

CURRICULUM

- The curriculum will be updated on regular basis in consultation with the industry
 S= Skill-based paper; E= Education-based paper
- Internship in summer vacations are mandatory for students. It should be for at least 45 days.
- Students will submit a project in 5th Semester.
- Students from all disciplines are eligible to get admission

(B.Voc) E-Taxation and E-Accounting

S. No.	Paper Name	Credits
Semester I		
BVTA11(E)	Business Organization and Entrepreneurship	6
BVTA12(S)	Basic Financial Accounting	6
BVTA13(E)	Basic Income Tax Law	6
BVTA14(S)	Introduction to Computer Applications	6
BVTA15(S)	Business Communication	6
TOTAL SEMESTER 1 CREDITS		30
Semester II		
BVTA21(E)	Advanced Income Tax Law and Practices	6
BVTA22(E)	Corporate Tax Procedures and Management	6
BVTA23(S)	E-filing of Income Tax Returns	6
BVTA24(S)	Basics of Goods and Service Tax	6
BVTA25(S)	Corporate Accounting	6
TOTAL SEMESTER 2 CREDITS		30
Semester III		
BVTA31(E)	Legal Aspects of Business	6
BVTA32(S)	Advanced Goods and Service Tax and Custom	6

	Duty	
BVTA33(S)	Financial Analysis and Reporting	6
BVTA34(S)	Accounting with Computers	6
BVTA35(E)	Managerial Economics	6
TOTAL SEMESTER 3 CREDITS		30
Semester IV		
BVTA41(E)	Specialized Accounting	6
BVTA42(E)	Business Ethics, Corporate Governance and Social Responsibility	6
BVTA43(S)	E-Filing of GST Returns	6
BVTA44(S)	Database Management System	6
BVTA45(S)	Financial Management	6
TOTAL SEMESTER 4 CREDITS		30
Semester V		
BVTA51(S)	Fundamentals of Investment	6
BVTA52(E)	Auditing	6
BVTA53(E)	Tax Planning	6
BVTA54(S)	Mathematics and Statistics	6
BVTA55(S)	Project	6
TOTAL SEMESTER 5 CREDITS		30
Semester VI		
BVTA61(S)	Digital Commerce and Banking	6
BVTA62(S)	Advanced Accounting Softwares	6
BVTA63(E)	International Taxation	6
BVTA64(S)	Accounting for Decision making	6
BVTA65(E)	Public Finance	6

TOTAL SEMESTER 6 CREDITS	30
OVERALL B.VOC CREDITS	180

Preamble

The introduction of Goods and Services Tax (GST) in India from 1st July 2017 has opened new avenues and plethora of opportunities for accountants. The financial sector has become dynamic and vibrant after the implementation of the new tax regime. This tax overhaul requires acquiring new knowledge and honing skills for leveraging the new potential opportunities. India, at present, has over 50% population under the age of 25 years and harnessing this demographic dividend requires high quality educational system which is affordable, flexible and relevant to the individuals. Therefore, the need of the hour is to fill the demand-supply mismatch by producing 'skilled' workforce, managers and entrepreneurs.

The advent of new indirect tax system has led to changes in the accounting system. The GST related hiring stems from the fact that after the overhaul of the multiple cascading taxes levied by the Central and State governments, all businesses, irrespective of size, have to adapt to the new tax regime and go digital. This, in turn, has resulted in demand for specialized fields like taxation, accounting, and data analysis going up. Many large corporates have set up special GST cells internally to deal with the new tax regime and it shall contribute to direct employment of lakhs of youth in IT and finance companies to create systems to enable over 800000 companies for GST roll out and invoicing. It will further lead to savings on logistics by the entire economy and thereby greater investment by FMCD, FMCG, logistics and e-commerce companies towards enhanced employment.

E-Taxation and E-accounting shall be a groundbreaking course for students who want to pursue their careers in the field of commerce. The course will target undergraduate students who want to secure a job position as an accountant or tax consultant for a reputed industry or enhance their existing skills to achieve growth in career. It shall produce skilled manpower for industry requirements in E-taxation and E-accounting. The course shall provide vertical mobility from diploma, advance diploma to full-fledged B. VoC degree programme. The course shall provide students with conceptual as well practical knowledge about direct tax (Income tax) as well as indirect tax (GST). Students shall also be equipped to fill income tax returns; GST returns electronically and learn softwares like Tally and SAP etc. in different semesters. With six papers on accounting, the students will be imparted in-depth knowledge about various aspects of accounting. Students shall also acquire both theoretical knowledge and even hone their skills for working with various computer softwares. Today, the integrated world culture has necessitated understanding of social culture across different nations. Therefore, learning specific techniques applied under different systems to manage businesses and devise strategies and interventions shall also be the focus of this course.

SEMESTER 1

BVTA11(E): Business Organization and Entrepreneurship

CREDITS: 6

Objective: To present a balanced picture of the world of business and provide students with an understanding of the nature of business activities and environments within which they function. It aims at developing an understanding of entrepreneurship and role of business problems in dynamic work environment.

Learning Outcomes:

After pursuing this paper, students will:

- *acquire the ability to understand the theoretical framework of business environment, its concepts, significance and changing dimensions.*
- *acquire skills in customer development and competitive analysis. Additionally, they will learn to evaluate real-world problems and projects.*
- *learn how organizations adapt to an uncertain environment and identify techniques managers use to control the internal environment.*
- *learn to evaluate the influence of historical forces on the current practices of management.*
- *enable to practice the four functions of management namely planning, organizing, leading, and controlling.*

Unit 1: Business System and Forms

Foundation of Indian Business Spectrum of Business activities, Manufacturing and Service Sector. Meaning, scope and evolution of commerce & industry, Industrial Revolution- its effects. Emergence of Indian MNCs & transnational corporations, Recent trends in business world. Globalization & challenges for Indian Business in new millennium. Technological innovations and skill development. 'Make in India' Movement, Skill India Movement, & Digital India initiative.

a) Forms of business including LLP, small venture enterprise, and One Person Company, Choice of Suitable form of business ownership, b) Operations: Business size and location decisions. Layout of business, c) Functional aspects of business: Conceptual framework of functional areas of management: Finance, Marketing and Human Resources.

Unit 2: Management Process

a) Planning: corporate strategy – Environmental Analysis and Diagnosis, Formulation of Strategic Plan; Growth Strategies- Internal & External; Decision Making- concept, process, rationality and techniques, Information Technology and decision making, Decision support system b) Organizing and Staffing: Contemporary organizational formats- Project, Matrix and Networking c) Management in Action: Motivation- concept and theories: Maslow, Herzberg, Mc Gregor, and Ouchi; Leadership- concept and theories: Leadership Continuum, Managerial Grid, Situational Leadership, Transactional and Transformational Leadership;

Communication: Process and Barriers d) Control: concept and process.

Unit 3: Business Environment

Types of environment, environment analysis and strategic management. Economic environment: Nature of Economic Environment. Economic factors-growth strategy, basic economic system, Socio-Cultural Environment: Nature and impact of culture on business, culture and globalization. Political Environment: Government and Legal environment. Natural Environment: Impact of Business and Industry on the Environment- Air Pollution, Water Pollution, Land Pollution, Radiation Exposure & Noise Pollution. Technological Environment: Innovation, Management of technology, features and impact of technology.

Unit 4: Entrepreneurial Process and Opportunities

An overview of entrepreneurs and entrepreneurship, Idea generation- Role of creativity and innovation, Feasibility study and Business Plan, Basic considerations in setting up a business enterprise, Key aspects in setting up of an online enterprise, Sources of Finance, Emerging trends in business: Networking Marketing, Franchising, Business Process Outsourcing, service sector, M-Commerce and E-commerce.

Unit 5: Perspectives of Management

Change Management: Resistance to change and strategies to manage change. Conflict levels, causes and resolutions of conflicts, Functional and Dysfunctional aspects of Conflicts. Knowledge Management, Learning Organization.

Suggested Readings:

- Kaul, V. K. (2012) *Business Organization and Management*. New Delhi: Pearson.
- Kaul, V.K. (2016) *Principles and Practices of Management*. New Delhi: Vikas Publications.
- Gupta, C.B. (2015) *Industrial Organization and Management*. Delhi: Sultan Chand & Co.
- Gupta, C.B. (2017) *Business Organization and Management*. Delhi: Sultan Chand & Co.
- Singh, B.P. and Chhabra T. N. (2018) *Business Organisation and Management*. New Delhi: Sun India Publications.
- Tulsian, P.C. (2008) *Business Organisation & Management*. New Delhi: Pearson Education.
- Douglas, M. (1960) *The Human Side of Enterprise*. New York: McGraw Hill.
- Kotler, P. (1994) *Marketing Management: Analysis, Planning, Implementation & Control*. New Delhi: Prentice-Hall of India.

Note: Latest edition of the book should be used.

CREDITS: 6

Objective: To acquire conceptual knowledge of financial accounting and the techniques of preparing financial accounts in different business organizations.

Learning Outcomes:

After pursuing this paper, students will:

- *be able to interpret the accounting concepts, principles and conventions of financial accounting.*
- *be trained to prepare the financial statements of a sole proprietor and not for profit organizations.*
- *be skilled to prepare the ledgers of independent branches and dependent branches.*
- *learn to prepare the financial accounts of partnership firm and financial accounts for dissolution of a partnership firm.*

Unit 1: Introduction to Accounting

Accounting as an information system, Qualitative characteristics of accounting, Advantages, Limitations and functions of accounting, Branches of accounting, Bases of accounting, Basic concepts and conventions, Financial Accounting standards: Concept and benefits, Indian Accounting Standards, International Financial Reporting.

Unit 2: Accounting Process

Recording business transactions to preparation of trial balance (including adjustments), Preparation of Profit and Loss A/c and Balance sheet for sole proprietorship, Preparation of financial statements of NPO, Nature of Depreciation (Concept, factors affecting method, Methods: Straight line Method, Written Down Value method; Change in methods), Inventories – Concept and Methods; Periodic and perpetual method (LIFO, FIFO, Weighted Average)

Practical: Working on real business transactions related to inventory and calculating its cost.

Unit 3: Accounting for Hire Purchase and Instalment System

Calculation of interest, Partial and full repossession, Hire Purchase Trading and Stock and Debtors system, Concept of lease and instalment system.

Unit 4: Accounting for inland branches

Concept of dependent branches, Debtors System, Stock and Debtors system, Final Accounts system, Wholesale basis system, Independent branches, Adjustment entries, Preparation of consolidated Profit & Loss A/C and Balance Sheet

Unit 5: Partnership Accounts

Final Accounts of partnership firm, Admission, retirement, death of partner, Dissolution of partnership firm

Project: Working on real business transactional data and preparing their final accounts.

