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FACULTY OF MANAGEMENT – CBCS

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PESRSONAL INVESTMENT AND TAX PLANNING

| Teaching | Tutorials | Practical | Total Hours | Credits |
|----------|-----------|-----------|-------------|---------|
| 24 | 03 | 03 | 30 | 01 |

OBJECTIVE OF THE PAPER: To acquaint students with the basic knowledge of Investment and Tax planning.

MODULE 1- UNDERSTANDING PERSONAL INVESTMENT PLAN - I

Time value of money applications, Personal financial statements, Cash flow and debt management. Risk management and insurance decision in personal financial Planning, Various Insurance Policies and Strategies for General Insurance, Life Insurance, Motor Insurance, Medical Insurance. Various retirement schemes such as Employees Provident Fund (EPF), Public Provident Fund (PPF), Superannuation Fund, Gratuity, Other Pension Plan and Post- retirement counselling Investment Planning: Risk Return Analysis, Mutual Fund, Derivatives, Asset Allocation, Investment strategies and Portfolio construction and Management.

Learning Outcomes:

- 1) Learn the importance, and have a basic understanding of Tax planning techniques.
- 2) Develop and identify analytical skills, by lecture and class discussion to facilitate effective financial decision-making, including informed decisions regarding investment, insurance, retirement, and estate planning.

(10 Hours)

MODULE 2- UNDERSTANDING PERSONAL INVESTMENT PLAN – II

Gratuity, Other Pension Plan and Post- retirement counselling Investment Planning: Risk Return Analysis, Mutual Fund, Derivatives, Asset Allocation, Investment strategies and Portfolio construction and Management.

Learning Outcomes:

Upon course completion, the student should have the ability to have a working knowledge of the materials covered in the course, thereby providing the student with the ability to make – and, if necessary access, sources – for making appropriate financial decisions, both personal and business.

(06 Hours)

MODULE 3- TAX PLANNING

Income-tax computation for Individuals- Direct Taxes

Income from salary, House property, Business and Profession, Capital Gains and Other Sources

Computation of Gross Total Income, Deductions available from 80C to 80U. Computation of Total Income. Tax Rebate, Tax Liability. Filing of Returns of an Individual Income. E-filing.

Learning outcomes:

The main objective of the course is to give an understanding of income tax laws in India and be able to do tax planning. Students of the course will be able to state the use of deductions of expenses to reduce the taxable income. **(08 Hours)**

SKILL DEVELOPMENT

1. Study the Form 16 of the employee.
2. Study the schemes which are exempted from tax as per Income Tax Act.

BOOKS FOR STUDY AND REFERENCE

1. Ranganathan and Madhumathi (2012) *Investment Analysis and Portfolio Management*, Pearson Publication, New Delhi.
2. George Rejda (2013) *Principles of Risk Management and Insurance*, Pearson publication, New Delhi.
3. Bhalla V K, (2011) *Investment Management – Security Analysis & Portfolio Management*, S. Chand and Company Limited.
4. Mehrotra C (2018) *Income Tax Law & Accounts*, Sahithya Bhavan Publications, New Delhi.
5. Singhania V K and Singhania Monica (2018) *Taxman's Income tax*, Taxman Publications Private limit, New Delhi.

FUNDAMENTALS OF ACCOUNTING

| Teaching | Tutorials | Practical | Total Hours | Credits |
|----------|-----------|-----------|-------------|---------|
| 24 | 03 | 03 | 30 | 01 |

OBJECTIVE OF THE PAPER: To provide knowledge and understanding of the basic framework of financial statements and their preparation and reporting requirements.

MODULE 1 - INTRODUCTION AND CONCEPTUAL BASIS OF ACCOUNTING

Meaning of Accounting; Objectives of Financial Accounting and Reporting – Users of Financial Accounting Information - Limitations of Accounting – Qualitative characteristics of financial statements: Understandability, Relevance, Reliability and Comparability - Basic Financial Statements (Balance sheet, Profit or loss statement, cash flow statement) Understanding the Concepts of Equity, Assets, Liabilities, Income, Expense and Revenue vs. Capital – Accounting Concepts & Conventions, GAAP.

Learning Outcome: To explain the underlying assumptions, policies and accounting estimates. **(06 Hours)**

MODULE 2 - FRAMEWORK OF ACCOUNTING

Accounting Cycle – Classification of Accounts (based on Accounting Equation Method) - Process of Journalising – Posting to Ledgers - Preparation of Trial Balance - Preparation of Subsidiary Books: Purchases, Sales, Purchases Returns, Sales Returns, and Journal Proper.

