

Syllabus BCom 3rd Year

B.Com. V Semester

Type of Courses	Sub. Code	Title of the paper	Max Marks			Credits Allotted				Teaching Hours per week	Cumulative Minimum Credits Required for the Award of Certificate/ Diploma /Degree	
			Int .	Ex	Total	L	T	P	Total			
Major-13 (own faculty)	C010501T	Corporate Accounting	25	75	100	4	1	0	5	5		
Major-14 (own faculty)	C010502T	Goods & Services Tax	25	75	100	4	1	0	5	5		
Major-15 & 16 (own faculty) Optional	Choose any two from the following											
	C010503T	1.Business Finance	25	75	100	4	1	0	5	5		
	C010504T	2. Principles & Practice of Taxation	25	75	100	4	1	0	5	5		
	C010505T	3. Monetary Theory and & Banking in India										
Industrial Training/Survey/ Project	C010506T	Training/Survey Report & Viva Voce	-	-	100	0	4	4	4	30 days Training or Survey where economic activities are awarded		
Co-Curricular (AECC)	Z050501	Analytic Ability and Digital Awareness	25	75	(100)	2 (Qualifying)	0	0	2	2		
Total			-		600				26	22 (Except C010506T)		

B.Com. VI Semester

Degree in Commerce										
Type of Courses	Sub. Code	Title of the paper	Max Marks			Credits Allotted				Teaching Hours per week
			Int .	Ex	Total	L	T	P	Total	
Major-17 (own faculty)	C010601T	Accounting for Managers	25	75	100	4	1	0	5	5
Major-18 (own faculty)	C010602T	Auditing	25	75	100	4	1	0	5	5
Comprehensive Viva	C010603R	Comprehensive Viva	-	-	100	0	5	0	5	-
	Choose any one of the following									
Major-19 &20 (own faculty) Optional	C010604T	1.Financial Institution & Markets	25	75	100	4	1	0	5	5
	C010605T	2. Human Resource Management								
	C010606T	3. Business Ethics & Corporate Governance								
Industrial Training/Survey/ Project	C010607T	Research Project & Viva	-	-	100	0	4	4	4	-
Co-Curricular (AECC)	Z060601	Communication Skills and Personality Development	25	75	(100)	2 (Qualifying)	-	0	2	2
Total					600				26	17 (Except C010603R, C010607T)

Note: L-Lecture; T-Tutorial; P-Practical; 1L=1Hour; 1T=1Hour; 2P=1Hour.

- Each paper in all semesters will be of 100 Marks out of which 75 Marks will be for written examination and 25 Marks for internal assessment.
- Co-Curricular courses will be qualifying only and only 50% marks are required for passing marks.

3. *Vth Semester – For Industrial Training (C010506T), Each students has to go for training after 4th semester and viva of the same will be conducted in 5th sem.*

B.Com. V Semester

Course Name: Corporate Accounting
Course Code: C010501T

L	T	P	C.U.
4	1	0	5

Course outcomes: This course enables the student to develop awareness about corporate accounting in conformity with the provisions of company act.

Unit – 1:

Shares: Features, Types Of Shares, Difference Between Preference Shares And Equity Shares, Share Capital And Its Types. Issues, Forfeiture And Re Issue Of Shares, Redemption Of Preference Shares.

Unit – 2:

Debentures: Features & Types, Issue And Redemption Of Debentures, Profit Prior To Incorporation, Use Of Profit And Loss Prior To Incorporation, Methods Of Computing Profit And Loss Prior To Incorporation. Final Accounts, General Instruction For Preparation Of Balance Sheet And Statement Of Profit And Loss.

Unit – 3:

Valuation Of Goodwill: Meaning And Nature of Goodwill, Needs And Methods of Valuation Of Goodwill, Valuation of Shares, Need And Methods of Valuation Of Shares.

Unit – 4:

Accounting For Amalgamation Of Companies As Per Indian Accounting Standard 14. Meaning, Characteristics And Objectives Of Amalgamation, Kinds Of Amalgamation, Accounting For Internal Reconstruction Internal And External.