Suggested Readings:

- Monga, J.R.(2018).Financial Accounting: Concepts and Applications. New Delhi: Mayur Paper Backs.
- Tulsian, P.C. Financial Accounting. New Delhi: S. Chand.
- Jain, S.P. and Narang, K.L. Financial Accounting. New Delhi: Kalyani Publishers.

Note: Latest edition of the book should be used.

BVTA13(E): Basic Income Tax Law

CREDITS: 6

Objective: Students will be taught the nature and scope of Income Tax Laws and the concepts associated under different provisions. The students will be exposed to the various procedures for calculating income under different heads and their tax liability if any.

Learning outcomes:

After pursuing this paper, students will:

- *learn the basic concepts of the Income Tax Act, 1961 and its various amendments.*
- *be able to apply the provisions of income tax laws in calculating income of an individual.*
- *learn the deductions permissible from gross total income in calculating total income.*
- *be able to apply critical thinking for identifying and addressing various issues in taxation.*

Unit 1: Determination of Residency

Basic concept: Income, agricultural income, person, assessee, assessment year, previous year, gross total income, total income, Maximum marginal rate of tax, Permanent account number (PAN), Residential status; scope of total income on the basis of residential status, relationship between residential status and incidence of tax, Exempted incomes under section 10.

Unit 2: Income under the Head salaries

Meaning of salary, basis of charge of salary income, Taxation of different forms of salary, Different allowances, perquisites, Permissible deductions from salary income, tax treatment of provident fund, approved superannuation fund, Tax treatment of salary income of non-resident, exemption available to foreign citizens from salary income, Deduction under section 80C, Relief in respect of salary in arrears, advance, etc.

Unit 3: Income Under the Head “Income from House Property” and its computation

Basis of charge, Basis of computing income from a let-out house property, computing taxable income from self-occupied property, Special provisions when unrealised rent is realised subsequently, Mode of taxation of arrears of rent in the year of receipt.

Unit 4: Income Under The Head “Profits and gains from business or profession” and its computation.

Basis of charge and Basic principles for arriving at business income, Method of accounting - relevant for computing business income, Scheme of business deductions/allowance's, Specific deductions and specific disallowances under the Act, Taxation of deemed profits, Compulsory maintenance of books and audit of accounts by certain persons , Computing income on estimated basis in the case of taxpayers engaged in a business, Computing income on

estimated basis in the case of taxpayers engaged in the business of plying, leasing or hiring trucks, Permissible methods of valuation of closing stock

Unit 5: Admissible Deductions

Deductions from gross total income under section 80C to 80U.

Readings:

- Singhania, V. K. & Singhania, M. *Student's Guide to Income tax*. New Delhi: Taxmann Publications Pvt. Ltd.
- Ahuja, G. & Gupta R. *Systematic Approach to Income Tax*, Delhi: Bharat Law House.
- Mehrotra, H.C. *Income Tax Law*, Agra: Sahitya Bhawan.
- Chandra, M., Goyal S.P. & Shukla D.C. *Income Tax Law and Practice*. Delhi: Pragati Prakashan.

Note: Latest edition of the book should be used.

BVTA14(S): Introduction to Computer Applications

CREDITS: 6

Objective: To acquire the conceptual knowledge of various computer applications and learn basic computer skills.

Learning Outcomes:

After pursuing this paper, students will:

- *learn about operating systems, processors and architecture of computers.*
- *acquire theoretical and practical knowledge of setting up different kinds of computer networks.*
- *learn about spreadsheet by solving real business cases.*
- *learn about documentation and presentation skills using different softwares.*

Unit 1: Computing Platforms

Operating Systems, Mobile Operating systems

Unit 2: Setting up a Network

Meaning of networking, types of networks (LAN, WAN, MAN, intranet), wired and wireless networking, Domain, Server, IP address, VPN - concept, usage; Cloud Services: storage, computing, infrastructure; Internet of things, Setting up a website.

Unit 3: Introduction to Spreadsheets

Working with formulas/functions: Lookup and Reference Functions, Logical Function, Date and Time Functions, Statistical Functions. Mathematical and Financial Functions. Writing an equation. Paste Special.

Unit 4: Working with Spreadsheets

Pivot Table, group and ungroup data, Consolidating Data, Use of What-if analysis – Data tables, Goal seek and Scenario Manager. Data Validation and Data Cleaning. Advanced Filtering. Solving real business problems using Pivot Tables.

Unit 5: Documentation and Presentation

Using word processor tool for creating creative documents, Insert and customize items in document (tables, pictures, diagrams, objects, charts), Use templates and wizards, Compare and merge documents, Integrate Word with other Office applications, Create and modify document references (footnotes, endnotes, cross-reference, citations), Mail merge.

Using Presentation tools - SmartArt, Custom animation, Slide transition, Inserting hyperlinks, Animate objects on slide, Master slide, Using Slide sorter.

Creating graphs and charts using appropriate software.

Suggested Readings:

- Jain, H. C. & Tiwari, H.N. (2018) *Computer Applications in Business*. Delhi: Taxmann P.Ltd.
- Sharma, S.K. and Bansal, M. (2018) *Computer Applications in Business*. Delhi: Taxmann P.Ltd.
- Winston, W.L. (2013) *Microsoft Excel 2013: Data Analysis and Business Modeling*. Prentice Hall India Learning Private Limited.
- Fischer, William. (2016) *Excel – Quick start guide from beginner to expert*. Createspace Independent Pub.

Note: Latest edition of the book should be used.

BVTA15(S): Business Communication

CREDITS: 6

Objective: Students shall acquire skills in reading, writing, comprehension and communication and shall learn to use electronic media for business communication.

Learning outcomes:

After pursuing this paper, students will:

- *acquire knowledge and skills to demonstrate a good understanding of effective business writing, communications, research approaches and collection of information.*
- *learn to develop and deliver presentations with the effective use of various types of oral, written and digital communication modes geared to a range of business audiences.*
- *acquire interpersonal communications skills that shall maximize team effectiveness.*
- *be equipped with a better understanding of using electronic communication media and time management.*

Unit 1: Introduction

Nature, Process and Importance of Communication, Types of Communication (verbal & Non-Verbal), Different forms of Communication. Barriers to Communication: Linguistic Barriers, Psychological Barriers, Interpersonal Barriers, Cultural Barriers, Physical Barriers, Organizational Barriers.

Unit 2: English Grammar and Vocabulary

Noun & pronoun, Verbs (Lexical & Auxiliary), Verb Tenses, Adjectives & Adverb, Preposition, Conjunction, Phrases and Clause, Sentence Types, Transformations, Word meanings, synonym, antonym, Root words, one-word substitutes, Phrasal Verbs, Idioms.

Unit 3: Writing Skills

Notices, advertisements, factual description of people, places and objects, drafting posters, drafting, accepting and declining invitations, Business or official letters (for making enquiries, registering complaints, asking for and giving information, placing orders and sending replies), Letters to the editor (giving suggestions or opinion on issues of public interest, Application for a job including CV (Curriculum Vitae) / Resume, Writing a speech, an article for a magazine or a report based on verbal / visual input.

Unit 4: Business language and presentation

Importance of Business language, Vocabulary Words often confused, Words often misspelt, Common errors in English. Oral Presentation Importance, Characteristics, Presentation Plan, Power point presentation, Visual aids.

Unit 5: Technology and Business Communication

Role, effects and advantages of technology in Business Communication like email, text messaging, instant messaging and modern techniques like video conferencing, social networking. Strategic importance of e-communication.

Suggested Readings:

- Lesikar, R.V. and Flatley, M.E. (2008). *Basic Business Communication Skills for Empowering the Internet Generation* (9th edition). New Delhi: Tata McGraw Hill Publishing Company Ltd.
- Bovee, and Thill (2008). *Business Communication Today* (14th edition). New Delhi: Pearson Education.
- Shirley, Taylor (2011). *Communication for Business* (4th edition). New Delhi: Pearson Education.
- Locker and Kaczmarek (2013). *Business Communication: Building Critical Skills* (6th edition). New Delhi: Tata McGraw Hill Publishing Company Ltd.
- Bhatia, R.C. (2009). *Business Communication* (2nd edition). New Delhi: Ane Books Pvt Ltd.

Note: Latest edition of the book should be used.

BVTA21(E): Advance Income Tax Law and Practices

CREDITS: 6

Objective: Students will be taught the nature and scope of Income Tax Laws and the concepts under different provisions. The students will be exposed to the various procedures for calculating income under different heads and their tax liability if any.

Learning Outcomes:

After pursuing this paper, students will:

- *be able to apply the provisions of income tax laws in calculating income of an individual, firm and AOP/BOI.*
- *learn about the provisions applicable for clubbing of income and set-off and carry forward of losses.*
- *learn how to calculate the tax liability of an individual, firm, AOP/BOI and their members.*
- *learn how to address various tax issues by applying critical thinking.*

Unit 1: Income Under the Head “Capital Gains” and its computation

Basis of charge, capital asset, transfer of capital asset, Concept and computation of full value of consideration, expenditure on transfer, cost of acquisition, cost of improvement, converting cost of acquisition/ improvement into index cost of acquisition/ improvement, Computation of Capital gains, Capital gain in special cases, Valuation of capital asset - When can be referred to Valuation Officer, Capital gains - When and to what extent exempt from tax.

Unit 2: Income Under the Head “Income from other sources” and its computation

Basis of charge, Relevance of method of accountancy, Concept and taxation of dividends, Winning from lotteries, crossword puzzles, horse races and card games, Income from interest on securities, Income from machinery, plant or furniture let on hire, composite letting out of building, machinery, plant or furniture, Receipts without consideration to be treated as Income, Permissible deductions from Income from other sources.

Unit 3: Clubbing of Income

Concept of clubbing of Income, Transfer of income without transfer of asset, revocable transfer of assets, Individual assessable in respect of remuneration and transfer of assets of spouse, assets transferred to son's wife, Assets transferred to a person for the benefit of spouse or son's wife, Individual assessable in respect of income of his minor child, Tax implication of conversion of self-acquired property into joint family property and subsequent partition

Unit 4: Set off and carry forward of losses

Concept of set off and carry forward of losses, Inter-source adjustment and Inter-head adjustment, Carry

forward of loss and set off, Carry forward and set-off of loss and depreciation - permissible in the hands of and demerged company or co-operative bank.

Unit 5: Firms and Associations of persons- computation of taxable income.

Meaning of Partnership, Scheme of taxation of firms, When remuneration / interest is deductible, Conditions a firm fulfils under section 184 and 40 (b), Carry forward and set off of loss in the case of change in the constitution of firm, Finding out tax liability of a firm and partners. Finding out income and tax of ACP/BOI and members.

