

**Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya (Autonomous),
Chandra Nagar, Latur (Maharashtra)**

**BACHELOR OF VOCATION PROGRAM
(Accounting and Taxation)**

**Course Structure and Syllabus
(2020 – 2023)**



- : Under : -

**The National Skill Qualification Framework
(NSQF)**

- : Approved By : -

Governing Body

**Rajarshi Shahu Mahavidyalaya (Autonomous),
Chandra Nagar, Latur (Maharashtra) – 413 512**

Scheme of Course and Syllabus
B. Voc. (Accounting and Taxation) (w.e.f. June – 2020 onwards)
(Semester – I)

Paper	Course Title	Course Code	Total Hours		Total Hours	Credits	Marks		
			L	P			CIA	ESE	Total
B.Voc. (Accounting and Taxation) First Year (Semester – I)									
General Academic Components									
I	Practical English	U-PRE-221	80	0	80	4	40	60	100
II	Business Economics	U-BUE-222	80	0	80	4	40	60	100
III	Business Statistics	U-BUS-223	80	0	80	4	40	60	100
Skill Development Component									
IV	Fundamentals of Accounting – I	U-FUA-224	80	0	80	4	40	60	100
V	Goods and Services Tax - I	U-GST-226	80	0	80	4	40	60	100
VI	Goods and Services Tax – II	U-GST-228	80	0	80	4	40	60	100
VII	Lab Course – I (Based on Specific Course – IV) (Tally & Microsoft Excel)	U-LAC-225	0	40	40	2	25	25	50
VIII	Lab Course – I (Based on Specific Course – V)	U-LAC-227	0	40	40	2	25	25	50
IX	Lab Course – I (Based on Specific Course – VI)	U-LAC-229	0	40	40	2	25	25	50
X	Internship – I	U-LAC-230	0	180	180	6	100	0	100
	Total		480	300	780	36	415	435	850

Total 36 Credits : 24 Credits (Vocational Education) + 12 Credits (General Education)

General Academic Component
English for Communication – I
(Course Code : U-PRE-221)

Credit : 4

Max. Marks : 100

Learning Objectives:

1. To enhance learner's communication skills by giving adequate exposure (use of language lab) in listening and speaking skills and the related sub-skills.
2. To create learner's confidence in oral and interpersonal communication by reinforcing the basics of pronunciation.
3. To help learners to recognize and make use of sentence structures in English.

Course Outcomes:

- i) Students will be aware of listening and speaking skills and the related sub-skills. They can focus a lot on listening style to be the better speaker of English language
- ii) Students can realize the proper style of English for oral communication and can use words and sentences with proper accent and intonation.
- iii) Students will speak English by using proper sentence structures The paper has three units to be done in each semester.

Unit-I Communication

1. Definitions of Communication
2. Objectives of Communication
3. Types of communication & Barriers to Communication

Unit-II Practical Phonetics 1

1. The IPA symbols and the sounds of English
2. The Speech Organs
3. Classification of English Sounds

Unit-III Basic Grammar 1

- i) Word class
- ii) Tense / Verb Forms
- iii) Articles, Prepositions

Unit-IV Oral Communication 1

1. The notion of formal and informal communication situations Formal Situations – Greetings, Talking with - Principal, Government officer, doctor, bank officers and employees, and college guests, Informal Situations - Greetings, Talking with - parents, siblings, other family members, relatives, friends, and neighbors
2. Formal, informal and functional expressions
3. Recognizing (in listening) and appropriately using (in speaking/writing) formal and informal expressions

Practical

Students should make a recording of the lessons learnt in a CD and submit it to the department as per the instructions given by the teacher.

Reference Books

1. Balasubramaniam, T. 1981. A Textbook of Phonetics for Indian Students. New Delhi: Macmillan

2. Sethi, J. & P. V. Dhamija, 1997. A Course in Phonetics and Spoken English. New Delhi, Prentice-Hall
3. Crystal, David. 1985. Rediscover Grammar with David Crystal . Longman
4. Bakshi, R. N. A Course in English Grammar . Orient Longman
5. Dwivedi, R.K. and A. Kumar. Macmillan Foundation English Published by Macmillan India Ltd.
6. Patil Z. N. Valke B.S, Thorat Ashok & Merchant Zeenat. English for Practical Purposes. Chennai, Macmilan
7. Tengse R Ajay, Soft Skills A Textbook for Undergraduates. Hyderabad. Orient Blackswan

General Academic Component
Business Economics
(Course Code : U-BUE-222)

Credit : 4

Max. Marks : 100

Learning Objectives:

1. The objective of this course is to develop the ability to apply the concepts, tools and techniques of economics in analysing and interpreting business decisions.
2. To familiarize the students with the basic concept of microeconomics.
3. To make student understand the demand analysis in business applications.
4. Apply the economic way of thinking to individual decisions and business decisions.

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

1. Develop an understanding of the applications of business economics in management.
2. Understand cardinal and ordinal utility laws including consumer behavior.
3. Understand and apply demand analysis to relevant economic issues.
4. Employ marginal analysis for decision making.

