

F.Y.BAF Syllabus Semester I & II



Hindi Vidya Prachar Samiti's

Ramniranjan Jhunjhunwala College

of Arts, Science & Commerce

(Autonomous College)



Affiliated to

UNIVERSITY OF MUMBAI

Syllabus for the F.Y.BAF

Program: B.COM (ACCOUNTING & FINANCE)

(Adapted from the Credit Based Semester and Grading System F.Y.BAF

Syllabus of University of Mumbai 2019-20)

F.Y.BAF Syllabus Semester I & II**DISTRIBUTION OF TOPICS AND CREDITS****F.Y.BAF SEMESTER I**

Course	Nomenclature	Credits	Topics
RJCUBAF101	Financial Accounting (Elements of Financial Accounting) - I	03	1. Accounting Standards Issued by ICAI and IFRS 2. Final Accounts 3. Departmental Accounts 4. Accounting for Hire Purchase
RJCUBAF102	Cost Accounting (Introduction and Element of cost) - I	03	1. Introduction to Cost Accounting 2. Material Cost 3. Labour Cost 4. Overheads
RJCUBAF103	Financial Management (Introduction to Financial Management) – I	03	1. Introduction to Financial Management 2. Concepts in Valuation 3. Leverage 4. Types of Financing 5. Cost of Capital
RJCUBAF104	Business Communication - I	03	1. Theory of Communication 2. Obstacles to Communication in Business World 3. Business Correspondence 4. Language and Writing Skills
RJCUBAF105	Foundation Course – I	02	1. Overview of Indian Society 2. Concept of Disparity- 1 3. Concept of Disparity- 4. The Indian Constitution 5. Significant Aspects of Political Processes
RJCUBAF106	Commerce (Business Environment) - I	03	1. Business and its Environment 2. Business and Society 3. Contemporary Issues 4. International Environment
RJCUBAF107	Economics - I	03	1. Introduction 2. Demand Analysis 3. Supply and Production Decisions and Cost of Production 4. Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition 5. Pricing Practices

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F.Y.BAF SEMESTER II

Course	Nomenclature	Credits	Topics
RJCUBAF201	Financial Accounting (Special Accounting Areas) - II	03	1. Accounting from Incomplete Records 2. Consignment Accounts 3. Branch Accounts 4. Fire Insurance Claims
RJCUBAF202	Auditing (Introduction and Planning) – I	03	1. Introduction to Auditing 2. Audit Planning, Procedures and Documentation 3. Auditing Techniques 4. Internal Audit
RJCUBAF203	Information Technology in Accountancy – I	03	1. Introduction to computers 2. Office Productivity tools – Excel, Tally 3. Introduction to internet and other emerging technologies 4. E- Commerce
RJCUBAF204	Business Communication - II	03	1. Presentation Skills 2. Group Communication 3. Business Correspondence 4. Language and Writing Skills
RJCUBAF205	Foundation Course – II	02	1. Globalization and Indian Society 2. Human Rights 3. Ecology 4. Understanding Stress and Conflict 5. Managing Stress and Conflict in Contemporary Society
RJCUBAF206	Business Law (Business Regulatory Framework) – I	03	1. Law of Contract 1872 2. Sale of Goods Act 1930 3. Negotiable Instrument Act 1881 4. Consumer Protection Act 1986
RJCUBAF207	Business Mathematics	03	1. Ratio, Proportion and Percentage 2. Profit and Loss 3. Interest and Annuity 4. Shares and Mutual Fund

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SEMESTER I		L	Cr
SUBJECT: Financial Accounting - Elements of Financial Accounting-I	Paper Code: RJCUBAF101	60	03
UNIT 01		15	
Introduction, Accounting Standards Issued by ICAI and IFRS			
Meaning and Scope of Accounting: Need and development, definition: Book- Keeping and accounting, Persons interested in accounting, Branches of accounting, Objectives of accounting. Accounting principles: Introductions to Concepts and conventions Introduction to Accounting Standards: Meaning and Scope AS 1 :Disclosure to Accounting Policies AS 6: Depreciation Accounting. AS 9: Revenue Recognition. AS 10: Accounting For Fixed Assets International Financial Reporting Standards (IFRS): Introduction to IFRS IAS-1:Presentation of Financial Statements (Introductory Knowledge) IAS-2:Inventories (Introductory Knowledge)			
UNIT 02		15	
Final Accounts			
Expenditure Capital b) Revenue Receipts Capital (b) Revenue Adjustments and Closing Entries Final Accounts of Manufacturing Concerns (Proprietary Firm)			
UNIT 03		15	
Departmental Accounts			
Meaning Basis of Allocation of Expenses and Incomes / Receipts Inter Departmental Transfer: At Cost Price and Invoice Price Stock Reserve Departmental Trading and Profit and Loss Account and Balance Sheet			
UNIT 04		15	

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Accounting for Hire Purchase		
Meaning 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)		

SEMESTER I		L	Cr
SUBJECT: Cost Accounting - Introduction and Elements of Cost-I	Paper Code: RJCUBAF102	60	03
UNIT 01		15	
Introduction to Cost Accounting			
Evolution Objectives and Scope of Cost Accounting Importance and Advantages of Cost Accounting Difference between Cost Accounting and Financial Accounting Limitations of Financial Accounting Definitions: Cost, Costing and Cost Accounting Classification of Cost on Different Bases Cost Allocation and Apportionment Coding System Essentials of Good Costing System			
UNIT 02		15	
Material Cost			
Material Cost: The Concept Material Control Procedure Documentation Stock Ledger, Bin Card Stock Levels Economic Order Quantity (EOQ)			
UNIT 03		15	
Labour Cost			

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Labour Cost: The Concept Overtime / Idle Time / Incentive Schemes Cost Labour Cost Records Overtime / Idle Time / Incentive Schemes		
UNIT 04	15	
Overheads		
Overheads: The Concept Classification of overheads on different bases Apportionment and Absorption of Overheads		

