

KAZI NAZRUL UNIVERSITY

DEPARTMENT OF

COMMERCE

Syllabus

Semester I to IV

KAZI NAZRUL UNIVERSITY

BCOM 3 / 4 Years (H+R)

W.E.F 2023-24

BCOM HONOURS/HONOURS WITH RESEARCH



I	Financial Accounting-I	MAJOR
	Principles of Management *	MINOR
	Microeconomics **	MD
	Accounting for all	
	English/MIL	AEC
	Entrepreneurship Development	SEC

II	Cost Accounting	MAJOR
	Principles of Marketing Management*	MINOR
	Macroeconomic**	MD
	Personal Finance	MD
	Environment Studies	VAC
	Computer Application in Business	SEC
Internship/Vocational Course		VC

III	Financial Accounting -II	MAJOR
	Direct Tax	MAJOR
	Human Resource Management*	MINOR
	Indian Economy	MD
	English Communication	AE

IV	Indirect Tax	MAJOR
	Business Laws	MAJOR
	Business Mathematics & Statistics*	MINOR
	Filing of Tax Return	SEC
	Summer Internship/Vocational Course	VC

V	Corporate Accounting	MAJOR
	Management Accounting	MAJOR
	Computerized Accounting	MAJOR
	Fundamental of International Business*	MINOR

VI	Financial Management	MAJOR
	Corporate Laws	MAJOR
	Auditing and Assurance	MAJOR
	Fundamentals of Banking and Insurance	MAJOR
	Summer Internship	SI



BCOM SEMESTER I



Semester-1 Course Name- Financial Accounting-1 Course Code: BCOMMJ101					
Course Type: Major (Theoretical)	Course Details: MJC-1			L-T-P: 5-0-0	
Credit: 5	Full Marks: 100	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		-	30	-	70

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

Learning Outcomes:

LOC1: The students will be able to understand and identify the accounting principles, rules procedures which are relevant to different types of transactions.

LOC2: Students will be able to prepare financial statement of different type of organization

LOC3: The students will be able to apply the accounting principles, rules and procedures in recordingdifferent types of transactions.

LOC4: Students will able to understand the accounting of consignment business and accounting for royalty

LOCF5: Give idea about accounting of hire-purchase transactions

LOCF6: Students will be able to compute the loss of stock and loss of profit

LOCF7: Students will be able to preparation of accounting of partnership business

Course Contents

Unit-I: Introduction: Conceptual Framework: Accounting principle, Concepts and Conventions, Accounting Process: Journal, ledger, Trial Balance, Financial Statements(overview) Capital Expenditure, Revenue Expenditure and Deferred Revenue Expenditure. Introduction to Accounting Standards and Indian Accounting Standards (AS & Ind AS), Single Entry-Conversion form single entry to double entry system.

Unit-II: Preparation of Financial Statements: Final account of a profit-making sole proprietorship trading firm with additional information, Preparation of Financial Statements of a not for profit organisation, Preparation of Financial Statements of a Non-for profit organisation- Income-Expenditure Account,

Unit-III: Accounting for Consignment: Consignment: Basic features; difference with sales. Recording in the books of Consignor, at cost & at invoice price, Valuation of unsold stock; Ordinary commission. Treatment and valuation of abnormal & normal loss, unsold stock, Specialcommission: Del credere commission - use of Consignment Debtors A/C. Recording in the books of Consignee.

Unit-IV: (a) Royalties Accounting-Minimum Rent, Short Workings Recoverable, Royalties Receivables, Sub-Lease.

Unit-V: Hire Purchase and Installment Payment System: Hire Purchase Accounting: Calculation of Interest, Partial and Full Repossession, Profit Computation (Stock & Debtors System only), Instalment Payment System.

VI: Insurance Claim: (a) Loss of stock: Physical & ownership concept; concept of under-insurance and average clause; computation of claim – with price change; consideration of unusual selling line; price reduction etc.

(b) Loss of profit: Concept – insured & uninsured standing charges, GP rate, short sales and increased cost of working, average clause and computation of claim

Unit-VII: Accounting for Partnership Firm: Partnership Accounts: Accounting for Dissolution of Partnership Firm, Dissolution of Partnership Firm including Insolvency of partners, Garner Vs Murray Case Rules (excluding sale to a limited company), Gradual realization of assets and piecemeal payment of liabilities.

Suggested Readings:

1. Robert N. Anthony, David Hawkins, Kenneth A. Merchant, Accounting: Text and Cases, McGraw-Hill Education.
2. Charles T. Horngren and Donna Philbrick, Introduction to Financial Accounting, Pearson.
3. M.C. Shukla, T.S. Grewal and S.C. Gupta, Advanced Accounts, Vol.-I. S. Chand & Co.
4. P.C. Tulsian, Financial Accounting, Pearson Education.
5. Rajasekaran, Financial Accounting, Pearson
6. Mukherjee and Mukherjee, Financial Accounting I, Oxford
7. Amitabha Mukherjee, Mohammed Hanif, Financial Accounting I, McGraw Hill Education.
8. V.K. Goyal & Ruchi Goyal, Financial Accounting, PHI Learning.
9. Amitabha Basu and Sibasish Dutta, Financial Accounting I, Tee Dee Publications.
10. Relevant IND ASs.

Teaching Learning Process

Teaching learning process may be interactive classroom sessions with the help of Power Point presentations, reflective assessment and case study discussions to ensure active participation and continuous learning.

Assessment Methods

Continuous Assessment: (30 Marks): Internal Assessment may be conducted by using any one or in combinations of Class participation, Presentation, Project Writing and Presentation, Assignment and Presentation, Surprise Test as suitable.

End-Semester Examination: (70 Marks): End Semester Written Examination, Duration 4 Hours

Semester-1 Course Name- Principles of Management Course Code: BCOMMN101 (Fixed for B.Com)					
Course Type: Minor (Theoretical)	Course Details: MNC-1			L-T-P: 5-0-0	
Credit: 5	Full Marks: 100	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		-	30	-	70

Objectives

1. Understanding the basic concepts and various functions of management;
2. Creating awareness among the students about the application of management principles in business organizations.

Learning Outcome

LOC1: students will be able to understand and identify the management principles and practices which are relevant in the business environmental context.

LOC2: students will be able to apply the acquired knowledge in managerial functions.

LOC3: students will learn about organization

LOC4: students will learn about directing and staffing

LOC5: students will learn about motivation and leadership

LOC6: students will be learn about controlling

LOC7: students will learn about company management

Course Contents

Unit I: Introduction: Concept and Features of Management. Importance and Functions of Management, Management as an Arts or Science; Managerial Levels, Managerial Skills & Competencies, Contribution to Management Theories [Fayol, Taylor and Max-Weber's Theory only]. Managerial Roles (Mintzberg).

Unit II: Planning and Decision Making: Concept and Definition of Planning, Features and Importance of Planning. Principles of Planning, Planning Premises, Steps involved in the Planning Process, Advantages and Limitations of Planning, Concepts, Nature and Principles of Decision Making, Relationship between Planning & Decision Making.

Unit III: Organizing: Concept and Definition of Organizing, Importance and Functions of

Organizing, Principles of Organizing, Span of Organizing, Decentralization and Delegation of Authority; Concept of Organizational Design, Factors affecting Organizational Design; Departmentalization; Organizational Structures, Formal & Informal Organization

Unit IV: Directing and Staffing: Concept and Definition of Directing, Functions and Process of Directing. Concept and Definition of Staffing, Different Elements of Staffing, Staffing as an Important Function of Management, Importance of Staffing in Management

Unit-V: Motivation & Leadership: Concept and Definition of Motivation, Importance and factors affecting motivation; Theories of Motivation-Maslow's Theory, Herzberg's Theory and Theory-X & Theory-Y. Meaning and Importance of Leadership, Styles of Leadership, Qualities of Leadership

Unit-VI: Controlling: Meaning and Importance of Controlling, Steps of Controlling, Principles of Controlling; Concept of Feedback and Feedforward Control, Relationship between Planning and Controlling, Modern Tools of Controlling. Limitations of Controlling

Unit VII: Company Management: Concept of Corporate Management, Directors and their Functions, Appointment, Qualifications of Company Directors, Power, Duties & Responsibilities of Directors. Different types of Directors, Concept about different types of Company Meeting.

Suggested Readings:

1. Koontz and O'Donnell, Principles of Management, McGraw Hill Education.
2. C.B.Gupta, Business Management, Sultan Chand and Sons.
3. L.M.Prasad, Principles and Practice of Management, Sultan Chand and Sons.
4. A.F.Stoner and R.E.Freeman, Management, Prentice Hall.
5. P.C.Tripathi & P. N.Reddy, Principles of Management, TMH Publications.
6. Griffin, Management Principles and Application, Cengage Learning.
7. Harold Koontz and Heinz Weihrich, Essentials of Management: An International and Leadership Perspective, McGraw Hill Education.
8. B.P.Singh and A.K.Singh, Essentials of Management, Excel Books.
9. T.N.Chhabra, Management Concepts and Practice, Dhanpat Rai & Co. (Pvt. Ltd.).

Teaching Learning Process

Teaching learning process may be interactive classroom sessions with the help of Power Point presentations, reflective assessment and case study discussions to ensure active participation and continuous learning.

Assessment Methods

Continuous Assessment: (30 Marks): Internal Assessment may be conducted by using any one or in combinations of Class participation, Presentation, Project Writing and Presentation, Assignment and Presentation, Surprise Test as suitable.

End-Semester Examination: (70 Marks): End Semester Written Examination, Duration 4 Hours

Semester-1 Course Name- Microeconomics Course Code: MDC120 (Fixed for B.Com)					
Course Type: MD(Theoretical)	Course Details: MDC-1			L-T-P: 2-1-0	
Credit: 3	Full Marks: 50	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		-	15	-	35

Course Objective

To familiarize the students with the basic concepts of microeconomics and to enable them to understand the uses of such concepts in business applications

Course Learning Outcomes

After completing the course, the student shall be able to:

CO1: understand the concepts of demand and supply and determination of equilibrium price through the interaction of market forces.

CO2: analyze different approaches explaining the theoretical foundation of consumer behaviour.

CO3: understand the concepts of cost, nature of production and its relationship to Business operations.

CO4: understand the concepts of different market forms and to analyze short run and long run equilibrium conditions for different market forms.

CO5: understand and analyze different theories related to determination of factor prices.

Course Contents

Unit 1: Basics of Demand and Supply: The concept of demand and demand function; Derivation of Individual demand curve and Market demand curve; Shifting of the demand curve; The supply function and the supply curve; Derivation of individual supply curve and market supply curve; Shifting of the supply curve; Determination of equilibrium price.

Unit 2: Theory of Consumer Behaviour: Cardinal analysis; Law of diminishing marginal utility; consumer surplus Ordinal approach; Indifference curve analysis; Budget line; Consumer Equilibrium; Income consumption curve and Price consumption curve; Hicksian decomposition of price effect into substitution effect and income effect; Demand curve for Normal, inferior and Giffen goods Concept of Elasticities of demand; Measurement of various elasticities of demand; Distinction between slope of a demand curve and the elasticity of demand; Elasticity of supply.

Unit 3: Theory of Production and Costs: Total Cost, Average Cost, Marginal Cost, Production function; stages of production; law of variable proportions; law of returns to scale; Economics of scale; Short run and long run cost functions – their definition, nature, shape and relationship; Isoquants and iso-cost lines – Concepts and their properties; Choice of best input combinations. Empirical production functions – their properties and estimation; Empirical estimation of cost functions.

Unit 4: Market Structure: Revenue concepts under different market conditions: TR, AR, MR

and relationship among AR, MR and elasticity of demand; Perfect Competition-Short run and long run equilibrium; Supply curve in the short run; Monopoly – Short run and long run equilibrium; Concept of Price discrimination. Monopolistic competition, Oligopoly Market and Duopoly Market. B.Com.(Hons) CBCS(LOCF) Department of Commerce, Kazi Nazrul University

Unit 5: Factor Price Determination: Theory of Wage Determination; Backward Bending Supply curve of labour; Determination of Rent, Profit and Interest rate.

Suggested Readings:

1. Samuelson, P.A. and Nordhus, W.D., Economics. Tata Mc- Graw Hill Publication Co. Ltd.
2. Koutsoyiannis, A.: Modern Micro Economics, Macmillan.
3. Damodoran, S: Managerial Economics, Oxford University Press, New Delhi.
4. Salvatore, D.: Managerial Economics, Tata McGraw Hill.
5. Stonier and Hague (1953) "A Textbook of Economic Theory". Longmans.
6. Branson, W., Macro economic Theory and Policy, Harper International.
7. Ahuja, H.L., Macroeconomics: Theory and Policy, S. Chand P

Assessment Methods

Continuous Assessment: (15 Marks): Internal Assessment may be conducted by using any one or in combinations of Class participation, Presentation, Project Writing and Presentation, Assignment and Presentation, Surprise Test as suitable.

End-Semester Examination: (35 Marks): End Semester Written Examination, Duration 2 Hours

Semester-1 Course Name- Accounting for All Course Code: MDC108 (Minor to be offered to others department)					
Course Type: MD(Theoretical)	Course Details: MD-2			L-T-P: 2-1-0	
Credit: 3	Full Marks: 50	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		-	15	-	35

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

Learning Outcomes:

CO1: The students will be able to understand and identify the accounting principles, rules and procedures which are relevant to different types of transactions.

CO2: The students will be able to apply the accounting principles, rules and procedures in recording different types of transactions.

CO3: students will learn about preparation of financial statement

CO4: students will learn about accounting practices of Non-profit seeking organization

CO5: students will learn about writing of DPR

Course Contents

Unit 1: Introduction of Accounting: (i) Accounting: Meaning, objectives, Types of accounting information, Users of accounting information and their needs. Basis of accounting – cash basis, accrual basis and hybrid basis. Types of accounting – Financial Accounting, Cost Accounting and Management Accounting.

