing, Books Syndicate
5. Palaniappan & Hariharan : Cost Accounting,
6. Jain & Narang, Cost Accounting, Kalyani Publishers
7. Gouri Shankar; Practical Costing.
8. IM Pandey :Management Accounting, Vikas Publishers
9. CA & ICWA Bulletins

## **2. FINANCE GROUP**

### **F.N 5.5 ADVANCED FINANCIAL MANAGEMENT**

#### **OBJECTIVE**

The objective of this subject is to familiarize the students with Advanced Financial analysis and decision making.

#### **Unit 1: INVESTMENT DECISIONS AND RISK ANALYSIS**

**12 Hrs**

Risk Analysis – Types of Risks – Risk and Uncertainty – Techniques of Measuring Risks – Risk adjusted Discount Rate Approach – Certainty Equivalent Approach – Sensitivity Analysis - Probability Approach - Standard Deviation and Co-efficient of Variation – Decision Tree Analysis – Problems.

#### **Unit 2: SOURCES OF CAPITAL**

**10 Hrs**

Long Term Sources – Meaning – Equity Shares – Preference Shares – Debentures – Differences between Shares & Debentures – Retained Earnings – Long Term Loans and Loans from Financial Institutions.

#### **Unit 3: CAPITAL STRUCTURE THEORIES**

**10 Hrs**

Introduction – Capital Structure – Capital Structure Theories - Net Income Approach - Net Operating Income Approach - Traditional Approach – MM Approach – Problems.

#### **Unit 4: DIVIDEND THEORIES**

**10 Hrs**

Introduction – Irrelevance Theory – MM Model. Relevance Theories - Walter Model - Gordon Model – Problems on Dividend Theories.

#### **Unit 5: PLANNING AND FORECASTING OF WORKING CAPITAL**

**14 Hrs**

Concept of Working Capital – Determinants of Working Capital – Estimating Working Capital Needs – Operating Cycle – Cash Management – Motives of Holding Cash – Cash Management Techniques – Preparation of Cash Budget – Receivables Management – Preparation of Ageing Schedule and Debtors Turnover Ratio – Inventory Management Techniques – Problems on EOQ.

#### **SKILL DEVELOPMENT**

- Preparation of a small project report of a small business concern covering all components- (Finance, Marketing, Production, Human Resources, General administration) (Any one component can be selected as a title of the report)
- Designing a capital structure for a Trading concern
- Preparing a blue print on working capital of a small concern.
- Prepare a chart on Modes of cash budget.
- List out different modes of Dividend Policy.
- List out the Companies, which have declared dividends recently along with the rate of dividend.

#### **BOOKS FOR REFERENCE**

1. Narendra Singh Advanced Financial Management
2. Muniraju – Advanced Accounting Management
3. Avadhani - Advanced Accounting Management, HPH
4. S N Maheshwari, Financial Management Principles and Practice, Sultan Chand
1. Khan and Jain, Financial Management, Tata McGraw Hill
5. Sudhindra Bhat ; Financial Management, Prentice Hall of India
6. Sharma and Sashi Gupta, Financial Management, Kalyani Publication
7. I M Pandey, Financial Management. Vikas Publication
2. Prasanna Chandra, Financial Management, Tata McGraw Hill
8. R.M Srivastava ; Financial Management & Policy, Sterling publishers



## F.N5.6 INTERNATIONAL FINANCE

### OBJECTIVES:

To familiarize the students with International Financial environment, instruments and institutions.

### UNIT – 1: INTRODUCTION TO INTERNATIONAL FINANCE 12 Hrs

Issues involved in International Business and Finance, methods of payment, International Monetary system – Fundamental terms and concepts – Home currency – foreign currency – direct quote – indirect quote – bid and ask, spot and forward rate - appreciation and depreciation – cross currency rates.

### UNIT – 2: FOREIGN EXCHANGE AND BALANCE OF PAYMENTS 12 Hrs

Forex Market & Its Intermediaries, ADR, Foreign Exchange Rate, Theories of Foreign Exchange Rate Determination.