Suggested Readings:

1. Gupta RL Radhaswami M, Company Accounts Sultan Chand And Company (Hindi and English)
2. Maheshwari SN And Maheshwari SK Corporate Accounting Vikas Publishing (Hindi and English)
3. Shukla SM And Gupta SP Advanced Accountancy Sahitya Bhawan Publication (Hindi and English)
4. Jaiswal KS Corporate Accounting Both English And Hindi Shukla MCGrawal
5. PS And Gupta SC Advanced Accounts S Chand And Company
6. Shukla MB Corporate Accounting Kitab Mahal
7. Babu, Deepak: Corporate Accounting, Navyug Publications, Agra (English and Hindi)

Course Name: Goods and Services Tax

Course Code: C010502T

L	T	P	C.U.
4	1	0	5

Course outcomes: After completion of the course, the student will be able to complete the documentation of GST process and able to do assessment for the GST process.

Unit – 1:

Indirect Tax: Meaning, Features, Difference Between Direct And Indirect Tax, Types Of Indirect Tax Before GST, Shortcoming Of Indirect Tax System During Pre GST Era. GST Meaning Advantages, Disadvantages Of Evaluation Of GST, Structure Of GST, CGST, SGST, IGST UTGST, And Important Definition Under GST Act.

Unit – 2:

Time Of Supply: Meaning Of Goods And Services, TOS Under Reverse Charge Mechanism, Invoicing Provisions, Provisions Related With Change Changes In GST Rate. Place Of Supply: POS Meaning, POS Of Goods And Services, Intra state And Interstate Supply. Value Of Supply: Meaning, Provisions Related With Determination Of Value Of Supply Of Goods And Services, Determination Of GST Liability.

Unit – 3:

Input Tax Credit ITC: Meaning Of Utilization Of ITC, Block Credit, Supply Not Eligible For ITC, Matching, Reversal And Reclaim Of ITC. Payment Under GST: Manner Of Payment Of GST Liability, Concept Of Electronic, Cash Credit And Liability Ledger, Refund Of Excess GST. Return: Meaning, Purpose And Importance, Different Types Of Return, Due Date Of Filing Return, Assessment Under GST: Meaning, Types Sales Assessment, Provisional Assessment, Summary Assessment, Best Judgment Assessment.

Unit – 4:

Registration: Meaning Of Final Registration, Compulsory Registration, and Procedure For New Registration, Amendment And Cancellation Of Registration. Accounts And Records: Manner Of Maintenance Of Accounts, Period Of Retention Of Relevant Records. **Invoice:** Format, Types Debit And Credit Note, Voucher **Audit:** Meaning, Types Mandatory, Departmental And Specific Audit, Penalty And Under GST, E-Way Bill.

Suggested Readings:

1. Malhotra X E and Agarwal goods and services tax Agra India Sahib Bhawan Publication English and Hindi
2. Agarwal Raj K advanced handbook on GST background material on model GST law Sahitya Bhawan Publications.
3. Bansal K.M. GST Customer law tax man Publication private limited University edition
4. RK Singh P K a bird's eye view of GST Asia law house
5. Singhania V K student's guide to GST and customs law tax man Publication private limited University edition
6. Gupta & Maheshwari, Tyagi Goods and Services Tax, SBPDPUBLISHINGHOUSE, AGRA
7. Babu, Deepak: GST: A Revolution in Indian Tax System, ISARA Solutions, New Delhi

Course Name: BusinessFinance
Course Code: C010503T

L	T	P	C.U.
4	1	0	5

Course outcomes: This course is to help students understand the conceptual framework of Business Finance.

Unit – 1:

Business Finance: Nature And Scope, Finance Function Investment Financing And Dividend Decisions, Capital Budgeting: Meaning Nature And Importance Investment Decisions Are Its Major Evaluation Criteria.

Unit – 2:

Cost Of Capital: Meaning, Importance, Calculation Of Cost Of Debt, Preference Shares, Equity Shares And Retained Earnings, Combined (Weighted) Cost Of Capital, Capitalization- Meaning, Overcapitalization.

Unit – 3:

Dividend Policies: Issues In Dividend Policies, Dividend Models, Sources Of Funds: Long Term Funds, Short Term Funds, Nature Significance And Determinants Of Working Capital.

Unit – 4:

Time value of Money, Uses of simple and Compound interest in business finance. Capital Market: (A) New Issue Market (B) Secondary Market Functions And Role Of Stock Exchange (BSE, NSE,) Money Market: Indian Money Markets- Composition And Structure.