SEMESTER I		L	Cr
SUBJECT: Financial Management Introduction to Financial Management –I	Paper Code: RJCUBAF103	60	03
UNIT 01		12	
Introduction to Financial Management			
Introduction Meaning Importance Scope and Objectives Profit v/s Value Maximization			
UNIT 02		12	
Concepts in Valuation			
The Time Value of Money Present Value Internal Rate of Return Bonds Returns The Returns from Stocks Annuity Techniques of Discounting Techniques of Compounding			
UNIT 03		12	
Leverage			

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Introduction EBIT & EPS Analysis Types of Leverages: Operating Leverage, Financial Leverage & Composite Leverage Relationship between Operating Leverage and Financial Leverage (Including Practical Problems)		
UNIT 04	12	
Types of Financing		
Introduction Needs of Finance and Sources: Long Term, Medium Term, Short Term Long Term Sources of Finance Short Term Sources of Finance		
UNIT 05	12	
Cost of Capital		
Introduction Definition and Importance of Cost of Capital Measurement of Cost of Capital WACC(Including Practical Problems)		

SEMESTER I		L	Cr
SUBJECT: Business Communication-I	Paper Code: RJCUBAF104	60	03
UNIT 01		15	
Theory of Communication			

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<p>Concept of Communication: Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world. Impact of technological advancements on Communication</p> <p>Channels and Objectives of Communication: Channels- Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine</p> <p>Objectives of Communication: Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees(A brief introduction to these objectives to be given)</p> <p>Methods and Modes of Communication:</p> <p>Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette</p> <p>Modes: Telephone and SMS Communication 3 (General introduction to Telegram to be given) Facsimile Communication [Fax]Computers and E-communication Video and Satellite Conferencing</p>		
UNIT 02	15	
Obstacles to Communication in Business World		
<p>Problems in Communication /Barriers to Communication:</p> <p>Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers</p> <p>Listening: Importance of Listening Skills, Cultivating good Listening Skills – 4</p> <p>Introduction to Business Ethics:</p> <p>Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, Corporate Social Responsibility</p> <p>Teachers can adopt a case study approach and address issues such as the following so as to orient and sensitize the student community to actual business practices: Surrogate Advertising, Patents and Intellectual Property Rights, Dumping of Medical/E-waste, Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace Piracy, Insurance, Child Labour</p>		
UNIT 03	15	
Business Correspondence		

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<p>Theory of Business Letter Writing: Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing, Personnel Correspondence: Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation [Letter of Appointment idea, using appropriate linking devices, etc Cohesion and Coherence, Promotion and Termination, Letter of Recommendation(to be taught but not to be tested in the examination)]</p>		
UNIT 04	15	
Language and Writing Skills		
<p>Commercial Terms used in Business Communication Paragraph Writing: Developing an idea, using appropriate linking devices, etc Cohesion and Coherence, self-editing, etc [Interpretation of technical data, Composition on a given situation, a short informal report etc.] Activities: Listening Comprehension Remedial Teaching Speaking Skills: Presenting a News Item, Dialogue and Speeches Paragraph Writing: Preparation of the first draft, Revision and Self – Editing, Rules of spelling. Reading Comprehension: Analysis of texts from the fields of Commerce and Management</p>		

SEMESTER I		L	Cr
SUBJECT: Foundation Course-I	Paper Code: RJCUBAF105	45	02
UNIT 01		05	
Overview of Indian Society			
<p>Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender; Appreciate the concept of linguistic diversity in relation to the Indian situation; Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as difference</p>			

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UNIT 02	10	
Concept of Disparity- 1		
Understand the concept of disparity as arising out of stratification and inequality; Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media. Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities		
UNIT 03	10	
Concept of Disparity-2		
Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof; Understand inter-group conflicts arising out of communalism; Examine the causes and effects of conflicts arising out of regionalism and linguistic differences		
UNIT 04	10	
The Indian Constitution		
Philosophy of the Constitution as set out in the Preamble; The structure of the Constitution-the Preamble, Main Body and Schedules; Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society; Basic features of the Constitution		
UNIT 04	10	
Significant Aspects of Political Processes		
The party system in Indian politics; Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics; Role and significance of women in politics.		

SEMESTER I	L	Cr
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SUBJECT: Commerce- Business Environment -I	Paper Code: RJCUBAF106	60	03
UNIT 01		15	
Business and its Environment			
Business Objectives, Dynamics of Business and its Environment, Types of Business Environment Environmental Analysis: Importance, Factors, PESTEL Analysis, SWOT Analysis			
UNIT 02		15	
Business and Society			
Business Ethics: Nature and Scope of Ethics, Ethical Dilemmas, Corporate Culture and Ethical Climate Development of Business Entrepreneurship: Entrepreneurship and Economic Development, Micro, Small and Medium Enterprises Development (MSMED) Act, 2006, Entrepreneurship as a Career Option Consumerism and Consumer Protection: Consumerism in India, Consumer Protection Act 1986			
UNIT 03		15	
Contemporary Issues			
Corporate Social Responsibility and Corporate Governance: Social Responsibility of Business, Ecology and Business, Carbon Credit Social Audit: Evolution of Social Audit, Benefits of Social Audit, Social Audit v/s Commercial Audit			
UNIT 04		15	
International Environment			
Strategies for going Global: MNCs and TNCs, WTO Foreign Trade in India- Balance of Trade, FDI Investment Flows and its Implication for Indian Industries			

