

SIES COLLEGE OF COMMERCE & ECONOMICS
AUTONOMOUS
FYB.COM (ACCOUNTING AND FINANCE)

SCHEME OF MODULES

SEMESTER I			
Serial No	Course code	Credits	Course Name
1			ELECTIVE COURSES (EC)
1.1	BAFS101	03	Financial Accounting I
1.2	BAFS102	03	Cost Accounting I
1.3	BAFS103	03	Financial Management I
2			ABILITY ENHANCEMENT COURSES (AEC)
2A			ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)
2.1	BAFS104	03	Business Communication I
2B			SKILL ENHANCEMENT COURSES (SEC)
2.2	BAFS105	02	Foundation Course I
3			CORE COURSES (CC)
3.1	BAFS106	03	Commerce I (Business Environment)
3.2	BAFS107	03	Business Economics I
TOTAL CREDITS		20	

SEMESTER II			
Serial No	Course code	Credits	Course Name
1			ELECTIVE COURSES (EC)
1.1	BAFS201	03	Financial Accounting II
1.2	BAFS202	03	Auditing I
1.3	BAFS203	03	Innovative Financial Services
2			ABILITY ENHANCEMENT COURSES (AEC)
2A			ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)
2.1	BAFS204	03	Business Communication II
2B			SKILL ENHANCEMENT COURSES (SEC)
2.2	BAFS205	02	Foundation Course II
3			CORE COURSES (CC)
3.1	BAFS206	03	Business Law I
3.2	BAFS207	03	Business Mathematics
TOTAL CREDITS		20	

SEMESTER 1

Serial No	Course code	Credits	Course Name
1			ELECTIVE COURSES (EC)
1.1	BAFS101	03	Financial Accounting – I

SYLLABUS

Sr.No.	Modules	Number of lectures
1	<p>Module 1 Accounting Standards issued by ICAI and Inventory valuation:</p> <ul style="list-style-type: none"> • Accounting Standards – Concepts, Benefits, procedures for issue of Accounting Standards • AS 1 – Disclosure of accounting policies – Purpose, areas of policies, disclosure of policies, disclosure of change in policies, illustrations 	15
	<ul style="list-style-type: none"> • AS 2 – Valuation of inventories – Meaning, Definition, Applicability, Measurement of inventory, disclosure in final accounts, explanation with illustrations • AS 9 – Revenue recognition – Meaning and Scope, transaction excluded, sale of goods, rendering of services, effects of uncertainties, disclosure and illustrations • AS-10 Property, Plant & Equipment – Meaning & Applicability, Recognition of cost, Revaluation of assets, Depreciation, disclosure • Simple illustrations on Accounting standards • Inventory valuation – Meaning of inventories, cost of inventory valuation, inventory systems, periodic and perpetual inventory system, valuation, meaning and importance, Methods of stock valuation as per AS 2, FIFO and weighted average method, computation of valuation of inventory as on balance sheet date: If inventory is taken on a date after the balance sheet or before the balance sheet <p>Classification of expenditure as Capital, Revenue and deferred revenue (Including Capital receipt, Revenue receipt, Revenue Loss, Capital Loss & Capital Gain)</p>	
2	<p>Module 2 Final accounts</p> <p>Final Accounts of manufacturing business accounting and finalisation of accounts and preparation of final accounts i.e. Profit and Loss Account, Balance sheet, Adjustment entries of Sole Proprietor.</p>	15

3	Module 3 Departmental accounts Meaning, basis of allocation of expenses and incomes / receipts, inter departmental transfer at cost price and invoice price, stock reserve, departmental trading and profit and loss account and Balance Sheet.	15
4	Module 4 Accounting for Hire Purchase Meaning, Calculation of interest, Accounting for Hire purchase transactions by asset purchase method based on full cash price, Journal entries, ledger accounts and disclosure in Balance sheet for hirer and vendor (excluding default, repossession and calculation of cash price)	15
	Total Lectures	60

References:

1. Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
2. Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
3. Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai

Serial No	Course code	Credits	Course Name
1			ELECTIVE COURSES (EC)
1.2	BAFS102	03	Cost Accounting (Introduction and Elements of Cost) - I

SYLLABUS

Sr.No.	Modules	Number of lectures
1	Unit 1 Introduction to Cost Evolution Objectives and Scope of Cost Accounting Importance and Advantages of Cost Accounting Difference between Cost Accounting and Financial Accounting Limitations of Financial Accounting Definitions: Cost, Costing and Cost Accounting	8

