

HSNC University, Mumbai

(The Cluster University established by Government of Maharashtra vide notification dated 30th October, 2019 under section 3(6) of Maharashtra Public Universities Act)



Ordinances and Regulations

With Respect to

Choice Based Credit System (CBCS)

For the

Programmes

Under

The Faculty of Commerce & Management

With effect from the

Academic year 2020-21



HSNC UNIVERSITY, MUMBAI

Board of Studies in Faculty of Commerce and Management

Board of Studies in Accountancy , Finance and Law Subject

1.) Name of Chairperson/Co-Chairperson/Coordinator: -

a) Mr. M. N. Justin (Chairperson)

Associate Professor and Head, Department of Accountancy K. C college HSNC University Churchgate, Mumbai –400 020, Teaching Experience – 27 years Email id: justin.maria@kccollege.edu.in Mobile No.:9821817065

b) Mr. Parag Thakkar (Co Chair) Associate Professor and Head, Department of Accountancy, H.R. college Churchgate, Mumbai –400 020, 26 years of experience. Email id: caparagthakkar@gmail.com, Mobile No.:9820304543

2.) Two to five teachers each having minimum five years teaching experience amongst the full-time teachers of the Departments, in the relevant subject.

a) Mrs. Anjali Vachhani, Associate Professor, Department of Accountancy, H.R. College, Churchgate, Mumbai –400 020, 16 years of experience, Email id: anjallivachhani77@gmail.com, Mobile No.:7045002631

b) **C.A Ms. Poonam Jain**, Assistant Professor, HR College , Churchgate , Mumbai – 400 020, 10 years of experience, Mobile No.:9619136511 , Email id: poonam.jain@hrcollege.edu

c) **CA Ms.Tanzila khan**, Department of BAF, KC College Churchgate, Mumbai –400 020, 7 years of experience, Mobile No.:9892151571, Email id:Tanzil.khan@kccollege.edu.in

d) **Mr. Pratik Jani**, Assistant Professor, Department of Accountancy College Churchgate, Mumbai – 400020, 6 years of experience, Mobile No.:9930358155, Email id:pratik.jani1991@gmail.com

3.) One Professor / Associate Professor from other Universities or professor / Associate Professor from colleges managed by Parent Body; nominated by Parent Body; -

a) **Mr. Sanjay Dagia**, Associate Professor, HOD, MMK college, Department of Accountancy, Email id:sdagia.mmk@gmail.com, Mobile No.:982036359

4.) Four external experts from Industry / Research / eminent scholar in the field relevant to the subject nominated by the Parent Body;

a) **CA Manish Sampat**, Partner CNK & Associates LLP, Churchgate Mumbai-400020, Email id: manish@cnkindia.com, Mobile No.: - 9820010064

b) **CA Sanjit M. Nair**, Assistant Manager – Accounts & Finance, Motilal Oswal Finance Services, Prabhadevi. Mumbai, Email id:sanjitnair1701@gmail.com, Mobile No.:- 9773484471

c) **C.S Fatma Khatoon Abid Marwa**, Visiting faculty, Sydenham college, 400020 Email id: -fatmamarwari@gmail.com Mobile No.: 9769725646

d) **C.A Mr Shardul Shah**, Partner Shardul Shah & Co., New Marine Lines, Mumbai, Mobile No.: 9820287625

5.) Top rankers of the Final Year Graduate and Final Year Post Graduate examination of previous year of the concerned subject as invitee members for discussions on framing or revision of syllabus of that subject or group of subjects for one year.

a) Subhadra Arulmani, KC College, Email id: subhadra.arulmani@gmail.com, Mobile No:- 9764321357

b) Pooja Day, KC College, Email id: poojaday99@gmail.com, Mobile No:- 7045703890

c) Taha Munshi, HR College, Email id: taha.munshi@gmail.com, Mobile No:- 8779847002

d) Karina Hemrajani, HR College, Email id: karinahemrajani15@gmail.com, Mobile No:- 9764418188

HSNC University Mumbai

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Ordinances and Regulations

With Respect to

Choice Based Credit System (CBCS)

For the

Programmes

Under

The Faculty of Arts and Commerce

With effect from the

Academic year 2020-21

Part I (Section – A)

R. **** : The Definitions Of The Key Terms Used In The Choice Based Credit System And Grading System Introduced From The Academic Year 2020-2021 Are As Under:

Outline of the Choice Based Credit System as outlined by the University Grants Commission:

1. **Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

2. **Elective Course:** Generally, a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.
 - 2.1 **Discipline Specific Elective (DSE) Course:** Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of **interdisciplinary** nature (to be offered by main discipline/subject of study).

 - 2.2 **Dissertation/Project:** An elective course designed to acquire Special/advanced knowledge, such as supplement study/support study to project work, and a candidate studies such a course on his own with advisory support by a teacher/faculty member is called dissertation/project. A Project / Dissertation work would be of 6 credits. A Project / Dissertation work may be given in place of a discipline-specific elective paper.

 - 2.3 **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject, to seek exposure is called a Generic Elective.

Note: A core course offered in a discipline/subject may be treated as an elective by another discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

3. **Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the content that leads to Knowledge enhancement;
SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

4. Choice Based Credit System (CBCS)

CBCS allows students to choose inter-disciplinary, intra-disciplinary courses, skill-oriented papers (even from other disciplines according to their learning needs, interests and aptitude) and more flexibility for students.

5. Honours Program

To enhance employability and entrepreneurship abilities among the learners, through aligning Inter-Disciplinary / Intra Disciplinary courses with Degree Program. Honours Program will have 40 additional credits to be undertaken by the learner across three years essentially in Inter / Intra Disciplinary course.

A learner who joins Regular Undergraduate Program will have to opt for the Honours Program in the first year of the Program. However, the credits for honours, though divided across three years can be completed within three years to become eligible for award of Honours Degree.

6. Program:

A Program is a set of course that are linked together in an academically meaningful way and generally ends with the award of a Degree Certificate depending on the level of knowledge attained and the total duration of the study.

7. Course:

A 'course' is essentially a constituent of a 'program' and may be conceived of as a composite of several learning topics taken from a certain knowledge domain, at a certain level. All the learning topics included in a course must necessarily have academic coherence, i.e. there must be a common thread linking the various components of a course. Several linked courses considered together are in practice, a 'program'.

8. Bridge Course:

Bridge course is visualized as Pre semester preparation by the learner before the commencement of regular lectures. For each semester the topics, whose knowledge is considered as essential for effective and seamless learning of topics of the Semester, will be specified. The Bridge Course can be conducted in online mode. Online content can be created for the Bridge Course Topics.

9. Module and Unit:

A course which is generally an independent entity having its own separate identity is also often referred to as a 'Module' in today's parlance, especially when we refer to a 'modular curricular structure'. A module may be studied in conjunction with other learning modules or studied independently. A topic within a course is treated as a Unit.

10. Self-Learning:

20% of the topics will be marked for Self-Learning. Topics for Self-Learning are to be learned independently by the student, in a time-bound manner, using online and offline

resources including online lectures, videos, library, discussion forums, fieldwork, internships etc.

Evaluative sessions (physical/online), equivalent to the credit allocation of the Self Learning topics, shall be conducted, preferably, every week for each course. Learners are to be evaluated in real-time during evaluative sessions. The purpose of evaluative sessions is to assess the level of the students' learning achieved in the topics earmarked for Self-Learning.

The teacher's role in these evaluative sessions will be that of a Moderator and Mentor, who will guide and navigate the discussions in the sessions, and offer concluding remarks, with proper reasoning on the aspects which may have been missed by the students, in the course of the Self-Learning process.

The modes to evaluate self-learning can be a combination of the various methods such as written reports, handouts with gaps and MCQs, objective tests, case studies and Peer learning. Groups can be formed to present self-learning topics to peer groups, followed by Question and Answer sessions and open discussion. The marking scheme for Self Learning will be defined under Examination and Teaching.

The topics stipulated for self-learning can be increased or reduced as per the recommendations of the Board of Studies and Academic Council from time to time. All decisions regarding evaluation need to be taken and communicated to the stakeholders preferably before the commencement of a semester. Some exceptions may be made in exigencies, like the current situation arising from the lockdown, but such ad hoc decisions are to be kept to the minimum possible.

11. Credit Point:

Credit Point refers to the 'Workload' of a learner and is an index of the number of learning hours deemed for a certain segment of learning. These learning hours may include a variety of learning activities like reading, reflecting, discussing, attending lectures/counselling sessions, watching especially prepared videos, writing assignments, preparing for examinations, etc. Credits assigned for a single course always pay attention to how many hours it would take for a learner to complete a single course successfully.

12. Credit Completion and Credit Accumulation:

Credit completion or Credit acquisition shall be considered to take place after the learner has successfully cleared all the evaluation criteria concerning a single course. Learner level of performance above the minimum prescribed level (viz. grades/marks obtained) has no bearing on the number of credits collected or acquired. A learner keeps on adding more and more credits as he completes successfully more and more courses. Thus the learner 'accumulates' course wise credits.

13. Credit Bank:

A Credit Bank in simple terms refers to stored and dynamically updated information regarding the number of Credits obtained by any given learner along with details regarding the course/s for which Credit has been given, the course-level, nature, etc. Also, all the information regarding the number of Credits transferred to different programs or credit exemptions given may be stored with the individual's history.

14. Credit Transfer:

(Performance transfer) When a learner completes a program, he/she is allowed to transfer his/her past performance to another academic program having some common courses and Performance transfer is said to have taken place.

15. Course Exemption:

Occasionally, when two academic programs offered by a single university or by more than one university, may have some common or equivalent course-content, the learner who has already completed one of these academic programs is allowed to skip these 'equivalent' courses while registering for the new program. The Learner is 'exempted' from 'relearning' the common or equivalent content area and from re-appearing for the concerned examinations. It is thus taken for granted that the learner has already collected in the past the credits corresponding to the exempted courses.

Part II (Section –B)

Note: The Ordinances and Regulations given below apply to Under Graduate Programmes of the University.

O*****

The minimum duration of the Under Graduate Programme will be of 3 years in the Semester pattern i.e. from Sem. I to Sem. VI.

