



**MES Garware College of Commerce, Pune, India
(Autonomous)**

**Affiliated to
Savitribai Phule Pune University, Pune**

AUTONOMY HANDBOOK

**Choice Based Credit System - CBCS
(2021 Pattern)
With effect from Academic Year 2022-23**

**Post Graduate Degree Programme of
Master of Commerce (M.Com)**

Course Contents

Sr. No.	Course Code	Name of the Course (Paper / Subject)	Pg. No.
1	M1-21/301	Business Finance	3
2	M1-21/302	Research Methodology for Business	6
3	M1-21/303	Advanced Accounting & Taxation - Advanced Auditing	10
4	M1-21/304	Advanced Accounting & Taxation - Specialized Auditing	14
5	M1-21/305	Cost Audit	18
6	M1-21/306	Advanced Cost Accounting and Cost Audit - Management Audit	22
7	M1-21/307	Introduction to Cyber Security - III	26
8	M1-21/308	Introduction to Constitution	27
9	M1-21/309	Soft Skills - I	30
10	M1 - 21/310	Add on Course: Research Tools	31

Course Contents

Course Code: M1-21/301	Subject/Course: Business Finance (Compulsory Subject)	Marks: 100 Credits: 4
<p>Course Objectives:</p> <ol style="list-style-type: none"> 1. To acquaint students with corporate finance. 2. To make students aware about financial planning, sources of finance and its limitations. 3. To impart the knowledge of working capital management and best practices. 4. To enable the students to acquire knowledge of corporate securities and the Dividend Distribution Policies. 		
<p>Course Outcome:</p> <p>After completing the course, the student shall be able to</p> <p>CO1: Understand the role and importance of corporate finance and learn to calculate the value of money.</p> <p>CO2: Know financial planning and its limitations.</p> <p>CO3: Learn to apply best practices in working capital management.</p> <p>CO4: Get acquainted with the sources of long term finance to be tapped for running business successfully.</p>		

Unit	Unit Title	Contents	No. of Lectures
I	Business Finance	1.1 Meaning, objectives, scope and importance of Business Finance 1.2 Time Value of Money: Need, Importance, Future value, Present value through discounted cash flow technique.	15
II	Strategic	2.1 Meaning, Objectives and Types 2.2 Steps in financial planning 2.3 Estimating financial requirements of a firm and sources of finance 2.4 Capitalization - Overcapitalization and Undercapitalization, Market Capitalization 2.5 Theories of Capitalization, 2.6 Limitations of financial planning	15

Unit	Unit Title	Contents	No. of Lectures
III	Short Term Finance and Working Capital Management	3.1 Meaning and Definition of Working Capital 3.2 Needs of short term finance 3.3 Sources of short term finance 3.4 Ways to provide working capital: trade creditors, bank credit, bank financing of account receivables 3.5 Best management practices of working capital: Merits and Demerits.	15
IV	Long Term Finance and Corporate Securities	4.1 Meaning and Sources of Long Term Finance. 4.2 Ownership securities 4.2.1 Equity Shares and Preference Shares 4.3 Companies Act (Amendment) 2013 and latest Amendment. 4.4 Creditor's Securities- Debentures and Bonds. 4.5 Company Deposits 4.6 The Dividend Distribution Policy 4.6.1 Theories of Dividend 4.6.2 Dividend Yield and Dividend Payout 4.6.3 Recent Trends in Dividend Distribution in India	15
Total No of Lectures			60

Teaching Methodology:

Unit	Unit Title	Teaching methodology	Outcome expected		Weightage of Marks (%)
			Conceptual understanding, Knowledge /Skills / Attributes, etc.		
I	Business Finance	1. Students workshop 2. Library work	Students will experience the utility of present value and future value.	-	Equal weightage to all the topics
II	Strategic Financial Planning	1. Invited Lectures 2. Sessions of imparting experience	Students will understand the applications of strategic financial planning.	-	-

Unit	Unit Title	Teaching methodology	Outcome expected		Weightage of Marks (%)
			Conceptual understanding, Knowledge /Skills / Attributes, etc.		
III	Short Term Finance and Working Capital Management	1. Power Point Presentations by students.	Students will come to know about different short term finances and try to apply best management practices in real business.	-	-
IV	Long Term Finance and Corporate Securities	1. Assignment on the basis of group learning.	1.To know the current affairs in the industrial field, interrelation between industrial finance and growth. 2. To develop industry interface.	-	-

Suggested Readings:

Sr.	Title of the Book	Author/s	Publication	Place
1.	Corporate Finance: Theory and Practice	Aswath Damodaram	Wiley International	-
2.	'Financial Institutions and Markets'	Bhole L.M. and Mahakud Jitendra	Tata McGraw-Hill Education	Delhi
3.	'Corporate Finance'	Kuchal S.C.,	Chaitanya Publishing House	Allahabad
4.	'Business Finance'	Kulkarni P.V.	Himalaya Publishing House	-
5.	Financial Management: Theory and Practice'	Prasana Chandra	-	-
6.	'Principles of corporate finance	William L. Maggiuson, Scott B. Smart, Lawrence J. Gitman	Cengage Learning Private Limited	Delhi

