

UNIVERSITY OF GOUR BANGA, MALDA

DRAFT SYLLABUS

FOR 3 YEARS DEGREE/ 4 YEARS HONS /HONS WITH RESEARCH. DEGREE

[Effective from the Academic Session 2023-24]

CURRICULUM AND CREDIT FRAMEWORK FOR UNDERGRADUATE PROGRAMMES (COMMERCE STREAM)

Programme Objectives: To demonstrate inclusive knowledge of the areas related to Accounting, Finance, Human Resource Management, Marketing, Business Laws, Corporate Governance, Direct and Indirect Taxation, etc. This programme also aims to install practical expertise in the business environment.

General Course Structure of UGB the 4-Year Under-Graduate Programme in Commerce (B. Com) under National Education Policy (NEP), 2020:

Semester (I – VIII)	DSC/ Major (MC) (4 credits for each course)	Minor 32 Credits (8 papers x 4 credits)	Multi-Disciplinary 9 Credits (3 papers x 3 credits)	AEC** 8 Credits (4 papers x 2 credits)	SEC 12 Credits (4 papers x 3 credits)	VAC** 6 Credits (3 papers x 2 credits)	Internship 2 Credits	Dissertation / Project (12 Credits)	Total Credit (170 Credits)
I	2x4=8	1x4=4	1x3=3	1x2=2 (MIL 1)	1x3=3	1 x 2 =2 (ENVS)			22
II	2x4=8	1x4=4	1x3=3	1x2=2 (MIL 2)	1x3=3	1 x 2=2	2*		22 + 2*
Student on exit shall be awarded Under Graduate Certificate in Commerce after securing the requisite 44 Credits in Semesters I and II in addition to completion of Internship of 2 credits									
III	2x4=8	1x4=4	1x3=3	1x2=2 (Eng 1)	1x3=3				20
IV	3x4=12	1x4=4		1 x 2=2 (Eng 2)			2*		18 + 2*
Student on exit shall be awarded Under Graduate Diploma in Commerce after securing the requisite 82 Credits in Semesters I II, III and IV along with completion of Internship of 2 credits									
V	4x4=16	1x4=4				1 x 2 =2			22
VI	4x4=16	1x4=4							20
Student on exit shall be awarded Bachelor Degree in Commerce (B.Com) after securing the requisite 124 Credits in Semesters I to VI in addition to completion of Internship of 2 credits									
VII (Hons.) with research]	3x4=12	1x4=4						1x4=4 Dissertation on Major OR Academic Project/ Entrepreneurship)	20
VIII (Hons.) with research]	3x4=12	1x4=4						2x4=8 Dissertation on Major & Academic Project/ Entrepreneurship)	24
Total Credit	23X4= 92	8X4=32	3X3=9	4X2=8	3X3=9	3X2=6	1X2=2	4+8=12	170
Student on exit shall be awarded Bachelor of Commerce (B.Com) (Honours with Research/ Academic Projects/ Entrepreneurship) after securing the requisite 170 Credits on completion of Semesters VIII									

VII (Hons. Without Research)	4x4=16	1x4=4							20
VIII (Hons. Without Research)	4x4=16	1x4=4						1x4=4 Dissertation on Major OR Academic Project/ Entrepreneurship)	24
Total credits	25 x 4 =100	8 x 4 = 32	3 x 3 = 9	4 x 2 = 8	3 x 3 = 9	3 x 2 = 6	2	1X4=4	170

Student on exit shall be awarded Bachelor of Commerce (Honours) [B.Com (Honours)] after securing the requisite 170 Credits on completion of Semesters VIII

**AEC and VAC Papers are Common for all UG Programmes (B.A., B.Sc., B.Com.), to be decided by the University. These are merely suggestions.

Students are allowed to take up Internship anytime either during Semester II or IV or VI. The concerned college/department will decide and facilitate the whole thing keeping in view the modalities suggested by UGC. On completion of Internship and production of a certificate from the competent authority / Principal of the College concerned, credit for Internship will be given.

1. Structure of Syllabi

Year	Semester	Course Code	Title of the Course	Credits
1st Year	Sem - I	1COMMJ-MC-01	Fundamentals of Accounting Theory	4
		1COMMJ-MC-02	Financial Accounting - I	4
		1COMMN-MN-01	Fundamentals of Microeconomics	4
		MDC1.1	Principles and Practice of Management	3
		AEC-1	Modern Indian Language -1 (MIL-1)**	2
		1COMMJ-SEC-01	Application of Information Technology in Business Data Analysis (Practical)	3
		VAC-1	Environmental Studies (ENVS)**	2
		Total Credit for I Semester		
	Sem -II	2COMMJ-MC-03	Financial Accounting II	4
		2COMMJ-MC-04	Principles and Practice of Direct Tax-I	4
		2COMMN-MN-02	Fundamentals of Macroeconomics	4
		MDC2.1	Entrepreneurship Development and Start-up	3
		AEC-2	Modern Indian Language -2 (MIL-2)**	2
		2COMMJ-SEC-02	Accounting with Tally ERP (Practical)	3
		VAC-2	Business Communication	2
		Internship (Optional)*	2*	
Total Credit for II Semester			22 + 2*	
Total Credit for First Year (Semester I & II)			44 + 2*	

Year	Semester	Course Code	Title of the Course	Credits
2nd Year	Sem - III	3COMMJ-MC-05	Cost Accounting - I	4
		3COMMJ-MC-06	Principles and Practice of Goods and Services Tax and Custom Duty	4

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		3COMMN-MN-03	Introduction to Human Resource Management	4
		MDC3.1	E-Commerce and Artificial Intelligence	3
		AEC-3	English-I * / MIL-2	2
		3COMMJ-SEC-03	E-Return- Income Tax and GST (Practical)	3
		Total Credit for II Semester		
	Sem - IV	4COMMJ-MC-07	Cost Accounting II	4
		4COMMJ-MC-08	Principles and Practice of Direct Tax II	4
		4COMMJ-MC-09	Fundamentals of Auditing	4
		4COMMN-MN-04	Introduction to Marketing Management	4
		AEC-4	English II *	2
			Internship (Optional)*	2*
	Total Credit for IV Semester			18+2*
	Total Credit for Second Year (Semester III & IV)			38+2*

Year	Semester	Course Code	Title of the Course	Credits
3rd Year	Sem - V	5COMMJ-MC-10	Corporate Accounting I	4
		5COMMJ-MC-11	Management Accounting-I	4
		5COMMN-MN-05	Business Mathematics	4
		5COMMJ-DSE-01	Business Law	4
		5COMMJ-DSE-02	Indian Financial System	4
		VAC-3.1	Investment Planning & Avenues	2
		Total Credit for V Semester		
	Sem - VI	6COMMJ-MC-12	Corporate Accounting II	4
		6COMMJ-MC-13	Business Ethics and Corporate Governance	4
		6COMMN-MN-06	Business Statistics	4
		6COMMJ-DSE-03	Corporate Law	4
		6COMMJ-DSE-04	Introduction to Financial Management	4
	Total Credit for VI Semester			20
	Total Credit for Third Year (Semester V & VI)			42

Year	Semester	Course	Title of the Course	Credits
4th Year	Sem - VII			
	Total Credit for V Semester			20
	Sem - VIII			
Total Credit for VI Semester			24	
Total Credit for Third Year (Semester VII & VIII)			44	

2. Nomenclature of Degrees

Degree	Name of the Programme
Certificate	Undergraduate Certificate in Commerce
Diploma	Undergraduate Diploma in Commerce
3 Years Degree	Undergraduate Degree in Commerce (B.Com)
4 Years Hons. Degree	Bachelor of Commerce (Honours) [B.Com (Hons)]
4 Years Hons. Degree with Research	Bachelor of Commerce (Honours) with Research

3. Contents of the Syllabi

SEMESTER – I

Fundamentals of Accounting Theory

1COMMJ-MC-01

Credit: 04

Objective of the Course: The objective of the course is to help students in acquiring theoretical and conceptual insights into the discipline and to familiarize them about purposes, principles, rules and procedure governing the accounting function of an enterprise.

Learning Outcomes: The students will be able to understand and conceptual framework of accounting along with its principles, rules and procedures which are relevant for recording of different types of transactions.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	Contents of the Course	M	L
1	Introduction to Accounting: Meaning, need, nature, classification, evaluation, role and Users of Accounting and Accounting Theory. History of Accounting Thoughts (in brief) Basic Accounting concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality, matching and full disclosures. Basic accounting equation, meaning of assets, liabilities, equity, revenue and expenses Bases of accounting: cash basis and accrual basis Branches of Accounting: Financial, cost and management accounting	15	22
2	Conceptual Framework of Accounting: Concept and development of Financial Reporting (including True blood Report, The Corporate Report, FASB Concept No. 1, Stamp Report).	5	8
3	Income Measurement: Concepts of Income, Revenues, Expenses, Gains, Losses, Assets, Liabilities and Equity. Approaches of income measurement, Methods of valuation of assets	8	8
4	Expenses: Meaning, categories, association with revenue and unexpired costs, Recognition of Gains and losses: Depreciation Accounting and Policy: Meaning, concept, causes and benefits of depreciation, methods of depreciation, Depreciation – a source of fund or not; Disposals of fixed assets, Exchange of plant assets, Amortisation of intangible assets	6	10
5	Accounting Standard (AS) and Ind AS: Concept, purpose and benefits of AS, Procedure of setting AS in India, IFRS and Ind AS: Brief idea and applications.	6	12
Semester end exam		40	60
Internal Assessment		10	
Total Marks (Semester end exam + Internal Assessment)		50	

Suggested Readings

- Prof. Jawahar Lal. Accounting theory and Practice, Himalaya Publishing House
- Das & Saxena. Accounting Theory & Practice, Navyug Publications
- Porwal, L.S. – Accounting Theory
- Hendrickson – Accounting Theory

- Bierman and Drebin – Financial Accounting
- Thacker, R.J. – Accounting Principles
- Meigs and Keller – Intermediate Accounting
- Edwards and Black – The Modern Accountant's Handbook
- Davidson – Handbook of Modern Accounting
- Maheshwari, S.N. – Advanced Accountancy Vo. I and II
- Shukla and Grewal – Advanced Accounting
- Gupta and Radhaswamy – Advanced Accounts, Vol. I and II

Financial Accounting – I

1COMMJ-MC-02

Credit: 04

Objective of the Course: The objective is to help students in acquiring conceptual knowledge of financial accounting and to impart skills for recording various kinds of transactions.

Learning Outcomes:

- The students will be able to understand and identify the accounting principles, rules and procedures which are relevant to recording of different types of transactions.
- The students will be able to apply the accounting principles, rules and procedures in preparing basic financial statements of trading concerns and Non-profit making concern

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	CONTENTS OF THE COURSE	M	L
I	Recording of transaction: Journal, Ledger and preparation of Trial Balance. Cash Book and Bank Reconciliation Statement	6	8
II	Capital and revenue expenditures and receipts Bill of exchange – including accommodation bill Opening, Closing, Transfer, Adjustment and Rectification entries	6	10
III	Depreciation: The accounting concept of fixed asset and depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method; Disposal of depreciable assets; change in estimate and method of charging depreciation. Accounting for depreciation: Asset-provision. Reserve and Provisions: Theory and problems	8	10
IV	Consignment Accounts: Theory and Problems on cost price and invoice price Basis Joint Venture: Theory and Problems	8	12
V	Final Accounts of sole proprietorship business entities from a trial balance – Manufacturing, Trading, P/L A/c and Balance Sheet. Financial Statement of Not for Profit Concern: Preparation of Receipts & Payments A/c, Income & Expenditure A/c and Balance Sheet	12	20
	Semester end exam	40	60
	Internal Assessment	10	
	Total Marks (Semester end exam + Internal)	50	

Relevant Accounting Standards issued by the Institute of Chartered Accountants of India is to be followed.

