# UNIVERSITY OF NORTH BENGAL
COURSE STRUCTURE FOR B.COM HONOURS PROGRAM 3 YEARS (6 SEMESTERS)
UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

## SEMESTER - I

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Course Type</th>
<th>Marks</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AECC – 1</td>
<td>Environmental Studies</td>
<td>AECC - I</td>
<td>100</td>
<td>2</td>
</tr>
<tr>
<td>DSC – 1</td>
<td>Financial Accounting</td>
<td>Core Course – I</td>
<td>75</td>
<td>5+1 (T)</td>
</tr>
<tr>
<td>DSC – 2</td>
<td>Business Law</td>
<td>Core Course – II</td>
<td>75</td>
<td>5+1 (T)</td>
</tr>
<tr>
<td>GE- 1</td>
<td>Micro Economics</td>
<td>GE-I</td>
<td>75</td>
<td>5+1 (T)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>325</strong></td>
<td><strong>20 Credits</strong></td>
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## SEMESTER - II

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Course Type</th>
<th>Marks</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AECC – 2</td>
<td>English/MIL Communication</td>
<td>AECC – II</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>DSC – 3</td>
<td>Management Principles and Applications</td>
<td>Core Course – III</td>
<td>75</td>
<td>5+1 (T)</td>
</tr>
<tr>
<td>DSC – 4</td>
<td>Corporate Laws</td>
<td>Core Course – IV</td>
<td>75</td>
<td>5+1 (T)</td>
</tr>
<tr>
<td>GE - 2</td>
<td>Macro Economics</td>
<td>GE-II</td>
<td>75</td>
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<td><strong>Total</strong></td>
<td><strong>275</strong></td>
<td><strong>20 Credits</strong></td>
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## SEMESTER - III

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<tr>
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<th>Course Title</th>
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<th>Marks</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>DSC – 5</td>
<td>Human Resource Management</td>
<td>Core Course – V</td>
<td>75</td>
<td>5+1 (T)</td>
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<tr>
<td>DSC – 6</td>
<td>Income-tax Law and Practice</td>
<td>Core Course – VI</td>
<td>75</td>
<td>5+1 (T)</td>
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<tr>
<td>DSC – 7</td>
<td>Corporate Accounting</td>
<td>Core Course – VII</td>
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<td>5+1 (T)</td>
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<tr>
<td>GE - 3</td>
<td>Business Statistics</td>
<td>GE-III</td>
<td>75</td>
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<tr>
<td>SEC - 1</td>
<td>Entrepreneurship</td>
<td>SEC - I</td>
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<td><strong>Total</strong></td>
<td><strong>375</strong></td>
<td><strong>26 Credits</strong></td>
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## SEMESTER – IV

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<thead>
<tr>
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<th>Marks</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DSC – 8</td>
<td>Cost Accounting</td>
<td>Core Course – VIII</td>
<td>75</td>
<td>5+1 (T)</td>
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<tr>
<td>DSC – 9</td>
<td>Business Mathematics</td>
<td>Core Course – IX</td>
<td>75</td>
<td>5+1 (T)</td>
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<tr>
<td>DSC – 10</td>
<td>Principles of Marketing</td>
<td>Core Course – X</td>
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<td>5+1 (T)</td>
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<tr>
<td>GE - 4</td>
<td>Indian Economy</td>
<td>GE-IV</td>
<td>75</td>
<td>5+1 (T)</td>
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<tr>
<td>SEC - 2</td>
<td>E-Commerce</td>
<td>SEC – II</td>
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<td></td>
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<td><strong>Total</strong></td>
<td><strong>375</strong></td>
<td><strong>26 Credits</strong></td>
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### SEMESTER – V

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<thead>
<tr>
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<th>Marks</th>
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<tbody>
<tr>
<td>DSC – 11</td>
<td>Computer Applications in Business</td>
<td>Core Course – XI</td>
<td>75</td>
<td>4+2 (4PP)</td>
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<tr>
<td>DSC – 12</td>
<td>Fundamentals of Financial Management</td>
<td>Core Course – XII</td>
<td>75</td>
<td>5+1 (T)</td>
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<tr>
<td>DSE – 1</td>
<td><strong>DSE – I</strong> (Any <strong>ONE</strong> of the following)</td>
<td>DSE – I</td>
<td>75</td>
<td>5+1 (T)</td>
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<tr>
<td></td>
<td>(a) Banking and Insurance</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>(b) Advertising</td>
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<td></td>
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<tr>
<td>DSE – 2</td>
<td><strong>DSE – II</strong> (Any <strong>ONE</strong> of the following)</td>
<td>DSE – II</td>
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<td>5+1 (T)</td>
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<tr>
<td></td>
<td>(a) Management Accounting</td>
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<tr>
<td></td>
<td>(b) Industrial Relations and Labour Laws.</td>
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Total 300 24 Credits

### SEMESTER – VI

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Course Type</th>
<th>Marks</th>
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<tbody>
<tr>
<td>DSC - 13</td>
<td>Auditing and Corporate Governance</td>
<td>Core Course – XIII</td>
<td>75</td>
<td>5+1 (T)</td>
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<tr>
<td>DSC - 14</td>
<td>Goods and Services Tax and Customs Duty</td>
<td>Core Course – XIV</td>
<td>75</td>
<td>5+1 (T)</td>
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<td>DSE - 3</td>
<td><strong>DSE – III</strong> (Any <strong>ONE</strong> of the following)</td>
<td>DSE – III</td>
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<td>4+2(4PP)</td>
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<tr>
<td></td>
<td>(a) Computerized Accounting &amp; Systems</td>
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<td></td>
<td>(b) Fundamentals of Investment</td>
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<tr>
<td>DSE - 4</td>
<td><strong>DSE – IV</strong> (Any <strong>ONE</strong> of the following)</td>
<td>DSE – IV</td>
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<tr>
<td></td>
<td>(a) Financial Markets, Institutions and Financial Services</td>
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<tr>
<td></td>
<td>(b) Business Research Methods and Project Work</td>
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</table>

Total 300 24 Credits

**Grand Total** 1950 140 Credits

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**Abbreviation Explained:**

AECC = Ability Enhancement Compulsory Course,  
SEC = Skill Enhancement Elective Course  
GE = Generic Elective Course,  
DSE = Discipline Specific Elective Course

**Notes:**

1. Credit determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work field work per week.
2. 1 credit also means 2 practical periods
3. 1(T) means 1 tutorial period for doubt clearing and others
4. Each semester requires 90 actual teaching days in 15-18 weeks.
5. Odd Semesters i.e. Sem. I, Sem. III and Sem. V last from July to December every year.
6. Even Semesters i.e. Sem. II, Sem. IV and Sem. VI last from January to June every year.
## B Com Honours Program: Three-Year (6-Semester) CBCS Programme

### Basic Structure: Distribution of Courses

<table>
<thead>
<tr>
<th></th>
<th>Ability Enhancement Compulsory Course (AECC)</th>
<th>2 Courses of 2 Credit Hrs. each (Total Credit Hrs. 2X2)</th>
<th>4</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Skill Enhancement Elective Course (SEC)</td>
<td>2 Courses of 2 Credit Hrs. each (Total Credit Hrs. 2X2)</td>
<td>4</td>
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<tr>
<td>2</td>
<td>CORE COURSE</td>
<td>14 Courses of 6 Credit Hrs. each (Total Credit Hrs. 14X6)</td>
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<tr>
<td>3</td>
<td>Discipline Specific Elective (DSE)</td>
<td>4 Courses of 6 Credit Hrs. each (Total Credit Hrs. 4X6)</td>
<td>24</td>
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<tr>
<td>4</td>
<td>Generic Elective (GE)</td>
<td>4 Courses of 6 Credit Hrs. each (Total Credit Hrs. 4X6)</td>
<td>24</td>
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<tr>
<td>5</td>
<td><strong>Total Credit Hrs</strong></td>
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<td><strong>140</strong></td>
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B.Com. Honours Program:
Semester - I
Course AECC - 1: Environmental Studies

Marks – 100

Common Syllabus to be notified by the Board of Studies in Environmental Science
B.Com. Honours Program:
Semester - I
Course DSC - 1: Financial Accounting

Marks: 75  Lectures: 65

Objectives: The objective of this Course is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.

CONTENTS

Unit 1: (a) Theoretical Framework  3 Lectures
   ii. The nature of financial accounting principles – Basic concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures.

(b) Accounting Process  5 Lectures
From recording of a business transaction to preparation of trial balance including adjustments

Unit 2: (a) Business Income  10 Lectures
   i. Measurement of business income-Net income: the accounting period, the continuity doctrine and matching concept. Objectives of measurement.
   ii. Revenue recognition: Recognition of expenses.

(b) Final Accounts  7 Lectures
Capital and revenue expenditures and receipts: general introduction only. Preparation of financial statements of non-corporate business entities

Unit 3: Accounting for Hire Purchase and Installment Systems, Consignment and Joint Venture 15 Lectures
   i. Hire Purchase: Calculation of interest, partial and full repossession, Hire purchase trading (total cash price basis), stock and debtors system; Concepts of operating and financial lease (theory only)
   ii. Consignment: Features, Accounting treatment in the books of the consignor and consignee.
   iii. Joint Venture: Accounting procedures: Joint Bank Account, Records Maintained by Co-venturer of (a) all transactions (b) only his own transactions. (Memorandum joint venture account).

Unit 4: Accounting for Inland Branches  15 Lectures
Concept of dependent branches; accounting aspects; debtors system, stock and debtors system, branch final accounts system and whole sale basis system. Independent branches: concept-accounting treatment: important adjustment entries and preparation of consolidated profit and loss account and balance sheet.

Unit 5: Accounting For Dissolution of the Partnership Firm 10 Lectures
Accounting of Dissolution of the Partnership Firm Including Insolvency of partners, sale to a limited company and piecemeal distribution
Note:
1. The relevant Indian Accounting Standards in line with the IFRS for all the above topics should be covered.
2. Any revision of relevant Indian Accounting Standard would become applicable immediately.

Suggested Readings:
10. Compendium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India, New Delhi
13. SP Jain &k.LNarang, Financial Accounting , Kalyani Publishers

Note: Latest edition of the text books should be used.
B.Com. Honours Program:
Semester - I
Course DSC - 2: BUSINESS LAW

Marks: 75
Lectures: 65

Objective: The objective of the course is to impart basic knowledge of the important business legislation along with relevant case law.

Contents:

Unit 1: The Indian Contract Act, 1872: General Principle of Law of Contract
13 Lectures
a) Contract – meaning, characteristics and kinds
b) Essentials of a valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects.
c) Void agreements
d) Discharge of a contract – modes of discharge, breach and remedies against breach of contract.
e) Contingent contracts
f) Quasi - contracts

Unit 2: The Indian Contract Act, 1872: Specific Contract
13 Lectures
i. Contract of Indemnity and Guarantee
ii. Contract of Bailment
iii. Contract of Agency

Unit 3: The Sale of Goods Act, 1930
13 Lectures
i. Contract of sale, meaning and difference between sale and agreement to sell.
ii. Conditions and warranties
iii. Transfer of ownership in goods including sale by a non-owner
iv. Performance of contract of sale
v. Unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer.

Unit 4: Partnership Laws
The Limited Liability Partnership Act, 2008
13 Lectures
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

Unit 5: The Negotiable Instruments Act 1881
13 Lectures
1. Meaning, Characteristics, and Types of Negotiable Instruments : Promissory Note, Bill of Exchange, Cheque
2. Holder and Holder in Due Course, Privileges of Holder in Due Course.
3. Negotiation: Types of Endorsements
4. Crossing of Cheque
5. Bouncing of Cheque
Suggested Readings:


Note: Latest edition of text books may be used.
B.Com. Honours Program:
Semester - I

Course – GE – 1: MICRO ECONOMICS

Marks: 75                      Lectures: 65

Objective: The objective of the course is to acquaint the students with the concepts of microeconomics dealing with consumer behavior. The course also makes the student understand the supply side of the market through the production and cost behavior of firms.

