

**F.Y.BAF Syllabus Semester I & II**



*Hindi VidyaPracharSamiti's*

***RamniranjanJhunjhunwala College***

*of Arts, Science & Commerce*

*(Autonomous College)*



**Affiliated to**

**UNIVERSITY OF MUMBAI**

***Syllabus for the F.Y.BAF***

***Program: B.COM (ACCOUNTING & FINANCE)***

***Course: 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 ProductionMarket structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect 4. Competition 5. Pricing Practices

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<b>Course</b>	<b>Nomenclature</b>	<b>Credits</b>	<b>Topics</b>
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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<b>SEMESTER I</b>		<b>L</b>	<b>Cr</b>
<b>SUBJECT: Financial Accounting - Elements of Financial Accounting-I</b>	<b>Paper Code: RJCUBAF101</b>	<b>60</b>	<b>03</b>
<b>UNIT 01</b>		<b>15</b>	
<b>Introduction, Accounting Standards Issued by ICAI and IFRS</b>			
<ul style="list-style-type: none"> <li>• <b>Meaning and Scope of Accounting:</b> Need and development, definition: Book- Keeping and accounting, Persons interested in accounting, Branches of accounting, Objectives of accounting.</li> <li>• <b>Accounting principles:</b> Introductions to Concepts and conventions</li> <li>• <b>Introduction to Accounting Standards:</b> Meaning and Scope <b>AS 1 :</b>Disclosure to Accounting Policies <b>AS 6:</b> Depreciation Accounting. <b>AS 9:</b> Revenue Recognition. <b>AS 10:</b> Accounting For Fixed Assets</li> <li>• <b>International Financial Reporting Standards (IFRS):</b> Introduction to IFRS <b>IAS-1:</b>Presentation of Financial Statements (Introductory Knowledge) <b>IAS-2:</b>Inventories (Introductory Knowledge)</li> </ul>			
<b>UNIT 02</b>		<b>15</b>	
<b>Final Accounts</b>			
<ul style="list-style-type: none"> <li>• Expenditure a) Capital (b) Revenue Receipts a) Capital (b) Revenue</li> <li>• Adjustments and Closing Entries Final Accounts of Manufacturing Concerns (Proprietary Firm)</li> </ul>			
<b>UNIT 03</b>		<b>15</b>	
<b>Departmental Accounts</b>			

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<ul style="list-style-type: none"> <li>• Meaning</li> <li>• Basis of Allocation of Expenses and Incomes / Receipts Inter Departmental Transfer: At Cost Price and Invoice Price Stock Reserve</li> <li>• Departmental Trading and Profit and Loss Account and Balance Sheet</li> </ul>		
<b><i>UNIT 04</i></b>	<b>15</b>	
<b>Accounting for Hire Purchase</b>		
<ul style="list-style-type: none"> <li>• Meaning</li> <li>• Calculation of Interest</li> <li>• Accounting for Hire Purchase Transactions by Asset Purchase Method Based on Full Cash Price</li> <li>• Journal Entries, Ledger Accounts and Disclosure in Balance Sheet for Hirer and Vendor  (Excluding Default, Repossession and Calculation of Cash Price)</li> </ul>		

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<b>SEMESTER I</b>		<b>L</b>	<b>Cr</b>
<b>SUBJECT: Cost Accounting - Introduction and ElementsofCost-I</b>	<b>Paper Code: RJCUBAF102</b>	<b>60</b>	<b>03</b>
<b>UNIT 01</b>		<b>15</b>	
<b>Introduction to Cost Accounting</b>			
<ul style="list-style-type: none"> <li>• Evolution</li> <li>• Objectives and Scope of Cost Accounting Importance and</li> <li>• Advantages of Cost Accounting</li> <li>• Difference between Cost Accounting and Financial Accounting</li> <li>• Limitations of Financial Accounting</li> <li>• Definitions: Cost, Costing and Cost Accounting Classification of Cost on Different Bases</li> <li>• Cost Allocation and Apportionment Coding System</li> <li>• Essentials of Good Costing System</li> </ul>			
<b>UNIT 02</b>		<b>15</b>	
<b>Material Cost</b>			
<ul style="list-style-type: none"> <li>• Material Cost: The Concept</li> <li>• Material Control Procedure</li> <li>• Documentation</li> <li>• Stock Ledger, Bin</li> <li>• Card Stock Levels</li> <li>• Economic Order Quantity (EOQ)</li> </ul>			
<b>UNIT 03</b>		<b>15</b>	
<b>Labour Cost</b>			
<ul style="list-style-type: none"> <li>• Labour Cost: The Concept</li> <li>• Overtime / Idle Time / Incentive Schemes</li> <li>• Cost Labour Cost Records</li> <li>• Overtime / Idle Time / Incentive Schemes</li> </ul>			
<b>UNIT 04</b>		<b>15</b>	
<b>Overheads</b>			
<ul style="list-style-type: none"> <li>• Overheads: The Concept</li> <li>• Classification of overheads on different bases</li> <li>• Apportionment and Absorption of Overheads</li> </ul>			

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<b>SEMESTER I</b>		<b>L</b>	<b>Cr</b>
<b>SUBJECT: Financial Management Introduction to Financial Management –I</b>	<b>Paper Code: RJCUBAF103</b>	<b>60</b>	<b>03</b>
<b>UNIT 01</b>		<b>12</b>	
<b>Introduction to Financial Management</b>			
<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Meaning</li> <li>• Importance</li> <li>• Scope and Objectives</li> <li>• Profit v/s Value Maximization</li> </ul>			
<b>UNIT 02</b>		<b>12</b>	
<b>Concepts in Valuation</b>			
<ul style="list-style-type: none"> <li>• The Time Value of Money Present Value</li> <li>• Internal Rate of Return</li> <li>• Bonds Returns</li> <li>• The Returns from Stocks Annuity</li> <li>• Techniques of Discounting</li> <li>• Techniques of Compounding</li> </ul>			
<b>UNIT 03</b>		<b>12</b>	
<b>Leverage</b>			
<ul style="list-style-type: none"> <li>• Introduction</li> <li>• EBIT &amp; EPS Analysis</li> <li>• Types of Leverages: Operating Leverage, Financial Leverage &amp; Composite Leverage</li> <li>• Relationship between Operating Leverage and Financial Leverage (Including Practical Problems)</li> </ul>			
<b>UNIT 04</b>		<b>12</b>	
<b>Types of Financing</b>			
<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Needs of Finance and Sources: Long Term, Medium Term, Short Term Long Term Sources of Finance</li> <li>• Short Term Sources of Finance</li> </ul>			

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<i>UNIT 05</i>	<b>12</b>	
<b>Cost of Capital</b>		
<ul style="list-style-type: none"><li>• Introduction</li><li>• Definition and Importance of Cost of Capital Measurement of Cost of Capital</li><li>• WACC(Including Practical Problems)</li></ul>		



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SEMESTER I		L	Cr
<b>SUBJECT: Business Communication-I</b>	<b>Paper Code: RJCUBAF104</b>	<b>60</b>	<b>03</b>
<i>UNIT 01</i>		<b>15</b>	
<b>Theory of Communication</b>			
<ul style="list-style-type: none"> <li>• <b>Concept of Communication:</b> Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world. Impact of technological advancements on Communication</li> <li>• <b>Channels and Objectives of Communication: Channels-</b> Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine</li> <li>• <b>Objectives of Communication:</b> Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees (A brief introduction to these objectives to be given)</li> <li>• <b>Methods and Modes of Communication:</b></li> <li>• <b>Methods:</b> Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette</li> <li>• <b>Modes:</b> Telephone and SMS Communication 3 (General introduction to Telegram to be given) Facsimile Communication [Fax] Computers and E- communication Video and Satellite Conferencing</li> </ul>			
<i>UNIT 02</i>		<b>15</b>	
<b>Obstacles to Communication in Business World</b>			
<ul style="list-style-type: none"> <li>• <b>Problems in Communication /Barriers to Communication:</b> Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers</li> <li>• <b>Listening:</b> Importance of Listening Skills, Cultivating good Listening Skills – 4</li> <li>• <b>Introduction to Business Ethics:</b> Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, Corporate Social Responsibility 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,</li> <li>• Human Rights Violations and Discrimination on the basis of gender,</li> </ul>			