Unit 1 : Introduction and Basic Concepts and consumer Behaviour

- 1.1 Meaning, Nature, Scope and Importance of Business Economics
- 1.2 Concept of Micro and Macro Economics
- 1.3 Tools for Economic Analysis- Functional Relationship, Schedules, Graphs and Equations
- 1.4 Basic Concepts: Household, Consumer, Firm, Plant and Industry
- 1.5 Goals of Firms- Economic and Non-Economic
- 1.6 Utility: Concept and Types
- 1.7 Cardinal Approach: Law of Diminishing Marginal Utility and Law of Equi-Marginal Utility
- 1.8 Consumer Surplus: Concept and Measurement
- 1.9 Ordinal Approach: Indifference curve Analysis- Concept, Characteristics, Consumer Equilibrium

Unit II : Demand and Supply Analysis

- 2.1 Concept of Demand
- 2.2 Determinants of Demand
- 2.3 Law of Demand
- 2.4 Elasticity of Demand
 - 2.4.1 Price Elasticity of Demand - Meaning, Types, Measurement, Uses and Significance
 - 2.4.2 Income Elasticity of Demand-Meaning and Types
 - 2.4.3 Cross Elasticity of Demand-Meaning and Types
- 2.5 Supply : Concept, Determinants and Law of Supply
- 2.6 Equilibrium of Demand and Supply for Price Determination

Unit III : Production Analysis and Cost and Revenue

- 3.1 Concepts and Types of Cost- Economic Cost and Accounting Cost, Private Cost and Social Cost, Actual Cost and Opportunity Cost, Explicit Cost and Implicit Cost, Incremental Cost and Sunk Cost, Fixed Cost and Variable Cost
- 3.2 Relation between Total Cost, Average Cost and Marginal Cost
- 3.3 Cost Curves in Short run and Long run
- 3.4 Concept of Total Revenue, Average Revenue and Marginal Revenue

Unit IV : Pure Competition

- 4.1 Meaning and Features
- 4.2 Features of Perfect Competition
- 4.3 Price Determination in Perfect Competition
- 4.4 Equilibrium of Firm and Industry in Short Run and Long Run

Unit V : Pricing Under Imperfect Market Conditions

- 5.1 Meaning of Imperfect Competition
- 5.2 Monopoly: Features and Equilibrium, Price Discrimination
- 5.3 Monopolistic Competition- Features and Equilibrium.
- 5.4 Oligopoly: Concept and Features
- 5.5 Duopoly: Concept and Features 6.Comparison of Perfect and Imperfect Competition

Unit VI : Factor Pricing

- 6.1 Marginal Productivity Theory of Distribution
- 6.2 Rent- Meaning, Ricardian Theory of Rent, Modern Theory of Rent, Concept of Quasi Rent
- 6.3 Wages
 - 6.3.1 Meaning and Types of Wages - a) Minimum Wages b) Money Wages c) Real Wages d) Subsistence Wages e) Fair Wages
 - 6.3.2 Backward Bending Supply Curve of Labour
 - 6.3.3 Role of Collective Bargaining in Wage Determination
- 6.4 Interest-Meaning, Loanable Fund Theory, Liquidity Preference Theory
- 6.5 Profit- Meaning, Risk and Uncertainty Theory of Profit, Dynamic Theory of Profit, Innovation Theory of Profit

Reference Books :

- 1. Modern Microeconomics, Koutsoyiannis, A, MacMillan Press, India
- 2. Principles of Microeconomics H.L. Ahuja S. Chand New Delhi
- 3. Advanced Economic Theory, Microeconomic Analysis Ahuja H.L.S.Chand and Company New Delhi
- 4. Price Theory and Applications Jack Hirshlifer Prentice Hall of India, Pvt. Ltd New Delhi

General Academic Component
Business Statistics
(Course Code : U-BUS-223)

Credit : 4

Max. Marks : 100

Learning objectives:

1. To familiarize students with the concept of Statistics, Sources of data, Classification of data.
2. To understand the Tools and Techniques like Measures of Central Tendencies, Dispersion, Correlation and Regression.
3. To equip the students with the ability to analysis Interpret data by using Statistical Techniques.
4. To motivate the students to apply Statistical techniques for Critical Decision Making and Research studies.
5. To enrich students for application of Modern Statistical Tools and Techniques.

Course Outcomes: After completion of this course Students will be able to-

1. Understand the Meaning and Nature of Statistics.
2. Knows Statistical Tools and Techniques for Decision Making
3. Apply Statistical Tools and Techniques for Research Studies and Project Work.

