DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY

CIRCULAR NO.SU/Commerce & Management/ B.Voc./38/2018

It is hereby inform to all concerned that, on the recommendation of the Dean, Faculty of Commerce & Management, **Academic Council at its meeting held on 29 December 2018 has accepted the First Semester following curriculum under B.Voc. programmer viz: Certificate, Diploma, Advance Diploma and B.Voc. Degree**. to implement for the Faulty of Commerce & Management only as enclosed herewith.

1.	B.Voc. Accounting	Ankushrao Tope College, Jalna.
2.	B.Voc. Banking	Ankushrao Tope College, Jalna.
3.	B.Voc. Professional Accounting & Taxation	Shri Muktanand College Gangapur, Dist. Aurangabad
4.	B.Voc. Accounting & Taxation	Arts & Commerce College, Ashti.
5.	B.Voc. Banking & Financial Services	Arts, Science & Commerce, College, Ambad.
6.	B.Voc. Live Stock Production management	Arts, Science & Commerce, College, Ambad.
7.	B.Voc. Soil and water Conservation and management	S.B.E.S. College of Science, Aurangabad.
8.	CC Tax Assistance	Arts, Commerce & Science, College, Kille-Dharur, Dist. Beed.

This is effective from the Academic Year 2018-2019 and onwards.

All concerned are requested to note the contents of this circular and bring notice to the students, teachers and staff for their information and necessary action.

University Campus,
Aurangabad-431 004.
REF.NO. SU/ COMMERCE/2018-19
22613-22
Date:- 24-01-2019.

Deputy Registrar,
Syllabus Section.

Copy forwarded with compliments to :-

1] **The Principals, affiliated concerned Colleges, Dr. Babasaheb Ambedkar Marathwada University.**

2] The Director, University Network & Information Centre, UNIC, with **a request to upload this Circular on University Website.**

Copy to :-

1] The Director, Board of Examination & Evaluation,
2] **The Section Officer, [B.Com. Unit] Examination Branch,**
3] The Section officer, [Eligibility Unit],
4] **The Programmer [Computer Unit-1] Examinations,**
5] **The Programmer [Computer Unit-2] Examinations,**
6] The In-charge, [E-Suvidha Kendra], Rajarshi Shahu Maharaj Pariksha Bhavan, Dr. Babasaheb Ambekar Marathwada University.
7] The Public Relation Officer,
8] The Record Keeper.

मराठवाडा शिक्षण प्रसारक मंडळाचे
कला, वाणिज्य व विज्ञान महाविद्यालय
किल्ले-धारुर, जि. बीड - ४३१ १२४ (महाराष्ट्र)
ISO 9001 : 2015
नॅक प्रमाणित 'अ' दर्जा प्राप्त

संकेत स्थळ : www.killedharurcollege.in
इ-मेल : acsckilledharur@mspmandal.in.
फोन नं. : 02445-274129,274187
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प्राचार्य

संदर्भः- कवाविमधा/२०१८-२०१९/735

दिनांकः- २७/१२/२०१८

प्रति,

मा. प्र. कुलगुरु,
डॉ . बाबासाहेब आंबेडकर मराठवाडा विद्यापीठ,
औरंगाबाद.

डॉ. बाबासाहेब आंबेडकर मराठवाडा विद्यापीठ शैक्षणिक विभाग 5666 29.12.18 औरंगाबाद

विषय :- NSQF अंतर्गत Diploma in CC Tax Assistance च्या Revised Syllabus बाबत.

संदर्भ :- या कार्यालयाचे पत्र क्र. ACSCD/Affil. CC Tax. Ass./18-19/398-1, dated 11/09/2018.

महोदय,

उपरोक्त संदर्भिय विषयान्वये आपणास कळविण्यात येत की, University Grants Commission, New Delhi यांच्या मान्यतेनुसार महाविद्यालयास NSQF अंतर्गत Diploma in CC Tax Assistance हा कोर्स मंजुर झालेला आहे.

तरी सदरील कोर्सच्या Revised Syllabus ला मान्यता देण्यात यावी. हि विनंती.

सोबतः- Revised Syllabus

प्राचार्य
म. शि. प्र. संचलित
कला, वाणिज्य व विज्ञान महाविद्यालय
किल्ले धारूर, जि. बीड

Dr. Babasaheb Ambedkar Marathwada University Inward 854 Syllabus Section Aurangabad

31/12/18

Diploma , Advance Diploma And Degree in Tax Assistance.

Semester – I $\left(\begin{array}{c}\text{18 Credits for}\\ \text{Voc. Edn.}\end{array}\right) + \left(\begin{array}{c}\text{12 Credits}\\ \text{For G.Edn}\end{array}\right)$ = 30 Credits

01 Credit needs 15 hrs Study
Hence 15 X 30 = 450 hrs study for each semester.

		Credits	Modules	Study C. hrs
I.	Linguistic Proficiency - I	3+1	5	60
II.	Environmental Science	3+1	5	60
III.	Principals of Mgt. Organizational Behavior	3+1	5	60
IV.	Voc. Paper - I	3+1	5	60
V.	Voc. Paper – I	3+1	5	60
VI.	Lab / Work shop Voc. – I	0+2	0	30
VII.	Lab / Work shop Voc. – I	0+2	0	30
VIII.	In Plant Training	0+6	-	180 hrs.
				540 hrs.

Semester – I $\left(\begin{array}{c}\text{18 Credits for}\\ \text{Voc. Edn.}\end{array}\right) + \left(\begin{array}{c}\text{12 Credits}\\ \text{For G.Edn}\end{array}\right)$ = 30 Credits

IX.	Linguistic Proficiency – II	3+1	5	60
X.	Professional Ethies& Moral values	3+1	5	60
XI.	Computer Science	3+1	5	60
XII.	Voc. Paper – III	3+1	5	60
XIII.	Voc. Paper – IV	3+1	5	60
XIV.	Lab / Workshop Voc. – III	0+2	-	30
XV.	Lab / Workshop Voc. – IV	0+2	-	30
XVI.	Inplant Training	6	-	180 hrs.
		30 Credits		540 hrs.

For Diploma **6 0** Credits Advance Diploma **120** Credits And Degree **180** Credits are require

Semester – I

Paper – I Linguistic Proficiency (I)

Course Objectives :

1. To facilitate the students to understand the fundamental of communicative English and Marathi.
2. To Facilitate the students to develop skills of communication in English and Marathi.

Part A : BASIC STRUCTURE OF THE ENGLISH LANGUAGE

Module – I

Tenses :

1. Present tense (Includes all four types of tenses each)
2. Past tense
3. Future tense

Module – II

Spoken English :

1. Basic of pronunciation : Vowel, diphthongs,
2. Certain basic sound including th, dh, gh sounds, fricatives etc.
3. Differences in the sounds of the letters, especially, w/v, f/ph etc.
4. Phonetic transcriptions.

Module – III

1. Introducing yourself (The communicator)
2. Introducing people to others.
3. Giving personal information.
4. Getting people's attention and interrupting.
5. Giving instructions and seeking clarifications.
6. Making requests and responding to requests.