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<p>race, caste, religion, appearance and sexual orientation at the workplace</p> <ul style="list-style-type: none"> <li>• Piracy, Insurance, Child Labour</li> </ul>		
<b>UNIT 03</b>	<b>15</b>	
<b>Business Correspondence</b>		
<ul style="list-style-type: none"> <li>• <b>Theory of Business Letter Writing:</b> Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing,</li> <li>• <b>Personnel Correspondence:</b> 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)]</li> </ul>		
<b>UNIT 04</b>	<b>15</b>	
<b>Language and Writing Skills</b>		
<ul style="list-style-type: none"> <li>• <b>Commercial Terms used in Business</b></li> <li>• <b>Communication Paragraph Writing:</b> 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.]</li> <li>• <b>Activities:</b> ListeningComprehension RemedialTeaching Speaking Skills: Presenting a News Item, Dialogue andSpeeches Paragraph Writing: Preparation of the first draft, Revision and Self – Editing, Rules ofspelling. Reading Comprehension: Analysis of texts from the fields ofCommerce andManagement</li> </ul>		

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<b>SEMESTER I</b>		<b>L</b>	<b>Cr</b>
<b>SUBJECT: Foundation Course-I</b>	<b>Paper Code: RJCUBAF105</b>	<b>45</b>	<b>02</b>
<b>UNIT 01</b>		<b>05</b>	
<b>Overview of Indian Society</b>			
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			
<b>UNIT 02</b>		<b>10</b>	
<b>Concept of Disparity- 1</b>			
<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities</li> </ul>			
<b>UNIT 03</b>		<b>10</b>	
<b>Concept of Disparity-2</b>			
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			
<b>UNIT 04</b>		<b>10</b>	
<b>The Indian Constitution</b>			
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,			

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peace and communal harmony as crucial values instrengthening the social fabric of Indian society; Basic features of the Constitution		
<b>UNIT 04</b>	<b>10</b>	
<b>Significant Aspects of Political Processes</b>		
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; Roleand significance of women in politics.		

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<b>SEMESTER I</b>		<b>L</b>	<b>Cr</b>
<b>SUBJECT: Commerce- Business Environment -I</b>	<b>Paper Code: RJCUBAF106</b>	<b>60</b>	<b>03</b>
<b>UNIT 01</b>		<b>15</b>	
<b>Business and its Environment</b>			
<ul style="list-style-type: none"> <li>▪ Business Objectives, Dynamics of Business and its Environment, Types of Business Environment</li> <li>▪ Environmental Analysis: Importance, Factors, PESTEL Analysis, SWOT Analysis</li> </ul>			
<b>UNIT 02</b>		<b>15</b>	
<b>Business and Society</b>			
<ul style="list-style-type: none"> <li>▪ Business Ethics: Nature and Scope of Ethics, Ethical Dilemmas, Corporate Culture and Ethical Climate</li> <li>▪ Development of Business Entrepreneurship: Entrepreneurship and Economic Development, Micro, Small and Medium Enterprises Development(MSMED) Act, 2006, Entrepreneurship as a Career Option</li> <li>▪ Consumerism and Consumer Protection: Consumerism in India,Consumer Protection Act1986</li> </ul>			
<b>UNIT 03</b>		<b>15</b>	
<b>Contemporary Issues</b>			
<ul style="list-style-type: none"> <li>▪ CorporateSocialResponsibilityandCorporateGovernance:Social Responsibility of Business, Ecology and Business, CarbonCredit</li> <li>▪ Social Audit: Evolution of Social Audit, Benefits of Social Audit, Social Auditv/sCommercial Audit</li> </ul>			
<b>UNIT 04</b>		<b>15</b>	
<b>International Environment</b>			
<ul style="list-style-type: none"> <li>• Strategies for going Global: MNCs and TNCs,WTO</li> <li>• Foreign Trade in India- Balance of Trade, FDI Investment Flows andits Implication for IndianIndustries</li> </ul>			

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<b>SEMESTER I</b>		<b>L</b>	<b>Cr</b>
<b>SUBJECT: Economics - I</b>	<b>Paper Code: RJCUBAF107</b>	<b>60</b>	<b>03</b>
<b>UNIT 01</b>		<b>10</b>	
<b>Introduction</b>			
<p><b>Scope and Importance of Business Economics –</b></p> <ul style="list-style-type: none"> <li>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,</li> <li>The basics of market demand, market supply and equilibrium price-shifts in the demand and supply curves and equilibrium</li> </ul>			
<b>UNIT 02</b>		<b>10</b>	
<b>Demand Analysis</b>			
<ul style="list-style-type: none"> <li><b>Demand Function</b> - 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</li> <li><b>Demand estimation and forecasting:</b> Meaning and significance - methods of demand estimation : survey and statistical methods <i>(numerical illustrations on trend analysis and simple linear regression)</i></li> </ul>			
<b>UNIT 03</b>		<b>15</b>	
<b>Supply and Production Decisions and Cost of Production</b>			
<ul style="list-style-type: none"> <li><b>Production function:</b> 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.</li> <li><b>Cost concepts:</b> 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 <i>(hypothetical numerical problems to be discussed),</i> LAC and Learning curve - Break even analysis <i>(with business applications)</i></li> </ul>			
<b>UNIT 04</b>		<b>15</b>	
<b>Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition</b>			
<ul style="list-style-type: none"> <li>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</li> </ul>			

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<ul style="list-style-type: none"> <li>• <b>Monopolistic competition:</b>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></li> <li>• <b>Oligopolistic markets:</b> key attributes of oligopoly - Collusive and non collusive oligopoly market - Price rigidity - Cartels and price leadership models <i>(with practical examples)</i></li> </ul>		
<b>UNIT 05</b>		
<b>Pricing Practices</b>		
<p>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></p>	<b>10</b>	

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<b>SEMESTER II</b>		<b>L</b>	<b>Cr</b>
<b>SUBJECT: Financial Accounting – Special Accounting Areas -II</b>	<b>Paper Code: RJCUBAF201</b>	<b>60</b>	<b>03</b>
<b>UNIT 01</b>		<b>15</b>	
<b>Accounting from Incomplete Records</b>			
<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Problems on Preparation of Final Accounts of Proprietary Trading Concern(Conversion Method)</li> </ul>			
<b>UNIT 02</b>		<b>15</b>	
<b>Consignment Accounts</b>			
<ul style="list-style-type: none"> <li>• Accounting for Consignment Transactions</li> <li>• Valuation of Stock</li> <li>• Invoicing of Goods at Higher Price (Excluding Overriding Commission, Normal/Abnormal Losses)</li> </ul>			
<b>UNIT 03</b>		<b>15</b>	
<b>Branch Accounts</b>			
<ul style="list-style-type: none"> <li>• Meaning / Classification of Branches</li> <li>• Accounting for Dependent Branch Not Maintaining Full Books Debtors Method</li> <li>• Stock and Debtors Method</li> </ul>			
<b>UNIT 04</b>		<b>15</b>	
<b>Fire Insurance Claims</b>			
<ul style="list-style-type: none"> <li>• Computation of Loss of Stock by Fire</li> <li>• Ascertainment of Claim as per the Insurance Policy</li> <li>• Exclude: Loss of Profit and Consequential Loss</li> </ul>			