	Classification of Cost on different bases Cost Allocation and Apportionment Essentials of Good Costing System	
2	Unit 2 Material Cost Material Cost: The Concept Material Control Procedure Documentation Stock Ledger, Bin Card Stock Levels Economic Order Quantity (EOQ) ABC Analysis	10
2	Unit 3 Material Cost Material Cost: The Concept Material Control Procedure Documentation Stock Ledger (Only FIFO and Weighted Average Method), Bin Card Stock Levels Economic Order Quantity (EOQ) ABC Analysis and Inventory Ratios	12
3	Unit 3 Labour Cost Labour Cost: The Concept Composition of Labour Cost Labour Cost Records Overtime / Idle Time / Incentive Schemes Labour Turnover	15
4	Unit 4 Overheads Overheads: The Concept Classification of overheads on different bases Apportionment and Absorption of Overheads Methods of Absorption	15
	Total Lectures	60
<p>References</p> <p>Cost & Management Accounting by Inamdar S M, Edition: 14th edition, Everest Publishing House</p> <p>Cost Accounting and Accounting System by Sharma KK, Publisher Venus Books</p> <p>Cost Accounting by Kishor Ravi, 4 th Edition Publisher: Taxmann</p>		

A Textbook of **Cost And Management Accounting** - 10th Edition by Arora M N, Vikas Publishing House Pvt. Ltd.

Cost Accounting: Principles & Practice – 12th Edition by Arora M N, Vikas Publishing House Pvt. Ltd.

Introduction To Cost Accounting by Tulsian P C. Publisher: S Chand

Cost Accounting by Pillai R S N & Bhagavathi. Publisher: S Chand

Serial No	Course code	Credits	Course Name
1			ELECTIVE COURSE (EC)
1.3	BAFS103	03	Financial Management (Introduction to Financial Management) – I

SYLLABUS

Sr.No.	Modules	Number of lectures
1	Module 1: Introduction to Financial Management Introduction Meaning Importance Scope and Objectives Profit vs Value Maximization	12
2	Module 2: Concepts in Valuation The Time Value of Money Simple Interest; Compound Interest Present Value; Future Value Doubling Period Internal Rate of Return Bonds Returns The Returns from Stocks Annuity Techniques of Discounting Techniques of Compounding	12

3	Module 3: Leverage Introduction EBIT & EPS Analysis Types of Leverages: Operating Leverage, Financial Leverage & Composite Leverage Relationship between Operating Leverage and Financial Leverage (Including Practical Problems)	12
4	Module 4: Types of Financing Introduction Needs of Finance and Sources: Long Term, Medium Term, Short Term Long Term Sources of Finance Short Term Sources of Finance	12
5	Module 5: Cost of Capital Introduction Definition and Importance of Cost of Capital Measurement of Cost of Capital WACC (Including Practical Problems)	12
	Total Lectures	60

References:

1. Fundamentals of Financial Management by D. Chandra Bose, PHI Learning Pvt. Ltd., New Delhi
2. Fundamentals of Financial Management by Bhabotosh Banerjee, PHI Learning Pvt. Ltd., New Delhi
3. Fundamentals of Financial Management by Vyuptakesh Sharma, Pearson Education, New Delhi
4. Fundamentals of Financial Management by J.C. Van Horne, Prentice Hall of India, New Delhi
5. Financial Management: Text and Problems by M.Y. Khan and P.K. Jain, Tata McGraw Hill, New Delhi
6. Financial Management: Theory and Practice by Prasanna Chandra, Tata McGraw Hill, New Delhi
7. Financial Management by I.M. Pandey, Vikas Publishing House, New Delhi

Serial No	Course code	Credits	Course Name
2			ABILITY ENHANCEMENT COURSES (AEC)
2A			ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)
2.1	BAFS104	03	Business Communication I

SYLLABUS

Sr.No.	Module	Number of lectures
1	<p>Theory of Communication</p> <p>Concept of Communication: Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global World Impact of technological advancements on Communication</p>	15
	<p>Channels and Objectives of Communication: Channels-</p> <p>Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine</p> <p>Objectives of Communication: Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees (A brief introduction to these objectives to be given)</p> <p>Methods and Modes of Communication:</p> <p>Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette</p> <p>Modes: Telephone and SMS Communication 3 (General introduction to Telegram to be given) Facsimile Communication [Fax]</p> <p>Computers and E- communication Video and Satellite Conferencing</p>	

2	<p>Obstacles to Communication in Business World</p> <p>Problems in Communication /Barriers to Communication:</p> <p>Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers</p> <p>Listening: Importance of Listening Skills, Cultivating good Listening Skills – 4</p> <p>Introduction to Business Ethics:</p> <p>Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, <u>Gender Equity at the workplace.</u></p> <p>Surrogate Advertising, Patents and Intellectual Property Rights, Dumping of Medical/E-waste,</p> <p>Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace</p> <p>Piracy, Insurance, Child Labour</p>	15
3	<p>Business Correspondence</p> <p>Theory of Business Letter Writing:</p> <p>Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block</p>	15
	<p>Principles of Effective Letter Writing, Principles of effective Email Writing.</p> <p>Personnel Correspondence:</p> <p>Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation</p> <p>[Letter of Appointment, Promotion and Termination, Letter of Recommendation (to be taught but not to be tested in the examination)]</p>	