Unit I : Introduction to the study of Statistics

- 1.1. Statistics
 - 1.1.1. Meaning
 - 1.1.2. Definition
 - 1.1.3. Functions
 - 1.1.4. Scope
 - 1.1.5. Merits and Demerits
- 1.2. Sampling
 - 1.2.1. Meaning
 - 1.2.2. Definition
 - 1.2.3. Methods of sampling
- 1.3. Collection of data
- 1.4. Tabulation of data
- 1.5. Representation of data
 - 1.5.1. Diagrammatic Representation
 - 1.5.2. Graphic representation

Unit II : Measures of central Tendency

- 2.1 Mathematical averages
 - 2.1.1 Arithmetic Mean
 - 2.1.1.1 Direct method
 - 2.1.1.2 Short-cut method
 - 2.1.1.3 Step Deviation method
 - 2.1.2 Geometric Mean
 - 2.1.3 Harmonic Mean
 - 2.1.4 Corrected Mean
 - 2.1.5 Combined Mean

- 2.2 Positional averages
 - 2.2.1 Median
 - 2.2.2 Quartiles
 - 2.2.3 Deciles
 - 2.2.4 Percentiles

2.3 Mode

Unit III : Measures of Dispersion

- 3.1 Range
- 3.2 Quartile Deviation
- 3.3 Mean Deviation
- 3.4 Standard Deviation
 - 3.4.1 Actual Mean method
 - 3.4.2 Assumed Mean Method
 - 3.4.3 Combined Standard Deviation
 - 3.4.4 Corrected Standard Deviation
- 3.5 Coefficient of variation
- 3.6 Comparison of Measures of dispersion
- 3.7 Lorenz Curve

Unit IV : Correlation and Regression:

- 4.1 Correlation
 - 4.1.1 Definition
 - 4.1.2 Karl Pearson's Correlation
 - 4.1.3 Spearman Rank Correlation
 - 4.1.4 Concurrent Deviation
- 4.2 Regression
 - 4.2.1 Definition
 - 4.2.2 Regression Equation
 - 4.2.3 Linear Regression
 - 4.2.4 Difference between Regression and Correlation

Unit V : Analysis of Time series and Index numbers:

- 5.1. Elements of Time Series
 - 5.1.1 Secular Trend
 - 5.1.1.1 Graphic Method
 - 5.1.1.2 Method of Semi-Averages
 - 5.1.1.3 Method of Moving Averages
 - 5.1.1.4 Method of Least Squares
 - 5.1.2 Seasonal Fluctuations
 - 5.1.2.1 Method of Simple Averages
 - 5.1.2.2 Method of Moving Averages
 - 5.1.2.3 Ratio to trend Method
 - 5.1.2.4 Method of link Relatives
 - 5.1.3 Cyclical Fluctuation
 - 5.1.4 Random Fluctuation
- 5.2. Index Numbers
 - 5.2.1 Definition

- 5.2.2 Simple Index number
- 5.2.3 Weighted Index Number
 - 5.2.3.1 Laspeyre's formula
 - 5.2.3.2 Paache's formula
 - 5.2.3.3 Fisher's formula
 - 5.2.3.4 Marshal Edge-worth
 - 5.2.3.5 Bowley's formula
 - 5.2.3.6 Kelly's formula
- 5.2.4 Mathematical tests of consistency
 - 5.2.4.1 Time reversal test
 - 5.2.4.2 Factor reversal test
- 5.2.5 Fixed Index Number
- 5.2.6 Chain Index Number
- 5.2.7 Cost of Living Index

Reference Books :

1. R.S.N. Pillai and Bagavathy, Sultan Chand & Sons, New Delhi
2. P.N.Arora, Summet Arora, S. Arora, S. Chand Publication, New Delhi.

Skill Development Component
Fundamental of Accounting – I
(Course Code : U-FUA-224)

Credit : 4

Max. Marks : 100

Learning Objectives:

1. To familiarize the students with basic terms in accountancy,
2. To develop an understanding about journal and ledger preparation.
3. To acquaint the students with the accounting for non-profit organizations.
4. To enable the students about the depreciation concept and its accounting.
5. To aware about the single entry system.

Course Outcomes: After completing the course, students will be able to -

1. Understand the basic accounting concepts and maintaining account records.
2. Prepare the accounting for non-profit organizations.
3. Calculate the depreciation by using SLM and WDV method.
4. Understand the difference between single entry system and double entry system.

Unit I : Introduction to Accounting

- 1.1 Basic concepts and conventions
- 1.2 Journal Entries including adjustments entries
- 1.3 Ledger
- 1.4 Trial balance
- 1.5 Preparation of Final Accounts
 - 1.5.1 Manufacturing accounts
 - 1.5.2 Trading accounts
 - 1.5.3 Profit and Loss account
 - 1.5.4 Balance sheet.

Unit II : Depreciation

- 2.1 Concept of depreciation
- 2.2 Causes of depreciation
- 2.3 Factors affecting amount of depreciation
- 2.4 Methods of recording depreciation
 - 2.4.1 When provision for depreciation account is maintained
 - 2.4.2 When provision for depreciation account is not maintained
- 2.5 Methods of providing depreciation
 - 2.5.1 Straight Line Method
 - 2.5.2 Written Down Value Method

Unit III : Final Accounts of Non-profit organisations

- 3.1. Receipts and payment accounts
- 3.2 Income and Expenditure
- 3.3 Balance sheet
- 3.4 Preparation of Receipt and Payment account from Income and Expenditure account and Balance sheet.
- 3.5 Preparation of opening and closing balance sheet from given Income and Expenditure account and Receipt and Payment account.