SEMESTER I		L	Cr
SUBJECT: Economics - I	Paper Code: RJCUBAF107	60	03

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UNIT 01	10	
Introduction		
Scope and Importance of Business Economics – Basic tools- Opportunity Cost principle- Incremental and Marginal Concepts. Basic economic relations - functional relations: equations- Total, Average and Marginal relations- use of Marginal analysis in decision making The basics of market demand, market supply and equilibrium price- shifts in the demand and supply curves and equilibrium		
UNIT 02	10	
Demand Analysis		
Demand Function - nature of demand curve under different markets Meaning, significance, types and measurement of elasticity of demand (Price, income cross and promotional)- relationship between elasticity of demand and revenue concepts Demand estimation and forecasting: Meaning and significance - methods of demand estimation : survey and statistical methods (numerical illustrations on trend analysis and simple linear regression)		
UNIT 03	15	
Supply and Production Decisions and Cost of Production		
Production function: short run analysis with Law of Variable Proportions- Production function with two variable inputs- isoquants, ridge lines and least cost combination of inputs- Long run production function and Laws of Returns to Scale-expansion path - Economies and diseconomies of Scale. Cost concepts: Accounting cost and economic cost, implicit and explicit cost, fixed and variable cost - total, average and marginal cost - Cost Output Relationship in the Short Run and Long Run (hypothetical numerical problems to be discussed), LAC and Learning curve - Break even analysis (with business applications)		
UNIT 04	15	
Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition		
Short run and long run equilibrium of a competitive firm and of industry - monopoly - short run and long- run equilibrium of a firm under Monopoly		

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Monopolistic competition: Equilibrium of a firm under monopolistic competition, debate over role of advertising (<i>topics to be taught using case studies from real life examples</i>)		
Oligopolistic markets: key attributes of oligopoly - Collusive and non collusive oligopoly market - Price rigidity - Cartels and price leadership models (<i>with practical examples</i>)		
UNIT 05		
Pricing Practices	10	
Cost oriented pricing methods: cost – plus (full cost) pricing, marginal cost pricing, Mark up pricing, discriminating pricing, multiple – product pricing - transfer pricing (<i>case studies on how pricing methods are used in business world</i>)		

SEMESTER II		L	Cr
SUBJECT: Financial Accounting – Special Accounting Areas -II	Paper Code: RJCUBAF201	60	03
UNIT 01		15	
Accounting from Incomplete Records			
Introduction Problems on Preparation of Final Accounts of Proprietary Trading Concern(Conversion Method)			
UNIT 02		15	
Consignment Accounts			
Accounting for Consignment Transactions Valuation of Stock Invoicing of Goods at Higher Price (Excluding Overriding Commission, Normal/Abnormal Losses)			
UNIT 03		15	
Branch Accounts			

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Meaning / Classification of Branches Accounting for Dependent Branch Not Maintaining Full Books Debtors Method Stock and Debtors Method		
UNIT 04	15	
Fire Insurance Claims		
Computation of Loss of Stock by Fire Ascertainment of Claim as per the Insurance Policy Exclude: Loss of Profit and Consequential Loss		

SEMESTER II		L	Cr
SUBJECT: Auditing - Introduction and Planning -I	Paper Code: RJCUBAF202	60	03
UNIT 01		15	
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 Principles of Audit 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 Audit Meaning, Advantages and Disadvantages of Balance Sheet Audit, Interim Audit, Continuous Audit, Concurrent Audit, Annual Audit Miscellaneous Advantages of Independent Audit, Qualities of Auditors, Auditing Vs Accounting, Auditing Vs Investigation, View the Concept True and Fair			

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Accounting Concepts Relevant to Auditing Materiality, Going Concern		
UNIT 02	15	
Audit Planning, Procedures and Documentation		
Audit Planning Meaning, Objectives, Factors to be Considered, Sources of Obtaining Information, Discussions with Client, Overall Audit Plan Audit Programme Meaning, Factors to be Considered, Advantages, Disadvantages, Overcoming Disadvantages, Methods of Work, Instruction before Commencing Works of Audit, Overall Audit Approach 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's Books Audit Notebook Meaning, Structure, Contents, General Information, Current Information and Importance		
UNIT 03	15	
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		

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UNIT 04	15	
Internal Audit		
Meaning, Basic Principles of Establishing Internal Audit, Objectives, Evaluation of Internal Audit by Statutory Auditor, Usefulness of Internal Audit Internal Audit Vs External Audit, Internal Checks Vs Internal Audit		

SEMESTER II	L	Cr
SUBJECT: Information Technology in Accountancy – I	Paper Code: RJCUBAF203	60 03
UNIT 01	15	
Introduction to Computers		
History of Computers, Parts of Computers, Hardwares: Specifications and Data Storage Management, Softwares: Concept of System Software and Applications, Networking: Introduction and types of network topologies		
UNIT 02	15	
Office Productivity tools – Excel, Tally		
MS Word: Creating, Editing, Formatting and Printing of Documents, Using Tools, Mail merge and Print Review and Set-up MS Excel: Creating Worksheet, Creating Various Formulae, Creating Charts, Rename and Copy of Worksheets, Using Tools, Printing Review and Set-up Excel Advance Features: Financial Functions – pv(), pmt (), fu ().... Logical Functions: if (), and (), or () lookup functions, what if analysis, pivot table, conditional table Power Point: Create Project Report, Create Slides, Animation, Page Designing, Insert Image, View Page, Print Review and Set-up. Use of Tools In Accounting :- Preparation of vouchers, invoices and reports, Calculation of Interest, Depreciation, TDS, Salary, Taxes, inventory and reconciliation		
UNIT 03	15	
Introduction to internet and other emerging technologies		

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Introduction – Internet components – electronic commerce – e-commerce applications – Electronic Data Exchange – Extranet – Payment systems – Risks and Security Considerations – Legal issues – Other emerging technologies		
UNIT 04	15	
E – Commerce		
Meaning, Advantages and Limitations of E Commerce, The role of Strategy in E Commerce, Value chains in E Commerce, Infrastructure for Electronic Commerce Web Based Tools for Electronic Commerce, Electronic Commerce software, Security Threats to electronic Commerce , Implementing Security for Electronic Commerce, Electronic Payment Systems, Strategies for Marketing, Sales & Promotion Strategies for Purchasing Logistics & Support Activities, Electronic Markets & Communities, Business Plans for Implementing Electronic Commerce		