Components of Balance of Payments – Disequilibrium in the balance of payments- methods of correction of disequilibrium.

### UNIT – 3: INSTRUMENTS IN INTERNATIONAL FINANCIAL MARKETS. 08 Hrs

Meaning-Definition-International Financial Markets-Globalization of Capital markets, Innovation in foreign securities and International Portfolio Management.

### UNIT – 4: FOREIGN EXCHANGE RISK 10 Hrs

Exchange risks – Hedging, Forward, Future, Swaps Options, -Valuation of future and swaps-valuation of options and efficiency of the exchange market.

### UNIT – 5:INTERNATIONAL FINANCIAL INSTITUTIONS AND LIQUIDITY 14 Hrs

The IMF, International liquidity and SDR's (special drawing rights) – International bank for reconstruction and development (World Bank), International development association, International investment guarantee agency.

### SKILL DEVELOPMENT:

- Visit any authorized dealers' establishments and understand their activities.
- Analyze the trend of FDI into India in the last five years.

### BOOKS FOR REFERENCE:

1. Avadhani B.K, International Finance Theory and Practice, HPH
2. Aswathanarayana T – International Finance - HPH
3. Harris Manville, International Finance.
4. Madhu Vij, International Finance, Excel Books
5. Keith Pibean, International Finance, McMillan
6. Timothy Carl Kesta, Case and Problems in International Finance.
7. R.M Srivastava , Multinational Financial Management, Pragathi Publications
8. P.A. Apte, International Financial Management, TMH
9. Somanath : International Financial Management I.K. Intl
10. Levi, International Marketing Management.
11. Bandar D.C, International Finance.
12. Murthy E.N, International Finance & Risk Management.
13. M.L. Verma, Foreign Trade & Management in India.
14. Rao and Chary, International Finance.

## **F.N 6.5 CORPORATE FINANCIAL POLICY**

### **OBJECTIVE**

The objective is to familiarize the students with Corporate Financial Policies and their impact on Business.

### **Unit 1: FINANCIAL POLICY**

**12 Hrs**

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

### **Unit 2: COST OF CAPITAL**

**10 Hrs**

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

### **Unit 3: CORPORATE FINANCIAL GOALS**

**14 Hrs**

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

### **Unit 4: MERGERS AND ACQUISITIONS**

**12 Hrs**

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

### **Unit 5: CORPORATE VALUATION**

**08 Hrs**

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

### **SKILL DEVELOPMENT**

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

### **BOOKS FOR REFERENCE**

1. I M Pandey, Financial management, Vikas Publication
2. R P Rustagi, Financial management, Sultan Chand
3. J C Vanhorne, Financial management, PHI
4. Sudhindra Bhat; Corporate Finance, PHI
5. Nishikanta Jha ; Mergers Acquisitions and Corporate Restructurings
6. Shashi K Gupta : Corporate Financial Policy ,Kalyani Publication
7. O.P Agarwal: Corporate Financial Policy ,HPH

## F.N6.6 SECURITY ANALYSIS& PORTFOLIO MANAGEMENT

### OBJECTIVE

The objective is to familiarize the students about investment decisions and Portfolio Management.

### Unit 1: INTRODUCTION TO INVESTMENT MANAGEMENT 12 Hrs

Meaning of Investment – Selection of Investment – Classification of Securities – Risk and Uncertainty – Types of Risks – Risk and Expected Return – Measurement of Portfolio Risk – Benefits of Diversification – Investment Strategies – Types of Companies and Stocks – Matrix approach in Investment Decision – Investment Avenues

### Unit 2: SECURITY ANALYSIS 14 Hrs

Introduction – Fundamental Analysis – Economic Analysis – Industry Analysis – Company Analysis. Technical Analysis – Dow Theory – Advanced Declined Theory – Chartism Assumptions of Technical Analysis.

