



S.S.T. COLLEGE OF ARTS AND COMMERCE

Syllabus for S. Y. B. A. F.

(Bachelors of Commerce in Accounts and Finance)

Program: Bachelor of Commerce

(Semester based Credit and Grading system)



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Academic Council 7/4/2014

Item No. 4.12

University of Mumbai



**Revised Syllabus and
Question Paper Pattern of Courses
of
B.Com. (Accounting and Finance)
Programme
at
Second Year
Semester III and IV**

Under Credit, Grading and Semester System

With Effect from Academic Year 2014-2015

Board of Studies-in-Accountancy, University of Mumbai

**Revised Syllabus and
Question Paper Pattern of Courses of
B.Com. (Accounting and Finance) Programme
at
Semester III and IV**

Semester III		Semester IV	
Course No.	Title of the Course	Course No.	Title of the Course
2.3.1	Financial Accounting Paper – III (Special Accounting Areas)	2.4.1	Financial Accounting Paper –IV (Special Accounting Areas)
2.3.2	Cost Accounting Paper – II (Methods of costing)	2.4.2	Management Accounting Paper – I (Introduction to Management Accounting)
2.3.3	Auditing Paper – II (Techniques of Auditing and Audit Procedures)	2.4.3	Taxation Paper – II (Indirect Taxes)
2.3.4	Economics Paper – II (Macro Economics)	2.4.4	Commerce Paper – II (Financial Market Operations)
2.3.5	Business Law Paper – II (Business Regulatory Framework)	2.4.5	Business Law Paper – III (Company Law)
2.3.6	Management Paper – II (Introduction to Management)	2.4.6	Information Technology Paper – II (Applications in Business)
2.3.7	Quantitative Methods for Business Paper – II	2.4.7	Foundation Course - II (Value Education and Soft Skill)

With effect from Academic Year 2014-2015

THIRD SEMESTER

Revised Syllabus and Question Paper Pattern of Courses of B.Com. (Accounting and Finance) Programme at Semester III

Course No.	Title of the Course
2.3.1	Financial Accounting Paper – III (Special Accounting Areas)
2.3.2	Cost Accounting Paper – II (Methods of costing)
2.3.3	Auditing Paper – II (Techniques of Auditing and Audit Procedures)
2.3.4	Economics Paper – II (Macro Economics)
2.3.5	Business Law Paper – II (Business Regulatory Framework)
2.3.6	Management Paper – II (Introduction to Management)
2.3.7	Quantitative Methods for Business Paper – II

With effect from Academic Year 2014-2015

**Revised Syllabus and Question Paper Pattern of Courses of
B.Com. (Accounting and Finance) Programme at Semester III
with Effect from the Academic Year 2014-2015**

**2.3.1. Financial Accounting - Paper III
Special Accounting Areas**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Partnership Final Accounts based on Adjustment of Admission or Retirement / Death of a Partner during the Year	15
2	Piecemeal Distribution of Cash	10
3	Amalgamation of Firms	15
4	Conversion / Sale of a Partnership Firm into a Ltd. Company	10
5	Accounting with the Use of Accounting Software	10
Total		60

Sr. No.	Modules / Units
1	Partnership Final Accounts based on Adjustment of Admission or Retirement / Death of a Partner during the Year
	Simple final accounts questions to demonstrate the effect on final Accounts when a partner is admitted during the year or when partner Retires / dies during the year Allocation of gross profit prior to and after admission / retirement / death when stock on the date of admission / retirement is not given and apportionment of other expenses based on time / Sales/other given basis Ascertainment of gross profit prior to and after admission/retirement / death when stock on the date of admission / retirement is given and apportionment of other expenses based on time / Sales / other given basis Excluding Questions where admission / retirement / death takes place in the same year
2	Piecemeal Distribution of Cash
	Excess Capital Method only Asset taken over by a partner Treatment of past profits or past losses in the Balance sheet Contingent liabilities / Realization expenses/amount kept aside for expenses and adjustment of actual Treatment of secured liabilities Treatment of preferential liabilities like Govt. dues / labour dues etc Excluding: Insolvency of partner and Maximum Loss Method
3	Amalgamation of Firms
	Realization method only Calculation of purchase consideration Journal/ledger accounts of old firms Preparing Balance sheet of new firm Adjustment of goodwill in the new firm Realignment of capitals in the new firm by current accounts / cash or a combination thereof Excluding : Common transactions between the amalgamating firms
4	Conversion / Sale of a Partnership Firm into a Ltd. Company
	Realisation method only Calculation of New Purchase consideration, Journal / Ledger Accounts of old firms. Preparing Balance sheet of new company
5	Accounting with the Use of Accounting Software
	Cost Centre, Cost Categories Inventory- Creation of groups, Creation of stocks, Stock Categories Inventory vouchers-Stock Journal, Manufacturing Journal, Godown Management, Batch wise Management.

Question Paper Pattern

Maximum Marks: 60

Questions to be Set: 04

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Compulsory – Practical	15 Marks
Q-2	Compulsory – Objective Type True or false, Match the following and/or multiple choice	15 Marks
Q-3	Practical OR	15 Marks
Q-3	Practical	15 Marks
Q-4	Practical OR	15 Marks
Q-4	Theory/ Practical	15 Marks

Note: Relevant Law / Statute/ Rules In force and Relevant Accounting Standards In force on 1st April immediately preceding commencement of Academic Year is applicable for ensuring examinations after relevant year.

