

SEMESTER III (BBA)

0201127: MANAGEMENT ACCOUNTING

Full Marks: 100

Financial Management and Planning

Marks: 12

Introduction to Financial Management; Goals; Financial Decisions; Interface between Finance and Other Business Functions; Financial Planning; Capitalisations: Cost Theory, Earnings Theory; Over-capitalisation; Under-capitalisation

Financial Accounting

Marks: 8

Meaning and Definition; Functions; Characteristics; Stakeholders of Financial Accounts; Categories of Accounting; Common Terms Used in Accounting

Book-keeping and Accounting Concepts

Marks: 10

Introduction; Entities; Advantages; Concept of Double Entry; Types of Account; Accounting Concepts

Double Entry and Journals

Marks: 10

Introduction; Stages of Preparing the Financial Statement; Journals: Importance of Journal, Format of Journal

Ledger

Marks: 10

Meaning and Definition; Types; Steps in Posting from Journal to Ledger

Trial Balance

Marks: 7

Meaning and Definition; Errors; Limitations

Final Account

Marks: 8

Meaning and Definition: Trading Account, Profit and Loss Account; Balance Sheet

Introduction to Managerial Accounting

Marks: 15

Definition and Meaning; Why Management Accounting; Function of Management Accounting; Difference Between Financial Accounting and Managerial Accounting

Financial Ratio Analysis

Marks: 10

Introduction; Meaning of Ratio Analysis; Presentation of Ratio; Classification of Ratios

Cash Flows

Marks: 10

Meaning and Definition; Benefits of Statement; Categories; Format; Methods for preparing Cash Flow Statements

Reference Books:

1. Dr. Patankar S., 2008. *Introduction to Accounting and Management Accounting*. University of Pune: Nirali Publications.
2. Polejewski S. A., 2008. *Resource Consumption Accounting*. University of St. Thomas.
3. Lerner, Joel. and Cashin, James. 2009. *Schaum's Outline of Principles of Accounting*. McGraw-Hill

4. Weygandt, Jerry J. and Kimmel, Paul D. 1997 *Financial Accounting*, 2E, General Ledger. John Wiley & Sons Inc.
5. Davidson, Desiree. 2008. *Desiree's Double Entry Accounting*. CreateSpace
6. Pacioli, Luca 2010. *The Rules of Double-Entry Bookkeeping: Particularis de computis et scripturis*. CreateSpace

0201126: FINANCIAL SYSTEM AND AUDITING

Full Marks: 100

Financial System

Marks: 10

Introduction; Functions; Components; Overview of Indian Financial System; Structure: Financial Institutions, Financial Instruments, Financial Markets, Financial Services; Reserve Bank of India (RBI): Functions of RBI; Monetary Policy: Monetary Policy in India, Monetary Policy Instruments, Credit Control Measures of Reserve Bank of India

Commercial Banks

Marks: 10

Introduction; Evolution of Commercial Banks in India; Functions; Recent Trends: Technology, Outsourcing of Services, Financial Inclusion; Development Banks: Features of a Development Bank, Functions of Development Banks, Major Objectives of Development Bank; IFCI: objectives, functions; IDBI: objectives, functions; IBI, SIDBI, ICICI; objectives, functions; NABARD: Objectives, Roles and Functions, NABARD in Present Scenario; EXIM

Financial Services and Financial Markets in India

Marks: 15

Introduction; Characteristics of Money Market; Functions; Importance; Difference between Capital and Money Market; Indian Money Market Instruments; Drawbacks of Indian Money Market; Reforms in Indian Money Market; Depository System; Merchant Banking; SEBI; Securities and Exchange Board of India Act, 1992; Functions of SEBI; Credit Rating: Meaning of Credit Rating, Credit Rating Agencies in India, Benefits of Credit Rating, Factors for Successful Credit Rating Systems, Process of Rating