The degree will be awarded to a learner who completes 120 credits of the programme in a period of 3 to 6 years from the year of enrolment to semester VI.

If a learner does not earn 120 credits in 12 semesters from the year of enrolment to semester I, he/she may at his/her option transfer his/her performance in the existing/new program after establishing an equivalence between old and new syllabus. Such a performance transfer will be decided by the Board of Studies / Ad-hoc Board / Ad hoc Committee of the concerned subject. The admission to the program will be governed by the existing rules

O*** The fees for the transfer of credits or performance will be based on the number of credits that a learner has to complete for the award of the degree.**

R **** Credits earned at one institution for one or more courses under a given program will be accepted under another program either by the same institution or another institution either through Direct Performance Transfer or Course exemption.

R** The Scheme of Teaching and Examination:**

The Scheme of Teaching and Examination shall be divided into **TWO** components, **internal assessment and External assessment** (semester-end examination) for each course of the program.

The performance of the learners shall be evaluated in two components: Internal Assessment with 40% marks by way of continuous evaluation and by Semester End Examination with 60% marks by conducting the theory examination.

Internal Assessment: - It is defined as the assessment of the learners based on continuous evaluation as envisaged in the credit-based system by way of participation of learners in various academic and correlated activities in the given semester of the programme.

A). Internal Assessment – 40%

40 marks

1. For Theory Courses

Sr. No.	Particulars	Marks
1	One class test / online examination to be conducted in the given semester	15 Marks
2	One assignment based on curriculum (to be assessed by the teacher Concerned	10 Marks
3	Self-Learning Evaluation	10 Marks
4	Active participation in routine class instructional deliveries	05 Marks

2. For Practical Courses

Sr. No.	Particulars	Marks	
1	Semester End Practical Examination	15 Marks	
	Journal		05 Marks
	Viva		05 Marks
	Laboratory Work		05 Marks
2.	One assignment/project with the class presentation to be assessed by teacher concerned	10 Marks	
	Presentation		05 Marks
	Written Document		05 Marks
3	Self-Learning Evaluation	10 Marks	
4	Active participation in routine class / Laboratory instructional deliveries	05 Marks	

➤ **Project and Assignment:**

- Project or Assignment, which can in the following forms
 - Case Studies
 - Videos
 - Blogs
 - Research paper (Presented in Seminar/Conference)
 - Field Visit Report
 - Presentations related to the subject (Moot Court, Youth Parliament, etc.)
 - Internships (Exposition of theory into practice)
 - Open Book Test
 - Any other innovative methods

➤ **Self-Learning Evaluation**

- 20% of the topics of the curriculum are learned by the student through self-learning using online/offline academic resource specified in the curriculum. hence 20% of the lectures shall be allocated for evaluation of students on self-learning topics.
- The identified topics in the syllabus shall be learnt independently by the students in a time-bound manner preferably from online resources. Evaluative sessions shall be conducted by the teachers and will carry 10 Marks.

- The self-learning topics can be evaluated into 3-4 student group on the topics.
- Prescribe time duration (in days) for completion of each group of the topic and earmark self-learning evaluation lectures in the timetable. hence each group of the topic can be assigned 3 regular lectures for this evaluation for the entire class.

3 Sub Topics

Each evaluative session shall carry 3 Marks (3 x 3 Units = 9 Marks). Students who participate in all evaluative sessions shall be awarded 1 additional Mark.

4 Sub Topics

Each evaluative session shall carry 2.5 Marks (2.5 x 4 Units = 10 Marks).

- Evaluation of self-learning topics can commence in regular lectures assigned for self-learning evaluation in the timetable
- All students will actively participate in the presentation of each of the sub-topics.
- Suggestive Methods for Evaluation of Self-learning topics in lectures:
 - Seminars/presentation (PPT or poster), followed by Q&A
 - Objective questions /Quiz / Framing of MCQ questions.
 - Debates
 - Group discussion
 - You-Tube videos (Marks shall be based on the quality and viewership)
 - Improvisation of videos
 - Role Play followed by question-answers
 - Viva Voce
 - Any other innovative method

Student can be evaluated based on the quality of presentation, quality of q & a, the framing of the quiz, conduct of quiz, performance in debate etc

- Teachers can frame other methods of evaluation also provided that the method, duly approved by the college examination committee, is notified to the students at least 7 days before the commencement of the evaluation session and is forwarded for information and necessary action at least 3 days before the commencement of the evaluation session.

SEMESTER END EXAMINATION: - It is defined as the examination of the learners based on performance in the semester-end theory / written examinations.

B. Semester End Examination- 60 %

60 Marks

- 1) Duration – These examinations shall be of 2 hours duration.

- 2) Question Paper Pattern: -
- i.i There shall be four questions each of 15 marks.
 - i.ii All questions shall be compulsory with internal choice within the questions.
 - i,iii The question may be sub-divided into sub-questions a, b, c, d & e only and the allocation of marks depends on the weightage of the topic.

The marks of the internal assessment should not be disclosed to the students till the results of the corresponding semester is declared by the university.



HSNC University, Mumbai

(2020-2021)

Ordinances and Regulations

With Respect to

Choice Based Credit System

(CBCS)

For the Programmes Under

The Faculty of Commerce and Management

For the programme

Bachelors of Commerce (Accounting and Finance)

Curriculum– First Year Undergraduate Programmes

Semester-I and Semester -II

INDEX

SEMESTER – I

1. Financial Accounting I
2. Cost Accounting I
3. Macro Economics
4. Information Technology
5. Foundation Course - I (Indian Society and State: Contemporary Issues)
6. Business Law I
7. Business Mathematics and Statistics I

SEMESTER – II

1. Financial Accounting II
2. Cost Accounting II
3. Auditing I
4. Business Communication
5. Foundation Course - II (Human Personality and Society)
6. Business Law II
7. Business Statistics II

Section -C

Bachelor of Commerce (Accounting and Finance)

Part 1- Preamble

Bachelor of Accounting and Finance or BAF is an undergraduate program for studies in the subject of Accounting and Finance. This course allows students to obtain knowledge and skills required to manage and handle various accounting and financial management activities across various forms of organization. This course covers the core areas of accounting and financial management. Apart from this the course also emphasizes on subjects like Business Law, Business Mathematics, Research in the area of accounting and Finance, Economics, human values, auditing, taxation etc. to make the course more holistic in approach.

The main objective of this course is to provide deeper understanding of accounting and financial management with the help of updated and latest reference material and to be taught with practical orientation to make the students ready to make a mark in the industry.

The Accounting and Finance program provides a solid foundation in the various fields of accounting such as financial accounting, cost accounting, management accounting and in the field of financial management. Further the course focusses on the preparation, presentation analysis, compliance, taxation and the accounting framework applicable to the entities, to make the students well versed in the field of financial accounting. Along with that the course also focusses on developing the analytical angle of the students which helps the students to dissect the financial statements, interpret and analyze them for the purpose of taking decisions.

The new curriculum of Bachelor of Accounting and Finance offer students' core papers that help build their foundation in the area of accounting and financial management. The choice of electives and skill enhancement courses enable students to pursue an area of their interest in the field of accounting and financial management. The contents of each course have been carefully designed to prepare students with knowledge and skill sets that will not only make them industry ready but also foster entrepreneurial and innovative thinking.

To comply with the education policy of Government of India, the syllabus includes Online Courses (OLC) which is available on NPTEL or SWAYAM portals under MOOCS programme being developed by MHRD. The online courses would inculcate the habit of self-study at their own pace by the students and also acclimatize them to future technologies of learning processes.

Programme Objectives

- Develop an in-depth knowledge, understanding and skills in Accountancy and Finance.
- To develop essential skill set to cater to various positions in the financial sector.
- Be able to apply concepts and techniques of Accounting and Finance in organizational settings.
- Build a strong foundation of knowledge in different areas through a combination of theoretical and practical study

Course Objectives:

Semester I

UC-FAF-101

Financial Accounting I

- Students will learn the relevant accounting standards used by companies.
- Students will be able to record basic accounting transactions and prepare annual financial statements of manufacturing concern.
- Students will be able to understand and apply the various methods of recording depreciation.
- Students will be able to learn special accounting areas like fire insurance claims and departmental accounts.

UC-FAF-102

Cost Accounting I

- This subject helps the students to get familiar with the cost accounting terms and policies.
- To control the cost of a firm
- To impart knowledge about the practical aspects of the subject.
- To recognize recording, examining, summarizing, and studying the company's cost spent on any process, service, product or anything else in the organization.
- To understand Cost Controlling

UC-FAF-103

Macro Economics

- Students will be able to identify and explain macroeconomic variables and understand the economic forces that influence and determine them.

- Students will be able to integrate theoretical knowledge with quantitative and qualitative evidence in order to explain past economic events and to formulate predictions on future ones.
- Students will be able to evaluate the consequences of economic activities and institutions at the macro level
- Students will be able to identify the basic features of alternative representations of human behaviour in economics.

UC-FAF-104

Information Technology

- To acquaint the students with the art of Professionalism which include professional style of making presentation using keyboard shortcuts and presenting the same to a large number of audiences.
- Documentation is another aspect where we want student to emphasize on how to select the correct format, layers and alignment in the documents,
- We also provide hands on working experience with working with spreadsheet (DATABASE) basic skills in terms of Practical
- As far as theory student must be acquainted with the knowledge of Computer, software o SAP and some programming language Like Python

UC-FAF-105

Foundation Course - I (Indian Society and State: Contemporary Issues)

- To understand the pluralistic nature of Indian society
- To sensitize about the gender disparity in society
- To understand the impact of globalization on Indian society
- To introduce the concept of Human Rights and fundamental rights
- To understand diversity as difference and disparity as inequality.
- To create awareness about growing social problems in India
- To understand the status and safety of women in India.
- To recognize factors that cause stress and how to manage it in present times
- Awareness of social problems of Indian society: its challenges and remedies

UC- FAF-106

Business Law I

- The students will be able to understand how law is important in day to day life
- The students will be able to identify and understand various laws applicable to individual and business concerns
- The students will get elementary knowledge about process of various legal transactions that occurs in the business world

- The students will get knowledge of how to exercise their legal rights in case of breach / violation in transactions in the business world
- The Students will be able to know a understand the laws related to negotiable instruments which will help them in understanding the dealings in the business world
- The Students will be able to understand the rights of consumer

UC-FAF-107

Business Mathematics and Statistics I

- The subject fortifies the students to think logically and provide numerical output, which enables decision making.
- The subject enables problem solving where unbiased and non- judgemental outputs are desired in the form of concise numbers.
- The subject complements qualitative thinking where both are to be looked at, as two sides of a coin, prior to providing a solution to a problem.
- The subject provides a window for their further development into areas of analytics and big data.

