



St Aloysius College (Autonomous)
Mangaluru

Re-accredited by NAAC “A” Grade

Course structure and syllabus of

B.COM. - VOCATIONAL

(ACCOUNTING AND TAX)

Under NEP Regulations, 2021

ಸಂತ ಅಲೋಷಿಯಸ್ ಕಾಲೇಜು (ಸ್ವಾಯತ್ತ)
ಮಂಗಳೂರು - 575 003
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ST ALOYSIUS COLLEGE(AUTONOMOUS)
MANGALURU - 575 003
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Re-accredited by NAAC with 'A' Grade with CGPA 3.62/4
Recognised by UGC as "College with Potential for Excellence"
Conferred "College with "STAR STATUS" by DBT, Government of India.
Centre for Research Capacity Building under UGC-STRIDE

Date: 17-08-2022

NOTIFICATION

Sub: Syllabus of **B.COM. – VOCATIONAL (ACCOUNTING AND TAX)** under
NEP Regulations, 2021. (As per Mangalore University guidelines)

- Ref: 1. Decision of the Academic Council meeting held on 18-12-2021 vide
Agenda No: 6.2(2021-22)
2. Decision of the Academic Council meeting held on 09-07-2022 vide
Agenda No: 14
3. Office Notification dated 21-02-2022
4. Office Notification dated 17-08-2022

Pursuant to the above, the Syllabus of **B.COM. – VOCATIONAL (ACCOUNTING AND TAX)** under NEP Regulations, 2021 which was approved by the Academic Council at its meeting held on 18-12-2021 & 09-07-2022 is hereby notified for implementation with effect from the academic year 2021-22.


PRINCIPAL




REGISTRAR

To:

1. The Chairman/Dean/HOD.
2. The Registrar Office
3. Library

B.COM (VOCATIONAL) CA

P01: Students will be able to critically analyze the Indian Accounting standards and unbiased reporting to concerned authorities in the capacity of a Chartered Accountant.

P02: Students will be able to effectively communicate within and outside the business organisations by developing effective listening, speaking or expressing fluently in different languages through electronic media and thereby connecting people and the business.

P03: Students will be able to interact freely with members of national body like ICAI, in parallel collaboration with KVC Academy and take their guidance to further their careers as Chartered Accountants.

P04: Students will demonstrate empathetic concerns towards marginalized societies and contribute towards responsible auditing leading to businesses which enhance economic development of the nation.

P05: Students will be able to deal with ethical issues while reporting and inculcate high value system by avoiding misuse of public funds, frauds and scams. They will accept responsibility by being truthful and honest in their careers as Chartered Accountants, by upholding International Accounting Standards.

P06: By learning national and international environmental issues, students will show sensitivity towards sustainability and maintain ecological balance in large and small business organisations by effectively auditing CSR activities.

P07: Students will develop the ability to learn constantly through-out their careers as Chartered Accountants and thereby contribute significantly towards changes that take place in economic and business world.

PROGRAM SPECIFIC OUTCOMES (PSOs)

B.COM (VOCATIONAL) CA

PSO1: Understand and analyze the Indian Accounting standards and fundamental accounting concepts and conventions along with preparation of annual accounts of proprietary and professional concerns.

PSO2: Develop abilities and applications of specific accounting standards and legislations to various business transactions.

PSO3: Understand environmental issues, Laws of Partnership, National Income and its measurements and thereby develop entrepreneurship qualities.

PSO4: Analyze the provisions of company law and acquire the abilities to address its application in auditing the company's books of accounts.

PSO5: Understand basic concepts of Cost and Management Accounting and learning to prepare Cost Sheets by integrating accounting systems.

PSO6: Understanding the provisions of income-tax laws and acquire the ability to apply such knowledge to make computations and address application-oriented issues.

B.Com (Vocational), Programme

Programme Structure

Semester I

B.COM – VOCATIONAL (Accounting and Tax)

Course Code	Title of the Course	Category of Courses	Teaching Hours per Week (L + T + P)	SEE	CIE	Total Marks	Credits
G 735 LA1.1	Language-I	AECC	3+1+0	60	40	100	3
	Language–II	AECC	3+1+0	60	40	100	3
G340 DC1.1	Financial Accounting I	DSC	3+0+2	60	40	100	4
G340 DC2.1	Business Law	DSC	4+0+0	60	40	100	4
G340 DC3.1	Business Statistics I	DSC	4+0+0	60	40	100	4
G 707 SB1.1	Digital Fluency	SEC-SB	1+0+2	50	50	100	2
	Yoga	SEC-VB	0+0+2	-	25	25	1
	Health and Wellness	SEC-VB	0+0+2	-	25	25	1
G340OE1.1/ 2.1/3.1	Managerial Economics/ Accounting for Everyone	OEC	3+0+0	50	50	100	3
Total						700	25

Semester II

B.COM – VOCATIONAL (Accounting and Tax)

Course Code	Title of the Course	Category of Courses	Teaching Hours per Week (L + T + P)	Hrs of Exam	SEE	CIE	Total Marks	Credits
G 735 LA1.2	Language-I	AECC	3+1+0	2½	60	40	100	3
	Language–II	AECC	3+1+0	2½	60	40	100	3
G340 DC1.2	Advanced Financial Accounting I	DSCC	3+0+2	2½	60	40	100	4
G340 DC2.2	Logical Reasoning	DSCC	3+0+2	2½	60	40	100	4
G340 DC3.2	Business & Commercial Knowledge	DSCC	4+0+0	2½	60	40	100	4
G340 OE1.2	Investing in Stock Markets/ Managerial Economics II	OEC	3+0+0	2½	60	40	100	3
G 702 AE1.2	Environmental Studies and Value education	AECC	2+0+0	2	20	30	50	2
G 705 VB1.2	Sports	SEC-VB	0+0+2	-	-	25	25	1
G 706 VB2.2	NCC/NSS/R&R(S&G)/ Cultural	SEC-VB	0+0+2	-	-	25	25	1
Total							700	25

EXIT OPTION WITH CERTIFICATION

SYLLABUS

B.COM – VOCATIONAL (Accounting and Tax)– I SEMESTER

Financial Accounting - I

Course Outcomes:

- CO1. Students will have the basic knowledge of Accounting Concepts, Principles and Conventions.
- CO2. Understand the evolution and importance of Accounting Standards used while maintaining and reporting financial statements.
- CO3. Ability to Prepare Trial balance, rectify errors and prepare Bank Reconciliation statement.
- CO4. Able to calculate Costs of inventories, understand the basis of valuing inventory and maintain necessary records.
- CO5. Understand the concepts of depreciation, apply various methods of depreciation while preparing financial statements.
- CO6. Ability to analyse special transactions and give accounting treatment for bills of exchange, promissory notes, sale of goods on approval and return basis.

Pedagogy: Classroom lecture, problem solving, assignment and skill development.

1. Theoretical Framework

Meaning and Scope of accounting- Accounting Concepts, Principles and Conventions; Accounting terminology – Glossary - Capital and revenue expenditure - Capital and revenue receipts, Contingent assets and contingent liabilities – Accounting Policies - Accounting as a Measurement Discipline – Valuation Principles, Accounting Estimates - Accounting Standards – Concepts and Objectives, Indian Accounting Standards – Concepts and Objectives.

2. Accounting Process

Books of Accounts - Preparation of Trial Balance - Rectification of Errors

3. Bank Reconciliation Statement

Introduction - Reasons - Preparation of bank reconciliation statement

4. Inventories

Cost of inventory - Net realizable value - Basis and technique of inventory valuation and record keeping

5. Concept and Accounting of Depreciation

Concepts - Methods of computation and accounting treatment of depreciation; Change in depreciation methods - **(Excluding Sinking Fund method)**

6. Accounting for Special Transactions

Bills of Exchange and Promissory Notes - Meaning of Bills of Exchange and Promissory Notes and their Accounting Treatment - Accommodation Bills

Sale of Goods on approval or return basis - Meaning of goods sent on approval or return basis and accounting treatment

Consignments - Meaning and Features of consignment business - Difference between sale and consignment - Accounting treatments for consignment transactions and events in the books of consignor and consignee

Books for Reference:

- Accounting: Text and cases - Anthony, R.N. Hawkins, and Merchant (McGraw Hill Education, 1995)
- Introduction to Financial Accounting – Horngren (Pearson Education India, 2008)
- Advanced Accountancy - Shukla M C and Grewal T S (S Chand Publishing, 2017)
- Advanced Accounting: Theory, Method, & Application - Gupta R L (S Chand & sons, 1990)
- Financial Accounting - Jain & Narang (Kalyani publishers, 2002)
- Advanced Accountancy – S N Maheshwari (Vikas Publishing House, 1984)
- Principles and Practice of Accountancy - Patil V A & Korlahalli (R Chand & Co, 1981)
- Financial Accounting: concepts and Applications – V K Goyal (Excel Books India, 2007)
- Advanced Accounts – S C Gupta (S Chand Publishing, 1997)
- Advanced Accountancy – Rao M E Thukaram (New Age International, 2005)
- Compendium of Statements and Standards of Accounting - The Institute of Chartered Accountants of India

- International Financial Reporting Standards (IFRS) and Indian Accounting Practices - Jagadish R Raiyani, GauravLodha (New Century Publications, 2012)

B.COM – VOCATIONAL (Accounting and Tax)– I SEMESTER

Business Law

Course Outcomes:

- CO1. Define Indian Contract Act, 1872 and understand the legal rules of valid contract, valid consideration and rules of offer and acceptance
- CO2. Understand the legality of Minors Contract, rules relating to validity of a contract with minor, concepts of coercion, undue influence, Fraud, Misrepresentation, Mistake, wagering agreements.
- CO3. Ability to understand and define the Sale of Goods Act, 1930, elements of contract of sale, agreement to sell, warranties and guarantees.
- CO4. Understand the concept of Ownership of goods, legal implications involved in transfer of ownership of goods, right of disposal of goods.
- CO5. Ability to apply various legal laws involved in day to day dealing of business transactions and understand its importance.