SEMESTER II		L	Cr
SUBJECT : Business Communication -II	Paper Code: RJCUBAF204	60	03
UNIT 01		15	
Presentation Skills			
Presentations:(to be tested in tutorials only) 4 Principles of Effective Presentation Effective use of OHP Effective use of Transparencies How to make a Power-Point Presentation			
UNIT 02		15	
Group Communication			
Interviews: Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit Meetings: Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions Conference: Meaning and Importance of Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing Public Relations: Meaning, Functions of PR Department, External and Internal Measures of PR			

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UNIT 03	15	
Business Correspondence		
Trade Letters: Order, Credit and Status Enquiry, Collection (just a brief introduction to be given) Only following to be taught in detail:- Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act [Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However students should not be tested on the theory.]		
UNIT 04	15	
Language and Writing Skills		
Reports: Parts, Types, Feasibility Reports, Investigative Reports Summarization: Identification of main and supporting/sub points Presenting these in a cohesive manner		

SEMESTER II		L	Cr
SUBJECT : Foundation Course – II	Paper Code: RJCUBAF205	45	02
UNIT 01		07	
Globalization and Indian Society			
Understanding the concepts of liberalization, privatization and globalization; Growth of information technology and communication and its impact manifested in everyday life; Impact of globalization on industry: changes in employment and increasing migration; Changes in agrarian sector due to globalization; rise incorporate farming and increase in farmers' suicides.			
UNIT 02		10	
Human Rights			
Concept of Human Rights; origin and evolution of the concept; The Universal Declaration of Human Rights; Human Rights constituents with special reference to Fundamental Rights stated in the Constitution			
UNIT 03		10	

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Ecology		
Importance of Environment Studies in the current developmental context; Understanding concepts of Environment, Ecology and their interconnectedness; Environment as natural capital and connection to quality of human life; Environmental Degradation- causes and impact on human life; Sustainable development- concept and components; poverty and environment		
UNIT 04	10	
Understanding Stress and Conflict		
Causes of stress and conflict in individuals and society; Agents of socialization and the role played by them in developing the individual; Significance of values, ethics and prejudices in developing the individual; Stereotyping and prejudice as significant factors in causing conflicts in society. Aggression and violence as the public expression of conflict		
UNIT 05	08	
Managing Stress and Conflict in Contemporary Society		
Types of conflicts and use of coping mechanisms for managing individual stress; Maslow's theory of self-actualization; Different methods of responding to conflicts in society; Conflict-resolution and efforts towards building peace and harmony in society		

SEMESTER II		L	Cr
SUBJECT : Business Law - Business Regulatory Framework -I	Paper Code: RJCUBAF206	60	03
UNIT 01		15	
Law of Contract 1872			
Nature of Contract Classification of Contracts Offer and Acceptance Capacity of Parties to Contract Free Consents Consideration			

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Legality of Object Agreement Declared Void Performance of Contract Discharge of Contract Remedies for Breach of Contract Indemnity Guarantee Bailment and Pledge Agency		
UNIT 02	15	
Sale of Goods Act 1930		
Formation of Contract of Sale Goods and their Classifications Price, Conditions and Warranties Transfer of Properties in Goods Performance of Contract of Sales Unpaid Seller and his Rights Sale by Auction Hire Purchase Agreement		
UNIT 03	15	
Negotiable Instrument Act 1881		
Definition of Negotiable Instruments Features of Negotiable Instruments Promissory Note Bill of Exchange and Cheque Holder and Holder in due Course Crossing of a Cheque Types of Crossing Dishonour and Discharge of Negotiable Instruments		
UNIT 04	15	
Consumer Protection Act 1986		
Salient Features Definition of Consumers Deficiency in Service Defects in Goods		

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SEMESTER II		L	Cr
SUBJECT : Business Mathematics	Paper Code: RJCUBAF207	60	03
UNIT 01		15	
Ratio, Proportion and Percentage			
Ratio- Definition, Continued ratio, Inverse Ratio, Proportion - Continued proportion, Direct proportion, Inverse proportion, Variation - Inverse variation, Joint variation Percentage- Meaning and computation of percentage			
UNIT 02		15	
Profit and Loss			
Terms and formulae, Trade discount, Cash discount, problems involving cost price, selling price, trade discount, cash discount. Introduction to Commission and brokerage – problems on commission and brokerage			
UNIT 03		15	
Interest and Annuity			
Simple interest, compound interest, Equated monthly instalments, reducing balance and flat rate of interest Annuity immediate- present value and future value Stated annual rate and effective annual rate			
UNIT 04		15	
Shares and Mutual Fund			
Shares- Concept, face value, market value, dividend, Equity shares, preference shares, bonus shares, Mutual Fund- Simple problems on calculation of net income after considering entry load, exit load, dividend, change in net asset value			

References Books

F.Y.BAF	SEMESTER I
RJCUBAF101 Financial Accounting (Elements of Financial Accounting) - I	<ul style="list-style-type: none"> • <i>Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi</i> • <i>Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi</i> • <i>Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi</i> • <i>Modern Accountancy by Mukherjee and Hanif, Tata Mc.</i>

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	<p><i>Grow Hill and Co. Ltd., Mumbai</i></p> <ul style="list-style-type: none"> • <i>Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi</i> • <i>Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai</i> • <i>Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi</i> • <i>Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc</i> • <i>Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida</i> • <i>Compendium of Statement and Standard of Accounting, ICAI</i> • <i>Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i> • <i>Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i> • <i>Company Accounting Standards by Shrinivasan Anand, Taxman, New Delhi</i> • <i>Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi</i> • <i>Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi</i> • <i>Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi</i> • <i>Financial Accounting a Managerial Perspective, Varadraj B. Bapat, Mehul Raithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi</i>
<p>RJCUBAF102</p> <p>Cost Accounting (Introduction and Element of cost) - I</p>	<ul style="list-style-type: none"> • <i>Lectures on Costing by Swaminathan: S. Chand and Company (P) Ltd., New Delhi</i> • <i>Cost Accounting by C.S. Rayudu, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i> • <i>Cost Accounting by Jawahar Lal and Seema Srivastava, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i> • <i>Cost Accounting by Ravi M. Kishore, Taxmann Ltd., New Delhi</i> • <i>Principles and Practices of Cost Accounting by N.K. Prasad, Book Syndicate Pvt. Ltd., Calcutta</i> • <i>Cost Accounting Theory and Practice by B.K. Bhar, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i> • <i>Cost Accounting Principles and Practice by M.N. Arora, Vikas Publishing House Pvt. Ltd., New Delhi</i> • <i>Advanced Cost and Management Accounting: Problems and Solutions by V.K. Saxena and C.D. Vashist, S. Chand and Company (P) Ltd., New Delhi</i> • <i>Cost Accounting by S.P. Jain and K.L. Narang, Kalyani Publishers, Ludhiana</i> • <i>Modern Cost and Management Accounting by M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi</i>