4	<p>Language and writing skills</p> <p>Commercial Terms used in Business Communication</p> <p>Paragraph Writing:</p> <p>Developing an idea, using appropriate linking devices, etc</p> <p>Cohesion and Coherence, self-editing, etc [Interpretation of technical data, Composition on a given situation, a short informal report etc.]</p> <p>Activities</p> <ul style="list-style-type: none"> ▪ Listening Comprehension ▪ Remedial Teaching ▪ Speaking Skills: Presenting a News Item, Dialogue and Speeches ▪ Paragraph Writing: Preparation of the first draft, Revision and Self – Editing, Rules of spelling. <p>Reading Comprehension: Analysis of texts from the fields of Commerce and Management</p>	15
	TOTAL	60

Note :

Particulars (University Syllabus)	Remarks
Module 2: Corporate Social Responsibility deleted	Module 2: Gender Equity at the workplace added

References:

1. Banerjee, Bani P (2005) Foundation of Ethics in Mangement Excel Books
2. Bhargava and Bhargava(1971) Company Notices, Meetings and Regulations
3. Black, Sam (1972) Practical Public Relations, E.L.B.S. London.
4. Bovee Courtland,L and Thrill, John V(1989) Business Communication, Today McGraw Hill, New York, Taxman Publication.

5. Fisher Dalmar, (1999), Communication in Organisation, Jaico Pub House, Mumbai, Delhi.
6. Frailley, L.E. (1982) Handbook of Business Letters, Revised Edn. Prentice Hall Inc.
7. Garlside, L.E. (1980) Modern Business Correspondence, McDonald and Evans Ltd. Plymouth.
8. Lesikar, Raymond V and Petit, John D.(1994) Business Communication: Theory and Application ,Richard D. Irwin Inc. Illinois.

Serial No	Course code	Credits	Course Name
2			ABILITY ENHANCEMENT COURSES (AEC)
2B			SKILL ENHANCEMENT COURSES (SEC)
2.2	BAFS105	02	Foundation Course I

Module No.	Topics	Number of lectures
1	<p>Overview of Indian Society</p> <ul style="list-style-type: none"> • Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender; Appreciate the concept of linguistic diversity in relation to the Indian situation; Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as difference 	5
2	<p>Concept of Disparity- I</p> <ul style="list-style-type: none"> • Understand the concept of disparity as arising out of stratification and inequality; Meaning of Gender, Gender Identity, Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and 	15

	portrayal of women in media; Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities	
3	Concept of Disparity – II <ul style="list-style-type: none"> Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof; Understand inter-group conflicts arising out of communalism; Examine the causes and effects of conflicts arising out of regionalism and linguistic differences 	5
4	The Indian Constitution <ul style="list-style-type: none"> Philosophy of the Constitution as set out in the Preamble; The structure of the Constitution-the Preamble, Main Body and Schedules; Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society; Basic features of the Constitution 	10
5	Significant Aspects of the Political Processes <ul style="list-style-type: none"> The party system in Indian politics; Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics; Role and significance of women in politics 	10
	Total Lectures	45

Note:

Particulars (University syllabus)	Remarks
Module 2	Added topics on meaning of gender and gender identity

References:

“Inequality re-examined” by Amartya Sen “Untouchable” by Mulk Raj Anand,

“Caste: The Origins of Our Discontents” Book by Isabel Wilkerson “How Today's Divided Society Endangers Our Future” by Joseph E. Stiglitz

“Gender Inequality: A Reference Handbook” by David E. Newton

“Discrimination and Disparities” by Thomas Sowell “Social Inequality” by Louise Warwick-Booth “Constitution of India - A handbook for students” by Subhash C Kashyap “Politics of Inclusion: Castes, Minorities and Affirmative Action” by Zoya Hasan

“Local Governance in India: Decentralization and Beyond” by Pradeep Sharma and Jayal

“Religion, Power and Violence: Expression of Politics in Contemporary Times” by Ram Puniyani

Serial No	Course code	Credits	Course Name
3			CORE COURSES
3.1	BAFS106	03	COMMERCE I (Business Environment)

Sr.No.	Modules	No of lectures
1	Unit 1 Business and its Environment Business Objectives : Meaning, Features, Importance, Classification Business Environment : Meaning, Features, Importance, Components Micro and Macro Environment: • Introduction to Micro-Environment : Internal Environment (Value system, Mission, Objectives, Organizational Structure, Organizational Resources [Finance, Production, Marketing, Human resources], Corporate Image) ; External Environment (Firm, Customers, Suppliers, Distributors, Competitors, Society) • Introduction to Macro-Environment Components – Political, Economic, Socio-Cultural, Demographic, Technological, Legal, Natural Analysis of Business Environment : Importance, Factors, Techniques (PESTLE, SWOT, 5 Forces Analysis), Ansoff Matrix	10
2	Unit 2 Entrepreneurship Meaning and Features of Entrepreneurs, Meaning, Features & Factors of Entrepreneurship, Entrepreneurship and Economic Development, Sunrise sectors in Indian Economy, Start-up : Enterprises & Schemes, Make in India	10
3	Unit 3 Business and Society Business Ethics: Meaning, Features, Scope, Need and Importance, Factors governing Business Ethics, Ethical Dilemmas, Corporate culture	10

