

INTERNATIONAL COLLEGE FOR GIRLS

SFS, GURUKUL MARG, MANSAROVAR, JAIPUR

DEPARTMENT OF COMMERCE

COURSES OF STUDY

FOR

B. COM. HONOURS (ACCOUNTING & TAXATION)

I Semester Examination November 2007

II Semester Examination April 2008

III Semester Examination November 2008

IV Semester Examination April 2009

V Semester Examination November 2009

VI Semester Examination April 2010

*Syllabus applicable for the students seeking admission to the B.Com (Honours)
Accounting & Taxation in the academic year 2007-08.*

Semester I

Paper –I : Financial Accounting Paper Code: ATG 111

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective- To develop a conceptual understanding of financial accounting system and their application in business

Unit	Content	No of Lectures
I	Basics of Bookkeeping and Accountancy- Definition and its Usefulness, Financial Accounting Principles, Concepts and Convention. System of Bookkeeping – Double Entry System, Books of Prime Entry, Subsidiary books, Recording of Cash and Bank Transaction, Preparation of Ledger accounts, Preparation of Trial balance	11
II	Final Accounts: Concept of Capital, Revenue and Deferred Revenue Expenditure, Opening Entries, Closing Entries, Adjustment Entries, Manufacturing, Trading and Profit and Loss Account (With Adjustment) and Balance Sheet. Sectional and Self Balancing System: The Nature of Ledgers, Sectional Balancing System, Self Balancing System	10
III	Preparation of Accounts from Incomplete Records (Single Entry System): Nature of Incomplete Records, Limitations of the Single Entry System, Ascertainment of Profit or Loss, Difference between Double Entry System and Single Entry System Financial Statement of Non Profit Making Entities- Receipt and Payment Account and Income and Expenditure Account and Balance Sheet, Accounts of Professional	10
IV	Consignment Accounts- Accounting for consignment in the books of consignor and consignee, Normal Loss and Abnormal Loss of good sent on consignment, Accounting for Goods sent on consignment at mark up price, Valuation of Closing Stock, Del Creder Commission and Bad Debts	07
V	Joint Venture Accounts- Features of a Joint Venture, Methods of keeping accounts, Conversion of Consignment into Joint Venture	07

Essential Readings

1. Financial Accounting-R.L Gupta, V.K Gupta(Sultan Chand& Sons)
2. Modern Accountancy-AMukharjee, MHanif. (Tata Mc- Graw-Hill)
3. Fundamentals of Financial Accounting- Dr Ashok Sehgal, Dr Deepak Sehgal (TaxMann's)
4. Financial Accounting- Jain, Khandelwal Pareek(Ajmera Book Company)

Reference Books

1. Accountancy- PC Tulsian (Tata Mc- Graw-Hill)
2. Accountancy-DK Goel, Rajesh Goel(Arya Publications)
3. An Introduction to Accountancy- S.N Maheshwari(Vikash Publishers)
4. Fundamental of Accounting-Dr T P Ghosh,(Sultan Chand& Sons)

Note- The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless

Paper –II: Cost Accounting

Paper Code: ATG 112

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective-The objective of this course is to familiarize students with basic costing concepts and tools used in cost accounting

Unit	Contents	No. of Lectures
I	Introduction: Meaning and definition of cost accountancy, Nature and Scope of Cost Accounting, Cost Concepts, Distinction between Financial and Cost Accounting, Elements of Cost, Cost Statements: An Introduction	06
II	Material: Material Cost Management, Need for Efficient Purchasing, Storing of Materials, Methods of Inventory Control, Some Specific Techniques Related to Operating Control System viz. ABC Analysis, VED Analysis, JIT, FSN, Material Cost and its Components, Economic Order Quantity, Inventory Levels i.e. Reorder Level, Maximum Stock Level, Minimum Stock Level, Average Stock Level, Methods of Issue Pricing i.e. LIFO, FIFO, Simple Average, Weighted Average, HIFO, Standard Price And Base Stock Method. Labour: Recruitment, Recording of time and wages, Time Keeping and Time booking, Job Evaluation and Merit rating, Labour Turnover: meaning and nature, Methods of calculating Labour Turnover, Methods of remunerating Labours, Incentive Plans, Allocation of wages, Idle Time: meaning and causes, Treatment of idle time, Over time.	10
III	Overhead: Meaning, Collection, Classifications, Apportionment, Allocation and Absorption of overheads; Treatment of interest on capital, Research and development expenses. Activity Based Costing	09
IV	Single Output or Unit Costing: Cost sheet, Adjustments in cost sheet, Treatment of Scrap, defectives, Absorption of overheads and calculation of Tender price, Job Costing. Service Costing (Operating Costing) : Meaning of Service Cost, Service costing in case of Transporters, Boiler house, Hospitals, Canteens and Hotels.	08
V	Contract Costing: Contract accounting, Methods of determining contract price, Escalation clause, Profit on uncompleted contracts and different Types of problems related to contract. Process Costing: Meaning of Process costing, Procedure Treatment of Normal and Abnormal Loss and Abnormal Gains, Accounts for Normal and Abnormal loss and Abnormal Gain, Inter process Profit	12

Essential Readings

1. Cost Accounting: Jain, Khandelwal & Pareek, (Ajmera Book Company, Jaipur)
2. Cost Accounting: Agarwal, Jain, Sharma, Shah & Mangal, (Ramesh Book Depot, Jaipur)
3. Cost Accounting Principles and Practice: M.N. Arora, (Vikas Publication, New Delhi)

Reference Books

1. Cost Accounting: B.M Lall Nigam, I.C. Jain, PHI, New Delhi
2. Cost Accounting Theory and Practice: (Bhabatosh Banerjee, PHI, New Delhi)
3. Cost Accounting-S.N Maheshwari, (Mahavir Publication)
4. Cost Accounting: Jawahar Lal, (Tata Mcgraw Hill, New Delhi)
5. Cost Accounting: J. Madegowda (Himalaya Publishing House)

Note- The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless

Paper- III: Law of Contract
Paper Code: BSG-113

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective

The Objective of this course is to acquaint the students with the concepts of contract and agreement and help them learn to differentiate between them. The course will help them understand the effects of different types of contracts.

Unit	Contents	Lectures
I	<ul style="list-style-type: none">• Introduction to Contract• Classification of Contracts• Proposal and Acceptance	09
II	<ul style="list-style-type: none">• Contractual capacity• Free consent• Consideration	09
III	<ul style="list-style-type: none">• Legality of object and consideration• Void agreements• Contingent contracts	09
IV	<ul style="list-style-type: none">• Performance of contract• Discharge of contract• Remedies for breach of contract	09
V	<ul style="list-style-type: none">• Quasi contract• Bailment• Pledge <p>(Case studies related to the entire course)</p>	09

Essential Reading:

1. Aggarawal, Rohini, *Student's guide to Mercantile & Commercial Laws*, Taxmann Allied Services Pvt. Ltd., New Delhi.
2. Kapoor, N. D., *Elements of Mercantile Law*, Sultan Chand & Sons, New Delhi
3. Tulsian, P. C., *Business Law*, Tata McGraw-Hill Publishing Company, New Delhi, 2006.

Reference books:

1. Datey, V.S., *Business and Corporate Laws*, Taxmann Allied Services Pvt. Ltd., New Delhi
2. Singh, Nirmal, *Business Laws*, Deep & Deep Publications Pvt. Ltd., New Delhi
3. Gulshan, S. S., *Business Law*, Excel Books, New Delhi

Paper - IV: Micro Economic Theory – I

Paper Code : FSG 114

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective

The objective of this course is to acquaint the students with concepts and techniques used in Micro-economic theory and to enable them to apply this knowledge in business decision-making..

Unit	Contents	Lectures
I	Micro Economics: Meaning, Nature, Scope, Importance And limitations Role of Micro and Macro Economic Analysis in Formulation of Business Policy	07
II	Consumer Behavior: Utility Analysis: Law of Diminishing Marginal Utility, Law of Equi- Marginal utility, Limitations of Utility approach Theory of Consumer surplus	10
III	Indifference curve Analysis: Meaning & properties. Consumer Equilibrium- Price, income and substitution effect	10
IV	Law of Demand and supply. Elasticity of demand Demand Forecasting: Meaning, objectives, methods of Demand forecasting	08
V	Law of Production- Meaning of Production, Law of Variable Proportions, Returns to scale, Production and Equal product curves (Isoquants) Least cost combination	10

Essential Reading

- Somdeo, Business Economics, RBD, Jaipur
- Mathur, N.D, Business Economics, Shivam Publication, Jaipur
- Baumol, W J. Economic Theory and Operations Analysis. 3rd ed, New Delhi, Prentice Hall 1996

References

- Dwivedi D.N, Managerial Economics, Vikas Publications, Delhi
- Koutsoyiannis, Modern Economics, New York, Macmillan, 1991
- Keat Paul G & K.Y. Young, Managerial Economics, Prentice Hall, New Jersey

Paper-V : Practical
Paper Code: ABF 115

Max Marks: 100

Teaching Hours: (4 Hrs/Week)

Credit: 4

Accounting & Taxation

Objective:

The objective of this paper is to give the practical knowledge of manual accounting.

Practical contents:

Manual Accounting- Journal, Ledger, Subsidiary Books, Trial balance, Final accounts

Business Studies

Objective

The Objective of this practical is to connect the theoretical concepts and learning to applied aspect of the subject and bridge the gap between theory and real world cases.

Practical Contents

Every student is required to solve at least 5 cases pertaining to each of the topics of Indian Contract Act, 1872, mentioned hereunder.