(ii) Accounting Principles: Entity Concept, Money Measurement Concept, Going Concern Concept and Accounting Period Concept.

(iii) Basic Accounting Terms: Transaction, Event, Capital, Drawings, Asset (Fixed and Current), Liabilities (Long term, Short Term or Current), Receipts (Capital & revenue), Expenditure (Capital, Revenue and Deferred Revenue), Income, Profit/Loss, Purchase, Sales, Stock, Debtors, Creditors, Cost, Revenue, Discount (Cash & Trade)

Unit 2: Recording of Transactions and Preparation of Trial Balance

(i) Double Entry System: Introduction, Rule for Debit and Credit – classification of accounts and application of Golden Rule.

(ii) Evidence of transactions: invoice, cash memo, pay-in-slip, cheque; Preparation of Voucher (Cash, Credit and Transfer)

(iii) Books of Original Entry: Meaning, Format & Recording.

(iv) Cash Book: Single Column Cash Book, Double Column Cash Book & Petty Cash Book
Special Purpose Books: Purchase Book, Sales Book, Purchase Return Book, Sales Return Book, Bills Receivable Book, Bills Payable Book and Journal Proper.

(v) Ledger: Meaning, Utility, Format; posting from Journal, Cash Book and Special Purpose Books; balancing of Ledger Accounts.

(vi) Trial Balance: Meaning, Objectives and Preparation.

(vii) Bank Reconciliation Statement: Meaning, Need and Preparation.

Unit 3: Financial Statement

(i) Financial Statement: Objective and Importance.

(ii) Trading and Profit & Loss Account: Preparation of Accounts.

(iii) Balance Sheet: Need for Preparation, Grouping and Marshalling of Assets & Liabilities.

(iv) Preparation of Financial Statement: Preparation of Trading and Profit & Loss Account and Balance Sheet of sole proprietorship trading concern.

Unit 4: Financial Statement of Non-Profit Seeking Organizations

(i) Non-Profit Seeking Organization: Concept

(ii) Receipts and Payments Account: Need for preparation and features.

(iii) Income and Expenditure Account: Need for preparation and features.

(iv) Financial Statement: Preparation of Income & Expenditure Account and Balance Sheet from the given Receipts & Payments Account and additional information.

Unit 5: Business Proposal Writings- Detailed Project Report-Provisional and estimated financial statement, working capital requirement.

Suggested Readings:

1. Charles T. Horngren and Donna Philbrick, Introduction to Financial Accounting, Pearson.
2. M.C. Shukla, T.S. Grewal and S.C. Gupta, Advanced Accounts, Vol.-I. S. Chand & Co.
3. P.C. Tulsian, Financial Accounting, Pearson Education.
4. Amitabha Basu, Financial Accounting I, Tee Dee Publications., T. S. Grewal, Financial Accounting, Sultan Chand,, Rajasekaran, Financial Accounting, Pearson
5. Mukherjee and Mukherjee, Financial Accounting I, Oxford
6. Amitabha Mukherjee, Mohammed Hanif, Financial Accounting I, McGraw Hill Education.

7. S. Anil Kumar, V. Rajesh Kumar and B. Mariyappa, Fundamentals of Accounting, Himalaya Publishing House.
8. V.K. Goyal, Ruchi Goyal, Financial Accounting, PHI Learning.
9. Debashri Bhattacharya, Financial Accounting I, Law Point

Suggested Readings:

1. Robert N. Anthony, David Hawkins, Kenneth A. Merchant, Accounting: Text and Cases, McGraw-Hill Education.
2. Charles T. Horngren and Donna Philbrick, Introduction to Financial Accounting, Pearson.
3. M.C. Shukla, T.S. Grewal and S.C. Gupta, Advanced Accounts, Vol.-I. S. Chand & Co.
4. P.C. Tulsian, Financial Accounting, Pearson Education.
5. Rajasekaran, Financial Accounting, Pearson
6. Mukherjee and Mukherjee, Financial Accounting I, Oxford
7. Amitabha Mukherjee, Mohammed Hanif, Financial Accounting I, McGraw Hill Education.
8. V.K. Goyal & Ruchi Goyal, Financial Accounting, PHI Learning.
9. Amitabha Basu and Sibasish Dutta, Financial Accounting I, Tee Dee Publications.
10. Relevant IND ASs.

Teaching Learning Process

Teaching learning process may be interactive classroom sessions with the help of Power Point presentations, reflective assessment and case study discussions to ensure active participation and continuous learning.

Assessment Methods

Continuous Assessment: (15 Marks): Internal Assessment may be conducted by using any one or in combinations of Class participation, Presentation, Project Writing and Presentation, Assignment and Presentation, Surprise Test as suitable.

End-Semester Examination: (35 Marks): End Semester Written Examination, Duration 2 Hours

Semester-1					
Course Name- Entrepreneurship Development					
Course Code:					
Course Type: SE(Theoretical)	Course Details: SECC-1			L-T-P: 3-0-0	
Credit: 3	Full Marks: 50	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		-	15	-	35

Course Objective

To inculcate the spirit of entrepreneurship among the learners to ensure materialization of entrepreneurial desire into a new venture.

Course Learning Outcomes

After completing the course, the student shall be able to:

CO1: understand the concept of entrepreneurship in the context of Indian economic scenario.

CO2: link the individual's capability and strength as a guiding factor towards entrepreneurial orientation.

CO3: understand social support system for gaining strength towards entrepreneurial preferences.

CO4: understand entrepreneurial process for initiating new venture creation.

CO5: understand various dimensions of managing a business enterprise once it is formed.

Unit I: Entrepreneurship: Meaning, Elements, determinants and importance of entrepreneurship and creative behaviour; Entrepreneurship and creative response to the society's problems and at work; Dimensions of entrepreneurship: intrapreneurship, technopreneurship, cultural entrepreneurship, international entrepreneurship, net-preneurship, eco-preneurship, and social Entrepreneurship Business houses and family business in India;

Unit-II: Creativity: Meaning and Concept of Creativity; Creativity Process; Nature and Characteristics of Creativity and Creative Persons; Factors affecting Creativity; Recognizing and Avoiding Mental blocks; Thinking Preferences; Risk Taking; Creativity Styles; Creative Thinking Tools.

Unit III: Innovation: Innovation Vs. Creativity; Types of Innovations, Categories of Innovation: Product, Process, and Service Finance (Venture Capital, Angel Investors), Role and functions of business incubators, venture capital, start-up finance and private equity fund. Initiatives of Government of India to promote entrepreneurship –Start-up India, Stand-up India, Make in India, and Self-Help groups etc.

Unit IV: Enterprise Formation: Significance of writing the business plan/project proposal including feasibility analysis; Contents of business plan/ project proposal; Designing business processes, location, layout, operation, planning & control; preparation of project report

Unit-V: Understanding and Analysing Business Opportunities: Market demand analysis, project feasibility study; preparation of business plan; Start-ups and basic start-ups problems, sources of financing business start-ups; Cases of Indian start-ups (practical knowledge on preparation of business plan/project report shall be imparted).

Suggested Readings:

1. Brandt, S. C. *Entrepreneuring: The Ten Commandments for Building a Growth Company*. MacMillan Business Books.
2. Dollinger, M. J. *Entrepreneurship: Strategies and Resources*. Illinois: Irwin.
3. Holt, D. H. *Entrepreneurship: New Venture Creation*. New Delhi: Prentice Hall of India.
4. Panda, S. C. *Entrepreneurship Development*. New Delhi: Anmol Publications.
5. Roy, R. (2011). *Entrepreneurship*. Oxford University Press.
6. Taneja, S., & Gupta, S. L. *Entrepreneurship Development-New Venture creation*. New Delhi: Galgotia Publishing House.
7. Vasper, K. H. *New Venture Strategies*. New Jersey: Prentice-Hall.

Assessment Methods

Continuous Assessment: (15 Marks): Internal Assessment may be conducted by using any one or in combinations of Class participation, Presentation, Project Writing and Presentation, Assignment and Presentation, Surprise Test as suitable.

End-Semester Examination: (35 Marks): End Semester Written Examination, Duration 2 Hours

BCOM SECOND SEMESTER

KAZI NAZRUL UNIVERSITY



Semester-II Course Name- Cost Accounting Course Code: BCOMMJ201					
Course Type: MAJOR(Theoretical)	Course Details: MJC-2			L-T-P: 4-1-0	
Credit: 5	Full Marks: 100	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		-	30	-	70

Objectives:

- (1) To develop an understanding of the basic concepts and applications to establish the cost associated with the production of products and services,
- (2) To develop an understanding of cost accounting statements, and
- (3) To acquire the ability to apply information for cost ascertainment, planning, control and decision-making.

Learning Outcomes: After completion of the course, learners will be able to:

- CO1: examine and analyse the different cost concepts.
- CO2: determine various components of cost of production.
- CO3: classify unit cost and total cost by preparing a cost statement.
- CO4: compute employee cost, employee productivity and employee turnover.
- CO5: understand method of costing
- CO6: understand variance analysis
- CO7: understand cost accounting system

Unit I: Introduction: Meaning, scope, objectives and advantages of cost accounting; Role of a cost accountant in an organisation. Difference between financial and cost accounting. Cost concepts and classifications-Direct, Indirect, Functional Classification, Notional and Imputed, Product and Period, Controllable and Uncontrollable, Explicit and Implicit, Sunk Cost and Pre-production Cost, E-tendering, Elements of cost and preparation of Cost sheet. Concepts of job costing and batch costing,

Unit II: Material

Materials: Material/inventory control techniques. Accounting and control of purchases, storage and issue of materials. Inventory systems, EOQ, Various levels of stocks, Methods of pricing of materials issues — FIFO, LIFO, Simple Average, Weighted Average, Physical Verification-Perpetual and Periodical System, Accounting treatment and control of losses— Wastage, scrap, spoilage and defectives, ABC Analysis, VED, JIT, Material Turnover Ratio,

Unit III: Labour

Labour: Accounting and Control of labour cost. Time-keeping and time-booking. Concept and treatment of idle time, over time, labour turnover and fringe benefits. Methods of wage payment, Time Rate, Piece Rate, and Incentive schemes- Halsey, Rowan, Taylor's differential piece wage, Requisites of Good Wages Incentive Plan.

Unit IV: Overheads

Classification, allocation, apportionment and absorption of overheads, Under- and over-absorption; Causes and treatment of Under- and over- absorption; Activity based costing (Concept Only). Machine Hour Rate,

Unit V: Methods of Costing: Contract costing and process costing

(b) Contract Costing-Features, Accounting Procedures, Profit on Incomplete Contracts-

Surveyor's Certificate, Work-in-Progress, Costing of Running Contract, Only Concept: Bid Costing and Cost-Plus contract, Escalation Clause and De-Escalation Clause.

(c) Process costing (excluding inter process profit and W-I-P Valuation)-Features-Process Loss and Gains, Normal Loss, Abnormal Loss and Abnormal Gain.

Unit VI: Variance analysis (only material and labour variances) - Elementary concepts and analysis

Unit VII: Cost Accounting Systems

Integral and non-integral systems, meaning, features, advantages of integral accounting system; Causes of difference in Cost profit and profits as per financial a/c, Reconciliation of cost accounting profits with financial profits

Suggested Reading:

1. JawaharLal, Cost Accounting, McGraw Hill Education.
2. S.P. Jain and K.L. Narang, Cost Accounting, Kalyani Publishers.
3. M.N. Arora, Cost Accounting, Principles and Practice, Vikas Publishing House.
4. S.N. Maheshwari, and S.N. Mittal, Cost Accounting: Theory and Problems, ShriMahavir Book Depot, New Delhi.
5. S.P. Iyengar, Cost Accounting, Sultan Chand & Sons.
6. B.K. Bhar, Cost Accounting, World Press.
7. V.K Saxsena & C.D.Vashist, Advanced Cost and Management Accounting. Sultan Chand and Sons ,New Delhi.
8. Drury, Management and Cost Accounting, Cengage Learning.
9. Horngren, Cost Accounting, Pearson.
10. Dutta, Cost Accounting: Principles & Practice, Pearson.
11. Debasis Banerjee, Cost Accounting & Management Accounting.Book Syndicate.
12. C.H.Sengupta and B G Chowdhury-Cost and Management Accounting, Dey Book Concern.
13. Goutam Kumar Jana, Cost and Management Accounting(Theory and Practice) .Books andAallied(P)

Teaching Learning Process

Teaching learning process may be interactive classroom sessions with the help of Power Point presentations, reflective assessment and case study discussions to ensure active participation and continuous learning.

Assessment Methods

Continuous Assessment: (30 Marks): Internal Assessment may be conducted by using any one or in combinations of Class participation, Presentation, Project Writing and Presentation, Assignment and Presentation, Surprise Test as suitable.

End-Semester Examination: (70 Marks): End Semester Written Examination, Duration 4 Hours

Semester-II					
Course Name- Principles of Marketing Management					
(Fixed for B.Com)					
Course Code: BCOMMN21					
Course Type: MINOR(Theoretical)	Course Details: MNC-2		L-T-P: 4-1-0		
Credit: 5	Full Marks: 100	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		-	30	-	70

Course Objective

The objective of this course is to provide basic knowledge of concepts, principles, tools and techniques of marketing and to provide knowledge about various developments in the marketing.

Course Learning Outcomes

After completing the course, the student shall be able to:

CO1: develop understanding of basic concepts of marketing, marketing philosophies and environmental conditions effecting marketing decisions of a firm.

CO2: understand the dynamics of consumer behaviour and process of market selection through STP stages.

CO3: understand and analyze the process of value creation through marketing decisions involving product development.

CO4: understand and analyze the process of value creation through marketing decisions involving product pricing and its distribution.

CO5: understand and analyze the process of value creation through marketing decisions involving product promotion and also to equip them with the knowledge of various developments in marketing area that may govern marketing decisions of a firm

CO6: learn about promotion decision

CO7: learn new dimension of marketing

Course Contents

Unit I: Introduction to Marketing: Meaning, Nature, Scope and Importance; Core concepts of marketing; Marketing Philosophies; Services Marketing: Meaning and distinctive characteristics; Marketing Mix.

