

Vanita Vishram Women's University
School of Commerce and Business Management
Course Code: CO21010
M.Com. Semester: I
Core Course –1: Direct Tax Laws
Credit: 5 (Theory-4 and Practical-1)

Objectives:

To help learners to:

- Understand the provisions relating to inclusion of income of other person in the taxable income of the assessee
- Have an idea about permissible losses that can be set off and carried forward to be set off from the income of the subsequent years
- Enable assessment of various types of entities like HUF, Firms and LLPs, Charitable Trusts, Political Parties and Electoral Trusts
- Develop understanding of various types of assessments and assessment procedures under the Income Tax Law
- Have an Overview of IT Authorities and their powers
- Learn about settlement of IT cases

Course Content:

Module	Content	Weightage
1.	<p><u>Introduction & Background</u> <u>Overview of provisions relating to:</u></p> <ul style="list-style-type: none"> • Clubbing of Income • Set Off and Carry Forward of Losses • TDS, TCS, Advance Tax 	20%
2.	<p><u>Assessment of Individual Assessee</u></p> <ul style="list-style-type: none"> • Computation of Gross Total Income • Overview of permissible deductions from Gross Total Income • Computation of Tax Liability 	30%
3.	<p><u>Overview of Assessment of various taxable entities under the Income Tax Act, 1961</u></p> <ul style="list-style-type: none"> • Assessment of Partnership Firms • Assessment of HUF • Assessment of Local Authority • Assessment of Companies • Assessment of BOI & AOP • Assessment of Charitable Trusts, Educational Institutions and Political Parties <p>[Sums only for Partnership firms]</p>	30%
4.	<p><u>IT Returns, Assessment Procedures, IT Authorities</u></p> <ul style="list-style-type: none"> • Types of IT Returns • Types of Assessments • Hierarchy of IT Authorities 	10%

5.	<p>Practical</p> <ul style="list-style-type: none"> • Academic Guest Lectures by Academicians and Income Tax Practitioners • Seminars on important topics • Case Laws Presentation 	10%
		100

Reference Books:

Sr. No.	Title	Author/s	Publication
1	Direct Taxes – Law & Practice	Dr. V. K. Singhanian and Dr. Kapil Singhanian	Taxmann Publication
2	Direct Tax Laws and International Taxation	T. N. Manoharan and G R Hari	Snow White Publication
3	Comprehensive Guide to Taxation Part I	Dr. Yogendra Bangar & Dr. Vandana Bangar	Aadhya Prakashan

Course Outcomes:

On successful completion of this course, the learner's should be able to:

- ✓ Apply the provisions of IT Act, 1961 for clubbing, set off and carry forward of losses
- ✓ Compute taxable income of the assessee and also determine tax liability
- ✓ Compute Income chargeable to tax for a Partnership Firms
- ✓ Appreciate assessments of different entities
- ✓ Understand the Income Tax Authorities and their hierarchy and powers
- ✓ Apprehend types of assessments and income tax returns

Vanita Vishram Women's University
School of Commerce and Business Management
Course Code: CO21020
M.Com. Semester: I
Core Course 1 Practical: Direct Tax Laws (Practical)
Credit: 4 (Theory-0 and Practical-4)

Objectives:

To help learners to:

- Understand the provisions relating to inclusion of income of other person in the taxable income of the assessee
- Have an idea about permissible losses that can be set off and carried forward to be set off from the income of the subsequent years
- Enable assessment of various types of entities like HUF, Firms and LLPs, Charitable Trusts, Political Parties and Electoral Trusts
- Develop understanding of various types of assessments and assessment procedures under the Income Tax Law
- Have an Overview of IT Authorities and their powers
- Learn about settlement of IT cases

Course Content:

Activities	Content	Weightage
1.	Practical Aspects of Tax Planning for Individuals	20%
2.	Considerations in Assessment of a Company	15%
3.	Online Application for PAN and pre requisites for obtaining PAN	10%
4.	Online Return Filing Procedure	10%
5	Analysis of Tax Audit Report of a Sole Trader	5%
6	Practical Aspects of Computation of Taxable Income of an assessee	5%
7	Discussion of Computation of Taxable Income of the Assessee	5%
8	Presentation of Provisions of IT Act, 1961 (selected)	5%
9	Assignment on tax payment awareness readiness of common public	20%
10	Special Lecture on Black Money Act, 2015	5%
		100

Reference Books:

