

A decorative graphic in the top left corner consisting of overlapping blue, black, and yellow circles.

MU B.Com - Mumbai GEN Second Year syllabus

Accountancy and Financial Management III

Unit 1 Partnership Final Accounts based on Adjustment of Admission or Retirement/Death of a Partner during the year

- i) Simple final accounts questions to demonstrate the effect on final Accounts when a partner is admitted during the year or when partner Retires / dies during the year.
- ii) Allocation of gross profit prior to and after admission / retirement / death when stock on the date of admission / retirement is not given and apportionment of other expenses based on time / Sales/other given basis.
- iii) Ascertainment of gross profit prior to and after admission/retirement/death when stock on the date of admission/retirement is given and apportionment of other expenses based on time / Sales / other given basis Excluding Questions where admission / retirement / death takes place in the same year.

Unit 2 Piecemeal Distribution of Cash

- i) Excess Capital Method only
- ii) Asset taken over by a partner
- iii) Treatment of past profits or past losses in the Balance sheet
- iv) Contingent liabilities / Realization expenses / amount kept aside for expenses and adjustment of actual
- v) Treatment of secured liabilities
- vi) Treatment of preferential liabilities like Govt. dues / labour dues etc. Excluding :
Insolvency of partner and Maximum Loss Method.

Unit 3 Amalgamation of Firms

- i) Realization method only
- ii) Calculation of purchase consideration
- iii) Journal / ledger accounts of old firms
- iv) Preparing Balance sheet of new firm
- v) Adjustment of goodwill in the new firm
- vi) Realignment of capitals in the new firm by current accounts / cash or a combination thereof Excluding Common transactions between the amalgamating firms.

Unit 4 Conversion / Sale of a Partnership Firm into a Ltd. Company

- (i) Realisation method only
- (ii) Calculation of New Purchase consideration, Journal / Ledger Accounts of old firms. Preparing Balance sheet of new company.

Financial Accounting and Auditing - Introduction to Management Accounting

Unit 1 Introduction to Management Accounting

- A. Introduction to Management Accounting - Meaning, Nature, Scope, Functions, Decision Making Process, Financial Accounting V/s Management Accounting
- B. Analysis and Interpretation of Financial Statements
- i) Study of Balance sheet and Income statement / Revenue statements in vertical form suitable for analysis
 - ii) Relationship between items in Balance Sheet and Revenue statement
 - iii) Tools of analysis of Financial Statements (i) Trend analysis (ii) Comparative Statement (iii) Common Size Statement
- Note : (i) Problems based on trend analysis (ii) Short Problems on Comparative and Common sized statements.

Unit 2 Ratio Analysis and Interpretation

(Based on Vertical Form of Financial statements) - Meaning,

classification, Du Point
Chart, advantages and Limitations)

A. Balance Sheet Ratios :

- i) Current Ratio
- ii) Liquid Ratio
- iii) Stock Working Capital Ratio
- iv) Proprietary Ratio
- v) Debt Equity Ratio
- vi) Capital Gearing Ratio

B. Revenue Statement Ratio:

- i) Gross Profit Ratio
- ii) Expenses Ratio
- iii) Operating Ratio
- iv) Net Profit Ratio
- v) Net Operating Profit Ratio
- vi) Stock Turnover Ratio

A. Combined Ratio :

- i) Return on capital employed (Including Long Term Borrowings)
- ii) Return on proprietor's Fund (Shareholders Fund and Preference Capital)
- iii) Return on Equity Capital
- iv) Dividend Payout Ratio
- v) Debt Service Ratio
- vi) Debtors Turnover
- vii) Creditors Turnover

(Practical Question on Ratio Analysis)

Unit 3 Working Capital Management : (Practical Questions)

- A. Concept, Nature of Working Capital , Planning of Working Capital
- B. Estimation / Projection of Working Capital Requirement in case of Trading and Manufacturing Organization
- C. Operating Cycle.

