### THIRD YEAR:

<table>
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<tr>
<th>Semester-V</th>
<th>Course Code</th>
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<tr>
<td>29. BC501</td>
<td>Practice of General Insurance</td>
<td>SEC-3</td>
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<td>30. BC502</td>
<td>Introduction to Indian Economy</td>
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<td>31. BC503</td>
<td>Cost Accounting</td>
<td>DSC</td>
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<td>32. BC504</td>
<td>Business Law</td>
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<td>33. BC505</td>
<td>Banking Theory &amp; Practice</td>
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<td><strong>34. BCT506</strong></td>
<td>Assessment of Other Entities</td>
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<td>35. BC507</td>
<td>Computerised Accounting</td>
<td>DSC</td>
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<td>36. BCT508</td>
<td>Customs Procedure &amp; Practice</td>
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| Total | 32 | 30 |

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<th>Semester-VI</th>
<th>Course Code</th>
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<td>Regulation of Insurance Business</td>
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<td>38. BC602</td>
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<td>40. BC604</td>
<td>Company Law</td>
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<td>41. BC605</td>
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<td>42. BC606</td>
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<td>43. BC607</td>
<td>Financial Institutions &amp; Markets</td>
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<td>44. BCT608</td>
<td>Tax Planning &amp; Management</td>
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| Total | 33 | 30 |

| GRAND TOTAL | 186 | 180 |

**SUMMARY OF CREDITS**

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SYLLABUS

Paper: (BC 501) : PRACTICE OF GENERAL INSURANCE

Paper: BC501
Max. Marks: 40+10
PPW: 2 Hrs
Exam Duration: 1½ hrs

Unit I: GENERAL INSURANCE POLICIES:

Unit II: UNDERWRITING, PREMIUMS, CLAIMS AND INSURANCE RESERVES AND ACCOUNTING:
Concept of Underwriting—Underwriting Process—Risk sharing and its methods—risk management and steps involved in it—Rating and Premiums—concept of soft and hard markets—Concept of Claim—understanding the process of claim management—claims fraud and fraud prevention—Insurance reserves and accounting—different types of reserves of insurance companies—reserving process followed by insurance companies—Insurance accounting.

SUGGESTED READINGS:
1. Practice of General Insurance – Insurance Institute of India.
2. Principles & Practice of Insurance- Dr. P. Periasamy – HPH.
3. Risk Management : A Publication of the Insurance Institute of India.,
4. Practice of General Insurance: Dr. V. Padmavathi, Dr. V. Jayalakshmi, PBP.
5. Insurance Theory and Practice: Tripathi PHI
6. Life and Health Insurance: Black, JR KENNETH & Harold Skipper, Pearson
7. Risk Management and Insurance : Trieschman ,Gustavson and Hoyt
8. South Western College Publishing Cincinnati, Ohio.
Paper: BC502 : INTRODUCTION TO INDIAN ECONOMY

Max. Marks: 40+10
Exam Duration: 1½ Hrs

Objectives: 1) to provide an overview of Indian economy
2) to make the student acquaint with the latest developments in the economy

UNIT I: STRUCTURE OF THE INDIAN ECONOMY:


UNIT II: POLICY ASPECTS OF INDIAN ECONOMY:


SUGGESTED READINGS:

3) Introduction to Indian Economy: Dr. P. Venugopal Rao, PBP.
6) Economic Survey—Government of India, Ministry of Finance, Oxford University Press, New Delhi,
7) The Economic Times, News paper
8) Business Line, News paper
Objective: to make the students acquire the knowledge of cost accounting methods.