Pedagogy: Classroom lecture, interaction, assignment, presentation, problem solving

1. Introduction to Business 4 Hours

Nature of Business, Profession and Employment. Objectives of Business. Economic and Non-Economic Activities, Forms of Business Organizations.

2. The Indian Contract Act, 1872 8 Hours

Meaning of Contract, Features of Contract, Types of Contracts, Offer, Types of Offer, Acceptance, Rules of offer and acceptance, Communication of offer and acceptance, Revocation of offer and acceptance, modes of revocation, Consideration, Legal Rules of Valid Consideration, Doctrine of Privity of Contract and its exceptions, Exceptions to no consideration no contract

3. The Indian Contract Act, 1872 8 Hours

Capacity to Contract, Minors contract and rules relating to the validity of a contract with a minor, Free consent, Concepts of Coercion, Undue Influence, Fraud, Misrepresentation, Mistake and all their consequences, Agreements opposed to public policy, agreements with unlawful objective and consideration, wagering agreements, Performance of a contract, Types of Performance, Rules relating to the order of performances

4. The Indian Contract Act, 1872

8 Hours

Impossibility of contracts, Discharge of a contract and its modes, Breach of contract - Meaning, types and consequences, damages awarded in case of breach of contract, remedies in case of breach, contingent contract, meaning, rules and features, quasi contracts - meaning and types of quasi contracts

5. The Sale of Goods Act, 1930 (Part I)

Meaning of sale, parties to a contract of sale, essential elements to a contract of sale, agreement to sell, differences between sale and bailment, contract for work and labor, section 6 - section 11, conditions and warranties, differences, types, implied conditions and implied warranties, caveat emptor and exceptions

6. The Sale of Goods Act, 1930 (Part II)

10 Hours

Transfer of ownership, passing of property to the owner in case of specific goods, unascertained goods, passing of risk, delivery to the carrier, reservation of right of disposal, delivery of goods and its rules, nemo dat quod non habet and its exceptions, unpaid seller, meaning and rights of an unpaid seller, remedies available to an aggrieved buyer, auction sale and its features

Books for Reference:

- Industrial and Business Law – Tulsian P C (S Chand Publishing, 2011)
- Business Law – Khalid Mehmood Cheema (Syed Mobin Mahmud, 2004)
- Business Laws – Nirmal Singh (Deep & Deep Publications, 2003)
- Labour & Industrial Laws – P K Padhi (Prentice Hall India, 2017)
- Business Laws - RSN Pillai and Bhagavathi (S Chand and Company, 2014)
- Institute of Chartered Accountants of India (Sahitya Bhavan Publications, Agra)
- Elements of Mercantile Law - N D Kapoor (S Chand and Company, 1983)
- Mercantile Laws – Aggarwal (Galgotia Publications, 2005)

- Mercantile Law – M C Kuchhal & Vivek Kuchhal (Vikas Publishing House, 2010)
- Mercantile Law – Arun Kumar (Atlantic Publishers, 2001)

B.COM – VOCATIONAL (Accounting and Tax) – I SEMESTER

Business Statistics - I

Course Outcomes:

- CO1. Ability to grasp concepts like Correlation and Regression and its applicability in research and findings.
- CO2. Develop the skill to apply statistical methods in making decisions based on probability of business events.
- CO3. Ability to calculate and find out expected values of a random variable and mathematical expectation.
- CO4. Understand concepts of Theoretical Distributions involving calculation of Binomial distribution and Poisson distribution.
- CO5. Analyse basic application and normal distribution of statistical data.

Pedagogy: Classroom lecture, interaction, assignment, presentation, problem solving

1. Statistical description of Data

Statistical Representation of Data, Diagrammatic representation of data, Frequency distribution, Graphical representation of Frequency Distribution – Histogram, Frequency Polygon, Ogive, Pie-chart.

2. Measures of Central tendency and Dispersion

Measures of Central Tendency – Mean, Median, Mode, Geometric Mean, Harmonic mean

3. Correlation and Regression

Correlation and Regression: Scatter diagram, Karl Pearson's Coefficient of Correlation Rank Correlation, Probable Error and Probable limits. Regression lines, Regression equations, Regression coefficients.

4. Probability Distribution and Theoretical distribution - I

Probability: Independent and dependent events; mutually exclusive events. Total and Compound Probability

Expected value of a random variable, Mathematical Expectation.

Theoretical Distributions: Binomial Distribution, Poisson distribution – Basic application and Normal Distribution – Basic applications

5. Index Numbers and Time Series Analysis

Uses of Index Numbers, Problems involved in construction of Index Numbers, Methods of construction of Index Numbers.

Components of Time Series and Calculation of Trend by Moving Average Method, Method of least squares.

Books for Reference:

1. Fundamentals of Applied Statistics – S C Gupta and V K Kapoor (Sultan Chand and Sons Publishers, 1994)
2. Business Statistics - Vittal R.R. (Margham Publications, 2011)
3. Statistical Methods – S P Gupta (Sultan Chand and Sons Publishers, 2011)
4. Introduction to Theory of Statistics – G Udny Yule (Alpha Editions, 2018)
5. Applied General Statistics – Croxton, Cowden and Klein (Prentice hall of India, 1973)
6. Business statistics – C M Chikkodi&Satyaprasad B (Himalaya Publishing House, 2014)
7. Business Statistics - Wilson M (Himalaya Publishing House, 2014)
8. Statistics for management – Levin & Rubin (Pearson Education India, 2014)
9. Business Statistics – S C Gupta (Himalaya Publishing House, 2014)
10. Statistics for Management – Richard I Levin (Pearson Education India, 2011)

B.COM – VOCATIONAL (Accounting and Tax)– I SEMESTER

Managerial Economics - I

Course Outcomes:

- Will acquaint with the basic knowledge on the concept of business economics
- Ability to understand the consumer behavior in different market situations
- Understand market structure and demand analysis

Pedagogy: Class room lecture, Group discussions, Case studies and assignments

1. Introduction to Economics

Meaning and scope of Business Economics; Basic Problems of an Economy and Role of Price Mechanism.

2. Theory of Demand

Meaning and determinants of demand, Law of demand and Elasticity of demand – Price, income and cross elasticity;

3. Theory of consumer's behavior

Marshallian approach and Indifference curve approach

4. Theory of Supply:

Meaning and determinants of supply, Law of supply and Elasticity of supply; Demand Forecasting

Books for Reference:

1. Kuldeep Gupta Raj Kumar, Business Economics, 2013, UDH Publishers & Distributors (P) Ltd.; 4th Edition.
2. Modern Economic Theory – Sampat Mukherjee (New Age International, 2002)
3. Managerial Economics – Thomas J Webster (Lexington Books, 2014)
4. Macro Economics – Errol Dsouza (Pearson education India, 2009)
5. Managerial Economics – G S Gupta (Tata McGraw-Hill Education, 2011)
6. Managerial Economics - D.N. Dwivedi (Vikas Publishing House, 2010)
7. Managerial Economics: Concepts and Principles – Donald N Stengal (Business Expert Press, 2011)
8. Microeconomics Theory – D N Dwivedi (Pearson Education India, 2002)
9. Macro Economics Analysis - Edward Shapiro (Galgotia Publications, 2015)
10. Modern Macro Economics – Sanjay K Chugh (MIT Press, 2015)

B.COM – VOCATIONAL (Accounting and Tax)–II SEMESTER

Advanced Financial Accounting I

Course Outcomes:

- CO1. Ability to understand and analyse special accounting transactions
- CO2. Identify the method to prepare and present financial statements of various business entities.
- CO3. Analyse and calculate special transactions in accounting like, Average Due Date and prepare Account Current.
- CO4. Ability to prepare Final Accounts of Sole Proprietors, Partnerships and Not for Profit Organisations.
- CO5. Describe the accounting system of Joint Stock Companies, understand the concept of shares and debentures, forfeiture, reissue of shares and be able to prepare final accounts of Companies in the form of Statement of Profit and Loss and Balance sheet.