<u>Topics</u>	<u>No. of Cases</u>
1. Classification of contract	2
2. Proposal and Acceptance	2
3. Contractual capacity	2
4. Free Consent	2
5. Consideration	2
6. Legality of object & consideration	2
7. Void agreements	2
8. Contingent contracts	2
9. Performance of contracts	2
10. Discharge of contract	2
11. Remedies of breach of contract	2
12. Quasi contract	2
13. Bailment	2
14. Pledge	<u>2</u>
Total cases	28

Financial studies

Objective

To acquaint the students with practical aspects of Micro Economics in business decision making. This course will focus on viewing the social activities of the individual, the business firm and government from a microeconomic perspective.

Practical: -

Every student is required to solve the cases on the following topics:

1. Grasping the Basics of Microeconomic Thinking;
2. Theory of Consumer Behavior (Maximizing Satisfaction);
3. Theory of Demand Forecasting;
4. Theory of demand and supply;
5. Theory of Law of Production.

Paper-VI: Business Mathematics
Paper Code: ATG 116

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective- To test the grasp of elementary concepts in Mathematics and application of the same as useful quantitative tools

Unit	Content	No of Lectures
I	Matrices and Determinants: Definition of Matrix, Types of Matrices, Algebra of Matrices, Properties of Determinants, Calculation of Values of Determinants up to Third Order, Adjoint of Matrix, Elementary Row or Column Operations, Inverse of a Matrix . Matrix representation of linear equation with two & three variables. To find the solution of linear equation of two variables using inverse of a matrix	05
II	Functions: Definition of set, type of set, Cartesian product relation. Definition of Functions, Classification of Functions, Different types of Functions (Except Trigonometrical), Bounded Functions, Monotonic Functions, Even and Odd Functions, Parametric form of a Function, Composite Functions, Graphical Representation of Functions, Elementary ideas of Limit and Continuity through the use of simple Algebraic Functions.	16
III	Differentiation: Derivative and its meaning: Geometrical, Interpretation, Rules of Differentiation, Significance of Derivative as Rate Measures, Second and Higher Order Derivatives, Partial Derivatives up to Second Order, Homogeneity of Function and Euler's Theorem, Total Differentials: Differentiation of Implicit Function with the help of Total Differentials	10
IV	Integration: Integration as Anti-Derivative Process, Standard Forms, Integration by Substitution, by Parts and by use of Partial functions, Definite Integral, Finding areas in simple cases Sequence and Series –Arithmetic and Geometric progression	11
V	Compound Interest and Annuities: Different types of Interest Rates, types of Annuities, Concept of Present Value, Present Value and amount of an Annuity, Valuation of simple Loans and Debentures, Problems relating to Sinking Funds. Basic	03

Essential Readings

1. Business Mathematics-Dr D.C Sancheti & VK Kapoor(Sultan Chand and Sons Educational Publishers)
2. Mathematics-P.N Arora & S Arora, S. Chand&Co Ltd
3. Business Mathematics: J. K Singh(Himalaya Publishing House New Delhi)

Reference Books

1. Busines Mathematics- Abhishek Shrivastva (Shuchita Prakashan (P) Ltd)
2. Mathematics and Statistics-Nidhi P Singh (Shuchita Prakashan (P) Ltd)
3. Basic Mathematics and Statistics-N. K Nag (Kalyani Publishers)
4. Mathematics for Management- M Raghavachari,(Tata McGraw- Hill)

Note- The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless

Paper-VII: Operation Research
Paper Code: ATG 117

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective- The objective of this course is to acquaint the students with the use of operational research techniques in decision-making

Unit	Content	No of Lectures
I	Operational Research: Basic Concepts and Definitions Linear Programming: Mathematical formulation of Linear Programming problems and their solution using Graphic approach and Simplex method, Duality Sensitivity analysis.	12
II	Transportation: Solving the problem. Testing the optimality MODI method. Cases of unbalanced problems, Degeneracy, Maximization objective, Multiple solutions and Prohibited Routes Assignment: Solving the problem. Cases of unbalanced problems, multiple optimum solutions, maximization objective and unacceptable assignments	10
III	PERT/CPM: Network with one estimate of time. Networks with three estimates of time. Time-cost trade-off. Probability consideration under Pert	08
IV	Game Theory: Games of Pure strategy, Games of Mixed strategy, Law of Dominance, Sub Game Queuing Theory: Elements of Queuing theory, Single Channel Queuing Problem.	08
V	Decision Theory: Maximin, Minimax, and Maximax expected pay off and regret, Expected value of Perfect Information, Decision Tree Analysis, Theory Simulation	07

Essential Readings

1. Operational Research-Prof N.P.Agarwal (Ramesh Book Depot)
2. Qunatitative Techniques- C.R Kothari(Vikas Publishing House Pvt Ltd)
3. Vohra N.D, Quantitative Techniques in Management, (Tata McGraw Hill New Delhi)
4. Taha, Hamady A, Operational Research- An Introduction, Prentice Hall of India

Reference Books

1. Operational Research-Mathur, Khandelwal Gupta,Gupta (Ajmera Book Company)
2. Operational Research-V.K Kapoor (Sultan Chand)
3. Quantitative Methods- N.K Nag (Kalyani Publishers)
4. Qunatitative Techniques for Managerial Decsionos – U.K Srivastava, G.R Shenoy, S.C Sharma(New Age International)
5. Operation Research: Anand Sharma(Himalaya Publishing House)

Note- The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless

Paper –VIII : Practical
Paper Code: ATG 118

Teaching Hours: (2 Hrs/Week)

MM : 100

Unit	Content
	Project file which contains assumption, procedure and solution of practical problems related to <ul style="list-style-type: none">• Linear Programming• Transportation• Assignment• Game Theory• Queuing Theory
	Project file which contains assumption, procedure and solution of practical problems related to <ul style="list-style-type: none">• Matrices• Functions• Differentiation & Integration• Compound Interest & Annuities

Semester II

Paper –I: Corporate Accounting Paper Code: ATG 211

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective- The objective this course is to gain expert knowledge of principle and procedure of corporate accounting and their application in different practical situations.

Unit	Content	No of Lectures
I	Issue and Forfeiture of Shares: Introduction, Types of Companies, Types of Shares, Central Government Rules/SEBI Guidelines on Issue of Shares including concepts of Book Building and Demat Shares, Accounting for issue of shares, Right Issue, Issue of Shares to Vendor, Issue of Shares to Promoters, Issue of Sweat Equity Shares, Employees Stock Option Scheme(ESOS), Bonus Issue, Forfeiture and Reissue of Shares Redemption of Preference Shares and Buy Back of Shares: Introduction, Redemption of Preference Shares, Accounting Treatment, Calculation of Minimum Fresh issue of shares to comply with section 80 of the Act, Minimum Fresh Issue to Provide Funds for Redemption, Partly Called up Preference Shares and Redemption of Preference Shares, Fully Called up but partly paid up Shares and Redemption of Preference Shares, Buy Back of Equity Shares	10
II	Accounting For Debentures: Introduction, Meaning and Types of Debentures, Difference between Shares and Debentures, Accounting for Issue of Debentures, Treatment of Discount on issue of Debentures, Interest on Debentures, Meaning of Redemption of Debentures, Sources of Redemption of Debentures, Methods for Redemption of Debentures	07
III	Preparation of Financial Statements- Profit and Loss Account, Balance Sheet Managerial Remuneration: Ascertaining Profit for Managerial Remuneration, Remuneration to Directors, Remuneration to Managers Disposal of Profits: Transfer to Reserve, Dividends, Corporate Dividend Tax, Unpaid Dividend Account	08
IV	Acquisition of Business, Pre-Incorporation Profit/Loss Underwriting of Shares and Debentures: Meaning of Underwriting, Sub-Underwriters, Firm Underwriting, Underwriting Commission, Marked Applications, Calculation of Liability of Underwriters,	10
V	Valuation of Goodwill: Features of Goodwill, Elements of Goodwill, Types of Goodwill, Accounting for Goodwill, Valuation of Non-Purchased Goodwill-Average Profit Method, Super Profit Method, Capitalization of Average Method, Capitalization of Super Profit Method, Annuity Method Valuation of Shares: Need for Valuation, Factors Affecting Valuation of Shares, Methods of Valuation- Assets Backing Method, Yield Valuation Method	10

Essential Readings

1. Corporate Accounting-Agarwal, Jain, Sharma, Shah , Mangal (Ramesh Book Depot)
2. Modern Accountancy- A Mukherjee& M Hanif (Tata Mc Graw Hill)
3. Corporate Accounting-Jain, Khandelwal, Pareek (Ajmera Book Company)

Reference Books

1. Accounting Theory-L.S Porwal (Tata,Mc Graw Hill)
2. Advanced Accounts-Shukla, Grewal, Gupta (S.Chand)
3. Advanced Accountancy-S.N Maheshwari (Vikas Publishing House Pvt Ltd)
4. Advanced Accountancy- S.P Jain& K.L Narang , (Kalyani Publishers)
5. Corporate Accounting: Anil, Rajesh Mariyappa (Himalaya Publishing House)

Note- The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless

Paper –II: Business Statistics
Paper Code: ATG 212

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective- The objective of this course is to familiarize students with the basic statistical tools used for decision-making.