**Revised Syllabus and Question Paper Pattern of Courses of
B.Com. (Accounting and Finance) Programme at Semester III
with Effect from the Academic Year 2014-2015**

**2.3.2 Cost Accounting - Paper II
Methods of Costing**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Classification of Costs And Cost Sheets	20
2	Reconciliation of Cost and Financial Accounts	10
3	Contract Costing	15
4	Process Costing	15
Total		60

Sr. No	Modules/ Units
1	Classification of Costs and Cost Sheet
	Classification of costs, Cost of Sales, Cost Centre, Cost Unit, Profit Centre and Investment Centre Cost Sheet, Total Costs and Unit Costs, Different Costs for different purpose Simple practical problems on preparation of cost sheet
2	Reconciliation of cost and financial accounts
	Practical problems based on reconciliation of cost and Financial accounts.
3	Contract Costing
	Progress payments, Retention money, Contract accounts, Accounting for material, Accounting for Tax deducted at source by the contractee, Accounting for plant used in a contract, treatment of profit on incomplete contracts, Contract profit and Balance sheet entries. Excluding Escalation clause Note- Simple practical problems
4	Process Costing
	Process loss, Abnormal gains and losses, Joint products and by products. Excluding Equivalent units, Inter-process profit Note- Simple Practical problems Process Costing and joint and by products

Question Paper Pattern

Maximum Marks: 60

Questions to be Set: 04

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Compulsory – Practical	15 Marks
Q-2	Compulsory – Objective Type True of false, multiple choice, answer in one sentence, match the following	15 Marks
Q-3	Practical	15 Marks
	OR	
Q-3	Practical	15 Marks
Q-4	Practical	15 Marks
	OR	
Q-4	Theory/ Practical	15 Marks

**Revised Syllabus and Question Paper Pattern of Courses of
B.Com. (Accounting and Finance) Programme at Semester III
with Effect from the Academic Year 2014-2015**

**2.3.3 Auditing - Paper II
Techniques of Auditing & Audit Procedures**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Vouching	15
2	Verification	15
3	Audit and Assurance Standards	15
4	Audit of Limited Companies	15
Total		60

Sr. No.	Modules/ Units
1	vouching
1.1	Audit of Income Revenue from Sales and Services, Rental Income, Interest & Dividends Income, Royalties Income, Recovery of Bad debts written off, Commission Received
1.2	Audit of Expenditure Purchases, Salaries & Wages, Rent, Insurance Premium, Telephone expense , Petty cash payment, Advertisement, Travelling Salesmen's Commission, Freight Carriage and Custom Duties
2	Auditing Techniques :- verification
2.1	Audit of assets Plant & Machinery, Furniture and fixtures, Accounts Receivable, Investments, Inventory, Goodwill, Patent Rights
2.2	Audit of Liabilities Outstanding Expenses, Accounts Payable, Secured loans, Unsecured Loans, Contingent Liabilities, Public Deposits
3	Audit and Assurance Standards
3.1	Significance of the Audit and Assurance Standards issued by Institute of Chartered Accountants of India. Responsibility of auditor for AAS
3.2	Understanding of following standards SA 200 Basic principles of Governing an Audit SA 200A Objective and scope of the audit of financial statements SA 230 Audit documentation SA 320 Audit materiality SA 570 Going Concern
4	Audit of Limited Companies
4.1	Qualifications, Disqualifications, Appointments (First & Subsequent auditor), Reappointment, Removal of auditors.

Question Paper Pattern

Maximum Marks: 60

Questions to be Set: 04

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Compulsory – No Option	15 Marks
Q-2	Compulsory – No Option - Objective Type True of false, multiple choice, answer in one sentence, match the following	15 Marks
Q-3	Theory	15 Marks
	OR	
Q-3	Theory	15 Marks
Q-4	Theory	15 Marks
	OR	
Q-4	Theory	15 Marks

Note: Question may be sub-divided into smaller questions if necessary

**Revised Syllabus and Question Paper Pattern of Courses of
B.Com. (Accounting and Finance) Programme at Semester III
with Effect from the Academic Year 2014-2015**

**2.3.4 Economics - Paper II
Macro Economics**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Macroeconomics: Nation Income, Theory of Income and Employment	08
2	Monetary Economics	10
3	Integration of Product and Money Market Equilibrium	06
4	Public Finance	10
5	International Trade, Balance of Payment and WTO	10
6	Foreign Exchange Market	06
Total		60