### Unit 3: MODERN PORTFOLIO THEORY 12 Hrs

Introduction – Mean – Variance Model – Capital Market Line – Market Portfolio – Capital Asset Pricing Model – Security Market Line – Beta Factor – Alpha and Beta Coefficient – Arbitrage Pricing Model.

### Unit 4: PORTFOLIO MANAGEMENT 08 Hrs

Markowitz Model – Sharpe Model – Jensen and Treynor Model

### Unit 5: GLOBAL MARKETS 10 Hrs

Global Investment Benefits - Introduction to ADRs, GDRs, FCCBs, Foreign Bonds, Global Mutual Funds – Relationship between Trends in Global Markets and Domestic Markets

### SKILL DEVELOPMENT

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

### BOOKS FOR REFERENCE

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

### **3. INFORMATION & TECHNOLOGY GROUP**

#### **IT 5.5 ACCOUNTING INFORMATION SYSTEMS**

##### **OBJECTIVE:**

The objective of this subject is to provide an insight into the way computerized information systems impact how the accounting data is captured, processed, and communicated. It introduces the technology, procedures, and controls that are necessary in modern accounting field.

##### **Unit – 1: THE INFORMATION SYSTEM: AN ACCOUNTANT’S PERSPECTIVE 12Hrs**

The Information Environment - What Is a System? An Information Systems Framework, AIS Subsystems, A General Model for AIS, Acquisition of Information Systems Organizational Structure - Business Segments, Functional Segmentation, The Accounting Function, The Information Technology Function. Evolution of Information System Models - The Manual Process Model, The Flat-File Model, The Database Model, The REA Model, Accountants as System Designers, Accountants as System Auditors

##### **Unit – 2: INTRODUCTION TO TRANSACTION PROCESSING \_\_\_\_\_ 12Hrs**

An Overview of Transaction Processing - Transaction Cycles, The Expenditure Cycle, The Conversion Cycle, The Revenue Cycle , Accounting Records - Manual Systems, The Audit Trail, Computer-Based Systems, Documentation Techniques - Data Flow Diagrams and Entity Relationship Diagrams Flowcharts , Record Layout Diagrams, Computer-Based Accounting Systems - Differences between Batch and Real-Time Systems , Alternative Data Processing Approaches, Batch Processing Using Real-Time Data Collection, Real-Time Processing.

##### **Unit – 3: COMPUTER-BASED ACCOUNTING SYSTEMS 12Hrs**

Automating Sales Order Processing with Batch Technology, Keystroke, Edit Run, Update Procedures, Reengineering Sales Order Processing with Real-Time Technology, Transaction Processing Procedures, General Ledger Update Procedures, Advantages of Real-Time Processing, Automated Cash Receipts Procedures, Reengineered Cash Receipts Procedures, Point-of-Sale (POS) Systems, Daily Procedures, End-of-Day Procedures, Reengineering Using EDI, Reengineering Using the Internet. Control Considerations for Computer-Based Systems. PC-Based Accounting Systems - PC Control Issues.

##### **Unit – 4: FINANCIAL REPORTING AND MANAGEMENT REPORTING SYSTEMS 12Hrs**

**Data Coding Schemes** - A System without Codes, A System with Codes, Numeric and Alphabetic Coding Schemes, The General Ledger System, The Journal Voucher, The GLS Database, GLS Procedures, The Financial Reporting System - Sophisticated Users with Homogeneous, Information Needs, Financial Reporting Procedures, Controlling the FRS. The Management Reporting System, Factors that Influence the MRS, Management Principles, Management Function, Level, and Decision Type Problem Structure, Types of Management Reports, Responsibility Accounting , Behavioral Considerations.

##### **Unit – 5: COMPUTER CONTROLS AND AUDITING IT CONTROLS 08Hrs**

Relationship between IT Controls and Financial Reporting, Audit Implications of Sections **IT Governance Controls, Organizational Structure Controls**, Segregation of Duties within the Centralized Firm, The Distributed Model, Creating a Corporate IT Function, Audit Objectives Relating to Organizational Structure, Audit Procedures Relating to Organizational Structure.