Unit IV : Bill of exchange (Excluding Accommodation Bills)

- 4.1 Methods of Handling Bills of Exchange
 - 4.1.1 Retained till Maturity
 - 4.1.2 Discounting of Bills
 - 4.1.3 Endorsement of Bills
 - 4.1.4 Sent for Collection
- 4.2 Recording Transaction in books of Different Parties
 - 4.2.1 Retiring a bill under Rebate
 - 4.2.2 Dishonour of a bill
 - 4.2.3 Renewal of a bill
 - 4.2.4 Insolvency of the drawee
- 4.3 Bank Reconciliation Statement
 - 4.3.1 From Cash book to Pass book.
 - 4.3.2 From Pass book to Cash book.
 - 4.3.3 Preparation of Adjusted cash book

Unit V : Single Entry System

- 5.1 Difference between Single Entry and Double Entry System
- 5.2 Ascertainment of Profit
- 5.3 Methods of Preparation
 - 5.3.1 Statement of Affair Method
 - 5.3.2 Conversion Method.

Reference Books :

1. T.S. Reddy & A. Murthy, Financial Accounting, Margam Publications,
2. R.L.Gupta & V.K. Gupta, Principles and practice of Accountancy, Eleventh edition-2005 , Sultan & Sons, New Delhi
3. N. Vinayagam & B. Charumathi, Financial Accounting Second revised edition-2008, S.Chand & Company Ltd, New Delhi.

Skill Development Component
Goods and Services Tax – I
(Course Code : U-GST-226)

Credit : 4

Max. Marks : 100

Learning Objectives:

1. To provide basic knowledge of the Goods and Services Tax.
2. To understand the various legal provisions of GST law.
3. To learn about Input Tax Credit system of GST.
4. To identify the special provisions like reverse charge mechanism, etc. under GST Law.

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

1. Understand various basic terminologies under GST.
2. Calculate and file GST return as required under GST Act.
3. Independently manage and advice traders about maintenance of various statements and accounts under GST.
4. Do registration, cancellation and revocation under GST for supply of goods and services.

Unit I : Introduction to Goods and Services Tax

- 1.1 Introduction – Direct tax and Indirect tax – meaning
- 1.2 Important definition related to GST.
- 1.3 Subsuming of taxes
- 1.4 Constitutional background
- 1.5 Structure of GST – CGST, SGST, UTGST & IGST
- 1.6 Benefits of implementing GST
- 1.7 GSTN – Structure, features and functions
- 1.8 HSN Code – SAC code
- 1.9 GST council and its Structure
- 1.10 Power and Functions of GST Council
- 1.11 Important concepts and definitions under CGST Act

Unit II : Scope of Supply

- 2.1 Meaning of scope of supply
- 2.2 Schedule – I
- 2.3 Schedule – II
- 2.4 Schedule – III
- 2.5 Tax Liability on Composite and Mixed Supply
- 2.6 E-commerce under GST regime

Unit III : Levy and Collection of Tax and Time and Place of supply

- 3.1 Levy and Collection of Tax
- 3.2 Rates of GST
- 3.3 Scope of Supply
- 3.4 Composition scheme
- 3.5 Liability to pay tax
- 3.6 Reverse Charge Mechanism and composition scheme
- 3.7 Time of Supply of Goods and Services

- 3.8 Place of supply
- 3.9 Cascading Effect of Taxation

Unit IV : Change in rate of tax and Input Tax Credit

- 4.1 Change in rate of tax in respect of supply of goods or services.
- 4.2 Input Tax Credit – Benefits of Input Tax Credit
- 4.3 Manner of claiming input tax credit in different situations
- 4.4 Input Service Distribution – Recovery of Credit
- 4.5 Reversal of credit
- 4.6 Input Service Distribution – Recovery of Credit
- 4.7 Taking input tax credit in respect of inputs and capital goods sent for job work.
- 4.8 Reversal of credit
- 4.9 Cases in which input tax credit is not available
- 4.10 Unauthorised Collection of Tax
- 4.11 Electronic Cash Ledger
- 4.12 Electronic Credit Ledger
- 4.13 Electronic liability ledger
- 4.14 Value of taxable supply
- 4.15 Appointment of Credit and blocked Credits.
- 4.16 Availability of credit in special circumstances

Unit V : Registration and payment of Tax

- 5.1 Registration – Persons Liable for Registration
- 5.2 Compulsory Registration
- 5.3 Deemed Registration
- 5.4 Procedure for Registration
- 5.5 GSTIN and its structure
- 5.6 Special provisions relating to casual taxable person and non-resident taxable person.
- 5.7 Amendment of Registration – Cancellation of Registration
- 5.8 Revocation of cancellation of registration

Note: In case of any subsequent notifications/amendments regarding GST or customs law by the government, the syllabus would be updated accordingly.