Sr. No.	Modules/ Units
1	Macroeconomics: Nation Income, Theory of Income and Employment
	National Income: Concept and Measurement - Real Vs Nominal GNP – PPP Income - Circular Flow of Income: Closed (two and three sector models) and Open Economy Models – Trade Cycles: Features and Phases – Concept of Aggregate Demand – Keynes’ Theory of Income Determination – Theory of Multiplier – Acceleration Principle
2	Monetary Economics
	Supply of Money: Concept, Constituents and Determinants of Money Supply – Velocity of Circulation of Money: Meaning and Factors Determining – Demand for Money: Keynes’ Theory of Demand for Money – Liquidity Preference Theory of Rate of Interest – Inflation: – Demand Pull and Cost Push Inflation – Causes, Effects and Measures to Control Inflation.
3	Integration of Product and Money Market Equilibrium
	Monetary Policy: Objectives and Instruments – Fiscal Policy: Objectives and Instruments – IS-LM Model: Framework, Impact of Fiscal and Monetary Policy Changes.
4	Public Finance
	Concept of Public Finance: Meaning, Scope and Functions - Distinction between Public and Private Finance - Principles of Maximum Social Advantage: Dalton & Musgrave versions - Modern Trends in Public Finance: Sound Finance v/s Functional Finance, Redistribute Taxation, Anti-Inflationary Taxation - Public Revenue: Sources of Revenue (Tax & Non – Tax Revenue) – Merits and Demerits of Direct & Indirect Tax- Public Expenditure: Classification and Causes of increase in Public Expenditure - Public Debt :Types, Burden and Management - Concepts of deficit.
5	International Trade, Balance of Payment and WTO
	Theories of International Trade: Comparative Cost Theory, Hecksher - Ohlin Theory - Terms of Trade: Meaning & Types – Gains from Trade (with offer curves) - Concept & Structure of BOP, Causes of disequilibrium, Measures to correct disequilibrium in BOP -WTO Agreements with reference to TRIPS, TRIMS and GATS

6	Foreign Exchange Market
	Concept of Foreign Exchange Rate: Spot and Forward, Foreign exchange market: Functions & Dealers - Arbitrage and Speculation - Equilibrium Exchange Rate Determination – Purchasing Power Parity theory – Types of Floating Rate System.

Question Paper Pattern

Maximum Marks: 60

Questions to be Set: 04

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Compulsory – No Option	15 Marks
Q-2	Compulsory – No Option - Objective Type True of false, multiple choice, answer in one sentence, match the following	15 Marks
Q-3	Theory	15 Marks
	OR	
Q-3	Theory	15 Marks
Q-4	Theory	15 Marks
	OR	
Q-4	Theory	15 Marks

Note: Question may be sub-divided into smaller questions if necessary

**Revised Syllabus and Question Paper Pattern of Courses of
B.Com. (Accounting and Finance) Programme at Semester III
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**2.3.5 Business Law - Paper II
Business Regulatory Framework**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	The Indian Partnership Act - 1932	30
2	Limited Liability Partnership Act - 2008	10
3	Factories Act - 1948	20
Total		60

Sr. No.	Modules/ Units
1	The Indian Partnership Act - 1932
	a) Concept of Partnership <ul style="list-style-type: none"> - Partnership and Company - Test for determination of existence for partnership - Kinds of partnership b) Registration and effects of non-registration of Partnership c) Rights and Duties of Partners d) Authority and Liability of partners e) Admission, Retirement and Expulsion of Partner f) Dissolution of Partnership
2	Limited Liability Partnership Act - 2008
	a) Concept , Formation, Membership and Functioning of Partnership b) Dissolution of Partnership
3	Factories Act - 1948
	a) Definitions <ul style="list-style-type: none"> • Section 2 (k) – Manufacturing Process, • Section2 (l) –Workers • Section 2 (m)– Factory b) Provisions pertaining to <ul style="list-style-type: none"> i. Health- Section 11 to Section 20 ii. Safety- Section 21 to Section 41 iii. Welfare- Section 42 to Section 49

Question Paper Pattern

Maximum Marks: 60

Questions to be Set: 04

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Compulsory – No Option	15 Marks
Q-2	Compulsory – No Option - Objective Type True of false, multiple choice, answer in one sentence, match the following	15 Marks
Q-3	Theory	15 Marks
	OR	
Q-3	Theory	15 Marks
Q-4	Theory	15 Marks
	OR	
Q-4	Theory	15 Marks

Note: Question may be sub-divided into smaller questions if necessary

**Revised Syllabus and Question Paper Pattern of Courses of
B.Com. (Accounting and Finance) Programme at Semester III
with Effect from the Academic Year 2014-2015**

**2.3.6 Management - Paper II
Introduction to Management**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Introduction to Basic Management Concepts	10
2	Planning	10
3	Organising	10
4	Staffing	10
5	Directing and Controlling	10
Total		50

Sr. No.	Modules / Units
1	Introduction to Basic Management Concepts
1.1	Introduction to Management, Definition of Management
1.2	Nature of Management
1.3	Objectives of Management
1.4	Administration vs Management
1.5	Levels of Management
1.6	Principles of Management
2	Planning
2.1	Definition and Importance of Planning
2.2	Process of Planning
2.3	Limitations of Planning
2.4	Features of Sound Planning
2.5	Features and process of decision making
3	Organising
3.1	Definition, nature and significance
3.2	Process of organisation
3.3	Principles of organisation
3.4	Formal and Informal organisation - features, advantages and disadvantages
3.5	Centralisation and decentralisation – factors, merits and demerits
3.6	Departmentation and Delegation
4	Staffing
4.1	Meaning, Importance of Staffing
4.2	Recruitment and its sources
4.3	Selection procedure
4.4	Distinction between Recruitment and Selection
4.5	Employment tests and types of Interview
5	Directing and Controlling
5.1	Meaning and Importance of directing
5.2	Principles of Directing
5.3	Leadership traits and Styles
5.4	Motivation – Importance and Factors
5.5	Co-ordination – Meaning, features and Importance
5.6	Meaning and steps in controlling
5.7	Essentials of a good control system