Semester II

UC- FAF-201

Financial Accounting II

- Students will learn the accounting for issue of shares and debentures.
- Students will be able to record basic accounting transactions for underwriting of shares and debentures.
- Students will be able to understand and apply the various methods of branch accounting.
- Students will be able to learn special accounting areas like Hire Purchase and Lease accounting.

UC- FAF – 202

Cost Accounting II

- This subject helps the students to get familiar with the cost accounting methods and policies.
- To control the cost of a firm
- To impart knowledge about the practical aspects of the subject.
- To learn recording, examining, summarizing, and studying the company's **cost** spent on any process.
- To understand how to record cost of separate contracts

UC-FAF-203

Auditing I

- Students will Learn to describe how information technology affects internal control.
- Students will Learn to Determine the appropriate audit report for a given audit situation.
- Students will Learn the process of designing and performing tests of controls
- Students will Learn the five conditions required to issue the standard unqualified audit report.
- Students will Learn to explain methods used to obtain an understanding of internal control.

UC-FAF-204

Business Communication

- To enhance interpersonal skills that contribute to satisfying personal, social and professional relationships
- To gain knowledge about channels and methods of communication and learn their applications
- To draft letters essential for business correspondence
- To acquire skills to handle interview questions, conferences, group discussions and meetings

UC-FAF-205

Foundation Course – II (Human Personality and Society)

- To understand the Basic behaviour pattern of human which are the most important resources of the business and deal with them in an appropriate manner.
- To Understand the culture, demographics and most important about multigeneration
- To understand the relevance of Emotional Quotient in the daily lives

UC -FAF -206

Business Law II

- The students will be able to understand how law is important in day to day life
- The students will be able to identify and understand various laws applicable to individual and business concerns
- The students will get elementary knowledge about process of various legal transactions that occurs in the business world

- The students will get knowledge of how to exercise their legal rights in case of breach / violation in transactions in the business world
- The students will be able to understand the various laws related to employee's compensation management will help to understand their rights as an employee and also will be able to understand the compliance part in case of employee management

UC-FAF-207

Business Statistics II

- The students will be able to apply quantitative techniques in production, marketing and various other fields in the real-world scenario
- This subject will empower the students to quantify data and analyse it for the purpose of research
- It will equip students in organisational decision making and choosing the best alternative under different situations
- It will also enable students to read statistical data and draw inferences from the same

1. Process adopted for curriculum designing:

The curriculum was designed in a stepwise manner, firstly on the basis of feedback obtained from department teachers and students. Later several meetings were conducted with representatives from academia, industries and research institutions to assure that the syllabus is enriched in all the aspects.

2. Salient features, how it has been made more relevant.

While designing of the syllabus, care has been taken to balance management process and techniques with entrepreneurship skills. The course would help the students to become practical, creative and skilled managers who are fully equipped to further organizations in sync with requirements of Industry. Micro and macroeconomic changes deeply affect businesses and strategic management plays an important role in dealing with these changes. Strategic and critical thinking is developed by studying concepts pertaining to all aspects of management and analyzing the linkages between the same.

3. Learning Outcomes.

Management is a critical function for every organization, and students trained in management play this important role in organizations of every size and type. The skills, techniques, and theories acquired by the manager leads to jobs in business, government, and the non-profit sector. Students who plan to establish their own firms or to become part of a family owned firm may also pursue this course. This course shall help individuals learn to:

- motivate, lead, and develop others

- structure organizations capable of meeting both profit and social responsibility goals
- work well in accomplishing work individually and through others
- communicate accurately
- develop a strategic perspective on the organization and its parts

The primary objective of this programme is provide students with a sound theoretical base and exposure to current business challenges. This is essentially achieved through enhancing the ability of students to meet global challenges through sensitivity towards organizational, economic and cultural diversity.

4. Input from stakeholders

This syllabus was made with due consideration being given to all stakeholders and their valued suggestions. The various groups of stakeholders included were Industry representatives, Reputed academia, and brilliant students who have graduated from this program.

Some of the suggestions that were included were as follows:

1. Including entrepreneurship as module in First year to ensure that students have a experiential learning and understand the relevance of different types of Business Plans.
2. Including current business and trends and introduce the topic of Industry – 4.0
3. Exposure to the case studies in order to get experience of problem solving.
4. Revamp of evaluation pattern by making internal marking more practical. Learners to be assessed on their conceptual knowledge and applied component.

Part 2: The Scheme of Teaching and Examination

Semester – I Summary

Sr. No.		Subject Code	Subject Name
1	Core Course (Accounting and Finance)	UC-FAF-106 US-FAF-107	Business Law-I Business Mathematics and Statistics-I
2	Elective Courses	UC-FAF-101 UC-FAF-102 UC-FAF-103	Financial Accounting-I Cost Accounting-I Macro Economics
3	Ability Enhancement Courses (AEC)	US-FAF-104	Information Technology
4	Skill Enhancement Courses (SEC)	US-FAF-105	Foundation Course - I (Indian Society and State: Contemporary Issues)

First year Semester I Internal and External Detailed Scheme

Sr. No .	Subje ct Code	Subject Title	Periods Per Week					Cred it	Internals					Total Mark s
			U n i t s	S.L .	L	T	P		S.L. E.	C T	A P	T A	SE E	
1	UC-FAF-101	Financial Accounts-I	4	20%	4	0	0	3	10	15	5	10	60	100
2	UC-FAF-102	Cost Accounting-I	4	20%	4	0	0	3	10	15	5	10	60	100
3	UC-FAF-103	Macro Economics	4	20%	4	0	0	3	10	15	5	10	60	100
4	UC-FAF-104	Information Technology	4	20%	2	0	2	3	10	15	5	10	60	100
5	UC-FAF-105	Foundation Course -I (Indian Society and State: Contemporary Issues)	4	20%	3	0	0	2	10	15	5	10	60	100
6	UC-FAF-106	Business Law I	4	20%	4	0	0	3	10	15	5	10	60	100
7	UC-FAF-107	Business Mathematics and Statistics - I	4	20%	4	0	0	3	10	15	5	10	60	100
Total Hours / Credit								20	Total Marks					700

L: Lecture, T: Tutorials, P: Practical, Ct-Core Theory, CP-Core Practical, CT-Commutative Test, AP – Active Participation TA-Teacher Assessment, SLE: Self Learning Evaluation, PE: Practical Evaluation, SEE: Semester end examination

First Year Semester – I Units – Topics – Teaching Hours

S. N	Subject Code	Subject Unit Title		Lect ures	Total No. of lectures	Cre dit	Total Marks
1	UC-FAF-101	I	Introduction to IND AS and Inventory Valuation	15	60	3	100 (60+40)
		II	Departmental Accounts	15			
		III	Fire Insurance Claims	15			
		IV	Preparation of Final Accounts	15			
2	UC-FAF-102	I	Introduction to Cost Accounting	15	60	3	100 (60+40)
		II	Material and Labour Cost	15			
		III	Overheads and ABC System	15			
		IV	Cost Sheet	15			
3	UC-FAF-103	I	Introduction to Macroeconomics: Data and Theory	15	60	3	100 (60+40)
		II	Money, Inflation and Monetary Policy	15			
		III	Constituents of Fiscal policy	15			
		IV	Open Economy: Theory and Issues of International Trade	15			
4	UC-FAF-104	I	Microsoft office (part 1)	15	60	3	100 (60+40)
		II	Microsoft Office (part 2)	15			
		III	Database Management Systems	15			
		IV	Emerging trends in Information Technology	15			
5	UC-FAF-	I	Overview of Indian Society	11			

	105	II	Ecology	12	45	2	100 (60+40)
		III	Indian Constitution and Human Rights	11			
		IV	Concept of Disparity	11			
6	UC-FAF-106	I	The Indian Contract Act, 1872 (General Contract) Part I	15	60	3	100 (60+40)
		II	The Indian Contract Act, 1872 (General Contract) Part II	15			
		III	Negotiable Instruments Act, 1881	15			
		IV	The Consumer Protection Act, 1986	15			
7	UC-FAF-107	I	Elementary Financial Mathematics	15	60	3	100 (60+40)
		II	Derivatives and Applications of Derivatives	15			
		III	Introduction to Statistics, Measures of Central Tendency and Measures of Dispersion	15			
		IV	Correlation and Linear Regression	15			
			Total			20	700

- **Lecture Duration – 48 Minutes**
- **For Subjects other than Foundation Course (60 Lectures equivalent to 48 hours)**
One Credit =16 hours
- **For the subject of Foundation Course (45 lectures equivalent to 36 hours)**
One credit = 18 hours

L: Lecture: Tutorials P: Practical Ct-Core Theory, Cp-Core Practical, SLE- Self learning evaluation CT-Commutative Test, SEE- Semester End Examination, TA- Teacher Assessment

Part 3-Detailed Scheme

Curriculum Topics along with Self Learning Topics- To be covered through Self learning mode along with the respective Units. Evaluation of self learning topics to be undertaken before the concluding lectures instruction of respective units.

Financial Accounting I- UC-FAF-101

Learning Outcomes

Students will revisit and strengthen fundamental accounting principles and processes, learn relevant accounting standards, accounting treatment for depreciation and other special transactions culminating in the preparation of financial statements of manufacturing concerns.

