



SIES (Nerul) College of Arts, Science and Commerce (Autonomous)

(Affiliated to University of Mumbai)

RE-ACCREDITED GRADE “A” BY NAAC (3rd CYCLE)

BOARD OF STUDIES SYLLABUS FOR

(WITH EFFECT FROM THE ACADEMIC YEAR 2023-2024)

B.COM (ACCOUNTING & FINANCE)

OBJECTIVES OF THE PROGRAMME:

- To help learners understand and appreciate the implications of Accounting and Finance on the **dynamic business environment**.
- To help learners acquire in-depth knowledge regarding the inter-relationship between **Money, taxation, management skills and legal framework**
- To encourage the learners to **imbibe values** and become ethical businessmen/entrepreneurs/managers/consultants.
- To **develop a personality** relevant to technology-driven business.
- To help learners **pursue research** in the field of Accountancy, Commerce and Finance.

SCHEME OF MODULES

SEMESTER I			
Serial No	Course code	Credits	Course Name
I	Major Department Specific Course (DSC)		
1	U23AF1MJ01	04	Financial Accounting - I
II	Minor Department Specific Course		
1	U23AF1MI01	04	Financial Management - I
III	Open Electives(OE)/ Generic Electives		
1	U23AF1E01	02	Business Economics - I
2	U23AF1E02	02	Commerce- I
IV	VOCATIONAL COURSE (VC) & SKILL ENHANCEMENT COURSE (SEC)		
1	U23AF1VSC01	02	Applications of Digital Tools
2	U23AF1SEC01	02	Introduction to Financial System
V	ABILITY ENHANCEMENT COURSE(AEC)/VALUE EDUCATION COURSE (VEC) / INDIAN KNOWLEDGE SYSTEM (IKS)		
1	U23AF1AEC01	02	Effective Communication - I
2	U23AF1VEC01	02	Understanding Indian Society and Constitutional Values
3	U23AF1IKS01	02	Indian Ethos in Business Management
TOTAL CREDITS		22	

FINANCIAL ACCOUNTING -I

COURSE CODE

: U23AF1MJ01 COURSE CREDIT: 04

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

- To acquaint the students with the fundamentals of Accounting Standards, Procedure, Practices, issues with the purpose of Disclosure of Accounting Policy.
- To understand the basics of Financial Accounting and Preparation of Balance sheet.
- To study the nature of Incomes and Expenditures bifurcated into Revenue and Capital Natured Items.
- To develop a basic understanding of Departmental Accounting and thereby make the final accounts of a manufacturing firm.

Course Outcome:

- Students will be able to use the double entry accounting system to record and maintain basic business transactions.
- Students will be able to understand and prepare the trial balance and the final accounts with and without adjustments.
- Learners will be able to comprehend the various concepts in relation to manufacturing accounting.
- Students will be able to evaluate the departmental final accounts with inter-departmental transfers at cost & at selling price.

Sr. No	Syllabus	No. of lectures
01	Module 1 - ACCOUNTING STANDARDS ISSUED BY ICAI Accounting Standards: Concepts, Benefits, Procedure for Issue of Accounting Standards various AS: AS-1: Disclosure of Accounting Policy (a) Purpose (b) Areas of Policy (c) Disclosure of Policies (d) Disclosure of Change in Policies (e) Illustrations AS-2: Valuation of Inventories (Stock) (a) Meaning, Definition (b) Applicability (c) Measurement of Inventory (d) Disclosure in Final Account (e) Explanation with illustrations AS-9: Revenue Recognition	15

	(a) Meaning and scope (b) Transactions excluded (c) Sale of Goods (d) Rendering of services (e) Effects of uncertainties (f) Disclosure (g) Illustrations	
02	Module 2 - CAPITAL AND REVENUE EXPENDITURE AND RECEIPTS Expenditure a) Capital (b) Revenue Receipts a) Capital (b) Revenue • Adjustments and Closing Entries • Final Accounts of Manufacturing Concerns (Proprietary Firm)	15
03	Module 3- PREPARATION OF FINAL ACCOUNTS Basics of Trial Balance, Preparation of Trading Account, Profit and Loss Account Understanding the Balance Sheet Sums of Final Accounts -Without Adjustments -With Adjustments	15
04	Module-4 DEPARTMENTAL ACCOUNTS Meaning Basis of Allocation of Expenses and Incomes / Receipts Inter Departmental Transfer: At Cost Price and Invoice Price Stock Reserve Departmental Trading and Profit and Loss Account and Balance Sheet	15