Sr. No.	Title	Author/s	Publication
1	Direct Taxes – Law & Practice	Dr. V. K. Singhania and Dr. Kapil Singhania	Taxmann Publication
2	Direct Tax Laws and International Taxation	T. N. Manoharan and G R Hari	Snow White Publication
3	Comprehensive Guide to Taxation Part I	Dr. Yogendra Bangar & Dr. Vandana Bangar	Aadhya Prakashan

Course Outcomes:

On successful completion of this course, the learner's should be able to:

- ✓ Apply the provisions of IT Act, 1961 for clubbing, set off and carry forward of losses
- ✓ Compute taxable income of the assessee and also determine tax liability
- ✓ Compute Income chargeable to tax for a Partnership Firms
- ✓ Appreciate assessments of different entities
- ✓ Understand the Income Tax Authorities and their hierarchy and powers

Apprehend types of assessments and income tax returns

Vanita Vishram Women's University
School of Commerce and Business Management
Course Code: CO21030
M.Com. Semester: I
Core Course – 2: Computerised Accounting
Credit: 5 (Theory-4 and Practical-1)

Objective:

To help learners to:

- ✓ Understand the importance and requirement of computers in day to day life.
- ✓ Enable the students to understand latest technology of Computers and its use for accountancy
- ✓ Make the students computer literate
- ✓ Train students in Spreadsheet

Course Content:

Module	Content	Weightage
1.	<p><u>Accounting Fundamentals</u></p> <ul style="list-style-type: none"> • Types of Accounts and Transactions • Fundamental Rules of Credit & Debit Basic • Books of accounts – (Purchase Register, Sales Register, Cash Book, Bank Book, Petty Cash Book, Journal) • Account – Meaning, Types of Accounts, • Entering Opening Balances, Posting entries, balancing ledger and finding out closing balance. • Concept of NIL, Debit & Credit Balances • Accounting Groups of Assets, Liabilities, Incomes and Expenses. • Manufacturing, Trading, Profit & Loss Account & Balance Sheet, • Bank Reconciliation Statement 	40
2.	<p><u>Accounting Entries</u></p> <ul style="list-style-type: none"> • Entering, Editing, Deleting and Duplicating Vouchers of Purchases, Sales, Journal, Cash, Petty Cash, Bank 	20
3.	<p><u>Accounting Reports</u></p> <ul style="list-style-type: none"> • Display and Printing detailed and Summarized Purchases, Sales, Journal, Cash, Petty Cash, Bank, • Ledger Function Keys & Shortcut Keys 	20
4.	<p><u>Elementary Idea about Computer Security</u></p> <ul style="list-style-type: none"> • Computer Viruses, Adware, Spyware, Hacking, Types and Examples • Preventing Measures & Anti-Virus Programs with Examples • Adware, Spyware & Malware – Its Types and Examples • Preventing Measures & Anti Adware, Spyware, Malware Programs with Examples 	10
5.	<p><u>Practical</u></p> <ul style="list-style-type: none"> • Practical sessions through Video Lectures 	10
		100%

Reference Books:

Sr. No.	Title	Author/s	Publication
1	Tally 5.4	A. K. Nadhani	BPB Publications
2	Information Technology	-	Phadke Prakashan
3	Tally ERP 9.0 Training Guide	-	BPB Publications
4	Rapidex Computer Course	Amit Gupta	Pustak Mahal
5	Comdex Computer Course	Vikas Gupta	Dreamtech Press

Course Outcomes:

On successful completion of this course, the learner's should be able to:





- ✓ Understand and apply computer accounting
- ✓ Various accounting aspects before applying it to computerized accounting
- ✓ Understand about computer viruses and how to safeguard accounting data against them.

Vanita Vishram Women's University
School of Commerce and Business Management
Course Code: CO21040
M.Com. Semester: I
Core Course-2 Practical: E- Accounting-1 (Practical)
Credit: 4 (Theory-0 and Practical-4)

Objective:

To help learners to:

- ✓ Understand the importance of computerized accounting in modern business environment.
- ✓ Enable themselves to install, understand and practically used Tally Prime and its features.
- ✓ Maintain accounting records, accounting data and generating various ledger using Tally Prime.
- ✓ Train themselves in entering and maintaining bank relating transactions and records accurately using Tally Prime.
- ✓ Understand the flow of maintaining Financial Statements and generating Management Reports on the basis of accounts maintained through Tally Prime.
- ✓ Know about the data security options under Tally Prime.