Reference Books :

1. Business Communicator – V.K. Jain, O.P. Biyani, S. Chand, New Delhi.
2. The Communicator – Board of Editors, Orient Blackswan Pvt. Ltd.
3. The Art of Powerful Communication – Dinesh K. Vohra, Are Maria Publications, Pune.

Part B : BASIC STRUCTURE OF THE MARATHI LANGUAGE
(ON NEXT PAGE)

भाग- ब)

अभ्यासक्रमाचे स्वरूप -

मराठी भाषेच्या अभ्यासाची व वापराची विविध क्षेत्रे लक्षात घेऊन हा अभ्यासक्रम तयार करण्यात आला आहे. हा अभ्यासक्रम प्रामुख्याने कृतीनिष्ठ असल्याने लेखी परीक्षेइतकेच प्रत्यक्ष कृतीला त्यात महत्त्व दिले गेले आहे. भाषा व्यवहार, संज्ञापन, कार्यालयीन लेखन व्यवहार, आधुनिक तंत्रोपकरणे यांच्याशी तो संबंधित आहे. हा अभ्यासक्रम दोन श्रेयांकांचा असून दीड श्रेयांक लेखी परीक्षेशी संबंधित आहे, तर अर्धा श्रेयांक प्रकल्पाशी संबंधित आहे.

उद्दिष्टे -

१) संज्ञापनाचे स्वरूप आणि प्रकार, संज्ञापन व्यवहारातील भाषेचे महत्त्व आणि कार्य यांचे महत्त्व समजावून देणे.

२) भाषाव्यवहाराची अपारंपरिक आणि अनौपचारिक क्षेत्रे, औपचारिक भाषाव्यवहाराची क्षेत्रे आणि त्याचे क्षेत्रनिहाय स्वरूप समजावून देणे.

३) विविध स्तरावरील भाषिक कौशल्ये आणि क्षमता विकसित करणे.

४) प्रसारमाध्यमांचे स्वरूप आणि त्यासाठी आवश्यक असलेल्या भाषाव्यवहाराचे स्वरूप समजावून देणे.

५) कार्यालयीन / लेखन व्यवहारातील भाषेचे स्वरूप समजावून घेणे.

६) परिभाषानिष्ठ भाषाव्यवहार म्हणजेच निरनिराळ्या शास्त्रीय विषयांवरील लेखनाकरिता क्षमता विकसित करणे.

७) भाषाव्यवहारातील आधुनिक तंत्रोपकरणांची (व तंत्रांची) माहिती करून देणे, मराठीतून व्यवहार करणाऱ्या संस्थांना भेटी देणे इत्यादी.

13 A

घटक १

संज्ञापन व भाषिक कौशल्ये

अ) संज्ञापन म्हणजे काय ? संज्ञापनाचे प्रकार - संज्ञापनातील भाषेचे, महत्त्व आणि कार्य भाषेचे औपचारिक व अनौपचारिक उपयोग.

आ) भाषेची प्राथमिक कौशल्ये (श्रवण, भाषण, वाचन, लेखन)

इ) भाषेची प्रगत कौशल्ये -

१) वर्णन, कथन, निवेदन, संभाषण, सूत्रसंचालन इ.

२) आकलन, संक्षेप, विस्तार, भाषांतर, गद्य रूपांतर, संवादलेखन इ.

घटक २

औपचारिक भाषाव्यवहाराचे विविध प्रकार

अ) इतिवृत्त, टिप्पणी, अर्जलेखन, कार्यालयीन पत्रलेखन, निवेदन प्रसिध्दीपत्रक, निविदा इ.

ब) मुलाखत लेखन

स्मरणिका / गौरविका / संस्थापत्रिका / वार्षिक अहवाल इत्यादींचे संपादन

संदर्भ पुस्तकेः

१) मराठी शुध्दलेखन प्रदीप	- मो. रा. वाळंबे, गो. य. राणे प्रकाशन
२) मुद्रित शोधन	- य. ए. धायगुडे - वि. पूना प्रेस ऑनर्स असो.
३) मराठी शुध्दलेखन विवेक	- द. न. गोखले - सोऽहं प्रकाशन
४) शुध्दशब्दसूची	- स्नेहल तावरे - स्नेहवर्धन
५) राजभाषापरिचय	-
६) व्यावहारिक मराठी	- पुणे विद्यापीठ
७) व्यावहारिक मराठी	- ल. रा. नसिराबादकर -फडके बुकसेलर्स,कोल्हापूर
८) व्यावहारिक मराठी	- प्रकाश परब
९) वार्तासंकलन	- चंद्रकांत ताम्हणे
१०) व्यावहारिक मराठी	- (संपादक डॉ. स्नेहल तावरे) स्नेहवर्धन प्रकाशन, पुणे

Semester – I
Paper – II : Environmental Science

Course Objectives :

1. To facilitate the students to understand the environmental related issues / problems and their strategies to minimize problems.
2. To facilitate the students to understand the impact of industries on environment and strategies to address these issues.

Module I :

Environment : Environment Science, Scope and importance, Components of environment – i) Atmosphere, Composition of atmosphere, ii) lithosphere – Structure of lithosphere, soil formation, soil composition and properties of soil, iii) Hydrosphere – distribution of water on earth, global water balance and hydrological cycle.

Module II :

Environment Problems :

i. Air pollution – concept, source of air pollution, major atmospheric pollutants, air quality standards monitoring of major air pollutants.
ii. Water pollution – sources of water pollution, river pollution, underground water pollution, oil pollution, thermal pollution, water pollution due to sewage, effects of water pollution, waste water treatment.
iii. Noise pollution – sources of noise, effects of noise pollution, noise pollution, noise pollution control equipment silencers and noise absorbing devices, noise standards and industrial nose control.
iv. Soil pollution – causes of soil pollution major soil pollutants, industrial waste and their role in soil pollution.
v. Radiation pollution – sources of radioactive pollution, effects of radioactive pollution on health.

Module III :

Impact of industries on Environment –

Water pollution episodes due to industrial pollutants, effects of industrial pollutants on aquatic organisms, industrial e...... and underground water quality.

Air pollution episodes due to industries – Bhopal gas tragedy, Photochemical smog, Acid rivers etc. Industrial noise pollution and workers health problems.

Module IV :

Water Conservation – water use pattern – water use in industry, water s .... Water conservation – methods of water conservation, rain water harvesting, Reuse and recycle of water.

Conservation Natural resources and sustainable development : Renewable natural resources, non-renwable natural resources, use of non-renewalble resource and degradation of environment, use of minerals n industries and environmental problems of mining, conservation of natural resources, recycling of metals etc.

Module V :

Energy conservation :- Energy resources –

i) Conventional energy resources of wood, fossil fuel etc.

ii) Non conventional energy etc.

Pollution Control : Air pollution control equipments, air pollution control in industry; water pollution control – sewage treatment plant, effluent treatment plant; noise pollution control in industry soil reclamation methods.