Suggested Readings:

1. Avadhani V A Financial System
2. Bhalla V K Modern Working Capital Management
3. Chandra Prasanna Financial Management Theory And Practices
4. Khan N Y And Jain P K Financial Management Tax And Problems
5. Pandey I M Financial Management

Course Name: Principles and Practices of Insurance
Course Code: C010504T

L	T	P	C.U.
4	1	0	5

Course outcomes: After completing this course a student will have:

1. Ability to understand the concept of Insurance along with the basic laws and practices of Insurance.
2. Ability to understand the terminologies associated with the field of Insurance and control along with their relevance.
3. Ability to identify the appropriate method and types of Insurance for solving different problems.
4. Ability to apply basic Insurance principles to solve business and industry related problems.
5. Ability to understand the concept of Life, Marine and Fire Insurance.

Unit – 1:

Risk: Meaning, Types, Causes, Methods of Handling Risks. Insurance: Meaning, Origin & Development, Functions, Types, Principles, Advantages, Reinsurance, Double-Insurance.

Unit – 2:

Life Insurance: Meaning, Importance, Essentials of Life Insurance Contract, Procedure of Life Insurance. Life Insurance Policies, Nomination & Assignment, Surrender Value. Life Insurance Corporation: Functions & Organization.

Unit – 3:

Marine Insurance: Meaning, Significance, Scope and Insurable Risk, Characteristics of Marine Insurance, Contract, Types of Marine Policies, Main Clauses in Marine Policies and Marine Losses.

Unit – 4:

Fire Insurance: Meaning, Hazards in Fire Insurance, Scope, importance, Fire Insurance Contract, Conditions of Fire Insurance Policy & Procedure. Miscellaneous Insurance: Motor Insurance, Burglary, Live-stock, Crop and Health Insurance.

Suggested Readings:

1. Mishra M.N., Insurance- Principles & Practice.
2. Gupta O.S., Life Insurance.
3. Vinayakam, M. Radhaswami & Vasudevam, Insurance- Principles & Practice.
4. Kothari & Bhalla, Principles & Practice of Insurance.

Course Name: Monetary Theory and Banking in India
Course Code: C010505T

L	T	P	C.U.
4	1	0	5

Course outcomes: The course expose the students to the working for money and financial system prevailing in India.

Unit – 1:

Money: Functions, Alternative Measures To Money Supply In India And Their Different Components, Meaning And Changing Relative Importance Of Each Component, High Powered Money- Meaning And Uses, Sources Of Changes In High Powered Money. Financial System: Components, Financial Intermediaries.

Unit – 2:

Indian Banking System: Definition Of Bank, Commercial Banks, Importance And Functions, Structure Of Commercial Banking System In India. Regional Rural Banks, Cooperative Bank In India. Process Of Credit Creation By Banks; Determination Of Money Supply And Total Bank Credit.

Unit – 3:

Development Banks And Other Non-Banking Financial Institution: Main Features, Problems And Policies For Allocation Of Institutional Credit, Problem Between The Government And The Commercial Sector, Inter-Sectoral And Inter-Regional Problems, Problem Between Large And Small Borrowers.

Unit – 4:

The Reserve Bank of India: Functions, Instruments Of Monetary And Credit Control; Main Features Of Monetary Policy Since Independence, Interest Rates; Various Rates In India (As Bond Rate, Bill Rate, Deposit Rate, etc.) Impact Of Inflation And Inflationary Expectations.

Suggested Readings:

1. Saha SK Indian Banking System SBPD Publication (Hindi and English)
2. Deshmukh And Indian Banking System Chandralok Prakashan (Hindi and English)
3. Gupta SB Monetary Planning Of India
4. Khan MY Indian Financial System Theory And Practice
5. Sengupta A K & Agarwal K Money Market Operations In India

Course Name: Analytic Ability and Digital Awareness

Course Code: Z050501

Course outcomes: After completion of the course, the student will be able to -

L	T	P	C.U.
2	0	0	2

1. Familiarize with analogy, number system, set theory and its applications, number system and puzzles.
2. To understand the basics of Syllogism, figure problems, critical and analytical reasoning.
3. Familiarize with word processing application and worksheet .
4. To understand the basics of web surfing and cyber security.