UNIT-I: INTRODUCTION:

UNIT-II: MATERIAL:

UNIT-III: LABOUR AND OVERHEADS:

UNIT-IV: UNIT AND JOB COSTING:

UNIT-V: CONTRACT AND PROCESS COSTING:

SUGGESTED READINGS:
1. Cost Accounting: Jain and Narang, Kalyani
2. Cost Accounting: Srihari Krishna Rao, Himalaya
3. Cost and Management Accounting: Prashanta Athma, Himalaya
4. Cost Accounting: Dr. G. Yogeshweran, PBP.
4. Cost Accounting: Jawaharlal, Tata Mcgraw Hill
5. Cost Accounting: Theory and Practice: Banerjee, PHI
6. Introduction to Cost Accounting: Tulsian, S.Chand
7. Cost Accounting: Horngren, Pearson
UNIT–I: INTRODUCTION:
Development of Business Law - Development of Law in Independent India Contract Act 1872:
Agreement and contract - Essentials of a valid contract - Types of contracts - Offer and Acceptance
- Essentials of valid offer and acceptance - Communication and revocation of offer and acceptance
– Consideration definition - Essentials of valid consideration - Doctrine of “Stranger to a contract”-
“No consideration- No contract” - Capacity to a contract - Minors agreements.

UNIT–II: CONTRACT ACT 1872:
Legality of Object and Consideration - Agreements Expressly Declared To Be Void - Wagering
Agreements - Contingent Contracts.
Discharge of Contract: Modes of Discharge - Performance of Contracts - Breach of Contract -
Remedies for Breach.

UNIT–III: SALE OF GOODS ACT 1930:
Contract of Sale: Essentials of Valid Sale - Sale and Agreement to Sell – Definition and Types of
Goods - Conditions and Warranties - Caveat Emptor - Exceptions - Transfer or Passing of Property:
Time When Property Passes, Rules of Transfer of Property, Transfer of Ownership - Sale by Non-
Owners and its Exceptions - Unpaid Seller - Rights of Unpaid Seller.
Dispute - Unfair Trade Practice - Restrictive Trade Practice – Defect - Deficiency - Consumer
Protection Councils - Consumer Dispute Redressal Agencies - District Forum - State Commission
and National Commission - Procedure to Lodge a Complaint for Redressal – Appeals.

UNIT–IV: TRADE MARKS, PATENTS, COPY RIGHTS & INTELLECTUAL PROPERTY
RIGHTS:
Trade Marks: Definition - Procedure for Registration of Trade Marks - Patents: Definition - Kinds
of Patents - Transfer of the Patent Rights - Rights of the Patentee - Copy Rights: Definition -
Essential Conditions for Copy Rights to be Protected - Rights of the Copyright Owner - Terms of
Copy Right - Copy Rights Infringement - Other Intellectual Property Rights: Trade Secrets -
Geographical Indications.

UNIT–V: INFORMATION TECHNOLOGY ACT & ENVIRONMENTAL
PROTECTION ACT:
Information Technology Act-2000: Objectives - Digital Signature - Electronic Governance -
Penalties and Adjudication.
Environmental Protection Act 1986: Object - Scope and Scheme of the Act – Definitions - General
Powers of the Central Government – Prevention - Control and Abetment of Environmental
Pollution – Offences and Penalties.

SUGGESTED READINGS:
2) Business Law: Sandhya KVN, Himalaya
4) Business Law: Prof. G. Krishna Murthy, PBP.
5) Business Law: PC Tulsian & Bharat Tulsian, McGraw Hill Education
9) Business Law including company Law: SS Gulshan & GK Kapoor, New Age
10) Business Law: Peddina Mohan Rao, PHI.
Objective: to acquire knowledge of working of Indian Banking system.

UNIT-I: INTRODUCTION:
Origin and Growth of Banking in India - Unit Vs Branch Banking - Functions of Commercial Banks - Nationalization of Commercial Banks in India - Emerging Trends in Commercial Banking in India: E-Banking – Mobile Banking - Core Banking – Bank Assurance – OMBUDSMAN.

UNIT-II: RESERVE BANK OF INDIA:
RBI Constitution - Organizational Structure – Management - Objectives – Functions – Monetary Policy.

UNIT-III: TYPES OF BANKS:

UNIT-IV: BANKER AND CUSTOMER RELATIONSHIP:
Definition of Banker and Customer - Relationship Between Banker and Customer - KYC norms - General and Special Features of Relationship - Opening of Accounts - Special Types of Customers Like Minor, Married Women, Partnership Firms, Companies, Clubs and other Non-Trading Institutions.