Suggested Readings:

- Sukla, Grewal, Gupta: Advanced Accountancy Vol. I & II, S Chand
- Hanif & Mukherjee, Financial Accounting, Corporate Accounting
- A.Basu, Financial Accounting, Corporate Accounting
- Mukherjee and Mukherjee, Financial Accounting Vol. 1 and II, Oxford University Press
- Paul and Paul, Financial Accounting, Corporate Accounting
- Basu & Das, Financial Accounting, Corporate Accounting
- R. L.Gupta & Radheswamy, Advanced Accountancy Vol. I & II, S. Chand
- Maheshwari & Maheshwari, Advanced Accountancy Vol. I & II, Vikash Publishing House Pvt. Ltd.
- Sehgal & Sehgal, Advanced Accountancy Vol. I & II, Taxman Publication

- Gokul Sinha, Accounting Theory & Management Accounting,

Fundamentals of Microeconomics

1COMMN-MN-01

Credit: 4

Objective of the Course: This course intends to expose the student to the basic principles in Microeconomic Theory. It covers the decision-making behaviour of consumers and producers, and the functioning of different markets.

Learning Outcome: After successful completion of the course, the students will be able

- To learn some basic principles of microeconomics, interactions of supply and demand, and characteristics of perfect and imperfect markets.
- To define market, categorize markets and analyze perfectly competitive markets
- To interpret the relation between price change and elasticity
- To pursue advanced course on Finance

Exam Duration: 2hrs.

Marks: 50

Lectures: 60

U	CONTENTS OF THE COURSE	M	L
I	Introduction to Economics — Concept of utility, scope of economics. Relation with other disciplines. Basics of Demand and Supply: The concept of demand and demand function - Derivation of Individual demand curve and Market demand curve– Shifting of the demand curve – The supply function and the supply curve – Derivation of individual supply curve and market supply curve – Shifting of the supply curve- Determination of equilibrium price.	8	12
II	Theory of Consumer Behaviour: Cardinal analysis – Law of diminishing marginal utility – consumer surplus Ordinal approach – Indifference curve analysis – Budget line – Consumer Equilibrium – Income consumption curve and Price consumption curve –Demand curve for Normal, inferior and Giffen goods Concept of Elasticity of demand – Measurement of elasticity of demand – Distinction between slope of a demand curve and the elasticity of demand – Elasticity of supply – Measurement.	10	14
III	Theory of Production and Production Function – Concept of production function- Short run and long run- The Law of variable proportions – Relationships among TP, AP, and MP. Concept of Iso-quant and Iso-cost – Finding the optimal employment of inputs – Ridge lines: the economic region of production – Output expansion path and homogeneous production function.	8	12
IV	Theory of Cost: Cost analysis – Different concepts – Accounting and Economic costs, Opportunity cost, Private and social costs; Short run and long run costs.	6	10
V	Market for Commodities: Revenue concepts under different market conditions: TR, AR, MR and relationship among AR, MR and elasticity of demand. Perfect competition – Short run and long run equilibrium – Supply curve in the short run (shutdown and breakeven point concepts). Monopoly – Short run and long run equilibrium – Concept of Price discrimination. Monopolistic competition,	8	12
	Semester end exam	40	60
	Internal Assessment	10	
	Total Marks (Semester end exam + Internal)	50	

Suggested Readings:

- Amit Sachdeva, Micro Economics, Kusum Lata Publishers
- Bilas, Richard A., Microeconomics Theory: A Graphical Analysis, McGraw-Hill. C Snyder, Microeconomic Theory: Basic Principles and Extensions, Cengage Learning

- Case and Fair, Principles of Micro Economics, Pearson Education
- Jaydeb Sarkhel, Micro Economics, Book Syndicate
- Koutsiyannis, Modern Micro Economic Theory.
- Maddala G.S. and E. Miller; Microeconomics: Theory and Applications, McGraw-Hill.
- N. Gregory Mankiw, Principles of Micro Economics, Cengage Learning
- Paul A Samuelson, William D Nordhaus, Microeconomics, McGraw-Hill Education.
- Petersen, Lewis, Managerial Economics, Pearson
- Pindyck, R.S., D. L. Rubinfeld and P. L. Mehta; Microeconomics, Pearson Education
- Salvatore, D. Schaum’s Outline: Microeconomic Theory, McGraw-Hill, Education.

Principles and Practice of Management

MDC1.1

Credit: 03

Objective of the Course: To gain a basic understanding of the nature and forms of business management and the primary functions of management that are vital for the smooth operation of business organisations.

Learning Outcome: The students should be able to understand the distinctive significance of each functional sphere of management and make meaningful decisions regarding the same for effective application in different types of organizations.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 45

U	CONTENTS OF THE COURSE	M	L
I	Introduction to Management: Management-definition, importance, functions; Nature-as profession, science and art, universality of management; Levels of management; managerial tasks and skills	6	6
II	Different Schools of Management Thought: Classical School-contributions of Taylor and Fayol; Neo-classical School-Human Relations approach and Behavioural Science approach; Modern School-Systems approach and Contingency approach	8	8
III	Planning: concept, importance, types, steps, premises, barriers to effective planning and remedial measures; Strategic Planning-concept; Forecasting- concept, techniques	6	7
IV	Organizing: concept, importance, principles, different organization models - Line & Staff, Functional; Departmentalisation – need, basis, principles; Delegation of Authority elements, steps, barriers; Centralisation and Decentralization of Authority; Span of Management -concept and determining factors	6	8
V	Directing and Leadership: Directing: concepts, elements and importance; Leadership: Concept, importance, types, Major theories of Leadership (Likert’s system four theory, Blake and Mouton’s Managerial Grid theory, Fred Fiedler’s situational leadership, Tannenbaum & Schmidt’s Behavioural Model, Trait theory of leadership)	6	8
VI	Motivation, Coordination and Control: Motivation: Concept, steps, importance, Motivation theories: Maslow’s Need-Hierarchy theory, Herzberg’s Two- factor theory and McGregor’s theory of X and Y;. Coordination: concepts, importance, principles; Control: concepts, importance and Managerial tools of control.	8	8
	Semester end exam	40	45
	Internal Assessment	10	
	Total Marks (Semester end exam + Internal)	50	

Suggested Readings

- Koontz and Weirich, Essentials of Management, Tata McGraw Hill, New Delhi
- P F, Drucker, Management Challenges for the 21st Century, Butterworth, Oxford
- F. Luthans, Organizational Behavior, McGraw Hill, New York
- Stoner and Freeman, Management, PHI, New Delhi
- R W, Griffin, Management, HoughtanMifflin, Boston

- P C. Tripathy, P N. Reddy, Principles of Management, Tata McGraw Hill, New Delhi
- K. Ravichandran, S. Nakkiran, Principles of Management, Avinash Paperbacks, Delhi
- Jwalkar, Ghanekar&Bhivpathaki, Principles & Practice of Management, Everest Publishing House
- ParagDewan, Management Principles & Practices, Excel Books
- Anjaneesethi&BhavanaAdhikari, Business Communication, TMH
- R.K.Madhukar, Business Communication, Vikash Publishing House Pvt. Ltd.
- Chaturvedi & Chaturvedi, Business Communication: Concepts, Cases and Applications, Pearson
- M.K.Shegal & VandanaKhetarpal, Business Communication, Excel Books

AEC1

Modern Indian Language -1 (MIL-1)**

Credit- 02

Marks-25

Application of Information Technology in
Business Data Analysis (Practical)

1COMMJ-SEC-01

Credit-3

Course Objectives: To provide computer skills and knowledge for commerce students and to enhance their level of understanding of usefulness of information technology tools for business operations.

Learning Outcomes: The students after completing the course will be able to perform basic functions in a word processor, spread- sheet and presentation software and apply the techniques for business purposes.

Exam Duration: 2hrs.

Marks: 50

Lectures: 45

U	CONTENTS OF THE COURSE	M	L
I	Introduction to word Processing: Concepts, Use of Templates, working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Auto text; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge: including linking with Database; Printing documents Creating Business Documents using Word Processor, C.V. writing using a word processor.	10	15
II	Spreadsheet: Concepts, managing of worksheets; Formatting, entering data, Editing, and Printing a worksheet; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs Generally used Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database, and Text functions.	8	8
III	Creating spreadsheet in Business Area: Loan and Lease statement; Payroll statements; Graphical representation of data; Frequency distribution and its statistical parameters.	8	8
IV	Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow. Creating Business Presentations using above facilities	8	8
V	Internet: Concept of different networks- LAN, WAN, use of internet- e-mail with and without attachments	6	6
	Semester end Practical exam	40	45
	Internal Assessment	10	
	Total Marks (Semester end exam + Internal)	50	

Suggested Readings:

- Biswajit Paul & Arindam Ghosh, Information Technology & Its Application in Business, Suhrud Book Stall, Kolkata.
- Wallec Wang: Absolute Beginner's Guide to Computing.
- Goyal & Tiwari: Financial Accounting. Taxmann Publication. New Delhi
- Goe, Anita: Computer Fundamentals. Pearson
- Ram, B: Computer Fundamentals: Architecture & Organization. 4th ed New Age
- Sinha, P. K.: Computer Fundamentals: Concepts, Systems & Applications. BPB

VAC1.1

Credit-2

Environmental Science

Marks-25

SEMESTER – II**Financial Accounting II****2COMMJ-MC-03****Credit-4**

Objective of the Course: The objective is to help students in acquiring advanced knowledge of financial accounting and to develop skills for recording special types of transactions.

Learning Outcomes:

- (i) The students will be able to understand the procedures for recording transactions of Indian branches and departments in the books of head office
- (ii) The students will be able to prepare a statement of claim in case of fire insurance policy.
- (iii) The students will learn the procedures for accounting of a partnership firm under several conditions.
- (iv) The students will generate a concrete idea about the special modes of credit sale system.

Exam Duration: 2 hrs.**Marks: 50****Lectures: 60**

U	Contents of the Course	M	L
I	Departmental and Branch Accounting: Dependent and Independent Branch (Excluding Foreign Branch)	8	16
II	Insurance claim: loss of stock and for loss of profit	8	10
III	Partnership accounts – Change on partnership and change in partnership firm- Profit and Loss Appropriation, Treatment of Goodwill and Joint life policy, Admission, Retirement, Death, Dissolution (including insolvency)	12	18
IV	Hire Purchase and Instalment Payment System – Characteristics, Differences, Accounting records in the books of hire purchaser and hire vendor, surrender /repossession [excluding hire purchase arrangements for smaller value items]	12	16
	Semester end exam	40	60
	Internal Assessment	10	
	Total Marks(Semester end exam + Internal)	50	

Suggested Reading:

- Sukla, Grewal, Gupta: Advanced Accountancy Vol. I & II, S Chand
- Hanif & Mukherjee, Financial Accounting, Corporate Accounting
- A.Basu, Financial Accounting, Corporate Accounting
- Paul and Paul, Financial Accounting, Corporate Accounting
- Basu and Das , Financial Accounting, Corporate Accounting
- Mukherjee and Mukherjee: Financial Accounting, Vpl – I and II, Oxford University press
- R. L.Gupta & Radheswamy, Advanced Accountancy Vol. I & II, S. Chand
- Maheshwari & Maheshwari, Advanced Accountancy Vol. I & II, Vikash Publishing House Pvt. Ltd.
- Sehgal & Sehgal, Advanced Accountancy Vol. I & II, Taxman Publication
- GokulSinha, Accounting Theory & Management Accounting,
- B. Banerjee, Regulation of Corporate Accounting & Reporting in India, World Press.

