

AMRITSAR GROUP OF COLLEGES
DEPARTMENT OF MANAGEMENT STUDIES

STUDY SCHEME AND SYLLABUS OF
BACHELOR OF COMMERCE
B.COM(Hons)

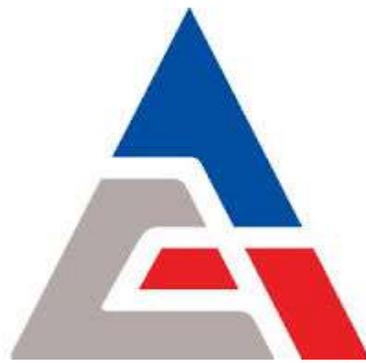
BATCH 2024 ONWARDS
as per NEP 2020

Study Scheme and Syllabus

BACHELOR OF COMMERCE

B.Com (Hons)

For Batch 2024 onwards



Department of Management Studies
Amritsar Group of Colleges, Amritsar

First Semester

Course Code	Course Type	Course Title	Load Allocation			Marks Distribution		Total Marks	Credits
			L	T	P	Internal	External		
BCOM 24101	Major 1	Business Organization and Management	4	0	0	40	60	100	4
BCOM 24102	Major 2	Financial Accounting	5	0	0	40	60	100	5
BCOM 24103	Minor 1	Managerial Economics	4	0	0	40	60	100	4
BCOM 24104	Interdisciplinary Course 1	Mercantile Law	3	0	0	40	60	100	3
AEC 24101	Ability Enhancement Course 1	Foundation Course in English-I	2	0	0	40	60	100	2
BCOMSEC 24101	Skill Enhancement Course 1	Workshop on IT Tools for Business and E-Commerce	2	0	2	40	60	100	3
VAC 24101	Value Added Course 1	Universal Human Values	3	0	0	40	60	100	3
Total			23	0	2	280	420	700	24

Second Semester

Course Code	Course Type	Course Title	Load Allocation			Marks Distribution		Total Marks	Credits
			L	T	P	Internal	External		
BCOM 24201	Major 3	Cost Accounting	5	0	0	40	60	100	5
BCOM 24202	Major 4	Business Environment	4	0	0	40	60	100	4
BCOM 24203	Minor 2	Business Statistics	4	0	0	40	60	100	4
BCOM 24204	Interdisciplinary Course 2	Business Research Methods-I	3	0	0	40	60	100	3
AEC 24201	Ability Enhancement Course 2	Foundation Course in English-II	2	0	0	40	60	100	2
BCOMSEC 24201	Skill Enhancement Course 2	Basics of Computerized Accounting	2	0	2	40	60	100	3
VAC 24201	Value Added Course 2	Environmental Studies & Sustainability	3	0	0	40	60	100	3
Total			23	0	2	280	420	700	24

Third Semester

Course Code	Course Type	Course Title	Load Allocation			Marks Distribution		Total Marks	Credits
			L	T	P	Internal	External		
BCOM 24301	Major 5	Management Accounting	5	0	0	40	60	100	5
BCOM 24302	Major 6	Human Resource Management	4	0	0	40	60	100	4
BCOM 24303-x	Minor 3	Elective - I	4	0	0	40	60	100	4
BCOM 24304	Interdisciplinary Course 3	Company Law	3	0	0	40	60	100	3
AEC 24301	Ability Enhancement Course 3	Communicative English - I	2	0	0	40	60	100	2
BCOMSEC 24301	Skill Enhancement Course 3	Stock Market Operations	3	0	0	40	60	100	3
Total			21	0	0	240	360	600	21

List of Courses (Elective -I)

Course Code	Course Type	Course Title	Load Allocation			Marks Distribution		Total Marks	Credits
			L	T	P	Internal	External		
Accounting & Finance									
BCOM 24303-A	Minor 3	Personal Financial Planning	4	0	0	40	60	100	4
Banking & Insurance									
BCOM 24303-B	Minor 3	Banking Services Management	4	0	0	40	60	100	4

Fourth Semester

Course Code	Course Type	Course Title	Load Allocation			Marks Distribution		Total Marks	Credits
			L	T	P	Internal	External		
BCOM 24401	Major 7	Financial Management	5	0	0	40	60	100	5
BCOM 24402	Major 8	Income Tax Law & Practice	5	0	0	40	60	100	5
BCOM 24403-x	Minor 4	Elective – II	4	0	0	40	60	100	4
AEC 24401	Ability Enhancement Course 4	Communicative English – II	2	0	0	40	60	100	2
BCOM 24404	Research Project	Minor Project	2	0	4	50	-	50	4
Total			18	0	4	210	240	450	20

List of Courses (Elective -II)

Course Code	Course Type	Course Title	Load Allocation			Marks Distribution		Total Marks	Credits
			L	T	P	Internal	External		
Accounting & Finance									
BCOM 24403-A	Minor 4	Management of Financial Services	4	0	0	40	60	100	4
Banking & Insurance									
BCOM 24403-B	Minor 4	Insurance Services Management	4	0	0	40	60	100	4

1st Semester	BCOM 24101 Business Organization and Management				
Internal Marks	40		L	T	P
External Marks	60		4	0	0
Total Marks	100		Credits		4

Course Objective: - to acquaint the students with the fundamentals of managing business. It focuses on the basic roles, skills and functions of management, with special attention to managerial responsibility. The course will use and focus on Indian experiences, approaches and cases.

Course Outcomes: After studying the course, students will be able to:

CO1	Describe evolution of management thoughts, concept of management and various Forms of business organizations.
CO2	To learn about the functions of management including planning and its concepts, Different approaches of management such as MBO and decision making..
CO3	To understand concepts of social responsibility of business and issues regarding business ethics and ethical dilemma..
CO4	To analyse various organization structures and understanding the concept of Departmentalization in the organization.
CO5	Explain about authority and responsibility, the concept of Centralization vs decentralization and coordination in an organization.
CO6	To understand the importance of motivation, concept of staffing, recruitment and Span of control in an organization.

PART	Content	CO
I	Management: Meaning, definitions, nature and scope, functions of management. Managerial roles and skills, Basic forms of organizations: Sole Proprietorship, Partnership, Joint stock company, HUF, Cooperative societies and trust. Evolution of management thoughts and thinkers: scientific management, general administrative theories, quantitative approach, behavioral approach, systems approach, contingency approach.	CO1
	Planning: nature, scope, objectives, and types of plans, planning process, Business forecasting: Concept and techniques, MBO: concept and process of MBO. Decision Making: process, types and techniques.	CO2
II	Social responsibility of business: Meaning and concept, significance, arguments against and in favour of social responsibility, approaches for measuring CSR, Business ethics: Concept, issues and ethical dilemma.	CO3
III	Organizing: concept, nature, types, principles and process; Formal and Informal organizations, Organization chart, Organization structure: different forms of organizational structure, factors affecting organization structure, features of a good organization. Departmentalization: concept and bases,	CO4
	Authority: Definition, types, Responsibility and Accountability, Delegation, Decentralization v/s Centralization, determinants of effective decentralization, Line and staff authority: Issues and Remedies, Coordination – types, techniques	CO5
IV	Staffing: concept, nature, importance and process of Recruitment and selection, Motivation – concept, importance, theories of motivation:	CO6

	<p>Maslow's need hierarchy theory, Herzberg's theory, Theory X and theory Y, Vroom's Expectancy model.</p> <p>Control: function, process and types of control, significance and span of control. Span of Control: Nature and significance.</p>	
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References:

1. Harold Koontz, and Heinz Weihrich, Essentials of Management: An International Perspective, New Delhi, McGraw-Hill, 2010.
2. Richard L Daft, The New Era of Management, New Delhi, Thomson, 2007. Stephen P Robbins, Mary Coulter and Neharika Vohra, Managemnt, New Delhi, Pearson , 2011.
3. V S P Rao & V H Krishna, Management, Excel Books
4. P. Subba Rao, Principles of Management, Himalaya Publishing Dubrin, Management: Concepts & Cases, Cengage Learning Ferrell, Business: A Changing World, Tata McGraw Hill
5. P C Tripathi & P N Reddy, principles of management, Mc Graw Hill
6. Mukherjee, Principles of Management and Organisational behaviour, Tata McGraw Hill.

1st Semester	BCOM 24102 Financial Accounting				
Internal Marks	40		L	T	P
External Marks	60		4	1	0
Total Marks	100		Credits		5

Course Objective: The aim course is to familiar students with basic concepts and principles of accounting and different types of accounts in business.

Course Outcomes: After studying the course, students will be able to:

CO1	Comprehend the Basics of Accounting and learn to prepare a Profit and Loss Account and Balance Sheet for the Sole Proprietor and Partnership Firm
CO2	Develop the skill of recording financial transactions and preparation of reports in accordance with GAAP
CO3	Understand the concept and develop practical knowledge of Joint Venture, and Consignment Accounts
CO4	Illustrate the preparation of Voyage Accounts in case of a complete voyage & incomplete voyage
CO5	Develop analytical skills related to Departmental Accounts
CO6	Familiarize the concept of Royalty and Branch Accounts

PART	Content	CO
I	Basics of Accounting: Accounting, Accountancy and Book-Keeping, Accounting equation, Accounting Cycle: Journal, Ledger and Trial Balance; Subsidiary books, Financial Statements of Sole Proprietor and Partnership Firm (with adjustments): Income Statement, Balance Sheet.	CO1
	Introduction to financial Accounting – meaning, nature, scope, objectives, limitations. Accounting concepts and conventions (GAAP), Capital, Revenue and deferred revenue expenditure and receipts.	CO2
II	Joint Venture – Meaning, types, determination of profits under different methods. Consignment Accounts – Meaning, features, consignee’s commission, account sales, distinction between joint venture & consignment, accounting treatment in the books of consignor & consignee.	CO3
III	Voyage Accounts – Meaning, accounting treatment in case of complete voyage & incomplete voyage.	CO4
	Departmental Accounts – Meaning – Objects – Advantages – Accounting procedure – Apportionment of Expenses and incomes – Interdepartmental transfers – Provision for unrealized profit.	CO5
IV	Branch Accounts – Features – Objects– Types of branches – Dependent and Independent Branches (Excluding Foreign Branches)– Account Systems –Stock and Debtors System – Preparation of Consolidated Profit and Loss Account and Balance Sheet, Royalty Accounts.	CO6

References:

Maheshwari, S.N. and Maheshwari, S.K., "*Financial Accounting*", 2009, Vikas Publishing House, New Delhi.