Reference Books :

1) Principles of Environmental Biology by PKG Nair Himalaya publishing house, New Delhi.
2) Environmental Science by Enger, smith, WMC Brown company publishing.
3) Practical methods in ecology, by R.K. Trivedy, P.K. Goel and Trigal Environment Publication, karad.
4) Chemical methods for Environmental Analysis water and sediment By, R. Ramesh and M. AnbuMackmillan India Limited, New Delhi.
5) Fundamental of Ecology – By M.C. Dash, Tata McGraw Hill pub., Co.ltd. New Delhi.
6) Environment, Energy, Helth planning for conservation by V. Didyanath, Gyam Publishing House, New Delhi.
7) Environmental Chemistry by G.S. Sodhi.
8) Environmental Chemistry A.K. De.
9) Environmental pollution analysis by S.M. Khopkar.
10) A Test npplpf Environmental Chemistry and pollution control by S.S. Dara.
11) Environmental Science Earth as a living planet by Botkin D and keller E, John, Wiley and sons, New York.
12) A Manual of air quality monitoring by BEERI, Nagpur.
13) Fundamentals of Air Pollution by A.C. Stein, Academic press vo. I to X.
14) Air pollution by M.N. Rao, McGraw Hill, 1993.
15) Air pollution by V.P. Kudesia, PragatiPrakashan, meerut.
16) Environment pollution and management by L. Mohan.
17) Pollution control in Process Industry by S.P. Mahajan.

Semester – I

Paper III : Principal of Management & Organizational Behavior

Course Objectives :

The subject is designed in order to orient students to Corporate Citizenship; thereby instilling them Organizational Understanding, Principles of Management & behavior that favor Corporate Citizenship Behavior.

Pre-requisite :

The students are expected to come prepared with the basic conceptualization & searching relevant data through the web / reference books.

Module – I

Conceptualization :

Concept, Management as a function of various Social Sciences, Evolution of Management Though Managerial Processes, Functions, Skills & Roles of a Manager organization ; Management by Objective (MBO).

Module – II

Individual Behavior :

Perception, Personality Types, Values & Ethics, Attitudes, Individual Learning Behaviors.

Module – III

Group Dynamics – I :

Individual Motivation & Work Motivation, Individual & Group Decision Making Group Communication, Decision Making & Problem Solving.

Module – IV

Group Dynamics – II :

Organizational Leadership, Understanding & managing group processes, Organizational Design Structure, Recreation & Work Stress.

Module – V :

Social Citizenship :

Corporate Social Responsibility; Social Leadership.

Reference Books :

1. Principles of management – Suri, Sontakki and Deshpande, Mcgrow Hill publishing co.Ltd.
2. Principles of management – Dr. Davar.
3. Organization and Management Practices – P. Drucker
4. Organization behavior – By Dwivedi

Diploma in Tax Assistant
Paper IV (Voc. – I) : Direct Tax (Income Tax)

Module I : Introduction and Basic Concepts of Income Tax Person, Assesses, Previous Year, Agricultural Income, Casual Income. Residential Status and Tax incidence.

Module II : Heads of Incomes – Income from Salaries.

Module III : Income from House Property.

Module IV : Profits and Gains of Business or Profession.

Module V : Capital Gain, Income from Other Sources.

Semester – I
Paper V : Computer Science

Course Objectives :

1. To facilitate the students to study Instructional Designing theories, basic IT skills using application software tools.
2. To facilitate the students to make functional use of IT skills in teaching – learning process.

Software for Hands – on :

1. Windows Vista.
2. MS Office 2007.
3. Internet Explorer.
4. Online collaboration tools.

This course offers the following modules :

Module I : Word Processing

- Overview of Word Processing.
- Creating and Editing a Document (Exercise 1 – Creating Notice).
- Revising and Refining a Document (Exercise 2 –Revise your notice)
- Using Additional Word Features (Exercise 3 – Creating notice for different classes)
- Changing the Display of the Document (Exercise 4- Changing the display of your notice)
- Using Mail Merge (Exercise 5 – Sending notice using Mail Merge)
- Using Standard Templates (Exercise 6 – Create notice using standard templates)
- Word Processing in Other Languages (Exercise 7 – Creating a notice in Marathi)

Module II : Spreadsheet

- Overview of Excel.
- Creating and Editing (Exercise 1 – Creating Attendance Sheet)
- Using Charts (Exercise 2 – Creating a Chart)
- Managing a Workbook (Exercise 3 – Managing Attendance Sheet)

Module II : Database Management Systems

- Overview.
- Creating a Database (Exercise 1 – Creating a Student Database).
- Modifying a Table (Exercise 2 – Modifying a Student Database).
- Creating Forms (Exercise 3 – Creating Form for Student Database).
- Queries and Reports (Exercise 4 – Creating Report).
- Protecting the Database (Exercise 5 – Protecting a Student Database)

Module IV: Internet

- Internet Basics.
- Navigating the Web (Exercise 1 – Navigating the web site)
- Finding Information on the Web (Exercise 2 – Searching result on the web)
- Communication Using E-Mail (Exercise 3 – Communicate result to your friends)

Module V : Tally 9.0 ERP

Reference Books :

1. Microsoft Office Word 2007 a Beginners Guide : A Training Book of Microsoft Word 2007, By W.R. Mills, United States of America, Bloomington, Indian.
2. Microsoft Office Word 2007 : Illustrated Co : Illustrated Complete By Jannifer A. Duffy, Carol M. Cram.
3. Sams Teach Yourself Microsoft Office 2007 All in One By Greg Perry.
4. Microsoft Office Excel 2007 :Comprehensive Concepts and Techniques, By Greg B. Shelly, Thomas J. Cashman J. Quasney.
5. Microsoft Office Power Point 2007 : Illustrated Introductory : Introductory, By David Beskeen.
6. Microsoft Office Power Point 2007 : Top 100 Simplified Tips & Tricks, By Paul McFedries.
7. Microsoft Office Access 2007 : Comprehensive Concepts and Techniques, By Thoma J. Cashman, Philip J. Pratt
8. New Perspectives on Microsoft Office Access 2007, Comprehensive, Joseph J. Adamski, Kathleen T. Finnegan.
9. Basic Internet, By O.H.U. Finnegan.
10. Microsoft Office 2007 Power Point : A Training Book for Microsoft Power Point 2007, By W.R. Mills.

Paper – VI (Semester – I)

Lab / Workshop (Voc. I)

IT Returns, Calculation – salary income, house property income, profits and gains, Capital income, fill up form online.

Paper VIII (Semester – I)
In Plant Training

Input training based on syllabus with the industry partner for the period of one month.

Semester – II

Paper – IX

Linguistic Proficiency – II

The syllabus will be same as is of the syllabus for the Degree in Vocational Course designed by the university (Dr. BAMU) for paper No. Voc. 201 Semester - II

Semester – II

Paper X : Moral Values and Professional Ethics

Course Objectives :

1. Clarify personal and professional values and recognize their impact on decision and professional behavior.
2. To appreciate ethical dilemma while discharging duties in professional life.
3. To know the need of business ethics.
4. To be aware of the need for Corporate Social Responsibility.

Module – I

Moral Values:

Morals, Values : Definition – Need for Values, Kinds of Values, Value conflicts Clarification and value acceptance.