Course Code: M1-21/302	Subject/Course : Research Methodology for Business	Marks : 100 Credits: 4
<p>Course Objectives :</p> <ol style="list-style-type: none"> 1. To create an awareness about the Social Research Activity in general & Business Research in Particular and Ethical Issues in Research. 2. To make students' understand the Structure & Design of Research. 3. To develop Research Skill Sets. 4. To enable students' to explore the possibility to write a Research Article by using various Parameters of Research 		
<p>Course Outcome :</p> <p>After completing the course, the student shall be able to</p> <p>CO1: Understand the concept of research and ethical issues in research etc.</p> <p>CO2: Know the Structure and design of the research</p> <p>CO3: Understand methods of data collection, processing and analysis of the same.</p> <p>CO4: Develop an understanding of writing a research report and to write a research article.</p>		

Unit	Unit Title	Contents
I	Introduction to Business Research	1.1 Introduction. Definition, Objectives, Significance & Types of Research, Criteria of research, Features of a Good Research, Steps in Scientific Research Process, Research Methods versus Methodology 1.2 Ethics and Modern practices in Research: Ethical Issues in Research Plagiarism, Role of Computer in Research, Application of Statistical software- Introduction to SPSS
II	Formulation of the Research Problem, Development of the Research Hypotheses, Research Design & Sampling	2.1 Research Problem: Defining the Research Problem, Techniques involved in Defining Research Problem 2.2 Review of Literature 2.3 Hypotheses: Meaning, Definition & Types of Hypothesis, Formulation of the Hypotheses, Methods of testing Hypothesis 2.4 Research Design: Meaning, Nature & Classification

Unit	Unit Title	Contents
		<p>of Research Design, Need for Research Design, Phases/Steps in Research Design</p> <p>2.5 Sampling: Meaning & definition of Sampling, Key terms in Sampling, Types of Sampling: Probability & Non-probability, Sampling Errors</p>
III	<p>Data Collection, Measurement & Scaling, Processing of Data: Sources of Data Collection</p>	<p>3.1 Primary Data: Methods of Data Collection, Merits & Demerits Secondary Data: Internal & External Sources of Data Collection Factors influencing choice of method of data collection Designing of a questionnaire – Meaning, types of questionnaire, Stages in questionnaire designing, Essentials of a good questionnaire schedule</p> <p>3.2 Measurement & Scaling: Meaning & Types of Measurement Scale, Classification of Scales</p> <p>3.3 Processing of Data: Editing, Coding, Classification & Tabulation.</p> <p>3.4 Analysis & Interpretation of Data: Types of Analysis- Univariate, Bivariate and Multivariate Analysis of Data</p>
IV	<p>Research Report and Mode of Citation & Bibliography:</p>	<p>4.1 Research Report: Importance of Report Writing, Types of Research Reports, Structure or Layout of Research Report</p> <p>4.2 Mode of Citation & Bibliography: Author, Date, System, Footnote or Endnote System, Use of Notes. Position of Notes, Citing for the first time, Subsequent Citing, List of Abbreviation used in Citation, Mode of preparing a Bibliography, Classification of Entries, Bibliography Entries compared with Footnotes, Examples of Bibliography Entries</p>

Suggested Readings:

Sr.	Title of the Book	Author/s	Publication
1.	Research Methodology- Methods & Techniques	C. R. Kothari	New Age International Publishers
2.	Research Methodology	Dipak Kumar Bhattacharyya	Excel Books
3.	Research Methodology- Methods & Techniques	Anil Kumar Gupta	Value Education of India
4.	Research Methodology- Concepts and Cases	Deepak Chawla & Neena Sondhi	Vikas Publishing House Pvt. Ltd
5.	Research Methods	Ram Ahuja	Rawat Publications,
6.	Methodology & Techniques of Social Research,	P. L. Bhandarkar, T. S. Wilkison & D. K. Laldas	Himalaya Publishing House

Suggested Web/E-Learning Resources:

Sr. No.	Topic of the Lecture	Lectures (Available on Youtube / Swayam / MOOCS etc.)	Journals / Articles / Case studies
1.	Introduction to Business Research	https://onlinecourses.swayam2.ac.in/cec21_ed01/preview	1. https://journals.sagepub.com/home/mrj
2.	Formulation of the Research Problem, Development of the Research Hypotheses, Research Design & Sampling	https://onlinecourses.swayam2.ac.in/nou21_cm03/preview https://onlinecourses.swayam2.ac.in/cec20_hs17/preview	2. https://www.youtube.com/watch?v=kP8Cg_8QOrE
3.	Data Collection, Measurement & Scaling, Processing of Data: Sources of Data Collection	https://onlinecourses.swayam2.ac.in/nou22_hs38/preview	3. https://journals.sagepub.com/home/jaf 4. https://onlinelibrary.wiley.com/journal/14678683 5. https://www.economist.com/the-world-ahead-2022 6. https://www.epw.in/engage/article/2020-