Mukherjee, A. and Hanif, M., "*Financial Accounting*", 1st Edition, 2003, Tata McGraw Hill.

Sehgal, Ashok & Deepak, "*Financial Accounting*", Taxman's Allied Services.

Ramchandran, N. and Kakani, R.K., "*Financial Accounting for Management*", 2nd Edition, 2007, Tata McGraw Hill.

Tulsian, P. C. "*Financial Accounting*", Person.

1st Semester	BCOM 24103 Managerial Economics				
Internal Marks	40		L	T	P
External Marks	60		4	0	0
Total Marks	100		Credits		4

Course Objective: The objective of the paper is to acquaint the students with the economic concepts and principles and to enable them to use them to address business problems in a globalized economic environment.

Course Outcomes: After studying the course, students will be able to:

CO1	Understand the basic concepts of managerial economics and apply the economic way of thinking to individual decisions and business decisions.
CO2	Apply the knowledge of the mechanics of the demand and indifference curve
CO3	Understand and estimate production function and Law of Diminishing Marginal Utility.
CO4	Analyze and explain the relationship between production & theory of cost and revenue.
CO5	Define key characteristics and consequences of different forms of markets
CO6	Comprehend the basic concepts of supply and supply curves and pricing.

PART	Content	CO
I	Introduction to Managerial Economics: Managerial Economics: Meaning, Nature, Scope & Relationship with other disciplines, Role of managerial economics in decision Making, Opportunity Cost Principle, Production Possibility Curve, Incremental Concept, Scarcity Concept.	CO1
	Demand: Demand and its Determination: Demand function; Determinants of demand; Demand elasticity – Price, Income and cross elasticity, Use of elasticity for analyzing demand. Demand forecasting: Introduction and techniques. Indifference Curve Analysis: Meaning, Assumptions, Properties, Consumer Equilibrium, Importance of Indifference Analysis, Limitations of Indifference Theory	CO2
II	Production Function: Meaning, Concept of productivity and technology, Short Run and long run production function, Introduction to Isoquants; Least cost combination of inputs, Producer's equilibrium; Returns to scale.	CO3
III	Theory of Cost: Cost Concepts and Determinants of cost, short run and long run cost theory, Modern Theory of Cost, Relationship between cost and production function Revenue Curve: Concept of Revenue, Different Types of Revenues, concept and shapes of Total Revenue, Average revenue and marginal revenue, Relationship between Total Revenue, Average revenue and marginal revenue, Elasticity of Demand and Revenue relation	CO4
	Market Structure: Meaning, Assumptions and Equilibrium of Perfect Competition, Monopoly, Monopolistic Competition, Oligopoly: Price and output determination under collusive oligopoly, Price and output determination under non-collusive oligopoly.	CO5
IV	Supply: Introduction to supply and supply curve. Pricing: Pricing practices; Commodity Pricing: Economics of advertisement costs; Types of pricing practices.	CO6

References:

1. D. M. Mithani, Managerial Economics Theory and Applications, Himalaya Publication Peterson and Lewis, Managerial Economic, Prentice Hall of India
2. Gupta, Managerial Economics, Tata McGraw Hills Geetika, Managerial Economics, Tata McGraw Hills D.N.Dwivedi, Managerial Economic, Vikas Publications
3. Koutsoyiannis, A Modern Micro Economics, Palgrave Macmillan Publishers, New Delhi.
4. H. L Ahuja Advanced Economic Analysis, S. Chand & Co. Ltd, New Delhi. 7.
5. G.S Gupta, Managerial Economics, Tata McGraw Hill.
6. K.K .Dewett, Modern Economic Theory, S. Chand Publication

1 st Semester		BCOM 24104 Mercantile Law			
Internal Marks	40		L	T	P
External Marks	60		3	0	0
Total Marks	100		Credits		3

Course Objective: To provide the brief idea about the frame work of Indian Business Laws. To orient students, about the legal aspects of business. Along with these the course aims to familiarize the students with case law studies related to Business Laws.

Course Outcomes: After studying the course, students will be able to:

CO1	Define the concept, approaches and application of Contract Act and essentials of a valid acceptance in business decision making.
CO2	Understand the concept, discharge of contract, remedies for breach of contract and Law of Indemnity and Guarantee, Law of Bailment and pledge.
CO3	Understand and apply the provisions of Partnership Act in business decision making.
CO4	Describe the provisions of The Sale of Goods Act 1930 and Formalities of the contract of sale.
CO5	Apply the provisions of Consumer Protection Act and Negotiable Instrument Act in business decision making.
CO6	To identify the Essential elements of promissory Note and Bill of Exchange, Acceptor, Acceptance for honour, Holder in Due Course of in business decision making.

Part	Content	CO
I	Introduction to Contract Act: Agreement, kinds of Agreements, Contract-kinds of contracts: Valid, Void, Voidable, Contingent and Quasi Contract and E contract, distinguish between agreement and contract. Offer or Proposal-definition, Essentials of Valid proposal or offer, counter offer, Standing or open offer, distinguish between offer and invitation to offer, Acceptance-definition, essentials of a valid acceptance, Promise. Communication of offer, acceptance and Revocation. Capacity to contract, Free Consent, Consideration, Legality of Object and Consideration.	CO1
	Performance and discharge of contract, remedies for breach of contract. Law of Indemnity and Guarantee, Law of Bailment and pledge, Law of Agency.	CO2
II	Partnership Act: Introduction to Partnership Act, Admission of Partner, Retirement and Death of Partner, Dissolution of Partnership Firm.	CO3
III	The Sale of Goods Act 1930: Introduction, definitions, Formalities of the contract of sale, Distinction between ‘sale’ and ‘agreement’ of sell, Distinction between ‘sale and hire-purchase agreement’, Conditions and Warranties, Transfer of property as between the seller and buyer Rights of an unpaid seller.	CO4
	Consumer Protection Act, 1986: Objectives, features and structure. Negotiable Instrument Act: Meaning and Characteristics of Negotiable Instrument, Operational rules of Evidence –Presumptions, classification of Negotiable Instruments.	CO5
IV	Promissory Notes and Bills of Exchange, Essential elements of promissory Note and Bill of Exchange, distinguish between Promissory note Bill of Exchange. Acceptor and Acceptance, definition of Acceptor, Acceptance for honour, Absolute and qualified or conditional acceptance, Drawer, Drawee in case of Need, Payee, Cheques, types of cheques and Penalties in case of dishonour of certain cheques, distinguish between cheque and Bill of exchange, Holder, Holder in Due Course, Rights and privileges of H.D.C.	CO6

Payment in due course, Maturity of an Instrument.	
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References:

1. Majumdar A.K. and Kapoor G.K. 'Company Law' Taxmann Publishers
2. C. L. 'Business Laws' Taxmann Publishers.
3. Kuchhal M. C. and Parkash D. 'Business Legislations for Managements' Vikas Publications.
4. Singhania V. K. and Singhania K. 'Direct Tax Laws and Practice' Taxmann Publishers.
5. Chawla, Garg and Sarin 'Mercantile Law' Kalyani Publishers

1 st Semester	AEC 24101		Foundation Course in English-I		
Internal Marks:	40		L	T	P
External Marks:	60		2	0	0
Total Marks:	100		Credits		2

Course Outcomes: After studying the course, students will be able to:	
CO1	Understand the Need and Purpose of Communication.
CO2	Recognize the different signals of nonverbal Communication.
CO3	Enhance and practice advance vocabulary in day-to-day life
CO4	Understand the word formation in different contexts
CO5	Develop proficiency in reading skills
CO6	Activate and reinforce the Writing and critical thinking skills

Part	Content	CO
I	Communication- Meaning, Process, Kinds and Barriers	CO1
	Verbal and Non-Verbal Communication- Body language, Kinesics, Para-language and Proxemics	CO2
II	Vocabulary Building- Building Vocabulary for everyday communication expanding academic and professional understanding	CO3
III	Prefix, Suffix and Collocation- Understanding and Usage in various contexts	CO4
IV	Reading- Meaning, Importance, Gears of Reading and Effective Reading Skills	CO5
	Reading Practice- Unseen Comprehension Passages	CO6

References
<ul style="list-style-type: none"> • Technical Communication (Paperback, Meenakshi Raman, Sangeeta Sharma) • Essentials of English Grammar & Composition by N.K Aggarwal • Black Book of English Vocabulary May 2024 by Nikhil Gupta

1st Semester	BCOMSEC 24101 Workshop on IT Tools for Business and E-Commerce				
Internal Marks	40		L	T	P
External Marks	60		2	0	2
Total Marks	100		Credits		3

Course Objective: To develop an understanding and practical exposure to different IT tools used as an aid in business and ecommerce. The aim is to equip the students with the relevant skills and working knowledge of various office management tools, Windows based operating systems and software packages such as Windows-95, 98, 2000-Professional, windows -XP and MS -Office. Further develop an understanding of the practices and technology required for the running an Ecommerce business

Course Outcomes: After studying the course, students will be able to:	
CO1	Develop understanding of computer fundamentals, functions and their classifications and gain knowledge about computer software.
CO2	Develop a clear understanding and knowledge about the functioning of a window operating system.
CO3	Demonstrate proficiency in Microsoft word and its various Components
CO4	Apply formatting and editing features to enhance Skills of Power-Point.
CO5	Application of Formulas, Tables, Graphs and charts in MS-Excel.
CO6	To develop skills to design a website for E-Commerce and trend of internet advertising.