Module – II

Ethics:

Definition and meaning, Elements/components – Autonomy, Integrity, Work ethics, Survey Learning, Civic Virtue, Respect of others, Living peacefully, Caring, Sharing, Honesty, CourajValuing at Time, Co-operation, Commitment, Empathy, Self Confidence, Character, Spirituality.

Module – III

Ethical Theory:

Classic – Deontology, Theology, Contemporary-Feminist Ethics, Justices Ethic Value Ethics.

Module – IV

Profession :

Profession meaning, two models of Professionalism, Three types of Ethics or morality. Ethics in different professions, Code of Professional Ethics, Implementation of Ethical Code in Organization.

Module – V

Ethical Practices and Issues :

Professional organization statement, positions, Barriers to ethical practices, Strategies for individuals. Ethical Decision making.Corporate Social responsibilities.

Reference Books :

1. The Professional by Subroto Bagchi.
2. Mike Martin and Roland Schinzinger, “Ethics in Engineering”, McGraw-Hill, New York 1996.

Paper XI (Voc. II: Indirect Tax)
Semester – II

Module I :

Introduction of Indirect Taxes (GOODS& SERVICES TAX) GST
Meaning, Definitions, registration under GST.

Module II :
Supply of goods &services under GST Valuation of supply, Inter-state & intra state transaction levy of CGST,SGST& IGST Exemption from GST

Module III :
Input tax credit (ITC) Meaning of inputs, input services, capital goods, E-way bill provisions, reverse charge mechanism, HSN code debit note & credit note
.
Module IV :
Composition of Tax, payment of tax, returns of GST, Due dates of GST returns, Belted Return, Interest provision, importance of GST in E-filling Return.
Module V :
Penalty provision of GST, Assessment and Appeal provision of GST.

Paper – XII (Semester – II)

Lab / Workshop (Voc. II)
1. GST Invoice
2. Collection of Various assessment and Filling return forms under GST
3. Filing of Tax Return, Bank chalan, Tax Invoice .

Semester – II
Paper XIII (Voc. – III)

Program outcome

At the end of training program participants will be able to

1. Maintaining proper and accurate record of accounts.
2. Generate Financial Statements.
3. All statutory calculations and payments.
4. Resolve all type of technical errors while using Tally ERP9.

- **Excise for Manufacturers**
  1. Recording Manufacturing Excise Transactions.
  2. Manufacturing Excise Computation Report.

- **Payroll Accounting**
  1. Employee Groups, Employee Profile.
  2. Attendance.

- **Excise Adjustments**
  1. Excise Adjustments.
  2. Excise Payments.

- **Professional Accounting**
  1. Salary Payment.
  2. Professional Tax.
  3. Employee Mgnt. Accounting.
  4. Provident Fund.
  5. Employee State Insurance.
  6. Salary Slip / Sheet.

Semester – II
Paper – XIV Lab/Workshop (Voc. – III)

Use of software Tally ERP 9 as per the modules of the study.

Paper – XV Lab/Workshop (Voc. – IV)

Use of software Tally ERP 9 as per the modules of the study.

Paper –XVI In plant Training

On job training for one month with the industry partners as per syllabus.

Semester – III
Business Law XVII

Module **1: Contract Act, 1872**

Definition of Contract and Formation of Contract (Section 1 to 9).
Agreement that are enforceable by law(Section 10 to 11).
Consent and Free Consent - Voidable Contracts (Section 12 to 22).
Void Agreements (Section 23 to 30).
Contingent Contracts (Chapter III - Section 31 to 36).
Anticipatory Breach of Contract (Section 39).
Discharge of Contract by performance, Breach, Frustration, Agreement, Accord and Satisfaction, Operation of Law.
Quasi Contracts (Chapter III sections 68 to 72)

Module **2 Sale of Goods Act, 1930**

Sale and agreement to sell.
Different types of Goods and Price (section 6 to 10)
Conditions and Warranties (Section 11 to 17)
When does the property in goods pass to the buyer (Section 18 to 25)
Rights of an Unpaid Seller (Section 45 to 54)

Module 3 The Companies Act,2013

Definition, Features of a Company
Registration of a Company
Types of Companies.
Memorandum of Association- Definition, importance and clauses, Doctrine of Ultra Virus, Doctrine of Indoor Management, Doctrine of Constructive Notice.
Articles of Association- Definition, importance and contents. Membership of a Company-Its acquisition and Cessation, Rights and Duties of Members.

Module 4 Maharashtra Co-operative Societies Act, 1960

1. Definition and Features of A Co-operative Society.
2. Formation and Registration (including reference to by-law and model by-laws)
3. Types of Co-operative societies.
4. Membership

4.1 Types of Membership.
4.2 Acquisition of Membership.
4.3 termination of Membership.

Reference Books:

1) Business Law- Kavita Krishnamurthi
2) Essentials of Business and Industrial Laws- B.S. Moshal
3) Business Law- M.C. Kuchhal
4) Elements of Mercantile Law- N.D. Kapoor
5) Mercantile Law- Arun Kumar
6) Mercantile Law- S.S.Gulshan
7) The Principles of Mercantile Law- Avtarsingh

Macro Economics, Policies and Practice XVIII

Module 01 Introduction to Macro Economics : Meaning and Definition of Macro Economics Scope and Importance of Macro Economics Interdependence between Micro economics and Macro economics Meaning and relation between economic variables – a ggregate demand, aggregate supply, general price level, level of output, full employment, unemployment, saving, investment, income, consumption, rate of interest, etc.

Module 02 National Income : Meaning and Definition of National Income Concepts related to National Income – GDP, GNP, NNP , Personal Income, Disposable Income, Per Capita Income, etc An overview of measurement methods of National income GDP as a measure of welfare Green Accounting concept Union Budget – Deficit Finance

Module 03 Business Cycle and Inflation : Meaning of Business Cycle, Inflation, Deflation, Stagflation, Demand pull and Cost push inflation, multiplier, accelerator, etc. Phases of business cycle – prosperity, recession, depression and recovery Policies for control of business cycle – monetary and fiscal policy

Module 04 Output and Employment : Classical theory of employment Keynesian theory of employment

Module 05 Economic Growth : Concept of economic growth Growth vs. Development Indicators of economic growth Economic growth in India Problem of poverty and unemployment Government policies for combating poverty and unemployment Module 06 International Trade: Meaning and definition of International Trade Domestic trade vs. foreign trade Advantageous and disadvantageous of international trade Concept of Terms of Trade, Balance of Trade and Balance of Payments Foreign Trade Policy

Recommended Readings :

1) Dwivedi, D. N., Macro Economics, Tata McGraw Hill Publishing Company Limited, New Delhi, 2006.

2) Ahuja, H. L., Macroeconomics Theory and Practice, S. Chand & Company Ltd., New Delhi, 2008.

3) Dornbusch R., Fischer S. and Startz R., Macroeconomics, Tata McGraw-Hill Publishing Company Limited, New Delhi, 2002.