4	Unit 4 Contemporary Issues Corporate Governance: Meaning, Features, Importance, Mechanism of Corporate Governance CSR: Meaning, Levels, Scope, Arguments for and against CSR, Social responsibility towards various stakeholders, Ecology & Business Social Audit : Meaning, Evolution, Benefits, Social vs. Commercial Audit	15
5	Unit 5 International Business Environment WTO : Evolution, GATT, Objectives and Functions of WTO, Pros & Cons of WTO for the Indian economy Globalization : Meaning, Nature, Stages of Globalization, Features of Globalization, Foreign market entry strategies MNCs and TNCs : Meaning, Features, Merits and Demerits Foreign trade in India : Balance of Trade, FDI and its implications for Indian industries	15
	Total Lectures	60

References Business Environment: Nature, Institutions and Policy by Singh Shrawan Kumar.
Publisher: Taxmann

Business Environment by Riley Pippa Publisher: Viva Books

Business Environment by Suresh Bedi. Publisher: Excel Books

Business Environment by Mittal Vivek. Publisher: Excel Books

Business Environment Text And Cases by Paul Justin Publisher: Tmh ; 2008

Serial No	Course code	Credits	Course Name
1			DISCIPLINE CORE COURSES (CC)
1.1	BAFS107	03	Business Economics I

Syllabus	No. of lectures
<p>Module-1</p> <p>Scope and importance of Business Economics: Basic tools- Opportunity Cost principle- Incremental and Marginal Concepts. Basic economic relations - functional relations: equations- Total, Average and Marginal relations- use of Marginal analysis in decision making,</p> <p>The basics of market demand, market supply and equilibrium price- shifts in the demand and supply curves and equilibrium</p>	10
<p>Module-2</p> <p>Demand Analysis:</p> <p>Demand Function - nature of demand curve under different markets.</p> <p>Meaning, significance, types and measurement of elasticity of demand (Price, income cross and promotional)- relationship between elasticity of demand and revenue concepts</p> <p>Consumer's Surplus.</p>	10
<p>Module-3</p> <p>Supply and Production Decisions and Cost of Production</p> <p>Production function: short run analysis with Law of Variable Proportions- Production function with two variable inputs- isoquants, ridge lines and least cost combination of inputs- Long run production function and Laws of Returns to Scale - expansion path - Economies and diseconomies of Scale.</p> <p>Cost concepts: Accounting cost and economic cost, implicit and explicit cost, fixed and variable cost - total, average and marginal cost - Cost Output Relationship in the Short Run and Long Run (<i>hypothetical numerical problems to be discussed</i>),</p> <p>LAC and Learning curve - Break even analysis (<i>with business applications</i>)</p>	15

<p>Module-4</p> <p>Market structure - Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition:</p> <p>Short run and long run equilibrium of a competitive firm and of industry - monopoly - short run and long- run equilibrium of a firm under Monopoly</p> <p>Monopolistic competition: Equilibrium of a firm under monopolistic competition, debate over role of advertising, role of social media</p> <p><i>(topics to be taught using case studies from real life examples)</i></p> <p>Oligopolistic markets: key attributes of oligopoly - Collusive and non-collusive oligopoly market - Price rigidity - Cartels and price leadership models</p> <p><i>(with practical examples)</i></p>	15
<p>Module-5</p> <p>Pricing Practices: Cost oriented pricing methods: cost – plus (full cost) pricing, marginal cost pricing, Mark up pricing, discriminating pricing, multiple – product pricing - transfer pricing</p> <p><i>(case studies on how pricing methods are used in business world)</i></p>	10

Remark:

1. Instead of demand forecasting, chapter on consumer surplus is included.
2. Role of social media is included in the chapter on monopolistic competition.

