

## **NOTIFICATION**

**Sub: Amendment to Ordinance V**

**[E.C Resolution No. 18-1/ (18-1-12) dated 18.08.2022]**

Following addition be made to Appendix-II-A to the Ordinance V (2-A) of the Ordinances of the University;

**Add the following:**

**Syllabi of Semester-I of the following vocational courses based on Under Graduate Curriculum Framework -2022 to be implemented from the Academic Year 2022-23.**

1. B.Voc. Retail Management & IT
2. B.Voc. Healthcare Management
3. B.Voc. Software Development
4. B.Voc. Banking, Financial Service & Business

## BVOC –Banking, Financial Services and Insurance

### Category-I

**BVOC –Banking, Financial Services and Insurance course for Undergraduate Programme of study with Banking, Financial Services and Insurance as a Single Core Discipline**

#### **DISCIPLINE SPECIFIC CORE COURSE – 1: Basics of Financial Accounting**

#### **CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE**

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/Practice		
Basics of Financial Accounting	4	3	0	1	Class XII pass	NIL

#### **Learning Objective**

The basic purpose of this course is to develop an insight of postulates, principles and techniques of accounting and application of financial and accounting information for planning, decision-making and control.

#### **Learning Outcomes**

After completion of the course, learners will be able to:

1. Describe various accounting concepts and principles while recording transactions and preparing financial statements;
2. Measure business income applying relevant Accounting Standards;
3. Prepare cash book and other accounts necessary while running a business;
4. Prepare financial statements of sole proprietors and partnership firms; and
5. Understand and analyse financial statements from the perspective of different stakeholders using ratio analysis.

#### **SYLLABUS OF DSC-1**

##### **Unit I**

**(9 hours)**

Introduction to Financial Accounting: Accounting as an Information System. Importance, Scope, and Limitations. Users of Accounting Information. Need for Generally Accepted Accounting Principles. Basic Concepts and Conventions: Business Entity, Dual Aspect, Going Concern, Accounting Period, Money Measurement, Accrual, Disclosure, Materiality, Consistency, and Conservatism. The Accounting Equation. Understanding Assets, Liabilities, Revenues, and Expenses. Understanding Capital Expenditure, Revenue Expenditure, Deferred Revenue

Expenditure, Capital Receipts, and Revenue Receipts. Nature of Accounts and Rules of Debit and Credit. Recording Transactions in General Journal. Journal entries passed for accounting of transitions including GST. Preparation of Ledger Accounts. Opening and Closing Entries. Preparation of Trial Balance. Recording Transactions in three-column Cash Book.

**Unit II** **(9 hours)**

Bank Reconciliation Statement, Need for Bank Reconciliation; Causes of Differences; Preparation of Bank Reconciliation Statement; How to prepare a Bank Reconciliation Statement when Extracts of Cash Book and Pass Book are given; adjusting the Cash Book Balance; Advantages of Bank Reconciliation Statement. Preparation of Financial Statements: Preparing Trading Account, Profit & Loss Account and Balance.

**Unit III** **(9 hours)**

Accounting standards: Concept, benefits and Process of formulation of Accounting Standards including Ind AS (IFRS converged standards) and IFRSs; convergence vs. adoption; Application of accounting standards (AS and Ind AS) on various entities in India. International Financial Accounting Standards (IFRS) – meaning, need and scope; Process of issuing IFRS. Understanding of financial Statements of a Joint Stock Company as per Companies Act 2013. Understanding the contents of a Corporate Annual General Report.

**Unit IV** **(9 hours)**

Analysing Financial Statement : Objectives of Financial Statement Analysis; Sources of information; Standards of Comparison; Techniques of financial statement Analysis- Horizontal Analysis and Vertical Analysis; Meaning and usefulness of Financial Ratios; Analysis of financial ratios from the perspective of different Stakeholders like investors, Lenders, Short-term creditors: Profitability ratios, Solvency Ratios, Liquidity Ratios and turnover Ratios; Limitations of Ratio Analysis; Concept of Earning Management and its Detection.