Unit II: Marketing Environment: Need for studying marketing environment; Micro environmental factors- company, suppliers, marketing intermediaries, customers, competitors, publics; Macro environmental factors – demographic, economic, natural, technological, politico-legal and socio- cultural.

Unit III (a)Consumer Behaviour: Need for studying consumer behaviour; Types; Stages in Consumer buying decision process; Factors influencing consumer buying decisions.

(b)Market Selection: Choosing market value through STP. Market Segmentation- Levels and bases of segmenting consumer markets. Market Targeting- concept and criteria. Product Positioning – concept and bases; Product differentiation- concept and bases.

Unit IV (a)Product Decisions: Concept and classification; Levels of Product. Designing value-Product- mix dimensions, strategies and types; Branding- functions, strategies, types and qualities of good brand name; Packaging and Labeling- functions, types and ethical aspects; Product support services.

(b) New Product Development: Product life cycle – concept and marketing strategies; New product development- concept and process.

Unit V Pricing Decisions: Objectives; Factors affecting price of a product; Pricing methods; Pricing strategies; Ethical issues in pricing decisions. **Distribution Decisions:** Channels of distribution, types and functions. Delivering value- factors affecting choice of distribution channel; Distribution strategies; Distribution logistics – concept, importance and major logistics decisions; Wholesaling and retailing; Types of retail formats;

Unit VI Place and Promotion Decisions: Concept of place, types and factors to be considered for determining suitable marketing channels, Communication process; Importance of Promotion. Communicating value- Decision about Promotion mix tools including advertising, personal selling, sales promotion, public relations, publicity and direct marketing; Factors influencing promotion mix

Unit VII Developments in Marketing: Relationship Marketing- concept and dimensions. Sustainable Marketing- concept and issues. Rural marketing- characteristics, drivers of growth in rural marketing, rural marketing mix. Service marketing: Marketing of Banking services, Mutual Funds etc., Social marketing- Digital marketing- concept. Digital platforms in Marketing – GeM, Amazon, Flipkart, Marketing Apps like Zomato, SWIGGY

Suggested Readings:

□ □ □ Etzel, M. J., Walker, B. J., Stanton, W. J., & Pandit, A. (2010). *Marketing (14th ed.)*. Mc Graw Hill. □

□ □ □ Kapoor, Neeru. *Principles of Marketing*. PHI □

□ □ □ Kotler, P., Armstrong, G. and Agnihotri, P. (2018). *Principles of Marketing (17th Edition)*, Pearson

Education. Indian edition. □

□ □ □ Mahajan, J.P. and Mahajan Anupama. *Principles of Marketing*. Vikas Publications. □

□ □ □ Sharma, K., & Swati Aggarwal. (2018). *Principles of Marketing*. Taxmann's. □

Note: Latest edition of readings may be used

Teaching Learning Process

Teaching learning process may be interactive classroom sessions with the help of Power Point presentations, reflective assessment and case study discussions to ensure active participation and continuous learning.

Assessment Methods

Continuous Assessment: (30 Marks): Internal Assessment may be conducted by using any one or in combinations of Class participation, Presentation, Project Writing and Presentation, Assignment and Presentation, Surprise Test as suitable.

End-Semester Examination: (70 Marks): End Semester Written Examination, Duration 4 Hours

Semester-II Course Name- Macro Economics (Fixed for B.Com) Course Code: BCOMM2					
Course Type: MD(Theoretical)	Course Details: MDC-2			L-T-P: 2-1-0	
Credit: 3	Full Marks: 100	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		-	30	-	70

Course Objective

To provide the students with knowledge of enriching concepts and variables of macro- economics; appreciate the impact of labor market, money market and foreign exchange on working of an economy and understand the modern tools of macro-economic analysis.

Course Learning Outcomes

After completing the course, the student shall be able to:

CO1: describe the nature and scope of Macro Economics, Income, Expenditure and their components and determinants.

CO2: expose fiscal and monetary policy implications through IS-LM framework in short run and long run.

CO3: comprehend the different theories of demand for money, supply of money approach and working of money multiplier.

CO4: elucidate causes and effects of different types of inflation and trade-off between inflation and unemployment.

CO5: describe the role of saving and investment in different size of economies on trade and exchange rate and rate of interest.

Course Contents:

Unit I: Basic Concepts and National Income Determination: Macroeconomics, Concepts, Scope, Macroeconomic variables- GDP, Interest rate, Income, Expenditure etc., Objectives, Difference between Microeconomics and Macroeconomics. National Income - Definition, concepts and measurement of GNP, NNP, GDP, NDP, and NI; Different methods of measuring national income; The Accounting identity of saving and investment; Problems of using national income as a measure of Economic welfare; Problems of measuring national income in any country.

Unit II: Consumption Function: Keynesian consumption function and its properties; Factors affecting consumption expenditure; Saving function and its properties. Concepts of MPS, APS, MPC and APC. Determination of equilibrium level of income, Nature of equilibrium, Stability of equilibrium; Concept of Multiplier; Investment multiplier; limitations of the multiplier analysis; Paradox of thrift.

Unit III: Economy in the Short Run and IS- LM framework: Meaning, Objectives and instruments of fiscal and monetary policy, AD-AS approach- Determination of aggregate demand, Shifts in aggregate demand, Aggregate supply in the short- run and long-run, Aggregate demand- Aggregate supply analysis. IS and LM curve- Definition, Properties, Derivation of IS and LM Functions; Joint determination of National Income and rate of Interest.

Unit IV: Demand for money and Supply of money

Demand for money- Quantity Theory of Money (Fisher's Transactions approach), Keynesian theory of demand for money, Baumol-Tobin Transaction approach, Tobin's Portfolio Balance approach. Supply of money- Measures of money supply by RBI, Money multiplier.

Unit V: Inflation, Unemployment and Labor Market

Inflation-Causes and effects, Demand pull and cost push inflation. Measures to control inflation. Social costs of inflation. Unemployment – Natural rate of unemployment, Frictional and wait unemployment. Labour market and its interaction with production system. Phillips curve, Trade-off between inflation and unemployment, Sacrifice ratio.

Suggested Readings:

Andrew B. Abel and Ben S. Bernanke, *Macroeconomics*, Pearson Education, Inc., 7th edition, 2011. □

Branson, William H. *Macroeconomic Theory and Policy*. HarperCollins India Pvt. Ltd. □

Deepashree. *Principles of Macroeconomics*. Scholar Tech Press. Ed. 2017. □

Dornbusch, Rudiger, Stanley Fischer and Richard Startz, *Macroeconomics*, McGraw Hill Education; Twelfth edition, 2018 □

Edward Shapiro. *Macroeconomic Analysis. Ed.5th* Galgotia Publications Pvt Ltd-NewDelhi,2013 □

Froyen, *Macroeconomics:- Theories and Policies* Pearson New Delhi, Sixth edition,2013 □

G.S. Gupta : *Managerial Economics* McGraw Hill Education; 2nd edition, 2017 □

Government of India (GOI) (Latest Year) : —Economic Survey, Ministry of Finance: NewDelhi □

JM Keynes: *General Theory of Interest, Employment & Money*, Atlantic, 2008 □

Mankiw, N. Gregory, *Principles of Macroeconomics*, Cengage Learning India Pvt. Ltd.;7th edition, New York, Hampshire, U.K. 2015

Olivier Blanchard, *Macroeconomics*, Pearson Education, Inc., 5th edition, 2009. □

Paul R. Krugman, Maurice Obstfeld and Marc Melitz, *International Economics*, Pearson Education Asia, 9th edition, 2012. □

Richard T. Froyen, *Macroeconomics*, Pearson Education Asia, 2nd edition, 2005. □

Salvatore, Dominick. *International Economics*. John Wiley & Sons Singapore. □

T Froyen Richard: *Macro Economic Theories and Policies; 6th edition*, 1998 □

Note: Latest edition of readings may be used

Teaching Learning Process

Teaching learning process may be interactive classroom sessions with the help of Power Point presentations, reflective assessment and case study discussions to ensure active participation and continuous learning.

Assessment Methods: Continuous Assessment: (15 Marks): Internal Assessment may be conducted by using any one or in combinations of Class participation, Presentation, Project Writing and Presentation, Assignment and Presentation, Surprise Test as suitable.

End-Semester Examination: (35 Marks): End Semester Written Examination, Duration 2 Hours

Semester-II Course Name- Personal Finance (For Pool) Course Code: BCOMMMD2					
Course Type: MD(Theoretical)	Course Details: MDC-2			L-T-P: 2-1-0	
Credit: 3	Full Marks: 100	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		-	30	-	70

Course Objectives: Teach students about personal financial planning and financial education

Course Outcomes:

CO1: students will learn about basic concept of personal finance

CO2: students will learn about financial planning and budgeting

CO3: students will learn about banking services

CO4: students will learn about financial services provided by PO

CO5: students will learn about insurance services

Course Contents:

Unit I: Introduction to Personal Finance: KYC Management, PAN, AADHAR, Personal Income, Active income, passive income, personal expenditure, savings, income savings ratio; Various financial institutions – Banks, Insurance companies, Post Offices; Mobile App based services. Need of availing of financial services from banks, insurance companies and postal services, digital transaction security system.

Unit II: Financial Planning and Budgeting : Meaning, importance and need for financial planning; Personal Budget, Family Budget, Business Budget; Procedure for financial planning and preparing budget; avenues for savings from surplus.

Unit III: Banking Services : Types of banks; Banking products and services –Types of bank deposit accounts – Savings Bank Account, Term Deposit, Current Account, Recurring Deposit, PPF, NSC, Sukanya Samridhi Yojana etc.; Formalities to open various types of bank accounts, PAN Card, Address proof; Various types of loans – short term, medium term, long term, micro finance, and related interest rates offered by various nationalized banks and post office; Cashless banking, e-banking, Check Counterfeit Currency; CIBIL, ATM, Debit and Credit Card, and APP based Payment system; Banking complaints and Ombudsman. Unified Payment Interface (UPI).

Unit IV: Post Office Financial Services: Post office Savings Schemes: Savings Bank, Recurring Deposit, Term Deposit, Monthly Income Scheme, Kishan Vikas Patra, Senior Citizen Savings Scheme (SCSS), Sukanya Samridhi Yojana/ Account (SSY/SSA); India Post Payments Bank (IPPB). Money Transfer: Money Order, E-Money order. Instant Money Order, collaboration with

the Western Union Financial Services; MO Videsh, International Money Transfer Service, Electronic Clearance Services (ECS), Money gram International Money Transfer, Indian Postal Order (IPO).

Unit V: Protection and Investment Related Financial Services:

Insurance Services: Life Insurance Policies: Life Insurance, Term Life Insurance, Endowment Policies, Pension Policies, ULIP, Health Insurance and its Plans, Property Insurance: Policies offered by various general insurance companies. Post office life Insurance Schemes: Postal Life Insurance and Rural Postal Life Insurance (PLI/RPLI). Housing Loans: Institutions providing housing loans, Loans under Pradhan Mantri Awas Yojana – Rural and Urban.

Investment avenues in Equity and Debt Instruments: Share Market and Debt Market, Sensex and its significance; Investment in Shares – Mutual Fund – SIP.

Assessment Methods

Continuous Assessment: (15 Marks): Internal Assessment may be conducted by using any one or in combinations of Class participation, Presentation, Project Writing and Presentation, Assignment and Presentation, Surprise Test as suitable.

End-Semester Examination: (35 Marks): End Semester Written Examination, Duration 2 Hours

Semester-II					
Course Name- Computer Application in Business					
Course Code: BCOMSE201					
Course Type: SE(Practical)	Course Details: SEC-2		L-T-P: 0-0-6		
Credit: 3	Full Marks: 50	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		30	-	20	-

Course Objective: To provide computer knowledge to commerce students and equip them with computational skills using ICT tools.

Course Learning Outcomes

After completing the course, the student shall be able to:

CO1: understand the various concepts and terminologies used in computer networks and internet and be aware of the recent developments in the fast changing digital business world.

CO2: handle document creation for communication. CO3:

acquire skills to create and make good presentations

CO4: make various computations in the area of accounting and finance and represent the business data using suitable charts. S/He should be able to manipulate and analyze the business data for better understanding of the business environment and decision making

CO5: understand and apply the various database concepts and tools in the related business areas with the help of suggested popular software

Course Contents

Unit1: Data Processing, Networking and Recent trends in computing

Computing: Concept of computing, Data and information; Computing Interfaces: GUI, CLI, Touch Interface, NLI; data processing; applications of computers in business. **Computer Networks:** Meaning of computer network; objectives/ needs for networking; Applications of networking; Basic Network Terminology; Types of Networks; Network Topologies; Distributed Computing: Client Server Computing, Peer- to- peer Computing; Wireless Networking; Securing Networks: firewall. **Basic Internet Terminology:** I.P. Address, Modem, Bandwidth, Routers, Gateways, Internet Service Provider (ISP), World Wide Web (www), Browsers, Search Engines, Proxy Server, Intranet and Extranet; Basic Internet Services; Internet Protocols: TCP/IP, FTP, HTTP(s), Uses of Internet to Society; Cyber Security: Cryptography, digital signature. **Recent trends in computing:** Tools of business collaboration: emails, wikis, file sharing, screen sharing, web presenting, work scheduling; E-Commerce: meaning, business models, Electronic Data Interchange (EDI), Payment Gateways; Internet of Things (IoT)

Unit II: Word Processing (Practical)

Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Autotext; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Tables: B.Com.(Hons) CBCS(LOCF) Department of Commerce, Kazi Nazrul University Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge: including linking with Databases and spreadsheet files; Printing documents; Citations and Footnotes. **Creating Business Documents using the above facilities**

Unit III: Preparing Presentations (Practical)

Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols,

hyperlinking, Media; Design; Transition; Animation; and Slideshow. Creating Business Presentations using above facilities

Unit IV: Spreadsheet and its Business Applications (Practical)

(a) Spreadsheet concepts, managing worksheets; Formatting, conditional formatting, Entering data, Editing, and Printing and Protecting worksheets; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs; Working with Multiple worksheets; controlling worksheet views, naming cells and cell ranges.

