AC – 24/11/2023
Item No. – 7.1 (N)

As Per NEP 2020

University of Mumbai

Title of the program

A- U.G. Certificate in Accounting & Finance
B- U.G. Diploma in Accounting & Finance
C- B.Com. Accounting & Finance
D- B.Com. (Hons.) in Accounting & Finance
E- B.Com. (Hons. with Research) in Accounting & Finance

Syllabus for B.COM (Accounting & Finance)

Semester – I & II

Ref: GR dated 20th April, 2023 for Credit Structure of UG

(With effect from the academic year 2024-25 Progressively)

University of Mumbai

(As per NEP 2020)

Sr. No.	Heading	Particulars	
1	**Title of program** **O: _____A**	**A**	**U.G. Certificate in Accounting & Finance**
	O: _____B	**B**	**U.G. Diploma in Accounting & Finance**
	O: _____C	**C**	**B.Com. Accounting & Finance**
	O: _____D	**D**	**B.Com. (Hons.) in Accounting & Finance**
	O: _____E	**E**	**B.Com. (Hons. with Research) in Accounting & Finance**
2	Eligibility O: _____A	**A**	As per University rules and regulations issued from time to time. OR Passed Equivalent Academic Level 4.0
	O: _____B	**B**	Undergraduate Certificate in **Accounting & Finance** Academic Level 4.5
	O: _____C	**C**	Undergraduate Diploma in **Accounting & Finance** Academic Level 5.0
	O: _____D	**D**	Bachelor of **Accounting & Finance** with minimum CGPA of 7.5 Academic Level 5.5
	O: _____E	**E**	Bachelor of **Accounting & Finance** with minimum CGPA of 7.5 Academic Level 5.5
3	Duration of program R: _____	**A**	One Year
		B	Two Years
		C	Three Years
		D	Four Years
		E	Four Years
4	Intake Capacity R: _____	**60**	

5	**Scheme of Examination** **R: _____**	NEP 40% Internal 60% External, Semester End Examination Individual Passing in Internal and External Examination	
6	R: _____ Standards of Passing	40%	
7	Sem. I & II Credit Structure R: _____A R: _____B	Attached herewith	
	Sem. III & IV Credit Structure R: _____C R: _____D		
	Sem. V & VI Credit Structure R: _____E R: _____F		
8	Semesters	A	Sem I & II
		B	Sem I, II, III& IV
		C	Sem I, II, III, IV, V & VI
		D	Sem I, II, III, IV, V, VI, VII & VIII
		E	Sem I, II, III, IV, V, VI, VII & VIII
9	Program Academic Level	A	4.5
		B	5.0
		C	5.5
		D	6.0
		E	6.0
10	Pattern	Semester	
11	Status	New	
12	To be implemented from Academic Year Progressively	From Academic Year: 2024-25	

Sign of the BOS
Dr. Arvindkumar Shankarlal Luhar
Board of Studies: B.Com (Accounting & Finance)

Sign of the
Offg. Associate Dean
Dr. Ravikant Balkrishna Sangurde
Faculty of Commerce

Sign of the
Offg. Associate Dean
Prin. Kishori Bhagat
Faculty of Management

Sign of the
Offg. Dean
Prof. Kavita Laghate
Faculty of Commerce & Management

Preamble

1. Introduction

The complexities of the 21st-century business world demand a new kind of professionalism, and a Bachelor of Commerce (B.Com.) in Accounting and Finance program equips learners with the skills to excel on a global stage. This degree goes beyond basic accounting by focusing on the international landscape. Learners will gain a strong foundation in international accounting standards, financial regulations, and currency fluctuations, making learners an asset in a globalized marketplace. Furthermore, the program sharpens learner's data analysis skills, crucial for interpreting financial information, generating reports, and using accounting software – all essential for informed decision-making on a global scale.

2. Aims and Objectives

1. To prepare graduates for successful careers in accounting, finance, and related fields on a global scale.
2. Equip learners with a comprehensive understanding of accounting principles, financial management, cost accounting, taxation, and financial analysis.
3. Foster awareness of ethical and sustainable practices in global business operations.
4. Cultivate critical thinking and decision-making abilities for sound financial judgment in a global context.
5. Prepare students for pursuing professional certifications in accounting and finance (e.g., CA, CPA, CFA).

3. Learning and Outcomes

PO1: Learners will possess a comprehensive understanding of international accounting standards, financial regulations, and currency fluctuations, allowing them to analyze and navigate complex financial situations on a global scale.

PO:2 Learners will be equipped with strong analytical and data interpretation skills, enabling them to generate insightful financial reports, utilize accounting software effectively, and make informed financial decisions in a global context.

PO3: Communicate financial information effectively with diverse stakeholders in a globalized business environment.

PO4: Learners will apply ethical principles and sustainability considerations within accounting and finance, understanding their impact on global business operations.

PO5: Learners will be well-prepared to pursue professional certifications in accounting and finance (e.g., CA, CPA, CFA) and demonstrate the necessary skills and knowledge to succeed in the globalized accounting and finance professions.

4. Any other point (if any)

The future of finance is about more than just numbers. As a BAF learner, when coupled with certificate courses the learner is positioned to be at the forefront of emerging trends like blockchain technology for secure transactions, artificial intelligence for smarter financial modeling, and sustainable finance practices that prioritize environmental and social impact alongside profit. With a B. Com in Accounting and Finance, learner be equipped to not only navigate the traditional landscape but also shape the future of this dynamic field.

1) Credit Structure of the Program B. Com (Accounting & Finance) Sem I, II, III, IV, V & VI)

Under Graduate Certificate in in Accounting & Finance

Credit Structure (Sem. I & II)

	R:_____A								
Level	**Semester**	**Major**		**Minor**	**OE**	**VSC, SEC (VSEC)**	**AEC, VEC, IKS**	**OJT, FP, CEP, CC, RP**	**Cum. Cr. / Sem.**	**Degree/ Cum. Cr.**
		Mandatory	**Electives**							
4.5	I	Financial Accounting-I (04) Auditing-I (02)			2+2	Vocational Skills in Accounting & Finance Paper –I (02) Vocational Skills in Accounting & Finance Paper –II (02)	AEC :2, VEC :2, IKS: 2	CC:2	22	**UG Certificate 44**
	R:_____B									
	II	Financial Accounting - II (04) Auditing-II (02)		2	2+2	Vocational Skills in Accounting Paper –III (02) Vocational Skills in Accounting & Finance Paper –IV (02)	AEC :2, VEC :2	CC:2	22	
	Cum Cr.	12	-	2	8	4+4	4+4+2	4	44	

Exit option: Award of UG Certificate in Major with 40-44 credits and an additional 4 credits core NSQF course/ Internship OR Continue with Majorand Minor

Under Graduate Diploma in in Accounting & Finance

Credit Structure (Sem. III & IV)

Undergraduate Programs in University

	R:_____C								
Level	**Semester**	**Major**		**Minor**	**OE**	**VSC, SEC (VSEC)**	**AEC, VEC ,IKS**	**OJT, FP, CEP, CC,RP**	**Cum. Cr. / Sem.**	**Degree/ Cum. Cr.**
		Mandatory	**Electives**							
5.0	III	Financial Accounting-III (04) Cost Accounting-I (04)		4	2+2	Vocational Skills in Accounting & Finance Paper –V (02)	AEC: 2	FP: 2 CC:2	22	**UG Diploma 88**
	R:_____D									
	IV	Financial Accounting-IV (04) Cost Accounting-II (04)		4	2+2	Vocational Skills in Accounting & Finance Paper –VI (02)	AEC: 2	CEP: 2 CC:2	22	
	Cum Cr.	28		10	12	6+6	8+4+2	8+4	88	
Exit option; Award of UG Diploma in Major and Minor with 80-88 credits and an additional 4 credits core NSQF course/ Internship OR Continuewith Major and Minor										

B.Com. (Accounting & Finance)

Credit Structure (Sem. V & VI)

Undergraduate Programs in University

	R:_____E									
Level	**Semester**	**Major**		**Minor**	**OE**	**VSC, SEC (VSEC)**	**AEC, VEC, IKS**	**OJT, FP, CEP, CC,RP**	**Cum. Cr. / Sem.**	**Degree / Cum. Cr.**
		Mandatory	**Electives**							
5.5	V	Financial Accounting V (04) Direct & Indirect Tax- I (Direct Tax) (04) Management Accounting I (02)	4	4	2+2	Vocational Skills in Accounting& Finance Paper – VII (02)		FP/CEP :2	22	**UG Degree 132**
	R:_____F									
	VI	Financial Accounting VI (04) Direct & Indirect Tax- II (Indirect Tax) (04) (04) Management Accounting II ((02)	4	4	2+2			OJT :4	22	
	Cum Cr.	48	8	18	12	8+6	8+4+2	8+6+4	132	
Exit option: Award of UG Degree in Major with 132 credits OR Continue with Major and Minor										

[Abbreviation - OE – Open Electives, VSC – Vocation Skill Course, SEC – Skill Enhancement Course, (VSEC), AEC – Ability Enhancement Course, VEC – Value Education Course, IKS – Indian Knowledge System, OJT – on Job Training, FP – Field Project, CEP – Continuing Education Program, CC – Co-Curricular, RP – Research Project]

Sem. – I

Course	Financial Accounting-I (Semester I; Level 4.5)	Credits	04
Type	Major: Mandatory	No of Teaching hours	60
Evaluation/ Assessment	100 marks- 60 marks semester end evaluation and 40 marks continuous evaluation		

Course Objectives

CO1	To recognize the fundamental accounting concepts and conventions in financial reporting and understand its applicability. To articulate the applicability and valuation of selected Accounting Standards.
CO2	To ascertain the process of preparation of final accounts for a proprietary manufacturing firm.
CO3	To employ the principles of departmental accounting involving expenses and inter-departmental transactions while preparing the final accounts of the departmental store.
CO4	To illustrate the principles of hire purchase accounting through the preparation of journal, ledger, and disclosure in the balance sheet in the books of hirer and vendor.

Learning Outcomes

LO1	The learner will be able to identify and explain the various accounting concepts and conventions applicable to the accounting system. The learner will be able to identify, summarize, distinguish the purpose of policies and commute the valuation of selected Accounting Standards.
LO2	The learner will be able to calculate the profit/loss of the manufacturing firm and prepare its final accounts.
LO3	The learner will be able to figure out the impact of inter-departmental transfers and prepare the final accounts of the departmental store.
LO4	The learner will be able to calculate the interest on the outstanding balance and prepare the journal, and ledger in the books of the hirer and vendor involved in the hire purchase system.