Learning Outcome: To apply the principles of double – entry book keeping. **(08 Hours)**

MODULE 3 - FINAL ACCOUNTS OF SOLE TRADING CONCERN

Preparation of Final Accounts of a Sole Trade - Meaning of Final Accounts -Trading Account- Meaning, Purpose and Preparation- Profit and Loss Account- Meaning, Purpose and Preparation. Balance Sheet- Marshalling of Balance sheet - Problems on preparation of Trading & Profit & Loss Account and Balance Sheet. **(10 Hours)**

SKILL DEVELOPMENT

1. Study of published financial statements of firms (developing skills to interpret the financial statements & assess performance).
2. Collect information with regard to the practical reasons for charging depreciation and the methods adopted for calculating the same.
3. Generate different types of financial and cost related reports using excel and tally.
4. Find out the accounting system adopted by a sole proprietor.

BOOKS FOR STUDY AND REFERENCE

1. Anil Kumar V S, Mariappa and V Rajesh Kumar (2016) *Fundamentals of Advanced Accounting*, Kolkata: Himalaya Publishing House.
2. Goyal V K and Goyal Ruchi (2012) *Financial Accounting*, New Delhi: PHI learning Private Limited.
3. Gupta R.L and Gupta V K (2013) *Book keeping and Accounts*, New Delhi: Sulthan Chand and Sons.
4. Jain S P and Narang (2017) *Basic Financial Accounting*, Ludhiana: Kalyani Publishers.
- 5.. Maheshwari V.S.N and Maheshwari S.K (2015) *Financial Accounting*, Bangalore: Vikas Publishing House.
6. Maheshwari S. N and Maheshwari S. K (2014) *Introduction to Accountancy*, New Delhi: Vikas Publishing House Private Limited.
7. SofatRajani and Hiro Preethi (2012) *Basic Accounting*, New Delhi: PHI learning Private Limited.
8. Shukla M.C and Grewal T S (2015) *Introduction to Accounting & Advanced Accounting*, New Delhi: S Chand & Company Limited.
9. Tulsian P.C (2013) *Financial Accounting*, New Delhi: Pearson Education Private Limited.
10. Tulsian P.C, and CA Bharath Tulsian (2012) *Fundamentals of Accounting* (Kindle Edition), New Delhi: MC Graw Hill Education Private Limited.

TRAVEL AND TOURISM MANAGEMENT

| Teaching | Tutorials | Practical | Total Hours | Credits |
|----------|-----------|-----------|-------------|---------|
| 24 | 03 | 03 | 30 | 01 |

OBJECTIVE OF THE PAPER: To provide the student with an introduction to the world of business and particularly to business as it applies to the Travel and tourism of hospitality industry.

MODULE 1- INTRODUCTION TO TRAVEL AND TOURISM

Definition-concepts and classification and historical development of travel and tourism, types of tourist-visitor-excursionist, types and forms of tourism; tourism system, components of tourism and its characteristics. Tourism planning process; assessment of tourist demand;

Learning outcomes: To learn about demand for tourism industry and to understand the basic concepts of tourism. **(8 Hours)**

MODULE 2- ITINERARY PREPARATION

Definition, Concept, Typology, Duration, Do's and don'ts of itinerary preparation - Limitations and Constraints, Custom made itinerary and Readymade itinerary, Factors to be considered while preparing an itinerary - Seasonal itinerary -Product based itinerary-All-inclusive itinerary.

Learning outcomes: To learn how to prepare the itinerary. **(8 Hours)**

MODULE 3- TOUR PACKAGING AND PRODUCTS

Definition-Types-Forms and Components of Package Tour. Advantages and Disadvantages of Package Tour. Negotiation of Package Tour. Product Oriented Package tour: Health tourism, Yoga, Meditation and Nature Cure –Beach holidays- Pilgrim Tours. Adventure Package: Soft and Hard adventure -Concepts and guidelines: Desert safaris, Mountaineering, Skiing, White Water Rafting, and Scuba Diving, Golf tours, Theme tours and Cruise. Special Interest Tours: MICE Tours- Eco and Wildlife tours- Ethnic tours and Architectural tours - Farm tours -Fairs and Festivals- Rural/Village tour.

