

Proposed Syllabus For
B.Com. (Honours) and B.Com. (General) Course

Under
Choice Based Credit System
(Approved in the meeting of UGBS in Commerce held on 12/02/2018)

(To be Effective from the Academic Session 2018-19)

University of Kalyani
West Bengal



February, 2018

B. Com. (Honours) Three-Year (6-Semester) CBCS Programme
Basic Structure: Distribution of Courses

SL. NO.	COURSE	TOTAL NO. OF PAPERS	CREDIT PER PAPER	TOTAL CREDIT
1.	Ability Enhancement Compulsory Course (AECC)	2	2	$2 \times 2 = 4$
2.	Skill Enhancement Elective Course (SEC)	2	2	$2 \times 2 = 4$
3.	CORE COURSE	14	6	$14 \times 6 = 84$
4.	Discipline Specific Elective (DSE)	4	6	$4 \times 6 = 24$
5.	Generic Elective (GE)	4	6	$4 \times 6 = 24$
Total				140

B. Com. (General) Three-Year (6-Semester) CBCS Programme
Basic Structure: Distribution of Courses

SL. NO.	COURSE	TOTAL NO. OF PAPERS	CREDIT PER PAPER	TOTAL CREDIT
1.	Ability Enhancement Compulsory Course (AECC)	2	2	$2 \times 2 = 4$
2.	Skill Enhancement Elective Course (SEC)	4	2	$4 \times 2 = 8$
3.	CORE COURSE	12	6	$12 \times 6 = 72$
4.	Discipline Specific Elective (DSE)	4	6	$4 \times 6 = 24$
5.	Generic Elective (GE)	2	6	$2 \times 6 = 12$
Total				120

Three year B.Com. Honours Course
Structure of Syllabus under Semester System with CBCS
to be effective from the Academic Session 2018-19

	CC – 6 Credit	DSE– 6 Credit	GE– 6 Credit	AECC - 2 Credit	SEC- 2 credit	Total
Sem. I	2 Papers		1 Paper	1 Paper		4 Papers
	Financial Accounting 1		Fundamentals of Financial Accounting (Note 1)	Environmental Studies		
	Principles of Management					
Sem. II	2 Papers		1 Paper	1 Paper		4 Papers
	Business Mathematics		Fundamentals of Income Tax (Note 1)	Communicative English		
	Human Resource Management and Marketing Management					
Sem. III	3 Papers		1 Paper		1 Paper	5 Papers
	Financial Accounting 2		Fundamentals of Goods and Service Tax (Note 1)		<i>Any one of the following:</i> (A) E-Commerce and Computer Applications in Business (B) Office Management and Secretarial Practice	
	Business Laws					
	Income Tax Law					
Sem. IV	3 Papers		1 Paper		1 Paper	5 Papers
	Cost Accounting		Fundamentals of Cost and Management Accounting (Note 1)		<i>Any one of the following:</i> (A) Tax Returns and e-Filing of Tax Returns (B) Fundamentals of Investment	
	Indirect Tax Laws					
	Company Law					
Sem. V	2 Papers	2 DSE Optional Papers				4 Papers

	Financial Management	<i>Any one of the following:</i> (A) Management Accounting (B) Advertising				
	Auditing	<i>Any one of the following:</i> (A) Indian Financial System (B) Banking and Insurance				
Sem. VI	2 Papers	2 DSE Optional Papers				4 Papers
	Corporate Accounting	<i>Any one of the following:</i> (A) Business Communication and Entrepreneurship Development (B) Corporate Governance and Social Responsibility of Business				
	Project Work	<i>Any one of the following:</i> (A) Accounting For Local Bodies (B) International Business				
Total no. of Courses	14 Papers	4 Papers	4 Papers	2 Papers	2 Papers	26 Papers
Total Credit	14×6 = 84 Credit	4×6 = 24 Credit	4×6 = 24 Credit	2×2 = 4 Credit	2×2 = 4 Credit	140 Credit

CC stands for *Core Course*

DSE stands for *Discipline Specific Elective*

GE stands for *Generic Elective*

AECC stands for *Ability Enhancement Compulsory Course*

SEC stands for *Skill Enhancement Course*

Three year B.Com. Honours Course
Semester wise Structure of Syllabus with CBCS
to be effective from the Academic Session 2018-19

Year I: Semester I

Course Code*	Course Title	Credit	No. of Classes per Week**		No. of Classes per Week**	
			L	T	L	P
BCOM-H-1.1-CC-1-T	FINANCIAL ACCOUNTING 1	6	5	1		
BCOM-H-1.2-CC-2 -T	PRINCIPLES OF MANAGEMENT	6	5	1		
BCOM-H-1.3-GE-1-T	FUNDAMENTALS OF FINANCIAL ACCOUNTING (<i>Note 1</i>)	6	5	1		
BCOM-H-1.4-AECC-1-T	ENVIRONMENTAL STUDIES	2				
Total		20				

*In Course Code, 'H' stands for Honours, 'T' stands for Theory and 'P' stands for Practical.

**Under 'No. of Classes per Week', 'L' stands for Lecture, 'T' stands for Tutorial and 'P' stands for Practical.

Year I: Semester II

Course Code	Course Title	Credit	No. of Classes per Week		No. of Classes per Week	
			L	T	L	P
BCOM-H-2.1-CC-3-T	BUSINESS MATHEMATICS	6	5	1		
BCOM-H-2.2-CC-4 -T	HUMAN RESOURCE MANAGEMENT AND MARKETING MANAGEMENT	6	5	1		
BCOM-H-2.3-GE-2-T	FUNDAMENTALS OF INCOME TAX (<i>Note 1</i>)	6	5	1		
BCOM-H-2.4-AECC-2-T	COMMUNICATIVE ENGLISH	2				
Total		20				

Year 2: Semester III

Course Code	Course Title	Credit	No. of Classes per Week		No. of Classes per Week	
			L	T	L	P
BCOM-H-3.1-CC-5-T	FINANCIAL ACCOUNTING 2	6	5	1		
BCOM-H-3.2-CC-6 -T	BUSINESS LAWS	6	5	1		
BCOM-H-3.3-CC-7 -T	INCOME TAX LAW	6	5	1		
BCOM-H-3.4-GE-3-T	FUNDAMENTALS OF GOODS AND SERVICE TAX (<i>Note 1</i>)	6	5	1		
BCOM-H-3.5-SEC-1-T+P (A)	<i>Any One of the Following:</i> (A) E-COMMERCE AND COMPUTER APPLICATIONS IN BUSINESS	2				
BCOM-H-3.5-SEC-1-T (B)	Or (B) OFFICE MANAGEMENT AND SECRETARIAL PRACTICE					
Total		26				

Year 2: Semester IV

Course Code	Course Title	Credit	No. of Classes per Week		No. of Classes per Week	
			L	T	L	P
BCOM-H-4.1-CC-8-T	COST ACCOUNTING	6	5	1		
BCOM-H-4.2-CC-9 -T	INDIRECT TAX LAWS	6	5	1		
BCOM-H-4.3-CC-10 -T	COMPANY LAW	6	5	1		
BCOM-H-4.4-GE-4-T	FUNDAMENTALS OF COST AND MANAGEMENT ACCOUNTING <i>(Note 1)</i>	6	5	1		
BCOM-H-4.5-SEC-2-T+P (A)	<i>Any One of the Following:</i> (A) TAX RETURNS AND E-FILING OF TAX RETURNS	2				
BCOM-H-4.5-SEC-2-T (B)	Or (B) FUNDAMENTALS OF INVESTMENT					
Total		26				

Year 3: Semester V

Course Code	Course Title	Credit	No. of Classes per Week		No. of Classes per Week	
			L	T	L	P
BCOM-H-5.1-CC-11-T	FINANCIAL MANAGEMENT	6	5	1		
BCOM-H-5.2-CC-12-T	AUDITING	6	5	1		
BCOM-H-5.3-DSE-1-T (A)	<i>Any One of the Following:</i> (A) MANAGEMENT ACCOUNTING	6	5	1		
BCOM-H-5.3-DSE-1-T (B)	OR (B) ADVERTISING					
BCOM-H-5.4-DSE-2-T (A)	<i>Any One of the Following:</i> (A) INDIAN FINANCIAL SYSTEM	6	5	1		
BCOM-H-5.4-DSE-2-T (B)	OR (B) BANKING AND INSURANCE					
Total		24				

Year 3: Semester VI

Course Code	Course Title	Credit	No. of Classes per Week		No. of Classes per Week	
			L	T	L	P
BCOM-H-6.1-CC-13-T	CORPORATE ACCOUNTING	6	5	1		
BCOM-H-6.2-CC-14-T+ P	PROJECT WORK	6				
BCOM-H-6.3-DSE-3-T (A)	<i>Any One of the Following:</i> (A) BUSINESS COMMUNICATION AND ENTREPRENEURSHIP DEVELOPMENT OR	6	5	1		
BCOM-H-6.3-DSE-3-T (B)	(B) CORPORATE GOVERNANCE AND SOCIAL RESPONSIBILITY OF BUSINESS					
BCOM-H-6.4-DSE-4-T (A)	<i>Any One of the Following:</i> (A) ACCOUNTING FOR LOCAL BODIES OR	6	5	1		
BCOM-H-6.4-DSE-4-T (B)	(B) INTERNATIONAL BUSINESS					
	Total	24				

Note 1:

The following four GE Papers are offered to the students (Honours) of any department other than students of commerce department.

- i) Fundamentals of Financial Accounting (GE 1)
- ii) Fundamentals of Income Tax (GE 2)
- iii) Fundamentals of Goods and Service Tax (GE 3)
- iv) Fundamentals of Cost and Management Accounting (GE 4)

[If GE papers under B.Com. (Honours) Syllabus are allowed by the University Authority to be opted by students of commerce departments as well as students of any other department, then above four GE Papers are to be substituted by the following four GE Papers (*detailed syllabus of which are provided in Appendix A*):

- i) Micro Economics (GE 1)
- ii) Business Statistics (GE 2)
- iii) Macro Economics (GE 3)
- iv) Indian Economics (GE 4)]

Three year B.Com. General Course
Structure of Syllabus under Semester System with CBCS
to be effective from the Academic Session 2018-19

	CC – 6 Credit	DSE– 6 Credit	GE– 6 Credit	AECC - 2 Credit	SEC- 2 credit	Total
Sem. I	1 Paper			1 Paper		4 Papers
	Financial Accounting 1			Environment al Studies		
	Principles of Management					
	Language L ₁ - 1					
Sem. II	2 Papers			1 Paper		4 Papers
	Human Resource Management and Marketing Management			Communicati ve English		
	Business Laws					
	Language L ₂ - 1					
Sem. III	3 Papers				1 Paper	4 Papers
	Financial Accounting 2				<i>Any one of the following:</i> (A) E-Commerce and Computer Applications in Business (B) Personal Selling and Salesmanship	
	Income Tax Law					
	Language L ₁ - 2					
Sem. IV	3 Papers				1 Paper	4 Papers
	Cost Accounting				<i>Any one of the following:</i> (A) Tax Returns and e-Filing of Tax Returns (B) Advertising	
	Indirect Tax					

	Laws					
	Language L ₂ - 2					
Sem. V	2 Papers	2 DSE Optional Papers	1 Paper		1 Paper	4 Papers
		<i>Any one of the following:</i> (A) Corporate Accounting (B) Banking and Insurance	Basic Financial Accounting (<i>Note 2</i>)		<i>Any one of the following:</i> (A) Business Communication and Entrepreneurship Development (B) Auditing	
		<i>Any one of the following:</i> (A) Management Accounting (B) Indian Financial System				
Sem. VI	1 Paper	2 DSE Optional Papers	1 Paper		1 Paper	4 Papers
		<i>Any one of the following:</i> (A) Financial Management (B) Corporate Governance And Social Responsibility of Business	Basic Income Tax (<i>Note 2</i>)		Project Work	
		<i>Any one of the following:</i> (A) Accounting For Local Bodies (B) Fundamentals of Investment				
Total	12 Papers	4 Papers	2 Papers	2 Papers	4 Papers	24 Papers

CC stands for *Core Course*

DSE stands for *Discipline Specific Elective*

GE stands for *Generic Elective*

AECC stands for *Ability Enhancement Compulsory Course*

SEC stands for *Skill Enhancement Course*

Three year B.Com. General Course
Semester wise Structure of Syllabus with CBCS
to be effective from the Academic Session 2018-19

Year I: Semester I

Course Code*	Course Title	Credit	No. of Classes per Week**		No. of Classes per Week**	
			L	T	L	P
BCOM-G-1.1-CC-1-T	FINANCIAL ACCOUNTING 1	6	5	1		
BCOM-G-1.2-CC-2 -T	PRINCIPLES OF MANAGEMENT	6	5	1		
BCOM-G-1.3-CC-3-T	LANGUAGE L ₁ - 1	6	5	1		
BCOM-G-1.4-AECC-1-T	ENVIRONMENTAL STUDIES	2				
Total		20				

*In Course Code, 'G' stands for General, 'T' stands for Theory and 'P' stands for Practical.

**Under 'No. of Classes per Week', 'L' stands for Lecture, 'T' stands for Tutorial and 'P' stands for Practical.

Year I: Semester II

Course Code	Course Title	Credit	No. of Classes per Week		No. of Classes per Week	
			L	T	L	P
BCOM-G-2.1-CC-4-T	HUMAN RESOURCE MANAGEMENT AND MARKETING MANAGEMENT	6	5	1		
BCOM-G-2.2-CC-5 -T	BUSINESS LAWS	6	5	1		
BCOM-G-2.3-CC-6-T	LANGUAGE L ₂ - 1	6	5	1		
BCOM-G-2.4-AECC-2-T	COMMUNICATIVE ENGLISH	2				
Total		20				

Year 2: Semester III

Course Code	Course Title	Credit	No. of Classes per Week		No. of Classes per Week	
			L	T	L	P
BCOM-G-3.1-CC-7-T	FINANCIAL ACCOUNTING 2	6	5	1		
BCOM-G-3.2-CC-8 -T	INCOME TAX LAW	6	5	1		
BCOM-G-3.3-CC-9-T	LANGUAGE L ₁ - 2	6	5	1		
BCOM-G-3.4-SEC-1-T+P (A)	<i>Any one of the following:</i> {A} E-COMMERCE AND COMPUTER APPLICATIONS IN BUSINESS OR	2				
BCOM-G-3.4-SEC-1-T (B)	{B} PERSONAL SELLING AND SALESMANSHIP					
Total		20				

Year 2: Semester IV

Course Code	Course Title	Credit	No. of Classes per Week		No. of Classes per Week	
			L	T	L	P
BCOM-G-4.1-CC-10-T	COST ACCOUNTING	6	5	1		
BCOM-G-4.2-CC-11-T	INDIRECT TAX LAWS	6	5	1		
BCOM-G-4.3-CC-12-T	LANGUAGE L ₂ - 2	6	5	1		
BCOM-G-4.4-SEC-2-T+P (A)	<i>Any one of the following:</i> (A) TAX RETURNS AND E-FILING OF TAX RETURNS	2				
BCOM-G-4.4-SEC-2-T (B)	OR (B) ADVERTISING					
Total		20				

Year 3: Semester V

Course Code	Course Title	Credit	No. of Classes per Week		No. of Classes per Week	
			L	T	L	P
BCOM-G-5.1-DSE-1-T (A)	<i>Any one of the following:</i> (A) CORPORATE ACCOUNTING	6	5	1		
BCOM-G-5.1-DSE-1-T (B)	OR (B) BANKING AND INSURANCE					
BCOM-G-5.2-DSE-2-T (A)	<i>Any one of the following:</i> (A) MANAGEMENT ACCOUNTING	6	5	1		
BCOM-G-5.2-DSE-2-T (B)	OR (B) INDIAN FINANCIAL SYSTEM					
BCOM-G-5.3-GE-1-T	BASIC FINANCIAL ACCOUNTING (<i>Note 2</i>)	6	5	1		
BCOM-G-5.4-SEC-3-T (A)	<i>Any one of the following:</i> (A) BUSINESS COMMUNICATION AND ENTREPRENEURSHIP DEVELOPMENT	2				
BCOM-G-5.4-SEC-3-T (B)	OR (B) AUDITING					
Total		20				

Year 3: Semester VI

Course Code	Course Title	Credit	No. of Classes per Week		No. of Classes per Week	
			L	T	L	P
BCOM-G-6.1-DSE-3-T (A)	<i>Any one of the following:</i> (A) FINANCIAL MANAGEMENT OR (B) CORPORATE GOVERNANCE AND SOCIAL RESPONSIBILITY OF BUSINESS	6	5	1		
BCOM-G-6.1-DSE-3-T (B)						
BCOM-G-6.2-DSE-4-T (A)	<i>Any one of the following:</i> (A) ACCOUNTING FOR LOCAL BODIES OR (B) FUNDAMENTALS OF INVESTMENT	6	5	1		
BCOM-G-6.2-DSE-4-T (B)						
BCOM-G-6.3-GE-2-T	BASIC INCOME TAX (<i>Note 2</i>)	6	5	1		
BCOM-G-6.4-SEC-4-T+P	PROJECT WORK	2				
	Total	20				

Note 2:

The following two GE Papers are offered to the students (General) of any department other than students of commerce department.

- i) Basic Financial Accounting (GE 1)
- ii) Basic Income Tax (GE 2)

[If GE papers under B.Com. (General) Syllabus are allowed by the University Authority to be opted by students of commerce departments as well as students of any other department, then above two GE Papers are to be substituted by the following two GE Papers (*detailed syllabus of which are provided in Appendix B*):

- i) Business Economics (GE 1)
- ii) Business Mathematics and Statistics (GE 2)]

Detailed Syllabus

B.Com. (Honours)

Year I: Semester I

Course Code*	Course Title	Credit	No. of Classes per Week**		No. of Classes per Week**	
			L	T	L	P
BCOM-H-1.1-CC-1-T	FINANCIAL ACCOUNTING 1	6	5	1		
BCOM-H-1.2-CC-2 -T	PRINCIPLES OF MANAGEMENT	6	5	1		
BCOM-H-1.3-GE-1-T	FUNDAMENTALS OF FINANCIAL ACCOUNTING (<i>Note 1</i>)	6	5	1		
BCOM-H-1.4-AECC-1-T	ENVIRONMENTAL STUDIES	2				
	Total	20				

B.Com. (Honours)
Semester – I
Course Code: BCOM-H-1.1- CC-1-T
Course Title: FINANCIAL ACCOUNTING 1
Credit - 6
Full Marks - 75

Course Contents

1. Introduction to Accounting

- (i) Meaning and objectives of Financial Accounting, Meaning of different types of accounting
- (ii) Users of accounting information and their information Need
- (iii) Accounting Concepts and Conventions: Entity, Money Measurement, Cost, Realisation, Periodicity, Going Concern, Accrual, Consistency, Conservatism, Materiality, Matching and Full Disclosures.
- (iv) Meaning of Accounting Theory, Relation of Accounting Theory with Practice, Generally Accepted Accounting Principles (GAAP)
- (v) Accounting Standards: Concept, Need, Benefits and Limitations of Accounting Standards, Types (Accounting Standards & Indian Accounting Standards) and names of Accounting Standards in India, Provision relating to mandatory application of Accounting Standards under Companies Act.
- (vi) Basic concept of IFRS.

2. Double entry book keeping system:

- (i) Basic Accounting Equation,
- (ii) Meaning and recognition of Assets, Liabilities, Equity, Income and Expenses (Framework for preparation and presentation of Financial Statements issued by the ICAI)
- (iii) Accounting Cycle - Journal, Ledger, Trial Balance and Financial Statements.

3. Basic Principles of preparing Final Accounts

- (i) Revenue recognition: Meaning of revenue and Revenue Recognition Criteria (AS 9)

- (ii) Inventory: Meaning, Accounting Policy for measurement of Inventory, Ascertainment of cost of inventory, Cost Formula to be used (AS 2),
- (iii) Property, Plant and Equipment: Meaning, Recognition and Derecognition of property, plant and equipment, Accounting treatment for sale or exchange of property, plant and equipment (AS 10).
- (iii) Depreciation: Meaning, Nature and Objective of Depreciation, Methods of computing Depreciation: Straight-line method, Diminishing balance method and Units of production method, Recognition of Depreciation Charge, Change in the method of depreciation, Depreciation in case of revision of Residual Value and Useful Life of asset (AS 10)
- (iv) Provision and Reserves
- (v) Capital and Revenue (Expenditure and Income)
- (vi) Concept of Capital and maintenance of capital, relation between capital and income.
- (vii) Rectification of Errors, Adjusting Entries and Closing Entries.

4. (a) Final Accounts of Profit Seeking Organisation: Manufacturing A/C, Trading A/C, Profit & Loss A/C and Balance Sheet of Sole Proprietorship (Vertical and Horizontal Formats)

(b) Final Accounts of Not-for-Profit Organisation: Receipts and Payment Account, Income and Expenditure Account and Balance Sheet.

5. Accounting from Incomplete Records (including Conversion into Double Entry system)

6. Accounting for special sales transaction:

(a) Consignment: Recording in the books of Consignor – at cost & at invoice price, valuation of unsold stock; ordinary commission, Treatment and valuation of abnormal and normal loss, Special commission, Del Credere Commission (with or without bad debt) Use of consignment debtors a/c. Recording in the books of Consignee.

(b) Joint Venture: Separate set of books and Same set of books.

(c) Accounting for sales on approval.

Suggested Readings:

1. Sukla, Grewal, and Gupta: Advanced Accountancy, S. Chand.
2. Gokul Sinha, Accounting Theory & Management Accounting
3. L.S.Porwal, Accounting Theory, Tata McGraw Hill
4. R. L. Gupta & Radheswamy, Advanced Accountancy, S. Chand.
5. Maheshwari & Maheshwari, Advanced Accountancy, Vikash Publishing House.
6. Sehgal & Sehgal, Advanced Accountancy, Taxman Publication.
7. Hanif & Mukherjee, Financial Accounting, TMH.
8. Frank Wood, Business Accounting, Pearson.
9. Tulsian, Financial Accounting, Pearson.
10. Mukherjee and Mukherjee, Financial Accounting I, Oxford
11. Framework for preparation and presentation of Financial Statements issued by the ICAI.
12. Accounting Standards issued by ICAI.