**SKILL DEVELOPMENT:**

- Generation of different types of management reports
- Preparation of dataflow diagrams
- Preparation of different flowcharts -Eg: Information flow in Finance department of a company
- Computerization of transactions and drawing of a Balance Sheet

**BOOKS FOR REFERENCE:**

1. Marriappa B. Accounting Information System, HPH
2. "Accounting Information Systems", 11/E Marshall B. Romney, Brigham Young University Paul J. Steinbart, Arizona State University, Prentice Hall
3. "The Crossroads of Accounting and IT" Donna Kay, Ali Ovlia, May 2011, Hardback,
4. "Accounting Information Systems" International Edition 10th Edition George Bodnar, William Hopwood Aug 2009,.

## I.T 5.6 ENTERPRISE RESOURCE PLANNING

### OBJECTIVES:

This paper will orient students to understand that business processes can be integrated in a seamless chain.

### UNIT 1: INTRODUCTION

12Hrs

Introduction To ERP, Evolution of ERP, What is ERP? Reasons for the growth of ERP, Scenario and Justification of ERP in India, Evaluation of ERP, Various Modules of ERP, Advantage of ERP.

### UNIT 2: ERP ENVIRONMENT

12 Hrs

An overview of Enterprise, Integrated Management Information, Business Modeling, ERP for Small Business, ERP for make to order companies, Business Process Mapping for ERP Module Design, Hardware Environment and its Selection for ERP Implementation.

### UNIT 3: ERP RELATED TECHNOLOGIES

12 Hrs

ERP and Related Technologies, Business Process Reengineering (BPR), Management Information System (MIS), Executive Information System (EIS), Decision support System (DSS), Supply Chain Management (SCM)

### UNIT 4: ERP MODULES

10Hrs

ERP Modules, Introduction to Finance, Plant Maintenance, Quality Management, Materials Management

### UNIT 5: ERP MARKET

10Hrs

ERP Market, Introduction, SAP AG, Baan Company, Oracle Corporation, People Soft, JD Edwards World Solutions Company, System Software Associates, Inc. (SSA)  
QAD, A Comparative Assessment and Selection of ERP Packages and Modules.

### SKILL DEVELOPMENT:

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

### BOOKS FOR REFERENCE:

1. C.S. V Murthy Enterprise Resource Planning
2. R.G. Saha – Enterprise Resource Planning - HPH
3. Alexis Leon, Leon Publishers: Enterprise Resource Planning
4. Ravi Anupindi, Sunil Chopra, Pearson Education”. “Managing Business Process Flows
5. Altekar, PHI. Enterprise Resource Planning
6. Srivatsava, I.K. International Publishers, Enterprise Resource Planning
7. P. Diwan
8. Vinod Kumar Garg and N.K. Venkitakrishnan, PHI. Enterprise Resource Planning
9. Introduction to SAP, an Overview of SD: MM, PP, FI/CO Modules of SAP.
10. Zaveri Jyotindra Enterprise Resource Planning

## I.T 6.5 INFORMATION TECHNOLOGY AND AUDIT

### OBJECTIVE:

This subject aims at imparting knowledge about Auditing done with the use of Information Technology

### Unit 1: INTRODUCTION TO AUDITING SOFTWARE

12 Hrs

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

### Unit 2: AUDIT OF SUBSIDIARY BOOKS

10 Hrs

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

### Unit 3: AUDIT OF FINANCIAL STATEMENTS

10 Hrs

Configuring profit/Loss account, display profit/loss account, Audit of profit/loss account, Configuring balance sheet, display the balance sheet, Display balance sheet with different stock valuation methods, Setting closing stock manually in the balance sheet. Balance Sheet of Joint Stock Companies.

### Unit 4: TAX AUDIT

12 Hrs

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

### Unit 5: STATUTORY AUDIT

12 Hrs

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

### SKILL DEVELOPMENT:

- Maintain a computer record and execute the problems

### BOOKS FOR REFERENCE:

1. Learning Tally ERP 9, Vishnu Pratap Singh, Computech publications limited, 3<sup>rd</sup> Revised edition.
2. Guide to Tally 9, Law Point,
3. Tally Ver 9, C Nellai Kannan, Nels publication, ISBN 81-901408-2-5.