Course Code: UC-FAF-101

Unit	Content	No. of Lectures
I	Intro to IND AS and Inventory Valuation 1.1. Introduction to Indian Accounting Standards: (Meaning & Scope) 1.2. IND AS 1: Presentation of financial statements 1.3. IND AS 8: Accounting policies, Changes in Accounting 1.4. IND AS 2: Inventories (Practical problems on Inventory valuation)	15
II	Departmental Accounts 2.1. Meaning 2.2. Basis of allocation of Expenses and Incomes/Receipts 2.3. Inter Departmental Transfer: At Cost Price and Invoice Price 2.4. Stock Reserve 2.5. Departmental Trading and Profit and Loss Account and Balance Sheet	15
III	Fire Insurance Claims 3.1. Computation of Loss of Stock by Fire 3.2. Ascertainment of claim as per the Insurance Policy Exclude: Loss of Profit and Consequential Loss	15
IV	Preparation of Final Accounts 4.1. Treatment of Capital and Revenue items 4.2 Adjustments and Closing entries 4.3. Final Accounts of Manufacturing Concerns	15

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1	Introduction to Indian AS and Inventory Valuation

Online Resources

<https://nptel.ac.in/courses/110/101/110101131/>

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/249

Reference Books

- Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
- Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by Lesile Chandwichk, Pentice Hall of India AdinBakley (P) Ltd., New Delhi
- Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai
- Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi
- Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
- Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida
- Compendium of Statement and Standard of Accounting, ICAI
- Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Company Accounting Standards by Shrinivasan Anand, Taxman, New Delhi
- Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi
- Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi

Cost Accounting I- UC-FAF-102

Learning Outcomes:

Understanding Costing Concepts and its usages. This helps ascertainment of **cost**, fixation of selling price, proper recording and presentation of **cost** data to management for measuring efficiency and for **cost** control and **cost** reduction, ascertaining the profit of each activity, assisting management in decision making.

Course Code : UC-FAF-102

Unit	Content	No. of Lectures
I	<p style="text-align: center;">Introduction to Cost Accounting</p> 1.1 Evolution Objectives and Scope of Cost Accounting Importance and Advantages of Cost Accounting 1.2 Difference between Cost Accounting and Financial Accounting Limitations of Financial Accounting 1.3 Definitions: Cost, Costing and Cost Accounting 1.4 Classification of Cost on Different Bases	05
II	<p style="text-align: center;">Material & Labour Cost</p> 2.1 Material Cost: The Concept Material Control Procedure Documentation Stock Ledger, Bin Card Stock Levels Economic Order Quantity (EOQ) 2.2 Labour Cost Labour Cost: The Concept Composition of Labour cost Labour Cost Records Overtime / Idle Time / Incentive Scheme	10
III	<p style="text-align: center;">Overheads and ABC System</p> 3.1 Overheads: The Concept Classification of Overheads on Different Bases Apportionment and Absorption of Overheads 3.2 Activity Based Costing System: Introduction, Advantages and Limitations of ABC Identification of cost driver's Traditional v/s ABC system Practical problem.	30
IV	<p style="text-align: center;">Cost Sheet</p> 4.1 Proforma of Cost Sheet; Practical Problems on preparation of Cost Sheet; Estimated Cost Sheet. 4.2 Job and Batch Costing	15

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1	Introduction to cost Accounting and Classification of costs
2	2	Activity Based Costing

Online Resources

<https://nptel.ac.in/courses/110/101/110101132/>

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/198

Reference Books

- Cost Accounting by C.S. Rayadu, Tata Mc.Graw Hill and Co. ltd., Mumbai
- Cost Accounting by Jawaharlal and Seema Srivastava, Tata Mc.Graw Hill and Co. ltd., Mumbai
- Cost Accounting by Ravi M. Kishore., Taxxman Ltd. New Delhi.
- Advanced Cost and Management Accounting: Problems and Solutions by V. K. Saxena and C. D. Vashist, S. Chand and Company(P) Ltd., New Delhi.
- Lectures on Costing by Swaminathan: S.Chand and Company (P) Ltd. New Delhi.
- Cost Accounting Principles and Practice by M. N. Arora, Vikas Publishing House (P) Ltd., New Delhi.

Macro Economics UC-FAF-103

Learning Outcomes

Students will learn how the economy functions, how trade with the rest of the World affects the Country, different macro-economic models of different economists and how they apply to the real World and the role played by the Government and Central Banks in stabilizing the economy under different conditions.

Course Code: UC-FAF-103

Unit	Content	No. of Lectures
I	<p style="text-align: center;">Macroeconomics: Meaning, Scope and Importance</p> <p>1.1 Circular Flow of Aggregate Income and Expenditure: closed and open economy models</p> <p>1.2 The Measurement of National Product: meaning and importance – conventional and Green GNP and NNP concepts- relationship between national income and economic welfare</p> <p>1.3 Short Run Economic Fluctuations- features and phases of trade cycles</p> <p>1.4 The Keynesian Principle of Effective Demand: Aggregate Demand and Aggregate Supply-Consumption Function – Investment Function – effects of investment multiplier on changes in income and output</p>	15
II	<p style="text-align: center;">Money, Inflation and Monetary Policy</p> <p>2.1 Money Supply: Determinants of money supply- factors influencing Velocity of Circulation of money</p> <p>2.2 Demand for Money: Classical and Keynesian approaches and Keynes’ liquidity theory of interest</p> <p>2.3 Money and prices: Quantity theory of money- Fisher’s equation of exchange- Cambridge cash balance approach</p> <p>2.4 Inflation: Demand Pull inflation and Cost push inflation- Effects of inflation – Nature of inflation in a developing economy</p> <p>2.5 Monetary Policy: meaning, objectives, instruments, Inflation Targeting</p>	15
III	<p style="text-align: center;">Constituents of Fiscal Policy</p> <p>3.1 Role of a Government to provide public goods- principles of Sound and Functional Finance</p> <p>3.2 Fiscal Policy: meaning, objectives – Contracyclical and Discretionary Fiscal Policy</p> <p>3.3 Instruments of Fiscal Policy: canons of taxation – factors influencing incidence of taxation – effects of taxation. Significance of public expenditure. Public Debt and Fiscal solvency, Burden of debt finance</p> <p>3.4 Union Budget – Structure – Deficit concepts – FRBM Act</p>	15

IV	Open Economy: Theory and Issues of International Trade	15
	<p>4.1 The basis of International Trade: Ricardo’s Theory of Comparative Cost Advantage, - terms of trade – meaning and types- factors determining terms of trade- Gains from trade – Free trade versus Protectionism</p> <p>4.2 Foreign Investments: FDI and FPI, their comparison, merits and demerits of FDI – Globalization and Role of Multinational Corporations, Transnational corporation</p> <p>4.3 Balance of Payments – structure – types of disequilibrium – measures to correct disequilibrium in BOP</p> <p>4.4 Foreign Exchange and Foreign Exchange Markets: Spot and Forward rate of exchange -Hedging, Speculation, Arbitrage – Fixed and Flexible exchange rates – Managed Float exchange rate system</p> <p>4.5 International Organization and Global Environment: Trading blocks , WTO, GATT</p>	

Self Learning topics (Unit wise):

Sr. No	Unit	Topic
1	2.4	Inflation
2	4.2	Globalization

Online Resources

https://nptel.ac.in/courses/109/104/109104073/#
https://nptel.ac.in/noc/courses/noc15/SEM1/noc15-hs08/

Reference Books

- Frank Robert.H, Bernanke. Ben S., Principles of Economics (Tata McGraw Hill (ed.3)
- Gregory Mankiw., Principles of Economics, Thomson South western (2002 reprint)
- Samuelson & Nordhas.: Economics (Tata McGraw Hills, New Delhi, 2002)

Information Technology - UC-FAF-104

Learning Outcomes.

- The above objective will help student to be a professional when it comes to working with the banking sector and corporates.
- There are well equipped with the hands-on skill for the Industry.
- Making Students professional in a way that one can be qualified to be a Literate in the Field of Information technology
- Student will gain basic knowledge of Software and hardware along with Microsoft office Skills
- Today we want our students to be market oriented so we have e module to know more about cyber-crime and technology with regards to handle misuse of internet

Course Code: UC-FAF-104

Unit	Content	No. of Lectures
	Microsoft Office (Part 1)	15
	1.1) MS-WORD <ul style="list-style-type: none"> • Creating, Editing, Printing Documents • Page Layout, Formatting Text, Tab Setting, Paragraph Setting • Working with Tables, Clip Art, Graphics, Word-Art • Spelling & Grammar, Thesaurus, AutoCorrect • Using Mail-Merge 1.2) MS- PowerPoint <ul style="list-style-type: none"> • Creating presentation using master slide concept • Photo album • Adding timer to the presentation • Adding audio and video in presentation • Creating, Editing, Printing Presentations • Inserting excel in PowerPoint • Teary effect to an image • Slide Transition, • Slide Animation • Hyperlinks within Presentations 	

II	<p style="text-align: center;">Microsoft Office (Part II)</p> <p>2.1 Basic Excel</p> <p>Excel basic</p> <ul style="list-style-type: none"> • DATA TYPE (Arithmetic, Text, Date, Logical) Functions • Function: <ul style="list-style-type: none"> ○ -Arithmetic – Sum(), Average(), Count(), Min(), Max(), Round(), Int(), ○ Text – Left(), Right(), Mid() ○ Date – Date(), Month(), Year(), Day(), WeekDay(),today() ○ Logical – If(), Sumif(), sumifs(), countifs() Countif(), And(), Or() • LOOK UP FUNCTION: Vlook up, Hlook up, lookup • Data Sorting & Filtering • Linking worksheets <p>2.2 Advanced Excel</p> <ul style="list-style-type: none"> • 3 D Referencing, working with Multiple worksheets, linking workbook • Name range • Consolidate by position, Consolidate by category • Advanced Charting Techniques • Sparkline, Trendline • Concatenate Function • Sub total • WHAT IF ANALYSIS: goal seek, scenario analysis, data tables, solver tool • DATA VALIDATION: Number Date and Time validation, Text and List Validation Custom Validation Dynamic Drop-down list creation • PIVOT TABLE: Creating Simple Pivot Table, Basic and Advanced Value Field Setting, Classic Pivot Table 	20
III	<p style="text-align: center;">Database Management Systems</p> <p>3.1 Database basics (Data, information)</p> <p>3.2 DBMS & RDBMS Concepts and Terminologies</p> <p>3.3 Data and its types</p> <p>3.4 Type of key - Primary Key, Foreign Key and Relationships within tables</p> <p>3.5 Data Independence</p> <p>3.6 Entity-Relationship Database Model</p>	15