13. Accounting Standards Rules under Companies Act.

B.Com. (Honours)
Semester – I
Course Code: BCOM-H-1.2- CC-2 -T
Course Title: PRINCIPLES OF MANAGEMENT
Credit - 6
Full Marks - 75

Course Contents

- 1. Introduction:** Concept, Nature, Process and Significance of Management. Is Management a science or an Art or both?
- 2. Evolution of Management Thoughts:** Contribution of Taylor, Fayol, Mayo, Follett, Weber, Neo-classical School, Modern School.
- 3. Planning:** Concept, Importance, Process & Types; Forecasting – Meaning, Importance and Techniques; Decision Making- Concepts and Steps in decision making.
- 4. Organising:** Concept, Nature, Process, Organisation Structure, Delegation of Authority, Span of Management, Line & Staff Authority.
- 5. Motivation:** Concept, Importance of Motivation, Theories- Maslow, Herzberg, McGregor.
- 6. Leadership:** Concept, Leadership Styles –Laissez-Faire, Autocratic, Participative, Transactional & Transformational; Leadership Models– Tannenbaum and Schmidt, Blake and Mouton.
- 7. Communication:** Concept, Nature, Process, Types, Importance and Barriers.
- 8. Control:** Concept, Importance, Features, Process, Tools & Techniques.
- 9. Co-ordination:** Meaning, Importance, Principle & Techniques.

Suggested Reading:

1. Ravichandran, K & Nakkiran, S., Principles of management, Abhijeet Publication.
2. Tripathy, P. C & Reddy, P.N, Principles of Management, McGraw Hill Education India Private Limited.
3. Kaul, Principles and Practice of Management, Vikash
4. Koontz & Weirich, Essentials of Management, TMH.
5. Mitra, J & Somani, N, Principles of Management and Business Communication, Oxford.

B.Com. (Honours)
Semester – I
Course Code: BCOM-H-1.3- GE-1-T
Course Title: FUNDAMENTALS OF FINANCIAL ACCOUNTING
Credit - 6
Full Marks - 75

Course Contents

1. Financial Accounting: Meaning and Objectives, Difference with Cost Accounting and Management Accounting, Users of accounting information, Meaning of assets, liabilities, equity, income and expenses, Basic accounting equation, Meaning of Transactions, Meaning and Types of Account, Rules of Debit and Credit.

2. Basic concepts and conventions:

a. Entity	g. Periodicity
b. Money Measurement	h. Consistency
c. Going Concern	i. Prudence (Conservatism)
d. Cost	j. Materiality
e. Realisation	k. Matching and
f. Accruals	l. Full Disclosures

3. Meaning and Types of Journal, Recording of transaction in Journal.

4. Meaning and Types of Ledger, Posting of transaction to ledger from journal.

5. Meaning of Trial Balance and its Preparation.

6. Depreciation

7. Capital and Revenue Expenditures and Receipts

8. Cash basis, Accrual basis and Mixed basis of accounting

9. Meaning of Financial Statements. Different types of Financial Statements and their preparation.

Suggested Readings:

1. Sukla, Grewal, Gupta: Advanced Accountancy, S. Chand. (Vol. 1).

2. Asish K. Bhattacharyya, Essentials of Financial Accounting, PHI Learning Pvt. Ltd.

B.Com. (Honours)
Semester – I
Course Code: BCOM-H-1.4- AECC-1-T
Course Title: ENVIRONMENTAL STUDIES
Credit - 2
Full Marks - 50

(To be prepared centrally by the University)

Year I: Semester II

Course Code	Course Title	Credit	No. of Classes per Week		No. of Classes per Week	
			L	T	L	P
BCOM-H-2.1-CC-3-T	BUSINESS MATHEMATICS	6	5	1		
BCOM-H-2.2-CC-4 -T	HUMAN RESOURCE MANAGEMENT AND MARKETING MANAGEMENT	6	5	1		
BCOM-H-2.3-GE-2-T	FUNDAMENTALS OF INCOME TAX (Note 1)	6	5	1		
BCOM-H-2.4-AECC-2-T	COMMUNICATIVE ENGLISH	2				
	Total	20				

B.Com. (Honours)
Semester – II
Course Code: BCOM-H-2.1- CC-3-T
Course Title: BUSINESS MATHEMATICS
Credit - 6
Full Marks - 75

Course Contents

1. Laws of Indices

2. **Logarithm:** Definition and properties of logarithm and their applications.

3. (i) **A.P. Series:** Definition, Common difference, General term, A.M., Sum of first n terms of an A.P.

(ii) **G.P. Series:** Definition, Common ratio, General term, G.M., Sum of first n terms of a G.P. Sum of Infinite G.P. Series with common ratio less than one.

4. (i) **Permutation** (elementary ideas)- Definition of permutation, Number of permutations of n different things taken r at a time. (i.e. ${}^n P_r$); Permutation of n things taken all together, when things are not all different; Restricted Permutations (formulae and applications only – no deduction): *Permutation of n different things taking r at a time - (i) when m particular things will never occur, (ii) when m particular things will always occur, (iii) when m particular things will always remain in m pre-assigned places, (iv) each thing can be taken once, twice,.....up to r times.*

(ii) **Combination** (elementary ideas): Definition of combination, Combination of n different things taken r at a time (i.e. ${}^n C_r$), ${}^n C_r = {}^n C_{n-r}$; Restricted Combinations (formulae and applications only – no deduction): *Combination of n different things taken r at a time –(i) when p particular things will always occur, (ii) when p particular things would never occur; To find the total number of selections of (p+q) things from (m+n) different things, when p things are to be chosen from the group of m, and q from that of n.*

5. **Compound Interest and Annuities:** Different types of interest rates; Concept of Present value and amount of sum; Types of annuities; Present value and amount of an annuity; including the

case of continuous compounding; Valuation of simple loans and debentures; Problems relating to sinking funds.

6. Calculus (Elementary ideas)

(i) **Functions, Limit and Continuity:** Variables, constants, parameters, functions, idea of rational functions, exponential functions, logarithmic functions, increasing functions, decreasing functions, algebraic functions. Idea of limit, algebra of limits, limit of a function of functions, simple application of some standard limits in evaluating limits; Geometrical idea of continuity of function at a point, various types of discontinuities.

(ii) **Differentiation** (non-trigonometric simple problems only): Definition, Derivative of a constant function, x^n (for real n), Working rule of derivative of x^n , rules of differentiation of sum, product and quotient of two functions.

(iii) **Integration** (non-trigonometric simple problems only): Integration as the inverse of differentiation. Integration of simple functions (polynomials only). Definite integral as a limit of a sum; Definite integrals of x , x^2 , x^3 etc. Fundamental theorem of Integral Calculus (statement only).

Note: *No question should be based on trigonometric application.*

Suggested Readings:

1. Sancheti, D.C. and Kapoor, V. K., *Business Mathematics*, Sultan Chand and Sons.
2. Dey, S. N., *Business Mathematics and Statistics*, Chhaya Prakashani.
3. Chakrabarti, J., *Business Mathematics and Statistics*, Dey Book Concern.
4. Das, N. G. and Das, J. K., *Business mathematics and Statistics*, McGraw Hill Education Ltd.

B.Com. (Honours)
Semester – II
Course Code: BCOM-H-2.2-CC-4 -T
Course Title: HUMAN RESOURCE MANAGEMENT
AND MARKETING MANAGEMENT
Credit - 6
Full Marks - 75
Module I
Human Resource Management

Course Contents

1. Introduction: Concept, Importance, Nature and Scope of Human Resource Management, The changing Environment of HRM, Functions and qualities of a Human Resource Manager;

Personnel Policies – Need, Sources, Process, Types & Contents; A Conceptual Framework of Human Resource Planning and Job-Analysis.

2. Recruitment and Selection: Recruitment – Meaning and Sources; Selection – Process, Recruitment vs. Selection, Types of Interviews, Guidelines for Effective Group Discussion and Interview; Placement & Induction – Conceptual Framework.

3. Training and Development: Training and Development-Meaning and purpose of training Essentials of an Ideal Training Programme. Benefits of Training to organization and employees. Training methods.

4. Performance Appraisal and Compensation Management: Performance Appraisal – Need, Methods and Problems; Job Evaluation – Conceptual Framework; Methods of Remuneration – An Elementary Knowledge of Methods of Wage Payment and Fringe Benefits.

5. Morale & Discipline: Morale – Meaning, Factors Affecting, Methods of Measurement, Suggestions for Improving; Discipline – Need, Causes of Indiscipline, Suggestions for Effective Discipline, Procedure for Disciplinary measures.

Suggested Readings:

1. Aswathapa K. *Human Resource Management*, McGraw-Hill.
2. Gupta, C. B. *Human Resource Management*, Sultan Chand & Sons.
3. Rao, V. S. P. *Human Resource Management: Text and Cases*, Excel Books.
4. Mahajan, Reeta, *Human Resource Management*, Vikash
5. Halдар & Sarkar, *Human Resource Management*, Oxford
6. Sinha, Sekhar & Bala, *Human Resource Management*, Cengage
7. Jyothi & Venkatesh, *Human Resource Management*, Oxford
8. Wilton, N., *An Introduction to Human Resource Management*, Sage

Module II

Marketing Management

Course Contents

1. Introduction: Nature and scope of marketing; Importance of marketing as a business function, and in the economy; Marketing concepts –traditional and modern; Selling vs. marketing; Marketing mix; Marketing environment.

2. Consumer Behaviour and Market Segmentation: Nature, scope and significance of consumer behaviour; Consumer buying process; Market segmentation – concept and importance; Bases for market segmentation.

3. Product: Concept of product, consumer, and industrial goods; Packaging – role and function, Brand name and trade mark; After-sales service; Product life cycle concept.

4. Price and Promotion: Importance of price in the marketing mix; Factors affecting price of a product. Pricing policies and strategies; Methods of promotion; Advertising, Personal selling - concept, merits and demerits; Sales Promotion – concept and types.

5. Distribution and Retailing: Distribution channels – concept and role; Types of distribution channels; Factors affecting choice of a distribution channel; Types of retailing – store based and non-store based retailing, chain stores, specialty stores, supermarkets; Management of retailing operations – an overview; Retailing in India.

Recent developments in marketing: Social Marketing, online marketing, direct marketing, rural marketing.

Suggested Readings:

1. Kotler, Keller, Koshi and Jha, *Marketing Management: A South Asian Perspective*, Pearson Education.
2. Kotler, Armstrong, Agnihotri and Haque, *Principles of Marketing: A South Asian Perspective*, Pearson Education.
3. Ramaswamy and Namakumari, *Marketing Management*, McGraw-Hill.
4. Bhagwati, Pillai, *Marketing Management*, S.Chand.
5. Verma & Duggal, *Marketing Management*, Oxford.
6. Venugopal, P., *Marketing Management*, Sage.
7. Saxena, *Marketing Management*, McGraw Hill.

B.Com. (Honours)

Semester – II

Course Code: BCOM-H-2.3- GE-2-T

Course Title: FUNDAMENTALS OF INCOME TAX

Credit - 6

Full Marks - 75

Course Contents

1. a) Basic Concepts and Definitions under Income Tax Act, 1961: Person, Assessee, Previous year, Assessment year, Income, Sources of income, Heads of income, Gross total income, Total income, Tax evasion, Tax avoidance, Tax planning.
b) Residential Status of an individual and Incidence of Tax
c) Fully Exempted income of an Individual (including agricultural income).
2. Computation of Income under following Heads of Income (Simple Problems):

- (a) Income from Salaries
 - (b) Income from House Property
 - (c) Capital Gain: Meaning and types of Capital Assets, basic concept of Transfer, Computation of Short Term Capital Gain and Long Term Capital Gain, Taxability of Short Term Capital Gain and Long Term Capital Gain.
 - (d) Income from Other Sources (excluding Dividend): Basic concepts.
3. Deductions from Gross Total Income: Deductions u/s 80C, 80D, 80DD, 80E, 80G, 80TTA.
4. Computation of Total Income and Tax Liability of an Individual.

[If any new provisions are enacted in place of the existing provisions, the syllabus will stand modified accordingly with effect from such date as may be prescribed by UNIVERSITY OF KALYANI.]

Suggested Readings

1. Lal & Vashist, *Income Tax and Central Sales Tax*, Pearson.
2. Ahuja & Gupta, *Systematic Approach to Income Tax*, Bharat.
3. Sengupta, C.H., *Income Tax*, Dey Book Concern.
4. Bhadra and Satpati, *Bharoter Kar Babosthapona*, Books and Allied Pvt. Ltd.
5. Mehrotra and Goyal, *Income Tax Law and Accounts*, Sahitya Bhavan Publication
6. Roy, S.K., *Principles and Practice of Direct & Indirect Taxes*, ABS
7. Singhanian, V. and Singhanian, M., *Students' guide to Income Tax*, Taxmann.
8. Bare Act and Relevant Rules.

B.Com. (Honours)
Semester – II
Course Code: BCOM-H-2.4- AECC-2-T
Course Title: COMMUNICATIVE ENGLISH
Credit - 2
Full Marks - 50

(To be prepared centrally by the University)

Year 2: Semester III

Course Code	Course Title	Credit	No. of Classes per Week		No. of Classes per Week	
			L	T	L	P
BCOM-H-3.1-CC-5-T	FINANCIAL ACCOUNTING 2	6	5	1		
BCOM-H-3.2-CC-6 -T	BUSINESS LAWS	6	5	1		
BCOM-H-3.3-CC-7 -T	INCOME TAX LAW	6	5	1		
BCOM-H-3.4-GE-3-T	FUNDAMENTALS OF GOODS AND SERVICE TAX (<i>Note 1</i>)	6	5	1		
BCOM-H-3.5-SEC-1-T+P (A)	<i>Any One of the Following:</i> (A) E-COMMERCE AND COMPUTER APPLICATIONS IN BUSINESS	2				
BCOM-H-3.5-SEC-1-T (B)	Or (B) OFFICE MANAGEMENT AND SECRETARIAL PRACTICE					
	Total	26				

B.Com. (Honours)
Semester – III
Course Code: BCOM-H-3.1- CC-5-T
Course Title: FINANCIAL ACCOUNTING 2
Credit - 6
Full Marks – 75

Course Contents

1. Partnership Accounts:

(a) Profit and Loss Appropriation accounts; Capital & Current A/C; Guarantee – by firm, by partner and both; Correction of appropriation items with retrospective effect.

(b) Changes in constitution of firm – Change in profit sharing ratio, Admission, Retirement, Retirement cum Admission—treatment of Goodwill, revaluation of assets and liabilities, treatment of reserves and adjustment relating to capital; treatment of Joint Life Policy, Death of a Partner.

(c) Dissolution of Firm – including piecemeal distribution.

2. Branch Accounting:

Synthetic Method: Preparation of Branch account, Branch Trading and P/L account (at cost & at Invoice Price) - normal and abnormal losses.

Analytical Method: Preparation of Branch stock adjustment account (at cost & at Invoice Price)- normal and abnormal losses.

Independent branch – concept of wholesale profit

3. Hire purchase and installment payment system:

Recording of Transactions in the books of buyer –Allocation of interest – Use of Interest Suspense Account—Partial and Complete Repossession.

Books of seller – Stock and Debtor Account (with repossession)

Books of Seller – H.P Trading Account (with repossession)

Basic Concept of Operating and Financial lease (AS 19).

4. Departmental Accounts:

Appropriation of common cost, Preparation of Departmental Trading and P/L Account. Consolidated Trading and P/L Account; inter departmental transfer of goods at cost, cost plus and at selling price and elimination of unrealized profit.

5. Introduction to Company Accounts: Meaning of Company and its Classification; Books of Accounts; Maintenance of Books of Accounts; Financial Year; Financial Statements – Meaning, Forms & Contents; Concept of True and Fair View, Authentication of Financial Statements; Filing of Financial Statements.

6. Accounting for Shares and Debentures of Company: Kinds of Share Capital; Issue, Forfeiture, Reissue and Buy-Back of Shares; Right Shares and Bonus Shares; Issue of Debentures, Underwriting of Shares and Debentures, Employees' Stock Option Scheme (ESOS) and Employees' Stock Purchase Scheme (ESPS).

7. Investment Accounts: Preparation of Investment Account for Shares (with Right Shares, Bonus Shares and Sale of Right) and Debentures –treatment of brokerage, cum & ex-interest and cum & ex-dividend, transfer of securities; Valuation of Investment as per Accounting Standard AS 13.

8. Insurance claim for Loss of Stock and Loss of Profit (simple type)

Suggested Readings:

1. Sukla, Grewal, Gupta: Advanced Accountancy, S. Chand.
2. R. L. Gupta & Radheswamy, Advanced Accountancy, S. Chand.
3. Maheshwari & Maheshwari, Advanced Accountancy, Vikash Publishing House.
4. Sehgal & Sehgal, Advanced Accountancy, Taxman Publication.
5. Hanif & Mukherjee, Financial Accounting, TMH.
6. Frank Wood, Business Accounting, Pearson.
7. Tulsian, Financial Accounting, Pearson.
8. Principles and Practices of Accounting, Basu and Das, Rabindra library, Kolkata.
9. Framework for preparation and presentation of Financial Statements issued by the ICAI.
10. Accounting Standards issued by ICAI.
11. Accounting Standards Rules under Companies Act

B.Com. (Honours)
Semester – III
Course Code: BCOM-H-3.2- CC-6 -T
Course Title: BUSINESS LAWS
Credit - 6
Full Marks - 75

Course Contents

1. The Indian Contract Act, 1872

- a) Contract – meaning, characteristics and kinds, Essentials of a valid contract
- b) Offer and acceptance (Definition, Rules, Communication and Revocation of offer and acceptance)
- c) Consideration (Definition, Elements, Types, Rules), “No Consideration No Contract” and its exceptions; Capacity to Parties (Definition and Types)
- d) Consent, Free consent, Coercion, Undue Influence, Fraud, Misrepresentation, Mistake
- e) Legality of objects and Consideration
- f) Void and Voidable agreements – Definition, Types and Distinction
- g) Discharge of a contract – Modes of discharge, Breach and Remedies against breach of contract
- h) Specific Contracts - Contingent contracts, Quasi, Contract of Indemnity, Guarantee, Bailment, Pledges

2. The Sale of Goods Act, 1930

- 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
- d) Unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer

3. The Partnership Act, 1932

- a. Definition – Partner, Partnership
- b) Nature and Characteristics of Partnership
- c) Types of Partners
- d) Registration of a Partnership Firms and consequences of non-registration
- e) Rights and Duties of Partners
- f) Dissolution of firms – meaning and grounds

4. The Limited Liability Partnership Act, 2008

- a) Definition
- b) Salient Features of LLP
- c) Advantages and disadvantages of LLP
- d) Differences between: LLP and Partnership, LLP and Company

e) Incorporation of LLP

5. The Negotiable Instruments Act 1881

a) Definition, Features, Types, Parties of Negotiable Instruments: Promissory Note, bill of exchange, Cheque (Definition and Types)

b) Endorsement: Types of Endorsement

c) Holder and Holder in Due Course, Privileges of Holder in Due Course.

d) Dishonour of Negotiable Instruments: Modes, Consequences, Notice of Dishonour; Noting and Protesting

e) Discharge of Negotiable Instruments: Meaning and Modes

(If any new provisions are enacted in place of the existing provisions, the syllabus will accordingly include such new provisions in place of existing provisions with effect from such date as prescribed by the University of Kalyani. Similarly if any existing provision becomes redundant due to changes, it will be left out of the syllabus)

Suggested Readings

1. M.C. Kuchhal, and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.
2. Avtar Singh, *Business Law*, Eastern Book Company, Lucknow.
3. Kumar Ravindra, *Legal Aspects of Business*, Cengage
4. Tulsian & Tulsian, *Business Laws*, S.Chand
5. Kapoor N.D., *Business Laws*, Sultan Chand
6. Das S.K. & Roy P., *Business Regulatory Framework*, OUP
7. Gulsan S.S., *Business Laws*, Excel Books
8. Roychowdhury, Bhattacharjee & Datta, *Business Regulatory Framework*, Elegant Publishers
9. Bhadra, Satpati and Mitra, *Ainer Ruprekha (Bengali Version)*, Dishari

B.Com. (Honours)

Semester – III

Course Code: BCOM-H-3.3- CC-7 -T

Course Title: INCOME TAX LAW

Credit - 6

Full Marks - 75

Course Contents

1. a) Basic Concepts and Definitions under Income Tax Act, 1961: Person, Assessee, Previous year, Assessment year, Income, Sources of income, Heads of income, Gross total income, Total income, Tax evasion, Tax avoidance, Tax planning

b) Residential Status of an individual and Incidence of Tax

c) Fully Exempted income of an Individual

d) Agricultural Income: Definition, determination of agricultural and non-agricultural Income, assessment of tax liability when there are both Agricultural and Non-agricultural income.

2. Heads of Income and Provisions governing Heads of Income:

(a) Income from Salaries

(b) Income from House Property

(c) Profits and Gains from Business or Profession: Special emphasis on section 28, 32, 35, 35D, 35DDA, 36, 37, 40A(2), 40A(3), 43B.

(d) Capital Gain: Meaning and types of Capital Assets, basic concept of Transfer, Cost of Acquisition, Cost of Improvement and Indexation, Computation of Short Term Capital Gain and Long Term Capital Gain, exemptions u/s 54, 54B, 54D, 54EC and 54F, Taxability of Short Term Capital Gain and Long Term Capital Gain.

(e) Income from Other Sources (excluding Dividend): Basic concepts.