Sr. No.	Topic of the Lecture	Lectures (Available on Youtube / Swayam / MOOCS etc.)	Journals / Articles / Case studies
4.	Piecemeal Distribution of Cash	https://onlinecourses.swayam2.ac.in/arp19_ap77/preview	year-research
5.	Research Report and Mode of Citation & Bibliography	https://onlinecourses.nptel.ac.in/noc20_ge01/preview https://onlinecourses.nptel.ac.in/noc20_hs06/preview	

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Course Code : M1-21/303	Course: Special Elective Subject - Group A (Advanced Accounting & Taxation) Subject: Advanced Auditing	Total Marks:100 Credits: 04
Course Objectives :		
<ol style="list-style-type: none"> 1. To gain conceptual understanding of auditing and auditing standards. 2. To get acquainted with the provisions related to the Audit of Limited Companies 3. To have a better understanding of the provisions of the Audit Committee and Corporate Governance 4. To know the aspects of the CIS Audit Environment 		
Course Outcome :		
After completing the Course, the student shall be able to:		
CO1: Get acquainted with the meaning, nature, and kinds of Auditing and Brief study of Standards on Auditing		
CO2: Have comprehensive information related to the Audit of Limited Companies		
CO3: Understand the constitution and importance of the Audit Committee and Corporate Governance		
CO4: Gain insight into the CIS audit environment		

Unit	Unit Title	Contents	No of lectures
I	Introduction and Standard on Auditing	<ol style="list-style-type: none"> 1.1 Auditing concepts. 2.1 Basic principles governing an audit - Audit Programme - Vouching - Verification and Valuation. 3.1 Overview of Standard-setting process - Role of Auditing and Assurance Standard and Auditing and Assurance Standard Board in India. 4.1 A brief study of Standards on Auditing issued by the ICAI. 	15
II	Audit of Limited Companies	<ol style="list-style-type: none"> 2.1 Preliminaries to the audit of a limited company <ol style="list-style-type: none"> 2.1.1 Audit of share capital transactions 2.1.2 Debentures and other transactions 2.1.3 Audit report with special reference to CARO 2020 2.1.4 Profit and divisible profit 2.1.5 Dividends 	15

Unit	Unit Title	Contents	No of lectures
		2.1.6 Investigation.	
III	Audit Committee and Corporate Governance	3.1 Corporate Governance: Introduction-Verification of Compliance of Corporate Governance. 3.2 Audit Committee: Constitution - Powers of Audit Committee - CEO/CFO Certification to Board - Report on Corporate Governance.	15
IV	Audit under Computerized Information System (CIS) Environment	4.1 Special aspects of CIS Audit Environment 4.1.1 Need for review of internal control 4.1.2 Use of Computers for Audit purposes 4.1.3 Audit tools 4.1.4 Test packs 4.1.5 Computerized audit programme.	15
Total No of Lectures			60

Teaching Methodology:

Unit	Unit Title	Teaching methodology	Project / Hands-on exposure / Practice-based	Outcome expected		Weight age of Marks (%)
				Conceptual understanding of Knowledge / Skills / Attributes etc.		
I	Introduction and Standard on Auditing	Case Studies, PowerPoint Presentation, Group Discussion, Library Visit, Class Discussion.	Project report shall be prepared on Standard on Auditing	To provide basic knowledge of auditing. Create awareness of Auditing and assurance standard	To develop the knowledge about auditing standard.	26
II	Audit of Limited Companies	The project, Quiz Competition, Case Studies, Interaction with the Industry	Project report shall be prepared on Audit of Limited Companies	To provide basics of audit of limited company	To know about the practice of Company Auditor	24

Unit	Unit Title	Teaching methodology	Project / Hands-on exposure / Practice-based	Outcome expected		Weight age of Marks (%)
				Conceptual understanding of Knowledge / Skills / Attributes etc.		
		Expert, Class Discussion, Internet Resources.				
III	Audit Committee and Corporate Governance	Case studies, Team Exercise, Field visit, PowerPoint Presentation, Group Discussion	Project report shall be prepared on Audit Committee and Corporate Governance	Conceptual Understanding of Audit Committee and Corporate Governance	Develop knowledge about Corporate Governance and audit committee	25
IV	Audit under Computerized Information System (CIS) Environment	The project, Quiz Competition, Case Studies, Library Assignment, Class Discussion.	Project report shall be prepared on Audit under Computerized Information System	Conceptual Understanding CIS	Use of computer in audit	25

Suggested Readings:

Sr. No.	Title of the Book	Author/s	Publication
1.	Practical Auditing.	Spicer and Peglar	S. Chand Publication
2.	Contemporary Auditing	Kamal Gupta	S. Chand Publication
3.	Auditing	Basu	Pearson Publications
4.	Fundamentals of Auditing	S.K.Basu	Pearson Publications

Sr. No.	Title of the Book	Author/s	Publication
5.	Modern Internal Auditing	Anil Roy Chaudhary	Kamal Law House
6.	A Handbook of Practical Auditing	B.N. Tondon, S.Sudharaman, S.Sudhaprabhu	S. Chand publications
7.	Auditing and Corporate Governance	Aruna Jha	Taxmann's
8.	Principles and Practice of Auditing	Dinkar Pagare	Tata McGraw Hill Paperback
9.	Auditing: All India universities reference Book	B.S Raman	Kindle Edition