Unit	Content	No of Lectures
I	Introduction- Definition of Statistics, Importance and Scope of Statistics, Types and Source of Data, Collection of Data, Limitation of Statistics Classification and Tabulation of Data: Meaning and Characteristics, Frequency Distribution, Simple and Manifold Tabulation	08
II	Measure of Central Tendency: Arithmetic Mean (Simple and Weighted), Median (Including Quartiles, Quintiles, Octiles, Deciles, Percentile) Mode, Geometric and Harmonic Mean-Simple and Weighted	12
III	Measures of Dispersion: Absolute and Relative Measures: Range, Quartile Deviation, Mean Deviation, Standard Deviation and their Co-efficient. Skewness: Absolute Measures of Skewness, Relative Measures of Skewness –Karl Pearson’s Coefficient of Skewness, Bowley’s Coefficient of Skewness Moments & Kurtosis	08
IV	Correlation: Meaning and Significance, Scatter Diagram Correlation Graph, Karl Pearson’s Coefficient between two variables. Coefficient of Correlation by Spearman’s Rank Difference Method and Concurrent Deviation Method Regression Analysis- Meaning and Significance, Difference between Correlation and Regression, Regression lines, Regression equations, coefficient of Regression, Standard error of the estimate	11
V	Index Numbers:- Introduction, Uses of Index Numbers, Classification of Index Numbers, Problems in Construction of Index Numbers, Methods of Constructing Index Numbers, Test of Adequacy of Index Number Formulae, Base Shifting, Splicing and Deflating of Index Numbers	06

Essential Readings

1. Business Statistics-Garg, Sharma, Jain, Pareek(Shivam Book House Pvt Ltd)
2. Statistics Theory and Practice-Sancheti and Kapoor(Sultan Chand and Sons New Delhi)
3. Business Statistics: S.C Gupta (Himalya Publishing House)

Reference Books

1. Statistical Methods:-S.P Gupta, Archana Gupta(Sultan Chand& Sons, New Delhi)
2. Statistical Methods-K.N Nagar
3. Business Statistics-Yadav, Jain, Mittal (Malik and Company Jaipur)
4. Fundamentals of Statistics: S. C Gupta (Himalya Publishing House)

Note- The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless

Paper- III: Business Laws
Paper Code: BSG-213

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective:

The Objective of this course is to acquaint the students with the different types of laws, which a businessman is generally exposed to or is affected by. The course aims at exposing the student to the regulatory framework of the Indian business.

Unit	Contents	Lectures
I	Specific Contracts-I: <ul style="list-style-type: none">• Contract of Indemnity• Contract of Guarantee	07
II	Specific Contracts-I: <ul style="list-style-type: none">• Contract of Agency	07
III	Sale of Goods Act, 1930	10
IV	Consumer Protection Act, 1986	10
V	Right to Information Act, 2005	11

Essential Reading:

1. Aggarawal, Rohini, *Student's guide to Mercantile & Commercial Laws*, Taxmann Allied Services Pvt. Ltd., New Delhi.
2. Kapoor, N. D., *Elements of Mercantile Law*, Sultan Chand & Sons, New Delhi
3. Tulsian, P. C., *Business Law*, Tata McGraw-Hill Publishing Company, New Delhi, 2006.

Reference books:

1. Datey, V.S., *Business and Corporate Laws*, Taxmann Allied Services Pvt. Ltd., New Delhi
2. Singh, Nirmal, *Business Laws*, Deep & Deep Publications Pvt. Ltd., New Delhi
3. Gulshan, S. S., *Business Law*, Excel Books, New Delhi

Paper –IV : Micro Economic Theory-II
Paper Code: FSG 214

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective : To give in-depth study of different cost concepts, markets and various aspects of theory of Factor distribution

Unit	Contents	Lectures
I	Cost Analysis: Real cost, Opportunity cost, Money cost, Explicit and Implicit cost. Short run cost curves and Long run cost curves Revenue analysis: Concept and types	10
II	Market: Meaning, Structure and Price behavior Price and output determination under perfect competition	10
III	Price and Output determination under: Monopoly, Monopolistic competition	7
IV	Discriminating Monopoly. Price and output determination under oligopoly.	8
V	Theory of factor pricing: Theory of Marginal productivity, Theory of rent, wages, interest and profit	10

Books Recommended

Essential Reading

- Somdeo, Business Economics, RBD, Jaipur
- Mathur.N.D, Business Economics, Shivam Publications, Jaipur

References

- Dwivedi D.N, Managerial Economics, Vikas Publications, Delhi
- Koutsoyiannis, Modern Economics, New York, Macmillan, 1991
- Keat Paul G & K.Y. Young, Managerial Economics, Prentice Hall, New Jersey

Paper-V : Practical
Paper Code: ABF 215

Max Marks: 100

Teaching Hours: (4 Hrs/Week)

Credit: 4

Accounting and Taxation

Practical contents:

Computerized Accounting:

- Use of Accounting Software Tally
- Creation of Company
- Creation of Ledger Account
- Voucher Entry
- Maintenance of Inventory Record
- Analysis of Trial Balance & Final Accounts

Business Studies

Objective:

The Objective of this practical is to connect the theoretical concepts and learning to applied aspect of the subject and bridge the gap between theory and real world cases.

Practical Contents:

Every student is required to solve at least 10 cases pertaining to each of the topics mentioned hereunder.

<u>Topics</u>	<u>No. of Cases</u>
1. Specific contracts	
• Contract of Indemnity	3
• Contract of Guarantee	3
2. Contract of Agency	3
3. Sale of Goods Act, 1930	3
4. Consumer Protection Act, 1986	3
5. Right to Information Act, 2005	3
Total cases	18

Financial Studies

Objective

To acquaint the students with practical aspects of Micro Economics in business decision making.

Practical: -

Every student is required to solve the cases on the following topics:

1. Cost Analysis
2. Types of Markets
3. Theory of factor of production

Paper-VI : Financial Accounting-II
Paper Code: ATG 216

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective- To develop a conceptual understanding of financial accounting system and their application in business

Unit	Content	No of Lectures
I	Royalty Accounts: Meaning of Minimum Rent, Short Working, Excess Working, Recoupment of Short Workings, Accounting in the books of Lessee and Lessor, Sub Lease Accounting for Lease: Financial and Capital Lease.	08
II	Departmental Accounts: Advantage of Departmental Accounting, Allocation of Departmental Expenses, Distinction between Departmental Accounts and Branch Accounts, Cost Based Transfer Price, Market Based Transfer Price, Ascertainment of Departmental Profit	06
III	Branch Accounts: -Difference between Branch and Departmental Accounts, Dependent Branches: Method of Accounting for Branch Transactions Debtors System, Stock and Debtors System, Final Account System Independent Branches: Incorporation of Branch Assets and Liabilities, Abridged Incorporation Foreign Branches	10
IV	Accounting for Investment: Fixed Income Bearing Securities, Variable Income Bearing Securities, Accounting Arrangement of Fixed Income Bearing Security, Purchase/Sale of Investment on the Date of Payment of Interest Purchase/Sale of Investment before the Date of Payment of Interest Adjustment for Equity Shares Investment Account Insurance Claims- Claims under fire insurance policies, Claim for Loss of Stock, Claim for Loss of Profit	10
V	Hire Purchase and Installment Sale Transaction: Nature of Hire Purchase Agreement, Ascertainment of Total Cash Price, Accounting Arrangement of Hire Purchase Transaction in the Books of Hire Purchaser and Hire Vendor, Hire Purchase Agreement for Goods of Small Value Installment Payment System: Difference between Hire Purchase System and Installment Payment System, Accounting Arrangement, In the Books of Buyer and Seller	11

Essential Readings

1. Financial Accounting-R.L Gupta, V.K Gupta(Sultan Chand& Sons)
2. Modern Accountancy-AMukharjee, MHanif. (Tata Mc- Graw-Hill)
3. Fundamentals of Financial Accounting- Dr Ashok Sehgal, Dr Deepak Sehgal (TaxMann's)
4. Financial Accounting- Jain, Khandelwal Pareek(Ajmera Book Company)

Reference Books

1. Accountancy- PC Tulsian (Tata Mc- Graw-Hill)
2. Accountancy-DK Goel, Rajesh Goel(Arya Publications)
3. An Introduction to Accountancy- S.N Maheshwari(Vikash Publishers)
4. Fundamental of Accounting-Dr T P Ghosh,(Sultan Chand& Sons)

Note- The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless

Paper-VII : E-Commerce
Paper Code: ATG 217

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective- The objective of this course is to acquaint the students with conducting business transactions through electronic means

Unit	Content	No of Lectures
I	Introduction- The Scope of Electronic Commerce, Definition of Electronic Commerce, Electronic Commerce and the Trade Cycle, Electronic Markets, Internet Commerce, Advantages and limitation of e-commerce.	05
II	Business Strategy in an Electronic Age: Supply Chains, Porter's Value Chain Model, Inter Organizational Value Chains, Competitive Strategy, Porter's Model, First Mover Advantage, Sustainable Competitive Advantage, Competitive Advantage using E-Commerce, Business Strategy, Introduction to Business Strategy, Strategic Implications of IT Technology, Business Environment, Business Capability, Existing Business Strategy, Strategy Formulation & Implementation Planning, E-Commerce Implementation.	09
III	The Internet, World Wide Web and security: introduction to internet, evolution of internet, The world wide web, ISP, meaning of network, transfer of information, The client server network security, Network layer devices, data and message security Mechanism of making payment through internet: Online Payment Mechanism, Electronic Payment Systems, Payment Gateways, Plastic Good, Debit Card, Credit Card	12
IV	Web site design and development: web site features and advantages, application of life cycle for design and development of web site, web site creation /development, web site navigation design, Introduction to HTML, criteria of Web-design, web site anatomy, web site evaluation criteria, management of web site contents and traffic.	09
V	Business models for E-Commerce: B2B, B2C, C2C, C2B, Characteristics of B2B EC, Models of B2B EC, Procurement Management Using the Buyer's Internal Marketplace, Supplier-Oriented Marketplace, Intermediary-Oriented Marketplace, Just-in-Time Delivery Auctions and Services from Traditional to Internet-Based EDI, Integration with Back-end Information Systems, The Role of Software Agents for B2B EC, Electronic Marketing in B2B, Solutions of B2B EC, Managerial Issues. Security in E-Commerce: Digital Signatures, Network Security, Data, Encryption-Secret keys and public keys.	10

Essential Readings

1. David Whiteley, "E-Commerce", Tata McGraw Hill, 2000
2. T.N. Chhabra, R.K.Suri "E-Commerce new vistas for business" Dhanpat Rai & Co.
3. E-Commerce: C. V.S Murthy (Himalaya Publishing House)

Reference Books

1. E-BusinessR (Evolution)-Daniel Amor(Pearson Edude)
2. Diwan Parag and Sunil Sharma: Electronic Commerce –A Manager's Guide to E-Business,Vanity Books International,New Delhi.
3. Electronic Commerce- Grenglein and Feinman(Tata Mc Graw Hill)

Paper-VIII: Practical
Paper Code: ATG 218

Teaching Hours:(2 Hrs/Week)

MM: 100

Unit	Content
	<p>Practical Related to E-Commerce Designing or Frame Work for Online Transaction Website</p> <ul style="list-style-type: none">• All SDLC Phases• Prelim Investigation• Detail Analysis• Designing

Semester III

Paper –I: Income Tax Law and Practice-I Paper Code: ATG 311

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective-To gain knowledge of the basic principles underlying the substantive provisions of the Income Tax Law and their application in computation of income of an individual under various heads of Income.