3. a) Income of other Persons included in Assessee's Total Income: Section 60 to 65

b) Set off and Carry Forward of Losses: Mode of Set off and Carry Forward, Inter Source and Inter Head Adjustment, Carry forward and set off of losses u/s 71, 72, 73, 74, 74A.

c) Deductions from Gross Total Income: Basic concepts -deductions u/s 80C, 80CCC, 80CCD, 80CCE, 80CCF, 80D, 80DD, 80DDB, 80E, 80G, 80GG, 80GGA, 80GGC, 80QQB, 80RRB, 80TTA, 80U.

4. Computation of Total Income and Tax Liability of an Individual

5. Assessment of Income: Self Assessment u/s 140A, Summary Assessment u/s 143(1), Scrutiny Assessment u/s 143(3), Best Judgment Assessment u/s 144 and Income Escaping Assessment u/s 147.

Suggested Readings

1. Singhanian, V. and Singhanian, M., *Students' guide to Income Tax*, Taxmann.
2. Lal & Vashist, *Income Tax and Central Sales Tax*, Pearson.
3. Ahuja & Gupta, *Systematic Approach to Income Tax*, Bharat.
4. Sengupta, C.H., *Income Tax*, Dey Book Concern.
5. Bhadra and Satpati, *Bharoter Kar Babosthapon*, Books and Allied Pvt. Ltd.
6. Mehrotra and Goyal, *Income Tax Law and Accounts*, Sahitya Bhavan Publication
7. Bare Act and Relevant Rules.
8. Software: Singhanian, V.K., *E-Filing of Income Tax Returns and Computations of Tax*, Taxmann

B.Com. (Honours)
Semester – III
Course Code: BCOM-H-3.4- GE-3-T
Course Title: FUNDAMENTALS OF GOODS AND SERVICE TAX
Credit - 6
Full Marks - 75

Course Contents

1. Introduction- Concept of Direct and Indirect Tax; Types of indirect tax; Right to impose indirect taxes (by Centre and States/Union Territories) before and after 101st Amendment of Indian Constitution; Formation of GST Council;
2. Goods & Services Tax (GST)- Date of effect; Indirect taxes replaced by GST; Goods kept outside the purview of GST; Types of GST- Central GST (governed by The Central Goods & Services Tax Act 2017), State/UT GST (governed by The State Goods & Services Tax Act 2017 of each State/ Union Territory) and Integrated GST (governed by The Integrated Goods & Services Tax Act 2017).
3. Supply- Levy of tax on “Supply”; Definition of supply; Intra-State and Inter-State supply; Composite and Mixed supply; *Nil rated supplies, Zero rated supplies, Exempted supplies & Non-GST supplies*; Concept of reverse charge; Supplies of goods and services liable to reverse charge.
4. Registration-Persons liable to registration; Compulsory registration; Procedure of Registration; Registration for composition levy.
5. Documentation- Tax Invoice; Bill of Supply, Receipt Voucher, Payment Voucher, Refund Voucher, Debit Note, Credit Note. *Harmonized System Nomenclature (HSN) of Goods, and Service Accounting Code (SAC) of Services.*
6. GST Returns - GSTR 1, GSTR 2 and GSTR 3; Time of filing of Returns.

Suggested Readings:

1. V.S. Datey, *Indirect Taxes Laws and Practice*, Taxmann.
2. Anandaday Mishra, *GST Law & Procedure*, Taxman.
3. Relevant Bare Acts and Rules.
4. Publication on GST by the Institute of Chartered Accountants of India (www.icaai.org)
5. Publication on GST by the Central Board of Excise and Customs (www.cbec.org).

B.Com. (Honours)
Semester – III
Course Code: BCOM-H-3.5- SEC-1-T+P (A)
Course Title: E-COMMERCE AND COMPUTER APPLICATIONS IN BUSINESS
Credit - 2
Full Marks - 50
Module I
E-COMMERCE (Theory)

Course Contents

1. Introduction - Limitation of conventional commerce, Origin of E-Commerce, Evolution of E-Commerce, E-Commerce and E-Business, Definition of E-Commerce, Features of E-Commerce, M-Commerce-The concept- How it is done- Purposes of use.

2. Models of E-Commerce- Concepts and examples Business - to - Business (B2B), Business - to - Consumer (B2C), Consumer - to - Consumer (C2C), Consumer - to - Business (C2B), Business - to - Government (B2G), Government - to - Business (G2B), Government - to - Citizen (G2C).

3. E-CRM and SCM

E-CRM-definition, features, goals of E-CRM business framework, phases of E-CRM, types of E-CRM, Functional components of E-CRM, strategies for E-CRM solutions; SCM-definition, features, types of supply chain.

4. Digital Money Transactions

Methods of e-payments [Debit Card, Credit Card, Smart Cards, e-Money], electronic or digital wallet, digital signature (procedures, working and legal provisions), payment gateways[Core Banking Solution or CBS, Mobile Payment, UPI, NCPI, International Payments], Online banking [meaning, concepts, importance, electronic fund transfer, automated clearinghouse, automated ledger posting]; Risks involved in e-payments.

5. E-Commerce in India

Module II
COMPUTER APPLICATIONS IN BUSINESS (Practical)

Course Contents

Accounting and Related Software

1. Tally (Current Version):

a) *Creation of Masters*- Creation of Company, Creation of Ledgers, Creation of Stock Items, Creation of Manufacturing voucher type.

b) *Activation of GST option, Activation of Debit Note / Credit Note*

c) *Passing of Accounting Voucher Entries* (including inventory and GST) in – (i) Receipt, (ii) Payment, (iii) Contra, (iv) Purchase, (v) Sales, (vi) Debit Note, (vii) Credit Note, and (viii) Journal, modes.

d) *Passing of Inventory Voucher Entries*- Manufacturing type

e) *Preparation of Bank Reconciliation Statement*

2. Excel

a) Insertion and deletion of Column/ Row/ Sheet.

b) Change of Column Width

c) Freezing of Column & Row

d) Sorting- Single column and Multi Column (i.e. data base)

e) Linking of one cell with another in the same sheet/ another sheet.

f) Autosum and Formula copy with fill handle

g) Preparation of Chart- Column Chart, Bar Chart, Pie Chart, and Line Chart.

Suggested Readings

1. P. T. Joseph, *E-Commerce: An Indian Perspective*, PHI Learning

2. Henry Chan, Raymond Lee, Tharam Dillon, Elizabeth Chang, *E-Commerce:*

3. *Fundamentals and Applications*, Wiley.

4. Laudon, *E-Commerce*, Pearson Education India

5. Schneider G., *E-Business*, Cengage

6. Bhaskar, B., *E-Commerce*, McGraw Hill

7. Nadhani, A K, *Mastering Tally ERP 9*, BPB Publications, New Delhi

8. Singh, S & Mehera, N, *Tally ERP: Power of Simplicity*, Amazon Books.

9. Mac Donald, Matthew, *Excel 2007 for Starters: The Missing Manual*, PBC Books, Delhi.

10. Laing, Roger, *Microsoft Excel Basics: Expert Advice, Made Easy*, PBC Books, Delhi.

B.Com. (Honours)

Semester – III

Course Code: BCOM-H-3.5- SEC-1-T (B)

Course Title: OFFICE MANAGEMENT AND SECRETARIAL PRACTICE

Credit - 2

Full Marks – 50

Office Management and Secretarial Practice

Course Contents

1. Office and Office Management: Meaning of office. Functions of office – primary and administrative management functions, importance of office, duties of the office manager, his qualities and essential qualifications.

Filing and Indexing: Filing and Indexing – Its meaning and importance, essentials of good filing, centralized vs. decentralized filing, system of classification, methods of filing and filing equipment, Weeding of old records, meaning and need for indexing, various types of indexing.

2. Mail and Mailing Procedures: Mailing Procedures – meaning and importance of mail, centralization of mail handling work, its advantages, room equipment and accessories, sorting tables and rack, letter opener, time and date stamps, postal franking machine, addressing machine, mailing scales, mailing through post, courier, email, appending files with email. Inward and outward mail – receiving, sorting, opening, recording, making, distributing, folding of letters sent, maintenance of peon book, dispatching, courier services, central receipt and dispatch.

Forms and Stationery: Office Forms – introduction, meaning, importance of forms, advantages of using forms, disadvantages of using forms, type of forms, factors affecting forms design, principles of form design, form control. Stationery – introduction, types of stationery used in offices, importance of managing stationery, selection of stationery, essential requirements for a good system of dealing with stationery, purchasing principles, purchase procedure, standardization of stationery.

3. Modern Office Equipments: Modern Office Equipment – Introduction, meaning and Importance of office automation, objectives of office mechanization, advantages, disadvantages, factors determining office mechanization. Kind of office machines: personal computers, photocopier, fax, telephone, telephone answering machine, dictating machines, Audio Visual Aids.

Budget: Budget - Annual, revised and estimated. Recurring and non-recurring heads of expenditure

Audit: Audit process- Vouching, verification and valuation (in brief). Consumables/ Stock register and Asset register. Procedure for disposal of records and assets.

4. Banking facilities: Types of accounts. Passbook and cheque book. Other forms used in banks. ATM and money transfer.

Abbreviations/Terms used in Offices: Explanation of abbreviations/terms used in offices in day-to-day work.

Modes of Payment: Types of payments handled such as postal orders, Cheque(crossed/uncrossed), post-dated and pre-dated Cheques, stale Cheque, dishonored Cheque.

5. Role of Secretary: Definition; Appointment; Duties and Responsibilities of a Personal Secretary; Qualifications for appointment as Personal Secretary. Modern technology and office communication, email, voice mail, internet, multimedia, scanner, video-conferencing, web-casting. Agenda and Minutes of Meeting. Drafting, fax-messages, email. Maintenance of appointment diary.

Suggested Reading:

1. Bhatia, R.C. *Principles of Office Management*, Lotus Press, New Delhi..
2. Leffingwell and Robinson: *Text book of Office Management*, Tata McGraw-Hill.
3. Terry, George R: *Office Management and Control*.
4. Ghosh, Evam Aggarwal: *Karyalaya Prabandh*, Sultan Chand & Sons.
5. Duggal, B: *Office Management and Commercial Correspondence*, Kitab Mahal.

Year 2: Semester IV

Course Code	Course Title	Credit	No. of Classes per Week		No. of Classes per Week	
			L	T	L	P
BCOM-H-4.1-CC-8-T	COST ACCOUNTING	6	5	1		
BCOM-H-4.2-CC-9 -T	INDIRECT TAX LAWS	6	5	1		
BCOM-H-4.3-CC-10 -T	COMPANY LAW	6	5	1		
BCOM-H-4.4-GE-4-T	FUNDAMENTALS OF COST AND MANAGEMENT ACCOUNTING (Note 1)	6	5	1		
BCOM-H-4.5-SEC-2-T+P (A)	Any One of the Following: (A) TAX RETURNS AND E-FILING OF TAX RETURNS	2				
BCOM-H-4.5-SEC-2-T (B)	Or (B) FUNDAMENTALS OF INVESTMENT					
Total		26				

B.Com. (Honours)**Semester – IV****Course Code: BCOM-H-4.1- CC-8-T****Course Title: COST ACCOUNTING****Credit - 6****Full Marks – 75****Course Contents**

1. **Introduction:** Meaning and Objectives of Cost Accounting, Difference between Cost Accounting, Financial Accounting and Management Accounting, Cost Unit, Cost Centre, Investment Centre & Profit Centre – Cost Accounting System – Installing of Cost Accounting System – Essentials of good Cost Accounting System. Methods and Techniques of Costing.

2. **Costs:** Meaning of cost, Various concepts of costs (Direct cost, Indirect costs, Period cost, Conversion cost, Sunk cost, Opportunity cost, etc.), Cost classification based on Elements, Functions & Behaviour, Preparation of Cost Sheet including Budgeted Cost Sheet.
3. **Material Costs:** Importance of Materials Cost, Constituents of material cost; Centralised & Decentralised Purchase of Materials, Purchase Procedure, Documents; *Storage of Materials:* Storage records; *Material Control:* Stock Levels (Maximum, Minimum, Re-Order & Danger Level), Meaning of Economic Order Quantity and its applications, Periodic Inventory vs. Perpetual Inventory, ABC Analysis, VED Analysis, JIT Inventory; *Different Methods for Pricing the Issue of Material:* FIFO, LIFO, Simple, Weighted & Periodic Average Methods, Preparation of Store Ledger; Accounting for material cost.
4. **Labour Costs:** Accounting and Control of labour cost, Time keeping and time booking, Methods of wage payment (Piece rate, Differential piece rate, Time rate), Incentive schemes for workers (Halsey, Rowan, Halsey-Weir), Measurement of Efficiency of a workers. Concept and treatment of idle time, over time, labour turnover and fringe benefits.
5. **Overhead Costs:** Classification, allocation, apportionment and absorption of overheads; Meaning, Concept & Reasons for Under- absorption and over-absorption of Overhead and treatment in Cost Accounting; 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.
6. **Contract Costing:** Meaning, Features, Costing Procedure, Fixed Price Contract & Cost Plus Contract, Escalation & De-escalation Clause, Retention Money, Treatment of Profit and Loss on Incomplete Contract, Preparation of Contract Account.
7. **Process Costing:** Meaning, Features, Applicability, Preparation of Process Account, Treatment of Normal Loss, Abnormal Loss & Abnormal Gain, Loss of Income, etc. in Cost Accounting, Inter Process Profit, By-Product & Joint-Product (Meaning and Distinction).
8. **Operating Costing:** Meaning & Concepts, Areas of Application, Different Services and their Composite Units, Computation of Composite Unit Cost.
9. **Cost Control Accounts(non-integrated systems only):** Journal Entries, Ledger Account, Costing Profit & Loss Account; Reasons for Variation between Profit as per Cost Accounts & Profit as per Financial Accounts, Simple Problems on Reconciliation of the Two Profits.

Suggested Readings:

1. B.Banerjee – Cost Accounting (PHI)
2. Horngren, Foster, Datar - Cost Accounting – A Managerial Emphasis, (Pearson)
3. A.K.Bhattacharya, Principles and Practice of Cost Accounting, PHI Learning Pvt. Ltd.
4. Ravi M Kishore - Cost & Management Accounting, (Taxman)
5. M.Y.Khan & P.K.Jain - Management Accounting, (TMH)
6. Colin Drury – Management & Cost Accounting (Chapman & Hall)
7. Charles T. Horngren, Gary L. Sundem, Dave Burgstahler, Jeff O. Schwartzberg: Introduction to Management Accounting – Pearson Education.
8. Dr. S.N. Maheswari and S.N. Mittal: Management Accounting – Shree Mahavir Book Depot., New Delhi

B.Com. (Honours)

Semester – IV

Course Code: BCOM-H-4.2- CC-9 -T

Course Title: INDIRECT TAX LAWS

Credit - 6

Full Marks – 75

Course Contents

1. Introduction: Concept and types of indirect tax. Right to impose indirect taxes (by Centre and States/Union Territories) before and after 101st Amendment of Constitution. Introduction of Goods & Services Tax (GST); Indirect taxes subsumed by GST; Goods kept outside the purview of GST; Formation of GST Council; Date of effect and the non-taxable territory; Types of GST- Central GST (governed by The Central Goods & Services Tax Act 2017), State/UT GST (governed by The State Goods & Services Tax Act 2017 of each State/ Union Territory) and Integrated GST (governed by The Integrated Goods & Services Tax Act 2017).

2. Supply: Levy of tax on “Supply”; Definition of supply; Intra-State and Inter-State supply; Composite and Mixed supply; Supplies of goods and services liable to be reverse charged, Composition levy.

3. (i) Registration: Persons liable to registration; Compulsory registration; Procedure of Registration.

(ii) Documentation: Tax Invoice; Bill of Supply, Receipt Voucher, Payment Voucher, Refund Voucher, Debit Note, Credit Note. *Harmonized System Nomenclature (HSN) of Goods, and Service Accounting Code (SAC) of Services; Nil rated supplies, Zero rated supplies, Exempted supplies & Non-GST supplies.*

4. Input Tax Credit: Eligibility and conditions for taking input tax credit; Apportionment of input credit and blocked credits;

5. (i) GST Returns: GSTR 1, GSTR 2 and GSTR 3, Time and procedure of filing of Returns.

(ii) Payment of Tax: (a) Through Input Tax Credit (b) By cash/bank after generation of online Challan.

Suggested Readings:

1. V.S. Datey, *Indirect Taxes Laws and Practice*, Taxmann.
2. Anandaday Mishra, *GST Law & Procedure*, Taxman.
3. Relevant Bare Acts and Rules.
4. Publication on GST by the Institute of Chartered Accountants of India (www.icaai.org)
5. Publication on GST by the Central Board of Excise and Customs (www.cbec.org).

B.Com. (Honours)

Semester – IV

Course Code: BCOM-H-4.3- CC-10 -T

Course Title: COMPANY LAW

Credit - 6

Full Marks – 75

Course Contents

(i) Introduction: Basic features of Companies Act 2013, Types of companies-Company limited by Guarantee, Company limited by Shares, Unlimited Company, Private company, public company, one person company, small company, dormant company, associate company, government company, Holding Company, Subsidiary Company; Concept of corporate veil, Doctrine of lifting corporate veil.

(ii) Documents: Meaning, contents and alteration of Memorandum of Association, Doctrine of Ultra Vires, Meaning, contents and alteration of Article of Association, Doctrine of Indoor Management; Meaning and contents of Prospectus, abridged prospectus, shelf prospectus, red-herring prospectus, misstatement in a prospectus.

(iii) Formation of Company: Meaning, Legal Position and Functions of Promoter, Steps in formation of a Company, procedure for registration and incorporation, certificate of incorporation and commencement of business.

(iv) Management: Classification of directors, director identification number (DIN), qualification, disqualification, appointment, legal position; number of directorship ; removal, resignation of

director, duties, liabilities, powers of board of directors; Key Managerial Personnel (Definition, Appointment and Qualifications) – Managing Director, Whole time Directors, Companies Secretary, Chief Financial Officer, Resident Director, Independent Director, Women director.

(v) **Company 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 videoconferencing, e-voting.

Suggested Readings:

1. GK Kapoor and Sanjay Dhamija, *Company Law*, Bharat Law House, Delhi.
2. Avtar Singh, *Introduction to Company Law*, Eastern Book Company.
3. Kapoor, N.D., *Corporate Law*, S.Chand.
4. Companies Act, 2013 and relevant Rules.

B.Com. (Honours)

Semester – IV

Course Code BCOM-H-4.4- GE-4-T

Course Title: FUNDAMENTALS OF COST AND MANAGEMENT ACCOUNTING

Credit - 6

Full Marks – 75

Course Contents

1. Introduction: Meaning and Objectives of Cost Accounting, Difference between Cost Accounting, Financial Accounting and Management Accounting, Cost Unit, Cost Centre, Investment Centre & Profit Centre, Methods and Techniques of Costing.

2. Costs: Meaning of cost, direct cost, indirect cost, Cost classification based on Elements, Functions & Behaviour, Preparation of Cost Sheet including Budgeted Cost Sheet.

3. Material Costs: Importance of Materials Cost, Constituents of material cost; Purchase Procedure, Storage records; *Different Methods for Pricing the Issue of Material:* FIFO, LIFO, Simple, Weighted Average Methods, Preparation of Store Ledger; Accounting for material cost.

4. Labour Costs: Accounting and Control of labour cost, Time keeping and time booking, Methods of wage payment (Piece rate, Differential piece rate, Time rate), Incentive schemes for workers (Halsey, Rowan, Halsey-Weir), Measurement of Efficiency of a workers.

5. Overhead Costs: Classification, allocation, apportionment and absorption of overheads;

6. Budget and Budgetary Control: Concept of budget and budgetary control. Principal Budget Factors, Budget Committee, Preparation of Functional budgets (Sales, Purchase, Production, etc.), cash budget, fixed and flexible budgets; Concept of Master Budget.

7. Cost Volume Profit Analysis and Marginal Costing: Meaning and assumption of Cost-Volume-Profit Analysis; Break Even Chart- Break Even Point, Margin of Safety, Angle of Incidence; Profit graph. Concepts of Marginal Cost, Marginal Costing & Contribution; Limitations of Marginal Costing, Distinction between Absorption Costing & Marginal Costing, Marginal Cost Equation and Techniques of Marginal Costing.

Suggested Readings:

1. B.Banerjee – Cost Accounting (PHI)
2. Horngren, Foster, Datar - Cost Accounting – A Managerial Emphasis, (Pearson)
3. A.K.Bhattacharya , Principles and Practice of Cost Accounting, PHI Learning Pvt. Ltd.
4. Ravi M Kishore - Cost & Management Accounting, (Taxman)
5. M.Y.Khan & P.K.Jain - Management Accounting, (TMH)
6. Colin Drury – Management & Cost Accounting (Chapman & Hall)
7. Charles T. Horngren, Gary L. Sundem, Dave Burgstahler, Jeff O. Schwartzberg: Introduction to Management Accounting – Pearson Education.
8. Dr. S.N. Maheswari and S.N. Mittal: Management Accounting – Shree Mahavir Book Depot., New Delhi

B.Com. (Honours)

Semester – IV

Course Code: BCOM-H-4.5- SEC-2-T+P (A)

Course Title: TAX RETURNS AND E-FILING OF TAX RETURNS

Credit - 2

Full Marks – 50

Theory

Course Contents

A. Returns under Income Tax

1. PAN and TAN- Procedure for application of PAN/TAN.
2. a) Advance Tax, Refund of Tax and Tax Clearance Certificate.
b) Interest- Interest u/s 234A, 234B, 234C, (simple problems)
c) TDS - TDS from Salary, Lottery, Horse racing, Interest on Securities
3. Filing of Returns- Under-Section 139(1) [within due date]; Section 139(4) [after due date]; Section 139(5) [Revised Return]; Section 139(9) [Defective Return]; Section 142 (1) [Notice to submit Return]. Different types of Returns and Due dates for filing of those Returns.
4. Procedure of filing e-Return- ITR 1 only.