Books for Reference

- 1. Indirect Taxes -V.S. Datey, Taxmann Publication (P) Ltd New Delhi
- 2. Indirect Taxation- V. Balachandran, Sultan Chand & Co. New Delhi

Skill Development Component
Goods and Services Tax – II
(Course Code : U-GST-228)

Credit : 4

Max. Marks : 100

Learning Objectives:

1. To provide working knowledge of principles and provisions of GST Law.
2. To understand the various legal provisions of tax invoice under GST Law.
3. To learn about the appeals under GST law.
4. To identify the liability under GST Law.

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

1. Understand various basic provisions of GST law.
2. Calculate and file GST return as required under GST Act.
3. Independently advice traders about appeals under GST.
4. Calculate the tax liability under GST law.

Unit I : Tax Invoice, Credit and Debit notes

- 1.1 Tax Invoice
- 1.2 Credit and Debit Note
- 1.3 Period of retention of accounts
- 1.4 Returns – Furnishing Details of Supplies of outward supplies
- 1.5 Furnishing Details of Supplies of inward supplies
- 1.6 Payment of Tax, Interest, Penalty
- 1.7 Tax Deduction at Source
- 1.8 Collection of Tax at Source
- 1.9 Refunds

Unit II : Submission of return

- 2.1 First return
- 2.2 Claim of input tax credit and provisional acceptance thereof
- 2.3 Matching, reversal and reclaim of input tax credit.
- 2.4 Matching, reversal and reclaim of reduction in output tax liability
- 2.5 Annual return
- 2.6 Final return.
- 2.7 Notice to return defaulters
- 2.8 Levy of late fee.
- 2.9 Goods and services tax practitioners.

Unit III : Assessment and Audit

- 3.1 Assessment – meaning
- 3.2 Types of Assessment – Self Assessment – Provisional Assessment Scrutiny Assessment
- 3.3 Types of Assessment – Summary Assessment – Best Judgment Assessment – Assessment of Non Filers
– Assessment of Unregistered Persons
- 3.4 Audit
- 3.5 Search and Seizure
- 3.6 Inspection of Goods in Movement

- 3.7 Power of Authorities
- 3.8 Demands and Recovery
- 3.9 Fraud and Suppression of Facts
- 3.10 Liabilities
- 3.11 Provisional Attachment

Unit IV : Appeals

- 4.1 Appellate Authorities – Powers
- 4.2 Procedure for appeal
- 4.3 Appeals before Tribunal
- 4.4 Appeals by the Department (CGST/SGST) before the AA/Tribunal
- 4.5 Revision by Commissioner (CGST/SGST)
- 4.6 Appeal to High Court
- 4.7 Supreme Court
- 4.8 Offences and Penalties

Unit V : Liability to pay in certain cases

- 5.1 Liability in case of transfer of business
- 5.2 Liability of agent and principal
- 5.3 Liability in case of amalgamation or merger of companies.
- 5.4 Liability in case of company in liquidation
- 5.5 Liability of directors of private company.
- 5.6 Liability of partners of firm to pay tax.
- 5.7 Liability of guardians, trustees, etc.
- 5.8 Special provisions regarding liability to pay tax, interest or penalty in certain cases.
- 5.9 Liability in other cases

Note: In case of any subsequent notifications/amendments regarding GST or customs law by the government, the syllabus would be updated accordingly.

Books for Reference

1. Indirect Taxes -V.S. Datey, Taxmann Publication (P) Ltd New Delhi
2. Indirect Taxation- V. Balachandran, Sultan Chand & Co. New Delhi

B. Voc. (Accounting and Taxation) (w.e.f. June – 2020 onwards)
(Semester – II)

Paper	Course Title	Course Code	Total Hours		Total Hours	Credits	Marks		
			L	P			CIA	ESE	Total
B.Voc. (Accounting and Taxation) First Year (Semester – II)									
General Academic Components									
I	Practical English - II	U-PRE-321	80	0	80	4	40	60	100
II	Mutual Fund Management	U-MFM-322	80	0	80	4	40	60	100
III	Business Environment	U-BUE-323	80	0	80	4	40	60	100
IV	Business and Professional Ethics	U-BPE-324	80	0	80	4	40	60	100
Skill Development Component									
V	Financial Accounting – II	U-FIA-325	80	0	80	4	40	60	100
VI	Payroll and Inventory – Accounting and Management	U-PAI-327	80	0	80	4	40	60	100
VII	Accounts Payable and Receivable – Accounting and Management	U-APR-329	80	0	80	4	40	60	100
VIII	Lab Course – IV (Based on Specific Course – V)	U-LAC-326	0	40	40	2	25	25	50
IX	Lab Course – V (Based on Specific Course – VI)	U-LAC-328	0	40	40	2	25	25	50
X	Lab Course – VI (Based on Specific Course – VII)	U-LAC-330	0	40	40	2	25	25	50
XI	Internship – II	U-LAC-331	0	180	180	6	100	0	100
	Total		560	300	860	40	455	495	950

Total 40 Credits : 24 Credits (Vocational Education) + 16 Credits (General Education)

General Academic Component
English for Communication – II
(Course Code : U-PRE-321)

Credit : 4

Max. Marks : 100

Learning Objectives:

1. To enhance learner's communication skills by giving adequate exposure (use of language lab) in speaking and Writing skills and the related sub-skills.
2. To create learner's confidence in oral and interpersonal communication by reinforcing the basics of pronunciation.
3. To help learners to recognize and make use of sentence structures in English.