Suggested Readings:

- Singhanian, V. K. & Singhanian, M. *Student's Guide to Income tax*. New Delhi: Taxmann Publications Pvt. Ltd.
- Ahuja, G. & Gupta R. *Systematic Approach to Income Tax*. Delhi: Bharat Law House.
- Mehrotra, H.C. *Income Tax Law*. Agra: Sahitya Bhawan.
- Chandra, M., Goyal S.P. & Shukla D.C. *Income Tax Law and Practice*. Delhi: Pragati Prakashan.

Note: Latest edition of the book should be used.

BVTA22(E): Corporate Tax Procedures and Management

CREDITS: 6

Objective: Students shall learn about the concepts and the practical application of advance tax, tax deducted at source, provisions related to returns, assessments, appeals, penalties and settlement.

Learning Outcomes:

After pursuing this paper, students will:

- *be able to understand the concept and importance of paying advance tax in due instalments, incomes eligible for TDS and interest penalties in case of non-payment or delay in payment of various types of tax.*
- *learn about different types of returns of income tax and process of rectification of mistakes and revisions.*
- *learn about the various penalties involved in case of a default in complying with the provisions of income tax Act as well as prosecutions involved in certain cases.*
- *get insights to information technology in income taxation, tax Deduction and Collection Account Number (TAN) and e-TDS/e-TCS.*

Unit 1: Advance tax, TDS and Interest Payable

Advance payment of tax, Deduction/Collection of tax at source, documentation, returns, certificates, Interest payable by assessee / Government, Refund of excess payments, Collection and recovery of tax.

Unit 2: Return, Assessment and Appeals.

Return/Assessment of income, Assessment, re-assessment, rectification of mistakes, Appeals and revisions

- Preparation and filing of appeals with appellate authorities
- Drafting grounds of appeal, statements of facts and statement of law.

Unit 3: Penalties, Prosecutions, Settlement commission and Search.

Penalties and prosecutions, Settlement commission, Search, seizure and survey

Unit 4: Tax Clearance and anti-avoidance rules

Transactions with persons located in notified jurisdictional area,
General anti-avoidance rule,
Tax clearance certificate,
Securities transaction tax

Unit 5: Introduction to E-TDS/TCS

Information Technology and tax administration TAN (Tax Deduction and Collection Account Number), TIN (Tax Information Network), e-TDS/e-TCS

Readings:

- Singhania, Vinod K and Singhania, Monica (2018). *Corporate Tax Planning & Business Tax Procedures with Case Studies*. New Delhi: Taxmann Publications Pvt. Ltd.
- Ahuja, Girish. and Gupta, Ravi (2018). *Simplified Approach to Corporate Tax Planning & Management*. Gurgaon: Wolters Kluwer India.
- Mehrotra, H.C and Goyal, S.P (2018). *Corporate Tax Planning & Management*. Agra: Sahitya Bhawan Publications.

Note: Latest edition of the book should be used.

BVTA23(S): E-filing of Income Tax Returns

CREDITS: 6

Objective: Students shall learn to apply provisions of Income Tax Law and file returns of income electronically.

Learning Outcomes:

After pursuing this paper, students will:

- *learn the concepts of filing of income tax return and submit tax documents by using internet.*
- *learn about the availability of different types of tax returns under various heads of income and learn to differentiate between different types of income tax returns.*
- *acquire knowledge about provisions regarding returns of TDS and learn about different types of forms for filing TDS returns.*

Unit 1: Preparation of ITR - 1 & 2

ITR 1: For individuals being a resident other than not ordinarily resident having Income from Salaries, one House Property, other sources (Interest etc.) and having total income up to Rs.50 lakhs.

ITR 2: For individuals and HUFs not having income from profits and gains of business or profession.

Unit 2: Preparation of ITR- 3 & 4

ITR 3: For individuals and HUFs having income from profits and gains of business or profession.

ITR 4: For presumptive income from Business & Profession.

Unit 3: Preparation of ITR – 5

For persons other than: - (i) Individual, (ii) HUF, (iii) Company and (iv) Person filing Form ITR-7:

Unit 4: Preparation of ITR - 6 & 7

ITR 6: For Companies other than companies claiming exemption under section 11.

ITR 7: For persons including companies required to furnish return under sections 139(4A) or 139(4B) or 139(4C) or 139(4D) or 139(4E) or 139(4F).

Unit 5: TDS and E-filing of TDS returns

Introduction to the concept of TDS; Provision regarding returns of TDS, Types of forms for filing TDS returns

Suggested Readings:

- Singhania, V. K. and Singhania, M. (2018). *Students' Guide to Income Tax (University Edition)*. New Delhi: Taxmann Publications Pvt. Ltd.
- Ahuja, G. and Gupta, R. (2018). *Systematic Approach to Income Tax*. Gurgaon: Wolters Kluwer India.
- Singhania, V. K. (2017). *Students' Guide to E- Returns with C.D.* New Delhi: Taxmann Publications Pvt. Ltd.

Note: Latest edition of the book should be used.

Softwares: Excel/ Java Utility available at incometaxindiaefiling.gov.in

BVTA24(S): Basics of Goods and Service Tax

CREDITS: 6

Objective: Students will acquire conceptual knowledge of GST provisions and shall learn to apply these provisions in real-life cases.

Learning Outcomes:

After pursuing this paper, students will:

- *be able to review the background of the new indirect tax regime and understand the details of GST.*
- *be able to analyze the taxable event under GST, concept of supply and its scope.*
- *learn the provisions relating to place and value of supply of goods and services.*
- *gain insights into the reverse charge mechanism and its applicability.*

Unit 1: GST - An overview

Constitutional Framework of Indirect Taxes before GST (Taxation Powers of Union and state Government), Direct and Indirect Taxes, Concept of Goods and Services Tax, Background of VAT- Basic Concept of VAT, Variants and Methods, Major defects in the structure of Indirect Taxes prior to GST, Structure of GST (IGST, CGST, SGST & UTGST), Rates of GST, GST Council and tax Network (GSTN), State compensation Mechanism.

Unit 2: Taxable event in GST: Concept of Supply

Meaning of taxable event, Meaning of Goods and Services, Supply as per GST law, Transactions that will be taxable as 'supply' even if no consideration, Deemed supply of goods and services, Activities which are neither supply of goods nor supply of services, Services provided by Government or local authority which are not taxable, Tax liability in case of mixed supply and composite supply.

Unit 3: Place of supply of Goods and Services

Liability of GST on basis of time of supply , Time of supply of goods ,Time of supply when GST on goods payable on reverse charge basis, Time of supply in case of supply of vouchers for goods ,Time of supply in other situations ,Time of supply of services, Time of supply of services when GST on services is payable on basis of reverse charge, Time of supply in reverse charge when service received from Associated Enterprise outside India, Supply of voucher for services, Time of supply of services in other cases, Time of supply when interest, late fee or penalty for late payment is received, Time of supply in case of change in rate of tax in respect of supply of services. Types of Supply, Place of supply of domestic transactions involving goods, Place of supply of goods imported into, or exported from India, Place of supply of services where location of supplier of service and the location of the recipient of service in India, Place of supply of services where location of supplier of service and the location of the recipient of service is outside India.

Unit 4: Value of supply of Goods and Services

Transaction value is basis for valuation, Subsidies directly linked to supply other than Government

subsidies, Discount or incentive given after supply, Meaning of ‘consideration, Meaning of ‘related person’, Rate of exchange of currency for determination of value, Valuation Rules if transaction value not ascertainable, Value of supply of goods or services where the consideration is not wholly in money, Value of supply of goods or services or both between distinct or related persons, other than through an agent, Value of supply of goods made or received through an agent, Value of supply of goods or services or both based on cost , Residual method for determination of value of supply of goods or services or both, Margin scheme for valuation in buying and selling second hand goods and Value of supply of services in case of pure agent.

Unit 5: Reverse Charge Mechanism

Meaning of reverse charge, General provisions applicable where reverse charge applies, Reverse charge in case of receipt of supply from unregistered person, Persons supplying services where service recipient is liable to pay GST under reverse charge need not register under GST, Person who is not liable to register as per section 23 is not required to pay GST under reverse charge, Procedure for reverse charge, Supply of goods where GST payable under reverse charge, Supply of services liable for reverse charge.

Unit 6: Project

Student will work on a single firm and analyse its transactions related to purchase and supply of goods and services and determine its treatment under the new Goods and Service Tax. Also determine the GSTR filing for that firm.

Suggested Readings:

- Singhania, V. K.(2019). *Student’s Guide to GST and Customs Law*. New Delhi: Taxmann Publications Pvt. Ltd.
- Ahuja, G. & Gupta R., *Simplified Approach to GST and Customs Law*. Delhi: Flair Publications.

Note: Latest edition of the book should be used.

BVTA25(S): Corporate Accounting

CREDITS: 6

Objective: Students shall learn about corporate accounting procedures and understand the techniques of restructuring & liquidating the corporate entities.

Learning Outcomes:

After pursuing this paper, students will:

- *acquire theoretical and practical knowledge regarding accounting of shares and debentures of companies.*
- *be able to prepare final accounts of corporate entities.*
- *learn about the accounting treatments in cases of business combinations, restructuring, holding company and liquidation of companies.*
- *learn about investment accounting and the preparation of investment accounts.*

Unit 1: Accounting for Share Capital and Debentures

Issue, forfeiture and Reissue of forfeited shares: Concept, Pro-rata allotment, Process of book building method; Issue of Rights and Bonus shares; Buy back of shares; Redemption of Preference shares; Issue and Redemption of Debentures; Accounting for employees share based payment, ESOP and ESPS.

Project on real business news related to share markets, buy back of shares and fresh issue. Analysing its impact on the company's financial position and the industry.

Unit 2: Preparation of Financial Statements of Corporate Entities

Final Accounts: Preparation of Profit & Loss statement, Balance Sheet, Notes to Accounts, Cash Flow statement as per the revised schedule; Valuation of Shares: Need, Factors affecting Valuation, Methods of Valuation- Net Asset, Yield and Fair Value Methods; Valuation of Goodwill: Need, Factors affecting valuation, Methods of Valuation- Average Profit, Super Profit, Annuity and Capitalization Methods.

Unit 3: Concept of Business Combinations and Restructuring

Internal Reconstruction: Concept, Accounting Procedure, Accounting Treatment & Preparation of Revised Balance sheet; Amalgamation Absorption and External Reconstruction: Meaning- Amalgamation in the nature of Merger and Purchase, External Reconstruction- Calculation of Purchase Consideration (all methods), Journal entries in the books of Transferor company & Transferee company, Revised Balance sheet.

Project on current mergers and acquisitions and analysing how they impact the industry and the efficiency of the firms involved

Unit 4: Accounts of Holding Companies/Parent Companies & Liquidation of Companies

Preparation of Consolidated Balance Sheet with one Subsidiary Company, Relevant Provisions of Accounting Standard -21. Types of liquidation, Preparation of Liquidator's Statement of affairs, order of payment, Liability of present and past members, Liquidator's remuneration, Liquidator's Statement of accounts, Appointment of receiver.