MODULES AT GLANCE

Module No	Content	No of Hours
1	Introduction to Accounting Concepts and Accounting Standards.	15
2	Final Accounts of Manufacturing Concern.	15
3	Departmental Accounts.	15
4	Accounting for Hire Purchase.	15
		60

Module No	Content	No of Hours
1	**Introduction to Accounting Concepts & Accounting Standards.** • Brief Overview of Accounting Concepts and Conventions. • Meaning and Classification - Capital, Revenue: Expenditure and Receipts, Profit and Loss. • Accounting Standard (AS) and Ind-AS & IFRS – An Introduction, Concepts and Benefits. • AS – 1 Disclosure of Accounting Policies. (Inclusive of small case studies) • AS – 2 Valuation of Inventories. (Inclusive of small case studies) • AS - 9 Revenue Recognition. (Inclusive of small case studies) • Meaning of Inventories • Cost for Inventory Valuation. • Inventory Systems: Periodic Inventory System and Perpetual Inventory System Valuation: Meaning, Importance and Difference. • Methods of Stock Valuation as per AS – 2: (Practical Illustrations) • FIFO and Weighted Average Method only. • Computation of Valuation of Inventory as on Balance Sheet Date: (If Inventory is taken on a Date After the Balance Sheet or Before the Balance Sheet)	15
2.	**Final Accounts of Manufacturing Concern** • Introduction and meaning. • Components of Final Accounts of Manufacturing Concern (Proprietary Firm). • Closing and Adjustment Entries in Final Accounts of Manufacturing Concern. • Preparation of Trading Account, Manufacturing Account, Profit & Loss Account and Balance Sheet.	15
3.	**Departmental Accounts** • Introduction and meaning. • Basic Principles of Departmental Accounts. • Allocation of Expenses. • Inter-Departmental Transfers at Cost / Invoice Price. • Preparation of Final Accounts.	15
4	**Accounting for Hire Purchase** • Introduction and meaning. • Basic Principles of Hire Purchase Accounting. • Methods of accounting for hire purchase. • Calculation of interest. • Accounting for hire purchase transactions by asset purchase method based on full cash price. • Journal entries, ledger accounts and disclosure in balance sheet for hirer and vendor (excluding default, repossession and calculation of cash price).	15

Reference Books:

1. Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
2. Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
3. Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
4. Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai
5. Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi
6. Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai
7. Jha, Luhar & Sharma, Financial Accounting -I, Himalayan Publication, Mumbai.
8. Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi
9. Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
10. Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida
11. Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai
12. Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi
13. Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi
14. Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi

Semester End External - 60 marks **Time: 2:00 hrs**

Format of Question Paper: for the final examination

Attempt any 4 out of 6 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
Q4	Practical/ Theory	15
Q5	Practical/ Theory	15
Q6	Practical/ Theory	15
	TOTAL	**60**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problem.

Continuous Evaluation: Internal (40 marks)

	Assessment/ Evaluation	Marks
1	Class Test during the lectures. (Physical/ Online mode) (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ Puzzles)	20
2	Participation in Workshop/ Conference/Seminar, Assignment & Viva. (Physical/Online mode)	10
3	Participation in Case Study/ Field Visit /Certificate Course. (Physical/Online mode)	10

Course	Auditing- I (Semester I; Level 4.5)	Credits	02
Type	Major: Mandatory	No of Teaching hours	30
Evaluation/ Assessment	50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation		

Aims and Objectives

CO1	To introduce basics of auditing, principles of auditing, types of audits and types of errors and frauds.
CO2	To enable learners to plan the audit, know the procedures required to conduct an audit and maintenance of required documentation as per SA for audit evidence.

Learning Outcomes

LO1	Learners will be able understand the meaning, need for, importance, types of auditing and distinguish between errors and frauds.
LO2	Learners will be understanding how an auditor should plan an audit, conduct audit procedures and prepare documentation required as per SA 230.

MODULES AT GLANCE

Module No	Unit	Content	No of Hours
1	I	Introduction to Auditing	08
	II	Principles of Audit	07
2	III	Audit Planning, Procedures and Documentation: Audit planning & program	08
	IV	Audit Planning, Procedures and Documentation: Audit working papers	07
			30

Module No	Content	No of Hours
1	**Unit 1: Introduction to Auditing** • **Basics:** Financial Statements, Users of Financial Information, Definition of Auditing, Objectives of Auditing - Primary and Secondary, Expression of Opinion, Detection of Frauds and Errors, Inherent Limitations of Audit. • **Errors and Frauds:** Concepts, Reasons and Circumstances, Types of Errors - Commission, Omission, Principle and Compensating, Types of Frauds, Risk of Fraud and Error in Audit, Auditor's Duties and Responsibilities in respect of Fraud. **Unit II: Principles of Audit** • **Principles**: Integrity, Objectivity, Independence, Confidentiality, Skills and Competence, Materiality and work performed by others, Documentation, Planning, Audit Evidence, Accounting System and Internal Control, Audit Conclusions and Reporting. • **Types of Audits:** Meaning, Advantages and Disadvantages of: Balance Sheet Audit, Interim Audit, Continuous Audit, Concurrent Audit, Annual Audit, Cost Audit, Green Audit, Gender Audit, Statutory Audit, Social Audit and CSR Audit.	08 07
2.	**Unit III - Audit Planning, Procedures and Documentation: Audit Planning & Program** • **Audit Planning:** Meaning, Objectives, Factors to be considered, Sources of obtaining information, Discussions with Client, Overall Audit Plan. • **Audit Program:** Meaning, Factors to be considered, Advantages, Disadvantages, Overcoming Disadvantages, Methods of Work, Instruction before Commencing Works of Audit, Overall Audit Approach. **Unit IV - Audit Planning, Procedures and Documentation: Audit Working Papers** • **Audit working Papers:** Meaning, Importance, Factors determining form and contents, Main Functions / Importance, Features, Contents of Permanent Audit File, Temporary Audit File, Ownership, Custody, Access of Other Parties to Audit Working Papers, Auditors Lien on Working Papers, Auditors Lien on Client Books • **Audit Notebook:** Meaning, Structure, Contents, General Information, Current Information, and Importance.	10 05

Reference Books:

1. Contemporary Auditing by Kamal Gupta, Tata Mc-Graw Hill, New Delhi
2. A Handbook of Practical Auditing by B.N. Tandon, S. Chand and Company, New Delhi
3. Fundamentals of Auditing by Kamal Gupta and Ashok Arora, Tata McGraw Hill, New Delhi
4. Auditing: Principles and Practice by Ravinder Kumar, Virender Sharma, PHI Learning Pvt. Ltd., New Delhi
5. Auditing and Assurance for CA IPCC by Sanjib Kumar Basu, Pearson Education,New Delhi
6. Contemporary Auditing by Kamal Gupta, McGrow Hill Education Pvt. Ltd., New Delhi
7. Fundamentals of Auditing by Kamal Arora and Ashok Gupta, Tata McGraw Hill, New Delhi
8. Jha & Shah, (2018) Advance Auditing, Himalayan Publication, Mumbai.

Format of Question Paper: for the final examination

Attempt any 2 out of 3 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
	TOTAL	**30**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

Continuous Evaluation through:

	Assessment/ Evaluation	Marks
1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10
	TOTAL	**20**

Course	**Vocational Skills in Accounting and Finance Paper – I (Introduction to Financial Functions) (Semester I; Level 4.5)**	**Credits**	**02**
Type	**VSC, SEC: (VSEC)**	**No of Teaching hours**	**30**
Evaluation/ Assessment	**50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation**		

Preface

The complexity of financial data and the increasing demand for data-driven insights make Excel proficiency a vital skill across industries. In today's digital age, proficiency in Microsoft Excel has become an indispensable skill, particularly for individuals pursuing careers in finance and business.

This course aims to fulfill the need for Excel proficiency among new generation learners, preparing them for the challenges of the modern workplace. By the end of the course, learners will emerge with the confidence and proficiency to leverage Excel as a powerful tool for financial analysis and reporting. Whether they are aspiring finance professionals, business analysts, or entrepreneurs, this course will provide them with a competitive edge in today's data-driven economy.

Aims and Objectives

CO1	To familiarize learners with the Excel interface and basic functions.
CO2	To enable learners to use Excel for arithmetic operations, data analysis, and formatting.
CO3	To introduce learners to financial functions manually and in excel.

Learning Outcomes

On successful completion of the course,

LO1	Learners will proficiently navigate the Excel interface, utilizing tabs and functions effectively.
LO2	Learners will be able to perform arithmetic operations and data analysis tasks using Excel, enhancing their analytical skills.
LO3	Learners will be able to use Excel functions for financial calculations, enhancing their financial analysis and decision-making capabilities.

Module No	Content	No of Hours
1. Excel Basics	• Introduction to Excel • Understanding the Excel interface: Tabs and its function. • Basic Excel functions and formulas: Arithmetic Operations, SUM Function, Average Function, MAX/MIN Function, Count Function. • Use of Artificial Intelligence Tool for generating formulas and custom formatting. • Formatting in Excel: Table, Rows and Layout.	15
2. **Financial Functions in Excel**	• Understanding financial functions: Present Value, Future Value, Net Present Value and Internal Rate of Return and its calculation manual and using excel. • Depreciation functions: Straight Line Depreciation and Reducing Balance method and its calculation manual and using excel.	15

(Note: The module/s are to be taught with the help of the computer wherever practical exposure is required.

Information: Model question paper for external exam will be provided during the workshops.

Reference Books

1. Quick course in Micro-soft office - Joyce Cox, Polly Orban
2. Office 2019 complete reference - Stephen L.Nelson
3. Rajkamal, Internet and web Technologies, Tata McGraw Hill (2013)
4. Mastering Office 2013 - GimiCouster
5. Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel 2019 by Naveen Mishra
6. Mastering Microsoft Excel Functions and Formulas 2010 by Web Tech Solutions
7. Microsoft Excel: Shortcut keys and Formulas 2021 by Kabir Das

Format of Question Paper: for the final examination

Attempt any 2 out of 3 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
	TOTAL	**30**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

Continuous Evaluation through:

	Assessment/ Evaluation	**Marks**
1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10
	TOTAL	**20**

Course	**Vocational Skills in Accounting & Finance Paper – II (Preparation of Financial Budgets) (Semester I; Level 4.5)**	**Credits**	**02**
Type	**VSC, SEC: (VSEC)**	**No of Teaching hours**	**30**
Evaluation/ Assessment	**50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation**		

Preface

In today's fast-paced business environment, organizations rely heavily on accurate financial budgets to make informed decisions and allocate resources effectively. Excel has emerged as the go-to tool for budget preparation due to its versatility and powerful features. This course aims to equip learners with the excel skills needed to excel in financial budgeting and analysis.

Through this course, learners will not only gain a solid understanding of financial budgeting fundamentals but also master the use of Excel for budget preparation. They will learn to set up excel worksheets, import data from various sources, and utilize Excel's functions for efficient data analysis. Additionally, learners will be trained to create Pivot tables and charts to visualize budgetary information effectively.

The need for this course is evident in today's job market, where employers seek candidates with strong excel skills for financial analysis roles. By enhancing their excel proficiency, learners will not only increase their employability but also improve their efficiency and accuracy in financial budgeting tasks.

Aims and Objectives

CO1	To introduce learners to the fundamentals and preparation of financial budgets.
CO2	To equip learners with the skills to set up excel worksheets and convert data from various sources into excel.
CO3	To train learners in the preparation of financial budgets using Excel, leveraging its functionalities for efficient data analysis.
CO4	To enable learners to analyze data, create Pivot tables, and generate charts to visualize budgetary information effectively.

Learning Outcomes

On successful completion of the course,

LO1	Learners will be able to summarize, compare and contrast different components of financial budgets.
LO2	Learners will acquire the skills to set up excel worksheets and import data from different sources, ensuring accuracy and efficiency in budget preparation.
LO3	Learners will be proficient in preparing financial budgets using excel, utilizing its features for accurate calculations and data organization.
LO4	Learners will be able to analyze budgetary data, create Pivot tables, and generate charts in excel to effectively visualize and interpret budget information.