References:

- Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
- Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by LesileChandwichk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi
- Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai
- Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi
- Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
- Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida
- Compendium of Statement and Standard of Accounting, ICAI
- Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Company Accounting Standards by Shrinivasan Anand, Taxman, New Delhi

FINANCIAL MANAGEMENT -I

COURSE CODE

: U23AF1MI01 COURSE CREDIT: 04

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

- To understand the basics of Financial Management
- To compute Cost of Capital
- To Judge Time value of Money
- To understand the concept of Leverage and different forms of Financing

Course Outcome:After completion of this course students will be able to

- Describe the effects of decision making of finance managers on shareholders wealth maximization.
- Analyze the role of time value of money and its use for valuing assets and have a thorough understanding of financial statements and be able to evaluate and analyze cash flows statements.
- Interpret and illustrate the investment, financing and Cost of capital in an organization.
- Understanding various risk with the help of Leverage

Sr. No	Syllabus	No. of lectures
01	Module 1- INTRODUCTION TO FINANCIAL MANAGEMENT Introduction & meaning,Importance, scope & objectives profit vs value maximization. Portfolio analysis and Managerial finance, Investment appraisal.	15
02	Module -2 CONCEPTS IN VALUATION Time value of money, Present value, Future value; Concept of Lump Sum and annuity, techniques of Discounting, techniques of compounding .	15
03	Module-3 LEVERAGE & TYPES OF FINANCING Introduction, EBIT & EPS analysis,Types of Leverage-Operating, Financial and Composite. Introduction, Needs of Finance and sources: Long term, medium term and short term.	15

04	Module-4 COST OF CAPITAL Introduction, Definition and importance of cost of capital, Definition and importance of cost of capital, Measurement of cost of capital, weighted average cost of capital. Designing capital structure-Tax Planning; and Capital Structure Practices in India.	15
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References:

- Khan, M.Y & Jain, P.K.: Financial Management; Tata McGraw Hill, New Delhi, 2008.
- Pandey, I. M.: Financial Management; Vikas Publishing House, New Delhi, 2005.
- Chandra, Prasana: Financial Management; Tata McGraw Hill, New Delhi, 2008.
- Brealey and Meyers: Principles of Corporate Finance: Tata McGraw Hill, New Delhi, 2008.
- Keown, Martin, Petty and Scott (Jr): Financial Management: Principles and Applications; Prentice Hall of India, New Delhi, 2002. Gitman, L.J: Principles of Managerial Finance; Addison Wasley, 2009.
- Vanhorne, James C: Financial Management and Policy; Prentice Hall of India, New Delhi, 2002. 8. Kishore Ravi, M: Financial Management; Taxman, 2006.



**SIES (Nerul) College of Arts, Science and Commerce
(Autonomous)**

**BOARD OF STUDIES (ECONOMICS)
SYLLABUS FOR
Bachelor of Commerce
in Accounting and Finance (BAF)**

(WITH EFFECT FROM THE ACADEMIC YEAR 2023-2024)

Business Economics- I

COURSE CODE: U23AF1E01

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

- To examine the basic principles of Business Economics and their applications in business decisions
- To orient students with cost, output and pricing decisions based on different market structures.

Course Outcomes:

- Students will be able to explain basic principles of Business Economics and its applications in the real world.
- Students will be able to classify market structures with respect to various economic variables.

Sr. No	Syllabus	No. of lectures
01	Module -1: Fundamental Concepts and Business Decision Principles <ul style="list-style-type: none">• Scope and Importance of Business Economics, basic tools of Economic Analyses.• Demand and Supply Analyses-Various Concepts of Demand, Law of Demand, Nature of Demand Curve under different markets, Law of Supply.	15

	<ul style="list-style-type: none"> • The basics of market demand, market supply and equilibrium price- shifts in the demand and supply curves and equilibrium. • Elasticity of Demand- significance, types and measurement of elasticity of demand (Price, income cross and promotional) • Demand estimation and forecasting: Meaning and significance - methods of demand estimation : survey and statistical methods (numerical illustrations, Case Study) 	
02	<p>Module-2: Production Function, Cost concepts and Market structure</p> <ul style="list-style-type: none"> • Production function: Meaning, Types of Production Function, Law of Variable Proportions, Concept of isoquants, Theories of Production – Short Run Production Function-Law of Variable Proportions, Long run production function and Laws of Returns to Scale, Least Cost Factor Combination for a given output. • Economies and diseconomies of Scale. • Cost concepts: Accounting cost and economic cost, implicit and explicit cost, Opportunity Cost, fixed and variable cost - total, average and marginal cost –Behavior of Cost and Cost Output Relationship in the Short Run and Long Run (<i>hypothetical numerical problems</i>), LAC and Learning curve • Break even analysis (<i>with business applications- case Studies</i>) • Market structure: Perfect Competition –Features, Short run and long run equilibrium of a firm and of industry. • Monopoly – Features, Short run and long- run equilibrium of a firm under Monopoly, Price Discrimination under Monopoly. • Monopolistic competition: Features, Equilibrium of a firm under monopolistic competition, Product differentiation. • Oligopolistic markets: key attributes of oligopoly - Collusive and non-collusive oligopoly market - Price rigidity - Cartels and price leadership models. 	15

