

# **B.Com (Hons)**

## **Syllabus (CBCS)**

*(w.e.f. 2019–2020)*



**FACULTY OF COMMERCE  
OSMANIA UNIVERSITY  
HYDERABAD - 500 007 T.S.**

*2019*

**B.COM (Hons)**  
CBCS COURSE STRUCTURE  
w.e.f. 2019-'20

Sl.No. (1)	Code (2)	Course Title (3)	HPW (5)	Credits (6)	Exam Hrs (7)	Marks (8)
<b>SEMESTER – I</b>						
1.	ELS1	English (First Language)	4	4		
2.	AECC1	a) Environmental Science/ b) Basic Computer Skills	2	2		
3.	DSC101	Financial Accounting-I	5	5	3 hrs	80U+20I
4.	DSC102	Business Organization and Management	5	5	3 hrs	80U+20I
5.	DSC103	Foreign Trade	5	5	3 hrs	80U+20I
6.	DSC104	Business Economics	5	5	3 hrs	80U+20I
		Total	26	26		
<b>SEMESTER – II</b>						
7.	ELS2	English (First Language)	4	4		
8.	AECC2	a) Basic Computer Skills/ b) Environmental Science	2	2		
9.	DSC201	Financial Accounting-II	5	5	3 hrs	80U+20I
10.	DSC202	Business Laws	5	5	3 hrs	80U+20I
11.	DSC203	Banking and Financial Services	5	5	3 hrs	80U+20I
12.	DSC204	Financial Management	5	5	3 hrs	80U+20I
		Total	26	26		
<b>SEMESTER – III</b>						
13.	ELS3	English (First Language)	3	3		
14.	SEC1UGC Specified Course	Communication Skills  Professional Skills	2	2	1 ½ hrs	40U+10I
15.	SEC2Dep t. Specified Course	a) Principles of Insurance/ b) Foundation of Digital Marketing & Web Design	2	2	1 ½ hrs	40U+10I
16.	DSC301	Advanced Accounting	5	5	3 hrs	80U+20I
17.	DSC302	Business Statistics-I	5	5	3 hrs	80U+20I
18.	DSC303	Financial Institutions and Markets	5	5	3 hrs	80U+20I
19.	DSC304	Investment Management	5	5	3 hrs	80U+20I
		Total	27	27		
<b>SEMESTER – IV</b>						
20.	ELS4	English (First Language)	3	3		
21.	SEC3 UGC Specified Course	Leadership & Management Skills  Universal Human Values	2	2	1 ½ hrs	40U+10I
22.	SEC4Dep t. Specified Course	a) Practice of Life and General Insurance / b) Social Media Marketing Search Engine Optimization & Online Advertising	2	2	1 ½ hrs	40U+10I
23.	DSC401	Income Tax	5	5	3 hrs	80U+20I
24.	DSC402	Business Statistics-II	5	5	3 hrs	80U+20I
25.	DSC403	Corporate Accounting	5	5	3 hrs	80U+20I
26.	DSC404	Human Resource Management	5	5	3 hrs	80U+20I
		Total	27	27		
<b>SEMESTER – V</b>						
27.	ELS5	English (First Language)	3	3		

**Faculty of Commerce**

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28.	GE	a)Excel Foundation/ b)Advanced Aspects of Income Tax	2T+4P	4	3 hrs	50T+35P+ 15I
29.	DSE501	a) Cost Accounting/ b) Financial Planning & Performance/ c) International Financial Reporting-I	5	5	3 hrs	80U+20I
30.	DSE502	a) Computerized Accounting/ b) Financial Decision Making-I/ c) International Tax & Regulation	3T+4P/ 5	5	1 ½ hrs/3 hrs	50T+35P + 15I/ 80U+20I
31.	DSE503	a) Auditing/b) Strategic Management/ c) Investment Industry - I	5	5	3 hrs	80U+20I
32.	DSE504	a) Marketing Management/ b) Project and Relationship Management/ c) Investment Instruments	5	5	3 hrs	80U+20I
		Total	29/27	27		
		SEMESTER – VI				
33.	ELS6	English (First Language)	3	3		
34.	PR	Research Methodology and Project Report	2T+4R	4	1 ½ hrs	40U+10I 35R+15VV
35.	DSE601	a) Cost Control and Management Accounting/ b) Financial control/ c) International Financial Reporting-II	5	5	3 hrs	80U+20I
36.	DSE602	a) Theory and Practice of GST/ b) Financial Decision Making-II / c) International Auditing	3T+4P/ 5	5	1 ½ hrs/3 hrs	50T+35P + 15I/ 80U+20I
37.	DSE603	a) Accounting Standards/ b) Corporate Governance/ c) Investment Industry - II	5	5	3 hrs	80U+20I
38.	DSE604	a) International Finance/ b) Business Applications of Emerging Technologies/ c) Investment Industry Controls	5	5	3 hrs	80U+20I
		Total	29/27	27		
		<b>GRAND TOTAL</b>	164/160	160		

ELS: English Language Skill; SLS: Second Language Skill; AEC: Ability Enhancement Compulsory Course; SEC: Skill Enhancement Course; DSC: Discipline Specific Course; DSE: Discipline Specific Elective; GE: Generic Elective; T: Theory; P: Practical; I: Internal Exam U: University Exam; PR: Project Report; VV: Viva-Voce Examination.

Note: If a student should opt for “a” in SEC in III semester, the student has to opt for “a” only in IV semester and so is the case with “b” and “c”. In the case of DSE also the rule applies.

**SUMMARY OF CREDITS**

Sl. No.	Course Category	No. of Courses	Credits Per Course	Credits
1	English Language	6	4/3	20
2	AECC	2	2	4
3	SEC	4	2	8
4	GE	1	4	4
5	Project Report	1	4	4
6	DSC	16	5	80
7	DSE	8	5	40
	TOTAL	38		160
	Commerce	30		136
<b>CREDITS UNDER NON-CGPA</b>		<b>NSS/NCC/Sports/Extra Curricular</b>	<b>Up to 6 (2 in each year)</b>	
		<b>Summer Internship</b>	<b>Up to 4 (2 in each after I &amp; II years)</b>	

**Paper DSC 101: FINANCIAL ACCOUNTING - I**

**Objective:** To acquire conceptual knowledge of basics of accounting and preparation of final accounts of sole trader.

**UNIT-I: ACCOUNTING PROCESS:**

Financial Accounting: Introduction – Definition – Evolution – Functions-Advantages and Limitations –Users of Accounting Information- Branches of Accounting – Accounting Principles: Concepts and Conventions- Accounting Standards– Meaning – Importance – List of Accounting Standards issued by ASB – Accounting System- Types of Accounts – Accounting Cycle- Journal- Ledger and Trial Balance. (Including problems)

**UNIT-II: SUBSIDIARY BOOKS:**

Meaning –Types - Purchases Book - Purchases Returns Book - Sales Book - - Sales Returns Book - Bills Receivable Book - Bills Payable Book – Cash Book - Single Column, Two Column, Three Column and Petty Cash Book - Journal Proper.(Including problems)

**UNIT-III: BANK RECONCILIATION STATEMENT:**

Meaning – Need - Reasons for differences between cash book and pass book balances – Favourable and over draft balances – Ascertainment of correct cash book balance (Amended Cash Book) - Preparation of Bank Reconciliation Statement. (Including problems)

**UNIT-IV: RECTIFICATION OF ERRORS AND DEPRECIATION:**

Capital and Revenue Expenditure – Capital and Revenue Receipts: Meaning and Differences - Differed Revenue Expenditure. Errors and their Rectification: Types of Errors - Suspense Account – Effect of Errors on Profit. (Including problems)

Depreciation (AS-6): Meaning – Causes – Difference between Depreciation, Amortization and Depletion - Objectives of providing for depreciation – Factors affecting depreciation – Accounting Treatment – Methods of depreciation: Straight Line Method - Diminishing Balance Method (Including problems)

**UNIT-V: FINAL ACCOUNTS:**

Final Accounts of Sole Trader: Meaning -Uses -Preparation of Manufacturing, Trading and Profit & Loss Account and Balance Sheet – Adjustments – Closing Entries.(Including problems)

**SUGGESTED READINGS:**

1. Accountancy-I: Haneef and Mukherjee, Tata McGraw Hill Company.
2. Principles & Practice of Accounting: R.L.Gupta&V.K.Gupta, Sultan Chand.
3. Accountancy-I: S.P. Jain & K.L Narang, Kalyani Publishers.
4. Accountancy–I: Tulasian, Tata McGraw Hill Co.
5. Introduction to Accountancy: T.S.Grewal, S.Chand and Co.
6. Advanced Accountancy-I: S.N.Maheshwari&V.L.Maheswari, Vikas.
7. Fundamentals of Financial Accounting: Deepak Sehgil, Tax Mann Publication.
8. Financial Accounting: JawaharLal, Himalaya Publishing House.

**Paper DSC 102: BUSINESS ORGANISATION AND MANAGEMENT**

**Objective:** To acquaint the students with the basics of Commerce and Business concepts and functions, forms of Business Organization and functions of Management.

**UNIT-I: INTRODUCTION AND FORMS OF BUSINESS ORGANISATIONS:**

Concepts of Business, Trade, Industry and Commerce - Objectives and functions of Business – Social Responsibility of a business - Forms of Business Organization - Meaning, Characteristics, Advantages and Disadvantages of Sole Proprietorship – Meaning, Characteristics, Advantages and Disadvantages of Partnership - Kinds of Partners - Partnership Deed - Concept of Limited liability partnership – Meaning, Characteristics, Advantages and Disadvantages of Hindu Undivided Family – Meaning, Advantages and Disadvantages of Co-Operative Organization.

**UNIT-II: JOINT STOCK COMPANY:**

Joint Stock Company - Meaning - Definition - Characteristics - Advantages and Disadvantages - Kinds of Companies - Promotion - Stages of Promotion - Promoter - Characteristics - Kinds - Preparation of Important Documents - Memorandum of Association - Clauses - Articles of Association - Contents – Prospectus - Contents – Red herring Prospectus- Statement in lieu of Prospectus (As per Companies Act. 2013).

**UNIT-III: INTRODUCTION TO FUNCTIONS OF MANAGEMENT:**

Management - Meaning - Characteristics - Functions of Management - Levels of Management – Skills of Management- Scientific Management - Meaning - Definition - Objectives - Criticism – Fayol's 14 Principles of Management .

**UNIT-IV: PLANNING AND ORGANISING:** Meaning - Definition - Characteristics - Types of Plans - Advantages and Disadvantages – Approaches to Planning - Management by Objectives (MBO) - Steps in MBO - Benefits – Weaknesses—Definition of Organizing-Organization-Process of Organizing - Principles of Organization - Formal and Informal Organizations - Line, Staff Organizations - Line and Staff Conflicts - Functional Organization - Span of Management - Meaning - Determining Span - Factors influencing the Span of Supervision.

**UNIT-V: AUTHORITY, COORDINATION AND CONTROL:**

Meaning of Authority, Power, responsibility and accountability - Delegation of Authority - Decentralization of Authority - Definition, importance, process, and principles of Coordination- techniques of Effective Coordination - Control - Meaning - Definition – Relationship between planning and control-Steps in Control – Types (post, current and pre-control) - Requirements for effective control.

**SUGGESTED READINGS:**

1. Business Organization & Management: Sharma Shashi K. Gupta, Kalyani Publishers
2. Business Organisation & Management: Patrick Anthony, Himalaya Publishing House
3. Business Organization & Management: Dr. Manish Gupta, PBP.
4. Organization & Management: R. D. Agarwal, McGraw Hill.
5. Modern Business Organization: S.A. Sherlekar, V.S. Sherlekar, Himalaya Publishing House
6. Business Organization & Management: C.R. Basu, Tata McGraw Hill
7. Business Organization & Management: M.C. Shukla S. Chand,
8. Business Organisation and Management: D.S. Vittal, S. Chand
9. Organizational Behaviour Text & Cases: V.S.P. Rao, Himalaya Publishing House
10. Business Organization & Management: Uma Shekaram, Tata McGraw Hill
11. Business Organization & Management: Niranjana Reddy & Surya Prakash, Vaagdevi publishers
12. Business Organisation and Management, Dr. Neeru Vasihth, Tax Mann Publications.

**Paper DSC 103: FOREIGN TRADE**

*Objective: To gain knowledge of India's foreign trade procedures policies, and international institutions.*

**UNIT-I: INTRODUCTION:**

Foreign Trade: Meaning and Definition - Types – Documents used-Commercial Invoice – Bills of Lading / Airway Bill – Marine Insurance Policy and Certificate – Bills of Exchange – Consumer Invoice – Customs Invoice – Certificate of Origin – Inspection Certificate – Packing List.

**UNIT-II: BALANCE OF TRADE AND BALANCE OF PAYMENTS:**

Introduction – Meaning - Components of BOT & BOP - Concept of Disequilibrium – Causes - Remedies for Correcting Balance of Payments in International Trade.

**UNIT-III: INDIAN TRADE POLICY:**

Importance and its Implementation – Current Export Policy and Import Policy.

**UNIT-IV: FOREIGN TRADE AND TRADE BLOCS:**

Growth - Significance of Foreign Trade – Merits - Demerits – Trade Blocs: Types – Preferential Trade Area, Free Trade Area, Customs Unions, Common Markets, Economic Unions, Monetary Unions, Customs and Monetary Unions, and Economic and Monetary Unions.

**UNIT-V: INTERNATIONAL ECONOMIC INSTITUTIONS:**

IMF: Objectives - Functions - World Bank: Objectives – Functions - Subsidiaries of World Bank – IMF Vs. IBRD; New Development Bank (NDB) – Objective Functions – Features – Membership – Shareholding, Criticism, Asian Infrastructure Investment Bank (AIIB) – Objective Functions – Features – Membership – Shareholding, Criticism; Trans-Pacific Partnership (TPP) -Objective Functions – Features – Membership – Shareholding, Criticism; UNCTAD: Aims – Features; WTO - Aims - Features – Agreements.

**SUGGESTED READINGS:**

1. International Marketing: Rathore & Jain, Himalaya Publishers.
2. International Marketing: Kushpat S. Jain & Rimi Mitra, Himalaya Publishers
3. Foreign Trade – Dr Srinivasa Narayana, Jyoti Mehra – PBP
4. International Economics: SSM Desai & Nirmal Bhalerao, Himalaya Publishers.
5. International Business Environment & Foreign Exchange Economies: Singh & S. Srivastava,
6. Foreign Trade and Foreign Exchange: O.P. Agarwal & B.K. Chaudri, Himalaya Publishers
7. International Financial Markets & Foreign Exchange: Shashi K. Gupta & Praneet Rangi, Kalyani
8. International Economics: Theory & Practice: Paul R. Krugman, Pearson Publishers.

**Paper DSC 104: BUSINESS ECONOMICS**

**Objective:** To acquire knowledge for application of economic principles and tools in business practices.

**UNIT-I: INTRODUCTION:**

Business Economics: Meaning - Nature – Characteristics - Importance and Role - Micro & Macro Economics - Scope - Objectives - Law of Diminishing marginal utility - Law of Equi-marginal utility.

**UNIT-II: DEMAND AND SUPPLY ANALYSIS:**

Meaning – Function - Types of Demand - Demand Curve - Law of Demand-Elasticity of Demand: Concept - Types and measurement of Elasticity of Demand - Factors influencing Demand - Importance of Elasticity of Demand - Law of Supply - Factors influencing Supply - Market Equilibrium- Consumer Surplus.

**UNIT-III: PRODUCTION AND COST ANALYSIS:**

Concept of Production - Total Production - Marginal Production - Average Production - Law of Variable Proportion - Law of Return to Scale - Isocost – Isoquants - Economies and Dis-economies of Scale - Theory of Cost - Concepts of Cost - Short run and Long run cost curves.

**UNIT-IV: MARKET ANALYSIS:**

Definition of market – Market structure (Perfect competition, Imperfect competition) – Price determination - Firms equilibrium in perfect competition, monopoly, monopolistic, oligopoly and duopoly.

**UNIT-V: MACRO-ECONOMICS FOR MANAGERS:**

Concepts of National income – GDP – GVA - Fiscal Deficit - Current Account Deficit –Business cycles - Nature – Phases - Causes – Inflation causes and control – Deflation and stagflation.

**SUGGESTED READINGS:**

1. Business Economics: V. G. Mankar, Himalaya Publishing House
2. Managerial Economics: VanithAgrawal, Pearson Education
3. Business Economics: Mithani, Nagalaxmi , Himalaya Publishing house
4. Business Economics: H. L. Ahuja, S. Chand & Co. Ltd.
5. Business Economics: D.S. Vittal, S. Chand & Co. Ltd
6. Business Economics: Dr.VenugopalRao, PBP.
7. Business Economics : R. K. Lekhi, Kalyani Publishers
8. Managerial Economics: Craig H Peterson and Jain, Pearson education
9. Business Economics: Kavitha Krishna, Himalaya Publishing House.