B. Returns under Goods and Services Tax

1. Different types of Taxable Persons and Returns to be submitted by them; Due dates for filing of Returns.
2. Procedure of filing e-Return- GSTR 1 and GSTR 4 only.

Practical

Course Contents

Practical on ITR 1, GSTR 1, and GSTR 4 (downloaded in computer/ hard copy)

Suggested Readings:

1. Singhanian, V. and Singhanian, M., *Students' guide to Income Tax*, Taxmann.
2. Lal & Vashist, *Income Tax and Central Sales Tax*, Pearson.
3. Ahuja & Gupta, *Systematic Approach to Income Tax*, Bharat.
4. Sengupta, C.H., *Income Tax*, Dey Book Concern.
5. Bhadra and Satpati, *Bharoter Kar Babosthapon*, Books and Allied Pvt. Ltd.
6. Mehrotra and Goyal, *Income Tax Law and Accounts*, Sahitya Bhavan Publication
7. Bare Act and Relevant Rules
8. Software: Singhanian, V.K., *E-Filing of Income Tax Returns and Computations of Tax*, Taxmann.

B.Com. (Honours)

Semester – IV

Course Code: BCOM-H-4.5- SEC-2-T (B)

Course Title: FUNDAMENTALS OF INVESTMENT

Credit - 2

Full Marks – 50

Course Contents

1. The Investment Environment

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.

2. Fixed Income Securities

Bond features, types of bonds, estimating bond yields, Bond Valuation types of bond risks, default risk and credit rating.

3. Approaches to Equity Analysis

Introductions to Fundamental Analysis, Technical Analysis and Efficient Market Hypothesis, dividend capitalisation models, and price-earnings multiple approach to equity valuation.

4. Portfolio Analysis and Financial Derivatives

Portfolio and Diversification, Portfolio Risk and Return; Mutual Funds; Introduction to Financial Derivatives; Financial Derivatives Markets in India.

5. Investor Protection

Role of SEBI and stock exchanges in investor protection; Investor grievances and their redressal system, insider trading, investors' awareness and activism.

Suggested Readings

1. C.P. Jones, *Investments Analysis and Management*, Wiley, 8th ed.
2. Prasanna Chandra, *Investment Analysis and Portfolio Management*, McGraw Hill Education
3. R.P. Rustogi, *Fundamentals of Investment*, Sultan Chand & Sons, New Delhi.
4. N.D. Vohra and B.R. Bagri, *Futures and Options*, McGraw Hill Education
5. Mayo, *An Introduction to Investment*, Cengage Learning.

Year 3: Semester V

Course Code	Course Title	Credit	No. of Classes per Week		No. of Classes per Week	
			L	T	L	P
BCOM-H-5.1-CC-11-T	FINANCIAL MANAGEMENT	6	5	1		
BCOM-H-5.2-CC-12-T	AUDITING	6	5	1		
BCOM-H-5.3-DSE-1-T (A)	<i>Any One of the Following:</i> (A) MANAGEMENT ACCOUNTING OR	6	5	1		
BCOM-H-5.3-DSE-1-T (B)	(B) ADVERTISING					
BCOM-H-5.4-DSE-2-T (A)	<i>Any One of the Following:</i> (A) INDIAN FINANCIAL SYSTEM OR	6	5	1		
BCOM-H-5.4-DSE-2-T (B)	(B) BANKING AND INSURANCE					
	Total	24				

B.Com. (Honours)

Semester –V

Course Code: BCOM-H-5.1- CC-11-T

Course Title: FINANCIAL MANAGEMENT

Credit - 6

Full Marks – 75

Course Contents

1. Fundamentals of Financial Management: Definition, Concept, scope, objective, and importance of financial management. Objectives of the firm – profit maximization and wealth maximization. Time value of money.

2. Sources of Finance and Cost of Capital: Different sources of finance - long term and short term sources. *Cost of capital* - concept, relevance of cost of capital, specific costs and weighted average cost, rationale of after tax weighted average cost of capital, marginal cost of capital.

3. Working Capital and Its Management: Meaning, concept, composition, nature, types of working capital, Determining factors of working capital, Working Capital Cycle, Estimation of working capital requirements (excluding problems on extra shift working capital and working capital policy). *Working Capital Management* – Importance of working capital management, Working capital financing – Long-term, medium and short-term.

4. Capital Structure and Leverage: Meaning, concept, importance of capital structure. Determining factors of capital structure. Concept of optimum capital structure. Various capital structure theories (NI, NOI)

Leverage – Concept, types and importance. Financial, operating and combined leverages, Trading on Equity, EBIT-EPS Analysis. Business Risk and Financial Risk.

5. Capital Budgeting – Concept and importance of capital budgeting decisions. Different project evaluation techniques - ARR, Pay Back Period, NPV, IRR, PI.

6. Dividend Decision: Meaning, concept and significance. Determinants of dividend policies. Analytical study of dividend policy theories – Walter’s Model, Gordon’s Model and MM Theory.

7. (a) **Funds Flow Statement:** Concepts of fund – Meaning, nature, importance and limitations of funds flow statement – Various sources and uses of fund – Preparation of funds flow statement.

(b) **Cash Flow Statement:** Meaning, Objectives, Importance and Limitations of cash flow statement – Fund flow statement vs. cash flow statement – Various sources and uses of cash – Preparation of cash flow statement.

Suggested Readings

1. Chandra, P., *Financial Management: Theory and Practice*, Tata-McGraw-Hill Publishing Co., Ltd. New Delhi.
2. Khan, M.Y. and Jain, P.K., *Financial Management: Text, Problems and Cases*, Tata McGraw Hill Publishing Co., Ltd. New Delhi.
3. Pandey, I.M., *Financial Management*, Vikas Publishing House Pvt. Ltd., New Delhi.
4. V.C. Van Horne., *Financial Management & Policy*, PHI, New Delhi.
5. B. Banerjee., *Financial Management*, PHI, New Delhi
6. Kuchhal, S.C.: *Financial Management*
7. Sharma & Gupta: *Financial Management*

8. Arvind Kumar & Pusphendra Misra: Financial Management, New Royal Book Co.
9. L.M. Bhole., *Financial Institutions and Markets*, TMH
10. Gordon & Natarajan., *Financial Services*, HPH
11. S.G. Guruswamy., *Financial Services & Systems*, Thomson Learning
12. M.Y. Khan., *Financial Services*, Tata McGraw Hill

B.Com. (Honours)
Semester –V
Course Code: BCOM-H-5.2- CC-12-T
Course Title: AUDITING
Credit - 6
Full Marks – 75

Course Contents

- 1. Introduction:** Definition of Audit, Difference between audit and assurance, concept and objectives of independent financial audit, Types of audit- Internal audit, Independent financial audit, Cost audit, Tax audit, Management audit, Secretarial audit. Types of tests- Substantive test and Compliance test, Concept of ‘true & fair’ and ‘materiality’.
- 2. Internal Control:** Concept of- Internal check, Internal control, and Internal financial control. Importance of Internal check & Internal control for the purpose of audit. Questionnaire for verification of Internal control. Provision of the Companies Act 2013 in relation to Internal financial controls- (i) Explanation- Section 134(5)(e); (ii) Reporting requirement- 143(3)(i).
- 3. Vouching & Verification** (Substantive Test): Vouching- Meaning, Objectives-Vouching of different items (Receipts and Payments related). Verification- Concept& Objectives; Verification of Share Capital, Loans (secured and unsecured), Fixed assets (Building, Plant and Machinery), Loans and Advances, Investment, Goodwill, Copy Right, Patent Right, Inventories, Debtors, Creditors.
- 4. Audit of Limited Companies:** Appointment (section 139), removal & resignation of auditors (section 140), Eligibility, Qualifications and disqualifications of auditors (section 141), Remuneration of auditors (section 142), Mandatory compliance of Auditing Standards [Section 143 (9) & (10)].
- 5. Auditors’ Report:** Definition; Distinction between Report and Certificate; Types of Opinion- (i) Unmodified or Clean, (ii) Qualified, (iii) Negative (iv) Disclaimer; Format of audit report (SA 700, SA 705 & SA 706).

Suggested Readings

1. Gupta, Kamal. *Contemporary Auditing*, Tata McGraw Hill.

2. Tandon, B.N., *Principles of Auditing*, S. Chand & Co.
3. Sharma, T.R., *Auditing Principles & Problems*, Sahitya Bhavan, Agra.
4. Basu, Sanjib Kumar, *Fundamentals of Auditing*, Pearson.
5. Auditing Assurance Standards and Guidelines issued by ICAI.
6. Companies Act, 2013.

B.Com. (Honours)
Semester –V
Course Code: BCOM-H-5.3- DSE-1-T (A)
Course Title: MANAGEMENT ACCOUNTING
Credit - 6
Full Marks – 75

Course Contents

1. **Introduction:** Meaning, Objectives, Nature Scope of management accounting, Cost Accounting, Financial Accounting and Management Accounting, Concept of cost control, cost reduction and cost management.
2. **Budget and Budgetary Control:** Concept of budget and budgetary control. Principal Budget Factors, Budget Committee, Budget Manual; Preparation of Functional budgets (Sales, Purchase, Production, etc.), cash budget, fixed and flexible budgets; Concept of Master Budget and Zero base budgeting.
3. **Standard Costing:** Meaning of standard cost and standard costing. Steps involved in standard costing, Advantages and Limitations of Standard Costing. Types and Meaning of different cost variances, Determination of material and labour cost variances.
4. **Cost Volume Profit Analysis and Marginal Costing:** Meaning and assumption of Cost-Volume-Profit Analysis; Break Even Chart- Break Even Point, Margin of Safety, Angle of Incidence; Profit graph.

Concepts of Marginal Cost, Marginal Costing & Contribution; Limitations of Marginal Costing, Distinction between Absorption Costing & Marginal Costing, Marginal Cost Equation and Techniques of Marginal Costing.
5. (a) **Ratio Analysis:** Accounting Ratios – Meaning, objectives, uses, advantages and limitations; Classification and determination of accounting ratios–liquidity, solvency, activity, profitability, capital structure, managerial efficiency; Preparation of financial statement and statement of proprietor’s fund from relevant ratios.

(b) Common Size Statements: Meaning, Objectives and Preparation of Common Size Statements.

Suggested Readings:

1. B.Banerjee – Cost Accounting (PHI)
2. Horngren, Foster, Datar - Cost Accounting – A Managerial Emphasis, (Pearson)
3. A.K.Bhattacharya, Principles and Practice of Cost Accounting, PHI Learning Pvt. Ltd.
4. Ravi M Kishore - Cost & Management Accounting, (Taxman)
5. M.Y.Khan & P.K.Jain - Management Accounting, (TMH)
6. Colin Drury – Management & Cost Accounting (Chapman & Hall)
7. Charles T. Horngren, Gary L. Sundem, Dave Burgstahler, Jeff O. Schwartzberg: Introduction to Management Accounting – Pearson Education.
8. Dr. S.N. Maheswari and S.N. Mittal: Management Accounting – Shree Mahavir Book Depot., New Delhi

B.Com. (Honours)
Semester –V
Course Code: BCOM-H-5.3: DSE-1-T (B)
Course Title: ADVERTISING
Credit - 6
Full Marks – 75

Course Contents

1. Introduction:

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.

2. Media Decisions:

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.

3. Message Development:

Advertising appeals, Advertising copy and elements, Preparing ads for different media.

4. Measuring Advertising Effectiveness:

Evaluating communication and sales effects; Pre-testing and Post-testing techniques.

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

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

Suggested Readings:

1. George E Belch, Michael A Belch, Keyoor Purani, *Advertising and Promotion: An Integrated Marketing Communications Perspective (SIE)*, McGraw Hill Education.
2. S. Watson Dunn, and Arnold M. Barban. *Advertising: Its Role in Marketing*. Dryden Press
3. Burnett, Wells, and Moriarty. *Advertising: Principles and Practice*. 5th ed. Prentice Hall of India, New Delhi.
4. Batra, Myers and Aaker. *Advertising Management*. PHI Learning.
5. Terence A. Shimp. *Advertising and Promotion: An IMC Approach*. Cengage Learning.
6. Sharma, Kavita. *Advertising: Planning and Decision Making*, Taxmann Publications.
7. Jaishree Jethwaney and Shruti Jain, *Advertising Management*, Oxford University Press, 2012.
8. Chunawala and Sethia, *Advertising*, Himalaya Publishing House.
9. Ruchi Gupta, *Advertising*, S. Chand & Co.
10. O'Guinn, *Advertising and Promotion: An Integrated Brand Approach*, Cengage Learning.

B.Com. (Honours)

Semester –V

Course Code: BCOM-H-5.4- DSE-2-T (A

Course Title: INDIAN FINANCIAL SYSTEM

Credit - 6

Full Marks – 75

Module-I

Indian Financial System

Course Contents

1. Financial System- Meaning, Significance & Components; Structure of Indian Financial System
2. Reserve Bank of India-
 - a) Organisation, Management, Functions- Credit Creation and Control
 - b) Monetary Policy- Objective, Different ways of RBI, Impediments to the effectiveness of monetary policy.
3. Development Banks- Concepts, Objectives & Functions of National & State Level Development Banks (IFCI, IDBI, ICICI, NABARD, SIDCs)
4. Insurance Sector- LIC & GIC- Objectives and Functions.
5. Financial Regulatory Bodies-

a) Fundamental ideas about various regulatory bodies.(SEBI, Company Law Board, RBI, Insurance Regulatory Body, Insurance Regulatory Development Authority (IRDA), Ministry of Finance.

b) SEBI- Structure, Role in Investors' protection

Module-II Market Operation

Course Contents

1. Introduction- An Overview of Financial Market in India- New Financial Instrument: Commercial Paper, Treasury Bill, Certificate of Deposit- Concepts, features and advantages.
2. Money Market- Concept, Structure of Indian Money Market, Basic idea of its different components
3. Capital Market- Primary Market and Secondary Market- Concept & Interrelation, Function and role of Stock Exchange (Including the basic ideas of types of stock market, Operation and Trading Mechanism of Stock Market)Credit Rating: Meaning, Rating Methodology, Rating symbols by different Rating Agencies.
4. Depository Services –Role and Function of Depository Services, Advantages, NSDL and CDSL
5. Recent Trends in Capital Market: Concept and Types of Mutual Fund, Concept of NAV, NAV calculation, Regulatory Regime of Mutual Fund, Systematic Investment Plan (SIP)-Concepts, importance and relevance.

Suggested Readings:

1. Indian Financial System and Financial Market operation: Sushil Mukherjee
2. Indian Financial System: Theory and Practice: MY Khan
3. Indian Financial System; 4th Edition: H R Machiraju
4. Indian Financial System & Financial Market Operations: For Universities of West Bengal: Anupam Karmakar
5. Bhartiya Aarthik Byabasthya ebong Aarthik Bajarer Karjabali: Sushil Mukherjee
6. Bhartiya Aarthik Byabasthya ebong Aarthik Bajarer Karjabali: Nayak, Sana
7. Subhamoy Das, Perspectives on Financial Services, Allied Publishers.
8. Siddhartha Saha, Indian Financial Systems and Markets, McGraw Hill

B.Com. (Honours)
Semester –V
Course Code: BCOM-H-5.4- DSE-2-T (B)
Course Title: BANKING AND INSURANCE
Credit - 6
Full Marks – 75

Course Contents

1. Introduction

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.

2. Cheques and Paying Banker

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.

3. Banking Lending

Principles of sound lending, Secured vs. unsecured advances, Types of advances, Advances against various securities.

4. Internet Banking

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.

5. Insurance

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.
3. Suneja, H.R., *Practical and Law of Banking*, Himalaya Publishing House.
4. Chabra, T.N., *Elements of Banking Law*, Dhanpat Rai and Sons.
5. Arthur, C. and C. William Jr., *Risk Management and Insurance*, McGraw Hill.
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.

Year 3: Semester VI

Course Code	Course Title	Credit	No. of Classes per Week		No. of Classes per Week	
			L	T	L	P
BCOM-H-6.1-CC-13-T	CORPORATE ACCOUNTING	6	5	1		
BCOM-H-6.2-CC-14-T+P	PROJECT WORK	6				
BCOM-H-6.3-DSE-3-T (A)	<i>Any One of the Following:</i> (A) BUSINESS COMMUNICATION AND ENTREPRENEURSHIP DEVELOPMENT OR	6	5	1		
BCOM-H-6.3-DSE-3-T (B)	(B) CORPORATE GOVERNANCE AND SOCIAL RESPONSIBILITY OF BUSINESS					
BCOM-H-6.4-DSE-4-T (A)	<i>Any One of the Following:</i> (A) ACCOUNTING FOR LOCAL BODIES OR	6	5	1		
BCOM-H-6.4-DSE-4-T (B)	(B) INTERNATIONAL BUSINESS					
	Total	24				

B.Com. (Honours)
Semester –VI
Course Code: BCOM-H-6.1- CC-13-T
Course Title: CORPORATE ACCOUNTING
Credit - 6
Full Marks – 75

Course Contents

- 1. Final Accounts of Companies:** Preparation of Statement of Profit & Loss and Balance Sheet as per Schedule III to the Companies Act, 2013.
- 2. Redemption of Preference Shares and Debentures.**
- 3. Accounting of Limited Liability Partnership**
- 4. Business Acquisition and Conversion of Partnership Firm into Limited Company:** Amalgamation of Partnership Firms - accounting in the books of transferor and transferee firm; Conversion of Partnership into Limited Company –with the same or different set of books; Profit or Loss Prior to Incorporation - Accounting for Acquisition of Business.
- 5. Reconstruction of Companies:** Meaning of Internal and External Reconstruction of companies, Concept of and accounting for Amalgamation as per Accounting Standard - 14 (issued by ICAI, excluding inter-company holdings); Accounting for Internal Reconstruction (excluding

preparation of scheme of reconstruction).

6. Valuation: Valuation of Goodwill and Shares.

7. Holding Company: Preparation of Consolidated Balance Sheet as per Accounting Standard - 21 issued by ICAI (excluding problems on chain and cross holding).

Suggested Readings:

1. Gupta, R.L. and M. Radhaswamy, “*Advanced Accountancy*”, Vol-II, Sultan Chand and Sons, New Delhi.
2. Maheshwari, S.N. and S. K. Maheshwari, “*Corporate Accounting*”, Vikas Publishing House, New Delhi.
3. Jain, S.P. and K.L. Narang, “*Corporate Accounting*”, Kalyani Publishers, New Delhi.
4. Shukla, M.C., T.S. Grewal, and S.C. Gupta, “*Advanced Accounts*”, Vol-II, S. Chand & Co., New Delhi.
5. Monga, J.R., “*Fundamentals of Corporate Accounting*”, Mayur Paper Backs, New Delhi.
6. “*Compendium of Statements and Standards of Accounting*”, The Institute of Chartered Accountants of India, New Delhi.
7. “*Financial Statements Presentation under Companies Act, 2013: Practitioner’s Perspective*”, The Institute of Chartered Accountants of India, New Delhi.

B.Com. (Honours)
Semester –VI
Course Code: BCOM-H-6.2- CC-14-T+ P
Course Title: PROJECT WORK
Credit - 6
Full Marks – 75

Course Contents

For Project Work: The student will write a project report under the supervision of a faculty member assigned by the college/institution (**Details to be notified later**).

Examples of a few broad areas of Project (List is indicative, not exhaustive)

- Accounting and Finance of Local Bodies
- Any topic concerning local economic /entrepreneurial issues / new business proposal
- Agro based industry / cottage industry
- Commercial Crops including Horticulture & Sericulture
- Micro-finance/ Financial Inclusion
- Micro-insurance
- Small Savings
- Rural and Agricultural Banking
- Preservation & Storage of Agricultural Products
- Eco-tourism
- Hotels, Restaurants, Eateries

- Digital Service Providers- Photocopy, Mobile, Internet, Cable etc.
- Medical Service Providers
- Educational Service Providers
- Construction industry
- Small Traders/ Street Vendors/ Hawkers including Railway Hawkers
- Rural and Agricultural workers
- Role of Micro Small and Medium Enterprises
- Accounting Standards for Local Bodies.
- IFRS for SMEs
- Indian Accounting Standards(Rule of 2006, as amended in 2016)
- Schedule III of Companies Act, 2013
- Auditing Standards
- E-Commerce & M-commerce
- Credit Rating / Risk Management
- Frauds/ White Collar Frauds
- Subprime Meltdown and its after effect with case study from Indian Industry.
- Carbon Credit
- Value Added Tax (VAT) / Goods and Service Tax (GST)
- Public Sector Undertakings and Indian Economic Development
- Corporate Social Responsibilities
- Corporate Governance
- Financial Sector Reforms
- On-line Banking
- NPA Management
- Business Process Outsourcing
- Capital Market
- Environmental Accounting/ Environmental Management
- Financial Statement Analysis / Performance Analysis
- Working Capital Management
- Mergers & Acquisitions
- Study on Aviation Sector in India.
- Venture Capital
- Equity Linked Savings Scheme
- Insurance Industry in India
- Analysis of Mutual Funds
- Commercialization of Sports in India.
- Marketing Strategy of products
- Marketing and Promotional Strategies
- Market Research
- Brand Repositioning
- Customer Relationship Management
- Sales & Distribution Management
- Customer Awareness
- Industrial Marketing Vs. Consumer

- Study of Consumer Behaviour
- Packaging of Products
- After Sales Service and Customer Satisfaction
- Effectiveness of Advertising
- Direct Marketing & Networking

B.Com. (Honours)
Semester –VI
Course Code: BCOM-H-6.3- DSE-3-T (A)
Course Title: BUSINESS COMMUNICATION AND ENTREPRENEURSHIP
DEVELOPMENT
Credit - 6
Full Marks – 75

Module I
BUSINESS COMMUNICATION

Course Contents

1. Business Communication: Introduction, Definition, Objectives, Importance, Elements, Types of Communication – Formal and informal, Level of Analysis of Business Communication, Principles of Effective Communication.
2. Significance of Communication, Business Productivity, Inter Group and Intra-Group Conflict, Conflict Resolution and Group Cohesiveness.
3. Management Information System (MIS): Definition, Elements, Need, Function, Use of IT in MIS (Conceptual), Role of MIS in Decision Making, Decision Support System (DSS).
4. Tools of Communication: Emergence of Communication Technology, Modern forms of Communication, Fax, E-Mail, and Video Conferencing.
5. Practice in Effective Communication: Drafting Notice, Circular, Minute, Resolution, Report, CV writing, Business Letter Writing, Office Letter, Status Enquiry, Quotation Order Confirmation, Execution, Refusal and Cancellation of Order, Recommendation, Credit Collection, Claim, Bank Loan.