REFERENCES:

- Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand & Sons, N. Delhi, 2000)
- Hirschey .M., Managerial Economics, Thomson South western (2003)
- Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore, 2001)
- Frank Robert. H, Bernanke. Ben S., Principles of Economics (Tata McGraw Hill (ed.3)
- Gregory Mankiw., Principles of Economics, Thomson Southwestern (2002 reprint)
- Samuelson & Nordhaus.: Economics (Tata McGraw Hills, New Delhi, 2002)
- Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi, 2004)

COURSE NAME: COMMERCE-I

Programme Name: FY BAF

COURSE CODE: U23AF1E02

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

- To familiarize and develop the knowledge of the students with basic concepts of business.
- To identify the definable aspects of the business environment within which a business organization has to function.

Course Outcomes:

- 1) Students will have insights into fundamental concepts of Business.
- 2) Learners will be able to examine and analyse the business environment.

Sr. No.	Syllabus	No of Lectures
1	Module - I: Introduction to Business	15
	Concept, functions, Scope and significance of Business, Traditional and Modern concept of business,	
	Objectives of Business, Steps in setting business objective classification of business objectives, Reconciliation of Economic and social objectives.	
	New Trends in Business, Impact of liberalization, Privatization and globalization, Strategy alternatives in the changing scenario Restructuring and Turnaround strategies.	
2	Module – 2: Business Environment	15
	Concept and importance of business environment, inter- relationship between Business and Environment. Constituents of Business environment: - Internal and external environment, Types of Business Environment. Techniques of environment analysis, approaches, and significance of environmental forecasting.	
Total Lectures		30

Reference Books: 1) Introduction to Business and Management - A.S. Srinivasan
2) Introduction to Commerce, Vikram, Amit - Atlantic Publication
3) Essentials of Business Environment, K. Aswathappa, Himalaya Publications

APPLICATION OF DIGITAL TOOLS

COURSE CODE

:U23AF1VSC01 COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

- To understand the basics of various tools in g-suites and use them to enhance the proficiency.
- To understand and apply the knowledge on Powerpoint and create a winning presentation.
- To be familiarized with the Presentation Tool Prezi and learn the art of making interactive presentations.

Course Outcome:

- The learner would be able to Store, Navigate, Communicate, Manage and Collaborate the documents using Google Docs, Slides, Google Drive, Google Hangouts, Google Calendar, Google Sheets and Forms.
- The learners would be able to Identify the names and functions of the PowerPoint interface and be equipped to Create, Format, Insert graphics in the presentations.
- The learners shall be equipped to create and innovate the presentations using the zooming-in online tool-Prezi.

Sr. No	Syllabus	No. of lectures
01	Module 1- Understanding the Basics of G-Suite <ul style="list-style-type: none">● Google Sheets- Online spreadsheet editor● Google Docs- Online word processor● Google Slides- Creating, presenting and collaborating online● Google Forms● Gmail Productivity● Google Meet● Google Keep/● Google Calendar● Google Sites- Webpage creation Tool	10
02	Module -2 Basics of Presentation Skill with Powerpoint <ul style="list-style-type: none">● Getting Started with PowerPoint● Developing a PowerPoint Presentation● Performing Advanced Text Editing Operations● Adding Graphical Elements to Your Presentation● Modifying Objects in Your Presentation● Adding Tables to Your Presentation	8

	<ul style="list-style-type: none"> ● Adding Charts to Your Presentation ● Preparing to Deliver Your Presentation 	
03	Module-3 Presentation Skill Enhancement with Prezi <ul style="list-style-type: none"> ● Comparison between Prezi and Powerpoint ● Computer Requirement and Interface update ● Creating an Account with Prezi ● Getting started with prezi-How to Plan & Quick Review of Prezi ● Editing Tools ● Templates ● Transformations ● Basic Elements (Adding text, Frames, Shapes, Understanding Pathing, Favourite elements) ● Adding Media (Images, Videos, PDF) ● Adding links ● Keyboard shortcuts ● Group work and remote presentation ● Publishing 	12