Principles and Practice of Direct Tax - I**2COMMJ-MC-04****Credit: 04**

Course Objective: The objective of this course is to provide a broad conceptual framework for understanding different aspects of direct tax, primarily income tax.

Learning Outcomes: To understand the concepts and importance of direct tax 2. Understanding the residential status of persons in lieu of direct tax 3. Classification of allowances and calculation of income from salaries, income from house property, and income from other sources 5. computation of taxable income and tax liability of an individual assessee.

Exam Duration: 2 hrs.		Marks: 50		Lectures: 60	
U	CONTENTS OF THE COURSE	M	L		
I	Basic Concepts and Definitions under IT Act: Assessee, Previous year, Assessment year, Sources of income, Heads of income, Gross total income, Total income, Tax Evasion, Tax avoidance, Tax planning Residential Status and Incidence of Tax: Residential status of all persons except company Incomes which do not form part of Total Income: Except sections 10A, 10AA, 10B, 10BA Agricultural Income: Definition, determination of agricultural and non-agricultural Income, assessment of tax liability when there are both Agricultural and Non-agricultural income	8	15		
II	Heads of Income and Provisions governing Heads of Income Salaries, Income from House property, and income from other sources	16	20		
III	Deduction from Gross Total Income: Basic concepts, deductions u/s 80C, 80CCC, 80CCD, 80CCE, 80CCF, 80D, 80DD, 80DDB, 80E, 80G, 80GG, 80GGA, 80GGC, 80U	12	15		
IV	Computation of Total Income and Tax Payable: Rate of tax applicable to different assesses (except corporate assessee), Computation of tax liability of an individual.	4	10		
		Semester end Exam	40	60	
		Internal Assessment	10		
		Total Marks(Semester end exam + Internal)	50		

Suggested Readings:

- Singhania, V. and Singhavia, M., Students' guide to Income Tax, Taxmann
- H C Sengupta, Direct & Indirect Tax
- Lal & Vashist, Income Tax and Central Sales Tax, Pearson
- Ahuja & Gupta, Systematic Approach to Income Tax, Bharat
- V.S. Datey, Indirect Taxes Laws and Practice, Taxmann
- Bangar and Bangar, Students' guide to Indirect Tax, Aadhya Prakashan

Fundamentals of Macroeconomics

2COMMN-MN-02

Credit: 04

Course Objective: This course aims to introduce the students to the basic concepts of Macroeconomics (aggregate economy). It discusses the preliminary concepts associated with the determination and measurement of aggregate macroeconomic variables like GDP, savings, investment, money, inflation, etc. It also introduces students to simple analytical frameworks (e.g., the IS-LM model) for determination of equilibrium output.

Learning Outcomes: This course will allow students to understand the basic functioning of the economy as a whole.

Exam Duration: 2 hrs.		Marks: 50		Lectures: 60	
U	Contents of the Course	M	L		
I	Introduction to macroeconomics and national income accounting: Basic issues studied in macroeconomics; measurement of gross domestic product; income, expenditure and the circular flow; real versus nominal GDP; price indices; national income accounting for an open economy; balance of payments: current and capital accounts	10	12		
II	Money: Functions of money; quantity theory of money; determination of money supply and demand; credit creation; tools of monetary policy Inflation: Inflation and its social costs; hyperinflation, inflationary gap, inflation targeting and the role of monetary policy in controlling inflation.	10	12		

III	Government Budget: Classification of expenditure and receipts, meaning, objectives and components of Government Budget, fiscal deficit, revenue deficit and primary deficit.	6	12
IV	Business Cycle: Concept, phases, causes, implications and policy response	6	12
V	Keynesian model of the income distribution: consumption function, Investment function, and I.S. curve, Asset market equilibrium and L.M. curve, Comparative study of Monetary and Fiscal Policies. Short run Classical and Keynesian systems, fiscal and monetary multipliers	8	12
	Semester end exam	40	60
	Internal Assessment	10	
	Total Marks(Semester end exam + Internal)	50	

Suggested Readings:

- Abel, A., Bernanke, B. Macroeconomics, 9th ed. Pearson Education.
- Blanchard, O. Macroeconomics, 7th ed. Pearson Education.
- Dornbusch, R., Fischer, S., Startz, R. Macroeconomics, 12th ed. McGraw-Hill.
- Jones, C. Macroeconomics, 4th ed. W. W. Norton.
- Mankiw, N. Macroeconomics, 9th ed. Worth Publishers.
- Errol D'Souza, Macroeconomics, Pearson Education, 2009.
- Paul R. Krugman, Maurice Obstfeld and Marc Melitz, International Economics, Pearson Education Asia, 9th edition, 2012.

Entrepreneurship Development and Start-up

MDC2.1

Credit: 3

Objective: The objective is to help students to understand the skills required for building enterprise and familiar with the process of developing enterprises.

Learning Outcomes: After successful completion of the course the student will be able to;

- (i) Understand the concept of Entrepreneurship, its applications and scope.
- (ii) Know various types of financial institutions that help the business at Central, State and Local Level.
- (iii) Applies the knowledge for generating a broad idea for starting an enterprise/start up.

Exam duration: 2 hrs

Marks: 50

Lectures: 45

U	Contents of the Course	M	L
I	Introduction: Meaning, elements, determinants and importance of entrepreneurship and creative behaviour; Entrepreneurship and Micro, Small and Medium Enterprises, Role of family business in India; Conflict in family business and its resolution. The contemporary role models in Indian business: their values, business philosophy and behavioural orientations;	8	10
II	Dimensions of Entrepreneurship: Entrepreneurship, techno-preneurship, cultural entrepreneurship, international entrepreneurship, netpreneurship, ecopreneurship and social entrepreneurship. Types of Business Entities: Big, Micro, Small and Medium Enterprises (MSMEs), concept of business groups and role of business houses and family business in India.	8	10
III	Sources of business ideas and tests of feasibility: Significance of writing the business plan/ project proposal; Contents of business plan/ project proposal; Designing business processes, location, layout, operation, planning & control; preparation of project report	8	10
IV	Mobilizing Resources - Mobilizing resources for business. Accommodation and utilities; Preliminary contracts with the vendors, suppliers, bankers, principal customers;	8	6

V	Emerging Issues in Start-up in India: Basic start-up problems; Arrangement of funds; Traditional sources of financing, Loan syndication, Consortium finance, role played by commercial banks, appraisal of loan applications by financial institutions, Venture capital.	8	9
	Semester end exam	40	45
	Internal Assessment	10	
	Total Marks(Semester end exam + Internal)	50	

Suggested Readings:

- Desai, Vasant, “Dynamics of Entrepreneurial Development and Management”, Himalaya Publishing House
- Desai, Vasant, “Management of Small Scale Industry”, Generic
- Drucker, Perer, “Innovation and Entrepreneurship”, Harper Business; Reprint edition
- Gupta, C.B. & Srinivasan, N.P., “Entrepreneurship Development”, S. Chand
- Kenneth, P.Van, “Entrepreneurship and Small Business Management”
- Pareek, Udai & Ven, “Developing Entrepreneurship book on Learning System”
- Khanka, S.S. “Entrepreneurship Development”, S. Chand & Company
- Burns, P. (2001). Entrepreneurship and small business. New Jersey: Palgrave.
- Drucker, P. F. (2006). Innovation and entrepreneurship: Practice and principles. USA: Elsevier.
- Gersick, K. E., Davis, J. A., Hampton, M. M., & Lansberg, I. (1997). Generation to generation: Life cycles of the family business. Boston: Harvard Business School Press.
- Hisrich, R., & Peters, M. (2002). Entrepreneurship. New Delhi: Tata McGraw Hill.
- Holt, D. H. (2004). Entrepreneurship new venture creation. New Delhi: Prentice Hall of India.
- Kaplan, J. (2004). Patterns of entrepreneurship. Wiley.
- Khandwalla, P. (2003). Corporate creativity. New Delhi: Tata Mc.Graw Hill.
- Mullins, J. (2004). New business road test. New Delhi: Prentice Hall.
- Nicholls, A. (Ed.). (2006). Social entrepreneurship new models of sustainable social change. Oxford University Press.
- Prahalad, C. K. (2006). Fortune at the bottom of the pyramid, eradicating poverty through profits. Wharton school Publishing.
- Scarborough & Zimmerer, Effective Small Business Management
- Stevenson, H. (Ed.). (2007). Perspective on entrepreneurship. Boston: Harvard Business Press.

Accounting using Tally ERP

2COMMJ-SEC-02

Credit: 03 (Practical)

Course Objectives: The objective is to help the students to develop practical skills of computerised accounting through generating preliminary ability to run tally software in the practical field of business operation.

Learning Outcomes: The course will help students (i) To understand the concept of tally, its merits and demerits. (ii) To create the ability to record financial transactions through computerised mode. (iii) To analyse accounting information in an easy manner. (iv) To create a base for advanced study in computerised accounting systems.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 45

U	Contents of the Course	M	L
I	Introduction & Basic concept: Concept of tally, Features, Usage, Advantages and Disadvantages, Version Histories, Comparison between various versions, Component of latest version of tally. Components of “Gateway of tally”	10	10
II	Accounts and inventory: Company: Company creation, Company alteration, Select and Shut Company Ledger: Ledger Creation (Single and Multiple), Ledger alteration, Displaying various ledger Inventory: Creation of Stock group, Stock items, Units of Measure, Displaying inventory	15	15
III	Invoicing, Voucher entry and Financial Reports: Invoice creation (Item invoice, Accounting invoice) Concept of voucher, Different types of vouchers Creation of various types of vouchers: Receipts, Payments, Contra,	15	20

Purchase, Sales, Journal. (ignore tax) Display and Print of Day book, Sales Register, Purchase Register, Cash Book, Profit & Loss account, Balance sheet and Cash flow statement. Application of various shortcut keys.		
	Semester end exam	40
	Internal Assessment	10
	Total Marks(Semester end practical exam + Internal)	50

Note: Latest version of Tally software should be consulted in conducting the course

Suggested Readings:

- Tally-Power of Simplicity, Shraddha Sing & Navneet Mehta, V&S Publishers.
- Tally. ERP 9 Training Guide, Ashok K Nadhani, BPB Publications.
- Tally Workbook: A real practical Accounting, Rakesh Sangwan, Ascent Prime Publications.
- Learn Tally. ERP 9 (With GST and E-way Bill), Rajesh Chheda, Ane Books Pvt. Ltd.
- Comdex Tally 9 Course Kit, Dr. Namrata Agaewal, Dreamtech press.

Business Communication

VAC2.1

Credit-2

Objective of the course: The course will prepare learners to create effective business communications, and business briefings, produce understandable business documents and examine the impact of the communications process on the business operation.

Learning outcomes: 1. Demonstrate the use of basic and advanced writing skills in a business environment.

2. Produce clear and concise written business documents.
3. Develop interpersonal communications skills that are required for social and business interaction.
4. Plan and conduct effective meetings.
5. Develop and deliver a formal presentation.

Exam Duration: 2 hrs.