Unit – 1:

Alphabet test, Analogy, Arithmetic Reasoning, Blood relations, Coding and Decoding, Inequalities, Logical Venn diagram, Seating Arrangements, Puzzles and Missing numbers.

Unit – 2:

Syllogism, Pattern completion and figure series, Embedded Figure and counting of figures, Cube & Dice, Paper cutting and folding, Data sufficiency, Course of Action, Critical Reasoning, Analytical and decision making.

Unit – 3:

Computer Basics: Block diagram of Digital Computer, Classification of Computers, Memory System, Primary storage, Auxiliary memory, Cache memory, Computer Software (System/Application Software),

MS Word Basics: The word screen, Getting to word documents, typing and Revising text, Finding and Replacing, Editing and Proofing tools, Formatting text characters, Formatting Paragraph, Document templates., Page set up, tables, Mail Merge, Macros, protecting documents, printing a document.

MS-Excel - Introduction, Worksheet basics, Creating worksheet, Heading information, Data & Text, Date & Time, Alphanumeric values, Saving & quitting worksheet, Opening and moving around in an existing worksheet, Toolbars and Menus, Excel shortcut and function keys, Working with single and multiple workbook, Working with formulae & cell referencing, Auto sum, copying formulae, Absolute & relative addressing, Worksheet with ranges, Formatting of worksheet, Previewing & Printing worksheet, Graphs and charts, Database, Creating and using macros, Multiple worksheets- concepts Introduction of Open Source Applications: LibreOffice, OpenOffice and Google Docs etc.

Unit – 4:

Web Surfing: An Overview: working of Internet, Browsing the Internet, E-Mail, Components of E-Mail, Address Book, Troubleshooting in E-Mail, Browsers: Netscape Navigator, Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, Tor, Search Engines like Google, DuckDuckGo etc, Visiting web sites: Downloading.

Cyber Security: Introduction to Information System, Type of information system, CIA model of Information Characteristics, Introduction to Information Security, Need of Information Security, Cyber Security, phishing, spamming, fake news, general issues related to cybersecurity, Business need, Ethical and Professional issues of security.

Suggested Readings:

1. Sharma, A., "How to prepare for Data Interpretation and Logical Reasoning for the CAT" McGraw Hill Education Pvt. Ltd., New Delhi, India, 2011, Ed. 5, ISBN 978 2007 070 481
2. Aggarwal, R.S., "A Modern Approach to Verbal and Non-verbal Reasoning" S. Chand Publishers New Delhi, India, 2010, ISBN 10: 8121905516
3. Madan, Sushila, Introduction to Essential tools, Jain Book Agency, New Delhi/India, 2009, 5th ed..
4. Goel, Anita, Computer Fundamentals, Pearson Education, India, 2012
5. Michael E. Whitman and Herbert J. Mattord, "Principles of Information Security," Sixth Edition, Cengage Learning, 2017

Course Name: Accounting for Managers

Course Code: C010601T

L	T	P	C.U.
4	1	0	5

Course outcomes: After completing this course a student will have:

1. Ability to understand the concept of Managerial Accounting along with the basic forms and norms of Managerial Accounting.
2. Ability to understand the terminologies associated with the field of Managerial Accounting and control along with their relevance.
3. Ability to identify the appropriate method and techniques of Managerial Accounting for solving different problems.
4. Ability to apply basic Managerial Accounting principles to solve business and industry related issues and problems.
5. Ability to understand the concept of Budgetary Control, Cash Flow Statement, Fund Flow Statement, Break Even Analysis etc.

Unit – 1:

Management Accounting- Concept, Meaning, Characteristics, Difference between Financial Accounting and Management Accounting, Difference between Cost Accounting and Management Accounting, Techniques, Objectives and Importance. Management Accountant- Duties, Status, Functions and Responsibility. Financial Statement Analysis and Interpretation - Meaning, Objectives, Characteristics of an Ideal Financial Statement, Parties Interested in Financial Statement, Types of Financial Analysis - Horizontal, Vertical and Trend Analysis.

Unit – 2:

Ratio Analysis: meaning, Utility, Classification of Ratios - Profitability Ratio, Activity Ratio and Financial Position Ratios. Fund Flow and Cash Flow Statement-Concept, Meaning of the term Fund and Preparation of Fund Flow Statement and Cash Flow Statement (As-3).