Unit 5: Investment Accounting

Forms of Investments, Classification of Investments, Cost of Investments, Fixed Interest Securities and Variable Interest Securities, Investment Transactions: Cum-dividend or Cum-interest quotations & Ex-dividend or Ex-interest quotations, Carrying Amount of Investments: Current Investments & Long- term Investments, Investment Properties, Accounting for a Bonus Issue & a Rights Issue, Preparation of Investment Account and Balancing of Investment Account, Disclosure in the financial statements.

Unit 6: Project

Working with real company annual reports, analysing their financial position and drawing conclusions.

Suggested Readings:

- Monga, J.R. (2018) *Fundamentals of Corporate Accounting*. Delhi: Scholar Tech Press.
- Goyal, B.K. (2019) *Corporate Accounting*, Delhi: Taxmann.
- Maheshwari, S.N., Maheshwari, S.K. & Maheshwari, S.K. (2018) *Corporate Accounting*, Delhi: Vikas Publishing House.
- Goel, D.K. & Goel, Shelly. (2019) *Corporate Accounting*. Arya Publications.
- Tulsian, P.C. & Tulsian, Bharat (2016) *Corporate Accounting*. S Chand Publishing.

Note: Latest edition of the book should be used.

BVTA31(E): Legal Aspects of Business

Objective: To impart basic knowledge of business law, company law and labour laws supplemented with important case studies.

CREDITS: 6

Learning Outcomes:

After pursuing this paper, students will:

- *Acquire knowledge regarding various laws governing the environment of business and commerce.*
- *Acquire knowledge of relevant provisions of Indian Contract Act, 1872 by working on real life cases.*
- *Acquire knowledge of relevant provisions of Companies Act, 2013.*
- *Gather insights of various laws relating to wage and social security legislation relevant for understanding the labour laws in India.*

Unit 1: The Indian Contract Act, 1872

Contract – meaning, characteristics and kinds. Essentials of a valid contract- offer, acceptance, consideration, contractual capacity, free consent, legality of objects. Void agreements, discharge of contract- modes of discharge including breach and its remedies. Contingent contracts, Quasi-contracts. Contract of indemnity and Guarantee, Contract of bailment and Contract of Agency.

Unit 2: Introduction to Company Law

Administration of Company Law, characteristics of company, common seal, lifting of corporate veil, types of companies, illegal association, formation of company, promoters and their legal position, pre-incorporation contract and provisional contracts, on-line registration of a company.

Memorandum of association and its alteration, articles of association and its alteration, doctrine of constructive notice and indoor management, prospectus, shelf prospectus, GDR, book building; issue, allotment and forfeiture of shares, call on shares, public offer and private placement, buy back, D-Mat system, Membership of company

Unit 3: Provisions of Company Law

Classifications of directors, director identity number; appointment, who can appoint, disqualifications, removal of directors; legal position, powers and duties; key managerial personnel, managing director; meetings of shareholder and board; types of meeting, convening and conduct, requisites of a valid meeting; postal ballot, e-voting; committees of board of directors- audit committee, nomination and remuneration committee, stakeholders relationship committee; prohibition of insider trading.

Provisions relating to payment of dividend, books of account, audit auditors' appointment, rotation of auditors, auditors' report, secretarial standards and secretarial audit; online filing

of document, winding-up – concept and modes of winding up.

Unit 4: Labour Laws: Wage Legislation

Evolution and Significance of Labour Laws in India. The Factories Act 1948, Minimum Wages Act 1948, Payment of Wages Act 1936, Equal remuneration Act 1976, Payment of Bonus Act 1965, Payment of Gratuity Act, 1972

Unit 5- Labour Laws: Social Security Legislation

Workmen's Compensation Act 1923, Employees' Provident Fund 1952, Employees State Insurance, The Maternity Benefit Act 1961 Act 1976, Unorganized Workers Social Security Act 2008, Child Labour (Prohibition and Regulation) Act 1986

Suggested Readings:

- Chadha, Reena & Chadha, Sumant. (2019) *Company Law*. Delhi: Cengage Learning India Pvt. Ltd.
- Tulsian, P.C. & Tulsian, Bharat. (2018) *Business Law*. Delhi: McGraw Hill Education.
- Kuchhal, M.C. & Kuchhal, Vivek. (2018) *Business Laws*. Delhi: Vikas Publishing House.
- Singh, Avtaar & Kaur, Harpreet. (2016) *Introduction to Labour and Industrial Laws*. Lexis Nexis.

Note: Latest edition of the book should be used.

CREDITS: 6

Objective: To acquire conceptual knowledge of GST provisions and custom duty and enable application of the provisions in real-life cases.

Learning Outcomes:

After pursuing this paper, students will

- *acquire knowledge about the rationale and provisions applicable to input tax credit under GST.*
- *acquire knowledge of GST concepts relating to composition scheme, input service distributor and refund of input tax credit.*
- *gain insights into export promotion under GST and zero-rated supply.*
- *be enabled to apply the provisions of GST for real-life cases.*

Unit 1: Introduction

Meaning of Input Tax Credit, Rationale behind ITC under GST, Eligibility and Conditions for availing ITC, Special cases of eligibility and conditions for ITC, Time limit for availing ITC, Apportionment of Credit and Blocked Credits, Availability of credit in special circumstances, Transitional provisions, Manner of taking input tax credit, Procedure for reversal of input tax credit in case of non-payment of consideration, Input Tax Credit of capital goods, Input Tax Credit when taxable person becomes eligible for first time, Reversal of input tax credit if goods become exempt or taxable person switches to composition scheme and Recovery of ITC wrongly taken, Payment of Taxes, TDS, TCS and Job work.

Unit 2: Composition Scheme

Who is eligible for composition scheme? , Conditions and restrictions for composition levy as specified in rules, Bill of Supply to be issued and not tax invoice , Procedure for exercising option to avail composition scheme, Effective date for composition levy, Validity of composition levy opted by registered person, Withdrawal from scheme of composition levy, Switching from composition scheme to normal scheme of payment of tax, Switch over from normal scheme to composition scheme and vice versa, Quarterly return and Annual Return, Disadvantages of composition scheme.

Unit 3: Input Service Distributor (ISD)

Purpose of Input Service Distributor, Manner of distribution of credit by Input Service Distributor, Meaning of 'relevant period, Meaning of 'recipient of credit', Meaning of 'turnover' , Manner of recovery of credit distributed in excess, Tax Invoice by Input Service Distributor- Tax invoice by taxable person in name of input service, distributor with same PAN and same and State Code, Monthly return by ISD, Procedure for distribution of input tax credit by Input Service Distributor.

Unit 4: Exports and Input Tax Credit

Export of goods and services, Export promotion under GST, Zero rated supply, Refund of input tax credit in case of export of goods or services or both, Export of services, If payment for export of services is not received in specified period, Export to Nepal is normal export, Procedure for export by

direct exporter under bond or LUT without payment of GST- Who can execute LUT, Receipt of payment in foreign exchange, Sealing of containers for exports

Refund of IGST paid on goods exported out of India and Grant of provisional refund in case of exports, Deemed Exports in GST.

Unit 5: Refund of Input Tax Credit

Refund of tax and interest, Manual processing of refund applications, Refund of IGST paid on goods exported or supplied to SEZ or SEZ Developer, Manual Refund in case of refund of ITC on exports or IGST paid on export of services, Documents required for refund in case of exports and manual refund, applications in case of deemed exports, inverted duty structure and balance in electronic cash ledger, Application and procedure of refund, Withholding of refund or deduction from refund in certain cases, Relevant date for filing refund claim, Interest on delayed refunds, Refund of unutilized input tax credit, Refund in case of inverted duty structure, Refund in case of exports or supplies to SEZ, Doctrine of unjust enrichment in case of refund of GST, Refund to taxable person instead of depositing in consumer welfare fund.

Suggested Readings:

- Singhania, V. K.(2019). *Student's Guide to GST and Customs Law*. New Delhi: Taxmann Publications Pvt. Ltd.
- Ahuja, G. & Gupta R., *Simplified Approach to GST and Customs Law*. Delhi: Flair Publications.

Note: Latest edition of the book should be used.

CREDITS: 6

Objective: To provide conceptual knowledge for understanding and analyzing financial statements and accounting standards.

Learning Outcomes:

After pursuing this paper, students will

- *acquire knowledge and skills to understand, interpret and analyze general purpose financial reports.*
- *understand and apply various accounting standards on leases, revenue recognition, deferred tax and inventories.*
- *learn to use spreadsheet for ratio analysis.*
- *understand the relevance and applicability of IFRS and Ind AS.*

Unit I: Basis of Financial Reporting

Purpose of financial reporting, users of financial reports, conceptual framework for financial statements

Unit II: Understanding Financial Statements

Structure of Financial Statements: Introduction, Statement of Financial Position (Balance Sheet), Statement of Earnings (Income Statement), and Statement of Cash Flows (Cash Flow Statement). Additional disclosure statements: Need for Additional Statements, Auditor's Report, Director's Report, Funds Flow Statement, Electronic Dissemination, and Corporate Governance.

Using spreadsheets to prepare Cash flow statement

Unit III: Components of Financial Statements

Inventories, Receivables, Assets (Fixed Tangible, Intangible), Leases, Revenue, Income-Tax, Retained Earnings.

Unit IV: Analysis & Interpretation of Financial Statements

Ratio Analysis – Liquidity, Solvency, Activity & Profitability Analysis, Comparative & Common Size Analysis (Vertical & Horizontal Analysis), Financial Statement Variation by Type of Industry Expanded Analysis: Financial Ratios used in Annual Reports, Management's use of Analysis, Graphing Financial Information.

Using spreadsheets for ratio analysis and comparative analysis.

Unit V: Standards in India & IFRS- Basic Framework.

Financial accounting standards: Concept, benefits, procedure for issuing accounting standards in India. International Financial Reporting Standards (IFRS): - Need and procedures, Convergence to IFRS, Distinction between Indian Accounting Standards (Ind ASs) and Accounting Standards (ASs).

Suggested Readings:

- Lal, J. (2018). *Corporate Financial Reporting: Theory & Practice*, New Delhi: Taxmann Applied Services.
- Raiyani, J. R. and Lodha, G. *International Financial Reporting Standard (IFRS) and Indian Accounting Practices*. Delhi: New Century Publications.

- Singh, N. T. and Agarwal, P. *Corporate Financial Reporting in India*. Jaipur: Raj Publishing.
- Hennie, V. G. *International Financial Reporting Standards: A practical guide*. Washington: World Bank.
- Alexander, D., Britton, A. and A. Jorissen, *Global Financial Reporting and Analysis*. Delhi: Cengage Learning.

Note: Latest edition of text book may be used.

BVTA34(S): Accounting with Computers

CREDITS: 6

Objective: To acquire understanding and skills for working with computerized software for accounting.