Marks: 25

Lectures: 30

U	Contents of the Course	M	L
I	Introduction: Definition, objectives, importance, elements, process, forms, models; levels of analysis of business communication; principles of effective communication, barriers to Communication and remedial measures, role of communication in conflict resolution	5	6
II	Types of Communication: Formal and informal communication; grapevine; characteristics of corporate communication; communication network	4	6
III	Tools of Communication: Emergence of communication technology; modern forms of communication – Fax, E-mail, Video Conferencing	4	6
IV	Drafting: Notice, circular, resolution, minutes, CV writing, business letter writing – offer letter, quotation, status enquiry, confirmation, execution, refusal and cancellation of order, recommendation, credit collection, claim, bank loan	6	6
V	Report Writing: Business reports, Types, Characteristics, Importance, Elements of structure, Process of writing, Order of writing, the final draft, checklists for reports.	6	6
	Semester end exam	25	30
	Internal Assessment	00	
	Total Marks (Semester end exam + Internal)	25	

Suggested Readings:

- Bovee, and Thill, Business Communication Essentials, Pearson Education
- Shirley Taylor, Communication for Business, Pearson Education
- Locker and Kaczmarek, Business Communication: Building Critical Skills, McGraw Hill Education
- Herta A Murphy, Herbert W Hildebrandt, Jane P. Thomas, Effective Business Communication (SIE), McGraw Hill Education
- Dona Young, Foundations of Business Communication: An Integrative Approach, McGraw Hill Education
- Raymond V. Lesikar, Marie E. Flatley, Kathryn Rentz, Paula Lentz, and Neerja Pande, Business Communication: Connecting in a Digital World (SIE), McGraw Hill Education

SEMESTER – III**Cost Accounting - I**

3COMMJ-MC-05

Credit: 04

Course Objective: To acquire knowledge and understanding of the concepts, methods and techniques of cost accounting.

Learning Outcomes: This course will help students to apply cost accounting principles in ascertaining cost of a product/service/operation, etc. They will be able to analyse the relationship between costs and profits and to utilise resources optimally.

Exam Duration: 2 hrs.**Marks: 50****Lectures: 60**

U	CONTENTS OF THE COURSE	M	L
I	Introduction: Definition of Cost, Costing, Cost Accounting. Objectives and Importance of Cost Accounting to Business Concern. Relationship between Cost Accounting, Financial Accounting, Management Accounting, Essentials of a good Cost Accounting System. Cost concepts, terms and classification of costs: Cost, Cost object, Cost units and Cost Centres, Types of costs, classification of costs. Cost sheet (including estimated cost sheet, total costs and unit costs).	10	15
II	Purchase of materials: Purchasing needs and organization, purchase procedure, documentation, material costs (direct and indirect). Storage of materials: Need for storage, location and types, functions of a storekeeper, requisition, receipt, issue and transfer of materials, storage record, accounting for materials cost. Materials control: Organisation; Tools: Just-in-Time Purchase; various stock levels, Economic Ordering Quantity and ABC Analysis; Periodic Inventory, Perpetual Inventory, Physical verification; Discrepancies in stock and their treatment. Methods of Pricing Material Issues: Various methods of pricing materials issues; Advantages and disadvantages of each method; Comparative analysis; Stock Valuation for Balance Sheet. Treatment of Normal and Abnormal Loss of Materials; Accounting and control of Waste, Scrap, Spoilage and Defectives.	10	15
III	Employee Cost- Introduction, Recording labour cost: Attendance and payroll procedures (Time-keeping, Time-Booking, Payroll procedure, Payment of wages, Overview of statutory requirements), Idle time (causes and treatment in Cost Accounting), Overtime (its effect and treatment in Cost Accounting). Incentive Systems –Main Principles for sound system of wage incentive schemes; System of Wage Payment and Incentives; System of Incentive Schemes for Indirect Workers; Components of wages cost for costing purpose.	10	15
IV	Overhead: Introduction, Definition, Classification of Overhead- Element-wise, Functional and Behavioural; Need for classifying overhead into fixed and variable; various types of overheads. Manufacturing Overheads: Allocation and apportionment of Overhead; Absorption of Overhead: various methods and their application; Treatment of under absorption/over absorption of overheads; Basic concepts of different Capacities. Machine Hour Rate	10	15
	Semester end Exam	40	60
	Internal Assessment	10	
	Total Marks(Semester end exam + Internal)	50	

Suggested Readings:

- Horngren, Foster, Datar, et al., Cost Accounting- A Managerial Emphasis, Pearson
- B.Banerjee, Cost Accounting, PHI
- Jain & Narang, Cost and Management Accounting

- B Bhattacharyya, Cost and Management Accounting,
- Jawahar Lal & Seema Srivastava, Cost Accounting, TMH
- M.Y.Khan & P.K.Jain, Management Accounting, TMH
- R. Anthony, Management Accounting, Taraporewala
- Colin Drury, Management & Cost Accounting, Chapman & Hall
- K.S.Thakur, Cost Accounting, Excel Books
- Satish Inamdar, Cost & Management Accounting, Everest Publishing House
- Atkinson, Management Accounting, Pearson
- Bhattacharyya, A. K. Cost Accounting for Business Managers, Elsevier
- Ravi M Kishore, Cost and management Accounting, Taxmann
- B K Bhar, Cost Accounting

Principles and Practice of GST and Custom Duty

3COMMJ-MC-06

Credit-4

Objective of the Course: The main objective of the course is to impart knowledge about the basic structure of indirect taxation in India with a special emphasis on the changes brought in by GST in the present era.

Learning Outcomes:

- (i) Students will understand the development and different sub-structures under GST. They will also be able to list and identify what instruments are taxable under GST, examine the process of implementation of GST, understand the role and decision making authority of the GST council, know the procedure for registration under GST, understand the different concepts that come under the purview of GST.
- (ii) Students will also learn the taxation system of our country applicable for cross-border transactions.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	Contents of the Course	M	L
I	<p>Goods and Services Tax: Introduction: Concept and types of indirect tax. Right to impose indirect taxes (by Centre and States/Union Territories) before and after 101st Amendment of Constitution. Introduction of Goods & Services Tax (GST); Indirect taxes subsumed by GST; Goods kept outside the purview of GST; Formation of GST Council; Date of effect and the non-taxable territory; Types of GST- Central GST (governed by The Central Goods & Services Tax Act 2017), State/UT GST (governed by The State Goods & Services Tax Act 2017 of each State/ Union Territory) and Integrated GST (governed by The Integrated Goods & Services Tax Act 2017). Supply: Levy of tax on “Supply”; Definition of supply; Intra-State and Inter- State supply; Composite and Mixed supply; Supplies of goods and services liable to be reverse charged, Composition levy.</p>	12	18
II	<p>Registration: Persons liable to registration; Compulsory registration; Procedure of Registration. Documentation: Tax Invoice; Bill of Supply, Receipt Voucher, Payment Voucher, Refund Voucher, Debit Note, Credit Note. Harmonized System Nomenclature (HSN) of Goods, and Service Accounting Code (SAC) of Services; Nil rated supplies, Zero rated supplies, Exempted supplies & Non-GST supplies.</p>	8	12
III	<p>Input Tax Credit: (a) Eligibility and conditions for taking input tax credit; Apportionment of input credit and blocked credits; (b) GST Returns: GSTR 1, GSTR 2 and GSTR 3, Time and procedure of filing of Returns. (C) Payment of Tax: (i) Through Input Tax Credit (ii) By cash/bank after generation of online Challan.</p>	10	15
IV	<p>Customs Duty: Introduction: Nature and basic features, charge of customs duty, Exclusive Economic Zone and High Sea, Taxable event for import and export of</p>	10	15

	goods, Basic customs duty, Valuation of export goods, Conversion of transaction into Indian currency, Calculation of assessable value		
		Semester end exam	40
		Internal Assessment	10
		Total Marks(Semester end exam + Internal)	50

Suggested Readings:

- C. H, Sengupta, Direct and Indirect Taxes, Dey Book Concern
- Nitya Tax Associates, Basics of GST, Taxmann
- S. S. Gupta, GST (Vol.1 and Vol.2), Taxmann
- Pushpendra Sisodia, Handbook on Goods and Services Tax, Bharat Law House
- K. M. Bansal, Fundamentals of GST & Customs Law, Taxmann
- Babbar, Kaur and Khurana, Goods and Services Tax and Customs Law, Scholar Tech Press
- Pathik Shah, Handbook on Goods and Services Tax, Bharati & Co.
- CGST Act, 2017 [as amended time to time]
- The Customs Act, 1962 [as amended time to time]

Introduction to Human Resource Management

3COMMN-MN-03

Credit-4

Objective of the Course: The course will facilitate an insight into the effective management of employees that will guide the managers through the principles and practices of HRM and the core models of best practices.

Learning Outcomes: After completion of the course students will be able to understand-

- The Concepts, functions, nature, importance and applications of Human Resource Management in an organization.
- The Process and key areas relating to HR recruitment and selection in an organization.
- Various techniques in association with performance appraisal and improvement of HR skills.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	Contents of the Course	M	L
I	Nature and Scope: Concept and meaning of HR, Understanding the Nature and Scope of HRM, Functions and importance of HRM	8	12
II	Human Resource Planning: Definition, Need of Human Resource Planning, Factors affecting Human Resource Planning.	8	12
III	Recruitment and Selection: Definition of Recruitment, Source, need and importance of Recruitment, Recruitment Policy–process–sources of Recruitment Definition of Selection, Steps in selection.	8	12
IV	Training and Development: Training and Development Meaning and purpose of training, Benefits of training to organization and employees –Training methods.	8	12
V	Job Evaluation and Performance Appraisal: Job evaluation- objectives, scope, Job analysis, Job description, Job Specification-basic concept and significance, Performance Appraisal-Concept	8	12
		Semester end exam	40
		Internal Assessment	10
		Total Marks(Semester end exam + Internal)	50

Suggested Readings:

- Kotler, P., Marketing Management, Pearson
- Ramaswamy and Namakumari, Marketing Management, McMillan
- Marketing Management, Govindarajan, M., PHI
- Principles of Marketing, Kapoor, N., PHI
- Bhagwati, Pillai, Marketing Management, S.Chand
- Verma, Duggal, Haldar & Sarkar, Principles of Marketing, Oxford
- Samanta, S R, Human Resource Management, PHI
- Mahajan, Reeta, Human Resource Management, Vikash
- Haldar & Sarkar, Human Resource Management, Oxford

- Sinha, Sekhar & Bala, Human Resource Management, Cengage
- Jyothi & Venkatesh, Human Resource Management, Oxford
- Praharaj & Praharaj, Principle of Marketing and Human Resource Management, Tee Dee Pub (P) Ltd. (Bengali & English Version)
- Ghosh Sudipta & Joshi Lalit Kumar, Marketing Management and Human Resource Management, Law Point

E-Commerce and Artificial Intelligence

MDC3.1

Credit-3

Objective of the Course: The objective is to impart the students with adequate level of knowledge and understanding of contemporary trends in e-commerce and some basic knowledge of artificial intelligence.