Module II
ENTREPRENEURSHIP DEVELOPMENT

Course Contents

1. Introduction: Meaning and Concept of Entrepreneurship, Elements, Determinants and Importance of Entrepreneurship, Role and Creativity, Characteristics, Function and Qualities of Entrepreneur.
2. Entrepreneurship Roles in Different Business Environment: Small, Micro & Medium Business Enterprises, Family Venture, Corporate Entrepreneurship, Role of Government as Entrepreneur.
3. Entrepreneur and Law: Legal protection of innovations-Patents, Trademarks and Copyrights-Intellectual Property Right.
4. Financing of New Ventures: Methods of Financing Equity Financing, Venture Capital Debt Financing and Governmental Grants.
5. Project Planning and Feasibility Studies: Methods of preparation of Project Plans and conducting Feasibility Studies.

Suggested Readings:

1. Drucker, P.F., Management: Tasks, Responsibilities & Practices.
2. Holt, D.H., Entrepreneurship: New Venture Creation.
3. Koontz and O'Donnell, Essentials of Management.
4. Irwin, R.D., Principles of Management.
5. Madhukar, R.K. , Business Communication.
6. Chopra, R.K. , Business Correspondence.

B.Com. (Honours)
Semester –VI
Course Code: BCOM-H-6.3- DSE-3-T (B)
Course Title: CORPORATE GOVERNANCE AND SOCIAL RESPONSIBILITY OF
BUSINESS
Credit - 6
Full Marks – 75

Course Contents

- 1. Conceptual Framework of Corporate Governance:** Meaning; theories and models of corporate governance.
- 2. Corporate Governance Framework in India:** Corporate boards and its powers, responsibilities, disqualifications; board committees and their functions- remuneration

committee, nomination committee, compliance committee, shareholders grievance committee, investors relation committee, investment committee, risk management committee, and audit committee; regulatory framework of corporate governance in India; SEBI guidelines and clause 49; reforms in the Companies Act, 2013.

3. Major Corporate Scandals in India and Abroad: Common Governance Problems Noticed in various Corporate Failures.

4. Whistle-blowing and Corporate Governance: The Concept of whistle-blowing; types of whistleblowers; whistle-blower policy; the whistle-blower legislation across countries; developments in India.

5. Corporate Social Responsibility (CSR)

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. Anil Kumar, *Corporate Governance: Theory and Practice*, Indian Book House, New Delhi.
2. MC Kuchhal, *Modern Indian Company Law*, Shri Mahaveer Book Depot (Publishers). (Relevant Chapters)
3. K.V. Bhanumurthy and Usha Krishna, *Politics, Ethics and Social Responsibility of Business*, Pearson Education.
4. Erik Banks, *Corporate Governance: Financial Responsibility, Controls and Ethics*, Palgrave Macmillan.
5. N Balasubramanian, *A Casebook on Corporate Governance and Stewardship*, McGraw Hill Education.
6. B.N. Ghosh, *Business Ethics and Corporate Governance*, McGraw Hill Education.
7. S K Mandal, *Ethics in Business and Corporate Governance*, McGraw Hill Education.
8. Bob Tricker, *Corporate Governance-Principles, Policies, and Practice* (Indian Edition), Oxford University Press.
9. Christine Mallin, *Corporate Governance (Indian Edition)*, Oxford University Press
10. Sharma, J.P., *Corporate Governance, Business Ethics, and CSR*, Ane Books Pvt Ltd, New Delhi.
11. Blowfield, Michael, and Alan Murray, *Corporate Responsibility*, Oxford University Press.
12. Francesco Perrini, Stefano, and Antonio Tencati, *Developing Corporate Social Responsibility-A European Perspective*, Edward Elgar.
13. Sharma, J.P., *Corporate Governance and Social Responsibility of Business*, Ane Books Pvt. Ltd, New Delhi.

B.Com. (Honours)
Semester –VI
Course Code: BCOM-H-6.4-DSE-4-T (A)
Course Title: ACCOUNTING FOR LOCAL BODIES
Credit - 6
Full Marks – 75

Course Contents

1. Introduction: Concept of local bodies; Salient features of 73rd Amendment of the Constitution in 1992, Article 243J- Audit of Accounts.
2. Provisions related to Accounts in the West Bengal Panchayat Act, 1973: Some important provisions of – (a) West Bengal Panchayat (Zilla Parishad and Panchayat Samiti) Accounts and Finance Rules 2003, (b) West Bengal Panchayat (Gram Panchayat Accounts, Audit and Budget) Rules 2007.
3. Financial Statements of Municipalities: Balance Sheet, Income & Expenditure Account, Statement of Cash Flows, Receipts and Payments Account, and Notes to Accounts (Refer National Municipal Accounts Manual, 2004);
Important contents of the Accounting Manual for Urban Local Bodies, 2006, of the Govt. of West Bengal: **Part 1: Introduction to Double Entry Accrual- based Accounting** Para 4- New Accounting System (i.e. double entry accrual system of accounting); Para 6- Accounting Documents; Para 7- Financial Statements; Para 9- Fundamental Accounting Assumptions. **Part 5: Forms and Formats.**
4. Accounting Standards: Overview of *Accounting Standards for Local Bodies* issued by the Institute of Chartered Accountants of India.
5. Financial Statements of PRIs (Panchayat Raj Institutions) and Municipalities: problem solutions; Software for Preparation of Financial Statements.

Note- Evaluation of Answer Scripts is to be made by internal teachers of concerned college.

Suggested Readings:

1. Constitution of India
2. West Bengal Panchayat Act, 1973
3. West Bengal Panchayat (Zilla Parishad and Panchayat Samiti) Accounts and Finance Rules 2003
4. West Bengal Panchayat (Gram Panchayat Accounts, Audit and Budget) Rules 2007
5. National Municipal Accounts Manual, 2004
6. Accounting Manual for Urban Local Bodies, 2006, of the Govt. of West Bengal
7. *Accounting Standards for Local Bodies* issued by the Institute of Chartered Accountants of India.

B.Com. (Honours)
Semester –VI
Course Code: BCOM-H-6.4- DSE-4-T (B)
Course Title: INTERNATIONAL BUSINESS
Credit - 6
Full Marks – 75

Course Contents

1. a) *Introduction to International Business*: Globalisation and its importance in world economy; Impact of globalization; International business vs. domestic business: Complexities of international business; Modes of entry into international business.

b) *International Business Environment*: National and foreign environments and their components - economic, cultural and political-legal environments.

2. a) *Theories of International Trade*: an overview (Classical Theories, Product Life Cycle theory, Theory of National Competitive Advantage); Commercial Policy Instruments - tariff and non-tariff measures – difference in Impact on trade, types of tariff and non-tariff barriers (Subsidy, Quota and Embargo in detail) ; Balance of payment account and its components.

b) *International Organizations and Arrangements*: WTO – Its objectives, principles, organizational structure and functioning; An overview of other organizations – UNCTAD,; Commodity and other trading agreements (OPEC).

3. a) *Regional Economic Co-operation: Forms of regional groupings*: Integration efforts among countries in Europe, North America and Asia (NAFTA, EU , ASEAN and SAARC).

b) *International Financial Environment: International financial system and institutions* (IMF and World Bank: Objectives and Functions); Foreign exchange markets and risk management; Foreign investments - types and flows; Foreign investment in Indian perspective.

4. a) *Organisational structure for international business operations*: International business negotiations.

b) *Developments and Issues in International Business*: Outsourcing and its potentials for India; Role of IT in international business; International business and ecological considerations.

5. a) *Foreign Trade Promotion Measures and Organizations in India*: Special economic zones (SEZs) and export oriented units (EOUs), ; Measures for promoting foreign investments into and from India; Indian joint ventures and acquisitions abroad.

b) *Financing of foreign trade and payment terms*: Sources of trade finance (Banks, factoring, forfaiting, Banker’s Acceptance and Corporate Guarantee) and forms of payment (Cash in advance, Letter of Credit, Documentary Collection, Open Account).

Suggested Readings:

1. Charles W.L. Hill and Arun Kumar Jain, *International Business*. New Delhi: McGraw Hill Education
2. Daniels John, D. Lee H. Radenbaugh and David P. Sullivan. *International Business*. Pearson Education
3. Debra Johnson and Colin Turner. *International Business - Themes & Issues in the Modern Global Economy*. London: Roulledge.
4. Sumati Varma, *International Business*, Pearson Education.
5. Cherunilam, Francis. *International Business: Text and Cases*. PHI Learning
6. Michael R. Czinkota. et al. *International Business*. Fortforth: The Dryden Press.
7. Bennett, Roger. *International Business*. Pearson Education.
8. Peng and Srivastav, *Global Business*, Cengage Learning

Detailed Syllabus

B.Com. (General)

Year I: Semester I

Course Code*	Course Title	Credit	No. of Classes per Week**		No. of Classes per Week**	
			L	T	L	P
BCOM-G-1.1-CC-1-T	FINANCIAL ACCOUNTING 1	6	5	1		
BCOM-G-1.2-CC-2 -T	PRINCIPLES OF MANAGEMENT	6	5	1		
BCOM-G-1.3-CC-3-T	LANGUAGE L ₁ - 1	6	5	1		
BCOM-G-1.4-AECC-1-T	ENVIRONMENTAL STUDIES	2				
	Total	20				

B.Com. (General)

Semester – I

Course Code: BCOM-G-1.1- CC-1-T

Course Title: FINANCIAL ACCOUNTING 1

Credit - 6

Full Marks - 75

Course Contents

1. Introduction to Accounting

- (i) Meaning and objectives of Financial Accounting, Meaning of different types of accounting
- (ii) Users of accounting information and their information Need
- (iii) Accounting Concepts and Conventions: Entity, Money Measurement, Cost, Realisation, Periodicity, Going Concern, Accrual, Consistency, Conservatism, Materiality, Matching and Full Disclosures.
- (iv) Meaning of Accounting Theory, Relation of Accounting Theory with Practice, Generally Accepted Accounting Principles (GAAP)
- (v) Accounting Standards: Concept, Need, Benefits and Limitations of Accounting Standards, Types (Accounting Standards & Indian Accounting Standards) and names of Accounting Standards in India.
- (vi) Basic concept of IFRS.

2. Double entry book keeping system:

- (i) Basic Accounting Equation,
- (ii) Meaning and recognition of Assets, Liabilities, Equity, Income and Expenses (Framework for preparation and presentation of Financial Statements issued by the ICAI)
- (iii) Accounting Cycle - Journal, Ledger, Trial Balance and Financial Statements.

3. Basic Principles of preparing Final Accounts

- (i) Revenue recognition: Meaning of revenue and Revenue Recognition Criteria (AS 9)
- (ii) Inventory: Meaning, Accounting Policy for measurement of Inventory, Ascertainment of cost of inventory, Cost Formula to be used (AS 2),

- (iii) Property, Plant and Equipment: Meaning, Recognition and Derecognition of property, plant and equipment, Accounting treatment for sale or exchange of property, plant and equipment (AS 10).
- (iii) Depreciation: Meaning, Nature and Objective of Depreciation, Methods of computing Depreciation: Straight-line method, Diminishing balance method and Units of production method, Recognition of Depreciation Charge, Change in the method of depreciation, Depreciation in case of revision of Residual Value and Useful Life of asset.
- (iv) Provision and Reserves
- (v) Capital and Revenue (Expenditure and Income)
- (vi) Concept of Capital and maintenance of capital, relation between capital and income.
- (vii) Rectification of Errors, Adjusting Entries and Closing Entries.

4. (a) Final Accounts of Profit Seeking Organisations: Manufacturing A/C, Trading A/C, Profit & Loss A/C and Balance Sheet of Sole Proprietorship (Vertical and Horizontal Formats)

(b) Final Accounts of Not-for-Profit Organisations: Receipts and Payment Account, Income and Expenditure Account and Balance Sheet.

5. Accounting from Incomplete Records (excluding Conversion into Double Entry system)

6. Accounting for special sales transaction:

- (a) Consignment: Recording in the books of Consignor – at cost & at invoice price, valuation of unsold stock; ordinary commission, Treatment and valuation of abnormal and normal loss, Special commission, Del Credere Commission (with or without bad debt) Use of consignment debtors a/c. Recording in the books of Consignee.
- (b) Joint Venture: Separate set of books and Same set of books.
- (c) Accounting for sales on approval.

Suggested Readings:

1. Sukla, Grewal, Gupta: Advanced Accountancy, S. Chand.
2. Gokul Sinha, Accounting Theory & Management Accounting
3. L.S.Porwal, Accounting Theory, Tata McGraw Hill
4. R. L. Gupta & Radheswamy, Advanced Accountancy, S. Chand.
5. Maheshwari & Maheshwari, Advanced Accountancy, Vikash Publishing House.
6. Sehgal & Sehgal, Advanced Accountancy, Taxman Publication.
7. Hanif& Mukherjee, Financial Accounting, TMH.
8. Frank Wood, Business Accounting, Pearson.
9. Tulsian, Financial Accounting, Pearson.
10. Mukherjee and Mukherjee, Financial Accounting I, Oxford
11. Framework for preparation and presentation of Financial Statements issued by the ICAI.
12. Accounting Standards issued by ICAI.
13. Accounting Standards Rules under Companies Act.

B.Com. (General)
Semester – I
Course Code: BCOM-G-1.2- CC-2 -T
Course Title: PRINCIPLES OF MANAGEMENT
Credit - 6
Full Marks – 75

Course Contents

- 1. Introduction:** Concept, Nature, Process and Significance of Management. Is Management a science or an Art or both?
- 2. Evolution of Management Thoughts:** Contribution of Taylor, Fayol, Mayo, Follett, Weber, Neo-classical School, Modern School.
- 3. Planning:** Concept, Importance, Process & Types; Forecasting – Meaning, Importance and Techniques; Decision Making- Concepts and Steps in decision making.
- 4. Organising:** Concept, Nature, Process, Organisation Structure, Delegation of Authority, Span of Management, Line & Staff Authority.
- 5. Motivation:** Concept, Importance of Motivation, Theories- Maslow, Herzberg, McGregor.
- 6. Leadership:** Concept, Leadership Styles –Laissez-Faire, Autocratic, Participative, Transactional &Transformational; Leadership Models– Tannenbaum and Schmidt, Blake and Mouton.
- 7. Communication:** Concept, Nature, Process, Types, Importance and Barriers.
- 8. Control:** Concept, Importance, Features, Process, Tools & Techniques.
- 9. Co-ordination:** Meaning, Importance, Principle & Techniques.

Suggested Reading:

1. Ravichandran, K &Nakkiran, S., Principles of management, Abhijeet Publication.
2. Tripathy, P. C & Reddy, P.N, Principles of Management, McGraw Hill Education India Private Limited.
3. Kaul, Principles and Practice of Management, Vikash
4. Koontz &Weirich, Essentials of Management, TMH.
5. Mitra, J. & Somani, N., Principles of Management and Business Communication, Oxford.

B.Com. (General)
Semester – I
Course Code: BCOM-G-1.3- CC-3-T
Course Title: LANGUAGE (L1- 1)
Credit - 6
Full Marks - 75

(To be prepared centrally by the University)

B.Com. (General)
Semester – I
Course Code: BCOM-G-1.4- AECC-1-T
Course Title: ENVIRONMENTAL STUDIES
Credit - 2
Full Marks - 50

(To be prepared centrally by the University)

Year I: Semester II

Course Code	Course Title	Credit	No. of Classes per Week		No. of Classes per Week	
			L	T	L	P
BCOM-G-2.1-CC-4-T	HUMAN RESOURCE MANAGEMENT AND MARKETING MANAGEMENT	6	5	1		
BCOM-G-2.2-CC-5-T	BUSINESS LAWS	6	5	1		
BCOM-G-2.3-CC-6-T	LANGUAGE L ₂ - 1	6	5	1		
BCOM-G-2.4-AECC-2-T	COMMUNICATIVE ENGLISH	2				
	Total	20				

B.Com. (General)

Semester – II

Course Code: BCOM-G-2.1- CC-4-T

Course Title: HUMAN RESOURCE MANAGEMENT AND MARKETING MANAGEMENT

Credit - 6

Full Marks - 75

Module I

HUMAN RESOURCE MANAGEMENT

Course Contents

- 1. Nature and Scope:** Concept and meaning of Human Resource Management, Understanding the Nature and Scope of HRM, Functions and importance
- 2. Human Resource Planning:** Definition, Need and Features of Human Resource Planning, factor affecting Human Resource Planning.
- 3. Recruitment and Selection:** Definition of Recruitment, Sources, need and importance of Recruitment, Recruitment Policy – Process, sources of Recruitment. Definition of Selection, Steps of selection.
- 4. Training and Development:** Training and Development-Meaning and purpose of training, Benefits of Training to organization and employees. Training methods.
- 5. Job Evaluation and Performance Appraisal:** Job Evaluation – objective, scope, methods, Job analysis, Job description, Job Specification- basic concepts and significance. Performance Appraisal- Concept.

Suggested Readings:

1. Aswathapa K. *Human Resource Management*, McGraw-Hill.
2. Gupta, C. B. *Human Resource Management*, Sultan Chand & Sons.
3. Rao, V. S. P. *Human Resource Management: Text and Cases*, Excel Books.
4. Mahajan, Reeta, *Human Resource Management*, Vikash
5. Halder & Sarkar, *Human Resource Management*, Oxford

Module II**MARKETING MANAGEMENT****Course Contents**

- 1. Introduction:** Nature and scope of marketing; Evolution of Marketing concepts; Selling vs. marketing; Marketing mix; Marketing environment.
- 2. Consumer Behaviour and Market Segmentation:** Nature, scope and significance of consumer behaviour; Market segmentation – concept and importance; Bases for market segmentation.
- 3. Product:** Concept of product, consumer, and industrial goods; Packaging and labeling; function, Product life cycle concept.
- 4. Price and Promotion:** Importance of price in the marketing mix; Factors affecting price of a product. Pricing policies and strategies; Methods of promotion; Advertising, Personal selling ; Sales Promotion.
- 5. Distribution and Retailing:** Distribution channels – concept and role; Types of distribution channels; Types of retailing – store based and non-store based retailing, chain stores, specialty stores, supermarkets; Retailing in India.

Suggested Readings:

1. Kotler, Keller, Koshi and Jha, *Marketing Management: A South Asian Perspective*, Pearson Education.
2. Kotler, Armstrong, Agnihotri and Haque, *Principles of Marketing: A South Asian Perspective*, Pearson Education.
3. Ramaswamy and Namakumari, *Marketing Management*, McGraw-Hill.
4. Bhagwati, Pillai, *Marketing Management*, S.Chand.
5. Verma & Duggal, *Marketing Management*, Oxford.

B.Com. (General)
Semester – II
Course Code: BCOM-G-2.2- CC-5 -T
Course Title: BUSINESS LAWS
Credit - 6
Full Marks - 75

Course Contents

1. The Indian Contract Act, 1872

- a) Contract – meaning, characteristics and kinds, Essentials of a valid contract
- b) Offer and acceptance (Definition, Rules, Communication and Revocation of offer and acceptance)
- c) Consideration (Definition, Elements, Types, Rules), “No Consideration No Contract” and its exceptions; Capacity to Parties (Definition and Types)
- d) Consent, Free consent, Coercion, Undue Influence, Fraud, Misrepresentation, Mistake
- e) Legality of objects and Consideration
- f) Void and Voidable agreements – Definition, Types and Distinction
- g) Discharge of a contract – Modes of discharge, Breach and Remedies against breach of contract
- h) Specific Contracts - Contingent contracts, Quasi, Contract of Indemnity, Guarantee, Bailment, Pledges

2. The Sale of Goods Act, 1930

- 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
- d) Unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer

3. The Partnership Act, 1932

- a) Definition – Partner, Partnership
- b) Nature and Characteristics of Partnership
- c) Types of Partners
- d) Registration of a Partnership Firms and consequences of non-registration
- e) Rights and Duties of Partners
- f) Dissolution of firms – meaning and grounds

4. The Limited Liability Partnership Act, 2008

- a) Definition
- b) Salient Features of LLP.
- c) Advantages and disadvantages of LLP.
- d) Differences between: LLP and Partnership, LLP and Company.
- e) Incorporation of LLP.