Learning Outcomes:

After pursuing this paper, students will

- *understand the interface and functions of Tally.*
- *learn about the pre-defined groups, creation of user-defined groups, single and multi-ledgers and creation of stock groups and items.*
- *be able to create various accounting vouchers and inventory vouchers.*
- *be able to apply GST and TDS features in Tally.*

Unit 1: Introduction to Tally

Getting functional with tally, Company creation, Selecting, Deleting, Shutting a company, Altering company details, changing data directory and company features

Unit 2: Accounting Masters and Inventory Masters

Understanding pre-defined groups in accounts, creating user-defined groups in accounts, Altering groups, Single group creation in accounts and multiple group creation, Accounting ledgers creation: single and multiple ledger creation, Inventory primary group creation, sub-group creation, stock item creation, unit of measure (single and composite) creation, defining godown and stock categories.

Unit 3: Accounting vouchers and Inventory vouchers

Receipts voucher, Payment voucher, contra voucher, sales vouchers, purchase voucher, debit note, credit note, journal voucher, memo voucher, reversing journal, post- dated, Inventory vouchers order processing

Unit 4: GST

Starting with GST in tally, setting rates, creating tax ledger, Input tax credit ledger and output tax ledger, Recording GST Local Purchase and sale, Recording GST interstate Purchase and Sale, recording and Printing invoice, GST return-1, GST return-2 and challan reconciliation

Unit 5: TDS

Enabling TDS feature in tally, TDS u/s 192, 193,194A,194C,194D,194I, 194J

Suggested Readings:

1. Official Guide to Financial Accounting Using Tally ERP, with GST. BPB Publication.
2. Cheda, R. *Learn Tally.ERP, with GST and E way Bill*. Delhi: Ane Books.

Softwares: Tally ERP will be provided.
Written material shall be provided.

BVTA35(E): Managerial Economics

CREDITS: 6

Objective: To understand the economics of decision making by managers using theory of microeconomics and macroeconomics. Students shall acquire skills to optimize the allocation of resources with regard to consumers' behavior, producers' behavior, risk analysis and investment decisions.

Learning Outcomes:

After pursuing this paper, students will

- *learn economic theory at both individual (micro) level and aggregate (macro) level.*
- *be able to derive, learn and interpret different sides of market such as consumer behavior and producer behavior.*
- *learn different techniques of market equilibrium under different market conditions.*
- *be equipped with the concept of national income and IS-LM framework.*

Unit 1: Demand and Supply

Demand, Supply and Market Equilibrium; Elasticities of Demand & Supply, short run vs. Long run Elasticities.

Unit 2: Consumer Behaviour

Theory of Consumer Behaviour, Indifference curve theory, Indifference curves & its properties, Budget Constraints, Consumer Choice, Marginal Utility, Consumer Choice and Consumer Surplus.

Unit 3: Production and Cost

Production: Technology of Production; Production with one variable input, Production with two variable input, Returns to Scale.

Cost: Measuring Costs, Costs in the Short & long run, Long run vs. Short run cost curves; Economies of Scope, Learning Curve.

Unit 4: Theory of Firm & Market Organisation

Perfect Competition: Perfectly Competitive markets, Profit Maximisation, Marginal revenue, Marginal Cost, Output in the short run & long run, Industry's long run supply curve, Consumer and producer surplus, Minimum prices, price support, Import Quota and tariff, Impact of Tax or subsidy.

Monopoly: Monopoly Power & its sources, Social Cost of Monopoly Power, Monopsony, Monopsony Power, Price Discrimination, Peak-load Pricing & Inter-temporal Price Discrimination, Two-part Tariffs.

Monopolistic Competition & Oligopoly: Monopolistic Competition, Oligopoly, Price Competition, Prisoner's Dilemma, Cartels.

Unit 5: Pricing of Factors

Competitive Factor Markets, Equilibrium in Factor Markets, Factor Markets with Monopsony & Monopoly Power

Unit 6: National Income and IS-LM Analysis

National Income Determination, Aggregate Demand and Integration of Markets IS-LM Analysis.

Suggested Readings:

- Singh, J. (2012). *Managerial Economics*. New Delhi: Dreamtech Press.
- Pindyck, R.S.; Rubinfeld D.L. and Mehta P.L.(2009). *Microeconomics*. Pearson.
- Lipsey, R.G. and Chrystal, K.A. (2015). *Economics*. Oxford University Press.
- Salvatore, D. (2009). *Principles of Microeconomics*. Oxford University Press.

Note: Latest edition of text book may be used.

BVTA41(E): Specialized Accounting

CREDITS: 6

Objectives: To familiarize the students with application of accounting in various specialized and upcoming areas.

Learning Outcomes:

After pursuing this paper, students will

- *understand the meaning, need and accounting procedures of Joint Venture accounts.*
- *learn the accounting treatments for consignment transactions and events in the books of consignor and consignee.*
- *be equipped with the techniques and tools used by private and public sector professionals to manage insurance business.*
- *be able to understand the recent trends in accounting - Human resource accounting, Environmental accounting, Forensic accounting and other contemporary issues in accounting.*

Unit 1: Consignment and Joint Venture Accounts

(i) *Consignments:* Features, understanding consignment business, Sales and consignment, Accounting treatment in the books of the consignor and consignee, Invoice pricing of goods consigned and stock on consignment, Unsold Stock of Consignment Goods, Valuing the goods returned by the consignee.

(ii) *Joint Ventures:* Accounting procedures: Joint Bank Account, Records Maintained by Co-venturer of (a) all transactions (b) only his own transactions. (Memorandum joint venture account), Venture profit and its allocation among the venturers.

Unit 2: Insurance Accounting

Insurance basics, Asset valuation, Introduction to Insurance accounting, Loss and loss adjustment expense accounting, Profits arising from insurance company operations (underwriting results) and investment results, Reinsurance accounting, Commutation accounting, Retroactive versus Prospective reinsurance, Examples of how ceded reinsurance impacts an insurers financial statements, International insurance accounting standards, Recent developments in insurance accounting.

Unit 3: Departmental Accounting

Meaning and purpose of departmental accounts, Process of recording departmental transactions, Departmental trading and profit & loss account, Accounting treatment of inter departmental transfers at different transfer prices, Accounting treatment of unrealised profit in respect of unsold inter-departmental stock in hand at the end of the year.

Unit 4: Accounting for Financial Institutions

Features of banking company, Banking company and scheduled bank, Principal books of accounts of a banking company, subsidiary ledgers, registers and statistical books, and their usage, Difference between balance sheet of banking and non-banking companies, Salient features of banking accounting, Prudential norms, Asset structure of a commercial bank; Non-performing assets (NPA), Final accounts of banking companies.

Unit 5: Recent trends in Accounting

(i) *Human resource accounting*: Meaning and objectives of Human Resource Accounting, Limitations of HRA, Development of the concept of HRA, HRA for managers & HR Professionals, Approaches to HRA, Human Resource Accounting in India.

(ii) *Environmental accounting*: Meaning and importance of Environmental accounting, Forms of Environmental accounting, Scope of Environmental accounting, Schematic environment accounts, Environmental accounting as a management tool.

(iii) *Forensic accounting*: Introduction to Forensic accounting, Importance of Forensic accounting in the accounting process, Forensic analysis, Forensic accounting in the cyber world: a new challenge, Fraud Risk assessment techniques.

(iv) contemporary issues in accounting

Suggested Readings:

- Monga, J.R (2018). *Basic Financial Accounting*. New Delhi: Mayur Paper backs.
- Grewal, T.S (2018). *Introduction to Accounting*. , New Delhi: S. Chand and Co. publishing.
- Tulsian P.C (2019). *Financial Accounting*. New Delhi :Tata McGraw Hill,.
- Sehgal, A. and Sehgal D. (2010). *Fundamentals of Financial Accounting*. New Delhi:Taxmann.
- Saxena, G.S. (2005). *Legal Aspects of Banking Operations*. Delhi: Sultan Chand and Sons.
- Maheshwari, S.N. & Maheshwari, S.K. (2018). *Corporate Accounting*. New Delhi: Vikas Publication.

Note: Latest edition of the book should be used.

CREDITS: 6

Objective: To provide conceptual understanding of business ethics, corporate governance and corporate social responsibility to enable students to operate in dynamic business environment.

Learning Outcomes:

After pursuing this paper, students will

- *acquire conceptual knowledge of business ethics, various approaches to business ethics and ethical governance.*
- *learn about the benefits and evolution of Corporate Governance and regulatory framework of Corporate Governance in India.*
- *understand the role, functions and powers of corporate management.*
- *learn about Corporate Social Responsibility and shall be able to explore its relevance in ethical business activity.*

Unit 1: Business Ethics

The Concept of ethics; 'Ethics' and related connotations; Business values and Ethics; Concept of Business Ethics; Various approaches to business ethics; Ethical theories; Ethical Governance; Social Responsibility—an extension of business ethics; The concept of Corporate Ethics; Benefits of adopting Ethics in business; Ethics Programme; Code of Ethics; Ethics committee.

Unit 2: Conceptual Framework of Corporate Governance

Meaning; Theories; Models, Benefits and Evolution of Corporate Governance; Regulatory Framework of Corporate Governance in India; SEBI guidelines and clause 49 of Listing Agreement; Reforms in the Companies Act; Secretarial audit; Class Action; NCLT; Insider Trading; Rating Agencies; Green governance/e-governance; Shareholders' Activism; Whistle Blowing; Corporate Governance in PSUs and Banks; Legislative Framework of Corporate Governance –An International Perspective (United Kingdom, USA, Australia, China, Russia, South Africa).

Unit 3: Corporate Management

Management vs. Governance; Internal constituents of the Corporate Governance; Key Managerial Personnel (KMP); Chairman- Qualities of a chairman, Powers, Responsibilities and Duties of a chairman; Chief Executive Officer (CEO), Role and Responsibilities of the CEO; Separation of roles of chairman and CEO; CFO; Manager; Company Secretary; Auditor. Role and Functions of Board Committees: Standing Committees, Ad-hoc Committees, Task Force Committees, Advisory Committees; Powers, Functions and Duties of Board Committees; Enhanced performance of Board Committees; Limitations of Board Committees; Statutory Committees of Board- Audit Committee, Remuneration Committee, Nomination Committee, Compliance Committee, Shareholders Grievance Committee, Investors Relation Committee, Investment Committee, Risk Management Committee, Other Committees.

Unit 4: Major Corporate Governance Failures

Bank of Credit and Commerce International (UK), Maxwell Communication Corporation and

Mirror Group Newspapers (UK), Enron (USA), World.com (USA), Andersen Worldwide (USA), Vivendi (France), News of the world (UK); Harshad Mehta Scam; Satyam Computer Services Ltd (India); Sahara (India); Kingfisher Airlines (India); Common Governance Problems noticed in various Corporate Failures; Policy actions including major Codes and Standards.