Unit	Content	No of Lectures
I	Definitions- Person, Assessee, Income, Previous Year, Assessment Year, Gross Total Income, Total Income, Residential Status and Scope of Total Income	07
II	Computation of Taxable Income Under the Head Salaries	15
III	Computation of Taxable Income under the Head House Property	07
IV	Depreciation and Other Rebates	06
V	Computation of Taxable Income under the head Business and Profession	10

Essential Readings

1. Income Tax- Agarwal, Jain, Sharma ,Shah, Mangal (Ramesh Book Depot)
2. Income Tax-Patel Choudhary (Choudhary Prakashan)
3. Professional Approach to Direct Taxes- Girish Ahuja& Ravi Gupta(Bharat Law House Pvt Ltd, New Delhi

Reference Books

1. Direct Tax Laws- T.N Manoharan, Snowwhite Publications (P) Ltd
2. Direct Tax Law and Practice- V.K Singhania (Taxmann Publication, New Delhi)
3. Law and Practice of IncomeTax, Mr Dinkar Pagare, (M/S Sultan Chand& Sons)
4. Income Tax for Students-Sharad Bhargav, (Mashbara Industries)
5. Income Tax; Law and Accounts:- H.C Mehrotra(Sahitya Bhawan)

Note- The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless

Paper- II: Business Organization
Paper Code: BSG-312

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective

The Course attempts to equip the students with the knowledge of the basic principles and functionalities of Management function in a business organization.

Unit	Contents	Lectures
I	Concept of Business Organization, Classification of Business Organizations, Establishment of business organization (steps and consideration)	08
II	Origin and development of entrepreneurship in India	09
III	Corporate Social Responsibility, Rationale, Arguments against and in favour	07
IV	Concept, objectives, forms and kinds of Business Combinations: Simple Associations <ul style="list-style-type: none">• Trade Associations• Chamber of Commerce• Trade Union• Gentlemen's agreement Compound Associations <ul style="list-style-type: none">• Federations• Consolidations	11
V	New Business Project appraisal and Project report preparation	10

Essential Readings

1. Gupta, C. B., *Business Organization*, S.Chand, NewDelhi
2. Wehrich, Heinz and Koontz, Harold, *Essentials of Management*, McGraw Hill, New York

Reference books:

1. Drucker, Peter Ferdinand, *Management Challenges for 21st Century*, Harper Collins, USA.
2. Luthans, Fred, *Organization Behaviour*, McGraw Hill, New York
3. Allen, Louis A., *Management and Organization*, McGraw Hill, New York
4. Ansoff, H., *The New Corporate Strategy*, Wiley.
5. Hampton, David R., *Modern Management*, McGraw-Hill

Paper- III : Corporate Law
Paper Code: BSG-313

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective

The Course aims at providing knowledge of the Indian Companies Act, 1956, the regulatory framework governing the functioning of companies in India.

Unit	Contents	Lectures
I	Definition, essential characteristics and classification of companies. Lifting of corporate veil.	09
II	Definition and characteristics of: <ul style="list-style-type: none">• Public companies• Private companies• Government companies• Foreign companies Illegal associations. Privileges and concessions to private companies	09
III	Incorporation and formation of a company Promoters, functions, duties and liabilities, methods of remuneration, Concepts of shares, types of shares, debentures, types of debentures, Public deposits	09
IV	Memorandum of association, Articles of association, prospectus, statement in lieu of prospectus	07
V	Membership in a company, difference between a member and shareholder, contributory. Winding up of Company	11

Essential Reading:

1. Majumdar, A.K. and Kapoor, G. K., *Student's guide to Company Law*, Taxmann Publications (P) Ltd., New Delhi
2. Singh, Avtar, *Indian Company Law*, Eastern Book Company

Reference books:

1. Nolakha, R.L., *Company Law*, Ramesh Book Depot, Jaipur
2. Mathew, M.J., *Company Law*, RBSA Publishers, Jaipur
3. Krishnamurti, D.S.R., *Company Law*, Taxmann, New Delhi, 2007

Paper – IV : Financial Management
Paper Code: FSG 314

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective

To familiarize the students with fundamental principles and practices of Financial Management.

Unit	Contents	Lectures
I	Financial Management: Meaning, Scope, Importance and Limitations. Ratio Analysis: Meaning and classification of ratio- Liquidity ratio, Activity ratios, Profitability ratios, Leverage ratios and Investment ratios.	10
II	Fund Flow Analysis: sources & uses of funds, Preparation of Statement of changes in working capital and statement of source& uses of funds. Operating and Financial Leverages: Meaning and Types of leverages.	8
III	Cash Flow Analysis: Introduction, classification and preparation of cash flow statement Break Even Analysis: Meaning and Methods of Break Even Analysis.	9
IV	Capital Budgeting: Meaning, Process and Techniques of Capital Budgeting. Inventory Management: Meaning, Importance, Risk and cost associated with inventory and techniques of Inventory control	8
V	Cost of capital: Concept, factors affecting cost of capital and computation of cost of capital. Financial Planning: objectives, Significance &factors affecting Financial Planning	10

Books Recommended

- **Essential Reading**

Horne, J.C. Van., “*Fundamentals of Financial Management*”, 9th ed. (New Delhi Prentice Hall of India 1995).

Levy H. and M. Sarnat , “*Principles of Financial Management*”, (Engelwood Cliffs, Prentice hall 1988).

Johnson, R.W., “*Financial Management*”, (Boston Allyn and Bacon, 1977).

Joy ,O.M., “*Introduction to Financial Management*”, (Homewood: Irwin, 1977).

Khan and Jain., “*Financial Management text and problems*”, 2nd ed. (*Tata Mc Graw Hill New Delhi 1992*).

Pandey, I.M., “*Financial Management*”, Vikas Publications.

Agarwal MR- “*Financial Management*” Garima Publication, Jaipur

- **Reference Books**

Bhalla, V.K., “*Financial Management & Policy*,” (Anmol Publications, Delhi)..

Chandra, P., “*Financial Management- theory and practice*”, (*Tata Mc Graw Hill*).

Rustagi, “*Fundamentals of Financial Management*”,(*Galgotia Publishing House, Delhi*)

Khan M.Y- *Indian Financial Management*, Tata Mc Graw Hill, India

Maheshwari S.N –*Financial Management*, Sultan Chand and Sons, New Delhi

Paper-V: Practical
Paper Code: ABF 315

Max Marks: 100

Teaching Hours:(4 Hrs/Week)

Credit: 4

Accounting and Taxation

Practical contents:

Project file which contains solution of practical problems related to

- Income from Salary
- Income from House Property
- Income from Business & Profession

Business Studies

Paper-I: Business Organization

Objective:

Through this practical students can acquire a skill to distinguish roles and purposes of organizations and companies and be in a better position to shoulder their responsibilities in a fast changing Competitive Corporate World.

Practical Contents:

1. Take a group of 15 companies and classify them on the following basis
 - Classification on the basis of size
 - Classification on the basis of ownership (Private Company, Public Company, Cooperative Societies, Joint Sector etc.)
2. Make a project giving the real examples of how the various companies are bearing their Corporate Social Responsibility and the others who are not.

Paper-II: Corporate Law

Objective:

The Objective of this practical is to connect the theoretical concepts and learning to applied aspect of the subject and bridge the gap between theory and corporate world practices. This paper aims at helping the students learn to fulfill various types of documentation formalities required under the Indian Companies Act, 1956.

Practical Contents:

Student should be acquainted with the importance and filling procedure of the following documents related to a company:~

- Form 1: Application and declaration of Compliance for registration/incorporation of a new company
- Form 1A: Application form for availability or change of name
- Form 1B: Application for approval of the Central Government for change of name or conversion of a Public company into a Private company
- Form 18: Notice of the situation/change of situation of registered office
- Form 37: Application by an existing joint stock company or by an existing company (not being a joint stock company) for registration as a public limited or private limited or an unlimited company

Financial Studies**Objective**

To acquaint the students with practical aspects of Financial Management.

Practical:-

A Project file to be prepared by the student on the basis of the case pertaining to the following topics: -

- A compared profitability ratio analysis of any two firms will be prepared on the basis of research by the student.
- A project report containing the data relating to the various sources of finance of any firm will be prepared by the student.

Paper –VI : Advanced Business Statistics
Paper Code: ATG 316

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective-To providing comprehensive presentation of the essential topics of statistical techniques likes probability, sampling, analysis of time series etc.