## I.T6.6 BANKING TECHNOLOGY AND MANAGEMENT

### OBJECTIVE

The objective of this subject is to acquaint students with the banking technology and their recent developments and enhance their knowledge on modern banking concepts and techniques.

#### **Unit 1: BRANCH OPERATION AND CORE BANKING** **12Hrs**

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

#### **Unit 2: DELIVERY CHANNELS** **12Hrs**

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

#### **Unit 3: BACK OFFICE OPERATIONS** **12Hrs**

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

#### **Unit 4: INTER BANK PAYMENT SYSTEM** **10Hrs**

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

#### **Unit 5: CONTEMPORARY ISSUES IN BANKING TECHNIQUES** **10Hrs**

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

### SKILL DEVELOPMENT :

- Filling of application for opening a Bank Account
- Preparations of Bank Reconciliation Statement
- Identify and compare the banking delivery channels of nationalized banks and private banks
- List out the boons and the banes of computerization of banks operations.
- Current issues in banking technology to be discussed in class.

### BOOKS FOR REFERENCE:

1. Kaptan S S & Choubey N S, "E-Indian Banking in Electronic Era", Sarup & Sons, New Delhi 2003.
2. Vasudeva, "E-Banking", Common Wealth Publishers, New Delhi, 2005.
3. Chandramohan : Fundamental of Computer Network I.K. International Publishers
4. Effraim Turban, Rainer R. Kelly, Richard E. Potter, "Information Technology", John Wiley & Sons Inc, 2000.
5. Andrew S. Tanenbaum, "Computer Networks", Tata McGraw Hill, 3<sup>rd</sup> Edition, 2001
6. Padwal & Godse : Transformation of Indian Banks with Information Technology.



## **4BANKING & INSURANCE GROUP**

### **B.I 5.5 INTERNATIONAL BANKING & FOREX MANAGEMENT**

#### **OBJECTIVE**

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

#### **UNIT1 : INTRODUCTION TO INTERNATIONAL BANKING**

**10Hrs**

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

#### **UNIT 2 : INTERNATIONAL CAPITAL MARKETS**

**10Hrs**

Introduction – Meaning and Definition – Types – Financial market flow beyond national boundaries – Debt and non – debt flows – Volatile and Stable flows – Interest Rate Differentials - Demand for and supply of funds across borders.

#### **UNIT 3 : OFFSHORE BANKING CENTRES**

**10Hrs**

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

#### **UNIT 4: FOREIGN EXCHANGE AND MARKETS**

**14Hrs**

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

#### **UNIT 5 : FOREX MARKET IN INDIA**

**12Hrs**

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

#### **SKILL DEVELOPMENT**

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

#### **BOOKS FOR REFERENCE**

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

## **B.I. 5.6 LIFE & GENERAL INSURANCE**

### **OBJECTIVE**

The objective is to enable the students to understand various aspects of Life & General Insurance.

#### **Unit 1: INTRODUCTION TO LIFE INSURANCE**

**12 Hrs**

Introduction to Life Insurance - Principles of Life Insurance - Life insurance products, pensions and annuities - Life insurance underwriting - Need for selection - Factors affecting rate of mortality - Sources of data - Concept of extra mortality - Numerical methods of undertaking - Occupational hazards.

#### **Unit 2: LEGAL ASPECTS OF LIFE INSURANCE**

**12 Hrs**

Legal Aspects of Insurance - Indian contract Act, special features of Insurance contract. Insurance laws, Insurance Act, LIC Act, IRDA Act.

#### **Unit 3: CLAIM MANAGEMENT & RE-INSURANCE**

**10 Hrs**

Claim Management - Claim Settlement - Legal Framework - Third party Administration, Insurance ombudsman - Consumer Protection Act - Re-Insurance in Life Insurance - Retention Limits - Methods of Re-insurance.