References:

1. Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand & Sons, N. Delhi, 2000)
2. Hirschey .M., Managerial Economics, Thomson South western (2003)
3. Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore, 2001)
4. Frank Robert.H, Bernanke. Ben S., Principles of Economics (Tata McGraw Hill (ed.3)
5. Gregory Mankiw., Principles of Economics, Thomson South western (2002 reprint) 6) Samuelson & Nordhas.: Economics (Tata McGraw Hills, New Delhi, 2002)
6. Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi,2004)
7. H.L Ahuja, Principles of Microeconomics (S.Chand Publishing, 2019)

SEMESTER II

Serial No	Course code	Credits	Course Name
1			ELECTIVE COURSES (EC)
1.1	BAFS201	03	Financial Accounting (Special Accounting Areas) - II

SYLLABUS

Sr.No.	Modules	Number of lectures
1	Module 1 Accounting from Incomplete records Introduction Problems of preparation of final accounts of Proprietary trading concern (conversion method)	15
2	Module 2 Consignment Accounts Accounting for Consignment Transactions Valuation of Stock Invoicing of Goods at Higher Price (Excluding Overriding Commission, Normal/Abnormal Losses)	15
3	Module 3 Branch accounts Meaning / Classification of Branch Accounting for Dependent branch not maintaining full books by (a) Debtors method (b) Stock and debtor's method	15
4	Module 4 Fire Insurance Claims Computation of Loss of Stock by fire	15
	Ascertainment of claim as per the Insurance Policy Exclude: Loss of Profit and Consequential loss	
	Total Lectures	60

References:

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

Noida

10. Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai
11. Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi
12. Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi
13. Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi
14. Financial Accounting a Managerial Perspective, Varadraj B. Bapat, Mehul Raithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi

Serial No	Course code	Credits	Course Name
1			ELECTIVE COURSES (EC)
1.2	BAFS202	03	AUDITING (Introduction and Planning) I

SYLLABUS

Sr.No.	Modules	Number of lectures
1	<p>Unit 1 Introduction to Auditing</p> <ul style="list-style-type: none"> • Basics Financial Statements, Users of Financial Information, <u>Origin of audit</u>, Definition of Auditing, Objectives of Auditing - Primary and Secondary, Expression of Opinion, Detection of Frauds and Errors, Advantages of Independent Audit, Inherent Limitations of Audit, Qualities of Auditors, Auditing Vs Accounting, Auditing Vs Investigation, Concept of true and fair view • Errors and Frauds 	12
	<p>Concepts, Reasons and Circumstances, Types of Errors - Commission, Omission, Principle and Compensating, Types of Frauds, Risk of Fraud and Error in Audit, Auditor's Duties and Responsibilities in Respect of Fraud</p> <ul style="list-style-type: none"> • Principles of Audit Integrity, Objectivity, Independence, Confidentiality, Skills and Competence, Materiality and Work Performed by Others, Documentation, Planning, Audit Evidence, Accounting System and Internal Control, Audit Conclusions and Reporting • Types of Audit Meaning, Advantages and Disadvantages of Balance Sheet Audit, Interim Audit, Continuous Audit, Concurrent Audit, Annual Audit 	

2	<p>Unit 2 Audit Planning, Procedures and Documentation</p> <ul style="list-style-type: none"> • Audit Planning Meaning, Objectives, Factors to be Considered, Sources of Obtaining Information, Discussions with Client, Overall Audit Plan • Audit Programme Meaning, Factors to be Considered, Advantages, Disadvantages, Overcoming Disadvantages, Methods of Work, Instruction before Commencing Works of Audit, Overall Audit Approach • Audit working Papers Meaning, Importance, Factors Determining Form and Contents, Main Functions / Importance, Features, Contents of Permanent Audit File, Temporary Audit File, Ownership, Custody, Access of Other Parties to Audit Working Papers, Auditors Lien on Working Papers, Auditors Lien on Client's Books • Audit Notebook Meaning, Structure, Contents, General Information, Current Information and Importance 	12
3	<p>Unit 3 Auditing Techniques</p> <ul style="list-style-type: none"> • Test Check 	12

	<p>Test Checking Vs Routing Checking, Test Check Meaning, Features, Factors to be Considered, When Test Checks can be Used, Advantages, Disadvantages and Precautions.</p> <p>• Audit Sampling</p> <p>Audit Sampling, Meaning, Purpose, Factors in Determining Sample Size -Sampling Risk, Tolerable Error and Expected Error, Methods of Selecting Sample Items Evaluation of Sample Results Auditors Liability in Conducting Audit based on Sample</p> <p>• Internal Control</p> <p>Meaning and Purpose, Internal Audit, Review of Internal Control, Advantages, Auditors Duties, Review of Internal Control, Inherent Limitations of Internal Control, Internal Control Samples for Sales and Debtors, Purchases and Creditors, Wages and Salaries</p> <p>• Internal Checks Vs Internal Control, Internal Checks Vs Test Checks</p>	
4	<p>Unit 4 Vouching</p> <p>• Audit of Income - Cash Sales, Sales on Approval, Consignment Sales, Sales Returns Recovery of Bad Debts written off, Rental Receipts, Interest and Dividends Received, Royalties Received</p> <p>• Audit of Expenditure - Purchases, Purchase Returns, Salaries and Wages, Rent, Insurance Premium, Telephone expense Postage and Courier, Petty Cash Expenses, Travelling Commission Advertisement, Interest Expense</p>	12
5	<p>Unit 5 Verification</p> <p>• Audit of Assets Book Debts / Debtors, Stocks -Auditors General Duties; Patterns, Dies and Loose Tools, Spare Parts, Empties and Containers Quoted Investments and Unquoted Investment Trade Marks / Copyrights Patents Know-How Plant and Machinery Land and Buildings Furniture and Fixtures</p>	12