IV	Emerging Trends in Information Technology 4.1 Introduction to Systems, Applications & Products in Data Processing (SAP) 4.2 Introduction to Machine Learning and Artificial Intelligence 4.3 Introduction to Python and some basic program	10
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Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1.1	Microsoft Office (Basics of Word and Excel)
2	3.1	Basics of Data Base Management
3	4.2	Introduction to Machine Learning

Online Resources

https://www.mooc-list.com/course/microsoft-office-fundamentals-outlook-word-and-excel-edx
https://nptel.ac.in/courses/106/106/106106220/
https://www.mooc-list.com/course/machine-learning-clustering-retrieval-coursera

Reference Books

- Fundamentals of Computers- Rajaram V- Prentice Hall
- Computers Today- Sanders, Donald- Mc Graw Hill
- Computers- Subramaniam N- wheeler
- Computers in Business- Saners D Mc Graw hills
- Woody Leonhard, using Microsoft Office , Pearson
- PCSoftware Made Simple-R.K.Taxali
- Office 2013 complete reference - Stephen L.Nelson
- Quick course in Micro-soft office - Joyce Cox, Polly Orban
- Mastering Office 2013 - GimiCouser
- Information Technology for Management, 6TH ED (With CD)
- By Efraim Turban, Dorothy Leidner, Ephraim Mclean, James Wetherbe (Ch1, Ch2)
- Microsoft Office Professional 2013 Step by Step
- By Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch
- Tata McGraw Hill Joseph, P.T. : E-commerce An Indian Perspective (Ch-13,Ch-14)

Foundation Course - I (Indian Society and State)- UC-FAF-105

Learning Outcomes:

- Enhanced understanding of current challenges and issues of Indian society.
- A sensitized approach towards social problems plaguing Indian society ability to address the same.
- Increased awareness towards environmental issues.

Course Code: UC- FAF -105

Unit	Content	No. of Lectures
I	<p align="center">Indian Society – Diversity</p> <p>1.1. Concept of diversity and multiculturalism.</p> <p>1.2 Understand India’s social, cultural and regional diversity: ethnicity, religion, language.</p> <p>1.3. State policy, social acceptance and roadblocks towards appreciation and promotion of diversity.</p>	11
II	<p align="center">Indian Constitution and Human Rights</p> <p>2.1. Philosophy , Features and Structure of the Constitution</p> <p>2.2. Fundamental Rights and Fundamental Duties.</p> <p>2.3. Human rights and day to day life.</p>	12
III	<p align="center">Concept of Disparity</p> <p>3.1. Issues in gender inequality.</p> <p>3.2. Understand the issues of people with physical and mental disabilities.</p> <p>3.3. Social issues and disabilities.</p>	11
IV	<p align="center">Environmental Management</p> <p>4.1. Meaning and relevance.</p> <p>4.2. Sustainable development: Meaning, concept and components.</p> <p>4.3 Environmental movements in India: Case studies</p>	11

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1	Cultural diversity
2	2	Universal Declaration of Human Rights
3	3	Gender differences and gender roles
4	4	Environmental Balance Sheet

Online Resources

http://ndl.iitkgp.ac.in/document/QUFaeXV6Um80MWE2ampEOTNJZEIGQjVkrRXFRVFI1Z3FwMDhobVIBMkZsYnFHZkh6OWFxcWo4VVAYUnJ1Nnhvcg15
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg/53
http://ndl.iitkgp.ac.in/document/QUFaeXV6Um80MWE2ampEOTNJZEIGQjVkrRXFRVFI1Z3FwMDhobVIBMkZsYURIMXB0bFBSZmEzRFpjL2lsN3VOcA
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/241

Reference Books

- Ahuja Ram (2014), *Social Problems in India*, Jaipur:Rawat Publication.
- Bennet, C.J. (1980), “The Morphology of Language Boundaries: Indo-Aryan and Dravidian in peninsular India”, *Journal of Borderland Studies*, Issue 3, Vol.16, Taylor and Francis.
- Chandra Bipan (1984), *Communalism in Modern India*, Delhi: Vikas Publishing House.
- Chatterjee Sushma (2000) *Indian Women from Darkness to Light*, Calcutta:Parumita Publications.
- Desai, A.R. (1959), *Social Background of Indian Nationalism*, Bombay: Popular Prakashan.
- Deshta Sunil, Kashyap Sunita (2014), *Fundamental Duties of Citizens*. Delhi: Regal Publications.
- Dubey S.C. (2018), ‘*Indian Society*’, National Book Trust.

- Furer Christoph Von-Haimendorf (1992), *Tribes of India The Struggle for Survival*, Berkely: University of California Press.
- Ganesh, Kamala, Thakkar (2005), “*Culture and the making of Identity in contemporary India*” Usha, Sage Publication, New Delhi,
- Harvey Carol P and Allard June M (2005), *Understanding and managing Diversity Readings Cases, and Exercises*; New Delhi: Prentice Hall of India.
- Joshi PC (1989), *Culture Communication and Social Change*, New Delhi: Vikas Publishing House.
- Managi and Kumar (2009), *The Economics of Sustainable Development: The Case of India*, New York: Springer.
- Pattanaik Bikram K (2006), *Social and Human Well Being Selected Perspectives*; Ambala: The Associated Press.
- Patra, A.D. (2010), *Infrastructure, Development and Regional Disparity: An interstate analysis*, Indian Economics Association , Deep and Deep Publications.
- Suresh Jayshree, Raghavan, B.S (2003), *Human Values and Professional Ethics*. New Delhi: S Chand

Business Law I- UC-FAF-106

Learning Outcomes

- Role of law in economic, political and social context
- Understand the legal and fiscal structure of different forms of business organizations and their responsibilities as employer
- Relevance of law to individuals, business and organization
- Understand the laws related to consumer protection

Course Code: UC-FAF-106

Unit	Content	No. of Lectures
I	<p style="text-align: center;">The Indian Contract Act, 1872 (General Contracts) Part I</p> <p>1.1 Definitions: Agreement, Kinds of Agreements, Contract-Kinds of Contracts: Valid, Void, Voidable, Contingent and Quasi Contract and E-Contract, Distinguish between Agreement and Contract.</p> <p>1.2 Offer or Proposal – Definition, Essentials of Valid proposal or offer, Counter offer, Standing or Open offer, distinguish between offer and Invitation to offer, Acceptance- Definition, Essentials of a Valid Acceptance, Promise.</p> <p>1.3 Communication of Offer and Acceptance and Revocation.</p> <p>1.4 Capacity to contract, Consent and Free Consent.</p> <p>1.5 Consideration and Void Agreements.</p>	15
II	<p style="text-align: center;">The Indian Contract Act, 1872 (General Contracts) Part II</p> <p>2.1 Contingent Contract Quasi Contract and Its Types</p> <p>2.2 Performance of Contract Effects of Performance of Contract Time and Place of Performance of Contract, Time is Essence of Contract</p> <p>2.3 Discharge of Contract Remedies of Breach of Contract</p> <p>2.4 Liquidated Damages</p>	15
III	<p style="text-align: center;">Negotiable Instrument Act,1881</p> <p>3.1 Meaning and Characteristics of Negotiable Instrument, Operational Rules of Evidence –Presumptions, Classifications of Negotiable Instruments.</p> <p>3.2 Promissory Notes and Bills of Exchange: Essential Elements of Promissory Note and Bills of Exchange, Distinguish between Promissory Note and Bills of Exchange. Acceptor and Acceptance, Definition of Acceptor, Acceptance</p>	15

	<p>for Honour, Absolute and Qualified or Conditional Acceptance, Drawer, Drawee in case of Need Payee.</p> <p>3.3 Cheques, Types of Cheque and Penalties in case of Dishonour of certain cheques, Distinguish between Cheque and Bill of Exchange</p> <p>3.4 Miscellaneous Provisions: Holder, Holder in Due Course, Rights and Privileges of Holder in Due course Payment in Due Course, Maturity of an Instrument, Noting, Protest. Bills in Set</p>	
IV	<p style="text-align: center;">The Consumer Protection Act ,1986</p> <p>4.1 Salient features, definition of consumers,</p> <p>4.2 Deficiency in service defects in goods,</p> <p>4.3 Consumer dispute and complaint</p>	15

Self Learning topics (Unit wise)

Sr. No	Unit	Topic
1	1.2	offer acceptance free consent, capacity of contract breach of contract discharge of contract void contract
2	2.3	Discharge of contract by Performance and Breach of Contract
3	3.3	types of cheques dishonor of cheques, holder in due course crossing of cheque discharge of liability

Online Resources

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module ug.php/201
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module ug.php/201
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_modules ug.php/201

Reference Books

- Indian Contract Act , Sale of Goods Act and Partnership Act – Desai T R – S C – Sarkar and sons
- The Negotiable Instruments Act – Khergamwala J S – N M Tripathy
- The Principles of Mercantile Law – Singh Avtar – Eastern Books Co.
- Elements of mercantile Law – N.D.Kapoor
- Business Law – P.C. Tulsian
- Business Law – SS Gulshan
- Indian contract Act – Dr.Avtar Singh

- Majumdar,P.K.(1992) Commentary on the Consumer protection Act, Prentice, New Delhi.