Capital Market

Marks: 15

Introduction; Classification: Distinction between Primary Market and Secondary Market; Capital Market Efficiency: Forms of Capital Market Efficiency; Capital Market in India: Structure of Indian Capital Market, Capital Market Operations; Role of Capital Market in India; Importance of Capital Market; PESTEL Analysis of Indian Capital Market; Capital Market Regulations; Reforms in the Capital Market; Introduction to Stock Exchanges: Characteristics of Stock Exchange, Functions of a Stock Exchange, Advantages of Stock Exchange, Limitations of Stock Exchanges, National Stock Exchange of India

Auditing

Marks: 13

Introduction; Types: Regularity Audit, Financial Audit, Receipt Audit, Performance Audit; Need for Auditing; Limitations of Audit and Detection of Fraud; Auditing Standards; Internal Audit; Professional Practices Framework; Audit Process; Auditing Documentation: Form and Content of Documentation, Permanent and Current Audit Files, Need for Audit Documentation, Retention of Working Papers/ Documents, Tips for Auditors on Documentation / Working Papers; Internal Control System: Scope of Internal Control, Internal Control System Components, Limitations Inherent in Internal Control

Audit of Limited Companies

Marks: 12

Introduction; Need for a Company Auditor; Qualification of a Company Auditor; Disqualification; Appointment: First Auditor of a Company, Reappointment of Auditors; Removal of an Auditor; Status of an Auditor; Rights and Duties: Rights, Duties, Some Legal Decisions; Auditing Standards; Divisible Profits and Dividend; Audit Report: Responsibilities for making a Report, Requisites of a Good Audit Report, Types of Audit Report; Special Audit of Banking Companies: Legislations Relevant to Audit of Banks, Provision Relating to Audit, Powers of the Auditor, Auditor's Report, Special Audit, Approach to Banks' Audits; Audit of Educational Institutions; Audit of Insurance Companies

Audit of Non-profit Companies and Fraud Detection

Marks: 10

Audit of Non-profit Organisations; Accounting and Auditing in not-for-profit Organisations — some Critical Issues; Non-profit Audit Committee Charter; Fraud: Characteristics of Fraud and Error; Types of Fraud; Preventing Fraud; Auditor's Responsibility in Finding Fraud; Clauses of Fraud in Auditing in India

Audit of Limited Companies

Marks: 15

Recent Trends in Auditing; Cost Audit: Features, Objectives, Scope, Cost Auditor, Qualification of Cost Auditor, Powers of a Cost Auditor, Duties of a Cost Auditor; Tax Audit: Purpose of Tax Audit, Books of Accounts and List of Documents/Papers Required for Tax Audit Purpose, Standard Procedures or Steps for Tax Audit, Requirements of Tax Audit, Tax Auditor; Management Audit: Process of Management Audit, Advantages of Management Audit, Management Audit Report

Reference Books:

1. Gordon, E. and Natarajan, K. 2010. *Financial Markets*, Global Media.
2. Gray, I and Manson, S., 1989. *The audit process: principles, practice and cases*, Routledge.
3. Gup, B. E., Kolari, J. W. and Fraser, D. R., 2005. *Commercial banking: the management of risk*, J. Wiley.
4. Howells, P. and Bain, K., 2007. *Financial markets and institutions*, 5th ed., Prentice Hall/Financial Times, 2007
5. Kanuk A., R., 2002. *Capital markets of India: an investor's guide*, John Wiley and Sons.
6. Khan, 2006. *Indian Financial System 5E*, Tata McGraw-Hill Education.
7. Millichamp, A. H., 2002. *Auditing*, 8th ed., Cengage Learning EMEA.

0201117: INTRODUCTION TO INTERNET

Full Marks: 100

Overview of Internet

Marks: 12

Introduction; History; Internet Culture; Internet Service Provider; Addresses: Internet Addresses, IP Address, Domain Name Server; Internet Tools; Internet Applications

Components of Internet Structure

Marks: 10

Personal Computer; Communication Equipment of User: Local Loop Carrier, Location of ISP, Web Servers

Electronic Mail and Features of Internet

Marks: 15

Introduction; Message Components; Mailer Features; E-mail Management; MIME Types; Newsgroups; Mailing Lists; Chatting Rooms

World Wide Web

Marks: 15

Introduction; Web Browser; Searching WWW: Directories, Search Engines, Meta Search Engines, Searching Strategies; Browsing and Surfing; Web Page Installation; Plug-ins