	• Audit of Liabilities - Outstanding Expenses, Bills Payable Secured Loans Unsecured Loans, Contingent Liabilities	
		60

REFERENCE BOOKS:

1. Fundamentals of Auditing by Kamal Gupta and Ashok Arora, Tata McGraw Hill, New Delhi
2. A Handbook of Practical Auditing by B.N. Tandon, S. Chand and Company, New Delhi
3. Textbook of Auditing by Batra and Bagradia published by Tata McGraw Hills

Serial No	Course code	Credits	Course Name
1			ELECTIVE COURSES (EC)
1.3	BAFS203	03	Innovative Financial Services

SYLLABUS

Sr. No.	Modules	No. of Lectures
1.	<p>Unit 1 Introduction to financial services Financial Services:</p> <p>Concept, Objectives, Functions, Characteristics, Financial Service Market Constituents, growth of Financial services in India, Problems in financial services sector, Banking and Non Banking Companies, Regulatory framework of financial services- Role of RBI, SEBI, IRDA</p> <p>Factoring, Forfaiting:</p> <p>Introduction, Types of Factoring, Advantages and Disadvantages of factoring, factoring v/s forfaiting, working of Forfaiting, Benefits and Drawbacks of forfaiting, Practical Problems</p> <p>Mutual Funds-</p> <p>Features, Classification, problems, Advantages and Disadvantages, Role of AMFI</p>	15
2	Issue Management and Securitization of Debt:	15

	<p>a) Issue Management and Intermediaries: Introduction, Merchant Bankers/ Lead Managers-Underwriters, Bankers to an Issue, Brokers to an Issue</p> <p>b) Stock Broking Introduction, Stock brokers, Sub brokers, Foreign Brokers, Trading and Clearing/ Self Clearing Members, Stock Trading- (Cash and Normal), Trade Settlement System and Types of Order, Types of Derivative Instruments, Derivative Trading</p> <p>c) Securitization: Definition, Securitization v/s Factoring, Features of Securitization, Securitization Mechanism, Special Purpose Vehicle, Benefits of Securitization, New Guidelines on Securitization</p>	
3.	<p>Financial Service and its Mechanism:</p> <p>a) Lease and Hire-Purchase: Meaning, Types of Lease – Meaning, Finance Lease v/s Operating Lease, Advantages and Disadvantages of Leasing, Hire Purchase V/s Leasing.</p> <p>b) Housing Finance: Introduction, Sources of Funds, Market of Housing Finance, Housing Finance Institutions in India, National Housing Bank (NHB), Guidelines for Asset Liability Management System in HFC, Fair Trade Practice Code for HFC's,</p> <p>Venture Capital & Private Equity Introduction, Features, Types of Venture Capital Financing Stages, Disinvestment mechanisms, Investment process, Indian Scenario- Case Studies</p>	15

4.	<p>Consumer Finance and Credit Rating:</p> <p>a) Consumer Finance: Introduction, Sources, Types of Products, Consumer Finance Practice in India, Mechanics of Consumer Finance, Terms, Pricing, Marketing and Insurance of Consumer Finance, Consumer Credit Scoring, Case for and against Consumer Finance</p> <p>b) Plastic Money: Growth of Plastic Money Services in India, Types of Plastic Cards- Credit card Debit Card- Smart card, Advantages & Disadvantages of Credit Card & debit card, Prevention of Frauds and Misuse, Consumer Protection- Indian Scenario. Smart Cards- Features, Types, Security Features</p> <p>c) Credit Rating: Meaning, Origin, Features, Advantages of Rating, Regulatory Framework, Credit Rating Agencies, Credit Rating Process, Credit Rating Symbols. Credit Rating Agencies in India, Limitations of Rating</p>	15
	Total	60
<p>References:</p> <ul style="list-style-type: none"> • IM Pandey, Financial Management, Vikas Publishing House Ltd. • Khan M.Y., Financial Services, Mc Graw Hill Education. • Dr.S.Gurusamy, Financial Services, Vijay Nicole Imprints. • Financial Market and Services, E, Gordon and K. Natrajan, Himalaya Publishing House 		

Serial No	Course code	Credits	Course Name
2			ABILITY ENHANCEMENT COURSES (AEC)
2A			ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)
2.1	BAFS204	03	Business Communication II