UNIT-V: NEGOTIABLE INSTRUMENTS:
Descriptions and their Special Features - Duties and Responsibilities of Paying and Collecting Banker - Circumstances under which a Banker can refuse Payment of Cheques - Consequences of Wrongful Dishonors - Precautions to be taken while Advancing Loans Against Securities – Goods - Documents of Title to Goods - Loans against Real Estate - Insurance Policies - Against Collateral Securities – Banking Receipts.
Rule in Clayton’s Case - Garnishee Order – Loans against Equitable Mortgage - Legal Mortgage - Distinction between them - Latest Trends in Deposit Mobilization.

SUGGESTED READINGS:
4. Banking Theory & Practices: Dr. J. Jayanthi, PBP.
9. Modern Commercial Banking: H.R. Machiraju, New Age International Publishers
12. Management of Banking & Financial Services; Padmalatha Suresh, Pearson
13. Modern Banking: D. Muralidharan, PHI
Objective: To acquaint the students with the basics and latest developments in areas of Assessment of Other Entities.

UNIT-I: HINDU UNDIVIDED FAMILIES:
Introduction- Schools of Hindu Law- Residential Status of HUF- Partition of HUF Impartible Estate- Income not to be treated as family income- Assessment of HUF (Theory and Problems).

UNIT–II: ASSESSMENT OF PARTNERSHIP FIRMS U/S 184:
Meaning of Partnership Firm- Conditions for Assessment as a firm U/S 184 and 185 Treatment of interest and remuneration paid to partners U/S 40(b) - Computation of Total Income – Assessment of Partners of Firm – Change in Constitution of Firm Succession of one firm by another firm – Assessment of dissolved or discontinued firm (Theory and Problems).

UNIT–III: ASSESSMENT OF PARTNERSHIP FIRMS ASSESSED AS AOP:
Partnership firm assessed as association of persons (AFAOP) – Computation of Total Income – Allocation of PFAOP’s – Total Income – Treatment of Share of Income received by partners of PFAOP(Theory and Problems).

UNIT–IV: ASSESSMENT OF COMPANIES:
Meaning of Company – Types of Companies – Computation of Gross Total Income of a Company – Deductions – Carry Forward and set off of losses- MAT – Tax Liability Tax on Distributed Profits – Tax on income in certain cases such as royalties, copyrights, literary works etc (Theory and Problems).

UNIT–V: ASSESSMENT OF CO- OPERATIVES AND TRUSTS:
Definition Trust – Creation – Assessment of Private Trust – Charitable Trust – Exemptions – Application of Income – Income not exempted – Registration (Theory only)

SUGGESTED READINGS:
2. Bhagawati Prasad: Ditect Tax Laws an Practice.
UNIT I: MAINTAINING CHART OF ACCOUNTS IN ERP:

UNIT II: MAINTAINING STOCK KEEPING UNITS (SKU):
Introduction—Inventory Masters in ERP - Creating Inventory Masters-Creation of Stock Group-Creation of Units of Measure-Creation of Stock Item-Creation of Godown-Defining of Stock Opening Balance in ERP Stock Category-Reports.

UNIT III: RECORDING DAY-TO-DAY TRANSACTIONS IN ERP:
Introduction—Business Transactions-Source Document for Voucher—Recording Transactions in ERP - Accounting Vouchers-Receipt Voucher (F6)-Contra Voucher (F4)-Payment Voucher (F5)-Purchase Voucher (F9)-Sales Voucher (F8)-Debit Note Voucher-Credit Note (Ctrl+F8)-Journal Voucher (F7).

UNIT IV: ACCOUNTS RECEIVABLE AND PAYABLE MANAGEMENT:

UNIT V: MIS REPORTS:

REFERENCE BOOKS:
1. Computerised Accounting: Garima Agarwal, Himalaya
2. Computerised Accounting: A. Murali Krishna, Vaagdevi publications
3. Computerised Accounting: Dr. G. Yogeshweran, PBP.
5. Mastering Tally: Dinesh Maidasani, Firewal Media
8. Manuals of Respective Accounting Packages
UNIT I: CUSTOMS ACT AND IMPORTANT TERMS AND DEFINITIONS OF CUSTOMS:

UNIT II: DUTIES AND IMPORT PROCEDURES:
Kinds of duties (as per latest finance acts)-prohibition on exportation and importation of goods-provisions regarding notified and specified goods-Import of goods through sea, air, land – clearance of baggage-measuring and kinds of baggage-rules & procedures of import thereof-exempted baggage-general free allowances-concession to person transferring his residence – concession to tourists – import through courier post.