Part	Content	CO
I	Computer Fundamentals: Meaning, Features of Computers, Advantages and Limitations of Computer, Classification of Computers. Components of Computer : Input Unit, output Unit and CPU. Memory and storage: Primary Memory & Secondary memory, Input devices, output devices. Operating System- Meaning and functions Computer Software: Types of Software, Application software and system software	CO1
	Introduction to Windows Operating System: Directory Manipulation: Creating Directory, Sub Directory, Renaming, Coping and Deleting the Directory. File Manipulation: Creating a File, Deleting, Coping, renaming a file.	CO2
II	MS-Word: History, Creating, Saving, Opening, Importing, Exporting and Inserting document, Formatting pages, Alignment, Paragraphs and Sections, creating lists and numberings Formatting Commands: Headings, Styles, Fonts and Size editing, Viewing Text, Finding and Replacing text, Headers and Footers, Inserting page breaks, Page numbers, mail merge.	CO3
III	MS-PowerPoint: History, Creating, Saving, Opening, existing presentation, Creating and Saving a Presentation using Auto Content Wizard, Design Template, Blank Presentation the Slide Sorter View, Slide Show, Inserting pictures and graphics and Printing Slides.	CO4
	MS-Excel: Introduction, Components of Excel History, Creating, Saving, Opening, Spreadsheet, Formatting numbers and Text, Graph and Chart Formatting Commands, Menu Bar, Toolbars, Producing Charges, Protecting Cell Macro and Printing Operation, Spell Checking, Cell Editing, Calculation of various Financial and Statistical Functions using Formulas	CO5
IV	Introduction to E-commerce : Meaning and concept – E-commerce v/s Traditional Commerce- E- Business, features & benefits of E- Commerce – Impacts, Challenges & Limitations of E-Commerce , Website – components of website – Concept & Designing website for E- Commerce – Corporate Website – Portal – Search Engine – Internet Advertising – Emergence of the internet as a competitive advertising media,	CO6

References:

1. Ram, B.(2018).Computer Fundamentals Architecture and Organization. New Delhi: Age Publications
2. Sinha, P.K. and Sinha, P. (2017).Foundation of computing. New Delhi: BPB Publications.
3. Arora, A.(2015) Computer fundamentals and applications. Vikas Publishing.
4. Rajaraman, V.(2014).Fundamentals of Computers. Delhi: Prentice-Hall. Roger,J. (2010).MicrosoftAccess2010.Delhi:PearsonEducation.
5. Forouzan,(2009).Basicsof ComputerScience. India:CengageLearning
6. Levi, D.S., Kaminsky, P. (2007) Designing and Managing the Supply Chain. McGraw Hill
7. Turban, E., Aronson JE., Liang, TP. (2005). Decision Support Systems and Intelligent Systems (7th Edition). Pearson Publishers.
8. Jaiswal, M., Mittal, M. Management Information Systems. OUP Turban, Efraim, and David King, "Electronic Commerce: A Managerial Perspective", 2010, Pearson Education Asia, Delhi.

1 st Semester		VAC 24101 Universal Human Values			
Internal Marks:	40		L	T	P
External Marks:	60		3	0	0
Total Marks:	100		Credits		3

Course Outcomes: After studying the course, students will be able to:	
CO1	Understand the Need and Process of Value Education.
CO2	Identify and Analyse Basic Human Aspirations.
CO3	Analyse the Needs and Activities of Self and Body.
CO4	Harmony in the Self and Body
CO5	Identify and Understand the Comprehensive Human Goal.
CO6	Understand Existence as Co-existence at all levels

Part	Content	CO
I	Introduction to Value Education, Self-Exploration as the Process of Value Education	CO1
	Basic Human Aspirations and the Program to fulfil Basic Human Aspirations	CO2
II	Understanding the Human Being as Co-existence of SELF (I) and BODY	CO3
III	Understanding Harmony in the SELF and the BODY	CO4
	Harmony in the Family, Extending relationship from Family to Society.	CO5
IV	Harmony in Nature and the Holistic perception of Harmony in Existence	CO6

References:
<ul style="list-style-type: none"> • A Foundation Course in Human Values and Professional Ethics by R R Gaur, R Sangal & G P Bagaria • Ethics and Human Values by S. Abdul Sattar. • Human Values by Dr. Kshitiz Jain.

2 nd Semester		BCOM 24201 Cost Accounting			
Internal Marks	40		L	T	P
External Marks	60		4	1	0
Total Marks	100		Credits		5

Course Objective: The main aim of this Paper is to familiarize the students with the basics of Cost Accounting and acquaint them with the application of Cost Accounting tools and techniques to aid managerial decision-making. It also aims at making them aware of various latest developments in this field.

Course Outcomes: After studying the course, students will be able to:

CO1	Enunciate to the students with the basic concepts, objectives, nature, and scope of cost Accounting
CO2	Comprehend the various intricacies of cost concepts and preparation of the cost sheet.
CO3	Understand and estimate material, labour, overheads, and sales variances for comparing Planned with actual results.
CO4	Apprise about the concept of reconciliation of cost and financial accounts and explain Process and contract costing
CO5	Acquaint students with the decision-making techniques using the concepts of marginal costing and budgetary control.
CO6	Familiarize the students with the concepts of contemporary developments in the Cost Accounting.

Part	Content	CO
I	Cost Accounting: Meaning, Objectives, Nature and Scope, , Comparison between Cost, financial and management accounting – Application of Cost Accounting – Designing and Installation of Cost Accounting System.	CO1
	Cost Concepts: Cost Classification, Cost Unit – Cost Center –Elements of Cost – Preparation of Cost Sheet, Tenders and Quotations	CO2
II	Material: Purchase, Storage and Material Control, Setting of Levels of Stock, Inventory Control Techniques. Methods of Pricing Material Issues. Labour: Meaning and Components of Labour Cost. Accounting and Control of Idle time and Overtime. Methods of Wage Payment and Incentive Plans, Labour Turnover, Overheads: Collection, Classification, Allocation, Apportionment and Absorption of Overheads, Machine Hour Rate.	CO3
III	Reconciliation of Cost and Financial Accounts: Need for reconciliation-Reasons for difference in profits-Problems on preparation of Reconciliation statements, Process Costing, Contract Costing,	CO4
	Methods of Costing: Marginal Costing and Cost- Volume Profit Analysis (Basics). Budgetary Control: Concept, Classification, Cash and flexible budgets, Zero Base Budgeting.	CO5
IV	Contemporary Developments in Costing:. Activity-Based Costing, Just In Time (JIT), Target Costing , Life Cycle Costing, Value Analysis, Kaizen Costing, Total Quality Management, Back-flush Costing.	CO6

References:

1. Arora, M. N. (2017). Cost Accounting: Principles & Practice. 12th Edition,, Vikas publishing house.
2. Dutta , M. (2013), Cost Accounting – Principles & Practice, 12th Edition, Pearson
3. Horngren, C. T. (2017). Cost accounting: A Managerial Emphasis, 16th Edition Pearson

Education India.

4. Jain S.P & Narang K.L. (2017). Advanced Cost Accounting, 17/e, Kalyani Publishers.
5. Jain, P. K. & Khan, M,Y,(2017). Cost Accounting. 2nd Edition, Tata McGraw- Hill Education.
6. Kishore, R. M. (2016). Cost and Management Accounting.6th Edition, Taxmann Publications.
7. Kishore, R. M. (2017). Strategic Cost Management. 5th Edition, Taxmann Publications.
8. Lall, Nigam and Jain I.C. (2013). Cost Accounting, Principles, Methods and Techniques, PHI Pvt. Ltd, New Delhi.
9. Saxena VK & Vashist CD (2015). Advanced Cost & Management Accounting, Sultan Chand.

2 nd Semester		BCOM 24202 Business Environment			
Internal Marks	40		L	T	P
External Marks	60		4	0	0
Total Marks	100		Credits		4

Course Objective: The objective of this paper is to acquaint students with the issues of business environment in which corporate sector has to operate. It will also familiarize them with the techniques available for scanning and monitoring the environment. It also aims at providing some basic knowledge about international environment pertaining to business.

Course Outcomes: After studying the course, students will be able to:

CO1	To provide knowledge of the environment in which businesses operate, the economic Operational and financial framework.
CO2	Analyze the relationships between Government and business.
CO3	To give students an understanding of the various constituents of the local, liberal and global business environments.
CO4	To enable students, identify and reveal the structural components of the socio-cultural and technological environment.
CO5	Demonstrate critical thinking and communication skills as applied to the public and private sectors.
CO6	To provide knowledge about the operation of different institutions in international Business environment and knowledge about SDGs , MDGs.

