

SARVAJANIK UNIVERSITY						
Sarvajanik College of Commerce & Computer Applications						
Faculty	Commerce		Programme	BC		
Year	3		Version	2.0		
Semester	5		Effective From	June 2025		
Course Code	BCAC21501	Course Name	<b>Management Accounting 1</b>			
Teaching Scheme			Examination Scheme			
Credits	Lecture	S/W/T	Total	CCE	SEE	Total
4	4	-	4	50	50	100

**Course Objective :**

To provide understanding of management accounting and techniques of interpretation of financial statements. To impart the knowledge of utilization of concept in decision making process.

**Course Learning Outcomes :**

- To give basic concepts regarding management accounting.
- To impart the knowledge of analysis and interpretation of the financial statements with different tools.
- It enables to the students to know different techniques of costing methods and practical perspective in the decision making.

Units	Content	Weight/ Teaching Hours
1	Management Accounting: Meaning, nature, scope and functions of management accounting; Role of management accounting in decision making; Management accounting vs financial. Tools and techniques of management accounting.	10% 5 Hours
2	Financial Statements: Meaning and types of financial statements; Limitations of financial statements; Objectives and methods of financial statements analysis: Ratio analysis; Classification of ratios-Profitability ratios, turnover ratios, liquidity ratios, turnover ratios; Advantages of ratio analysis; Limitations of accounting ratios.	30% 20 Hours
3	Cost Volume Profit analysis including concept of Absorption and Marginal Costing	30% 15 Hours
4	Decision making: Marginal and differential costing as a tool for decision making - make or buy; Change of product mix; Pricing; Break-even analysis; Exploring new markets; Shutdown decisions	30% 20 Hours

**Suggested Readings**

Arora M.N:Cost Accounting-Principles ;Vikas,New Delhi.

Jain S.P. & Narang K.I:Cost Accounting;Kalyani,New Delhi.

Anthony,Robert & Reece,et al:Principles of Management Accounting;Richard Inwin Inc.

Khan M.Y.and Jain P.K:Management Accounting;Tata McGraw Hill,New Delhi.

Kaplan R.S.and Atkinson A.A.:Advanced Management Accounting;Prentice Hall India,New Delhi.

SARVAJANIK UNIVERSITY						
Sarvajanic College of Commerce & Computer Applications						
Faculty	Commerce		Programme	BC		
Year	3		Version	2.0		
Semester	5		Effective From	June 2025		
Course Code	BCAC21502	Course Name	Auditing			
Teaching Scheme				Examination Scheme		
Credits	Lecture	S/W/T	Total	CCE	SEE	Total
4	4	-	4	50	50	100
<b>Course Objective :</b> This paper will help students with comprehensive understanding of auditing principles, procedures, and standard, enabling them to conduct auditing effectively.						
<b>Course Learning Outcomes :</b> On successful completion of the course, the students will be able to <ol style="list-style-type: none"> <li>1. To impart knowledge about the meaning of audit, its objectives and types.</li> <li>2. To impart knowledge relating to audit procedure to be adopted by the auditor for vouching and verifications of assets and liabilities, including collecting of evidence and maintenance of working papers.</li> <li>3. To explain the various provisions of the Companies Act applicable to company auditor, including special provisions relating to company audit for issue of shares, debentures, declaration and payment of dividend and auditors' reports.</li> <li>4. To know recent trend in auditing</li> </ol>						
Units	Content					Weight/ Teaching Hours
1	Introduction. Meaning and objectives of audit, types of audits, Internal audit. Audit Process Audit programme, Audit and books, working papers and evidences, Consideration for commencing an audit, Routine checking and test checking, Internal Check System. Internal control					20% 12 Hours
2	Audit Procedure: Vouching of Cash Book, Verification of assets and liabilities.					25% 15 Hours
3	Audit of Limited Companies (with Provisions of Companies Act, 2013 and companies rules 2014 and 2015):  Company Auditor- Appointment (Sec 139); Removal and resignation of auditor (Sec. 140); Eligibility, qualifications and disqualifications of auditor (Sec 141), of 142), & of auditing standards (Sec. 143, 145, 146, 147), Auditor not to render certain services (Sec. 144), Liabilities of an Auditor, Internal Audit (Sec.138)					40% 24 Hours