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<b>SEMESTER II</b>		<b>L</b>	<b>Cr</b>
<b>SUBJECT: Auditing - Introduction and Planning -I</b>	<b>Paper Code: RJCUBAF202</b>	<b>60</b>	<b>03</b>
<b>UNIT 01</b>		<b>15</b>	
<b>Introduction to Auditing</b>			
<ul style="list-style-type: none"> <li>• <b>Basics</b> 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</li> <li>• <b>Errors andFrauds</b> 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</li> <li>• <b>Principles ofAudit</b> 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</li> <li>• <b>Types ofAudit</b> Meaning, Advantages and Disadvantages of Balance Sheet Audit, Interim Audit, Continuous Audit, Concurrent Audit, Annual Audit</li> <li>• <b>Miscellaneous</b> Advantages of Independent Audit, Qualities of Auditors, Auditing Vs Accounting, Auditing Vs Investigation, View the Concept True and Fair</li> <li>• <b>Accounting Concepts Relevant toAuditing</b> Materiality, Going Concern</li> </ul>			
<b>UNIT 02</b>		<b>15</b>	
<b>Audit Planning, Procedures and Documentation</b>			
<ul style="list-style-type: none"> <li>• <b>AuditPlanning</b> Meaning, Objectives, Factors to be Considered, Sources of Obtaining Information, Discussions with Client, Overall Audit Plan</li> </ul>			

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<ul style="list-style-type: none"> <li>• <b>AuditProgramme</b> Meaning, Factors to be Considered, Advantages, Disadvantages, Overcoming Disadvantages, Methods of Work, Instruction before Commencing Works of Audit, Overall Audit Approach</li> <li>• <b>Audit workingPapers</b> 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</li> <li>• <b>AuditNotebook</b> Meaning, Structure, Contents, General Information, Current Information and Importance</li> </ul>		
<b>UNIT 03</b>	<b>15</b>	
<b>Auditing Techniques</b>		
<ul style="list-style-type: none"> <li>• <b>TestCheck</b> Test Checking Vs Routing Checking, Test Check Meaning, Features, Factors to be Considered, When Test Checks can be Used, Advantages, Disadvantages and Precautions.</li> <li>• <b>AuditSampling</b> 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</li> <li>• <b>InternalControl</b> 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</li> <li>• Internal Checks Vs Internal Control, Internal Checks Vs TestChecks</li> </ul>		
<b>UNIT 04</b>	<b>15</b>	
<b>Internal Audit</b>		
<ul style="list-style-type: none"> <li>• Meaning, Basic Principles of Establishing Internal Audit, Objectives, Evaluation of Internal Audit by Statutory Auditor, Usefulness of Internal Audit</li> <li>• Internal Audit Vs External Audit, Internal Checks Vs Internal Audit</li> </ul>		

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SEMESTER II		L	Cr
<b>SUBJECT: Taxation – Indirect Taxes -I</b>	<b>Paper Code: RJCUBAF203</b>	<b>60</b>	<b>03</b>
<i>UNIT 01</i>		<b>15</b>	
<b>Maharashtra Value Added Tax (MVAT), Act 2002:</b>			
<ul style="list-style-type: none"> <li>• <b>Introduction Definitions Section:</b> 2(4)Businesses;2(8)Dealers;2(12)Goods; 2(13)Importer;2(15)Manufacturer;2(20)PurchasePrice; 2(22)Resale; 2(24)Sales 2(25)SalesPrice;2(27)Service;2 (33)Turnover of Sales and Rule3</li> <li>• <b>Incidence of Levy of Tax</b> Sec. 3 Incidence of Tax Sec. 4 Tax Payable Sec. 5 Tax Not Leviable on Certain Goods Sec. 6 Levy of Sales Tax on Goods specified in the Schedule Sec. 7 Rate of Tax on Packing Material Sec. 8 Certain Sale and Purchase not Liable for Tax</li> <li>• <b>Payment of Tax and Recovery</b> Section: 42 - Composition of Tax and Notification 1505/CR-105/Taxation-1</li> <li>• <b>Set Off, Refund, etc.</b> Section 48 and 49 Set Off, Refund etc. Along with Rules 52, 53, 54, 55</li> </ul>			
<i>UNIT 02</i>		<b>15</b>	
<b>Maharashtra Value Added Tax (MVAT), Act 2002:</b>			
<ul style="list-style-type: none"> <li>• Registration Procedure and Rules: Section 16</li> </ul>			
<i>UNIT 03</i>		<b>15</b>	
<b>Maharashtra Value Added Tax (MVAT), Act 2002:</b>			
<ul style="list-style-type: none"> <li>• Audit Section 22 and 61</li> </ul>			
<i>UNIT 04</i>		<b>15</b>	
<b>Maharashtra Value Added Tax (MVAT), Act 2002:</b>			
<ul style="list-style-type: none"> <li>• Penalty and Interest</li> </ul>			

## **F.Y.BAF Syllabus Semester I & II**

***Notes:***

- 1. The Syllabus is restricted to Study of Particular Sections, Specifically Mentioned Rules and Notifications Only.*
- 2. All Modules / Units include Computational Problems / Case Study. The Law in force on 1<sup>st</sup> April Immediately Preceding the Commencement of Academic Year will be Applicable for Ensuing Examinations*

**F.Y.BAF Syllabus Semester I & II**

<b>SEMESTER II</b>		<b>L</b>	<b>Cr</b>
<b>SUBJECT : Business Communication -II</b>	<b>Paper Code: RJCUBAF204</b>	<b>60</b>	<b>03</b>
<b>UNIT 01</b>		<b>15</b>	
<b>Presentation Skills</b>			
<ul style="list-style-type: none"> <li>• <b>Presentations:</b>(to be tested in tutorials only) 4 Principles of Effective Presentation</li> <li>• Effective use of OHP</li> <li>• Effective use of Transparencies</li> <li>• How to make a Power-Point Presentation</li> </ul>			
<b>UNIT 02</b>		<b>15</b>	
<b>Group Communication</b>			
<ul style="list-style-type: none"> <li>• <b>Interviews:</b>Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit</li> <li>• <b>Meetings:</b>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</li> <li>• <b>Conference:</b>Meaning and Importance of Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing</li> <li>• <b>Public Relations:</b> Meaning, Functions of PR Department, External and Internal Measures of PR</li> </ul>			
<b>UNIT 03</b>		<b>15</b>	
<b>Business Correspondence</b>			
<ul style="list-style-type: none"> <li>• <b>Trade Letters:</b> Order, Credit and Status Enquiry, Collection (just a brief introduction to be given)</li> </ul> <p><b>Only following to be taught in detail:-</b>  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 where necessary in order to create awareness. However students should not be tested on the theory.]</p>			
<b>UNIT 04</b>		<b>15</b>	
<b>Language and Writing Skills</b>			
<ul style="list-style-type: none"> <li>• <b>Reports:</b> Parts, Types, Feasibility Reports, Investigative Reports</li> <li>• <b>Summarization:</b> Identification of main and supporting/sub points Presenting these in a cohesive manner</li> </ul>			

**F.Y.BAF Syllabus Semester I & II**

<b>SEMESTER II</b>		<b>L</b>	<b>Cr</b>
<b>SUBJECT : Foundation Course – II</b>	<b>Paper Code: RJCUBAF205</b>	<b>45</b>	<b>02</b>
<b>UNIT 01</b>		<b>07</b>	
<b>Globalization and Indian Society</b>			
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.			
<b>UNIT 02</b>		<b>10</b>	
<b>Human Rights</b>			
Concept of Human Rights; origin and evolution of the concept; The Universal Declaration of Human Rights;Human Rights constituents with special reference toFundamental Rights stated in the Constitution			
<b>UNIT 03</b>		<b>10</b>	
<b>Ecology</b>			
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;Sustainabledevelopment- concept and components; poverty and environment			
<b>UNIT 04</b>		<b>10</b>	
<b>Understanding Stress and Conflict</b>			
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 significantfactorsincausingconflictsinsociety.Aggressionandviolence asthepublic expression of conflict			