Learning Outcomes:

- The students will be able to understand the basic concepts and technologies used in the field of E-commerce, learn the processes for making payments on electronic platforms, and be aware of the ethical, social, and security issues related to e-business.
- The students will also be able to generate ideas about the basic concepts of artificial intelligence and its application in business.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 45

U	Contents of the Course	M	L
I	Introduction: Meaning, nature, concepts, advantages, disadvantages and reasons for transacting, Types of E-Commerce, e-commerce business models (introduction, key elements of a business model and categorizing major E-Commerce business models), and forces behind e-commerce.	8	10
II	Technology used in E-commerce: The dynamics of world wide web and internet (meaning, evolution and features); Designing, building and launching e-commerce website (A systematic approach involving decisions regarding selection of hardware, software, outsourcing vs. in-house development of a website)	8	8
III	Security and Encryption: Need and concepts, the e-commerce security environment: (dimension, definition and scope of e-security), security threats in the E-commerce environment (security intrusions and breaches, attacking methods like hacking, sniffing, cyber-vandalism etc.), technology solutions (Encryption, security channels of communication, protecting networks and protecting servers and clients),	8	10
IV	E-payment System: Models and methods of e-payments (Debit Card, Credit Card, Smart Cards, e-money), digital signatures (procedure, working and legal position), payment gateways, online banking (meaning, concepts, importance, electronic fund transfer, automated clearing house, automated ledger posting), risks involved in e-payments.	8	7
V	Artificial Intelligence (AI): Evolution of AI, Importance of Artificial Intelligence in Business Data handling through use cases, Basic Concepts of an Expert system in context of Business Data Management, Basic concepts of Machine learning including supervised and unsupervised learning, Application of Machine learning in Banking and Finance, Basic concepts on ERP based Business Software Solutions.	8	10
	Semester end exam	40	45
	Internal Assessment	10	
	Total Marks(Semester end exam + Internal)	50	

Suggested Reading:

- David Whiteley, E-commerce: Strategy, Technology and Applications, McGraw Hill Education
- Bharat Bhaskar, Electronic Commerce: Framework, Technology and Application, 4th Ed., McGraw Hill Education
- PT Joseph, E-Commerce: An Indian Perspective, PHI Learning
- KK Bajaj and Debjani Nag, E-commerce, McGraw Hill Education
- TN Chhabra, E-Commerce, Dhanpat Rai & Co.
- Sushila Madan, E-Commerce, Taxmann

- TN Chhabra, Hem Chand Jain, and Aruna Jain, An Introduction to HTML, Dhanpat Rai & Co.

E-Return- Income Tax & GST (Practical)

3COMMJ-SEC-03

Credit-3

Objective of the course: To give hands-on training to learners about the conceptual understanding of filling of e-returns and to understand GST and its mechanism, different GST Returns and due dates of filing the returns in a practical environment.

Learning outcomes: The students will be able to understand the e-filing system and its process, identify the different heads of income, ITRs and its applicability, and skill fully understand e-filing registration. They shall be able to handle different GSTRs and their due dates.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 45

U	Contents of the Course	M	L
I	Returns under Income Tax Act: PAN and TAN – Procedure for application; Payment of Advance Tax and Self - Assessment Tax; Interest u/s 234A, 234B and 234C; E-return: ITR1; Due dates of filing such returns; Defective return.	30	25
II	Online GST Registration and GST Return: GST Registration, GSTR 1, GSTR 2 and GSTR 3, Time and procedure of filing of Returns. Payment of Tax: (a) Through Input Tax Credit (b) By cash/bank after generation of online Challan.	10	20
	Semester end Practical exam	40	45
	Internal Assessment	10	
	Total Marks(Semester end Practical exam + Internal)	50	

Suggested Readings:

- Nitya Tax Associates, Basics of GST, Taxmann
- S. S. Gupta, GST (Vol.1 and Vol.2), Taxmann
- Pushpendra Sisodia, Handbook on Goods and Services Tax, Bharat Law House
- K. M. Bansal, Fundamentals of GST & Customs Law, Taxmann
- Pathik Shah, Handbook on Goods and Services Tax, Bharati & Co.
- Raj K Agarwal, Handbook on Income Tax, Bharat Law House.
- Vinod K. Singhanian and Monica Singhanian, Students Guide to Income Tax Including GST, Taxmann Publications Pvt. Ltd., New Delhi.
- Girish Ahuja and Ravi Gupta, Practical Approach to Income Tax, Bharat Law House, Delhi.
- CGST Act, 2017 [as amended time to time]
- Income Tax Act, 1961 [as amended time to time]
- Income Tax Rules, 1962 [as amended time to time]

SEMESTER – IV

Cost Accounting – II

4COMMJ-MC-07

Credit-4

Objective of the Course: The objective is to help students in acquiring advanced knowledge of cost accounting.

Learning Outcomes:

- (i) The students will be able to understand the procedures for recording transactions in integrated and non-integrated accounting environments.
- (ii) The students will be able to calculate cost for different kinds of industries.
- (iii) The students will learn the procedures for cost accounting of a contract based industry
- (iv) The students will be able to control for variation of cost with the help of standard costing.
- (v) The learners will be able to acquire knowledge of marginal costing and its application in Cost-volume-profit (CVP) analysis

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	Contents of the Course	M	L
I	Cost control accounts: Integrated and non-integrated system; reconciliation between cost and financial accounts	8	12
II	Job Costing (Job cost cards and databases, Collecting direct costs of each job, Attributing overhead costs to jobs, Applications of job costing). Process Costing: Meaning, Features, Process vs. Job Costing, Principles of cost ascertainment for Materials, Labour & Overhead; Normal loss, Abnormal loss and Abnormal gain and preparation of process accounts. Need for Valuation of WIP.	10	15
III	Batch Costing, Contract Costing - Progress payments, Retention money, Escalation clause, Contract accounts, Accounting for material, Accounting for plant used in a contract, Contract Profit and Balance sheet entries. Operating Costing: meaning, features, principles of service costing, applications [problems on transport service only].	10	15
IV	Standard Costing and Variance Analysis: Standard Costs and Standard Costing; Uses, & Importance. Differences with Budgetary Control, Preliminary Steps. Classification of Standards. Analysis and computation of Materials, Labour Variances (elementary level) Marginal Costing: CVP analysis, calculation of Profit-volume ratio and BEP, Margin of safety..	12	18
	Semester end exam	40	60
	Internal Assessment	10	
	Total Marks(Semester end exam + Internal)	50	

Suggested Readings

- Horngren, Foster, Datar, et al., Cost Accounting- A Managerial Emphasis, Pearson
- B.Banerjee, Cost Accounting, PHI
- Jain & Narang, Cost and Management Accounting
- B Bhattacharyya, Cost and Management Accounting,
- Jawahar Lal & Seema Srivastava, Cost Accounting, TMH
- M.Y.Khan & P.K.Jain, Management Accounting, TMH
- R.Anthony, Management Accounting, Taraporewala
- Colin Drury, Management & Cost Accounting, Chapman & Hall
- K.S.Thakur, Cost Accounting, Excel Books
- Satish Inamdar, Cost & Management Accounting, Everest Publishing House
- Atkinson, Management Accounting, Pearson
- Bhattacharyya, A. K. Cost Accounting for Business Managers, Elsevier
- Ravi M Kishore, Cost and management Accounting, Taxmann
- B K Bhar, Cost Accounting

Principles and Practice of Direct Tax-II

4COMMJ-MC-08

Credit-4

Course Objective: The objective of this course is to provide an advanced level conceptual framework for understanding different aspects of direct tax, primarily income tax.

Learning Outcomes: To understand the calculation of profits and gains from business or profession and capital gain, computation of taxable income and tax liability of an assessee after considering clubbing of income and set off and carry forward of losses.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	Contents of the Course	M	L
I	Heads of Income and Provisions governing Heads of Income Profits and Gains from Business and Profession Special emphasis on sec 32, 35, 35D, 36, 37, 40A(2), 40A(3), 43B (Excluding presumptive taxation)	16	24
II	Capital Gain Meaning and types of capital assets, basic concept of transfer, cost of Acquisition, cost of improvement and indexation, computation of STCG and LTCG, exemptions u/s 54 and 54F, taxability of STCG and LTCG	12	18
III	Income of other Persons included in Assessee's Total Income: Remuneration of spouse, income from assets transferred to spouse and Son's wife, income of minor Set off and Carry Forward of Losses: Mode of set off and carry forward, inter source and inter heads Computation of total income and tax payable of assesses other than individual	12	18
	Semester end exam	40	60
	Internal Assessment	10	
	Total Marks(Semester end exam + Internal)	50	

Suggested Readings:

- Singhania, V. and Singhavia, M., Students' guide to Income Tax, Taxmann
- H C Sengupta, Direct & Indirect Tax
- Lal & Vashist, Income Tax and Central Sales Tax, Pearson
- Ahuja & Gupta, Systematic Approach to Income Tax, Bharat
- V.S. Datey, Indirect Taxes Laws and Practice, Taxmann
- Bangar and Bangar, Students' guide to Indirect Tax, Aadhya Prakashan

Fundamentals of Auditing

4COMMJ-MC-09

Credit-4

The objectives of the course: The course is designed to provide in-depth study of auditing principles, concepts, and Practices. Further, it will provide the student with a working knowledge of auditing procedures and techniques, standards, ethics and legal environment, audit tools as well as audit reports.

Learning outcomes: The course will help learners to

- Described about the concept, types & methods of auditing.
- Acquired knowledge about vouching of cash and credit transactions, verification of assets and liabilities
- Comprehend the knowledge about appointment, rights, duties and responsibility of auditor
- Acquired knowledge of audit documentation and audit evidence

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	Contents of the Course	M	L
I	Introduction: Definition-Nature-Scope and Objectives of Independent Financial Audit-Limitation. Basic Principles Governing an Audit-Relation between Accounting and Auditing. Errors and Fraud- Concepts, Means of doing Fraud, Purpose- Conditions which increase the Risk of Fraud and Error-Auditor's responsibility towards detection and reporting. Classification- Objective wise (Internal and Independent Financial audit), Periodicity wise (Periodical, Continuous, Interim, Final, Limited Review) Technique wise (Balance sheet, Standard, Systems, EDP), Coverage wise (Complete, Partial), Organization structure wise (Statutory, Non- statutory), Specific Matter Wise (Cost, Management, Secretarial, Tax, Environment, Human Resource, Social, Operational, Propriety, Stock, Public Deposit, Corporate Governance, Cash Flow, Compliance, Performance etc.).	8	12
II	Auditing Procedures and Techniques: Auditing Engagement-Audit Planning-Audit Programme, Audit Working Papers, Ownership and Custody of Working Papers-Audit File (Permanent, Current) – Audit note Book- Audit Memorandum. Audit Evidence- Concept, Need, Procedure to obtain Audit Evidence, Sources and Reliability, Methods. Preparation Before Commencement of a New Audit.	8	12
III	Internal Control and Internal Audit Internal Check-Definition, Objective, Preparation of checklists. Internal Control-Definition, Objectives, Evaluation, Internal control in Computerized Environment, ICQ and its Preparation, Comparison with Internal Check. Internal Audit-Definition, Objectives, Regulatory Requirements (Companies Act), Reliance by Statutory Auditor on Internal Auditor's Work. Audit Risk- Concept, Types and their Assessment Procedure.	8	12
IV	Company Audit: Qualification, Disqualification, Appointment, Removal, Remuneration of Auditors. Audit Ceiling-Status, Power, Duties and Liabilities of auditors. Branch Audit-Joint Audit- Special Audit. Maintenance of Books of Account –Related Party Disclosures- Segment Reporting. Divisible Profit, Dividend and Depreciation (Companies Act, Standards on Accounting, Legal Decisions and Auditor's Responsibility). Representations by Management-Contents of Annual Report (A Brief idea).	8	12
V	Audit Report and Certificate- Definition, Distinction between Report and Certificate- Types of Reports/Opinion, Contents of Audit Report True and Fair View (Concept and Guiding Factors) -Materiality (Concepts and Relevance) - Limited Review- Disclosures. Certificate on Corporate Governance.	8	12
	Semester end exam	40	60
	Internal Assessment	10	
	Total Marks(Semester end exam + Internal)	50	

Suggested Reading

- Gupta, Kamal, Contemporary Auditing, TMH

- Tandon, B.N., Principles of Auditing, S. Chand & Co.
- Sharma, T.R., Auditing Principles & Problems, Sahitya Bhavan, Agra
- Spicer & Pegler, Practical Auditing
- Woolf, Emile, Auditing Today
- Basu, Sanjib Kumar, Fundamentals of Auditing, Pearson
- Auditing Assurance Standards and Guidelines issued by ICAI

Introduction to Marketing Management

4COMMN-MN-04

Credit: 04

Course Objective: To impart knowledge about marketing theories, principles, strategies and concepts and how they are applied.