	Auditor's Report- Clean Report and Qualified Report	
4	Recent Trends in Auditing: Nature and significance of Cost audit, Tax audit; Management audit, Auditing through Computer	15% 9 Hours

Reference Books:

- Auditing Theory and Practice by Arun Kumar & Rachana Sharma  
A comprehensive book aligned with Indian university syllabi, covering core auditing principles with real-world examples and case laws.
- Auditing by B.S. Raman  
A widely used reference across Indian universities, suitable for both undergraduate and postgraduate commerce courses.
- Gupta Kamal: principles and Practices in Auditing; S. Chand & Co. New Delhi
- Kaml Gupta: Fundamental of Auditing; Tata McGrew Hill, New Delhi
- Sharma T.R.: Auditing Principles and Problems; Sahitya Bhawan, Agra
- Tandon B.N.: Principles and Practice of Auditing; S. Chand & Co. New Delhi

SARVAJANIK UNIVERSITY						
Sarvajanic College of Commerce & Computer Applications						
Faculty	Commerce			Programme	BC	
Year	3			Version	2	
Semester	5			Effective From	June-25	
Course Code	BCAC21503	Course Name		<b>Business Ethics</b>		
<b>Teaching Scheme</b>				<b>Examination Scheme</b>		
Credits	Lecture	S/W/T	Total	CCE	TEE	Total
4	4	-	4	50	50	100

**Course Objective:** The basic objective of this paper is to familiarize students with the importance of ethics in business as well as how to apply ethics in actual business.

**CO -1:** To impart the understanding of business ethics.

**CO -2:** To make the students aware about morals and ethics for workers

**CO -3:** To inculcate the knowledge of corporate governance among the students.

**CO -4:** To make the student aware about Environmental challenges as well as challenges of cyber age.

Units	Course content	Weightage
1	<p><b>Setting Ethical Standards</b></p> <p><b>1.1. Ethics; meaning, definition and scope</b> Ethics and morals, Evolution of ethics, Classification of ethics Indian Ethos: Need, purpose &amp; relevance of Indian Ethos; Salient feature (Brain Stilling, Total Quality Mind, Intuition, Intellectual rational brain V/s Holistic-Spiritual Brain, Personal growth and lessons from ancient education system</p> <p><b>1.2 Decision making: moral reasoning and its application</b> Understanding decision making, Essence of decision-making, decision-making process, Classification of decision making.</p>	30% 18 hours
2	<p><b>Ethical Issues in Functional Areas of Business</b></p> <p><b>2.1 Finance:</b> ethical issues in accounting, finance, banking, takeovers; Whistle blowing: kinds of whistle blowing, whistle blowing, corporate disclosure;</p> <p><b>2.2 HRM:</b> Policy, Rights and duties, unethical practices in contemporary period</p> <p><b>2.3 Marketing:</b> Ethical issues in marketing – Product related ethics – Competition related ethics – Ethics in advertising.</p>	30% 18 hours
3	<p><b>Organization as a corporate citizen</b></p> <p><b>3.1 Corporate Governance</b> Corporation as a moral person, corporate governance, corporate governance theory, Good corporate governance</p> <p><b>3.2 Corporate Social Responsibility</b> Understanding CSR, Moral arguments for CSR, Issues in CSR, and Development of corporate conscience as moral principles of CSR.</p>	20% 12 hours
4	<p><b>Challenges of new age world</b></p> <p><b>4.1 Challenges of environment</b> Principles of environmental ethics, Environmental challenges are business opportunities, Role of the government, Multi stake-holder ship.</p> <p><b>4.2 Challenges of cyber age</b> Information technology and its moral significance to business, Data identity and security, Crime and punishment, Intellectual property rights.</p>	20% 12 hours

Reference books:

1. Chakraborty, S.K.; Ethics in Management: A Vedantic Perspective, Oxford University Press.
2. Daniel Albuquerque, Business Ethics Principles and Practices: Oxford University Press.
3. B.N.Ghosh, Business ethics and corporate governance.
4. U.Mathur, Corporate governance and business ethics.