Pedagogy: Classroom lecture, problem solving, assignment and skill development

1. Accounting for Special Transactions

Average Due Date - Meaning, Calculation of average due date in various situations

Account Current - Meaning of Account Current, Methods of preparing Account Current

2. Final Accounts of Sole Proprietors

Elements of financial statements - Closing Adjustment Entries - Trading Account - Profit and Loss Account and Balance Sheet of Manufacturing and Non-manufacturing entities

3. Partnership Accounts

Final Accounts of Partnership Firms - Admission, Retirement and Death of a Partner including Treatment of Goodwill- Introduction to LLPs and Distinction of LLPs from Partnership

4. Financial Statements for Not-for-Profit Organizations

Significance of Receipt and Payment Account - Income and Expenditure Account and Balance Sheet - Difference between Profit and Loss Account and Income and Expenditure Account - Preparation of Receipt and Payment Account - Income and Expenditure Account and Balance Sheet

5. Introduction to Company Accounts

Definition of shares and debentures - Issue of shares and debentures, forfeiture of shares, re-issue of forfeited shares

6. Company Final Accounts

Statement of Profit and Loss and Balance Sheet as per Schedule III to the Companies Act, 2013

Books for Reference:

1. Accounting: Text and cases - Anthony, R.N. Hawkins, and Merchant (McGraw Hill Education, 1995)
2. Introduction to Financial Accounting – Horngren (Pearson Education India, 2008)
3. Advanced Accountancy - Shukla M C and Grewal T S (S Chand Publishing, 2017)
4. Advanced Accounting: Theory, Method, & Application - Gupta R L (S Chand & sons, 1990)
5. Financial Accounting - Jain & Narang (Kalyani publishers, 2002)
6. Advanced Accountancy – S N Maheshwari (Vikas Publishing House, 1984)
7. Principles and Practice of Accountancy - Patil V A & Korlahalli (R Chand & Co, 1981)
8. Financial Accounting: concepts and Applications – V K Goyal (Excel Books India, 2007)
9. Advanced Accounts – S C Gupta (S Chand Publishing, 1997)
10. Advanced Accountancy – Rao M E Thukaram (New Age International, 2005)
11. Compendium of Statements and Standards of Accounting - The Institute of Chartered Accountants of India
12. International Financial Reporting Standards (IFRS) and Indian Accounting Practices - Jagadish R Raiyani, Gaurav Lodha (New Century Publications, 2012)

B.COM – VOCATIONAL (Accounting and Tax)–II SEMESTER

Logical Reasoning

Course Outcomes:

- C01. Symbolise Series, types of series, Coding and Decoding of letters and numbers.
- C02. Identify Direction tests of North, South, East, West and seating arrangements depending on Linear, Circular and Polygon structures.
- C03. Understand and evaluate Blood Relations and Syllogism.
- C04. Develop Logical thinking in categorical propositions like hypothetical and disjunctive propositions.

1. Series, Coding and Decoding

Types of series- Number series, Alphabet series and letter series. Coding – letter coding and number coding. Decoding- letter decoding and number decoding and odd man out.

2. Direction Tests

North, south, east and west.

3. Seating Arrangements

Seating arrangements – linear arrangements, circular arrangements and polygon arrangements.

4. Blood Relations and Syllogism

Blood relations, Syllogism – two statements and two conclusions, Propositions – meaning, components and classifications – categorical propositions, hypothetical propositions and disjunctive propositions.

Books for study and reference:

1. Logical reasoning – Bradley Harris Dowden (Wadsworth Publishing Company, 1993)
2. Logical Reasoning – Nishit K Sinha (Pearson Education India, 2016)
3. Quantitative Reasoning – Bennett (Benjamin-cummings Publication Company, 1998)
4. Business Mathematics - Sancheti, & V K Kapoor (Sultan Chand & Sons, 2012)
5. Business Mathematics – KashyapTrivedi (Pearson Education India, 2011)
6. Quantitative Techniques for Managerial Decisions – U K Srivatsava, G V Shenoy and S C Sharma (New Age International Publishers, 2012)
7. Basic Mathematics for Economics, business and Finance – EK Ummer (Routledge, 2012)
8. Mathematics for Economics & Business – R s Bhardwaj (Excel Books India, 2007)
9. Business Mathematics & Statistics – Agarwal B M (Ane Books Pvt Ltd, 2009)
10. Business mathematics and Statistics – Asim Kumar Manna (McGraw-Hill)

Education, 2018)

B.COM – VOCATIONAL (Accounting and Tax)– II SEMESTER

BUSINESS & COMMERCIAL KNOWLEDGE

Course Outcomes:

- CO1. To evaluate the broad economic environment issues relating to the business, like Micro and Macro business environment.
- CO2. Understand and apply the laws of partnership and Limited Liability Partnership.
- CO3. Ability to understand the various common business terminologies used in finance and marketing.
- CO4. Identify the features and classification of a company as per the Companies Act of 2013.
- CO5. Describe the process of incorporation of a company and draft the documents like Memorandum of Association and Articles of Association.

Pedagogy: Classroom lecture, interaction, group discussion, case analysis and assignment.

1. Business Environment 12 Hours

Micro and Macro Environment, Elements of Micro Environment – Consumers/Customers, Competitors, Organization, Market, suppliers, Intermediaries, Elements of Macro Environment – Demographic, Economic, Political-legal, Socio-cultural, Technological, Global Environment.

2. Common Business Terminologies 12 Hours

Finance Terminologies, Marketing Terminologies.

3. The Indian Partnership Act, 1932 12 Hours

General Nature of Partnership, Rights and duties of partners, Reconstitution of firms, Registration and dissolution of a firm

4. The Limited Liability Partnership Act, 2008 12 Hours

Introduction- covering nature and scope, Essential features, characteristics of LLP, Incorporation and differences with other forms of organizations

5. The Companies Act, 2013 12 Hours

Essential features of company, corporate veil theory, Classes of companies, types of share capital, Incorporation of company, Memorandum of Association, Articles

of Association, Doctrine of Indoor Management

Note: the syllabus will be taught as amended

Books for Reference:

- Business Environment - Francis Cherunilam (Himalaya Publishing House, 2013)
- Industrial and Business Law – Tulsian P C (S Chand Publishing, 2011)
- Business Laws – Nirmal Singh (Deep & Deep Publications, 2003)
- Business Laws - RSN Pillai and Bhagavathi (S Chand and Company, 2014)
- Institute of Chartered Accountants of India (SahityaBhavan Publications, Agra)
- Elements of Mercantile Law - N D Kapoor (S Chand and Company, Revised Edition)
- Mercantile Law – M C Kuchhal&VivekKuchhal (Vikas Publishing House, 2010)
- Business Environment - ShaikhSaleem (Pearson, Education India, 2012)
- Business Environment - A C Fernando (Pearson Education India, 2014)
- Essentials of Business Environment: Text, Cases and Exercises - K. Ashwathappa (Himalaya Publishing House, 2014)
- Business Environment - Ian Worthington, Chris Britton (FT Prentice Hall, Revised edition)

B.COM – VOCATIONAL (Accounting and Tax)
SEMESTER II

Managerial Economics – II

Course Outcomes:

- Acquaint with the advanced knowledge on the concept of managerial economics
- Understand consumer behavior in different market situations
- Understand market structure and demand analysis

Pedagogy: Class room lecture, Group discussions, Case studies and assignments

1. Theory of Production

Meaning and Factors of production; Laws of Production – The Law of Variable proportions and Laws of Returns to Scale, Producer's equilibrium;

2. Theory of Cost

Concepts of Costs – Short-run and long-run costs, Average and marginal costs, Total, fixed and variable costs.

3. Price Determination in Different Markets

Various forms of markets – Perfect Competition, Monopoly, Monopolistic Competition and Oligopoly; Price determination in these markets.

4. Business Cycles

Meaning; Phases; Features; Causes behind these Cycles

Books for Reference:

1. Kuldeep Gupta Raj Kumar, Business Economics, 2013, UDH Publishers & Distributors (P) Ltd.; 4th Edition.
2. Modern Economic Theory – Sampat Mukherjee (New Age International, Revised Ed)
3. Managerial Economics – Thomas J Webster (Lexington Books, 2014)
4. Macro Economics – Errol Dsouza (Pearson education India, Revised Edition)
5. Managerial Economics – G S Gupta (Tata McGraw-Hill Education, 2011)
6. Managerial Economics - D.N. Dwivedi (Vikas Publishing House, Revised Edition)
7. Managerial Economics: Concepts and Principles – Donald N Stengal (Business Expert Press, 2011)
8. Microeconomics Theory – D N Dwivedi (Pearson Education India, Revised Edition).
9. Macro Economics Analysis - Edward Shapiro (Galgotia Publications, 2015)
10. Modern Macro Economics – Sanjay K Chugh (MIT Press, 2015)