4) Shapiro, Edward, Macro Economic Analysis, Galgotia Publications Private Limited, New Delhi, 2007.
5) Rana, K. C. and Verma K. N., Macro Economic Analysis, Vishal Publishing Company, Jalandhar, 2006.
6) Samuelson, P. A. and Nordhaus, W. D., Economics, Tata McGraw Hill Publishing Company Limited, New Delhi, 2002.

7) Jhingan, M. L., Macro Economic Theory, Vrinda Publications (P) Ltd, New Delhi, 2010.

8) Dwivedi, D. N., International Economics, Vikas Publishing House Pvt Ltd, Noida, 2013.

Basics of Finance XIX

Module 01 Introduction :

Finance function, Broad areas under finance- Scope and Significance Role of a finance executive Financial and legal implications of various forms of business organizations. Sources of Finance Financial system – Meaning and significance, Player s in the financial system and their role Financial Institutions and their role Types of securities, Legal aspects of Issue and redemption of securities

Module 02 Important Concepts:

Time Value of Money, Discounting and Compounding Cost of Capital, meaning cost of capital, cost of Equity, Cost of Debt WACC

Module 03 Capital Budgeting : Nature and Significance Basic Methods for evaluating capital expenditure proposals (Traditional And Modern methods)

Module 04 Preparation of Financial Statements of Companies :

Module 05 Analysis and Interpretation of Financial Statements using the Techniques like:

Ratio Analysis Fund flow Analysis (Basic Problems)

Module 06 Management of Profits :

Introduction to procedural and legal formalities involved in the payment of dividend, Bonus Shares

Module 07 Capital Structure :

Optimum capital structure Factors influencing capital structure

Module 08 Capitalisation : Over capitalisation - meaning, causes, consequences, remedies Under Capitalisation - meaning, causes - consequences, remedies Note : Problems should be covered at least on the following topics : Simple problems on Ratio Analysis. Simple problems on Cash Flow Analysis.

Recommended Readings :

1) Financial Management - I.M. Pandey published by Vikas Publishing House

2) Finance – Viva Books Pvt. Ltd, published in arrangement wit h BPP Learning Media London

3) Financial Management - Khan & Jain published by Tata McGraw Hill

4) Principles of Managerial Finance - Lawrence J. Gitman, published by Pearson Education

5) Financial Management - Prasanna Chandra published by Tata McGraw Hill

6) Financial Management –Rustagi published by Taxmann

7) Financial Management - Dr. Mahesh Abale and Dr. Shri Prakash Soni, published by Himalaya

Business Communications XX

Module 01 Introduction to Business Communication :

Meaning, Definition, Objectives, Features, Process and importance Importance of Communication Skills for legal professionals, Principles of good communication Barriers to communication and remedies

Module 02 Methods, Types and Channels of Communication :

Written Communication, Oral Communication, Silent Communication (Body language Proximity, Touch, Signs and Symbols, Paralinguistic with their Merits and Demerits)-Its relevance in Court Proceedings Channels of communication in organisation and their types, merits and demerits

Module 03 Soft Skills:

Meaning, Definition and Importance, Elements of Soft Skills Grooming manners and Etiquettes Effective Speaking, Interview skills, Negotiation skills, Listening skills, Group Discussion, Presentation skills

Module 04 Business Correspondence :

Need, Functions, Components and layout of Business letter, Drafting Letter - Enquiry letter and replies Placing order, Complaints and follow up letters, Sales letter, Circulars, Credit and status enquiries Application for employment and writing Bio-data / resume / Curriculum Vitae, 4.Office Memo, Orders, Notices, Agenda, Press releases, Email Etiquettes

Module 05 New Technologies and Media of Communication :

Internet – email, Websites, Blogs Introduction, Advantages and Disadvantages of – Fax , Voice mail, Teleconferencing, Videoconferencing, Cellular phones, SMS, MMS, Social media network Use of new technologies in legal profession

Recommended Readings :

1) 'Essentials of Business Communication' - Rajendra Pal and J.S. Korlhalli, S. Chand and Co. New Delhi.
48 SPP University • Law Faculty Revised Curriculum • B .A. LL.B., B.B.A. LL.B. and LL.B.

2) 'Media and Communication Management' – C.S. Raydu, Himalaya Publishing House, Mumbai.

3) 'Professional Communication' – Aruna Koneru, Tata McGraw - Hill Publishing Co. Ltd., New Delhi.

4) 'Effective Documentation and Presentation' – Urmila Raiand, S.M. Rai, Himalaya Publishing House, Mumbai.

5) 'Principles and Practices of Business Communication' – Aspi Doctor and Rhoda Doctor, Sheth Publishers Pvt. Ltd.

6) 'Business Communication – Concepts, Cases and Appli cations' – P. D. Chautrvedi and Mukesh Chaturvedi, Pearson, Delhi.

7) 'Business Communication' – Asha Kaul, Prentice Hall of India, New Delhi.

8) 'Business Communication' – Madhukar R.K. – Vilas Publishing House Pvt. Ltd. , New Delhi.

Public Finance XXI

Module 1: Introduction to Public Finance:
Meaning, Nature, Scope and Importance of Public Finance, Role of Public Finance in Economic Development,Principle of Maximum Social Advantage

Module 2: Taxation:
Meaning, Characteristics of a Good Tax System, Canons of Taxation, Direct and Indirect Taxes: Merits and Demerits

Module 3: Public Expenditure:
Meaning, Aims, Classification, of Public Expenditure , Causes of Gmth of Public expenditure.

Module 4: Public Debt:
Meaning, Types, Sources, Effects of Public debt's Importance of Public Debt

Reading List:

1. Musgrave R.A. and Musgrave P.A. – Public Finance in Theory and Practice
2. Buchanan J.M. – The Public Finance
3. Hugh Dalton – Principles of Public Finance
4. Hansen A.H. – Fiscal Policy and Full Employment
5. Ursula Hicks – Public Finance
6. Bhargava R.N. Theory and Working of Union Finance in India
7. Bhatiya, H. L. (1996), "Public Finance", Vikas Publication House Pvt. Ltd., New Delhi,.
8. Mathur and Saxena – Public Finance
9. Tyagi B.P. – Public Finance
10. Chaudhary, R. K. (1999), "Public Finance and Fiscal Policy", Kalyani Publisher, New Delhi,
11. Vaish, M. C. and Agarwal, H. S. (1990), "Public Finance", Wiley Eastern Limited, New Delhi,

FINANCIAL ACCOUNTING AND ANALYSIS-XXII

Module 1: FINANCAL ACCOUNTING:
Introduction to accounting, Need and importance, Accounting Mechanism-Scope. Computerised accounting-Role of Computerised Accounting and application

Module 2: FINANCIAL STATEMENTS:
Preparation of financial statements in Manufacturing and service organization-Purpose and users of the statements.