(b) Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database functions, Text functions and Error functions

(c) Working with Data: Sort and filter; Consolidate; Tables; Pivot tables; What-if-analysis: Goal seek, Data tables and Scenario manager; Data analysis Tool Pak: Descriptive Statistics, Moving averages, Histogram, Covariance, correlation and Regression analysis (only for projection)

(d) Creating business spreadsheet: Loan and Lease statement; Ratio Analysis; Payroll statements; Capital Budgeting; Constraint optimization, Assignment Problems, Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression Analysis

Unit-V: Computerised Accounting Systems (ERP-Tally)

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

Company; Backup and Restore data of a Company

Suggested Readings

- (1) Elmasari, Ranez and Shamkant B. Navathe, *Fundamentals of Database Systems*, Pearson Education □
 - (2) Jain Hem Chand and Tiwari H. N. (2019), *Computer Applications in Business*, Taxmann □
 - (3) Madan Sushila, *Computer Applications in Business*, Scholar Tech Press. □
 - (4) Mathur Shruti and Jain Pooja, *Computer Applications in Business*, Galgotia Publishing Company □
 - (5) Sharma S.K. and Bansal Mansi, *Computer Applications in Business*, Taxmann □
- Wayne Winston, *Data Analysis & Business Modeling*, PHI. □

Note: The latest editions of the books should be referred.

Teaching Learning Process

The course would involve lectures supported by group discussion, real life projects, open ended projects and hands-on-practice in computer labs. B.Com.(Hons) CBCS(LOCF) Department of Commerce, Kazi Nazrul University

Assessment Methods

There shall be practical examination of 50(Internal 30 and External 20 Marks.)

Methods	Marks		Examiner
Project Note Book	i. Lab Note Book: 05 Marks	30 Marks	Continuous Assessment(Internal)
	ii. Viva : 10 Marks iii. Experiment: 15 Marks		
Practical	i. Experiment: 15 Marks ii. Viva : 05 Marks	20 Marks	End Semester (External)



BCOM III SEMESTER

Semester-III Course Name- Financial Accounting-II Course Code: BCOMMJ301					
Course Type: Major(Theoretical)	Course Details: MJC-3			L-T-P: 4-1-0	
Credit: 5	Full Marks: 100	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		-	30	-	70

Course Objective

This course provides conceptual knowledge of financial accounting and the techniques for preparing accounts in different types of organisations.

Course Learning Outcomes

After completing the course, the student shall be able to:

CO1: understand the theoretical framework of accounting

CO2: learn accounting of fixed assets and inventory

CO3: learn preparation of projected and estimated financial statement and investment accounting

CO4: learn branch and departmental accounting

CO5: understand self balancing and sectional balancing systems

CO6: learn advance issues of partnership accounting

CO7: learn basics concept of government accounting

Course Contents

Unit 1: Theoretical Framework and Basic Concept: (i) Accounting as an information system, the users of financial accounting information and their needs. An overview of Artificial Intelligence and Data Analytics in Accounting. (ii) Qualitative characteristics of accounting information. Accounting Estimate. Accounting Policies, Fair Value, Meaning, Recognition and Disclosure Requirements of Provision, Contingent Liability and Contingent Asset (iii) Accounting Standards: Concept, benefits, and Process of formulation of Accounting Standards including Ind AS (IFRS converged standards) and IFRSs; convergence vs adoption; Application of accounting standards (AS and Ind AS) on various entities in India. International Financial Accounting Standards (IFRS) –meaning, need, and scope. Accounting treatment of GST.

Unit 2: Business Income, Accounting for Property, Plant and Equipment, and Valuation of Inventory: (a) Business income: Concept of Revenue and Business Income, Measurement of business income; relevance of accounting period, continuity doctrine and matching concept in the

measurement of business income; Objectives of measurement of Business income. (b) Revenue recognition with reference to AS 9. (c) Accounting for Property, Plant, and Equipment with reference to AS 10. Impact of Depreciation on measurement of business income. Accounting for Intangible Assets with reference to AS 26. (d) Valuation of Inventory with reference to AS 2. Impact of inventory valuation on measurement of business income by using FIFO, LIFO, and Weighted Average Method.

Unit 3: (a)Business Projection: Preparation of Projected and Estimated Financial Statement, Credit Monitoring Arrangement(CMA), DPR for Business Loan

(b) Investment Accounting: Investment Ledger-Cum-dividend-Ex-dividend-onus Share-Right Share

Unit 4: Accounting for Inland Branches, Departments : (a) Accounting for Inland Branches: Concept of Dependent branches; Branch Accounting as per- Debtors System, Stock and Debtors' System (b) Accounting for Departments (Including Mark-up Account)

Unit 5: Self & Sectional Balancing System: Self-Balancing System; Objectives, Advantages; Contra Balance, Inter Ledger Transfer; Sectional Balancing System; Objectives, Advantages; Difference Between Self and Sectional Balancing; Rectification of Errors under Self Balancing System; Accounting Entries; Problems.

Unit-6: Advanced Issues in Partnership Accounts: Amalgamation of Partnership Firms, Closing the Books of Old Firm; Opening the Books of New Firm; Issues Related to LLP; Concepts of Formation of LLP, Limitation of Liabilities of LLP and its Partners and Designated Partners; Solution of Simple Problems relating to Conversion of Firm into LLP; Sale of Firm to a Company.

Unit-7: Government Accounting: Govt. Accounting, Features-PFMS: Modules – PAO, Pr.AO, GPF, EIS, Pension, CDDO, NTRP, Monthly Accounts Consolidation etc., Cash Based IPSAS-Accrual Based IPSAS, overview of IPSAS, Indian Accounting Standard & Role of GASAB-Accounting Structure for Local Bodies Urban & Panchayat Accounts; Integration with PFMS and G-20 commitments regarding accounting for GoI,

Teaching Learning Process

Teaching learning process may be interactive classroom sessions with the help of Power Point presentations, reflective assessment and case study discussions to ensure active participation and continuous learning.

Continuous Evaluation (30) : Project Preparation-15 Marks, Project Presentation through PPT and Viva-15,

Project Topics: 1. Collect and examine the balance sheets of business Organisations to study how these are prepared. 2. Prepare Trading and Profit & Loss Account and Balance Sheet collecting necessary data from small business firms. 3. Prepare financial statements manually and using appropriate software. 4. Collect data from your college and prepare Receipt and Payment Account, Income and Expenditure Account and Balance Sheet. 5. Prepare DPR for Bank Loan

Semester End Examination (70): Time 4 Hours

Suggested Readings:

1. Anthony, R. N., Hawkins, D., & Merchant, K. A. —Accounting: Text and Cases| McGrawHill Education India.

2. Dam, B. B., & Gautam, H. C. "Financial Accounting" Gayatri Publications, Guwahati.
3. Goldwin, N., Alderman, W., & Sanyal, D. "Financial Accounting" Cengage Learning, Boston.
4. Goyal, B. K., & Tiwari, H. N. "Financial Accounting" Taxmann Publication, New Delhi.
5. Horngren, C. T., & Philbrick, D. "Introduction to Financial Accounting" Pearson Education, London.
6. Kumar, A. "Financial Accounting" Singhal Publication.
7. Lal, J., Srivastava, S. & Abrol. Shivani. —Financial Accounting Text & Problemsl Himalaya Publishing House, Mumbai.
8. Lt Bhupinder "Financial Accounting – Concepts and Applications" Cengage.
9. Maheshwari, S. N., Maheshwari, S. K., & Maheshwari, S. K. "Financial Accounting" Vikas Publishing House Pvt. Ltd., New Delhi.
10. Monga, J. R. & Bahadur, R. "Financial Accounting: Concepts and Applications" Scholar Tech Press, New Delhi.
11. Sehgal, A. & Sehgal D. "Fundamentals of Financial Accounting" Taxmann.
12. Sehgal, D. "Financial Accounting" Vikas Publishing House Pvt. Ltd., New Delhi.
13. Shukla, M. C., Grewal, T. S., & Gupta, S. C. "Advanced Accounts. Vol.-I." Sultan Chand Publishing, New Delhi.
14. Tulsian, P. C. "Financial Accounting" S CHAND LTD., New Delhi. Additional Resources:

Semester-III Course Name- Direct Tax Course Code: BCOMMJ302					
Course Type: Major(Theoretical)	Course Details: MJC-4			L-T-P: 4-1-0	
Credit: 5	Full Marks: 100	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		-	30	-	70

Objective: To acquire conceptual and legal knowledge about Income Tax provisions relating to computation of Income from different heads with reference to an Individual Assessee.

Course Outcomes:

- CO1: understand basics concept of income tax
- CO2: understand computation of income from salary
- CO3: understand computation of income from HP
- CO4: understand computation of business income
- CO5: understand computation of capital gains
- CO6: understand set off and carry forward of loss
- CO7: understand tax management

Course Contents

UNIT-I: INTRODUCTION: Concept of Tax- Types of Direct and Indirect Taxes –Canons of Taxation -Features and History of Income Tax in India. Definitions and Basic Concepts of Income Tax: Assessee –Deemed Assessee –Assessee-in-default, Assessment Year –Previous Year -Person –Agricultural Income –Heads of Income –Gross Total Income –Total Income –Incomes Exempt from Tax (under Section 10). Residential Status and Scope of Total Income: Meaning of Residential Status –Conditions applicable to an Individual Assessee –Incidence of Tax –Types of Incomes, (Theory only).

UNIT-II: INCOME FROM SALARIES: Definition of ‘Salary’ –Characteristics of Salary –Computation of Salary Income: Salary u/s 17(1) Annual Accretion –Allowances –Perquisites –Profits in lieu of Salary –Deductions u/s. 16 Problems on computation of Income from Salary

UNIT-III: INCOME FROM HOUSE PROPERTY: Definition of ‘House Property’ –Exempted House Property incomes–Annual Value –Determination of Annual Value for Let-out House and Self-occupied House –Deductions u/s.24 –Problems on computation of Income from House Property

UNIT-IV: PROFITS AND GAINS OF BUSINESS OR PROFESSION: Definition of ‘Business and Profession’ –Procedure for computation of Income from Business Revenue and Capital nature of Incomes and Expenses –Allowable Expenses u/s. 30 to 37 –Expenses expressly disallowed –Deemed Profits –Miscellaneous provisions u/s 44. Depreciation: Meaning Conditions for charge of

depreciation –Problems on computation of Income from Business. Income from Profession: Rules– procedure –problems on computation of Income from Profession.

UNIT-V: CAPITAL GAINS AND INCOME FROM OTHER SOURCES: Introduction -Meaning –Scope of charge –Basis of charge –Short term and Long term Capital Assets –Transfer of Capital Asset –Deemed Transfer –Determination of Cost of Acquisition Procedure for computation of Long-term and Short-term Capital Gains/Losses –Exemptions in respect of certain Capital Gains u/s. 54 – Problems on computation of capital gains -General Incomes u/s. 56(1) –Specific Incomes u/s. 56(2) – Dividends u/s. 2(22) –Winnings from lotteries Puzzles, crown world puzzles, Races –Interest on Securities –Gifts received by an Individual Casual Income –Family Pension –Rent received on let out of Furniture-Plant and Machinery with/without Building –Deductions u/s. 57. (Theory only)

Unit VI: Set off and Carry Forward, Deductions and Rebate

- a) Set off and Carry Forward of Losses Mode of set off and carry forward, inter source and inter head set off, carry forward and set off of losses u/s 71B, 72, 73, 74, 74A.
- b) Deductions from Gross Total Income Basic concepts, deductions u/s 80C, 80CCC, 80CCD, u/s 80CCD (1B),80CCE, 80D, 80DD, 80DDB, 80E, 80G, 80GG, 80GGC, 80TTA, 80U
- c) Rebate u/s 87A
- d) Tax Calculation under New Tax Regime-115BCA

Unit VII: Direct Tax Management: PAN, TDS, TCS, Advance Tax, MAT, Tax Evasion, Tax avoidance, Tax planning (concept Only) Income Tax Slab, Due Date of Return Submission, Different Types of Return. Return Filing of Salaried Employee- ITR1, ITR2, ITR3, ITR4, ITR 5.

Teaching Learning Process

Teaching learning process may be interactive classroom sessions with the help of Power Point presentations, reflective assessment and case study discussions to ensure active participation and continuous learning.

CA(30 Marks): 15 Marks File any one(1) ITR out of ITR-1, ITR-2 or ITR-4 and prepare a report (2) Compute Tax Liability of an Individual

Viva: 15 Marks

ES(70): Written Examination Time 4 Hours

SUGGESTED READINGS:

1. Income Tax Law and Practice: V.P. Gaur & D.B Narang, Kalyani Publishers.
2. Taxation: Dr. M.N. Ravi, PBP.
3. Direct Taxes Law & Practice: Dr. Vinod K. Singhania & Dr. Kapil Singhania, Taxmann
4. Income Tax: B.B. Lal, Pearson Education.
5. Taxation: R.G. Saha, Himalaya Publishing House Pvt. Ltd.
6. Income Tax: Johar, McGrawHill Education.
7. Taxation Law and Practice: Balachandran & Thothadri, PHI Learning.
8. Direct Tax Law and Practice: Ahuja Girish
9. Income Tax: Dr. P.V. Ramana Rao & Dr. A. Sudhakar, National Publishing Co.