Name of the Program: B.Com Vocational (Accounting and Tax)		
Semester III		
Course Code: G 340 DC1.3		
Name of the Course: Advanced Financial Accounting II		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	5 Hrs	56Hrs
Course Outcomes: On successful completion of the course, the students will be able to		
CO1: Able to apply basic knowledge of Accounting Standards and IFRS while preparing accounts		
CO2: Able to calculate Insurance Claims		
CO3: Understand the aspects relating to other branches of business		
CO4: Ability to prepare the accounts from incomplete records of business		
Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.		
Syllabus: Contents		Hours
Module No. 1: Accounting for Investments		8
Introduction, Classification of Investments, Cost of Investments, Disposal of Investments and Problems.		
Module No. 2: Insurance claims for loss of stock and loss of profit		7
Introduction, Meaning of Fire, Claim for loss of stock, Problems		
Module No. 3: Hire-purchase and Installment Sale Transactions and Departmental Accounting		14
Methods of Accounting – Hire Purchaser’s book and Hire Vendor’s Book, Cash price method, Interest suspense method, Sales method, Types of departments, Basis of Allocation of Common expenditure among different departments, Inter department transfers		
Module No. 4: Accounting for Branches including foreign branches and Accounts from Incomplete Records		15
Classification of branches, methods of maintaining accounts of department branches, Problems, Introduction, single entry System, double entry system, ascertainment of profit by capital comparison, methods of capital comparison, problems		
Module No. 5: Accounting standards		12
Introduction to Accounting Standards AS1: Disclosure of Accounting Policies AS2: Valuation of Inventories AS3: Cash Flow Statements AS4: Contingencies and Events occurring after the Balance Sheet Date AS5: Net Profit or Loss for the Period, Prior Period Items and Changes in Accounting Policies AS10: Property, Plant and Equipment		
Skill Developments Activities:		
<ul style="list-style-type: none"> Analyze classification of investments Collect financial statement of a listed company and ascertain the methods of 		

Accounting

- Visit any firm and find out the accounting standards used by them.
- Collect statement of accounts of firms and analyze the branch and departmental accounts
- Visit a company and analyze their investment patterns and gains.

Books for Reference:

BooksforReference:

- Accounting:Textandcases- Anthony,R.N.Hawkins,andMerchant(McGrawHillEducation,1995) (2010 Revised)
- IntroductiontoFinancialAccounting–Horngren(PearsonEducationIndia,2008)
- AdvancedAccountancy -ShuklaMCandGrewalTS(SChandPublishing,2017)
- AdvancedAccounting:Theory,Method,&Application-GuptaRL(SChand&sons, 1990)
- FinancialAccounting-Jain&Narang(Kalyanipublishers,2002)
- AdvancedAccountancy –SNMaheshwari(VikasPublishingHouse,1984) (2018, Revised)
- PrinciplesandPracticeofAccountancy-PatilVA&Korlahalli(RChand&Co,1981) (2016 Revised)
- Financial Accounting: concepts and Applications – V K Goyal (Excel Books India,2007)
- AdvancedAccounts–SCGupta(SChandPublishing,1997) (2019 Revised)
- AdvancedAccountancy –RaoMETHukaram(NewAgeInternational,2005)
- CompendiumofStatementsandStandardsofAccounting- TheInstituteofCharteredAccountants ofIndia
- InternationalFinancialReportingStandards(IFRS)andIndianAccountingPractices-JagadishRRaiyani,GauravLodha(NewCenturyPublications,2012)

Name of the Program: B.COM VOCATIONAL (ACCOUNTING AND TAX) SEMESTER III Course Code: G 340 DC2.3 Name of the Course: TAX LAWS AND PRACTICE		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	5 Hrs	56Hrs
Course Outcomes: On successful completion of the course, the students will be able to CO1: Understand the provisions of income-tax law and apply the same while filing income tax returns. CO2: Ability to apply income tax knowledge to make computations and address application-oriented issues. CO3: Calculate taxable income for corporates CO4: Compute Annual value of Self occupied and let out properties		
Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.		
Syllabus: Contents		Hours
Module 1: Basic Concepts		8
Income-Tax law: Introduction (i) Important definitions in the Income-tax Act, 1961 (ii) Concept of previous year and assessment year (iii) Basis of Charge and Rates of Tax		
Module 2: Residential status:		7
Scope of Total Income, Computation of total income of residents		
Module 3:		5
Incomes which do not form part of total income (other than Section 11 and section 13) Incomes not included in total income and Tax holiday for newly established units in Special Economic Zones		
Module 4: Income from Salaries and house property and Profits and gains of business or profession		20
Basis of Charge, Profits in lieu of Salary, Advance and arrears of salary, Allowances and perks, Deductions from salary, Treatment of Provident fund along with Chapter – VIA 80C Deductions. Computation of Annual Value of Self Occupied and let out properties, Concept of Deemed to be Let out properties, Deductions from annual value		
Module 5: Capital gains and Income from other Sources		16
Computation of capital gains and Income from other sources – preparation of statement of taxable income.		
Skill Developments Activities: <ul style="list-style-type: none"> • Compute taxable income of individuals 		

- File Income Tax returns of individuals and firm
- Compute Income from salaries and house property of individuals and firms
- Calculate capital gains and income from other sources of firms and individuals.

BooksforReference:

- Students' GuidetoIncomeTax-
VinodKSinghaniaandMonicaSinghania(TaxmanPublicationsPvt.Ltd,UniversityE
dition, 2014)
- IncomeTaxLawandPractice –Hariharan(tataMcGraw-HillEducation,2015)
- TheIncomeTaxLawofIndia–
ShubhamSinha(CreateSpaceIndependentPublishingPlatform,2015)
- IncomeTax–BBLal(PearsonEducationIndia,2012)
- HandbookofCorporateTax Planning-E.A Srinivas(StateMutualBook
&PeriodicalService, 2010)
- UnderstandingIndianincomeTaxLaw–LavneetRelan(LavneetRelan,2015)

Name of the Program: B.COM VOCATIONAL (ACCOUNTING AND TAX) SEMESTER III Course Code: G 340 DC3.3 Name of the Course: COST ACCOUNTING		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	5 Hrs	56Hrs
Course Outcomes: On successful completion of the course, the students will be able to CO1: Ability to develop an understanding of the basic concepts and applications to establish the cost associated with the production of products CO2: Apply provision of services and use the same to determine prices. CO3: Develop an understanding of cost accounting statements. CO4: Acquire the ability to apply cost information for cost ascertainment, planning, control and decision-making.		
Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.		
Syllabus: Contents		Hours
Module 1: Overview and Introduction to Cost and Management Accounting		12
Objectives and Scope of Cost and Management Accounting, The users of Cost and Management accounting information- Functions of management accounting, Role of cost accounting department in an organization and its relation with other departments, Installation of Costing System, Relationship of Cost Accounting, Financial, Accounting, Management Accounting and Financial Management, Cost terms and Concepts Cost Reduction and Cost Control, Elements of Costs, Cost behavior pattern, separating the components of fixed, variable, semi-variable and step costs, Methods of Costing, Techniques of Costing, Cost Accounting with use of Information Technology.		
Module 2: Elements of Cost and preparation of Cost Sheets, Non-integrated and Integrated Accounting system.		10
Functional classification and ascertainment of cost, Preparation of Cost Sheets for Manufacturing sector and for Services sector, Differences between Non-integrated and Integrated Accounting systems, Reconciliation of profit as per Cost and Financial Accounts (under Non-Integrated Accounting System).		
Module 3: Material Cost, Employee Cost		12
Techniques of fixing level of stocks- minimum, maximum, re-order point, safety stock, determination of optimum stock level, Determination of Optimum Order quantity- Economic Order Quantity (EOQ), Techniques of Inventory control- ABC		

<p>Analysis, Fast, Slow moving and Non-moving (FSN), High, Medium, Low (HML), Vital, Essential, Desirable (VED), Just-in-Time (JIT)- Stocktaking and perpetual inventory system, use of control ratios. Attendance and Payroll procedure s- Elements of wages- Basic pay, Dearness Allowance, Overtime, Bonus, Holiday and leave wages, Allowances and perquisites. Employee Cost, Control, Employee Turnover- Methods of calculating employee turnover causes of employee turnover, effects of employee turnover, Utilization of Human Resource, Direct and indirect employee Cost, charging of employee cost, Identifying employee Hours with work orders or batches or capital jobs, Remuneration systems and incentive schemes - Time Rate System, Piece Rate System, Differential piece rate system, Calculation of wages, Effective Wages.</p>	
Module 4: Direct Expenses and Overheads	12
<p>Direct expenses- Nature of Direct or Chargeable expenses, Sub-contracting- Control on material movements, Identification with the main product or service. Overheads- Functional analysis- Factory, Administration, Selling, Distribution, Research and Development, Behavioral analysis- Fixed, Variable and Semi- Variable, Allocation and Apportionment of overheads using Absorption Costing Method, Factory Overheads- Primary and secondary distribution, Administration Overheads- Method of allocation to cost centers or products, Selling & Distribution Overheads- Analysis and absorption of the expenses in products/customers, impact of marketing strategies, cost effectiveness of various methods of sales promotion, Treatment of Research and development cost in cost accounting. Concepts of Activity Based Costing (ABC)</p>	
Module 5: Methods of Costing	10
<p>Single Output/Unit Costing, Job Costing: Job cost cards and databases, collecting direct costs of each job, attributing overheads to jobs, Application of job costing. Batch Costing: Determination of optimum batch quantity, Ascertainment of cost for a batch, Preparation of batch cost sheet, Treatment of spoiled and defective work.</p>	
<p>Skill Developments Activities:</p> <ul style="list-style-type: none"> • Compute costs for products to fix prices • Prepare cost sheets to find out cost per product • Visit any factory involved in production activity 	