5. The Negotiable Instruments Act 1881

- a) Definition, Features, Types, Parties of Negotiable Instruments: Promissory Note, bill of exchange, Cheque (Definition and Types)
- b) Endorsement: Types of Endorsement
- c) Holder and Holder in Due Course, Privileges of Holder in Due Course.
- d) Dishonour of Negotiable Instruments: Modes, Consequences, Notice of Dishonour; Noting and Protesting
- e) Discharge of Negotiable Instruments: Meaning and Modes

(If any new provisions are enacted in place of the existing provisions, the syllabus will accordingly include such new provisions in place of existing provisions with effect from such date as prescribed by University of Kalyani. Similarly if any existing provision becomes redundant due to changes, it will be left out of the syllabus)

Suggested Readings

1. M.C. Kuchhal, and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.
2. Avtar Singh, *Business Law*, Eastern Book Company, Lucknow.
3. Kumar Ravindra, *Legal Aspects of Business*, Cengage
4. Tulsian & Tulsian, *Business Laws*, S.Chand
5. Kapoor N.D., *Business Laws*, Sultan Chand
6. Das S.K. & Roy P., *Business Regulatory Framework*, OUP
7. Gulsan S.S., *Business Laws*, Excel Books
8. Roychowdhury, Bhattacharjee & Datta, *Business Regulatory Framework*, Elegant Publishers
9. Bhadra, Satpati and Mitra, *Ainer Ruprekha (Bengali Version)*, Dishari

B.Com. (General)

Semester – II

Course Code: BCOM-G-2.3- CC-6-T

Course Title: LANGUAGE (L₂ - 1)

Credit - 6

Full Marks - 75

(To be prepared centrally by the University)

B.Com. (General)
Semester – II
Course Code: BCOM-G-2.4- AECC-2-T
Course Title: COMMUNICATIVE ENGLISH
Credit - 2
Full Marks - 50

(To be prepared centrally by the University)

Year 2: Semester III

Course Code	Course Title	Credit	No. of Classes per Week		No. of Classes per Week	
			L	T	L	P
BCOM-G-3.1-CC-7-T	FINANCIAL ACCOUNTING 2	6	5	1		
BCOM-G-3.2-CC-8 -T	INCOME TAX LAW	6	5	1		
BCOM-G-3.3-CC-9-T	LANGUAGE L ₁ - 2	6	5	1		
BCOM-G-3.4-SEC-1-T+P (A)	<i>Any one of the following:</i> {A} E-COMMERCE AND COMPUTER APPLICATIONS IN BUSINESS OR	2				
BCOM-G-3.4-SEC-1-T (B)	{B} PERSONAL SELLING AND SALESMANSHIP					
	Total	20				

B.Com. (General)
Semester – III
Course Code: BCOM-G-3.1- CC-7-T
Course Title: FINANCIAL ACCOUNTING 2
Credit - 6
Full Marks - 75

Course Contents

1. **Insurance Claim for Loss of Stock** (simple problem).

2. **Partnership Accounts:**

(a) Profit and Loss Appropriation accounts; Capital & Current A/C; Guarantee – by firm, by partner and both; Correction of appropriation items with retrospective effect.

(b) Changes in constitution of firm – Change in profit sharing ratio, Admission, Retirement, Retirement cum Admission—treatment of Goodwill, revaluation of assets and liabilities,

treatment of reserves and adjustment relating to capital; treatment of Joint Life Policy, Death of a Partner.

(c) Dissolution of Firm – excluding piecemeal distribution.

3. Branch Accounting:

Synthetic Method: Preparation of Branch account, Branch Trading and P/L account (at cost & at Invoice Price)- normal and abnormal losses.

Analytical Method: Preparation of Branch stock adjustment account (at cost & at Invoice Price)- normal and abnormal losses.

4. Hire purchase and installment payment system:

Recording of Transactions in the books of buyer –Allocation of interest – Use of Interest Suspense Account—Partial and Complete Repossession.

Books of seller – Stock and Debtor Account (with repossession)

5. Departmental Accounts:

Appropriation of common cost; preparation of Departmental Trading and P/L Account. Consolidated Trading and P/L Account; inter departmental transfer of goods at cost, cost plus and at selling price and elimination of unrealized profit.

6. **Investment Accounts:** Preparation of Investment Account for Shares (with Right Shares, Bonus Shares and Sale of Right) and Debentures –treatment of brokerage, cum & ex-interest and cum & ex-dividend, transfer of securities. (Simple Problems).

Suggested Readings:

1. Sukla, Grewal, Gupta: Advanced Accountancy, S. Chand.
2. R. L. Gupta & Radheswamy Advanced Accountancy, S. Chand.
3. Maheshwari & Maheshwari, Advanced Accountancy, Vikash Publishing House.
4. Sehgal & Sehgal, Advanced Accountancy, Taxman Publication.
5. Hanif & Mukherjee, Financial Accounting, TMH.
6. Frank Wood, Business Accounting, Pearson.
7. Tulsian, Financial Accounting, Pearson.
8. Principles and Practices of Accounting, Basu and Das, Rabindra library, Kolkata.
9. Framework for preparation and presentation of Financial Statements issued by the ICAI.
10. Accounting Standards issued by ICAI.
11. Accounting Standards Rules under Companies Act

B.Com. (General)
Semester – III
Course Code: BCOM-G-3.2- CC-8 -T
Course Title: INCOME TAX LAW
Credit - 6
Full Marks - 75

Course Contents

1. a) Basic Concepts and Definitions under Income Tax Act, 1961: Person, Assessee, Previous year, Assessment year, Income, Sources of income, Heads of income, Gross total income, Total income, Tax evasion, Tax avoidance, Tax planning.

b) Residential Status of an individual and Incidence of Tax

c) Fully Exempted income of an Individual

d) Agricultural Income: Definition, determination of agricultural and non-agricultural Income, assessment of tax liability when there are both Agricultural and Non-agricultural income.

2. Heads of Income and Provisions governing Heads of Income:

(a) Income from Salaries

(b) Income from House Property

(c) Profits and Gains from Business or Profession: Special emphasis on section 28, 32, 35, 35D, 35DDA, 36, 37, 40A(2), 40A(3), 43B.

(d) Capital Gain: Meaning and types of Capital Assets, basic concept of Transfer, Cost of Acquisition, Cost of Improvement and Indexation, Computation of Short Term Capital Gain and Long Term Capital Gain, Taxability of Short Term Capital Gain and Long Term Capital Gain.

(e) Income from Other Sources (excluding Dividend): Basic concepts.

3. Deductions from Gross Total Income: Basic concepts - deductions u/s 80C, 80CCC, 80CCD, 80CCE, 80CCF, 80D, 80DD, 80DDB, 80E, 80G, 80GG, 80TTA, 80U.

4. Computation of Total Income and Tax Liability of an Individual.

5. Assessment of Income: Self Assessment u/s 140A, Summary Assessment u/s 143(1), Scrutiny Assessment u/s 143(3), Best Judgment Assessment u/s 144 and Income Escaping Assessment u/s 147.

If any new provisions are enacted in place of the existing provisions, the syllabus will stand modified accordingly with effect from such date as may be prescribed by UNIVERSITY OF KALYANI.

Suggested Readings

1. Singhanian, V. and Singhanian, M., *Students' guide to Income Tax*, Taxmann.
2. Lal & Vashist, *Income Tax and Central Sales Tax*, Pearson.
3. Ahuja & Gupta, *Systematic Approach to Income Tax*, Bharat.
4. Sengupta, C.H., *Income Tax*, Dey Book Concern.
5. Bhadra and Satpati, *Bharoter Kar Babosthapon*, Books and Allied Pvt.Ltd.
6. Mehrotra and Goyal, *Income Tax Law and Accounts*, Sahitya Bhavan Publication
6. Roy, S.K, *Principles and Practice of Direct & Indirect Taxes*, ABS
7. Bare Act and Relevant Rules

B.Com. (General)
Semester – III
Course Code: BCOM-G-3.3-CC-9-T
Course Title: LANGUAGE (L1- 2)
Credit - 6
Full Marks - 75

(to be prepared centrally by the University)

B.Com. (General)
Semester – III
Course Code: BCOM-G-3.4- SEC-1-T+P (A)
Course Title: E-COMMERCE AND COMPUTER APPLICATIONS IN BUSINESS
Credit - 2
Full Marks - 50
Module I
E-COMMERCE (Theory)

Course Contents

1. Introduction - Limitation of conventional commerce, Origin of E-Commerce, Evolution of E-Commerce, E-Commerce and E-Business, Definition of E-Commerce, Features of E-Commerce, M-Commerce-The concept- How it is done- Purposes of use.

2. Models of E-Commerce- Concepts and examples Business - to - Business (B2B), Business - to - Consumer (B2C), Consumer - to - Consumer (C2C), Consumer - to - Business (C2B), Business - to - Government (B2G), Government - to - Business (G2B), Government - to - Citizen (G2C).

3. E-CRM and SCM

E-CRM-definition, features, goals of E-CRM business framework, phases of E-CRM, types of E-CRM, Functional components of E-CRM, strategies for E-CRM solutions;
SCM-definition, features, types of supply chain.

4. Digital Money Transactions

Methods of e-payments [Debit Card, Credit Card, Smart Cards, e-Money], electronic or digital wallet, digital signature (procedures, working and legal provisions), payment gateways[Core Banking Solution or CBS, Mobile Payment, UPI, NCPI, International Payments], Online banking [meaning, concepts, importance, electronic fund transfer, automated clearinghouse, automated ledger posting]; Risks involved in e-payments.

5. E-Commerce in India

Module II

COMPUTER APPLICATIONS IN BUSINESS (Practical)

Course Contents

Accounting and Related Software

1. Tally (Current Version):

- a) *Creation of Masters-* Creation of Company, Creation of Ledgers, Creation of Stock Items, Creation of Manufacturing voucher type.
- b) *Activation of GST option, Activation of Debit Note / Credit Note*
- c) *Passing of Accounting Voucher Entries* (including inventory and GST) in – (i) Receipt, (ii) Payment, (iii) Contra, (iv) Purchase, (v) Sales, (vi) Debit Note, (vii) Credit Note, and (viii) Journal, modes.
- d) *Passing of Inventory Voucher Entries-* Manufacturing type
- e) *Preparation of Bank Reconciliation Statement*

2. Excel

- a) Insertion and deletion of Column/ Row/ Sheet.
- b) Change of Column Width
- c) Freezing of Column & Row
- d) Sorting- Single column and Multi Column (i.e. data base)
- e) Linking of one cell with another in the same sheet/ another sheet.
- f) Autosum and Formula copy with fill handle
- g) Preparation of Chart- Column Chart, Bar Chart, Pie Chart, and Line Chart.

Suggested Readings

1. P. T. Joseph, *E-Commerce: An Indian Perspective*, PHI Learning
2. Henry Chan, Raymond Lee, Tharam Dillon, Elizabeth Chang, *E-Commerce:*
3. *Fundamentals and Applications*, Wiley.
4. Laudon, *E-Commerce*, Pearson Education India
5. Schneider G., *E-Business*, Cengage
6. Bhaskar, B., *E-Commerce*, McGraw Hill

7. Nadhani, A K, *Mastering Tally ERP 9*, BPB Publications, New Delhi
8. Singh, S & Mehera, N, *Tally ERP: Power of Simplicity*, Amazon Books.
9. MacDonald, Matthew, *Excel 2007 for Starters: The Missing Manual*, PBC Books, Delhi.
10. Laing, Roger, *Microsoft Excel Basics: Expert Advice, Made Easy*, PBC Books, Delhi.

B.Com. (General)
Semester – III
Course Code: BCOM-G-3.4-SEC-1-T (B)
Course Title: PERSONAL SELLING AND SALESMANSHIP
Credit - 2
Full Marks - 50

Course Contents

- 1. Introduction to Personal Selling:** Introductions and Overview of Personal Selling, Importance of personal selling, myths of selling, Difference between Personal Selling, Salesmanship and Sales Management, Characteristics of a good salesman, types of selling situations, types of salespersons, Career opportunities in selling, Measures for making selling an attractive career.
- 2. Buying Motives:** Concept of motivation, Maslow's theory of need hierarchy; Dynamic nature of motivation; Buying motives and their uses in personal selling
- 3. Preliminary Stages of Personal Selling Process:** Prospecting - Meaning, Importance, Characteristics for qualifying as a prospects and methods of prospecting, Pre-approach - Meaning, Importance and sources of information.
- 4. Advance Stages of Personal Selling Process:** Demonstration & Presentation - Concepts & Essential features of Good Presentation and Demonstration, Objection Handling - Understanding Objections, Procedure for Handling Objections, Closing Sale - Features and methods of Closing Sale, After sale Services - Concepts and importance of after Sale Service.
- 5. Sales Reports:** reports and documents; sales manual, Order Book, Cash Memo; Tour Diary, Daily and Periodical Reports; Ethical aspects of Selling

Suggested Readings:

1. *Spiro, Stanton, and Rich, Management of the Sales force*, McGraw Hill.
2. *Rusell, F. A. Beach and Richard H. Buskirk, Selling: Principles and Practices*, McGraw Hill
3. *Futrell, Charles, Sales Management: Behaviour, Practices and Cases*, The Dryden Press.
4. *Still, Richard R., Edward W. Cundiff and Norman A. P. Govoni, Sales Management: Decision Strategies and Cases*, Prentice Hall of India Ltd., New Delhi,
5. *Johnson, Kurtz and Schueing, Sales Management*, McGraw Hill
6. *Pedesson, Charles A. Wright, Milburn d. And Weitz, Barton A., Selling: Principles and Methods*, Richard, Irvin
7. *Kapoor Neeru, Advertising and personal Selling*, Pinnacle, New Delhi.

Year 2: Semester IV

Course Code	Course Title	Credit	No. of Classes per Week		No. of Classes per Week	
			L	T	L	P
BCOM-G-4.1-CC-10-T	COST ACCOUNTING	6	5	1		
BCOM-G-4.2-CC-11 -T	INDIRECT TAX LAWS	6	5	1		
BCOM-G-4.3-CC-12-T	LANGUAGE L ₂ - 2	6	5	1		
BCOM-G-4.4-SEC-2-T+P (A)	<i>Any one of the following:</i> (A) TAX RETURNS AND E-FILING OF TAX RETURNS	2				
BCOM-G-4.4-SEC-2-T (B)	OR (B) ADVERTISING					
	Total	20				

B.Com. (General)

Semester – IV

Course Code: BCOM-G-4.1- CC-10-T

Course Title: COST ACCOUNTING

Credit - 6

Full Marks - 75

Course Contents

1. Introduction: Meaning and Objectives of Cost Accounting, Difference between Cost Accounting, Financial Accounting and Management Accounting, Cost Unit, Cost Centre, Investment Centre & Profit Centre – Cost Accounting System – Installing of Cost Accounting System – Essentials of good Cost Accounting System. Methods and Techniques of Costing.

2. Costs: Meaning of cost, Various concepts of costs (Direct cost, Indirect costs, Period cost, Conversion cost, Sunk cost, Opportunity cost, etc.), Cost classification based on Elements, Functions & Behaviour, Preparation of Cost Sheet including Budgeted Cost Sheet.

3. Material Costs: Importance of Materials Cost, Constituents of material cost; Centralised & Decentralised Purchase of Materials, Purchase Procedure, Documents; *Storage of Materials:* Storage records; *Material Control:* Stock Levels (Maximum, Minimum, Re-Order & Danger Level), Meaning of Economic Order Quantity and its applications, Periodic Inventory vs. Perpetual Inventory, ABC Analysis, VED Analysis, JIT Inventory; *Different Methods for Pricing the Issue of Material:* FIFO, LIFO, Simple, Weighted & Periodic Average Methods, Preparation of Store Ledger; Accounting for material cost.

4. Labour Costs: Accounting and Control of labour cost, Time keeping and time booking, Methods of wage payment (Piece rate, Differential piece rate, Time rate), Incentive schemes for workers (Halsey, Rowan, Halsey-Weir), Measurement of Efficiency of a workers.

5. Overhead Costs: Classification, allocation, apportionment and absorption of overheads; Meaning, Concept & Reasons for Under- absorption and over-absorption of Overhead and treatment in Cost Accounting; Capacity Levels and Costs.

6. Contract Costing: Meaning, Features, Costing Procedure, Fixed Price Contract & Cost Plus Contract, Escalation & De-escalation Clause, Retention Money, Preparation of Contract Account.

7. Process Costing: Meaning, Features, Applicability, Preparation of Process Account, Treatment of Normal Loss, Abnormal Loss & Abnormal Gain, Loss of Income, etc. in Cost Accounting,

8. Operating Costing: Meaning & Concepts, Areas of Application, Different Services and their Composite Units, Computation of Composite Unit Cost.

Suggested Readings:

1. B.Banerjee – Cost Accounting (PHI)
2. Horngren, Foster, Datar - Cost Accounting – A Managerial Emphasis, (Pearson)
3. A.K.Bhattacharya, Principles and Practice of Cost Accounting, PHI Learning Pvt. Ltd.
4. Ravi M Kishore - Cost & Management Accounting, (Taxman)
5. M.Y. Khan & P.K.Jain - Management Accounting, (TMH)
6. Colin Drury – Management & Cost Accounting (Chapman & Hall)
7. Charles T. Horngren, Gary L. Sundem, Dave Burgstahler, Jeff O. Schwartzberg: Introduction to Management Accounting – Pearson Education.
8. Dr. S.N. Maheswari and S.N. Mittal: Management Accounting – Shree Mahavir Book Depot., New Delhi

B.Com. (General)
Semester – IV
Course Code: BCOM-G-4.2- CC-11 -T
Course Title: INDIRECT TAX LAWS
Credit - 6
Full Marks - 75

Course Contents

1. Introduction: Concept and types of indirect tax. Right to impose indirect taxes (by Centre and States/Union Territories) before and after 101st Amendment of Constitution. Introduction of Goods & Services Tax (GST); Indirect taxes subsumed by GST; Goods kept outside the purview of GST; Formation of GST Council; Date of effect and the non-taxable territory; Types of GST- Central GST (governed by The Central Goods & Services Tax Act 2017), State/UT GST (governed by The State Goods & Services Tax Act 2017 of each State/ Union Territory) and Integrated GST (governed by The Integrated Goods & Services Tax Act 2017).

2. Supply: Levy of tax on “Supply”; Definition of supply; Intra-State and Inter-State supply; Composite and Mixed supply; Supplies of goods and services liable to be reverse charged, Composition levy.

3. (i) Registration: Persons liable to registration; Compulsory registration; Procedure of Registration.

(ii) Documentation: Tax Invoice; Bill of Supply, Receipt Voucher, Payment Voucher, Refund Voucher, Debit Note, Credit Note. *Harmonized System Nomenclature (HSN) of Goods, and Service Accounting Code (SAC) of Services; Nil rated supplies, Zero rated supplies, Exempted supplies & Non-GST supplies.*

4. Input Tax Credit: Eligibility and conditions for taking input tax credit; Apportionment of input credit and blocked credits;

5. (i) GST Returns: GSTR 1, GSTR 2 and GSTR 3, Time and procedure of filing of Returns.

(ii) Payment of Tax: (a) Through Input Tax Credit (b) By cash/bank after generation of online Challan.

Suggested Readings:

1. V.S. Datey, *Indirect Taxes Laws and Practice*, Taxmann.
2. Anandaday Mishra, *GST Law & Procedure*, Taxman.
3. Relevant Bare Acts and Rules.
4. Publication on GST by the Institute of Chartered Accountants of India (www.icaai.org)
5. Publication on GST by the Central Board of Excise and Customs (www.cbec.org).

B.Com. (General)
Semester – IV
Course Code: BCOM-G-4.3- CC-12-T
Course Title: LANGUAGE (L₂ – 2)
Credit - 6
Full Marks - 75

(to be prepared centrally by the University)

B.Com. (General)
Semester – IV
Course Code: BCOM-G-4.4- SEC-2-T+P (A)
Course Title: TAX RETURNS AND E-FILING OF TAX RETURNS
Credit - 2
Full Marks - 50

Theory

Course Contents

Returns under Income Tax

1. PAN and TAN- Procedure for application of PAN/TAN.
2. a) Advance Tax, Refund of Tax and Tax Clearance Certificate.
b) Interest- Interest u/s 234A, 234B, 234C, (simple problems)
c) TDS - TDS from Salary, Lottery, Horse racing, Interest on Securities
3. Filing of Returns- Under-Section 139(1) [within due date]; Section 139(4) [after due date]; Section 139(5) [Revised Return]; Section 139(9) [Defective Return]; Section 142 (1) [Notice to submit Return]. Different types of Returns and Due dates for filing of those Returns.
4. Procedure of filing e-Return- ITR 1 only.

Returns under Goods and Services Tax

1. Different types of Taxable Persons and Returns to be submitted by them; Due dates for filing of Returns.
2. Procedure of filing e-Return- GSTR 1 and GSTR 4 only.

Practical

Course Contents

Practical on ITR 1, GSTR 1, and GSTR 4(downloaded in computer/ hardcopy)

Suggested Readings:

1. Singhania, V. and Singhania, M., *Students' guide to Income Tax*, Taxmann.
2. Lal & Vashist, *Income Tax and Central Sales Tax*, Pearson.
3. Ahuja & Gupta, *Systematic Approach to Income Tax*, Bharat.
4. Sengupta, C.H., *Income Tax*, Dey Book Concern.
5. Bhadra and Satpati, *Bharoter Kar Babosthapon*, Books and Allied Pvt. Ltd.
6. Mehrotra and Goyal, *Income Tax Law and Accounts*, Sahitya Bhavan Publication
7. Bare Act and Relevant Rules
8. Software: Singhania, V.K., *E-Filing of Income Tax Returns and Computations of Tax*, Taxmann.

B.Com. (General)

Semester – IV

Course Code: BCOM-G-4.4- SEC-2-T (B)

Course Title: ADVERTISING

Credit - 2

Full Marks - 50

Course Contents

1. Introduction:

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.

2. Media Decisions:

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.

3. Message Development:

Advertising appeals, Advertising copy and elements, Preparing ads for different media.

4. Measuring Advertising Effectiveness:

Evaluating communication and sales effects; Pre-testing and Post-testing techniques.

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

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

Suggested Readings:

1. George E Belch, Michael A Belch, Keyoor Purani, *Advertising and Promotion: An Integrated Marketing Communications Perspective (SIE)*, McGraw Hill Education.
2. S. Watson Dunn, and Arnold M. Barban. *Advertising: Its Role in Marketing*. Dryden Press
3. Burnett, Wells, and Moriatty. *Advertising: Principles and Practice*. 5th ed. Prentice Hall of India, New Delhi.
4. Batra, Myers and Aaker. *Advertising Management*. PHI Learning.
5. Terence A. Shimp. *Advertising and Promotion: An IMC Approach*. Cengage Learning.
6. Sharma, Kavita. *Advertising: Planning and Decision Making*, Taxmann Publications.
7. Jaishree Jethwaney and Shruti Jain, *Advertising Management*, Oxford University Press, 2012.
8. Chunawala and Sethia, *Advertising*, Himalaya Publishing House.
9. Ruchi Gupta, *Advertising*, S. Chand & Co.
10. O'Guinn, *Advertising and Promotion: An Integrated Brand Approach*, Cengage Learning.