Unit 5: Corporate Social Responsibility (CSR)

Meaning; Corporate Philanthropy; CSR-an overlapping concept; Corporate Sustainability Reporting; CSR through Triple Bottom Line; CSR and Business Ethics; CSR and Corporate Governance; Environmental Aspect of CSR; CSR provision under the Companies Act 2013; CSR Committees; CSR Models; Drivers of CSR; Global Reporting Initiatives; Major codes on CSR; Initiatives in India; ISO 26000.

Suggested Readings

- Mallin, C. A. (2018). *Corporate Governance* (Indian Edition). New Delhi: Oxford University Press,
- Blowfield, M. and Murray A. (2019). *Corporate Responsibility*. Oxford University Press.
- Rani Geeta D., and Mishra, R.K. (2010) *Corporate Governance-Theory and Practice*. New Delhi :Excel Books,.
- Tricker, Bob (2015), *Corporate Governance-Principles, Policies and Practice* (Indian Edition). New Delhi: Oxford University Press.
- Sharma, J.P. (2016). *Corporate Governance, Business Ethics & CSR*. New Delhi: Ane Books Pvt Ltd.

Note: Latest edition of the book should be used.

CREDITS: 6

Objective: To enable students to apply provisions of Goods and Service Tax Law and file GST Returns electronically.

Learning Outcomes:

After pursuing this paper, students will

- *understand the mechanism of electronic filing of GST returns and shall acquire knowledge about the due dates of filing the returns.*
- *Acquire knowledge about availability different types of tax GST returns for different types of incomes.*
- *learn about Composition scheme, returns to be filled by non-resident tax payers, return for Input Service Distributor (ISO) and return for Tax Deducted at Source.*
- *become aware of GST portal and how to use it.*

Unit 1: GST Returns

Legal Framework for returns; Benefits; Return mechanism in GST; Modes of filing return; Types of Returns under GST; GST practitioners, GST portal.

Unit 2: GSTR – 1, GSTR – 2 and GSTR - 3

Filing of GSTR -1, GSTR – 2 and GSTR -3

Unit 3: GSTR 4 and GSTR-5

Quarterly Returns and Return filled by Non- Resident foreign taxpayers

Unit 4: GSTR- 6 and GSTR- 7

Return for Input Service Distributor (ISO) and Return for Tax Deducted at Source

Unit 5: GSTR- 8, GSTR- 9 and GSTR- 10

Return filled by the e-commerce operators, Annual Return and Final Return of Registered Person

Readings:

- Singhania, V. K.(2019). *Student's Guide to GST and Customs Law*. New Delhi: Taxmann Publications Pvt. Ltd.
- Ahuja, G. & Gupta R., *Simplified Approach to GST and Customs Law*. Delhi: Flair Publications.

Note: Latest edition of the book should be used.

CREDITS: 6

Objective: To equip the students with basics of Database handling using Database management systems and usage of MS utility Access for handling relational database.

Learning Outcomes

After pursuing this paper, students will

- *develop an understanding of entities, attributes and their domains by working on real business data.*
- *able to convert reality into relational database model using database management software and using Structure Query language for retrieval of queries.*
- *develop the skill of using the Database software for designing accounting systems.*

Unit 1: Business Transactions – Data Model

Using real business data model for understanding Reality, identifying entities, their attributes and domain and figuring relational properties.

Unit 2: Working with Database management software

Creating tables, schemas, constraints, forms and reports.

Unit 3: Retrieval of Data

Using Structured Query Language for retrieving customized data.

Unit 4: Accounting Systems

Using Database management software to design accounting systems - Creating voucher entry form, Preparing ledger with SQL, Form, reports, Preparing trial balance with SQL and report

Unit 5: Business Modelling

Shared spreadsheets and database files, SharePoint server (MOSS)

Suggested Readings:

- Jain, H. C. & Tiwari, H.N. (2018) *Computer Applications in Business*. Delhi: Taxmann P.Ltd.
- Sharma, S.K. and Bansal, M. (2018) *Computer Applications in Business*. Delhi: Taxmann P.Ltd.
- Ramakrishnan, Raghu & Gehrke, Johannes. (2014) *Database Management Systems*. McGraw Hill Education.
- Ramez, Elmasri & Shamkant, Navathe (2017) *Fundamentals of Database System*. Pearson Education.

Note: Latest edition of the book should be used.

BVTA45(S): Financial Management

CREDITS: 6

Objective: To provide conceptual knowledge of financial decisions and practical application using spreadsheets.

Learning Outcomes:

After pursuing this paper, students will

- *understand the transition and role of financial management in modern era for business corporations.*
- *build an analytical understanding regarding finance and will be able to apply the concept of time value of money in capital budgeting decisions.*
- *be equipped with modern tools and techniques used for long-term decision making.*
- *understand the concept of capital structure and value of firm, working capital requirements, cash management and receivable management.*

Unit 1: Introduction

Nature, Scope and objectives of Financial management, agency problem, Time value of money, Risk and return, Capital asset pricing model

Unit 2: Capital Budgeting

The capital budgeting process, Cash flow estimation, Payback period method, Discounted payback period method, Accounting rate of return, Net present Value, Net terminal Value, Internal Rate of return, Profitability index, Certainty Equivalent Approach and Risk-adjusted Discount Rate.

Unit 3: Cost of capital

Sources of long-term financing, Estimation of components of cost of capital, methods for calculating cost of equity, Cost of retained earnings, Cost of debt and cost of preference capital, Weighted average cost of capital and Marginal cost of capital. Capital structure theories (Net income, Net Operating income, MM Hypothesis, Traditional approach). Operating and financial leverage. Determinants of capital structure

Unit: 4 Dividend Decision and Working Capital Decision

Theories for relevance and irrelevance of dividend for corporate valuation- Walter's Model, Gordon's model, MM Theory, Cash and stock dividends. Dividend policies in practice and Determinants of dividend

Concept of working capital, operating and cash cycles, Risk-return trade off, sources of short-term finance, working capital estimation, cash management, receivables management,

inventory management

Unit 5: Practical using Spreadsheet

Estimation of cash flows in capital budgeting, Capital budgeting Evaluation Techniques, Capital budgeting under risk and uncertainty, Analysis of leverage, Cost of capital, Theories of capital Structure, planning and designing capital structure

Suggested Readings:

1. Tripathi, V. (2017). *Basic Financial Management*. New Delhi: Paperback.
2. Khan, M.Y. and Jain, P.K. (2007). *Financial management: Text and Problems*. Delhi: Tata McGraw Hill.
3. Sharma, S.K. and Sareen, R. (2017). *Financial Management*. Delhi: Sultan Chand and Sons.
4. Rustagi, R.P.(2018). *Financial Management*. Delhi: Galgotia Publishing Company.

Note: Latest edition of the book should be used.

BVTA51(S): Fundamentals of Investment

CREDITS: 6

Objective: Students shall acquire an understanding of investment in stock market and portfolio construction.

Learning outcomes:

After pursuing this paper, students will

- *understand the basic concepts and principles of investing and can examine various investment policies.*
- *learn various types of securities and factors influencing price changes of these securities.*
- *be equipped with a better understanding of portfolio management and financial derivatives.*
- *learn the usage of spreadsheet in portfolio construction.*

Unit 1: The Investment Environment

The investment decision process, Types of Investments-Commodities, Real Estate and Financial Assets, The Indian securities market, the market participants and trading of securities, security market indices, sources of financial information. Return and risk: Concept, Calculation, Trade-off between return and risk, Impact of taxes and inflation on return.

Unit 2: Fixed Income Securities

Bond Fundamentals, Estimating bond yields, Bond Valuation, Types of bond risks, default risk and credit rating.

Unit 3: Approaches to Equity Analysis

Fundamental Analysis, Technical Analysis and Efficient Market Hypothesis Valuation of Equity Shares using various models.

Unit 4: Portfolio Analysis, Financial Derivatives and Investor Protection

(a) Portfolio and Diversification, Portfolio Risk and Return (b) Mutual Funds (c) Introduction to Financial Derivatives-Forwards, Futures & Options, Financial Derivatives Markets in India.

Role of SEBI and stock exchanges in investor protection; Investor grievances and their redressal system, insider trading, investors' awareness and activism.

Unit 5: Use of Spreadsheet in Portfolio construction

Calculating Portfolio return, standard deviation Optimal Portfolio constructions for two and more securities using Solver, efficient frontier on excel.

Suggested Readings:

- Tripathi, V.(2019) *Fundamentals of Investment*. New Delhi: Taxmann
- Sharma,S.K & Kaur.G.(2019).*Fundamentals of Investment*. New Delhi: Sultan Chand and Sons.
- Bodie, Z. et.al. (2009). *Investments*. New Delhi: McGraw Hill.
- Chandra, P.(2008). *Investment Analysis and Portfolio Management*. New Delhi:Mc Graw Hill.

Note: Latest edition of the book should be used.

BVTA52(E): Auditing

CREDITS: 6

Objective: To provide knowledge of auditing principles, procedures and techniques in accordance with current legal requirements and professional standards.

Learning outcomes:

After pursuing this paper, students will

- *be able to apply their auditing knowledge to undertake auditing processes in a variety of professional settings.*
- *be able to solve routine and complex auditing problems in varied business contexts using social, ethical, economic, regulatory and global perspectives.*
- *acquire knowledge and skills to evaluate accounting disclosures and reports, identify gaps, manipulations or weaknesses in financial reporting and provide recommendations to a range of audit clients in relation to internal control weaknesses and financial reporting compliance.*
- *be able to describe the various levels of persuasiveness of different types of audit evidence and explain the broad principles of audit sampling techniques.*

Unit1: Nature, Objective and Scope of Audit

- i. Auditing Concepts: Nature, Objective and Scope of Audit; Basic Principles and Techniques; Classification of Audit; Relationship of auditing with other disciplines
- ii. Audit Strategy, Audit Planning, Audit programme: Development of Audit Plan and Programme, Control of quality of audit work – Delegation and supervision of audit work; Materiality and Audit Plan; Revision of Materiality; Documenting the Materiality; Performance Materiality (SA 320 Materiality in Planning and Performing an Audit).