Question Paper Pattern

Maximum Marks: 60

Questions to be Set: 04

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Compulsory – No Option	15 Marks
Q-2	Compulsory – No Option - Objective Type True of false, multiple choice, answer in one sentence, match the following	15 Marks
Q-3	Theory OR	15 Marks
Q-3	Theory	15 Marks
Q-4	Theory OR	15 Marks
Q-4	Theory	15 Marks

Note: Question may be sub-divided into smaller questions if necessary

**Revised Syllabus and Question Paper Pattern of Courses of
B.Com. (Accounting and Finance) Programme at Semester III
with Effect from the Academic Year 2014-2015**

2.3.7 Quantitative Methods for Business -Paper II

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Decision Theory	15
2	Linear Programming Models	15
3	Transportation Models	15
4	Assignment Models	15
Total		60

Sr. No.	Modules/unit
1	Decision Theory
1.1	Introduction to Probability - Definition of Sample space & Event, probability of an event and simple examples . (No question to be asked in exam.)
1.2	Elements of Decision Problem: Concepts such as decision making, Decision maker, Courses of action, States of nature, Pay-off values , Pay-off Table, Opportunity Loss Table.
1.3	Decision Making process and decision making categories
1.4	Decision Making Environments - a) Decision Making under Certainty b) Decision Making under Uncertainty -Criteria such as Maximin, Minimax, Maximax, Laplace, Hurwicz Alpha, Regret. c) Decision Making under Risk – Criteria such as EMV, EOL and EVPI
1.5	Decision Tree techniques - Concept of Decision Tree and Examples
2	Linear Programming Models
2.1	Mathematical formulation and graphical solution of Linear Programming Problems.
2.2	Standard Linear Programming form – slack and surplus variables
2.3	Determination of Basic Feasible solution: Simplex Method - The Big “M” Method Two phase Method.
2.4	Special cases in Simplex method –Alternative optima, unbounded solutions, Infeasible solutions, Degeneracy.
3	Transportation Models
3.1	Introduction, Characteristics and Assumptions
3.2	Solution of Transportation Problem using – a) North – West Corner Method b) MODI Method c) Least- Cost Method d) Vogel’s Approximation Method
3.3	Unbalanced Transportation Problem , Degeneracy in Transportation Problem
4	Assignment Models
4.1	Introduction, Characteristics and Assumptions
4.2	Formulation of an Assignment Problem
4.3	Hungarian Method
4.4	Variation of the Assignment Problem

Question Paper Pattern

Maximum Marks: 60

Questions to be Set: 04

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Compulsory – Practical	15 Marks
Q-2	Compulsory – Objective Type True or false, Match the following and/or multiple choice	15 Marks
Q-3	Practical OR	15 Marks
Q-3	Practical	15 Marks
Q-4	Practical OR	15 Marks
Q-4	Theory/ Practical	15 Marks

**Revised Syllabus and
Question Paper Pattern of Courses of
B.Com. (Accounting and Finance)
Programme
at
Semester IV**

Course No.	Title of the Course
2.4.1	Financial Accounting Paper –IV (Special Accounting Areas)
2.4.2	Management Accounting Paper – I (Introduction to Management Accounting)
2.4.3	Taxation Paper – II (Indirect Taxes)
2.4.4	Commerce Paper – II (Financial Market Operations)
2.4.5	Business Law Paper – III (Company Law)
2.4.6	Information Technology Paper – II (Applications in Business)
2.4.7	Foundation Course - II (Value Education and Soft Skill)

With effect from Academic Year 2014-2015

**Revised Syllabus and Question Paper Pattern of Courses of
B.Com. (Accounting and Finance) Programme at Semester IV
with Effect from the Academic Year 2014-2015**

**2.4.1 Financial Accounting - Paper IV
Special Accounting Areas**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Preparation of Final Accounts of Companies.	15
2	Redemption of Preference Shares	15
3	Redemption of Debentures	10
4	Ascertainment and Treatment of Profit Prior to Incorporation	10
4	Accounting with the Use of Accounting Software	10
Total		60

Sr. No.	Modules / Units
1	Preparation of Final Accounts of Companies
	<ul style="list-style-type: none"> i. Relevant provisions of Companies Act related Final Account (excluding cash flow statement) ii. Preparation of profit and loss a/c and balance sheet as per revised schedule VI of - Companies act 1956 iii. AS 1 in relation to final accounts of companies (disclosure of accounting policies)
2	Redemption of Preference Shares
	<ul style="list-style-type: none"> i. Company Law / Legal Provisions for redemption of preference shares in Companies Act ii. Sources of redemption including divisible profits and proceeds of fresh issue of shares iii. Premium on redemption from security premium and profits of company iv. Capital Redemption Reserve Account - creation and use
3	Redemption of Debentures
	<ul style="list-style-type: none"> i. Redemption of debentures by payment from sources including out of capital and / or out of profits. ii. Debenture redemption reserve and debenture redemption sinking fund excluding insurance policy. iii. Redemption of debentures by conversion into new class of shares or debentures with options- including at par, premium and discount.
4	Ascertainment and Treatment of Profit Prior to Incorporation
	<ul style="list-style-type: none"> i. Principles for ascertainment ii. Preparation of separate, combined and columnar profit and loss a/c including different basis of allocation of expenses/ incomes
4	Accounting with the Use of Accounting Software
	<p>Advance accounting and Inventory Vouchers: Purchase and Sales Order, Reorder, Delivery Notes, Budgeting and Controls, Invoice-Product Invoice and Service Invoice</p> <p>Shortcut Keys: Special key Combination, Special Functional key Combination</p> <p>Management Information System (MIS)</p>