Semester-III					
Course Name- Human Resource Management					
Course Code: BCOMMN301					
Course Type: Minor(Theoretical)	Course Details: MNC-3			L-T-P: 4-1-0	
Credit: 5	Full Marks: 100	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		-	30	-	70

Course Objectives: understanding fundamental of human resource management

Learning Outcomes:

CO1: understanding basics concept of human resource management

CO2: understand Human Resource Planning, Recruitment, and Selection

CO3: learn Training & Development

CO4: learn Job Evaluation, Performance Appraisal and Compensation,

CO5: learn Compensation Management

CO6: learn Employee Maintenance and Employer Employee Relations

CO7: understand Human Resource Management in Changing Environment

Course Contents:

Unit I: Introduction

Meaning, importance and scope of Human Resource Management; functions, status and competencies of Human Resource manager; Difference between Personnel and Human Resource Management; Human Resource Management Process, Job analysis-job description and job specification; HR Policies. Management Development, Role Play, In-basket Exercise, Simulation, Vestibule Training, Management, Games, Case Study, Programmed Instruction, Sensitivity Training.

Unit II: Human Resource Planning, Recruitment, and Selection

Concept and Definition of Human Resource Planning- Human Resource Planning quantitative and qualitative dimensions; Concept and importance of Human Resource Information System (HRIS), - Recruitment-Sources, Selection-methods, Placement, Orientation, Induction, and socialization an overview; HRM issues and practices in the context of outsourcing as a strategy

Unit III: Training & Development

Training – need, types, and evaluation; Role specific and competency-based training. Distinction between training and development, On the Job & Off the Job Training, Developing Human Resources; Concept of Strategic HRD, HRD Interventions-Performance Appraisal, Potential Appraisal, Performance Coaching and Feedback, Career Planning, Training, Systems Development, Promotion, Transfer, Retirement, Delegation, Rewards

Unit IV Job Evaluation, Performance Appraisal and Compensation

Concept and Definitions of Job evaluation, objectives of Job evaluation, process of Job evaluation/

scope of Job evaluation, methods of Job evaluation, Job evaluation other terminologies like job analysis, Job specification and job description, Performance appraisal- nature and objectives, Benefits of providing effective performance appraisals, Factors to consider for performance appraisals, methods of performance appraisal, potential appraisal & employee counselling; Job changes-transfers and promotions.

Unit V: Compensation Management

Compensation-concept and policies, base and supplementary compensation, performance linked compensation-individual, group and organisation level, Compensation Classification-Types-Incentives-Fringe Benefits-The Wage Mix-The Wage Curve-Pay Grades-Salary Matrix-Compensation as a Retention Strategy-Compensation Management in Multi National Organisation

Unit VI: Employee Maintenance and Employer Employee Relations

Concept of Employee Maintenance and its significance, Meaning of employer-employee relationship, Elements to build a strong employee and employer relationship, Benefits of an employer-employee relationship, Ways to enhance the employer-employee relationship, Grievance handling and redressal, Building Relationship-Trade union-Managing conflict, Disciplinary process, Collective Bargaining, Workers participation in management,

Unit VII: Human Resource Management in Changing Environment

Recent trends in human resource management, Work from home, Changing patterns of employment, Employee engagement – Concept, Significance and Types, HR Audit, Challenges in Human Resource Management - Workforce Diversity, Attrition, Downsizing, Employee Absenteeism, Work life Balance, Sexual Harassment at work place, Employee Empowerment. Employee health and safety, employee welfare, social security (excluding legal provisions); Grievance handling and redressal; Industrial disputes - Causes and settlement machinery;

Teaching Learning Process

Teaching learning process may be interactive classroom sessions with the help of Power Point presentations, reflective assessment and case study discussions to ensure active participation and continuous learning.

CA(30 Marks) -(i) Group Discussion and (ii) Personal Interview (iii) Problem-Solution Analysis (iv) Case Study

ES(70 Marks): Written Examination Time 4 hours

Suggested Readings:

Decenzo, D. A., & Robbins, S. P. (2011). Fundamentals of Human Resource Management. India: Wiley.

Dessler, G. (2017). Human Resource Management. Pearson.

Muller-Camen, M., Croucher, R., & Leigh, S. (2016). Human Resource Management: A Case Study Approach. CIPD. Viva Books.

Pattanayak, B. (2018). Human Resource Management. Delhi. Prentice Hall of India.

Rao, V. Human Resource Management: Text and Cases. Excel.

Raistogi, S. Management of Human Resources. Sun India.

Gomez-Mejia, Luis R., D.B. Balkin and R.L. Cardy: Managing Human Resources, Prentice Hall, New Jersey.

Ian, Beardwell and Len Holden: Human Resource Management, MacMillan, Delhi.

Dwivedi, R.S.: Managing Human Resources: Personnel Management in Indian Enterprises, Galgotia Publishing Company, New Delhi

Harzing, A.W. and Joris Van Ruysseveldt: International Human Resource Management: An Integrated Approach, Sage Publication, London

Dowling, Peter J., D.E. Welch and R.S. Schuller: International Human Resource Management:

Managing People in a Multiple Context, South Western College Publishing Cincinnati.
 Seema Sanghi: Human Resource Management, Vikas Publishing House
 S. S. Khanka: Human Resource Management S. Chand Publishing

Semester-III Course Name- Indian Economy Course Code: BCOMMN301					
Course Type: MD(Theoretical)	Course Details: MDC-3			L-T-P: 2-1-0	
Credit: 3	Full Marks: 50	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		-	15	-	35

Course Contents

Unit 1- Basic features of Indian Economy

Features of Indian Economy as a developing economy, composition of national income, occupational structure, trend of per capita income in India, trends of pattern of population growth, problem of poverty, poverty alleviation measures, problems of unemployment and policy measures, Human development, Environmental concern, Basic issues in economic development, concept and measures of development and underdevelopment-Human Development-WPI-CPI-Inflation Premium-

Unit -2 Agriculture

Characteristics of Indian agriculture, roles of agriculture in Indian economy, causes of low productivity, problem of Indian agriculture, impact of land reform, Green Revolution in Indian economy, PDS, food security,- Krishonnati Yojna, Pandit Din Dayal Upadhyaya Unnat Krishi SikshaYojna(PDDUUKSY)-Agriculture Marketing-Model APMC Act-Model Contract Farming Act-Agri Credit-Climate Smart Agriculture

Unit-3 Industry

Public sector- roles, performance and reforms, New Industrial policy, public sector vs private sector, Small scale sector, Cottage and MSME- importance and problems. Role of foreign capital, challenges associated with industrial sector in India, FDI and its types, Role of foreign capital.

Stock Market in India-Stock exchange and important terms of stock market- Primary and secondary markets-IPOs-Mutual Funds-Commodity Market-GeM

Unit – 4 Financial Sector

Financial sector: structure, performance and reforms .Foreign trade and balance of payment ,structural changes and performance of India's foreign trade, export policies and performance ,India and the WTO, Role of FDI, capital account convertibility, Globalization – GATT, IMF, IBRD.

Unit -5 (a) Planning in India

Objectives ,achievement and failure, evolution of objectives of economic planning, NITI AYOJ and its functions, Planning commission – composition and functions-Inclusive Growth-Resource Mobilisation- Investment Models-Gold Investment chemes-Mudra Bank

(b) Economic Reforms: Obligatory Reform Measure-The LPG reforms-Generations of Economic

Reforms-Disinvestment-New Economic Policy

Teaching Learning Process

Teaching learning process may be interactive classroom sessions with the help of Power Point presentations, reflective assessment and case study discussions to ensure active participation and continuous learning.

CA(15 Marks): Assignment, Viva, PPT Presentation, Term paper may be used for continuous evaluation.

ES(35): Written Examination, Time 2 Hours

Suggested Readings:

Mishra and Puri, Indian Economy, Himalaya Publishing House. Compiled by- Priyanka Burnwal
IC Dhingra, Indian Economics, Sultan Chand & Sons.

Gaurav Dutt and KPM Sundarum, Indian Economy, S. Chand & Company.

Bhagwati, J. and Desai, P. India: Planning for industrialization, OUP, Ch 2. 5. Patnaik, Prabhat. Some Indian Debates on Planning. T. J. Byres (ed.). The Indian Economy: Major Debates since Independence, OUP.

Ahluwalia, Montek S. State-level Performance under Economic Reforms in India in A. O. Krueger. (ed.). Economic Policy Reforms and the Indian Economy, The University of Chicago Press.

Dreze, Jean and Amartya Sen. Economic Development and Social Opportunity. Ch. 2. OUP.

Khanna, Sushil. Financial Reforms and Industrial Sector in India. EPW, Vol. 34. No. 45.

Uma Kapila (ed), —Indian Economy since Independencel, Relevant articles.

Rangarajan, C. and N. Jadhav. Issues in Financial Sector Reform. Bimal Jalan. (ed). The Indian Economy. Oxford University Press, New Delhi.

Fernando, A.C, Indian Economy, Pearson. 11. Prakash, B.A, The Indian Economy Since 1991, Pearson.



BCOM IV SEMESTER

Semester-IV Course Name- Indirect Tax Course Code: BCOMMJ401					
Course Type: MAJOR(Theoretical)	Course Details: MJC-5			L-T-P: 4-1-0	
Credit: 5	Full Marks: 100	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		-	30	-	70

Course Objective

To impart knowledge of principles and provisions of GST and Customs Law, the important legislation dealing with indirect tax system in India; and to enable the students to apply the same practically.

Course Learning Outcomes

After completing the course, the student shall be able to:

- CO1: connect with the genesis of goods and services tax (GST), decipher the constitutional amendment carried out to install GST in India and comprehend the composition and working of GST council.
- CO2: understand the meaning of supply under GST law, differentiate between intra-state and inter-state supply, comprehend rules related to the place of supply and compute the value of supply.
- CO3: comprehend the utilization of input tax credit, and the reverse charge mechanism of paying GST and to know the procedure for claiming refund under GST law.
- CO4: understand the provisions for registration under GST along with special provisions such as those related to anti-profiteering; avoidance of dual control; e-way bills and penalties.
- CO5: know the basic concepts of Customs Act and to compute the assessable value for charging customs duty.
- CO6: comprehend the concepts of procedural concept of Excise Duties
- CO7: know the concept of compliance under Excise duties.

Course Contents:

Unit I: Structure of GST and Registration: Indian Tax Structure- Different Types of Taxes- Direct Taxes- Indirect Taxes- Introduction to GST - Genesis of GST- Objectives of GST- Features of GST- Taxes Subsumed under GST - Structure of GST - Dual Model of GST - Advantages of Dual Model of GST - GSTN - GST Council - HSNC - Tax Rates - Registration Process - Compulsory Registration - Liability for Registration - Exemption from Registration - GST Unique Identity Number (GSTIN) - Deemed Registration - Cancellation and Revocation of Registration.

Unit II: Taxable Event: Taxable Event- Concept of Supply - Supply of Goods and Services - Place of Supply - Inter-State Supply - Intra State Supply - Import and Export- Time of Supply- Valuation of Supply - Zero Rated Supply - Exempt Supply - Mixed

and Composite Supply - Inward and Outward Supplies - Return of Goods -Purchase Returns -Sales Returns -Supplies Inclusive of Tax - Reverse Charge - Composition Scheme - Purchases from Composition Dealer –Purchases from Unregistered Dealers- Exports -Imports -Exempted Goods -SEZ Sales
-Advance Receipts and payments

Unit III: Input Tax Credit and Tax Invoices: Input Tax Credit- Eligible and Ineligible Input tax Credit - Apportionment of Credit and Blocked Credit -Tax Credit in respect of Capital Goods - Availability of Tax Credit under special circumstances- Transfer of Input Tax Credit

- Input Service Distributor- Tax Invoice - Bill of Supply- Credit Note -Debit Note - Receipt Voucher - Payment Voucher - Revised Invoice - Transportation of goods without issue of Invoice -Delivery Challan

Unit IV: Payment of Tax and Refund: Payment of Tax -Modes of Payment - Electronic Liability Register - Electronic Credit Ledger - Electronic Cash Ledger- Time line for Payment of Tax - Challan Reconciliation - Interest on Late Payment - Set off of Input Tax Credit - Refunds- Application for Refund of Tax, Interest, Penalty, Fees or any Other Amount - Acknowledgement - Grant of Provisional Refund - Order Sanctioning Refund - Credit of the Amount of Rejected Refund Claim - Order Sanctioning Interest on Delayed Refunds - Refund of Tax to Certain Persons - Refund of Integrated Tax paid on Goods or Services Exported out of India - Consumer Welfare Fund

Unit V: Basic Concepts of Customs Law: Introduction; Levy and collection of customs duties; Taxable Events; Custom duties, Valuation & Assessment of Imported and Export Goods & Procedural Aspects: Classification and Valuation of Import and Export Goods; Assessment; Abatement and Remission of Duty; Exemptions; Refund and recovery.

Unit-VI: Arrival or Departure and Clearance of Goods, Warehousing, Duty Drawback, Baggage and Miscellaneous Provisions: Arrival and departure of goods; Clearance of Import and Export Goods & Goods in Transit; Transportation and Warehousing provisions; Duty Drawback provisions, Baggage Rules & provision related to prohibited goods, notified goods, specified goods, illegal importation / exportation of goods.

Unit VII: Advance Ruling, Settlement Commission, Appellate Procedure, Offences, Penalties and, Foreign Trade Policy (FTP): Advance Ruling; Appeal and Revision; Offences and Penalties; Prosecution; Settlement of Cases. to the extent relevant to Indirect tax: Export promotion scheme under FTP; Salient features, administration & Other miscellaneous provisions. Case Laws, Case Studies & Practical Aspects

Suggested Readings: 1. Ahuja, Girish Gupta, Ravi. *Systematic Approach to GST*. Wolters Kluwer

1. Gupta, S.S. *Taxmann's GST New Returns - How to Meet Your Obligations - A Practical Guide for filing of New GST Returns*.

2. Gupta, Vineet and Gupta, N. K. *Fundamentals of Goods and Services Tax*. Bharat Law House Pvt Ltd

3. Mehrotra H.C. and Agarwal, V. P. *Goods and Services Tax and Customs*. Sahitya Bhawan Publication.

4. Murthy, K. Ch. A. V. S. N. Lavanya, K. V. N. & Lakshmi, V. D. M. V. *Theory and Practice of Goods & Service Tax*. Telugu Academy, Hyderabad.
5. Saha, R.G Shah, Divyesh and Devi, Usha. *GST*, Himalaya Publishing House.
6. Sahi, Shilpi. *Concept Building Approach to Goods & Service Tax, & Customs Laws*. Cengage
7. Singhania V. K , *GST & Customs Lax*, Taxmann Publication.