UNIT III: GOODS, PROCEDURES AND DUTY DRAWBACK:

UNIT IV: OFFICERS, PENALTIES AND EXEMPTIONS:
Customs administrative & Operational authorities –Powers of Customs Officers – Penalties and offences under Customs Act.-Exemptions of duty- Remissions of duty- Demand of duty-Recovery and refund of duty.

UNIT V: EXPORT POLICY AND EXPORT PROMOTION:
Export policy—Export promotion schemes – Schemes where export production has to be isolated from domestic production unit to get inputs free from taxes – Other schemes of export promotion.

Suggested Readings:
1. VS Datey: Indirect Taxes, Taxman Publications, New Delhi
BC 601: REGULATIONS OF INSURANCE BUSINESS

Paper: BC601
PPW: 2 Hrs
Max. Marks: 40+10
Exam Duration: 1½ Hrs

Objective: To equip the students with the knowledge regarding Insurance Business Regulations

UNIT I: INSURANCE LEGISLATION IN INDIA:

UNIT II: POLICY HOLDERS RIGHTS OF ASSAINGMENT, NOMINATION AND TRANSFER:
Assignment and transfer of insurance policies—provisions related to nomination—repudiation—Fraud—protection of policyholder interest—stages in insurance policy-presale stage-post sale stage-free look period—grievance redressal—claim settlement—key feature document—dispute resolution mechanism—insurance ombudsman—solvency margin and investments—international trends in insurance regulation.

SUGGESTED READINGS:
1. Regulation of Insurance Business – Insurance Institute of India
2. Regulation of Insurance Business – D.S. Vittal, HPH
3. Regulation of Insurance Business: Dr. V. Padmavathi, PBP
4. Risk Management : A Publication of the Insurance Institute of India
5. Insurance Theory and Practice: Tripathi PHI
6. Life and Health Insurance: Black, JR KENNETH & Harold Skipper, Pearson
7. Risk Management and Insurance : Trieschman ,Gustavson and Hoyt
8. South Western College Publishing Cincinnati, Ohio.
BC 602: SECTORS OF INDIAN ECONOMY

Paper: BC602  Max. Marks: 40+10
PPW: 2 Hrs  Exam Duration: 1½ Hrs

Objective: To equip the students with the knowledge regarding Basics of Indian Economy

UNIT I: AGRICULTURE IN INDIA:

Place of agriculture: Progress-Green revolution-Present state-New thrust areas-Food security: Legislation-Schemes-Public distribution system-Agricultural Marketing: Types-warehousing-Agricultural Labour-Minimum wages-Rural credit-RRBs-NABARD.

UNIT II: INDUSTRIES AND TERTIARY SECTOR IN INDIA:


SUGGESTED READINGS:

4) Sectors of India Economy: Dr. P. Venugopal Rao, PBP
6) Economic Survey—Government of India, Ministry of Finance, Oxford University Press, New Delhi,
7) Sectors of Indian Economy: Satya Sudha, Himalaya
8) The Economic Times, News paper
9) Business Line, News paper
CHAPTER I: INTRODUCTION TO GST:
Introduction – GST - Taxes Subsumed under GST - Determination of Tax - Registration - Process of Registration - Cancellation and renovation of registration - Supply of Goods and Services - Transition to GST - Registered Business - Availed Input Tax Credit - Unavailed CENVAT credit and Input VAT on capital goods - Availing the input credit held in closing stock - Invoicing - Tax Invoice - Bill of Supply - Credit Note, Debit Note and Supplementary Invoice - Transportation of goods without issue of Invoice - Input Credit Mechanism - Input Tax - GST Returns - Payment of Tax.