Learning Outcomes: Students will be able to demonstrate an understanding of fundamental concepts of marketing. Identify the scope of marketing covering different functions of a marketing manager. Identify ethical and legal implications of marketing decisions.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	Contents of the Course	M	L
I	Introduction: Nature, scope and importance of marketing; Selling vs. Marketing; Marketing mix, Marketing environment: concept, importance, and components (Economic, Demographic, Technological, Natural, Socio-Cultural and Legal).	8	10
II	Consumer Behaviour and Market segmentation: Consumer Behaviour: Nature and Importance, Factors influencing consumer buying behaviour. Market segmentation: concept, importance and bases; Product differentiation vs. market segmentation.	8	10
III	Product: Concept and importance, Product classifications; Concept of product mix; Branding, packaging and labelling; Product life-cycle; New Product Development Process.	6	10
IV	Pricing, Distribution Channels and Physical Distribution: Pricing: Significance. Factors affecting price of a product. Pricing policies and strategies. Distribution Channels and Physical Distribution: Channels of distribution - meaning and importance; Types of distribution channels; Factors affecting choice of distribution channel.	10	15
V	Promotion and Recent developments in marketing: Promotion: Nature and importance of promotion; Communication process; Types of promotion: advertising, personal selling, public relations & sales promotion, and their distinctive characteristics. Recent developments in marketing: Social Marketing, online marketing, direct marketing, services marketing, green marketing, Rural marketing; Consumerism	8	15
	Semester end exam	40	60
	Internal Assessment	10	
	Total Marks(Semester end exam + Internal)	50	

Suggested Readings:

- Kotler & Keller, Marketing Management, Pearson
- Ramaswamy and Namakumari, Marketing Management, McMillan
- Bhagwati, Pillai, Marketing Management, S.Chand
- Verma & Duggal, Marketing Management, Oxford
- Venugopal, P., Marketing Management, Sage
- Saxena, Marketing Management, McGraw Hill

SEMESTER – V**Corporate Accounting – I****5COMMJ-MC-10****Credit-4**

Objective of the Course: The objective is to help students in acquiring basic knowledge of company accounting.

Learning Outcomes: On successful completion of the course students will be able to:

- (1) Develop a basic idea on the different modes of share issue in the corporate world.
- (2) Learn the process for redemption of preference shares capital
- (3) Construct the Restructuring of capital structure in the financial statement of Joint stock company ltd.
- (4) Prepare corporate financial statements with some important and relevant adjustments.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	Contents of the Course	M	L
I	Issue of Shares: IPO, FPO, Book Building Process, Private Placement, Employee Stock Option Scheme and Employee Stock Purchase Scheme Buy Back of Securities – meaning, rules and accounting. Redemption of Preference Shares – Rules and Accounting (with and without Bonus Shares)	10	16
II	Alteration of Share Capital: Conversion of fully paid shares into stock; Equity Shares with different rights. Internal reconstruction – meaning, provisions and Accounting, Surrender of Shares for redistribution; preparation of Balance Sheet after reconstruction.	10	12
III	Company Final Accounts -Introduction to Schedule III; Treatment of Income Tax; Rules for and Determination of Managerial Remuneration; Dividend and applicable tax (out of current profit); Tax on net profit (without deferred tax); Basic and Diluted EPS; Preparation of Statement of Profit & Loss and Balance Sheet.	10	16
IV	Cash Flow Statement - Meaning, objectives, preparation and presentation as per IndAS 7, IFRS: Concept, importance, Benefits, Scope, Adoption in India, Present Status	10	16
	Semester end exam	40	60
	Internal Assessment	10	
	Total Marks(Semester end exam + Internal)	50	

Note: Units I to IV to be covered in accordance to Companies Act 2013, and Relevant Accounting Standard, if applicable.

Suggested Readings

- Hanif and Mukherjee: Corporate Accounting; McGraw Hill
- Paul and Paul: Corporate Accounting (Vol – I and II); New Central Book Agency
- Sehgal and Sehgal: Corporate Accounting; Taxmann Publication
- Basu and Das: Corporate Accounting; Rabindra Library
- Companies Act, 2013
- AS and Ind AS issued by ICAI

Management Accounting-I

5COMMJ-MC-11

Credit-4

Objective of the Course: The objective is to help students in acquiring basic knowledge of management accounting.

Learning Outcomes: The students will be able to understand the basics of management accounting. It will also help students to be aware of different types of ratios and their computation. Preparation of various budgets and management of working capital is also imparted.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	Contents of the Course	M	L
I	Introduction: Meaning, Objectives, Nature and Scope of management accounting, Difference between cost accounting and management accounting, Cost control and Cost reduction, value maximization, profit maximization.	10	15
II	Financial Ratio Analysis: Meaning, objective, Classification of Accounting Ratios, Advantages & Limitations, Preparation of Financial Statement and Statement of Proprietor's Fund from the given Ratios. Computation, Analysis and Interpretation of important ratios for measuring – Liquidity, Solvency, Profitability and Managerial Effectiveness.	12	18
III	Budget and Budgetary Control: The budget manual, principal budget factor, preparation and monitoring procedures, preparation of functional budgets (Production, Sales, Materials), cash budget, (idea of master budget), flexible budget.	10	15
IV	Working Capital Management: Different concepts of Working Capital, Concept of Operating Cycle – including weighted operating cycle, Components of Working Capital, Need of Working Capital, Working Capital Requirement Forecast. Working capital financing – sources and policies.	8	12
	Semester end exam	40	60
	Internal Assessment	10	
	Total Marks(Semester end exam + Internal)	50	

Suggested Readings:

- B.Banerjee, Cost Accounting, PHI
- Jain & Narang, Cost and Management Accounting
- B Bhattacharyya, Cost and Management Accounting,
- JawaharLal & Seema Srivastava, Cost Accounting, TMH
- M.Y.Khan & P.K.Jain, Management Accounting, TMH
- Colin Drury, Management & Cost Accounting, Chapman & Hall
- K.S.Thakur, Cost Accounting, Excel Books
- Satish Inamdar, Cost & Management Accounting, Everest Publishing House
- Atkinson, Management Accounting, Pearson
- Bhattacharyya, Ashish K., Cost Accounting for Business Managers, Elsevier
- S Kr Paul, Management Accounting, New Central Book agency
- Arora, M.N. Management Accounting. Vikas Publishing House, New Delhi.
- Maheshwari, S.N. and S.N. Mittal. M a n a g e m e n t Accounting. Shree Mahavir Book Depot, New Delhi.

Business Mathematics

5COMMN-MN-05

Credit-4

Objective of the Course: To familiarize the students with basic mathematical tools and the application of the same to business and economic situations.

Learning Outcomes: The students after completion of the program will be able to understand the mathematical

concepts and terminology involved in Algebra, Derivatives and basic arithmetic operations on Matrices. They will be able to interpret and solve business related problems.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	Contents of the Course	M	L
I	Introduction: -Definition; Importance and scope of Mathematics in business decisions; Limitations. Permutations & Combinations	6	6
II	Arithmetic Progression (AP) & Geometric Progression (GP) Logarithm	6	8
III	Compound Interest and Annuities: Different types of interest rates; Concept of Present value and amount of sum; Types of annuities; Present value and amount of an annuity; including the case of continuous compounding; Valuation of simple loans and debentures; Problems relating to sinking funds.	6	6
IV	Calculus I Mathematical functions and their types- linear, quadratic, polynomial, exponential, Logarithmic function Concepts of limit, and continuity of a function Concept and rules of differentiation, Maxima and Minima involving second or higher order derivatives.	8	15
V	Calculus II Partial Differentiation: Partial derivatives up to second order; Homogeneity of functions and Euler's theorem; Total differentials; Differentiation of implicit functions with the help of total differentials Integration: Standard forms. Methods of integration – by substitution, by parts, and by use of partial fractions; Definite integration; Finding areas in simple cases.	8	15
VI	Matrices and Determinants Algebra of matrices. Inverse of a matrix, Matrix Operation – Business Application Solution of system of linear equations (having unique solution and involving not more than three variables) using matrix inversion Method and Cremer's Rule.	6	10
	Semester end exam	40	60
	Internal Assessment	10	
	Total Marks(Semester end exam + Internal)	50	

Suggested Readings:

- M. Raghavachari, Mathematics for Management, Tata McGraw-Hill
- N K Nag, Business Mathematics
- S. Baruah, Basic Mathematics and its Application in Economics, Macmillan
- R. S. Bhardwaj, Mathematics for Economics and Business, Excel Books
- P. K. Giri and J. Bannerjee, Introduction to Business Mathematics, Academic Publishers
- S. N. Dey, Business Mathematics and Statistics, Chhaya Prakashani
- J. Chakrabarti, Business Mathematics and Statistics, Dey Book Concern
- V. K. Kapoor, Essentials of Mathematics for Commerce and Economics, Sultan Chand
- D.C. Sancheti and V. K. Kapoor, Business Mathematics, Sultan Chand and Sons
- Akhilesh and Balasubrahmanyam, Mathematics and Statistics for Management, (Vikash Publishing House Pvt.Ltd.)

Business Law

5COMMJ-DSE-01

Credit-4

Objective of the Course: This course is designed to provide the student with knowledge of the legal environment in which businesses operate, and to provide the student with knowledge of legal principles in India.

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

1. appreciate the relevance of business law to businesses and identify the fundamental legal principles behind contractual agreements.