Part	Content	CO
I	Introduction to Business Environment: Nature and Significance Business Environment. Components of Business Environment, Techniques of Environment Scanning. Economic Environment of Business: Economic Systems. Economic Planning in India, Brief idea of Industrial Policy, Fiscal policy, Monetary policy and EXIM policy.	CO1
	Political and Legal Environment of Business: Three political institutions: Legislature, Executive and Judiciary. Foreign Exchange Management Act (FEMA), Consumer Protection Act.	CO2
II	Introduction to Liberalization, Privatization and Globalization: Factors facilitating and impeding globalization in India.	CO3
III	Socio- Cultural Environment: Critical elements of socio-cultural Environment. Social responsibility of business. Business Ethics and Corporate Social Responsibility. Technological Environment.	CO4
	Public Sector- Changing Role of Public Sector - Relevance of public sector – Public Sector reforms. Regulatory framework with reference to Banking and Security Market.	CO5
IV	International Business Environment: Multinational Corporations-Benefits and Problems. Mergers and acquisitions - reasons - trends - Advantages and Disadvantages. WTO. SDGs , MDGs. IMF. Regional Groupings.	CO6

References:

Aswathappa, K : Essentials of Business Environment-Text, Cases and Exercises Himalya Publishing House(13th Revised Edition-2016)

Cherunilam, Fransis– Business Environment- Text and Cases ,Himalya Publishing house Pvt. Ltd.(20th Edition-2011)

Paul, Justin-Business . Environment- Text and Cases-McGraw Hill Education (India) Private Limited.(4th Revised Edition-2018)

Ramachandara, Archana and Ravi-Business Environment. Himalya Publishing House Pvt. Ltd.(New Edition-2017)

Sheikh, Saleem and Saḥu Jayadev, Business Environment, Pearson.

2 nd Semester		BCOM 24203 Business Statistics			
Internal Marks	40		L	T	P
External Marks	60		4	0	0
Total Marks	100		Credits		4

Course Objective: The course aims to familiarize students with the basic statistical tools used to summarize and analyze quantitative information for decision making. Analysis of numbers is required for taking decisions related to every aspect of business

Course Outcomes: After studying the course, students will be able to:

CO1	Comprehend the fundamental concepts of statistics and also identify the various sources of data
CO2	Understand the basic concepts of sampling and Population.
CO3	Familiarize the students with the calculation of arithmetic mean, median, and mode.
CO4	Enable the students with the basics of variation and sampling distribution.
CO5	Recall the concept of correlation, regression analysis, and its applications.
CO6	Acquaint with the prerequisite knowledge required to understand the Probability and applications of probability theory.

Part	Content	CO
I	Introduction to Statistics: Meaning, Definitions, Features of statistics, Importance, Functions, Scope and Limitations of Statistics. Data Collection: Sources of Primary and Secondary data. Presentation of Data. Frequency distribution.	CO1
	Sampling Concepts: Meaning of Population and Sample, Parameters and Statistics, Probability and Non Probability Sampling Methods including Simple Random Sample, Stratified Sampling, Systemetic Sampling, Judgement Sampling and Convenience Sampling.	CO2
II	Measures of Central Tendency: Mathematical averages including arithmetic mean, geometric mean and harmonic mean, properties and applications. Positional Averages: Mode and median (and other partition values including quartiles, deciles and percentile. Graphic presentation of measures of central tendency.	CO3
III	Measures of Variation: Absolute and relative measures. Range, quartile deviation, mean deviation, standard deviation and their coefficients. Properties of Standard Deviation and Variance. Sampling Distribution: Concept of Sampling Distribution, Formulation of Sampling Distribution of Mean and Sampling distribution of standard deviation/Variance.	CO4
	Simple Correlation Analysis: Meaning of Correlation, Simple, multiple and partial, linear and nonlinear correlation, correlation and causation, scatter diagram, Pearson's correlation coefficient and Rank Correlation. Simple Regression Analysis: Meaning of Regression, Principle of least square and regression analysis, application of regression coefficient, properties of regression coefficient.	CO5
IV	Theory of Probability: Meaning of Probability, Approaches to the calculation of probability, calculation of event probabilities, Probability Distribution: Binomial Distribution: Probability Distribution function, Constants, Shape ,Fitting of Binomial Distribution, Poission Distribution, Normal Distribution: Probability Distribution Function, Properties of Normal Curve, Calculation of Probabilities.	CO6

References:

Levin, Richard and David S. Rubin. "Statistics for Management". Prentice Hall of India, New Delhi.

Chandan, J.S., "Statistics for Business and Economics", Vikas Publishing House Pvt. Ltd.

Render, B. and Stair, R. M. Jr., "Quantitative Analysis for Management", Prentice– Hall of India, New Delhi.

Gupta C B, Gupta V, "An Introduction to Statistical Methods", Vikas Publications.

Siegel, Andrew F, Practical Business Statistics. International Edition, McGraw Hill

Berenson, L.M., Krehbiel, T.C., Vishwanathan, P.K. and Levine, D.M., Business Statistics: A First Course, Pearson Education.

2nd Semester	BCOM 24204 Business Research Methods -I				
Internal Marks	40		L	T	P
External Marks	60		3	0	0
Total Marks	100		Credits		3

Course Objective:. The course aims at equipping students with an understanding of the research process, tools and techniques in order to facilitate managerial decision making.

Course Outcomes: After studying the course, students will be able to:

CO1	To understand the objectives, process and scope of research, types of research and formulation of research problem.
CO2	Understand the concept of Research design and hypothesis.
CO3	Understand various techniques of sampling and probability sampling techniques methods of data Collection
CO4	Identify the levels of measurements and scaling techniques.
CO5	Guidelines and types for developing a good questionnaire.
CO6	Apply different methods of data preparation and report writing.

Unit	Content	CO
I	Research Methodology: Definition, Objectives, Nature and Scope of research, Application of research. Process of research and limitations. Types of Research. Challenges for ideal research, Identification and formulation of Research Problem.	CO1
II	Research Design: Meaning, Importance of research design. Choice of Research Design, Types of Research Design: Descriptive research design, Exploratory research design and experimental research design. Concept of Hypothesis: Formulation of hypothesis: Null and Alternate Hypothesis.	CO2
	Sampling: Advantages and Limitation of Sampling, Sampling process, Types of Sampling: Non-probability sampling techniques, Probability sampling techniques, Sampling and non-sampling errors. Concept of sampling distribution.	CO3
III	Measurement Concept, Levels of measurement—Nominal, Ordinal, Interval and Ratio Attitude Measurement: Comparative scaling techniques, Non-comparative scaling techniques, Guidelines for deciding scales.	CO4
	Questionnaire Designing: Types, Guidelines for developing a good questionnaire. Observation Research: Meaning and types of Observation Research and Observational Variables. Reliability: meaning and types, Validity: Meaning and types.	CO5
IV	Data Preparation and Analysis: Editing, Coding, Cross Tabulation and Practices through Excel (Basic Concepts) Report Writing: Layout of the report, Importance of report writing, Guidelines for preparing and evaluating a research report, Ethical issues and dilemmas in business research.	CO6

References:

1. K.V. Rao : Research Methodology, Sterling Publishers,
2. Srivastava and Rego : Business Research Methodology Tata McGraw Hill
3. Rajinder Nargundhkar : Marketing Research, Tata McGraw Hill
4. Cooper and Schindler, Business Research Methods, Tata McGraw Hill
5. C.R. Kothari : Research Methodology, New Age International Publishers

2nd Semester	AEC 24201 Foundation Course in English-II				
Program: BCA/BBA/B.Com/BHMCT/BSc.FD					
Internal Marks:	40		L	T	P
External Marks:	60		2	0	0
Total Marks:	100		Credits		

Course Outcomes: After studying the course, students will be able to:

CO1	Demonstrate effective listening skills to enhance communication
CO2	Apply fundamental grammar rules in writing and speaking
CO3	Summarize information from various sources to assess their understanding
CO4	Enhance their understanding of vocabulary in various contexts
CO5	Understand the fundamentals of business letter writing
CO6	Develop their ability to connect literary themes to real world contexts

Part	Content	CO
I	Developing Effective Listening Skills- Listening v/s Hearing, Poor Listening v/s Effective Listening, Advantages of Good Listening, Types of Listening, Barriers to Effective Listening	CO1
	Essentials of Grammar- Parts of Speech, Subject-Verb Agreement	CO2
II	The Art of Condensation- Forms of Condensation, Principles of the Art of the Condensation, Steps for Writing an Effective Precis, Writing Precis of given passages	CO3
III	Vocabulary Building- Idioms, One-word Substitution, Homonyms, Homophones	CO4
IV	Business Letters- Difference between Personal and Business Letter, Purposes of Business Letter, Layout of Business Letters, Components of Business Letter, Types of Business Letters	CO5
	Text- 'Where the Mind is without Fear' by Rabindranath Tagore and 'The School for Sympathy' by E.V. Lucas	CO6

References

- Technical Communication (Paperback, Meenakshi Raman, Sangeeta Sharma)
- Communication Skills by Sanjay Kumar, Pushp Lata, Second Edition, Oxford University Press
- Professional Communication by Aruna Koneru, The McGraw- Hills Companies

2 nd Semester		BCOMSEC 24201 Basics of Computerized Accounting			
Internal Marks	40		L	T	P
External Marks	60		2	0	2
Total Marks	100		Credits		3

Course Objective: To impart basic knowledge about computerized accounting and equip students with application of Tally package and BUSY Software.

Course Outcomes: After studying the course, students will be able to:	
CO1	Apply accounting procedures using specialized computer accounting software and introduction of accounting software.
CO2	Develop knowledge of a basic accounting vocabulary and other basic components of accounting software.
CO3	Apply basic knowledge of computers and computerized accounting software and evaluate basic skills in entering accounting information into a computerized accounting system.
CO4	Develop and understanding of the ledger, trail balance and different inventory vouchers.
CO5	Develop an understanding of the need for quality of data entry in different book of accounts.
CO6	Develop the knowledge of another accounting software with GST application and report generation.