Internal Control – Internal Check and Internal Audit; Audit Procedure – Vouching and verification of Assets & Liabilities; Company Auditor- Qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties; Liabilities of Statutory Auditors under the Companies Act 2013; Elements of internal control; Review and documentation; Evaluation of internal control system; Tests of control; Concept of internal audit, Basics of Standards on Internal Audit (SIAs) issued by the ICAI; Basics of Internal Financial Control and reporting requirements; Distinction between Internal Financial Control and Internal Control over Financial Reporting

Unit 2: Audit Documentation and Audit Evidence

Audit Documentation: Concept, Nature & Purpose of Audit Documentation; Form, Content & Extent of Audit Documentation; Completion Memorandum; Ownership and custody of Audit Documentation (SA 230 Audit Documentation)

Audit Evidence: Audit procedures for obtaining audit evidence; Sources of evidence; Relevance and Reliability of audit evidence; Sufficient appropriate audit evidence, Evaluation of Audit Evidence (SA 500 Audit Evidence); Written Representations as Audit Evidence; Objective of Auditor regarding Written Representation; Management from whom Written

Representations may be requested; Written Representations about Management's Responsibilities (SA 580 Written Representations); Obtaining evidence of existence of inventory; Audit procedure to identify litigation & claims (SA 501 Audit Evidence – Specific Considerations for Selected Items);

Unit 3: Audit Report

Auditor's Report- Contents and Types, forming an opinion on the Financial Statements; Auditor's Report- basic elements (SA 700 Forming an Opinion and Reporting on Financial Statements)

Responsibilities of the Auditor: Responsibility for the Prevention and Detection of Fraud; Fraud Risk Factors; Risks of Material Misstatement Due to Fraud; Communication of Fraud (SA 240 The Auditor's responsibilities Relating to Fraud in an Audit of Financial Statements); Provisions of the Companies Act 2013 relating to fraud and rules thereunder including reporting requirements under CARO.

Unit 4: Audit Sampling

Meaning of Audit Sampling; Designing an audit sample; Types of sampling; Sample Size and selection of items for testing; Sample selection method (SA 530 Audit Sampling).

Unit 5: Tax Audit

Introduction to Tax Audit, applicability, tax applicability, Qualities and Qualifications Required in Tax Auditors, tax audit procedures, Documentation, Tax audit Report

Unit 6: Special Areas of Audit

Cost audit, Tax audit and Management audit; Recent Trends in Auditing: Basic considerations of audit in EDP Environment; Relevant Auditing and Assurance Standards (AASs).

Audit of Different Types of Entities: Appointment of Auditor, Audit Procedure. Audit Report in respect of different Category of Entities mentioned below: government; Local bodies and not-for-profit organizations; Partnership Firms, Audit of different type of undertakings, i.e., Educational institutions, Hotels, Clubs, Hospitals Basics of Limited Liability Partnerships (LLPs) audit and Co-operative Societies Audit.

Suggested Readings:

- Ghatalia, S.V. (2004). *Practical Auditing* (5th edition). New Delhi: Allied Publishers Private Ltd.
- Institute of Chartered Accountants of India, Auditing and Assurance Standards, ICAI, New Delhi. Retrieved from <https://www.icaai.org>.
- Jha, A. (2016). *Auditing* (3rd edition). New Delhi: Taxmann Publishing House Ltd.
- Relevant Publications of ICAI on Auditing (CARO), New Delhi. Retrieved from <https://www.icaai.org>.
- Singh, A.K., and Gupta, L. (2011). *Auditing Theory and Practice* (2nd edition). New Delhi: Galgotia Publishing Company.

Note: Latest edition of the book should be used.

BVTA53(E): Tax Planning

CREDITS: 6

Objective: To provide conceptual knowledge on tax planning and management with emphasis on specific business decisions and business restructuring.

Learning Outcomes:

After pursuing this paper, students will

- *be able to identify residential status of a company and how different types of incomes earned by the companies are chargeable to tax.*
- *understand the concepts of tax planning, tax avoidance and tax evasion and also differentiate between them.*
- *be able to use different types of deductions available to the companies for reducing the tax liability.*

Unit 1: Tax Planning concepts

Tax Planning, Tax Management, Tax Evasion, tax avoidance, Residential status of companies and tax incidence, clubbing Tax liability and minimum alternate tax, Carry forward and set off of losses in case of certain companies, deductions available to corporate assesses. Tax on distributed profits, Units of Mutual funds

Unit 2: Corporate tax in India

Corporate tax in India, Types of Companies, Residential status of companies and tax incidence, Tax on distributed profits, Tax planning with reference to financial management decision - Capital structure, dividend and bonus shares Tax planning with reference to sale of scientific research asset.

Unit 3: Tax Planning in respect of specific Business Decisions

Tax planning with reference to setting up of a new business- Location of business, nature of business and form of organisation, Tax planning with reference to financial management decision- Capital structure, dividend policy and bonus shares, Tax planning with reference to specific management decisions –

- Purchase vs. lease.
- Make vs. buy.
- Repair, replace, renewal or renovation.
- Sale of assets used for scientific research.

Tax Planning in respect of employee's remuneration, Tax Planning with reference to Tax Planning with reference to receipt of insurance compensation, Tax Planning with reference to distribution of assets at the time of liquidation.

Unit 4: Non resident

Tax planning in respect of non-resident, Double taxation relief, Transfer pricing, Advance rulings, Provisions regulating transfer pricing, computation of Arm's length pricing, Advance pricing agreement

Unit 5: Business restructuring

Tax Planning with reference to Business restructuring –Amalgamation, Tax Planning with reference to Business restructuring- Demerger, Slump sale, Conversion of sole proprietary concern/partnership firm into company, Transfer of assets between holding and subsidiary companies, Conversion of company into limited liability partnership.

Suggested Readings:

- Singhania, V. K. and Singhania, M. (2018). *Corporate Tax Planning & Business Tax Procedures with Case Studies*. New Delhi: Taxmann Publications Pvt. Ltd.
- Ahuja, G. and Gupta, R. (2018). *Simplified Approach to Corporate Tax Planning & Management*. Gurgaon: Wolters Kluwer India.
- Mehrotra, H.C and Goyal, S.P (2018). *Corporate Tax Planning & Management*. Agra: Sahitya Bhawan Publications.

Note: Latest edition of the book should be used

BVTA54(S): Mathematics and Statistics

CREDITS: 6

Objective: To familiarize the students with various mathematical and statistical data analysis tools that can be used for effective decision making. Emphasis will be on the application of the concepts learnt.

Learning Outcomes:

After pursuing this paper, students will

- *learn basics of mathematics necessary for the study of other subjects ranging from statistics and computer science to finance and data analytics.*
- *learn various optimization techniques used in business decision-making for managers and entrepreneurs.*
- *acquire knowledge about various tools and concepts of data analysis and interpretation.*
- *comprehend and analyze real data like accounting information and real indices.*

Part A: Mathematics

Unit 1 Matrices:

Definition of a matrix. Types of matrices. Algebra of matrices. Applications of matrices operations for solution to simple business and economic problems. Calculation of values of determinants up to third order. Finding inverse of a matrix through determinant method. Solution of system of linear equation up to three variables.

Unit 2 Differential Calculus

Mathematical functions and their types – linear, quadratic, polynomial. Concepts of limit, and continuity of a function. Concept of differentiation. Rules of differentiation – simple standard forms. Applications of differentiation – elasticity of demand and supply. Maxima and Minima of functions (involving second or third order derivatives) relating to cost, revenue and profit.

Unit 3 Basic Mathematics of Finance:

Simple and compound interest. Rates of interest – nominal, effective and continuous – and their inter-relationships. Compounding and discounting of a sum using different types of rates.

Part B: Statistics

Unit 4 Uni-variate Analysis

Measures of Central Tendency including Arithmetic mean, Geometric mean and Harmonic mean: properties and applications; Mode and Median. Partition values - quartiles, deciles, and percentiles. Measures of Variation: absolute and relative. Range, quartile deviation and mean deviation; Variance and Standard deviation: calculation and properties.

Unit 5 Bi-variate Analysis

Simple Linear Correlation Analysis: Meaning, and measurement. Karl Pearson's co-efficient and Spearman's rank correlation. Simple Linear Regression Analysis: Regression equations and estimation. Relationship between correlation and regression coefficients.

Unit 6 Time-based Data

Index Numbers and Time Series Analysis Meaning and uses of index numbers; Construction of index numbers: Aggregative and average of relatives – simple and weighted, Tests of adequacy of index numbers, Construction of consumer price indices.

Components of time series; additive and multiplicative models; Trend analysis: Finding trend by moving average method and Fitting of linear trend line using principle of least squares.

Note: The students will be familiarized with software and statistical and other functions contained therein related to formation of frequency distribution and calculation of averages, measures of variation, correlation and regression coefficients.

Suggested Readings:

Business Mathematics:

- N. D. Vohra, Business Mathematics and Statistics, McGraw Hill Education (India) Pvt Ltd
- J. K. Sharma, Business Mathematics, Ane Books Pvt. Ltd., New Delhi.
- J.K. Thukral, Mathematics for Business Studies, Mayur Publications.
- J. K. Singh, Business Mathematics, Himalaya Publishing House.
- E.T. Dowling, Mathematics for Economics, Schaum's Outlines Series, McGraw Hill Publishing Co.
- Mizrahi and John Sullivan. Mathematics for Business and Social Sciences. Wiley and Sons. 7. Budnick, P. Applied Mathematics. McGraw Hill Publishing Co.

Statistics:

- J. K. Sharma, Business Statistics, Pearson Education.
- S.C. Gupta, Fundamentals of Statistics, Himalaya Publishing House.
- S.P. Gupta and Archana Gupta, Elementary Statistics, Sultan Chand and Sons, New Delhi.
- Richard Levin and David S. Rubin, Statistics for Management, Prentice Hall of India, New Delhi.
- M.R. Spiegel, Theory and Problems of Statistics, Schaum's Outlines Series, McGraw Hill Publishing Co.

Note: Latest edition of the book should be used.

BVTA55(S): Project

CREDITS: 6

Learning outcomes:

After pursuing this paper, students will

- *be equipped to deal with the real-life transactions to have better knowledge.*
- *be able to accept different challenges in professional life confidently.*
- *have a better understanding of companies' accounts through real live projects.*

Project Work: Live project will contain real transactions of a company related to purchase, sale, receipts, payments and various aspects of GST, TDS, Income Tax etc.

The student shall work on the real invoices and vouchers. He/she shall get extensive exposure of the real accounting work of a company by preparing GST Returns, TDS Returns, Balance Sheet and Statement of Profit & Loss of that Company. The field work shall prepare the students to accept different challenges in professional life confidently.

BVTA61(S): Digital Commerce and Banking

CREDITS: 6

Objective: To provide conceptual knowledge on E-commerce, E-banking and E-payments and also equip them with skills on using HTML for web designing.