2. understand the legal provisions with regard to The Sale of Goods Act, 1930 in India.
3. understand the legal set up in which a partnership firm operates.
4. understand the legal provisions by which a consumer safeguards from ill practices of businesses houses.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	Contents of the Course	M	L
I	The Indian Contract Act, 1872: General Principle of Law of Contract Contract – meaning, characteristics and kinds; Essentials of a valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects. Void agreements; Discharge of a contract – modes of discharge, breach and remedies against breach of contract; Contingent contracts; Quasi - contracts	10	15
II	The Sale of Goods Act, 1930: Contract of sale, meaning and difference between sale and agreement to sell; Conditions and warranties Transfer of ownership in goods including sale by a non-owner Performance of contract of sale	6	9
III	The Partnership Act, 1932: Nature and Characteristics of Partnership Registration of a Partnership Firms Types of Partners Rights and Duties of Partners Mode of Dissolution of Partnership	8	12
IV	The Limited Liability Partnership Act, 2008: Salient Features of LLP, Differences between LLP and Partnership, LLP and Company, LLP Agreement, Partners and Designated Partners, Incorporation Document, Incorporation by Registration, Partners and their Relationship.	8	12
V	Consumer Protection Act 2019: Introduction: objective of the Act, definitions of complaint, consumer; consumer dispute, goods, services, etc. Objectives of Central Council and State Council, Consumer Dispute Redressal Agencies: composition and jurisdiction of district forum, State Commission and National Commission; Manner of Lodging a Complaint: procedure of complaint; findings of District Forum, Appeal	8	12
	Semester end exam	40	60
	Internal Assessment	10	
	Total Marks(Semester end exam + Internal)	50	

Suggested Readings:

- M.C. Kuchhal, and Vivek Kuchhal, Business Law, Vikas Publishing House, New Delhi.
- Avtar Singh, Business Law, Eastern Book Company, Lucknow.
- Ravinder Kumar, Legal Aspects of Business, Cengage Learning
- Biswajit Paul & Pinaki Ghosh, Business Law, ABS Publishing House, Kolkata.
- SN Maheshwari and SK Maheshwari, Business Law, National Publishing House, New Delhi.
- Aggarwal S K, Business Law, Galgotia Publishers Company, New Delhi.
- Bhushan Kumar Goyal and Jain Kinneri, Business Laws, International Book House
- Sushma Arora, Business Laws, Taxmann Pulications.
- Akhileshwar Pathak, Legal Aspects of Business, McGraw Hill Education, 6thed.
- P C Tulsian and Bharat Tulsian, Business Law, McGraw Hill Education
- Sharma, J.P. and Sunaina Kanojia, Business Laws, Ane Books Pvt. Ltd., New Delhi

[Note: Latest edition of textbooks should be used]

Indian Financial System

5COMMJ-DSE-02

Credit-4

Objective of the Course: The objective is to help students in acquiring basic knowledge of the financial system in India.

Learning Outcomes: After the completion of this course, students should be able to:

- understand the importance of the financial system;
- describe the structure and working of the money market and capital market;

- outline the structure of the banking system; and
- examine the working of the capital market along with its various instruments and intermediaries.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	Contents of the Course	M	L
I	Introduction to Indian Financial System: Meaning and significance; Role of finance in an economy, Components, Kinds of finance– Rudimentary finance, Direct and Indirect finance; Role of financial intermediaries. The structure of the Indian Financial System, An overview of financial markets in India.	8	12
II	Money and Indian Banking System: Functions; Alternative measures to money supply in India – Their different components; Commercial Banks – Importance and functions; Structure of Commercial banking system in India; Distinction between Commercial and Central bank; Credit Creation Process of Commercial banks; High powered money – meaning and uses – Concept of Money Multiplier. The Reserve Bank of India: Functions; Instruments of Monetary and Credit control, Main features of Monetary Policy since independence.	10	14
III	Money Market: Concept, Structure of Indian Money Market, Acceptance Houses, Discount Houses, Call money market, Recent trends of Indian money markets.	6	10
IV	Capital Market: Concept, Security market, Primary & Secondary markets- Functions & Role, Functionaries of stock exchanges-Brokers, Sub- Brokers, Jobbers, Consultants, Institutional Investors & NRIs.	8	12
V	Financial Regulation: Grievances concerning Stock Exchange dealings & their removal, Grievance Redressal Cell in Stock Exchanges, Company Law Board, Judiciary & Media Regulation of the Capital Market and Money Market, The Role of DFHI and the Securities exchange board of India (SEBI).	8	12
Semester end exam		40	60
Internal Assessment		10	
Total Marks(Semester end exam + Internal)		50	

Suggested Readings:

- L M Bhole, and Jitendra Mahakud. Financial Institution and Markets, McGraw-Hill Education
- Khan, M.Y. Indian Financial System, McGraw-Hill Education.
- Dhanekar. Pricing of Securities. New Delhi: Bharat Publishing House.
- Prasanna, Chandra. Financial Management: Theory and Practice. McGraw-Hill Education.
- Clifford Gomez, Financial Markets, Institutions and Financial Services, PHI Learning
- MY Khan and PK Jain. Financial Services. McGraw Hill Education.
- Singh, J.K. Venture Capital Financing in India. Dhanpat Rai and Company, New Delhi.
- Annual Reports of Major Financial Institutions in India.

[Note: Latest edition of textbooks should be used]

Investment Planning and Avenues

VAC3.1

Credit-2

Objective of the course: The course will prepare learners to create effective awareness about basic financial opportunities with the help of savings, investments, insurance and retirement schemes available in India.

Learning outcomes: After completion of the course, the learners will be able to acquire knowledge of

1. Interest and inflation rate
2. various savings and investment schemes offered by banks and post offices in India
3. Retirement plans
4. investment opportunities in mutual funds.

Exam Duration: 2 hrs.

Marks: 25

Lectures: 30

U	Contents of the Course	M	L
I	Introduction: Concept of Simple Interest, Compound Interest and Inflation, REPO and Reverse REPO rate; relationship between interest and inflation;	4	5
II	Bank & Post Office: Various savings schemes available in Banks and post offices in India and their features, eligibility criteria, tax implications, rate of interest,	6	7

	maturity period, premature closure, nomination facilities etc. [e.g.- Fixed deposit, Recurring deposits, Public Provident Fund (PPF), Sukanya Samridhi Account (SSA), Senior Citizen Savings Scheme (SCSS), Kishan Vikas Patra (KVP), Monthly Income Scheme (MIS), National Savings Certificate (NSC) etc.]		
III	Retirement Benefit Plan: Basic concept of retirement benefit plan, various Govt. sponsored retirement benefit plans available in India and their features, eligibility criteria, tax implications, rate of interest, maturity period, premature closure, nomination facilities etc. [e.g.- National Pension System (NPS), Atal Pension Scheme (APS), PM Vaya Vandhana Scheme (PM VVS) etc.]	5	5
IV	Mutual Fund: An overview of mutual fund (MF), history of MF, types of MF, features of MF, advantages and disadvantages of MF, income tax implication of MF, NAV, how to invest in MF etc. Basic concept of Equity Linked Savings Scheme (ELSS) and Systematic Investment Plan (SIP), their advantages and disadvantages, features etc.	6	8
V	Insurance: purpose of insurance schemes, types of insurance, various Govt. sponsored insurance schemes available in India and their features, eligibility criteria, tax implications, maturity period, premature closure, nomination facilities etc. [e.g.- Postal Life Insurance (PLI), PM Jeevan Jyoti Bima Scheme (PM JJBS), PM Suraksha Bima Scheme (PM SBS) etc.]	4	5
	Semester end exam	25	30
	Internal Assessment	00	
	Total Marks(Semester end exam + Internal)	25	

Note: Any new savings/ investment/ Retirement/ insurance scheme launched by the Govt. of India may be incorporated in the syllabus after reviewing the same in the UG BoS.

Suggested Readings:

- Madhu Sinha, Financial Planning: A Ready Reckoner, McGraw Hill
- Dr Ajit S Thite, Dr Pradip Kumar Sinha, Personal Financial Planning, Nirali Prakashan
- Joydeep Sen, Financial Planning & Wealth Management: Concepts and Practice, Shroff Publisher
- IIBF's Introduction to Financial Planning, Indian Institute of Banking & Finance

SEMESTER – VI**Corporate Accounting – II****6COMMJ-MC-12****Credit-4**

Objective of the Course: The objective is to help students in acquiring advanced knowledge of company accounting.

Learning Outcomes: On successful completion of the course, students will be able to:

- (1) Maintain and analyse the records of Investment accounts.
- (2) Calibrate the procedure involved in Amalgamation of companies.
- (3) Determine the value of shares and goodwill under various recognised methods of accounting.
- (4) Construct the consolidated balance sheet of the holding company with an emphasis on special transactions.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	Contents of the Course	M	L
I	Investment Accounts- Maintenance of Investment Ledger; Preparation of Investment Account (transaction with brokerage, STT, cum & ex-interest), Valuation of Investment under FIFO and Average method; Investment Account for Shares Relevant Accounting Standard.	8	12
II	Amalgamation of Companies- Meaning; relevant standard and meaning of different terms, Accounting in the books of Transferor Company. Accounting in the books of Transferee (both for amalgamation in the nature of Merger and of Purchase); inter-company transactions (Excluding intercompany investment).	10	15
III	Valuation of Goodwill and Shares- Goodwill – valuation using different methods, i.e., Average Profit, Super Profit, Capitalisation and Annuity. Shares – Valuation using different methods: Intrinsic, Earnings, Dividend Yield, Earnings-Price, Cum-div and Ex-div, Majority and Minority view and Fair Value.	10	15
IV	Holding Company- Meaning of Holding Company, Subsidiary Company and Associate Company – Significant influence and control; relevant standard (AS - 21); Consolidation of Accounts; Non-controlling Interest – Basic principles and preparation of Consolidated Balance Sheet (CBS); CBS with loss balance of Subsidiary Treatment for: Revaluation of Assets of Subsidiary, Intragroup Transactions, Holding of different securities. Consideration of dividend paid or proposed by Subsidiary in CBS; Bonus Shares issued or proposed to be issued by Subsidiary (excluding shares acquired on different dates by the Parent company, chain and cross holding).	12	18
	Semester end exam	40	60
	Internal Assessment	10	
	Total Marks(Semester end exam + Internal)	50	

Note: Units I to IV to be covered in accordance to Companies Act 2013, and Relevant Accounting Standard, if applicable

Suggested Readings

- Hanif and Mukherjee: Corporate Accounting; McGraw Hill
- Pal and Paul: Corporate Accounting (Vol – I and II); New Central Book Agency
- Sehgal and Sehgal: Corporate Accounting; Taxmann Publication
- Basu and Das: Corporate Accounting; Rabindra Library
- Companies Act, 2013 [as amended time to time]
- AS and Ind AS issued by ICAI

Business Ethics and Corporate Governance

6COMMJ-MC-13

Credit-4

Objective of the Course: This course provides a framework for analysing issues related to the ethical aspects and governance of corporations derived from a comprehensive understanding of the concepts and issues associated with corporate governance practices and mechanisms.

Learning Outcomes: Upon successful completion, students will have the knowledge and skills to:

1. Understand various ethical issues related to business.
2. Demonstrate a solid understanding of the purpose and nature of corporations.
3. Evaluate different stakeholders' roles and significance in relation to corporate governance.
4. Explain the importance of regulation, markets and information in corporate governance.
5. Critically assess governance concerns for individual corporations and their stakeholders.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	Contents of the Course	M	L
I	Introduction of Business ethics – Meaning - Scope – Types of Ethics – features – Factors influencing Business Ethics – significance of Business Ethics - Arguments for and against business ethics- Basics of business ethics - Corporate Social Responsibility and Business Ethics.	8	12
II	Principles of Business Ethics: Introduction – Meaning – Element – Ethics, Morale, Business ethics, Ethical dilemma [basic idea, features and significance of each of element]	8	12
II	Introduction of Corporate governance: Concept of Corporate Governance, Scope, Reports on Corporate Governance and its benefits and limitations. Principles of Corporate Governance, corporate governance and organisation success. Corporate governance in India	8	12
III	Regulators' role in Corporate Governance: Role played by regulators to improve corporate governance, accounting standards and corporate governance, corporate disclosure, insider trading; The Board –Quality, Composition and role of Board, Outside Directors on the board (independent, nominee), Executive and Non-Executive directors, SEBI clause 49, directors and financial institutions in enhancing corporate governance, critical issues in governance of board directors, CEO Duality.	8	12
IV	Corporate social responsibility: Meaning, Evolution of corporate social responsibility, common indicators for measuring business social performance, reporting social responsibility measures in annual reports.	8	12
	Semester end exam	40	60
	Internal Assessment	10	
	Total Marks(Semester end exam + Internal)	50	

Suggested Readings:

- Sandeep Goel, Corporate Governance: Principles and Practices, McGraw Hill
- Subhas Chandra Das, Corporate Governance in India- An Evaluation, PHI
- Kesho Prasad, Corporate Governance: Ethics and Corporate Citizenship, PHI
- Jayati Sarkar and Subrata Sarkar, Corporate Governance in India, Sage
- Arindam Das, Corporate Governance in India, Routledge
- A. C. Fernando, Corporate Governance: Principles, Policies and Practices, Pearson Education

Business Statistics

6COMMN-MN-06

Credit-4

Objective of the Course: The main objective of the course is to familiarize the students with the basic Statistical Data Analysis tools that can be used for effective decision making in the field of business operation.