**Paper DSC 201:FINANCIAL ACCOUNTING-II**

**Objective:** To acquire accounting knowledge of bills of exchange and other business accounting methods.

**UNIT-I: BILLS OF EXCHANGE:**

Bills of Exchange - Definition- Distinction between Promissory note and Bills of exchange- Accounting treatment of Trade bills: Books of Drawer and Acceptor- Honour and Dishonour of Bills- Renewal of bills- Retiring of bills under rebate- Accommodation bills.(Including problems)

**UNIT-II: CONSIGNMENT ACCOUNTS:**

Consignment – Meaning – Features– Proforma invoice - Account sales – Del credere commission-Accounting treatment in the books of the consignor and the consignee - Valuation of consignment stock –Treatment of Normal and abnormal Loss - Invoice of goods at a price higher than the cost price. (Including problems)

**UNIT-III: JOINT VENTURE ACCOUNTS:**

Joint Venture – Meaning –Features-Difference between Joint Venture and Consignment-Accounting Procedure-Methods of Keeping Records for Joint Venture Accounts-Method of Recording in co-ventures books-Separate Set of Books Method- Joint Bank Account-Memorandum Joint Venture Account (Including problems)

**UNIT-IV: ACCOUNTS FROM INCOMPLETE RECORDS:**

Single Entry System – Meaning -Features–Difference between Single Entry and Double Entry systems -Defects in Single Entry System - Books and accounts maintained - Ascertainment of Profit - Statement of Affairs and Conversion method (Including problems)

**UNIT-V: ACCOUNTING FOR NON-PROFIT ORGANIZATIONS:**

Non- Profit Organization – Meaning – Features – Receipts and Payments Account – Income and Expenditure Account – Balance Sheet(Including problems)

**SUGGESTED READINGS:**

1. Accountancy-I: Haneef and Mukherjee, Tata McGraw Hill Co.
2. Principles and Practice of Accounting: R.L. Gupta & V.K. Gupta, Sultan Chand & Sons.
1. Accountancy–I: Tulasian, Tata McGraw Hill Co.
2. Accountancy–I: S.P. Jain & K.L Narang, Kalyani.
3. Advanced Accountancy-I: S.N.Maheshwari&V.L.Maheswari, Vikas.
4. Advanced Accountancy: M Shrinivas& K Sreelatha Reddy, Himalaya Publishers.
5. Financial Accounting: M.N Arora, Tax Mann Publications.



## Paper DSC 202: BUSINESS LAWS

*Objective: To understand basics of contract act, sales of goods act, IPRs and legal provisions applicable for establishment, management and winding up of companies in India.*

### **UNIT-I: INDIAN CONTRACT ACT:**

Agreement and contract - Essentials of a valid contract - Types of contracts - Offer and Acceptance - Essentials of valid offer and acceptance - Communication and revocation of offer and acceptance - Consideration definition - Essentials of valid consideration - Modes of Discharge of a contract - Performance of Contracts - Breach of Contract - Remedies for Breach - Significance of Information Technology Act.

### **UNIT-II: SALE OF GOODS ACT AND CONSUMER PROTECTION ACT:**

Contract of Sale: Essentials of Valid Sale - Sale and Agreement to Sell - Definition and Types of Goods - Conditions and Warranties - Caveat Emptor - Exceptions - Unpaid Seller - Rights of Unpaid Seller. Consumer Protection Act 1986: Definitions of Consumer - Person - Goods - Service - Consumer Dispute - Consumer Protection Councils - Consumer Dispute Redressal Agencies - Appeals.

### **UNIT-III: INTELLECTUAL PROPERTY RIGHTS:**

Trade Marks: Definition - Registration of Trade Marks - Patents: Definition - Kinds of Patents - Transfer of the Patent Rights - Rights of the Patentee - Copy Rights: Definition - Rights of the Copyright Owner - Terms of Copy Right - Copy Rights Infringement - Other Intellectual Property Rights: Trade Secrets - Geographical Indications.

### **UNIT-IV: MANAGEMENT OF COMPANIES AND MEETINGS:**

Director: Qualification - Disqualification - Position - Appointment - Removal - Duties and Liabilities - Loans - Remuneration - Managing Director - Corporate Social Responsibility - Corporate Governance. Meeting: Meaning - Requisites - Notice - Proxy - Agenda - Quorum - Resolutions - Minutes - Kinds - Shareholder Meetings - Statutory Meeting - Annual General Body Meeting - Extraordinary General Body Meeting - Board Meetings.

### **UNIT-V: WINDING UP:**

Meaning - Modes of Winding Up - Winding Up by tribunal - Voluntary Winding Up - Compulsory Winding Up - Consequences of Winding Up - Removal of name of the company from Registrar of Companies - Insolvency and Bankruptcy code - 2016.

### **SUGGESTED READINGS:**

- 1) Company Law: ND Kapoor, Sultan Chand and Co.
- 2) Company Law: Rajashree. - HPH
- 3) Business Law - Kavitha Krishna, Himalaya Publishing House
- 4) Business Laws - Dr. B. K. Hussain, Nagalakshmi - PBP
- 5) Company Law: Prof. G. Krishna Murthy, G. Kavitha, PBP
- 6) Company Law and Practice: GK Kapoor & Sanjay Dhamija, Taxmann Publication.
- 7) Company Law: Revised as per Companies Act- 2013: KC Garg et al, Kalyani Publication.
- 8) Business Law - Dr. Indrakanti Sekhar & Ms. Tulja Bhavani, SIA Publishing & Distributors Pvt. Ltd.
- 9) Corporate Law: PPS Gogna, S Chand.
- 10) Business Law: D.S. Vital, S Chand
- 11) Company Law: Bagri AK, Vikas Publishing House.

**Paper DSC 203: BANKING AND FINANCIAL SERVICES**

*Objective: To familiarize with Fund-based and Non-fund-based Financial Services.*

**UNIT-I: INTRODUCTION:**

Functions of Commercial Banks - Emerging Trends in Commercial Banking in India: E-Banking – Mobile Banking - Core Banking – Bank Assurance – OMBUDSMAN. RBI Constitution - Organizational Structure – Management - Objectives – Functions – Monetary Policy - Brief description on various types of banks--District Co-Operative Central Banks – Contemporary Banks - Regional Rural Banks -National Bank for Agriculture and Rural Development (NABARD) – SIDBI – Development Banks.

**UNIT-II: BANKER AND CUSTOMER RELATIONSHIP:**

Definition of Banker and Customer - Relationship Between Banker and Customer - KYC norms- General and Special Features of Relationship - Opening of Accounts - Special Types of Customers Like Minor, Married Women, Partnership Firms, Companies, Clubs and other Non-Trading Institutions.

**UNIT-III: NEGOTIABLE INSTRUMENTS:**

Descriptions and their Special Features - Duties and Responsibilities of Paying and Collecting Banker - Circumstances under which a Banker can refuse Payment of Cheques - Consequences of Wrongful Dishonors - Precautions to be taken while Advancing Loans Against Securities – Goods - Documents of Title to Goods - Loans against Real Estate -Insurance Policies - Against Collateral Securities – Banking Receipts.

**UNIT-IV: INTRODUCTION TO FINANCIAL SERVICES:**

Financial Services: Meaning-Functions- Classification- Scope – Fund Based Activities - Non-fund Based Activities – Modern Activities - Causes for Financial Innovation – New Financial Products and Services – Innovative Financial Instruments – Challenges Facing the Financial Service Sector – Present Scenario.

**UNIT-V: FINANCIAL SERVICES:**

Definition –Services of Merchant Banks –Problems and Scope of Merchant Banking in India- Venture Capital: Meaning, Features, Scope, Importance - Leasing-Definition and Steps- Types of Lease – Financial Lease – Operating Lease – Leverage Lease – Sale and Lease Back – Discounting: Concept – Advantages of Bill Discounting –Factoring-Meaning and Nature– Parties in Factoring – Merits and Demerits of Factoring –Forfeiting-Parties to Forfeiting – Costs of Forfeiting – Benefits of Forfeiting for Exporters and Importers .

**SUGGESTED READINGS:**

1. Banking Theory & Practices: Dr. P. K. Srivatsava, Himalaya Publishers
2. Banking Theory & Practices: K.C. Shekar, Vikas Publications
3. Banking and Financial Services: SanthiVedula&Kavitha Krishna Himalaya Publishing House
4. Banking and Financial Services: Dr.Jayanthi, PBP.
5. Banking Theory, Law & Practices: R. R Paul, Kalyani Publishers
6. Money Banking and Financial Markets: Averbach, Rabort. D, MacMillan. Landon
7. Financial Markets and Services: Gordon and Natarajan, Himalaya Publishing House.
8. Financial Services: T. Siddaiah, Pearson Education.

**Paper DSC 204: FINANCIAL MANAGEMENT**

*Objective: To understand basic functions Financial Management.*

**UNIT-I: INTRODUCTION:**

Financial Management: Meaning - Nature & Scope – Importance - Objectives - Profit Maximization - Wealth Maximization – Changing Role of Finance Manager – Relationship with Other Management Areas – Agency Problem – Organization of Finance Function (Theory).

Time Value of Money: Rationale – Future Value of Present Cash Flows: Simple Interest – Compound Interest - Present Value of Future Cash Flows: Single Amount – Series of Cash Flows (Simple Problems).

**UNIT-II: LONG-TERM INVESTMENT DECISION:**

Cost of Capital: Concept – Basic Aspects – Importance – Classification – Computation: Specific Cost of Capital (Debt, Preference, Equity and Retained Earnings) – Weighted Average Cost of Capital (Weights-Book Value, Market Value and Marginal) (Simple Problems).

Capital Budgeting: Meaning – Importance – Classification of Projects – Factors - Process – Techniques: Traditional (Payback and ARR) – Modern (NPV, IRR, PI) – Capital Rationing (Simple Problems).

**UNIT-III: SHORT-TERM INVESTMENT DECISION:**

Working Capital Management: Concept – Kinds – Components – Objectives – Need – Operating Cycle - Factors – Methods of Estimating Working Capital: Percentage of Sales Method – Regression Analysis Method – Cash Forecasting Method – Operating Cycle Method – Project Balance Sheet Method (Simple Problems).

Management of Current Assets: Management of Cash: Nature – Motives – Models - Management of Receivables: Objectives – Credit Policies – Credit Terms – Collection Policies - Management of Inventory: Objective – Techniques (Simple Problems)

**UNIT-IV: FINANCING DECISION:**

Capital Structure: Meaning – Importance – Factors – Types – Optimal Capital Structure – Theories of Capital Structure: Net Income Approach - Net Operating Income Approach - Traditional Approach - Modigliani and Miller Approach (Simple Problems).

Leverages: Meaning – Types – Operating – Financial – Combined – EBIT-EPS Analysis (Simple Problems).

**UNIT-V: DIVIDEND DECISION:**

Dividend Policy: Meaning – Types – Factors – Forms of Dividends – (Theory only)

Dividend Theories: Relevance Theories – Walter’s Model – Gordon’s Model – Irrelevance Theory – Miller and Modigliani Theory (Simple Problems).

**SUGGESTED READINGS:**

1. Financial Management: Bhalla V.K., S. Chand & Company Pvt. Ltd.
2. Fundamentals of Financial Management: James C Van Horne & Others, PHI.
3. Financial Management: Khan M.Y. & Jain P.K, McGraw Hill Education (India) Pvt. Ltd.
4. Financial Management: Pandey I.M, Vikas Publishing House Pvt. Ltd.
5. Financial Management: Prasanna Chandra, McGraw Hill Education (India) Pvt. Ltd.
6. Financial Management: Raymond M Brooks, Pearson.
7. Financial Management: Rustagi, Taxmann Publications.
8. Financial Management: Shashi K. Gupts & R.K. Sharma, Kalyani Publishers.
9. Financial Management: Srivastava R.M, Himalaya Publishing House.
10. Financial Management: Sudarsana Reddy G., Himalaya Publishing House.

**Paper SEC - 2 (a): PRINCIPLES OF INSURANCE**

Objectives: To make Students to learn Principles of Insurance.

**UNIT I: RISK MANAGEMENT AND INSURANCE & INSURANCE TERMINOLOGY:**

Risk Management -Types of Risks - Actual and Consequential Losses - Management of Risks - Risk of Dying Early - Risk of Living too Long - Different Classes of Insurance - Importance of Insurance - Management of Risk by Individuals and Insurers - Fixing of Premiums – Reinsurance - Role of Insurance in Economic Development and Social Security - Constituents of Insurance Market - Operations of Insurance Companies - Operations of Intermediaries - Specialist Insurance Companies - Role of Regulators - Common and specific terms in Life and Non-Life Insurance - Understanding Insurance Customers - Customer Behavior at Purchase Point - Customer Behavior when Claim Occurs - Importance of Ethical Behavior

**UNIT II: INSURANCE CONTRACT AND INSURANCE PRODUCTS:**

Insurance Contract Terms - Principles of Insurance: Principle of Insurable Interest, Principle of Indemnity, Principle of Subrogation, Principle of Contribution, Relevant Information Disclosure, Principle of utmost Good Faith, Relevance of Proximate Cause - **Life Insurance Products:** Term Plans - Pure Endowment Plans - Combinations of Plans - Traditional Products - Linked Policies - Features of Annuities and Group Policies - **General Insurance Products:** Risks faced by Owner of Assets - Exposure to Perils - Features of Products Covering Fire and Allied Perils - Products covering Marine and Transit Risks - Products covering Financial Losses due to Accidents - Products covering Financial Losses due to Hospitalization - Products Covering Miscellaneous Risks

**SUGGESTED READINGS:**

1. Principles of Risk Management and Insurance: George E Rejda (13th Edition) 2. Risk Management and Insurance: Trieschman ,Gustavson and Hoyt . South Western College Publishing, 3. Principles of Insurance: A Publication of the Insurance Institute of India 4. Principles of Insurance: Telugu Academy, Hyderabad 5. Guide to Risk Management: SagarSanyal6. Principles of Insurance: Dr V Padmavathi,Dr V Jayalakshmi - PBP 7. Insurance and Risk Management : P.K. Gupta 8. Insurance Theory and Practice : Tripathi PHI 9. Principles of Insurance Management: Neelam C Gulati, Excel Books 10. Life and Health Insurance: Black, JR KENNETH & Harold Skipper, Pearson, Cincinnati,Ohio Suggested Websites: 1) [www.irda.gov.in](http://www.irda.gov.in) 2) [www.policyholder.gov.in](http://www.policyholder.gov.in) 3) [www.irdaindia.org.in](http://www.irdaindia.org.in)

**Paper SEC - 2 (b): FOUNDATION OF DIGITAL MARKETING & WEB DESIGN**

**Objective:**

- i. To make students to understand Foundation of digital marketing.
- ii. To make students to understand the Fundamentals of Web design and Analytics.

**UNIT I: DIGITAL MARKETING FOUNDATIONS& CONTENT MARKETING:**

Digital Marketing Strategy - Exploring Digital Marketing - Starting with the Website - Foundations of Analytics - Search Engine Optimization - Search and Display Marketing - Social Media Marketing - Video Marketing.

Email marketing tools and setup - Email marketing segmentation, personalization and mobile friendly design

Content marketing foundations - Blogs for content marketing - Content marketing for staying relevant - Newsletters for content marketing - Mobile marketing foundations

**UNIT II: WEB DESIGN AND GOOGLE ANALYTICS:**

Exploring and learning web design – Understanding Conversion rate optimization (CRO) – Setting CRO – Understanding target audience – Optimization champion

Getting started with Google Analytics – Core concepts – Additional interface features – Using reports – Audience reports – Acquisition reports – Social reports – Behavior reports – Track events – Conversion reports – Additional features

**SUGGESTED READINGS:**

1. The Art of Digital Marketing: The Definitive Guide to Creating Strategic, Targeted, and Measurable Online Campaigns by Ian Dodson, Wiley
2. Fundamentals of Digital Marketing by Puneet Singh Bhatia, Pearson
3. Digital Marketing by Vandana Ahuja, Oxford
4. Digital Marketing by Seema Gupta, McGraw Hill
5. Digital Marketing For Dummies by Ryan Deiss and Russ Henneberry
6. Don't Make Me Think Revisited: A Common Sense Approach to Web Usability By Steve Krug
7. Web Analytics 2.0 – Avinash Kaushik
8. Successful Analytics by Brian Clifton
9. Math and Stats for Web Analytics and Conversion Optimization by Himanshu Sharma

**Paper DSC 301: ADVANCED ACCOUNTING**

**Objective:** To acquire accounting knowledge of partnership firms and joint stock companies

**UNIT-I: PARTNERSHIP ACCOUNTS-I:**

Meaning – Partnership Deed - Capital Accounts (Fixed and Fluctuating) – Admission of a Partner – Retirement and Death of a Partner (Excluding Joint Life Policy)(Including problems)

**UNIT-II: PARTNERSHIP ACCOUNTS-II:**

Dissolution of Partnership – Insolvency of a Partner (excluding Insolvency of all partners) – Sale to a Company (Including problems)

**UNIT-III: ISSUE OF SHARES, DEBENTURES, UNDERWRITING AND BONUS SHARES:**

Issue of Shares at par, premium and discount - Prorata allotment – Forfeiture and Re-issue of Shares – Issue of Debentures with Conditions of Redemption – Underwriting: Meaning – Conditions- Bonus Shares: Meaning – SEBI Guidelines for Issue of Bonus Shares – Accounting of Bonus Shares(Including problems)

**UNIT-IV: COMPANY FINAL ACCOUNTS AND PROFIT PRIOR TO INCORPORATION:**

Companies Act 2013: Structure – General Instructions for preparation of Balance Sheet and Statement of Profit and Loss – Part-I: Form of Balance Sheet – Part-II: Statement of Profit and Loss – Preparation of Final Accounts of Companies - Profits Prior to Incorporation- Accounting treatment. (Including problems)

**UNIT-V: VALUATION OF GOODWILL AND SHARES:**

Valuation of Goodwill: Need – Methods: Average Profits, Super Profits and Capitalization Methods -Valuation of Shares: Need –Net Assets, Yield and Fair Value Methods. (Including problems)

**SUGGESTED READINGS:**

1. Principles and Practice of Accounting: R.L. Gupta & V.K. Gupta, Sultan Chand & Sons.
2. Advanced Accountancy: Shukla and Grewal, S.Chand & Co.
3. Advanced Accountancy: R.L.Gupta & Radhaswamy, Sultan Chand & Sons.
4. Advanced Accountancy (Vol-II): S.N.Maheshwari & V.L.Maheshwari, Vikas.
5. Advanced Accountancy: Dr. G. Yogeshwaran, Julia Allen - PBP
6. Accountancy-III: Tulasian, Tata McGraw Hill Co.
7. Advanced Accountancy: Arulanandam; Himalaya.
8. Accountancy-III: S.P. Jain & K.L Narang, Kalyani Publishers.
9. Guidance Note on the Revised Schedule VI to the Companies Act, 1956, The Institute of Chartered Accounts of India.
10. Advanced Accounting (IPCC): D. G. Sharma, Tax Mann Publications.