Learning Outcomes:

After pursuing this paper, students will

- *acquire knowledge regarding various e-commerce applications in recent times and the dynamics of world wide web.*
- *be able to develop dynamic webpages using HTML.*
- *acquire knowledge regarding recent applications and working of e-banking and e-payment methods.*
- *be equipped with the understanding of E-commerce security environment and measures to mitigate the risk involved.*

Unit 1: Introduction to E-Commerce

Meaning, concepts, advantages, disadvantages and reasons for transacting online, types, e-commerce business models, forces behind e-commerce, E-commerce applications in various industries like {banking, insurance, payment of utility bills, online marketing, e-tailing, online services (financial, travel and career), auctions, online portal, online learning, publishing and entertainment} Online shopping, The dynamics of world wide web and internet(meaning, evolution and features); Designing, building and launching e-commerce website (A systematic approach involving decisions regarding selection of hardware, software, outsourcing vs. in-house development of a website)

Unit 2: Introduction to E- Banking

Introduction –concept and meaning, Traditional vs E-banking, Models for E-banking, Types of Accounts and Term Deposits, procedure for opening and operating Savings and Fixed Deposit account, E-banking technologies/ electronic delivery channels – ATM, electronic cards, mobile phone banking.

Unit 3: E- Payment

Models and methods of e–payments (Debit Card, Credit Card, Smart Cards, e-money), digital signatures (procedure, working and legal position) and e-wallets, Online transfer of Funds – NEFT, RTGS, IMPS, their working and procedure, Concept and working of Payment gateways. Concept, working and problems associated with UPI and Payment Wallets, Payments Banks – introduction, key features, current scenario

Unit 4: Borrowings and Loans

Types of Loans offered by banks – Individual and Business, Procedure for evaluation and formalities required for working capital loan, Housing Loan, Educational Loans. Application to loan approval for SMEs, Lending facilities provided by NBFCs. Procedure and requirements of such loans.

Unit 5: Risks Management

E-Commerce Security environment – dimensions, definition and scope, Security threats while transacting online - (security intrusions and breaches, attacking methods like hacking, sniffing, cyber-vandalism etc. Concept of Digital Signature and other technology solutions (Encryption, secure channels of communication, protecting networks and protecting servers and clients), Problems and risks while using E-banking, User practices to mitigate the risk, Future Trend and challenges

Unit 6: Website Designing using HTML

Introduction to HTML, tags and attributes, Text Formatting, Fonts, Hypertext Links, Tables, Images, Lists, Forms, Frames, Cascading Style Sheets

Suggested Readings:

- Madan, S. (2018) *E-commerce*. Delhi: Pinnacle Learning.
- Nag, D. and Bajaj, K.K. (2017) *E-commerce*. Delhi: McGraw Hill Education.
- Indian Institute of Banking & Finance. (2016) *Digital Banking*. Delhi: Taxmann Publications Pvt Ltd.
- Bhasker, Bharat (2017) *Electronic Commerce: Framework, Technologies and Applications*. Delhi: McGraw Hill Education.

BVTA62(S): Advanced Accounting Softwares

CREDITS: 6

Objective: To acquire understanding and skill for working with SAP for accounting.

Learning outcomes:

After pursuing this paper, students will

- *acquire knowledge and skills to be acquired in working with SAP.*
- *acquire a better understanding of company accounts and ledger creation.*
- *be equipped with the knowledge of bank and asset accounting.*
- *understand various reporting features to be used in accounting.*

Unit 1: Introduction

Introduction, History, SAP architecture, Server landscape, Financial Accounting Basic settings – Company, Company Code, Business Area, Chart of Accounts, Variant Principle, Fiscal Year Variant, tolerance groups

Unit 2: Ledger Accounting

G/L Master Records, Account Groups, Reconciliation Accounts, Document Control Overview, Automatic Account Assignments, Accounts Payable and Accounts Receivable

Unit 3: Bank and Asset Accounting

Bank Master Records, Bank G/L Accounts, Cash Ledgers, Bank Reconciliation, Automatic Account Assignments. Asset Master Records, Asset Class, Depreciation, Document Control Overview, Automatic Account Assignments, Depreciation Run,

Unit 4: Reporting Features

Financial statement version, General Ledger, Accounts Payable, Accounts Receivable and Assets Reports, Schedule Manager

Readings:

Softwares: SAP FI will be provided.

Written material shall be provided.

BVTA63(E): International Taxation

CREDITS: 6

Objective: To inculcate basic knowledge among the students about international tax laws and treaties.

Learning Outcomes:

After pursuing this paper, students will

- *understand the importance and issues related to transfer pricing.*
- *acquire knowledge of double taxation relief and advance ruling.*
- *understand the issues and problems of taxation of E-commerce websites.*
- *understand the need of controlled foreign corporation.*

Unit 1: Transfer Pricing

Meaning and significance of Transfer Pricing, Arm's length Price Principle, Evolution of transfer pricing

Unit 2: Non-resident taxation and Double taxation Relief

Residence based taxation and source-based taxation, residential status of a company and place of effective management, concept of Double taxation relief, types of relief, taxing foreign incomes and taxation of BPOs.

Unit 3: Advance ruling, Black Money and imposition of tax law

Authority for advance ruling, Section 245N to 245V. Undisclosed Foreign incomes and assets, valuation of undisclosed assets

Unit 4: Taxation of E-Commerce transaction and Tax treaties

Issues and Problems of E-Commerce transactions, Permanent establishment in E-Commerce situation, OECD recommendations to take Direct tax challenges, Equalisation levy. Double taxation and connecting factors, overview and role of tax treaties, types of DTAA, need for tax treaties and interpretation of tax treaties with case laws

Unit 5: Anti-Avoidance

Controlled Foreign Corporations, need for Controlled Foreign Corporations, Overview of Controlled Foreign Corporations and Approaches in taxing CFCs.

Suggested Readings:

- Rohatgi, R. *Basic International Taxation*. New Delhi: Taxmann.
- Garg, K.(2017). *Guide to International Taxation*. Delhi: Bharat.
- Chhawchharia, R. (2019). *Direct tax laws and international taxation*. New Delhi: GPC Publications.

BVTA64(S): Accounting for Decision making

CREDITS: 6

Objective: To equip students with knowledge about cost and management accounting for enhancing their decision-making abilities.

Learning Outcomes:

After pursuing this paper, students will

- *understand the meaning, objectives and advantages of cost accounting, cost concepts and classification.*
- *practice methods of costing - Unit costing, Job costing, Contract costing, Process costing, Batch costing.*
- *be equipped with knowledge about Budgetary control and Standard costing for enhancing their decision-making abilities.*
- *be able to analyse short term and long-term decision-making situations using marginal costing.*

Unit 1: Introduction and Elements of Cost

Meaning, objectives and advantages of cost accounting, cost concepts and classification.
Elements of Cost:

Material: Inventory control techniques, accounting of purchases, storage and issue, method of pricing – LIFO, FIFO, Simple Average, Weighted average, Replacement, Standard Cost, Treatment of material losses

Labour: Accounting and control of labour cost, time keeping, treatment of idle time, overtime, labour turnover and fringe benefits, methods of wage payment and incentive schemes – halsey, rowan and Taylor

Overheads: classification, allocation, apportionment and absorption of overheads, under and over absorption, capacity levels and cost

Using Spreadsheets and other similar tools for ascertaining material, labour and overheads costing.

Unit 2: Methods of Costing

Unit Costing, Job Costing, Contract Costing, Process Costing, batch costing

Unit 3: Budgetary Control and Standard Costing

Concept of budget, budgeting and budgetary control, objectives, merits and limitations, budget administration, functional budgets, fixed and flexible budgets, zero base budgeting, performance budgeting.

Standard Costing – meaning, advantages, limitations and applications, Variance analysis – material, labour, overheads, sales variance. Disposition of variance, control ratios.

Using spreadsheets for creating templates for budgets and preparing different budgets based on real case studies.

Unit: 4 Marginal Costing and Decision making

Absorption versus variable costing, Cost-volume-profit analysis, Profit/Volume Ratio, Break-even analysis-algebraic and graphic methods, Angle of incidence, margin of safety, key factor, cost indifference point

Decision making – Relevant costs and benefits, Short-term decision-making situation – profitable product mix, acceptance or rejection of special offers, make or buy, Addition or Elimination of product line, sell or process further, operate or shut down. Pricing Decisions – factors influencing pricing decisions and various methods of pricing

Using spreadsheets and word processor for ascertaining marginal costing and reporting results for management

Unit 5: Recent Issues

Responsibility Accounting: Concept, significance, responsibility centre, Divisional performance measurement, Transfer Pricing, ABC Costing

Suggested Readings:

- Sahoo, B. P. (2015) *Accounting for managers*. New Delhi.: Wisdom publication.
- Lal, J. and Srivastava, S. (2013). *Cost Accounting*. New Delhi: McGraw Hill Publishing Co.
- Arora, M.N. (2011) *Management Accounting*. New Delhi :Himalaya Publishing House.
- Khan, M.Y. and Jain, P.K. (2018) *Management Accounting*. New Delhi :Tata McGraw Hill Publishing Co.

BVTA65(E): Public Finance

CREDITS: 6

Objective: To impart knowledge about government's finances and revenue and how related policies impacts the economy with major focus on taxation policies.

Learning Outcomes:

After pursuing this paper, students will

- *understand the concept of public goods and private goods and differentiate between them.*
- *Be equipped with knowledge about public expenditure, causes for its growth and importance of public expenditure in developing countries.*
- *become aware of the concept of dead weight loss and distortion, tax incidence, optimal taxation and major tax trends and reforms in India.*
- *acquire knowledge about the fiscal policy and fiscal federalism in India.*

Unit-1 Public goods and Externalities

Efficient provision of public goods, free rider problem, public goods and public choice, Definition of public and private goods, Market Failure and role of government, Externalities-Coase theorem, mergers, Public response to Externalities

Unit 2: Public Expenditure

Causes for growth of PE (Wagner's Law), classification of public expenditures and trends, Canons of PE, Importance of PE in developing countries.

Unit-3 Taxation

Economic effects, dead weight loss and distortion, efficiency and equity considerations, tax incidence, optimal taxation, Canons, Benefit principle, ability to pay principal, incidence and shifting of tax burden, tax sharing, Laffer curve, role of taxation in developing countries, effects of taxation on production and distribution

Unit-4 Taxation in India

Major taxes in India-Trends and Reforms, GST- and its role, direct and indirect taxes, trends and reforms

Unit -5 Fiscal policy and Fiscal Federalism in India

Objectives of fiscal policy, fiscal policy for stabilization, fiscal federalism in India-vertical and horizontal balance-constitutional provisions, reports of 15th Finance Commission

Suggested Readings:

1. Musgrave, R. A. and Musgrave, P. .B (2017). *Public Finance in Theory and Practice*. Noida, UP: Mc-Graw Hill Education.

2. Cullis, J. and Jones, P. (1998). *Public Finance and Public Choice*. New Delhi: Oxford University Press.
 3. Singh, S.K. and Singh, M. (2017). *Public Finance*. Agra: Sahitya Bhawan Publication.
 4. Rosen, H. S. and Gayer, T. (2007), *Public Finance*. Noida, UP: Mc-Graw Hill Higher Education.
 5. Sarma, J.V.M (2018). *Public Finance- Principles and Practices*. New Delhi: Oxford University Press.
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