Module 3: Accounts to be maintained as per provisions of Companies act and Income Tax act

Module 4: FINANCIAL DECISIONS: Techniques of capital budgeting-ARR, NPV,IRR,PI

BOOKS RECOMMENDED:

1. Advanced Accountancy-M.C.Shukla and T.S.Grewal
2. Advanced Accountancy-Sharma and Gupta
3. Financial Accounting-J.C.Varshney
4. Financial Accounting-Dr.Kaustubh Sontakke
5. Financial Accounting-Weygandt Kimmel

Semester – IV

Tax Procedure & Practice (Vocational)

GST XXIII

Module 1: Import of Goods

1) Types of Import - Free, restricted & prohibited
2) Types of restricted import - Canalized import, import against licensing
3) Types of licenses - Advance, DFRC, EPCG
4) Modes of Import - Land, sea, air, post, courier

Module 2: Import Clearance Procedure

1) For home consumption
2) For Warehousing of imported goods
3) For Ex-Bond clearance
4) Steps & documents to be prepared & filed

Module 3: Export of Goods

1) Types of Export - Free, restricted & prohibited
2) Types of Exporter - As per nature, turnover & status
3) Modes of Export - Land, sea, air, post, courier

Module 4: Export Clearance Procedure

1) Procedure & filling of Documents
2) Main / Principal & Auxiliary documents

Module 5: Clearance of Baggage

1) Meaning & kinds of Baggage
2) Rules & procedure of import thereof

15

Module 4: Duty Drawback

1) Meaning of Scheme
2) Procedure, types, documentation & rules thereof

– Indian Income Tax System and Income Tax Law. (Applicable to Individual & HUF) XXIV

Module 1:
Income from Business and Profession – Inclusion of income as business income, Allowable Expenses. Depreciation, Exclusion from Business Income.

Module 2:
Income from other sources – Newly, heads, types of the source of Income.

Module 3:
Clubbing of Income –
a) Income from assets transferred to spouse, remuneration to spouse, Income of Minor – Problems
b) Aggregation of Income and Set off and Carry forward of lossess

Module 4:
a) Deductions from Gross Total Income Chapter VI.A., U/s 80C, 80D, 80G, 80E, 80DD, 80L, 80U
b) Relief of Income Tax U/s 89

Maharashtra State Tax on Profession Trade and calling and Employment Act 1975 and GST Act 2017 XXV

Module 1:

Registration Under GST Act 2017 – Procedure and Prescribed time limit for Registration U/s of Act.

Module 2:

Definiation Under GST Act 2017 related with IGST

Module 3:

Profession Tax -
1) Meaning of Profession Tax, Extent and Applicaton
2) Definiation – Employee, Employer, Salary, perquisite, Profit in lien of Salary
3) Levy and charges of Tax

Module 4:

1) Registration and Enrollment
2) Payment of Tax and due dates
3) Exemptions from profession Tax under the Act
4) Penalties under Act

Tax Procedure & Practice (Vocational) GST, (SGST, IGST, & CGST) XVI

Module 3:
Schedules under the Act (Schedule I, II & III under GST Act 2017)

Module 3:
Levy & Collection of Tax (Scope of supply, Composite & mix supply, levy & collection)

Module 3:
Time & value of supply (Time of supply of goods, Time of supply of service, Value of Taxable supply schedules)

Module 3:
Basic Problems – Problems to calculate SGST & CGST

Tax Procedure & Practice (Vocational) XXVII
(INCOME TAX)

Module 1:
Income Tax Payment and fine of interest –
a) Advance Tax
b) Interest payble under section 234 ABC

Module 2:
Assessement Procedure – Inquiring before Assessment – Assessment U/S 143(1), Regular Assessment of U/S 143(2), Best Judgement Assessment, Income escaped Assessment, issue of notice where income has escaped assessment, Time Limit for notice, Time limit for completion of Assessment, Re-assessment

Module 3:
Post Assessment Procedure –
a) Refund – who can claim refund, form no 16 for refund, Time limit for claiming refund, refund on appeal interest refund
b) Rectification of mistake
c) Appeals and revisions – when an assessee can file appeal appellate authorities, procedure for filling appeal, filling appeal, Revision by Income Tax commissioner
d) Penalties and Procedure – Procedure for impressing penalties, Waiver of penalty nature of default and panlties impossible.

Module 4:
TDS provisions and Procedure – including TDS Tax collection of source provision and procedures.

Tax Procedure & Practice (Vocational)
GST XXVIII

Module 41:
Composition levy (Conditions, applicability, Composition rate of tax etc.

Module 2:
Reverse Charge Mechanisum (RCM) – Applicability, Conditions

Module 3:
Input Tax Credit (Eligibility & conditions for taking Input Tax credit apportionment of credit & blocked credit)

Module 4: Basic Problems

Semester – V

Industrial Management Paper – I XIX

Module 1 (a)Introduction to Industrial Management -Meaning and importance of industrial management - Recent trends in industrial management (in brief) - Enterprise Resource Planning (ERP).
(b) Factory Location and Plant Layout - Meaning and factors determining location of factory - Meaning, objectives, importance of plant layout. -Factors influencing layout - types of layout - Problems of layout.

Module 2:- (a) Work Environment - Meaning and importance of work environment - Factors affecting work environment - Lighting, Ventilation, Sanitation, noise control and Air conditioning.
(b) Industrial Pollution – Meaning – Causes – Effects – Measures of Industrial Pollution
Module 3 Plant Maintenance – Concept – Importance – Objectives of good maintenance system – Types of maintenance – Recent trends in plant maintenance
Module 3– Financial Management – Concept of Financial Management – Importance – Sources of finance – Fixed and working capital

References for Paper

1. L. C. Jhamb : Industrial ManagementSavitriJhamb Everest Publishing House, Pune
2. J. K. Jain : Industrial Management\ - KitabMahal – Agre
3. K. Aswathappa : Production and Operations Management
4. K. ShridharaBhat – Himalaya Publishing House
5. M. E. ThukaramRao : Industrial Management- Himalaya Publishing House
6. Lundy J. L. : Effective Industrial Management- Eurasia Publishing Co.
7. Srivastava R. M. : Management Policy and Strategic ManagementConcepts, Skills and Practices
8. Cost Accounting : B. K. Bhar
9. C. B. Mamoria Gankar : Dynamics of Industrial Relations
10. O. P. Khanna : Industrial Engineering and Management
11. K Ashwathappa : Human Resource Management, Tata McGraw Hill, New Delhi
12. A. K. Ahuja : Industrial Management, Kalyani Publishers, New Delhi