Unit	Content	CO
I	Introduction to Computerised Accounting: Meaning, Features, Advantages and Limitations. Manual Accounting versus Computerised Accounting systems: Special aspects of computerised Accounting, Development of Computerised Accounting system.	CO1
	Introduction to Accounting Packages. Tally, Salient Features of Tally ERP 9, Getting Started with Tally ERP 9: Start Up, Components of Tally ERP 9.	CO2
II	Creating a company, Company Info. Process of creating Ledgers and Vouchers, Purchase and Sales Voucher, Inventory Vouchers, Stock Groups, Creation of Single. Inventory masters-Stock Group, unit of measure, godowns stock , Stock Items- create display and alter, Stock Categories.	CO3
III	Final account and report generation- Display/Reports in Tally ERP 9. Accounting Reports Display in TALLY: Working with Trial Balance, Books and Registers, Cash Book, Bank Book, Balance Sheet.	CO4
	Introduction of BUSY 21- BUSY Start-up Screen, Key Components in BUSY, setting up a Company in BUSY, Creating, Opening, Editing, Closing and Deleting a Company.	CO5
IV	Recording and Reporting in BUSY- Creating Masters, Accounts, Account Groups, creating various Vouchers, Displaying Accounting Reports (Balance Sheet, Trial Balance, Account Books, Inventory Books.	CO6

References:

1. Nadhani ,A.K(2018):Tally ERP 9 Training Guide, BPB Publications, New Delhi.
2. Singh,Shraddha & Mehra,Navneet(2015): “Tally ERP 9 (Power of Simplicity): Software for Business and Accounts”,V and S Publishers, New Delhi.
3. Tally Education Private Ltd.(2015), “Computerised Accounting Using Tally.ERP 9”, Sahaj Enterprises

2nd Semester		Course Name: Environmental Studies & Sustainability			
Course Code: VAC 24201					
Program: BCA/BBA/B.Com/BHMCT/BSc.FD					
Internal Marks:	40		L	T	P
External Marks:	60		3	0	0
Total Marks:	100		Credits		3

Prerequisite: Students must have the basic understanding of the Environment

Course Outcomes: After studying the course, students will be able to:	
CO1	Attribute the knowledge of multidisciplinary nature of environmental studies.
CO2	Understand the Climatic conditions and its adaptation and mitigation techniques.
CO3	Evaluate the interlink between biotic and abiotic components of ecosystem.
CO4	Differentiate the terms of biodiversity and understand its role in society.
CO5	Apply the knowledge to understand the problems of pollution and its remedies by citing the case studies.
CO6	Relate the importance of environmental sciences for sustainable approach.

Part	Content	CO
I	Introduction to Environmental Studies: Multidisciplinary nature of Environmental Studies, Scope and Importance, Role of an individual and IT in protection, Need for public awareness.	CO1
	Climate Change: Climate change, its causes and consequences, Adaptation and mitigation techniques for climate change, case studies on the survival of dolphins, IPCC and its laws, Economic conditions of the world related to climate change	CO2
II	Ecosystem: Structure and function of ecosystem, Energy flow, Food Chain and Food Web, Ecological Pyramids	CO3
III	Biodiversity: Levels of biodiversity, India as a mega-biodiversity nation, Hotspots of biodiversity, Threats to biodiversity, Conservation of biodiversity, Values of biodiversity.	CO4
	Environmental Pollution: Types, Causes, effects and controls (Air, Water, Soil, Noise and Nuclear Hazards) Human Health Risks, Solid Waste Management, Pollution case studies, study of various types of wastes produced and their dumping spots and the consequences	CO5
IV	Environmental and Social Issues: Climate change, Global Warming, Ozone layer Depletion, Acid Rain and impacts on Human communities and agriculture, Case Study of Taj Mahal, Wildlife Protection Act, Forest Conservation Act. Human Population and Environment: Human Population Growth; Impacts on the Environment, Human health and Welfare; Disaster Management: Floods, Earthquakes, Cyclone and Landslides. Environmental Communication and Public Awareness, Case Studies (e.g., CNG Vehicles in India)	CO6

Field Work

- Visit to a local polluted site- Urban/ Rural/ Industrial/ Agricultural
- Study of common Plants, Insects, Birds
- Study of simple ecosystem pond

References:

- Environmental Studies by S.M.Saxena
- Environmental Sciences by Jaswinder Kaur
- Introductory environmental studies by Dr. S.K. Bhasin, Dr. Varinder Kaur
- Climate Change Adaptation and Mitigation by James M.Vose

3 rd Semester	BCOM 24301 Management Accounting				
Internal Marks	40		L	T	P
External Marks	60		5	0	0
Total Marks	100		Credits		5

Course Objective: This course aims to provide a foundational understanding of management accounting, focusing on financial analysis, budgeting control, cash and fund flow statements, responsibility accounting, and marginal costing. It equips students with tools for decision-making, planning and performance evaluation in a business decision making.

Course Outcomes: After studying the course, students will be able to:

CO1	Understand the concept and scope of management accounting and financial statements analysis.
CO2	Apply and interpret various types of financial ratios for assessing business performance.
CO3	Develop competence in preparing and using different types of budgets for effective budgetary control.
CO4	Construct and interpret cash flow statements as per Accounting Standard-3
CO5	Understand and prepare fund flow statements and assess their significance in financial planning.
CO6	Evaluate responsibility centers and apply marginal costing and cost volume profit analysis for managerial decisions.

Part	Content	CO
I	Introduction: Meaning, Objectives, Nature and Scope of management accounting, Difference between Cost Accounting, Financial Accounting and Management accounting. Analysis and Interpretation of financial Statements: Meaning- Types and Methods of Financial Analysis – Comparative statements – Trend Analysis – Common size statements.	CO1
	Ratio Analysis: Meaning –Nature, different types of ratios, their uses and limitations. Computation of ratios – liquidity ratios, turnover ratios, profitability ratios, coverage ratios, solvency ratios, solvency ratios, etc.	CO2
II	Budgetary Control: Concept of budget, budgeting and budgetary control, objectives, merits, and limitations. Budget administration. Functional budgets. Fixed and flexible budgets. Zero base budgeting.	CO3
III	Cash Flow Statement: Difference between fund flow statement and cash flow statements – Preparation of cash flow statements as per AS-3 Norms.	CO4
	Fund Flow Statement: Meaning and concept of fund-Flow of Fund –Preparation of Fund flow statements – uses and significance	CO5
IV	Responsibility Accounting: Concept, Significance, Different Responsibility Centres, Divisional Performance Measurement: Financial and Non-Financial measures. Marginal Costing: Absorption versus Variable Costing: Distinctive features and income determination. Cost-Volume-Profit Analysis, Profit / Volume ratio. Break-even analysis- algebraic and graphic methods, Margin of safety.	CO6

References:

1. Horngren, C. T., Sundem, G. L., Stratton, W. O., Burgstahler, D., & Schatzberg,

2. J.(2011).Introduction to management accounting. Pearson Education International.
3. Anthony A. Atkinson, Robert S. Kaplan, Ella Mae Matsumura, S. Mark Young. (2006). Management Accounting. Dorling Kindersley(India) Pvt. Ltd.
4. Singh, Surender. (2016). Management Accounting. Scholar Tech Press, New Delhi.
5. Garrison H., Ray and Eric W. Noreen. (2016). Managerial Accounting. McGraw Hill.
6. Goel, Rajiv. (2013). Management Accounting. International Book House
7. Arora, M.N. (2012). A Textbook of Cost and Management Accounting. Vikas Publishing House, New Delhi.
8. Maheshwari, S.N. and S.N. Mittal. (2017). Management Accounting. Shree Mahavir Book Depot, New Delhi.

3 rd Semester		BCOM 24302 Human Resource Management			
Internal Marks	40		L	T	P
External Marks	60		4	0	0
Total Marks	100		Credits		4

Course Objective: This course aims to provide a concise yet comprehensive understanding of Human Resource Management (HRM), focusing on its core functions, evolving role in modern organizations and its strategic importance. It emphasizes key HR processes like recruitment, training, compensation and performance appraisal, it also addressing emerging trends such as remote workforce management and AI integration in HR practices.

Course Outcomes: After studying the course, students will be able to:

CO1	Understand the fundamentals, scope and evolving trends of HRM in the context of globalization and technology.
CO2	Apply principles of human resource planning and effectively manage virtual teams in remote or hybrid environments.
CO3	Evaluate the processes of job analysis, job design, recruitment, selection, and employee induction.
CO4	Analyze employee development through training, career planning and performance appraisal systems.
CO5	Understand compensation management, including wage and salary administration, incentives and benefits.
CO6	Comprehend the concept of industrial relations and assess emerging HRM challenges, including AI integration in HR practices.