SYLLABUS FOR BUSINESS COMMUNICATION - II

Sr.No.	Module	Number of lectures

1	<p>Presentation Skills</p> <p>Presentations: (to be tested in tutorials only) 4 Principles of Effective Presentation Effective use of OHP Effective use of Transparencies How to make a Power-Point Presentation</p>	15
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2	<p>Group Communication</p> <p>Interviews: Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit</p> <p>Meetings: Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions</p> <p>Conference: Meaning and Importance of Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing</p> <p>Public Relations: Meaning, Functions of PR Department, External and Internal Measures of PR</p>	15
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3	<p>Business Correspondence</p> <p>Trade Letters: Order, Credit and Status Enquiry, Collection (just a brief introduction to be given)</p> <p><u>Social and Public Relations Invite</u></p> <p>Only following to be taught in detail:-</p> <p>Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, Promotional leaflets and fliers, Consumer Grievance Letters</p> <p>[Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However students should not be tested on the theory.]</p>	15
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4	Language and writing skills Reports: Parts, Types, Feasibility Reports, Investigative Reports Summarisation: Identification of main and supporting/sub points Presenting these in a cohesive manner	15
	TOTAL	60

References:

1. Banerjee, Bani P (2005) Foundation of Ethics in Mangement Excel Books
2. Bhargava and Bhargava(1971) Company Notices, Meetings and Regulations
3. Black, Sam (1972) Practical Public Relations, E.L.B.S. London.
4. Bovee Courtland,L and Thrill, John V(1989) Business Communication, Today McGraw Hill, New York, Taxman Publication.
5. Fisher Dalmar, (1999), Communication in Organisation, Jaico Pub House, Mumbai, Delhi.
6. Frailley, L.E. (1982) Handbook of Business Letters, Revised Edn. Prentice Hall Inc.
7. Garlside, L.E. (1980) Modern Business Correspondence, McDonald and Evans Ltd. Plymouth.
8. Lesikar, Raymond V and Petit, John D.(1994) Business Communication: Theory and Application ,Richard D. Irwin Inc. Illinois.

Serial No	Course code	Credits	Course Name
2			ABILITY ENHANCEMENT COURSES (AEC)
2B			SKILL ENHANCEMENT COURSES (SEC)
2.2	BAFS205	02	Foundation Course II

Module No.	Modules	Number of lectures
1	Globalisation and Indian Society Understanding the concepts of liberalization, privatization and globalization; Growth of information technology and communication and its impact manifested in everyday life; Impact of globalization on industry: changes in employment and increasing migration; Changes in agrarian sector due to globalization; rise in corporate farming and increase in farmers' suicides.	7

2	Human Rights Concept of Human Rights; The Universal Declaration of Human Rights; Human Rights constituents with special reference to Fundamental Rights stated in the Constitution, LGBTQ Rights	10
3	Ecology	10
	Importance of Environment Studies in the current developmental context; Understanding concepts of Environment, Ecology and their interconnectedness; Environment as natural capital and connection to quality of human life; Environmental Degradation- causes and impact on human life; Sustainable development- concept and components; poverty and environment	
4	Understanding Stress and Conflict Causes of stress and conflict in individuals and society; Agents of socialization and the role played by them in developing the individual; Significance of values, ethics and prejudices in developing the individual; Stereotyping and prejudice as significant factors in causing conflicts in society. Aggression and violence as the public expression of conflict	10
5	Managing Stress and conflict in contemporary society Types of conflicts and use of coping mechanisms for managing individual stress; Maslow's theory of self-actualisation; Different methods of responding to conflicts in society; Conflict-resolution and efforts towards building peace and harmony in society	8
	Total Lectures	45

References:

“Globalization in India” by Suman Gupta, Tapan Basu

“Globalization Impact on Indian Economy Society and Culture” by I.L.N. Chandra Sekhar Rao “LGBT Rights in Human Rights perspectives” by Dr. Sukanta Sarkar

“Nonviolent Communication: A Language of Life: Life-Changing Tools for Healthy Relationships” by Marshall B. Rosenberg, Deepak Chopra

“The Headspace Guide to Meditation and Mindfulness” by Andy Puddicombe

“Don't Bite the Hook” by Pema Chodron

“The Handbook of Conflict Resolution” by Peter T. Coleman, Morton Deutsch, Eric C. Marcus

“Resolving Structural Conflicts” by Richard E. Rubenstein

Serial No	Course code	Credits	Course Name
3			CORE COURSES (EC)
3.1	BAFS206	03	BUSINESS LAW (BUSINESS REGULATORY FRAMEWORK) – I

Sr. No.	MODULES	Number of Lectures
1	Unit 1 Law of Contract 1872 (a) Nature of Contract (b) Classification of Contracts (c) Offer and Acceptance (d) Capacity of Parties to Contract (e) Free Consents (f) Consideration (g) Legality of Object (h) Agreement Declared Void (i) Performance of Contract (j) Discharge of Contract (k) Remedies for Breach of Contract (l) Indemnity (m) Guarantee (n) Bailment and Pledge (o) Agency	20