**Paper DSC 302: BUSINESS STATISTICS -I**

*Objective: To inculcate analytical and computational ability among the students.*

**UNIT-I: INTRODUCTION:**

Origin and Development of Statistics – Definition - Importance and Scope - Limitations of Statistics - Distrust of Statistics.

Statistical Investigation: Planning of statistical investigation - Census and Sampling methods - Collection of primary and secondary data - Statistical errors and approximation - classification and Tabulation of data - Frequency distribution.

**UNIT – II: DIAGRAMMATIC AND GRAPHIC PRESENTATION:**

Diagrammatic presentation: One Dimensional and Two Dimensional Diagrams – Pictograms – Cartograms Graphic presentation: Technique of Construction of Graphs - Graphs of Frequency Distribution - Graphs of Time Series or Histograms.

**UNIT-III: MEASURES OF CENTRAL TENDENCY:**

Introduction –Significance -Arithmetic Mean- Geometric Mean - Harmonic Mean - Mode – Median - Quartiles and Percentiles - Simple and Weighted Averages - Uses and Limitations of different Averages.

**UNIT-IV: MEASURES OF DISPERSION, SKEWNESS AND KURTOSIS:**

Measures of Dispersion: Significance - Characteristics - Absolute and Relative Measures - Range - Quartile Deviation - Mean Deviation- Standard Deviation - Coefficient of Variation.

Measures of Skewness - Karl Pearson's Coefficient of Skewness - Bowley's Coefficient of Skewness - Kelly's Measure of Skewness – Kurtosis: Mesokurtosis, Platy kurtosis and Leptokurtosis.

**UNIT-V: CORRELATION:**

Meaning -Types - Correlation and Causation – Methods: Scatter Diagram - Karl Person's Coefficient of Correlation - Probable Error and Interpretation of Coefficient of Correlation - Rank Correlation - Concurrent Deviation Method.

**SUGGESTED READINGS:**

1. Statistics for Management: Levin & Rubin, Pearson
2. Fundamentals of Statistics: Gupta S.C, Himalaya
3. Statistics: E. Narayanan Nadar, PHI Learning
4. Business Statistics –I: Dr. Obul Reddy, Dr. D. Shridevi - PBP
5. Business Statistics: Dr. J. K. Thukral, Taxmann Publications
6. Business Statistics –I: Dr. PrashantaAthma, N. Rajyalaxmi – SIA Publishers & Distributors Pvt. Ltd.
7. Business Statistics: K. Alagar, Tata McGraw Hill
8. Fundamentals of Statistical: S. P Gupta, Sultan Chand
9. Business Statistics: J. K. Sharma, Vikas Publishers
10. Business Statistics: S. L Aggarwal, S. L. Bhardwaj, Kalyani Publications
11. Statistics-Problems and Solutions: Kapoor V.K, S. Chand
12. Statistics - Theory, Methods and Applications: Sancheti D.C. &Kapoor V.K
13. Business Statistics: S. K. Chakravarty, New Age International Publishers
14. Statistics: Andasn,Sweenly,Williams,Cingage.

**Paper DSC 303: FINANCIAL INSTITUTIONS & MARKETS**

*Objective: To familiarize with various Financial Institutions and Markets.*

**UNIT-I: INDIAN FINANCIAL SYSTEM:**

Components – Functions – Flow of Funds Matrix – Financial System and Economic Development – Recent Developments in Indian Financial System – Weaknesses of Indian Financial System.

**UNIT-II: FINANCIAL INSTITUTIONS:**

Commercial Banking: Types – Functions – Lending by Commercial Banks – Recent Developments – Merchant Banking-functions—Venture Capital—objectives--Private Equity—role in start-ups—Hire purchase and leasing—Non-banking Finance Companies: Types – Functions.

**UNIT-III: MONEY MARKET:**

Functions of Money Market – Organization of Money Market – Dealers – Money Market Instruments – RBI – Functions - Role of RBI in Money Market - LAF (Liquidity Adjustment Facility), MSF (Marginal Standing Facility), Repo, and Reverse Repo – MPC (Monetary Policy Committee) – Structure and Functions.

**UNIT-IV: DEBT MARKET:**

Evolution of Debt Markets in India - Money Market & Debt Market in India – Instruments and Players in Debt Market: Government Securities - PSU Bonds - Corporate Bonds - Securities Trading Corporation of India - Primary Dealers in Government Securities – Bonds: Features of Bonds - Types of Bonds - Bond Ratings.

**UNIT-V: EQUITY MARKET:**

Meaning - Development of Equity Culture in India – Primary Market: IPO and FPO – Methods of IPO - Role of Merchant Bankers in Fixing the Price - Red Herring Prospectus – Sweat Equity - ESOP – Rights Issue – Secondary Market: Meaning and Functions of Stock Exchanges - Evolution and Growth of Stock Exchanges - Stock Exchanges in India - Recent Developments in Indian Stock Exchanges - Stock Market Indices – SEBI: Objectives and Functions.

**SUGGESTED READINGS:**

- 1) Bhole, L.M., Financial Markets and Institutions. Tata McGraw Hill Publishing Company, New Delhi, India.
- 2) Prof. Prashanta Athma, Financial Institutions and Markets: PBP
- 3) Bihar S.C., Indian Financial System. International Book House Pvt. Ltd., New Delhi, India.
- 4) Gordon & Natarajan, Financial Markets and Services. Himalaya Publishing House, New Delhi, India.
- 5) Khan and Jain, Financial Services, Tata McGraw Hill, New Delhi, India.
- 6) Khan, M.Y., Indian Financial System -Theory and Practice. Vikas Publishing House, New Delhi, India.
- 7) Shashi K. Gupta & Nisha Aggarwal, Financial Services. Kalyani Publishers, New Delhi, India.
- 8) Vinod Kumar, Atul Gupta & Manmeet Kaur, Financial Markets, Institutions & Financial Services, Taxmann's Publications, New Delhi, India.



**Paper DSC304 : INVESTMENT MANAGEMENT**

**Objective:** To familiarize with concepts of risk and return relating to Investment.

**UNIT-I: INTRODUCTION:**

Investment Management: Meaning and Definition – Objectives - Scope – Investment Vs Speculation – Investment Vs Gambling - Factors affecting Investment Decisions – Investment Alternatives - Types of Investors (Theory).

**UNIT-II: RISK AND RETURN:**

Meaning of Risk – Risk Vs Uncertainty – Causes of Risk – Types of Risks – Risk and Return of a Single Asset – Ex-Ante and Ex-Post – Risk-Return Relationship – Risk-Return Trade off (Simple Problems).

**UNIT-III: MARKET INDICES:**

Concept of Index – Methods of computing stock indices – Leading Stock Price Indices in India – Sensex and Nifty – Uses of Market Index (Simple Problems).

**UNIT-IV: TIME VALUE OF MONEY:**

Concept - Techniques - Compounding Techniques - Doubling Period - Multiple Compounding Period - Present Value Techniques (Simple Problems).

**UNIT-V: PORTFOLIO ANALYSIS:**

Traditional Vs Modern - Rationale of Diversification - Markowitz portfolio theory - Effect of combining the securities - Measurement of expected return and risk of portfolio (Simple Problems).

**SUGGESTED READINGS:**

1. Investment Management (Text and Cases): V.K. Bhalla, S. Chand & Company.
2. Security Analysis and Portfolio Management: Shashi K. Gupta & Rosy Joshi, Kalyani Publishers.
3. Investment Management: Dr. V.A. Avadhani, Himalaya Publishing House.
4. Fundamentals of Investment Management: Preeti Singh, Himalaya Publishing House
5. Security Analysis and Portfolio Management: Kevin, PHI.
6. Investment Analysis and Portfolio Management: PrasannaChandra, Tata McGraw-Hills
7. Investment Management, PrashantaAthma: Kalyani Publications.
8. Security Analysis and Portfolio Management: MadhumatiRanganathan, Pearson.
9. Investment Management: Masheswari, PHI.
10. Security Analysis and Portfolio Management: DhaneshKhatri, Trinity Press.

<b>Paper SEC - 4 (a): PRACTICE OF LIFE AND GENERAL INSURANCE</b>
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**Objective:** To make students to learn Practice of Life and General Insurance

**UNIT-I: PREMIUM CALCULATION AND POLICY DOCUMENTS:**

**Meaning of Premium, its calculation- Rebates – Mode of Rebates – Large sum assured**  
 Rebates – Premium Loading – Rider Premiums – Computation of Benefits – Surrender value –  
 Paid up value -General Insurance Policy Documents and Forms - Rating and Premiums - concept  
 of soft and hard markets

**UNIT-II: SETTLEMENT OF CLAIMS RISK & UNDERWRITINGS AND FINANCIAL PLANNING & TAX SAVING:**

Life Insurance: Settlement of claims: Intimation Procedure, documents and settlement procedures - Underwriting: The need for underwriting – Guiding principles of Underwriting – Factors affecting Insurability – Methods of Life Classification – Laws affecting Underwriting - Financial Planning and taxation: Savings – Insurance vis-à-vis- Investment in the Units Mutual Funds, Capital Markets – Life Insurance in Individual Financial Planning – Implications in IT treatment.

General Insurance: Concept of Underwriting—Underwriting Process—Risk sharing and its methods—risk management and steps involved in it—Concept of Claim-understanding the process of claim management—claims fraud and fraud prevention—Insurance reserves and accounting—different types of reserves of insurance companies—reserving process followed by insurance companies—Insurance accounting.

**SUGGESTED READINGS:** 1. Practice of Life Insurance&General Insurance: Insurance Institute of India, Mumbai. 2. Insurance and Risk Management: P.K.Gupta, Himalaya Publishing House, Mumbai. 3. Fundamentals of Life Insurance Theories and Applications: Kanika Mishra, Prentice Hall 4. Principles of Life Insurance & Practice of General Insurance– Dr. V. Padmavathi, Dr. V. Jayalakshmi - PBP 5. Managing Life Insurance: Kutty, S.K., Prentice Hall of India: New Delhi 6. Life and Health Insurance: Black, Jr. Kenneth and Harold Skipper Jr., Prentice Hall, Inc., England. 7. Life Insurance: Principles and Practice: K.C. Mishra and C.S. Kumar, Cengage Learning, New Delhi. 8. Life Insurance in India: Sadhak, Respose Books, New Delhi. 9. Practice of General Insurance – D.S. Vittal-HPH, 10.Principles & Practice of Insurance- Dr. P. Periasamy – HPH. 11. Risk Management: A Publication of the Insurance Institute of India. 12. Insurance Theory and Practice: Tripathi PHI 13. Risk Management and Insurance: Trieschman, Gustavson and Hoyt 9. South Western College Publishing Cincinnati, Ohio.

**Paper SEC - 4 (b): SOCIAL MEDIA MARKETING, SEARCH ENGINE OPTIMIZATION & ONLINE ADVERTISING**

**Objective:**

- I. To make students to understand the Social Media marketing.
- II. To make students to understand the Search engine optimization and online advertising.

**UNIT I: SOCIAL MEDIA MARKETING:**

Building an online community – Understanding Social Media Marketing – Marketing and building presence on Facebook – Marketing and building presence on Twitter – Employer branding on LinkedIn

Facebook advertising overview – How Facebook ads work – How to create Facebook ads – Additional advertising options and best practices for Facebook advertising – Marketing and monetizing on YouTube – Customize your YouTube Channel – Video optimization on YouTube – YouTube Analytics

**UNIT II: SEO FOUNDATION & STRATEGIES:**

Understanding SEO — Content optimization – Long-term content planning

Keyword strategy – Linkbuilding strategies – Measuring SEO effectiveness – SEO for Ecommerce – Local search – Mobile SEO UNIT

Pay-Per-Click Advertising – Getting started with Google Adwords – Advertising tracking – Key Google Adwords strategies – Remarketing with Google – Budget and ROI tips – B2B Remarketing Campaigns

**SUGGESTED READINGS:**

1. The Art of Digital Marketing: The Definitive Guide to Creating Strategic, Targeted, and Measurable Online Campaigns by Ian Dodson, Wiley
2. Fundamentals of Digital Marketing by Puneet Singh Bhatia, Pearson
3. Digital Marketing by Vandana Ahuja, Oxford
4. Tuten: Social Media Marketing, Sage
5. Digital Marketing by Seema Gupta, McGraw Hill
6. Social Media Marketing All-In-One for Dummies By Jan Zimmerman and Deborah Ng
7. Facebook Growth Hacking: How to Correctly Set Up and Maintain Your Facebook Presence and Gain Massive Amounts of Fans (Social Media Marketing) by Jeff Abston
8. Youtube Influencer: How To Become a Youtube Influencer, Why Influencer Marketing Matters, and How To Monetize Your Channel by Jeff Abston
9. SEO Fitness Workbook: 2018 Edition: The Seven Steps to Search Engine Optimization Success on Google By Jason McDonald
10. The Art of SEO: Mastering Search Engine Optimization By Eric Enge, Stephan Spencer and Jessie Stricchiola
11. Google Adwords for Beginners: A Do-It-Yourself Guide to PPC Advertising By Cory Rabazinsky, 2015

**Paper DSC 401: INCOME TAX**

*Objective: To acquire conceptual and legal knowledge about Income Tax provisions relating to computation of Income from different heads with reference to an Individual Assessee.*

**UNIT-I: INTRODUCTION:**

Direct and Indirect Taxes – Canons of Taxation - Features and History of Income Tax in India – Definitions and Basic Concepts of Income Tax: Assessee – Deemed Assessee – Assessee-in-default – Assessment Year – Previous Year - Person – Agricultural Income – Heads of Income – Gross Total Income – Total Income — Incomes Exempt from Tax. Residential Status and Scope of Total Income: Meaning of Residential Status – Conditions applicable to an Individual Assessee – Incidence of Tax – Types of Incomes. (Theory only)

**UNIT-II: INCOME FROM SALARIES:**

Definition of ‘Salary’ – Characteristics of Salary – Computation of Salary Income: Salary u/s 17(1) – Annual Accretion – Allowances – Perquisites – Profits in lieu of Salary – Deductions u/s. 16 – Problems on computation of Income from Salary.

**UNIT-III: INCOME FROM HOUSE PROPERTY:**

Definition of ‘House Property’ – Exempted House Property incomes– Annual Value – Determination of Annual Value for Let-out House and Self-occupied House – Deductions u/s.24 – Problems on computation of Income from House Property.

**UNIT-IV: PROFITS AND GAINS OF BUSINESS OR PROFESSION:**

Definition of ‘Business and Profession’ – Procedure for computation of Income from Business – Revenue and Capital nature of Incomes and Expenses – Allowable Expenses u/s. 30 to 37 – Expenses expressly disallowed – Deemed Profits – Miscellaneous provisions u/s 44. Depreciation: Meaning – Conditions for charge of depreciation – Problems on computation of Income from Business. Income from Profession: Rules– procedure – problems on computation of Income from Profession.