Learning outcomes: To learn how to design the tour packages. **(8 Hours)**

SKILL DEVELOPMENT

- Visit travel agencies and prepare a report on working of the same.
- Work as tour guide in tour agencies
- Prepare an itinerary for the various tour packages

BOOKS OF STUDY AND REFERENCE

1. Chris Cooper, 2016, "*Essentials of Tourism*" Harlow, United Kingdom, Pearson Education Limited.
2. Pran math Seth, "*An introduction to your and tourism*" New Delhi, Sterling publishers.
3. Bhatia K.A "*Internal tourism management*", New Delhi, sterling publishers.
4. Jacob Ronatt, "*Tourism operations and management*" New Delhi, Oxford publishers.
5. Weaver, D. (2006) "*Sustainable tourism: Theory and Practice*". Sydney, Butterworth Heinemann.
6. A.K Bhatia, "*Tourism development- principles and practices*" New Delhi, sterling publishers.
7. Jagmohan "*Travel agency operations*" New Delhi, Kanishka Publishers & Distributors.
8. Ernie Health & Geoffrey Wall, "*Marketing Tourism Destinations*", John Wiley & Sons. Inc.
9. M.N. Chand, (2009), "*Travel Agency Management*", Anmol Publications Private Limited.
10. Acharya ram, "*Tourism and cultural heritage of India*", Jaipur, Rosa publication.
11. Weaver David, Lawton Laura (2014) "*Tourism Management*" New York, United States, John Wiley & Sons Inc.

NEW VENTURE CREATION AND ENTREPRENEURSHIP

| Teaching | Tutorials | Practical | Total Hours | Credits |
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OBJECTIVE OF THE PAPER: To inculcate an understanding of the concept of entrepreneurship and to give a direction for the budding entrepreneurs to start up their own venture.

MODULE 1- INTRODUCTION TO ENTREPRENEURSHIP DEVELOPMENT

Entrepreneurship: Concept and Definitions; features, functions, need of Entrepreneurship development; Entrepreneurial decision process, Types of Entrepreneurs, Qualities of an Entrepreneurs.

Concepts of Entrepreneurship Development - EDP Programmes, Manager vs. Entrepreneur, Family run business, Women Entrepreneurship, Rural Entrepreneurship, Social Entrepreneurship.

Learning Outcome: To understand the basics of entrepreneurship, different types of entrepreneurs and to understand the outcomes of social, rural and women entrepreneurs
(08 Hours)

MODULE 2 - FINANCING OF AN ENTERPRISE

Financing the New Venture: Importance of new venture financing, venture capital, determining ideal debt-equity mix, Angel Investors.

Enterprise Development- Start Up Analysis -The Challenges of New-Venture Start -ups, Start -ups in India, Pitfalls in selecting new venture, Critical factors for New ventures, Reasons for new Ventures failure

Learning outcome: To prepare a budget for start-ups and know the proper sources of funding to the enterprises.
(08 Hours)

MODULE 3- FORMULATION OF BUSINESS PLAN

Meaning of business plan, purpose, Opportunity identification and selection; formulation of business plan, Plan preparation for new ventures, Format of a business plan, Writing a business plan, contents, components and elements of a business plan. Learning Outcome: To learn to write a business plan and draft a business idea and to brain storm business ideas. (08 Hours)

SKILL DEVELOPMENT

1. Make a business plan.
2. Read a book about one entrepreneur.

BOOKS OF STUDY AND REFERENCE

1. Bruce R Barringe and Ireland R. Duane (2012) *Entrepreneurship*, South Asia. Pearson.
2. Chandra Prasana (2011) *Projects – Planning, Analysis, Selection, Implementation and Reviews*, Tata McGraw-Hill.
3. Dayanandan R. and. Nilascoarputharaj A. (2012) *Entrepreneurship development and small business management*.
4. Desai Vasantha (2007) *Small Scale Industries and Entrepreneurship*, New Delhi: Himalaya Publishing House.
5. Desai Vasantha (2007) *Dynamics of Entrepreneurial Development and management*, 4th Edition New Delhi: Himalaya Publishing House.
6. Gupta K Nirmal. (1992) *Small Industry – Challenges and Perspectives*, New Delhi: Anmol Publications.
7. Jain C P (2012) *Handbook for New Entrepreneurs*, EDII, New Delhi: Oxford University Press.
8. Manimala Mathew (2010) *Entrepreneurship Theory at the Crossroads*, Paradigms & Praxis, New Delhi: 2/e Biztrantra.
9. Rao Kuratko, (2012) *Entrepreneurship*, New Delhi: Cengage Learning.
10. Reddy Narayana P. (2010), *Entrepreneurship*, New Delhi: Cengage Learning India Private Limited.