Module	Content	Weightage
1	<p>Introduction to Tally Prime</p> <ul style="list-style-type: none"> • Introduction • Features of Tally Prime • Downloading and Installation of Tally Prime • Types of Licenses in Tally Prime • Activate New License • Reactivate License in Tally Prime • Use License from Network in a Multiuser Environment • Working Tally Prime in Educational Mode • Company Creation and Setting up Company Features in Tally Prime • Getting Started with Tally Prime <ul style="list-style-type: none">  Navigating from Anywhere to Anywhere in Tally Prime  F12 Configuration in Tally Prime  Alter Company Details • Shut the Company 	5%
2	<p>Maintaining Chart of Accounts</p> <ul style="list-style-type: none"> • Introduction • Chart of Accounts • Creation of Masters in Tally Prime <ul style="list-style-type: none">  Accounting Masters 	10%

	<ul style="list-style-type: none"> ✚ Inventory Masters • Alteration of Masters in Tally Prime • Deletion of Masters in Tally Prime • Multi-Masters Creation and Display of Chart of Accounts ✚ Multi Groups Creation ✚ Multi Ledgers Creation ✚ Multi Stock Groups Creation ✚ Multi Stock Items Creation 	
3	<p>Recording and Maintaining Accounting Transactions</p> <ul style="list-style-type: none"> • Introduction • Recording Transactions in Tally • Recording Accounting Vouchers in Tally Prime ✚ Receipt Voucher (F6) ✚ Contra Voucher (F4) ✚ Payment Voucher (F5) ✚ Purchase Voucher (F9) ✚ Sales Voucher (F8) ✚ Debit Note Voucher (Alt+F5) ✚ Credit Note Voucher (Alt+F6) ✚ Journal Voucher (F7) 	15%
4	<p>Banking</p> <ul style="list-style-type: none"> • Introduction • Banking Payments • Cheque Printing <ul style="list-style-type: none"> ✚ Single Cheque Printing ✚ Multi Cheque Printing • Deposit Slip <ul style="list-style-type: none"> ✚ Cheque Deposit Slip ✚ Cash Deposit Slip • Payment Advice • Bank Reconciliation <ul style="list-style-type: none"> ✚ Manual Bank Reconciliation ✚ Auto Bank Reconciliation 	15%
5	<p>Generating Financial Statements and MIS Reports</p> <ul style="list-style-type: none"> • Introduction 	5%

	<ul style="list-style-type: none"> • Final Accounts Reports in Tally <ul style="list-style-type: none"> ✚ Trial Balance ✚ Profit and Loss Account ✚ Balance Sheet ✚ Cash Flow & Fund Flow Analysis Report ✚ Receipts and Payments • MIS Reports in Tally <ul style="list-style-type: none"> ✚ Stock Summary Analysis ✚ Day Book ✚ Cash and Bank Book ✚ Purchase Register ✚ Sales Register ✚ Journal Register • Bird's eye view/Drill down display from anywhere to anywhere 	
6	Data Security <ul style="list-style-type: none"> • Introduction • Security Control • Activation of Security Control • Creation of Security Levels (User Roles) • Creation of Users And Passwords for Company • Accessing the company using Security Levels • Auto Login • Tally Vault 	5%
7	Company Data Management <ul style="list-style-type: none"> • Introduction • Backup of Company Data • Restoring of Company Data • Company Data Repair • Migration of Tally.ERP 9 Company Data to TallyPrime 	5%
8	Business Case Studies- 1 and 2	40%

Course Outcomes:

On successful completion of this course, learners will be able to:

- ✓ Acquaint themselves with maintenance of computerized books of accounts using Tally Software.
- ✓ Use all the relevant features of Tally Prime.
- ✓ Prepare and maintain accounting records and generate various ledgers.
- ✓ Pass bank related accounting entries properly in Tally Prime.
- ✓ Prepare and maintain Financial Statements and generate Management Reports on the basis of accounts maintained through Tally Prime.
- ✓ Secure accounting data using features of Tally Prime.

Vanita Vishram Women's University
School of Commerce and Business Management
Course Code: CO21050
M.Com. Semester: I
Core Course - 3: Strategic Management
Credit: 5 (Theory-4 and Practical-1)

Objectives:

To help learners:

- To introduce the student to competitive strategy and competitive advantage
- To expose the students to different types of strategic choices for various levels of the business, viz. Corporate, Business, and Operational levels
- To integrate knowledge from strategic management to solve problems in a larger multidisciplinary context.