Unit 4 Capital Budgeting

- A. Introduction:
- B. The classification of capital budgeting projects
- C. Capital budgeting process
- D. Capital budgeting techniques - Payback Period, Accounting Rate of Return, Net Present Value, The Profitability Index, Discounted Payback.
(Excluding

calculation of cash flow).

Business Law - I

Unit 1 Indian Contract Act - 1872 Part -I

- Contract - Definition of Contract and Agreement, Essentials of Valid Contract, Classification of Contracts.

- Offer and Acceptance - Rules of valid offer and acceptance, Counter offer, standing or open offer, distinguish between offer and invitation to offer.

Concept of Communication and Revocation of offer and acceptance (sec. 3,5)

- Capacity to Contract (S. 10-12) - Minor, Unsound Mind, Disqualified Persons.

- Consideration (S. 2 & 25) - Concept and Importance of consideration, Legal

rules of Consideration, Exceptions to the Rule, 'No Consideration No Contract'(Ss. 25) Unlawful Consideration (S 23)

Unit 2 Indian Contract Act - 1872 Part -II

- Consent (Ss.13, 14-18, 39.53, 55, 66)-Agreements in which consent is not free

- Coercion, Undue Influence, Misrepresentation Fraud, Mistake.

- Void Agreements (S. 24-30) - Concept, Void Agreements under Indian

Contract Act.

- Contingent Contract (S. 31), Quasi Contract (S.68-72), Concept of E-

Contract& Legal Issues in formation and discharge of E- Contract. Concept of

Performance of Contract (S 37)

- Modes of Discharge of Contract, Remedies on breach of Contract. (73-75)

Unit 3 Special Contracts

- Law of Indemnity & Guarantee (Ss. 124-125, Ss. 126-129, 132-147)

-
Concept, Essentials elements of Indemnity and Guarantee, Contract of

Indemnity vs. Guarantee, Modes of Discharge of Surety.

- Law of Bailment (S. 148, 152-154, 162, 172, 178, 178A, 179) - Concept, Essentials of Bailment, Kinds of Bailment, Rights and Duties of Bailor and Bailee
- Law of Pledge - Concept, Essentials of valid Pledge, Lien - concept, Difference between Pledge and Lien, Rights of Pawnor & Pawnee. (Ss. 173, 174, 177)
- Law of Agency (Ss. 182-185, 201-209) - Concept, Modes of creation of Agency, Modes of termination of Agency, Rights & Duties of Principal and Agent.

Unit 4 The Sale Of Goods Act - 1930

- Contract of Sale (S.2) - Concept, Essentials elements of contract of sale, Distinction between Sale and Agreement to sell (S.4) Distinguish between Sale and Hire Purchase Agreement, Types of Goods. Effects of destruction of Goods (Ss. 6,7.8),
- Conditions & Warranties (Ss. 11-25 & 62, 63) - Concept, Distinguish between Conditions and Warranties, Implied Conditions & Warranties, Concept of Doctrine of Caveat Emptor - Exceptions.
- Property - Concept, Rules of transfer of property (Ss. 18-26)
- Unpaid Seller (Ss. 45-54, 55 & 56)- Concept, Rights of an unpaid seller, Remedies for Breach of contract of Sale (Ss. 55-61), Auction sale - Concept, Legal Provisions. (S. 64)

Unit 5 The Negotiable Instruments (Amended) Act 2015

- Negotiable Instruments - Concept (S13), Characteristics, Classification of Negotiable Instruments (Ss. 11, 12, 17-20, 42, 43, 104, 134, 135) Maturity of Instruments.