Languages

Marks: 15

HTML (Hyper Text Markup Language); Dynamic; Java Script Language; XML (Extended Markup Language); VRML (Virtual Reality Modelling Language)

Cookies

Marks: 10

Introduction; Functions; Types; Benefits; Managing Cookies

Internet Connectivity

Marks: 13

Dial-up Connection from PC; Accessing Internet through Leased Line; Connecting to Internet through a Mobile Phone; Connecting to Internet through Cable Network

Internet Security

Marks: 10

Security and Internet; Password Protection; Computer Viruses: Avoiding Viruses; Spyware; Firewalls; Proxy Servers

Reference Books:

1. Brown, H., 2001. *Internet Tools*, Cengage Learning College.
2. Chambers, L. M., 2010. *PCs All-in-One For Dummies*, John Wiley & Sons.
3. Collin, H. M. S., 1997. *Setting up a Web server*, Elsevier.
4. Colmer, S. R. and Thomas, M. T., 2005. The senior's guide to the Internet: surfing, shopping, e-mail and security, EKLEKTIKA, Inc.
5. Eckel, G. and Steen, W., 1996. *Intranet working*, New Riders.
6. Elmer, G., 2002. *Critical perspectives on the Internet*, Rowman & Littlefield.

0201121: QUALITY MANAGEMENT

Full Marks: 100

Introduction to Quality Systems

Marks: 18

Introduction; Importance of Quality; Levels; Quality and Financial Performance; History; Quality Costs- Types and Categories: Nature of Costs; Quality Control: objectives, benefits, Quality Control and Inspection; Quality and Competitive Advantage: Use of Information for Competitive Advantage, Competitive Advantage, Role of Information in Competitive Environment, Porter – Miller Postulates, Changes in Industry Structures, Spawning of New Business, Functional Uses, Strategic Uses; Total Quality Management (TQM): The Importance of Customer-Supplier Relationships- Quality Chains, Main Principles of TQM, Introducing TQM into a Business; Taguchi Loss Function

Statistical Process Control

Marks: 17

Introduction; Chart Basics: Variable Control Charts, XBAR/S Chart vs. XBAR/R Chart, S Charts (Standard Deviations), R Chart (Ranges), I Chart (Individuals), Attribute Control Charts, P Chart vs. NP Chart, P Chart (Proportion Defective - %), NP Charts (Number Defective – n), C Charts, U Chart; Extraction of Information; Capability Index; Individual – X

and Moving Range Charts; An SPM/TQM Implementation Model; The Seven Basic Tools of Quality: Flowcharts, Check Sheets, Histograms, Pareto Analysis, Cause and Effect Diagram, Scatter Diagram, Control Charts

Problem Solving Techniques for Quality Management

Marks: 15

Introduction; Six Sigma Overview: The Methodology, Strategies for Six Sigma Introduction; Pareto Analysis; Failure Modes and Effects Analysis (FMEA): Types of FMEAs, FMEA usage, Benefits of FMEA, FMEA Timing, FMEA Procedure, Reliability, Stages of FMEA, Other Types of FMEA; Brainstorming: Usage Of Brainstorming, The Steps In Brainstorming Process, Basic Principles Of Brainstorming; The Deming Cycle; Juran's Improvement Program

Strategic Quality Management

Marks: 15

Total Quality Management (TQM): History, Basic Concept, Structure, Key Facets of TQM Integrative Focus are the PIs, Principles of TQM; Total Company Involvement; Technical and Managerial TQM: Implementation of TQM, Quality Council, Quality Statements, Strategic Planning, Annual Quality Improvement Program, Barriers to TQM Implementation; Philosophies of TQM

Reliability

Marks: 15

Defining Reliability: Evolution, Reliability Measurement, Planning, Factors affecting; Product Life Characteristic Curve; Reliability Function: Scope, Objectives, The Strategic Importance of Maintenance and Reliability; Reliability Engineering: Standardisation, Redundancy, Physics of Failure, De-rating Practice, Reliability Testing, Burn-in, Failure Mode and Effect Analysis, Fault Tree Analysis (FTA); Types of Reliability: Inter-Rater or Inter-Observer Reliability, Parallel-Forms Reliability, Internal Consistency Reliability; Comparison of Reliability Estimators