Course Outcomes:

- i) Students will be aware of writing and speaking skills and the related sub-skills. They can focus a lot on writing style to be the better speaker of English language.
- ii) Students can realize the proper style of English for oral and written communication and can use words and sentences with proper accent and intonation.
- iii) Students will speak and write English by using proper sentence structures.

UNIT 1: Oral Communication

- 1) Telephonic Communication
- 2) Intercultural Communication
To be assessed through MCQ, short /long answer questions.

UNIT-2: Effective Communication

- 1) Interviews
- 2) Public Speaking/Speech
- 3) Oral Presentation
To be assessed through MCQ, short /long answer questions.

UNIT-3: Reading Skill

- 1) Reading Instructions and guidelines
- 2) Rules, Procedures and Service level agreements
To be assessed through MCQ, short /long answer questions.

UNIT-4: Writing Skill

- 1) Notice, Agenda and Minutes
- 2) Business letter and report writing
- 3) Memo writing and Resume writing
To be assessed through MCQ, short /long answer questions.

Reference Books:

1. Adair, John. Effective Communication. London: Pan Macmillan Ltd., 2003.
2. Ajmani, J. C. Good English: Getting it Right. New Delhi: Rupa Publications, 2012.
3. Amos, Julie-Ann. Handling Tough Job Interviews. Mumbai: Jaico Publishing, 2004.
4. Bonet, Diana. The Business of Listening: Third Edition. New Delhi: Viva Books, 2004.

General Academic Component
VAT202 : Mutual Fund Management
(Course Code : U-MFM-322)

Credit : 4

Max. Marks : 100

Learning Objectives:

1. To understand the concept and role of mutual funds.
2. To study the various types of mutual fund.
3. To analyze procedure of mutual fund.
4. To study and understand the SEBI guidelines.

Course Outcomes: After completing the course, the students will be able to –

1. Understand the nature of mutual fund business.
2. Analyze the various types and techniques of mutual fund.
3. Know the various method of investment in mutual fund.
4. Understand the rules and regulations of SEBI regarding the investment in mutual fund.

Unit I : The Concept & Role of Mutual Funds

- 1.1 Introduction, Origin & Growth of Mutual Funds in India, Role & Importance.
- 1.2 Types of Mutual Fund Products
- 1.3 Organizational Design
- 1.4 Sponsor, Trustee & AMC

Unit II: Investment in Mutual Funds

- 2.1 The Procedure & the Process
- 2.2 Rights & Duties of Investors
- 2.3 Do's & Don'ts' of Mutual Funds Investment

Unit III : Valuation of Mutual Fund Products

- 3.1 NAV Concepts
- 3.2 Accounting
- 3.3 Taxation
- 3.4 Valuation Norms

Unit IV : Measuring & Evaluating Mutual Fund Performance

- 4.1 Risk & Performance Evaluation
- 4.2 Measuring Returns
- 4.3 Tracking Mutual Fund Performance
- 4.4 Role of SEBI & AMFI

Unit V: SEBI Guidelines

- 5.1 Guidelines
- 5.2 Performances of listed schemes
- 5.3 Performance of open – ended schemes

Reference Books :

1. Merchant Banking – Principles and Practices – H. R. Machuraju
2. Performance Appraisal for Mutual Funds – M. S. Turan, B. S. Bodlay
3. New Issues Capital Market in India – M. A. Mulay
4. Study in Indian Financial System – V. A. Avdhani

5. The New Issues Market – O. K.Sur

General Academic Component
Business Environment
(Course Code : U-BUE-323)

Credit : 4

Max. Marks : 100

Learning Objectives:

1. To understand the concept, characteristics and significance of Business Environment.
2. To study the economic systems and economic policies affecting business.
3. To analyze the impact of financial environment on business.
4. To study and understand the scenario of business environment.

Course Outcomes: After completing the course, the students will be able to –

1. Understand the nature of environment affecting business.
2. Analyze macro environment affecting business by using various techniques.
3. Know the various constituents of financial system.
4. Familiarize with recent central government schemes.

Unit I: Introduction to Business Environment

- 1.1 Concept and Characteristics of Business Environment
- 1.2 Nature and Significance of Business Environment
- 1.3 Types of Business Environment
- 1.4 Environmental Analysis–Process, Importance and Limitations of Environmental Analysis
- 1.5 Techniques of Environmental analysis-SWOC, PESTLE, QUEST.

Unit II : Business Types

- 2.1 Business Types: Service, Merchandising, Manufacturing, Hybrid.
- 2.2 Forms of Business: Sole Proprietorship, Partnership-types, HUF, Joint Stock Company- types including Limited Liability Company, Corporation, Departmental Organisation, Cooperative Societies.