- Use different methods of costing to suit different kinds of jobs and prepare cost sheet

Books for Reference:

- Cost Accounting – V Rajasekaran (Pearson Education India, 2010)
- Costing: An Introduction – Colin Drury (Springer, 2013)
- Advanced Cost Accounting – M N Arora (Himalaya Publishing House, 2010)
- Cost Accounting: Concepts and Methods – Dr N K Agarwal & Deepali Jain (Asian Books Pvt Ltd, 2008)
- Cost Accounting – Khan (McGraw-Hill Education Pvt Ltd, 2014)
- Essentials of Cost Accounting – John G Blocker (Read Books, 2007)
- Advanced Cost Accounting – J K Mitra (New Age International, 2009)
- Cost Accounting: Principles & Practice – Dutta (Pearson Education India, 2004)
- Cost and management accounting – S P Jain & K L Narang (Kalyani Publishers, Ludhiana, 2011)
- Essentials of Cost Management – Catherine Stenzel & Joe Stenzel (John Wiley & Sons, 2003)

Name of the Program: B.COM VOCATIONAL (ACCOUNTING AND TAX)		
SEMESTER III		
Course Code: G340 OE1.3 – (Open Elective Course)		
Name of the Course: CORPORATE LAW		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	4 Hrs	40Hrs
Course Outcomes: On successful completion of the course, the students will be able to		
CO1: Develop an understanding of the provisions of company law		
CO2: Acquire the ability to address application-oriented issues.		
CO3: Ability to draft prospectus of the company		
CO4: Understand the Companies Act and its provisions.		
Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.		
Syllabus: Contents		Hours

Module 1: The Companies Act, 2013 – Sections 1 to 148 Preliminary	05
Applicability, Scope of the Act, Incorporation of Company and matters incidental there to	
Module 2: Issue of Securities	05
Prospectus and Allotment of Securities; Share Capital and Debentures	
Module 3: Provisions for acceptance of Public Money	10
Acceptance of Deposits by companies - Registration of Charges	
Module 4: Management and Administration	10
Section 88 –	
122 of Companies Act, 2013 r/w rule Companies (Management and Administration) Rules, 2014, Registers, Annual Return, Meetings, Resolutions	
Module 5: Declaration and payment of Dividend and Audit of Companies	10
Meaning of Dividend, Types, Provision regarding declaration and payment of dividend, unpaid dividend account, Investor education and protection fund, Rights & Punishments, Types of accounts to be maintained (section 128 & 129), reopening and recasting of accounts (sec 130), Voluntary revision of accounts (sec 131), NFRA, Audit reports and board reports, CSR, Internal Audit	
Skill Developments Activities:	
<ul style="list-style-type: none"> • Visit a company and gather information regarding their incorporation • Analyze the annual returns filed by the firms • Visit any trading firm and assess their investment pattern and the returns out of it. • Assess the various funds maintained by the firms for investment and to provide for future losses. 	
<p>Note: The provisions of the Companies Act, 1956 which are still in force would form part of the syllabus till the time their corresponding or new provisions of the Companies Act, 2013 are enforced.</p>	
Books for Reference:	
<ul style="list-style-type: none"> • Taxman's Corporate Laws - Schedule IV, V and VI as per Companies Act, 2013 • Company Law, 2013 – Avtar Singh (Eastern Book Company, 2015) • Understanding Company Law – Alastair Hudson (Taylor and Francis, 2017) 	

- A practical guide to consolidated Financial Statement under companies act of 2013
- Company Law & Practice – Ratan N. Lakha (Vikas Publishing House, 2016)
- Company Law and Practice –
Dr. G. K. Kapoor and Sanjay Dhamija, 19th Edition (Taxman Publication, 2014)
- Business Ethics: Text & Cases - Murthy C. S. V (Himalaya Publishing House, 2014)
- Corporate Governance: Business Ethics and CSR - Sharma J. P (Anne Books Pvt. Ltd, 2014)
- Corporate Governance: Theory and Practice -
Kumar Anil (International Book House Pvt. Ltd, 2015)
- Corporate governance and strategic Decision making – Lawrence Emeagwali (Book on demand, 2017)
- The Essential book of Corporate Governance – G. N. Bajpai (SAGE Publications India, 2016)

Name of the Program: B.Com Vocational (Accounting and Tax)		
Course Code: G310OE1.3(Open Elective Course)		
Name of the Course: Advertising Skills		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	3 Hrs	40Hrs
<p>Course Outcomes: On successful completion of the course, the students will be able to</p> <p>CO1: Explain types of advertising media.</p> <p>CO2: Identify the factors that affect media selection.</p> <p>CO3: Evolve advertising strategy and formulate advertising budget</p> <p>CO4: Understand ethical aspects in advertising</p> <p>CO5: Familiarize online portals in advertising</p>		
<p>Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.,</p>		
Syllabus:		Hours
Module No. 1: ADVERTISING - INTRODUCTION		8
Meaning and definition, features of advertising, key players in the advertising industry, significance and criticism of advertising. Role of Advertising in Marketing Mix.		
Module No. 2: ADVERTISING APPEALS		8
Meaning and features of advertising appeals, types of advertising appeal- rational, emotional and moral . (Case study on advertising appeal).		
Module No. 3: ADVERTISING MEDIA		8
Media planning, newspaper, magazine, radio, television, direct mail, outdoor, point of purchase, internet, infomercial and Influencer Marketing.		
Module No. 4: ADVERTISING MANAGEMENT		8
Selecting target audience, setting advertising goal, developing message strategy, advertising copy-features and its elements, evaluating effects message copy.		
Module No. 5: ETHICAL ISSUES IN ADVERTISING		8
Ethics in advertising – misleading and surrogate advertising; Advertising regulatory bodies.		
<p>Skill development activities:</p> <ul style="list-style-type: none"> • Prepare an advertisement copy. • Draft a mail for advertising a product. • List different types of misleading advertisement. • Analyses cases registered in consumer court regarding misleading advertisement. 		

Text Books:

- Advertisement Management, C L Tyagi, Arun Kumar, Atlantic Publishers,
- Advertisement Management, PooniaVirenders, Gennext Publication
- Advertisement Management, Donald W JugenheimerNadCarrt D Kelley, Roulledge,
- Philip Kotler and Gary Armstrong .
- “Principles of Marketing”, Pearson Publication New Delhi
- Ramaswamy and Namakumari, “Marketing Management”, Mcgraw hill Education
- Parithosh Sharma “Marketing Management”, fifth edition, Gagankapur, New Delhi
- Gandhi. J C, “Marketing”, Tata McGraw hill, New Delhi
- Pillai and Bhagavathi, “Modern Marketing” forth edition, S Chand , NEW DELHI
- RajanSaxena, “Marketing Management”, Mcgraw Hill Education, New Delhi
- William Stanton, ” Fundamentals of Marketing”, Tata McGraw Hill, New Delhi
- Philip Kotler, “Marketing Management” , Prentice Hall of India Ltd
- S H Kazmi“Marketing Management” Excel Books, New Delhi

<p align="center">Name of the Program: B.Com Vocational (Accounting and Tax)</p> <p align="center">Course Code: G3100E2.3 (Open Elective Course)</p> <p align="center">Name of the Course: Entrepreneurial skills</p>		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	3 Hrs	40Hrs
<p>Course Outcomes: On successful completion of the course, the Students will be able to</p> <p>CO1: Learn skills to be an effective and capable entrepreneur.</p> <p>CO2: Comprehend the key factors influencing entrepreneurial possibilities.</p> <p>CO3: Recognize and creatively think to design and innovate unique business opportunities.</p> <p>CO4: Understand the skills and knowledge for running and managing a new business.</p>		
<p>Pedagogy: Classrooms lecture, Case studies, Group discussion, Seminar & field work etc.,</p>		
Syllabus		Hours
Module No. 1: Entrepreneurship -Introduction		08
<p>Concept and need of entrepreneurship; Characteristics and Types of Entrepreneurship; challenges of entrepreneurship. Women entrepreneurship – challenges of women entrepreneurship in India; developing women entrepreneurship; success stories of women entrepreneurship – case study</p>		
Module No. 2: Starting New venture		08
<p>Creating and starting the venture - Steps for starting a small industry-idea generation, preparation of business plan - selection of types of organization - Entrepreneurship opportunities.</p>		
Module No. 3: Managing new venture		08
<p>Managing, growing and ending the new venture - Preparing for the new venture launch -early management decisions Managing early growth of the new venture- new venture expansion strategies and issues - Going public - ending the venture.</p>		
Module No. 4: Financing of Enterprise		08
<p>Financial Planning – need; Sources of finance – internal and external sources of finances; short term and long term finance; venture capital and angel investors; institutional finance; institutional support to entrepreneurs – incentives and facilities</p>		
Module 5: Entrepreneurship Development and Government		08
<p>Role of Central Government and State Government in promoting Entrepreneurship - Introduction to various incentives, subsidies and grants - Export Oriented Units - Fiscal and Tax concessions available. Government schemes for financial support to startups in India, MUDRA loan scheme, Atal Innovation Mission, startup India seed fund, ASPIRE.</p>		
<p>Skill Development Activities:</p> <p>1. Present video clip or podcast by successful entrepreneurs discussing about their entrepreneurial journey.</p>		

2. Conducting a activities like The Two-Minute Pitch Exercise, The Soft Skills Exercise, The Business Thesis Exercise, The Envelope Exercise and any other activity relating to the course
3. Visit to any entrepreneurial development training center.
4. Collect the information about the incentives provided by the government.

