



# St. Xavier's College – Autonomous Mumbai

## Syllabus For 3<sup>rd</sup> Semester Courses in **COMMERCE** (June 2016 onwards)

### Contents:

#### Theory Syllabus for Courses:

- A.COM.3.01 - Principles of Management-I
- A.COM.3.02 –Business Accounts and Finance-I
- A.AC 3.01–Direct and Indirect Taxation-I
- A.AC 3.01 - Investment Analysis-I

**S.Y. B.A.**

**Course:A.COM.3.01**

**Title: Principles of Management-I**

**Learning Objectives:**

- 1.To prepare the students with a comprehensive introduction to effective management principles and conduct.
2. To provide students with an introduction to contemporary management concepts and skills and to encourage them to put these concepts and skills into practice.

**Number of lectures: 45**

**UNIT 1**

**Nature of Management: (15 lectures)**

Introduction-Definition- Features-Functions-Importance-Administration & Management- Manager – Functions of Manager- Role of a manager, Development of Management Thought; Henry Fayol-Fredrick Taylor & Scientific Management-Elton Mayo and Others- Peter Drucker, Learning from Indian Sources.

**UNIT 2**

**The Environmental Context of Management, Social Responsibility & Business Ethics  
(15 lectures)**

External environment, Internal Environment- Organization- Environmental Relationship- Social Responsibility and organizations-Arguments for and against Social Responsibility- Government and Social Responsibility, Business Ethics

**UNIT 3**

**Planning & Forecasting: (15 lectures)**

Introduction-Definition-Nature-Steps- Planning Premises- Types of Plan-Problems in Planning Process- Definition of Forecasting- Forecasting Process, Importance, Methods, Differences between Forecasting and Planning.

Decision Making Process-Types of decisions-Steps in Decision Making-Problems in Decision Making, MBO- Features,Nature of Objectives, Process, Benefits and Problems.

**List of Recommended Reference Books**

1. Frances Charunilam – Business Environment – Himalaya Publishing House
2. Davis Keith – The Challenge of Business
3. Peter Drucker –The Practice of Management
4. H.R. Bower- Social Responsibility of Businessman
5. K.M. Mittal – Social Responsibility of Business- Area and Progress
6. Griffin, W. Ricky, Management (8th Edition), Dreamtech Press
7. Pigore and Myres- Readings in Personnel Administration McGraw Hill

**S.Y. B.A.**

**Course: A.COM.3.02**

**Title: Business Accounts and Finance-I**

**Learning Objectives:**

To help the students understand the fundamental accounting concepts and understand its need and relevance for the corporate and to use the knowledge of accounting and finance to carry on a profitable business.

**Number of lectures: 45**

**UNIT 1**

**(15 lectures)**

Overview: Accounting concepts, conventions and principles; Accounting Equation, objectives of Accounting

Mechanics of Accounting: Double entry system of accounting, journalizing of transactions; ledger posting and trial balance sheet.

**UNIT 2**

**(15 lectures)**

Understanding final accounts: Profit & Loss Account, Profit & Loss Appropriation account and Balance Sheet, Policies related with depreciation, inventory and intangible assets like copyright, trademark, patents and goodwill.

**UNIT 3 (15 lectures)**

Funds and Cash Flow statement

-Flow of funds, working capital, need for working capital, reconciling increasing working capital, determining the existing capital requirement, future capital requirements, possible sources of working capital, factors affecting funds requirement, analysis of changes in working capital, statement of cash flow

Special Reference: Sohm N Ramachandran, Ram Kumar Kakati, Financial Accounting for Management, Tata McGraw Hill.

**List of Recommended Reference Books**

1. T.S.Grewal – Double Entry Book Keeping., Sultan Chand & Sons
2. R.L. Gupta – Principles and Practice of Accountancy, Sultan Chand & Sons
3. T.S.Grewal – Introduction to Accountancy, Sultan Chand & Sons
4. Jain & Narang – Financial Accounting, Kalyani Publishers
5. Pandey IM Chandra, Financial Management, Vikas Publishing House
6. Srivastava RM, Financial Management & Policy, Himalaya Publishing House
7. Van Hornes James C., Financial Management & Policy, PHI.