Business Mathematics and Statistics -I UC-FAF-107

Learning Outcomes

It will enable students to apply basic mathematical techniques to daily walks of life
 It will enable students to understand how the finance industry carries out simple calculations
 It will empower students to understand the introduction to statistics and how averages are used to compute variables

Course Code : UC-FAF-107

Unit	Content	No. of Lectures
I	<p style="text-align: center;">Elementary Financial Mathematics</p> <p>1.1 Simple & Compound interest: Interest Compounded once a year, more than once a year, continuous, nominal and effective rate of interest 1.2 Annuity – regular annuity present and future value, EMI – using flat interest rate & reducing balance method, perpetuity.</p>	15
II	<p style="text-align: center;">Derivatives and Applications of Derivatives</p> <p>2.1 Functions: Algebraic functions and the functions used in business and economics, break even & equilibrium point. 2.2 Derivatives – Introduction & Concept. Derivatives of a constant function, logarithmic functions, polynomial and exponential functions. 2.3 Rules of Derivatives: addition, multiplication, quotient, chain rule 2.4 Second order Derivatives 2.5 Application of Derivatives: Increasing, decreasing functions, maxima, minima, use of applications of derivatives in economics</p>	15
III	<p style="text-align: center;">Introduction to Statistics, Measures of Central tendency and Measures of dispersion</p> <p>3.1 Introduction: Statistics – Function /Scope, Importance, limitations. Primary and Secondary data (Sources & Meaning), Classification and frequency distributions – discrete and continuous 3.2 Measures of Central tendency: Mean (AM, weighted, combined), 3.3 Median, quartiles, deciles, percentiles and locating these graphically Using Ogive, Mode (calculation & Graphical using histograms), Comparative analysis of all measures. 3.4 Meaning-Absolute & relative measure of Dispersion, Types –Range, Quartile deviation, Mean Deviation, Standard deviation, coefficient of</p>	15

	each method, skewness and kurtosis (concept only)	
IV	<p style="text-align: center;">Correlation & Linear regression</p> <p>4.1 Correlation: Concept and types, Scatter Diagram, Karl Pearson formula, Spearman's rank correlation for repeated and non-repeated ranks.</p> <p>4.2 Linear regression: Concept, Least square method, properties of regression equations.</p>	15

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	2.1	Functions
2	2.4	Second Order Derivatives
3	3.1	Introduction to Statistics

Online References

<https://www.mooc-list.com/course/mathtrackx-differential-calculus-edx>

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/327

Reference Books

- Business Mathematics, D.C. Sancheti, V.K. Kapoor, Sultan Chand
- Business Mathematics, J.K. Singh, 2009, Himalaya Publishing House.
- Mathematics for Business and Economics, J.D. Gupta, P.K. Gupta, Man Mohan, Tata McGrawHill
- Mathematics of Finance 2nd Edition Schaum's Tata McGrawHill
- Business Mathematics by Dr. Amarnath Dikshit & Dr. Jinendra Kumar Jain.
- Business Mathematics by Bari – New Literature publishing company, Mumbai
- Mathematics for Economics and Business, RS Bhardwaj, 2010, Excel Books
- Business Mathematics, Zameerudin, Qazi, V.K. Khanna & S.K. Bhambri, Vikas Publishing House
- Statistics for Management Levin, Richard and David S. Rubin Prentice Hall of India.

Part 4 - The Scheme of Teaching and Examination

Semester – II Summary

Sr. No.		Subject Code	Subject Name
1	Core Course (Accounting and Finance)	UC-FAF-206 US-FAF-207	Business Law II Business Statistics II
2	Elective Courses	UC-FAF-201 UC-FAF202 UC-FAF-203	Financial Accounting II Cost Accounting II Auditing
3	Ability Enhancement Courses (AEC)	US-FAF-204	Business Communication
4	Skill Enhancement Courses (SEC)	US-FMS-205	Foundation Course -II (Human Personality and Society)

First Year Semester II Internal and External Detailed Scheme

Sr. No.	Subject Code	Subject Title	Periods Per Week					Credit	Internals					Total Marks
			Units	S.L.	L	T	P		S.L.E.	CT	AP	TA	SEE	
1	UC-FAF-201	Financial Accounting II	4	20%	4	0	0	3	10	15	5	10	60	100
2	UC-FAF-202	Cost Accounting II	4	20%	4	0	0	3	10	15	5	10	60	100
3	UC-FAF-203	Auditing I	4	20%	4	0	0	3	10	15	5	10	60	100
4	UC-FAF-204	Business Communication	4	20%	4	0	0	3	10	15	5	10	60	100
5	UC-FAF-205	Foundation Course II (Human Personality and Society)	4	20%	3	0	0	2	10	15	5	10	60	100
6	UC-FAF-206	Business Law II	4	20%	4	0	0	3	10	15	5	10	60	100
7	UC-FAF-207	Business Statistics II	4	20%	4	0	0	3	10	15	5	10	60	100
Total Hours / Credit								20	Total Marks					700

SL: Self Learning, L: Lecture, T: Tutorials, P: Practical, SLE- Self learning evaluation, CT-Commutative Test, SEE- Semester End Examination, TA-Teacher Assessment

First Year Semester – II Units – Topics – Teaching Hours

S. N	Subject Code	Subject Unit Title		Lect ures	Total No. of lectures	Cre dit	Total Marks
1	UC-FAF-201	I	Issue of Shares and Debentures	15	60	3	100 (60+40)
		II	Accounting for Foreign Currency Transaction	15			
		III	Branch Account Incl. Foreign Branch	15			
		IV	Underwriting of Shares or Debentures	15			
2	UC-FAF-202	I	Reconciliation of Cost and Financial Accounts	15	60	3	100 (60+40)
		II	Contract Costing	15			
		III	Process Costing	15			
		IV	Process Costing – Equivalent Unit is Production and Inter process profits	15			
3	UC-FAF-203	I	Introduction to Auditing	15	60	3	100 (60+40)
		II	Audit Planning Procedure and Documentation	15			
		III	Auditing Techniques	15			
		IV	Internal Audit	15			
4	UC-FAF-204	I	Theory of Communication	15	60	3	100 (60+40)
		II	Corporate grooming and Etiquettes	15			
		III	Personality Enhancement	15			
		IV	Business Writing and language	15			
5	UC-FAF-205	I	Understanding Human Personality	11	45	2	100
		II	Introduction to Group Behaviour	11			

		III	Conflict of motives and Stress Management	12			(60+40)
		IV	Organization Culture and Motivation	11			
6	UC-FAF-206	I	The Indian Contract Act, 1872 (Special Contract) Part I	15	60	3	100 (60+40)
		II	The Indian Contract Act, 1872 (Special Contract) Part II	15			
		III	Laws Related to Compensation Management	15			
		IV	Sale of Goods Act 1930	15			
7	UC-FAF-207	I	Time series and Index Numbers	15	60	3	100 (60+40)
		II	Probability and Probability Distribution	15			
		III	Normal Distribution and Hypothesis testing	15			
		IV	Decision theory	15			
			Total			20	700

- **Lecture Duration – 48 Minutes =**
- **For Subjects other than Foundation Course (60 Lectures equivalent to 48 hours)
One Credit =16 hours**
- **For the subject of Foundation Course (45 lectures equivalent to 36 hours)
One credit = 18 hours**

L: Lecture: Tutorials P: Practical Ct-Core Theory, Cp-Core Practical, SLE- Self learning evaluation CT-Commutative Test, SEE- Semester End Examination, TA-Teacher Assessment

Part 5 - Detailed Scheme

Curriculum Topics along with Self-Learning topics - to be covered, through self-learning mode along with the respective Unit. Evaluation of self-learning topics to be undertaken before the concluding lecture instructions of the respective Unit.

Financial Accounting II - UC-FAF-201

Learning outcome

The subject focuses on creating an in depth understanding of the concept of corporate accounting from a general perspective to a more specific one considering the application in all the organizations. It will also provide practical training in conceptual application of different scenarios that industry come across on a day to day basis.

Course Code UC-FAF-201

Unit	Content	No. of Lectures
1	Issue of Shares and Debentures 1.1. Issue of Shares 1.2. Issue of Debentures 1.3. ESOP and Sweat Equity 1.4. Ind AS 102 Share based payments	15
2	Accounting for Foreign Currency Transactions 2.1. In relation to purchase and sale of goods, services and assets and loan and credit transactions 2.2. Computation and treatment of exchange rate differences	15
3	Branch Accounts incl. Foreign Branch 3.1. Meaning/ Classification of branches 3.2. Accounting for Dependent Branch not maintaining full books 3.3. Debtors Method 3.4 Stock and Debtors Method 3.5 Conversion as per AS 11 and incorporation in HO accounts	15
4.	Underwriting of shares and Debentures 4.1. Introduction, Underwriting, Underwriting Commission	15

4.2. Provision of Companies Act with respect to Payment of underwriting commission	
4.3. Underwriters, Sub-Underwriters, Brokers and Manager to issues	
4.4. Types of underwriting, Abatement Clause	
4.5. Marked, Unmarked and Firm – Underwriting applications	
4.6. Liability of underwriters in respect of underwriting contract	
4.7. Practical Problems	

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1	Issue of shares and debentures

Online Resources

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/197

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/226

Reference Books

- Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
- Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by Lesile Chandwichk, Pentice Hall of India AdinBakley (P) Ltd., New Delhi
- Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai
- Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi
- Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
- Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida
- Compendium of Statement and Standard of Accounting, ICAI
- Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai

- Company Accounting Standards by Shrinivasan Anand, Taxman, New Delhi
- Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi
- Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi

Cost Accounting II- UC-FAF-202

Learning outcomes: -

This course is not just about controlling the costs but also uses the information for managerial decision making. The fundamental objective of strategic cost management and its methods is to gain a sustainable competitive advantage by way of product valuation at different stages and recognizing the profits made at each stage.