CONTENTS

Unit 1: Demand and Consumer Behaviour
13 lectures
Concepts of revenue: marginal and Average: Revenue under conditions of Perfect and imperfect competition Elasticity of demand: price, income and cross.
Consumer Behaviour: Indifference curve analysis of consumer behavior; Consumer’s equilibrium (necessary and sufficient conditions). Price elasticity and price consumption curve, income consumption curve and Engel curve, price change and income and substitution effects. Indifference curves as an analytical tool (cash subsidy v/s. kind subsidy). Revealed Preference Theory.

Unit 2: Production and Cost
13 lectures
Production isoquants, marginal rate of technical substitution, economic region of production, optimal combination of resources, the expansion path, isoclines, returns to scale using isoquants.
Cost of Production: Social and private costs of production, long run and short run costs of production. Economies and diseconomies of scale and the shape to the long run average cost. Learning curve and economies of scale.

Unit 3: Perfect Competition
13 lectures
Perfect competition: Assumptions. Equilibrium of the firm and the industry in the short and the long runs, including industry’s long run supply curve. Measuring producer surplus under perfect competition. Stability Analysis – Walrasian and Marshallian. Demand - supply analysis including impact of taxes and subsidy.

Unit 4: Monopoly
10 lectures
Monopoly: Monopoly short run and long run equilibrium. Shifts is demand curve and the absence of the supply curve. Measurement of monopoly power and the rule of thumb for pricing. Horizontal and vertical integration of firms. The social costs of monopoly power including deadweight loss. Degrees of price discrimination.

Unit 5: Imperfect Competition
16 lectures

Suggested Readings:
1. Pindyck, R.S., D. L. Rubinfeld and P. L. Mehta; Microeconomics, Pearson Education.
2. N. Gregory mankiw, Principles of Micro Economics, Cengage Learning
5. Case and Fair, Principles of Micro Economics, Pearson Education
7. C Snyder, Microeconomic Theory: Basic Principles and Extensions, Cengage Learning
10. AmitSachdeva, Micro Economics, KusumLata Publishers
B.Com. Honours Program:
Semester – 11

Course AECC - 2: English//MIL Communication

Marks – 50

Common Syllabus to be notified by the Board of Studies in English/ MIL subjects
Objective: The objective of the course is to provide the student with an understanding of basic management concepts, principles and practices.

Contents

Unit 1: Introduction
1. Concept: Need for Study, Managerial Functions – An overview; Co-ordination: Essence of Managership

Unit 2: Planning
1. Types of Plan – An overview to highlight the differences
2. Strategic planning – Concept, process, Importance and limitations
3. Environmental Analysis and diagnosis (Internal and external environment) – Definition, Importance and Techniques (SWOT/TOWS/WOTS-UP, BCG Matrix, Competitor Analysis), Business environment; Concept and Components
4. Decision-making – concept, importance; Committee and Group Decision-making, Process, Perfect rationality and bounded rationality, Techniques (qualitative and quantitative, MIS, DSS)

Unit 3: Organising
Concept and process of Organising – An overview, Span of management, Different types of authority (line, staff and functional), Decentralisation, Delegation of authority Formal and Informal Structure; Principles of Organising; Network Organisation Structure

Unit 4: Staffing and Leading
1. Staffing: Concept of staffing, staffing process
3. Leadership: Concept, Importance, Major theories of Leadership (Likert’s scaletheory, Blake and Mouten’s Managerial Grid theory, House’s Path Goal theory, Fred Fielder’s situational Leadership), Transactional leadership, Transformational Leadership, Transforming Leadership.
4. Communication: Concept, purpose, process; Oral and written communication; Formal and informal communication networks, Barriers to communication, Overcoming barriers to communication.

Unit 5: Control
a. Control: Concept, Process, Limitations, Principles of Effective Control, Major Techniques of control - Ratio Analysis, ROI, Budgetary Control, EVA, PERT/CPM.
b. Emerging issues in Management
Suggested Readings:


*Note: Latest edition of text books may be used.*
Objective: The objective of the course is to impart basic knowledge of the provisions of the Companies Act 2013 and the Depositories Act, 1996. Case studies involving issues in corporate laws are required to be discussed.

Contents

UNIT 1: Introduction  
20 Lectures
Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts]; Characteristics of a company; lifting of corporate veil; types of companies including one person company, small company, and dormant company; association not for profit; illegal association; formation of company, on-line filing of documents, promoters, their legal position, pre-incorporation contract; on-line registration of a company.

UNIT 2: Documents  
18 Lectures
Memorandum of association, Articles of association, Doctrine of constructive notice and indoor management, prospector-shelf and red herring prospectus, misstatement in prospectus, GDR;

UNIT 3: Management  
20 Lectures
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

UNIT 4: Depositories Law  
7 Lectures
The Depositories Act 1996 – Definitions; rights and obligations of depositories; participants issuers and beneficial owners; inquiry and inspections, penalty.

Suggested Readings:

a) MC Kuchhal, Modern Indian Company Law, Shri Mahavir Book Depot (Publishers), Delhi.
b) GK Kapoor and Sanjay Dhamija, Company Law, Bharat Law House, Delhi.
c) Anil Kumar, Corporate Laws, Indian Book House, Delhi

d) Reena Chadha and Sumant Chadha, Corporate Laws, Scholar Tech Press, Delhi.
e) Avtar Singh, Introduction to Company Law, Eastern Book Company
g) Manual of Companies Act, Corporate Laws and SEBI Guideline, Bharat Law House, NewDelhi.,
h) A Compendium of Companies Act 2013, along with Rules, by Taxmann Publications.
i) Gower and Davies, Principles of Modern Company Law, Sweet & Maxwell
k) Garg, Sareen, Sharma &Dhingra, Corporate Legal Framework, Kalyani Publishers

Note: Latest edition of text books may be used.
B.Com. Honours Program:
Semester – 11

Course – GE - 2:MACRO ECONOMICS

Marks: 75
Lectures: 65

Objectives: The course aims at providing the student with knowledge of basic concepts of macro economics. The modern tools of macro-economic analysis are discussed and the policy framework is elaborated, including the open economy.

Contents

Unit 1: Introduction 5 Lectures
concepts and variables of macroeconomics, income, expenditure and the circular flow, components of expenditure. Static macroeconomic analysis short and the long run – determination of supply, determination of demand, and conditions of equilibrium

Unit 2: Economy in the short run 15 Lectures
IS–LM framework, fiscal and monetary policy, determination of aggregate demand, shifts in aggregate demand, aggregate supply in the short and long run, and aggregate demand-aggregate supply analysis.

Unit 3: Inflation, Unemployment and Labour market 17 Lectures
Inflation: Causes of rising and falling inflation, inflation and interest rates, social costs of inflation; Unemployment – natural rate of unemployment, frictional and wait unemployment. Labour market and its interaction with production system; Phillips curve, the trade-off between inflation and unemployment, sacrifice ratio, role of expectations adaptive and rational

Unit 4: Open economy 13 Lectures
Open economy – flows of goods and capital, saving and investment in a small and a large open economy, exchange rates, Mundell–Fleming model with fixed and flexible prices in a small open economy with fixed and with flexible exchange rates, interest-rate differentials case of a large economy.

Unit 5: 7 Lectures
Behavioral Foundations- Investment – determinants of business fixed investment, effect of tax, determinants of residential investment and inventory investment. Demand for Money – Portfolio and transactions theories of demand for real balances, interest and income elasticities of demand for real balances. Supply of money

Unit 6: Game Theory: 8 Lectures
Concept, 2 person Zero – sum game, application of Baye’s Theorem.

Suggested Readings
b) Robert J Gordon, Macroeconomics, Pearson Education
f) Oliver J. Blanchard, Macroeconomics, Pearson Education
g) G. S. Gupta, Macroeconomics: Theory and Applications, McGraw-Hill Education
h) Shapiro, Macroeconomic Analysis,
i) Paul A Samuelson, William D Nordhaus, and SudipChaudhuri, Macroeconomic, McGraw-Hill Education

Latest edition of text books may be used.
B.Com. Honours Program:
Semester - III
Course – DSC - 5: HUMAN RESOURCE MANAGEMENT

Marks: 75  Lectures: 65

Objective: The objective of the course is to acquaint students with the techniques and principles to manage human resource of an organisation.

Contents

Unit 1: Introduction 13 Lectures
Human Resource Management: Concept and Functions, Role, Status and competencies of HR Manager, HR Policies, Evolution of HRM, HRM vs HRD. Emerging Challenges of Human Resource Management; Workforce diversity; Empowerment; Downsizing; VRS; Human Resource Information System

Unit 2: Acquisition of Human Resource 13 Lectures
Human Resource Planning- Quantitative and Qualitative dimensions; job analysis – job description and job specification; Recruitment – Concept and sources; Selection – Concept and process; test and interview; placement and induction

Unit 3: Training and Development 13 Lectures
Concept and Importance; Identifying Training and Development Needs; Designing Training Programmes; Role-Specific and Competency-Based Training; Evaluating Training Effectiveness; Training Process Outsourcing; Management Development; Career Development.

Unit 4: Performance Appraisal 13 Lectures
Nature, objectives and importance; Modern techniques of performance appraisal; potential appraisal and employee counseling; job changes - transfers and promotions; Compensation: concept and policies; job evaluation; methods of wage payments and incentive plans; fringe benefits; performance linked compensation.

Unit 5: Maintenance 13 Lectures
Employee health and safety; employee welfare; social security; Employer-Employee relations- an overview; grievance-handling and redressal; Industrial Disputes: causes and settlement machinery

Suggested Readings:


Note: Latest edition of text books may be used.
B.Com. Honours Program:
Semester - III

Course – DSC - 6: INCOME TAX LAW AND PRACTICE
Marks: 75  
Lectures: 65

Objective: To provide basic knowledge and equip students with application of principles and provisions of Income-tax Act, 1961 and the relevant Rules.

Contents

Unit 1: Introduction  
Basic concepts: Income, agricultural income, person, assessee, assessment year, previous year, gross total income, total income, maximum marginal rate of tax; Permanent Account Number (PAN)
Residential status: Scope of total income on the basis of residential status
Exempted income under section 10

Unit 2: Computation of Income under different heads-1  
Income from Salaries; Income from house property

Unit 3: Computation of Income under different heads-2  
Profits and gains of business or profession; Capital gains; Income from other sources

Unit 4: Computation of Total Income and Tax Liability  
Income of other persons included in assessee’s total income; Aggregation of income and set-off and carry forward of losses; Deductions from gross total income; Rebates and reliefs
Computation of total income of individuals and firms; Tax liability of an individual and a firm; Five leading cases decided by the Supreme Court

Suggested readings:
2. Ahuja, Girish and Ravi Gupta. Systematic Approach to Income Tax. Bharat Law House,

Journals

Note: Latest edition of text books may be used.
B.Com. Honours Program:
Semester – III

Course– DSC - 7: CORPORATE ACCOUNTING

Marks: 75
Lectures: 65

Objectives: To help the students to acquire the conceptual knowledge of the corporate accounting and to learn the techniques of preparing the financial statements.

Contents

Unit 1. Accounting for Share Capital & Debentures  12 Lectures
Issue, forfeiture and reissue of forfeited shares: Issue of rights and bonus shares; Buyback of shares; Redemption of preference shares; Issue and Redemption of Debentures

Unit 2. Final Accounts  9 Lectures
Preparation of profit and loss account and balance sheet of corporate entities, excluding calculation of managerial remuneration, Disposal of company profits

Unit 3. Valuation of Goodwill and Valuation of Shares  6 Lectures
Concepts and calculation

Unit 4. Amalgamation of Companies  12 Lectures

Unit 5. Accounts of Holding Companies/Parent Companies  12 Lectures

Unit 6. Accounting Ratios:  7 Lectures
Definition, Importance & limitations of Ratio Analysis, Interested Parties in Ratio Analysis, Classification & calculation of different types of Ratio and their implications.

Unit 7. Cash flow statements:  7 Lectures

Note:

a) The relevant Indian Accounting Standards in line with the IFRS for all the above topics should be covered.

b) Any revision of relevant Indian Accounting Standard would become applicable immediately.