Unit	Content	No of Lectures
I	Set Theory: Definition of Set, Presentation of Sets, Different types of Set- Null Set, Finite and Infinite Sets, Universal Set, Sub Set, Power Set. Set Operations, Laws of Algebra of sets, Venn Diagram. Interpolation & Extrapolation: Newton’s methods of advancing differences, Binominal Method & Lagrange’s Method.	10
II	Concept of Permutation and Combinations Probability- Basic Concepts, Importance of Concept of Probability, Theorem of Probability (Additional Theorem and Multiplication Theorem), Conditional Probability, Bayes’ Theorem, Mathematical Expectation Probability Distribution: Binomial, Poisson’s and Normal.	14
III	Time Series Analysis: Introduction, Utility of Time Series Analysis, Components of Time Series Analysis, Measurement of Trend: Freehand or Graphic Method, Method of Semi Averages, Methods of Moving Averages, Method of Least Square, Shifting the Trend Origin, Measurement of Seasonal Variations: Method of Simple Average, Ratio to Trend, Ratio to Moving Average Method, Link Relative Method	07
IV	Statistical Inference-Test of Hypothesis: Introduction, Procedure of Testing Hypothesis, Two types of Errors in Testing Hypothesis, Two Tailed and One Tailed Tests of Hypothesis, Test of Significance for Large Samples, Test of Significance for Attributes, Test of Significance for Small Samples (Student’s t Distribution)	06
V	Chi Square Test and Goodness of Fit: Introduction, Degrees of Freedom, The Chi Square Test and Alternative Method of Obtaining of the value of Chi Square, Chi Square Test for Specified value of Population Variance Analysis of Variance: Application of F Test, Assumption in Analysis of Variance, Analysis of Variance in One-Way and Two-Way Classification Model,	08

Essential Readings

1. Statistics Theory and Practice-Sancheti and Kapoor(Sultan Chand and Sons New Delhi)
2. Statistical Methods- S.P Gupta(Sultan Chand & Sons New Delhi)

Reference Books

1. Advanced Business Statistics- Prof N.P Agarwal(Ramesh Book Depot Jaipur)
2. Statistical Methods- N.G. Das(M Das & Co)
3. Business Statistics-Yadav, Jain, Mittal (Malik and Company Jaipur)
4. Statistics- R S N Pillai & V Bhagvathi(S Chand & Co Ltd)
5. Statistics- P.N Arora & S Arora, (S Chand& Co Ltd)

Note- The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless

Paper –VII : Advanced Accounting-I
Paper Code ATG 317

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective- The objective this course is to gain expert knowledge of principle and procedure of corporate accounting and their application in different practical situations.

Unir	Content	No of Lecture
I	Internal and External Reconstruction- Alteration of Share Capital, Conversion of Fully Paid Shares into Stock and Stock into Shares, Objectives of Capital Reduction, Procedure, Accounting Arrangement Amalgamation- Forms of Amalgamation, Motive for Amalgamation, Calculation of Purchase Consideration, Methods of Accounting for Amalgamation: Pooling of Interests Method, Purchase Method Distinction between Pooling of Interests Method and Purchase Method, Accounting for Amalgamation (Excluding Inter Company Investments	15
II	Liquidation: Meaning of Liquidation, Winding up by Court, Voluntary Winding Up, Preferential Payments, Preparation of Statement of Affair, Deficiency/Surplus Account, Liquidator's Final Statement of Account, Receiver for Debenture Holder, B List of Contributories	09
III	Double Accounts System Including Electricity Supply Companies: Introduction, Double Account System, Final Account of Electricity Supply Companies, Accounting for Replacement, Calculation of Disposal of Surplus of Electricity Companies	07
IV	Accounts of Insurance Companies: Meaning of Insurance, Financial Statement of Insurance Companies, Accounts of Life Insurance Business, Accounts of General Insurance Business	07
V	Banking Company Accounts: Meaning of Banking, Types of Banks, Requirement as to strong financial management, Preparation and Presentation of Financial Statements of Banks, Collection of Bills of Exchanges of Customers, Discounting of Bills of Exchange of Customer, Rebate on Bills of Exchange Discounted, Classification of Assets	07

Essential Readings

1. Advance Accountancy- Jain, Khandelwal Pareek(Ajmera Book Company)
2. Modern Accountancy- A Mukharjee& M Hanif(Tata Mc Graw Hill)
3. Corporate Accounting-S.N Maheshwari and S.K Maheshwari(Vikash Publishing House Pvt Ltd)

Reference Books

1. Advanced Accounting-R.L Gupta, M Radhaswamy(S. Chand& Sons New Delhi)
2. Accounting Theory-L.S Porwal(Tata,Mc Graw Hill)
3. Advanced Accounts-Shukla, Grewal, Gupta(S.Chand)
4. Advanced Accountancy-S.N Maheshwari(Vikas Publishing House Pvt Ltd)

Note- The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless

Paper-VIII : Practical
Paper Code: ATG 318

Teaching Hours:(2 Hr/Week)

MM: 100

Unit	Content
	Project file which contains solution of practical problems related to T Test Z Test Chi Square Test F Test Use of Accounting Software Tally

Semester IV

Paper –I : Income Tax Law and Practice-II

Paper Code: ATG 411

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective-To gain knowledge of the basic principles underlying the substantive provisions of the Income Tax Law and their application in computation of income of an individual under various heads of Income.

Unit	Content	No of Lectures
I	Computation of taxable income under the head Capital Gain and Other Sources	10
II	Deemed Income, Set Off and Carry Forward of Losses	05
III	Deductions from Gross Total Income, Tax Rates, Rebates and Reliefs, Assessment of Individual	10
IV	Assessment of Hindu Undivided Family, Assessment of Firm, Assessment of AOP	14
V	Procedure of Assessment- Filing of Return as Statutory Obligation, Timing of Filing of Return of Income, Defective of Incomplete Return, Belated Return of Income, Permanent Account Number (PAN), Signature on Return, Types of Assesment, Deduction of Tax at source, Advance Payment of Tax	06

Essential Readings

1. Income Tax- Agarwal, Jain, Sharma ,Shah, Mangal (Ramesh Book Depot)
2. Income Tax-Patel Choudhary (Choudhary Prakashan)
3. Professional Approach to Direct Taxes- Girish Ahuja& Ravi Gupta(Bharat Law House Pvt Ltd, New Delhi

Reference Books

1. Direct Tax Laws- T.N Manoharan, Snowwhite Publications (P) Ltd
2. Direct Tax Law and Practice- V.K Singhanian (Taxmann Publication, New Delhi)
3. Law and Practice of IncomeTax, Mr Dinkar Pagare, (M/S Sultan Chand& Sons)
4. Income Tax for Students-Sharad Bhargav, (Mashbara Industries)
5. Income Tax; Law and Accounts:-H.C Mehrotra(Sahitya Bhawan)

Note- The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless

Paper- II : Business Management
Paper Code: BSG-412

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective

The Objective of this course is to familiarize the students with the functional aspects of Management and help them understand the various involved in each function.

Unit	Contents	Lectures
I	Management Concepts, Functional aspects of Management, Planning concepts and process, decision making	09
II	Organization function: Concepts, importance, principles, centralization vs decentralization, Organization structures	09
III	Staffing function: Recruitment, Selection, process, sources, Job analysis, job specifications, job description, manpower planning	09
IV	Directing function: Motivation concepts, theories (Maslow, Herzberg, McGregor's X-Y theory, & William Ouchi's Z theory), Leadership	09
V	Controlling function: Concepts, importance, process, tools and techniques	09

Essential Readings

1. Gupta, C. B., *Business Organization*, S.Chand, NewDelhi
2. Weihrich, Heinz and Koontz, Harold, *Essentials of Management*, McGraw Hill, New York

Reference books:

1. Drucker, Peter Ferdinand, *Management Challenges for 21st Century*, Harper Collins, USA.
2. Luthans, Fred, *Organization Behaviour*, McGraw Hill, New York
3. Allen, Louis A., *Management and Organization*, McGraw Hill, New York
4. Ansoff, H., *The New Corporate Strategy*, Wiley.
5. Hampton, David R., *Modern Management*, McGraw-Hill

Paper- III: Company Management and Secretarial Practices
Paper Code: BSG-413

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective

The course is aimed at teaching the functions, liabilities and duties of Directors, Managers and the Company Secretary

Unit	Contents	Lectures
I	Directors, Board of Directors, Managing Director, Whole-time Director, Manager, Managerial remuneration	08
II	Position, Powers, Liabilities, Appointment and Removal of company Directors	06
III	Company secretary, position in company, duties and qualification of company secretary, remuneration to company secretary.	10
IV	Secretarial functions with regards to: <ul style="list-style-type: none">• Allotment of shares• Forfeiture and reissue of forfeited shares• Payment of dividend• Transfer and Transmission of shares	10
V	Secretarial functions and concepts of : <ul style="list-style-type: none">• Company meetings (Annual General Meeting, Extraordinary General Meeting, Statutory meeting)• Resolutions, Notices, Agenda, Quorum, Minutes• Proxy	11

Essential Reading:

1. Majumdar, A.K. and Kapoor, G.K., *Student's guide to Company Law*, Taxmann Publications (P) Ltd., New Delhi
2. Singh, Avtar, *Indian Company Law*, Eastern Book Company,

Reference books:

1. Krishnamurti, D.S.R., *Company Law*, Taxmann, New Delhi, 2007
2. Nolakha, R.L., *Company Law*, Ramesh Book Depot, Jaipur
3. Mathew, M.J., *Company Law*, RBSA Publishers, Jaipur

Paper- IV : Indian Economy :Performance and Policies
Paper Code: FSG 414

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective: The paper aims to cover different spheres of Indian Economy so to make students aware of achievements and problems of our economy

I	Basic Structure of Indian Economy: Features of Indian Economy .India as Mixed Economy(Role of both Public and Private sector), India's Position in World Economy,	08
II	Economic Planning: Meaning & Significance of Planning in Developing Country Like India, Progress During various Five Year Plans, Features of X Five Year Plan, XI plan objectives and features.	09
III	Economic Reforms: Concept of Liberalization, Privatization and Globalization Globalization Vs Swadeshi. Liberalization in Agriculture, industry and Trade	10
IV	Socio-Economics Issues of Indian economy: Unemployment, Poverty, Economic Disparities& Population problem and population policy	08
V	Economic Policy: Meaning, objectives & components of Economic policies India's agricultural policy with special reference to Green .Revolution Industrial policy of India India's Exim policy specially 2007 Exim Policy	10

Books Recommended:

- **Essential Reading**

Swami & Gupta Economic Environment in India ,RBD,Jaipur

Sundaram &Dutt Indian Economy ,S Chand & Sons, New Delhi

- **Reference Books**

Mathur, Mishra, Vyas – Economic Environment in India, RBSA Publication, Jaipur

A N Agarwal – Indian Economy, New India International Ltd, Chennai

Paper-V : Practical
Paper Code: ABF 415

Max Marks: 100
Credit: 4

Teaching Hours:(4 Hrs/Week)

Accounting and Taxation

Practical contents:

- 1. Project file which contains solution of practical problems related to**
 - Income from Capital Gain
 - Income from Other Sources
 - Assessment of Total Income of Individual& Tax Liability
2. Filling of Income Tax Return for Individual

Business Studies

Paper-I: Business Management

Objective:

The Objective of this practical is to connect the theoretical concepts and learning to applied aspect of the subject and bridge the gap between theory and applied management.