**UNIT-V: CAPITAL GAINS AND INCOME FROM OTHER SOURCES:**

Introduction - Meaning – Scope of charge – Basis of charge – Short term and Long term Capital Assets – Transfer of Capital Asset – Deemed Transfer –Determination of Cost of Acquisition – Procedure for computation of Long-term and Short-term Capital Gains/Losses – Exemptions in respect of certain Capital Gains u/s. 54 – Problems on computation of capital gains - General Incomes u/s. 56(1) – Specific Incomes u/s. 56(2) – Dividends u/s. 2(22) – Winnings from lotteries Puzzles, crown world puzzles, Races – Interest on Securities – Gifts received by an Individual – Casual Income – Family Pension – Rent received on let out of Furniture- Plant and Machinery with/without Building – Deductions u/s. 57. (Theory only)

**SUGGESTED READINGS:**

1. Income Tax Law and Practice: V.P. Gaur & D.B Narang, Kalyani Publishers.
2. Taxation: Dr. M.N. Ravi, PBP.
3. Direct Taxes Law & Practice: Dr. Vinod K. Singhania & Dr. Kapil Singhania, Taxmann
4. Income Tax: B.B. Lal, Pearson Education.
5. Taxation: R.G. Saha, Himalaya Publishing House Pvt. Ltd.
6. Income Tax: Johar, McGrawHill Education.
7. Taxation Law and Practice: Balachandran & Thothadri, PHI Learning.
8. Direct Tax Law and Practice : Ahuja Girish
9. Income Tax: Dr. P.V. Ramana Rao & Dr. A. Sudhakar, National Publishing Co.

## Paper DSC 402: BUSINESS STATISTICS - II

*Objective: To inculcate analytical and computational ability among the students.*

### **UNIT-I: REGRESSION:**

Introduction - Linear and Non Linear Regression – Correlation Vs. Regression - Lines of Regression - Derivation of Line of Regression of Y on X - Line of Regression of X on Y - Using Regression Lines for Prediction.

### **UNIT-II: INDEX NUMBERS:**

Introduction - Uses - Types - Problems in the Construction of Index Numbers - Methods of Constructing Index Numbers - Simple and Weighted Index Number (Laspeyre - Paasche, Marshall – Edgeworth) - Tests of Consistency of Index Number: Unit Test - Time Reversal Test - Factor Reversal Test - Circular Test - Base Shifting - Splicing and Deflating of Index Numbers.

### **UNIT-III: TIME SERIES:**

Introduction - Components – Methods-Semi Averages - Moving Averages – Least Square Method - Deseasonalisation of Data – Uses and Limitations of Time Series.

### **UNIT-IV: PROBABILITY:**

Probability – Meaning - Experiment – Event - Mutually Exclusive Events - Collectively Exhaustive Events - Independent Events - Simple and Compound Events - Basics of Set Theory – Permutation – Combination - Approaches to Probability: Classical – Empirical – Subjective - Axiomatic - Theorems of Probability: Addition – Multiplication - Baye’s Theorem.

### **UNIT-V: THEORITCAL DISTRIBUTIONS:**

Binomial Distribution: Importance – Conditions – Constants - Fitting of Binomial Distribution.  
Poisson Distribution: – Importance – Conditions – Constants - Fitting of Poisson Distribution.  
Normal Distribution: – Importance - Central Limit Theorem - Characteristics – Fitting a Normal Distribution (Areas Method Only).

### **SUGGESTED READINGS:**

1. Statistics for Management: Levin & Rubin, Pearson,
2. Fundamentals of Statistics: Gupta S.C, Himalaya
3. Business Statistics: Theory & Application, P. N. Jani, PHI Learning
4. Business Statics – II: Dr. OBul Reddy, Dr. D. Shridevi - PBP
5. Business Statistics: Dr. J. K. Thukral, Taxmann Publications
6. Business Statistics –II: Dr. PrashantaAthma, N. Rajyalaxmi – SIA Publishers & Distributors Pvt. Ltd.
7. Business Statistics: K. Alagar, Tata McGraw Hill
8. Fundamentals of Statistical: S. P Gupta , Sultan Chand
9. Business Statistics: J. K. Sharma, Vikas Publishers
10. Business Statistics: Vora, Tata McGraw Hill
11. Statistics-Problems and Solutions: Kapoor V.K, S. Chand
12. Statistics-Teory, Methods and Applications: SanchetiD.C. &Kapoor V.K
13. Business Statistics: S. K. Chakravarty, New Age International Publishers
14. Business Statistics-G.Laxman, Vasudeva Reddy, K.Goud, TaxmannPublications,Hyderabad.

**Paper DSC 403: CORPORATE ACCOUNTING**

**Objective:** To acquire knowledge of AS-14 and preparation of accounts of banking and insurance companies.

**UNIT-I: COMPANY LIQUIDATION:**

Meaning – Modes - Contributory Preferential Payments – Statements of Affairs - Liquidator's Remuneration - Preparation of Liquidator's Final Statement of Account (Including problems)

**UNIT-II: AMALGAMATION (AS-14):**

Amalgamation: In the nature of merger and purchase – Calculation of Purchase Consideration – Accounting Treatment in the books of transferor and transferee companies. (Including problems)

**UNIT-III: INTERNAL RECONSTRUCTION AND ACQUISITION OF BUSINESS:**

Internal Reconstruction: Accounting treatment – Preparation of final statement after reconstruction- Acquisition of business when new set of books are opened- Debtors and Creditors taken over on behalf of vendors- When same set of books are continued(Including problems)

**UNIT-IV: ACCOUNTS OF BANKING COMPANIES:**

Books and Registers maintained – Slip system of posting – Rebate on Bills Discounted – Non-Performing Assets – Legal Provisions relating to final accounts - Final Accounts. (Including problems)

**UNIT-V: ACCOUNTS OF INSURANCE COMPANIES AND INSURANCE CLAIMS:**

Introduction – Formats-Revenue Account–Net Revenue Account - Balance Sheet - Valuation Balance Sheet – Net Surplus – General Insurance - Preparation of final accounts with special reference to Fire and Marine Insurance - Insurance claims- Meaning – Loss of Stock and Assets – Average Clause – Treatment of Abnormal Loss - Loss of Profit. (Including problems)

**SUGGESTED READINGS:**

1. Advanced Accountancy (Vol-II): S.N.Maheshwari&V.L.Maheswari, Vikas.
2. Accountancy–III: Tulasian, Tata McGraw Hill Co.
3. Advanced Accountancy: Arulanandam; Himalaya
4. Accountancy–III: S.P. Jain & K.L Narang, Kalyani Publishers
5. Advanced Accounting (Vol-II): Chandra Bose, PHI
6. Advanced Accountancy: Shukla and Grewal, S.Chand& Co
7. Advanced Accountancy: R.L.Gupta&Radhaswamy, Sultan Chand & Sons
8. Corporate Accounting: Sakshi Vasudeva, Himalaya.

**Paper DSC 404: HUMAN RESOURCES MANAGEMENT**

**Objective:** To familiarize with the basics of Human Resource Management.

**UNIT- I: INTRODUCTION:**

HRM: Meaning - Importance - Objectives - Evolution - Elton Mayo's Human Relations Theory- HRM in India: Introduction - Human Relation Movement - Scope of HR in India – Recent trends in HR in India.

**UNIT-II: HR PLANNING:**

Introduction - Need - Process - System – Responsibilities - Methods.

**UNIT-III: RECRUITMENT AND SELECTION:**

Introduction - Concept of Recruitment - Factors affecting Recruitment - Sources of Recruitment - Traditional and Modern methods - Recruitment and Selection Policies - Recruitment Practices in India - Private and Public Sector - Concept of Selection – Selection Process.

**UNIT-IV: HUMAN RESOURCE DEVELOPMENT:**

Training & Development: Introduction - Meaning of training - Importance of training - Training Needs Identification - Types and Techniques of Training - Need and Importance of Management Development - Training Evaluation.

**UNIT-V: PERFORMANCE APPRAISAL:**

Concept and Need of employee review - Concept of Employee Appraisal - Types of Appraisal Method – Individual Evaluation Methods - Multiple Person Evaluation Methods - 360 Degree Appraisal - MBO.

**SUGGESTED READING:**

6. Essentials of HRM and Industrial Relations: P. SubbaRao, Himalaya.
7. Human resource Management: Text & Cases: K. Aswathappa, MC-Graw Hill Foundation
8. HRM with Case Study: Shashi K. Gupta, Rosy Joshi, Kalyani Publishers.
9. Personal Management: C. B. Mamoria, Himalaya Publishing House.
10. Human Resource Management: S. S. Khanka, S. Chand
11. Human Resource Management: SeemaSanghil, Vikas Publications
12. Fundamentals of Human Resource Management: Gary Dessler, BijuVarkkey, Pearson
13. Human Recourse Management: Robins P. Stephen, Prentice Hall of India.
14. Personal Management: F. B. Flippo, MacGraw Hill, New Delhi.
15. Human Resource Development: Bhatia &Verma, Deep & Deep Publication.

**Paper GE: a) EXCEL FOUNDATION**

**Objective:** Students will learn how to start working with M S Excel right from basics to Tables, Templates and Printing of their work.

**UNIT-I: INTRODUCTION TO EXCEL:**

Workbooks and Worksheets, Moving Around a Worksheet, Ribbon tabs, Types of commands on the Ribbon, Using Shortcut Menus, Working with Dialogue Boxes, Task Panes, Getting started on your worksheet, Creating a chart, Printing your worksheet, Saving your worksheet, Exploring Data Types, Modifying Cell Contents, Deleting, Replacing, Editing of a cell. Some handy data entry techniques, Number Formatting.

**UNIT-II: WORKSHEET OPERATIONS:**

Moving and resizing windows, Switching among windows, Activating a worksheet, Adding, Deleting a worksheet, Changing a sheet tab color, Rearranging your worksheets, Hiding, un-hiding a worksheet, Worksheet View, Comparing sheets side by side, Selecting ranges, complete rows and columns, noncontiguous ranges, multi-sheet ranges, special types of cells. Copying or Moving Ranges. Paste Special dialogue box, Adding comments to cells.

**UNIT-III: TABLES AND FORMATTING:**

Creating a Table, Changing the Look of a Table, Navigating in a Table, Selecting parts of a Table, Adding, Deleting new rows or columns, Moving a Table, Working with the Total Row, Removing duplicate rows from a table. Sorting and filtering a table, Converting Table into Range. Formatting tools on the Home tab, Mini Toolbar, Fonts, Text Alignment, Wrapping text to fit a cell, Colors and Shading, Borders and Lines. Naming Styles.

**UNIT-IV: EXCEL FILES & TEMPLATES:**

Creating a New Workbook, Filtering filenames, Saving and Auto Recovery, Password-Protecting a Workbook, Recovering unsaved work, Protect Workbook options, Checking Compatibility. Creating a Excel Templates, Modifying a template, Custom Excel Templates, Default Templates, Editing your Template, Resetting the default workbook, Saving your Custom Templates, Getting ideas for creating Templates.

**UNIT-V: PRINTING YOUR WORK:** Normal, Page Layout, Page Break View, Choosing your printer, Specifying what you want to print, Changing Page Orientation, Specifying paper size, Adjusting page margins, Inserting a page break, Removing manual page breaks, Printing Row and Column Titles, Scaling printed output, Header or Footer Options, Preventing certain cells, Objects from being printed, Creating Custom Views of your Worksheet. Creating PDF files. Introducing Excel:

**SUGGESTED READINGS:**

1. Excel 2013 Bible: John Walkenbach, Wiley.
2. Microsoft Excel 2013: Data Analysis and Business Modeling: Winston, PHI
3. Excel Data Analysis - Modeling and Simulation: Hector Guerrero, Springer.
4. Excel Functions and Formulas: Bernd Held, BPB Publications.
5. Financial Analysis and Modeling using Excel and VBA: ChandanSengupta, Wiley



**Paper GE: b) ADVANCED ASPECTS OF INCOME TAX**

**Objective:** To acquire conceptual and legal knowledge about Income Tax provisions relating to computation of Income from certain heads and other provisions relating to clubbing, aggregation of income and assessment procedure.

**UNIT-I: PROFITS AND GAINS OF BUSINESS OR PROFESSION:**

Valuation of Stock Depreciation: Meaning – Assets used for Business – Block of Assets – Rates of Depreciation – Miscellaneous Provisions about depreciation – Computation of Depreciation.

**UNIT-II: INCOME FROM OTHER SOURCES:**

Winnings from lotteries Puzzles, crown world puzzles, Races Problems on computation on Income from Other Sources. Treatment of Agricultural Income. Heads of income: Gross Total Income – Taxable Income – Income Tax Rates. Problems on computation of Total Income of an Individual based on Residential Status.

**UNIT-III: CLUBBING AND AGGREGATION OF INCOME:**

Income of other persons included in the total income of Assesse – Income from Firm and AOP – Clubbing Provisions – Deemed Incomes – Provisions of set-off and Carry forward of losses – computation of Gross Total Income – Deductions from GTI u/s 80C to 80U – Problems on Computation of Taxable Income.

**UNIT-IV: ASSESSMENT OF INDIVIDUALS:**

Computation of Tax Liability – Applicability of Alternate Minimum Tax on Individual u/s 115JC – Problems on Computation of tax liability.

**UNIT-V: ASSESSMENT PROCEDURE:**

Income tax returns – Types of returns – Filing of e-return – Assessment – Types of assessment: Self-assessment – Provisional assessment – Regular assessment – Best judgement assessment – Reassessment – Rectification of mistakes – Notice on demand.

**SUGGESTED READINGS:**

1. Income Tax Law and Practice: V.P. Gaur & D.B Narang, Kalyani Publishers.
2. Direct Taxes Law & Practice: Dr. Vinod K. Singhania & Dr. Kapil Singhania, Taxmann
3. Income Tax: M. Jeevarathinam & C. Vijay Vishnu Kumar, SCITECH Publications.
4. Taxation: R.G. Saha, Himalaya Publishing House Pvt. Ltd.
5. Income Tax: B. Lal, Pearson Education.
6. Income Tax: Johar, McGrawHill Education.
7. Taxation Law and Practice: Balachandran & Thothadri, PHI Learnin

**Paper DSE 501 (a) : COST ACCOUNTING**

**Objective:** To make the students acquire the knowledge of cost accounting methods.

**UNIT-I: INTRODUCTION:**

Cost Accounting: Definition – Features – Objectives – Functions – Scope – Advantages and Limitations - Essentials of a good cost accounting system- Difference between Cost Accounting and Financial Accounting – Cost concepts – Cost Classification.

**UNIT-II: MATERIAL:**

Direct and Indirect Material cost – Inventory Control Techniques – Stock Levels – EOQ – ABC Analysis – JIT - VED - FSND - Issue of Materials to Production – Pricing methods: FIFO - LIFO with Base Stock and Simple and Weighted Average methods.

**UNIT-III: LABOUR AND OVERHEADS:**

Labour: Direct and Indirect Labour Cost – Methods of Payment of Wages (only Incentive Plans): Halsey, Rowan, Taylor Piece Rate and Merrick Multiple Piece Rate Methods.

Overheads: Classification - Methods of Allocation - Apportionment and Absorption of overheads.

**UNIT-IV: UNIT AND JOB COSTING:**

Unit Costing: Features - Cost Sheet – Tender and Estimated Cost Sheet.

Job Costing: Features - Objectives – Procedure - Preparation of Job Cost Sheet.

**UNIT-V: CONTRACT AND PROCESS COSTING:**

Contract Costing: Features – Advantages - Procedure of Contract Costing – Guidelines to Assess profit on incomplete Contracts.

Process Costing: Meaning – Features – Preparation of Process Account – Normal and Abnormal Losses.

**SUGGESTED READINGS:**

1. Cost Accounting: Jain and Narang, Kalyani
2. Cost Accounting: Srihari Krishna Rao, Himalaya
3. Cost and Management Accounting: PrashantaAthma, Himalaya
4. Cost Accounting: Dr. G. Yogeshweran, PBP.
4. Cost Accounting: Jawaharlal, Tata Mcgraw Hill
5. Cost Accounting: Theory and Practice: Banerjee, PHI
6. Introduction to Cost Accounting: Tulsian, S.Chand
7. Cost Accounting: Horngren, Pearson
8. Cost Accounting: Ravi M. Kishore, Tax Mann Publications.

**Paper DSE 501 (b) : FINANCIAL PLANNING & PERFORMANCE**

*Objective: To make students to understand the Financial Planning & Performance.*

**UNIT I: STRATEGIC PLANNING:**

Strategic planning: Analysis of external and internal factors affecting strategy - Long-term mission and goals - Alignment of tactics with long-term strategic goals - Strategic planning models and analytical techniques - Characteristics of successful strategic planning process - Annual profit plan and supporting schedules: Operational budgets - Financial budgets - Capital budgets - Top-level planning and analysis: Pro forma income - Financial statement projections - Cash flow projections.