**F.Y.BAF Syllabus Semester I & II**

<i>UNIT 05</i>	<b>08</b>	
<b>Managing Stress and Conflict in Contemporary Society</b>		
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 insociety		

**F.Y.BAF Syllabus Semester I & II**

<b>SEMESTER II</b>		<b>L</b>	<b>Cr</b>
<b>SUBJECT : Business Law - Business Regulatory Framework -I</b>	<b>Paper Code: RJCUBAF206</b>	<b>60</b>	<b>03</b>
<b>UNIT 01</b>		<b>15</b>	
<b>Law of Contract 1872</b>			
<ul style="list-style-type: none"> <li>• Nature ofContract</li> <li>• Classification ofContracts</li> <li>• Offer andAcceptance</li> <li>• Capacity of Parties toContract</li> <li>• FreeConsents</li> <li>• Consideration</li> <li>• Legality ofObject</li> <li>• AgreementDeclaredVoid</li> <li>• Performance ofContract</li> <li>• Discharge ofContract</li> <li>• Remedies for Breach ofContract</li> <li>• Indemnity</li> <li>• Guarantee</li> <li>• Bailment andPledge</li> <li>• Agency</li> </ul>			
<b>UNIT 02</b>		<b>15</b>	
<b>Sale of Goods Act 1930</b>			
<ul style="list-style-type: none"> <li>• Formation of Contract ofSale</li> <li>• Goods and theirClassifications</li> <li>• Price, Conditions andWarranties</li> <li>• Transfer of Properties inGoods</li> <li>• Performance of Contract ofSales</li> <li>• Unpaid Seller and hisRights</li> <li>• Sale byAuction</li> <li>• Hire PurchaseAgreement</li> </ul>			
<b>UNIT 03</b>		<b>15</b>	
<b>Negotiable Instrument Act 1881</b>			
<ul style="list-style-type: none"> <li>• Definition of NegotiableInstruments</li> <li>• Features of NegotiableInstruments</li> <li>• Promissory Note</li> <li>• Bill of Exchange andCheque</li> </ul>			



**F.Y.BAF Syllabus Semester I & II**

<ul style="list-style-type: none"><li>• Holder and Holder in dueCourse</li><li>• Crossing of aCheque</li><li>• Types ofCrossing</li><li>• Dishonour and Discharge of NegotiableInstruments</li></ul>		
<b><i>UNIT 04</i></b>	<b>15</b>	
<b>Consumer Protection Act 1986</b>		
<ul style="list-style-type: none"><li>• SalientFeatures</li><li>• Definition ofConsumers</li><li>• Deficiency inService</li><li>• Defects inGoods</li></ul>		

**F.Y.BAF Syllabus Semester I & II**

<b>SEMESTER II</b>		<b>L</b>	<b>Cr</b>
<b>SUBJECT : Business Mathematics</b>	<b>Paper Code: RJCUBAF207</b>	<b>60</b>	<b>03</b>
<b>UNIT 01</b>		<b>15</b>	
<b>Ratio, Proportion and Percentage</b>			
<ul style="list-style-type: none"> <li>• Ratio- Definition, Continued ratio, Inverse Ratio,</li> <li>• Proportion - Continued proportion, Direct proportion, Inverse proportion, Variation - Inverse variation, Joint variation</li> <li>• Percentage- Meaning and computation of percentage</li> </ul>			
<b>UNIT 02</b>		<b>15</b>	
<b>Profit and Loss</b>			
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			
<b>UNIT 03</b>		<b>15</b>	
<b>Interest and Annuity</b>			
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			
<b>UNIT 04</b>		<b>15</b>	
<b>Shares and Mutual Fund</b>			
<ul style="list-style-type: none"> <li>• Shares- Concept, face value, market value, dividend, Equity shares, preference shares, bonus shares,</li> <li>• Mutual Fund- Simple problems on calculation of net income after considering entry load, exit load, dividend, change in net asset value</li> </ul>			

**F.Y.BAF Syllabus Semester I & II**

<b>F.Y.BAF</b>	<b>Semester I</b>
RJCUBAF101 Financial Accounting (Elements of Financial Accounting) - I	<p><b><u>Course Outcomes:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recognize and understand ethical issues related to the accounting profession.</li> <li><input type="checkbox"/> Prepare financial statements in accordance with Generally Accepted Accounting Principles.</li> <li><input type="checkbox"/> Employ critical thinking skills to analyze financial data as well as the effects of differing financial accounting methods on the financial statements.</li> <li><input type="checkbox"/> To understand the meaning accounting and accountancy.</li> <li><input type="checkbox"/> To understand the terms used in accounting system</li> <li><input type="checkbox"/> To know how the accounting entries are posted in books.</li> </ul> <p><b><u>Learning Outcome:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Effectively define the needs of the various users of accounting data and demonstrate the ability to communicate such data effectively, as well as the ability to provide knowledgeable recommendations.</li> <li><input type="checkbox"/> Apply appropriate judgment derived from knowledge of accounting</li> <li><input type="checkbox"/> Imbibing knowledge of maintaining departmental accounts including interdepartmental transfer.</li> <li><input type="checkbox"/> Understanding the method of maintaining accounts of stock valuation for fire insurance claim.</li> <li><input type="checkbox"/> Understanding valuation of inventories as per accounting standard 2 issued by the ICAI.</li> <li><input type="checkbox"/> Imparting the knowledge of methods of maintaining accounts for Hire purchase</li> </ul>

<b>F.Y.BAF</b>	<b>Semester I</b>
RJCUBAF102 Cost Accounting (Introduction and Element of cost) - I	<p><b><u>Course Outcomes:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> This course exposes the students to the basic concepts and the tools used in Cost Accounting</li> <li><input type="checkbox"/> To enable the students to understand the principles and procedure of cost accounting and to apply them to different practical situations</li> </ul> <p><b><u>Learning Outcome:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Understanding 'cost accounting' as branch of accounting.</li> </ul>

**F.Y.BAF Syllabus Semester I & II**

	<ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Understanding various concepts of cost accounting.</i></li> <li><input type="checkbox"/> <i>Studying calculation of Material cost, Labour cost and overheads for determining the total cost of production.</i></li> </ul>
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<b>F.Y.BAF</b>	<b>Semester I</b>
<p><i>RJCUBAF103</i>  <b>Financial Management</b>                      (Introduction to Financial Management) - I</p>	<p><b><u>Course Outcomes:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Sources of finance in corporate</i></li> <li><input type="checkbox"/> <i>Importance to manage businesses with different tools and techniques.</i></li> <li><input type="checkbox"/> <i>Take a part in financial decision making</i></li> <li><input type="checkbox"/> <i>Know about corporate markets</i></li> <li><input type="checkbox"/> <i>Understand Valuation of assets</i></li> <li><input type="checkbox"/> <i>To apply financial theory to analyze real life situations in an uncertain environment with an incomplete data set.</i></li> </ul> <p><b><u>Learning Outcomes:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Different types of finance which use in corporate level.</i></li> <li><input type="checkbox"/> <i>Risk which involve in operation and capital of the firm.</i></li> <li><input type="checkbox"/> <i>It help to understand the running projects is given output is positive or negative as per the investment.</i></li> <li><input type="checkbox"/> <i>Basic knowledge of Indian financial system &amp; regulation.</i></li> <li><input type="checkbox"/> <i>Use Financial Statements to evaluate firm performance.</i></li> <li><input type="checkbox"/> <i>Project Financial Statements (B/S, I/S, budgets, etc.).</i></li> <li><input type="checkbox"/> <i>Use Financial Statements to obtain Cash Flows for the firm and equity holders.</i></li> <li><input type="checkbox"/> <i>Calculate the cost of debt, cost of equity and the Cost of Capital.</i></li> <li><input type="checkbox"/> <i>Use DCF and other valuation techniques to value projects and firms; perform risk analysis; analyze Mergers, Acquisitions, Leverage Buyouts and Initial public Offerings.</i></li> <li><input type="checkbox"/> <i>Evaluate alternative financing options.</i></li> <li><input type="checkbox"/> <i>Evaluate the economic and industry environment, domestic and international.</i></li> </ul>