Unit III : Organisation Structure

- 3.1 Commonly Used four organisational structures:
 - 3.1.1 Functional- Sales department, Marketing department, Customer service department etc.;
 - 3.1.2 Divisional -Structure leadership according to products or Projects;
 - 3.1.3 Matrix - different reporting heads: divisional managers & Project managers;
 - 3.1.4 Flatarchy- Uses, Features, Merits, defects.
- 3.2 Open up lines of communication & Collaboration, Used in start-ups & Small Business.

Unit IV : Service Sector

- 4.1 Service/ tertiary Sector- Features.
- 4.2 Types- Retails, Banks, Insurance, Leasing, Factoring, Real estates, Hotels, Education, Health, Social work, Computer Services, Media, Communication, Recreation, Electricity, Gas & Water Supply.

Unit V : Economic Environment

- 5.1 Concept of Economic Environment
- 5.2 Features of Indian Economy
- 5.3 Types and Features of Economic System -Capitalistic Economy, Socialist Economy and Mixed Economy
- 5.4 Economic Policies–Recent Monetary Policy, Recent Fiscal Policy

Unit VI: Financial Environment

- 6.1 Meaning and Constituents of Financial System

- 6.2 Meaning and Difference between Banking and Non-banking Financial Companies.
- 6.3 Meaning and Importance of Financial Services-Mutual funds, Investment trust, Venture capital fund, Merchant banking, Hire Purchase System, Leasing, Credit Rating Agencies in India.
- 6.4 Commercial Banking –Meaning and it's Functions
- 6.5 Stock Exchange –Meaning and Functions

Books for Reference:

- 1. Modern Business Environment, ABPL Publications.
- 2. Jyotsana Singh, Business Environment, Centrum press, New Delhi
- 3. Raj Agrawal, Business Environment, Excel Books, New Delhi

General Academic Component
Business and Professional Ethics
(Course Code : U-BPE-324)

Credit : 4

Max. Marks : 100

Learning Objectives:

1. To install the moral values that ought to guide their profession.
2. To resolve the moral issues in the profession.
3. To infer moral judgment concerning the profession.
4. To correlate the concepts in addressing the ethical dilemmas.

Course Outcomes: After completing the course, the students will be able to –

1. Apply the concepts in real business and business school life.
 2. Identify ethical aspects in other business.
 3. Understand the various ethics about the business and professionals.
 4. Understand the concept of Corporate Social Responsibility.
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1. What is Business Ethics? Why Business Ethics is important?
 2. Business Ethics in different organizational contexts.
 3. Globalization: a key context for Business Ethics
 4. Sustainability: a key goal for Business Ethics
 5. What is Corporation?
 6. Corporate Social Responsibility
 7. Stakeholder theory of the firm
 8. Corporate accountability
 9. Corporate citizenship
 10. Normative ethical theories and descriptive ethical theories, western modernist ethical theories
 11. Alternative perspectives on ethical theories
 12. Indian perspective on Ethics
 13. Models of ethical decision making and individual influences on ethical decision making
 14. Situational influences on ethical decision making
 15. Case Study 1
 16. What is Business Ethics Management?
 17. Setting standards of ethical behavior
 18. Managing stakeholder relationship
 19. Assessing ethical performance
 20. Organizing for business ethics
 21. Shareholders as stakeholders: understanding Corporate Governance
 22. Ethical issues in corporate governance
 23. Shareholders as citizens of corporation
 24. Shareholding for sustainability
 25. Financial Management: Overview and perspective
 26. Models of organizations
 27. Firm-employee relationship
 28. Globalization and employment

29. Towards sustainable employment
30. Case Study 2
31. Consumers as stakeholders
32. Ethical issues, marketing and the consumer
33. Globalization and consumers
34. Consumers and corporate citizenship
35. Sustainable consumption
36. Suppliers and competitors as stakeholders
37. Ethical issues and competitors
38. Globalization, suppliers and competitors
39. The corporate citizen in the business community
40. Sustainability and business relationship
41. Civil society and business ethics
42. Ethical issues and CSOs
43. Globalization and CSOs
44. Corporate citizenship and civil society
45. Civil society, business and sustainability
46. Government, regulation and business ethics
47. Ethical issues in the relation between business and government
48. Globalization and business-government relations
49. Corporate citizenship and regulation
50. Governments, business and sustainability
51. Case Study 3
52. Environment and business ethics
53. Ethics of pollution control
54. Ethics of conserving depletable resources
55. Sustainability
56. Information technology and business ethics
57. Data identity and security
58. Computer crimes and IPR
59. TRIPS in India

Reference :

NPTEL full course.

Skill Development Component
Financial Accounting – II
(Course Code : U-FIA-325)

Credit : 4

Max. Marks : 100

Learning Objectives:

1. To enable the students for preparing the records for hire purchase system and instalment purchase system.
2. To recognize the difference between HPS and IPS.
3. To acquaint the students with the accounting for joint venture and its methods.
4. To enable the students to prepare journal and ledger of royalty accounts.
5. To familiarize the students with the need of insurance and calculation of insurance claims under loss of profit and loss of profit policy.