Health and Safety

Marks: 20

Introduction; Theory and Hypotheses: ISO 9001 and Changes in Plant Scale, ISO 9001 and Wages, ISO 9001 and Occupational Health and Safety; Classification of Hazards- ISO 9000: Hazards Analysis, Critical Control Points and Control Measures Hazard Analysis, Classification of Hazard According to the Risk and Severity (Hazard Index), Assessment of Risk In Hazard Analysis; Key Elements of Successful Health and Safety Management: Policy and Commitment, Planning, Implementation and Operation, Measuring Performance, Auditing and Reviewing Performance; Codes of Practice: Regulations, How Regulations Apply, What Form Do they Take?, The Relationship between the Regulator and Industry, What Next?; The Statement of Health and Safety Policy: Basic Objectives and General Content of Statement, Organisation (People and their Duties), Arrangements (Systems and Procedures)

Reference Books:

1. Hartman, M. G., 2001. *Fundamental Concepts of Quality Improvement*, ASQ Quality Press.
2. Hutchison, D., 1997. *Safety Health and Environmental Quality Systems Management: Strategies for Cost-Effective Regulatory Compliance*, Lanchester Press Inc.
3. Ireland, L.R., 2007. *Quality Management for Projects and Programs*, Project Management Institute.
4. Leemis, L. M., 2009. *Reliability: Probabilistic Models and Statistical Methods*, Lawrence Leemis.
5. Montgomery, D. C., 2008. *Introduction to Statistical Quality Control*, 6th ed., Wiley.
6. Nemoto, M. and Lu, D., 1987. *Total Quality Control for Management: Strategies and Techniques from Toyota and Toyoda Gosei*, Prentice Hall Trade.
7. Norton, M., 2006. *Quick Course in Statistical Process Control (Net Effect)*, 1st ed., Prentice Hall.
8. Rose, K.H., 2005. *Project Quality Management: Why, What and How*, J. Ross Publishing.
9. Suokas, J. and Rouhiainen, V., 1993. *Quality Management of Safety and Risk Analysis*, Elsevier Science.
10. Weinstein, M. B., 1997. *Total Quality Safety Management and Auditing*, 1st ed., CRC-Press.

0201122: SMALL BUSINESS MANAGEMENT

Full Marks: 100

Entrepreneurship and Small Business

Marks: 15

Introduction; Who are Entrepreneurs?; What is Small Business?; Rewards of Entrepreneurship: Make Money (Profit), Be Your Own Boss (Independence), Escape a Bad Situation (Freedom), Enjoy a Satisfying Life (Personal Satisfaction), Contribution to Community (Personal Fulfilment), Special Niche; Characteristics of Successful Entrepreneurs; Varieties of Entrepreneurship: Founder Entrepreneurs versus Other Business Owners and Franchisees, High-potential Ventures versus Attractive Small Firms and Micro-businesses, Artisan versus Opportunistic Entrepreneurs, Women Entrepreneurs, Entrepreneurial Teams; Integrity and Entrepreneurship: What is Integrity?, Frame Work of Integrity, Social Responsibility and Small Business, Governmental Laws and Regulations

The Right Small Business

Marks: 10

Introduction; Examining Your Personal Objectives; Exploring and Identifying Business/Start-up Ideas; Creating a New Business from Scratch: Finding Start-up Ideas, Sources of Start-Up Ideas; Change-Based Sources of Entrepreneurial Opportunities; Applying Innovative Thinking to Business Ideas

Franchises and Buyouts

Marks: 15

Introduction; Pros and Cons of Franchising: Other Advantages of Franchising, Training, Financial Assistance, Operating Benefits, Limitations of Franchising, Franchise Costs, Restrictions on Business Operations, Loss of Independence, Lack of Franchisor Support; Franchising Options; Structure of Franchising Industry; Evaluating Franchise Opportunities: Selecting a Franchise, Investigating the Potential Franchise, Finding Global Franchising Opportunities, Legal Issues in Franchising; Buying an Existing Business: Reasons for Buying an Existing Business, Finding a Business to Buy, Investigating and Evaluating Available Businesses, Non-quantitative Factors in Valuing a Business, Negotiating and Closing the Deal