**F.Y.BAF Syllabus Semester I & II**

<b>F.Y.BAF</b>	<b>Semester I</b>
<p>RJCUBAF104 Business Communication - I</p>	<p><b><u>Course Outcome:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> To sensitize the learners to the different types of channels of communication and importance of effective business communication in the professional world.</li> <li>To give knowledge to the learners regarding the barriers to effective communication and means to overcome these barriers.</li> <li>To introduce the concept of business ethics.</li> <li><input type="checkbox"/> To impart proficiency in business correspondence, language and writing skills.</li> </ul> <p><b><u>Learning Outcome:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The learners gain knowledge and understanding of importance of communication and impact of technological advancement on communication.</li> <li><input type="checkbox"/> The learners will be able to identify objectives, suitable channels and modes of communication.</li> <li><input type="checkbox"/> Understanding the obstacles or barriers to effective communication and ways to overcome them.</li> <li><input type="checkbox"/> Gain knowledge of importance of business ethics and sensitize to the ethical challenges in the business world.</li> <li><input type="checkbox"/> The learners are able to write application letters and job resumes.</li> <li><input type="checkbox"/> Enhancement of language and writing skills.</li> </ul>

<b>F.Y.BAF</b>	<b>Semester I</b>
<p>RJCUBAF105 Foundation Course - I</p>	<p><b><u>Course Outcome:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Social issues and society outlook on gender basis, physically handicap</li> <li><input type="checkbox"/> Women in politics and their achievement</li> <li><input type="checkbox"/> Indian constitution and our fundamental rights on an Indian citizen</li> <li><input type="checkbox"/> Child abuse, child trafficking</li> </ul> <p><b><u>Learning Outcome:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> As a Indian citizen the students are made aware of their rights</li> </ul>

**F.Y.BAF Syllabus Semester I & II**

	<ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Issues related to physical handicap and the how to address their needs with regards to societies outlook and travelling hurdles</i></li> <li><input type="checkbox"/> <i>As an individuals they will be working with different people so they should not be gender basis or regional basis.</i></li> </ul>
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<b>F.Y.BAF</b>	<b>Semester I</b>
<p><i>RJCUBAF106</i> Commerce (Business Environment) - I</p>	<p><b><u>Course Outcomes:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>To understand Business Environment - Micro &amp; Macro</i></li> <li><input type="checkbox"/> <i>To briefly understand Micro &amp; Macro environment with relation to Political, Legal, Social, Cultural, Technological &amp; Competitive Environment</i></li> <li><input type="checkbox"/> <i>To Understand International Environment along with challenges &amp; investment opportunities for Indian Industry.</i></li> </ul> <p><b><u>Learning Outcome:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>The Learners would understand to analyse internal &amp; external environment for various types of industries &amp; service sectors.</i></li> <li><input type="checkbox"/> <i>The Learner would be able to understand the challenges &amp; opportunities available to Indian Industries &amp; service sectors.</i></li> <li><input type="checkbox"/> <i>The Learner would be able to do a SWOT analysis of every industry from to Local to International</i></li> </ul>

<b>F.Y.BAF</b>	<b>Semester I</b>
<p><i>RJCUBAF107</i> Business Economics - I</p>	<p><b><u>Course Outcomes:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>This course offers an introduction to the functions of individual decision-makers—both consumers and producers—within the larger economic system.</i></li> <li><input type="checkbox"/> <i>Emphasis is on the nature and functions of product markets, the theory of the firm under varying conditions of competition and monopoly, and the role of government in promoting efficiency in</i></li> </ul>

## **F.Y.BAF Syllabus Semester I & II**

- Most people make the incorrect assumption that economics is ONLY the study of money. The primary goal in this course is to shatter this belief. During this course, students will be exposed to the above questions as well as many more relating to: -the environment -love and marriage - crime -labor markets -education politics -sports –business.*
- The course aims to show students the way economists think and how to use this analytical system to answer questions related not only to these and other important human issues*

### **Learning Outcome**

- After Completing the course, students will be able to*
- Discuss about Demand and Supply Explain Elasticity and its applications Explain how pricing work*
- Explain price discrimination and labour market*

## **F.Y.BAF Syllabus Semester I & II**

### **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.*



**F.Y.BAF Syllabus Semester I & II****References**

F.Y.BAF	SEMESTER I
RJCUBAF101  Financial Accounting (Elements of Financial Accounting) - I	<ul style="list-style-type: none"> <li>• <i>Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi</i></li> <li>• <i>Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi</i></li> <li>• <i>Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi</i></li> <li>• <i>Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i></li> <li>• <i>Financial Accounting by LesileChandwichk, Pentice Hall of India AdinBakley (P) Ltd., New Delhi</i></li> <li>• <i>Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai</i></li> <li>• <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></li> <li>• <i>Financial Accounting by Monga, J.R. Ahuja, GirishAhuja and Ashok Shehgal, Mayur Paper Back, Noida</i></li> <li>• <i>Compendium of Statement and Standard of Accounting, ICAI</i></li> <li>• <i>Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i></li> <li>• <i>Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i></li> <li>• <i>Company Accounting Standards by ShrinivasanAnand, Taxman, New Delhi</i></li> <li>• <i>Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi</i></li> <li>• <i>Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi</i></li> <li>• <i>Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi</i></li> <li>• <i>Financial Accounting a Managerial Perspective, Varadraj B. Bapat, MehulRaithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi</i></li> </ul>
RJCUBAF102  Cost Accounting (Introduction and Element of cost) - I	<ul style="list-style-type: none"> <li>• <i>Lectures on Costing by Swaminathan: S. Chand and Company (P) Ltd., New Delhi</i></li> <li>• <i>Cost Accounting by C.S. Rayudu, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i></li> <li>• <i>Cost Accounting by JawaharLal and SeemaSrivastava, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i></li> <li>• <i>Cost Accounting by Ravi M. Kishore, Taxmann Ltd., New Delhi</i></li> <li>• <i>Principles and Practices of Cost Accounting by N.K. Prasad, Book Syndicate Pvt. Ltd., Calcutta</i></li> </ul>