**Unit V** **(9 hours)**

Computerized Accounting Systems: Computerized Accounts by using any popular accounting software Creating a Company; Configure and Features settings; Creating Accounting Ledgers and Groups; Creating Stock Items and Groups; Vouchers Entry; Generating Reports - Cash Book, Ledger Accounts, Trial Balance, Profit and Loss Account, Balance Sheet, and Cash Flow Statement. Selecting and shutting a Company; Backup, and Restore data of a Company.

**Practical component- (30 hours)**

Students will perform practical problems based upon the concepts given in theory and practice the same on any accounting software.

**Suggested Readings:**

- Anthony, R. N., Hawkins, D., & Merchant, K. A. "Accounting: Text and Cases" McGrawHill Education India.
- Dam, B. B., & Gautam, H. C. "Financial Accounting" Gayatri Publications, Guwahati.

- Goldwin, N., Alderman, W., &Sanyal, D. “Financial Accounting” Cengage Learning, Boston.
- Kumar, A. “Financial Accounting” Singhal Publication.
- Lal, J., Srivastava, S. &Abrol. Shivani. “Financial Accounting Text & Problems” Himalaya Publishing House, Mumbai.
- Maheshwari, S. N., Maheshwari, S. K., &Maheshwari, S. K. “Financial Accounting” Vikas Publishing House Pvt. Ltd., New Delhi.
- Monga, J. R. & Bahadur, R. “Financial Accounting: Concepts and Applications” Scholar Tech Press, New Delhi.
- Sehgal, A. & Sehgal D. “Fundamentals of Financial Accounting” Taxmann.
- Sehgal, D. “Financial Accounting” Vikas Publishing House Pvt. Ltd., New Delhi.
- Tulsian, P. C. “Financial Accounting” S CHAND LTD., New Delhi.

**Additional Resources:**

- Accounting Standards at the Website of the Institute of Chartered Accountants of India
- Indian Accounting Standards at the Website of the Ministry of Corporate Affairs.

**Teaching Learning Process:**

Class room lecture, Numerical Problem solving, Case study discussion, Class presentation on the assigned topic by students individually or in group, Workshop, Tutorials, Role play.

**Keywords:** Accounting, Financial Statements, Final Accounts, Computerized Accounting, IFRS

**Note:** Examination scheme and mode shall be as prescribed by the Examination Branch, University of Delhi, from time to time.

## DISCIPLINE SPECIFIC CORE COURSE – 2: Business Organisation and Management

### CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/Practice		
Business Organisation and Management	4	3	1	0	Class XII pass	NIL

#### Learning Objective

The basic purpose of this course is to acquaint learners with the basics of business concepts and functions, forms of business organization, and Dimensions & Modes of management.

#### Learning Outcomes

After completion of the course, the learners will be able to:

1. Distinguish and explain each form of business.
2. Understand issues of business organization.
3. Understand and explain the basics of management.
4. Explain dimensions and mode of management implemented in the organization.

#### SYLLABUS OF DSC-2

##### **UNIT-I: Introduction to Business Organisation and Management (12 hours)**

Meaning and role of organisations and management in our lives; Relationship between organisation and management; Overview of functions of management; Multiple perspectives of business organisations- Consumers, Employees, Entrepreneurs, Community/Society at large; Perspective as a student & researcher- underlying disciplines; Ownership forms; Business formats- Brick & Mortar; Click; Brick & Click; Franchising location & scale- local, national, global; Micro, small, medium and large.

##### **UNIT-II: Business Environment and Entrepreneurship (12 hours)**

Meaning, layers (micro/immediate, meso/intermediate, macro and international), characteristics of business friendly environment; Ideals of business ethics, social responsibility and conscientious commerce; Business and social entrepreneurship as a process of opportunity/problem recognition and their realization/resolution.