Teaching Learning Process

Teaching learning process may be interactive classroom sessions with the help of Power Point presentations, reflective assessment and case study discussions to ensure active participation and continuous learning. It includes theoretical discussion and numerical problems solving.

Assessment Methods

Internal Examination (30 Marks): Internal Assessment may be conducted by using any one or in combinations of Class participation, Presentation, Project Writing and Presentation, Assignment and Presentation, Surprise Test as suitable.

External Examination (70 Marks): End Semester Written Examination, Duration 2 Hours

Semester-IV Course Name- Business Laws Course Code: BCOMMJ402					
Course Type: MAJOR(Theoretical)	Course Details: MJC-6			L-T-P: 4-1-0	
Credit: 5	Full Marks: 100	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		-	30	-	70

To impart basic knowledge of the important business laws relevant for conduct of general business activities in physical and virtual spaces along with relevant case laws.

Course Learning Outcomes

After completing the course, the student shall be able to:

CO1: understand basic aspects of contracts for making the agreements, contracts and subsequently enter valid business propositions.

CO2: recognize and differentiate the special contracts and identify their appropriate usage at varied business scenarios.

CO3: understand the legitimate rights and obligations under The Sale of Goods Act

CO4: understand Partnership Act

CO5: understand Consumer Protection Act, 2019

CO6: understand the provisions of the Information Technology Act 2000

CO7: understand the provisions of **Intellectual Property Rights (IPRs)**

Course Contents

Unit I: The Indian Contract Act, 1872

Contract – meaning, characteristics and kinds, Essentials of valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects. Void agreements. Discharge of contract – modes of discharge including breach and its remedies. Quasi – contracts, Contract of Indemnity and Guarantee, Contract of Bailment and Pledge Contract of Agency

Unit II: Negotiable Instruments Act, 1881:

Types of negotiable instruments; Negotiation and assignment; Dishonour and discharge of negotiable instruments -Promissory note - Bill of exchange-Cheque-Drawer-Drawee-Drawee in case of need-Acceptor-Acceptor for honour-Payee-Holder-Holder in due course-Payment in due course- Inland instrument- Foreign instrument-Negotiable instrument- Negotiation- Indorsement.

Unit III: The Sale of Goods Act, 1930

Contract of sale, meaning and difference between sale and agreement to sell. Conditions and warranties. Transfer of ownership in goods including sale by non-owners. Performance of contract of sale. Unpaid seller – meaning and rights of an unpaid seller against the goods.

Unit IV: Partnership Act

- (v) **Partnership Act 1932**-Salient Features of partnership, Essential Elements, Test of Partnership, Minor Position in Partnership, Implied Authority of a Partner, Liability of third parties, Registration of partnership, Consequences of non-registration, Dissolution of firm, consequences of dissolution,
- (vi) **The Limited Liability Partnership Act, 2008** -Salient Features of LLP, Difference between LLP and Partnership, LLP and Company LLP Agreement. Nature of LLP, Partners and Designated Partners, Incorporation Document Incorporation by Registration, Registered office of LLP and change therein. Change of name, Partners and their Relations. Extent and limitation of liability of LLP and partners. Whistle blowing. Taxation of LLP, Conversion into LLP, Winding up and dissolution of LLP.

Unit V: Consumer Protection Act, 2019

Short title, extent, commencement, and objectives of the Consumers Protection Act, 2019

Definitions – Complainant, Complaint, Consumer, Consumer Dispute, Consumer Rights, Defect, Deficiency, Unfair trade practices Consumer Protection Council (Central, State and District – their constitutions and objectives) Consumer Dispute Redressal Commission: Composition and jurisdiction of District Commission, State Commission and National Commission

Unit VI: The Information Technology Act 2000

Definitions under the Act. Digital signature. Electronic governance. Attribution, acknowledgement and dispatch of electronic records. Regulation of certifying authorities. Digital signatures certificates. Duties of subscribers under the Act. Penalties and adjudication. Offences as per the Act.

Unit VII : Intellectual Property Rights (IPRs) :

Concept of Property vis-à-vis Intellectual Property - Concept of Property and Theories of Property- An Overview - Meaning, Relevance, Business Impact, Emerging issues in intellectual property-Types of Intellectual Property- Origin and Development- An Overview- Copyrights - Trademarks - Patents - Designs Utility Models - Trade Secrets and Geographical

Suggested Readings:

- (i) Bhushan, Bharat., Kapoor, N.D., Abbi, Rajni, -Elements of Business Law. Sultan Chand & Sons Pvt. Ltd.
- (ii) Dagar, Inder Jeet and Agnihotri, Anurag. Business Laws: Text and Problems. Sage Publication.
- (iii) Jagota R. (2019). Business Laws. MKM Publishers Scholar Tech Press.
- (iv) Sharma, J.P. and Kanojia S. (2019). Business Laws. New Delhi. Bharat Law House Pvt. Ltd.
- (v) Singh, Avtar.(2018). The Principles of Mercantile Law. Lucknow. Eastern Book Company.
- (vi) Tulsian P.C. (2018). Business Law. New Delhi. Tata McGraw Hill.

Teaching Learning Process

The teaching -learning processes play a vital role in instilling in the student the curiosity to study the subject law. It includes lectures through presentations of case laws, expert lectures, case study approach

is widely followed, role plays, seminars, tutorials project- based learning. Case laws comprehension and higher-order skills of reasoning and analysis will be encouraged through teaching strategies.

Assessment Methods

The assessment method of this course is properly aligned with teaching learning processes and anticipated learning outcomes.

Internal Assessment (30 Marks): It includes oral and written tests, case presentations, peer evaluation, problem solving exercises, observation of practical skills through case laws and viva voce interviews.

External Assessment (70 Marks): End Semester Written Examination. Duration of Examination: 2 hours



Semester-IV					
Course Name- Business Mathematics & Statics					
Course Code: BCOMMN401					
Course Type: MINOR(Theoretical)	Course Details: MNC-4			L-T-P: 4-1-0	
Credit: 5	Full Marks: 100	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		-	30	-	70

Course Objective

To familiarize students with the basic statistical tools used to summarize and analyze quantitative information for business decision making.

Course Learning Outcomes

After completing the course, the student shall be able to:

- CO1: acquire a fair degree of proficiency in comprehending statistical data, processing and analysing it using descriptive statistical tools.
- CO2: gather knowledge about various probability concepts and distributions and their business applications.
- CO3: understand the relationship between two variables using concepts of correlation and regression and its use in identifying and predicting the variables.
- CO4: develop an understanding of the index numbers and their utility in daily life and stock market.
- CO5: become aware of the patterns revealed by the time series data and to use it to make predictions for the future.

Course Contents

Unit I: Matrices and Determinants

- 1.1 Definition and types of matrix, Algebra of matrices, Inverse of a matrix- Business Applications.
- 1.2 Solution of system of linear equations (having unique solution and involving not more than three variables) using matrix inversion method and Cramer's Rule.

Unit II: Basic Calculus

- 2.1 Mathematical functions and their types (linear, quadratic, polynomial, exponential, logarithmic and logistic function). Concepts of limit and continuity of a function.
- 2.2 Concept of Marginal Analysis. Concept of Elasticity, Applied Maxima and Minima problems including effect of Tax on Monopolist's Optimum price and quantity, Economic Order Quantity.

Unit III: Advanced Calculus

3.1 Partial Differentiation: Partial derivatives up to second order. Homogeneity of functions and Euler's theorem. Total differentials. Differentiation of implicit functions with the help of total differentials.

3.2 Maxima and Minima involving two variables – Applied optimization problems and Constraint optimization problems using Lagrange multiplier involving two variables having not more than one constraint.

3.3 Integration: Standard forms & methods of integration- by substitution, by parts and by use of partial fractions. Definite integration. Finding areas in simple cases

Unit IV: Descriptive Statistics

Measures of Central Tendency Concept and properties of mathematical averages including arithmetic mean, geometric mean and harmonic mean. Positional Averages including Mode and Median (and other partition values - quartiles, deciles, and percentiles) with graphic presentation. Measures of Dispersion: absolute and relative. Range, quartile deviation, mean deviation, standard deviation, and their coefficients; Properties of standard deviation/variance. Moments: Calculation and significance; Skewness: Meaning and Measurement (Karl Pearson and Bowley's measures); Kurtosis.

Unit V: Simple Correlation and Regression Analysis

Correlation Analysis: Meaning and types of Correlation; Correlation Vs Causation; Pearson's coefficient of correlation: computation and properties (proofs not required). Probable and standard errors; Rank correlation.

Regression Analysis: Principle of least squares and regression lines; Regression equations and estimation; Properties of regression coefficients; Relationships between Correlation and Regression coefficients; Standard Error of Estimate.

Unit VI: Index Numbers

Meaning and uses of index numbers; Construction of Index numbers: fixed and chain base, univariate and composite; Methods of constructing Index numbers: Aggregatives and average of relatives – simple and weighted. Tests of adequacy of index numbers; Base shifting, splicing and deflating; Problems in the constructions of index numbers. Construction and Utility of Consumer Price Indices; BSE SENSEX and NSE NIFTY.

Unit VII: Time Series Analysis

Time Series Data; Components of time series; Additive and Multiplicative models.

Trend analysis; Fitting of trend line using principle of least squares – linear, second degree parabola and exponential; Shifting of Origin and Conversion of annual linear trend equation to quarterly/monthly basis and vice-versa; Moving averages.

Seasonal variations- Calculation of Seasonal Indices using Simple averages, Ratio-to-trend and Ratio-to-moving averages methods; Uses of Seasonal Indices.

Suggested Readings:

- □ Kapoor, V.K. *Business Mathematics, Theory & Applications*. Sultan Chand & Sons
- □ Sharma, S.K. & Kaur, Gurmeet. *Business Mathematics*. Sultan Chand
- □ Thukral, J.K. *Business Mathematics*. Mayur Publications.
- □ Anthony, M. and Biggs, N. *Mathematics for Economics and Finance*. Cambridge University Press
- □ Ayres, Frank Jr. *Theory and Problems of Mathematics of Finance*. Schaum's Outlines Series.

McGraw Hill Publishing Co.

- Budnick, P. *Applied Mathematics*. McGraw Hill Publishing Co.
- Dowling, E.T. *Mathematics for Economics*. Schaum's Outlines Series. McGraw Hill Publishing Co.
- Wikes, F.M. *Mathematics for Business, Finance and Economics*. Thomson Learning**

9. Anderson, Sweeney and William. *Statistics for Students of Economics and Business*.
Cengage

10 Gupta, S.P. and Gupta, Archana. *Statistical Methods*. Sultan Chand and Sons, New Delhi.

11 Levin, Richard, David S. Rubin, Rastogi, and Siddqui. *Statistics for Management*, Pearson Education.

12 Thukral, J.K., *Business Statistics*, Taxmann Publications

13 Siegel, Andrew F., *Practical Business Statistics*, McGraw Hill Publishing Co.2.

14 Spiegel, M.D. *Theory and Problems of Statistics*, Schaum's Outline Series. McGraw Hill Publishing Co.

Teaching Learning Process

Teaching learning process may be interactive classroom sessions. It includes theoretical discussion and numerical problems solving.

Assessment Methods

Internal Examination (30 Marks): Internal Assessment may be conducted by using any one or in combinations of Class participation, Presentation, Project Writing and Presentation, Assignment and Presentation, Surprise Test as suitable.

External Examination (40 Marks): End Semester Written Examination, Duration 2 Hours

Semester-IV Course Name- Filing of Tax Return Course Code: BCOMMN301					
Course Type: SE(Practical)	Course Details: SEC-3		L-T-P: 0-1-4		
Credit: 3	Full Marks: 50	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		30	-	20	

Course Objective

The aim of this course is to help students become familiar income tax return filing and build confidence in them that income tax return filing is 'learnable'. The course also helps the learners become aware of income tax returns, its dependence on rules of income tax department. This course will be offered under six headings as given below:

Course Learning Outcomes

Some of the course learning outcomes that learners of this course are required to demonstrate runs thus:

CO1: Identify deviant use of income tax portal of government of India

CO2: Filing of Income Tax Returns

CO3: Recognize their own ability to improve their own competence in the field of Taxation

CO4: Understand the process of E-filing of Income Tax Returns

CO5: Tax Planning ability

Course Contents

Unit-I: Registration: Overview of Income Tax Portal, <https://www.incometaxindiaefiling.gov.in/>, Registration in Income Tax Portal, Changes of Login Password, Upgradation of Taxpayer Information, Login in Income Tax Portal.

Unit-II: (a) Submission of Income Tax Return for Salary Employee: Online Submission of Income Tax Return for Salary Employee, View from 26AS, ITR-1, Gross Total Income, Deductions, Tax Liability, Income Tax Calculator, Interest Calculation U/S 234A, 234B, and 234C, Upload Return, E-verification, Aadhar Based Verification, E-verification through Bank Account, E-verification through Demat Account, View E-file Returns,

(b) Online Submission of 10E: Relief for Arrear and Advance Salary- Relief U/S 89(1), Calculation of Tax Relief, Online Submission of Return of Form 10E

Unit-III: Submission of Income Tax Return for Businessmen: Online Submission of Income Tax Return for Businessmen, View from 26AS, ITR-4, Presumptive Assessment, Gross Total Income, Preparation of Balance Sheet, Deductions, Tax Liability, Upload Return, E-verification, View E-file Returns.

Unit-IV: Revision of Income Tax Returns: Reasons of Revision, Due Date of Revision, Online Submission of Revised ITR-1, Online Submission of Revised of ITR-IV, ITR-6, Verification of Revised Return.