Web References :

Sr. No.	Website Address	Institution
1.	https://www.icmai.in	Institute of Cost Accountants of India
2.	https://www.icai.org	ICAI - The Institute of Chartered Accountants of India
3.	https://www.icsi.edu	ICSI - Institute of Company Secretaries of India



Course Code : M1-21/304	Course: Special Elective Subject - Group A (Advanced Accounting & Taxation) Subject: Specialized Auditing	Marks : 100 Credits: 04
Course Objectives :		
<ol style="list-style-type: none"> 1. To provide insight into the provisions related to the Tax Audit and GST Audit 2. To know about the provisions of Internal Audit 3. To comprehend the significance and necessity of a Bank Audit 4. To familiarize with the concept of a Cooperative Society Audit. 		
Course Outcome :		
After completing the course, the student shall be able to		
CO1: Learn about the provisions of a Tax Audit and a GST Audit		
CO2: Get acquainted with the provisions of Internal Audit, Review of Internal Control, Areas of Internal Audit etc.		
CO3: Gain a better understanding of the auditing process in Banks.		
CO4: Better understand the auditing process for Cooperative Societies.		

Unit	Unit Title	Contents	No of lectures
I	Audit Under Tax Laws	1.1 Tax Audit U/s 44 AB of Income Tax Act, 1961- Form 3 CA, 3 CB and 3 CD 1.2 Audit under GST Law - Steps to be taken by Auditor - Audit under GST Law – GST Audit Procedure	15
II	Internal Audit	2.1 Nature, Scope and Purpose of Internal Audit 2.1.1 Review of Internal Control 2.1.2 Areas of Internal Audit 2.1.3 Purchase, sale, cash, bank transactions 2.1.4 Internal Audit Report.	15
III	Audit of Banks	3.1 Salient features of enactments affecting Banks 3.1.1 Bank Audit, its approach Steps in Bank Audit 3.1.2 Checking of Assets and Liabilities 3.1.3 Scrutiny of Profit & Loss items	15

Unit	Unit Title	Contents	No of lectures
		3.1.4 Audit Report of Banks 3.1.5 Long Form Audit Report	
IV	Audit of Co- Operative Societies	4.1 Provisions of Maharashtra State Co-operative Societies Act, 1960 (97th amendment on Feb – 2013) and Multistate Co-operative Societies Act 2002. 4.2 Special features of Audit of Cooperative Societies. Audit of Co-operative Consumers Stores, Salary earners Co-operative Society, Co-operative Housing Societies, Urban Cooperative Credit Society. 4.3 Audit Report of Co-operative Societies	15
Total No of Lectures			60

Teaching Methodology:

Unit	Unit Title	Teaching methodology	Project / Hands-on exposure/ Practice-based	Outcome expected		Weightage of Marks (%)
				Conceptual understanding of Knowledge / Skills / Attributes etc.		
I	Audit Under Tax Laws	Case Studies, PowerPoint Presentation, Group Discussion, Library Visit, Class Discussion.	Project report shall be prepared on Tax Audit & GST Audit	Project report shall be prepared on Tax Audit & GST Audit	To understand various concepts of Audit under GST & Tax Audit	27
II	Internal Audit	The project, Quiz Competition, Case Studies, Interaction with the Industry Expert, Class Discussion, Internet Resources.	Project report shall be prepared on Internal Audit, Internal Control etc.	To understand the need and importance of internal audit in an organization	Develop knowledge about internal audit in an organization	27

Unit	Unit Title	Teaching methodology	Project / Hands-on exposure/ Practice-based	Outcome expected		Weightage of Marks (%)
				Conceptual understanding of Knowledge / Skills / Attributes etc.		
III	Audit of Banks	Case studies, Team Exercise, Field visit, PowerPoint Presentation, Group Discussion	Project report shall be prepared on Audit of Bank	To know the need and importance of the audit in banks.	To understand the Process of audit in banks.	23
IV	Audit of Co-operative Societies	The project, Quiz Competition, Case Studies, Library Assignment, Class Discussion.	Project report shall be prepared on Audit of Co-operative Society	Conceptual Understanding of Audit of Co-operative Societies	To understand the need and Importance of Auditing in co-operative sector.	23

Suggested Readings:

Sr. No	Title of the book	Author	Publication
1.	Contemporary Auditing (Sixth Edition)	Kamal Gupta	Tata McGraw-Hill Publishing Co.
2.	Auditing	R.C.Saxsena, Mrs. N.	Himalaya publication
3.	Fundamentals of Auditing	Padmalata	Pearson Publications
4.	Modern Internal Auditing	Anil Roy Chaudhary	Kamal Law House
5.	A Handbook of Practical Auditing	B.N. Tondon, S. Sudharaman, S. Sudhaprabhu	S.Chand publications
6.	GST Audit & Annual returns	Aditya Singhaniya	Taxman
7.	GST Audit	CA Ashok Batra	Wolters Kluwer India