Text Books:

1. Buame, S, Entrepreneurial and Innovative Management, School of Administration
2. Hisrich, R.D., Peters, M.P. Entrepreneurship Starting, Developing And Managing A New Enterprise, 3rd edition, Richard Dirwin Inc.
3. Kuratko, D.F., hodgetts, R.M, Entrepreneurship, A Contemporary Approach, 2nd edition, the Dryden Press. Vasanth Desai " Dynamics of Entrepreneurial Development and Management Himalaya Publishing House.
4. N.P. Srinivasan&G.P.Gupta," Entrepreneurial Development ", Sultan chand&Sons.
5. P. Saravanavelu "Entrepreneurship Development ", Eskapee Publications.
6. SatishTaneja, Entrepreneur Development ", New Venture Creation.

Name of the Program: B.Com Vocational (Accounting and Tax)		
Course Code: G310OE3.3 (Open Elective Course)		
Name of the Course: Modern Bank Management		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	3 Hrs	40Hrs
Course Outcomes: On successful completion of the course, the Students will be able to CO 1: Have clear understanding of the concepts and operations of modern banks CO 2: Get knowledge in functions of RBI and other banks. CO 3: Understand various modern banking products and services offered.		
Pedagogy: Classrooms lecture, Case studies, Group discussion, Seminar & field work etc.,		
Syllabus		Hours
Module No. 1: Introduction to Bank		8
Meaning and definition of Bank, origin and development of modern banks, banking system in India, Types of Banks – commercial banks – meaning and functions. Investment banks, unit banking, scheduled and non-scheduled banks, public and private sector banks, retail banking, wholesale banking, chain banking, branch banking – meaning and features		
Module No. 2: Functions of Reserve Bank of India		8
Traditional and promotional functions of RBI, role of RBI in agricultural and industrial financing		
Module No. 3: Bank Operations		8
.Lending - Principles of lending, Advances – Secured and Unsecured. Retail lending – Home loan, car loan, loan against securities, Credit cards, personal loan, educational loan; term Loans, Cash Credit, Overdraft, Discounting of Bills of Exchange. Modes of creating charge on securities – meaning and features; types of securities. NPA management (meaning and features). Merchant Banking - meaning and functions.		
Module No. 4 : KYC Norms and Banking Services		8
Meaning of KYC and documents required for KYC; Understand the role of KRA's, Identify how to do KYC for minors and NRI's, Banking Services - Service channels – branch, ATM, internet, mobile banking; e - cheque, electronic fund transfer, debit cards, smart cards. Payment and collection services – cheques, Demand Drafts, ECS, electronic funds transfers, cash management, cheque clearing. Ancillary services – locker and safe custody, payment of taxes and bills. Financial services – Sale of insurance and mutual funds, gold coins, Government bonds. Depository services – Demat and web trade; Foreign exchange.		
Module 5: Recent issues in Banking		8
Universal Banking, Development banks, Payment Banks, global banking, bank frauds, relationship banking, remote account opening, loan origination.		

Skill Development Activities;

- Visit a bank and study the modern banking services offered by the bank.
- Download financial statements of banks and analyze the NPA of those banks
- Analyze the issues and challenges of digital banking services by conducting customer survey.
- Analyze the ombudsman services of banks.

Text Books:

- IIBF, "Principles and Practices of Banking", 2nd Edition, McMillian Publishers.
- Sunderam and Varshney, "Banking Theory Law and Practices", Sultan Chand & Sons.
- Varshney, P.N, "Banking Law and Practice", Sultan Chand and Sons
- Desai, Vasant, "Banks and institutional management", Himalaya Publications.
- Gurusamy, S., "Banking Theory: Law and Practice", Tata McGraw Hill

Name of the Program: B. Com Vocational (Accounting and Tax)

SEMESTER - IV

Course Code: G 340 DC1.4

Name of the Course: CORPORATE ACCOUNTING

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56Hrs
<p>Course Outcomes: On successful completion of the course, the students will be able to</p> <p>CO1: Gain basic knowledge in Accounting Standards and IFRS</p> <p>CO2: Acquaint with practical knowledge in redemption of debentures</p> <p>CO3: Understand the accounting aspects relating to Bonus and rights issue</p> <p>CO4: Understand the concept and accounting relating to Cash flow statements</p>		
<p>Pedagogy: Classrooms lecture, Case studies, Group discussion, Seminar & field work etc.,</p>		
Syllabus		Hours
Module 1: Redemption of Preference Shares and debentures		10
<p>Methods – Fresh issue of bonus shares, Capitalization of undistributed profits, Combination, Types – security, convertibility, Permanence, Negotiability, Priority Methods – payment in lumpsum, payment in installments, purchases in open market, conversion into shares</p>		
Module 2: Accounting for bonus issue and right issue		10
<p>Bonus shares, right shares, rules, problems</p>		
Module 3: Accounting for tax		12
<p>Concept of deferred tax asset and deferred tax liability in line with AS 22 “Accounting for Taxes” and Managerial Remuneration, Introduction and problems, Meaning of managers, KMPs, Remuneration to KMPs, problems</p>		
Module 4: Preparation of financial statements		12
<p>Statement of Profit and Loss, Balance Sheet and Cash Flow Statements and Profit (Loss) prior to incorporation. Meaning of Financial Statements, Parts of Financial Statement, Profit & Loss account, Balance Sheet, Cash flow statements, Pre and post incorporation period, problems based on pre incorporation profits and post incorporations profits.</p>		
Module 5: Accounting Standards		12
<ul style="list-style-type: none"> •AS11: The Effects of Changes in Foreign Exchange Rates •AS12: Accounting for Government Grants •AS13: Accounting for Investments •AS16: Borrowing Costs •AS17: Segment Reporting 		

•AS22: Accounting for Taxes on Income

Skill Development Activities;

- Prepare Accounting Statements for Companies
- Analyze and compare the financial statements
- Interpret the statement of profit and loss, balance sheet of newly formed business.
- Prepare cash flow statements of companies and allocate profits

Text Books:

- Note: Accounting Standards shall be taught as amended
- Books for Reference:
- Introduction to Financial Accounting – Horngren (Pearson Education India, 2008)
- Advanced Accountancy - Shukla M C and Grewal T S (S Chand Publishing, 2017)
- Advanced Accounting: Theory, Method, & Application - Gupta R L (S Chand & sons, 1990)
- Financial Accounting - Jain & Narang (Kalyani publishers, 2002)
- Financial Accounting: concepts and Applications – V K Goyal (Excel Books India, 2007)
- Advanced Accountancy – Rao M E Thukaram (New Age International, 2005)
- Compendium of Statements and Standards of Accounting - The Institute of Chartered Accountants of India
- International Financial Reporting Standards (IFRS) and Indian Accounting Practices - Jagadish R Raiyani, Gaurav Lodha (New Century Publications, 2012)

Name of the Program: B. Com Vocational (Accounting and Tax) SEMESTER - IV Course Code: G 340 DC2.4 Name of the Course: TAX LAWS AND PRACTICE II		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56Hrs
Course Outcomes: On successful completion of the course, the students will be able to CO1: Develop an understanding of the provisions of income-tax law CO2: Acquire the ability to apply such knowledge to make computations CO3: Ability to address application-oriented issues. CO4: Compute total income and tax liability of individuals		
Pedagogy: Classrooms lecture, Case studies, Group discussion, Seminar & field work etc.,		
Syllabus		Hours
Module 1: Deductions from Gross Income		10
General provisions, Deductions in respect of certain payments, Specific deductions in respect of certain income, Deductions in respect of other income, Other deductions		
Module 2: Aggregation of income; Set-off, or carry forward and set-off of losses, Computation of total income and tax liability of individuals		10
Clubbing of income: An introduction, Transfer of income without transfer of assets, Income arising from revocable transfer of assets, Clubbing of income of income arising to spouse, minor child and son's wife in certain cases, Conversion of self-acquired property into property of HUF, Aggregation of income, Concept of set-off and carry forward and set-off of losses, Provisions governing set-off and carry forward and set-off of losses under different heads of income, Order of set-off of losses, Income to be considered while computing total income of individuals, Procedure for computation of total income and tax liability of individuals, Introduction, Direct Payment, Provisions concerning deduction of tax at source.		
Module 3: Advance tax, tax deduction at source, tax collection at source, Provisions for filing return of income and self-assessment		12
Advance payment of tax, Interest for defaults in payment of advance tax and deferment of advance tax, Tax collection at source – Basic concept, Tax deduction and collection account number, Return of Income, Compulsory filing of return of income, Fee and Interest for default in furnishing return of income, return of loss, Provisions relating to belated return, revised return etc., Permanent account number, Persons authorized to verify return of income, Self-assessment		