Suggested Readings:

e) V.K. Goyal and Ruchi Goyal. Corporate Accounting. PHI Learning.
g) Bhushan Kumar Goyal, Fundamentals of Corporate Accounting. International Book House
h) P. C. Tulsian and Bharat Tulsian, Corporate Accounting, S. Chand
i) Amitabha Mukherjee, Mohammed Hanif, Corporate Accounting, McGraw Hill Education
j) Jain & Narang, Corporate Accounting, Kalyani Publishers

Note: Latest edition of text books may be used.
B.Com. Honours Program:
Semester - III

Course – GE- 3: BUSINESS STATISTICS

Marks: 75 \hspace{1cm} \text{Lectures: 65}

Objective: The objective of this course is to familiarise students with the basic statistical tools used for managerial decision-making.

Contents

Unit 1: Statistical Data and Descriptive Statistics (11 Lectures)
1. Nature and Classification of data: univariate, bivariate and multivariate data; time-series and cross-sectional data
2. Measures of Central Tendency
   Mathematical averages including arithmetic mean, geometric mean and harmonic mean.
   Properties and applications.
   Positional Averages
   Mode and Median (and other partition values including quartiles, deciles, and percentiles) (including graphic determination)
3. Measures of Variation: absolute and relative.
   Range, quartile deviation, mean deviation, standard deviation, and their coefficients,
   Properties of standard deviation/variance
4. Skewness: Meaning, Measurement using Karl Pearson and Bowley’s measures; Concept of Kurtosis

Unit 2: Probability and Probability Distributions (12 Lectures)
1. Theory of Probability. Approaches to the calculation of probability; Calculation of event probabilities. Addition and multiplication laws of probability (Proof not required); Conditional probability and Bayes’ Theorem (Proof not required)
2. Expectation and variance of a random variable
3. Probability distributions:
   Binomial distribution: Probability distribution function, Constants, Shape, Fitting of binomial distribution
   Poisson distribution: Probability function, (including Poisson approximation to binomial distribution), Constants, Fitting of Poisson distribution
   Normal distribution: Probability distribution function, Properties of normal curve, Calculation of probabilities

Unit 3: Simple Correlation and Regression Analysis (12 Lectures)
1. Correlation Analysis: Meaning of Correlation: simple, multiple and partial; linear and non-linear, Correlation and Causation, Scatter diagram, Pearson’s co-efficient of correlation; calculation and properties (Proof not required). Correlation and Probable error; Rank Correlation
2. Regression Analysis: Principle of least squares and regression lines, Regression equations and estimation; Properties of regression coefficients; Relationship between Correlation and Regression coefficients; Standard Error of Estimate and its use in interpreting the results.

Unit 4: Index Numbers(12 Lectures)
Meaning and uses of index numbers; Construction of index numbers: fixed and chain base: univariate and composite. Aggregative and average of relatives – simple and weighted Tests of adequacy of index numbers, Base shifting, splicing and deflating. Problems in the construction of index numbers; Construction of consumer price indices: Important share price indices, including BSE SENSEX and NSE NIFTY
**Unit 5: Time Series Analysis (10 Lectures)**
Components of time series; Additive and multiplicative models; Trend analysis: Fitting of trend line using principle of least squares – linear, second degree parabola and exponential. Conversion of annual linear trend equation to quarterly/monthly basis and vice-versa; Moving averages; Seasonal variations: Calculation of Seasonal Indices using Simple averages, Ratio-to-trend, and Ratio-to-moving averages methods. Uses of Seasonal Indices

**UNIT 6: Sampling Concepts, Sampling Distributions and Estimation: (8 Lectures)**

*Sampling:* Populations and samples, Parameters and Statistics, Descriptive and inferential statistics; Sampling methods (including Simple Random sampling, Stratified sampling, Systematic sampling, Judgement sampling, and Convenience sampling)

*Concept of Sampling distributions and Theory of Estimation:* Point and Interval estimation of means (large samples) and proportions.

**Suggested Readings:**

i. N.G. Das, *Statistical Methods (Vol I, II)*
Objective: The purpose of the Course is to orient the learner toward entrepreneurship as a career option and creative thinking and behavior.

Contents:

Unit 1: Introduction (10 Lectures)
Meaning, elements, determinants and importance of entrepreneurship and creative behavior; Entrepreneurship and creative response to the society’s problems and at work; Dimensions of entrepreneurship: intrapreneurship, technopreneurship, cultural entrepreneurship, international entrepreneurship, netpreneurship, ecopreneurship, and social entrepreneurship

Unit 2: Entrepreneurship and Micro, Small and Medium Enterprises (10 Lectures)
Concept of business groups and role of business houses and family business in India; The contemporary role models in Indian business: their values, business philosophy and behavioural orientations; Conflict in family business and its resolution

Unit 3: (10 Lectures)
Public and private system of stimulation, support and sustainability of entrepreneurship.Requirement, availability and access to finance, marketing assistance, technology, and industrial accommodation, Role of industries/entrepreneur’s associations and self-help groups, The concept, role and functions of business incubators, angel investors, venture capital and private equity fund.

Unit 4: Sources of business ideas and tests of feasibility. (10 Lectures)
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 (various aspects of the project report such as size of investment, nature of product, market potential may be covered); Project submission/presentation and appraisal thereof by external agencies, such as financial/non-financial institutions

Unit 5: Mobilising Resources (10 Lectures)
Mobilising resources for start-up. Accommodation and utilities; Preliminary contracts with the vendors, suppliers, bankers, principal customers; Contract management: Basic start-up problems

Suggested Readings:
(ii) Robert Hisrich, Michael Peters, Dean Shepherd, *Entrepreneurship*, McGraw-Hill Education
(x) SIDBI Reports on Small Scale Industries Sector.

Note: Latest edition of text books may be used.
B.Com. Honours Program:  
Semester - IV  
Course – DSC - 8: COST ACCOUNTING

Marks: 75  
Lectures: 65

Objective: To acquaint the students with basic concepts used in cost accounting, various methods involved in cost ascertainment and cost accounting book keeping systems.

CONTENTS:

Unit 1: Introduction (6 Lectures)
- Meaning, objectives and advantages of cost accounting; Difference between cost accounting and financial accounting; Cost concepts and classifications; Elements of cost; Installation of a costing system; Role of a cost accountant in an organisation

Unit 2: Elements of Cost: Material and Labour (14 Lectures)

Unit 3: Elements of Cost: Overheads (8 Lectures)
- Classification, allocation, apportionment and absorption of overheads; Under- and over-absorption; Capacity Levels and Costs; Treatments of certain items in costing like interest on capital, packing expenses, bad debts, research and development expenses; Activity based cost allocation.

Unit 4: Methods of Costing (28 Lectures)
- Unit costing, Job costing, Contract costing, Process costing (process losses, valuation of work in progress, joint and by-products), Service costing (only transport).

Unit 5: Book Keeping in Cost Accounting (9 Lectures)
- Integral and non-integral systems; Reconciliation of cost and financial accounts

Suggested Reading:
5. Rajiv Goel, Cost Accounting, International Book House
10. Iyengar, S.P. Cost Accounting, Sultan Chand & Sons
12. JawaharLal&SeemaSrivastava, Cost Accounting
13. M. Haniff, Modern Cost & Management Accounting
15. Basu& Das, Cost & Management Accounting, Rabindra Library

Note: Latest edition of text books may be used.
B.Com. Honours Program:
Semester - IV
Course – DSC - 9: BUSINESS MATHEMATICS

Marks: 75  
Lectures: 65

Objective: The objective of this course is to familiarize the students with the basic mathematical tools, with an emphasis on applications to business and economic situations.

Contents

Unit 1: Matrices and Determinants
a. Algebra of matrices. Inverse of a matrix, Matrix Operation – Business Application
b. Solution of system of linear equations (having unique solution and involving not more than three variables) using matrix inversion Method and Cremer’s Rule, The Leontief Input Output Model (Open Model Only).

Unit 2: Calculus I
a. Mathematical functions and their types- linear, quadratic, polynomial, exponential.
b. Logarithmic function Concepts of limit, and continuity of a function
c. Concept and rules of differentiation, Maxima and Minima involving 2nd or higher order derivatives.
d. Concept of Marginal Analysis, Concept of Elasticity, Applied Maximum and Minimum Problems including effect of Tax on Monopolist’s optimum price and quantity, EOQ

Unit 3: Calculus II
a. 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
b. Maxima and Minima: Cases of two variables involving not more than one constraint including the use of the Lagrangian multiplier.
c. Integration: Standard forms. Methods of integration – by substitution, by parts, and by use of partial fractions; Definite integration; Finding areas in simple cases
d. Application of Integration to marginal analysis. Consumer’s and Producer’s Surplus, Rate of Sales and the Learning Curve

Unit 4: Mathematics of Finance
a. Rates of interest-nominal, effective– and their inter-relationships in different compounding situations.
b. Compounding and discounting of a sum using different types of rates.
c. Types of annuities, like ordinary, due, deferred, continuous, perpetual, and their future and present values using different types of rates of interest. Depreciation of Assets.
(General annuities to be excluded)

Unit 5: Linear Programming

Suggested Readings:
2. R.G.D. Allen, Mathematical Analysis For Economists
4. N.G. Das & J.K Das, Business Mathematics & Statistics
5. Thukral, J.K., Mathematics for Business Studies.
9. S.K. Nag, Business Math & Statistics, Kalyani Publisher
B.Com. Honours Program:
Semester - IV

Course – DSC - 10: PRINCIPLES OF MARKETING

Marks: 75  
Lectures: 65

Objective: The objective of this course is to provide basic knowledge of concepts, principles, tools and techniques of marketing.

Contents: 

Unit 1: Introduction: Nature, scope and importance of marketing; Evolution of marketing; Selling vs Marketing; Marketing mix, Marketing environment: concept, importance, and components (Economic, Demographic, Technological, Natural, Socio-Cultural and Legal).

Unit 2: 


b. Market segmentation: concept, importance and bases; Target market selection; Positioning concept, importance and bases; Product differentiation vs. market segmentation.

Unit 3: Product: 

Concept and importance, Product classifications; Concept of product mix; Branding, packaging and labeling; Product-Support Services; Product life-cycle; New Product Development Process; Consumer adoption process.

Unit 4: 


2. Distribution Channels and Physical Distribution: Channels of distribution - meaning and importance; Types of distribution channels; Functions of middle man; Factors affecting choice of distribution channel; Wholesaling and retailing; Types of Retailers; e-tailing, Physical Distribution.

Unit 5: 

a. Promotion: Nature and importance of promotion; Communication process; Types of promotion: advertising, personal selling, public relations & sales promotion, and their distinctive characteristics; Promotion mix and factors affecting promotion mix decisions;

b. Recent developments in marketing: Social Marketing, online marketing, direct marketing, services marketing, green marketing, Rural marketing; Consumerism

Suggested Readings:

9. Neeru Kapoor, Principles of Marketing, PHI Learning
11. Prakash and Sontakki, Principles of Marketing, Kalyani Publishers
B.Com. Honours Program:  
Semester - IV

Course – GE - 4: INDIAN ECONOMY  

Marks: 75  
Lectures: 65  

Objective: This course seeks to enable the student to grasp the major economic problems in India and their solution.

Contents

Unit 1: Basic Issues in Economic Development (10 Lectures)  
Concept and Measures of Development and Underdevelopment; Human Development

Unit 2: Basic Features of the Indian Economy at Independence (10 Lectures)  
Composition of national income and occupational structure, the agrarian scene and industrial structure

Unit 3: Policy Regimes (15 Lectures)  
a) The evolution of planning and import substituting industrialization.  
c) Monetary and Fiscal policies with their implications on economy

Unit 4: Growth, Development and Structural Change (15 Lectures)  
a) The experience of Growth, Development and Structural Change in different phases of growth and policy regimes across sectors and regions.  
b) The Institutional Framework: Patterns of assets ownership in agriculture and industry; Policies for restructuring agrarian relations and for regulating concentration of economic power;  
d) Growth and Distribution; Unemployment and Poverty; Human Development; Environmental concerns  
e) Demographic Constraints: Interaction between population change and economic development.