Year 3: Semester V

Course Code	Course Title	Credit	No. of Classes per Week		No. of Classes per Week	
			L	T	L	P
BCOM-G-5.1-DSE-1-T (A)	<i>Any one of the following:</i> (A) CORPORATE ACCOUNTING OR	6	5	1		
BCOM-G-5.1-DSE-1-T (B)	(B) BANKING AND INSURANCE					
BCOM-G-5.2-DSE-2-T (A)	<i>Any one of the following:</i> (A) MANAGEMENT ACCOUNTING OR	6	5	1		
BCOM-G-5.2-DSE-2-T (B)	(B) INDIAN FINANCIAL SYSTEM					
BCOM-G-5.3: GE-1-T	BASIC FINANCIAL ACCOUNTING (<i>Note 2</i>)	6	5	1		
BCOM-G-5.4-SEC-3-T (A)	<i>Any one of the following:</i> (A) BUSINESS COMMUNICATION AND ENTREPRENEURSHIP DEVELOPMENT OR	2				
BCOM-G-5.4-SEC-3-T (B)	(B) AUDITING					
	Total	20				

B.Com. (General)
Semester –V
Course Code: BCOM-G-5.1- DSE-1-T (A)
Course Title: CORPORATE ACCOUNTING
Credit - 6
Full Marks - 75

Course Contents

- 1. Final Accounts of Companies:** Preparation of Statement of Profit & Loss and Balance Sheet as per Schedule III to the Companies Act, 2013.
- 2. Introduction to Company Accounts:** Meaning of Company and its Classification; Books of Accounts; Maintenance of Books of Accounts; Financial Year; Financial Statements – Meaning, Forms & Contents; Concept of True and Fair View, Authentication of Financial Statements; Filing of Financial Statements.
- 3. Accounting for Shares and Debentures of Company:** Kinds of Share Capital; Issue, Forfeiture, Reissue of Shares; Right Shares and Bonus Shares; Issue of Debentures, Underwriting of Shares and Debentures; Redemption of Preference Shares.
- 4. Business Acquisition and Conversion of Partnership Firm into Limited Company:** Amalgamation of Partnership Firms - accounting in the books of transferor and transferee firm; Conversion of Partnership into Limited Company –with the same or different set of books; Profit or Loss Prior to Incorporation - Accounting for Acquisition of Business.
- 5. Reconstruction of Companies:** Meaning of Internal and External Reconstruction of companies, Concept of and accounting for Amalgamation as per Accounting Standard - 14 (issued by ICAI, excluding inter-company holdings); Accounting for Internal Reconstruction (excluding preparation of scheme of reconstruction).
- 6. Valuation:** Valuation of Goodwill and Shares (Simple Problem).

Suggested Readings:

1. Gupta, R.L. and M. Radhaswamy, “*Advanced Accountancy*”, Vol-II, Sultan Chand and Sons, New Delhi.
2. Maheshwari, S.N. and S. K. Maheshwari, “*Corporate Accounting*”, Vikas Publishing House, New Delhi.
3. Jain, S.P. and K.L. Narang, “*Corporate Accounting*”, Kalyani Publishers, New Delhi.
4. Shukla, M.C., T.S. Grewal, and S.C. Gupta, “*Advanced Accounts*”, Vol-II, S. Chand & Co., New Delhi.
5. Monga, J.R., “*Fundamentals of Corporate Accounting*”, Mayur Paper Backs, New Delhi.
6. “*Compendium of Statements and Standards of Accounting*”, The Institute of Chartered Accountants of India, New Delhi.

7. “*Financial Statements Presentation under Companies Act, 2013: Practitioner’s Perspective*”, The Institute of Chartered Accountants of India, New Delhi.

B.Com. (General)
Semester –V
Course Code: BCOM-G-5.1- DSE-1-T (B)
Course Title: BANKING AND INSURANCE
Credit - 6
Full Marks - 75

Course Contents

1. Introduction

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.

2. Cheques and Paying Banker

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.

3. Banking Lending

Principles of sound lending, Secured vs. unsecured advances, Types of advances, Advances against various securities.

4. Internet Banking

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.

5. Insurance

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.
3. Suneja, H.R., *Practical and Law of Banking*, Himalaya Publishing House.
4. Chabra, T.N., *Elements of Banking Law*, Dhanpat Rai and Sons.
5. Arthur, C. and C. William Jr., *Risk Management and Insurance*, McGraw Hill.
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.

B.Com. (General)
Semester –V
Course Code: BCOM-G-5.2- DSE-2-T (A)
Course Title: MANAGEMENT ACCOUNTING
Credit - 6
Full Marks - 75

Course Contents

1. **Introduction:** Meaning, Objectives, Nature Scope of management accounting, Cost Accounting, Financial Accounting and Management Accounting, Concept of cost control, cost reduction and cost management.
2. **Budget and Budgetary Control:** Concept of budget and budgetary control. Principal Budget Factors, Budget Committee, Budget Manual; Preparation of Functional budgets (Sales, Purchase, Production, etc.), cash budget, fixed and flexible budgets; Concept of Master Budget and Zero base budgeting.
3. **Standard Costing:** Meaning of standard cost and standard costing. Steps involved in standard costing, Advantages and Limitations of Standard Costing. Types and Meaning of different cost variances, Determination of material variances.
4. **Cost Volume Profit Analysis and Marginal Costing:** Meaning and assumption of Cost-Volume-Profit Analysis; Break Even Chart- Break Even Point, Margin of Safety, Angle of Incidence; Profit graph.

Concepts of Marginal Cost, Marginal Costing & Contribution; Limitations of Marginal Costing, Distinction between Absorption Costing & Marginal Costing, Marginal Cost Equation and Techniques of Marginal Costing.

5. **Ratio Analysis:** Accounting Ratios – Meaning, objectives, uses, advantages and limitations; Classification and determination of accounting ratios–liquidity, solvency, activity, profitability, capital structure, managerial efficiency; Preparation of financial statement and statement of proprietor’s fund from relevant ratios.

Suggested Readings:

1. B.Banerjee – Cost Accounting (PHI)
2. Horngren, Foster, Datar - Cost Accounting – A Managerial Emphasis, (Pearson)
3. A.K.Bhattacharya, Principles and Practice of Cost Accounting, PHI Learning Pvt. Ltd.
4. Ravi M Kishore - Cost & Management Accounting, (Taxman)
5. M.Y.Khan & P.K.Jain - Management Accounting, (TMH)
6. Colin Drury – Management & Cost Accounting (Chapman & Hall)

7. Charles T. Horngren, Gary L. Sundem, Dave Burgstahler, Jeff O. Schwartzberg: Introduction to Management Accounting – Pearson Education.
8. Dr. S.N. Maheswari and S.N. Mittal: Management Accounting – Shree Mahavir Book Depot., New Delhi

B.Com. (General)
Semester –V
Course Code: BCOM-G-5.2- DSE-2-T (B)
Course Title: INDIAN FINANCIAL SYSTEM
Credit - 6
Full Marks - 75
Module-I
Indian Financial System

Course Contents

1. Financial System- Meaning, Significance & Components; Structure of Indian Financial System
2. Reserve Bank of India-
 - a) Organisation, Management, Functions- Credit Creation and Control
 - b) Monetary Policy- Objective, Different ways of RBI, Impediments to the effectiveness of monetary policy.
3. Development Banks- Concepts, Objectives & Functions of National & State Level Development Banks(IFCI, IDBI, ICICI, NABARD, SIDCs)
4. Insurance Sector- LIC & GIC- Objectives and Functions.
5. Financial Regulatory Bodies-
 - a) Fundamental ideas about various regulatory bodies.(SEBI, Company Law Board, RBI, Insurance Regulatory Body, Insurance Regulatory Development Authority (IRDA), Ministry of Finance.
 - b) SEBI- Structure, Role in Investors' protection

Module-II
Market Operation

Course Contents

1. Introduction- An Overview of Financial Market in India- New Financial Instrument: Commercial Paper, Treasury Bill, Certificate of Deposit- Concepts, features and advantages.
2. Money Market- Concept, Structure of Indian Money Market, Basic idea of its different components
3. Capital Market- Primary Market and Secondary Market- Concept & Interrelation, Function and role of Stock Exchange (Including the basic ideas of types of stock market, Operation and

Trading Mechanism of Stock Market) Credit Rating: Meaning, Rating Methodology, Rating symbols by different Rating Agencies.

4. Depository Services –Role and Function of Depository Services, Advantages, NSDL and CDSL

5. Recent Trends in Capital Market: Concept and Types of Mutual Fund, Concept of NAV, NAV calculation, Regulatory Regime of Mutual Fund, Systematic Investment Plan (SIP)-Concepts, importance and relevance.

Suggested Reading:

1. Indian Financial System and Financial Market operation: Sushil Mukherjee
2. Indian Financial System: Theory and Practice: MY Khan
3. Indian Financial System; 4th Edition: H R Machiraju
4. Indian Financial System & Financial Market Operations: For Universities of West Bengal: Anupam Karmakar
5. Bhartiya Aarthik Byabasthya ebong Aarthik Bajarer Karjabali: Sushil Mukherjee
6. Bhartiya Aarthik Byabasthya ebong Aarthik Bajarer Karjabali: Nayak, Sana
7. Subhamoy Das, Perspectives on Financial Services, Allied Publishers.
8. Siddhartha Saha, Indian Financial Systems and Markets, McGraw Hill

B.Com. (General)
Semester – V
Course Code: BCOM-G-5.3: GE-1-T
Course Title: BASIC FINANCIAL ACCOUNTING
Credit - 6
Full Marks - 75

Course Contents

1. Financial Accounting: Meaning and Objectives, Difference with Cost Accounting and Management Accounting, Users of accounting information, Meaning of assets, liabilities, equity, income and expenses, Basic accounting equation, Meaning of Transactions, Meaning and Types of Account, Rules of Debit and Credit.

2. Basic concepts and conventions:

a. Entity	g. Periodicity
b. Money Measurement	h. Consistency
c. Going Concern	i. Prudence (Conservatism)
d. Cost	j. Materiality

e. Realisation	k. Matching and
f. Accruals	l. Full Disclosures

3. Meaning and Types of Journal, Recording of transaction in Journal.
4. Meaning and Types of Ledger, Posting of transaction to ledger from journal.
5. Meaning of Trial Balance and its Preparation.
6. Depreciation
7. Capital and Revenue Expenditures and Receipts
8. Cash basis, Accrual basis and Mixed basis of accounting
9. Meaning of Financial Statements. Different types of Financial Statements and their preparation.

Suggested Readings

1. Sukla, Grewal, Gupta: Advanced Accountancy, S. Chand. (Vol. 1).
2. Asish K. Bhattacharyya, Essentials of Financial Accounting, PHI Learning Pvt. Ltd.

B.Com. (General)
Semester –V
Course Code: BCOM-G-5.4- SEC-3-T (A)
Course Title: BUSINESS COMMUNICATION AND ENTREPRENEURSHIP
DEVELOPMENT
Credit - 2
Full Marks - 50

Module I
BUSINESS COMMUNICATION

Course Contents

1. Business Communication: Introduction, Definition, Objectives, Importance, Elements, Types of Communication – Formal and informal, Level of Analysis of Business Communication, Principles of Effective Communication.
2. Significance of Communication, Business Productivity, Inter Group and Intra-Group Conflict, Conflict Resolution and Group Cohesiveness.
3. Management Information System (MIS): Definition, Elements, Need, Function, Use of IT in MIS (Conceptual), Role of MIS in Decision Making, Decision Support System (DSS).

4. Tools of Communication: Emergence of Communication Technology, Modern forms of Communication, Fax, E-Mail, and Video Conferencing.

5. Practice in Effective Communication: Drafting Notice, Circular, Minute, Resolution, Report, CV writing, Business Letter Writing, Office Letter, Status Enquiry, Quotation Order Confirmation, Execution, Refusal and Cancellation of Order, Recommendation, Credit Collection, Claim, Bank Loan.

Module II

ENTREPRENEURSHIP DEVELOPMENT

Course Contents

1. Introduction: Meaning and Concept of Entrepreneurship, Elements, Determinants and Importance of Entrepreneurship, Role and Creativity, Characteristics, Function and Qualities of Entrepreneur.

2. Entrepreneurship Roles in Different Business Environment: Small, Micro & Medium Business Enterprises, Family Venture, Corporate Entrepreneurship, Role of Government as Entrepreneur.

3. Entrepreneur and Law: Legal protection of innovations-Patents, Trademarks and Copyrights-Intellectual Property Right.

4. Financing of New Ventures: Methods of Financing Equity Financing, Venture Capital Debt Financing and Governmental Grants.

5. Project Planning and Feasibility Studies: Methods of preparation of Project Plans and conducting Feasibility Studies.

Suggested Readings

1. Drucker, P.F., Management: Tasks, Responsibilities & Practices.

2. Holt, D.H., Entrepreneurship: New Venture Creation.

3. Koontz and O'Donnell, Essentials of Management.

4. Irwin, R.D., Principles of Management.

5. Madhukar, R.K. , Business Communication.

6. Chopra, R.K., Business Correspondence.

B.Com. (General)
Semester –V
Course Code: BCOM-G-5.4- SEC-3-T (B)
Course Title: AUDITING
Credit - 2
Full Marks - 50

Course Contents

1.Introduction: Definition of Auditing, Standards on Auditing (Preliminary idea only), Objectives of Audit, Basic Principles Governing an Audit, Scope of Audit, Inherent limitations of Audit, Different types of Audit, Auditing and Investigation. Basic Concepts in Auditing - Auditor's Independence, Advantages of an independent Audit, Audit Evidence, Concept of Materiality, Concept of True and Fair.

2.Preparation for an Audit: Auditor's Engagement, Audit Process, Audit Techniques, Audit Planning, Audit Programme, Continuous and Final Audit, Audit Planning and Materiality, Audit Working Papers, Quality Control for Audit Work, Elements of Statistical Sampling, Audit Risk, Surprise Checks, Obtaining Certificate from Management.

3.Internal Control, Internal Check and Internal Audit: Concept of Internal Control, Internal Control and Management, Internal Control and the Auditor, Testing of Internal Control, Examination in Depth, Internal Check, Internal check and Auditor, Internal Audit, Relationship between the Statutory and the Internal Auditors, Internal Financial Control.

4. Vouching: Concept of Vouching; Vouching of- Cash Transactions, Payments, Receipts, Trading Transactions, Purchases, Sales; Verification of Bank Balance and Cash-in-Hand.

5. Audit of Sole Proprietorship Concern and Partnership Firm.

Suggested Readings:

1. Gupta, K. *Contemporary Auditing*, Tata McGraw Hill.
2. Ghatalia, S. V., *Spicer and Pegler's Practical Auditing* (by Bigg, Walter W.), 5th Indian Edition, Allied Publishers Pvt. Ltd.
3. Basu, S. K., *Nirikshar Tattwa-o- Koushal* (Bengali), Pearson.
4. Bhattacharya, K. and Sheel, K. L., *Nireekshashastrer Tatwa O Prayog*, Rabindra Library.
5. Tandon, B.N., *Principles of Auditing*, S. Chand &Co.
6. Tandon, B.N., Sudharsanam, S. and Sundharabahu, S., *A Handbook of Practical Auditing*, S. Chand & Company.
7. Kundu, J. L., *Nirikshashastra*, ABS Publishers.
8. Majumder, P., *Nirikhasastra*, Dove Publishing House.

Year 3: Semester VI

Course Code	Course Title	Credit	No. of Classes per Week		No. of Classes per Week	
			L	T	L	P
BCOM-G-6.1-DSE-3-T (A)	<i>Any one of the following:</i> (A) FINANCIAL MANAGEMENT OR (B) CORPORATE GOVERNANCE AND SOCIAL RESPONSIBILITY OF BUSINESS	6	5	1		
BCOM-G-6.1-DSE-3-T (B)						
BCOM-G-6.2-DSE-4-T (A)	<i>Any one of the following:</i> (A) ACCOUNTING FOR LOCAL BODIES OR (B) FUNDAMENTALS OF INVESTMENT	6	5	1		
BCOM-G-6.2-DSE-4-T (B)						
BCOM-G-6.3-GE-2-T	BASIC INCOME TAX (<i>Note 2</i>)	6	5	1		
BCOM-G-6.4-SEC-4-T+P	PROJECT WORK	2				
	Total	20				

In Course Code, 'H' stands for Honours, 'G' stands for General, 'T' stands for Theory and 'P' stands for Practical.

B.Com. (General)

Semester –VI

Course Code: BCOM-G-6.1- DSE-3-T (A)

Course Title: FINANCIAL MANAGEMENT

Credit - 6

Full Marks – 75

Course Contents

1. Fundamentals of Financial Management: Definition, Concept, scope, objective, and importance of financial management. Objectives of the firm – profit maximization and wealth maximization. Time value of money.

2. Sources of Finance and Cost of Capital: Different sources of finance - long term and short term sources. *Cost of capital* - concept, relevance of cost of capital, specific costs and weighted average cost, rationale of after tax weighted average cost of capital, marginal cost of capital.

3. Working Capital and Its Management: Meaning, concept, composition, nature, types of working capital, Determining factors of working capital, Working Capital Cycle, Estimation of

working capital requirements (excluding problems on extra shift working capital and working capital policy). **Working Capital Management** – Importance of working capital management, Working capital financing – Long-term, medium and short-term.

4. Capital Structure and Leverage: Meaning, concept, importance of capital structure. Determining factors of capital structure. Concept of optimum capital structure. Various capital structure theories (NI, NOI)

Leverage – Concept, types and importance. Financial, operating and combined leverages, Trading on Equity, EBIT-EPS Analysis. Business Risk and Financial Risk.

7. (a) **Funds Flow Statement:** Concepts of fund – Meaning, nature, importance and limitations of funds flow statement – Various sources and uses of fund – Preparation of funds flow statement.

(b) **Cash Flow Statement:** Meaning, Objectives, Importance and Limitations of cash flow statement – Fund flow statement vs. cash flow statement – Various sources and uses of cash – Preparation of cash flow statement.

Suggested Readings:

1. Chandra, P., *Financial Management: Theory and Practice*, Tata-McGraw-Hill Publishing Co., Ltd. New Delhi.
2. Khan, M.Y. and Jain, P.K., *Financial Management: Text, Problems and Cases*, Tata McGraw Hill Publishing Co., Ltd. New Delhi.
3. Pandey, I.M., *Financial Management*, Vikas Publishing House Pvt. Ltd., New Delhi.
4. V.C. Van Horne., *Financial Management & Policy*, PHI, New Delhi.
5. B. Banerjee., *Financial Management*, PHI, New Delhi
6. Kuchhal, S.C.: *Financial Management*
7. Sharma & Gupta: *Financial Management*
8. Arvind Kumar & Pusphendra Misra: *Financial Management*, New Royal Book Co.
9. L.M. Bhole., *Financial Institutions and Markets*, TMH
10. Gordon & Natarajan., *Financial Services*, HPH
11. S.G. Guruswamy., *Financial Services & Systems*, Thomson Learning
12. M.Y. Khan., *Financial Services*, Tata McGraw Hill

B.Com. (General)
Semester –VI
Course Code: BCOM-G-6.1- DSE-3-T (B)
Course Title: CORPORATE GOVERNANCE AND SOCIAL RESPONSIBILITY OF
BUSINESS
Credit - 6
Full Marks – 75

Course Contents

I. Conceptual Framework of Corporate Governance: Meaning; theories and models of corporate governance.

2. Corporate Governance Framework in India: Corporate boards and its powers, responsibilities, disqualifications; board committees and their functions- remuneration committee, nomination committee, compliance committee, shareholders grievance committee, investors relation committee, investment committee, risk management committee, and audit committee; regulatory framework of corporate governance in India; SEBI guidelines and clause 49; reforms in the Companies Act, 2013.

3. Major Corporate Scandals in India and Abroad: Common Governance Problems Noticed in various Corporate Failures.

4. Whistle-blowing and Corporate Governance: The Concept of whistle-blowing; types of whistleblowers; whistle-blower policy; the whistle-blower legislation across countries; developments in India.

5. Corporate Social Responsibility (CSR)

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. Anil Kumar, *Corporate Governance: Theory and Practice*, Indian Book House, New Delhi.
2. MC Kuchhal, *Modern Indian Company Law*, Shri Mahaveer Book Depot (Publishers). (Relevant Chapters)
3. KV Bhanumurthy and Usha Krishna, *Politics, Ethics and Social Responsibility of Business*, Pearson Education.
4. Erik Banks, *Corporate Governance: Financial Responsibility, Controls and Ethics*, Palgrave Macmillan.
5. N Balasubramanian, *A Casebook on Corporate Governance and Stewardship*, McGraw Hill Education.

6. B.N. Ghosh, Business Ethics and Corporate Governance, McGraw Hill Education.
7. S K Mandal, *Ethics in Business and Corporate Governance*, McGraw Hill Education.
8. Bob Tricker, *Corporate Governance-Principles, Policies, and Practice* (Indian Edition), Oxford University Press.
9. Christine Mallin, *Corporate Governance (Indian Edition)*, Oxford University Press
10. Sharma, J.P., *Corporate Governance, Business Ethics, and CSR*, Ane Books Pvt Ltd, New Delhi.
11. Blowfield, Michael, and Alan Murray, Corporate Responsibility, Oxford University Press.
12. Francesco Perrini, Stefano, and Antonio Tencati, *Developing Corporate Social Responsibility-A European Perspective*, Edward Elgar.
13. Sharma, J.P., *Corporate Governance and Social Responsibility of Business*, Ane Books Pvt. Ltd, New Delhi.