Developing the New Venture Business Plan

Marks: 10

Introduction; The Purpose of a Business Plan: Need of Business Plan; Marketing of Small Business: Marketing Plan, Market Analysis, Competition, Marketing Strategy; Location Plan: Importance of Location Decision, Factors in Selecting a Good Location, Attraction of Home-Based Business, Technology and Challenges of Home-Based Business, Start-Up Business on Internet, E-Commerce Business Model; Financial Forecasting; Sources of Financing: Sources Close to Home, Bank Financing, Business Suppliers and Asset-Based Lenders, Private Equity Investors

Focusing on the Customer

Marks: 15

Introduction; Building Customer Relationship: The Importance of CRM to Small Firms, Components of Customer Satisfaction, Understanding Psychological and Sociological Influences on Customers; Product Life Cycle and New Product Development: Product Life Cycle, New Product Development Process; Supply Chain Management: Intermediaries, Channels of Distribution, Scope of Physical Distribution; Pricing Decisions: Setting a Price, Selecting a Price Strategy; Promotional Planning: Determining the Promotional Budget, Advertising Practices for Small Firms, Sales Promotional Tools; Global Marketing: Small Business as Global Enterprises, Forces Driving Global Business

Managing Growth in Small Businesses

Marks: 10

Introduction; Entrepreneurial Leadership: Leadership, Leaders Shape the Culture of the Organisation; Managing Human Resources: Need for Quality Employees, Lure of Entrepreneurial Firms, Sources of Employees, Diversity in Workforce;

Managing Operations: Organisational Culture and Total Quality Management, Importance of Improving Productivity, The Importance of Purchasing, Objectives of Inventory Management; Managing Risk: Classification of Business Risk, Risk Management, Risk Management and Small Business

Managing Firm's Assets

Marks: 10

Introduction; Working Capital Cycle: Timing and Size of Working-Capital Investments; Managing Cash Flows: Nature of Cash Flows Revisited, Cash Budget; Managing Accounts Receivables; Managing Inventories: Reducing Inventory to Free Cash, Monitoring Inventory, Controlling Stockpiles; Managing Inventories; Managing Accounts Payable; Capital Budgeting: Capital Budgeting Techniques, Capital Budgeting Analysis in Small Firms

Evaluating Financial Performance

Marks: 15

Introduction; Basic Requirements for Accounting Systems: Record-Keeping System, Computer Software Packages, Outside Accounting Services; Alternative Accounting Options: Cash versus Accrual Accounting, Single-Entry versus Double-Entry Systems; Internal Accounting Controls; Evaluating a Firm's Financial Performance: Evaluate a Firm's Ability to Pay Bills, Assess a Firm's Overall Profitability, Measure a Firm's Use of Debt and Equity Financing, Evaluate the Rate of Return Earned on Owner's Investment

Reference Books:

1. Epstein, L. & Myers, S., 2009. *Small Business Accounting*, John Wiley & Sons, p. 410.
2. Garrison, R., Noreen, E. & Brewer, P., 2012. *Managerial Accounting*, 14th ed., McGraw-Hill Higher Education. p. 832.
3. Harper, S. C., 2010. *The McGraw-Hill guide to starting your own business: a step-by-step blueprint for the first-time entrepreneur*, 2nd ed., McGraw-Hill Professional, p.253.
4. Keown, A. J., 2003. *Foundations of finance: the logic and practice of financial management*, 4th ed., p.566.
5. Khan. & Jain., 2007. *Financial Management*, 5th ed. Tata McGraw-Hill Education.
6. Libby, R., Libby, P. A. & Short, D. G., 2011. *Financial Accounting*, 7th ed., Mc-Graw-Hill/Irwin.
7. Longenecker, J. G. & Loeza, E. L., 2010. *Small Business Management*, 14th ed., Cengage Learning, p.744.