Course Code: UC-FAF-202

Unit	Content	No. of Lectures
I	Reconciliation of cost and financial accounts 1.1 Remodeling of financial Books 1.2 Methods and Reasons for reconciliation 1.3 Practical problems based on reconciliation of cost and Financial accounts	15
II	Contract Costing 2.1 Progress payments, Retention money, Contract accounts, Escalation Clause 2.2 Accounting for material, 2.3 Accounting for Tax deducted at source by the contractee, 2.4 Accounting for plant used in a contract, 2.5 Treatment of profit on incomplete contracts, 2.6 Contract profit and Balance sheet entries. 2.7 Practical Problems	15
III	Process Costing 3.1 Process loss, Abnormal gains and losses, Joint products and by products. Excluding Equivalent units, Inter-process profit 3.2 Practical problems Process Costing and joint and by products	15
IV	Process Costing – Equivalent units of Production and Inter Process Profits 4.1 Valuation of Work in Progress and Equivalent Production (FIFO Method and Weighted Average Method 4.2 Inter Process Transfer at Profit 4.3 Practical Problems	15

Self-Learning topics (Unit wise)

Unit	Topics
2	Contract Costing

Online Resources

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/198

Reference Books:

- Cost Accounting by C.S. Rayadu, Tata Mc.Graw Hill and Co. ltd., Mumbai
- Cost Accounting by Jawaharlal and Seema Srivastava, TataMc.Graw Hill and Co. ltd., Mumbai
- Cost Accounting by Ravi M. Kishore., Taxxman Ltd. New Delhi.
- Advanced Cost and Management Accounting: Problems and Solutions by V. K. Saxena and C. D. Vashist, S. Chand and Company(P) Ltd., New Delhi.
- Lectures on Costing by Swaminathan: S.Chand and Company (P) Ltd. New Delhi.
- Cost Accounting Principles and Practice by M. N. Arora, Vikas Publishing House (P) Ltd., New Delhi.

Auditing I- UC-FAF-203

Learning Outcomes

- Student will understand the audit process from the engagement planning stage through completion of the audit, as well as the rendering of an audit opinion via the various report options.
- Student will understand auditors' legal liabilities, and be able to apply case law in making a judgment whether auditors might be liable to certain parties;
- Student will understand to describe the various levels of persuasiveness of different types of audit evidence and explain the broad principles of audit sampling techniques;
- Student will understand to discuss the need for an independent or external audit and describe briefly the development of the role of the assurance provider in modern business society;

- Student will be able describe the quality control procedures necessary to ensure that a
- competent assurance engagement is performed, and apply professional ethics
- including Code of Conduct to specific scenarios
- Student will Explain the internal audit process including the professional standards
- applicable to the internal audit profession.

Course Code: UC-FAF-203

Unit	Content	No. of Lectures
1	<p style="text-align: center;">Introduction to Auditing</p> <p>1.1. Basics Financial Statements, Users of Financial Information, Definition of Auditing, Objectives of Auditing - Primary and Secondary, Expression of Opinion, Detection of Frauds and Errors, Inherent Limitations of Audit</p> <p>1.2. Errors and Frauds Concepts, Reasons and Circumstances, Types of Errors -Commission, Omission, Principle and Compensating, Types of Frauds, Risk of Fraud and Error in Audit, Auditor’s Duties and Responsibilities in Respect of Fraud</p> <p>1.3. Principles of Audit Integrity, Objectivity, Independence, Confidentiality, Skills and Competence, Materiality and Work Performed by Others, Documentation, Planning, Audit Evidence, Accounting System and Internal Control, Audit Conclusions and Reporting</p> <p>1.4. Types of Audit Meaning, Advantages and Disadvantages of Balance Sheet Audit, Interim Audit, Continuous Audit, Concurrent Audit, Annual Audit</p> <p>1.5. Miscellaneous Advantages of Independent Audit, Qualities of Auditors, Auditing Vs Accounting, Auditing Vs Investigation, View the Concept True and Fair SA 200 OVERALL OBJECTIVES OF INDEPENDENT AUDITOR</p> <p>1.6. Accounting Concepts Relevant to Auditing Materiality, Going Concern</p>	15
2	<p style="text-align: center;">Audit Planning, procedure and documentation</p> <p>2.1. Audit Planning Meaning, Objectives, Factors to be Considered, Sources of Obtaining Information, Discussions with Client, Overall Audit Plan, SA 300 AUDIT PLANNING</p>	15

	<p>2.2. Audit Programme Meaning, Factors to be Considered, Advantages, Disadvantages, Overcoming Disadvantages, Methods of Work, Instruction before Commencing Works of Audit, Overall Audit Approach</p> <p>2.3. Audit working Papers Meaning, Importance, Factors Determining Form and Contents, Main Functions / Importance, Features, Contents of Permanent Audit File, Temporary Audit File, Ownership, Custody, Access of Other Parties to Audit Working Papers, Auditors Lien on Working Papers, Auditors Lien on Client's Books SA 230 AUDIT DOCUMENTATION</p> <p>2.4 Audit Notebook Meaning, Structure, Contents, General Information, Current Information and Importance</p>	
3	<p style="text-align: center;">Auditing Techniques</p> <p>3.1. Test Check Test Checking Vs Routing Checking, Test Check Meaning, Features, Factors to be Considered, When Test Checks can be Used, Advantages, Disadvantages and Precautions.</p> <p>3.2. Audit Sampling Audit Sampling, Meaning, Purpose, Factors in Determining Sample Size Sampling Risk, Tolerable Error and Expected Error, Methods of Selecting Sample Items Evaluation of Sample Results Auditors Liability in Conducting Audit based on Sample SA 530 AUDIT SAMPLING</p> <p>3.3. Internal Control Meaning and Purpose, Review of Internal Control, Advantages, Auditors Duties, Review of Internal Control, Inherent Limitations of Internal Control, Internal Control Samples for Sales and Debtors, Purchases and Creditors, Wages and Salaries</p> <p>3.4. Internal Checks Vs Internal Control, Internal Checks Vs Test Checks</p>	15
4.	<p style="text-align: center;">Internal Audit</p> <p>4.1. Meaning, Basic Principles of Establishing Internal Audit, Objectives, Evaluation of</p> <p>4.2. Internal Audit by Statutory Auditor, Usefulness of Internal Audit</p> <p>4.3. Internal Audit Vs External Audit, Internal Checks Vs Internal Audit</p>	15

Self-Learning topics (Unit wise):

SR No	Units	Topic
1	1.3	Audit Evidence
2	3.3	Audit Control

Online Resource

<https://www.mooc-list.com/course/auditing-ii-practice-auditing-coursera>

Reference Books

- A Hand-Book of Practical Auditing by B.N. Tandon, S. Chand and Company, New Delhi
- Fundamentals of Auditing by Kamal Gupta and Ashok Arora, Tata McGraw Hill, New Delhi
- Auditing: Principles and Practice by Ravinder Kumar, Virender Sharma, PHI Learning Pvt. Ltd., New Delhi
- Auditing and Assurance for CA IPCC by Sanjib Kumar Basu, Pearson Education, New Delhi
- Contemporary Auditing by Kamal Gupta, McGraw Hill Education Pvt. Ltd., New Delhi
- Fundamentals of Auditing by Kamal Arora and Ashok Gupta, Tata McGraw Hill, New Delhi

Business Communication UC – FAF-204

Learning Outcomes

By the end of this course students would be able to:

- Enhance listening, speaking, reading and writing skills to meet the challenges in the business environment
- Understand the importance of communication methods and channels in order to successfully use them in professional settings
- Understand and demonstrate the use of basic and advanced writing techniques
- Confidently participate in meetings, conferences, interviews and group discussions

Course Code: UC – FAF-204

Sr. No.	Modules/Units	No. of Lectures
1.	<p align="center">Theory of communication</p> <p>1.1. Concept of Communication: meaning, definition, objectives, process, emergence and impact of technological advancements on communication</p> <p>1.2. Channels of Communication: formal and informal, vertical, horizontal, diagonal, grapevine</p> <p>1.3. Methods and Modes of Communication: verbal and non- verbal</p> <p>1.4. Barriers to Communication: physical barriers, language barriers, socio-cultural barriers, psychological barriers</p> <p>1.5. Listening: importance of listening skills, cultivating good listening skills</p>	15
2	<p align="center">Corporate grooming and Etiquettes</p> <p>2.1 Self-Management and Personality Development</p> <p>2.2 Presentation: Principals of Effective Presentation, Effective use of various audio-visual aids</p> <p>2.3 Interviews: Group Discussion, Types of Interviews, Preparing for an Interview</p> <p>2.4 Meetings and Conferences: Need and Importance of Meetings and Conferences, Role of Chairperson and Participants, Drafting of Notice, Agenda and Resolutions</p> <p>2.5 Corporate Etiquette: Dining etiquette, Telephone etiquette, Office etiquette, Meeting etiquette, Business card etiquette</p>	15
3.	<p align="center">Personality Enhancement</p> <p>3.1 The Art of Public Speaking: Overcoming Stage Fear</p> <p>3.2 Voice Modulation</p> <p>3.3 Personality Grooming: Personal Branding – Importance, Strategies, Steps to build powerful personal brand</p> <p>3.4 First Impression – Power of Personal Appearance</p> <p>3.5 Vocabulary Enhancement</p>	15
4.	<p align="center">Business writing and Language</p> <p>4.1 Theory of Business Letter Writing: Parts, Structure, Layout of Letters- (Full block, Modified Block, Semi- Modified Block)</p> <p>4.2 Resume Writing and Job Application Letter</p> <p>4.3 Personnel Correspondence: Statement of Purpose, Letter of Acceptance of Job-offer, Letter of Resignation, Letter of Appreciation, Letter under Right to Information Act (RTI)</p>	15

4.4 Reports: Parts, Types, Feasibility report, Investigative report 4.5 Summarization: Identification of main and supporting sub points, Presenting these in a cohesive manner 4.6 Email Writing 4.7 Business Proposal	
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Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1.1	Impact of technological advancements on communication
2	4.5	Summarization: identification of main and supporting sub points, presenting these in a cohesive manner
3	4.7	Business Proposal

Online Resources

https://files.eric.ed.gov/fulltext/ED557272.pdf
https://2020science.org/2009/04/07/communication-science-and-technology-in-a-connected-world/
https://nptel.ac.in/content/storage2/courses/121106007/Assignments/Assignment%201.pdf
http://www.laspositascollege.edu/raw/summaries.php
https://www.youtube.com/watch?v=-zgKOguRrRs
https://youtu.be/mozVzcNZMG0

Reference Books

- Modern Business correspondence by GrIside,LE,McDonald and Evans Ltd,Plymouth,1980
- The Art of Interview by James Storey,Create Space Publishing, 2016
- Business Communication by Ramesh Tiwari,Pointer Publication, Jaipur,2006
- “What is public relations?” by Roos,Dave,SAGE,New York ,2014
- Effective Communication Made Simple by Eyre,E.C,Rupa and Co.,Calcutta-1985
- Making Meetings work by Barkar,Alan, Sterling Publications Pvt Ltd,New Delhi,1993
- Excellence in Public Relations and communications management edited by James E Grunig,Lawrence Eribaum Associates Hillsdale,NJ1992
- How to Interview and be interviewed by Brown,Michele and Gyles Branderth,Sheldon Press London 1994
- Business Communication II by Mukhta M Jacob, Chippy S Bobby,Shefali Naranje,Himalaya Publishing House,2008
- Effective Academic Writing bySavage,Alice,Oxford OUP,2005
- Communication in Organization by Fisher,Dalmar,Jaico Publishing House,Delhi 1999
- The Essence of Effective Communication by Ludlaw,Ron,Prentice,New Delhi,1995

- The Right Way to conduct Meetings, conferences and Discussions by HM Taylor and AG Mears, Elliot Right Way Books, 1994

Foundation Course - II (Human Personality and Society) - UC-FAF – 205

Learning outcomes:

- The subject will enable the students to appreciate the importance of understanding self and group behaviour.
- Students will understand the importance of team and how team building contributes to the success of the organization.
- Leadership qualities and motivating factors relevant to human beings will be understood well.