Module No	Content	No of Hours
1. Introduction to Financial Budgeting	• Understanding the concept of financial budgeting • Importance and benefits of budgeting • Types of budgets. • Preparation of Flexible Budget and Sales Budget manually.	15
2. Preparation of Budgets in Excel	• Setting up a worksheet or converting data from picture into excel. • Preparation of Flexible Budget and Sales Budget in excel. • Analyse Data using Excel. • Prepare Pivot table and chart.	15

(Note: The module/s are to be taught with the help of the computer wherever practical exposure is required)

Information: Model question paper for external exam will be provided during the workshops

References

1. Introduction to Financial Planning by Indian Institute of Banking & Finance
2. David N. Hyman: Public Finance A Contemporary Application of theory of policy, Krishna Offset, Delhi
3. Hoiughton E.W. (1998) : Public Finance, Penguin, Baltimore
4. Hajela T.N: Public Finance – Anne Books Pvt. Ltd
5. Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel 2019 by Naveen Mishra
6. Mastering Microsoft Excel Functions and Formulas 2010 by Web Tech Solutions
7. Microsoft Excel: Shortcut keys and Formulas 2021 by Kabir Das

Format of Question Paper: for the final examination

Attempt any 2 out of 3 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
	TOTAL	**30**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks

and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.

3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

Continuous Evaluation through:

	Assessment/ Evaluation	**Marks**
1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10
	TOTAL	**20**

SEMESTER II

Course	Financial Accounting II (Semester II; Level 4.5)	Credits	04
Type	Major: Mandatory	No of Teaching hours	60
Evaluation/ Assessment	100 marks - 60 marks semester end evaluation and 40 marks continuous evaluation		

Aims and Objectives

CO1	To have a comprehensive understanding of accounting from incomplete records, with the ability to apply the conversion method effectively and prepare its final accounts.
CO2	To comprehend the accounting entries from consignor and consignee perspectives and apply the appropriate valuation techniques for the goods under consignment sales.
CO3	To understand the characteristics of dependent branches and apply specific accounting methods for the preparation of the books of accounts.
CO4	To classify and analyse the theoretical implications of various types of losses covered under fire insurance. For computing the loss of stock caused by a fire incident and ascertainment of claim amount.

Learning Outcomes

LO1	The learner will be able to recall, and summarize the key concepts related to accounting from incomplete records and solve practical problems related to the preparation of final accounts of Proprietary Trading Concerns.
LO2	The learner will be able to apply the accounting principles and valuation techniques appropriately while recording journal entries and preparing ledger accounts in the books of consignor and consignee.
LO3	The learner will be able to define and articulate the characteristics that distinguish a dependent branch within a business structure and solve practical problems related to the preparation of accounts of the dependent branch in the books of the head office, demonstrating proficiency in implementing the Debtor's method and Stock & Debtor's method.
LO4	The learner will be able to summarize the theoretical aspects of different types of losses covered under fire insurance and break down the components of a fire insurance claim. The learner will be able to calculate the loss of stock caused by a fire incident and prepare the statement of claim to be made to the insurance company.

MODULES AT GLANCE

Module No	Content	No of Hours
1	Accounting from Incomplete Records.	15
2	Consignment Accounts.	15
3	Branch Accounts.	15
4	Fire Insurance Claim.	15
		60

Module No	Content	No of Hours
1	**Accounting from Incomplete Records** • Introduction and meaning. • Problems on preparation of final accounts of Proprietary Trading Concern (conversion method).	15
2.	**Consignment Accounts** • Introduction and Meaning. • Accounting for consignment transactions. • Valuation of stock, Invoicing of goods at higher price. (excluding overriding commission, normal loss and abnormal loss).	15
3.	**Branch Accounts** • Introduction and Meaning. • Classification of branch. • Accounting for Dependent Branch not maintaining full books: Debtors method and Stock & Debtors method.	15
4	**Fire Insurance Claim** • Introduction and Meaning. • Types of Losses- Loss of Life, Assets, Stock & Profit. (Theoretical Aspects) • Computation of Loss of Stock by Fire. • Ascertainment of Claim as per the Insurance Policy. (exclude loss of profit and consequential loss)	15

Reference Books

1. Introduction to Accountancy by T. S. Grewal, S. Chand and Company (P) Ltd., New Delhi
2. Advanced Accountancy by R. L Gupta and M Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
3. Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill & Co. Ltd., Mumbai Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd.
4. Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai.
5. Financial Accounting by P. C. Tulsian, Pearson Publications, New Delhi
6. Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Shehgal Ashok, Mayur Paper Back
7. Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi.
8. Introduction to Financial Accounting by Horngren, Pearson Publications.
9. Financial Accounting by M. Mukherjee. M. Hanif. Tata McGraw Hill Education Private Ltd; New Delhi

Semester End External - 60 marks **Time: 2:00 hrs**

Format of Question Paper: for the final examination

Attempt any 4 out of 6 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
Q4	Practical/ Theory	15
Q5	Practical/ Theory	15
Q6	Practical/ Theory	15
	TOTAL	**60**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problem.

Continuous Evaluation: Internal (40 marks)

	Assessment/ Evaluation	Marks
1	Class Test during the lectures. (Physical/ Online mode) (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ Puzzles)	20
2	Participation in Workshop/ Conference/Seminar, Assignment & Viva. (Physical/Online mode)	10
3	Participation in Case Study/ Field Visit /Certificate Course. (Physical/Online mode)	10

Course	Auditing -II (Semester II; Level 4.5)	Credits	02
Type	Major: Mandatory	No of Teaching hours	30
Evaluation/ Assessment	50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation		

Aims and Objectives

CO1	To examine the internal controls, internal checks basics of a continual improvement process and determine the audit technique, assess the ledger and interpret the transaction.
CO2	To learn how to vouch the transactions (income and expenses) and to use the technique of verification for ascertainment of the value of assets and liabilities.

Learning Outcomes

LO1	Learners will be able to assess internal Control, Internal Check and determine the audit technique. Apply the logic of Journal & Ledger postings for Reading of Ledger accounts.
LO2	Learners will be able to find out true and fair financial position of the company by vouching the income and expenses and by verification of the assets and liabilities.

MODULES AT GLANCE

Module No	Unit	Content	No of Hours
1	I	Auditing Techniques	15
	II	Reading of Ledger Account	05
2	III	Vouching	05
	IV	Verification	05
			30

Module No	Content	No of Hours
1	**Unit I: Auditing Techniques** • **Test Check-** Test Checking Vs Routing Checking, Test Check Meaning, Features, Factors to be considered, When Test Checks can be used, Advantages, Disadvantages and Precautions. • **Audit Sampling-** Audit Sampling, Meaning, Purpose, Factors in Determining Sample Size - Sampling Risk, Tolerable Error and Expected Error, Methods of Selecting Sample Items Evaluation of Sample Results, Auditors Liability in conducting Audit based on Sample. • **Internal Control-** Meaning and Purpose, Review of Internal Control, Advantages, Auditors Duties, Review of Internal Control, Inherent Limitations of Internal Control, Internal Control Samples for Sales and Debtors, Purchases and Creditors, Wages and Salaries, Internal Checks Vs Internal Control, Internal Checks Vs Test Checks. **Unit II: Reading of Ledger Account** • Reading of Ledger like Purchase, Sales, Assets, Liabilities. • B/R, B/P, Cash Book [Practical Questions should be Asked on Reading of Ledger Accounts]	15 05
2.	**Unit III: Vouching** • **Audit of Income-** Revenue from Sales and Services, Rental Income, Interest & Dividends Income, Royalties Income, Recovery of Bad debts written off, Commission Received. • **Audit of Expenditure-** Purchases, Salaries & Wages, Rent, Insurance Premium, Telephone expense, Petty cash payment, Advertisement, Travelling Salesmen's Commission, Freight, Carriage and Custom Duties. **Unit IV: Verification** • **Audit of assets:** Plant & Machinery, Furniture, and fixtures, Accounts Receivable, Investments, Inventory, Goodwill, Patent Rights. • **Audit of Liabilities:** Outstanding Expenses, Accounts Payable, Secured loans, Unsecured Loans, Contingent Liabilities, Public Deposits.	05 05

Reference Books

1. Contemporary Auditing by Kamal Gupta, Tata Mc-Graw Hill, New Delhi
2. A Handbook of Practical Auditing by B.N. Tandon, S. Chand and Company, New Delhi
3. Fundamentals of Auditing by Kamal Gupta and Ashok Arora, Tata McGraw Hill, New Delhi
4. Auditing: Principles and Practice by Ravinder Kumar, Virender Sharma, PHI Learning Pvt. Ltd., New Delhi
5. Auditing and Assurance for CA IPCC by Sanjib Kumar Basu, Pearson Education, New Delhi
6. Contemporary Auditing by Kamal Gupta, McGrow Hill Education Pvt. Ltd., New Delhi
7. Fundamentals of Auditing by Kamal Arora and Ashok Gupta, Tata McGraw Hill, New Delhi
8. Jha & Shah, (2018) Advance Auditing, Himalayan Publication, Mumbai.

Format of Question Paper: for the final examination

Attempt any 2 out of 3 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
	TOTAL	**30**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

Continuous Evaluation through:

	Assessment/ Evaluation	Marks
1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10
	TOTAL	**20**

Course	**Vocational Skills in Accounting & Finance Paper – III (Introduction to Financial Forecasting) (Semester II; Level 4.5)**	**Credits**	**02**
Type	**VSC, SEC: (VSEC)**	**No of Teaching hours**	**30**
Evaluation/ Assessment	**50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation**		

Preface

Proficiency in financial forecasting using Excel is a valuable skill sought after by employers in the finance industry. The ability to analyze data, identify trends, and make informed predictions is essential for roles such as financial analyst, budget analyst, and business planner. This course aims to enhance learners' employability by providing them with practical skills that are directly applicable in real-world financial scenarios.

This course introduces them to the significance of financial forecasting in decision-making within organizations. It emphasizes the role of forecasting in strategic planning and highlights the ethical considerations involved. They will explore various forecasting techniques, including straight-line, moving average, and time series analysis, along with their applications in sales forecasting and cash budgeting.

Aims and Objectives

CO1	To understand the significance of forecasting in financial decision-making and its role in strategic planning.
CO2	To develop proficiency in using various forecasting techniques in finance, including straight-line, moving average, and time series analysis.
CO3	To learn how to create accurate financial forecasts using excel, including trend analysis and the forecast function.

Learning Outcomes

On successful completion of the course, the learners will be able to

LO1	Learners will be able to explain the importance of forecasting in financial management and identify its limitations and risks.
LO2	Learners will be able to apply different forecasting techniques to real-world financial scenarios, such as sales forecasting and cash budgeting.
LO3	Learners will be able to create and evaluate financial forecasts using excel, enhancing their analytical skills and decision-making abilities.