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RJCUBAF103	
Financial Management (Introduction to Financial Management) – I	<ul style="list-style-type: none"> • <i>Fundamentals of Financial Management</i> by D. Chandra Bose, PHI Learning Pvt. Ltd., New Delhi • <i>Fundamentals of Financial Management</i> by Bhabotosh Banerjee, PHI Learning Pvt. Ltd., New Delhi • <i>Fundamentals of Financial Management</i> by Vyuptakesh Sharma, Pearson Education, New Delhi • <i>Fundamentals of Financial Management</i> by J.C. Van Horne, Prentice Hall of India, New Delhi • <i>Financial Management: Text and Problems</i> by M.Y. Khan and P.K. Jain, Tata McGraw Hill, New Delhi • <i>Financial Management: Theory and Practice</i> by Prasanna Chandra, Tata McGraw Hill, New Delhi • <i>Financial Management</i> by I.M. Pandey, Vikas Publishing House, New Delhi
RJCUBAF104	
Business Communication - I	<ul style="list-style-type: none"> • <i>Agarwal, AnjuD(1989) A Practical Handbook for Consumers</i>, IBH. • <i>Alien, R.K.(1970) Organisational Management through Communication.</i> • <i>Ashley,A(1992) A Handbook Of Commercial Correspondence</i>, Oxford University Press. • <i>Aswalthapa, K (1991)OrganisationalBehaviour</i>, Himalayan Publication, Mumbai. • <i>Atreya N and Guha (1994) Effective Credit Management</i>, MMC School of Management, Mumbai. • <i>Bahl,J.C. and Nagamia,S.M. (1974) Modern Business Correspondence and Minute Writing.</i> • <i>Balan,K.R. and Rayudu C.S. (1996) Effective Communication</i>, Beacon New Delhi. • <i>Bangh, LSue, Fryar,Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence</i>, N.T.C. Publishing Group USA. • <i>Banerjee, Bani P (2005) Foundation of Ethics in Mangement Excel Books 10.Businessworld Special Collector's Issue: Ethics and the Manager</i> • <i>Barkar, Alan(1993) Making Meetings Work</i>, Sterling Publications Pvt. Ltd., New Delhi. • <i>Basu,C.R.(1998) Business Organisation and Management</i>, T.M.H.New Delhi. • <i>Benjamin, James (1993) Business and Professional Communication Concepts and Practices</i>, Harper Collins College Publishers, New York. • <i>Bhargava and Bhargava91971) Company Notices, Meetings and Regulations</i> • <i>Black, Sam (1972) Practical Public Relations</i>, E.L.B.S. London. • <i>BoveeCourtland,L and Thrill, John V(1989) Business Communication</i>, Today McGraw Hill, New York, Taxman Publication. • <i>Burton, G and Thakur; (1995) Management Today- Principles and Practices</i>. T.M.H.,New Delhi. • <i>Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) Public Relations Handbook</i>, TheDartwell Co., Chicago. • <i>Dayal, Ishwar(9810) Managing Large Organizations: A Comparative Study</i>. • <i>Drucher,P.F.((1970) Technology, Management and Society</i>, Pan Books London. • <i>Drucher,P.F.((1974)Management Responsibilities Practices</i>,

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	<p>Heinemann, London. 22. Eyre, E.C. (1985) <i>Effective Communication Made Simple</i>, Rupa and Co. Calcutta.</p> <ul style="list-style-type: none"> • Ecouse Barry, (1999), <i>Competitive Communication: A Rhetoric for Modern Business</i>, OUP. • Fisher Dalmar, (1999), <i>Communication in Organisation</i>, Jaico Pub House, Mumbai, Delhi. • Frailley, L.E. (1982) <i>Handbook of Business Letters</i>, Revised Edn. Prentice Hall Inc. • French, Astrid (1993) <i>Interpersonal Skills</i>. Sterling Publishers, New delhi. • 27 Fritzsche, David J (2005) <i>Business Ethics: A Global and Managerial Perspective</i> McGraw Hill • Garlside, L.E. (1980) <i>Modern Business Correspondence</i>, McDonald and Evans Ltd. Plymouth. • Ghanekar, A (1996) <i>Communication Skills for Effective Management</i>. Everest Publishing House, Pune. • Graves, Harold F. (1965) <i>Report Writing</i>, Prentice Hall, New Jersey. • Gupta, Anand Das (2010) <i>Ethics, Business and Society: Managing Responsibly Response Books</i> 32. Gupta, Dipankar (2006) <i>Ethics Incorporated: Top Priority and Bottom Line Response Books</i> • Krevolin, Nathan (1983) <i>Communication Systems and Procedures for Modern Office</i>, Prentice Hall, New Jersey. • Lesikar, Raymond V and Petit, John D. (1994) <i>Business Communication: Theory and Application</i>, Richard D. Irwin Inc. Illinois. • Ludlow, Ron. (1995) <i>The Essence of Effective Communication</i>, Prentice, New Delhi. • 36. M. Ashraf, Rizvi (2006) <i>Effective Technical Communication</i> Tata McGraw Hill • Martson, John E. 1963) <i>The Nature of Public Relations</i>, McGraw Hill, New Delhi. • Majumdar, P.K. (1992) <i>Commentary on the Consumer protection Act</i>, Prentice, New Delhi. • McQuail, Denis (1975), <i>Communication</i>, Longman. • Merrihue, William (1960) <i>Managing by Communication</i>, McGraw Hill, New York. • 41. Mishra Rajiv K (2006) <i>Code of Conduct for Managers</i> Rupa Company • Monippalli, M.M. (1997), <i>The Craft of Business Letter Writing</i>, T.M.H. New Delhi. • Montagu, A and Matson, Floyd (1979) <i>The Human Connection</i>, McGraw Hill, New York.
RJCUBAF105 Foundation Course – I	<ul style="list-style-type: none"> • <i>Social and Economic Problems in India</i>, Naseem Azad, R Gupta Pub (2011) • <i>Indian Society and Culture</i>, Vinita Padey, Rawat Pub (2016) • <i>Social Problems in India</i>, Ram Ahuja, Rawat Pub (2014) • <i>Faces of Feminine in Ancient, medieval and Modern India</i>, Mandakranta Bose Oxford University Press • <i>National Human rights commission- disability Manual</i> • <i>Rural, Urban Migration : Trends, challenges & Strategies</i>, S Rajagopalan, ICFAI- 2012 • <i>Regional Inequities in India</i> Bhat L SSSRD- New Delhi • <i>Urbanisation in India: Challenges, Opportunities & the way forward</i>, I J