E – Commerce Fundamental of E - Commerce Paper-I XXX

Module 1:- Introduction to E Commerce
E-Commerce concept: Meaning, definition, concept, features, function of ECommerce, E-Commerce practices v/s traditional practices, scope and basic models of E-Commerce, advantages &, limitations of E-Commerce
Module 2: Electronic Data Interchange - Concept of EDI, Difference between Paper-based Business and EDI Based Business,
Advantages of EDI, Application areas for EDI, Action Plan for Implementing EDI, factors influencing the choice of EDI.
Module 3: - Types of E-Commerce -Meaning of Business to consumer (B2C), Business to Business (B2B), Consumer to
business (C2B),Consumer to Consumer (C2C), Peer to Peer (P2P), Applications in B2C - E - Banking, E- Trading, E-Auction, Applications of B2B - E - Distributor, B2B Service Provider, Benefits of B2B on Procurement, Just - In - Time Delivery.
Module 4: - Introduction to Internet, Intranet and Extranet
Concept of Internet, Internet and Extranet, Use of Internet, Requirement of Internet, Internet Domain, Internet Server, Establishing Connectivity on the Internet, Types of Internet Providers, Browsing the Internet, Browsers, Tools and Service of on Internet, Procedure of opening E-mail Account on Internet website backing
Reference Books:
(i)Computer Today - S. Bansundara
(ii)E-Commerce - The cutting Edge of Business - Kamblesh Bajaj and Debjani Nag, Tata McGraw Hill
(iii)E-Commerce - S. Jaiswal
(iv)E-Commerce-Strategy, Technology and Applications-David Whitely (TMGH)
(v)E-Commerce - Concepts, Models and Strategies- C.S.V. Murthy, Himalaya Publications
(vi)E-Commerce - Mathew Rergnolds, Wrox publications
(vii)E-Commerce - Kittel Ame

Public Finance
(Indian Public Finance I)
XXXI

Module 1: Federal Finance in India:
Division of Functions between Centre and States, Division of Financial Resources between Centre and States, Meaning and Functions of Finance Commission

Module 2: Public Budget Procedures
Preparation of the Public budget, Classification of the budget; Revenue, capital, Deficit Measures; Revenue, Budgetary, Primary and Fiscal

Module 3: Public Revenue:
Growth and Composition of Total Revenue of Union,Government since 2001, Growth and Composition of Revenue Receipts of Union Govt.since 2001,Growth and Composition of Capital Receipts of Union Govt. since 2001

Module 4: Tax Reforms since 1991
Indian Tax System, Chelliah Committee Recommendations, Kelkar Task Force Committee Recommendations

Tax Procedure & Practice (Vocational)
Income Tax XXXII

Module 1: TDS – Meaning & concept of TDS, deduction of tax from salaries, interest other than interest on securities, winnings from horse races, from payments to contractors or sub contractors, from insurance commission, from commission or brokerage, from income by way of rent, on purchase of immovable property and on professional fees.

Module 2: TCS – Scheme of tax collection at sourse, applicability, persons liable to collect TCS, rates of TCS and relevant provisions.

Module 3: PENALTIES & PROSECUTIONS – Penalties for default in brief, penalty for concealment / under-reporting of Income, procedure for imposition of penalty and time-limit for completion of penalty proceedings.

Module 4: PRACTICAL PROBLEMS ON TDS & TCS – Problems on calculation of TDS & TCS

Tax Procedure & Practice (Vocational)
GST XXXIII

Module 4:
Refund of GST (Refund of Tax, Interest on delayed refund)

Module 2:
Assessment & Audit (Self Assessment, Provisional Assessment, Summary Assessment)

Module 3:
Appeals & Revisions (Appeals to appropriate authority, power of provisional authority)

Module 4:
Basic Problems

Insurance I
XXXIV

Module 1: - Claim Management in Life Insurance –
Meaning, Features & Need for claim management system, Types ofInsurance claims, - Procedure of settlement of claim – Early claims,Time barred claims – claim concessions – Presumption of death – Accident and Disability benefits – Calculation of claim.

Module 2: - Life Insurance Agent (Financial Adviser)
Definition – Role of an Insurance Agent, Qualifications &Disqualification – Procedure for becoming an Agent – insuranceAgency as a Profession – Functions of an Agent – Remuneration ofInsurance Agent – Code of Conduct for Insurance – Internet andIntranet – Benefits of Information Technology to Insurance Agent andPolicy holders.

Module 3:: - Life Insurance : Documentation and Progress:-
Life Insurance documents – Proposal form – Medical Report – Agent'sReport – First premium receipt - Life Insurance Policy – RenewalNotice – Renewal Premium Receipt – Proof of Age – Death Certificate-Indemnity Bond- Deed of Assignment- Discharge form- Title of LegalEvidence – Progress of life Insurance in India

Module 4: - Insurance Legislation & Foreign Direct Investment in Life Insurance Sector in India:-
A brief study of Insurance Act -1938 – Life Insurance Corporation ofIndia Act.1956 – Insurance Regulatory and Development Authority (IRDA) of India Act.1999 –Ombudsman – Foreign Direct Investment inLife Insurance Sector

Semester – VI

Industrial Management Paper – II
(Human Resource Management) XXXV

Module 1: - Introduction to Human Resource Management - Concept, Nature ,Scope, Significance, Objectives and Functions of HRM.

Module 2: – Human Resource Planning (HRP) - Meaning and need for Humanresource Planning - Process of HRP - Factors affecting HRP. –Job Analysis -Recruitment and selection – Meaning, - Sources of recruitment - Steps in the selection procedure - Human Resource Information System (HRIS)

Module 3: - Employee Training - Meaning and need for training - Steps in training -Methods of Training – Impediments of effective training

Module 4: - Performance Appraisal and Merit Rating - Meaning and purpose of performance appraisal - Methods of performance appraisal - Ethics in performance appraisal – Merit Rating – Meaning, Benefits of Merit Rating – Difference betweenperformance appraisal and merit rating

References

1. L. C. Jhamb : Industrial ManagementSavitriJhamb Everest Publishing House, Pune
2. J. K. Jain : Industrial Management\ - KitabMahal – Agre
3. K. Aswathappa : Production and Operations Management
4. K. ShridharaBhat – Himalaya Publishing House
5. M. E. ThukaramRao : Industrial Management- Himalaya Publishing House
6. Lundy J. L. : Effective Industrial Management- Eurasia Publishing Co.
7. Srivastava R. M. : Management Policy and Strategic ManagementConcepts, Skills and Practices
8. Cost Accounting : B. K. Bhar
9. C. B. Mamoria Gankar : Dynamics of Industrial Relations
10. O. P. Khanna : Industrial Engineering and Management
11. K Ashwathappa : Human Resource Management, Tata McGraw Hill, New Delhi
12. A. K. Ahuja : Industrial Management, Kalyani Publishers, New Delhi

E – Commerce
Internet and Web Designing Paper-II
XXXVI

Module 1 :The Internet Technology background, evolution of the Internet The internet key technology concepts - packet switching, clients server computing, Internet protocols and utility program. IP ddressing, Structure of an IP addressing, overview of TCP / IP.

Module 2 :E - Security - Meaning and Need of e security, Security dimensions, Precaution for secure ECommerce, Security Threats in internet based applications, Control measures- Firewalls, Access Control, Viruses, and Encryption. Proxy Services)

Module3:- World Wide Web (WWW) -
Introduction & advantages of World Wide Web, Architecture of WWW, Meaning of website and webpage, Importance of website in business.

Module 4:- Building Website steps in web development, web site development life cycle, Guidelines for constructing the webpage, structure of the webpage. Hosting of web site. Introduction to web site development languages -Hypertext Markup Languages -SGML, HTML, XML.