**F.Y.BAF Syllabus Semester I & II**

	<ul style="list-style-type: none"> <li>• <i>Cost Accounting Theory and Practice by B.K. Bhar, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i></li> <li>• <i>Cost Accounting Principles and Practice by M.N. Arora, Vikas Publishing House Pvt. Ltd., New Delhi</i></li> <li>• <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></li> <li>• <i>Cost Accounting by S.P. Jain and K.L. Narang, Kalyani Publishers, Ludhiana</i></li> <li>• <i>Modern Cost and Management Accounting by M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi</i></li> </ul>
<p>RJCUBAF103</p> <p>Financial Management (Introduction to Financial Management) – I</p>	<ul style="list-style-type: none"> <li>• <i>Fundamentals of Financial Management by D. Chandra Bose, PHI Learning Pvt. Ltd., New Delhi</i></li> <li>• <i>Fundamentals of Financial Management by Bhabotosh Banerjee, PHI Learning Pvt. Ltd., New Delhi</i></li> <li>• <i>Fundamentals of Financial Management by Vyuptakesh Sharma, Pearson Education, New Delhi</i></li> <li>• <i>Fundamentals of Financial Management by J.C. Van Horne, Prentice Hall of India, New Delhi</i></li> <li>• <i>Financial Management: Text and Problems by M.Y. Khan and P.K. Jain, Tata McGraw Hill, New Delhi</i></li> <li>• <i>Financial Management: Theory and Practice by Prasanna Chandra, Tata McGraw Hill, New Delhi</i></li> <li>• <i>Financial Management by I.M. Pandey, Vikas Publishing House, New Delhi</i></li> </ul>
<p>RJCUBAF104</p> <p>Business Communication - I</p>	<ul style="list-style-type: none"> <li>• <i>Agarwal, AnjuD(1989) A Practical Handbook for Consumers, IBH.</i></li> <li>• <i>Alien, R.K.(1970) Organisational Management through Communication.</i></li> <li>• <i>Ashley,A(1992) A Handbook Of Commercial Correspondence, Oxford University Press.</i></li> <li>• <i>Aswalthapa, K (1991)OrganisationalBehaviour, Himalayan Publication, Mumbai.</i></li> <li>• <i>Atreya N and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.</i></li> <li>• <i>Bahl,J.C. and Nagamia,S.M. (1974) Modern Business Correspondence and Minute Writing.</i></li> <li>• <i>Balan,K.R. and Rayudu C.S. (1996) Effective Communication, Beacon New Delhi.</i></li> <li>• <i>Bangh, LSue, Fryar,Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group USA.</i></li> <li>• <i>Banerjee, Bani P (2005) Foundation of Ethics in Mangement Excel Books 10.Businessworld Special Collector's Issue: Ethics and the Manager</i></li> <li>• <i>Barkar, Alan(1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.</i></li> <li>• <i>Basu,C.R.(1998) Business Organisation and Management, T.M.H.New Delhi.</i></li> <li>• <i>Benjamin, James (1993) Business and Professional</i></li> </ul>

## F.Y.BAF Syllabus Semester I & II

	<p><i>Communication Concepts and Practices, Harper Collins College Publishers, New York.</i></p> <ul style="list-style-type: none"> <li>• <i>Bhargava and Bhargava(1971) Company Notices, Meetings and Regulations • Black, Sam (1972) Practical Public Relations, E.L.B.S. London.</i></li> <li>• <i>BoveeCourtland,L and Thrill, John V(1989) Business Communication, Today McGraw Hill, New York, Taxman Publication.</i></li> <li>• <i>Burton, G and Thakur, (1995) Management Today- Principles and Practices. T.M.H.,New Delhi.</i></li> <li>• <i>Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) Public Relations Handbook, TheDartwell Co., Chicago.</i></li> <li>• <i>Dayal, Ishwar(1981) Managing Large Organizations: A Comparative Study. • Drucher,P.F.(1970) Technology, Management and Society, Pan Books London.</i></li> <li>• <i>Drucher,P.F.(1974)Management Responsibilities Practices, Heinemann, London. 22.Eyre, E.C. (1985) Effective Communication Made Simple, Rupa and Co.Calcutta.</i></li> <li>• <i>Ecouse Barry,(1999), Competitive Communication: A Rhetoric for Modern Business, OUP.</i></li> <li>• <i>Fisher Dalmar, (1999), Communication in Organisation, Jaico Pub House, Mumbai, Delhi.</i></li> <li>• <i>Frailley, L.E. (1982) Handbook of Business Letters, Revised Edn. Prentice Hall Inc.</i></li> <li>• <i>French, Astrid (1993) Interpersonal Skills. Sterling Publishers, New delhi.</i></li> <li>• <i>27 Fritzsche, David J (2005) Business Ethics: A Global and Managerial Perspective McGraw Hill</i></li> <li>• <i>Garlside, L.E. (1980) Modern Business Correspondence, McDonald and Evans Ltd. Plymouth.</i></li> <li>• <i>Ghanekar,A(1996) Communication Skills for Effective Management. Everest Publishing House, Pune.</i></li> <li>• <i>Graves, Harold F. (1965) Report Writing, Prentice Hall, New Jersey.</i></li> <li>• <i>Gupta, Anand Das (2010) Ethics, Business and Society: Managing Responsibly Response Books 32.Gupta, Dipankar (2006) Ethics Incorporated: Top Priority and Bottom Line Response Books</i></li> <li>• <i>Krevolin, Nathan (1983) Communication Systems and Procedures for Modern Office, Prentice Hall, New Jersey.</i></li> <li>• <i>Lesikar, Raymond V and Petit, John D.(1994) Business Communication: Theory and Application , Richard D. Irwin Inc. Illinois.</i></li> <li>• <i>Ludlow,Ron.(1995) The Essence of Effective Communication, Prentice , New Delhi.</i></li> <li>• <i>36.M. Ashraf, Rizvi (2006) Effective Technical Communication Tata McGraw Hill</i></li> <li>• <i>Martson, John E. 1963) The Nature of Public Relations, McGraw Hill, New Delhi.</i></li> <li>• <i>Majumdar,P.K.(1992) Commentary on the Consumer protection Act, Prentice, New Delhi.</i></li> <li>• <i>McQuail, Denis (1975), Communication, Longman.</i></li> <li>• <i>Merrihue, William (1960) Managing by Communication, McGraw Hill, New York. 41.Mishra Rajiv K (2006) Code of Conduct for Managers Rupa Company</i></li> </ul>
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**F.Y.BAF Syllabus Semester I & II**

	<ul style="list-style-type: none"> <li>• <i>Monippalli, M.M. (1997), The Craft of Business Letter Writing, T.M.H. New Delhi.</i></li> <li>• <i>Montagu, A and Matson, Floyd (1979) The Human Connection, McGraw Hill, New York.</i></li> </ul>
RJCUBAF105 Foundation Course – I	<ul style="list-style-type: none"> <li>• <i>Social and Economic Problems in India, Naseem Azad, R Gupta Pub ( 2011)</i></li> <li>• <i>Indian Society and Culture, Vinita Padey, Rawat Pub (2016)</i></li> <li>• <i>Social Problems in India, Ram Ahuja, Rawat Pub (2014)</i></li> <li>• <i>Faces of Feminine in Ancient, medieval and Modern India, Mandakranta Bose Oxford University Press</i></li> <li>• <i>National Humana rights commission- disability Manual</i></li> <li>• <i>Rural, Urban Migration : Trends, challenges &amp; Strategies, S Rajagopalan, ICFAI- 2012</i></li> <li>• <i>Regional Inequilities in India Bhat L SSSRD- New Delhi • Urbanisation in India: Challenges, Opportunities &amp; the way forward, I J Ahluwalia, Ravi Kanbur, P K Mohanty, SAGE Pub ( 2014)</i></li> <li>• <i>The Constitution of India, P M Bakshi 2011</i></li> <li>• <i>The Problems of Linguistic States in India, Krishna Kodesia Sterling Pub</i></li> <li>• <i>Politics in India: structure, Process and Policy SubrataMitra, Rouutlege Pub • Politics in India, Rajani Kothari, Orient Blackswan</i></li> <li>• <i>Problems of Communitism in india, Ravindra Kumar Mittal Pub</i></li> <li>• <i>Combating communalism in India: Key to National Integration, KawalKishorBhardwaj, Mittal Pub</i></li> </ul>
RJCUBAF106 Commerce (Business Environment) - I	<ul style="list-style-type: none"> <li>• <i>Business Environment Text and Cases by M.B. Shukla, Taxman Publications, New Delhi</i></li> <li>• <i>Global Economy and Business Environment by Francis Cherunilam, Himalaya Publication House, Mumbai</i></li> <li>• <i>Business Environment: Text and Cases by Francis Cherunilam, Himalaya Publication House, Mumbai</i></li> <li>• <i>Indian Economy by Dutt and Sundaram, S. Chand and Company Pvt. Ltd., New Delhi</i></li> <li>• <i>Essentials of Business Environment by K. Aswathappa, Himalaya Publication House, Mumbai</i></li> <li>• <i>Business Environment by Justin Paul, Tata McGraw Hill Education Pvt. Ltd., New Delhi</i></li> <li>• <i>Indian Economy by Misra and Puri, Himalaya Publishing House, Mumbai</i></li> <li>• <i>Entrepreneurial Development by S.S. Khanka, S. Chand and Company Pvt. Ltd., New Delhi</i></li> <li>• <i>Dynamics of Entrepreneurship by Vasanta Desai, Himalaya Publishing House, Mumbai</i></li> <li>• <i>Entrepreneurship and Small Development Business Management by C.B. Gupta and S.S. Khanka, Sultan Chand and Sons, New Delhi</i></li> <li>• <i>Entrepreneurship by David H. Holt, PHI Learning Pvt. Ltd., New Delhi</i></li> <li>• <i>Management of Small-Scale Industries by Vasant Desai,</i></li> </ul>