Module 4: Concept of indirect taxes - Introduction to GST Law	12
Concept and features of indirect taxes, Principal indirect taxes, GST Laws: An introduction including Constitutional aspects, GST Council, Levy and collection of CGST and IGST - Application of CGST/IGST law, Concept of supply including composite and mixed supplies, Charge of tax, Exemption from tax, Composition levy.	
Module 5: Basic concepts	12
Time, place and value of supply and Input tax credit and Computation of GST liability, Registration; Tax invoice; Credit and Debit Notes; Electronic waybill, Returns, Payment of tax including reverse charge	
<p>Skill Development Activities;</p> <ul style="list-style-type: none"> • Prepare statements to calculate Gross Income of individuals • Filing returns of income and self assessment of small traders or individuals • Calculation of GST and application of GST Law in day to day business transactions • Analysis of GST Registration of trading firms <p>Books for reference:</p> <ul style="list-style-type: none"> ○ Direct Taxes Law and Practice – Dr Vinod K Singhania and Dr Kapil Singhania (Taxmann Publications Pvt Ltd, 2009) ○ Students' Guide to Income Tax - Vinod K Singhania and Monica Singhania (Taxmann Publications Pvt. Ltd, University Edition, 2014) ○ Income Tax Law and Practice – Hariharan (Tata McGraw-Hill Education, 2015) ○ Systematic Approach to Income Tax - Girish Ahuja and Ravi Gupta (Bharat Law House, 2011) ○ The Income Tax Law of India – Shubham Sinha (CreateSpace Independent Publishing Platform, 2015) ○ Direct Taxes – Lal (Pearson Education India, 2008) ○ Income Tax – B B Lal (Pearson Education India, 2012) ○ Handbook of Corporate Tax Planning - E. A. Srinivas (State Mutual Book & Periodical Service, 2010) ○ Understanding Indian Income Tax Law – Lavneet Relan (Lavneet Relan, 2015) 	

Name of the Program: B. Com Vocational (Accounting and Tax) SEMESTER - IV Course Code: G 340 DC3.4 Name of the Course: COSTING METHODS & TECHNIQUES		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56Hrs
Course Outcomes: On successful completion of the course, the students will be able to CO1: Understand the basic concepts and processes used to determine product CO2: Ability to interpret cost accounting statements CO3: Analyze and evaluate information for cost ascertainment, planning, control and decision making.		
Pedagogy: Classrooms lecture, Case studies, Group discussion, Seminar & field work etc.,		
Syllabus		Hours
Module 1: Contract Costing, Process/Operation Costing		10
Ascertainment of cost of a contract, Progress payment, Retention money, Escalation clause, Cost plus contract, Value of work certified, Cost of Work not certified, Determination Value of work certified, Cost of work not certified, Notional or estimated profit from a contract, Process cost recording, Process loss, abnormal gains and losses, Equivalent unit of production, Inter-process profit, Valuation of work in process, Joint Products- Apportionment of joint costs, Methods of apportioning joint cost over joint products, By-Products- Methods of apportioning joint costs over by-products, treatment of By-product cost.		
Module 2: Costing of Service Sectors		10
Determination of Costs and Prices of services of following sectors/Industries -Transport, Toll roads, Hospitals, Canteen/Restaurants, Hotels/Lodges, Educational Institutions, Financial Institutions/ Banks, Insurance, IT sector and others services.		
Module 3: Standard Costing		12
Setting up of Standards, Types of Standards, Standard Costing as method of performance measurement, Calculation and Reconciliation of Cost Variances -Material Cost Variance, employee Cost Variance, Variable Overheads Variance and Fixed Overhead Variance.		

Module 4: Marginal Costing	12
<p>Basic concepts of marginal costing, Contribution margin, Break-even analysis, Break – even and profit volume charts, Contribution to sales ratio, Margin of Safety, Angle of Incidence, Cost-Volume-Profit Analysis (CVP), Multi-product break-even analysis, Consideration of Limiting factor (key factor), Determination of Cost of a product/ service under marginal costing method, determination of cost of finished goods, work-in-progress, Comparison of Marginal costing with absorption costing method- Reconciliation of profit under the both methods, Short term decision making using the above concepts (basic/fundamental level).</p>	
Module 5: Budget and Budgetary Control	12
<p>Meaning of Budget, Essentials of Budget, Budget Manual, Budget setting process, Preparation of Budget and monitoring procedures, The use of budget in planning and control - Flexible budget, Preparation of Functional budget for operating and non-operating functions, Cash budget, Master budget, Introduction to Principal/Key budget factor, Zero Based Budgeting (ZBB), Performance budget, Control ratios and Budget variances.</p>	
<p>Skill Development Activities;</p> <p>Prepare cost budgets for small traders in neighborhood. Calculate standard costs</p> <p>Prepare functional budget for operating medium and small scale enterprises</p> <p>Use different types of budgets for different types of businesses</p> <p>Books for reference:</p> <p>Cost Accounting – V Rajasekaran (Pearson Education India, 2010)</p> <p>Costing: An Introduction – Colin Drury (Springer, 2013)</p> <p>Advanced Cost Accounting – M N Arora (Himalaya Publishing House, 2010)</p> <p>Cost Accounting: Concepts and Methods – Dr N K Agarwal & Deepali Jain (Asian Books Pvt Ltd, 2008)</p> <p>Cost Accounting – Khan (McGraw-Hill Education Pvt Ltd, 2014)</p> <p>Essentials of Cost Accounting – John G Blocker (Read Books, 2007)</p> <p>Advanced Cost Accounting – J K Mitra (New Age International, 2009)</p> <p>Cost Accounting: Principles & Practice – Dutta (Pearson Education India, 2004)</p> <p>Cost and management accounting – S P Jain & K L Narang (Kalyani Publishers, Ludhiana, 2011)</p>	

Essentials of Cost Management – Catherine Stenzel & Joe Stenzel (John Wiley & Sons, 2003)

Name of the Program: B. Com Vocational (Accounting and Tax)

SEMESTER III

Course Code: G340 OE1.4 – (Open Elective Course)

Name of the Course: ALLIED BUSINESS LAWS

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	4 Hrs	40 Hrs

Course Outcomes: On successful completion of the course, the students will be able to

CO1: Ability to develop an understanding of the provisions of select legislations

CO2: Acquire the ability to address application-oriented issues.

CO3: Develop an understanding of the rules for interpretation of statutes

CO4: Understanding of Indian Contract Act

Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.

Syllabus: Contents	Hours
Module 1: Interpretation of statutes	05
Rules of Interpretation of statutes, Aids to interpretation – Internal and External Rules of Interpretation – Primary and Secondary-construction of Deeds and Documents	
Module 2: Contract of Indemnity	05
Meaning, Rights of an Indemnity Holder and Contract of Guarantee – Parties to a Contract of Guarantee, Continuing Guarantee, Rights of Surety against the Debtor, Creditor and the Co-Sureties, Discharge of a Surety and modes of discharge	
Module 3: Contract of Bailment and Pledge	10
Bailment – Meaning, Types of Bailment, Features, Rights and Duties of a Bailor and a Bailee, Pledge, Features of a contract of Pledge, Rights of a Pledgor and Pledgee	
Module 4: Contract of Agency	10
Agency – Meaning, Creation of an agency and conditions, who can be an agent and Principal, Sub Agent and Rules, Substituted Agent and Rules, Liabilities of an agent against the third parties	
Module 5: The General Clauses Act, 1897	10

Important Definitions, Extent and Applicability, General Rules of construction, Powers and Functions, Provisions as to Orders, Rules, etc. made under Enactments, miscellaneous

Skill Developments Activities:

- Preparing deeds and documents required for legal process
- Analyzing documents required to pledge the properties
- Preparing statements to enter into contracts
- Applying contract law while dealing with daily trading activity of small businessmen.

Books for Reference:

- Industrial and Business Law – Tulsian PC (S Chand Publishing, 2011)
- Business Law – Khalid Mehmood Cheema (Syed Mobin Mahmud, 2004)
- Business Laws – Nirmal Singh (Deep & Deep Publications, 2003)
- Labour & Industrial Laws – PK Padhi (Prentice Hall India, 2017)
- Business Laws – RSN Pillai and Bhagavathi (S Chand and Company, 2014)
- Institute of Chartered Accountants of India (Sahitya Bhavan Publications, Agra)
- Mercantile Laws – Aggarwal (Galgotia Publications, 2005)
- Mercantile Law – MCKuchhal & Vivek Kuchhal (Vikas Publishing House, 2010)
- Mercantile Law – Arun Kumar (Atlantic Publishers, 2001).