Module No	Content	No of Hours
1. Understand the Significance of Forecasting in Finance	• Role of forecasting in financial decision-making. • Limitations and risks associated with forecasting. • Ethical considerations involved in financial forecasting. • Types of Forecasting Techniques in Finance: Straight Line, Moving Average, Time series analysis, Sales Forecasting and Cash Budget. (Manual Calculations are expected).	15
2. Creating Forecasts using Excel.	• Trend analysis using excel. • Calculation of moving averages and forecast function in excel. • Forecasting Sales and Cash Budget using excel function. • Evaluation of model using Mean Absolute Percentage Error.	15

(Note: The module/s are to be taught with the help of the computer wherever practical exposure is required)

Information: Model question paper for external exam will be provided during the workshops

Reference Books

1. Quick course in Micro-soft office - Joyce Cox, Polly Orban
2. Office 2013 complete reference - Stephen L.Nelson
3. Rajkamal, Internet and web Technologies, Tata McGraw Hill (2013)
4. Mastering Office 2013 - GimiCouster
5. Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel 2019 by Naveen Mishra
6. Valuation: Measuring and Managing the value of Companies: Thomas Copeland- Wiley
7. The Handbook of Advance Business Valuation: Rovert F Reilly and Robert Swhweish: Mc Graw hill
8. Business Valuation: Pitabas Mohanty- Taxmann
9. Valuation- Measuring and Managing the value of Companies : Tim Koller- Mc Kinsey & Co

Format of Question Paper: for the final examination

Attempt any 2 out of 3 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
	TOTAL	**30**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

Continuous Evaluation through:

	Assessment/ Evaluation	Marks
1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10
	TOTAL	**20**

Course	**Vocational Skills in Accounting & Finance Paper – IV (Data Visualization) (Semester II; Level 4.5)**	**Credits**	**02**
Type	**VSC, SEC: (VSEC)**	**No of Teaching hours**	**30**
Evaluation/ Assessment	**50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation**		

Preface

In the era of big data and information overload, the ability to effectively visualize and communicate financial data is a critical skill for professionals in any industry. This course on data visualization for finance introduces learners to the fundamental principles and techniques of visualizing financial data using tools like Excel.

By mastering data visualization techniques such as line charts, bar charts, and scatter plots, learners will enhance their analytical skills and gain a deeper understanding of financial trends and patterns. These skills are not only valuable in the field of finance but also in a wide range of industries where data-driven decision-making is essential.

Moreover, in today's digital age, employers are increasingly seeking candidates who can not only analyse data but also present it in a clear and compelling manner. This course is designed to equip learners with the skills they need to succeed in the modern workforce, where the ability to visualize data is a key asset.

Aims and Objectives

CO1	To understand the meaning, need, and principles of data visualization, specifically in the context of financial data.
CO2	To familiarize learners with various types of financial data visualization techniques and their appropriate use in different scenarios.
CO3	To develop proficiency in creating and reporting financial data using Excel and other visualization tools.

Learning Outcomes

On successful completion of the course, the learners will be able to

LO1	Learners will be able to explain the importance of data visualization in financial analysis and decision-making.
LO2	Learners will be able to identify and apply the appropriate data visualization techniques for different types of financial data.
LO3	Learners will gain practical skills in creating and reporting financial data using a variety of charts and graphs, enhancing their ability to communicate complex financial information effectively.

Module No	Content	No of Hours
1. Introduction to Data Visualization	• Meaning, Need, Importance and Principles of data visualization. • Types of Financial Data Visualization: Line charts, Bar charts, Pie charts, histogram, scatter plot, area chart, radar chart and candlestick charts. (Need and when to use them)	15
2. Creating charts using excel.	• Creating and reporting data using Line charts, Bar charts, Pie charts, histogram, scatter plot, area chart, radar chart and candlestick charts with excel/ other tools.	15

(Note: The module/s are to be taught with the help of the computer wherever practical exposure is required)

Information: Model question paper for external exam will be provided during the workshops.

Reference books.

1. Quick course in Micro-soft office - Joyce Cox, Polly Orban
2. Office 2013 complete reference - Stephen L.Nelson
3. Rajkamal, Internet and web Technologies, Tata McGraw Hill
4. Mastering Office 2013 - GimiCouster
5. Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel 2019 by Naveen Mishra.

Format of Question Paper: for the final examination

Attempt any 2 out of 3 questions.

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
	TOTAL	**30**

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

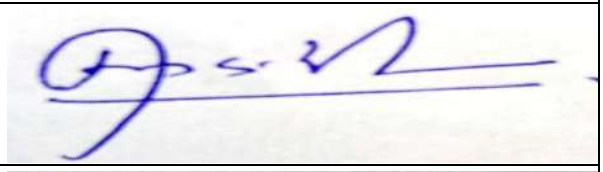
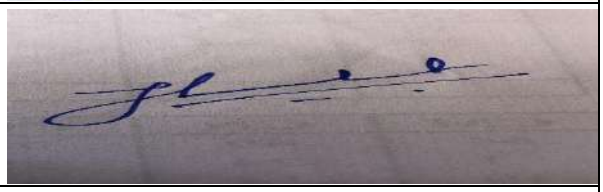
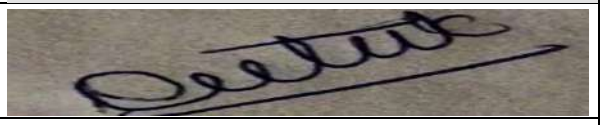
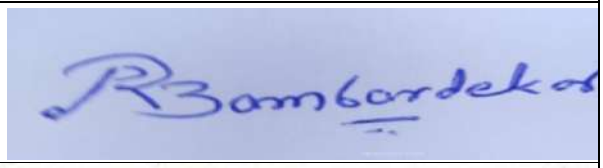
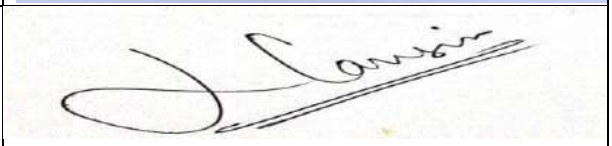
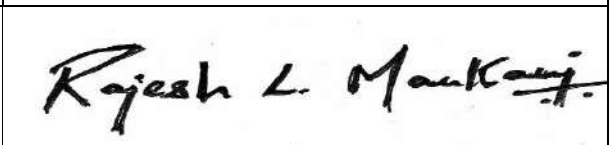
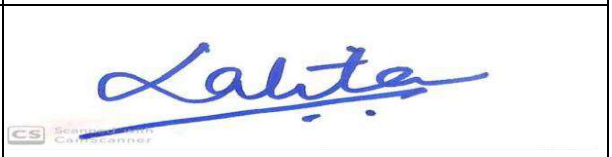
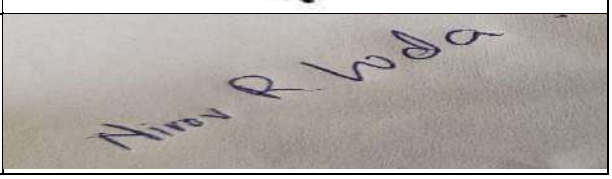
Continuous Evaluation through:

	Assessment/ Evaluation	Marks
1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10
	TOTAL	**20**

Letter Grades and Grade Points:

Semester GPA/ Programme CGPA Semester/ Programme	% of Marks	Alpha-Sign/ Letter Grade Result	Grading Point
9.00 - 10.00	90.0 - 100	O (Outstanding)	10
8.00 - < 9.00	80.0 - < 90.0	A+ (Excellent)	9
7.00 - < 8.00	70.0 - < 80.0	A (Very Good)	8
6.00 - < 7.00	60.0 - < 70.0	B+ (Good)	7
5.50 - < 6.00	55.0 - < 60.0	B (Above Average)	6
5.00 - < 5.50	50.0 - < 55.0	C (Average)	5
4.00 - < 5.00	40.0 - < 50.0	P (Pass)	4
Below 4.00	Below 40.0	F (Fail)	0
Ab (Absent)	-	Ab (Absent)	0

Signatures of Team Members

Name	College Name	Sign
Dr. Arvind Luhar	Ismail Yusuf College	
Dr. Nishikant Jha	Thakur College of Science & Commerce	
Dr.CA Mahesh Bhiwandikar	K.M.Agarwal College	
Dr. Neetu Kapoor	Bharat College	
Dr. Suresh Tukaram Nimbalkar	N.K.Varadkar College	
Dr. Ravindra Bambardekar	Keraleeya Samaj Model College	
Dr.Navsin Mistry	M V Mandali's College of Commerce and Science	
Dr.Rajesh Mankani	Lala Lajpatrai College of Commerce and Economics	
CS Dr Lalita Mutreja	Sahyadri Shikshan Seva Mandal's Arts and Commerce Collège Palghar	
Mr. Suraj Agarwala	B.K.Birla College (Empowered Autonomous)	
Mr. Nirav Goda	Thakur College of Science & Commerce (Autonomous)	

Appendix B

Justification for B.Com. (Accounting & Finance)

1.	Necessity for starting the course:	Mumbai is the financial capital of India, housing numerous financial institutions, banks, and multinational corporations. There is a constant demand for skilled professionals in accounting and finance to support these industries. The financial sector often faces skill gaps, and a dedicated program can help bridge these gaps by churning graduates with a strong foundation in accounting principles, financial analysis, and regulatory compliance. A Bachelor's program in Accounting and Finance can provide learners with the necessary knowledge and skills for a variety of roles such as accountants, financial analysts, auditors, and financial consultants. This can enhance employment opportunities for learners. The program can contribute to enhancing financial literacy among the general population by producing graduates who can educate others on financial matters, promoting responsible financial practices.
2.	Whether the UGC has recommended the course:	**Yes**
3.	Whether all the courses have commenced from the academic year 2024-25 onwards	**Yes**
4.	The courses started by the University are self-financed, whether adequate number of eligible permanent faculties are available?	**Yes**
5.	To give details regarding the duration of the Course and is it possible to compress the course?	**Course Duration: 4 years (as per NEP structure)**
6.	The intake capacity of each course and no. of admissions given in the current academic year:	**60 per division**
7.	Opportunities of Employability / Employment available after undertaking these courses:	A Bachelor's degree in Accounting and Finance opens the door to a wide array of promising employment opportunities across diverse sectors. • Graduates can pursue careers as accountants, where they play a crucial role in preparing

		financial records and statements, ensuring compliance with accounting standards, and analyzing financial data to support strategic decision-making. • Financial analysts are sought after to evaluate financial performance, conduct industry research, and provide recommendations for investment decisions. • Opportunities also abound in auditing, where professionals examine financial statements for accuracy and compliance. • Tax consultants assist individuals and organizations with tax planning and compliance, offering strategic advice on tax-saving measures. • Other potential career paths include financial planning, risk analysis, treasury management, budget analysis, credit analysis, and roles in corporate finance. The versatility of this degree equips graduates to explore various sectors, from corporate finance to consultancy, allowing them to contribute meaningfully to the financial success of organizations and individuals alike. Continuing education and pursuing professional certifications further enhance their marketability and potential for career growth.