Question Paper Pattern

Maximum Marks: 60

Questions to be Set: 04

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Compulsory – Practical	15 Marks
Q-2	Compulsory – Objective Type True or false, Match the following and/or multiple choice	15 Marks
Q-3	Practical OR	15 Marks
Q-3	Practical	15 Marks
Q-4	Practical OR	15 Marks
Q-4	Theory/ Practical	15 Marks

**Revised Syllabus and Question Paper Pattern of Courses of
B.Com. (Accounting and Finance) Programme at Semester IV
with Effect from the Academic Year 2014-2015**

**2.4.2 Management Accounting - Paper I
Introduction to Management Accounting**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Introduction to Management Accounting	05
2	Analysis and Interpretation of Accounts	10
3	Ratio Analysis	15
4	Cash Flow Statement	15
5	Working Capital Concept	15
Total		60

Sr. No	Modules /Units
1	Introduction to Management Accounting
	Meaning - Nature - Scope and Functions of Management Accounting - Role of Management Accounting in Decision Making - Management Accounting and Financial Accounting
2	<p>Analysis and Interpretation of Accounts:</p> <p>a) Vertical Forms of Balance Sheet and Profit and Loss Account suitable for analysis</p> <p>b) Trend Analysis.</p> <p>c) Comparative Statement.</p> <p>d) Common Size Statement.</p> <p>NOTE: Simple Problems based on the above (a) to (d)</p>
2	Ratio Analysis and Interpretation based on vertical Financial statements as above -
	<p>a) Balance Sheet Ratios:</p> <p>i) Current Ratio</p> <p>ii) Liquid Ratio</p> <p>iii) Stock Working Capital Ratio</p> <p>iv) Proprietary Ratio</p> <p>v) Debt Equity Ratio</p> <p>vi) Capital Gearing Ratio</p>
	<p>a) Revenue Statement Ratios:</p> <p>i) Gross Profit Ratio</p> <p>ii) Expenses Ratio</p> <p>iii) Operating Ratio</p> <p>iv) Net Profit Ratio</p> <p>v) Net Operating Profit Ratio</p> <p>vi) Stock Turnover Ratio</p>
	<p>b) Combined Ratio</p> <p>i) Return on Capital employed (Including Long Term Borrowings)</p> <p>ii) Return on proprietor's Fund (Shareholders Fund and Preference Capital)</p> <p>iii) Return on Equity Capital</p> <p>iv) Dividend Pay out Ratio</p> <p>v) Debt Service Ratio</p> <p>vi) Debtors Turnover</p> <p>vii) Creditors Turnover</p>
3	Preparation of Cash Flow Statement with reference to Accounting Standard No .3. (Indirect method only)
4	<p>Working Capital-Concept</p> <p>Estimation /Projection of Working Capital Requirements in case of Trading and Manufacturing Organization.</p>

Question Paper Pattern

Maximum Marks: 60

Questions to be Set: 04

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Compulsory – Practical	15 Marks
Q-2	Compulsory – Objective Type True or false, Match the following and/or multiple choice	15 Marks
Q-3	Practical OR	15 Marks
Q-3	Practical	15 Marks
Q-4	Practical OR	15 Marks
Q-4	Theory/ Practical	15 Marks

**Revised Syllabus and Question Paper Pattern of Courses of
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with Effect from the Academic Year 2014-2015**

**2.4.3 Taxation - Paper II
Indirect Taxes**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Central Excise law Basic Concepts – (Central Excise Act) Classification (Central Excise Tariff Act) Types of duties (Central Excise Act) Valuation Cenvat Credit (Cenvat Credit Rules) Procedures	30
2	Service Tax Basic Services Specifically Excluded Point of Taxation	30
Total		60

Sr. No.	Modules / Units
1	Central Excise law
1.1	Basic Concepts – (Central Excise Act) <ul style="list-style-type: none"> • Goods/ Excisable Goods – Section 2(d) • Manufacture – Section 2(f) • Manufacturer – Section 2(f) • Factory – Section 2(e) • Taxable Event
1.2	Classification (Central Excise Tariff Act) C.E.T.A-Schedule I, Rules of interpretation, Trade Parlance theory, H S N Theory, Tariff Code-Dash System
1.3	Types of duties (Central Excise Act) Specific Duty, Ad-Valorem, Cesses-NCCD, EC, SAH EC, Compounded Levy
1.4	Valuation Assessable Value (Central Excise Act) S: 4(1), Tariff Value, Transaction Value, Valuation Rules, MRP Based Value
1.5	Cenvat Credit (Cenvat Credit Rules) Terms Input, Capital goods, Eligible Duties, Eligible Documents, Utilization of credit
1.6	Procedures Registration in-EC Code Form A 1(Sec: 6), Record & Registers-D.S.A., P.L.A., RG 23 A (I & II) & RG 23 C (I & II), Cenvat Credit Invoice - Rule 11, Return – ER 1, Tax Payment Challan TR-6 / GAR 7
2	Service Tax
2.1	Basic Terms Terms- Service, Activity, Consideration, Person, Declared Services Applicability of Service Tax Registration under Service Tax law (Sec 69) Registration Procedure Mega Exemptions from Service Tax under notification 25/2012, Threshold Exemption Service Tax Returns and Penalty for late filing Payment of service tax and rate of service tax Negative List (Sec 66 D Specifies services which are not taxable)
2.2	Services Specifically Excluded Transfer of title in goods or immovable property Transfer delivery or supply of any goods which is deemed sale