Web References :

Sr. No.	Website Address	Institution
1	https://www.icmai.in	Institute of Cost Accountants of India
2	https://www.icai.org	ICAI - The Institute of Chartered Accountants of India
3	https://www.icsi.edu	ICSI - Institute of Company Secretaries of India



Course Code : M1-21/305	Subject / Course: Cost Audit	Total Marks : 100 Credits : 04
Course Objectives : <ol style="list-style-type: none"> 1. To develop conceptual understanding on Cost Audit. 2. To acquaint the students with the Role and Responsibilities of Cost Auditor. 3. To acquaint the students with Cost Audit Planning and Execution 4. To familiarize the students with preparation of Cost Audit Report 		
Course Outcome : After completing the Course, the student shall be able to <ol style="list-style-type: none"> CO1: Understand basic concepts of Cost Audit. CO2: To acquaint the students with the Role and Responsibilities of Cost Auditor. CO3: Get acquainted with Cost Audit Planning and Execution CO4: Get familiarized with preparation of Cost Audit Report 		

Unit	Unit Title	Contents	No of Lectures
I	Introduction to Cost Audit	1.1 Cost Audit: Meaning, Definitions, Objectives, Scope, applicability, Advantages & Limitations of Cost Audit. 1.2 Differences between Financial Audit and Cost Audit. 1.3 Concepts of Efficiency Audit, Proprietary Audit, Social Audit & System Audit. 1.4 Study of Companies (Cost Records and Audit) Rules as Per the Latest Amendments.	16
II	Cost Auditor	2.1 Cost Auditor: Qualifications, Disqualifications, Appointment, Remuneration, Removal, Rights, Duties, Responsibilities & Liabilities of Cost Auditor under Company Act 2013, Cost & Works Accountants Act. 1959 & other Statutes as amended from time to time. 2.2 Status and Relationship of Cost Auditor with Financial Audit.	16

Unit	Unit Title	Contents	No of Lectures
III	Cost Audit – Planning & Execution	3.1 Planning of Cost Audit: Familiarization with the Industry, The production process, system & procedure, List of Records Preparation of the Cost Audit Program. 3.2 Execution of Cost Audit: Verification of Cost Records, Evaluation of Internal Control System, Audit Notes, Working Papers. 3.3 Cost Audit in Electronic Data Processing (EDP) Environment & Challenges before Cost Auditor in EDP Environment.	18
IV	Cost Audit Report	4.1 Detailed Contents of the Report, Distinction between ‘Notes’ & ‘Qualification’ in the Cost Audit Report, Auditor’s Observation & Conclusions. 4.2 Preparation & Submission of Cost Audit Report. 4.3 Extensible Reporting Language (XBRL) & its salient features.	10
Total No of Lectures			60

Teaching Methodology:

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected		Weightage of Marks (%)
				Conceptual understanding Knowledge/Skills/Attributes etc.		
I	Introduction to Cost Audit	Presentations Lectures of industry experts	N/A	Students will get an idea about the basic knowledge of cost audit	Conceptual understanding Fundamental knowledge Experiential learning	28
II	Cost Auditor	Presentations Lectures of industry experts	N/A	Get acquainted with various Role and Responsibilities of Cost Auditor	Conceptual clarity Experiential learning Application & Analytical skills	28

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected		Weightage of Marks (%)
				Conceptual understanding Knowledge/Skills/Attributes etc.		
III	Cost Audit – Planning & Execution	Lectures of industry experts Case studies & presentations	N/A	Students will understand the significance of Cost Audit Planning & Execution	Fundamental knowledge Application & Analytical skills	26
IV	Cost Audit Report	Various lectures of industry experts	N/A	Get familiarized with preparation of Cost Audit Report	Conceptual Understanding Analytical skills	18

Suggested Readings:

Sr.	Title of the Book	Author/s	Publication
1.	Cost and Management audit Hand Book	Study Material ICAI Kolkata	Institute of Cost Accountant of India, Kolkata
2.	Cost and Management audit hand Book Study Material	Abhishek Gautamchand Jain	Taxman's, New Delhi
3.	Cost Audit Practice manual	CA Shrinivas Anand G.	Institute of Cost Accountant of India, Kolkata
4.	Cost Audit and Management audit	Saxena And Vashist	Sultan Chand
5.	Cost audit	J.P. Berry	The Institute of Chartered Accountant of India

Suggested Web/E-Learning Resources:

Sr. No.	Topic of the Lecture	Lectures (Available on Youtube / Swayam / MOOCS etc.)	Films	Journals / Articles / Case studies
1.	Introduction to Cost Audit	https://www.youtube.com/watch?v=qPpB0mY01jc	N/A	Articles from the Professional Journals like: The Management Accountant, The Chartered Accountant, The Chartered Secretary https://icmai.in www.globalcma.in
2.	Cost Auditor	https://www.youtube.com/user/CMAICAI	N/A	
3	Cost Audit – Planning & Execution		N/A	
4	Cost Audit Report	https://www.youtube.com/watch?v=GIPob2NoxxY	N/A	