Sign of the BOS
Dr. Arvindkumar Shankarlal Luhar
Board of Studies: B.Com (Accounting & Finance)

Sign of the
Offg. Associate Dean
Dr. Ravikant Balkrishna Sangurde
Faculty of Commerce

Sign of the
Offg. Associate Dean
Prin. Kishori Bhagat
Faculty of Management

Sign of the
Offg. Dean
Prof. Kavita Laghate
Faculty of Commerce & Management

University of Mumbai

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विद्याविषयक प्राधिकरणे
सभा आणि सेवा विभाग(ए.ए.एम.एस)
रूम नं. १२८ एम.जी.रोड, फोर्ट,
मुंबई – ४०० ०३२
टेलिफोन नं – ०२२ – ६८३२००३३

(नॅक पुनर्मूल्यांकनाद्वारे ३.६५ (सी.जी.पी.ए.) सह अ++ श्रेणी
विद्यापीठ अनुदान आयोगाद्वारे श्रेणी १ विद्यापीठ घर्जा)

क.वि.प्रा.स.से./आयसीडी/२०२५-२६/३७ दिनांक : २७ मे, २०२५

परिपत्रक:-

सर्व प्राचार्य/संचालक, संलग्नित महाविद्यालये/संस्था, विद्यापीठ शैक्षणिक विभागांचे संचालक/ विभाग प्रमुख यांना कळविण्यात येते की, राष्ट्रीय शैक्षणिक धोरण २०२० च्या अमंलबजावणीच्या अनुषंगाने **शैक्षणिक वर्ष २०२५-२६** पासून **पदवी व पदव्युत्तर अभ्यासक्रम** विद्यापरिषदेच्या दिनांक २८ मार्च २०२५ व २० मे, २०२५ च्या बैठकीमध्ये मंजूर झालेले सर्व अभ्यासक्रम मुंबई विद्यापीठाच्या www.mu.ac.in या संकेत स्थळावर NEP २०२० या टॅब वर उपलब्ध करण्यात आलेले आहेत.

(डॉ. प्रसाद कारंडे)
कुलसचिव

मुंबई – ४०० ०३२
२७ मे, २०२५

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2	The Deputy Registrar, Result unit, Vidyanagari drresults@exam.mu.ac.in
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5	The Deputy Registrar, CAP Unit, Vidyanagari cap.exam@mu.ac.in
6	The Deputy Registrar, College Affiliations & Development Department (CAD), deputyregistrar.uni@gmail.com
7	The Deputy Registrar, PRO, Fort, (Publication Section), Pro@mu.ac.in
8	The Deputy Registrar, Executive Authorities Section (EA) eau120@fort.mu.ac.in He is requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to the above circular.
9	The Deputy Registrar, Research Administration & Promotion Cell (RAPC), rapc@mu.ac.in
10	The Deputy Registrar, Academic Appointments & Quality Assurance (AAQA) dy.registrar.tau.fort.mu.ac.in ar.tau@fort.mu.ac.in
11	The Deputy Registrar, College Teachers Approval Unit (CTA), concolsection@gmail.com
12	The Deputy Registrars, Finance & Accounts Section, fort draccounts@fort.mu.ac.in
13	The Deputy Registrar, Election Section, Fort drelection@election.mu.ac.in
14	The Assistant Registrar, Administrative Sub-Campus Thane, thanesubcampus@mu.ac.in
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16	The Assistant Registrar, Ratnagiri Sub-centre, Ratnagiri, ratnagirisubcentar@gmail.com
17	The Director, Centre for Distance and Online Education (CDOE), Vidyanagari, director@idol.mu.ac.in
18	Director, Innovation, Incubation and Linkages, Dr. Sachin Laddha pinkumanno@gmail.com
19	Director, Department of Lifelong Learning and Extension (DLLE), dlleuniversityofmumbai@gmail.com

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2	P.A to Pro-Vice-Chancellor pvc@fort.mu.ac.in
3	P.A to Registrar, registrar@fort.mu.ac.in
4	P.A to all Deans of all Faculties
5	P.A to Finance & Account Officers, (F & A.O), camu@accounts.mu.ac.in

To,

1	The Chairman, Board of Deans pvc@fort.mu.ac.in
2	**Faculty of Humanities,** **Offg. Dean** 1. Prof.Anil Singh Dranilsingh129@gmail.com **Offg. Associate Dean** 2. Prof.Manisha Karne mkarne@economics.mu.ac.in 3. Dr.Suchitra Naik Naiksuchitra27@gmail.com
	Faculty of Commerce & Management, **Offg. Dean,** 1 Prin.Ravindra Bambardekar principal@model-college.edu.in **Offg. Associate Dean** 2. Dr.Kavita Laghate kavitalaghate@jbims.mu.ac.in 3. Dr.Ravikant Balkrishna Sangurde Ravikant.s.@somaiya.edu 4. Prin.Kishori Bhagat kishoribhagat@rediffmail.com

	Faculty of Science & Technology **Offg. Dean** 1. Prof. Shivram Garje ssgarje@chem.mu.ac.in **Offg. Associate Dean** 2. Dr. Madhav R. Rajwade Madhavr64@gmail.com 3. Prin. Deven Shah sir.deven@gmail.com
	Faculty of Inter-Disciplinary Studies, **Offg. Dean** 1.Dr. Anil K. Singh aksingh@trcl.org.in **Offg. Associate Dean** 2.Prin.Chadrashekhar Ashok Chakradeo cachakradeo@gmail.com 3. Dr. Kunal Ingle drkunalingle@gmail.com
3	Chairman, Board of Studies,
4	The Director, Board of Examinations and Evaluation, dboee@exam.mu.ac.in
5	The Director, Board of Students Development, dsd@mu.ac.in DSW direcotr@dsw.mu.ac.in
6	The Director, Department of Information & Communication Technology, director.dict@mu.ac.in

AC – 20/05/2025
Item No. – 7.3 (N)

As Per NEP 2020

University of Mumbai



Syllabus for Major Vertical – 1 & 4		
Name of the Programme – B.Com. (Accounting and Finance)		
Faulty of Commerce		
Board of Studies in Accountancy and Finance		
U.G. Second Year Programme	**Exit Degree**	**U.G. Diploma in Accounting and Finance**
Semester		**III & IV**
From the Academic Year		**2025-26**

University of Mumbai

(As per NEP 2020)

Sr. No	Heading	Particulars
1	**Title of program** **O: _____**	**B.Com. (Accounting and Finance)**
2	**Exit Degree**	**U.G. Diploma in Accounting and Finance**
3	**Scheme of Examination** **R: _____**	NEP 40% Internal 60% External, Semester End Examination Individual Passing in Internal and External Examination
4	**Standards of Passing** **R: _____**	**40%**
5	**Credit Structure** **Sem. III – R: CU – 510 C** **Sem. IV– R: CU – 510 D**	**Attached herewith**
6	**Semesters**	**Sem. III & IV**
7	**Program Academic Level**	**5.00**
8	**Pattern**	**Semester**
9	**Status**	**New**
10	**To be implemented from Academic Year**	**2025-26**

Sd/-	**Sd/-**	**Sd/-**	**Sd/-**
Sign of the BOS Chairman	**Sign of the Offg. Associate Dean**	**Sign of the Offg. Associate Dean**	**Sign of the Offg. Dean**
Prof. Dr. Arvind Luhar	**Prin. Kishori Bhagat**	**Prof. Kavita Laghate**	**Prin. Ravindra Bambardekar**
Board of Studies in Accountancy and Finance	**Faculty of Commerce & Management**	**Faculty of Commerce & Management**	**Faculty of Commerce & Management**

Under Graduate Diploma in Accounting and Finance

Credit Structure (Sem. III & IV)

	R:_____C								
Level	**Semester**	**Major**		**Minor**	**OE**	**VSC, SEC (VSEC)**	**AEC, VEC, IKS**	**OJT, FP, CEP, CC, RP**	**Cum. Cr. / Sem.**	**Degree/ Cum. Cr.**
		Mandatory	**Electives**							
5.0	III	Financial Accounting – III (4) Cost Accounting – I (4)			2	VSC:2, Mutual Fund Distributor – I (2)	AEC:2	FP: 2 CC:2	22	**UG Diploma 88**
	R:_____D									
	IV	Financial Accounting – IV (4) Cost Accounting – II (4)		4	2	SEC:2 Mutual Fund Distributor – II (2)	AEC:2	CEP: 2CC:2	22	
	Cum Cr.	28		10	12	6+6	8+4+2	8+4	88	
Exit option; Award of UG Diploma in Major and Minor with 80-88 credits and an additional 4 credits core NSQF course/ Internship OR Continuewith Major and Minor										

[Abbreviation - OE – Open Electives, VSC – Vocation Skill Course, SEC – Skill Enhancement Course, (VSEC), AEC – Ability Enhancement Course, VEC – Value Education Course, IKS – Indian Knowledge System, OJT – on Job Training, FP – Field Project, CEP – Continuing Education Program, CC – Co-Curricular, RP – Research Project]

Sem. - III

Vertical – 1
Major

Syllabus
B.Com. (Accounting and Finance)
(Sem.- III)

Title of Paper: Financial Accounting - III

Sr. No.	Heading	Particulars
1	**Description of the course:** **Including but not limited to:**	This course delves into the critical aspects of business restructuring and partnership accounting, equipping you with essential skills for today's dynamic financial landscape. It will explore amalgamations, dissecting merger and purchase accounting methods, and master purchase consideration calculations. The learners learn the intricacies of converting partnerships into limited companies using the realization method, and understand the legal and financial frameworks of Limited Liability Partnerships (LLPs), including their formation and financial disclosures. A key focus will be on accurately apportioning profits before and after incorporation, a vital skill for financial reporting. This knowledge opens doors to diverse career paths in corporate finance, auditing, taxation, and consulting. Through case studies and practical exercises, learners gain the confidence to navigate complex restructuring scenarios and contribute meaningfully to financial decision-making.
2	**Vertical:**	Major
3	**Type:**	Theory
4	**Credit**:	4 credits (1 credit = 15 Hours for Theory)
5	**Hours Allotted:**	60 Hours
6	**Marks Allotted**:	100 Marks

7	**Course Objectives**: • To understand the concepts and accounting treatments related to the amalgamation of firms, including mergers and purchases. • To analyze the process of converting a partnership firm into a limited company and an LLP, along with the necessary financial adjustments. • To evaluate the legal and financial aspects of Limited Liability Partnerships (LLPs) and their differences from other business structures. • To compute and apportion profits or losses between pre- and post-incorporation periods for newly formed companies.
8	**Course Outcomes**: • The learners will be able to prepare accounting entries and financial statements for amalgamated firms using pooling of interest and purchase methods. • The learners will be able to apply the realisation method to convert a partnership firm into a limited company and prepare the new balance sheet. • The learners will be able to interpret the provisions of the LLP Act, 2008 and prepare final accounts for an LLP. • The learners will be able to calculate pre- and post-incorporation profits/losses and appropriately treat them in financial statements.
9	**Modules**: - **04**
	Module 1: Amalgamation of Firms
	• Introduction: Meaning, Concept and Case studies. • Types of amalgamation – merger and purchase. • Accounting for amalgamation – Pooling of interest method and purchase method. • Computation of Purchase consideration. • Journal/Ledger accounts of old firms • Preparing Balance sheet of new firm • Treatment of goodwill arising on amalgamation.
	Module 2: Conversion / Sale of a Partnership Firm into a Ltd. Company
	• Provisions related to Conversion/ Sale by use of Realisation method only. • Calculation of New Purchase consideration. • Preparation of Journal / Ledger Accounts of old firms. • Preparing Balance sheet of new company
	Module 3: **Accounting for Limited Liability Partnership**

	• Meaning of Term Limited Liability Partnership, its need, scope and advantages • Relevant Definitions under Section 2 of the LLP Act, 2008 • Incorporation of LLP, Partners and their relations. • Financial disclosures related to Limited Liability Partnership. • Conversion of partnership business into Limited Liability Partnership • Differences with other forms of organization • Preparing Final Accounts of Limited Liability Partnership.
	Module 4: **Ascertainment and Treatment of Profit Prior to Incorporation**
	• Introduction to Pre and Post Incorporation. • Basis of Apportionment between Pre and Post Incorporation Period. • Computation of Pre and Post Incorporation Profit/ Loss • Treatment of Pre and Post Incorporation Profit/ Loss
10	**Text Books:** 1. Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi. 2. Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi 3. Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi 4. Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai
11	**Reference Books:** 1. Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai 2. Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi 3. Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai 4. Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi
12	**Internal Continuous Assessment: 40%** / **External, Semester End Examination 60% Individual Passing in Internal and External Examination**

13	**Continuous Evaluation through:** **Assessment/Evaluation** — **Marks** 1 — Class Test during the lectures. — 20	**Semester End External – 60 Marks** **Time – 2 Hours** **Attempt any 4 out of 6 questions**

	(Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	
2	Participation in Workshop/ Conference/Seminar, Assignment & Viva. (Physical/Online mode)	10
3	Participation in Case Study/ Field Visit /Certificate Course. (Physical/Online mode)	10

Question No.	Questions	Marks
Q.1	Practical/ Theory	15
Q.2	Practical/ Theory	15
Q.3	Practical/ Theory	15
Q.4	Practical/ Theory	15
Q.5	Practical/ Theory	15
Q.6	Practical/ Theory	15

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however, it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problem.