Practical Contents:

- Study of two Corporate Organizations for their organization structure and identification of the type of organization structure being established by these organizations.
- Study of the Recruitment and Selection procedure being adopted by these two organizations.
- Discuss of two case studies related to functional aspect of management.

Paper-II: Company Management and Secretarial Practice

Objective

The Objective of this practical is to connect the theoretical concepts and learning to applied aspect of the subject and bridge the gap between theory and corporate world practices. This paper aims at helping the students learn to fulfill various types of documentation formalities required under the Indian Companies Act, 1956.

Practical Contents

Student should be acquainted with the importance and filling procedure of the following documents related to a company:~

- Form 2: Return of allotment of shares
- Form 20B: Form for filing annual return by a company having a share capital with the Registrar
- Form 22: Statutory Report
- Form 25C: Return of appointment of managing director or whole-time director or manager
- Form 29: Consent to act as director of a company and/or undertaking to take and pay for qualification shares
- Form 32: Particulars of appointment of directors and manager and changes among them

Financial Studies

Objective:

To acquaint the students with practical aspects of various policies and planning in designing the structure of Indian Economy.

Practical:

A Project file to be prepared by the student on the following topics:-

- India's Position in World Economy (Comparative study)
- Impact of MNCs on Indian Economy.
- Impact of Industrial Policy in Indian Economy.

Paper-VI : Advanced Cost Accounting
Paper Code ATG 416

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective-The objective of this course to understand costing procedure involved in cost ascertainment system.

Unit	Contents	No. of Lectures
I	Reconciliation of Cost & Financial Statements	06
II	Process Costing , Equivalent Production, Treatment of W.I.P. on FIFO and Weighted average method. Joint and By Product Costing	09
III	Cost Control Accounts: Costing Books, Advantages and disadvantages, Ledgers to be maintained, Journal Entries Integrated accounts: Integrated Accounting, Procedure, Integrated accounts vs. Cost and Financial accounts.	10
IV	Marginal Costing and Decision Making: Relevant cost analysis, Differential cost analysis, Stock valuation under marginal costing versus absorption costing Decisions based on Marginal Costing like Make or Buy, Own or Lease, Shut down or Continue	12
V	Production decisions: Dropping or adding a product, Determining the most beneficial product mix, Production method to be adopted, Pricing decisions in special circumstances like sale below cost, export pricing, dumping and inflation.	8

Essential Readings

1. Advance Cost Accounting: Oswal, Maheshwari, Modi (Ramesh Book Depot)
2. Cost Accounting: Jawahar Lal, Tata Mcgraw Hill, New Delhi
3. Cost Accounting Principles and Practice: M.N. Arora, Vikas Publication, New Delhi

Reference Books

1. Cost Accounting: B.M Lall Nigam, I.C. Jain, PHI, New Delhi
2. Cost Accounting Theory and Practice: Bhabatosh Banerjee, PHI, New Delhi
3. Cost Accounting: Agarwal, Jain, Sharma, Shah and Mangal, Ramesh Book Depot, Jaipur
4. Cost Accounting: Jain, Khandelwal & Pareek, Ajmera Book Company, Jaipur

Note- The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless

Paper –VII : Advanced Accounting II
Code ATG 417

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective- The objective this course is to gain expert knowledge of principle and procedure of advance accounting and their application in different practical situations.

Exam-3 Hrs

Unit	Content	No of Lecture
I	Accounting for Holding Companies- Consolidated Financial Statements including inter company transactions and investments.	09
II	Value Added Accounting- Concept and Technique, Economic Value Added, Market Value Added	07
III	Human Resources Accounting- Concept and Methods Accounting for Price Level Changes: Meaning, Significance and Limitation, Various approaches and methods of accounting under changing price levels	06
IV	Corporate Reporting and Information Disclosures: Concept of adequate disclosures, Methods of Disclosures, Indian Company Law and Disclosure Practice, Reporting for Investor and Employees. Social Responsibility Accounts.	07
V	Accounting Standards- Accounting Standards and Guidance Notes on Various Accounting Aspects issued by the ICAI and Advanced Problems thereon	16

Essential Readings

1. Advance Accountancy: Jain, Khandelwal, Pareek
2. Advanced Accounts:R. L Gupta & R Radhaswamy(S.Chand& Sons)
3. Corporate Accounting-S.N Maheshwari and S.K Maheshwari(Vikash Publishing House Pvt Ltd)

Reference Books

1. Modern Accountancy- A Mukharjee& M Hanif (Tata Mc Graw Hill)
2. Accounting Theory-L.S Porwal(Tata,Mc Graw Hill)
3. Advanced Accounts-Shukla, Grewal, Gupta(S.Chand)
4. Advanced Accountancy-S.N Maheshwari(Vikas Publishing House Pvt Ltd)

Note- The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless

Paper-VIII : Practicals
Paper Code: ATG 418

Teaching Hours:(2 Hr/Week)

MM: 100

Unit	Content
	Computation of Total Income & Tax with the help of software

Semester V
Paper-I : Auditing
Paper Code: ATG 511

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective-The Objective of this course is to gain knowledge of auditing procedures and techniques and their application

Unit	Content	No of Lectures
I	Introduction- Definition, Nature, Scope, Objectives, Principles and Techniques of Auditing, Errors and Frauds in Accounting and the role of the Auditor in Detection and Prevention of the same, Advantage and Limitation of Auditing, Relation between accounting and auditing, Different types of Audit- Internal, Statutory and Non Statutory, Periodical, Continuous, Interim and Balance Sheet Audit	09
II	Audit Process- Preparation before Commencement of a New Audit- Audit Memorandum, Audit Programme, Audit Working Papers (Ownership and Lien), Audit Evidence (Sources, Reliability and Methods), Audit File and Audit Note Book, Test Checking , Cut Off Checking and Auditing in Depth.	09
III	Internal Control and Internal Check System- Meaning, Objectives and Elements of Internal Control System, Questionnaire in relation to payment of Wages, Sales Purchase of Raw Materials and Stores-Relation between Internal Control and Internal Check. Auditor's role regarding Internal Control and Internal Check, Application of concepts of Materiality and Audit Risk.	09
IV	Audit Procedure- Meaning, Objective and Importance of Vouching, Vouching and Routing Checking, General Principle of Vouching, Vouching of different item of transactions,	09
V	Verification and Valuation of Assets and Liabilities With special reference to Plant & Machinery, Building, Goodwill, Patent, Copy Right, Investment, Debtors, Inventories, Share Capital and Loans, Contingent Liabilities and Contingent Assets and Auditor's Role Company Auditor Qualification, Disqualification, Appointment, Remuneration and Removal of Auditors, Status, Rights, Duties, and Liabilities of Auditors	09

Books Recommended:

Essential Readings

1. Auditing: Jain, Khandelwal(Shivam Publisher)
2. Students Guide to Auditing: Aruna Jha(Taxmann)
3. Auditing: Jain, Khandelwal, Pareek(Ramesh Book Depot)
4. Auditing Theory & Practice: A.K Singh (Galgotia Publishing Company New Delhi)

Reference Books

1. Contemporary Auditing: Kamal Gupta(Tata Mc-Graw Hill)
2. Auditing: Principle and Practice, S.D Sharma(Taxmann)
3. Auditing Principles and Problems: T.R Sharma (Sahitya Bhawan Agra)
4. Practical Auditing: Spicer& Pegler
5. Fundamental of Auditing: Gupta & Arora(Tata Mc Graw Hill)

Paper- II: Retail Management
Paper Code: BSG-512

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective

With retail sector already gaining grounds, this course has been introduced to fill in for the opportunities available in the retail sector by imparting the empirical knowledge of the functioning of retail formats.

Unit	Contents	Lectures
I	Retail Scenario in India, Retail management Concepts, Functional aspects of retail management	09
II	Types of retailers, Retail formats, Consumer buying behaviour, STP concepts	09
III	Retail location and site selection, Layout planning, Visual merchandizing	09
IV	Information systems, Supply chain management, Security aspect, Tagging (RFID, Bar code), e-retailing, CRM	09
V	Backend operations, billing systems, assortment, coding, labeling	09

Essential Reading:

1. Levy, Michael and Weitz, Barton A., *Retailing Management*, Tata McGraw-Hill Publishing Company Ltd., New Delhi, 2003
2. Vedamani, Gibson G., *Retail Management*, Jaico Publishing House, Mumbai
3. Pradhan, Swapna, *Retailing Management: Text and Cases*, Tata McGraw-Hill Publishing Company, New Delhi, 2nd ed.

Reference book:

1. Dunne & Lusch, *Retailing*, South-Western Educational Publishing, 2004, 5th Edition
2. *Retail Management*, ICFAI Centre for Management Research, Hyderabad, May, 2003.

Paper – III: Banking Law and Practice
Paper Code: FSG 513

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective

This course enables the students to know the theory and practices of Banking Law.