Unit	Content	CO
I	Human Resource Planning: Nature, scope, role and importance of HRM. New trends in HRM due to globalization deregulation and technological advancements.	CO1
	Human Resource Planning – meaning, need, process and factors affecting HRP. Remote Workforce Management: Virtual leadership, Employee engagement in remote setups.	CO2
II	Job analysis: Meaning, Process and methods, Job description, job specification. Job design: job simplification, job rotation, job enrichment and job enlargement. Recruitment and Selection: sources of recruitment, procedure of recruitment. Selection process and methods, Placement and induction.	CO3
III	Training and Development: Process and methods of training and development. Career planning and development: career life cycle, process of career planning and development. Performance Appraisal: Meaning, process, methods and problems of performance appraisal.	CO4
IV	Compensation Management- Wage & Salary Administration Meaning & Concept, Methods of Wage & Salary, Incentive Plans & Fringe Benefits.	CO5
	Industrial Relations: Meaning & Concept of Industrial Relations. HRM practices in India, issues and challenges, AI adoption in Human Resource Management (HRM)	CO6

References:

1. Monnappa and Saiyadan, *Personnel Management*, Tata Mcgraw Hill.
2. Dessler, Garg, *Human Resource Management*, Pearson education.
3. C.B. Memoria *Personal Management* Himalaya
4. K. Aswathappa *Human Resource Management* Tata McGrawHill
5. Rao V.S.P. *Human Resource Management*, Excel books

3 rd Semester		BCOM 24303-A Personal Financial Planning			
Internal Marks	40		L	T	P
External Marks	60		4	0	0
Total Marks	100		Credits		4

Course Objective: The objective of this course is to equip students with a comprehensive understanding of personal financial planning, covering areas such as investment strategies, taxation, retirement and estate planning, regulatory compliance and ethical practices. It aims to develop practical skills in managing personal finances effectively to ensure financial well-being and long-term security.

Course Outcomes: After studying the course, students will be able to:

CO1	Understand the concept of financial planning and time value of money.
CO2	Analyze various investment avenues and construct an effective investment portfolio.
CO3	Apply knowledge of personal taxation to optimize tax liabilities through legal exemptions, deductions and planning.
CO4	Evaluate the role of regulatory guidelines and retirement planning in ensuring long-term financial security in India
CO5	Evaluate real estate investment options by analyzing greenfield and brownfield projects in terms of feasibility and profitability.
CO6	Analyze the fundamentals of estate planning, Apply ethical principles in financial decision-making, and Evaluate ethical dilemmas in personal financial planning.

Unit	Content	CO
I	Financial planning: Meaning, Need and importance of personal financial planning, Principles of personal finance, financial planning process, Factors influencing personal financial planning. Time value of money.	CO1
	Investment fundamentals: Saving and investment, Rules of investing, Debt and equity. Investment in Equity: NSE/BSE, Investment strategies and portfolio construction, Demat account, Derivatives. Investment in mutual funds: Meaning, Structure of mutual funds in India, Mutual funds schemes, Systematic Investment Plan (SIP). Investment in debt market: Types of debt instruments, Government securities, corporate bonds, Certificate of deposits, Commercial paper, PO saving schemes, Investment in Gold.	CO2
II	Personal taxation: Introduction to personal income tax planning, Exemptions and deductions under various heads, Tax avoidance, tax evasion and tax planning, Income tax deductions, Gift tax. Wealth tax.	CO3
III	Regulatory guidelines: Know Your Customer (KYC) norms, Anti Money Laundering (AML) standards, Permanent Account Number (PAN). Introduction to retirement planning: retirement planning goals, Retirement planning process, Basic retirement plans, Pension plans in India.	CO4
	Dynamics of real estate: Real estate and bank loan, Buying vs. renting, Tax implications of real estate. Investment in greenfield and brownfield Projects.	CO5
IV	Estate planning: Meaning, Objectives, Estate planning tools, Will, Power of attorney. Ethics in personal financial planning: Code of ethics and rules of conduct.	CO6

References:

- ✓ Murali, S., & Subbakrishna K.R., *Personal Financial Planning (Wealth Management)*. Himalaya Publishing House.
- ✓ Gitman, Lawrence J., Joehnk Michael D., & Billingsley., *Personal Financial Planning*.
- ✓ Koh, B., *Personal Financial Planning*. FT Press.
- ✓ Nayan, K., *Personal Finance: An Indian Perspective*.

3 rd Semester		BCOM 24303-B Banking Services Management			
Internal Marks	40		L	T	P
External Marks	60		4	0	0
Total Marks	100		Credits		4

Course Objective: The objective of this course is to provide students with a comprehensive understanding of the structure, functioning, and regulatory framework of the Indian banking system. It aims to equip learners with knowledge of various banking operations, reforms, risk management practices and emerging trends.

Course Outcomes: After studying the course, students will be able to:

CO1	Understand the structure and functions of the Indian banking system and its role in economic growth.	
CO2	Analyse RBI's structure, functions, monetary policies, and internet banking guidelines.	
CO3	Evaluate key reforms in Indian banking and grievance mechanisms.	
CO4	Understand types of banking and assess key operational challenges in Indian banking.	
CO5	Examine major banking risks and interpret financial statements of banks.	
CO6	Explore and analyze emerging trends in banking.	
Unit	Content	CO
I	Bank: Definition, importance and functions. Indian Banking System; Structure and organization and services provided by Banks: Commercial Banks; Regional Rural Banks; co-operative Banks. Functions of a Bank in an Economic development.	CO1
	The Reserve Bank of India: Management and Structure, Functions of RBI, RBI Guidelines on Internet Banking, Monetary Policies and Techniques of Credit Control.	CO2
II	Reforms in Indian Banking: Overview, Recommendations of Narasimham Committee, Basel II Norms, Capital Adequacy Ratio (CAR), Revised NPA Norms- Grievance Mechanism of Indian banks and Banking Ombudsman, Impact of Reforms.	CO3
III	Types of Banking: Wholesale and Retail Banking, Universal and Narrow Banking, Off-shore Banking. Challenges faced by Indian Banking, Cheque Truncation System.	CO4
	Interest Rate Risk Management in Banks, Credit risk, Liquidity management, Operational Risk Management in Banks, Market Risk Management in Banks, Issues in Bank Management, Investment Banking and Other Services. Analysis of Bank Statements– Analysis of Balance Sheet and Profit and Loss Account.	CO5
IV	Emerging Trends in Banking: Concept of E-Banking, Mobile Banking, Electronic Fund Transfer- (RTGS & NEFT) Core Banking.	CO6

References

□ **Varshney, P.N. & Malhotra, D.K.** *Banking Law and Practice*

Publisher: Sultan Chand & Sons

□ **Sundharam, K.P.M. & Varshney, P.N.** *Banking Theory, Law and Practice*

Publisher: Sultan Chand & Sons

□ **M.Y. Khan** *Indian Financial System*

Publisher: Tata McGraw Hill

□ **S. Gurusamy** *Banking Theory: Law and Practice*

Publisher: Tata McGraw Hill / Vijay Nicole

3 rd Semester		BCOM 24304 Company Law			
Internal Marks	40		L	T	P
External Marks	60		3	0	0
Total Marks	100		Credits		3

Course Objective: To provide students with a foundational understanding of company law, covering the formation, management, legal documents and regulatory framework of companies in India.

Course Outcomes: After studying the course, students will be able to:

CO1	Understand the basic nature, types, and legal identity of companies
CO2	Outline the legal procedures for company formation and analyze key documents
CO3	Analyse the importance of MOA, AOA and prospectus.
CO4	Understand share capital, issue process, borrowing powers, and procedures for conducting company meetings
CO5	Evaluate the classification, appointment, and duties of directors & key managerial personnel.
CO6	Interpret legal provisions on dividends, audit, winding up and functioning of NCLT, NCLAT and special courts.

Unit	Content	CO
I	Nature of a company: Definition of a company, Characteristics of a company, Lifting the corporate veil, Company distinguished from partnership. types of companies.	CO1
II	Formation of a company: Steps involved in the formation and incorporation of a company, on-line filing of documents, promoters, their legal position pre-incorporation contract; on-line registration of a company.	CO2
	Memorandum of association: Meaning and Importance, Form and Contents, Alteration of Memorandum. Articles of association: Meaning and distinction between MOA and AOA. Prospectus: Meaning, Definition and contents, statutory requirements in relation to prospectus.	CO3
III	Share capital: Kinds of share capital, Ways for raising share capital, Allotment of shares, share certificate and share warrant, calls on shares, Forfeiture and surrender of shares, transfer of shares. Borrowing powers, Debentures. Management: Classification of directors, Disqualifications, director identity number (DIN). Meetings of shareholders and board: Types of meeting, convening and conduct of meetings, meeting through video conferencing, e-voting.	CO4
	Management: Classification of directors, women directors, independent director, small shareholder's director; Disqualifications, director identity number (DIN); Appointment; Legal positions, powers and duties; removal of directors; Key managerial personnel, managing director, manager.	CO5
IV	Dividends, Accounts, Audit – Provisions relating to payment of Dividend, Provisions relating to Books of Account, Provisions relating to Audit, Auditors' Appointment, Rotation of Auditors, Auditors' Report, Secretarial Audit. Winding Up - Concept and modes of Winding Up. Administration of Company Law	CO6

[including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts.

References:

- | |
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| <ol style="list-style-type: none">1. Singh Avtar: Company Law; Eastern Book Co., Lucknow2. Kuchal M.C.: Modern India Company Law; Shri Mahavir Books, Noida.3. Kapoor N.D.: Company Law -Incorporating the Provisions of the Companies, Amendment Act, ; Sultan Chand & Sons, New Delhi5. Bagriyal A.K.: Company Law; Vikas Publishing House, New Delhi.6. Ramaiya, A Guide to Companies Act, LexisNexis, Wadhwa and Buttersworth.7. Manual of Companies Act, Corporate Laws and SEBI Guideline, Bharat Law House, New Delhi,8. A Compendium of Companies Act 2013, along with Rules, by Taxmann Publications.9. Gower and Davies, Principles of Modern Company Law, Sweet & Maxwell10. Sharma, J.P., An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi |
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3 rd Semester		Communicative English-I (AEC-24301)			
Internal Marks:	40		L	T	P
External Marks:	60		2	0	0
Total Marks:	100		Credits		2

Course Outcomes: After studying the course, students will be able to:	
CO1	Develop core competencies for professional growth.
CO2	Transform themselves into confident and effective communicators.
CO3	Analyze and apply grammatical rules to improve language proficiency.
CO4	Develop critical skills to understand and interpret complex texts.
CO5	Produce well researched and informative articles.
CO6	Develop critical reading skills and evaluate text content.