Unit-V: E-Payment of Tax: Viewing TDS, Online Payment of Tax, Challan NO/ITNS 280, ITNS 281, Direct Payment of Tax through Net Banking

Teaching Learning Process

Practical Session using internet and the Portal of Income Tax Department of India, income tax calculator. Interactive classroom sessions with the help of Power Point presentations, reflective assessment and case study discussions to ensure active participation and continuous learning.

Assessment Methods:

- (a) Internal Assessment: 30 Marks: Internship for 15 days may be arranged with any CA or Law Firm. Project may be written on this internship.
- (b) External Assessment: 20 Marks (Experts from other colleges or

University) Assessment Methods:

		Marks		Examiner
	i.	Lab Note Book: 05 Marks	30 marks	Internal
	ii.	Viva : 10 Marks		
	iii.	Experiment: 15 Marks		
il	i.	Experiment: 15 Marks	20 marks	External
	ii.	Viva : 05 Marks		

- Software: Singhanian, V.K., E-Filing of Income Tax Returns and Computations of Tax, Taxmann
- Software: —Excel Utilityl, incometaxindiaefiling.gov.in

B.Com Semester-IV					
Course Name- Goods and Services Tax					
Course Code: VAC406					
Course VA(Practical)	Type:	Course Details: VAC-2			L-T-P: 0-0-6
Credit: 4	Full Marks: 50	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		30	-	20	-

Course Objective: To provide knowledge on Goods and Services Tax and hands on training on filing various GST Returns

Course Learning Outcomes

After completing the course, the student shall be able to:

CO1: understand the various concepts on GST and process of GST Registration

CO2: understand the filing GSTR-1,

CO3: understand the of filing GSTR-3B

CO4: understand the process of filing GSTR-7

CO5: understand the process of filing GSTR-4 and 9

Course Content

Unit I: Introduction : Goods and Services Tax-Features-Types-CGST-SGST-IGST-UTGST-Persons liable for registration -Compulsory registration including registration for tax deductor, tax collector, input service distributor, casual taxable person and non-resident taxable person - Procedure for registration - Amendment, suspension, cancellation and revocation of cancellation of registration - Recourse available in case of cancellation of registration

Unit II Return I: GSTR 1-B2B, B2C,Online, Offline-Filing og GSTR1

Unit III Return II: GSTR 3B-Computation GST Liability-Payment of Tax-Filing of GSTR 3B

Unit IV Return III: GSTR 7-Computation of TDS Liability-Filing of GSTR 7

Unit V Return IV: GSTR 4 and 9-Filing of GSTR 4, Filing of GSTR 9

References: www.gst.gov.in

Teaching Learning Process

The course would involve lectures supported by group discussion, real life problem solution, open ended projects and hands-on-practice in computer labs.

Assessment Methods

There shall be practical examination of 50(Continuous Assessment 30 and End Semester Examination 20 Marks.)

While preparing Lab Note Book students will write the steps of the following assignments at least 3 with screenshot

(a) Registration as Tax Payer/Practitioner

- (b) Filing of GSTR1
- (c) Filing of GSTR 3B
- (d) Filing of GSRT 7
- (e) Filing of GSRT 4
- (f) Filing of GSTR 9 or 9C

Methods	Marks		Examiner
Project Note Book	i. Lab Note Book: 05 Marks iv. Viva : 10 Marks v. Experiment: 15 Marks	30 Marks	Continuous Assessment
Practical	iii. Experiment: 15 Marks iv. Viva : 05 Marks	20 Marks	End Semester (External)

Internal Assignment (Lab Note book) Guidelines:

Format:

- Cover page (with Name, Register Number, Class, Title, and College details)
- Introduction to the topic
- Main content (with proper headings, tables, and workings)
- Conclusion and references

Length:

- Minimum 10-20 pages, and typed

Submission Deadline:

- To be submitted on or before. (as specified by the department).

3. Practical Examination Guidelines

Mode:

- The practical examination will be conducted in the computer lab/ designated room.

Duration: 1 hours

viva voice:

- Each student will attend a short viva voce based on their Lab Note Book.

Instructions:

- Students must carry their Lab Note Book (student's copy) at the day of practical examination.
- The book must be certified by the faculty before appearing for the practical exam.
- Mobile phones are strictly prohibited.

General Instructions

- Plagiarism is strictly prohibited. Original work will be appreciated.
- Late submission of assignments will attract penalties as per college norms.
- Maintain discipline and decorum during the practical exam.
- Follow all instructions given by the concerned teacher.



BCOM V SEMESTER



<p style="text-align: center;">Semester-V Course Name- Corporate Accounting Course Code: BCOMMJ501</p>					
Course Type: MAJOR (Theoretical)	Course Details: MJC-7			L-T-P:4-1-0	
Credit:5	Full Marks: 100	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		-	30	-	70

Objectives:

The course aims to help students to acquire conceptual knowledge of corporate accounting systems and to learn the techniques of preparing the financial statements of companies.

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

LOC1: Able learn different ways of raising capital from the market

LOC2: Able to know about redemption of preference shares and Debenture

LOC3: Able know about preparation of company accounts

LOC4: Able to know accounting of reconstruction of companies

LOC5: Able to know about the accounting for holding companies

LOC6: Able to know accounting of liquidation of companies

LOC7: Interpret the valuation of intangible assets and shares

Course Contents:

Unit I: Accounting for Share Capital and Debentures: Pre-issue Work-Post Issue Work-Prospectus & Red Herring Prospectus-Underwriting- Registrar and Transfer Agents-Sponsor Bank-Bankers to an Issue-Brokers to the Issue -Application Supported by Blocked Amount (ASBA)-Dematerialization of Securities-Constituents of depository system-Trading and Settlement-Right Issue-Bonus- issue, forfeiture, Pro-rata issue of shares. Issue of debentures. Sweat equity; Bonus Share; Buy Back of Securities

Unit-II: Redemption of Preference Shares and Debentures – Rules and Accounting (with and without Bonus Shares); Capital Redemption Reserve-Redemption of Debenture – Important Provisions, Accounting for Redemption: by lot, by purchase in the open market (cum and ex-interest- for immediate cancellation and held as Investment), Use of Sinking Fund. Conversion of Convertible Debentures into shares.

Unit III: Financial Statements of Companies- Preparation of financial statements of corporate entities including one Person Company (excluding calculation of managerial remuneration) as per Part I and II of Schedule III of the Companies Act 2013

Unit IV: Amalgamation of Companies and Internal Reconstruction:

Accounting for Amalgamation of Companies (excluding inter-company holdings) applying AS 14/Ind AS

103. - Accounting for Different forms of Internal Reconstruction -Drafting of Internal Reconstruction Scheme

UNIT V: Accounting for Holding Company: Holding Company-Subsidiary Company-Degree of Control-Preparation of Consolidated Balance Sheet (excluding cross and chain holding) – Computation of Minority Interest- Accounting treatment of Dividend-Goods in-transit-cash in transit; inter-company debt and Bill of exchange-Un-realized profit on Inter-company transaction-Revaluation of Fixed Assets and adjustment of Depreciation.

Unit VI: Corporate Liquidation - Winding up of Companies- Mode of winding up of the companies - Compulsory Winding up under the Order of the Tribunal- Voluntary winding up -Contribution - Payment of liabilities-Preferential payments-order of payments-Statement of affairs-preparation of final statement account-liquidator's statement of accounts- calculation of liquidator's remuneration.

Unit VII: Valuation of Intangible Assets (specify the name of the asset) and Share: Valuation of Intangible Assets and Shares. Valuation of Equity Share-Valuation of Preference Share-Asset Backing Method-yield Method-Fair Value Method-Value Added Statement, Economic Value Added, Market Value Added, and Shareholder Value Added.

Suggested Readings:

1. Bergeron, B. (2003). Essentials of XBRL: Financial Reporting in the 21st Century. (1st Ed.). New Jersey: John Wiley & Sons.
2. Dam, B. B., & Gautam, H. C. (2019). Corporate Accounting. Guwahati: Gayatri Publications.
3. Goyal, B. K. (2021). Corporate Accounting. (7th Ed.). New Delhi: Taxmann Publication.
4. Goyal, V. K., & Goyal, R. (2012). Corporate Accounting. (3rd Ed.). New Delhi: PHI Learning.
5. Jain, S. P., & Narang, K. L. (2015). Corporate Accounting. New Delhi: Kalyani Publishers.
6. Kumar, A. (2021). Corporate Accounting. (7th Ed.). New Delhi: Singhal Publications.
7. Maheshwari, S. N., Maheshwari, S. K., & Maheshwari, S. K. (2018). Corporate Accounting. (6th Ed.). New Delhi: Vikas Publishing House.
8. Monga, J. R., & Bahadur, R. (2022). Fundamentals of Corporate Accounting. (27th Ed.). New Delhi: Scholar Tech Press
9. Mukherjee, A., & Hanif, M. (2017). Corporate Accounting. (2nd Ed.). New Delhi: Tata McGraw Hill Education.
10. Mukherjee, S., & Mukherjee, A. (2019). Corporate Accounting. (1st Ed.). New Delhi: Oxford University Press.
11. Sah, R.K. (2019). Concept Building Approach to Corporate Accounting. (2nd Ed.). Cengage.
12. Sehgal, A. (2012). Fundamentals of Corporate Accounting. (3rd Ed.). New Delhi: Taxmann Publication.
13. Shukla, M. C., Grewal, T. S., & Gupta, S. C. (2016). Advanced Accounts. Vol.-II. (19th Ed.). New Delhi: S. Chand Publishing.
14. Tulsian, P. C., & Tulsian, B. (2008). Corporate Accounting. (Rev. Ed.). New Delhi: S. Chand Publishing.

Note: Latest edition of readings may be used.

Additional Resources:

- 1.Accounting Standards at the Website of the Institute of Chartered Accountants of India.
- 2.Indian Accounting Standards at the Website of the Ministry of Corporate Affairs.
- 3.The Companies Act, 2013 as amended from time to time including The Companies (Amendment) Act ,2023.
- 4.NISM study materials

Teaching Learning Process: Teaching learning process may be :

1. Collect prospectus issued by reputed companies, and examine the matters related to issue of shares.
2. Prepare financial statements of companies manually as well as using appropriate software.
3. Examine the annual reports of business organisations to find out whether applicable accounting standards (AS and Ind AS) are complied with or not.
4. Value Intangible Assets and Shares of a company.
5. Collect information from business newspapers, periodicals, print and digital media on the amalgamation of companies and prepare a report.
6. Download annual reports of reputed companies from the websites and analyse the voluntary and mandatory information contained in these statements.
7. Download and analyse notes on accounts from the annual reports of reputed companies from the websites.

Assessment Methods:

Continuous Assessment:(30Marks):Internal Assessment maybe conducted by using anyone or in combinations of Class participation, Presentation, Project Writing and Presentation, Assignment and Presentation, Surprise Test as suitable.

End-Semester Examination: (70 Marks): End Semester Written Examination, Duration- 4 Hours.

<p style="text-align: center;">Semester-V Course Name- Management Accounting Course Code: BCOMMJ502</p>					
Course Type: MAJOR (Theoretical)	Course Details: MJC-8			L-T-P:4-1-0	
Credit:5	Full Marks: 100	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		-	30	-	70

Objectives:

To enable the students to get knowledge about the various techniques of Management Accounting and to get practical skill in solving management problems.

Learning Outcome:

LOC1: To appreciate the fundamental concepts of Management Accounting and its role in a dynamic business environment.

LOC2: It helps assess a company's financial health and performance by comparing different figures from its financial statements. It provides insights into liquidity, profitability, efficiency, and solvency.

LOC3: to understand how efficient WCM impacts various aspects of a company's performance, including profitability, liquidity, and overall business operations.

LOC4: To learn to use the cash flow statement for assessing a company's liquidity

LOC5: To identify what a budget is and explain why budgeting is important. Define key terms associated with budgeting and to explore the different components of making a budget.

LOC 6: to equip students with the skills and knowledge to effectively analyze and interpret financial statements, ultimately making informed decisions about investment, lending, and management.

LOC7: To learn receivable management

Course Contents:

Unit I: Introduction: Management Accounting: Definition, Objectives, Scope, Functions, Advantages, Limitations, Techniques and need -Du Pont Analysis, Economic Value Added (EVA)-Adjustments for Determination of EVA, EVA and Managerial Performance, Superiority and Drawbacks of EVA, Steps in Implementing EVA, Market Value Added, Shareholders 'Value Added.

Unit II: Ratio Analysis: Meaning, Objectives, Advantages and Limitations – Classification of accounting ratios from different viewpoints – Important accounting ratios used in analyzing liquidity, solvency, profitability, managerial efficiency and capital structure – Computation and interpretation of important accounting ratios – Preparation of financial statements and statements of proprietor's fund from the given ratios.

Unit-III: Working Capital Management – Objectives of Working Capital Management, Component of Working Capital, Types-Permanent, Temporary, Gross, Net, Positive, Negative

Working Capital, Working Capital Cycle, Strategies in working Capital Management-Conservative Approach, Aggressive Approach, Matching Approach, Working Capital Ratios, - Determinants of working capital requirement – Estimating working capital requirement -Percentage of Sales Method, Operating Cycle Method.

Unit IV: Cash Flow Statement

Cash Flow Statement- Revised Cash Flow Statement as per Indian Accounting Standard (Ind- AS7), Data required in preparation of a Cash flow Statement, Procedure in preparation of cash flow Statement, Use and Limitations of cash flow Statement, Cash flow Statement and Cash Budget.

Unit V: Budgeting and Budgetary Control

Concept of budget, budgeting and budgetary control; Objectives, merits and limitations; Budget Administration; Functional Budgets-Cash Budget, Sales Budget, Production Budget, Fixed and Flexible budgeting; Zero base budgeting; and Performance budgeting, Master Budget (Concept).

Unit VI: Financial Statement Analysis

Meaning of Financial Statement, Types of Financial Statements, Use and Importance of Financial Statement, Importance of Financial Statements Analysis, Comparative Statement Analysis, Common Size Statement Analysis, Trend Analysis.