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Course Code : M1-21/306	Course : Advanced Cost Accounting and Cost Audit Subject: Management Audit	Marks : 100 Credits : 04
Course Objectives:		
<ol style="list-style-type: none"> 1. To create an awareness about Different Types of Audit, Management Audit, Relationship of Management Audit with different Types of Audits and Role of a Management Accountant in Decision Making Process. 2. To acquaint the students with the Process and Reporting of Management Audit. 3. To know Various Areas of Management Audit. 4. To create an understanding about process, areas, methods and recommendations of Operational Audit. 5. To familiarize the students with the knowledge of corporate image and its evaluation. 		
Course Outcome :		
<p>After completing the course, the student shall be able to</p> <p>CO1: Develop an understanding about various aspects of Management Audit.</p> <p>CO2: know the Management Audit Process and its reporting methodology.</p> <p>CO3: Understand different areas of Management Audit.</p> <p>CO4: Gain knowledge about Operational Audit.</p> <p>CO5: Develop an insight about Corporate Image</p>		

Unit	Unit Title	Contents
I	Management Audit	<ol style="list-style-type: none"> 1.1 Introduction–Definitions-Concept & Essentials of Management Audit 1.2 Difference between Financial Audit & Management Audit. 1.3 Objectives, Importance & Scope of Management Audit. 1.4 Benefits of Management Audit 1.5 Relationship with different types of Audits 1.6 Conflicts between Profit versus Value Maximization Principle 1.7 Role of Management Accountant in Decision Making

Unit	Unit Title	Contents
II	Procedure of Management Audit	2.1 Preparation of conducting Management Audit, Management Audit programme 2.2 Reporting under Management Audit.
III	Areas of Management Audit	3.1 Corporate Service Audit, 3.2 Corporate Development Audit 3.3 Social Cost-Benefit analysis 3.4 Evaluation of..... 3.4.1 Consumer Services. 3.4.2 Research and Development. 3.4.3 Corporate culture. 3.4.4 Human Resource Development.
IV	Operational Audit	4.1 Meaning & Concept of Operational Audit Objectives, plan for Operational Audit. Pro Management Audit 4.2 Approaches, Methods, Evaluation, Recommendations and Reporting under Operational Audit program for Operational Audit. Differences between Operational Audit and Management Audit 4.3 Approaches, Methods, Evaluation, Recommendations and Reporting under Operational Audit.
V	Evaluation of Corporate Image	5.1 Meaning & Concept of Corporate Image. 5.2 Sources of Corporate Image 5.3 Evaluation of Corporate image. 5.4 Impact of Corporate image on Business

Teaching Methodology:

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected-Conceptual understanding		Weightage of Marks(%)
				Knowledge / Skills / Attributes etc.		
				Course Outcome (CO)	Learning Outcome (LO)	
I	Management Audit	Group Discussion on Conflict b/w Wealth V/s Value Maximization.	-	Understand the concept and benefits of Management Audit etc.	➤ Role of Management Audit in the strategies of an Organization	20%

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected-Conceptual understanding Knowledge / Skills / Attributes etc.		Weightage of Marks(%)
				Course Outcome (CO)	Learning Outcome (LO)	
II	Procedure of Management Audit	Group Discussion on How to Conduct a Management Audit.	-	To understand the Management Audit Procedure.	➤ Design a Management Audit	20%
III	Areas of Management Audit	Presentations on various areas of Management Audit.	-	To understand different areas of Management Audit..	➤ Understanding of areas of Management Audit and its importance.	20%
IV	Operational Audit	PPT on Operational Audit	-	To understand areas of Operational Audit and the difference amongst them..	Theoretical understanding about the Operational and Management Audit.	20%
V	Evaluation of Corporate Image	Group discussion of Corporate Image	-	Understanding the role and impact of Corporate Image.	➤ Corporate image and its impact on Business.	20%

Suggested Readings:

Sr.No	Title of the Book	Author/s	Publication
1	Cost and Management Audit	Abhishek Gautamchand Jain	Himalaya Publishing House
2	Cost Audit Practice Manual	Shrinivas Anand G.	Taxman's
3	Cost Audit And Management Audit	Suxena And Vashist	Sultan Chand & Company
4	Cost Audit And Management Audit	A.R.Ramanathan	Tata McGraw-Hill

Sr.No	Title of the Book	Author/s	Publication
5	Operational Auditing: Principles And Techniques	Herman Merdoc	Udyog Sanchanalaya Kindle Publication
6	ForAChangingWorld(InternalAuditAn	Study material ICAI Kolkatta	Institute of Cost Accountant of
7	The Corporate Image: Strategies of Effective Identity Programmes	Nicholas	KoganPage; 2 nd edition

Suggested Web/E-Learning Resources:

Sr. No.	Topic Of the Lecture	Lectures (Available on Youtube/ Swayam / MOOCS etc.)	Journals / Articles / Casestudies
1.	Types of Audit		https://www.simplilearn.and-its-types-article
2.	Profit versus value maximization conflict		http://www.expertsmind.ns/conflicts-in-profit-maximization-principle30181018.aspx
3.	Role of Management Accountant in Decision Making	https://www.edx.org/course/management-accounting-for-decision-making	
4.	Process/ Procedure of Management Audit	https://www.youtube.com/watch?v=ga2iBku7stg	https://learn.financestrategists.xplanation/managementaccounting/proceduremanagement-audit/
5.	Corporate Image	https://www.youtube.com/watch?v=8QstvfZiFDI	https://www.businessworld.importantance-Of-Corporate12-2016-110377/

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Course Code: M1-21/307	Subject: Introduction to Cyber Security - III	Marks: 25 Credits : 1
Course Objectives:		
<ol style="list-style-type: none"> 1. To study Intrusion Detection and Prevention Systems 2. To study the Server Management and Firewalls 3. To understand concept of Security for VPN 		
Course Outcome:		
After completing the course, the student shall be able to		
<p>CO1: Know how Intrusion Detection and Prevention Systems works</p> <p>CO2: Understand the Server Management and Firewall settings</p> <p>CO3: Understand concept and working of Security for VPN</p>		

Unit	Unit Title	Contents	No. of lectures
I	Access Control and Intrusion Detection	1.1 Overview of Identification and Authorization 1.2 Overview of IDS 1,3 Intrusion Detection Systems and Intrusion Prevention Systems	5
II	Server Management and Firewalls	2.1 User	5
III	Security for VPN and Next Generation Technologies	3.1 VPN Security 3.2 Security in Multimedia Networks 3.3 Various Computing Platforms: HPC, Cluster and Computing Grids 3.4 Virtualization and Cloud Technology and Security	5
	Total		15

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Course Code: M1-21/308	Subject: Introduction to Constitution	Marks: 50 Credits : 2
Course Objectives:		
<ol style="list-style-type: none"> 1. To introduce the students to the Constitution of India. 2. To acquaint the students with the Preamble of Constitution and various concepts therein. 3. To make the students aware of the fundamental rights guaranteed by the Constitution. 4. To study the directive principles of state policy as the fundamental principles in the governance of the country. 		
Course Outcome:		
After completing the course, the student shall be able to		
CO1: Get a perspective on Constitution of India		
CO2: Be aware of the preamble of the Constitution and understand the concepts therein.		
CO3: Understand the fundamental rights conferred by the Constitution on citizens of India.		
CO4: Understand the importance of directive principles in governance of the country.		
CO5: Acquaint with the fundamental duties to be carried out alongside the fundamental rights.		

Unit	Unit Title	Contents	No. of Lectures
I	Philosophy of the Indian Constitution	1.1 Introduction: History, Role of Dr. B.R.Ambedkar in Constituent Assembly 1.2 Preamble: Source and Objects 1.3 Different Concepts: 1.3.1 Sovereign and Republic 1.3.2 Socialist and Secular 1.3.3 Democratic- Social and Economic Democracy 1.3.4 Justice- Social, Economic and Political 1.3.5 Liberty- Thought, Expression, Belief, Faith and Worship 1.3.6 Equality- Status and Opportunity 1.3.7 Fraternity, Dignity, Unity and Integrity of the Nation	5

Unit	Unit Title	Contents	No. of Lectures
II	Fundamental rights	2.1 Right to equality 2.2 Freedom of speech and expression 2.3 Right against exploitation 2.4 Freedom of religion and culture 2.5 Right to education 2.6 Right to property 2.7 Right to constitutional remedies	10
III	Directive Principles of State Policy	3.1 Equal Justice and free legal aid 3.2 Right to work and provisions for just and humane working conditions 3.3 Provision for early childhood education and education for SC, ST and weaker sections 3.4 Provision for protection and improvement of environment 3.5 Separation of Judiciary from Executive 3.6 Promotion of International peace and security 3.7 Introduction to Uniform Civil Code	10
IV	Fundamental Duties	4.1 Duty to abide by the Constitution 4.2 Duty to cherish and follow the noble ideas 4.3 Duty to defend the country and render national services 4.4 Duty to value and preserve the composite culture of our country 4.5 Duty to develop scientific temper, humanism, spirit of inquiry and reform 4.6 Duty to safeguard public property and abjure violence 4.7 Duty to strive towards excellence	5
Total No of Lectures			30

Teaching Methodology:

Unit	Unit Title	Suggestive teaching methodology	Project (If any)	Outcome expected	Weightage of Marks (%)
				Conceptual understanding Knowledge / Skills / Attributes etc.	
I.	Philosophy of the Indian Constitution	Lecture-Explanation, Discussion	Documentary viewing	Get a perspective on the concepts in preamble of the Constitution of India	10%

Unit	Unit Title	Suggestive teaching methodology	Project (If any)	Outcome expected	Weightage of Marks (%)
				Conceptual understanding Knowledge / Skills / Attributes etc.	
II.	Fundamental rights	Lecture-Explanation, Case Study	Case Study on the suggested fundamental rights	To impart knowledge with the students about the fundamental rights guaranteed by the Constitution	40%
III.	Directive Principles of State Policy	Lecture-Explanation, Practical Implementation	Case Study, Web reference s	To create an understanding amongst students about the importance of directive principles in governance of the country.	40%
IV.	Fundamental Duties	Lecture-Explanation, Practical Implementation	Web reference, video viewing	Acquaint with the fundamental duties and their interrelation with the fundamental rights	10%