Name of the Program: B. Com Vocational (Accounting and Tax) Semester IV Course Code: G310OE1.4 Name of the Course: Business Ethics (Open Elective Course)		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	3 Hrs	40 Hrs
Course Outcomes: On successful completion of the course, the students will be able to CO1: Understand the basics of ethics CO2: Make a distinction between morality and ethics CO3: Analyze the case studies and make interpretations CO4: Prepare reports based on ethical code of conduct in an organization.		
Pedagogy: Classrooms lecture, Case studies, Group discussion, Seminar & field work etc		
Syllabus:		Hours
Module No. 1: Introduction to Ethics		08
Nature and Essence of Ethics – Meaning, definition and scope – Ethics and Morals, Evolution of ethics – classification of ethics – Business ethics – Professional Ethics, Law Versus Ethics.		
Module No. 2: Ethics in workplace		08
Workers and Morals – Rights and duties of employees – personal policies and procedures. Workplace ethics – Need – Professional Versus personal ethics – workplace surveillance versus Privacy. Health and Safety hazards.		
Module No. 3: Environmental ethics		08
Principles of Environmental ethics – environmental challenges as business opportunities – Role of Government – Case Study – Narmada Bachao Andolan – Indian legal framework for environmental protection.		
Module No. 4: Ethics in Information Technology		08
Understanding Information Technology– Features. IT Code of Conduct – Data Identity and Security – Ethical issues in data or information security.		
Module 5: Managing Ethics in Organization		08
Ethics in organizations - Code of conduct for business executives and managers – Managerial effectiveness through ethical principles.		
Skill Development Activities: <ul style="list-style-type: none"> Analyze the case studies and prepare reports showing interpretations and conclusions. 		

- Draft ethical code of conduct for organizations with different natures and activities.
- Prepare reports on environmental hazards due to unethical behavior of business organizations.

Text Books:

- Daniel Albuquerque, Business Ethics – Principles and Practices, Oxford University Press, New Delhi.
- Rajiv K. Mishra, Business Ethics – Code of conduct for managers, Rupa & Co. Publishers, New Delhi.
- Craig E Johnson - Organizational Ethics: A Practical Approach, Thousand Oaks, Sage Publications Inc.
- O.C. Ferrell, John Fraedrich, Linda Ferrell, Business Ethics: Ethical Decision Making, Cengage Learning
- Stephen M Byars, Business Ethics, Open Stax Publishers
- Andrew Crane, Dirk Matten, Sarah Glozer, Laura Spence, Business Ethics, Oxford University Press, UK.

Note: Latest edition of text books may be used.

Name of the Program: B. Com Vocational (Accounting and Tax) Course Code:G310OE2.4 Name of the Course:Corporate Governance(Open Elective Course)		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	3 Hrs	40 Hrs
Course Outcomes: On successful completion of the course, the students will be able to CO1:Analyze fundamental theories of ethics CO2:Make a distinction between morality and ethics CO3:Analyze the case studies and make interpretations CO4:Prepare reports based on ethical code of conduct in an organization.		
Pedagogy: Classrooms lecture, Case studies, Group discussion, Seminar & field work etc.		
Syllabus:		Hours
Module No. 1: Introduction to Corporate Governance		08
Meaning and Scope of Corporate Governance. Need for corporate governance, Principles of Corporate Governance, Fundamental pillars of Corporate Governance		
Module No. 2: Regulatory framework of corporate governance		08
Introduction, Stakeholders of Joint Stock Companies, Organizational structure and Corporate Governance, Disclosure and transparency requirement under companies' act, 2013 and SEBI regulations, Voting rights of the Shareholders, Takeovers and Takeover Defences.		
Module No.3: Failure of corporate governance and reforms of corporate governance		08
Major Corporate scams of Corporate Governance (case study : Sathyam scam and Enron scandal), Corporate Governance reforms in India, Kumar Mangalam Birla Committee (2000) and Naresh Chand Committee (2002)		
Module No. 4: Corporate Governance The Indian Backdrop		08
Introduction, India's Corporate Governance Framework, Securities Exchange Board of India (SEBI). CII Code on Corporate Governance(April 1998)		
Module No. 5: Corporate Governance – Case studies		08
Corporate Governance Practice of Reliance Energy Limited, Corporate Governance Practice of TATA GROUP, Corporate Governance Practice of WIPRO Limited.		
Skill Development Activities: <ul style="list-style-type: none"> • Students are given different project topics where they have to collect secondary data using to prepare a report • Presenting the recent changes in corporate governance that are essential for companies' 		

success

- Talk on sustainability & corporate governance

Text Books:

- Fernando A.C. Et.al, Corporate Governance- Principles, policies and practices. London: Pearson Education.
- Indian Institute of Corporate Governance, Corporate Governance. New Delhi: Taxmann Publication pvt ltd
- B.N. Ghosh, Business Ethics and Corporate Governance. New York: McGraw Hill Education
- Kumar Anil Et.al, Auditing and Corporate Governance. New Delhi: Taxmann Publications Pvt ltd
- Fernando A.C., Business ethics and corporate Governance. London: Pearson Education India
- Corporate Governance Theory and Practice – D Geeta Rani, RK Mishra - Excel Books

Note: Latest edition of text books may be used.

Name of the Program: B. Com Vocational (Accounting and Tax)		
Course Code: G310OE3.4		
Name of the Course: International Trade (Open Elective Course)		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	3 Hrs	40Hrs
<p>Course Outcomes: On successful completion of the course, the Students will be able to</p> <p>CO1:Analysis of trade models in depth in order to discuss the benefits and consequences of international trade and globalization.</p> <p>CO2:The course will slightly delve into international finance in order to discuss different exchange rate regimes, their effect on monetary/fiscal policy, and economic integration.</p> <p>CO3:Understand the legal procedures involved in International Business.</p> <p>CO4:Recognize the different types of economic integrations.</p> <p>CO5:Understand and analyze the operations of MNCs through real case assessment.</p> <p>CO6:Evaluate India’s foreign trade status</p>		
<p>Pedagogy: Classrooms lecture, Case studies, Group discussion, Seminar ,Industrial visit, field work, etc.</p>		
Syllabus		Hours
Module No. 1: Foundations to International Trade		08
Introduction to trade-Trade-Internal and external trade, features, scope of international trade, Terms of trade, Trade documentation-Import and export documents		
Module No. 2: Legal framework of International Trade/Business		08
Nature and complexities: Code and common laws and their implications to Business-International Business contract- legal provisions, Payment terms.		
Module No. 3: Multi-Lateral Agreements & Institutions		08
Economic Integration – Forms,-Regional Blocks- NAFTA- EU-SAARC, ASEAN-BRICS-OPEC,World Bank & its affiliates- IFC, MIGA and ICSID-ADB-Regulatory role played by WTO&UNCTAD		
Module No. 4: : Multinational Companies (MNCs)		08
MNCs – Nature and characteristics, Role of MNC's in Developing countries, Challenges faced by MNCs.		
Module 5: Management of India’s foreign trade		08
Direction and composition of foreign trade in India,-Issues of current and capital		

account convertibility-flow of foreign capital in India-, FDI, FII – foreign capital and sectoral and regional investment- recent measures of India on foreign capital

Skill Development Activities:

- Distinguish and critically analyze the costs and benefits of trade policy measures on different sections of the community and the implications for the formulation of trade policy.
- Identify major recent developments in the world trading system, and be able to critically analyse key issues raised both by the current round of WTO negotiations and by the spread of regional trading arrangements.
- Develop communications skills through the presentation of your work, interactions during tutorial sessions, and appropriate use of the discussion board.

Text Books:

- Alan M Rugman & Simon Collinson, International Business: Pearson Education, Singapore.
- Carbugh, R, J. International Economics. Noida, Uttar Pradesh: Cengage Learning
- Charles W. L. Hill, Chow How Wee & Krishna Udayasankar, International Business: An Asian Perspective- McGraw Hill, New York.
- .Donald Ball, Michael Geringer, Michael Minor & Jeanne McNett, International Business: The Challenge of Global Competition- McGraw Hill, NewYork.
- Francis Cherunilam, International Business: Text and Cases- PHI Learning Pvt. Ltd. New Delhi.
- .John Daniels, Lee Radebaugh, Daniel Sullivan, International Business: Environments & Operations- Prentice Hall, New Delhi.
- K. Aswathappa, International Business, Tata McGraw Hill Publishing Company Limited. New Delhi
- Paul R. Krugman & Maurice International Economics: Theory and Policy - Obstfeld Pearson Education Singapore
- SumatiVarma, International Business. Ane Books Pvt. Ltd, New Delhi.
- SubbaRao, International Business: Text and Cases- Himalaya Publishing House Pvt. Ltd. Mumbai.
- Salvatore, D. International Economics. London, United Kingdom: MacMillan Press Ltd.
- Soderston, B., & Reed, G. International Economics. London, United Kingdom: MacMillan Press Ltd.
- V.K. Bhalla, - S. Chand & Company Pvt. Ltd. New Delhi. International Business

Note: Latest edition of text books to be used.