Reference Books :-
(i)HTML 4 Unleashed - (SAMs Tech Media)
(ii)The Internet Book - Douglas E. Corner (PH1)
(iii)Internet Complete - (BPB Publications)
(iv)Dynamic Web Publishing Unleashed - Shelly Powers
(v)Web Enabled Commercial Application Development Using HTML, DHTML, JavaScript - Ivan Bayross
(vi)Internet, WWW - how to program - Detail and detail - Pearson Publishing
(vii)P. T. Joseph - E - Commerce - A Managerial Perspective - Tata McGrew Hil

Public Finance
Indian Public Finance Paper – II
XXXVII

Module 1:Public Expenditure:
1.1 Trends in expenditure of Union Government since 2001
1.2 Trends in expenditure of State governments since 2001
1.3 Developmental and Non Developmental Expenditure since 2001

Module 2:Public Debt:
1.1 Sources of Debt for Union and State Governments
2.2 Growth and Composition of Union Government Debt since 2001
2.3 Growth and Composition of State Government Debt since 2001

Module 3: Local Finance: (15periods)
3.1 Structure of Local Governments in India
3.2 Functions and Revenue Sources of Rural Local Governments
3.3 Functions and Revenue Sources of Urban Local Governments

Module 4: Fiscal Policy: (15periods)
4.1 Objectives
4.2 Deficit of Union Government after 2001
4.3 Deficit of State Governments in India after 2001

Reading List: Paper- I to IV
1. Musgrave R.A. and Musgrave P.A. – Public Finance in Theory and Practice
2. Buchanan J.M. – The Public Finance
3. Hugh Dalton – Principles of Public Finance
4. Hansen A.H. – Fiscal Policy and Full Employment
5. Ursula Hicks – Public Finance
6. Bhargava R.N. Theory and Working of Union Finance in India
7. Bhatiya, H. L. (1996), "Public Finance", Vikas Publication House Pvt. Ltd., New Delhi,.
8. Mathur and Saxena – Public Finance
9. Tyagi B.P. – Public Finance
10. Chaudhary, R. K. (1999), "Public Finance and Fiscal Policy", Kalyani Publisher, New Delhi,
11. Vaish, M. C. and Agarwal, H. S. (1990), "Public Finance", Wiley Eastern Limited, New Delhi,
12. S.K. Singh.- Public Finance in Theory and Practice
13 Misra & Puri , Indian Economy
14 Datt & Sundaram , Indian Economy

15 Lekhi, R.K. , Public Finance
16 Herber, Modern Pubic Finance

Insurance Paper – II
XXXVIII

Module 1:: - Marine Insurance :-
Origin - Meaning & Definition – Classification of subject matter of Marine Insurance – Principles of Marine Insurance – Warranties – Implied & Expressed Warranties – Types of Marine Insurance Policy – Factors responsible for rating – Procedure for taking Marine Insurance Policy – Policy conditions – Settlement of claim – Progress of Marine Insurance business in India.

Module 2:- Marine Losses :-
Total loss, Partial Loss, Particular Average Loss, General Average Loss, Difference between Particular Average Loss & General Average Loss - Salvage Charges – Preparation of loss statement and documents needed for claim.

Module 3:Other Insurance (Only Nature & Cover)
Engineering Insurance – Crop Insurance – Cattle Insurance – Health Insurance – Sports Insurance – Catastrophe Insurance

Module 4:- Documentation and Legislation :-
A) Documents in Marine Insurance - Proposal Form, Survey Report, Cover Note, Policy, Endorsement, Renewal Notice, Claim Form, Bill of Lading, Letter of Subrogation, Copy of Protest.
B) Legislation – A brief study of Marine Insurance Act 1963,Insurance Development Authority Act 1999, Foreign Direct Investment in General Insurance Sector

Reference Books for Paper No. I to IV

1. Insurance Principles and Practice – M.N. Mishra and S.B.Mishra, S. Chand and Co. New Delhi
2.Principles and Practice of Insurance – M. Motihar, Sharda Pustak Bhavan, Allhabad
3.Principles of Risk Management and Insurance – Dr. Neelam C. Gulati, Excel Books, New Delhi
4.Theory and practice of Insurance – M. Arif Khan, Taj Printing Works , Alighar
5. Risk Management in Banking and Insurance- S.B. Verma, Y . Uppadhyay, R.K. Shrivasatawa, Deep and Deep Publications Pvt. Ltd
6) Insurance Principles and Practice – M.N. Mishra, S. Chand and Co. New Delhi
7) Insurance Theory and practice – Nalini Prava Tripathy, Prabir Pal, PHI Learning Pvt Ltd New Delhi
8) Insurance and Risk Management – Dr. P.K.Gupta, Himalaya Publishing House
9) Insurance Meaning and Its Principles – B.D.Bhargava, Pearl Books New Delhi
10) Insurance Law And Practice – C.L.Tyagi, Madhu Tyagi, Atlantic Publishers and

Distributers Pvt Ltd
11) General Insurance - S. Balachandran, Insurance Institute of India Mumbai
12) Life Insurance - S. Balachandran, Insurance Institute of India Mumb

Tax Procedure & Practice (Vocational)
GST XXXIX

Module 1:GST Returns (Furnishing details of outward supply, Furnishing details of Inward Supply, Furnishing of Returns, First Return, matching of input Tax Credit)

Module 2: Annual Return and Final Return

Module 3:TCS & TDS

Module 4: – IV Payment of GST (payment of Tax, Interest etc.)

Business Regulatory Framework
XXXX

Module 1: Consumer Protection Act and Right to Information Act 2005
a) Definitions of Consumer, Complaint, Complainant, Service, Defect, Deficiency, Unfair Trade Practices, Consumer Dispute, Restrictive Trade Practices
b) Rights of Consumers
c) Consumer Dispute Redressal Agencies: District, Forum, State and National Commission
d) RIT Act-Nature, Scope and Importance
Module 2: Law Relating to Corporate Business Entities
a) Incorporation of a company, doctrine of Ultra-vires and Doctrine of Indoor Management
b) Company Management
c) Types of Company Meetings and Resolutions
d) Mergers and Acquisitions
e) Winding up of Company (
Module 3: The Securities and Exchange Board of India (SEBI)Act, 1992
a) Powers and functions of SEBI
b) Role of stock exchanges
c) Recognition of stock exchanges
d) Trading of securities
e) Listing of securities
f) Regulation of Depositories
Module 4: Business Transactions and Cyber Law
a) E-commerce: Nature, formation, legality and recognition
b) Intellectual Property Rights: Patent, Copy Right, Trademark and Industrial Design (only concepts)
c) Digital Signature: Need, formation, functions, Digital Significance Certificate and Revocation of Digital Signature
d) Cyber crimes and offences
e) Penalties for cyber crimes

Reference Books:
1) Business Law- M.C. Kuchhal
2) Business Law- KavitaKrishanmurthi
3) Cyber Laws- Dr. Farooq Ahmed
4) Elements of Company Law- V.S. Datey
5) The Consumer Protection Act- ArshadSubzawari
6) The Consumer Protection Act- C.M. Dhopare
7) Cyber Laws- Krishna Kumar
8) Consumer Protection Act- Niraj Kumar
9) RIT Act.2005