Unit 5: Sectoral Trends and Issues (15 Lectures)  
a) Agriculture Sector: Agrarian growth and performance in different phases of policy regimes i.e. pre green revolution and the two phases of green revolution; Factors influencing productivity and growth; the role of technology and institutions; price policy, the public distribution system and food security.  
b) Industry and Services Sector: Phases of Industrialisation – the rate and pattern of industrial growth across alternative policy regimes; Public sector – its role, performance and reforms; The small scale sector; Role of Foreign capital.  
c) Financial Sector: Structure, Performance and Reforms. Foreign Trade and balance of Payments: Structural Changes and Performance of India’s Foreign Trade and Balance of Payments; Trade Policy Debate; Export policies and performance; Macro Economic Stabilisation and Structural Adjustment; India and the WTO, Role of FDI, Capital account convertibility,
Suggested Readings:

2. IC Dhingra, *Indian Economics*, Sultan Chand & Sons
B.Com. Honours Program:
Semester – IV
Course: SEC- 2 – E-COMMERCE

Marks: 75  Lectures: 50

Objectives: To enable the student to become familiar with the mechanism for conducting business transactions through electronic means

Contents
Unit 1: Introduction:  (10 Lectures)
Meaning, nature, concepts, advantages, disadvantages and reasons for transacting online, types of E-Commerce, e-commerce business models (introduction, key elements of a business model and categorizing major E-commerce business models), forces behind e-commerce.

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)

Unit 2: Security and Encryption:  (10 Lectures)
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),

Unit 3: IT Act 2000 and Cyber Crimes  (10 Lectures)
IT Act 2000: Definitions, Digital signature, Electronic governance, Attribution, acknowledgement and dispatch of electronic records, Regulation of certifying authorities, Digital signatures certificates, Duties of subscribers, Penalties and adjudication, Appellate Tribunal, Offences and Cyber-crimes

Unit 4: E-payment System:  (10 Lectures)
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.

Unit 5: On-line Business Transactions:  (10 Lectures)
Meaning, purpose, advantages and disadvantages of transacting online, E-commerce applications in various industries like {banking, insurance, payment of utility bills, online marketing, e-tailing (popularity, benefits, problems and features), online services (financial, travel and career), auctions, online portal, online learning, publishing and entertainment} Online shopping (amazon, snapdeal, alibaba, flipkart, etc.)

Suggested Readings
4. PT Joseph, E-Commerce: An Indian Perspective, PHI Learning
5. KK Bajaj and Debjani Nag, E-commerce, McGraw Hill Education
B.Com. Honours Program:
Semester - V
Course – DSC - 11: COMPUTER APPLICATIONS IN BUSINESS

Marks: 75
Lectures: 45, Practical Lab 40

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

CONTENTS

Unit 1: Word Processing
Introduction to Word Processing, 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 the above facilities

Unit 2: Preparing Presentations
Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow.
Creating Business Presentations using above facilities

Unit 3: Spreadsheet and its Business Applications
Spreadsheet concepts, Managing 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

Unit 4: Creating Business Spreadsheet
Creating spreadsheet in the area of: Loan and Lease statement; Ratio Analysis; Payroll statements; Capital Budgeting; Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression

Note:
1. Teaching arrangement need to be made in the computer Lab
2. There shall be four lectures per class and 4 Practical Lab periods per batch to be taught in computer Lab.

Suggested Readings: The suggested readings and guidelines shall be notified by the university department at least once in three years based on the selected software.
Objective: To familiarize the students with the principles and practices of financial management.

CONTENTS

Unit 1: Introduction (8 Lectures)
Nature, scope and objective of Financial Management, Time value of money, Risk and return (including Capital Asset Pricing Model), Valuation of securities – Bonds and Equities

Unit 2: Investment Decisions (18 Lectures)
The Capital Budgeting Process, Cash flow Estimation, Payback Period Method, Accounting Rate of Return, Net Present Value (NPV), Net Terminal Value, Internal Rate of Return (IRR), Profitability Index, Capital budgeting under Risk – Certainty Equivalent Approach and Risk-Adjusted Discount Rate.

Unit 3: Financing Decisions (15 Lectures)

Unit 4: Dividend Decisions (9 Lectures)
Theories for Relevance and irrelevance of dividend decision for corporate valuation; Cash and stock dividends; Dividend policies in practice

Unit 5: Working Capital Decisions (15 Lectures)
Concepts of working capital, the risk-return trade off, sources of short-term finance, working capital estimation, cash management, receivables management, inventory management and payables management.

Note:
1. Latest edition of text books may be used.

Suggested Readings
11. Gupta & Sharma, Management Accounting, Kalyani Publishers
Objective: To impart knowledge about the basic principles of the banking and insurance

Contents

Unit 1: Introduction: 13 Lectures
Origin of banking: definition, banker and customer relationship, General and special types of customers, Types of deposits, Origin and growth of commercial banks in India. Financial Services offered by banks, changing role of commercial banks, types of banks

Unit 2: Cheques and Paying Banker 13 Lectures
Crossing and endorsement - meaning, definitions, types and rules of crossing. Duties, Statutory protection in due course, collecting bankers: duties, statutory protection for holder in due course, Concept of negligence.

Unit 3: Banking Lending 13 Lectures
Principles of sound lending, Secured vs. unsecured advances, Types of advances, Advances against various securities.

Unit 4: Internet Banking 13 Lectures
Meaning, Benefits, Home banking, Mobile banking, Virtual banking, E-payments, ATM Card/ Biometric card, Debit/Credit card, Smart card, NEFT, RTGS, ECS (credit/debit), E-money, Electronic purse, Digital cash.

Unit 5: Insurance 13 Lectures
Basic concept of risk, Types of business risk, Assessment and transfer, Basic principles of utmost good faith, Indemnity, Economic function, Proximate cause, Subrogation and contribution, Types of insurance: Life and Non-life, Re-insurance, Risk and return relationship, Need for coordination. Power, functions and Role of IRDA, Online Insurance

Suggested readings:

a. Agarwal, O.P., Banking and Insurance, Himalaya Publishing House
b. Satyadevi, C., Financial Services Banking and Insurance, S.Chand
c. Suneja, H.R., Practical and Law of Banking, Himalya Publishing House
d. Chabra, T.N., Elements of Banking Law, DhanpatRai and Sons
f. Saxena, G.S; Legal Aspects of Banking Operations, Sultan Chand and Sons
g. Varshney, P.N., Banking Law and Practice, Sultan Chand and Sons
h. Jyotsna Sethi and Nishwan Bhatia, Elements of Banking and Insurance, PHI Learning

Note: Latest edition of text books may be used.
Objective: The objective of this course is to familiarize the students with the basic concepts, tools and techniques of advertising used in marketing.

Unit 1: Introduction: (10 Lectures)
Communication Process; Advertising as a tool of communication; Meaning, nature and importance of advertising; Types of advertising; Advertising objectives. Audience analysis; Setting of advertising budget: Determinants and major methods

Unit 2: Media Decisions: (15 Lectures)
Major media types - their characteristics, internet as an advertising media, merits and demerits; Factors influencing media choice; media selection, media scheduling, Advertising through the Internet-media devices

Unit 3: Message Development; (15 Lectures)
Advertising appeals, Advertising copy and elements, Preparing ads for different media

Unit 4: Measuring Advertising Effectiveness: (15 Lectures)
Evaluating communication and sales effects; Pre- and Post-testing techniques.

Unit 5: (10 Lectures)
a) Advertising Agency: Role, types and selection of advertising agency.

b) Social, ethical and legal aspects of advertising in India.

Suggested Readings:
- Sharma, Kavita. *Advertising: Planning and Decision Making*, Taxmann Publication
- Chunawala and Sethia, *Advertising*, Himalaya Publishing House

Note: Latest edition of text books may be used.
Objective: To impart the students, knowledge about the use of financial, cost and other data for the purpose of managerial planning, control and decision making.

COURSE CONTENTS:

Unit 1: Introduction (6 Lectures)
Meaning, Objectives, Nature and Scope of management accounting, Difference between cost accounting and management accounting, Cost control and Cost reduction, Cost management

Unit 2: Budgetary Control (10 Lectures)

Unit 3: Standard Costing (12 Lectures)

Unit 4: Marginal Costing (12 Lectures)

Unit 5: Decision Making (20 Lectures)
Steps in Decision Making Process, Concept of Relevant Costs and Benefits, Various short term decision making situations – profitable product mix, Acceptance or Rejection of special/ export offers, Make or buy, Addition or Elimination of a product line, sell or process further, operate or shut down. Pricing Decisions: Major factors influencing pricing decisions, various methods of pricing

Unit 6: Contemporary Issues (5 Lectures)

Suggested Reading:

Note: Latest edition of text books may be used.
Objective: To enable the students to learn the concepts of industrial relations including trade unions, collective bargaining, discipline and various labour enactments.

Contents:

Unit 1: Industrial Relations (IR) (13 Lectures)
Concept of Industrial Relations; Nature of Industrial Relations; Objectives of IR; Factors affecting IR in changing Environment, Evolution of IR in India; Role of State; Trade Union; Employers' Organisation; Human Resource Management and IR Role of ILO in Industrial Relations, International Dimensions of IR

Unit 2: Trade Union (13 Lectures)
Trade Union: Origin and growth, unions after Independence, unions in the era of liberalisation; Factors Affecting Growth of Trade Unions in India, Multiplicity & Recognition of Trade Unions; Major Provisions of Trade Union Act 1926

Unit 3: Collective Bargaining and Workers' Participation in Management (13 Lectures)
b) Workers' Participation in Management: Concept, practices in India, Works Committees, Joint management councils; Participative Management and co-ownership; Productive Bargaining and Gain Sharing

Unit 4: Discipline and Grievance Redressal (13 Lectures)
Discipline: Causes of indiscipline, Maintenance of discipline and misconduct; Highlights of domestic enquiries; Principle of Natural Justice; Labour turnover; Absenteeism; Grievance: Meaning of Grievance, Grievance redressal machinery in India, Grievance handling procedure; salient features of Industrial Employment (Standing orders) Act 1946

Unit 5: (13 Lectures)
a) The Industrial Disputes Act, 1947: Definitions of Industry, workman, and Industrial Dispute; Authorities under the Act: Procedure, Powers and Duties of Authorities; Strikes and Lock outs: Lay-off and Retrenchment; Provisions relating to Layoff, Retrenchment, and closure

Suggested Readings:
1. PK Padhi, *Industrial Relations and Labour Law*, PHI Learning
5. P.L. Malik’s *Handbook of Labour and Industrial Law, Vol 1 and 2*, Eastern Book Company

Note: Latest edition of text books may be used.
Objective: To provide knowledge of auditing principles, procedures and techniques in accordance with current legal requirements and professional standards and to give an overview of the principles of Corporate Governance and Corporate Social Responsibility

Contents:

Unit 1: Introduction (11 Lectures)
Auditing: Introduction, Meaning, Objectives, Basic Principles and Techniques; Classification of Audit, Audit Planning, Internal Control – Internal Check and Internal Audit; Audit Procedure – Vouching and verification of Assets & Liabilities.