Syllabus
B.Com. (Accounting and Finance)
(Sem.- III)

Title of Paper Cost Accounting – I

Sr. No.	Heading	Particulars
1	**Description of the course:** **Including but not limited to:**	This course is designed to equip specialized learners of accounting and finance with the essential skills to navigate the intricate world of cost analysis and management decision-making. In today's competitive business landscape, understanding cost structures and implementing effective management accounting practices is crucial for organizational success. This course will delve into the fundamental concepts of cost accounting, including material, labor, and overhead analysis, and explore advanced topics like activity-based costing (ABC). By mastering these principles, learners will be prepared to provide valuable insights for strategic planning, performance evaluation, and profitability enhancement. This course will bridge the gap between theoretical knowledge and practical application, ensuring learners are well-equipped to excel in roles that demand accurate cost information and sound financial judgment.
2	**Vertical:**	Major
3	**Type:**	Theory
4	**Credit**:	4 credits (1 credit = 15 Hours for Theory)
5	**Hours Allotted:**	60 Hours
6	**Marks Allotted**:	100 Marks

7	**Course Objectives**: • To explain the fundamental concepts, objectives, and importance of cost and management accounting. • To analyze material storage and record systems, and *prepare* stock ledger accounts using FIFO and weighted average methods. • *To evaluate* the methods of employee cost control and *apply* wage payment and incentive systems. • To *assess* the impact of overhead allocation on product costing and *justify* the selection of appropriate absorption methods..
8	**Course Outcomes**: • Learners will be able to compare and contrast cost accounting, financial accounting, and management accounting, and apply activity-based costing (ABC) to solve practical problems. • Learners will be able to calculate the Economic Order Quantity (EOQ) and demonstrate the preparation of stock ledger accounts. • Learners will be able to compute employee costs under various wage systems and calculate labour turnover using replacement and separation methods. • Learners will be able to apply absorption costing methods to allocate overheads in different scenarios.

9	**Modules**: - **04**
	Module 1: Introduction to Cost and Management Accounting
	• Meaning, objective and importance of Cost and Management Accounting • Functions and role of Cost Accounting Department in an organization • Installation of Cost Accounting System in an organization • Differentiate between Cost Accounting, Financial Accounting and Management Accounting. • Various elements and classifications of cost and methods of costing. • Need for Activity Based Costing (ABC) • Practical problems of Activity Based Costing (ABC)
	Module 2: Material Cost
	• Meaning, need for and importance of material • Material Storage and Records: Bin Cards, Stock Control Cards and Store Ledger

	• Preparation of Stock Ledger Account using FIFO and Weighted Average Method. • Computation of Economic Order Quantity (EOQ).
	Module 3: **Employee Cost**
	• Meaning and importance of Employee (Labour) cost in an organisation • Employee (Labour) cost control: Functions, Factors and Procedures • Idle Time: Causes, Treatment and computation of Effective hourly cost of employee. • Over Time: Causes and Treatment • Systems of Wage Payment and Incentives: Calculation of wages/salary/employee cost based on Time Rate System, Piece Rate System and Premium Bonus Method (Halsey Premium Plan and Rowan Premium Plan) • Employee (Labour) Turnover: Meaning and Calculation based on Replacement Method and Separation Method.
	Module 4: **Overheads – Absorption Costing Method**
	• Meaning of Overheads-Classification: Production, administrative and selling and distribution. • Classification of overheads into fixed and variable. • Meaning and methods of allocation of overheads to various departments. • Apportionment and absorption of overheads.
10	**Reference Books:** • Cost Accounting Theory and Practice by B.K. Bhar, Tata Mc. Grow Hill and Co. Ltd., Mumbai • Cost Accounting Principles and Practice by M.N. Arora, Vikas Publishing House Pvt. Ltd., New Delhi • Advanced Cost and Management Accounting: Problems and Solutions by V.K. Saxena and C.D. Vashist, S. Chand and Company (P) Ltd., New Delhi • Cost Accounting by S.P. Jain and K.L. Narang, Kalyani Publishers, Ludhiana • Modern Cost and Management Accounting by M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi Lectures on Costing by Swaminathan: S. Chand and Company (P) Ltd., New Delhi • Cost Accounting by C.S. Rayudu, Tata Mc. Grow Hill and Co. Ltd., Mumbai • Cost Accounting by Jawahar Lal and Seema Srivastava, Tata Mc. Grow Hill and Co. Ltd., Mumbai • Cost Accounting by Ravi M. Kishore, Taxman Ltd., New Delhi

<table>
<tr><td></td><td colspan="2">

- Principles and Practices of Cost Accounting by N.K. Prasad, Book Syndicate Pvt. Ltd., Calcutta

</td></tr>
<tr><td>11</td><td>Internal Continuous Assessment: 40%</td><td>External, Semester End Examination 60% Individual Passing in Internal and External Examination</td></tr>
<tr><td>12</td><td>Continuous Evaluation through:
<table>
<tr><th></th><th>Assessment/Evaluation</th><th>Marks</th></tr>
<tr><td>1</td><td>Class Test during the lectures.
(Physical/ Online mode).
(Short notes/ MCQ’s/ Match the Pairs/ Answer in one sentence/ puzzles)</td><td>20</td></tr>
<tr><td>2</td><td>Participation in Workshop/ Conference/Seminar, Assignment & Viva.
(Physical/Online mode)</td><td>10</td></tr>
<tr><td>3</td><td>Participation in Case Study/ Field Visit /Certificate Course.
(Physical/Online mode)</td><td>10</td></tr>
</table></td><td>Semester End External – 60 Marks
Time – 2 Hours
Attempt any 4 out of 6 questions
<table>
<tr><th>Question No.</th><th>Questions</th><th>Marks</th></tr>
<tr><td>Q.1</td><td>Practical/ Theory</td><td>15</td></tr>
<tr><td>Q.2</td><td>Practical/ Theory</td><td>15</td></tr>
<tr><td>Q.3</td><td>Practical/ Theory</td><td>15</td></tr>
<tr><td>Q.4</td><td>Practical/ Theory</td><td>15</td></tr>
<tr><td>Q.5</td><td>Practical/ Theory</td><td>15</td></tr>
<tr><td>Q.6</td><td>Practical/ Theory</td><td>15</td></tr>
</table>
Note
1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however, it is not mandatory.
3. Use of simple calculator is allowed in the examination.</td></tr>
</table>

VSC

Syllabus
B.Com. (Accounting and Finance)
(Sem.- III)

Title of Paper: Mutual Fund Distributor – I

Sr. No.	Heading	Particulars
1	**Description of the course:** **Including but not limited to:**	This course provides a foundational understanding of investment principles and the functioning of mutual funds, equipping learners with the knowledge to make informed financial decisions. The first module explores the investment landscape, covering financial goals, asset classes, risk assessment and behavioral biases that influence investment choices. Learners will learn risk profiling techniques and asset allocation strategies to build optimal portfolios. The second module focuses on mutual funds, explaining their concept, types and their role in wealth creation. It examines the growth of India's mutual fund industry, regulatory frameworks and how mutual funds cater to diverse investor needs. Through practical insights and case studies, learners will evaluate fund performance, costs (expense ratios, loads) and alignment with financial objectives. Designed for aspiring investors, finance professionals and wealth advisors, this course bridges theory with real-world applications, preparing participants to navigate financial markets confidently. With India's growing mutual fund industry and increasing retail participation, this knowledge is invaluable for careers in investment advisory, financial planning and asset management.
2	**Vertical:**	VSC
3	**Type:**	Theory

4	**Credit**:	2 credits (1 credit = 15 Hours for Theory)
5	**Hours Allotted:**	30 Hours
6	**Marks Allotted**:	50 Marks
7	**Course Objectives**: • To analyze the investment landscape by evaluating different asset classes, risk-return trade-offs, and behavioral biases affecting investment decisions. • To understand the structure, functioning, and role of mutual funds in wealth creation, along with their classification and growth in the Indian market.	
8	**Course Outcomes**: • The learners will be able to assess investment risks, apply risk management strategies, and create suitable asset allocation plans based on individual risk profiles. • The learners will be able to evaluate various types of mutual funds and prepare investment plan for an individual.	
9	**Modules**: - **02**	
	Module 1: Investment Landscape & Concept and Role of a Mutual Fund	
	A. Investment Landscape • Investors and their Financial Goals • Savings or Investments?: Meaning and Importance. • Different Asset Classes: Real Estate; Commodities; Fixed Income; Equity; Hybrid asset classes: Characteristics and Present Indian and Global Scenarios. • Different Types of Risks: Investment Risks, Inflation Risk; Liquidity Risk; Credit Risk; Interest Rate Risk; Market Risk and Price Risk • Risk Measures and Management Strategies • Behavioural Biases in Investment Decision Making • Risk Profiling of Individuals: Case Studies • Understanding Asset Allocation: Case Studies **B. Concept and Role of a Mutual Fund** 1. Concept of Mutual Fund • Role of Mutual Funds • Investment Objectives of Mutual Funds • Investment Policy for Mutual Funds	