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	<p><i>Ahluwalia, Ravi Kanbur, P K Mohanty, SAGE Pub (2014)</i></p> <ul style="list-style-type: none"> • <i>The Constitution of India, P M Bakshi 2011</i> • <i>The Problems of Linguistic States in India, Krishna Kodesia Sterling Pub</i> • <i>Politics in India: structure, Process and Policy SubrataMitra, Rouutlege Pub</i> • <i>Politics in India, Rajani Kothari, Orient Blackswan</i> • <i>Problems of Communilism in india, Ravindra Kumar Mittal Pub</i> • <i>Combating communalism in India: Key to National Integration, KawalKishorBhardwaj, Mittal Pub</i>
<p>RJCUBAF106</p> <p>Commerce (Business Environment) - I</p>	<ul style="list-style-type: none"> • <i>Business Environment Text and Cases by M.B. Shukla, Taxman Publications, New Delhi</i> • <i>Global Economy and Business Environment by Francis Cherunilam, Himalaya Publication House, Mumbai</i> • <i>Business Environment: Text and Cases by Francis Cherunilam, Himalaya Publication House, Mumbai</i> • <i>Indian Economy by Dutt and Sundaram, S. Chand and Company Pvt. Ltd., New Delhi</i> • <i>Essentials of Business Environment by K. Aswathappa, Himalaya Publication House, Mumbai</i> • <i>Business Environment by Justin Paul, Tata McGraw Hill Education Pvt. Ltd., New Delhi</i> • <i>Indian Economy by Misra and Puri, Himalaya Publishing House, Mumbai</i> • <i>Entrepreneurial Development by S.S. Khanka, S. Chand and Company Pvt. Ltd., New Delhi</i> • <i>Dynamics of Entrepreneurship by Vasanta Desai, Himalaya Publishing House, Mumbai</i> • <i>Entrepreneurship and Small Development Business Management by C.B. Gupta and S.S. Khanka, Sultan Chand and Sons, New Delhi</i> • <i>Entrepreneurship by David H. Holt, PHI Learning Pvt. Ltd., New Delhi</i> • <i>Management of Small-Scale Industries by Vasant Desai, Himalaya Publishing House, Mumbai</i> • <i>Business and Government by Francis Cherunilam, Himalaya Publishing House, Mumbai</i> • <i>Corporate Governance in India by JayatiSarkar and SubrataSarkar, Sage Publications, New Delhi</i> • <i>Corporate Governance: Principles, Policies and Practices by A.C. Fernando, Pearson Education India, New Delhi</i>
<p>RJCUBAF107</p> <p>Economics - I</p>	<ul style="list-style-type: none"> • <i>Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand & Sons, N. Delhi, 2000)</i> • <i>Hirchey .M., Managerial Economics, Thomson South western (2003)</i> • <i>Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore, 2001)</i> • <i>Frank Robert.H, Bernanke. Ben S., Principles of Economics (Tata McGraw Hill (ed.3)</i> • <i>Gregory Mankiw., Principles of Economics, Thomson South western (2002 reprint)</i> • <i>Samuelson & Nordhas.: Economics (Tata McGraw Hills, New Delhi,</i>

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	2002) • <i>Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi, 2004)</i>
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F.Y.BAF	SEMESTER II
RJCUBAF201 Financial Accounting (Special Accounting Areas) - II	<ul style="list-style-type: none"> • <i>Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi</i> • <i>Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi</i> • <i>Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi</i> • <i>Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i> • <i>Financial Accounting by LesileChandwichk, Pentice Hall of India AdinBakley (P) Ltd., New Delhi</i> • <i>Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai</i> • <i>Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi</i> • <i>Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc</i> • <i>Financial Accounting by Monga, J.R. Ahuja, GirishAhuja and Ashok Shehgal, Mayur Paper Back, Noida</i> • <i>Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i> • <i>Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi</i> • <i>Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi</i> • <i>Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi</i> • <i>Financial Accounting a Managerial Perspective, Varadraj B. Bapat, MehulRaithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi</i>
RJCUBAF202 Auditing (Introduction and Planning) – I	<ul style="list-style-type: none"> • <i>Contemporary Auditing by Kamal Gupta, Tata Mc-Graw Hill, New Delhi</i> • <i>A Hand-Book of Practical Auditing by B.N. Tandon, S. Chand and Company, New Delhi</i> • <i>Fundamentals of Auditing by Kamal Gupta and Ashok Arora, Tata McGraw Hill, New Delhi</i> • <i>Auditing: Principles and Practice by Ravinder Kumar, Virender Sharma, PHI Learning Pvt. Ltd., New Delhi</i> • <i>Auditing and Assurance for CA IPCC by Sanjib Kumar Basu, Pearson Education, New Delhi</i> • <i>Contemporary Auditing by Kamal Gupta, McGraw Hill Education Pvt. Ltd., New Delhi</i> • <i>Fundamentals of Auditing by Kamal Arora and Ashok Gupta, Tata McGraw Hill, New Delhi</i>