CHAPTER II: GETTING STARTED WITH GST:

CHAPTER III: RECORDING ADVANCED ENTRIES, GST ADJUSTMENT AND RETURN FILING:

CHAPTER IV: GETTING STARTED WITH GST (SERVICES):
Introduction - Determination of supply of services - Determining the Place of Supply of Services - Enabling GST and Defining Tax Details - Transferring Input Tax credit to GST - Intrastate Supply of Goods - Intrastate Inward Supply - Intrastate Outward Supply - Interstate - Interstate Outward Supply - Interstate Supply - Interstate Inward Supply - Interstate Outward Supply of Services - Cancellation of Inward Supplies - Cancellation of Outward Supply of Services - Defining Tax Rates at Master and Transaction Levels.

CHAPTER V: RECORDING ADVANCED ENTRIES AND MIGRATION TO ERP:
Introduction - Accounting Multiple Services in a Single Supply - Recording Partial Payment to Suppliers - Outward Supplies - Recording Outward Supply with Additional Expenses - Supply of services - Business to consumers - Time of Supply of Services - Place of Supply of Services - Determining place of supply of services - Exempt Supply of Services under GST - Export Supply of Services - Reverse Charge on Services under GST - Advance Receipts from Customers under GST - Advance Receipt and issuing Invoice on same month - Advance Receipt and issuing Invoice on different month - Reversal of GST on account of cancellation of advance receipt - Generating GSTR - Report in ERP - Input Tax Credit Set Off - Migration to ERP - Activate Goods and Services Tax (GST) in ERP - Set up GST rates - Update Masters - Update party GSTIN/UIN - Creation of GST Duty ledgers.

SUGGESTED READINGS:
1. Taxmann’s Basics of GST
2. Taxmann’s GST: A practical Approach
3. Theory & Practice of GST, Srivathsala, HPH
4. Theory & Practice of GST: Dr. Ravi M.N, PBP.
BC 604: COMPANY LAW (2013Act)

Paper: BC604
PPW: 4
Max. Marks:80 + 20
Exam Duration: 3Hrs

Objective: to understand legal provisions applicable for establishment, management and winding up of companies in India as per Companies Act 2013.

UNIT-I: INCORPORATION OF COMPANIES:

UNIT–II: MANAGEMENT OF COMPANIES:

UNIT–III: COMPANY SECRETARY:
Company Secretary: Definition – Appointment – Duties – Liabilities – Company Secretary in Practice – Secretarial Audit.

UNIT–IV: COMPANY MEETINGS:

UNIT–V: WINDING UP:

SUGGESTED READINGS:

2) Company Law: Rajasri. – HPH
3) Company Law: Prof. G. Krishna Murthy, G. Kavitha, PBP
4) Company Law and Practice: GK Kapoor & Sanjay Dhamija, Taxmann Publication.
BC 605: MANAGERIAL ACCOUNTING

Paper: BC605
Max. Marks: 80 + 20
PPW: 5 Hrs
Exam Duration: 3 Hrs

Objective: to acquire Advanced Managerial Accounting decision-making techniques and reporting methods.

UNIT-I: STANDARD COSTING AND VARIANCE ANALYSIS:

UNIT-II: CAPITAL BUDGETING:

UNIT-III: RESPONSIBILITY ACCOUNTING:

UNIT-IV: RECONCILIATION OF COST AND FINANCIAL ACCOUNTS:

UNIT-V: MIS AND REPORTING:

SUGGESTED READINGS:
1. Management Accounting- Principles & Practice: Sharma RK & Shashi K. Gupta, Kalyani
2. Advanced Managerial Accounting: Srihari Krishna Rao, Himalaya
3. Advanced Managerial Accounting: Dr. Sundaram, PBP
5. Management Accounting: Rustagi R.P, Galgotia
6. Managerial Accounting: Ronald W. Hilton, TMH
Objective: to become familiar with various business documents and acquire practical knowledge, which improve over all skill and talent.