Part	Content	CO
I	<p>Introduction to Soft Skills Characteristics of Soft Skills, Difference between hard skills and soft skills, Importance of Soft Skills in personal and professional life.</p> <p>Classification of Soft Skills Teamwork, Interpersonal Skills, Time Management, Emotional Intelligence, Stress Management, Leadership, Conflict Resolution, Presentation Skills, Public Speaking</p>	CO1
II	<p>Introduction to Personality Development The concept of personality, Dimensions of personality, the concept of success and failure: What is success? - Hurdles in achieving success - Overcoming hurdles - Factors responsible for success – What is failure - Causes of failure. SWOT analysis.</p>	CO2
	<p>Grammatical Concepts and Translation Lexical Verbs and Auxiliary verbs: Their uses, Degrees of Comparison, Reorder jumbled sentences, Translate a passage from Hindi to English</p>	CO3
III	<p>Reading and Writing Essentials Comprehension, Summarizing and Paraphrasing</p>	CO4
IV	<p>Article Writing Introduction to Article Writing, Structuring an Article, Examples</p>	CO5
	<p>Short Story: The Last Leaf by O. Henry Poem: Hope is the Thing with Feathers by Emily Dickinson</p>	CO6

References:
<ul style="list-style-type: none"> Mitra, Barun K., Personality Development and Soft Skills, 3rd ed., Oxford University Press, 2024. Meena K and V. Ayothi (2013) A Book on Development of Soft Skills Azar, B.S, & Hagen, S.A. (2017). Basic English Grammar (4th ed). Pearson Education.

3 rd Semester	Stock Market Operations BCOMSEC 24301				
Internal Marks	40		L	T	P
External Marks	60		3	0	0
Total Marks	100		Credits		3

Course Objective: The course aims at giving a comprehensive understanding on stock market operations in terms of its structure, trading, settlement procedure, processes and related components. The equity research helps to study the companies, analyze financials, and look at quantitative and qualitative aspects mainly for decision making purpose and emerging challenges in the Indian Stock market.

Course Outcomes: After studying the course, students will be able to:

CO1	Describe and explain the basic concepts of the capital market in India.	
CO2	Analyse the relationships between global stock market indices and explain the role of depositories in the stock market.	
CO3	Apply the knowledge of the IPO listing procedure to the processes of rights issue, bonus issue, and delisting in the stock market.	
CO4	Evaluate and enunciate the fundamental analysis of the stock market for decision-making.	
CO5	Comprehend and analyse the basic theories of technical analysis used in stock trading.	
CO6	Apply the concept of risk and return , and construct interpretations by analysing candlestick patterns .	
Unit	Content	CO
I	Capital Markets in India - An overview of Indian Securities Market, Meaning, Functions, Role of Primary Market & Secondary Market— Recent trends in market.	CO1
	Stock market indices in India – BSE Sensex – Other BSE indices – NSE indices – S&P CNX Nifty — Stock market indices in foreign countries. Depository: Role and need; The Depositories Act, 1996	CO2
II	Concept of IPO (Initial Public Offer) SEBI Guidelines for Stock market. Listing requirements, procedure, fee – Listing of rights issue, bonus issue, further issue. Delisting- Listing conditions of BSE and NSE	CO3
III	Fundamental Analysis: Economic analysis, Industry analysis and Company analysis. Financial Statement Analysis: shareholder’s equity- balance sheet and Income statement –cash flow – analysis of growth and sustainable earnings.	CO4
	Technical Analysis: Meaning –Trend-Determining Techniques. Dow Theory, Eliot Wave theory	CO5
IV	Risk and Return: Meaning: Return and Risk - types of risk -systematic and unsystematic risk, Candle stick patterns – analysis of bearish and bullish Candle stick patterns.	CO6

References

- **Bhalla, V.K.**

Investment Management: Security Analysis and Portfolio Management

Publisher: S. Chand & Co.

- **Punithavathy Pandian** *Security Analysis and Portfolio Management*

Publisher: Vikas Publishing House

- **Sundaram, Janakiramanan** *Investment Analysis and Portfolio Management*

Publisher: Pearson Education

- **Prasanna Chandra** *Investment Analysis and Portfolio Management*

Publisher: McGraw Hill Education

4th Semester	BCOM 24401 Financial Management				
Internal Marks	40		L	T	P
External Marks	60		5	0	0
Total Marks	100		Credits		5

Course Objective: To provide an in-depth understanding of the core finance functions and decisions in the area of corporate financial management. It provides a practical and problem insight for effective financial decision-making.

Course Outcomes: After studying the course, students will be able to:

CO1	<i>Apply</i> the concepts of financial management to real business situations to understand its scope and objectives and time value of money in solving financial decision-making problems.
CO2	<i>Evaluate</i> the cost of various capital components and <i>determine</i> the overall cost of capital to support financial decisions.
CO3	Examine the impact of capital structure and financial leverage on the firm's profitability and risk profile.
CO4	Evaluate investment proposals using advanced capital budgeting techniques and recommend decisions under capital rationing situations.
CO5	Analyze different dividend policies and theories to understand their effect on shareholder wealth.
CO6	<i>Analyse</i> working capital requirements and <i>formulate</i> efficient cash, inventory and receivable management policies to improve liquidity and profitability.

Unit	Content	CO
I	Introduction to Financial Management: Meaning, Scope and Objectives of Financial Management. Functions and role of a financial Manager. Time Value of Money- Compounding Techniques and Discounting Techniques	CO1
	Cost of Capital: meaning, significance and determination of Cost of Capital, Components of Cost of Capital.	CO2
II	Capital Structure: meaning and features of capital structure decision. Factors affecting capital structure. Theories of capital structure. Financial and Operating Leverages	CO3
III	Capital Budgeting Decision: Meaning and Nature of investment decisions; process of capital budgeting, investment evaluation criteria: Discounted and Non-Discounted Methods (Pay-Back Period, Average rate of return, Net Present Value, Benefit Cost Ratio and Internal Rate of Return. Capital rationing.	CO4
	Dividend Policy Decisions – Determinants of dividend policy – types of dividend policy– forms of dividend. Dividend theories: Walter's Model- Gordon's Model-MM's Hypothesis.	CO5

IV	Working Capital Management: Planning and forecasting of working capital, importance of adequate working capital- excess or inadequate working capital – determinants of working capital requirement. sources of working capital Cash management, receivable management and inventory management.	CO6
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References:

1. Van Horne, J C, Wachowicz, J W. “Fundamentals of Financial Management” 13th Edition, Prentice Hall of India
2. Chandra ,Prasanna, “Financial Management’ Tata McGraw Hill.
3. Khan and Jain, “Financial Management- Text and Problems” 2nd Edition, Tata McGraw Hill’
4. □ Maheshwari, S N, Financial Management.
5. □ Pandey, I M, “Financial Management”, Vikas Publishing House, 9th Edition

4 th Semester	BCOM 24402 Income Tax Law & Practice				
Internal Marks	40		L	T	P
External Marks	60		5	0	0
Total Marks	100		Credits		5

Course Objective: To acquire expert knowledge of practical and procedural aspects relating to Income Tax. To develop skills for computing income under various heads such as Salaries, House Property and Business or Profession. To provide knowledge on the computation of Capital Gains and Income from Other Sources, including clubbing and aggregation of income and various deductions.

Course Outcomes: After studying the course, students will be able to:

CO1	Apply the mechanism of income tax by interpreting key definitions, determining residential status, and computing the scope of total income.
CO2	Develop and apply computation skills for calculating income from salaries, house property, and business/profession.
CO3	Compute and analyze capital gains, income from other sources, and clubbing/aggregation of income to support individual tax planning.
CO4	Analyze the provisions related to set-off and carry-forward of losses and evaluate their implications in tax computation.
CO5	Evaluate company taxation provisions including income computation, TDS, TCS, rebates, refunds, and advance tax to determine compliance and efficiency.
CO6	Assess and evaluate the procedures for filing returns, e-filing, assessment processes, and tax-related penalties and offences.

Unit	Content	CO
I	Concept and Mechanism of Income Tax – Definitions, Concept of Income, Agricultural income, assessee, Previous Year, Assessment Year, Residential Status Scope of Total Income on the basis of residents.	CO1
	Computation of Total Income under Salaries, Income from House Property, Profit and Gains of Business or Profession,	CO2
II	Capital Gains, Income from Other Sources, Clubbing/Aggregation of Income.	CO3
III	Set-off and Carry Forward of Losses: Deductions from gross Total Income. Taxation of Individuals, Hindu Undivided Family, Firms and Association of Persons.	CO4
	Tax and Other Special Provisions Relating to Companies. Computation of total income, Rebates and reliefs, Tax Deduction at Source, Tax Collection at Source, Recovery and Refund of Tax; Provisions of Advance Tax.	CO5
IV	Procedure for Filing Returns, Signatures, E-Filing, Procedure for assessment, Penalties & Offences.	CO6

References:

- 1 Ahuja, Girish and Gupts, Ravi, "Systematic Approach to Income-tax" ,Bharat Law House, New Delhi.
- 2.Ahuja, Girish and Gupts, Ravi, "Professional Approach to Direct Taxes Law & Practice", Bharat Publications.
- 3.Mehrotra, Dr. H.C. and Dr. S.P., "Income Tax Law & Practice (2019)", Sahitya Bhawan Publications.
- 4.Mundra, Vikas, "Tax Laws and Practises", Law Point publications, Kolkata.
- 5.Singhania, Dr. V. K. ,"Students Guide to Income-tax", Taxmann Publications Pvt. Ltd., New Delhi.