References:

- The Ridiculously Simple Guide to Google Apps (G Suite): A Practical Guide to Google Drive Google Docs, Google Sheets, Google Slides, and Google Forms by Scott La Counte
Scott La Counte
- KHAIRUDDIN, K. B. G-SUITE DIGITAL SCHOOL FOR EDUCATION.
- Altman, R. B. (1999). PowerPoint 2000/98: Visual QuickStart Guide. Peachpit Press.
- Wempen, F. (2010). PowerPoint 2010 Bible. John Wiley & Sons.
- Marcovitz, D. M. (2012). Powerful PowerPoint for educators: using Visual Basic for applications to make PowerPoint interactive. Abc-Clio.
- Foulkes, L. (2020). Learn Microsoft Office 2019: A Comprehensive Guide to Getting Started with Word, PowerPoint, Excel, Access, and Outlook. Packt Publishing Ltd.
- Ladores, M. M. (2013). Instant Prezi Starter. Packt Publishing.
- Van Groenendaal, H. (2014). Prezi hotshot. Packt Publishing Ltd.
- Arar, S. (2015). The Ultimate Prezi Course: Master Prezi in 10 Easy Lessons. CreateSpace Independent Publishing Platform.

Introduction to Financial System

COURSE CODE

:U23AF1SEC01

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

- 1. To provide students with the complete understanding of Indian financial system and its evolution.**
- 2. To give an overview of financial markets , its classification and importance.**

Sr. No	Syllabus	No.of lectures
1.	Module-1: Introduction to the Financial System. An introduction to the financial system, Overview of financial system, Functions of a financial system, Evolution of financial systems(capital market oriented), Financial systems in India compared with those in developed nations and developing nations. Constituents of the financial system and interrelationships between various components.	15
2.	Module-2: Financial Markets. Capital markets, Money Markets, Foreign Exchange Market, Commodity Markets, derivative Markets, Meaning, classification and structure, sub-segments, Role played, participants.	15

References:

1. Indian Financial System, Machiraju.R.H, Vikas Publishing House.
2. Indian Financial System, Khan M.Y Tata Mcgraw Hill.
3. The Indian Financial System, Desai, Vasantha Himalaya Publishing House.

COURSE NAME: EFFECTIVE COMMUNICATION SKILLS-1

Programme Name: FY BAF

COURSE CODE: U23AF1AEC01

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes.

Course Objectives:

- To develop an awareness among learners about the complexity of the communication process.
- To develop effective letter writing skills among students with reference to prescribed layouts and formats.
- To demonstrate the effective use of communication skills applicable for employability in the present situation.

Course Outcomes:

- Learner will be aware about the general nature of the Communication process.
- Learner will be able to write business letters in prescribed layouts and formats.
- Learner will be able to use different types of oral and written skills to face employability conditions.

Syllabus:

Sr. No	Syllabus	No. of lectures
01	Module-1. Theory of Communication Introduction and Process of Communication, Channels of Communication: Formal /Informal, Vertical, Downward, Upward, Horizontal, Grapevine, Methods of Communication: Verbal/Nonverbal, Barriers in Communication: Physical, Linguistic, Psychological, Sociocultural, Mechanical, Modern Modes of Communication	10
02	Module-2.Business Correspondence -1 Theory of Business Letter Writing,7 Cs of Writing, Format of Letter Writing, Full Block Format, Modified Block Format, Parts of Letter : Major Parts/Minor Parts, Personnel Correspondence: Job Application Letter, Resume, Job Acceptance Letter, Resignation Letter, Recommendation Letter. Professional E mail Writing: Format, Principles of E-mail writing	10
03	B) Tutorial Activities: 1. Listening Comprehension 2. Speaking Skills: Public Speech 3.Barriers to Communication-case study 4. ICT Enabled Communication 5. Non-Verbal Communication 6. Job Application Letter 7. Resume Writing	10

	8. Job Acceptance Letter 9. Recommendation Letter 10. E-Mail Writing	
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Reference Books:

1. A Handbook of Commercial Correspondence by Ashley, A, Oxford University Press, 1992.
2. Business Communication by D Chaturvedi and Mukesh Chaturvedi, Third Edition, Pearson Publications Ltd, 2013.
3. Business Communication by Meenakshi Raman and Prakash Singh, Oxford University Press, 2007.
4. Business Communication Strategies by Monippally, Matthukutty, M, Tata Mc Graw Hill New Delhi, 2001.
5. Effective Business Communication by Herta Murphy, Herbert Hildebrandt, Jane Thomas, Mc Graw Hill Education, 2009.
6. Effective Communication by Balan K.R. and Rayadu C.S. Beacon Publication, New Delhi, 1996.
7. Effective Technical Communication by M.Ashraf, Rizvi, Mc Graw Hill Publications, 2006.