	• Important Concepts in Mutual Funds • Advantages of Mutual Funds for Investors • Limitations of Mutual Fund 2. Classification of Mutual Funds • By the structure of the fund • By the management of the portfolio • By the investment universe • Mutual fund scheme categorization and SEBI regulation: Equity Schemes, ii. Debt Schemes, iii. Hybrid Schemes, iv. Solution Oriented Schemes , v. Other Schemes 3. Growth of the mutual fund industry in India
	Module 2: Legal Structure of Mutual Funds in India & Net Asset Value, Total Expense Ratio and Pricing of Units
	A. Legal Structure of Mutual Funds in India • Structure of Mutual Funds in India • Key Constituents of a Mutual Fund: a. Sponsors, b. Board of Trustees, c. Mutual Fund Trust, d. Asset Management Company, e. Custodian • Organization Structure of Asset Management Company • Role and Support function of Service Providers • Role and Function of Association of Mutual Funds in India. **B. Net Asset Value, Total Expense Ratio and Pricing of Units** • Fair Valuation Principles • Computation of Net Assets of Mutual Fund Scheme and NAV (Practical sums): a. Net Assets of Scheme, b. Net Asset Value, c. Mark to Market, d. Total Expenses in Mutual Fund Scheme • Dividends & Distributable Reserves • Concept of Entry and Exit Load and its impact on NAV (Practical sums) • Key Accounting and Reporting Requirements • NAV, Total expense ratio and pricing of units for the Segregated Portfolio (Practical sums)
10	**Reference Books:** • Mutual Fund Foundation by National Institute of Securities Markets • Mutual Fund Distributor by National Institute of Securities Markets • How to Make a Fortune Through Mutual Funds: Hunt with the Hounds by Ashu Dutt

<table>
<tr><td></td><td colspan="2">

Bogle On Mutual Funds: New Perspectives for The Intelligent Investor by John C. Bogle
Indian Mutual Funds Handbook 5th Edition: A Guide for Industry Professionals and Intelligent Investors by Sundar Sankaran
Common Sense on Mutual Funds: New Imperatives for the Intelligent Investor by John C. Bogle
Mutual Funds-Ladder to Wealth Creation by Vivek K Negi
A Guide to Indian Mutual Fund Investment by Dr. Susanta Kumar Mishra
Mutual Funds Made Easy! by Gerard W. Perritt
Mutual Funds for Dummies by Eric Tyson

</td></tr>
<tr><td>11</td><td>Internal Continuous Assessment: 40%</td><td>External, Semester End Examination
60% Individual Passing in Internal and External Examination</td></tr>
<tr><td>12</td><td>Continuous Evaluation through:
<table>
<tr><th></th><th>Assessment/Evaluation</th><th>Marks</th></tr>
<tr><td>1</td><td>Class Test during the lectures.
(Physical/ Online mode).
(Short notes/ MCQ’s/ Match the Pairs/ Answer in one sentence/ puzzles)</td><td>10</td></tr>
<tr><td>2</td><td>Participation in Workshop/ Conference/Seminar, Assignment & Viva.
(Physical/Online mode)</td><td>5</td></tr>
<tr><td>3</td><td>Participation in Case Study/ Field Visit /Certificate Course.
(Physical/Online mode)</td><td>5</td></tr>
</table>
</td><td>Semester End External – 30 Marks
Time – 1 Hour
Attempt any 2 out of 3 questions
<table>
<tr><th>Question No.</th><th>Questions</th><th>Marks</th></tr>
<tr><td>Q.1</td><td>Practical/ Theory</td><td>15</td></tr>
<tr><td>Q.2</td><td>Practical/ Theory</td><td>15</td></tr>
<tr><td>Q.3</td><td>Practical/ Theory</td><td>15</td></tr>
</table>
Note
1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however, it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problem.</td></tr>
</table>

Sem - IV

Syllabus
B.Com. (Accounting and Finance)
(Sem.- IV)

Title of Paper: Financial Accounting - IV

Sr. No.	Heading	Particulars
1	**Description of the course:** **Including but not limited to:**	This comprehensive course provides an in-depth understanding of corporate accounting practices and financial operations under the Companies Act, 2013. Designed for accounting and finance students, the program covers essential aspects of company financial statements preparation, redemption of preference shares and debentures, and buy-back of securities. Through practical problem-solving and case studies, students gain hands-on experience in preparing statutory financial documents in compliance with Schedule III requirements. The course holds significant relevance in today's corporate environment, where adherence to statutory financial reporting norms is crucial. Participants will develop specialized skills in handling complex corporate transactions, making them valuable assets for accounting firms, corporate finance departments, and regulatory compliance roles. The curriculum's practical orientation ensures immediate applicability in real-world scenarios, particularly in public accounting practices and corporate financial reporting.
2	**Vertical:**	Major
3	**Type:**	Theory

4	**Credit**:	4 credits (1 credit = 15 Hours for Theory)
5	**Hours Allotted:**	60 Hours
6	**Marks Allotted**:	100 Marks
7	**Course Objectives**: • To evaluate and prepare the financial statements of a company prepared according to Schedule III of the Companies Act, 2013, to assess its financial health. • To calculate the minimum fresh issue of shares required to redeem preference shares, demonstrating an understanding of the provisions of Section 55 of the Companies Act, 2013. • To explain the provisions of Section 71 (1) and (4) of the Companies Act, 2013, and apply the Companies Rules to calculate the Debenture Redemption Reserve (DRR) and redemption procedure. • To explain the provisions Section 68 and 70 of the Companies Act, 2013 and comprehend the accounting treatment of buy back of securities.	
8	**Course Outcomes**: • The learners will be able to prepare a complete set of financial statements, including the Profit and Loss Statement and Balance Sheet, for a given company based on provided data and in compliance with Schedule III of the Companies Act, 2013. • The learner will be able to prepare journal entries and balance sheet to reflect the redemption of preference shares using the appropriate methods and accounting treatment. • The learner will be able to construct journal entries, ledger accounts, and a partial balance sheet to record the redemption of debentures using different methods • The learner will be able to construct journal entries, ledger accounts, and a balance sheet to record the buyback of securities.	

Note: Use the latest amendments as available pertaining to latest previous year.

	Modules: - **04**
	Module 1: Introduction to Company Accounts
	• Meaning of Company, Types of Company, Maintenance of Books of Accounts • List of Statutory Books to be maintained by Public Company under Companies Act 2013. • Financial Statements of the Company: • Schedule III of the Companies Act, 2013 • Preparation of Profit and Loss Statement Part II of Schedule III • Preparation of Balance Sheet Part I of Schedule III • Preparation of Final accounts of the Company
	Module 2: Redemption of Preference Shares
9	• Meaning of Redemption and the purpose of issuing redeemable preference shares • Provisions of the Companies Act, 2013 regarding preference shares and their redemption. • Methods of redemption of fully paid-up preference shares by i) Fresh issue of shares; ii) Capitalisation of divisible or undistributed profits and iii) Combination of both i) and ii) • Understanding Creation of Capital Redemption Reserve • Accounting treatment for redemption of i) fully paid-up preference shares; ii) partly called-up preference shares; and iii) fully called-up but partly paid-up preference shares. • Problem sums based on Redemption of Preference Shares
	Module 3: **Redemption of Debentures**
	• Meaning of Redemption of Debentures • Requirement of creation of a Debenture Redemption Reserve and creation of Debenture Redemption Fund (making investment for purpose of redemption of debentures) • Various methods of redemption of debentures. • Accounting treatment of redemption of debentures • Problem sums based on redemption of debentures
	Module 4: **Buy-Back of Securities**

- Meaning of Buy-Back of Securities
- Accounting treatment of buy-back of securities
- Provisions of the Companies Act regarding buy-back of securities
- Problem sums based on Buy-Back of Securities

10

Reference Books:

1. Introduction to Accountancy T.S. Grewal S. Chand and Co. (P) Ltd., New Delhi
2. Advanced Accounts Shukla and Grewal S. Chand and Co. (P) Ltd., New Delhi
3. Advanced accountancy R.L. Gupta and M. Radhaswamy S. Chand and Co. (P) Ltd., New Delhi
4. Modern Accountancy Mukerjee and Hanif Tata Mc. Grow Hill and Co. Ltd., Mumbai
5. Jain, S. P., & Narang, K. L. (2018). Advanced accountancy (10th ed.). Kalyani Publishers.
6. Tulsian, P. C. (2018). *Corporate accounting*. S. Chand Publishing.
7. Ruchi, G., & Chaturvedi, R. (2019). *Accounting for management*. Taxmann Publications.
8. Maheshwari, S. N., & Maheshwari, S. K. (2018). *Corporate accounting*. Vikas Publishing House.

11

Internal Continuous Assessment: 40%

External, Semester End Examination 60% Individual Passing in Internal and External Examination

12

Continuous Evaluation through:

	Assessment/Evaluation	Marks
1	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	20
2	Participation in Workshop/ Conference/Seminar, Assignment & Viva. (Physical/Online mode)	10

Semester End External – 60 Marks

Time – 2 Hours

Attempt any 4 out of 6 questions

Question No.	Questions	Marks
Q.1	Practical/ Theory	15
Q.2	Practical/ Theory	15
Q.3	Practical/ Theory	15
Q.4	Practical/ Theory	15
Q.5	Practical/ Theory	15
Q.6	Practical/ Theory	15

Note

	3	Participation in Case Study/ Field Visit /Certificate Course. (Physical/Online mode)	10

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however, it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problem.

Note: Use the latest amendments as available pertaining to latest previous year.

Syllabus
B.Com. (Accounting and Finance)
(Sem.- IV)

Title of Paper: <u>Cost Accounting – II</u>

Sr. No.	Heading	Particulars
1	**Description of the course:** **Including but not limited to:**	This professional course provides comprehensive training in essential cost accounting methods and their practical applications in business decision-making. The program systematically covers four critical areas of cost management: cost classification and analysis, financial reconciliation, contract costing and process costing. Through a combination of theoretical concepts and practical problem-solving exercises, learners develop specialized skills in cost computation, analysis and reporting that are vital for manufacturing and service organizations. The course holds significant relevance in today's competitive business environment where cost control and optimization are crucial for profitability. Learners will gain hands-on experience in preparing detailed cost sheets, reconciling cost and financial accounts, managing contract costs and implementing process costing systems. These skills are immediately applicable across industries including manufacturing, construction, healthcare and professional services.
2	**Vertical:**	Major
3	**Type:**	Theory
4	**Credit**:	4 credits (1 credit = 15 Hours for Theory)
5	**Hours Allotted:**	60 Hours

6	**Marks Allotted**:	100 Marks
7	**Course Objectives**: • To understand various cost classifications and develop expertise in preparing comprehensive cost sheets for different business needs • To analyze the differences between cost and financial accounts and develop reconciliation statements • To apply contract costing principles including progress payments, retention money, and profit recognition on incomplete contracts • To implement process costing systems including treatment of process losses, joint products, and by-products	
8	**Course Outcomes**: • The learners will be able to classify costs according to functional categories and prepare comprehensive cost sheets tailored to various business scenarios and decision-making requirements. • The learners will be able to identify discrepancies between cost and financial accounts and prepare accurate reconciliation statements to align both accounting systems. • The learners will be able to prepare contract account and other relevant accounting statements. • The learners will be able to execute process costing calculations and prepare the necessary accounts.	
9	**Modules**: - **04**	
	Module 1: Classification of Costs and Cost Sheets	
	• Functional Classification of elements of cost, Cost heads in cost sheet, Cost of Sales, Cost Centre, Cost Unit, Profit Centre and Investment Centre • Cost Sheet, Total Costs and Unit Costs, Different Costs for different purposes • Problems sums based on Preparation of cost sheet & Estimated Cost sheet	
	Module 2: Reconciliation of Cost and Financial Accounts	
	• Meaning, Need and Benefits of Reconciliation of cost and financial accounts • Practical problems based on Reconciliation of cost and financial accounts	
	Module 3: **Contract Costing**	