**UNIT II: BUDGETING AND FORECASTING:**

Budgeting Concepts: Operations and performance goals - Characteristics of a successful budget process - Resource allocation - Forecasting techniques: Regression analysis - Learning curve analysis - Expected value - Budgeting Methodologies: Annual business plans (master budgets) - Project budgeting - Activity-based budgeting - Zero-based budgeting - Continuous (rolling) budgets - Flexible budgeting

**UNIT III: COST AND VARIANCE ANALYSIS:**

Cost and Variance Analysis: Comparison of actual to planned results - Use of flexible budgets to analyze performance - Management by exception - Standard Cost System: Use of standard cost systems - Analysis of variation from standard cost expectations

**UNIT IV: PERFORMANCE MEASURES:**

Performance Measures: Product profitability analysis - Business unit profitability analysis - Customer profitability analysis - Return on investment - Residual income - Investment base issues - Key performance indicators (KPIs) - Balanced scorecard - Responsibility Centers and Reporting Segments: Types of responsibility centers - Transfer pricing - Reporting of organizational segments

**UNIT V: TECHNOLOGY AND ANALYTICS:**

Information Systems: Accounting information systems - Enterprise resource planning systems - Enterprise performance management systems - Data Governance: Data policies and procedures - Life cycle of data - Controls against security breaches - Technology-enabled finance transformation: System Development Life Cycle - Process automation - Innovative applications  
Data analytics: Business intelligence - Data mining - Analytic tools - Data visualization

**SUGGESTED READINGS:**

1. Wiley CMAexcel Learning System, Part 1: Planning, Performance & Analytics
2. Strategic Management and Business Policy: Globalization, Innovation and Sustainability, 15th edition; Wheelen, Thomas L., et. al.; Prentice Hall
3. Cost Management: A Strategic Emphasis, 6th edition; Blocher, Edward, J., Stout, David E., Juras, Paul E., and Cokins, Gary; McGraw Hill
4. Horngreen's Cost Accounting: A Managerial Emphasis, 16th edition; Charles T., Datar, Srikant, and Rajan, Madhav; Pearson
5. Quantitative Methods for Business, 13th Edition; Anderson, David, R., Sweeney, Dennis J., Williams, Thomas A., Camm, Jeff, and Martin, R. Kipp; Cengage Learning
6. Management Accounting: An Integrative Approach; McNair-Connolly, C.J., Merchant, Kenneth A.; IMA.

**Paper DSE 501 (c) :INTERNATIONALFINANCIAL REPORTING -I**

*Objective: To make students to understand the International Financial Reporting.*

**UNIT I: GENERAL PURPOSE OF FINANCIAL ACCOUNTING AND REPORTING AS PER US GAAP AND IFRS:**

Conceptual framework: Standard Setting Bodies & Hierarchy - Elements of F/S - Primary objectives of financial reporting - Qualitative Characteristics of F/S - Fundamental Assumptions & Principles - Accounting Cycle & Preparation of F/S - General-purpose financial statements: Balance sheet - Income statement - Statement of comprehensive income - Statement of changes in equity - Statement of changes cash flows - Public company reporting requirements: SEC Reporting Requirements - Interim Financial Reporting - Segment Reporting - Revenue recognition: 5-Step approach to Revenue Recognition - Certain Customer's Rights & Obligations - Specific Arrangements - Long Term Construction Contracts

**UNIT II: CURRENT ASSETS AND CURRENT LIABILITIES (AS PER US GAAP AND IFRS):**

Monetary Current Assets & Current Liabilities: Cash & Cash Equivalents - Accounts Receivable - Notes Receivable - Transfers & Servicing of Financial Assets - Accounts Payable - Employee-related Expenses Payable - Inventory: Determining Inventory & Cost of Goods Sold - Inventory Valuation - Inventory Estimation Methods

**UNIT III: FINANCIAL INVESTMENTS AND FIXED ASSETS (AS PER US GAAP AND IFRS):**

Financial Investments: Investments in Equity Securities - Investment in Debt Securities - Financial Instruments - Tangible Fixed Assets: Acquisition of Fixed Assets - Capitalization of Interest - Costs Incurred After Acquisition - Depreciation - Impairment - Asset Retirement Obligation - Disposal & Involuntary Conversions - Intangible Assets: Knowledge-based intangibles (R&D, software) - Legal rights based intangibles (patent, copyright, trademark, franchise, license, leasehold improvements) - Goodwill

**UNIT IV: FINANCIAL LIABILITIES (AS PER US GAAP AND IFRS):**

Bonds Payable: Types of Bonds - Convertible bonds vs. Bonds with detachable warrants - Bond Retirement - Fair Value Option & Fair Value Election - Debt Restructuring: Settlement - Modification of terms

**UNIT V: SELECT TRANSACTIONS (AS PER US GAAP AND IFRS):**

Fair value measurements: Valuation techniques - Fair value hierarchy - Fair value concepts -Accounting changes and error correction: Changes in accounting estimate - Changes in accounting principle - Changes in reporting entity - Correction of an error - Contingencies: Possibility of occurrence (remote, reasonably possible or probable) - Disclosure vs. Recognition  
Derivatives and Hedge Accounting: Speculation (non-hedge) - Fair value hedge - Cash flow hedge - Non-monetary exchanges: Exchanges with commercial substance - Exchanges without commercial substance - Leases: Operating lease - Finance lease - Sale leaseback

**SUGGESTED READINGS:**

1. Miles CPA Review Concept Book: Financial Accounting & Reporting, Miles Education
2. Wiley CPA Excel Exam Review Course Study Guide: Financial Accounting and Reporting, Wiley
3. IFRS & US GAAP Best Practices in Accounting World: GAAP Analysis, Rajesh Dhawan
4. Transparency in Financial Reporting: A concise comparison of IFRS and US GAAP 1st Edition, Ruth Ann McEwen, Harriman House Ltd.
5. IFRS and US GAAP: A Comprehensive Comparison, Steven E. Shamrock, Wiley
6. Wiley GAAP: Interpretation and Application of Generally Accepted Principles, Barry J. Epstein and Ralph Nach, Wiley
7. IFRS Simplified with Practical Illustration Part 1 & 2, Mr RammohanBhave and Dr Mrs Anjali RammohanBhave, CNBC TV 18.

**Paper DSE 502 (a) : COMPUTERIZED ACCOUNTING**

**Objective:** To make the students to acquire the knowledge of computer software

**UNIT I: MAINTAINING CHART OF ACCOUNTS IN ERP:**

Introduction-Getting Started with ERP - Mouse/Keyboard Conventions-Company Creation-Shut a Company-Select a Company-Alter Company Details-Company Features and Configurations-F11: Company Features-F12: Configuration-Chart of Accounts-Ledger-Group-Ledger Creation-Single Ledger Creation-Multi Ledger Creation-Altering and Displaying Ledgers-Group Creation-Single Group Creation-Multiple Group Creation-Displaying Groups and Ledgers-Displaying Groups-Display of Ledgers-Deletion of Groups and Ledgers – P2P procure to page.

**UNIT II: MAINTAINING STOCK KEEPING UNITS (SKU):**

Introduction-Inventory Masters in ERP - Creating Inventory Masters-Creation of Stock Group-Creation of Units of Measure-Creation of Stock Item-Creation of Godown-Defining of Stock Opening Balance in ERP Stock Category-Reports.

**UNIT III: RECORDING DAY-TO-DAY TRANSACTIONS IN ERP:**

Introduction-Business Transactions-Source Document for Voucher-Recording Transactions in ERP - Accounting Vouchers-Receipt Voucher (F6)-Contra Voucher (F4)-Payment Voucher (F5)-Purchase Voucher (F9)-Sales Voucher (F8)-Debit Note Voucher-Credit Note (Ctrl+F8)-Journal Voucher (F7).

**UNIT IV: ACCOUNTS RECEIVABLE AND PAYABLE MANAGEMENT:**

Introduction-Accounts Payables and Receivables-Maintaining Bill-wise Details-Activation of Maintain Bill-wise Details Feature-New Reference-Against Reference-Advance-On Account-Stock Category Report-Changing the Financial Year in ERP.

**UNIT V: MIS REPORTS:**

Introduction-Advantages of Management Information Systems-MIS Reports in ERP - Trial Balance - Balance Sheet-Profit and Loss Account-Cash Flow Statement-Ratio Analysis-Books and Reports - Day Book-Receipts and Payments-Purchase Register-Sales Register-Bills Receivable and Bills Payable.

**SUGGESTED READINGS:**

1. Computerised Accounting: GarimaAgarwal, Himalaya
2. Computerised Accounting: A. Murali Krishna, Vaagdevi publications
3. Computerised Accounting: Dr. G. Yogeshweran, PBP.
4. Aakash Business Tools: Spoken Tutorial Project IIT Bombay
5. Mastering Tally: Dinesh Maidasani, Firewal Media
6. Implementing Tally ERP 9: A.K Nadhani and K.K Nadhani, BPB Publications
7. Computerised Accounting and Business Systems: Kalyani Publications
8. Manuals of Respective Accounting Packages
9. Tally ERP 9: J.S. Arora, Kalyani Publications.

**Paper DSE 502 (b): FINANCIAL DECISION MAKING - I**

*Objective: To make students to understand the Financial Decision making.*

**UNIT I: FINANCIAL STATEMENT ANALYSIS**

Basic Financial Statement Analysis: Common size financial statements - Common base year financial statements - Financial Ratios: Liquidity - Leverage - Activity - Profitability - Market Profitability analysis: Income measurement analysis - Revenue analysis - Cost of sales analysis - Expense analysis - Variation analysis - Special issues: Impact of foreign operations - Effects of changing prices and inflation - Off-balance sheet financing - Impact of changes in accounting treatment - Accounting and economic concepts of value and income - Earnings quality

**UNIT II: FINANCIAL MANAGEMENT**

Risk & Return: Calculating return - Types of risk - Relationship between risk and return  
Long-term Financial Management: Term structure of interest rates - Types of financial instruments - Cost of capital - Valuation of financial instruments

**UNIT III: RAISING CAPITAL**

Raising Capital: Financial markets and regulation - Market efficiency - Financial institutions - Initial and secondary public offerings - Dividend policy and share repurchases - Lease financing

**UNIT IV: WORKING CAPITAL MANAGEMENT**

Managing working capital: Cash management - Marketable securities management - Accounts receivable management - Inventory management - Short-term Credit: Types of short-term credit - Short-term credit management

**UNIT V: CORPORATE RESTRUCTURING AND INTERNATIONAL FINANCE**

Corporate Restructuring: Mergers and acquisitions - Bankruptcy - Other forms of restructuring  
International Finance: Fixed, flexible, and floating exchange rates - Managing transaction exposure - Financing international trade - Tax implications of transfer pricing

**SUGGESTED READINGS:**

1. Wiley CMAexcel Learning System, Part 2: Strategic Financial Management
2. Interpretation and Application of International Financial Reporting Standards; Mackenzie, Bruce, Coetsee, Danie, Njikizana, Tapiwa, Chamboko, Raymond, Colyvas, Blaise, and Hanekom, Brandon; Wiley
3. Financial Reporting & Analysis, 13th edition; Gibson, Charles H.; South-Western Cengage Learning
4. Financial Statement Analysis, 10th edition; Subramanyam, K.R., and Wild, John L.; McGraw Hill
5. Principles of Corporate Finance, 11th edition; Brealey, Richard, A., Myers, Stewart C., and Allen, Franklin; McGraw Hill
6. Fundamentals of Financial Management, 13th edition; Van Horn, James, C., and Wachowicz, John M. Jr.; FT / Prentice Hall

**Paper DSE 502 (c) : INTERNATIONAL TAX & REGULATION**

*Objective: To make students to understand the International ax & Regulation.*

**UNIT I: TAXATION OF INDIVIDUALS:**

Individual Income Tax Return: Filing Status - Cash basis and Accrual basis

Gross Income: Wages, Salaries, Bonus, Commission, Fees & Tips - Interest & Dividend Income - Business Income - Capital Gains & Losses - Passive Income - Farming Income - Deductions: Adjustments - Deductions from AGI - Calculating Tax: Tax Credits - Alternative Minimum Taxes - Other Taxes - Estimated Tax penalty

**UNIT II: PROPERTY TRANSACTIONS & DEPRECIATION:**

Capital Gains & Losses - Gains & Losses from Sale of Long-term Business Property - Depreciation & Amortization

**UNIT III: TAXATION OF CORPORATIONS:**

C-Corporations: Formation - Income Tax Return - Income - Deductions - Reconciliation of Taxable Income with books - Calculating Tax - Corporate Earnings & Distributions - Corporate Liquidation & Reorganizations - S-Corporations: Eligibility criteria - Income Tax Return - Shareholder basis - Earnings and Distribution - Termination of Election

**UNIT IV: TAXATION OF OTHER ENTITIES:**

Partnerships: Formation - Income Tax Return - Partner basis - Partnership Distributions - Sale of Partnership Interest by a Partner - Termination of Partnership - Estate, Trust & Gift Taxation: Estate and Trust Fiduciary Income Tax Return - Estate Tax Return - Gift Tax Return - Generation-skipping transfer Tax - Tax Exempt Organizations: Formation - Income Tax Return

**UNIT V: STATUTORY REGULATIONS, ACCOUNTANT RESPONSIBILITIES, BUSINESS STRUCTURES:**

Federal Security Regulations: Securities Act of 1933 - Securities Exchange Act of 1934 - Other federal security regulations - Professional & Legal Responsibilities: Accountant Common Law Liabilities - Accountant Statutory Liabilities - Accountant Liabilities for Privileged Information - Accountant Criminal Liabilities - Employment Regulations - Environmental Regulations - Antitrust Regulations - Business Structures: Sole Proprietorships - Partnerships - Corporations

**SUGGESTED READINGS:**

1. Miles CPA Review Concept Book: Regulation, Miles Education
2. Wiley CPA Excel Exam Review Course Study Guide: Regulation, Wiley
3. Internal Revenue Code: Income, Estate, Gift, Employment and Excise Taxes, CCH Tax Law Editors
4. Federal Income Tax: Code and Regulations--Selected Sections, Martin B. Dickinson, Wolters Kluwer
5. Federal Income Taxation by Katherine Pratt and Thomas D. Griffith, Wolters Kluwer
6. Federal Income Taxation (Concepts and Insights), Marvin Chirelstein and Lawrence Zelenak, Foundation Press

**Paper DSE 503 (a) : AUDITING**

**Objective:** To understand meaning and elements of auditing and gain knowledge for execution of audit.

**UNIT-I: INTRODUCTION:**

Auditing: Meaning – Definition – Evolution – Objectives – Importance - Types of Audit – Standards of Auditing – Procedure for issue of standards by AASB.

**UNIT-II: AUDITOR AND EXECUTION OF AUDIT:**

Appointment – Qualification and Disqualification – Qualities – Remuneration – Removal – Rights – Duties – Civil and Criminal Liabilities of Auditors – Commencement of Audit – Engagement Letter – Audit Program – Audit Note Book – Audit Workbook – Audit Markings.

**UNIT-III: INTERNAL CONTROL, INTERNAL CHECK AND INTERNAL AUDIT:**

Meaning and Objectives of Internal Control – Internal Check and Internal Audit – Internal Check Vs. Internal Audit – Internal Control vs. Internal Audit.

**UNIT-IV: VOUCHING:**

Meaning – Objectives – Types of Vouchers – Vouching of Trading Transactions – Vouching Cash Transaction – Auditing in an EDP Environment.

**UNIT-V: VERIFICATION AND VALUATION OF ASSETS:**

Meaning and Definition – Distinction – Verification and Valuation of various Assets and Liabilities – Audit Committee – Role of Audit Committee – Audit Reports.

**SUGGESTED READINGS:**

1. Principles and Practice of Auditing: RG Saxena, Himalaya Publishing House.
2. Auditing and Assurance for CA Integrated Professional Competence: SK Basu, Pearson.
3. Auditing : Mahitha HPH
4. Auditing: Dr.Nazia Sultana, PBP.
5. Auditing: ArunaJha, Taxmann Publications.
6. Auditing Principles, Practices & Problems: JagdishPrakash, Kalyani Publishers.
7. Auditing and Assurance: Ainapure&Ainapure, PHI Learning.
8. Principles and Practice of Auditing: DinkarPagare, Sultan Chand & Sons.
9. Fundamentals of Auditing: Kamal Gupta and Ashok Arora, Tata McGraw-Hill
10. A Hand Book of Practical Auditing: B.N. Tandonetal., S. Chand.