Unit – 3:

Business Budgeting: Meaning of Budget and Budgeting, Objectives, Limitations and importance, Essentials of effective Budgeting, Classification of Budgets- Flexible budget and Zero Based Budget. Marginal Costing: Meaning, Determination of Profit under Marginal Costing, Pricing of Product, make or buy Decision, Selection of most profitable channel. Break Even Analysis: Concept and Practical Applications of Break even Analysis.

Unit – 4:

Standard Costing and Variance Analysis: Meaning and Objectives of Standard Costing Setting of Standard, Variance Analysis: Material and Labour Variance. Reporting to Management: Meaning, Objectives, Principles of Reporting, Importance of Reports, Classification of Reports, Reporting at different Levels of Management.

Suggested Readings:

1. Homgren, C.T., Gary L. Sundemand William O. Stratton: Introduction to Management Accounting, Prentice Hall of India, Delhi.
2. Homgren, Charles T., George Foster and Srikant M. Dailiar; Cost Accounting; A Managerial Emphasis, Prentice Hall of India, Delhi.
3. Lall, B.M. and I.C. Jain: Cost Accounting: Principles and Practice, Prentice Hall of India, Delhi.
4. Welsch Glenn A., Ronald W. Hilton and Paul N. Gordon Budgeting, Profit Planning and Control, Prentice hall of India, Delhi.
5. Baig Nafees: Cost Accounting, Rajat Publications, New Delhi. Baig Nafees: Management Accounting & Control, Ashish Publishing Home, New Delhi.
6. Sharma R.K. and Gupta S.K.; Management Accounting, Kalyani Publishers, Ludhiyana. (Hindi and English)
7. Lal Jawahar; Managerial Accounting, Himalya Publishing House, New Delhi.
8. Misra, A.K., Management Accounting, (Hindi and English) Navneet Prakashan, Nazibabad.

Course Name: Auditing
Course Code: C010602T

L	T	P	C.U.
4	1	0	5

Course outcomes: This course aims at imparting knowledge about the principles and methods of auditing and their application.

Unit – 1:

Methodology of Accounting, Auditing and Fraud risk management in Kautilya's Arthshastra. Audit and Audit Process: Meaning, Nature, Objectives and Various Classes of Auditing, Standard of Auditing, Pronouncements on accepted Auditing practices, Internal Control and the need for its evaluation by the Auditor.

Unit – 2:

Audit Procedures: Verification programme-selective verification, Audit in depth, test checking, Auditor's Approach to statistical sampling, Routine checking, vouchers, verification and valuation of assets and liabilities, Auditor's Report on Profit and Loss Account and Balance Sheet.

Unit – 3:

Audit of Limited Companies: Qualifications and Appointment of Company Auditors, their powers, duties and liabilities as per Company Act 1956, Enquiries under Section 227 (IA), Audit of share capital, share transfer and managerial remuneration, Additional matters in the Auditor's Report (Manufacturing and other companies), Auditor's Report Order 1988.

Unit – 4:

Audit of Public Sector Undertaking and Banks: Special features concerning Audit of departmental undertakings, Statutory Corporations and Government Companies, Procedure of appointment of Auditors, Special features relating to the audit of Banks, Audit of Insurance Companies and audit of non-profit companies. Cost Audit: Importance of cost audit, Provisions regarding cost audit, Cost Audit report, Tax and Social Audit. Internal Audit: Objective and scope of Internal Audit, Responsibilities and Authority of Internal Auditors, Relationship between internal auditor and statutory auditor.

Suggested Readings:

1. Gupta Kamal: Contemporary Auditing, TATA McGraw, New Delhi.
2. Tandon, B.N.: Principles of Auditing, S. Chand & Company, New Delhi.
3. Pargare Dinkar: Principles and practices of Auditing, Sultan Chand, New Delhi.
4. Sharma, T.R.: Auditing Principles and Problems, Sahitya Bhawan, Agra. (Hindi and English)
5. Yadav, Pankaj, Auditing, Neel Kamal Prakashan, Delhi (Hindi and English)
6. Sharma, Sanjeev, Auditing: MK Publications, Agra (Hindi and English)

Course Name: Comprehensive Viva-Voce

Course Code: C010603R

L	T	P	C.U.
0	5	0	5

Course outcomes: At the end of this course, students will be able to improve their understanding of different subjects learnt in previous semesters along with recall and refresh fundamental concepts which they learn in different subjects and enhance their interview facing skills.