Suggested Readings:

Sr. No.	Title of the Book	Author/s	Publication	Edition
1.	Introduction to Constitution of India	D.D. Basu	Lexis Nexis	23rd
2.	Indian Constitutional Law	M.P.Jain	Lexis Nexis	8th
3.	The Constitution Of India: Cornerstone of a nation	Granville Austin	Oxford University Press	-

Suggested Web/E-Learning Resources:

Sr. No.	Website Address	Institution
1.	https://legislative.gov.in/constitution-of-india	Ministry of Law
2.	https://en.wikipedia.org/wiki/Constitution_of_India	Wikipedia
3.	https://www.lawinsider.in	Law insider

Course Code M1-21/309	Subject: Soft Skills - I	Marks: 50 Credits: 2
Course Objectives:		
<ol style="list-style-type: none"> 1. To develop leadership abilities. 2. To develop ability to contribute to value creation in the respective organization 3. To develop negotiations and team building skills. 		
Course Outcome:		
After completing the course, the student shall be able to		
CO1: This will help to carry their personality in the corporate world with competency and consistent performance.		
CO2: It improves verbal and non-verbal communication.		
CO3: It develops negotiations and team building skills.		

S.No	Unit Title	Content	Total No of Lectures
I	Team Building	1.1 Essentials of team skills – Team building	4
II	Cooperativeness & Positive attitude	2.1 Cooperativeness & Positive attitude importance 2.2 Cooperativeness & Positive attitude steps to develop	4
III	Assertiveness	3.1 Importance & Steps to develop	4
IV	Stress management	4.1 Causes of stress 4.2 Importance of stress management 4.3 Stress relief techniques	4
V	Ownership & accountability for the work	5.1 Work ethics	4
VI	Attention & observation	6.1 Techniques to improve attention & observation skills	5
VII	Presentation skills	7.1 Objectives 7.2 Structure of presentation	5
Total			30

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Course Code: M1 - 21/310	Add on Course: Research Tools (Detailed coverage of Data Collection, Measurement & Scaling, Processing of Data: Sources of Data Collection of the Research Methodology Syllabus)	Credit : 01
Course Objectives:		
<ol style="list-style-type: none"> 1. To Introduce to Statistical and Non-Statistical Tools for Research. 2. To Develop Appreciation, Understanding about the above Tools and their Applications in Research 		
Course Outcome:		
After completing the course the student shall be able to:		
<p>CO1: Understand the Significance of the Statistical and Non-Statistical Tools in Research.</p> <p>CO2: Successfully Apply the above Tools in the Selected Research Area.</p>		

Unit	Unit Title	Contents
I	Introduction to Tools and Techniques of Research.	1.1 Meaning 1.2 Relevance and Importance 1.3 Logical (Non-Statistical) and Statistical Tools and Techniques used in Research.
II	Tools and Techniques used For Conducting Research	2.1 Logical Tools (Non-statistical): 2.1.1 Brain-storming 2.1.2 Cause and Effect Diagram 2.1.3 Prioritization Tool 2.2 Statistical Tools: 2.2.1 Data Collection Tools 2.2.2 Data Tabulation Tools 2.2.3 Data Summarization Tools 2.2.4 Frequency Distribution/Frequency Tally. 2.2.5 Data presentation Tools 2.2.6 Correlation & Regression for relating two or more variables. 2.2.7 Statistical Inference for testing validity of hypotheses: Chi- square test, t-test, ANOVA, etc.

Teaching Methodology:

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected- Conceptual understanding Knowledge/Skills/Attributes etc.		Weightage of Marks (%)
				Course Outcome (CO)	Learning Outcome (LO)	
1	Introduction to Tools and Techniques of Research.	Expert lecture by Statistician Classroom Discussion	Study of Tools applied in Published Research work.	Understand the Significance of the Statistical and Non-Statistical Tools in Research.	Conceptual Understanding Exposure to research tools	30%
2	Tools and Techniques used For Conducting Research	Expert lecture by Statistician	Application of tools to Case study /Research area selected	Successfully Apply the above Tools in the Selected Research Area	Logical thinking Analytical skills Research skills	70%

Suggested Readings:

Sr.	Title of the Book	Author/s	Publication
1.	Research Methodology-Methods & Techniques	C. R. Kothari	New Age International Publishers
2.	Research Methodology	Dipak Kumar Bhattacharyya	Excel Books
3.	Research Methodology-Methods & Techniques	Anil Kumar Gupta	Value Education of India

Suggested Web/E-Learning Resources:

Sr. No.	Topic of the Lecture	Lectures (Available on Youtube / Swayam/ MOOCS etc.)	Journals / Articles / Case studies
01	Research Tools	https://www.youtube.com/watch?v=L9jlfYpD2U8 arpitakarwa.com/videos/	

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