## Paper DSC 503 (b) : STRATEGIC MANAGEMENT

**Objective:** To make students to understand the Strategic management.

### UNIT I: STRATEGIC PLANNING:

Strategy: Strategic planning vs. Tactical planning – Strategic plan – Strategic planning process – Vision, mission, and goals – Role of the finance team in the strategic management process: Providing data – Assuring cash availability – Providing financial analysis – Monitoring execution – Measuring and reporting performance – Providing general analytical and financial perspectives - Analytical planning tools and frameworks: SWOT analysis, Porter’s 5 forces, situational analysis, PESTEL analysis, STEEP analysis, GAP analysis, scenario planning, competitive analysis, contingency planning, the BCG Growth–Share Matrix, GE–McKinsey Matrix (GE Business Screen)

### UNIT II: STRATEGIC ANALYSIS:

Environmental scan and competitive analysis: Macro environmental forces – Industry economic market structure – Industry segmentation – Industry life–cycle analysis – Threat of new entry and/or substitution – Supplier and buyer power – Complementary products and services – Competitive intelligence – Competitive forces analysis – Competitive rivalry – Financial analysis of competitors – Innovation, change, and market disruption - Internal analysis: Organizational culture and core values – Strengths and weaknesses – Core competencies – Value chain – Operational effectiveness – Financing strategy

### UNIT III: CREATING COMPETITIVE ADVANTAGE:

Competitive advantage: Delivering unique value – Differentiated competencies - Strategy in a global context: Market expansion – Value chain optimization – Risks of conducting international business - Business level strategies: Low cost – Differentiation – Value innovation – Market segmentation – Pricing as a strategic lever – New product and new market development - Corporate level strategies: Horizontal and vertical integration – Strategic alliances and joint ventures – Strategic outsourcing – Diversification – Mergers and acquisitions – Restructuring Functional level strategies: Operational excellence – Quality optimization – Technology as a competitive advantage – Innovation strategy - Sustaining competitive advantage: Barriers to imitation – Capability of competitors – Industry dynamism

### UNIT IV: STRATEGY IMPLEMENTATION:

Analyzing strategic alternatives: Marginal costs and revenues – Adding or dropping products and services – Customer profitability analysis – Investment decision analysis – Scenario planning - Risk management: Risk analysis – Mitigating risks – Role of enterprise risk management (ERM) Implementing strategy: Alignment of tactics with long–term strategic goals – Leadership, - communication, culture, and workforce engagement – Strategy deployment, including challenges and prioritization – Change management – Linking strategy to the strategic financial plan – Forecasting financial statements and organizational performance – Financing for growth – Characteristics of a successful strategic management process

### UNIT V: PERFORMANCE EVALUATION:

Strategy measurement and organizational performance: Evaluation and control – Balanced scorecard – Strategy map – Benchmarking – Reporting results - Governance, social responsibility and ethics: Agency theory – Role of the Board of Directors – Role of the CEO and the CFO – Incentives – Organizational structure – Ethical decision–making – Social responsibility

### SUGGESTED READINGS:

1. CIMA E3 Study Text, Strategic Management, Kaplan Publishing
2. HBR’s 10 Must Reads On Strategy, Harvard Business School Publishing Corporation
3. Grant, Robert M., Contemporary Strategy Analysis, John Wiley & Sons
4. Garth Saloner, Andrea Shepard, Joel Podolny, Strategic Management, John Wiley & Sons
5. Hill, Charles W.L., Jones, Gareth R., and Schilling, Melissa A., Strategic Management: Theory, an Integrated Approach, Cengage Learning
6. Thompson, A. Peteraf, M., Gamble, J., and Strickland, A. J., Crafting and Executing Strategy, The Quest for Competitive Advantage, McGraw–Hill
7. Wheelen, Thomas L., Hunger, J. David, Hoffman, Alan N., and Bamford, Charles E., Strategic Management and Business Policy: Globalization, Innovation and Sustainability, Pearson Education.

**Paper DSC 503 (c) : INVESTMENT INDUSTRY - I**

**Objective:** To ensure that students demonstrate their understanding in fundamentals of the investment industry.

**UNIT I: INVESTMENT INDUSTRY – OVERVIEW:**

Description of the financial services industry - Identification of types of financial institutions, including banks and insurance companies - Definition of the investment industry  
Explanation how economies benefit from the existence of the investment industry

**UNIT II: INVESTMENT INDUSTRY - TOP DOWN OVERVIEW:**

Explanation of how investors benefit from the existence of the investment industry - Description of types and functions of participants of the investment industry - Description of forces that affect the evolution of the investment industry

**UNIT III: ETHICS AND INVESTMENT PROFESSIONALISM:**

Description of the need for ethics in the investment industry - Identification of obligations that individuals in the investment industry have to clients, prospective clients, employers, and co-workers - Identification of elements of the Investment Code of Ethics  
Explanation of standards of practice (professional principles) that are based on the Investment Code of Ethics - Description of benefits of ethical conduct - Description of consequences of conduct that is unethical or unprofessional - Description of a framework for making ethical decisions

**UNIT IV: REGULATION – OVERVIEW:**

Definition of regulations - Description of objectives of regulation - Description of potential consequences of regulatory failure.

**UNIT V: REGULATORY PROCESS:**

Description of a regulatory process and the importance of each step in the process - Identification of specific types of regulation and describe the reasons for each - Description of elements of a company's policies and procedures to ensure the company complies with regulation - Description of potential consequences of compliance failure

**SUGGESTED READING:**

1. Wiley CFA Level 1 Study Guide
2. CFA Institute Investment Foundations Study Material
3. Investment Analysis and Portfolio Management – by Prasanna Chandra
4. Market Organization and Structure by Larry E. Harris CFA

**Paper DSE 504 (a) : MARKETING MANAGEMENT**

*Objective: To understand the product, price, promotion and channel management, and enable them to design marketing strategy and planning.*

**UNIT-I: PRODUCT MANAGEMENT:**

Concept of Product - Classification of Products - Product Mix Decisions - Product Line Decisions - New Product – New Product Development Stages – Product Life Cycle Stages and its Strategies – Branding - Packaging & Labeling.

**UNIT-II: PRICE MANAGEMENT:**

Pricing – Objectives of Pricing – Role of Price in Marketing Mix - Factors Influencing - Price Decisions – Pricing Under Different Competitive Conditions – New Product Pricing - Pricing Methods – Cost Based and Demand Based Strategies.

**UNIT-III: PROMOTION MANAGEMENT:**

Promotion: Significance, Promotion Mix Elements – Advertising: Objectives, Types, Effectiveness, Budget - Media & its Selection - Personal Selling: Nature, Steps - Sales Promotion: Objectives, Tools - Public Relations and Publicity - Direct Marketing & its Forms.

**UNIT-IV: CHANNEL MANAGEMENT & RETAILING:**

Marketing Channels: Nature – Levels - Structure - Participants – Functions of Marketing Intermediaries - Online Marketing - Retailing: Meaning, Significance.

**UNIT-V: MARKETING STRATEGY AND PLANNING:**

Corporate Strategy - Planning – Vision – Mission – Objectives - Business Strategic Planning - SWOT Analysis - Goal Formulation - Strategy Formulation - Program Formulation – Implementation - Feedback and Control - Marketing Process - Nature and Contents of a Marketing Plan.

**SUGGESTED READINGS:**

1. Principles of Marketing: Philip Kotler, PHI.
2. Marketing Management: Ramaswamy&Namakumari, Tata McGraw Hill
3. Marketing Planning and Strategy: Jain, Cengage learning.
4. Marketing Management: Gandhi IC, Tata McGraw Hill
5. Basic Marketing: Me Carthy EJ &. Others, Tata McGraw Hill
6. Marketing Channels: Rosenbloom, Cengage learning.
7. The Essence of Marketing: Majare, PHI
8. New Marketing Strategies: Ian Chasten, McGraw Hill
9. Marketing Management: RajanSaxena, Tata McGraw Hill
10. Marketing: Sharma etal.,Cengage Learning.

## Paper DSE 504 (b) : PROJECT AND RELATIONSHIP MANAGEMENT

*Objective: To understand the aspects required for the project and relationship management.*

### **UNIT I: INTRODUCTION TO STRATEGIC MANAGEMENT:**

Strategy and strategic management: definition - core area of strategic management - levels of strategy within organization - stages in the rational approach to strategy development; intended - strategy and structures; the concept of competitive advantage - generic competitive strategies competitive advantage - achieving sustainable competitive advantage.

### **UNIT II: ASSESSING THE GLOBAL ENVIRONMENT:**

Macro and micro environments - loNGPEST analysis and its derivatives – globalization - country and political risk factors - emerging markets - Porter Diamond and its use for assessing the competitive advantage of nations - porters five forces model and its use for analyzing the external environment; key concepts in competitive analysis - the role of competitor analysis - approaches to collecting competitor information - sources - types and quality of competitor data - analyzing and interpreting competitor data - the application of big data to competitor analysis.

### **UNIT III: HUMAN ASPECT OF THE ORGANIZATION:**

Leadership - including personality/ traits - style - contingency situation - transactional - distributive - leadership in different context; - different approaches to employee performance appraisals - the contribution of coaching and mentoring in enhancing individual and organizational performance - dismissal and redundancy - employer and employee responsibilities in managing the work - performance management and measurement frameworks - concept and importance of culture - level of culture - influence on culture - analysis organizational culture - the cultural web framework - models for categorizing culture - national cultures and managing in different cultures.

### **UNIT IV: MANAGING RELATIONSHIPS:**

Building effective and high performance teams- leading and managing teams - factors associated with effective team work - motivating team members - resolving problems and conflicts in teams - management of relationship between the finance functions and other parts of the organization - the importance of effective communication skills for the chartered Management Accountant- the importance of non-verbal communication and feedback- developing effective strategies for influence - the process of negotiation- the sources and causes of conflict in organization - the different forms and types of conflict strategies for managing conflict to Ensure working relationship are productive and effective.

### **UNIT V: MANAGING CHANGE THROUGH PROJECTS:**

Types of change-external and internal triggers for change- stage model of change management- principles of change management- problem identification as a precursor to change- reason for resistance to change- approaches to managing resistance to changes- definition of project attributes- time, cost and quality project objectives- time cost and quality project objectives- the purpose and activities associated with the key - stages in the project control- key tools for project management, including work breakdown schedule, Gantt Charts and Network analysis- managing project risk- PERT charts- scenario planning and buffering- the contribution of project management software - the lifecycle of project teams- leading and motivating project teams.

### **SUGGESTED READINGS:**

1. Strategic Management: concepts and cases, Fred.R.David, Prentice Hall, USA.
2. Projects planning, analysis, selection, financing, implementation and control, Prasanna Chandra, Tata McGraw Hill Education, New Delhi.
3. Human Resource Management, Fisher, Schoefeldt, Shaw, Biztantra, New Delhi.

**Paper DSE 504 (c) : INVESTMENT INSTRUMENTS**

*Objective: To ensure that students demonstrate their understanding in fundamentals of financial instruments available in the market including equity, debt, derivatives and alternative vehicles.*

**UNIT I: TYPES OF DEBT SECURITIES:**

Identification of issuers of debt securities - Description of features of debt securities - Description of seniority ranking of debt securities when default occurs - Description of types of bonds - Description of bonds with embedded provisions - Description of securitization and asset-backed securities

**UNIT II: VALUATION OF DEBT SECURITIES:**

Definition of current yield - Description of the discounted cash flow approach to valuing debt securities - Description of a bond's yield to maturity - Explanation of the relationship between a bond's price and its yield to maturity - Definition of a yield curve - Explanation of risks of investing in debt securities - Definition of a credit spread

**UNIT III: EQUITY SECURITIES:**

Description of features of equity securities - Description of types of equity securities - Comparison of risk and return of equity and debt securities - Description of approaches to valuing common shares - Description of company actions that affect the company's shares outstanding

**UNIT IV: DERIVATIVES:**

Definition of a derivative contract - Description of uses of derivative contracts - Description of key terms of derivative contracts - Description of forwards and futures - Distinguish between forwards and futures - Description of options and their uses - Definition of swaps and their uses

**UNIT V: ALTERNATIVE INVESTMENTS:**

Description of advantages and limitations of alternative investments - Description of private equity investments - Description of real estate investments - Description of commodity investments.

**SUGGESTED READING:**

1. Wiley CFA Level 1 Study Guide
2. CFA Institute Investment Foundations Study Material
3. Overview of Equity Securities by Ryan C. Fuhrmann, CFA and Asjeet S. Lamba, CFA
4. Equity Valuation: Concepts and Basic Tools by John J. Nagorniak, CFA and Stephen E. Wilcox, CFA
5. Fixed-Income Securities and Derivatives by Moorad Choudhry
6. Overview of Equity Securities by Ryan C. Fuhrmann, CFA and Asjeet S. Lamba, CFA
7. Fixed Income Analysis – Barbara S. Pettit and Jerald E. Pinto
8. Fixed Income Securities: Valuation, Risk, and Risk Management – Pietro Veronesi
9. Handbook of Alternative Assets – by Mark J.P. Anson
10. Derivative Markets and Instruments by Don M. Chance CFA
11. Alternative Investments Global Investments, Sixth Edition, by Bruno Solnik and Dennis McLeavey, CFA

## Paper PR : RESEARCH METHODOLOGY & PROJECT REPORT

*Objective: To introduce the basics of conducting research in social sciences.*

### UNIT-I: INTRODUCTION, MEASUREMENT AND HYPOTHESIS TESTING:

Meaning of Research-Steps involved- Identification of Problem- Steps involved in the selection of problem-Research Design-Meaning and Types- Measurement Levels/Scales - Scaling Techniques-Hypothesis-Meaning - Types – Testing Procedure.

### UNIT-II:PARAMETRIC AND NON PARAMETRIC TESTS AND RESEARCH REPORT:

Introduction - t-Test - F-Test - Chi Square Test - Anova (One Way Anova, Two Way Anova).concepts onlyContents of a Research Report.

### SUGGESTED READINGS:

1. Research Methodology: Himalaya Publications.
2. Methodology of Research in Social Sciences: Krishna Swamy,
3. Research Methodology: Kothari &Garg, New Age Publication
4. Research Methodology: Paneerselvam R, PHI
5. Research Methodology: Dr Vijay Upagade& Dr ArvindShende, S. Chand Publications
6. Research Methodology: Ranjit Kumar, Pearson Publication
7. Reading in Research Methodology in Commerce & Business Management: Achalpathi KV,
8. Research Methodology: Sashi.K Gupta, PraneethRangi, Kalyani Publishers.
9. Research Methodology: Ms.TuljaBhavani, SIA Publishers & Distributors Pvt. Ltd.

## GUIDELINES FOR PROJECT WORK

- 1) Project work is a part of the prescribed curriculum to B. Com students.
- 2) Project work is allotted to a group of 4 students.
- 3) During the IV semester, students are expected to undergo internship at a business firm/ Government Department /Software organization/Voluntary organization as per the guidance of teacher concerned.
- 4) Students should get a certificate from the organization.
- 5) At the end of Semester-VI, the project reports would be evaluated by the external examiner designated by the Controller of Examinations, from the panel submitted by the Board of Studies in Commerce. The Examiner would evaluate the project reports for a maximum of 35 marks and conduct Viva-Voce examination for 15 marks. The award lists duly signed would be sent the Controller of Examinations.
- 6) Examiners will examine the following in the project report: i) Survey/Analysis on the topic chosen; ii) Method of data collection; iii) Presentation: Style, Comprehensiveness, graphs, charts etc.; iv) Analysis and inference and implications of the study; v) Bibliography.
- 7) Students must ensure that they maintain **regular contact with their supervisor** and also that they provide the supervisor with drafts of their work at regular intervals.
- 8) Students are required to submit a project report on a topic related/connected with trade, industry & commerce. Project can be done by taking the information from the select organization focusing on areas like marketing, finance, human resource, operations, general management etc.

- 9) Project should be a practical, in-depth study of a problem, issue, opportunity, technique or procedure or some combination of these aspects of business. The Students are required to define an area of investigation, assemble relevant data, analyse the data, draw conclusions and make recommendations.

### ORGANISATION OF PROJECT REPORT

1) Project report should be presented in the following sequence:

- i) Title page; ii) Student's declaration; iii) Supervisor's certificate; iv) Internship certificate; v) Abstract; vi) Acknowledgements; vii) Table of contents; viii) List of tables; ix) List of figures; x) List of appendices.

2) Chapter Design should be as follows:

**Chapter-I: Introduction:** this chapter includes the research problem, need for study/significance of the project, objectives, methodology (hypotheses, statistical tools, data source, scope, sample, chapter design).

**Chapter-II: Company Profile:** this chapter should contain a brief historical retrospect about the entity of your study.

**Chapter-III: Data Analysis and interpretation:** this chapter should present the data analysis and inferences.

**Chapter-IV: Summary and Conclusions:** This Chapter should give an overview of the project, conclusions, implications, recommendations and scope for further research.

**Bibliography:** lists the books, articles, and websites that are referred and used for research on the topic of the specific project. Follow Harvard style of referencing.

**Appendices:** the data, used to prepare the tables for analysis, may not be feasible to incorporate as part of chapters, may given as appendices.

### TECHNICAL SPECIFICATIONS OF THE PROJECT

- 1) Project should be typed on **A4 white paper**, and be **1.5 spaced**.
- 2) All pages should be **numbered**, and numbers should be placed at the centre of the bottom of the page.
- 3) **All tables, figures and appendices** should be consecutively numbered or lettered, and suitably labeled.
- 4) **3 bound copies&a soft-copy** should be handed in to the **principal/director of your college/institute** at the time of submission.
- 5) **bibliography and referencing: Referencing** is necessary to avoid plagiarism, to verify quotations and to enable readers to follow-up and read more fully the cited author's arguments. Reference is given within the text of the project as well as at the end of the project. The basic difference between citation and a reference list (bibliography) is that the latter contains full details of all the in-text citations.
  - **Citation** provides brief details of the author and date of publication for referencing the work in the body of the text.
  - **Reference list** is given at the end of the text and is a list of all references used with additional details provided to help identify each source.