Course Name: Financial Institutions and Market

Course Code: C010604T

L	T	P	C.U.
4	1	0	5

Course outcomes: After completing this course a student will have:

1. Ability to understand the concept of Financial Market along with the basic form and norms of Financial Market.
2. Ability to understand the terminologies associated with the field of Financial Market and control along with their relevance.
3. Ability to identify the appropriate method and techniques of Financial Market for solving different problems.
4. Ability to apply basic Financial Market principles to solve business and industry related problems.
5. Ability to understand the concept of Primary and Secondary Market, Stock Exchange, SEBI etc.

Unit – 1:

Financial Markets an Overview: Meaning of Financial Market and its Significance in the Financial System. Financial Markets in the Organized Sector - Industrial Securities Market, Government Securities Market, Long-term Loans Market, Mortgages Market, Financial Guarantee Market, Meaning and Structure of Money Market in India, Characteristics of a Developed Money Market, Significance and Defects of Indian Money Market.

Unit – 2:

Capital Market: New issue market - Meaning and Functions of New Issue Market, Instruments of New Issues, Players and their role in the New Issue Market, issue-pricing and marketing. Defects and Remedies of New Issue Market.

Unit – 3:

Secondary market: Functions and role of stock exchange; Listing procedure and legal requirements; Public Stock Exchanges-NSE, BSE and OTCEI. Functionaries on Stock Exchanges: Brokers, Sub brokers, market makers, jobbers, portfolio consultants, institutional investors.

Unit – 4:

Investor Protection: Grievances concerning stock exchange dealings and their removal, Demat Trading. SEBI Guidelines - Primary Market, Secondary Market and the Protection of investor's interest, NCLT & NCLAT.

Suggested Readings:

1. Machiraju, 'Indian Financial System' – Vikas Publishing House.
2. Varshney P.N., & Mittal D.K., 'Indian Financial System', Sultan Chand & Sons New Delhi.
3. Avadhani V.A Capital Market, Himalaya Publishing House, New Delhi
4. Mulay, M.A., "New Issues Capital Market in India"
5. Gordon & Natarajan, "Indian Financial System" Himalaya Publishing House.
6. Avdhani, V.A., "Investment Management" Himalaya Publishing House.
7. Gupta, O.P., "Indian Securities Market".

Course Name: Human Resource Management
Course Code: C010605T

L	T	P	C.U.
4	1	0	5

Course

outcomes: The paper aims to develop in the students a proper understanding about human resource management.

Unit – 1:

Human Resource Management concept and function, role of competencies of HR manager at our policies evolution of HRM emerging challenges of Human Resource Management workforce diversity empowerment VRS work life balance downsizing.

Unit – 2:

Recruitment and Selection: Recruitment, Factors affecting recruitment, sources of recruitment, Selection Process, selection test, interview, Orientation, Placement. Training and Development: Training – Objectives & Importance of training, Training methods – On Job training and Off the job training.

Unit – 3:

Employee Compensation: Compensation & Welfare, Job Evaluation. Performance Appraisal: Techniques, Job Enlargement & Job Enrichment, Quality of WorkLife, Worker's Participation in Management.

Unit – 4:

Employee Welfare: Various welfare schemes & Safety Measures. Employee Benefits – Meaning and its types, Fringe Benefits; Remuneration – Salary, Bonus, Commission, Long Term Incentives, Perquisites. Grievance Handling & Discipline – Meaning, Importance. Collective Bargaining – Meaning and Importance, Process.

Suggested Readings:

1. Aswathappa K Main resource management Tata McGraw Hill
2. Verma Pramod Savi Bagiyaprabandhan Rao V S P human resource management Excel books
3. Tripathi P C personnel management and Industrial Relations Sultan Chand and sons
4. Agarwal & Fauzdar, Human Resource Management - SBPDP Publishing House, Agra (English/Hindi)

Course Name: Business Ethics and Corporate Governance

Course Code: C010606T

L	T	P	C.U.
4	1	0	5

Course outcomes: This course seeks to provide knowledge about the concepts, tools, techniques, and relevance of Business Ethics and Corporate Governance in the present changing scenario.