Unit 2: Audit of Companies (11 Lectures)
Audit of Limited Companies: Company Auditor- Qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties Auditor’s Report- Contents and Types. Liabilities of Statutory Auditors under the Companies Act 2013

Unit 3: Special Areas of Audit (11 Lectures)
Special Areas of Audit: Special features of Cost audit, Tax audit, and Management audit; Recent Trends in Auditing: Basic considerations of audit in EDP Environment; Computer aided audit techniques and tools; Auditing Standards; Relevant Case Studies/Problems;

Unit 4: Corporate Governance (11 Lectures)
Conceptual framework of Corporate Governance: Theories & Models, Broad Committees; Corporate Governance Reforms. Major Corporate Scandals in India and Abroad: Common Governance Problems Noticed in various Corporate Failures. Codes & Standards on Corporate Governance

Unit 5: Business Ethics (10 Lectures)
Morality and ethics, business values and ethics, approaches and practices of business ethics, corporate ethics, ethics program, codes of ethics, ethics committee; Ethical Behaviour: Concepts and advantages; Rating Agencies; Green Governance; Clause 49 and Listing Agreement

Unit 6: Corporate Social Responsibility (CSR): (11 Lectures)
Concept of CSR, Corporate Philanthropy, Strategic Planning and Corporate Social Responsibility; Relationship of CSR with Corporate Sustainability; CSR and Business Ethics, CSR and Corporate Governance; CSR provisions under the Companies Act 2013; CSR Committee; CSR Models, Codes, and Standards on CSR
Suggested Readings:

1. Ravinder Kumar and Virender Sharma, *Auditing Principles and Practice*, PHI Learning
4. Anil Kumar, *Corporate Governance: Theory and Practice*, Indian Book House, New Delhi
8. N Balasubramanian, A Casebook on Corporate Governance and Stewardship, McGraw Hill Education
13. Relevant Publications of ICAI on *Auditing* (CARO)

Note: Latest edition of text books may be used.
B.Com. Honours Program:  
Semester - VI  

COURSE – DSC - 14: GOODS AND SERVICES TAX & CUSTOMS DUTY  

Marks – 75 Lectures: 65  

Contents:  

1. Concept of indirect taxes  
   i. Concept and features of indirect taxes  
   ii. Principal indirect taxes  

2. Goods and Services Tax (GST) Laws  
   i. GST Laws: An introduction including Constitutional aspects  
   ii. Levy and collection of CGST and IGST  
      a) Application of CGST/IGST law  
      b) Concept of supply including composite and mixed supplies  
      c) Charge of tax  
      d) Exemption from tax  
      e) Composition levy  
   iii. Basic concepts of time and value of supply  
   iv. Input tax credit  
   v. Computation of GST liability  
   vi. Registration  
   vii. Tax invoice; Credit and Debit Notes; Electronic way bill  
   viii. Returns  
   ix. Payment of tax including reverse charge  

1. Customs Law as contained in the Customs Act, 1962 and the Customs Tariff Act, 1975  
   (20 Lectures)  
   (i) Introduction to customs law including Constitutional aspects  
   (ii) Levy of and exemptions from customs duties – All provisions including application of customs law, taxable event, charge of customs duty, exceptions to levy of customs duty, exemption from custom duty (iii) Types of customs duties (iv) Classification and valuation of imported and export goods (v) Officers of Customs; Appointment of customs ports, airports etc. (vi) Import and Export Procedures – All import and export procedures including special procedures relating to baggage, goods imported or exported by post, stores (vii) Provisions relating to coastal goods and vessels carrying coastal goods (viii) Warehousing (ix) Drawback (x) Demand and Recovery; Refund (xi) Provisions relating to prohibited goods, notified goods, specified goods, illegal importation/exportation of goods (xii) Searches, seizure and arrest; Offences; Penalties; Confiscation and Prosecution (xiii) Appeals and Revision; Advance Rulings; Settlement Commission (xiv) Other provisions.  

Suggested Readings:  
   1. Dhingra Understanding Basic of GST, Kalyani Publishers  
   2. Goyal and Garg, Indirect Tax, Kalyani Publishers  

Note: Latest edition of text books may be used.
B.Com. Honours Program:
Semester - VI

Course: DSE – 3 (a) COMPUTERISED ACCOUNTING & SYSTEMS

Marks: 75                  Lectures: 30, Practical Lab: 70

Objectives: This course seeks to enhance the skills needed for computerized accounting system and to enable the students to develop simple accounting applications.

Unit-1: Computerized Accounting Systems (10 Lectures 26 Practical Lab)
Computerized Accounting Systems: Computerized Accounts by using any popular accounting software: Creating a Company; Configure and Features settings; Creating Accounting Ledgers and Groups; Creating Stock Items and Groups; Vouchers Entry; Generating Reports - Cash Book, Ledger Accounts, Trial Balance, Profit and Loss Account, Balance Sheet, Cash Flow Statement Selecting and shutting a Company; Backup and Restore data of a Company

Unit – 2: Preparation of Return of Income ( 8 Lectures 26 Practical Lab )
Filing of returns: Manually, On-line filing of Returns of Income & TDS; Provision & Procedures of Compulsory On-Line filing of returns for specified assesses.

Unit-3: Computerized Accounting: Using Generic Software (12 Lectures, 18 Practical Lab)
Taxation: TDS
Auditing in Computerized Accounting system: Statutory Audit, Voucher verification, Verification of related party transaction, CAAT: Various Tools

Note:
Teaching arrangements need to be made in the computer Lab

Software
- ‘Excel Utility’ available at incometaxindiaefiling.gov.in

Suggested Readings:
The suggested readings and guidelines shall be notified by the university department at least once in three years based on the selected software.
Course: DSE – 3 (b) FUNDAMENTALS OF INVESTMENT

Marks: 75                      Lectures: 65

Objective: To familiarize the students with different investment alternatives, introduce them to the framework of their analysis and valuation and highlight the role of investor protection.

Contents

Unit 1: The Investment Environment (10 Lectures)
The investment decision process, Types of Investments – Commodities, Real Estate and Financial Assets, the Indian securities market, the market participants and trading of securities, security market indices, sources of financial information, Concept of return and risk, Impact of Taxes and Inflation on return.

Unit 2: Fixed Income Securities (15 Lectures)
Bond features, types of bonds, estimating bond yields, Bond Valuation types of bond risks, default risk and credit rating.

Unit 3: Approaches to Equity Analysis (15 Lectures)
Introductions to Fundamental Analysis, Technical Analysis and Efficient Market Hypothesis, Dividend capitalisation models, and price-earnings multiple approach to equity valuation.

Unit 4: Portfolio Analysis and Financial Derivatives (15 Lectures)
Portfolio and Diversification, Portfolio Risk and Return; Mutual Funds; Introduction to Financial Derivatives; Financial Derivatives Markets in India

Unit 5: Investor Protection (10 Lectures)
Role of SEBI and stock exchanges in investor protection; Investor grievances and their redressal system, insider trading, investors’ awareness and activism

Suggested Readings

2. Prasanna Chandra, Investment Analysis and Portfolio Management, McGraw Hill Education
4. N.D. Vohra and B.R. Bagri, Futures and Options, McGraw Hill Education
5. Mayo, An Introduction to Investment, Cengage Learning
Objective: To provide the student a basic knowledge of financial markets and institutions and to familiarise them with major financial services in India.

Contents

Unit 1: Introduction (8 Lectures)
Financial System and its Components – financial markets and institutions; Financial intermediation; Flow of funds matrix; Financial system and economic development; An overview of Indian financial system

Unit 2: Financial Markets (17 Lectures)
Money market – functions, organisation and instruments. Role of central bank in money market; Indian money market – An overview
Capital Markets – functions, organisation and instruments. Indian debt market; Indian equity market – primary and secondary markets; Role of stock exchanges in India

Unit 3: Financial Institutions (20 Lectures)
Commercial banking – introduction, its role in project finance and working capital finance; Development Financial institutions (DFIs) – An overview and role in Indian economy; Life and non-life insurance companies in India; Mutual Funds – Introduction and their role in capital market development. Non-banking financial companies (NBFCs).

Unit 4: Financial Services (8 Lectures)
Overview of financial services industry: Merchant banking – pre and post issue management, underwriting. Regulatory framework relating to merchant banking in India

Unit 5: Leasing and hire-purchase (12 Lectures)
Consumer and housing finance; Venture capital finance; Factoring services, bank guarantees and letter of credit; Credit rating; Financial counseling.

Suggested Readings:

h. Annual Reports of Major Financial Institutions in India.

Note: Latest edition of text books may be used
Objective: This course aims at providing the general understanding of business research and the methods of business research. The course will impart learning about how to collect, analyze, present and interpret data.

Section A: Business Research Methods

Unit 1: Introduction
Meaning of research; Scope of Business Research; Purpose of Research – Exploration, Description, Explanation; Unit of Analysis – Individual, Organization, Groups, and Data Series; Conception, Construct, Attributes, Variables, and Hypotheses

Unit 2: Research Process
An Overview; Problem Identification and Definition; Selection of Basic Research Methods- Field Study, Laboratory Study, Survey Method, Observational Method, Existing Data Based Research, Longitudinal Studies, Panel Studies

Unit 3: Measurement and Hypothesis Testing
Measurement: Definition; Designing and writing items; Uni-dimensional and Multi-dimensional scales; Measurement Scales- Nominal, Ordinal, Interval, Ratio; Ratings and Ranking Scale, Thurstone, Likert and Semantic Differential scaling, Paired Comparison; Sampling –Steps, Types, Sample Size Decision; Secondary data sources
Hypothesis Testing: Tests concerning means and proportions; ANOVA, Chi-square test and other Non-parametric tests
Testing the assumptions of Classical Normal Linear Regression

Section B: Project Report

Unit 4: Report Preparation
Meaning, types and layout of research report; Steps in report writing; Citations, Bibliography and Annexure in report; JEL Classification

Note:
1. There shall be a written examination of 50% Marks on the basis of Unit 1: to III.
2. The student will write a project report under the supervision of a faculty member assigned by the college/institution based on field work. The Project Report carries 50% Marks and will be evaluated by University appointed examiners.

Suggested Readings:
1. Gupta And Rangi, Research Methology, Kalyani Publishers
# UNIVERSITY OF NORTH BENGAL
## COURSE STRUCTURE FOR B.COM PROGRAM: 3 YEARS (6SEMESTERS)
### UNDER CHOICE BASED CREDIT SYSTEM (CBCS) (w.e.f. 2018-19)

### SEMESTER - I

<table>
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<td>DSE-2</td>
<td>Any ONE of the following (a) Management Accounting (b) Human Resource Management</td>
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<td>GE-1</td>
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### SEMESTER – VI

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<td>Any ONE of the following: (a) Computerized Accounting &amp; Systems (b) Auditing and Corporate Governance</td>
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<td>DSE-4</td>
<td>Any ONE of the following: (a) Financial Market, Institutions &amp; Financial Services (b) Goods and Services Tax And Custom Duty</td>
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**Abbreviation Explained:**
AECC = Ability Enhancement Compulsory Course, SEC = Skill Enhancement Elective Course
GE = Generic Elective Course, DSE = Discipline Specific Elective Course

**Notes:**
1. Credit determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work field work per week.
2. 1 credit also means 2 practical periods
3. 1(T) means 1 tutorial period for doubt clearing and others
4. Each semester requires 90 actual teaching days in 15-18 weeks.
5. Odd Semesters i.e. Sem. I, Sem. III and Sem. V last from July to December every year.
6. Even Semesters i.e. Sem. II, Sem. IV and Sem. VI last from January to June every year.
UNIVERSITY OF NORTH BENGAL
SYLLABUS FOR B.Com Program :
3 YEARS (6 SEMESTERS)
UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

Semester I

AECC - 1
Environmental Studies (AECC–I)
Marks: 100
Common Syllabus to be notified by the Board of Studies in Environmental Science

Semester I

LCC - 1
Major Indian Language - 1
Marks: 75
Common Syllabus to be notified by the Board of Studies in MIL subjects
Course – DSC - 1
FINANCIAL ACCOUNTING - I

Marks: 75

Lectures 65

Objectives: The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.

CONTENTS:

Unit 1: (a) Theoretical Framework( 3 Lectures)
   ii. The nature of financial accounting principles – Basic concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures.

   (b) Accounting Process( 5 Lectures)
      From recording of a business transaction to preparation of trial balance including adjustments

Unit 2: (a) Business Income( 10 Lectures)
   i. Measurement of business income-Net income: the accounting period, the continuity doctrine and matching concept. Objectives of measurement.
   ii. Revenue recognition: Recognition of expenses.

   (b) Final Accounts( 7 Lectures)
      Capital and revenue expenditures and receipts: general introduction only. Preparation of financial statements of non-corporate business entities

Unit 3: Accounting for Hire-Purchase and Installment Systems, Consignment, and Joint Venture ( 15 Lectures)
   i) Accounting for Hire-Purchase Transactions, Journal entries and ledger accounts in the books of Hire Vendors and Hire purchaser for large value items including Default and repossession.
   ii) Consignment: Features, Accounting treatment in the books of the consignor and consignee.
   iii) Joint Venture: Accounting procedures: Joint Bank Account, Records Maintained by Co-venturer of (a) all transactions (b) only his own transactions. (Memorandum joint venture account).
Unit 5: Accounting for Inland Branches (15 Lectures)

Concept of dependent branches; accounting aspects; debtors system, stock and debtors system, branch final accounts system and whole sale basis system. Independent branches: concept-accounting treatment: important adjustment entries and preparation of consolidated profit and loss account and balance sheet.