- Promissory Note and Bill of Exchange (Ss. 4,5, 108-116)- Concept, Essentials of Promissory Note, Bill of Exchange (Ss. 4,5), Essential features of promissory note and Bill of exchange, Kinds Promissory note and Bill of exchange, Cheque (S.6)- Concept, Types & Crossing of Cheque, Distinguish between Bill of Exchange & Cheque, Dishonour of Cheque - Concept & Penalties (Ss. 138, 139,142)
- Miscellaneous Provisions (S. 8-10, 22, 99-102, 118-122, 134-137) - Parties to Negotiable instruments Holder, Holder in due course, Rights & Privileges of Holder in due course, Payment in due course, Noting & Protest (99-104A)

Commerce -III

Unit 1 Introduction To Management

- Management- Concept, Nature, Functions, Managerial Skills & Competencies
- Evolution of Management Thoughts
- Classical Approach: Scientific Management - F.W.Taylor's Contribution
- Classical Organisation Theory: Henri Fayol's Principles
- Neo Classical: Human Relations Approach - Elton Mayo's Hawthorne experiments
- Modern Management Approach-Peter Drucker's Dimensions of Management, Indian Management Thoughts: Origin & Significance of Indian Ethos to Management.

Unit 2 Planning & Decision Making

- Planning - Steps, Importance, Components, Coordination - Importance
- M.B.O -Process, Advantages, Management By Exception-Advantages;
- Management Information System- Concept, Components
- Decision Making - Techniques, Essentials of a Sound Decision Making, Impact of Technology on Decision Making.

Unit 3 Organising

- Organising-Steps, Organisation Structures – Features of Line & Staff Organisation, Matrix Organisation, Virtual Organisation, Formal v/s Informal Organisation.
- Departmentation -Meaning -Bases, Span of Management- Factors Influencing Span of Management, Tall and Flat Organisation.
- Delegation of Authority- Process, Barriers to Delegation, Principles of Effective Delegation. Decentralisation: Factors Influencing Decentralisation, Centralization v/s Decentralisation.

Unit 4 Directing And Controlling

- Motivation – Concept, Importance, Influencing factors. Importance of Communication, Barriers to effective Communication
- Leadership- Concept, Functions, Styles, Qualities of a good leader.
- Controlling – Concept, Steps, Essentials of good control system, Techniques of Controlling -PERT, CPM, Budgetary Control, Management Audit.

Business Economics III

Unit 1 INTRODUCTION

- Macroeconomics: Meaning, Scope and Importance.
- Circular flow of aggregate income and expenditure and its Importance- closed and open economy models
- The Measurement of National Product: Meaning and Importance of National Income Accounting- conventional and Green GNP and NNP concepts - National Income and Economic Welfare.
- Trade Cycles: Features and Phases
- Classical Macro economics : Say's law of Markets - Features, Implications and Criticism.

Unit 2 BASIC CONCEPTS OF KEYNESIAN ECONOMICS

- The Principle of Effective Demand: Aggregate Demand and

Aggregate Supply

- Consumption Function: Properties, Assumptions and Implications
 - Investment function and Marginal Efficiency of capital
 - Investment Multiplier effect on Income and Output: Assumptions, Working, Leakages, Criticism and Importance - paradox of thrift
 - Relevance of Keynesian theory tools to the developing countries
- Liquidity Preference Theory of Interest.

Unit 3 POST KEYNESIAN DEVELOPMENTS IN MACRO ECONOMICS

- The IS-LM model of integration of commodity and money markets
- Inflation and unemployment : Philips curve
- Stagflation : meaning, causes, and consequences
- Supply side economics.

Unit 4 MONEY, PRICES AND INFLATION

- Money Supply: Determinants of Money Supply - Factors influencing Velocity of Circulation of Money
- Demand for Money : Classical and Keynesian approaches and Keynes' liquidity preference theory of interest - Friedman's restatement of Demand for money
- Money and prices : Quantity theory of money - Fisher's equation of exchange
- Cambridge cash balance approach
- Inflation : Demand Pull Inflation and Cost Push Inflation - Effects of Inflation-
Nature of inflation in a developing economy - policy measures to curb inflation- monetary policy and inflation targeting.

Advertising-I

Unit 1 Introduction to Advertising

- Integrated Marketing Communications (IMC)- Concept, Features, Elements, Role of advertising in IMC
- Advertising: Concept, Features, Evolution of Advertising, Active

Participants,

Benefits of advertising to Business firms and consumers.