Unit – 1:

Values – Importance, Sources of Value Systems, Types, Values, Loyalty and Ethical Behaviour, Values across Cultures; Business Ethics – Nature, Characteristics and Needs, Ethical Practices in Management.

Unit – 2:

The Ethical Value System – Universalism, Utilitarianism, Distributive Justice, Social Contracts, Individual Freedom of Choice, Professional Codes; Culture and Ethics – Ethical Values in different Cultures, Culture and Individual Ethics.

Unit – 3:

Law and Ethics – Relationship between Law and Ethics, Other Bodies in enforcing Ethical Business Behaviour, Impact of Laws on Business Ethics; Social Responsibilities of Business – Environmental Protection, Fair Trade Practices, Fulfilling all National obligations under various Laws, Safeguarding Health and well-being of Customers.

Unit – 4:

Corporate Governance: Issues, need, corporate governance code, transparency & disclosure, role of auditors, board of directors and shareholders; Global issues of governance, accounting and regulatory framework, corporate scams, committees in India and abroad, corporate social responsibility.

Suggested Readings:

1. Kitson Alan- Ethical Organisation, Palgrave
2. L.T. Hosmer: The Ethics of Management, Universal Book.
3. D. Murray: Ethics in Organizational, Kogan Page.
4. S.K. Chakraborty: Values and Ethics in Organisation, OUP

Course Name: Research Project

Course Code: C010607T

L	T	P	C.U.
0	2	4	4

Course outcomes: After completion of the course, the student will be able to work on any type of project work and prepare its filing for any decision making purpose.

Course Details – Each student has to do atleast 30 days of training in any organization or any survey based research project where economic activities are awarded. Each student has to submit a final research project report in the department.

L	T	P	C.U.
0	2	4	4

Course outcomes:

- To understand the concept of Personality.
- To learn what personal grooming pertains.
- To learn to make good resume and prepare effectively for interview.
- To learn to perform effectively in group discussions.
- To explore communication beyond language.
- To learn to manage oneself while communicating.
- To acquire good communication skills and develop confidence

Unit – 1:***PERSONALITY AND PERSONAL GROOMING*****Understanding Personality**

- Definition and Meaning of Personality
- Types of Personality
- Components of Personality
- Determinants of Personality
- Assessment of Personality

Grooming Self

- Dress for success
- Make up & skin care
- Hair care & styles for formal look
- Art of accessorizing
- Oral Hygiene

Unit – 2:***INTERVIEW PREPARATION AND GROUP DISCUSSION***

- Meaning and Types of Interview [Face to Face, Telephonic, Video]
- Interview procedure [Opening, Listening, Closure]
- Preparation for Interview
- Resume Writing
- LinkedIn Etiquette
- Meaning and methods of Group Discussion
- Procedure of Group Discussion.
- Group Discussion simulation
- Group discussion common error

Unit – 3:***BODY LANGUAGE AND BEHAVIOUR***

- Concept of human behavior
- Individual and group behavior
- Developing Self-Awareness
- Behaviour and body language
- Dimensions of body language:
 - Proxemics
 - Haptics
 - Oculistics
 - Paralanguage
 - Kinesics
 - Sign Language
 - Chromatics
 - Chronemics
 - Olfactics
- Cultural differences in Body Language
- Business Etiquette & Body language
- Body Language in the Post Corona Era
- Virtual Meeting Etiquette
- Social Media Etiquette

Unit – 4:

ART OF GOOD COMMUNICATION

- Communication Process
- Verbal and Non-verbal communication
- 7 C's of effective communication
- Barriers to communication
- Paralinguistics
 - Pitch
 - Tone
 - Volume
 - Vocabulary
 - Word stress
 - Pause
- Types of communication
 - Assertive
 - Aggressive
 - Passive Aggressive
- Listening Skills
- Questioning Skills
- Art of Small Talk
- Email Writing

Suggested Readings:

1. Cloninger, S.C., "Theories of Personality : Understanding Person", Pearson, New York, 2008, 5th edition.
2. Luthans F, "Organizational Behaviour", McGraw Hill, New York, 2005, 12th edition.
3. Barron, R.A. & Brian D, "Social Psychology", Prentice Hall of India, 1998, 8th edition.
4. Adler R.B., Rodman G. & Hutchinson C.C. , "Understanding Human Communication", Oxford University Press : New York, 2011.