Course Content:

Module	Content	Weightage
1	<p>A. Introduction to Strategic Management:</p> <ul style="list-style-type: none"> • The Strategic Management Process • The Strategist & Strategic Decision Making • Establishing Corporate Direction <p>B. Environmental Analysis:</p> <ul style="list-style-type: none"> • Internal Environment • External Environment 	20%
2	<p>A. Corporate level Strategies</p> <ul style="list-style-type: none"> • Strategy Formulation: Situational Analysis • Stability Strategies • Growth Strategies • Retrenchment Strategies • Combination Strategies <p>B. Business Unit Level</p> <ul style="list-style-type: none"> • Generic Strategies: Cost Leadership, Differentiation and Focus <p>C. Functional Level Strategies</p> <ul style="list-style-type: none"> • Production Strategies • Marketing Strategies • Human Resource Strategies 	30%
3	<p>A. Strategic Analysis & Choice</p> <ul style="list-style-type: none"> • Concept and Process • Evaluation of Strategic Alternatives • The Decision Stage <p>B. Strategic Implementation</p> <ul style="list-style-type: none"> • Concept of Strategy Implementation • Mc Kinsey 7-S Framework, • AT Kearney's Framework <p>C. Strategic Evaluation & Control</p> <ul style="list-style-type: none"> • Introduction • Process of Strategic Control 	25%

4	Case Studies & Presentation of practical topics. Student will prepare environmental scanning report manufacturing and /or service industries i.e PESTLE analysis & SWOT analysis, Competitive analysis etc.. Case Study on Analysing the success and failure of business, new product development strategies etc.	25%
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Reference Books:

Sr. No.	Title	Author/s	Publication
1	Business Policy and Strategic Management	P. Subba Rao	Himalaya Publishing House
1	Strategic Management and Business Policy	Azhar Kazmi	McGrawHill
2	Contemporary Strategic Management	Robert Grant	Wiley India Pvt. Ltd.
3	Competitive Advantage: Creating and Sustaining Superior Performance	Michael Porter	Free Press
5	Business Policy and Strategic Management	Francis Cherunilam	Himalaya Publishing House
6	Strategic Management	G. Sudarsana Reddy	Himalaya Publishing House
7	Business Environment for Strategic Management	K. Aswathappa G. Sudarsanna Reddy	Himalaya Publishing House
8	Strategic Management	L.M.Prasad	Sultan Chand & Sons

Course Outcome(s):

After completion of the course, the student will be able to

- ✓ Understand the meaning of strategy and strategic management;
- ✓ Think strategically
- ✓ Understand the strategies at corporate, business and functional levels.
- ✓ Understand and analyze a firm's external environment, its resources and SWOT analysis for strategy formulation to compete with rivals.
- ✓ Understand the process of strategy implementation and the challenges of managing change.

Vanita Vishram Women's University
School of Commerce and Business Management
Course Code: CO21060
M.Com. Semester: I
Core Course - 4: Contemporary Managerial Practices
Credit: 5 (Theory-4 and Practical-1)

Objectives:

To help learners to:

- Demonstrate an understanding of latest terms and concepts within the field of Management.
- Understand the challenges for managers in organisations.
- To develop an understanding of International Management
- To analyse the contemporary issues in Management

Course Content:

Module	Content	Weightage
1	Challenges for Managers in Twenty-First Century <ul style="list-style-type: none"> • Globalisation of Economy • Total Quality Management • Benchmarking • Business Process Reengineering • Knowledge Management 	25%
2	Organisational Change and Innovation <ul style="list-style-type: none"> • Organisational Change: Meaning & Type • Technology and Change • Approaches to Organisational Change • Resistance to Change vs. Inviting Change: Reasons • Innovation 	20%
3	Current Issues in Management <ul style="list-style-type: none"> • Introduction • Competition and Customisation • Information Technology Revolutions • Team Management • Situational Approach to Management • Corporate Governance 	25%
4	International Management <ul style="list-style-type: none"> • Introduction • Stages of Internationalization • Advantages of International Business • Challenges of International Management • Management Practices of Prominent Countries 	20%
5	Practical & Assignment Management Practices of Prominent Countries, Case Studies Report on Management Practices of Prominent Business Leaders	10%
		100

Reference Books:

Sr. No.	Title	Author/s	Publication
1	Management Theory and Practices	P. Subba Rao	Himalaya Publishing House
2	Principles and Practice of Management	LM Prasad	Sultan Chand & Sons
3	Management Text and Cases	V S P Rao	Excel Books.
4	Management Theory and Practices	C.B. Gupta	Sultan Chand & Sons

Course Outcomes:

After completion of the course, the student will be able to

- ✓ Understand the importance of different Management practices
- ✓ Analyse the challenges posed by Managers
- ✓ Realize the significance of International Human Resource Management
- ✓ Understand contemporary issues in Management