Course Name: Understanding Indian Society and Constitutional Values

COURSE CODE: U23AF1VEC01

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

1. To introduce students to the overview of the Indian Society.
2. To help them understand the constitution of India.
3. To acquaint them with the socio-political problems of India.
4. To introduce students to a basic understanding of the Indian Political System.

Course Outcome:

1. Students will understand Indian Social conditions.
2. Students will be acquainted with features of Indian Constitutions.
3. Learners will be aware of the measures to tackle societal problems
4. Learners will understand the intricacies of Indian political system.

Syllabus:

UNIT	TOPICS	LECTURES
Unit-I <u>Salient features of Indian Society</u>	<ol style="list-style-type: none">1. Understand the multi-cultural diversity of Indian society through its demographic composition: Population distribution according to religion, caste, geographical location and gender and age. (3)2. Co-existence of traditionalism and Modernism in Indian Society (1)3. Values emerging from the diversity in Indian Society (1)	5 Lectures
Unit-II <u>Challenges of Diversity to Unity</u>	<p>Disparity Arising out of-</p> <ol style="list-style-type: none">1. Regionalism and Linguism-Meaning, causes and Impact (2)2. Casteism and Communalism - Meaning, History, measures to solve these problems. (2)3. Social Inequalities: Meaning, Causes and Effects, (1)4. Gender Inequalities- Treatment and exclusiveness of Women and Other Genders in the society (2)5. Economic/ Wealth Inequalities-Class System and Economic Segregation of the Society (2)6. Measures to improve Equality and Social Justice in the society (1)	10 Lectures

Unit-III <u>Constitutional Values</u>	7. Philosophy of the Constitution as set out in the Preamble (2) 8. Features of the Constitution (2) 9. Fundamental Rights (2) 10. Fundamental Duties (1) 11. Directive Principles of State Policy (1) 12. Federal structure (2)	10 Lectures
Unit-IV <u>Significant Aspects of Political Processes</u>	13. The party system in Indian politics; (2) 14. Local self -government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics (2) 15. Role and significance of women in politics (1)	5 Lectures

References-

1. Social and Economic Problems in India, Naseem Azad, R Gupta Pub (2011)
2. Indian Society and Culture, Vinita Padey, Rawat Pub (2016)
3. Urbanisation in India: Challenges, Opportunities & the way forward, I J Ahluwalia, Ravi Kanbur, P K Mohanty, SAGE Pub (2014)
4. Regional Inequities in India Bhat L SSSRD- New Delhi
5. The Problems of Linguistic States in India, Krishna Kodesia Sterling Pub
6. Problems of Communalism in india, Ravindra Kumar Mittal Pub
7. Combating Communalism in India: Key to National Integration, KawalKishor Bhardwaj, Mittal Pub
8. Khare, R. S. (1998). Cultural diversity and social discontent: Anthropological studies on contemporary India.
9. Ganesh, K., & Thakkar, U. (Eds.). (2005). Culture and the making of identity in contemporary India. SAGE Publications India.
10. Das, B., & Khawas, V. (2009). Gender issues in development: concerns for the 21st century. (No Title).
11. Mandal, B. P. (2011). Cultural Sociology. Centrum Press.
12. Rapport, N. (2014). Social and cultural anthropology: The key concepts. Routle
13. Oxford Concise Dictionary of Politics, Iain Mclean / Alistair McMillan, Oxford University Press
14. Politics, 2nd Edition, Andrew Heywood, Ane Books.
15. Dictionary of Politics, D. Robertson, Penguin Books India.
16. An Introduction to Political Theory, Gauba, O. P., Macmillan
17. Political ideas and concepts : An introduction, Heywood Andrew, Macmillan, Houndmills
18. Political ideologies : An introduction, Heywood Andrew, Macmillan, Houndmills
19. Oxford Companion to Politics of the World, Krieger Joel Joseph William A Kahler

Miles Nzongola – Ntalaja Georges Stallings Barbara B. Weir Margaret, Oxford University Press New York.