Course Outcomes: After completing the course, students will be able to –

1. Understand the basic accounting concept of Hire Purchase System.
2. Prepare the accounting for Joint Ventures.
3. Prepare the accounting for Insurance Claim.

Unit I : Consignment

- 1.1 Concept of Consignment
- 1.2 Ordinary Commission and Declared Commission
- 1.3 Valuation of unsold stock in the hands of consignee
- 1.4 Preparation of account sales
- 1.5 Treatment of abnormal loss
- 1.6 Treatment of normal loss
- 1.7 Accounting treatment in the books of consignor
- 1.8 Accounting treatment in the books of consignee.

Unit II : Joint Venture

- 2.1 Concept of joint venture
- 2.2 Difference between consignment and Joint venture
- 2.3 Methods of recording Joint Venture transactions
 - 2.3.1 Recording the transactions in a separate set of books
 - 2.3.2 Recording the transactions in the books of only one co-venture
 - 2.3.3 Recording the transaction in the books of all the co-ventures.

Unit III : Branch Accounts

- 3.1 Types of Branch Accounts
 - 3.1.1 Dependent branch
 - 3.1.1.1 Debtors Method
 - 3.1.1.2 Stock and Debtors Method
 - 3.1.1.3 Final accounts Method
 - 3.1.1.4 Wholesale branch Method
 - 3.1.2 Independent branch.
 - 3.1.2.1 Separate Final Accounts Methods

Unit IV : Royalty Accounts

- 4.1 Meaning and Parties in Royalty
- 4.2 Features and forms of Royalty
- 4.3 Basic terms in Royalty : Minimum Rent, Short workings and its recoupment, surplus, surface rent and sublease.
- 4.4 Journal entries in the books of tenants and landlord.
- 4.5 Preparation of ledger accounts in the books of tenants and landlords.

Unit V : Departmental Accounts

- 5.1 Treatment and Apportionment of Joint expenses
- 5.2 Treatment of Inter departmental transfers
- 5.3 Preparation of Departmental Trading and Profit and Loss Account
- 5.4 General Profit and Loss Account

Unit VI : Indian Accounting Standards

- 6.1 AS1 : Disclosure of accounting policies.
- 6.2 AS2 : Valuation of Inventories
- 6.3 AS3 : Cash flow statements.
- 6.4 AS9 : Revenue Recognition
- 6.5 AS14 : Accounting for Amalgamations.

Reference Books :

- 1. T.S.Reddy & A.Murthy-Financial Accounting –Margam publication
- 2. R.L.Gupta & V.K.Gupta-Principles and practice of Accountancy, Eleventh edition-2005, Sultan & Sons, New Delhi
- 3. N Vinayagam & B. Charumathi - Financial Accounting, Second revised edition-2008, S.Chand & Company Ltd, New Delhi

Skill Development Component
Payroll and Inventory – Accounting and Management
(Course Code : U-PAI-327)

Credit : 4

Max. Marks : 100

Learning Objectives:

1. To Maintain and update records relating to the amount of salaries payable to employees.
2. To explain of accounting processes that relate to calculation of salaries payable to employees
3. To acquaint the knowledge of accounting software.
4. To understand the method of keeping employees records and salary register.

Course Outcomes: After completing the course, students will be able to –

1. Understand various concepts regarding payroll and inventory.
2. Prepare the salary advices like income tax, provident fund, etc..
3. Prepare the salary register.

Unit I : Understanding Payroll and Salary

Unit II : Payroll Accounting and Accounting Software

Unit III : Employee Records and Salary Register

Unit IV : Preparation of Salary Advice

Unit V : Preparation of Statutory Advice (Income Tax, PF, ESI)

Unit VI : Salary Journal

Unit VII : Voucher Preparation

Unit VIII : Documentation

Skill Development Component
Accounts Payable and Receivable – Accounting and Management
(Course Code : U-APR-329)

Credit : 4

Max. Marks : 100

Learning Objectives:

1. To know the details about the purchase journal, the contents thereof, and supplier category and payment particulars
2. To describe the customer purchase order, sales journal and documents such as the delivery challan.
3. To acquaint the knowledge about maintenance of accounts payables.
4. To understand the transactions of credit sales and purchases.

Course Outcomes: After completing the course, students will be able to –

1. Understand various concepts of customer purchase order, sales journal and documents such as the delivery challan.
2. Prepare the books of accounts of credit sales and purchases.
3. Obtain the full process of sales and purchases.

Unit I : Understanding the Purchase order, Purchase journal, supplier and payment details

Unit II : Understanding the customer Purchase order, payment terms, delivery challan and sales journal

Unit III : Booking credit purchase in the purchase journal

Unit IV : Booking credit sales in the sales journal

Unit V : Verification of the documents

Unit VI : Preparation of Payment voucher

Unit VII : Preparation of mode of payment

Unit VIII : Updating voucher with payment details

Unit IX : Preparing Receipt voucher

Unit X : Performing the accounting entry

Unit XI : Record keeping