	<p>Transactions on money or actionable claims</p> <p>Provision of service by employee to employer</p> <p>Services provided by MP, MLA, etc.</p> <p>Duties preferred by persons who hold posts in pursuance of provision of constitution e.g. Central Vigilance Committee</p> <p>Duties performed as a chairperson or member or director in body established by central, state Govt. or local authority</p>
2.3	<p>Point of Taxation</p> <p>Determination of point of taxation</p> <p>Point of taxation for services including continuous supply of services from 1.4.2012</p> <p>Special provision for individual</p>

Note: The Law In force on 1st April immediately preceding the commencement of Academic year will be applicable for ensuing Examinations.

Question Paper Pattern

Maximum Marks: 60

Questions to be Set: 04

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Compulsory- Central Excise and service tax	15 Marks
Q-2	Compulsory- Objective type True of false, multiple choice, answer in one sentence, match the following Central Excise and service tax	15 Marks
Q-3	Central Excise OR	15 Marks
Q-3	Central Excise	15 Marks
Q-4	Service Tax OR	15 Marks
Q-4	Service Tax	15 Marks

Note: Questions may be sub-divided into smaller questions if necessary

**Revised Syllabus and Question Paper Pattern of Courses of
B.Com. (Accounting and Finance) Programme at Semester IV
with Effect from the Academic Year 2014-2015**

**2.4.4 Commerce - Paper II
Financial Market operations**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Debt Market	12
2	Equity Market	12
3	Commodities Market	12
4	Derivatives Market	12
5	Global Financial Markets	12
Total		60

Sr. No	Modules /Units
1	Debt Market
	Introduction, various debt instruments, valuation of bonds
2	Equity Market
	Primary Market for equities, secondary markets for equities, development of equity markets in India
3	Commodities Market
	Introduction, Growth of commodity markets in India Commodity exchanges
4	Derivatives Market
	Meaning of financial derivatives; futures and options, Principles of hedging with options and futures Management of risk in commodities markets
5	Global Financial Markets
	Impact of globalisation on capital markets, global bonds markets , global equity markets

Question Paper Pattern

Maximum Marks: 60

Questions to be Set: 04

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Compulsory – No Option	15 Marks
Q-2	Compulsory – No Option - Objective Type True of false, multiple choice, answer in one sentence, match the following	15 Marks
Q-3	Theory	15 Marks
	OR	
Q-3	Theory	15 Marks
Q-4	Theory	15 Marks
	OR	
Q-4	Theory	15 Marks

Note: Question may be sub-divided into smaller questions if necessary

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**Revised Syllabus and Question Paper Pattern of Courses of
B.Com. (Accounting and Finance) Programme at Semester IV
with Effect from the Academic Year 2014-2015**

**2.4.5 Business Law - Paper III
Company Law- The Companies Act 2013**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Definitions	10
2	Incorporation of companies	20
3	Public Offer	10
4	Private Placement	10
5	Share Capital and Debentures	10
Total		60

Sr. No.	Modules/ Units
1	Definitions
	Section 2 Clause (2) – Accounting Standard Clause (7) – Auditing Standard Clause (13) – Books of Accounts Clause (31) – Deposit Clause (41) – Financial Year Clause (42) – Foreign Company Clause (47) – Independent Director Clause (48) – Indian Depository Receipts Clause (62) – One Person Company Clause (85) – Small Company
2	Incorporation of Companies – Section 3 to Section 20
3	Public Offer – Sections 23, 25 to 28, 33, 35, 39
4	Private Placement – Section 42
5	Share Capital and Debentures – Sections 43, 46, 47, 52 to 56, 61 to 72

Question Paper Pattern

Maximum Marks: 60

Questions to be Set: 04

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Compulsory – No Option	15 Marks
Q-2	Compulsory – No Option - Objective Type True of false, multiple choice, answer in one sentence, match the following	15 Marks
Q-3	Theory OR	15 Marks
Q-3	Theory	15 Marks
Q-4	Theory OR	15 Marks
Q-4	Theory	15 Marks

Note: Question may be sub-divided into smaller questions if necessary

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**Revised Syllabus and Question Paper Pattern of Courses of
B.Com. (Accounting and Finance) Programme at Semester IV
with Effect from the Academic Year 2014-2015**

**2.4.6 Information Technology - Paper II
Applications in Business**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Introduction to Internet and other emerging technologies	15
2	Developmental Tools	15
3	Cyber laws and Information Technology Act 2000	15
4	Introduction to online applications under various Acts	15
Total		60