4 th Semester		BCOM 24403-A Management of Financial Services			
Internal Marks	40		L	T	P
External Marks	60		4	0	0
Total Marks	100		Credits		4

Course Objective: The objective of the course is to understand the role of financial services in business organizations and to give an insight into the strategic, regulatory, operating and managerial issues concerning financial services. In addition, the course will examine the present status, the role of SEBI, financial reforms and emerging trends in financial service sector.

Course Outcomes: After studying the course, students will be able to:

CO1	Apply knowledge of the structure and functioning of financial markets and regulatory frameworks to practical financial scenarios.
CO2	Apply concepts related to depository systems and merchant banking services to real-world financial operations.
CO3	Analyze the concepts of leasing and hire purchase, and evaluate the credit rating process, methodologies, and functioning of credit rating agencies.
CO4	Analyze mutual fund operations and examine the concept, types, and mechanism of factoring.
CO5	Evaluate the use of plastic money and assess the implications of housing finance and securitization in the financial system.
CO6	Evaluate the structure and effectiveness of retail banking, venture capital financing, and the management practices of NBFCs and microfinance institutions.

Unit	Content	CO
I	Overview of Financial Services: Meaning, nature, scope and importance, Financial System and Markets: Types and functioning, SEBI Role and functions. Financial Sector Reforms in India. Primary and secondary markets and their intermediaries: Introduction of Primary & Secondary Markets (BSE, NSE & OTCEI), Money market.	CO1
	Depository – Introduction, Concept, depository participants, functioning of depository systems, process of switching over to depository systems, benefits, depository system in India, Dematerialization and Re materialization. Merchant banking services:- Prospectus of Public Offering, Book Building, IPO and FPO, Green shoe Option.	CO2
II	Leasing and Hire purchase- Meaning, types and their difference. Credit Rating Services- concept of credit Rating. Types of credit Rating - Advantages and Disadvantages of credit Rating - credit Rating Agencies.	CO3
III	Mutual funds: Concept of mutual funds. Growth of mutual funds in India. Mutual fund schemes. Factoring- Concept of factoring, Types, factoring mechanism.	CO4
	Plastic Money (Debit, Credit & Smart Card), Housing finance Securitization in India: concept, nature, scope and their implications	CO5
IV	Retail Banking Services: Types loan, Venture Capital: Concept of venture capital financing growth of venture capital funds in India. Management of Non-Banking Financial Companies and Microfinance	CO6

References:

- Avadhani, “Financial Services and Market”, 1999, Himalaya Publishing House.
- Bhole, “Indian Financial System”, 2009, Himalaya Publishing House.
- Chandra, P, “Security Analysis and Portfolio Management”, 2011, Tata McGraw Hill.
- Desai, Vasanth, “The Indian Financial System”, 1999, Himalaya Publishing House
- Varshney, PN & Mittal DK, “Indian Financial System”, 2000, Sulthan Chand & Sons.

4 th Semester	BCOM 24403-B Insurance Services Management				
Internal Marks	40		L	T	P
External Marks	60		4	0	0
Total Marks	100		Credits		4

Course Objective: This course aims to provide foundational knowledge of insurance, covering its principles, significance, and types, along with risk classification and management. It explains the roles of insurance agents and explores various life and health insurance products, claims, and challenges. The course also examines regulatory aspects under the IRDA Act, reinsurance concepts, and general insurance types.

Course Outcomes: After studying the course, students will be able to:	
CO1	Apply the basic principles and types of insurance to real-life situations and demonstrate the importance of insurance in financial planning.
CO2	Analyze the roles and responsibilities of insurance agents and evaluate different types, sources, and methods of risk management.
CO3	Examine and analyze key aspects of life and health insurance, including products, claim procedures, and tax benefits.
CO4	Evaluate the powers, functions, and regulatory significance of the IRDA Act in the insurance sector.
CO5	Differentiate among credit, deposit, and general insurance, and assess the importance and effectiveness of reinsurance.
CO6	Apply management, finance, IT, marketing, and HR concepts to practical scenarios within the insurance sector.

Unit	Content	CO
I	Concept of Insurance: Basic principles of insurance, Role and importance of Insurance in Society; Concept of micro-Insurance: Types of Insurance; Insurance Documents and Policy Terms & Conditions; Role of Insurance in the economy.	CO1
	Insurance Agents: types, roles and functions. Risk and Uncertainty: Classification of risks, sources of risk-external and internal risk management.	CO2
II	Life Insurance: Importance, Products, Types of Claims, private sector companies in life insurance sector, Tax benefits under Life Insurance Policies, recent trends in life insurance. Health Insurance: Health Insurance Intermediaries, Health Insurance Products, Claim Process, Challenges in Health Insurance.	CO3
III	IRDA Act: Salient feature, duties, powers and functions of the authority, financial Accounts and audit, power of Central Government to issue directions.	CO4
	Credit and deposit Insurance: Nature, terms and conditions, claim, recovery etc. Reinsurance: Concept and Importance, General Insurance: significance, Types of General Insurance,	CO5
IV	Insurance and its Applications: Application of management in insurance, application of financial management in insurance sector, Application of Information technology in insurance. Marketing of Insurance Policies, issues related to human resource management in insurance sector.	CO6

References:

- Bhole LM, *Financial Institutions and Markets*, Tata McGraw Hill, 2004, 4th Edition
- Srivastava, R M, *Management of Indian Financial Institutions*, Himalaya Publishing.
- Niehaus, Harrington, *Risk Management and Insurance*, 2007, Tata McGraw-Hill
- Mishra, K.C. and. Thomas, G.E, *General Insurance - Principles and Practice*, Cengage Learning: New Delhi.
George, Rejda.E, *Principles of risk management and insurance*, Pearson publications, ninth Edition

4 th Semester		Communicative English-II (AEC-24401)			
Internal Marks:	40		L	T	P
External Marks:	60		2	0	0
Total Marks:	100		Credits		2

Course Outcomes: After studying the course, students will be able to:	
CO1	Develop effective presentation skills to convey ideas clearly.
CO2	Master advanced vocabulary to enhance communication skills.
CO3	Develop critical thinking through effective and collaborative environment.
CO4	Review notes to reinforce understanding.
CO5	Analyse and interpret text to extract the main themes.
CO6	Build a strong foundation for career success.

Part	Content	CO
I	Introduction to Presentation Skills Structure of Presentation, designing a presentation, how to deliver an effective presentation, audience engagement, and use of visual aids	CO1
II	Advanced Vocabulary Collocations, Phrasal Verbs and Clauses	CO2
	Group Discussion Difference between Group Discussion and Debate, Objectives of GD in academic and professional settings, Skills required for Group Discussion	CO3
III	Note Making and Note Taking Advantages of Note Making and Note Taking, Similarities and Differences between Note Making and Note-Taking, Features of Good Notes, Structure and Organisation of Note Making	CO4
IV	Text Reading: Three Thousand Stitches by Sudha Murthy	CO5
	Verbal Reasoning Analogy, Sentence Reordering, Coding-Decoding, Find odd one out, Cloze Test	CO6
	Resume Writing Objective of Resume Writing, Importance of Resume, Difference between CV and Resume, how to write a Resume	
	Interview Skills Purpose of Interview, Types of Interviews, Guidelines for Effective Interview, Preparing for the Interview Process, Frequently Asked Questions	

References:
<ul style="list-style-type: none"> • Technical Communication, Meenakshi Raman & Sangeeta Sharma, Oxford University Press • McCarthy, M. (2010). Academic Vocabulary in Use. Cambridge University Press

4 th Semester		BCOM 24404 Minor Project			
Internal Marks	50		L	T	P
External Marks	00		2	0	4
Total Marks	50		Credits		4

Course Objective:

- Identify and discuss the role and importance of research in the social sciences.
- Identify and discuss the issues and concepts salient to the research process.
- Choosing an appropriate research design, and implementing a research project.
- Identify and discuss the concepts and procedures of sampling, data collection, analysis and reporting.

Content

General Regulations:

- ♣ The Project report should be submitted before the student sits for the final university examinations in semester IV.
- ♣ The student shall work under the guidance of a project supervisor (s) appointed by the Institute's director.
- ♣ Once the students have completed the proposal and the supervisor has approved it, the proposal shall be defended in panels formed by the project coordinator on a day set aside by the Institute.
- ♣ The students should submit a copy of the proposal to the Project Coordinator at least two weeks before the final examination in semester IV.
- ♣ Once the student has completed the project and the supervisor has approved it, the project shall be submitted to the project coordinator, who will arrange VIVA VOCE
- ♣ If the student is unsuccessful, the resubmission regulations will apply as stipulated in the academic policy.

Choosing a Project Title

- The project's title should be clear and specific to a real problem.
- Similar topics between students should be avoided.
- The project should be new and original, not replicating another person's work.
- At the proposal level, the appointed supervisor MUST approve the project title.
- The research committee must ratify all the topics

Formatting Guidelines

- Font Size-12 in the body text, except for the topics and titles, which should be font size 14
- Font Type- Times New Roman
- Spacing- The project should be 1.5 lines spacing
- Highlighting- Topics and subtopics should be bolded and NOT be underlined
- Print Quality- The final document should be of good print quality
- Margins- Margins of the report should be 1 inch on the top, bottom and right-hand side. The left-hand-side margin should be 1.25 inches to allow for binding.
- Tables- Larger tables may be typed in smaller font sizes (10-11) to maintain standard margins
- Numbers and Percentages-must do not begin with a sentence.

- Tables and Figures - When presenting the table or figure, there must be a finding and analysis section
- Pagination: Bottom of page and centred.