SARVAJANIK UNIVERSITY						
Sarvajanic College of Commerce & Computer Applications						
Faculty	Commerce			Programme	BC	
Year	3			Version	2.0	
Semester	5			Effective From	June 2025	
Course Code	BCAC22504	Course Name	<b>Financial Market Operations</b>			
Teaching Scheme				Examination Scheme		
Credits	Lecture	S/W/T	Total	CCE	SEE	Total
4	4	-	4	50	50	100
<b>Course Objective :</b>						
<ul style="list-style-type: none"> <li>To provide insight on capital market concepts &amp; fundamentals</li> <li>To understand the difference between money market &amp; stock market with their instruments</li> <li>To understand the mechanism of financial markets with their strength &amp; evils</li> <li>To have a glance over the operation of foreign markets &amp; their impact</li> </ul>						
<b>Course Learning Outcomes :</b>						
On successful completion of the course, the Students will be able to						
<ol style="list-style-type: none"> <li>gain knowledge of financial markets, financial intermediaries, concepts &amp; supporting bodies in Indian market</li> <li>learn about the fundamentals of capital market and its regulatory body</li> <li>gain knowledge of secondary market, types of speculators &amp; brokers, which shall be very useful throughout</li> <li>widen their vistas towards understanding impact &amp; influence of global markets considering geo political instabilities &amp; Indian policies</li> </ol>						
Units	Content					Weight/Teaching Hours
1	<b>Introduction:</b> An Overview of Financial Markets in India. <b>Money market:</b> Indian Money market, Composition & Structure, Instruments of Money market, Call money market, Recent trends in Indian Money market, DFHI.					25% 15 Hours
2	<b>Capital market:</b> Secondary market, Function & services of stock exchange, Listing procedure & Legal requirements Registrations and Kinds of brokers and their assistants, Methods of trading in a stock exchange, Kinds of speculators, SEBI- power and functions, NSE- Introduction, BSE- origin.					25% 15 Hours
3	<b>Stock Exchange:</b> Meaning, characteristics, objectives, cash and forward transactions, future trading, speculative transaction, option trading, arbitrage, margin trading, methods of trading and settlement and clearing house. Difference between investor and speculator, roll of stock exchanges in economic development. Evils of stock exchanges and its Regulation.					35% 20 Hours
4	<b>Foreign Exchange Market:</b> Government policy regarding the exchange rates, dealers in foreign exchange, factors affecting exchange rate. Impact of International trade development organization.					15% 10 Hours

**Reference Books:**

- Working of stock exchange in India By H.R.Machiraju

2. Stock exchange and investments By Raghunathan
3. The Indian financial system By Vasant Desai
4. Commodity exchanges By P.K.Salvi
5. Economics of Hedging By M.G.Paraskar
6. Organised Markets By Prin. N.D.Gami
7. Organised markets By Krishnakumar Ghia
8. Financial Management by Ravi M. Kishor