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<p>RJCUBAF203</p> <p>Information Technology in Accountancy – I</p>	<ul style="list-style-type: none"> • Computer Fundamentals - P.K.Sinha. • E-Commerce – Mr. Bharat Bhaskar. • E-Commerce (Fifth edition) – An Indian Perspective – P.T.Joseph. • Fundamentals of Computers – Rajaram.V. • Internet for business – Brummer Laurej.
<p>RJCUBAF204</p> <p>Business Communication - II</p>	<ul style="list-style-type: none"> • Agarwal, AnjuD(1989) <i>A Practical Handbook for Consumers</i>, IBH. • Alien, R.K.(1970) <i>Organisational Management through Communication</i>. • Ashley,A(1992) <i>A Handbook Of Commercial Correspondence</i>, Oxford University Press. • Aswalthapa, K (1991)<i>OrganisationalBehaviour</i>, Himalayan Publication, Mumbai. • Atreya N and Guha (1994) <i>Effective Credit Management</i>, MMC School of Management, Mumbai. • Bahl,J.C. and Nagamia,S.M. (1974) <i>Modern Business Correspondence and Minute Writing</i>. • Balan,K.R. and Rayudu C.S. (1996) <i>Effective Communication</i>, Beacon New Delhi. • Bangh, LSue, Fryar,Maridell and Thomas David A. (1998) <i>How to Write First Class Business Correspondence</i>, N.T.C. Publishing Group USA. • Banerjee, Bani P (2005) <i>Foundation of Ethics in Mangement Excel Books 10.Businessworld Special Collector's Issue: Ethics and the Manager</i> • Barkar, Alan(1993) <i>Making Meetings Work</i>, Sterling Publications Pvt. Ltd., New Delhi. • Basu,C.R.(1998) <i>Business Organisation and Management</i>, T.M.H.New Delhi. • Benjamin, James (1993) <i>Business and Professional Communication Concepts and Practices</i>, Harper Collins College Publishers, New York. • Bhargava and Bhargava91971) <i>Company Notices, Meetings and Regulations</i> • Black, Sam (1972) <i>Practical Public Relations</i>, E.L.B.S. London. • BoveeCourtland,L and Thrill, John V(1989) <i>Business Communication</i>, Today McGraw Hill, New York, Taxman Publication. • Burton, G and Thakur, (1995) <i>Management Today- Principles and Practices</i>. T.M.H.,New Delhi. • Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) <i>Public Relations Handbook</i>, TheDartwell Co., Chicago. • Dayal, Ishwar(9810) <i>Managing Large Organizations: A Comparative Study</i>. • Drucher,P.F.((1970) <i>Technology, Management and Society</i>, Pan Books London. • Drucher,P.F.((1974)<i>Management Responsibilities Practices</i>, Heinemann, London. 22. • Eyre, E.C. (1985) <i>Effective Communication Made Simple</i>, Rupa and Co.Calcutta. • Ecouse Barry, (1999), <i>Competitive Communication: A Rhetoric for Modern Business</i>, OUP. • Fisher Dalmar, (1999), <i>Communication in Organisation</i>, Jaico Pub