Sr. No	Modules /Units
1	Introduction to Internet and other emerging technologies
	Introduction – Internet components – electronic commerce – e-commerce applications – Electronic Data Exchange – Extranet – Payment systems – Risks and security considerations – Legal issues – Other emerging technologies
2	Developmental Tools
	Introduction to LAAT and usage in Accounting/Audit, Audit methodologies in a computerized environment – Computer Assisted Audit Technologies – Audit Software – Test Data – Miscellaneous Techniques – Other Audit software – Steps involved in using CAATS
3	Cyber laws and Information Technology Act 2000
	Brief history – Objectives of Act - Information Technology Act 2000
4	Introduction to online application under various Act
	<ul style="list-style-type: none"> a) PAN Application b) TAN Application c) MVAT Registration d) Service Tax Registration

Question Paper Pattern

Maximum Marks: 60

Questions to be Set: 04

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Compulsory – No Option	15 Marks
Q-2	Compulsory – No Option - Objective Type True of false, multiple choice, answer in one sentence, match the following	15 Marks
Q-3	Theory	15 Marks
	OR	
Q-3	Theory	15 Marks
Q-4	Theory	15 Marks
	OR	
Q-4	Theory	15 Marks

Note: Question may be sub-divided into smaller questions if necessary

**Revised Syllabus and Question Paper Pattern of Courses of
B.Com. (Accounting and Finance) Programme at Semester IV
with Effect from the Academic Year 2014-2015**

**2.4.7 Foundation Course – II
Value Education and Soft Skill**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Values and the Individual	12
2	Values and Society	12
3	Professional Values	12
4	Role of Social Institutions in Value Formation	12
5	Soft Skill for effective Interpersonal Communication	12
Total		60

Sr. No	Modules /Units
1	Values and the Individual
	Values meaning - The Significance of values – Classification of Values – Need of Value Education – Values and the individual: Self Discipline, Self Confidence, Self-Initiative, Empathy, Compassion, Forgiveness, Honesty and Courage
2	Values and Society
	Definition of Society – Democracy – Secularism – Socialism- Gender Justice- Human Rights - Socio – Political Awareness- Social Integration- Social Justice
3	Professional Values
	Definition- Accountability- Willingness to learn – Team Spirit – Competence – Development – Honesty – Transparency – Respecting Others – Democratic Functioning – Integrity and Commitment
4	Role of Social Institutions in Value Formation
	Role of Family – Peer Group – Society – Educational Institutions – Role Models and Mass Media in value formation
5	Soft Skill for effective Interpersonal Communication
	<ul style="list-style-type: none"> a) Effective listening – Importance and Features b) Verbal and Non- Verbal Communication, Public Speaking and Presentation Skills c) Leadership Skills – Self Improvement d) Preparing for group discussion and interview

Question Paper Pattern

Maximum Marks: 60

Questions to be Set: 04

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Q-1	Compulsory – No Option	15 Marks
Q-2	Compulsory – No Option - Objective Type True of false, multiple choice, answer in one sentence, match the following	15 Marks
Q-3	Theory OR	15 Marks
Q-3	Theory	15 Marks
Q-4	Theory OR	15 Marks
Q-4	Theory	15 Marks

Note: Question may be sub-divided into smaller questions if necessary

Reference Books

- **Financial Accounting**

- Introduction to Accountancy by T. S. Grewal
- Advance Accounts by Shukla & Grewal
- Advance Accountancy by R. L. Gupta and M Radhaswamy
- Modern Accountancy by Mukherjee and Hanif
- Financial Accounting by Lesile Chandwichk
- Financial Accounting for Management by Dr. Dinesh Harsalekar
- Financial Accounting by P. C. Tulsian
- Accounting Principles by Anthony, R.N. and Reece J.S.
- Financial Accounting by Gupta and Radhaswamy M
- Financial Accounting by Monga, J.R. Ahuja, Girish and Shehgal Ashok.

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- **Management accounting**

- Cost Management by Saxena & Vashist
- Cost & Management Accounting by Ravi N.Kishor ,Publication Taxmonth
- Essential of Management Accounting by P.N.Reddy,Himalaye
- Advanced Management Accounting by Robert S Kailar,Holl
- Financial Of Management Accounting by S.R.Varshney,Wisdom
- Introduction Of Management Accounting by Charbs T Horngram, PHI Learning
- Management Accounting by I.m.Pandey, Vikas
- Cost & Management Accounting by D.K.Mattal,Galgotia
- Management Accounting by Khan & Jain,Tata Megaw
- Management Accounting by R.P.Resstogi

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- **Taxation**

- Indirect Taxes by V.S.Datey published by Taxmann
- Service Tax Reckoner V.S.Datey published by Taxmann
- Central Excise law Manual R.K.Jain published by Taxmann
- Service Tax S.S. Gupta published by Taxmann

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- **Auditing**

- Contemporary Auditing by Kamal Gupta published by Tata McGraw Hills
- A Handbook of Practical Auditing by B N Tandon published by S Chand & Co. New Delhi
- Fundamentals of auditing by Kamal Gupta and Ashok Arora published by Tata McGraw Hills
- Textbook of Auditing by Batra and Bagradia published by Tata McGraw Hills
- Practical Auditing by S V Ghatalia published by Spicer & Pegler