SARVAJANIK UNIVERSITY						
Sarvajanik College of Commerce & Computer Applications						
Faculty	Commerce			Programme	BC	
Year	3			Version	2.0	
Semester	5			Effective From	June 2025	
Course Code	BCAC22505	Course Name		<b>Banking Operations</b>		
Teaching Scheme				Examination Scheme		
Credits	Lecture	S/W/T	Total	CCE	SEE	Total
4	4	-	4	50	50	100
<p><b>Course Objective :</b> Students will be able to understand regulatory body in India, International banking, banking operations and its process. This course provides understanding the fundamentals of risk management in banking section.</p>						
<p><b>Course Learning Outcomes :</b></p> <ul style="list-style-type: none"> <li>• Describe the constitutional framework and functional role of the RBI in the Indian financial system and analyze the monetary tools used by RBI.</li> <li>• Provides understanding and differentiate between retail, wholesale and international banking products and services</li> <li>• Provides detailed understanding of operation and accounting functions of banking</li> <li>• Explains risk management in banking and also summarized Basel I, II, III framework</li> </ul>						
Units	Content					Weight/Teaching Hours
1	<p><b>Banking Regulation:</b> Constitution, Objectives, Functions of RBI; Tools of Monetary Control; Regulatory Restrictions on Lending</p>					10% 06 Hours
2	<p><b>Retail Banking, Wholesale and International Banking:</b> Retail Banking- Products, Opportunities; Wholesale Banking, Products, International Banking, Requirements of Importers &amp; Exporters, Remittance Services; Universal Banking: ADRS; GDRs; Participatory Notes</p>					20% 12 Hours
3	<p><b>Operation and Accounting Functions:</b> Preparation of Vouchers, cash receipt and payment entries, clearing inward and outward entries, transfer debit and credit entries, what is KYC &amp; E- KYC and what are the different documents to satisfy KYC, verify KYC and authenticity of documents, operational aspects in regard to opening of all types of accounts, scrutiny of loan applications/ documents, allowing withdrawals and accounting entries involved at various stages, operational aspects of CBS environment etc., Back office operations in banks, handling of unreconciled entries in banks.</p>					50% 30 Hours

4	<b>Risk Management, Basel Accords:</b> Introduction to Risk Management; Basel I, II, and III Accords	20% 12 Hours
---	---	-----------------

**Suggested Readings**

- International Corporate Finance, 2017 by M/s Macmillan India Limited
- International Banking-Legal & Regulatory Aspects by M/s Macmillan India Limited
- International Banking Operations by M/s Macmillan India Limited

SARVAJANIK UNIVERSITY						
Sarvajanic College of Commerce & Computer Applications						
Faculty	Commerce			Programme	BC	
Year	3			Version	2.0	
Semester	5			Effective From	June-25	
Course Code	BCAC22506	Course Name	<b>Business Regulatory Framework 1</b>			
<b>Teaching Scheme</b>				<b>Examination Scheme</b>		
Credits	Lecture	S/W/T	Total	CCE	SEE	Total
4	4	-	4	50	50	100

**Course Objective:** The basic objective of this paper is to create awareness among students about the basics of various Indian Acts related to business.

**CO -1:** To impart the knowledge and understanding of Indian Contract Act.

**CO -2:** To make the students aware about special contracts in India.

**CO -3:** To aware students about legal framework of IPR.

Units	Course content	Weightage
1	<b>INDIAN CONTRACT ACT, 1872:</b> Definition and Essentials of Contract, Types of Contracts, offer: - definition, legal rules and revocation, Acceptance: - definition, legal rules, Consideration, capacity of parties, free consent, legality of object.  Performance of Contract, Discharge of Contract & Remedies for Breach of contract.	55% 30 Hours
2	<b>SPECIAL CONTRACT:</b> Indemnity & Guarantee, Bailment & Pledge, Law of Agency - Meaning, Modes of creating Agency, Types of Agents, Personal Liability of an Agent and Termination of Agency.	25% 15 Hours
3	<b>INTELLECTUAL PROPERTY RIGHTS:</b> IPR in India: Introduction, Patent: meaning and concept, Copyright: meaning and concept, Meaning concept and functions of Trademark.	20% 15 Hours

*Reference Books:*

1. Desai T.R.: Indian Contract Act, S.C Sarkar & Sons Pvt., Kolkata.
2. P.P. S. Gogna; Company Law, Chand Publishing, New Delhi.
3. M. Ashok Kumar, Intellectual Property Rights, Serial Publication