Unit 6: Accounting for Dissolution of Partnership Firm (10 Lectures)

Accounting of Dissolution of the Partnership Firm Including Insolvency of partners, sale to a limited company and piecemeal distribution

Note:
1. The relevant Indian Accounting Standards in line with the IFRS for all the above topics should be covered.
2. Any revision of relevant Indian Accounting Standard would become applicable immediately.

Suggested Readings:
10. Compendium of Statements and Standards of Accounting, The Institute of Chartered Accountants of India, New Delhi
13. SP Jain &k.LNarang, Financial Accounting, Kalyani Publishers

Note: Latest edition of the text books should be used.
Objective: The objective of the course is to impart basic knowledge of the important business legislation along with relevant case law.

Contents:

Unit 1: The Indian Contract Act, 1872: General Principles of Contract (13 Lectures)
   a) Contract – meaning, characteristics and kinds
   b) Essentials of a valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects.
   c) Void agreements
   d) Discharge of a contract – modes of discharge, breach and remedies against breach of contract.
   e) Contingent contracts
   f) Quasi - contracts

Unit 2: The Indian Contract Act, 1872: Specific Contracts (13 Lectures)
   a) Contract of Indemnity and Guarantee
   b) Contract of Bailment
   c) Contract of Agency

Unit 3: The Sale of Goods Act, 1930 (13 Lectures)
   a) Contract of sale, meaning and difference between sale and agreement to sell.
   b) Conditions and warranties
   c) Transfer of ownership in goods including sale by a non-owner
   d) Performance of contract of sale
   e) Unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer.

Unit 4: Partnership Law
   The Limited Liability Partnership Act, 2008 (13 Lectures)
   a) Salient Features of LLP
   b) Differences between LLP and Partnership, LLP and Company
   c) LLP Agreement,
   d) Partners and Designated Partners
   e) Incorporation Document
   f) Incorporation by Registration
   g) Partners and their Relationship

Unit 5: The Negotiable Instruments Act 1881 (13 Lectures)
   a) Meaning, Characteristics, and Types of Negotiable Instruments : Promissory Note, Bill of Exchange, Cheque
   b) Holder and Holder in Due Course, Privileges of Holder in Due Course.
   c) Negotiation: Types of Endorsements
   d) Crossing of Cheque
e) Bouncing of Cheque

Suggested Readings:

11. Satish B Mathur, *Business Law*

Note: Latest edition of text books may be used.
Semester - II
Course – AECC - 2

English/ MIL Communication
Marks: 50
Common Syllabus to be notified by the Board of Studies in English/ MIL subjects

LCC - 2
English - 1
Marks: 75
Common Syllabus to be notified by the Board of Studies in English subject
BUSINESS ORGANISATION AND MANAGEMENT

Objective: The course aims to provide basic knowledge to the students about the organisation and management of a business enterprise.

Contents

Unit 1: Foundation of Indian Business (13 Lectures)
Manufacturing and service sectors; Small and medium enterprises; Problems and government policy. India’s experience of liberalisation and globalisation. Technological innovations and skill development. ‘Make in India’ Movement. Social responsibility and ethics. Emerging opportunities in business; Franchising, Outsourcing, and E-commerce.

Unit 2: Business Enterprises (13 Lectures)

Unit 3: Management and Organisation (13 Lectures)
The Process of Management: Planning; Decision-making; Strategy Formulation. Organizing: Basic Considerations; Departmentation – Functional, Project, Matrix and Network; Delegation and Decentralisation of Authority; Groups and Teams.

Unit 4: Leadership, Motivation and Control (13 Lectures)
Leadership: Concept and Styles; Trait and Situational Theory of Leadership. Motivation: Concept and Importance; Maslow Need Hierarchy Theory; Herzberg Two Factors Theory. Communication: Process and Barriers; Control: Concept and Process.

Unit 5: Functional Areas of Management (13 Lectures)
Marketing Management: Marketing Concept; Marketing Mix; Product Life Cycle; Pricing Policies and Practices. Financial Management: Concept and Objectives; Sources of Funds – Equity Shares, Debentures, Venture Capital and Lease Finance. Securities Market, Role of SEBI. Human Resource Management: Concept and Functions; Basic Dynamics of Employer - Employee Relations.
Suggested Readings:

2. Chhabra, T.N., *Business Organisation and Management*, Sun India Publications, New Delhi,
11. Sharma & Gupta,*Business Organisation, Kalyani Publishers*

(Note: Latest Editions of the above books may be used.)
Objective: The objective of the course is to impart basic knowledge of the provisions of the Companies Act 2013. Case studies involving issues in company law are required to be discussed.

Contents
UNIT 1: (15 Lectures)
Introduction – Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts]; Characteristics of a company; lifting of corporate veil; types of companies including one-person company, small company and dormant company; association not for profit; illegal association; formation of company, on-line filing of documents, promoters, their legal position, pre-incorporation contract; on-line registration of a company.

UNIT 2: (15 Lectures)
Documents – Memorandum of association, Articles of association, Doctrine of constructive notice and indoor management prospectus-shelf and red herring prospectus, Misstatement in prospectus, GDR.

UNIT 3: (15 Lectures)
Management: Classification of directors, women directors, independent director, smallshareholder’s director; Disqualifications, director identity number (DIN); Appointment; Legal positions, powers and duties; removal of directors; Key managerial personnel, managing director, manager;
Meetings of shareholders and board; Types of meeting, convening and conduct of meetings, 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.

UNIT 4: (10 Lectures)

UNIT V: (10 Lectures)
Winding Up - Concept and modes of Winding Up. Insider-Trading, Whistle-Blowing – Insider-Trading; meaning and legal provisions; Whistle-blowing; Concept and Mechanism.
Suggested Readings:

3. Anil Kumar, *Corporate Laws*, Indian Book House, Delhi.

Note: Latest edition of text books may be used.
Course – DSC - 5

INCOME TAX LAW AND PRACTICE

Marks: 75

Objective: To provide basic knowledge and equip students with application of principles and provisions of Income-tax Act, 1961 and the relevant Rules.

Contents

Unit 1: Introduction( 9 Lectures)

Basic concepts: Income, agricultural income, person, assessee, assessment year, previous year, gross total income, total income, maximum marginal rate of tax; Permanent Account Number (PAN) Residential status; Scope of total income on the basis of residential status

Exempted income under section 10

Unit 2: Computation of Income under different heads-1( 24 Lectures)

Income from Salaries; Income from house property

Unit 3: Computation of Income under different heads-2 ( 10 Lectures)

Profits and gains of business or profession.

Unit 4: Computation of Income under different heads-3( 8 Lectures)

Capital gains; Income from other sources

Unit 5: Computation of Total Income and Tax Liability( 14 Lectures)

Income of other persons included in assessee’s total income; Aggregation of income and set-off and carry forward of losses; Deductions from gross total income; Rebates and reliefs

Computation of total income of individuals and firms; Tax liability of an individual and a firm;

Five leading cases decided by the Supreme Court

Latest edition of text books may be used.
Suggested readings:

Journals

2. ‘Excel Utility’ available at incometaxindiaefiling.gov.in
Course – DSC – 6

CORPORATE ACCOUNTING

Marks: 75

Objectives: To enable the students to acquire the basic knowledge of the corporate accounting and to learn the techniques of preparing the financial statements.

Contents

Unit 1. Accounting for Share Capital & Debentures (12 Lectures)
Issue, forfeiture and reissue of forfeited shares: concept & process of book building; Issue of rights and bonus shares; Buy back of shares; Redemption of preference shares; Issue and Redemption of Debentures

Unit 2. Final Accounts (9 Lectures)
Preparation of profit and loss account and balance sheet of corporate entities, excluding calculation of managerial remuneration, Disposal of company profits

Unit 3. Valuation of Goodwill and Valuation of Shares (6 Lectures)
Concepts and calculation:

Unit 4. Cash Flow Statement (7 Lectures)
Concept of funds, Preparation of cash flow statement as per Indian Accounting Standard (Ind-AS).

Unit 5. Amalgamation of Companies (12 Lectures)

Unit 6. Accounts of Holding Companies/Parent Companies (12 Lectures)
Preparation of consolidated balance sheet with one subsidiary company; Relevant provisions of Accounting Standard: 21 (ICAI).

Unit 7. Accounting Ratios: (7 Lectures)
Definition, Importance & limitations of Ratio Analysis, Interested Parties in Ratio Analysis, Classification & calculation of different types of Ratio and their implications.

Note:

1. The relevant Indian Accounting Standards in line with the IFRS for all the above topics should be covered.
2. Any revision of relevant Indian Accounting Standard would become applicable immediately.
Suggested Readings:

8. P. C. Tulsian and Bharat Tulsian, Corporate Accounting, S.Chand
9. Amitabha Mukherjee, Mohammed Hanif, Corporate Accounting, McGraw Hill Education

Note: Latest edition of text books may be used.
Objective: The purpose of the paper is to orient the learner toward entrepreneurship as a career option and creative thinking and behavior.

Contents:

Unit 1: Introduction (10 Lectures)
Meaning, elements, determinants and importance of entrepreneurship and creative behavior; Entrepreneurship and creative response to the society’s problems and at work; Dimensions of entrepreneurship: intrapreneurship, technopreneurship, cultural entrepreneurship, international entrepreneurship, netpreneurship, ecopreneurship, and social entrepreneurship

Unit 2: Entrepreneurship and Micro, Small and Medium Enterprises (10 Lectures)
Concept of business groups and role of business houses and family business in India; The contemporary role models in Indian business: their values, business philosophy and behavioural orientations; Conflict in family business and its resolution

Unit 3: (10 Lectures)
Public and private system of stimulation, support and sustainability of entrepreneurship. Requirement, availability and access to finance, marketing assistance, technology, and industrial accommodation. Role of industries/entrepreneur’s associations and self-help groups. The concept, role and functions of business incubators, angel investors, venture capital and private equity fund.

Unit 4: Sources of business ideas and tests of feasibility. (10 Lectures)
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 (various aspects of the project report such as size of investment, nature of product, market potential may be covered); Project submission/presentation and appraisal thereof by external agencies, such as financial/non-financial institutions

Unit 5: Mobilising Resources (10 Lectures)
Mobilising resources for start-up. Accommodation and utilities; Preliminary contracts with the vendors, suppliers, bankers, principal customers; Contract management: Basic start-up problems
**Suggested Readings:**

10. SIDBI Reports on Small Scale Industries Sector.

**Note:** Latest edition of text books may be used.
Course – DSC - 7

COST ACCOUNTING

Marks: 75

Objective: To acquaint the students with basic concepts used in cost accounting, various methods involved in cost ascertainment and cost accounting book keeping systems.

CONTENTS:

Unit 1: Introduction (6 Lectures)
Meaning, objectives and advantages of cost accounting; Difference between cost accounting and financial accounting; Cost concepts and classifications; Elements of cost; Installation of a costing system; Role of a cost accountant in an organisation

Unit 2: Elements of Cost: Material and Labour (14 Lectures)

Unit 3: Elements of Cost: Overheads (8 Lectures)
Classification, allocation, apportionment and absorption of overheads; Under- and over-absorption; Capacity Levels and Costs; Treatments of certain items in costing like interest on capital, packing expenses, bad debts, research and development expenses; Activity based cost allocation.

Unit 4: Methods of Costing (28 Lectures)
Unit costing, Job costing, Contract costing, Process costing (process losses, valuation of work in progress, joint and by-products), Service costing (only transport).

Unit 5: Book Keeping in Cost Accounting (9 Lectures)
Integral and non-integral systems; Reconciliation of cost and financial accounts
Suggested Reading:
12. M. Haniff, Modern Cost & Management Accounting

Course – DSE - 8
Objective: The objective of this course is to familiarize students with the applications of mathematics and statistical techniques in business decision-making.