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	<p><i>Himalaya Publishing House, Mumbai</i></p> <ul style="list-style-type: none"> <li>• <i>Business and Government by Francis Cherunilam, Himalaya Publishing House, Mumbai</i></li> <li>• <i>Corporate Governance in India by JayatiSarkar and SubrataSarkar, Sage Publications, New Delhi</i></li> <li>• <i>Corporate Governance: Principles, Policies and Practices by A.C. Fernando, Pearson Education India, New Delhi</i></li> </ul>
RJCUBAF107 Economics - I	<ul style="list-style-type: none"> <li>• <i>Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand &amp; Sons, N. Delhi, 2000)</i></li> <li>• <i>Hirchey .M., Managerial Economics, Thomson South western (2003)</i></li> <li>• <i>Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore, 2001)</i></li> <li>• <i>Frank Robert.H, Bernanke. Ben S., Principles of Economics (Tata McGraw Hill (ed.3)</i></li> <li>• <i>Gregory Mankiw., Principles of Economics, Thomson South western (2002 reprint)</i></li> <li>• <i>Samuelson &amp; Nordhas.: Economics (Tata McGraw Hills, New Delhi, 2002)</i></li> <li>• <i>Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi,2004)</i></li> </ul>

<b>F.Y.BAF</b>	<b>SEMESTER II</b>
RJCUBAF201 Financial Accounting (Special Accounting Areas) - II	<ul style="list-style-type: none"> <li>• <i>Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi</i></li> <li>• <i>Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi</i></li> <li>• <i>Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi</i></li> <li>• <i>Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i></li> <li>• <i>Financial Accounting by LesileChandwichk, Pentice Hall of India AdinBakley (P) Ltd., New Delhi</i></li> <li>• <i>Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai</i></li> <li>• <i>Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi</i></li> <li>• <i>Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc</i></li> <li>• <i>Financial Accounting by Monga, J.R. Ahuja, GirishAhuja and Ashok Shehgal, Mayur Paper Back, Noida</i></li> <li>• <i>Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i></li> <li>• <i>Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi</i></li> <li>• <i>Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi</i></li> <li>• <i>Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi</i></li> <li>• <i>Financial Accounting a Managerial Perspective, Varadraj B.</i></li> </ul>

**F.Y.BAF Syllabus Semester I & II**

	<i>Bapat, MehulRaithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi</i>
RJCUBAF202 Auditing (Introduction and Planning) – I	<ul style="list-style-type: none"> <li>• <i>Contemporary Auditing by Kamal Gupta, Tata Mc-Graw Hill, New Delhi</i></li> <li>• <i>A Hand-Book of Practical Auditing by B.N. Tandon, S. Chand and Company, New Delhi</i></li> <li>• <i>Fundamentals of Auditing by Kamal Gupta and Ashok Arora, Tata McGraw Hill, New Delhi</i></li> <li>• <i>Auditing: Principles and Practice by Ravinder Kumar, Virender Sharma, PHI Learning Pvt. Ltd., New Delhi</i></li> <li>• <i>Auditing and Assurance for CA IPCC by Sanjib Kumar Basu, Pearson Education, New Delhi</i></li> <li>• <i>Contemporary Auditing by Kamal Gupta, McGraw Hill Education Pvt. Ltd., New Delhi</i></li> <li>• <i>Fundamentals of Auditing by Kamal Arora and Ashok Gupta, Tata McGraw Hill, New Delhi</i></li> </ul>
RJCUBAF203 Taxation - I (Indirect Taxes I)	<ul style="list-style-type: none"> <li>• <i>Indirect Taxes: Law and Practice by V.S. Datey, Taxmann, New Delhi</i></li> <li>• <i>Commentary on M.V.A.T. ACT, 2002 by M.S. Mathuria and Dilip Phadke by Maharashtra Sales Tax Vat News, Mumbai</i></li> <li>• <i>Indirect Taxes by V.S. Balchandra, Sultan Chand and Sons, New Delhi</i></li> <li>• <i>Maharashtra Value Added Tax by Shah Shantilal, Snow White Publications Pvt. Ltd., Mumbai</i></li> </ul>
RJCUBAF204 Business Communication - II	<ul style="list-style-type: none"> <li>• <i>Agarwal, AnjuD(1989) A Practical Handbook for Consumers, IBH.</i></li> <li>• <i>Alien, R.K.(1970) Organisational Management through Communication.</i></li> <li>• <i>Ashley,A(1992) A Handbook Of Commercial Correspondence, Oxford University Press.</i></li> <li>• <i>Aswalthapa, K (1991)OrganisationalBehaviour, Himalayan Publication, Mumbai.</i></li> <li>• <i>Atreya N and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.</i></li> <li>• <i>Bahl,J.C. and Nagamia,S.M. (1974) Modern Business Correspondence and Minute Writing.</i></li> <li>• <i>Balan,K.R. and Rayudu C.S. (1996) Effective Communication, Beacon New Delhi.</i></li> <li>• <i>Bangh, LSue, Fryar,Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group USA.</i></li> <li>• <i>Banerjee, Bani P (2005) Foundation of Ethics in Mangement Excel Books 10.Businessworld Special Collector's Issue: Ethics and the Manager</i></li> <li>• <i>Barkar, Alan(1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.</i></li> <li>• <i>Basu,C.R.(1998) Business Organisation and Management, T.M.H.New Delhi.</i></li> <li>• <i>Benjamin, James (1993) Business and Professional Communication Concepts and Practices, Harper Collins College Publishers, New York.</i></li> <li>• <i>Bhargava and Bhargava(1971) Company Notices, Meetings</i></li> </ul>