20. Political Theory, Das Hari Hara and Chaudhari B. C., National Publishing House.
21. Introduction to the Indian Constitution, Basu D.D., Wadhwa Publications.
22. An Introduction to the Constitution of India, Pylee M V, Vikas Publishing House.
23. Introduction to the Constitution of India, Sharma, Brij Kishore, Prentice-Hall of India.
24. Our Constitution Kashyap Subhash, National Book Trust.
25. Indian Policy for Preliminary Examination, Lakshmikanth, Tata McGraw Hill.
26. Indian Government and Politics, Narang A.S., Gitanjali Publishing House, New Delhi.
27. Introduction to Media and Politics, Sarah Oates, Sage publishers.
28. Principles of Modern Political Science, J.C. Johari, Sterling publishers

COURSE NAME: INDIAN ETHOS AND BUSINESS ETHICS

COURSE CODE: U23AF1IKS01

COURSE CREDIT: 02

1 credit - 15 lectures

1 lecture is 60 minutes.

COURSE OBJECTIVES: The students will try to learn:

1. The need for business ethics to ensure sustained business stability.
2. Analytical problem solving and ethical decision-making skills.
3. The concept of contemporary approaches to Indian ethos.
4. Legal and ethical issues while making business decisions.

COURSE OUTCOMES:

CO 1: Summarize the need for business ethics to ensure sustained business stability.

CO 2: Discuss spiritual value management that increases honesty, trust, respect, and compassion in the organization to analyze ethical needs in the organization that identify problems in the firm.

CO 3: Evaluate value in business that determines the health and well-being of the firm in the long run and to demonstrate contemporary approaches to leadership who inspires employees to reach organizational goals.

CO 4: Describe various stress management techniques that reduce stress and help individual to take decisions in the organization and to evaluate the concept of karma that helps to maintain work life balance in the organization.

SYLLABUS:

Unit No.	Unit Name	No of Lectures
Unit 1:	Introduction to Indian Ethos & Understanding Values in Business: <ul style="list-style-type: none">● History & Relevance, Principles Practiced by Indian Companies.● Role of Indian Ethos in Managerial Practices, Management Lessons from Vedas, Mahabharata, Bible and Quran.● Kautilya's Arthashastra, Indian Heritage in Business, Management-Production and Consumption.● Ethics v/s Ethos ,● Indian v/s Western Management,● Work Ethos and Values for Indian Managers● Relevance of Value Based Management in Global Change- Impact of Values on Stakeholders,● Value System in Work Culture● Stress Management-Meditation for mental health, Yoga.	15 Marks
Unit 2:	Understanding the ethical needs & ethical dilemma:	15 marks

	<ul style="list-style-type: none"> • Understanding the need for ethics, Ethical values, ethical codes, Ethical Principles in Business. • Theories of Ethics, Absolutism verses Relativism, • Teleological approach, the Deontological approach, and Kohlberg's six stages of moral development (CMD). • Managing Ethical Dilemma; Characteristics, ethical decision making, ethical reasoning, the dilemma resolution process; ethical dilemmas in different business areas of finance, marketing HRM and international business 	
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Reference and Textbooks:

1. Kautilya's Arthashastra, King, Governance, and Law in Ancient India, Oxford University Press, 2016.
2. N. M. Khandelwal, "Indian Ethos and Value for Management", Himalaya Publishing House, 1 st Edition, 2011.
3. Sankar, "Indian Ethos and Values in Management", Tata McGraw Hill Education, 1stEdition, 2011.
4. Nandagopal R and Ajith Rn, "Indian Ethos and Values in Management", Tata McGraw Hill Education, 1stEdition, 2010.
5. R. Nandagopal, "Indian Ethos & Values in Management", Tata McGraw Hill Education, 1 stEdition, 2010.
6. Murthy, C.S.R. Business Ethics, Himalaya Publishing House, Mumbai, 2009.
7. Biswanath Ghosh, "Ethics in Management and Indian Ethos", Vikas Publishing, 2ndEdition, 2006.
8. Narayana G., "The Responsible Leader: A Journey through Gita", Ahmedabad, AMA 2000
9. Chakraborty S.K., "Management Transformation by Values", New Delhi, Sage Publication, 1990.
10. Velasquez, "Business Ethics, Concepts & Cases", 6thEdition, PHI, 2009.
11. Chakraborty, S.K., "Ethics in Management-Vedantic Approach", New Delhi, Oxford India Ltd. 1995.