Learning Outcomes: After successful completion of the course students will be able to:

- (1) Summarize and analyse statistical data to solve practical business related problems.
- (2) Distinguish among different scales of measurement and their implications for solving problems.
- (3) Create tables and graphs to format, organize, and interpret data; summarize and present data.
- (4) Calculate and analyse numerical descriptive measures for a given data set.
- (5) Calculate the measures of central tendency and variation.
- (6) Establish relationships between various variables.
- (7) Apply concepts of probability to solve problems and Interpret the statistical findings for decision making in business.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	Contents of the Course	M	L
I	Introduction to Statistics: Collection, Classification and Presentation of Statistical Data – Primary and Secondary data; Methods of data collection; Tabulation of data; Graphs and charts; Frequency distributions; Diagrammatic presentation of frequency distributions. Measures of Central Tendency – Common measures of central tendency – mean, median and mode; Partition values – quartiles, deciles, percentiles.	8	12
II	Measures of Dispersion – Common measures of dispersion – range, quartile deviation, mean deviation and standard deviation; Measures of relative dispersion. Moments, Skewness and Kurtosis – Different types of moments and their relationships; Meaning of skewness and kurtosis; Different measures of Skewness and Kurtosis.	8	12
III	Correlation and Regression –Scatter diagram; Simple correlation coefficient; Simple regression lines; Spearman’s rank correlation; Measures of association of Attributes.	6	10
IV	Index Numbers:- Means and types of index numbers ; Problems in construction of index numbers; Methods of construction of price and quantity indices; Tests of adequacy; errors in index numbers; Chain-base index numbers; Base shifting, splicing, deflating; Consumer price index and its uses.	6	8
V	Time Series Analysis:- Causes of variation in time series data; Components of time series; Additive and multiplicative models; Determination of trend by semi average, moving average and least squares (linear, second degree and exponential) methods.	6	10
VI	Concept of Probability: Theory of Probability. Approaches to the calculation of probability; Calculation of event probabilities. Addition and multiplication laws of probability (Proof not required); Conditional probability, Expectation and variance of a random variable.	6	8
	Semester end exam	40	60
	Internal Assessment	10	
	Total Marks(Semester end exam + Internal)	50	

Suggested Readings

- S. N. Dey, Business Mathematics and Statistics, Chhaya Prakashani
- J. Chakrabarti, Business Mathematics and Statistics, Dey Book Concern
- Akhilesh and Balasubrahmanyam, Mathematics and Statistics for Management, (Vikash Publishing House Pvt.Ltd.)
- G. C. Beri, Business Statistics, Tata McGraw Hill
- J K Sharma, Business Statistics, Pearson Education
- Goon, Gupta and Dasgupta, Fundamentals of Statistics, The World Press
- R. I. Levin and D.S. Rubin, Statistics for Management, Prentice Hall

- S.C.Gupta, Fundamentals of Statistics, Himalaya Publishing House
- N.G. Das, Statistical Methods in Commerce, Accountancy & Economics, TMH
- S.P.Gupta, Statistical Methods, Sultan Chand and Sons
-

Corporate Law

6COMMJ-DSE-03

Credit-4

Objective of the Course: To impart basic knowledge of the provisions of Companies Act 2013.

Learning Outcomes:

- (1) Understanding the regulatory aspects and broader procedural aspects involved in different Types of company under Companies Act and Rules thereunder.
- (2). Follow the basic legal documents and their usage essential for operations and management of a company.
- (3) Understanding about the types of directors and their responsibilities, different types of meetings, various committees and the process of Winding up of Companies.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	Contents of the Course	M	L
I	Introduction: Companies Act, 2013 – Introduction, Characteristics of a company; lifting of corporate veil; types of companies.	6	10
II	Documents: Memorandum of association, articles of association, Doctrine of constructive notice and indoor management, prospectus; prospectus-shelf and red herring prospectus, misstatement in prospectus, GDR; book-building.	8	12
III	Formation of Company: Essential steps; procedure for registration and incorporation; certificate of incorporation and commencement of business; promoters – legal status, duties, liabilities and remuneration; allotment of shares.	8	12
IV	Share Capital: Equity and preference shares, stock, issue, allotment and forfeiture of share, transmission of shares, buyback and provisions regarding buyback; issue of bonus shares; dematerialized shares, sweat equity shares, ESOP, Debentures – concepts and classifications.	8	12
V	Board of Management: Directors; classification of directors, women directors, independent director, small shareholder’s director; disqualifications, director identity number (DIN); appointment; Legal positions, powers and duties; removal of directors; Key managerial personnel, managing director, manager; Meetings: Meetings of shareholders and board of directors; Types of meetings, Convening and conduct of meetings, Requisites of a valid meeting, postal ballot, meeting through video conferencing, e-voting. Committees of Board of Directors - Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee, Corporate Social Responsibility Committee, winding up – modes.	10	14
	Semester end exam	40	60
	Internal Assessment	10	
	Total Marks(Semester end exam + Internal)	50	

Suggested Readings:

- MC Kuchhal, Modern Indian Company Law, ShriMahavir Book Depot (Publishers), Delhi.
- GK Kapoor and Sanjay Dhamija, Company Law, Bharat Law House, Delhi.
- Anil Kumar, Corporate Laws, Indian Book House, Delhi
- Biswajit Paul & Pinaki Ghosh, Corporate Law, ABS Publishing House, Kolkata.
- ReenaChadha and SumantChadha, Corporate Laws, Scholar Tech Press, Delhi.
- Avtar Singh, Introduction to Company Law, Eastern Book Company
- Ramaiya, A Guide to Companies Act, LexisNexis, Wadhwa and Buttersworth.
- Manual of Companies Act, Corporate Laws and SEBI Guideline, Bharat Law House, NewDelhi,.
- A Compendium of Companies Act 2013, along with Rules, by Taxmann Publications.
- Gower and Davies, Principles of Modern Company Law, Sweet & Maxwell

- Sharma, J.P., An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi
- [Note: Latest edition of textbooks should be used.]

Introduction to Financial Management

6COMMJ-DSE-04

Credit-4

Objective of the Course: The objective of this course is to enable the students to understand the fundamentals of financial management in the context of a corporate entity.

Learning Outcomes: On successful completion of the course the students shall be able to:

- (1) Recognize the importance of financial management from a strategic perspective.
- (2) Compute cost of capital and develop innovative financial strategies.
- (3) Analyze the capital structure decisions through relevant models.
- (4) Perform risk analysis in business.
- (5) Discuss the dividend policy of a firm.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	Contents of the Course	M	L
I	Introduction: Nature, scope and objective of Financial Management, Time value of money, Risk and return	6	8
II	Sources of Finance and Cost of Capital: Different sources of finance; long term and short term sources. Cost of capital: concept, relevance of cost of capital, Implicit and Explicit cost, specific costs (its computation) and weighted average cost (its computation) , rationale of after tax weighted average cost of capital, marginal cost of capital (its computation).	6	12
III	Capital structure: Theories of Capital Structure (Net Income, Net Operating Income, Traditional Approach); Determinants of capital structure.	7	10
IV	Leverage: Concept of leverage, Operating Leverage, Financial Leverage and Total Leverage.	7	10
V	Capital Budgeting: Meaning and importance, Determination of cash inflows and outflows, Methods of Appraisal: Payback Period, Discounted Payback Period, Accounting Rate of Return, Net Present Value, Internal Rate of Return, Profitability.	7	10
VI	Dividend Decisions: Meaning, Nature and Types of Dividend, Dividend and Retention; concept of pay-out ratio, retention ratio and growth. Dividend policies and formulating a dividend policy	7	10
	Semester end exam	40	60
	Internal Assessment	10	
	Total Marks(Semester end exam + Internal)	50	

Suggested Readings

- James C. Van Horne and Sanjay Dhamija, Financial Management and Policy, Pearson Education
- Levy H. and M. Sarnat. Principles of Financial Management. Pearson Education
- Brigham and Houston, Fundamentals of Financial Management, Cengage Learning
- Khan and Jain. Basic Financial Management, McGraw Hill Education
- Prasanna Chandra, Fundamentals of Financial Management. McGraw Hill Education
- Singh, J.K. Financial Management- text and Problems. Dhanpat Rai and Company, Delhi.
- Rustagi, R.P. Fundamentals of Financial Management. Taxmann Publication Pvt. Ltd.
- Singh, Surender and Kaur, Rajeev. Fundamentals of Financial Management. Mayur Paperback, New Delhi.
- Pandey, I.M. Financial Management. Vikas Publications.
- Bhabatosh Banerjee, Fundamentals of Financial Management, PHI Learning

4. General Information and Guidelines:

- (i) MC/ DSC = Major Course or Discipline Core Course, MinC = Minor Course, MDC = Multi-Disciplinary Course, AEC = Ability Enhancement Course, SEC = Skill Enhancement Course, VAC = Value Added Course.
- (ii) U = Unit, M = Marks, L = Minimum Number of Lectures
- (iii) Generally, for 50 marks course, 40 marks are allotted for End semester written examination and 10 for Internal Assessment based on objective criteria.
- (iv) Practical papers also have internal evaluation along with end semester practical examinations.
- (v) Each course is of 50 marks except AEC and VAC. Courses of AEC and VAC are of 25 marks and there will be no internal evaluation for these two courses. End Semester question paper for each course of AEC and VAC will be of MCQ type with 25 questions carrying 1 mark for each question.
- (vi) One Credit = 1 hour duration of teaching (lecture/tutorial) or 2 hours duration of practical period.

5. Internal Assessment: Suggested Guidelines

Generally, 10 Marks are allotted in each paper for internal assessment (except ENVS, and Dissertation/ Project Work, AEC and VAC):

Activity	Marks
Attendance	4
Internal Evaluation (Class test/MCQ/Behaviour/Viva Voce etc)	6
Internal Assessment (matter be conducted by the respective department of the concerned college as per the guidelines/instructions provided by the Controller of Examinations, UGB from time to time.)	10

The college may apply any other mode of internal assessment, if they feel that such mode of assessment is more appropriate. But appropriate records should be kept ready and be supplied as and when asked by the University authority, if need arises.

6. Practical Examination: Suggested Guidelines

- For each practical paper, 10 marks is allotted for internal assessment and 40 marks is allotted for end semester practical examination.
- The end semester Practical examination will be conducted in the allotted centres (preferably one in the district of Malda, one in the district of Uttar Dinajpur and one in the district of Dakshin Dinajpur) with at least one internal examiner and one external examiner. Both internal and external examiners are to be appointed by the Controller of Examinations as recommended by the UG-BoS, University of Gour Banga.
- The question paper of the Practical papers will not be moderated by the UG-BoS, it shall be prepared by the internal and external examiner based on the topic covered in concerned colleges.

7. Medium of Question Paper

Each question paper must be prepared both in English and Bengali languages up to the first 6 semesters.