2	<p>Unit 2 Intellectual Property Rights (IPR):</p> <p>a. IPR definition / objectives</p> <p>b. Patent definition. What is patentable? What is not patentable? Invention and its attributes, inventors and applications</p> <p>c. Trademarks, definition, types of trademarks, infringement and passing off.</p> <p>d. Copyright definition and subject in which copyright exists, originality, meaning and content, authors and owners, rights and restrictions.</p> <p>e. Geographical indications</p>	15
3	<p>Unit 3 Negotiable Instrument Act 1881</p> <p>(a) Definition of Negotiable Instruments</p> <p>(b) Features of Negotiable Instruments</p> <p>(c) Promissory Note</p> <p>(d) Bill of Exchange and cheque</p> <p>(e) Holder and Holder in due course</p> <p>(f) Crossing of a Cheque</p> <p>(g) Types of Crossing</p> <p>Dishonour and Discharge of Negotiable Instruments</p>	15
4	<p>Unit 4 Consumer Protection Act 2019</p> <p>(a) Salient Features</p> <p>(b) Definition of Consumers</p> <p>(c) Deficiency in Service</p> <p>(d) Defects in Goods</p> <p>(e) Forums and its Jurisdictions</p>	10
	TOTAL LECTURES	60
	<p>Business Laws by Arora Sushma Publisher: Taxmann ; 2015</p> <p>Business Law by Tulsain P. C. Publisher: Tata Mc Graw Hii Edu ; 2010</p> <p>Business & Corporate Law by Tulsian P C. Publisher: Tmh ; 2009</p>	

	<p>Business Law by Bulchandani K R. Publisher: Himalaya ; 2011</p> <p>Business Laws by Taxman. Publisher: Taxman ; 2011</p> <p>Business Law by Nagarkar Lata. Publisher: Manan ; 2007</p> <p>Business And Corporate Law by Kapoor N. D. Publisher: Sultan Chand ; 2004</p>	
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Serial No	Course code	Credits	Course Name
3			CORE COURSES (EC)
3.2	BAFS207	03	Business Mathematics

Sr. No	Modules/Units	No of Lectures
1.	<p>Module -1: Ratio, Proportion and Percentage Ratio- Definition, Continued ratio, Inverse Ratio, Proportion - Continued proportion, Direct proportion, Inverse proportion, Variation - Inverse variation, Joint variation Percentage- Meaning and computation of percentage</p>	12
2.	<p>Module-2: Profit and Loss, Discount, Commission and Brokerage Terms and formulae, Trade discount, Cash discount, problems involving cost price, selling price, trade discount, cash discount. Introduction to Commission and brokerage – problems on commission and brokerage</p>	12
3.	<p>Module-3: Interest and Annuity Simple interest, compound interest, Equated monthly instalments, reducing balance and flat rate of interest Annuity immediate- present value and future value Stated annual rate and effective annual rate</p>	12
4.	<p>Module-4: Shares and Mutual Fund Shares- Concept, face value, market value, dividend, Equity shares, preference shares, bonus shares,</p>	12

	Mutual Fund- Simple problems on calculation of net income after considering entry load, exit load, dividend, change in net asset value	
5.	Module-5: Applications in Investment Management Introduction to concepts of Probability, Standard deviation, Covariance, Correlation, Beta. (Simple Practical Problems involving application in Investment Management on the above Concepts)	12

REFERENCE BOOKS:

1. Mathematical Statistics by J.K. Goyal and J.N. Sharma, Krishna Prakashan Ltd., Meerut.
2. Business Mathematics and Statistics by R.K. Ghosh and S. Saha, New Central Agency Pvt. Ltd. Calcutta.
3. Commerce Mathematics by Om P. Chug, etc., Anmol Publication Ltd., New Delhi.
4. Mathematics for Economics and Business by J. Soper, Blackwell Publishing, U.S.A.
5. Business Mathematics & Statistics: B Aggarwal, Ane Book Pvt. Limited.
6. Business Mathematics: D C Sancheti & V K Kapoor, Sultan Chand & Sons.
7. Business Mathematics: A P Verma, Asian Books Pvt. :Limited.
8. Investments By J.C. Francis & R.W. Taylor, Schaum's Outlines, Tata Mc-Graw Hill Edition 2000.
9. Indian Mutual Funds Handbook : By Sundar Shankaran, Vision Books, 2006.
10. Mathematics for Economics and Finance Methods and Modelling by Martin Anthony and Norman Biggs, Cambridge University Press, Cambridge low-priced edition, 2000.
11. Applied Calculus: By Stephen Waner and Steven Constenoble, Brooks/Cole Thomson Learning.
12. Business Mathematics By D. C. Sancheti and V. K. Kapoor, Sultan Chand & Sons, 2006.
13. Mathematics for Business Economics: By J. D. Gupta, P. K. Gupta and Man Mohan, Tata Mc-Graw Hill Publishing Co. Ltd., 1987.