##### **UNIT-III: Planning and Organizing (12 hours)**

Planning- meaning of project, strategic and operations planning; Decision-making process and techniques; Organizing- orderly division of labour & specialization; Organisational structures and organograms- staffed/manned structures-traditional and modern.

**UNIT-IV: Directing and Controlling** **(12 hours)**

Motivation- needs (including Maslow's theory), incentives, rewards, equity and two factor theory (Herzberg); Leadership and followership- meaning and importance; Organisation-wide leadership; Communication- meaning and importance; determinants of effectiveness; Principles of controlling; Relationship between planning, organizing, directing & controlling; Financial, quality and operating standards/controls.

**UNIT-V: Salient Development and Contemporary Issues in Management** **(12 hours)**

Subaltern management ideas from India; Diversity & inclusion, democracy and sociocracy at work; Freelancing; Flexi-time and work from home; Co-sharing/coworking.

**Suggested Readings:**

- Basu, C. (2017). Business Organisation and Management. McGraw Hill Education.
- Drucker, P. F. (1954). The Practice of Management. Newyork: Harper & Row.
- Kaul, V. K. (2012). Business Organisation Management. Pearson Education .
- Koontz, H., & Weihrich, H. (2012). Essentials of Management: An International and Leadership
- Perspective. Paperback.

**Keywords:** Business organization, Decision Making, Management, Sociocracy.

**Note:** Examination scheme and mode shall be as prescribed by the Examination Branch, University of Delhi, from time to time.

## DISCIPLINE SPECIFIC CORE COURSE – 3: Business Economics

### CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/Practice		
Business Economics	4	3	1	0	Class XII pass	NIL

#### **Learning Objective**

The objective of this course is to acquaint the students with the concepts and techniques used in the field of economics and to enable them to apply this knowledge in business decision-making.

#### **Learning Outcomes**

After completion of the course, learners will be able to:

1. Explain different theories of managerial economics.
2. Evaluate the effectiveness of various models and theories of managerial economics in demand, supply, production and costs related decision making procedures.
3. Understand the choices made by a rational consumer.
4. Explain relationships between production and costs.
5. Define key characteristics and consequences of different forms of markets.

### **SYLLABUS OF DSC-3**

#### **Unit I (12 hours)**

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 II (16 hours)**

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 III (16 hours)**

Supply and Production Decisions and Cost of Production: Production function: short run analysis with Law of Variable Proportions- Production function with two variable inputs- 22 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 LAC and Learning curve - Break even analysis (with business applications).

**Unit IV** **(16 hours)**

Pricing & Market Theory of pricing- cost plus pricing, target pricing, marginal cost pricing, going rate pricing; Objective of business firm, Concept of Market, classification of market- perfect competition, monopoly, monopolistic competition and oligopoly. Price determination and equilibrium of firm in different market situations; Factor pricing. Macro Aspect of Business Economics National Income and it's measurement, Gross National Product, Net National Product, Net National Income. Business Cycle phases and causes; Inflation and Deflation causes and remedial action; Consumption, Income, Savings and investment.

**Suggested Readings:**

- Ahuja, H. L. (2019). Theory of Micro Economics. New Delhi: Sultan Chand Publishing House.
- Koutsoyannis, A. (1975). Modern Microeconomics. London: Palgrave Macmillan.
- Chaturvedi, D. D., & Gupta, S. L. (2010). Business Economics Theory & Applications. New Delhi: International Book House Pvt. Ltd.
- Adhikari, M. (2000). Business Economics. New Delhi: Excel Books.
- Kennedy, M. J. (2010). Micro Economics. Mumbai: Himalaya Publishing House.
- Seth, M. L. (2017). Micro Economics. Agra: Lakshmi Narain Agarwal Educational Publishers.

**Note: Examination scheme and mode shall be as prescribed by the Examination Branch, University of Delhi, from time to time.**

*Neetu* —

**REGISTRAR**