#### **Unit 4: INTRODUCTION TO GENERAL INSURANCE**

**12 Hrs**

Introduction to General Insurance. Principles of General Insurance. Types of General Insurance - Personal general insurance products (Fire, Personal Liability, Motors, Miscellaneous Insurance). Terminology, clauses and covers. Risk assessment, underwriting and ratemaking. Product design, development and evaluation. Loss of Provincial control.

#### **Unit 5: INSURANCE INDUSTRY**

**10 Hrs**

Insurance Industry - Brief History - Pre Nationalization and post nationalization - Current scenario.- Re-Insurance - Functions, Methods of Re-Insurance.

### **SKILL DEVELOPMENT :**

- Calculation of policy premium with imaginary figures
- Calculation of fair claims with imaginary figures
- Preparation of list occupational hazards under life insurance

### **BOOKS FOR REFERENCE**

1. Annie Stephen L – HPH
2. P. Perya Swamy ;Principles and Practice of Life Insurance
3. Raman B, Your Life Insurance Hand Book
4. William C. Arthur, Risk Management and Insurance
5. G. Krishna Swamy: A Text book on Principles and Practices of Life Insurance
6. Gopal Krishnan, Liability Insurance
7. Aramvalarthan : Risk Management I.K. Intl
8. Mishra M.N, Insurance Principles and Practice
9. Bose A.K, Engineering Insurance
10. Fire Insurance Claim – Insurance institute of India
11. P. K Gupta; Insurance & Risk Management

## **B.I 6.5 RISK MANAGEMENT**

### **OBJECTIVE**

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

#### **Unit 1: INTRODUCTION TO RISK MANAGEMENT** **10 Hrs**

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

#### **Unit 2: SOURCES OF RISK AND EXPOSURE** **10 Hrs**

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

#### **Unit 3: CORPORATE RISK MANAGEMENT** **12 Hrs**

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

#### **Unit 4: DERIVATIVES AS RISK MANAGEMENT TOOLS** **12 Hrs**

Derivatives as risk management tools, features of hedging, forward, future, options and swaps. Classification of derivatives, important features of derivatives.

#### **Unit 5: HEDGING & OPTIONS** **12 Hrs**

Hedging risks with currency and interest rate futures, index future and commodity futures, Fundamental concepts of options and hedging and risk management with options, Fundamentals of currency and interest rate swaps- risk management with swaps, Fundamental concepts of VAR approach and insurance.

### **SKILL DEVELOPMENT**

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

### **BOOKS FOR REFERENCE**

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

## **B.I 6.6 MARKETING OF INSURANCE PRODUCTS**

### **OBJECTIVE**

The objective is to enable the students to acquire skills in Marketing of Insurance Products

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

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

### **Unit 2: MARKETING THEORY AND CONCEPTS IN THE INSURANCE INDUSTRY**

**14 hrs**

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

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

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

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

**14 hrs**

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

### **SKILL DEVELOPMENT**

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

### **BOOKS FOR REFERENCE**

1. Marketing: concepts and strategies. Sally Dibb ... [et al]. 5th European ed. Boston, Massachusetts: Houghton Mifflin, 2005.
2. The marketing casebook. Sally Dibb, Lyndon Simpkin. 2nd ed. London: Thomson Learning, 2001.

3. Marketing management. Philip Kotler. 13th ed. London: Pearson Education, 2009.
4. Marketing planning for financial services. Roy Stephenson. Aldershot, Hants: Gower, 2005.
5. A Mishra/A Mishra – Marketing strategy.
6. Marketing strategy: the difference between marketing and markets. Paul Fifield. 3rd ed. London: Butterworth- Heinemann, 2007.
7. Marketing theory: a student text. Michael J Baker. London: Thomson Learning, 2000.
8. Principles of marketing. Philip Kotler, Gary Armstrong. 12th ed. International ed. Upper Saddle River, New Jersey: Pearson Education, 2008
9. Innovative Marketing balancing Commercial goals & Corporate responsibility