Unit	Contents	Lectures
I	Bank: - Definition Functions Method of Credit Creation Nationalization of Banks Recent trends in Indian Banking	07
II	Reserve Bank of India Functions Banking Regulation Act 1949	10
III	Banker Customer Relationship: Definition of the term Banker and customer: general and special relationship, Rights of Banker, Types of Customers account with the Banker [fixed Deposit, saving Bank, Recurring, current]	10
IV	Negotiable Instruments : Concepts and Definition, Features, Types [Promissory notes, Bill of Exchange, Cheques] Holder- Holder in due course, Rights of holder, Privilege of a holder in due course.	08
V	Endorsement, Crossing of cheque, Presentment and Payment of Negotiable Instruments, Dishonor of cheques.	10

Essential Reading

P.N. Varshney, Banking law and Practice, Sultan chand and Sons, Delhi

B.S. Khubehandani, Practice and Law of Banking, MacMillian India Limited

References

Davar S.R., Banking Law & Practice, Vikas Publishing House, Delhi

Shrivastava P.K., Banking Law & Practice, Himalaya Publishing House, Bombay

Tannan M.L., Banking Law and Practice, Indian Law House, Delhi

Bhole, L. M., Financial Markets and Institutions, Tata McGraw Hill, Delhi.

Ghosh, D ., Banking Policy in India, Allied Publications, Delhi.

Paper – IV: Macro Economic Theory – I
Paper Code : FSG 514

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective

Objectives of the Paper are -

1. To explain the basic concepts and theories in Macroeconomics to the students.
2. To discuss in detail Macro-Economic policies and changes in various Macro Economic variables

Unit	Contents	Lectures
I	Introduction - Nature, Scope, Importance and Limitations of Macro Economics Brief study of Macro Static, Macro Dynamic and Comparative Static Stock and Flow concepts	07
II	National Income –Concepts. Methods of Measurement of National Income Problems in Measuring of National Income Role of National Income in Economic Welfare	10
III	Classical Theory of Employment- Says law of Markets A brief study of complete classical model Keynes criticism of classical theory	10
IV	Keynes’ theory of Income, Output and Employment –A detailed study Application of Keynes’ Theory to Underdeveloped Countries	08
V	Principle of Effective Demand- Meaning of Aggregate demand price, Aggregate supply price Determination of Effective Demand Importance of Effective Demand	10

Essential Reading

Somdeo, Business Economics, RBD, Jaipur

Mathur, N.D, Business Economics, Shivam Publication, Jaipur

Baumol, W J. Economic Theory and Operations Analysis.3rd ed,New Delhi, Prentice Hall 1996

References

Macro Economic analysis - Edward Shapiro

Macro Economic theory - M.L. Jhingan

Principles of Macro Economics - C.Rangarajan B.H. Dholokia

Macro economic Theory – M.C. Vaish,Wishwa Prakashan, New Delhi

Paper-V : Practical
Paper Code: ABF 515

Max Marks: 100

Teaching Hours: (4 Hrs/Week)

Credit: 4

Accounting and Taxation

Practical contents:

- Practical Knowledge of Vouching & Physical Verification of Assets
- Internal Check System

Business Studies

Objective:

With organized retail sector gaining grounds, it is faced with the problem of professionally qualified Retail managers. The aim of this paper to expose the students to the corporate environment of at least one renowned organized retail outlet and study the various functional aspect of retailing in action.

Practical Contents:

Visit to a retail store and study of the following functional aspect of the retail store visited.

- Identification of the type of retail format
- Identification of the target market segment the store is catering to.
- Critical analysis of the retail outlet location
- Study of layout plan of the store
- Study of price tagging and billing aspect
- Study of security measures being adopted by the store.
- Study of the Customer Relationship Management (CRM) system of the store.
- Critical analysis of the Visual merchandizing of the store.
- Study of various sales promotion and marketing strategies of the store.
- Study of Organizational structure of the store.

The findings of the above study are to be presented in the form of a Project report.

Financial Studies

Paper-I

Objective

To acquaint the students with practical aspects of Banking services..

Practical: -

A Project file to be prepared by the student on the following topics: -

- Customer Relationship in Banks: -
Select any Bank and analysis its relationship management of banks with customer on the basis of her research.
- Role of bank in priority sector.
- Impact of Technology in Banking.

Paper-II

Objective

To acquaint the students with practical aspects of Macro economic Theory.

Practical:-

A Project file to be prepared by the student on the following topics:-

- Relevance of Keynes' Theory of Income, Output and employment in Macro economic functioning.
- Trend of growth in India's GDP.
- Methods of Measurement of National income.

Paper-VI: Indirect Tax Laws-I
Paper Code : ATG 516

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective-The objective of this course is to gain knowledge of the provisions of Central Excise and Customs as mentioned below.

Unit	Content	No of Lectures
I	Central Excise Nature and Scope of Central Excise, Important terms and Definitions, Basic Concepts, Classification of Goods, Valuation of Goods	12
II	Cenvat Credit on Inputs and Capital Goods, General Procedures under Central Excise Export Procedure, Warehousing and SSI	13
III	Customs Basic Concepts, Role of Customs in International Trade Classification of Goods, Valuation of Goods Provisions relating to imported or exported goods	08
IV	Warehousing, Duty drawback	06
V	Baggage, Postal Articles, Stores and Coastal Goods, Search, Seizure, Arrest and Miscellaneous Provisions	06

Essential Readings

1. Indirect Tax—Yogendra Bangar, Vandana Bangar(Aadhya Prakashan Pvt Ltd Jaipur) .
2. Indirect Taxes-Ajay Jain (Published byAVJ Institute and Distributed by Pooja Law House Delhi)

Reference Books

1. Indirect Taxes Law and Practice, V.S Datey,(Taxmann Publications, New Delhi)
2. Indirect Taxes Made Easy, Prof N.S Govindan, (C. Sitaraman& Co Pvt Ltd)
3. The Law of Central Excise (Vol I&II), V.J Taraporevala and S.N Parikh, (Orient Law House, New Delhi)
4. Customs Manual- R.K Jain(Centax Publications P. Ltd)
5. Guide to Central Excise and Modvat Procedures, Arvind P. Datar(Wadhwa& Co Nagpur)

Note- The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless

Paper-VII: Corporate Tax Planning
Paper Code: ATG 517

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective-The objective of this course is to familiarize the students with latest provisions of Indian Tax Laws to derive maximum possible tax benefits admissible under the law.

Unit	Content	No of Lectures
I	Assessment of Companies	12
II	Tax Planning: Meaning, Object of Tax Planning, Tax Avoidance and Evasion of Tax,. Tax Planning with reference to setting up of a new business: Locational Aspect, Nature of Business, Form of Organization	08
III	Tax Planning with reference to financial management decision- Capital Structure, Dividend including deemed dividend and bonus shares Tax Planning with reference to specific management decisions- Make or Buy, Own or Lease, Repair or Replace	08
IV	Tax Planning with reference to employee's remuneration, Tax Planning with reference to sale of scientific research assets, Tax Planning with reference to distribution of assets at the time of liquidation	07
V	Tax Planning with reference to business restructuring- Amalgamation, Demerger Slump Sale, Conversion of Sole Proprietary concern/partnership firm into company	10

Essential Readings

1. How to save income tax by tax planning-R.N Lakhota(Vision Books New Delhi)
2. Direct Tax Planning and Management- Vinod. K. Singhanian(Taxmann's)
3. Tax Planning- N. K Sharma(Ramesh Book Depot)

Reference Books

1. Tax Management- R.N Lakhota
2. Tax Planning via Status in Direct tax matters-Bhargava S.R ,& Jain N.L
3. Corporate Tax Planning-E.A Shrivastva
4. Law of Income Tax- A.C Sampath, Iyenger(Bharat Publishing House Allahabad)

Note- The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless

Paper-VIII : Practical
Paper Code: ATG 518

Teaching Hours:(2 Hrs/Week)

MM: 100

Unit	Content
	<p>Project file which contains solution of practical problems related to, Tax Planning with reference to specific management decisions</p> <ul style="list-style-type: none">• Make or Buy• Own or lease• Repair or Replace <p>Practical Related to Indirect Tax Laws Preparation of Invoices Maintenance of Registers for Cenvat Credit Filling of various Returns</p>

Semester VI

Paper-I : Management Accounting Code: ATG 611

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective-The objective of this course is to provide the students understanding of application of accounting for managerial purpose

Unit	Particulars	No of Periods
I	Introduction: Meaning of Management Accounting, Functions of Management Accounting, Difference between cost accounting and management accounting	06
II	Ratio Analysis: Nature of Ratio Analysis, Interpretation of Ratios, Classification of Ratios, Significance and Limitations of Ratio Analysis	07
III	Funds Flow Analysis : Introduction, Concept of Funds, Need of Funds Flow Statement, Construction of Funds Flow Statement Cash Flow Analysis: Introduction, Concept of Cash, Use of Cash Flow Analysis, Construction of Cash Flow Statement	12
IV	Standard Costing and Variance Analysis: Meaning of standard cost and standard costing, advantage, limitations and applications, Variance Analysis-Material, Labour, Overhead and Sales Variance	08
V	Cost Volume Profit Analysis: Break-Even Analysis-Algebraic and Graphic methods. Budgeting and Budgetary Control: Concept of Budget and Budgetary control, objectives, merits, and limitations. Functional Budgets, Master Budget, Fixed and Flexible Budgets, Zero Base Budgets, Cash Budget	12

Essential Readings

1. Management Accounting-Agrawal, Agrawal(Ramesh Book Depot)
2. Management Accounting-Khan and Jain(Tata Mc Graw Hill)
3. Management Accounting-M.R Agarwal(Malik and Company)
4. Management Accounting: S. K Singh(Sun India Publications)

Reference Books

1. Management Accounting-H.Chakraborty and S. Chakraborty(Oxfor University Press)
2. Management Accounting and Financial Analysis-Dr S.N Maheshwari(S.Chand& Sons)
3. Management Accounting- N. Vinayakkam& IB Sinha (Himalaya Publishing House)
4. Advance Management Accounting-R.S Kaplan& A.A Atkinson (Prentice Hall India New Delhi)

Note- The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless

Paper-II: Business Communication
Paper Code: BSG-612

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective

Communication is the key to successful business. It leads one to negotiate effectively and strike the right deal for the organization. This course provides insight into the technical and structural aspect of communication in business.