- Classification of advertising: Geographic, Media, Target audience and Functions.

Unit 2 Advertising Agency

- Ad Agency: Features, Structure and services offered, Types of advertising agencies , Agency selection criteria
- Agency and Client: Maintaining Agency-Client relationship, Reasons and ways of avoiding Client Turnover, Creative Pitch, Agency compensation
- Careers in advertising: Skills required for a career in advertising, Various Career Options, Freelancing Career Options - Graphics, Animation, Modeling, Dubbing.

Unit 3 Economic & Social Aspects of Advertising

- Economic Aspects: Effect of advertising on consumer demand, monopoly and competition, Price.
- Social aspects: Ethical and social issues in advertising, positive and negative influence of advertising on Indian values and culture.
- Pro Bono/Social advertising: Pro Bono Advertising, Social Advertising by Indian Government through Directorate of Advertising and Visual Publicity (DAVP), Self-Regulatory body- Role of ASCI (Advertising Standard Council of India).

Unit 4 Brand Building and Special Purpose Advertising

- Brand Building: The Communication Process, AIDA Model, Role of advertising in developing Brand Image and Brand Equity, and managing Brand Crises.
- Special purpose advertising: Rural advertising, Political advertising-

Advocacy advertising, Corporate Image advertising, Green Advertising -

Features of all the above special purpose advertising.

- Trends in Advertising: Media, Ad spends, Ad Agencies, Execution of advertisements.

Foundation Course- Contemporary Issues- III

Unit 1 Human Rights Violations and Redressal

A. Scheduled Castes- Constitutional and legal rights, Forms of violations,

Redressal mechanisms. (2 Lectures)

B. Scheduled tribes- Constitutional and legal rights, Forms of violations,

Redressal mechanisms. (2 Lectures)

C. Women- Constitutional and legal rights, Forms of violations, Redressal

mechanisms. (2 Lectures)

D. Children- Constitutional and legal rights, Forms of violations, Redressal

mechanisms. (2 Lectures)

E. People with Disabilities, Minorities, and the Elderly population- Constitutional

and legal rights, Forms of violations, Redressal mechanisms. (4 Lectures)

Unit 2 Dealing With Environmental Concerns

A. Concept of Disaster and general effects of Disasters on human life-physical,

psychological, economic and social effects. (3 Lectures)

B. Some locally relevant case studies of environmental disasters. (2 Lectures)

C. Dealing with Disasters - Factors to be considered in Prevention, Mitigation

(Relief and Rehabilitation) and disaster Preparedness. (3 Lectures)

D. Human Rights issues in addressing disasters- issues related to compensation,

equitable and fair distribution of relief and humanitarian approach to resettlement and rehabilitation. (3 Lectures)

Unit 3 Science and Technology - I

A. Development of Science- the ancient cultures, the Classical era,

the Middle

Ages, the Renaissance, the Age of Reason and Enlightenment. (3 Lectures)

B. Nature of science- its principles and characteristics; Science as empirical, practical, theoretical, validated knowledge. (2 Lectures)

C. Science and Superstition- the role of science in exploding myths, blind beliefs and prejudices; Science and scientific temper- scientific temper as a fundamental duty of the Indian citizen. (3 Lectures)

D. Science in everyday life- technology, its meaning and role in development;

Interrelation and distinction between science and technology. (3 Lectures)

Unit 4 Soft Skills for Effective Interpersonal Communication

Part A

I) Effective Listening - Importance and Features.

II) Verbal and Non-Verbal Communication; Public-Speaking and Presentation Skills.

III) Barriers to Effective Communication; Importance of Self-Awareness and Body Language.

Part B

I) Formal and Informal Communication - Purpose and Types.

II) Writing Formal Applications, Statement of Purpose (SOP) and Resume.

III) Preparing for Group Discussions, Interviews and Presentations.

Part C

I) Leadership Skills and Self-Improvement - Characteristics of Effective Leadership.

II) Styles of Leadership and Team-Building.