Proper referencing is as crucial aspect of your project. You are therefore strongly advised to talk to your supervisor about this, in order to make sure that your project report follows the appropriate referencing system.

**Paper DSE 601 (a) : COST CONTROL AND MANAGEMENT ACCOUNTING**

**Objective:** To be acquaint with Cost Control techniques, Managerial Accounting decision-making techniques and reporting methods.

**UNIT-I: INTRODUCTION TO MANAGEMENT ACCOUNTING & MARGINAL COSTING:**

Meaning and Importance of Management Accounting – Marginal Cost Equation – Difference between Marginal Costing and Absorption Costing – Application of Marginal Costing – CVP Analysis – Break Even Analysis: Meaning – Assumptions – Importance - Limitations. Marginal Costing for Decision Making-Make or Buy – Add or Drop Products – Sell or Process Further – Operate or Shut-down – Special Order Pricing – Replace or Retain.

**UNIT-II: BUDGETARY CONTROL AND STANDARD COSTING:**

Budget: Meaning – Objectives – Advantages and Limitations – Essentials of Budgets - Budgetary Control - Classification of Budgets - Preparation of Fixed and Flexible Budgets. Standard Costing: Meaning – Importance – Standard Costing and Historical Costing - Steps involved in Standard Costing. Variance Analysis: Material variance - Labour variance - Overhead variance .

**UNIT-III: TECHNIQUES OF FINANCIAL STATEMENT ANALYSIS:**

Meaning – Objectives - Techniques: Comparative Statement, Common Size Statement, Trend Analysis. Ratios- Meaning , Objectives and Classification—Computation of Activity, Liquidity, Solvency and Profitability Ratios.

**UNIT-IV: FUNDS FLOW ANALYSIS:**

Concept of Funds – Meaning and Importance – Limitations – Statement of Changes in Working Capital – Statement of Sources and Application of Funds.

**UNIT-V: CASH FLOW ANALYSIS (AS-3):**

Meaning – Importance – Differences between Funds Flow and Cash Flow Statements – Procedure for preparation of Cash Flow Statement.

**SUGGESTED READINGS:**

1. Management Accounting- Principles & Practice: Sharma RK & Shashi K. Gupta, Kalyani
2. Advanced Managerial Accounting: Srihari Krishna Rao, Himalaya
3. Advanced Managerial Accounting: Dr. Sundaram, PBP
3. Advanced Management Accounting: Robert S. Kaplan & Anthony A. Atkinson, Prentice-Hall
4. Management Accounting: Rustagi R.P, Galgotia
5. Managerial Accounting: Ronald W. Hilton, TMH



**Paper DSE 601 (b) : FINANCIAL CONTROL**

*Objective: To make students to understand the Financial Control.*

**UNIT I: EXTERNAL FINANCIAL REPORTING DECISIONS (AS PER US GAAP & IFRS):**

Financial Statements: Balance sheet - Income statement - Statement of Comprehensive Income - Statement of changes in equity - Statement of cash flows - Integrated reporting

**UNIT II: RECOGNITION, MEASUREMENT, VALUATION, AND DISCLOSURE (AS PER US GAAP & IFRS) :**

Assets, Liabilities & Equity: Asset valuation - Valuation of liabilities - Equity transactions - Income: Revenue recognition - Income measurement - Major differences between U.S. GAAP and IFRS

**UNIT III: COST MANAGEMENT:**

Measurement concepts: Cost behavior and cost objects - Actual and normal costs - Standard costs - Absorption (full) costing - Variable (direct) costing - Joint and by-product costing - Costing Systems: Joint and by-product costing - Job order costing - Process costing - Activity-based costing - Life-cycle costing -Overhead costs: Fixed and variable overhead expenses - Plant-wide versus departmental overhead -Determination of allocation base - Allocation of service department costs

**UNIT IV: SUPPLY CHAIN MANAGEMENT AND BUSINESS PROCESS IMPROVEMENT:**

Supply chain management: Lean resource management techniques - Enterprise resource planning (ERP) - Theory of constraints - Capacity management and analysis - Business Process Improvement: Value chain analysis - Value-added concepts - Process analysis, redesign, and standardization - Activity-based management - Continuous improvement concepts - Best practice analysis - Cost of quality analysis - Efficient accounting processes

**UNIT V: INTERNAL CONTROLS:**

Governance, Risk & Compliance: Internal control structure and management philosophy - Internal control policies for safeguarding and assurance - Internal control risk - Corporate governance - External audit requirements - System Controls & Security Measures: General accounting system controls - Application and transactioncontrols - Network controls - Backup controls - Business continuity planning

**SUGGESTED READINGS:**

1. Wiley CMAexcel Learning System, Part 1: Planning, Performance & Analytics
2. Intermediate Accounting, 17th edition; Kieso, Donald E., Weygandt, Jerry J., and Warfield, Terry D.; Wiley
3. Intermediate Accounting, 11th edition; Nikolai, Loren A., Bazley John D., and Jones, Jefferson P., South-Western Cengage Learning
4. Cost Management: A Strategic Emphasis, 6th edition; Blocher, Edward, J., Stout, David E., Juras, Paul E., and Cokins, Gary; McGraw Hill
5. Horngreen's Cost Accounting: A Managerial Emphasis, 16th edition; Charles T., Datar, Srikant, and Rajan, Madhav; Pearson
6. Management Accounting: An Integrative Approach; McNair-Connolly, C.J., Merchant, Kenneth A.; IMA

**Paper DSE 601(c) : INTERNATIONAL FINANCIAL REPORTING - II**

*Objective: To make students to understand the International Financial Reporting.*

**UNIT I: PENSIONS & POST-EMPLOYMENT BENEFITS (AS PER US GAAP & IFRS):**

Defined contribution pension plans - Defined benefit pension plans: Pension obligations - Pension plan assets - Net pension expense - Other Post-retirement benefits

**UNIT II: INCOME TAXES (AS PER US GAAP & IFRS):**

Income tax expense: Current income tax expense - Deferred income tax expense - Deferred taxes on balance sheet: Deferred tax assets - Deferred tax liabilities - Specific accounting - considerations: Net Operating Losses (NOL) - Investee's undistributed dividends

**UNIT III: EQUITY (AS PER US GAAP & IFRS):**

Equity accounts: Common Stock - Preferred Stock - Additional Paid-In Capital - Retained Earnings - Accumulated Other Comprehensive Income - Treasury Stock - Specific accounting considerations: Share-based Payments to Employees - Equity Securities Classified as Debt Presentation of Equity: On Balance sheet - On Statement of Changes in Equity - Earnings per Share (EPS): Basic EPS - Diluted EPS

**UNIT IV: SELECT TRANSACTIONS (AS PER US GAAP & IFRS):**

Business Combinations and Consolidations: Acquisitions - Non-controlling Interest - Intercompany Transactions - Variable Interest Entities (VIE) - Foreign currency: Remeasurement- Translation

**UNIT V: NOT-FOR-PROFIT AND GOVERNMENTAL ACCOUNTING AND REPORTING (AS PER US GAAP):**

Not-for-Profit (NFP) Entities: NFP Financial Statements - Contribution Revenue - Specific Accounting Considerations - Colleges and Universities - Voluntary Health and Welfare Organizations - Health Care Organizations - Governmental Entities: Fund types (Governmental funds, Proprietary funds, Fiduciary funds) - Modified Accrual Accounting - Inter-fund transactions - Government Financial Reporting

**SUGGESTED READINGS:**

1. Miles CPA Review Concept Book: Financial Accounting & Reporting, Miles Education
2. Wiley CPA Excel Exam Review Course Study Guide: Financial Accounting and Reporting, Wiley
3. IFRS & US GAAP Best Practices in Accounting World: GAAP Analysis, Rajesh Dhawan
4. Transparency in Financial Reporting: A concise comparison of IFRS and US GAAP 1st Edition, Ruth Ann McEwen, Harriman House Ltd.
5. IFRS and US GAAP: A Comprehensive Comparison, Steven E. Shamrock, Wiley
6. Wiley GAAP: Interpretation and Application of Generally Accepted Principles, Barry J. Epstein and Ralph Nach, Wiley
7. IFRS Simplified with Practical Illustration Part 1 & 2, Mr RammohanBhave and Dr Mrs Anjali RammohanBhave, CNBC TV 18

**Paper DSE 602(a) : THEORY AND PRACTICE OF GST**

**Objective:** to equip the students with the knowledge regarding Theory and Practice of GST.

**UNIT I: INTRODUCTION TO GST:**

Introduction – GST - Taxes Subsumed under GST -Determination of Tax - Registration -Process of Registration - Cancellation and renovation of registration - Supply of Goods and Services - Transition to GST - Registered Business -Availed Input Tax Credit -Unavailed CENVAT credit and Input VAT on capital goods-Availing the input credit held in closing stock -Invoicing -Tax Invoice -Bill of Supply - Credit Note, Debit Note and Supplementary Invoice-Transportation of goods without issue of Invoice - Input Credit Mechanism - Input Tax - GST Returns - Payment of Tax.

**UNIT II: GETTING STARTED WITH GST:**

Introduction - Enabling GST and Defining Tax Details-Transferring Input Tax credit to GST -Intrastate Supply of Goods-Intrastate Inward Supply -Intrastate Outward Supply -Interstate -Interstate Outward Supply - Return of Goods -Purchase Returns -Sales Returns -Supplies Inclusive of Tax -Defining Tax Rates at Master and Transaction Levels - Defining GST Rates at Stock Group Level-Defining GST Rate at Transaction Level -Hierarchy of Applying Tax Rate Details –Reports.

**UNIT III: RECORDING ADVANCED ENTRIES, GST ADJUSTMENT AND RETURN FILING:**

Introduction -Accounting of GST Transactions -Purchases from Composition Dealer -Purchases from Unregistered Dealers-Exports -Imports -Exempted Goods -SEZ Sales -Advance Receipts and payments - Mixed Supply and Composite Supply under GST -Mixed Supply of Goods -Composite Supply of Goods -GST Reports - Generating GSTR- Report in ERP -Input Tax Credit Set Off -GST Tax Payment -Time line for payment of GST tax -Modes of Payment -Challan Reconciliation -Exporting GSTR- return and uploading in GST portal.

**UNIT IV: GETTING STARTED WITH GST (SERVICES):**

Introduction -Determination of supply of services -Determining the Place of Supply of Services -Enabling GST and Defining Tax Details-Transferring Input Tax credit to GST -Intrastate Supply of Goods - Intrastate Inward Supply-Intrastate Outward Supply -Interstate Supply -Interstate Outward Supply - Interstate Inward Supply -Interstate Outward Supply of Services -Cancellation of Services -Cancellation of Inward Supplies -Cancellation of Outward Supply of Services -Defining Tax Rates at Master and Transaction Levels.

**UNIT V: RECORDING ADVANCED ENTRIES AND MIGRATION TO ERP:**

Introduction - Accounting Multiple Services in a Single Supply - Recording Partial Payment to Suppliers -Outward Supplies - Recording Outward Supply with Additional Expenses - Supply of services -Business to consumers - Time of Supply of Services - Place of Supply of Services - Determining place of supply of services - Exempt Supply of Services under GST -Export Supply of Services - Reverse Charge on Services under GST - Advance Receipts from Customers under GST - Advance Receipt and issuing Invoice on same month -Advance Receipt and issuing Invoice on different month - Reversal of GST on account of cancellation of advance receipt - Generating GSTR- Report in ERP - Input Tax Credit Set Off - Migration to ERP - Activate Goods and Services Tax (GST) in ERP - Set up GST rates - Update Masters - Update party GSTIN/UIN - Creation of GST Duty ledgers.

**SUGGESTED READINGS:**

1. Taxmann's Basics of GST
2. Taxmann's GST: A practical Approach
3. Theory & Practice of GST, Srivathsala, HPH
4. Theory & Practice of GST: Dr. Ravi M.N, PBP.
5. Theory and Practice of GST: Prof. A. Sudhakar, Dr. O. Bhavani& Dr. N. Moses, National Publishing Co.

**Paper DSE 602(b) : FINANCIAL DECISION MAKING - II**

*Objective: To make students to understand the Financial Decision making.*

**UNIT I: DECISION ANALYSIS:**

Cost/volume/profit analysis: Breakeven analysis - Profit performance and alternative operating levels - Analysis of multiple products - Marginal Analysis: Sunk costs, opportunity costs and other related concepts - Marginal costs and marginal revenue - Special orders and pricing - Make versus buy - Sell or process further - Add or drop a segment - Capacity considerations

**UNIT II: PRICING:**

Pricing decisions: Pricing methodologies - Target costing - Elasticity of demand - Product life cycle considerations - Marketstructure considerations

**UNIT III: RISK MANAGEMENT:**

Enterprise Risk: Types of risk - Risk identification and assessment - Risk mitigation strategies - Managing risk

**UNIT IV: INVESTMENT DECISIONS:**

Capital budgeting process: Stages of capital budgeting - Incremental cash flows - Income tax considerations - Evaluating uncertainty - Capital investment method analysis: Net present value - Internal rate of return - Payback - Comparison of investment analysis methods

**UNIT V: PROFESSIONAL ETHICS:**

Business ethics: Moral philosophies and values - Ethical decision making - Ethical considerations for management accounting and financial management professionals: IMA's Statement of Ethical Professional Practice - Fraud triangle - Evaluation and resolution of ethical issues - Ethical considerations for the organization: Organizational factors and ethical culture - IMA's Statement on Management Accounting, "Values and Ethics: From Inception to Practice" - Ethical leadership - Legal compliance - Responsibility for ethical conduct - Sustainability and social responsibility.

**SUGGESTED READINGS:**

1. Wiley CMAexcel Learning System, Part 2: Strategic Financial Management
2. Cost Management: A Strategic Emphasis, 6th edition; Blocher, Edward, J., Stout, David E., Juras, Paul E., and Cokins, Gary; McGraw Hill
3. Horngreen's Cost Accounting: A Managerial Emphasis, 16th edition; Charles T., Datar, Srikant, and Rajan, Madhav; Pearson
4. Principles of Corporate Finance, 11th edition; Brealey, Richard, A., Myers, Stewart C., and Allen, Franklin; McGraw Hill
5. Fundamentals of Financial Management, 13th edition; Van Horn, James, C., and Wachowicz, John M. Jr.; FT / Prentice Hall
6. Enterprise Risk Management - Integrated Framework; COSO, The Committee of Sponsoring Organizations of the Treadway Commission, 2017

**Paper DSE 602 (c) : INTERNATIONAL AUDITING**

*Objective: To make students to understand the International Auditing.*

**UNIT I: ETHICS, PROFESSIONAL RESPONSIBILITIES AND GENERAL AUDITING****PRINCIPLES:**

Introduction to Auditing: Generally Accepted Auditing Standards (GAAS) - International Standards of Auditing (ISA) - Ethics, independence and professional conduct: AICPA Code of Professional Conduct - Sarbanes-Oxley Act (SOX), 2002 - Public Company Accounting Oversight Board (PCAOB) - Securities & Exchange Commission (SEC) - International Standards - Engagement Understanding and Acceptance: Pre-Engagement Acceptance Activities - Engagement Letter - Auditor's communication with those charged with governance

Quality Control: Statements on Quality Control Standards (SQCS) - Elements of a System of Quality control

**UNIT II: ASSESSING AUDIT RISK AND DEVELOPING A PLANNED RESPONSE:**

Audit Risk: Inherent Risk - Control Risk - Detection Risk - Fraud Risk: Fraudulent financial reporting - Misappropriation of assets - Fraud risk factors - Auditor's consideration of fraud

Planning the Audit: Audit Strategy - Audit Plan - Internal Controls: Auditor's Consideration of Internal Control - Operating Cycles - Internal Control Reports and Communications

**UNIT III: PERFORMING FURTHER PROCEDURES AND OBTAINING AUDIT EVIDENCE:**

Audit Evidence: Management's Assertions - Sufficient & Appropriate Audit Evidence - Audit Evidence determined by Risk of Material Misstatement (RMM) - Substantive Procedures: Revenue cycle - Expenditure cycle - Production cycle - Payroll cycle - Investing cycle - Financing cycle - Opening Balances - Illegal Acts - Related Parties - Contingencies - Estimates & Fair Value Measurements - Subsequent Events - Omitted Procedures & Subsequent Discovery of Facts - Using the Work of Others - Evaluating Audit Findings - Audit Documentation - Management Representation Letter - Audit Sampling: Sampling Risks - Attributes Sampling - Classical Variables Sampling - Probability Proportional to Size (PPS) Sampling

**UNIT IV: AUDIT REPORTING:**

Audit Reports: Unmodified opinion - Unmodified Opinion with Emphasis-of-matter and/or Other-matter paragraph - Qualified Opinion - Adverse Opinion - Disclaimer of Opinion - Audit Reporting Considerations: Audit of Comparative financial statements - Supplementary Information - Audit of Group financial statements - Audit of Single financial statements & Specific financial statement elements, accounts or items - Audit of Special Purpose financial statements - Audit of financial statements prepared using financial reporting framework of another country

**UNIT V: OTHER ENGAGEMENTS:**

Accounting & Review Services: Preparation of financial statements - Compilation engagement - Review engagement - Attestation Engagements: Examination - Review - Agreed-upon Procedures - Governmental Auditing: Governmental Auditing Standards - Single Audit Act

**SUGGESTED READINGS:**

1. Miles CPA Review Concept Book: Auditing and Attestation, Miles Education
2. Wiley CPA Excel Exam Review Course Study Guide: Auditing and Attestation, Wiley
3. Wiley Practitioner's Guide to GAAS: Covering all SAS, SSAE's , SSARS, PCAOB, Auditing Standards, and Interpretations, Joanne M. Flood, Wiley
4. Auditing: A Risk Based-Approach to Conducting a Quality Audit, Karla M Johnstone, Audrey A. Gramling and Larry E. Rittenberg, Cengage Learning
5. Principles of Auditing & Other Assurance Services, Ray Whittington and Kurt Pany, McGraw Hill

6. Auditing & Assurance Services: A Systematic Approach, William F Messier Jr, Steven M. Glover and Douglas F. Prawitt, McGraw Hill.