## F.Y.BAF Syllabus Semester I & II

	<p><i>and Regulations</i> • Black, Sam (1972) <i>Practical Public Relations</i>, E.L.B.S. London.</p> <ul style="list-style-type: none"> <li>• Bovee Courtland, L and Thrill, John V (1989) <i>Business Communication</i>, Today McGraw Hill, New York, Taxman Publication.</li> <li>• Burton, G and Thakur, (1995) <i>Management Today- Principles and Practices</i>. T.M.H., New Delhi.</li> <li>• Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) <i>Public Relations Handbook</i>, The Dartwell Co., Chicago.</li> <li>• Dayal, Ishwar (1981) <i>Managing Large Organizations: A Comparative Study</i>. • Drucher, P.F. (1970) <i>Technology, Management and Society</i>, Pan Books London.</li> <li>• 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.</li> <li>• Ecouse Barry, (1999), <i>Competitive Communication: A Rhetoric for Modern Business</i>, OUP.</li> <li>• Fisher Dalmar, (1999), <i>Communication in Organisation</i>, Jaico Pub House, Mumbai, Delhi.</li> <li>• Frailley, L.E. (1982) <i>Handbook of Business Letters</i>, Revised Edn. Prentice Hall Inc.</li> <li>• French, Astrid (1993) <i>Interpersonal Skills</i>. Sterling Publishers, New Delhi.</li> <li>• 27 Fritzsche, David J (2005) <i>Business Ethics: A Global and Managerial Perspective</i> McGraw Hill</li> <li>• Garlside, L.E. (1980) <i>Modern Business Correspondence</i>, McDonald and Evans Ltd. Plymouth.</li> <li>• Ghanekar, A (1996) <i>Communication Skills for Effective Management</i>. Everest Publishing House, Pune.</li> <li>• Graves, Harold F. (1965) <i>Report Writing</i>, Prentice Hall, New Jersey.</li> <li>• Gupta, Anand Das (2010) <i>Ethics, Business and Society: Managing Responsibly Response Books 32</i>. Gupta, Dipankar (2006) <i>Ethics Incorporated: Top Priority and Bottom Line Response Books</i></li> <li>• Krevolin, Nathan (1983) <i>Communication Systems and Procedures for Modern Office</i>, Prentice Hall, New Jersey.</li> <li>• Lesikar, Raymond V and Petit, John D. (1994) <i>Business Communication: Theory and Application</i>, Richard D. Irwin Inc. Illinois.</li> <li>• Ludlow, Ron. (1995) <i>The Essence of Effective Communication</i>, Prentice, New Delhi.</li> <li>• 36. M. Ashraf, Rizvi (2006) <i>Effective Technical Communication</i> Tata McGraw Hill</li> <li>• Martson, John E. 1963) <i>The Nature of Public Relations</i>, McGraw Hill, New Delhi.</li> <li>• Majumdar, P.K. (1992) <i>Commentary on the Consumer protection Act</i>, Prentice, New Delhi.</li> <li>• McQuail, Denis (1975), <i>Communication</i>, Longman.</li> <li>• 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</li> <li>• Monippalli, M.M. (1997), <i>The Craft of Business Letter Writing</i>, T.M.H. New Delhi.</li> <li>• Montagu, A and Matson, Floyd (1979) <i>The Human</i></li> </ul>
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**F.Y.BAF Syllabus Semester I & II**

	<p><i>Connection, McGraw Hill, New York.</i></p> <ul style="list-style-type: none"> <li>• <i>Murphy, Herta and Hilde Brandt, Herbert W (1984) Effective Business Communication, McGraw Hill, New York.</i></li> <li>• <i>Parry, John (1968) The Psychology of Human Communication.</i></li> <li>• <i>Parson, C.J. and Hughes (1970) Written Communication for Business Students, Great Britain.</i></li> <li>• <i>Peterson, Robert A and Ferrell, O.C (2005) Business Ethics: New Challenges for Business Schools and Corporate Leaders PrenticeHall of India Pvt., Ltd</i></li> <li>• <i>Phillip, Louis V. (1975) Organisational Communication- The Effective Management, Columbus Grid Inc. 49.. Ross, Robert D. (1977) The Management of Public Relations, John Wiley and Sons, U.S.A.</i></li> <li>• <i>Sadri Sorab, SinhaArun and Bonnerjee peter (1998) Business Ethics: Concepts and Cases Tata McGraw Hill Public Company Limited</i></li> <li>• <i>Shekhar, R.C (1997) Ethical Choices in Business Response Books</i></li> <li>• <i>Stephenson, James (1988) Principles and Practice of Commercial Correspondence, Pilman and Sons Ltd. London.</i></li> <li>• <i>53..Shurter, Robert L. (1971) Written Communication in Business, McGraw Hill, Tokyo</i></li> </ul>
<p>RJCUBAF205 Foundation Course – II</p>	<ul style="list-style-type: none"> <li>• <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></li> <li>• <i>Impact of the policies of WTO on Indian agriculture - S. Nehru, Serial Pub. (2012)</i></li> <li>• <i>Privatisation of public enterprises – Emerging dimensions – Edited by G.S. Batra, NarinderKaur ,Anmol Pub. (1995)</i></li> <li>• <i>Economics of development – Dwight Perkins, Steven Radelet, David Lindauer, Norton company (2006)</i></li> <li>• <i>Industrial Policy and economic development in India (1947 - 2012) – AnupChatterjeeNew Century Pub. (2012)</i></li> <li>• <i>Globalisation and development of backward areas – Edited by G. Satyanarayana New Century Pub. (2007)</i></li> <li>• <i>Contemporary issues in globalisation – An introduction to theory and policy in India SoumyenSikder , Oxford University Press (2002)</i></li> <li>• <i>Environmental Studies – Dr. Vijay Kumar Tiwari , Himalayan Pub. (2010)</i></li> <li>• <i>Ecology and environment – Benu Singh, Vista International Pub. (2006)</i></li> <li>• <i>Universal Human Rights : In theory and practice, Jack Donnelly, (2014)</i></li> <li>• <i>Stress Management – Dr. N. Tejmani Singh ,Maxford books (2011)</i></li> <li>• <i>Stress blasters – Brian Chchester, Perry Garfinkel and others , Rodale Press (1997)</i></li> </ul>
<p>RJCUBAF206 Business Law (Business Regulatory Framework) – I</p>	<ul style="list-style-type: none"> <li>• <i>Indian Contract Act, Sales of Goods Act and Partnership Act by T.R. Desai, Sarkar and Sons Pvt. Ltd., Kolkata</i></li> <li>• <i>The Negotiable Instrument Act by J.S. Khergamwala, N.M. TripathiPvt. L.td., Mumbai</i></li> </ul>



**F.Y.BAF Syllabus Semester I & II**

	<ul style="list-style-type: none"> <li>• <i>The Principles of Mercantile Law</i> by Aytar Singh, Eastern Book Company, Lucknow</li> <li>• <i>Business Law</i> by M.C. Kuchal, Vikas Publishing House, New Delhi</li> <li>• <i>Business Law</i> by N.D. Kapoor, Sultan Chand and Sons, New Delhi</li> <li>• <i>Business Law</i> by P.R. Chandha, Galotia, Dew Delhi</li> </ul>
<p>RJCUBAF207 Business Mathematics</p>	<ul style="list-style-type: none"> <li>• <i>Mathematical Statistics</i> by J.K. Goyal and J.N. Sharma, Krishna Prakashan Ltd., Meerut</li> <li>• <i>Business Mathematics and Statistics</i> by R.K. Ghosh and S. Saha, New Central Agency Pvt. Ltd. Calcutta</li> <li>• <i>Commerce Mathematics</i> by Om P. Chug, etc., Anmol Publication Ltd., New Delhi • <i>Mathematics for Economics and Business</i> by J. Soper, Blackwell Publishing, U.S.A.</li> <li>• <i>Business Mathematics &amp; Statistics: B</i> Aggarwal, Ane Book Pvt. Limited</li> <li>• <i>Business Mathematics: D C Sancheti &amp; V K Kapoor</i>, Sultan Chand &amp; Sons</li> <li>• <i>Business Mathematics: A P Verma</i>, Asian Books Pvt. :Limited.</li> <li>• <i>Investments</i> By J.C. Francis &amp; R.W. Taylor, Schaum's Outlines, Tata Mc-Graw Hill Edition 2000, Chapters 2,4 &amp; section 25.1.</li> <li>• <i>Indian Mutual Funds Handbook</i> : By Sundar Shankaran, Vision Books, 2006, Sections 1.7,1.8.1,6.5 &amp; Annexures 1.1to 1.3.</li> <li>• <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 &amp; 10.</li> <li>• <i>Applied Calculus: By Stephen Waner and Steven Constenoble</i>, Brooks/Cole Thomson Learning, second edition, Chapter 1 to 5.</li> <li>• <i>Business Mathematics</i> By D. C. Sancheti and V. K. Kapoor, Sultan Chand &amp; Sons, 2006, Chapter 1, 5, 7, 9 &amp; 10.</li> <li>• <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 &amp; 16.</li> </ul>