**S.Y. B.A.**

**Course:A.A.C.3.01**

**Title: Direct and Indirect Taxation- I**

**Learning Objectives:** To help students understand the basic aspects and fundamental concepts of both direct and Indirect Taxes and to impart practical knowledge and understanding.

**Number of lectures: 60**

**UNIT 1**

**(15 lectures)**

**Tax Structure & Reforms:** Structure of Taxation in India, Objectives, and Guiding principles, Tax reforms in India, Historical Background; Recent Issues and Trends. Tax Evasion, Tax Avoidance, Tax Mitigation, Tax Planning.

**UNIT 2**

**(15 lectures)**

**Direct Tax:** An overview, IT Act 1961, Basic terms: Assessee, Assessment year, annual value, business, capital assets, income, person, previous year, transfer, scope of total income, Residential status, Exempted Incomes

**UNIT 3**

**(15 lectures)**

**Heads of income**

a. Salary b. Income from House properties, c. Profit and gain from business, Capital gains, Income from other sources, Exclusions from total income, Wealth & Gift Tax, Abolition.

**UNIT 4**

**(15 lectures)**

**Corporate Tax:** Justification, brief history, Major Issues, Revenue yields, tax incentives, Zero tax companies, MAT.

**Capital Gains:** Rationale, Major Problems, Concessions, special treatments.

**List of Recommended Reference Books**

1. Singhanian, V. and Singhania, M., Students' guide to Income Tax, Taxmann
2. Lal&Vashist, Income Tax and Central Sales Tax, Pearson
3. Ahuja & Gupta, Systematic Approach to Income Tax, Bharat
4. V.S. Datey, Indirect Taxes Laws and Practice, Taxmann

**S.Y. B.A.**

**Course: A. AC.3.01**

**Title: Investment Analysis-I**

**Learning Objectives:**

The aim is introduce the subject of Investment Analysis to the students and make them aware of the different investment opportunities available in Indian and international market and bring out its importance in fast changing economic world.

**Number of lectures: 60**

**UNIT 1**

**(15 lectures)**

Introduction: Objectives of Investor, Investment vs. Speculation, Characteristics of Investment: risk, return, safety. Liquidity, tax Shelter, etc., Importance of Investment Management.

Investment Alternatives: Non-marketable financial assets: Deposits with Banks, Instruments of Post Offices, etc. - Marketable financial assets: Money Market Instruments - Bonds or Fixed Income Securities- Equity Shares - Mutual Fund Schemes - Financial Derivatives.

**UNIT 2(15 lectures)**

Securities Market: Primary Market and its functions - Secondary Market: its functions and Operations - Securities and Exchange Board of India: Objectives, Powers and Functions.

**UNIT 3**

**(15 lectures)**

Investment Valuation and its Importance: Analysis of securities: Risk and Returns-Valuation, Risk and Reward relationship, Investment and time value of money -Discounted Cash Flows, Present value method.

**UNIT 4**

**(15 lectures)**

Financial Statement Analysis: Application of Financial Statement Analysis, Financial Ratios, Using of Financial Statement Analysis.

**List of Recommended Reference Books:**

1. Avadhani U.A., Investment and Securities Market in India, Himalaya Publishing House
2. Bhalla V.K. Investment Management Security Analysis & Portfolio Management, S. Chand- New Delhi.
3. Prasanna Chandra, Investment Analysis & Portfolio Management, Tata Mcgraw Hill Publishing Co. Ltd, New Delhi
4. Prasanna Chandra, Financial Management, Tata Mcgraw Hill Publishing Co. Ltd, New Delhi
5. Hirschey, M. (2001), Investment Theory and Applications, Hircourt CollegePublisher, USA