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- **Cost Accounting**

- Lecture on costing by Swaminathan published by S.Chand & Co.
- Practical costing by Khanna Pandey and Ahuja published by S.Chand & Co.
- Cost Accounting by C S Rayudu published by Tata McGraw Hills
- Cost Accounting by Jawaharlal published by Tata McGraw Hills
- Theory and problems of Cost and Management accounting by M Y Khan and P K Jain published by Tata McGraw Hills
- Cost Accounting by Ravi M Kishore published by Taxmann ltd.
- Cost Accounting by N K Prasad
- Cost Accounting- Theory and Practice by B K Bhar
- Cost Accounting- Theory and Practice by M N Arora published by
- Practical Costing by P C Tulsian published by Vikas Publishing house
- Cost Accounting- Text and problems by M C Shukla, T S Grewal and M P Gupta published by S.Chand
- Cost Accounting- Problems and solutions by V K Saxena C D Vashist published by S.Chand
- Cost Accounting by S P Jain and K L Narang published by Kalyani
- Cost Accounting- Principles and practice by M N Arora published by Vikas
- Principles of Management Accounting by Anthony Robert published by Richard Irwin Inc
- Cost Accounting- A Managerial emphasis by Horngreen, Charles, Foster and Datar published by Prentice Hall of India

- Management Accounting by M Y Khan and P K Jain published by Tata McGraw Hills
- Advanced Management Accounting by R S Kapllan and AA Atkinson Prentice India International
- Advanced problems and solutions in Cost Accounting by S N Maheshwari published by Sultan Chand

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- **Management**

- Essentials of Management by Koontz H & W published by McGraw Hill
- Principles of Management by Ramaswamy published by Himalaya
- Management Concept and Practice by Hannagain T published by McMillan
- Basic Managerial Skills for All by McGrath E.H published by Prentice Hall of India
- Management – Text and Cases by VSP Rao published by Excel Books
- Essentials of Management by Massie Joseph published by Prentice Hall of India
- Management: Principles and Guidelines by Thomas Duening & John Ivancevich published by Biztantra
- Management Concepts and Strategies by J S Chandran published by Vikas Publishing House
- Principles of Management by Tripathy P C published by Tata McGraw Hill
- Principles of Management: Theory and Practice by Sarangi S K published by V M P Publishers
- Principles of Management by Terry G R published by AITBS

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- **Economics**

- Andrew B Abel and Ben S Bernanke - “Macroeconomics”- Pearson Education New Delhi
- David N Hyman - “Macroeconomics” McGraw Hill, New York, Latest Edition
- D N Dwivedi - “Macroeconomics Theory and Policy”- Sultan Chand and Company, New Delhi, Latest Edition
- Datt R. & K.P.M. Sundaram – “Indian Economy”- Sultan Chand and Company, New Delhi, Latest Edition

- Dornbusch R. & S. Fischer – “Macroeconomics” McGraw Hill, New York, Latest Edition
- Economic & Political Weekly: Various Issues.
- Economic Survey of India -2007-08
- G L Jain- “Macroeconomic System-Problems and Functions”- Mangal Deep, Publications, Jaipur
- H L Ahuja – “Macroeconomics Theory and Policy – Advanced Analysis” - Sultan Chand and Company, New Delhi Latest Edition
- K.P.M. Sundaram – “Money Banking and International Trade”- Sultan Chand and Company, New Delhi Latest Edition
- Mankiw –“Principles of Macroeconomics”-Thomson-South-Western, New Delhi
- Mishra and Puri – “Indian Economics”- Himalayan Publishing House, Latest Edition
- K.Vasudevan – Central Banking – RBI Publications
- Bhatt - Central Banking in India - Himalaya Publications

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- **Commerce**

- Fundamental of Financial Management – Prasanna Chandra – Tata McGraw Hill
- Fundamental of Financial Management – V Sharan Pearson Education
- Principles of Corporate Finance – R A Brealy & S C Myres - Tata McGraw Hill

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- **Quantitative Techniques**

- Modern Business Statistics revised by B Pearles & C Sullivan – Prentice Hall
- Statistics for Management – Levin R and Rubin D S – Prentice Hall
- Statistical Methods – S P Gupta – S.Chand
- Fundamentals of Statistics – Elhance D N
- Statistics Theory Method and Applications – D C Sancheti & V K Kappor

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- **Information Technology**

- Fundamentals of Computers – Rajaram V – Prentice Hall
- Computer today (3rd edition) – Sanders, Donald H – McGraw Hill

Board of Studies-in-Accountancy, University of Mumbai

- Computers and Common sense – Hunt, Roger and Shelly John – Prentice Hall
- Computers – Subramaniam N – Wheeler
- Introduction to Computers – Xavier C. – New Age
- Computer in Business – Sanders D – McGraw Hill
- Computers and Information Management – S C Bhatnagar & V Ramant – Prentice Hall
- Internet for Business – Brummer, Lavrej – Cambridge
- E-mail for Everyone – Leon Alexis & leon – Methews
- Basic Computer Programmes for Business – Sternberg C – New Jersey Hayden

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- **Business Law**

- An introductory guide to Central Labour Legislation – W A Dawson
- Industrial Law – P L Malik
- Personnel Management and Industrial relations – Kapur S , Punia B – Gurgaon SK
- Labour participation in Management – Mhetras V – Manaklals
- 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.
- Companies Act 2013 by Ravi Puliani, Bharat Publication
- Companies Act 2013 by Taxmann

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