	• Progress payments, Retention money, Contract accounts, Accounting for material, Accounting for Tax deducted at source by the contractee and Accounting for plant used in a contract • Accounting treatment of profit on incomplete contracts • Contract Profit and Balance Sheet preparation, Escalation clause • Problems sums based on Contract Costing
	Module 4: Process Costing
	• Meaning of Process Costing, Process loss • Treatment of Normal, Abnormal Loss and Abnormal Gain in cost accounts • Joint products and by products • Problems sums based on Process Costing
10	**Reference Books:** 1. Cost Accounting Principles and Practice by M.N. Arora, Vikas Publishing House Pvt. Ltd., New Delhi 2. Advanced Cost and Management Accounting: Problems and Solutions by V.K. Saxena and C.D. Vashist, S. Chand and Company (P) Ltd., New Delhi 3. Cost Accounting by S.P. Jain and K.L. Narang, Kalyani Publishers, Ludhiana 1. Modern Cost and Management Accounting by M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi 2. Lectures on Costing by Swaminathan: S. Chand and Company (P) Ltd., New Delhi 3. Cost Accounting by C.S. Rayudu, Tata Mc. Grow Hill and Co. Ltd., Mumbai 4. Cost Accounting by Jawahar Lal and Seema Srivastava, Tata Mc. Grow Hill and Co. Ltd., Mumbai 5. Cost Accounting by Ravi M. Kishore, Taxmann Ltd., New Delhi 6. Principles and Practices of Cost Accounting by N.K. Prasad, Book Syndicate Pvt. Ltd., Calcutta 4. Cost Accounting Theory and Practice by B.K. Bhar, Tata Mc. Grow Hill and Co. Ltd., Mumbai

<table>
<tr><td>11</td><td>Internal Continuous Assessment: 40%</td><td>External, Semester End Examination 60% Individual Passing in Internal and External Examination</td></tr>
<tr><td>12</td><td>Continuous Evaluation through:
<table>
<tr><th></th><th>Assessment/Evaluation</th><th>Marks</th></tr>
<tr><td>1</td><td>Class Test during the lectures.
(Physical/ Online mode).
(Short notes/ MCQ’s/ Match the Pairs/ Answer in one sentence/ puzzles)</td><td>20</td></tr>
<tr><td>2</td><td>Participation in Workshop/ Conference/Seminar, Assignment & Viva.
(Physical/Online mode)</td><td>10</td></tr>
<tr><td>3</td><td>Participation in Case Study/ Field Visit /Certificate Course.
(Physical/Online mode)</td><td>10</td></tr>
</table></td><td>Semester End External – 60 Marks
Time – 2 Hours
Attempt any 4 out of 6 questions
<table>
<tr><th>Question No.</th><th>Questions</th><th>Marks</th></tr>
<tr><td>Q.1</td><td>Practical/ Theory</td><td>15</td></tr>
<tr><td>Q.2</td><td>Practical/ Theory</td><td>15</td></tr>
<tr><td>Q.3</td><td>Practical/ Theory</td><td>15</td></tr>
<tr><td>Q.4</td><td>Practical/ Theory</td><td>15</td></tr>
<tr><td>Q.5</td><td>Practical/ Theory</td><td>15</td></tr>
<tr><td>Q.6</td><td>Practical/ Theory</td><td>15</td></tr>
</table>
Note
1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however, it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problem.</td></tr>
</table>

SEC

Syllabus
B.Com. (Accounting and Finance)
(Sem.- IV)

Title of Paper Mutual Fund Distributor – II

Sr. No.	Heading	Particulars
1	**Description of the course:** **Including but not limited to:**	This course provides an in-depth understanding of the legal and operational structure of mutual funds in India along with the regulatory framework that governs them. The first module delves into the organizational setup of mutual funds, covering the roles of sponsors, trustees, AMCs and third-party service providers like custodians and registrars. It also examines the functioning of AMFI (Association of Mutual Funds in India) and its significance in standardizing industry practices. The second module focuses on the legal and compliance aspects, highlighting SEBI's regulatory oversight, due diligence norms for distributors, and mechanisms for investor grievance resolution. Students will learn about AMFI's code of conduct for intermediaries, ensuring ethical sales practices and investor protection. Designed for finance professionals, mutual fund distributors, compliance officers and aspiring investment advisors, this course equips learners with practical insights into regulatory compliance, risk management and investor rights. With India's mutual fund industry expanding rapidly, expertise in legal and regulatory frameworks is essential for careers in asset management, compliance and financial advisory services.

2	**Vertical:**	SEC
3	**Type:**	Theory / Practical
4	**Credit**:	2 credits (1 credit = 15 Hours for Theory)
5	**Hours Allotted:**	30 Hours
6	**Marks Allotted**:	50 Marks
7	**Course Objectives**: • To understand the legal structure of mutual funds in India, including the roles of key constituents like AMCs, trustees, and service providers. • To analyze the regulatory framework governing mutual funds, with a focus on SEBI's role, AMFI's code of conduct, and investor protection mechanisms.	
8	**Course Outcomes**: • The learners will be able to explain the organizational hierarchy of mutual funds in India and the functions of various stakeholders, including asset management companies (AMCs) and distributors. • The learners will be able to evaluate performance of mutual fund.	

9	**Modules**: - **04**
	Module 1: Legal and Regulatory Framework & Fund Distribution and Channel Management Practices
	A. Legal and Regulatory Framework • Role of Regulators in India • Role of Securities and Exchange Board of India: a. Regulatory reforms by SEBI, b. Mutual Funds Regulations, c. Investment restrictions and portfolio diversification norms for mutual fund schemes, d. SEBI Advertisement Code for Mutual Funds, e. Investors' Rights & Obligations • Due Diligence Process by AMCs for Distributors of Mutual Funds • Investor Grievance Redress Mechanism • AMFI Code of Conduct for Intermediaries **B. Fund Distribution and Channel Management Practices** • The role and importance of mutual fund distributors

- Different kinds of mutual fund distributors - Individual players & non-individual entities
- Modes of distribution
- Pre-requisites to become Distributor of a Mutual Fund
- Revenue for a mutual fund distributor: a. Concept of Trail Commission, b. Additional commission for promoting mutual funds in small towns, c. Transaction Charges, d. Applicability of GST on distributors commission
- Commission Disclosure mandated by SEBI
- Due Diligence Process by AMCs for Distributors of Mutual Funds
- Difference between distributors and Investment Advisors
- Nomination facilities for Agents/Distributors and Payment of Commission to Nominee
- Change of distributor

Module 2: Scheme Related Information & Risk, Return and Performance Of Funds

A. Scheme Related Information

- Mandatory Documents: a. Scheme Information Document, b. Statement of Additional Information, c. Key Information Memorandum, d. Addendum, e. Updation of Scheme Documents—Regulatory provisions, f. Other Mandatory information/disclosure
- Non-Mandatory Disclosures

B. Risk, Return and Performance of Funds

- General Risk Factors: a. Liquidity Risk, b. Interest Rate Risk, c. Re-investment Risk, d. Political Risk, e. Economic Risk, f. Foreign Currency Risk
- Specific Risk Factors: a. Risk related to equity and equity related securities, b. Risk associated with short selling and Stock Lending, c. Risks associated with mid-cap and small-cap companies, d. Risk associated with Dividend, e. Risk associated with Derivatives, f. Risks related to debt funds, g. Risk associated with floating rate securities, h. Risks associated with investments in Securitized Assets
- Factors that affect mutual fund performance
- Drivers of Returns and Risk in a Scheme
- Measures of Returns (Practical sums): a. Simple Return, b. Annualized Return, c. Compounded Return, d. Compounded Annual Growth Rate
- SEBI Norms regarding Representation of Returns by Mutual Funds in India
- Risks in fund investing with a focus on investors

<table>
<tr><td></td><td>

- Measures of Risk: a. Variance (Practical Sums), b. Standard Deviation (Practical Sums), c. Beta (Practical Sums), d. Modified Duration, e. Weighted Average Maturity, f. Credit Rating, g. Information Ratio
- Net Asset Value of Segregated Portfolio
- Risks Associated with Segregated Portfolio

</td></tr>
<tr><td>10</td><td>

Reference Books:

- Mutual Fund Foundation by National Institute of Securities Markets
- Mutual Fund Distributor by National Institute of Securities Markets
- How to Make a Fortune Through Mutual Funds: Hunt with the Hounds by Ashu Dutt
- Bogle On Mutual Funds: New Perspectives for The Intelligent Investor by John C. Bogle
- Indian Mutual Funds Handbook 5th Edition: A Guide for Industry Professionals and Intelligent Investors by Sundar Sankaran
- Common Sense on Mutual Funds: New Imperatives for the Intelligent Investor by John C. Bogle
- Mutual Funds-Ladder to Wealth Creation by Vivek K Negi
- A Guide to Indian Mutual Fund Investment by Dr. Susanta Kumar Mishra
- Mutual Funds Made Easy! by Gerard W. Perritt
- Mutual Funds for Dummies by Eric Tyson

</td></tr>
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Continuous Evaluation through:

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</table>

</td><td>

Semester End External – 30 Marks
Time – 1 Hour
Attempt any 2 out of 3 questions

<table>
<tr><th>Question No.</th><th>Questions</th><th>Marks</th></tr>
<tr><td>Q.1</td><td>Practical/ Theory</td><td>15</td></tr>
<tr><td>Q.2</td><td>Practical/ Theory</td><td>15</td></tr>
<tr><td>Q.3</td><td>Practical/ Theory</td><td>15</td></tr>
</table>

Note
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2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5

</td></tr>
</table>

	3	Participation in Case Study/ Field Visit /Certificate Course. (Physical/Online mode)	5

marks and 5 marks + 5 marks + 5 marks. Internal options may be given however, it is not mandatory.

3. Use of simple calculator is allowed in the examination.

4. Wherever possible more importance is to be given to the practical problem.

Note: Use the latest amendments as available pertaining to latest previous year.

Letter Grades and Grade Points:

Semester GPA/ Programme CGPA Semester/ Programme	% of Marks	Alpha-Sign/ Letter Grade Result	Grading Point
9.00 - 10.00	90.0 - 100	O (Outstanding)	10
8.00 - < 9.00	80.0 - < 90.0	A+ (Excellent)	9
7.00 - < 8.00	70.0 - < 80.0	A (Very Good)	8
6.00 - < 7.00	60.0 - < 70.0	B+ (Good)	7
5.50 - < 6.00	55.0 - < 60.0	B (Above Average)	6
5.00 - < 5.50	50.0 - < 55.0	C (Average)	5
4.00 - < 5.00	40.0 - < 50.0	P (Pass)	4
Below 4.00	Below 40.0	F (Fail)	0
Ab (Absent)	-	Ab (Absent)	0

Sd/-
Sign of the BOS Chairman
Prof. Dr Arvind Luhar
Board of Studies in Accounting and Finance

Sd/-
Sign of the Offg. Associate Dean
Prin. Kishori Bhagat
Faculty of Commerce

Sd/-
Sign of the Offg. Associate Dean
Prof. Kavita Laghate
Faculty of Commerce & Management

Sd/-
Sign of the Offg. Dean
Prin. Ravindra Bambardekar
Faculty of Commerce & Management