B.Com. (General)
Semester –VI
Course Code: BCOM-G-6.2- DSE-4-T (A)
Course Title: ACCOUNTING FOR LOCAL BODIES
Credit - 6
Full Marks – 75

Course Contents

1. Introduction: Concept of local bodies; Salient features of 73rd Amendment of the Constitution in 1992, Article 243J- Audit of Accounts.
2. Provisions related to Accounts in the West Bengal Panchayat Act, 1973: Some important provisions of – (a) West Bengal Panchayat (Zilla Parishad and Panchayat Samiti) Accounts and Finance Rules 2003, (b) West Bengal Panchayat (Gram Panchayat Accounts, Audit and Budget) Rules 2007.
3. Financial Statements of Municipalities: Balance Sheet, Income & Expenditure Account, Statement of Cash Flows, Receipts and Payments Account, and Notes to Accounts (Refer National Municipal Accounts Manual, 2004);
 Important contents of the Accounting Manual for Urban Local Bodies, 2006, of the Govt. of West Bengal: **Part 1: Introduction to Double Entry Accrual- based Accounting** Para 4- New Accounting System (i.e. double entry accrual system of accounting); Para 6- Accounting Documents; Para 7- Financial Statements; Para 9- Fundamental Accounting Assumptions. **Part 5: Forms and Formats.**
4. Accounting Standards: Overview of *Accounting Standards for Local Bodies* issued by the Institute of Chartered Accountants of India.

5. Financial Statements of PRIs (Panchayat Raj Institutions) and Municipalities: problem solutions; Software for Preparation of Financial Statements.

Note- Evaluation of Answer Scripts is to be made by internal teachers of concerned college.

Suggested Readings:

1. Constitution of India
2. West Bengal Panchayat Act, 1973
3. West Bengal Panchayat (Zilla Parishad and Panchayat Samiti) Accounts and Finance Rules 2003
4. West Bengal Panchayat (Gram Panchayat Accounts, Audit and Budget) Rules 2007
5. National Municipal Accounts Manual, 2004
6. Accounting Manual for Urban Local Bodies, 2006, of the Govt. of West Bengal
7. *Accounting Standards for Local Bodies* issued by the Institute of Chartered Accountants of India.

B.Com. (General)

Semester –VI

Course Code: BCOM-G-6.2- DSE-4-T (B)

Course Title: FUNDAMENTALS OF INVESTMENT

Credit - 6

Full Marks - 75

Course Contents

1. The Investment Environment

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.

2. Fixed Income Securities

Bond features, types of bonds, estimating bond yields, Bond Valuation types of bond risks, default risk and credit rating.

3. Approaches to Equity Analysis

Introductions to Fundamental Analysis, Technical Analysis and Efficient Market Hypothesis, dividend capitalisation models, and price-earnings multiple approach to equity valuation.

4. Portfolio Analysis and Financial Derivatives

Portfolio and Diversification, Portfolio Risk and Return; Mutual Funds; Introduction to Financial Derivatives; Financial Derivatives Markets in India.

5. Investor Protection

Role of SEBI and stock exchanges in investor protection; Investor grievances and their redressal system, insider trading, investors' awareness and activism.

Suggested Readings

1. C.P. Jones, *Investments Analysis and Management*, Wiley, 8th ed.
2. Prasanna Chandra, *Investment Analysis and Portfolio Management*, McGraw Hill Education
3. R.P. Rustogi, *Fundamentals of Investment*, Sultan Chand & Sons, New Delhi.
4. N.D. Vohra and B.R. Bagri, *Futures and Options*, McGraw Hill Education
5. Mayo, *An Introduction to Investment*, Cengage Learning.

B.Com. (General)

Semester –VI

Course Code: BCOM-G-6.3- GE-2-T

Course Title: BASIC INCOME TAX

Credit - 6

Full Marks – 75

Course Contents

1. a) Basic Concepts and Definitions under Income Tax Act, 1961: Person, Assessee, Previous year, Assessment year, Income, Sources of income, Heads of income, Gross total income, Total income, Tax evasion, Tax avoidance, Tax planning.
b) Residential Status of an individual and Incidence of Tax
c) Fully Exempted income of an Individual (including agricultural income).
2. Computation of Income under following Heads of Income (Simple Problems):
(a) Income from Salaries
(b) Income from House Property
(c) Capital Gain: Meaning and types of Capital Assets, basic concept of Transfer, Computation of Short Term Capital Gain and Long Term Capital Gain, Taxability of Short Term Capital Gain and Long Term Capital Gain.
(d) Income from Other Sources (excluding Dividend): Basic concepts.
3. Deductions from Gross Total Income: Deductions u/s 80C, 80D, 80DD, 80E, 80G, 80TTA.
4. Computation of Total Income and Tax Liability of an Individual.

[If any new provisions are enacted in place of the existing provisions, the syllabus will stand modified accordingly with effect from such date as may be prescribed by UNIVERSITY OF KALYANI.]

Suggested Readings

1. Lal & Vashist, *Income Tax and Central Sales Tax*, Pearson.
2. Ahuja & Gupta, *Systematic Approach to Income Tax*, Bharat.
3. Sengupta, C.H., *Income Tax*, Dey Book Concern.

4. Bhadra and Satpati, *Bharoter Kar Babosthapona*, Books and Allied Pvt. Ltd.
5. Mehrotra and Goyal, *Income Tax Law and Accounts*, Sahitya Bhavan Publication
6. Roy, S.K, *Principles and Practice of Direct & Indirect Taxes*, ABS
7. Singhanian, V. and Singhanian, M., *Students' guide to Income Tax*, Taxmann.
8. Bare Act and Relevant Rules.

B.Com. (General)
Semester –VI
Course Code: BCOM-G-6.4- SEC-4-T+P
Course Title: PROJECT WORK
Credit - 2
Full Marks – 50

Course Contents

For Project Work: The student will write a project report under the supervision of a faculty member assigned by the college/institution (**Details to be notified later**).

Examples of a few broad areas of Project (List is indicative, not exhaustive)

- Accounting and Finance of Local Bodies
- Any topic concerning local economic /entrepreneurial issues / new business proposal
- Agro based industry / cottage industry
- Commercial Crops including Horticulture & Sericulture
- Micro-finance/ Financial Inclusion
- Micro-insurance
- Small Savings
- Rural and Agricultural Banking
- Preservation & Storage of Agricultural Products
- Eco-tourism
- Hotels, Restaurants, Eateries
- Digital Service Providers- Photocopy, Mobile, Internet, Cable etc.
- Medical Service Providers
- Educational Service Providers
- Construction industry
- Small Traders/ Street Vendors/ Hawkers including Railway Hawkers
- Rural and Agricultural workers
- Role of Micro Small and Medium Enterprises
- Accounting Standards for Local Bodies.
- IFRS for SMEs
- Indian Accounting Standards(Rule of 2006, as amended in 2016)
- Schedule III of Companies Act, 2013
- Auditing Standards
- E-Commerce & M-commerce
- Credit Rating / Risk Management

- Frauds/ White Collar Frauds
- Subprime Meltdown and its after effect with case study from Indian Industry.
- Carbon Credit
- Value Added Tax (VAT) / Goods and Service Tax (GST)
- Public Sector Undertakings and Indian Economic Development
- Corporate Social Responsibilities
- Corporate Governance
- Financial Sector Reforms
- On-line Banking
- NPA Management
- Business Process Outsourcing
- Capital Market
- Environmental Accounting/ Environmental Management
- Financial Statement Analysis / Performance Analysis
- Working Capital Management
- Mergers & Acquisitions
- Study on Aviation Sector in India.
- Venture Capital
- Equity Linked Savings Scheme
- Insurance Industry in India
- Analysis of Mutual Funds
- Commercialization of Sports in India.
- Marketing Strategy of products
- Marketing and Promotional Strategies
- Market Research
- Brand Repositioning
- Customer Relationship Management
- Sales & Distribution Management
- Customer Awareness
- Industrial Marketing Vs. Consumer
- Study of Consumer Behaviour
- Packaging of Products
- After Sales Service and Customer Satisfaction
- Effectiveness of Advertising
- Direct Marketing & Networking

Appendix A

The following four GE Papers are offered to the students (Honours) of any department other than students of commerce department.

- i) Fundamentals of Financial Accounting (GE 1)
- ii) Fundamentals of Income Tax (GE 2)
- iii) Fundamentals of Goods and Service Tax (GE 3)
- iv) Fundamentals of Cost and Management Accounting (GE 4)

If GE papers under B.Com. (Honours) Syllabus are allowed by the University Authority to be opted by students of commerce departments as well as students of any other department, then above four GE Papers are to be substituted by the following four GE Papers:

- i) Micro Economics (GE 1)
- ii) Business Statistics (GE 2)
- iii) Macro Economics (GE 3)
- iv) Indian Economics (GE 4)]

MICRO ECONOMICS (GE 1)

Course Contents

1. Demand and Supply

Concept of demand, Demand function, Law of Demand and its exceptions, Derivation of individual and market demand curves, Elasticity of demand– price elasticity – relation between slope of demand and elasticity of demand– concepts of income and cross price elasticity of demand. Supply function and equilibrium.

2. Consumer Behaviour

Concepts of cardinal and ordinal utility, Indifference curve analysis, Consumer equilibrium using indifference curve and budget constraint –graphical approach.

3. Production and Cost

Production Function – Short run and long run –Law of variable proportions, Concepts of total productivity, average productivity and marginal productivity, Producer equilibrium through isoquants and isocosts – economics and diseconomies of large scale of production and Returns to scale.

Cost Analysis– Fixed and variable cost, Explicit and Implicit costs, Marginal and average costs, Short–run and Long–run cost curves.

4. Perfect Competition

Perfect Competition-Features; Marginal and Average Revenue under Perfect competition; Profit maximization, Equilibrium of firm and industries, Short run and long run supply curves.

5. Imperfect Competition

Monopoly-Features; Marginal and Average Revenue under Imperfect competition; Price and output determination under monopoly, Price discrimination– Degrees of price discrimination; Social cost of Monopoly- concepts only.

Monopolistic competition-Features and examples; Oligopoly – Concepts of collusive and non-collusive oligopoly, Non-collusive Oligopoly- Price competition and Sweezy model, Collusive Oligopoly – Cartel.

Suggested Readings:

1. Pindyke and Rubinfeld, Micro Economics.
2. Principles of Microeconomics, Mankiw.
3. Microeconomics, Theory and Applications, Maddala Miller.
4. Gould & Ferguson, Micro Economic Theory.
5. Banerjee & Majumdar, Fundamentals of Business Economics.
6. Banerjee & Majumdar, Banijjik Arthaniti –o- Banijjik Paribesh (Bengali).
7. Ratan Khasnabish & Ranesh Roy, Banijjik Arthaniti –o- Bharoter Arthanaitik Paribesh (Bengali).

BUSINESS STATISTICS (GE 2)

Course Contents

1. (A) **Introductory ideas:** Data and different types of data; Summarization of statistical data – different types frequency distributions, their construction and their properties.
(B) **Diagrammatic representation:** Histogram, Frequency Polygon, Ogive Bar and Line Diagram.
2. (A) **Different Measures of Central Tendency:** Common measures of central tendency – mean, median and mode; Partition values – quartiles, deciles, percentiles(concepts only).
(B) **Different Measures of Dispersion:** Absolute measures of dispersion – range, quartile deviation, mean deviation and standard deviation; Relative measures of dispersion.
(C) **Moments, Skewness and Kurtosis:** Different types of moments and their relationships; Meaning of skewness and kurtosis; Different measures of Skewness and Kurtosis.
3. **Correlation Analysis:** Scatter diagram; Pearson’s co-efficient of correlation: calculation and properties (proofs not required). Probable and standard errors; Rank Correlation; Meaning of Simple, multiple and Partial Correlation.
4. **Regression Analysis:** Principle of least squares and regression lines. Regression equations and estimation; Standard Error of Estimates.

5. **Index Numbers:** 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; Base shifting, splicing, deflating; Construction of Consumer price index.

6. (A) **Set Theory:** Definition of Set; Presentation of Sets; Different types of Sets- Null Set, Finite & Infinite Sets, Universal Set, Subset, Power Set etc.; Set operations; Laws of algebra of Sets.

(B) **Theory of Probability:** Theory of Probability; Approaches to the calculation of probability; Calculation of event probabilities; Addition and multiplication laws of probability; Conditional probability; Expectation and variance of a random variable.

Suggested Readings

1. Das, N. G., Statistical Methods, McGraw-Hill Education India Ltd.
2. Gupta, S.C., Fundamentals of Statistics, Himalaya Publishing House.
3. Gupta, S.P., Statistical Methods, Sultan Chand & Sons,
4. Vohra N. D., Business Statistics, McGraw Hill.
5. Gupta, S.P., and Archana Gupta. Statistical Methods. Sultan Chand & Sons, New Delhi.
6. Dey, S. N., *Business Mathematics and Statistics*, Chhaya Prakashani.
7. Goon, Gupta and Dasgupta, *Fundamentals of Statistics*, The World Press.
8. Spiegel M.D., *Theory and Problems of Statistics*, Schaum's Outlines Series, McGraw Hill Publishing Co

MACRO ECONOMICS (GE 3)

Course Contents

1. Introduction

Macroeconomics- Concept, Difference with microeconomics, Concept of basic variables of macroeconomics.

2. National Income Accounting

Concepts and measurement of National Income, Circular flow of income, Real and nominal GDP, GDP deflator, Alternative approaches of measuring national income – Income method, Expenditure method, Value-added method; Difficulties in Measurement of NI

3. Determination of Equilibrium Level of Income

Simple Keynesian Model, Consumption, Savings and Investment Function, Concept of multiplier – Government expenditure multiplier and Tax multiplier, Investment multiplier and Balanced budget multiplier

4. Commodity Market and Money Market Equilibrium

Concept of commodity market and money market equilibrium, Demand and supply of money – Transaction demand of money and speculative demand of money, Derivation of IS and LM curves, Shifts of IS & LM curves, Monetary and Fiscal policy in ISLM.

5. Money and Inflation

Measures of money supply; Quantity Theory of Money; Concept of inflation, Demand-pull and cost-push inflation, Inflationary gap; Effects of Inflation; Monetary and fiscal policies to control inflation

Suggested Readings:

1. Macroeconomics, Mankiw
2. W. H. Branson, Macroeconomic Theory and Policy
3. Richard T. Froyen, Macroeconomics Theory and Policies
4. Joydeb Sarkhel, Macro Economic Theory
5. Dornbusch, Fischer and Startz, Macroeconomics

INDIAN ECONOMICS (GE 4)]

Course Contents

1. Basic Issues of Economic Development: Concept and Measures of Development and Underdevelopment; Human Development Index; Human Capital-Meaning and Importance;

2. Basic Issues of Indian Economy: Features of Indian Economy; Sectoral distribution of National Income; Structural Change in Indian Economy; Problem of Poverty, Poverty alleviation measures; Problem of Unemployment and the policy measures; Population Growth and Economic Development

3. Agricultural Sector: Problems of Indian agriculture; Land Reforms; Green Revolution and its impact; Problems of Rural Credit and Marketing; Co-operative Farming

4. Industrial Sector: Industrial Labour; Industrial Sickness; Small Scale and Cottage Industry; Industrial Policy-Role of Public Sector; Its performance and issue of Disinvestment-Privatisation

5. External Sector: Foreign Capital: Components; Need of Foreign Capital; Policy towards Foreign Capital; Foreign Investment since 1991; Globalisation- Meaning and Impact; International Institutions-WTO, World Bank, IMF

Suggested Readings:

1. A N Agrawal, Indian Economy
2. Dutt & Sundaram, Indian Economy
3. Mishra & Puri, Indian Economy
4. Uma Kapila, Indian Economy
5. Ajay Kumar Nandi, Adhunik Bharatiya Arthanitir Ruprekha(Bengali)
6. Swapan Kumar Ray & Joydeb Sarkhel, Bharater Arthaniti(Bengali)

7. Jaydeb Sarkhel, Sekh Selim & Anindyo Bhukto, Economic Development- Institutions, Theory and Application.
8. Jaydeb Sarkhel, Sekh Selim & Anindyo Bhukto, Arthanoitik Unnoyan- Pratisthan, Tattwo O Prayog(Bengali).

Annexure B

The following two GE Papers are offered to the students (General) of any department other than students of commerce department.

- i) Basic Financial Accounting (GE 1)
- ii) Basic Income Tax (GE 2)

[If GE papers under B.Com. (General) Syllabus are allowed by the University Authority to be opted by students of commerce departments as well as students of any other department, then above two GE Papers are to be substituted by the following two GE Papers:

- i) Business Economics (GE 1)
- ii) Business Mathematics and Statistics (GE 2)]

BUSINESS ECONOMICS (GE 1)

MODULE I

MICROECONOMICS AND MACROECONOMICS

Course Contents

1. Basics of Demand - Supply and Consumer Behaviour

Concept of demand, Demand function, Law of Demand and its exceptions, Derivation of individual and market demand curves; Elasticity of demand– relation between slope of demand and elasticity of demand; Supply function, Market demand and supply curve, Determination of equilibrium price.

2. Production and Cost

Production Function – Concept of short run and long run, Graphical representation of TP, AP, MP; Concept of fixed and variable cost, Economic and accounting costs, Marginal and average costs, Short–run and Long–run cost curves.

3. Market Structure

Definition of market, Revenue concept under various market conditions, TR AR and MR, Perfect competition-Features, Equilibrium analysis; Monopoly market-Price and output determination.

4. National Income Accounting

Concepts and measurement of GDP, GNP, NNP, NI, and Disposable Personal Income (DPI); Difficulties in Measurement of NI.

5. Consumption and Inflation

Meaning and concepts of Consumption, Investment and Savings. Features of Keynesian Consumption Function; Determination of Equilibrium Level of Income; Concept of demand-pull and cost-push inflation; Inflationary gap.

Suggested Readings:

1. Pindyke and Rubinfeld, Micro Economics.
2. Principles of Microeconomics, Mankiw.
3. Macroeconomics, Mankiw.
4. Joydeb Sarkhel, Macro Economic Theory.

MODULE II INDIAN ECONOMICS

Course Contents

1. Basic Issues of Economic Development: Concept and Measures of Development and Underdevelopment; Human Capital-Meaning and Importance.

2. Basic Issues of Indian Economy: Features of Indian Economy, Sectoral Change in Indian Economy; Problem of Poverty, Poverty alleviation measures; Problem of Unemployment and the policy measures.

3. Agricultural Sector: Problems of Indian agriculture; Land Reforms; Green Revolution and its impact.

4. Industrial Sector: Small Scale and Cottage Industry; Industrial Policy-Role of Public Sector: Its performance and issue of Disinvestment-Privatisation.

5. External Sector: Globalisation- Meaning and Impact; International Institutions-WTO, World Bank, IMF.

Suggested Readings:

1. A N Agrawal, Indian Economy
2. Dutt & Sundaram, Indian Economy
3. Mishra & Puri, Indian Economy
4. Uma Kapila, Indian Economy
5. Ajay Kumar Nandi, Adhunik Bharatiya Arthanitir Ruprekha
6. Swapan Kumar Ray & Joydeb Sarkhel, Bharater Arthaniti (Bengali)
7. Jaydeb Sarkhel, Sekh Selim & Anindyo Bhukto, Economic Development- Institutions, Theory and Application

8. Jaydeb Sarkhel, Sekh Selim & Anindyo Bhukto, Arthanoitik Unnoyan- Pratisthan, Tattwo O Prayog (Bengali)

BUSINESS MATHEMATICS AND STATISTICS (GE 2)

Module I

BUSINESS MATHEMATICS

Course Contents

1. (A) **Logarithm:** Meaning of Logarithm, General properties of Logarithm, Common Problems
- (B) **Laws of Indices**
2. (A) **A.P. Series:** Definition, Common difference, General term, A.M., Sum of first n terms of an A.P., Sum of an infinite A.P. Series.
- (B) **G.P. Series:** Definition, Common ratio, General term, G.M., Sum of first n terms of a G.P., Sum of an infinite G.P. Series.
3. **Compound Interest & Annuities:** Different types of interest rates; Concept of Present Value and amount of sum; Types of annuities; Present value and amount of an annuity; including the case of continuous compounding; Valuation of simple loans and debentures; Problems relating to sinking funds.

Module II

STATISTICS

Course Contents

1. **Statistical Data and Descriptive Statistics**
 - (A) **Statistical Data:** Data and different types of data; Summarization of statistical data – different types frequency distributions, their construction and their different properties.
 - (B) **Diagrammatic representation:** Histogram, Frequency Polygon, Ogive, Pie chart, Line and Bar diagram..
 - (C) **Different Measures of Central Tendency:** Arithmetic Mean, Geometric Mean and Harmonic Mean, Median, Mode and Quartiles.
 - (D) **Different Measures of Dispersion:** Common measures of dispersion – range, quartile deviation, mean deviation and standard deviation; Measures of relative dispersion.
2. **Simple Correlation and Regression Analysis**
 - (A) **Correlation Analysis:** Scatter diagram; Pearson's co-efficient of correlation; Rank Correlation;
 - (B) **Regression Analysis:** Regression equations and estimation [Elementary level].
3. **Index Numbers:** Meaning and uses of index numbers; Construction of index numbers: fixed and chain base, Problems relating to construction of index numbers, Construction of consumer price indices.

Suggested Readings:

1. Dey, S. N., *Business Mathematics and Statistics*, Chhaya Prakashani.
2. Chakrabarti, J. *Business Mathematics and Statistics*, Dey Book Concern.
3. Francis, A., *Business Mathematics and Statistics*, Thomson Learning.
4. Das, N. G., *Business mathematics and Statistics*, McGraw-Hill Education Ltd.
5. Ghosh, R. K. and Saha, S., *Business mathematics and Statistics*, New Central Book Agency (P) Ltd.