UNIT-I: BASIC BUSINESS DOCUMENTS:
Trade license under Shops and Establishments Act - Labor license from Department of labor - Partnership Deed - Pollution, Health licenses – Quotation - Invoice form and preparation - Computation of simple interest, compound interest and EMI - Way bill used during transport - Debit Note and Credit Note - Audit Report.

UNIT-II: FINANCE, BANKING AND INSURANCE DOCUMENTS:

UNIT-III: DOCUMENTS FOR INCORPORATION A COMPANY:

UNIT-IV: DOCUMENTS OF TAXATION:

UNIT-V: BUSINESS CHARTS:
Elements of business - Forms of business organizations - Procedure of incorporation of companies - Classification of partners with salient features of each of them - International, National, State level and Regional entrepreneurs - Hierarchy of Banking business in India - Tax administration in India - Various taxes imposed in India - Export and import procedure - Purpose and powers of authorities like RBI, SEBI, IRDA, ROC.

COMMERCE LAB FACILITIES:
i) Colleges are required to provide a commerce lab containing all the documents related to commerce and facilities as, computer, printer, OHP, LCD Projector with sufficient furniture.
ii) Teachers should practically explain the documents and help in filling the same in the simulated environment.
iii) Students are required to do the above personally and gain the knowledge of filling the above documents and the same are to be kept in a portfolio.
iv) At the end of semester, the portfolios would be evaluated by the external examiner designated by the Controller of Examinations, Osmania University, from the panel submitted by the Board of Studies in Commerce. The Examiner would evaluate the portfolio for a maximum of 35 marks and conduct viva-voce examination for 15 marks. The award lists duly signed are to be sent the Controller of Examinations.

* the student has to collect the various documents prepare activity charts and submit the same in the form of a record.
BC 607: FINANCIAL INSTITUTIONS AND MARKETS

Paper: BC607
PPW: 4 Hours
Max. Marks: 80 + 20
Exam Duration: 3 Hours

Objective: To familiarize with various Financial Institutions and Markets.

UNIT I: INDIAN FINANCIAL SYSTEM:

UNIT II: FINANCIAL INSTITUTIONS:

UNIT III: MONEY MARKET:

UNIT IV: DEBT MARKET:

UNIT V: EQUITY MARKET:

SUGGESTED READINGS:
2) Prof. Prashanta Athma, Financial Institutions and Markets: PBP
5) Khan and Jain, Financial Services, Tata McGraw Hill, New Delhi, India.
BCT 608: TAX PRACTICES & PROCEDURES

Paper: BCT608
Max. Marks: 80+20
PPW: 4 Hours
Exam Duration: 3 Hours

Objective: To provide basic knowledge of tax practices & procedures.

UNIT-I: TAX PLANNING, TAX MANAGEMENT, TAX EVASION, TAX AVOIDANCE:
Types of companies - Residential status of companies and tax incidence - clubbing tax liability and minimum alternate tax - carry forward and set off of losses in case of certain companies- deductions available to corporate assesses.
Tax on distributed profits- Units of mutual funds.

UNIT-II: TAX PLANNING WITH REFERENCE TO SETTING UP OF NEW BUSINESS:
Location of Business- Nature of business – from of organization-Tax planning with reference to financial management decision – Capital structure, dividend and bonus shares- Tax planning with reference to sale of scientific research assets.

UNIT-III: TAX PLANNING WITH REFERENCE TO SPECIFIC MANAGEMENT DECISIONS:
Make or buy - own or lease – repair or replace – Tax planning with reference to employees’ remuneration – Tax planning with reference to receipt of insurance compensation – tax planning with reference to distribution of assets at the time of liquidation.

UNIT-IV: TAX PLANNING IN RESPECT OF NON-RESIDENTS:
Taxable income for non-residents – interest- salaries and exemptions from tax to non-residents – Double taxation relief – Provisions –Regulating transfer pricing – Computation of Arm’s length pricing – Advance rulings – Advance Pricing agreement.

UNIT-V: TAX PLANNING - INDIVIDUALS:

SUGGESTED READINGS:
2. Ahuja, Girish and Ravi Gupta: Corporata Tax Planning and Management, Bharat Law House, Delhi.
5. IAS – 12 and As - 22.

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