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	<p>House, Mumbai, Delhi.</p> <ul style="list-style-type: none"> • Frailley, L.E. (1982) <i>Handbook of Business Letters</i>, Revised Edn. Prentice Hall Inc. • French, Astrid (1993) <i>Interpersonal Skills</i>. Sterling Publishers, New delhi. • 27 Fritzsche, David J (2005) <i>Business Ethics: A Global and Managerial Perspective</i> McGraw Hill • Garlside, L.E. (1980) <i>Modern Business Correspondence</i>, McDonald and Evans Ltd. Plymouth. • Ghanekar,A(1996) <i>Communication Skills for Effective Management</i>. Everest Publishing House, Pune. • Graves, Harold F. (1965) <i>Report Writing</i>, Prentice Hall, New Jersey. • Gupta, Anand Das (2010) <i>Ethics, Business and Society: Managing Responsibly Response Books</i> 32.Gupta, Dipankar (2006) <i>Ethics Incorporated: Top Priority and Bottom Line Response Books</i> • Krevolin, Nathan (1983) <i>Communication Systems and Procedures for Modern Office</i>, Prentice Hall, New Jersey. • Lesikar, Raymond V and Petit, John D.(1994) <i>Business Communication: Theory and Application</i> , Richard D. Irwin Inc. Ilinois. • Ludlow,Ron.(1995) <i>The Essence of Effective Communication</i>, Prentice , New Delhi. • 36.M. Ashraf, Rizvi (2006) <i>Effective Technical Communication</i> Tata McGraw Hill • Martson, John E. 1963) <i>The Nature of Public Relations</i>, McGraw Hill, New Delhi. • Majumdar,P.K.(1992) <i>Commentary on the Consumer protection Act</i>, Prentice, New Delhi. • McQuail, Denis (1975), <i>Communication</i>, Longman. • Merrihue, William (1960) <i>Managing by Communication</i>, McGraw Hill, New York. 41.Mishra Rajiv K (2006) <i>Code of Conduct for Managers</i> Rupa Company • Monippalli, M.M. (1997),<i>The Craft of Business Letter Writing</i>, T.M.H. New Delhi. • Montagu,A and Matson , Floyd(1979) <i>The Human Connection</i>, McGraw Hill,New York. • Murphy, Herta and Hilde Brandt, Herbert W (1984) <i>Effective Business Communication</i>, McGraw Hill, New York. • Parry, John (1968) <i>The Psychology of Human Communication</i>. • Parson, C.J. and Hughes (1970) <i>Written Communication for Business Students</i>, Great Britain. • Peterson, Robert A and Ferrell, O.C (2005) <i>Business Ethics: New Challenges for Business Schools and Corporate Leaders</i> PrenticeHall of India Pvt., Ltd • Phillip, Louis V. (1975) <i>Organisational Communication- The Effective Management</i>, Columbus Grid Inc. 49.. Ross, Robert D. (1977) <i>The Management of Public Relations</i>, John Wiley and Sons, U.S.A. • Sadri Sorab, SinhaArun and Bonnerjee peter (1998) <i>Business Ethics: Concepts and Cases</i> Tata McGraw Hill Public Company Limited • Shekhar, R.C (1997) <i>Ethical Choices in Business Response Books</i> • Stephenson, James (1988) <i>Principles and Practice of Commercial Correspondence</i>, Pilman and Sons Ltd. London. • 53..Shurter, Robert L. (1971) <i>Written Communication in Business</i>,
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	<i>McGraw Hill, Tokyo</i>
RJCUBAF205 Foundation Course – II	<ul style="list-style-type: none"> • <i>A decade of economic reforms in India (The past, the present, the future)-Edited by Raj Kapila and Uma Kapila, Academic Foundation (2002)</i> • <i>Impact of the policies of WTO on Indian agriculture - S. Nehru, Serial Pub. (2012)</i> • <i>Privatisation of public enterprises – Emerging dimensions – Edited by G.S. Batra, NarinderKaur ,Anmol Pub. (1995)</i> • <i>Economics of development – Dwight Perkins, Steven Radelet, David Lindauer, Norton company (2006)</i> • <i>Industrial Policy and economic development in India (1947 -2012) – AnupChatterjeeNew Century Pub. (2012)</i> • <i>Globalisation and development of backward areas – Edited by G. Satyanarayana New Century Pub. (2007)</i> • <i>Contemporary issues in globalisation – An introduction to theory and policy in India SoumyenSikder , Oxford University Press (2002)</i> • <i>Environmental Studies – Dr. Vijay Kumar Tiwari , Himalayan Pub. (2010)</i> • <i>Ecology and environment – Benu Singh, Vista International Pub. (2006)</i> • <i>Universal Human Rights : In theory and practice, Jack Donnelly, (2014)</i> • <i>Stress Management – Dr. N. Tejmani Singh ,Maxford books (2011)</i> • <i>Stress blasters – Brian Chchester, Perry Garfinkel and others , Rodale Press (1997)</i>
RJCUBAF206 Business Law (Business Regulatory Framework) – I	<ul style="list-style-type: none"> • <i>Indian Contract Act, Sales of Goods Act and Partnership Act by T.R. Desai, Sarkar and Sons Pvt. Ltd., Kolkata</i> • <i>The Negotiable Instrument Act by J.S. Khergamwala, N.M. TripathiPvt. L.td., Mumbai</i> <ul style="list-style-type: none"> • <i>The Principles of Mercantile Law by Avtar Singh, Eastern Book Company, Lucknow</i> • <i>Business Law by M.C. Kuchal, Vikas Publishing House, New Delhi</i> • <i>Business Law by N.D. Kapoor, Sultan Chand and Sons, New Delhi</i> • <i>Business Law by P.R. Chandha, Galotia, Dew Delhi</i>
RJCUBAF207 Business Mathematics	<ul style="list-style-type: none"> • <i>Mathematical Statistics by J.K. Goyal and J.N. Sharma, Krishna Prakashan Ltd., Meerut</i> • <i>Business Mathematics and Statistics by R.K. Ghosh and S. Saha, New Central Agency Pvt. Ltd. Calcutta</i> • <i>Commerce Mathematics by Om P. Chug, etc., Anmol Publication Ltd., New Delhi • Mathematics for Economics and Business by J. Soper, Blackwell Publishing, U.S.A.</i> • <i>Business Mathematics & Statistics: B Aggarwal, Ane Book Pvt. Limited</i> • <i>Business Mathematics: D C Sancheti& V K Kapoor, Sultan Chand & Sons</i> • <i>Business Mathematics: A P Verma, Asian Books Pvt. :Limited.</i> • <i>Investments By J.C. Francis & R.W. Taylor, Schaum's Outlines, Tata Mc-Graw Hill Edition 2000, Chapters 2,4& section 25.1.</i> • <i>Indian Mutual Funds Handbook : By SundarShankaran, Vision Books, 2006, Sections 1.7,1.8.1,6.5 & Annexures 1.1to 1.3.</i>

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	<ul style="list-style-type: none">• <i>Mathematics for Economics and Finance Methods and Modelling</i> by Martin Anthony and Norman Biggs, Cambridge University Press, Cambridge low-priced edition, 2000, Chapters 1, 2, 4, 6 to 9 & 10.• <i>Applied Calculus: By Stephen Waner and Steven Constenoble</i>, Brooks/Cole Thomson Learning, second edition, Chapter 1 to 5.• <i>Business Mathematics</i> By D. C. Sancheti and V. K. Kapoor, Sultan Chand & Sons, 2006, Chapter 1, 5, 7, 9 & 10.• <i>Mathematics for Business Economics: By J. D. Gupta, P. K. Gupta and Man Mohan</i>, Tata Mc- Graw Hill Publishing Co. Ltd., 1987, Chapters 9 to 11 & 16.
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Scheme of Examinations

1. *Two Internals of 20 marks each.*
2. *One External (Semester End Examination) of 60 marks. Duration 2 hours.*
3. *Minimum marks for passing Semester End Exam is 40 % (aggregate of internal and external).*
4. *Student must appear in at least one of the two Internal Tests to be eligible for the Semester End Examination.*
5. *Examination committee's decision, in consultation with the Principal, shall remain final and abiding to all.*