Notes:
1. Use of simple calculator is allowed.
2. Proofs of theorems / formulae are not required.
3. Trigonometric functions are not to be covered.

Part – A: Business Mathematics

Unit 1: Matrices (10 Lectures)
Definition of a matrix. Types of matrices; Algebra of matrices. Calculation of values of determinants up to third order; Adjoint of a matrix; Finding inverse of a matrix through adjoint; Applications of matrices to solution of simple business and economic problems.

Unit 2: Differential Calculus (15 Lectures)
Mathematical functions and their types – linear, quadratic, polynomial; Concepts of limit and continuity of a function; Concept of differentiation; Rules of differentiation – simple standard forms. Applications of differentiation – elasticity of demand and supply; Maxima and Minima of functions (involving second or third order derivatives) relating to cost, revenue and profit.

Unit 3: Basic Mathematics of Finance (8 Lectures)
Simple and compound interest Rates of interest – nominal, effective and continuous – their inter-relationships; Compounding and discounting of a sum using different types of rates.

Part – B: Statistics

Unit 1: Uni-variate Analysis (12 Lectures)
Measures of Central Tendency including arithmetic mean, geometric mean and harmonic mean: properties and applications; mode and median. Partition values - quartiles, deciles, and percentiles. Measures of Variation: absolute and relative. Range, quartile deviation and mean deviation; Variance and Standard deviation: calculation and properties.

Unit 2: Bi-variate Analysis (12 Lectures)
Simple Linear Correlation Analysis: Meaning, and measurement. Karl Pearson's co-efficient and Spearman’s rank correlation
Simple Linear Regression Analysis: Regression equations and estimation. Relationship between correlation and regression coefficients

Unit 3: Time-based Data: Index Numbers and Time-Series Analysis (8 Lectures)
Meaning and uses of index numbers; Construction of index numbers: Aggregative and average of relatives – simple and weighted, Tests of adequacy of index numbers, Construction of consumer price indices.
Components of time series; additive and multiplicative models; Trend analysis: Finding trend by moving average method and Fitting of linear trend line using principle of least squares.

Suggested Readings:
12. N.G. Das, *Statistical Methods (Vol_I, II)*

Note: Latest edition of text books may be used.
Objectives: To enable the student to become familiar with the mechanism for conducting business transactions through electronic means.

Contents

Unit 1: Introduction: (10 Lectures)
Meaning, nature, concepts, advantages, disadvantages and reasons for transacting online, types of E-Commerce, e-commerce business models (introduction, key elements of a business model and categorizing major E-commerce business models), forces behind e-commerce.

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).

Unit 2: Security and Encryption: (10 Lectures)
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).

Unit 3: IT Act 2000 and Cyber Crimes (10 Lectures)

Unit 4: E-payment System: (10 Lectures)
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.

Unit 5: On-line Business Transactions: (10 Lectures)
Meaning, purpose, advantages and disadvantages of transacting online, E-commerce applications in various industries like (banking, insurance, payment of utility bills, online marketing, e-tailing (popularity, benefits, problems and features), online services (financial, travel and career), auctions, online portal, online learning, publishing and entertainment) Online shopping (amazon, snapdeal, alibaba, flipkart, etc.)

Suggested Readings
4. PT Joseph, *E-Commerce: An Indian Perspective*, PHI Learning
5. KK Bajaj and Debjani Nag, *E-commerce*, McGraw Hill Education
7. SushilaMadan, *E-Commerce*, Taxmann

TN Chhabra, Hem Chand Jain, and Aruna Jain, *An Introduction to HTML*, DhanpatRai& Co
Objective: To impart knowledge about the basic principles of the banking and insurance

Contents

Unit 1: Introduction (13 Lectures)
Origin of banking: definition, banker and customer relationship, General and special types of customers, Types of deposits, Origin and growth of commercial banks in India. Financial Services offered by banks, changing role of commercial banks, types of banks

Unit 2: Cheques and Paying Banker (13 Lectures)
Crossing and endorsement - meaning, definitions, types and rules of crossing. Duties, Statutory protection in due course, collecting bankers: duties, statutory protection for holder in due course, Concept of negligence.

Unit 3: Banking Lending (13 Lectures)
Principles of sound lending, Secured vs. unsecured advances, Types of advances, Advances against various securities.

Unit 4: Internet Banking (13 Lectures)
Meaning, Benefits, Home banking, Mobile banking, Virtual banking, E-payments, ATM Card/ Biometric card, Debit/Credit card, Smart card, NEFT, RTGS, ECS (credit/debit), E-money, Electronic purse, Digital cash.

Unit V: Insurance (13 Lectures)
Basic concept of risk, Types of business risk, Assessment and transfer, Basic principles of utmost good faith, Indemnity, Economic function, Proximate cause, Subrogation and contribution, Types of insurance: Life and Non-life, Re-insurance, Risk and return relationship, Need for coordination. Power, functions and Role of IRDA, Online Insurance

Suggested readings:

1. Agarwal, O.P., Banking and Insurance, Himalaya Publishing House
2. Satyadevi, C., Financial Services Banking and Insurance, S.Chand
4. Chabra, T.N., Elements of Banking Law, DhanpatRai and Sons
6. Saxena, G.S; Legal Aspects of Banking Operations, Sultan Chand and Sons
7. Varshney, P.N., Banking Law and Practice, Sultan Chand and Sons
8. Jyotsna Sethi and Nishwan Bhatia, Elements of Banking and Insurance, PHI Learning

Note: Latest edition of text books may be used.
PRINCIPLES OF MARKETING

Objective: The objective of this course is to provide basic knowledge of concepts, principles, tools and techniques of marketing.

Contents:

Unit 1: Introduction:(13 Lectures)
Nature, scope and importance of marketing; Evolution of marketing; Selling vs Marketing; Marketing mix, Marketing environment: concept, importance, and components (Economic, Demographic, Technological, Natural, Socio-Cultural and Legal).

Unit 2:

a. Consumer Behaviour: (13 Lectures)
Nature and Importance, Consumer buying decision process; Factors influencing consumer buying behaviour.

b. Market segmentation: concept, importance and bases; Target market selection; Positioning concept, importance and bases; Product differentiation vs. market segmentation.

Unit 3: Product:(13 Lectures)
Concept and importance, Product classifications; Concept of product mix; Branding, packaging and labeling; Product-Support Services; Product life-cycle; New Product Development Process; Consumer adoption process.

Unit 4:(13 Lectures)


b. Distribution Channels and Physical Distribution: Channels of distribution - meaning and importance; Types of distribution channels; Functions of middle man; Factors affecting choice of distribution channel; Wholesaling and retailing; Types of Retailers; e-tailing, Physical Distribution.

Unit 5:(13 Lectures)

a. Promotion: Nature and importance of promotion; Communication process; Types of promotion: advertising, personal selling, public relations & sales promotion, and their distinctive characteristics; Promotion mix and factors affecting promotion mix decisions;

b. Recent developments in marketing: Social Marketing, online marketing, direct marketing, services marketing, green marketing, Rural marketing; Consumerism

Suggested readings:
10. Rajan Sexena, *Marketing Management*
Objective: To impart the students, knowledge about the use of financial, cost and other data for the purpose of managerial planning, control and decision making.

COURSE CONTENTS:

Unit 1: Introduction (6 Lectures)
Meaning, Objectives, Nature and Scope of management accounting, Difference between cost accounting and management accounting, Cost control and Cost reduction, Cost management

Unit 2: Budgetary Control (10 Lectures)

Unit 3: Standard Costing (12 Lectures)

Unit 4: Marginal Costing (12 Lectures)

Unit 5: Decision Making (20 Lectures)
Steps in Decision Making Process, Concept of Relevant Costs and Benefits, Various short term decision making situations – profitable product mix, Acceptance or Rejection of special/export offers, Make or buy, Addition or Elimination of a product line, sell or process further, operate or shut down. Pricing Decisions: Major factors influencing pricing decisions, various methods of pricing

Unit 5: Contemporary Issues (5 Lectures)
Responsibility Accounting: Concept, Significance, Different Responsibility Centres, Divisional.
Performance Measurement: Financial and Non-Financial measures. Transfer Pricing

Suggested Reading:
5. Goel, Rajiv, *Management Accounting*, International Book House,

Course – DSE – 2 (b)  HUMAN RESOURCE MANAGEMENT
Objective: The objective of the course is to acquaint students with the techniques and principles to manage human resource of an organisation.

Unit 1: Introduction (13 Lectures)
Human Resource Management: Concept and Functions, Role, Status and competencies of HR Manager, HR Policies, Evolution of HRM, HRM vs HRD. Emerging Challenges of Human Resource Management; Workforce diversity; Empowerment; Downsizing; VRS; Human Resource Information System

Unit 2: Acquisition of Human Resource (13 Lectures)
Human Resource Planning- Quantitative and Qualitative dimensions; job analysis – job description and job specification; Recruitment – Concept and sources; Selection – Concept and process; test and interview; placement and induction

Unit 3: Training and Development (13 Lectures)
Concept and Importance; Identifying Training and Development Needs; Designing Training Programmes; Role-Specific and Competency-Based Training; Evaluating Training Effectiveness; Training Process Outsourcing; Management Development; Career Development.

Unit 4: Performance Appraisal (13 Lectures)
Nature, objectives and importance; Modern techniques of performance appraisal; potential appraisal and employee counseling; job changes - transfers and promotions; Compensation: concept and policies; job evaluation; methods of wage payments and incentive plans; fringe benefits; performance linked compensation.

Unit 5: Maintenance (13 Lectures)
Employee health and safety; employee welfare; social security; Employer-Employee relations- an overview; grievance-handling and redressal; Industrial Disputes: causes and settlement machinery

Suggested Readings:

Note: Latest edition of text books may be used.
Course – GE - 1
PRINCIPLES OF MICRO ECONOMICS

Marks: 75

Lectures 65

Unit 1: Introduction( 13 Lectures)
(a). **Demand and Supply**: Determinants of demand, movements vs. shift in demand curve, Determinants of Supply, Movement along a supply curve vs. shift in supply curve; Market equilibrium and price determination.
(b). Elasticity of demand and supply.
(c). Application of demand and supply.

Unit 2: Consumer Theory( 13 Lectures)
**Ordinal Utility theory**: (Indifference curve approach): Consumer’s preferences; Interference curves; Budget line; Consumer’s equilibrium; Income and substitution effect; Price consumption curve and the derivation of demand curve for a commodity; Criticisms of the law of demand.

Unit 3: Production and Cost( 13 Lectures)
(a). Production: Firm as an agent of production. Concepts of Production function. Law of variable proportions; Isoquants; Return to scale; Economics and Diseconomies of scale.
Equilibrium of the firm, Technological Change: the very long run.

Unit 4: Market Structure( 13 Lectures)
(a). **Perfect Competition**: Assumption; Theory of a firm under perfect competition; Demand and Revenue; Equilibrium of the firm in the short run and long run, The long run industry supply curve: increasing, decreasing and constant cost industry. Allocation efficiency under perfect competition
(b). **Monopoly**: Short-run and long-run equilibrium of monopoly firm; Concept of supply curve under monopoly; Allocation inefficiency and dead-weight loss monopoly; Price discrimination.
(c). **Imperfect Competition**: Difference between perfect competitions, monopoly and imperfect competition;
   (i) Monopolistic Competition: Assumption; Short – run Equilibrium; Long run Equilibrium; Concepts of excess capacity; Empirical relevance.
   (ii) Oligopoly: Causes for the existence of oligopolistic firms in the market rather than perfect Competition; Cooperative vs. Non cooperative Behaviour and dilemma of oligopolistic firms.

Unit 5: Income Distribution and Factor Pricing( 13 Lectures)
Demand for factors.Supply of factor, backward bending supply curve for labor concepts of economic rent; Functional Distribution of Income.
Suggested Readings:
1. Pindyck, R.S., D. L. Rubinfeld and P. L. Mehta; Microeconomics, Pearson Education.

Note: Latest edition of text books shall be used.
COMPUTER APPLICATIONS IN BUSINESS

Marks: 75  
Lectures 30 plus Practical Lab 40

Objectives: To provide computer skills and knowledge for commerce students and to enhance the student understands of usefulness of information technology tools for business operations.