SARVAJANIK UNIVERSITY						
Sarvajanic College of Commerce & Computer Applications						
Faculty	Commerce		Programme	BC		
Year	3		Version	2.0		
Semester	5		Effective From	June 2025		
Course Code	BCAC25507	Course Name	<b>Contemplative Practices Holistic Wellbeing</b>			
Teaching Scheme				Examination Scheme		
Credits	Lecture	S/W/T	Total	CCE	SEE	Total
2	2	-	2	25	25	50
<p><b>Course Objective :</b>            Students are expected to gain a basic understanding of the universal human values through various simple heartfelt techniques. These are at the core of every human being. Understanding the making of right choices, so as to lead a successful life. Understand basics of <b>Human relationship</b> through Heartful Communication. Discovering our Inner Potential.            The course modules provide the interactive tools for Reflective Thinking, Meditation and Introspection to promote and inculcate the basic human values and ethics in youth. It leads to harmony with nature and peaceful coexistence with one another.</p>						
<p><b>Course Learning Outcomes :</b>            On successful completion of the course, the Students will be able to</p> <ol style="list-style-type: none"> <li>1. Holistic development of youth by practicing reflective thinking, meditation and introspection to support “Self-development”. Students achieve the simplicity and cleanliness in their heart which is in tune with nature.</li> <li>2. By imparting meditative HFN techniques and methods, today’s youth will understand the significance of having balance between mind and heart, resonance between thinking and feeling.</li> <li>3. Students realize true human potential thereby becoming a better professional and better human being.</li> <li>4. In addition, student will be able to develop harmony with nature and peaceful coexistence with one another, empathy- love and capacity to attune to the needs of others.</li> </ol>						
Units	Content					Weight/ Teaching Hours
1	Broader aspects of Ethical & Harmonious Living: <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Connection with self, family, Community and society</li> <li>• Core Human Values and Skills</li> <li>• Making Right Choices in Life</li> <li>• Context with respect to UN SDG</li> <li>• Cause and Effect in Global Scenario</li> </ul>					20% 10 Hours
2	Developing the joyous attitude:					

	<ul style="list-style-type: none"> <li>• Discovering the Potential</li> <li>• Healthy Life style</li> <li>• Time Management-I</li> <li>• Time Management-II</li> <li>• Befriending the stress</li> </ul>	25% 07 Hours
3	Developing harmonious attitude and ethical Values: <ul style="list-style-type: none"> <li>• Peak Performance</li> <li>• Situational awareness</li> <li>• Heartful Relationship</li> <li>• Heartful Conversation</li> <li>• Community</li> <li>• Journey Ahead</li> </ul>	35% 08 Hours
4	Experience Sharing and Evaluation	10% 05 Hours

#### Self-Learning Books/Videos:

- Yearning of The Heart Vol. 1, Kamlesh Patel
- Designing Destiny “*The Heartfulness Way*” by Kamlesh D Patel
- Kamlesh D. Patel (with Joshua Pollock), *The Heartfulness Way: Heart Based Meditation for Spiritual Transformation*, Westland Publications, Chennai, 2018. Pages 1 - 90.
- Ram Chandra “Complete Work of Ram Chandra” Commentary on the Ten Maxims of Sahaj Marg Page 182-236
- Morality and Discipline, P Rajagopalachari 1985
- Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones by James Clear | Oct 16, 2018
- Swami Vivekananda, On Observation, Heartfulness Magazine, Issue 14
- Swati Kannan, The Power of Observation, Heartfulness Magazine, Issue 6, Self, March 29, 2016
- The Heartfulness Magazine, *The Profound Beauty of Yoga: Chapter on Yama*, pages 16 – 26, December 2018
- Acharya Vinoba Bhave, *Talks on the Gita*, The Heartfulness Way Series, 2019
- Lalaji’s article on speech: excerpt available here <https://www.sahajmarg.org/literature/featured-articles/pure-heart-balanced-mind>
- J. Krishnamurthy “Beyond Violence” Pages 35-46
- Mahershi Mahesh Yogi “Happiness” Page 120
- Peak Performance: Elevate Your Game, Avoid Burnout, and Thrive with the New Science of Success by Brad Stulberg, Steve Magness, et al.
- *A Foundation Course in Human Values and Professional Ethics*, R R Gaur, R Asthana, G P Bagaria, 2<sup>nd</sup> Revised Edition, Excel Books, New Delhi, 2019. ISBN 978-93-87034-47-1
- Swami Chinmayananda “The Holy Geeta” Pages 185-193

**This Course is developed by Heartfulness Educational Trust and has full copyright of it**