**Paper DSE 603(a) : ACCOUNTING STANDARDS**

*Objectives: To make the students acquire the knowledge and application of Indian Accounting Standards.*

**UNIT-I: INTRODUCTON:**

Introduction to Accounting – Concept of Accounting Theory – Role of accounting theory - Classification of Accounting Theory – Deductive and inductive approach in theory formulation – - Accounting Principles: Concepts and Conventions - Accounting standard: Concept – Evolution. (Theory only)

**UNIT-II: STANDARDS RELATING TO FINANCIAL REPORTING & DISCLOSURE:**

Ind AS-101: First time adoption of Indian Accounting Standards – Ind AS-1: Presentation of Financial Statements - Ind AS-7: Cash Flow Statements (Including problems) – Ind AS-8: Accounting Policies, Changes in Accounting Estimates and Errors – Ind AS-10: Events after the Balance Sheet Date -- Ind AS-24: Related Party Disclosures – Ind AS- 34: Interim Financial Reporting - Ind AS-105: Non-current assets held for sale and discontinued operations – Ind AS-108: Operating Segments.

**UNIT-III: STANDARDS PROVIDING GUIDANCE ON FINANCIAL STATEMENT ITEMS:**

Ind AS-2: Inventories (Including simple problems) -- Ind AS-11: Construction contracts (Including simple problems) - Ind AS-12: Income taxes – Ind AS-16: Property, Plant and Equipment – Ind AS-17: Leases (Including simple problems) - Ind AS-18: Revenue – Ind AS-20: Accounting for Government Grants and Disclosure of Government Assistance – Ind AS-23: Borrowing Costs – Ind AS-38: Intangible Assets.

**UNIT-IV: STANDARDS RELATING TO BUSINESS ACQUISITIONS AND CONSOLIDATIONS:**

Ind AS-28: Investments in Associate and Joint Ventures - Ind AS-103: Business Combinations – Ind AS-110: Consolidated Financial Statements – Ind AS-111: Joint Arrangements – Ind AS-112: Disclosure of interest in other entities

**UNIT-V: FINANCIAL REPORTING:**

Financial reporting – Concept — Development in Financial reporting objectives: True blood Report (USA) – The Corporate Report (UK) – Stamp Report (Canada) - Objectives of Financial Reporting – Qualities of Financial Reporting - Recent trends in Corporate Reporting in India. (Theory only)

**SUGGESTED READINGS:**

1. Rawat D.S. “Ind ASs Converged IFRS” Taxmann Allied Services Private Limited.
2. Accounting Theory and Practice: Jawaharlal, Himalaya Publishing Company
3. Accounting Standards: Rawat D.S, Taxmann Allied Services Private Limited
4. IFRS Concepts and Applications: Kamal Garg, Bharat Law House Pvt. Limited
5. Accounting Theory: Porwal L.S, TataMcGraw-Hill Publishing Company
6. Accounting Theory & Management Accounting: Jain S.P. &Narang K.L, Kalyani

7. Accounting Standards and Corporate Accounting Practices: Ghosh T.P, Taxman

### Paper DSE 603(b) : CORPORATE GOVERNANCE

**Objective:** *To acquaint the student with the finer nuances of Corporate Governance.*

**UNIT - 1: CORPORATE GOVERNANCE:** Evolution and Significance: Corporate Governance: Meaning – Definition - Evolution – Historical Perspective of Corporate Governance – Nature and Scope of Corporate Governance – Need for Corporate Governance – Essentials of Corporate Governance – Objectives of Corporate Governance - Benefits and Limitations of Corporate Governance - Structure – Theories.

**UNIT – II: CORPORATE GOVERNANCE COMMITTEES AND MODELS:**

CG Committees: Cadbury Committee, Greenbury Committee, Hampel Committee, Sarbanes-Oxley Act, 2002, Blue Ribbon Committee, King Committee, Kumara Mangalam Birla Committee, Narayana Murthy Committee, CII Task Force Committee – CG Models : Anglo-American, German, Japanese and Indian Model.

**UNIT - III: CORPORATE GOVERNANCE AND SOCIAL RESPONSIBILITY:**

Corporate Social Reporting – Meaning – Types of CSR - Role of CSR towards Society – Employees, Government, Stakeholders and Consumers – Nature of CSR – CSR Principles and Strategies - Models – Best Practices of CSR - CSR: Indian Perspective – Sachar Committee Report.

**UNIT - IV: ACCOUNTABILITY IN CORPORATE GOVERNANCE:**

Definition – Importance - Accounts and Financial Reporting - Stakeholders Influence - Social Responsibility and Accountability - Reflection of Stakeholder’s Accountability in Legislation, Guidance on Stakeholders and Shareholders Interest. Role of Top Management in Corporate Governance. Role of Auditors in Corporate. Role of Shareholders & Other Stakeholders in Corporate Governance.

**UNIT – V: ISSUES IN CORPORATE GOVERNANCE :**

Role of Promoters - Nominee Directors - Mismanagement – Corporate Frauds - Negligent Role of Auditors – Banks- Supervision and Control of Stock Exchanges – Whistle Blowing Policy - RBI – Ministry of Corporate Affairs – Towards Building Ethical and Sustainable Organization.

**SUGGESTED READINGS:**

1. Business Ethics and Corporate Governance, (2017) Prof. K. ViyyannaRao, Dr. G. Nagaraju I.K., International Publishing House Pvt. Ltd,
2. Corporate Governance, (2014), BholanathDutta and S.K. Podder - Vision Book house,
3. Business Ethics, (2005) 2ND Edition, R.V. Badi N.V. Badi, Vrinda Publication pvt Ltd
4. Business Ethics An Indian Perspective, 2015, A. C. Fernando - Pearson
5. Business Ethics and Corporate Governance, Reprint 2013, C.S.V. Murthy – Himalaya Publication
6. Corporate Governance, (2004) H.R. Machiraju, Himalaya Publication House
7. Business Ethics -Text & Cases 2010, C.S.V. Murthy – Himalaya Publication
8. Business Ethics – Dr. Muninarayanappa, Prof. Manjula, Prof. V. Tamil Selvan, Prof. Raghavendra K.S.- Takur Publishers, 2015, Bangalore
9. A Study in Business Ethics, Reprint (2008) RituParna Raj, Himalaya Publishing house
10. Ethics in Business and Management Concepts (Western and Indian) & Cases (National & International), R. P. Banerjee, Himalaya Publishing House.

11. Corporate Governance (with Case Studies), DayanandAchrekar, Surendra Publications, New Delhi.
12. Corporate Governance, Robert A G Monks, Wiley India Pvt. Ltd.

## Paper DSE 603(c) : INVESTMENT INDUSTRY - II

**Objective:** To make students to understand the Investment Industry.

### **UNIT I: STRUCTURE OF INVESTMENT INDUSTRY:**

Description of needs served by the investment industry - Description of financial planning – Services - Description of investment management services - Description of investment information services - Description of trading services - Comparison of the roles of brokers and dealers - Distinguish between buy-side and sell-side firms in the investment industry - Distinguish between front-, middle-, and back-office functions in the investment industry- Identification of positions and responsibilities within firms in the investment industry

### **UNIT II: INVESTMENT VEHICLES:**

Comparison of direct and indirect investing in securities and assets - Distinguish between pooled investments, including open-end mutual funds, closed-end funds, and exchange-traded funds  
Description of security market indices including their construction and valuation, and identify types of indices - Description of index funds, including their purposes and construction - Description of hedge funds - Description of funds of funds - Description of managed accounts  
Description of tax-advantaged accounts and describe the use of taxable accounts to manage tax liabilities

### **UNIT III: FUNCTIONING OF FINANCIAL MARKETS:**

Distinguish between primary and secondary markets - Explanation of the role of investment banks in helping issuers raise capital - Description of primary market transactions, including public offerings, private placements, and right issues - Explanation of the roles of trading venues, including exchanges and alternative trading venues - Identification of characteristics of quote-driven, order-driven, and brokered markets - Comparison of long, short, and leveraged positions in terms of risk and potential return - Description of order instructions and types of orders - Description of clearing and settlement of trades - Identification of types of transaction costs - Description of market efficiency in terms of operations, information, and allocation

### **UNIT IV: INVESTORS AND THEIR NEEDS:**

Description of the importance of identifying investor needs to the investment process - Identification, description and comparison of types of individual and institutional investors - Comparison of defined benefit pension plans and defined contribution pension plans - Explanation of factors that affect investor needs - Description of the rationale for and structure of investment policy statements in serving client needs.

### **UNIT V: INVESTMENT MANAGEMENT**

Description of systematic risk and specific risk - Description of how diversification affects the risk of a portfolio - Description of how portfolios are constructed to address client investment objectives and constraints - Description of strategic and tactical asset allocation - Comparison of passive and active investment management - Explanation of factors necessary for successful active management - Description of how active managers attempt to identify and capture market inefficiencies.

### **SUGGESTED READINGS:**

- 1)Wiley CFA Level 1 Study Guide 2)CFA Institute Investment Foundations Study Material 3)The Intelligent Asset Allocator: How to build your portfolio to maximize returns and minimize risk – by William J., Bernstein 4) Equity Valuation: Concepts and Basic Tools by John J. Nagorniak, CFA and Stephen E. Wilcox, CFA 5)Investing in Commodities Global Perspectives on Investment Management: Learning from the Leaders, edited by Rodney N. Sullivan, CFA, Ronald G. Layard-Liesching.



**Paper DSE 604 (a) : INTERNATIONAL FINANCE**

**Objective:** To familiarize with Concepts in International Finance and Exchange Rate Mechanism.

**UNIT-I: INTRODUCTION:**

International Finance: Meaning – Nature - Scope – Importance – Features - Goals - IFM and Domestic Financial Management – Role of International Financial Manager in Multinational Corporations - Relationship between IFM and Other Management Areas – International Financial Environment (Theory).

**UNIT-II: INTERNATIONAL MONETARY SYSTEM:**

Specie Commodity Standard – Gold Standard – Bretton Woods System of Exchange Rates – Exchange Rate Regime since 1973 – International Liquidity – IMF Solution for Financial Crisis (Theory).

**UNIT-III: FOREIGN EXCHANGE MARKET:**

Distinctive Features – Major Participants – Spot Market – Features – Currency Arbitrage in Spot Market – Speculation in Spot Market – Forward Market – Features – Arbitrage in Forward Market – Forward Market Hedging – Speculation in Forward Market – Swapping of Forward Contracts (Simple Problems).

**UNIT-IV: EXCHANGE RATE MECHANISM:**

Exchange Rate Quotations – Nominal, Real and Effective Exchange Rates – Determination of Exchange Rate in the Spot Market – Factors – Exchange Rate Determination in Forward Market (Simple Problems).

**UNIT-V: INTERNATIONAL FLOW OF FUNDS:**

Balance of Payment – Methods of Compilation of Statistics of Balance of Payments – Current Account – Capital Account – Uses of Balance of Payments (Simple Problems).

**SUGGESTED READINGS:**

1. Fundamentals of International Financial Management: S. Kevin, PHI
  2. International Financial Management (Text and Cases): V.K. Bhalla, S. Chand & Company.
  3. International Financial Management: VyuptakeshSharan, PHI Learning Private Limited
  4. Global Financial Management: Joseph Anbarasu, Ane Books PVT. Limited
  5. International Financial Management: O.P. Agarwal, Himalaya Publishing House,
  6. International Finance: ParulKhanna and RubeenaBajwa, Kalyani Publishers,
  7. International Financial Management: P.G. Apte, McGraw-Hill Education.
- International Financial Management: P.K. Jain, Mac-Million.

**Paper DSE 604 (b) : BUSINESS APPLICATIONS OF EMERGING TECHNOLOGIES**

*Objective: To make students to understand the Business applications of emerging technologies.*

**UNIT I: FINANCE TRANSFORMATION:**

Future of finance - Disruption in the business environment - The need to be agile in today's business environment - The role of technology as a disruptive force in a business's Finance function - Opportunities to add value, based on new business models, including the finance value chain and the CGMA Competency Framework - New skills and competencies required to enable the finance professional to add value to their organizations

**UNIT II: ROBOTIC PROCESS AUTOMATION (RPA):**

What RPA is and the business value of RPA - RPA applications and use cases that make the most sense - Decision criteria and steps needed to build a business case - Considerations, risks, and challenges to implementing RPA - Governance and controls considerations for a digital workforce - Accounting, finance, and organizational impact of RPA - Future of RPA and automation trends, with a focus on intelligent process automation (IPA)

**UNIT III: ARTIFICIAL INTELLIGENCE (AI):**

Differences between AI, Machine Learning (ML) and Deep Learning (DL) - Benefits of Artificial Intelligence - AI applications and capabilities and how it drives a competitive advantage - Industry drivers and real-world examples of AI - Focuses on the importance of a data-driven AI strategy - What is an AI strategy for the enterprise? - Considerations for an AI strategy

**UNIT IV: CYBERSECURITY:**

Cybersecurity terminology and digital transformation - Attacks and the security mindset - Data breaches and privacy - Cybersecurity frameworks including NIST CSF - Elements of a cybersecurity risk management program - Benefits of investing in cybersecurity - Options for cybersecurity service offerings

**UNIT V: BLOCKCHAIN:**

History of blockchain and bitcoin - Bitcoin and blockchain characteristics - Push vs pull paradigm - Core components of blockchain technology - Custody, responsibility and control continuum - Permissioned vs permissionless Blockchain.

**SUGGESTED READINGS:**

1. Finance Transformation – Manage Disruption; AICPA
2. Robotic Process Automation Fundamentals for Finance and Accounting Professionals; Edward Brooks, Steve Palomino, Miklos Vasarhelyi, Andrea Rozario, Abigail Zhang; AICPA
3. Artificial Intelligence for Accounting and Finance Professionals; AICPA
4. AI and Analytics, Accelerating Business Decisions; Sameer Dhanrajani; Wiley
5. Cybersecurity Fundamentals for Finance and Accounting Professionals; Christopher J. Romeo; AICPA
6. Blockchain Fundamentals for Accounting and Finance Professionals; Kirk Phillips; AICPA.

**Paper DSE 604 (c) : INVESTMENT INDUSTRY CONTROLS**

**Objective:** To make students to understand the Investment Industry Control.

**UNIT I: RISK MANAGEMENT OVERVIEW:**

Definition of risk and identify types of risk - Definition of risk management -Description of risk management process - Description of risk management functions - Description of benefits and costs of risk management

**UNIT II: TYPES OF RISK MANAGEMENT:**

Definition of operational risk and explain how it is managed - Definition of compliance risk and explain how it is managed - Definition of investment risk and explain how it is managed - Definition of value at risk and describe its advantages and weaknesses

**UNIT III: PERFORMANCE EVALUATION – I:**

Description of a performance evaluation process - Description of measures of return, including holding-period returns and time-weighted rates of return - Comparison of use of arithmetic and geometric mean rates of returns in performance evaluation - Description of measures of risk, including standard deviation and downside deviation - Description of reward-to-risk ratios, including the Sharpe and Treynor ratios

**UNIT IV: PERFORMANCE EVALUATION – II:**

Description of uses of benchmarks and explain the selection of a benchmark - Explanation of measures of relative performance, including tracking error and the information ratio - Explanation of the concept of alpha - Explanation of uses of performance attribution

**UNIT V: INVESTMENT INDUSTRY DOCUMENTATION:**

Definition of a document - Description of objectives of documentation - Description of document classification systems - Description of types of internal documentation - Description of types of external documentation - Description of document management.

**SUGGESTED READING:**

1. Wiley CFA Level 1 Study Guide
2. CFA Institute Investment Foundations Study Material
3. Portfolio Management: An Overview by Robert M. Conroy, CFA and Alistair Byrne, CFA
4. Portfolio Risk and Return by Vijay Singal, CFA
5. Basics of Portfolio Planning and Construction by Alistair Byrne, CFA and Frank E. Smudde, CFA
6. Portfolio Analysis and Management by V.K.Bhalla
7. Security Analysis and Portfolio Management by RajminderKaur&Subhash G. Deo (Neeraj Publications).