Course Code: UC-FAF-205

Unit	Content	No. of Lectures
I	<p style="text-align: center;">Understanding Human Personality</p> <p>1.1. Meaning and types of personality. 1.2. Agents of socialization: Family, school, peers, reference group, media and nation. 1.3. Thinking styles and theories of learning and factors influencing individual perception.</p>	11
II	<p style="text-align: center;">Introduction to group behavior</p> <p>2.1. Group dynamics – types and group behavior model. 2.2. Teambuilding – types and features 3.3. Leadership – styles of leadership and qualities of a good leader.</p>	11
III	<p style="text-align: center;">Conflict of motives and stress management</p> <p>3.1 Conflict of motives: Types, causes and effects. 3.2 Resolution of conflict and conflict management 3.3 Understanding and managing stress: Types, causes, effects and coping mechanisms.</p>	12

IV	Organizational culture and motivation	11
	4.1. Organizational culture: characteristics, types, functions. 4.2. Ways of creating and maintaining effective organizational culture. 4.3. Concept and theories of motivation.	

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1	Understanding Self and self-image
2	2	Effective Group Communication
3	3	Reaction to Stress
3	4	Barriers of organizational culture: Issues in health and hygiene

Online Resources

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/229
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/384
http://ndl.iitkgp.ac.in/document/QUFaeXV6Um80MWE2ampEOTNJZEIGQW80NGF1cy90MHk5dmQyUTVwVkVwY2tSTEVURytPMjhzUnpFUUpnY3ArNQ
http://ndl.iitkgp.ac.in/document/QUFaeXV6Um80MWE2ampEOTNJZEIGQW80NGF1cy90MHk5dmQyUTVwVkVwY200NXILT0lhT29zUm12Y1Nma3NIVg
https://nptel.ac.in/courses/121/105/121105009
https://freevidelectures.com/course/4807/nptel-stress-
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/384

Reference Books

- Bhatnagar, Mamta and Bhatnagar, Nitin. (2011). Effective Communication and Soft Skills. New Delhi, Pearson India.
- K. Aswathappa, Organisational behaviour, Himalaya Publishing House.
- Koontz, Harold, Essentials of Management, Tata McGraw-Hill.

- Robbins, Stephen T. Robbins, Timothy A. Judge, Hasahm, Elham S. Organisational Behaviour, Prentice Hall.

- Suresh Jayshree, Raghavan, B.S. (2003), Human Values and Professional Ethics, New Delhi: SChand.
- John W. Newstrom and Keith Davis, Organisational Behaviour, Tata McGraw-Hill

Business Law II- UC-FAF-206

Learning Outcomes

- Role of law in economic, political and social context
- Understand the legal and fiscal structure of different forms of business organizations and their responsibilities as employer
- Relevance of law to individuals, business and organization
- Awareness of laws related to employee's compensation management

Course Code : UC-FAF-206

Unit	Content	No. of Lectures
I	<p style="text-align: center;">The Indian Contract Act ,1872(Special Contract) (Part I)</p> <p>1.1 Definitions of Contract of Indemnity, Object, Essentials, Rights of Indemnity Holder</p> <p>1.2 Definitions of Contract of Guarantee Essentials, Difference between Contract of indemnity and Contract of Guarantee, Kinds Guarantee, Revocation of Continuing Guarantee, Circumstances under which surety is not discharged, Rights of Surety</p>	15
II	<p style="text-align: center;">The Indian Contract Act ,1872(Special Contract) (Part II)</p> <p>2.1 Contract of Bailment, Essentials of Bailment, Types of Bailment, Rights of Bailor, Duties Bailor, Rights of Bailee, Duties of Bailee, Lien, Pledge,</p> <p>2.2 Contract of Agency, Method of Creating an Agency, Rules Governing Ratification, Relationships between principal agent and sub-agent, Rights of an agent, Personal Liability of an Agent, Termination of Agency</p>	15
III	<p style="text-align: center;">Laws Related to Compensation Management</p> <p>3.1 Workmen Compensation Act 1923: Introduction: The doctrine of assumed risk, the doctrine of common employment, the doctrine of contributory negligence definitions, employer's liability compensation Rules as to compensation</p> <p>3.2 Payment of Bonus Act,1965: Definition, objectives of the act, power of exemption, determination of bonus, inspector, penalties & offences</p> <p>3.3 Payment of Gratuity Act,1972: Definition, objectives of the act, payment of gratuity, forfeiture of gratuity, nominations, determination of amount of gratuity, inspector, obligation of rights of employer and employee</p>	15

IV	Sale of Goods Act ,1930	15
	4.1 Introduction, Definitions, Formalities of the Contract of Sale, Distinction between ‘Sale’ and ‘Agreement of Sell’, Distinction between ‘Sale and Hire-Purchase Agreement’.	
	4.2 Conditions and Warranties	
	4.3 Transfer of Property as between the Seller and the Buyer	
	4.4 Rights of an Unpaid Seller	
	4.5 Auction Sale	

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1.1	Indemnity and Guarantee
2	2.1	Bailment and Pledge
2	4.2	Condition and Warranties,
	4.4	Unpaid Seller Rights

Online Resources

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/201
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/201
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/201

Reference Books

- Industrial and Labour Laws, Dr. Sanjeev Kumar, Bharat Law HP Ltd
- Labour and Industrial Laws, S.N Misra, Central Law Publication
- Labour and Industrial Laws, P.K.Padhi, Eastern Economy Edition
- Commercial and Industrial Law, S.K. Dasgupta, Sterling Publishers Pvt. Ltd
- Industrial Law, Mr. N.D. Kapoor, Sultan Chand
- Employee’s Provident Fund, Chopra D.S, Labour Law Agency
- Industrial Law, Mr. P.L. Mallick, Sultan Chand • Essence of Personnel Management and Industrial Relations, Cowling, Prentice – Hall
- Indian Contract Act, Sale of Goods Act and Partnership Act – Desai T R – S C – Sarkar and sons

Business Statistics UC – FAF-207

Learning Outcomes

- The subject will enable students to apply quantitative techniques in various fields including research, corporate and the professional World.
- It will enable the students to apply these theories and make correct future estimates
- The students will learn how to analyse complex situations and apply statistical techniques to the same.

Course Code: UC-FAF-207

Unit	Content	No. of Lectures
I	<p style="text-align: center;">Time Series and Index Numbers</p> <p>1.1 Time Series: Moving average method, Fitting a straight-line method. 1.2 Index numbers: Simple (unweighted), aggregate method, weighted aggregate method, Simple average of price relatives, chain base index numbers, base shifting, splicing and deflating, cost of living index number</p>	15
II	<p style="text-align: center;">Probability and Probability Distributions</p> <p>2.1 Introduction to Permutations & Combinations 2.2 Probability: Concept of sample space, concept of event, definition of probability, addition and multiplication laws, conditional probability, Baye’s theorem, Expectation & Variance 2.3 Binomial distribution</p>	15
III	<p style="text-align: center;">Normal distribution and Hypothesis testing</p> <p>3.1 Normal Distribution 3.2 Hypothesis testing: Define Population and sample mean & variance, level of significance, test statistic, p value and statistical significance, Errors in testing, test statistic, p-value, statistical significance, Z-test - One and two tailed, Student’s t- test.</p>	15
IV	<p style="text-align: center;">Decision theory</p> <p>4.1 Decision Environments – Risk & Uncertainty. Payoff Table, Regret Table 4.2 Decision Making under Uncertainty, Maximin & Maximax Criteria, Minimax Regret Criterion , Laplace Criterion , Hurwicz Criterion</p>	15

	4.3	Expected Monetary Value Criterion. Expected Value of Perfect Information (E.V.P.I), Expected Opportunity Loss (E.O.L).	
	4.4	Decision Trees	

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	2.1	Functions
2	2.4	Second Order Derivatives
3	3.1	Introduction to Statistics

Online Resources

<https://www.mooc-list.com/course/mathtrackx-differential-calculus-edx>

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/327

Reference Books

- Business Mathematics, D.C. Sancheti, V.K. Kapoor, Sultan Chand
- Business Mathematics, J.K. Singh, 2009, Himalaya Publishing House.
- Mathematics for Business and Economics, J.D. Gupta, P.K. Gupta, Man Mohan, Tata McGrawHill
- Mathematics of Finance 2nd Edition Schaum's Tata McGrawHill
- Business Mathematics by Dr. Amarnath Dikshit & Dr. Jinendra Kumar Jain.
- Business Mathematics by Bari – New Literature publishing company, Mumbai
- Mathematics for Economics and Business, RS Bhardwaj, 2010, Excel Books
- Business Mathematics, Zameerudin, Qazi, V.K. Khanna & S.K. Bhambri, Vikas Publishing House
- Statistics for Management Levin, Richard and David S. Rubin Prentice Hall of India.