Unit	Contents	Lectures
I	Business Communication concepts, models and process, principles, 7C's of effective communication	10
II	Forms and types of communication, barriers to communication	10
III	Various types of Communication media: Face to face, modern audio-visual medias etc.	06
IV	Applied business communication: Interviews, Group discussion, Seminar, Presentation, negotiation Business Letter writing: Format, layout, types	12
V	Business Report writing, format, layout	07

Essential Reading:

1. Pal, Rajendra, Korlahalli, J. S., *Essentials of Business Communication*, S.Chand, New Delhi
2. Kaul, Asha, *Effective Business Communication*, Prentice Hall of India, New Delhi

Reference books:

1. Dulek, Ronald E. and Fielder, John S., *Principles of Business Communication*, Macmilan Publishing Company, London.
2. Mathew, M. J., *Business Communication*, RBSA Publishers, Jaipur
3. Lesikar, Raymond Vincent, *Business Communication: Theory and Application*, Richard D. Irwin, Illinois, 1976.

Paper – III: Monetary Economics
Paper Code: FSG 613

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective

The objective of this course is to acquaint the students with various theories of money

Unit	Contents	Lectures
I	Money: Meaning, Types and Functions of Money Classification of Money Monetary Standard: Meaning and types, India's Monetary standard	08
II	Theory of Demand for Money: Classical Theory, neo-classical Theory, Keynesian Theory and Post Keynesian Approach . Supply of Money: Meaning, Components of Money Supply.	10
III	Quantity Theory of Money: Cash Transaction and Cash Balance Approach, Keynesian Approach, Friedman's Reformation	11
IV	Monetary Policy: Introduction, Objectives and challenges.	08
V	Neutrality of Money Price Stabilization -Evil effects of Price Instability and Advantages of price stability, Criticisms of Price Stabilization Policy	08

Books Recommended:

Essential Reading

M.L.Seth, **Monetary Economics**- Educational Publishers, Agra

T.N.Hajela, **Monetary Economics**.,Konark Publishers Pvt. Ltd, Delhi

References

M.L.Jhingan, **Money, Banking and International Trade**, Vrinda Publication, Delhi

S.B.Gupta, **Monetary Economics**.,S.Chand & Co, New Delhi

MIthani.D.M, **Money,Banking,International Trade and Public Finance**., Himalayan Publication, New Delhi

Paper – IV: Macro Economic Theory – II
Paper Code : FSG 614

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objectives of the Paper are –

To explain the advanced concepts of Macroeconomics and various aspects of consumption, investment function, multiplier concept and business cycle.

Unit	Contents	Lectures
I	Consumption function – Meaning Properties of Technical Attributes of Consumption functions Significance of MPC Determination of consumption functions Investment functions – Meaning of Capital and Investment Types of Investment Determination of Investment function Marginal Efficiency of Investment	07
II	Concept of Multiplier – Working of Multiplier Assumptions of Multiplier Leakages of Multiplier Significance and Limitation of Multiplier Saving and Investment Equality – Classical view Keynes criticism and Keynesian View	10
III	Inflation – Introduction, Meaning, Inflation Gap, Demand- Pull Inflation, Cost –Push Inflation Comparison between the Relation between Unemployment and Inflation, Stagflation Causes of Inflation Measure to control Inflation Effects of Inflation	10
IV	Business Cycles – Meaning and Nature Phases of Business Cycle – Recovery, Propriety, Recession, Depression Theory of Trade Cycle – Schumpeter Theory and Keynesian Theory, Criticism	08
V	Macro Economic policy – Objective of Macro economic policy Full employment Price Stability Economic Growth Conflicts of Trade off in policy objectives	10

Books Recommended:

Essential Reading

Somdeo, Business Economics, RBD, Jaipur

Mathur, N.D, Business Economics, Shivam Publication, Jaipur

Baumol, W J. Economic Theory and Operations Analysis. 3rd ed, New Delhi, Prentice Hall 1996

References

Macro Economic analysis - Edward Shapiro

Macro Economic theory - M.L. Jhengani

Principles of Macro Economics - C.Rangarajan B.H. Dholokia

Macro economic Theory – M.C. Vaish, Wishwa Prakashan, New Delhi

Paper-V : Practical
Paper Code: ABF 615

Max Marks: 100

Teaching Hours: (4 Hrs/Week)

Credit: 4

Accounting and Taxation

Content
Project file which contains solution of practical problems related to from Annual Report of Company <ul style="list-style-type: none">• Ratio Analysis• Cash Flow Analysis• Comparative Income Statement & Common Size Balance Sheet• Break Even Analysis

Business Studies

Objective:

This paper aims at helping the students learn the applied aspect of communication in business world. Through this paper an attempt has been made to help the students hone their Negotiation, presentation, group discussion skills, which are integral part of day-to-day functioning of business enterprises.

Practical contents:

- Development of model of communication process
- Case studies on Business Communication
- Student seminar on topic related to Business Communication
- Group discussion on 5 topics related to corporate issues, strategies, events etc.
- Student presentation on barriers to Communication
- Business letter writing (at least 2)

Financial Studies

Paper-I

Objective

To acquaint the students with practical aspects of money.

Practical:-

A Project file to be prepared by the student on of the following topics:-

- Classical and Neo Classical Theory of Money.
- Recent reforms of Monetary Policy.
- Stability of Indian currency in international Market.

Paper-II

Objective

To acquaint the students with practical aspects of Macro economic Analysis.

Practical: -

A Project file to be prepared by the student on the following topics:-

- Trends of the Price level of Industrial commodities.
- Relevance of Keynes theory in present day economies.

Paper-VI : Indirect Tax Laws-II
Paper Code ATG 616

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective- The objective of this course is to gain knowledge of the provisions of Service Tax and Value Added Tax as mentioned below.

Unit	Content	No of Lectures
I	General Topics- (Excise and Customs) Recovery and Refunds, Appeal and Refunds, Advance Rulings and Settlement Commission, Offences and Prosecutions	15
II	Service Tax Concepts and general principles Charge of service tax and taxable services Valuation of Taxable Services Payment of Service Tax and Filing of Returns	12
III	Value Added Tax Backdrop for State-Level VAT in India Taxonomy of VAT Input Tax Credit, Tax Invoices	05
IV	Small Dealers and Composition Scheme Vat Procedures	03
V	Vat in Relation to Incentive Schemes, Work Contract, Lease Transactions and Hire Purchase Transactions	05

Essential Readings

1. Indirect Tax—Yogendra Bangar, Vandana Bangar(Aadhya Prakashan Pvt Ltd)
2. Indirect Taxes-Ajay Jain (AVJ Institute)

Reference Books

1. Indirect Taxes Law and Practice, V.S Datey,(Taxmann Publications, New Delhi)
2. Indirect Taxes Made Easy, Prof N.S Govindan, C. Sitaraman& Co Pvt Ltd
3. The Law of Central Excise(Vol I&II), V.J Taraporevala and S.N Parikh, Orient Law House, New Delhi

Note- The candidate shall be permitted to use battery operated pocket calculator that should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless

Paper-VII : Auditing-II
Paper Code ATG 617

Credit: 3

Total Number of Lectures Allocated: 45

Time: 3 Lecture Hours/Week

Objective-The Objective of this course is to gain knowledge of auditing procedures and techniques and their applications

Unit	Particulars	No of Periods
I	Audit of Limited Companies- Divisible Profits and Dividends Divisible Profits and Dividends with legal provisions of Companies Act(With special reference to (depreciation) and relevant Case Laws	09
II	Audit of Different Institutions: (a) Audit of Banks: Legislation relevant to Audit of Banks, Internal Control Evaluation Auditor's report, Special Audit, RBI Norms relating to Advances, Creation of Provision for Bad and Doubtful Advances, Income recognition, Long Form Audit Report (b) Audit of Insurance Companies Legislation relevant to Audit of Insurance Companies(Life Insurance and General Insurance), Review of Internal Control, Audit Report (c) Audit of Educational Institutions	09
III	Auditors Report: Definition, Distinction between Auditor's Report and Auditor' Certificate, Contents of Auditor's Report, Classification (Clean, Qualified, Disclaimer, Negative, Piecemeal) Certificate for Cash Flow Statement- True and Fair View (Concept and General Guidelines for consideration of True and Fair View)	09
IV	Investigation Meaning, Purpose and distinction with auditing, Principles to be followed for Investigation in the following situations	09
V	Recent Trends in Auditing: Nature and Significance of Cost Audit, Tax Audit, Management Audit, Social Audit, Environment Audit, EDP Audit(Audit in Computerized environment), AS and SAP(Concepts, Objectives, Essential)	09

Essential Readings

- 1.Students Guide to Auditing: Aruna Jha(Taxmann)
- 2.Auditing: Jain, Khandelwal, Pareek(Ramesh Book Depot)
3. Fundamental of Auditing: Gupta & Arora(Tata Mc Graw Hill)
4. Auditing Theory & Practice: A.K Singh (Galgotia Publishing Company New Delhi)

Reference Books

1. Auditing: Jain, Khandelwal(Shivam Publisher)
2. Contemporary Auditing: Kamal Gupta(Tata Mc-Graw Hill)
3. Auditing: Principle and Practice, S.D Sharma(Taxmann)
4. Auditing Principles and Problems: T.R Sharma (Sahitya Bhawan Agra)

Paper-VIII : Practical
Paper Code: ATG 618

Teaching Hours:(2Hr/Week)

MM: 100

Unit	Content
	Information relating to Excise, Service Tax, including the preparation of returns etc with the use of software Preparation of Audit Report