Unit 1: Word Processing  Lecture 7  Practical Lab 8
Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Autotext; 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 the above facilities

Unit 2: Preparing Presentations  Lecture 8  Practical Lab 8
Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow.

Creating Business Presentations using above facilities

Unit 3: Spreadsheet and its Business Applications  Lecture 8  Practical Lab 12
Spreadsheet concepts, Managing 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

Unit 4: Creating Business Spreadsheet  Lecture 7  Practical Lab 12
Creating spreadsheet in the area of: Loan and Lease statement; Ratio Analysis; Payroll statements; Capital Budgeting; Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression

Note:
1. Teaching arrangement need to be made in the computer Lab
2. There shall be four lectures per class and 4 Practical Lab periods per batch to be taught in computer Lab.

Suggested Readings: The suggested readings and guidelines shall be notified by the university department at least once in three years based on the selected software.
Semester – VI

Course – DSE – 3 (a)

COMPUTERISED ACCOUNTING & SYSTEMS

Lectures 30 And Practical Lab 70

Marks: 75

Objectives: This course seeks to enhance the skills needed for computerized accounting system and to enable the students to develop simple accounting applications.

Unit 1: Computerised Accounting Systems

Practical Lab

10 Lectures, 26 Practical Lab

Computerised Accounting Systems: Computerized Accounts by using any popular accounting software: Creating a Company; Configure and Features settings; Creating Accounting Ledgers and Groups; Creating Stock Items and Groups; Vouchers Entry; Generating Reports - Cash Book, Ledger Accounts, Trial Balance, Profit and Loss Account, Balance Sheet, Funds Flow Statement, Cash Flow Statement. Selecting and shutting a Company; Backup and Restore data of a Company

Unit 2: Preparation of Return of Income

Practical Lab

8 Lectures, 26 Practical Lab

Filing of returns: Manually, On-line filing of Returns of Income & TDS; Provision & Procedures of Compulsory On-Line filing of returns for specified assesses.

Unit-3: Computerized Accounting: Using Generic Software

Practical Lab

12 Lectures, 18 Practical Lab

Taxation: TDS, GST
Auditing in Computerized Accounting system: Statutory Audit, Voucher verification, Verification of related party transaction, CAAT: Various Tools

Note:

1. Teaching arrangements need to be made in the computer Lab
2. There shall be Four Lectures per class and 4 Practical periods per batch to be taught in computer Lab.

Suggested Readings:
The suggested readings and guidelines shall be notified by the university department at least once in three years based on the selected software.
AUDITING AND CORPORATE GOVERNANCE

Objective: To provide knowledge of auditing principles, procedures and techniques in accordance with current legal requirements and professional standards and to give an overview of the principles of Corporate Governance and Corporate Social Responsibility

Contents:

Unit 1: Introduction (11 Lectures)
Auditing: Introduction, Meaning, Objectives, Basic Principles and Techniques; Classification of Audit, Audit Planning, Internal Control – Internal Check and Internal Audit; Audit Procedure – Vouching and verification of Assets & Liabilities.

Unit 2: Audit of Companies (11 Lectures)
Audit of Limited Companies: Company Auditor - Qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties Auditor’s Report- Contents and Types. Liabilities of Statutory Auditors under the Companies Act 2013

Unit 3: Special Areas of Audit Special Areas of Audit (11 Lectures)
Special features of Cost audit, Tax audit, and Management audit; Recent Trends in Auditing: Basic considerations of audit in EDP Environment; Auditing Standards; Relevant Case Studies/Problems;

Unit 4: Corporate Governance (11 Lectures)
Conceptual framework of Corporate Governance: Theories & Models, Broad Committees; Corporate Governance Reforms. Major Corporate Scandals in India and Abroad: Common Governance Problems Noticed in various Corporate Failures. Codes & Standards on Corporate Governance

Unit 5: Business Ethics (10 Lectures)
Morality and ethics, business values and ethics, approaches and practices of business ethics, corporate ethics, ethics program, codes of ethics, ethics committee; Ethical Behaviour: Concepts and advantages; Rating Agencies; Green Governance; Clause 49 and Listing Agreement

Unit 6: Corporate Social Responsibility (CSR) (11 Lectures)
Concept of CSR, Corporate Philanthropy, Strategic Planning and Corporate Social Responsibility; Relationship of CSR with Corporate Sustainability; CSR and Business Ethics, CSR and Corporate Governance; CSR provisions under the Companies Act 2013; CSR Committee; CSR Models, Codes, and Standards on CSR

Suggested Readings:
1. Ravinder Kumar and Virender Sharma, *Auditing Principles and Practice*, PHI Learning
4. Anil Kumar, *Corporate Governance: Theory and Practice*, Indian Book House, New Delhi
7. N Balasubramanian, A Casebook on Corporate Governance and Stewardship, McGraw Hill Education
12. Relevant Publications of ICAI on *Auditing* (CARO).

**Note:** Latest edition of text books may be used.
**Objective:** To provide the student with a basic knowledge of financial markets and institutions and familiarise them with major financial services in India.

**Contents**

**Unit 1: Introduction (8 Lectures)**

- **Financial System and its Components** – financial markets and institutions; Financial intermediation; Flow of funds matrix; Financial system and economic development; An overview of Indian financial system

**Unit 2: Financial Markets (17 Lectures)**

- Money market – functions, organisation and instruments. Role of central bank in money market; Indian money market – An overview
- Capital Markets – functions, organisation and instruments. Indian debt market; Indian equity market – primary and secondary markets; Role of stock exchanges in India

**Unit 3: Financial Institutions (20 Lectures)**

- Commercial banking – introduction, its role in project finance and working capital finance; Development Financial institutions (DFIs) – An overview and role in Indian economy; Life and non-life insurance companies in India; Mutual Funds – Introduction and their role in capital market development. Non-banking financial companies (NBFCs).

**Unit 4: Financial Services (8 Lectures)**

- Overview of financial services industry: Merchant banking – pre and post issue management, underwriting. Regulatory framework relating to merchant banking in India

**Unit 5: Leasing and hire-purchase (12 Lectures)**

- Consumer and housing finance; Venture capital finance; Factoring services, bank guarantees and letter of credit; Credit rating; Financial counseling.

**Suggested Readings:**

h. Annual Reports of Major Financial Institutions in India.

**Note:** Latest edition of text books may be used
Course – DSE – 4 (b)

GOODS AND SERVICES TAX & CUSTOMS DUTY

Marks: – 75

Contents:

1. Concept of indirect taxes (5 Lectures)
   i. Concept and features of indirect taxes
   ii. Principal indirect taxes

2. Goods and Services Tax (GST) Laws (40 Lectures)
   i. GST Laws: An introduction including Constitutional aspects
   ii. Levy and collection of CGST and IGST
      a) Application of CGST/IGST law
      b) Concept of supply including composite and mixed supplies
      c) Charge of tax
      d) Exemption from tax
      e) Composition levy
   iii. Basic concepts of time and value of supply
   iv. Input tax credit
   v. Computation of GST liability
   vi. Registration
   vii. Tax invoice; Credit and Debit Notes; Electronic way bill
   viii. Returns
   ix. Payment of tax including reverse charge

3. Customs Law as contained in the Customs Act, 1962 and the Customs Tariff Act, 1975 (20 Lectures)
   (i) Introduction to customs law including Constitutional aspects
   (ii) Levy of and exemptions from customs duties – All provisions including application of customs law, taxable event, charge of customs duty, exceptions to levy of customs duty, exemption from custom duty
   (iii) Types of customs duties
   (iv) Classification and valuation of imported and export goods
   (v) Officers of Customs; Appointment of customs ports, airports etc.
   (vi) Import and Export Procedures – All import and export procedures including special procedures relating to baggage, goods imported or exported by post, stores
   (vii) Provisions relating to coastal goods and vessels carrying coastal goods
   (viii) Warehousing
   (ix) Drawback
   (x) Demand and Recovery; Refund
   (xi) Provisions relating to prohibited goods, notified goods, specified goods, illegal importation/exportation of goods
   (xii) Searches, seizure and arrest; Offences; Penalties; Confiscation and Prosecution
   (xiii) Appeals and Revision; Advance Rulings; Settlement Commission
   (xiv) Other provisions.

Suggested Readings:
1. Dhingra Understanding Basic of GST, Kalyani Publishers
2. Goyal and Garg, Indirect Tax, Kalyani Publishers

Note: Latest edition of text books may be used.
Course – GE - 2

INDIAN ECONOMY

Marks: 75

Objectives: This course seeks to enable the student to grasp the major economic problems in India and their solutions. It also seeks to provide an understanding of modern tools of macro-economic analysis and policy framework.

Contents

Unit 1: Basic Issues and features of Indian Economy (13 Lectures)
Concept and Measures of Development and Underdevelopment; Human Development; Composition of national income and occupational structure.

Unit 2: Policy Regimes (13 Lectures)

a) The evolution of planning and import substituting industrialization.
c) Monetary and Fiscal policies with their implications on economy
d)

Unit 3: Growth, Development and Structural Change (13 Lectures)

a) The experience of Growth, Development and Structural Change in different phases of growth and policy regimes across sectors and regions.
b) The Institutional Framework: Patterns of assets ownership in agriculture and industry; Policies for restructuring agrarian relations and for regulating concentration of economic power;
d) Growth and Distribution; Unemployment and Poverty; Human Development; Environmental concerns.
e) Demographic Constraints: Interaction between population change and economic development.

Unit 4: Sectoral Trends and Issues (13 Lectures)

a) Agriculture Sector: Agrarian growth and performance in different phases of policy regimes i.e.pre green revolution and the two phases of green revolution; Factors influencing productivity and growth; the role of technology and institutions; price policy, the public distribution system and food security.
b) Industry and Services Sector: Phases of Industrialisation – the rate and pattern of industrial growth across alternative policy regimes; Public sector – its role, performance and reforms; The small scale sector; Role of Foreign capital.
c) Financial Sector: Structure, Performance and Reforms. Foreign Trade and balance of Payments: Structural Changes and Performance of India’s Foreign Trade and Balance of Payments; Trade Policy Debate; Export policies and performance; Macro Economic Stabilisation and Structural Adjustment; India and the WTO, Role of FDI, Capital account convertibility

Unit 5: Inflation, Unemployment and Labour market (13 Lectures)

Inflation: Causes of rising and falling inflation, inflation and interest rates, social costs of inflation; Unemployment – natural rate of unemployment, frictional and wait unemployment. Labour market and its interaction with production system; Phillips curve, the trade-off between inflation and unemployment, sacrifice ratio, role of expectations adaptive and rational
Suggested Readings:
2. IC Dhingra, *Indian Economy*, Sultan Chand & Sons
4. Uma Kapila (ed), “*Indian Economy since Independence*”, Relevant articles.

Note: Latest edition of text books may be used.
Course: SEC - 4

BUSINESS COMMUNICATION

Marks: 75

Objective: To equip students of the B.Com course effectively to acquire skills in reading, writing, comprehension and communication, as also to use electronic media for business communication.

Content:

Unit 1 (12 Lectures)
Nature of Communication: Process of Communication, Types of Communication (verbal & NonVerbal), Importance of Communication, Different forms of Communication Barriers to Communication Causes, Linguistic Barriers, Psychological Barriers, Interpersonal Barriers, Cultural Barriers, Physical Barriers, Organizational Barriers

Unit 2 (13 Lectures)
Business Correspondence: Letter Writing, presentation, Inviting quotations, Sending quotations, Placing orders, Inviting tenders, Sales letters, claim & adjustment letters and social correspondence, Memorandum, Inter -office Memo, Notices, Agenda, Minutes, Job application letter, preparing the Resume.

Unit 3 (15 Lectures)
Report Writing: Business reports, Types, Characteristics, Importance, Elements of structure, Process of writing, Order of writing, the final draft, check lists for reports.

Unit 4 (10 Lectures)

Suggested Readings:
3. Shirley Taylor, *Communication for Business, Pearson Education*
5. LeenaSen, *Communication Skills*, PHI Learning

Note: Latest edition of text books may be used.