Unit -VII: Receivable Management: Meaning of Trade Debt, Cash Discount, Steps in Evaluation of Increase in Cash Discount, Monitoring of Account Receivables-Ratio Analysis for control of Receivables, Ageing Schedule, ABC Analysis of Receivables, Discriminate Analysis and Credit Scoring, Assessing Customer Creditworthiness, Credit Policy, Credit Standard, Policy on Bad-Debts, Decision Tree Analysis in Credit Granting

Suggested Readings:

1. Goel, Rajiv Kumar & Ishaan Goel. *Concept Building Approach to Management Accounting*. Cengage.
2. Lal, Jawahar and Srivastava, Seema. *Cost Accounting*. McGraw Hill Publishing Co., New Delhi.
3. Singh, Surender. *Management Accounting*. PHILearning Pvt. Limited, Delhi
4. Singh, S.K. and Gupta, L. "*Management Accounting*". A.K. Publications, New Delhi.
5. Jhamb, H.V. *Management Accounting*. Ane Books Pvt. Ltd, New Delhi
6. Khan, M.Y. and Jain, P.K. *Management Accounting*. Tata McGraw Hill Publishing Co., New Delhi

Teaching Learning Process:

Teaching learning process may be interactive classroom sessions with the help of Power Point presentations, reflective assessment and case study discussions to ensure active participation and continuous learning. It includes theoretical discussion and numerical problems solving.

Assessment Methods: Continuous Assessment:(30Marks): Internal Assessment may be conducted by using anyone or in combinations of Class participation, Presentation, Project Writing and Presentation, Assignment and Presentation, Surprise Test as suitable.

End-Semester Examination: (70 Marks): End Semester Written Examination, Duration- 4 Hours.

Semester-V Course Name- Computerised Accounting Course Code: BCOMMJ503					
Course Type: MAJOR (Theoretical)	Course Details: MJC-9			L-T-P:0-1-8	
Credit:5	Full Marks: 100	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		60	-	40	-

Course Objective

The objective of this paper is to help students to acquire conceptual and practical knowledge about computerized accounting and its application in relevant areas.

Course Learning Outcomes

After completing the course, the student shall be able to:

CO1. understand the basic concept of ERP systems

CO2: To know the basics of ERP and its application.

CO3: Understand the charts of accounts and opening ledgers

CO4: understand stock keeping

CO5: understand different aspects of recording day to day transactions in ERP.

CO6: understand the process of computerized receivables and payables management.

CO7: understand the concepts of management information system and its applications in ERP.

Course Contents

Unit-I: ERP-Mobile ERP-Cloud ERP-Fundamentals: Definition, benefits, and evolution of ERP systems (Concept Only)

Unit-II-TALLY PRIME and Related Technologies: Business Process Reengineering (BPR)-Data Warehousing and Data Mining-Online Analytical Processing (OLAP)-Customer Relationship Management (CRM)-Supply Chain Management (SCM)-(Concept only)

UNIT III: Maintaining chart of accounts in Tally Prime: Introduction - History of Tally Software-Getting Started with TALLY PRIME - Mouse/Keyboard Conventions-Company Creation-Shut a Company-Select a Company-Alter Company Details-Company Features and Configurations F11: Company Features-F12: Configuration-Chart of Accounts-Ledger-Group-Ledger Creation Single Ledger Creation-Multi Ledger Creation-Altering and Displaying Ledgers-Group Creation-Single Group Creation-Multiple Group Creation-Displaying Groups and Groups-Display of Ledgers-Deletion of Groups and Ledgers – Cost categories, Cost Centers.

UNIT IV: Maintaining stock keeping units (SKU): Introduction-Inventory Masters in TALLY PRIME - Creating Inventory Masters-Creation of Stock Group Creation of Units of Measure-Creation of Stock Item-Creation of Godown-Defining of Stock Opening Balance in TALLY PRIME Stock Category, Bill of Materials, Price Levels-Reports

UNIT V: Recording day-to-day transactions in TALLY PRIME: Introduction-Business Transactions-Source Document for Voucher-Recording Transactions in TALLY PRIME - Accounting Vouchers-Receipt Voucher (F6)- Contra Voucher (F4)-Payment Voucher (F5)-Purchase Voucher (F9)-Sales Voucher (F8)-Debit Note -Voucher-Credit Note (Ctrl+F8)- Journal Voucher (F7), GST Accounting, Payroll Accounting, TDS.

UNIT VI: Accounts Receivable and Payable Management: Introduction-Accounts Payables and

Receivables-Maintaining Bill-wise Details-Activation of Maintain Bill-wise Details Feature-New Reference-Against Reference-Advance-On Account Stock Category Report-Changing the Financial Year in TALLY PRIME.

UNIT VII: MIS Reports: Introduction-Advantages of Management Information Systems-MIS Reports in TALLY PRIME - Trial Balance - Balance Sheet-Profit and Loss Account-Cash Flow Statement-Ratio Analysis-Books -and Reports - Day Book-Receipts and Payments-Purchase Register-Sales Register-Bills Receivable and Bills Payable, Budget and control, Bank Reconciliation Statement.

Suggested Readings:

1. Computerised Accounting: Garima Agarwal, Himalaya
2. Computerised Accounting: A. Murali Krishna, Vaagdevi publications
3. Computerised Accounting: Dr. G. Yogeshweran, PBP.
4. Aakash Business Tools: Spoken Tutorial Project IIT Bombay
5. Mastering Tally: Dinesh Maidasani, Firewal Media
6. Implementing Tally ERP 9: A.K Nadhani and K.K Nadhani, BPB Publications
7. Computerised Accounting and Business Systems: Kalyani Publications
8. Manuals of Respective Accounting Packages
9. Tally ERP 9: J.S. Arora, Kalyani Publications.

Teaching Learning Process

Practical Session using the Computer and ERP Software. Interactive classroom sessions with the help of Power Point presentations, reflective assessment and group discussions to ensure active participation and continuous learning.

Assessment Methods

Internal Assessment(60 Marks): External Assessment(40):

Assessment Methods

There shall be practical examination of 100(Internal 60 and External 40 Marks.)

Methods	Marks		Examiner
Project Note Book	Lab Note Book: 10 Viva : 20 Marks Experiment: 30Marks	60 Marks	Continuous Assessment(Internal)
Practical	v. Experiment: 30Marks vi. Viva : 10 Marks	40 Marks	End Semester (External)

Semester-V Course Name- Fundamentals of International Business Course Code: BCOMN501						
Course Type: MINOR (Theoretical)		Course Details: MNC-5			L-T-P:4-1-0	
Credit:5	Full Marks: 100	CA Marks		ESE Marks		
		Practical	Theoretical	Practical	Theoretical	
		-	30	-	70	

Objectives :

The course aims to impart the core body of knowledge in international business to the students. It would introduce students to the international trading and investment environment and also create awareness about emerging issues such as outsourcing and sustainable development in the context of international business.

Learning Outcome:

LOC1: Analyse the process of globalization and its impact on the growth of the international business

LOC2: Evaluate the changing dynamics of the diverse international business environment.

LOC3: Analyse the theoretical dimensions of international trade as well as intervention measures adopted.

LOC4: Analyse the significance of different forms of regional economic integration and the role played by various international economic organisations.

LOC5: Evaluate the forms of foreign direct investment and analyse the benefits and costs of FDI.

Course Contents:

Unit I: Introduction: Globalization - concept, significance and impact on international business; international business contrasted with domestic business; complexities of international business; internationalization stages and orientations; modes of entry into international businesses.

Unit II: International Business Environment : Role of political and legal systems in international business; cultural environment of international Business (including Hofstede's dimensions of culture); implications of economic environment for International business.

Unit III: International Trade and BOP : Theories of international trade – Theory of Absolute Advantage theory, Theory of Comparative Advantage, Factory Proportions theory and Leontief paradox, Product Life Cycle theory, Theory of National Competitive Advantage; Instruments of trade control, Balance of payments (BOP) statement and its components.

Unit IV: Regional Economic Integration and International Economic Organisations : Forms of regional economic integration; Integration efforts amongst countries in Europe, North America and Asia: EU, USMCA, SAARC and ASEAN; Cost and benefits of regional economic integration. International Economic Organisations: WTO- functions, structure and scope; World Bank and IMF.

Unit V: International finance and contemporary issues in IB: Types of FDI - Greenfield investment, Mergers & Acquisition, strategic alliances; benefits and drawbacks of FDI, Overview of exchange rate systems, Contemporary issues in international business: Outsourcing and its

potential for India; International business and sustainable development .

Suggested Readings:

- (d) Bennett, R. (2006). International Business. Delhi: Pearson.
- (e) Cavusgil, S. T., Knight, G. & Riesenberger, J. (2006). International Business: Strategy, Management and the New Realities. Pearson India.
- (f) Chaturvedi, D.D. & Jindal, D., & Kaur, R. (2022). International Business. Delhi: Scholar Tech Press.
- (g) Hill, C.W.L., & Jain, A. K. (2011). International Business. New Delhi: Tata McGraw Hill.
- (h) Daniels, J. D., Radenbaugh, L. H., & Sullivan, D. P. (2016). International Business. Uttar Pradesh, India: Pearson Education.9
- (i) Griffin, R. W., & Pustay, M. W. (2014). International Business - A Managerial Perspective. New Jersey, United States: Prentice Hall.
- (j) Joshi, R.M. (2009). International Business. Delhi, India: Oxford University Press.
- (k) Menipaz, E., Menipaz A., & Tripathi, S.S. (2017). International Business: Theory and Practice. Delhi, India: Sage Publications India Pvt.

Teaching Learning Process:

Teaching learning process may be :

- 11. Demonstrate through case studies the suitability of each mode of entry in international business.
- 12. Conduct a comparative analysis of countries which are different in terms of political/legal/economic/cultural environment to understand the impact of these dimensions on international business.
- 13. Analyse data on trade of select countries to examine if trade patterns conform to different trade theories.
- 14. Conduct an in-depth study of a regional economic arrangement and evaluate its costs and benefits by applying the theoretical knowledge gained during the course
- 15. Make presentations on developments in contemporary issues affecting international business such as sustainable development.

Assessment Methods:

Continuous Assessment:(30Marks): Internal Assessment may be conducted by using anyone or in combinations of Class participation, Presentation, Project Writing and Presentation, Assignment and Presentation, Surprise Test as suitable.

End-Semester Examination: (70 Marks): End Semester Written Examination, Duration- 4 Hours.

BCOM VI SEMESTER

Semester-VI Course Name- Auditing and Assurance Course Code: BCOMMJ601						
Course Type: MAJOR (Theoretical)		CourseDetails: MJC-10			L-T-P:4-1-0	
Credit:5	Full Marks: 100	CA Marks		ESE Marks		
		Practical	Theoretical	Practical	Theoretical	
		-	30	-	70	

Objectives :

To enable the students to get knowledge about the various techniques of Auditing and Assurance and to get practical skill in solving problems in related assignments.

Learning Outcome:

LOC1: To understand the basic concepts, principles, and procedures of auditing, including the definition, scope, and purpose of audits, as well as the different types of audits.

LOC2: To determining and programming the nature, timing, and extent of the audit procedures to be performed; and; coordinating the work to be performed.

LOC3: To comprehend the fundamentals of corporate auditing and the necessary qualifications, duties, and responsibilities of company auditors.

LOC4: To studying audit procedures for various institutions and understanding the unique aspects of auditing each type, from NGOs to universities. This includes understanding the specific regulations, accounting practices, and potential audit risks associated with each.

LOC5: To understand the planning and performances, the procedures performed, evidence obtained, and conclusions reached by the auditor.

LOC 6: To identify, assess, and manage risks, and how internal controls can help mitigate those risks.

LOC 7: To: Understand the meaning and Different types of Audit Reports and how audit reports helps to gain a clear understanding of an organization's financial health, compliance, and operational performance.

Course Contents:

Unit I: Introduction: Basic Principles and Techniques of Auditing; Classification of Audit, Internal Control– Internal Check and Internal Audit; Peer review and Independent review of Audit; Public Company Accounting Oversight Board (PCAOB); National Financial Reporting Authority (NFRA), Basic Consideration of Audit in EDP Environment: Computer Aided Audit Techniques and Tools.

Unit II: Audit Strategy, Audit Planning and Audit Programme: Audit Strategy; Audit planning; Planning an Audit of Financial Statement; Audit Programme ; Development of Audit Plan and Programme, Control of quality of audit work - Delegation and supervision of audit work; Materiality and Audit Plan; Revision of Materiality; Documenting the Materiality; Performance Materiality.

Unit III: Audit of Companies-Audit of limited Companies, Company Auditor: Qualifications and Disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties, Auditors Report, Liabilities of Statutory, Auditors under the Companies Act. 2013, Divisible Profit and Dividend with special reference to Depreciation, Provision and Reserves as per Companies Act. 2013.

Unit IV: Audit of Different Institutions-Bank-Legislation Relating to Audit of Banks, Approach to

Bank Audit, Internal Control Evaluation, Non-performing Assets (Concepts and Provision), Audit Report. Audit of Educational Institutions, Library, Hospital, Club, and Co-operative Societies. Audit of Local Self Government: Gram Panchayet, and Municipal Corporation.

Unit V: Audit Documentation and Audit Evidence-Concept of Audit Documentation; Nature & Purpose of Audit Documentation; Form, Content & Extent of Audit Documentation; Completion Memorandum; Ownership and custody of Audit Documentation; Audit procedures for obtaining audit evidence; Sources of evidence; Relevance and Reliability of audit evidence; Evaluation of Audit Evidence; Audit procedure to identify litigation & claims.

Unit VI: Risk Assessment and Internal Control- Audit Risk, Identifying and Assessing the Risk of Material Misstatement; Risk Assessment procedures; Understanding the entity and its environment; Internal control; Documenting the Risks; Evaluation of internal control system; Testing of Internal control; Internal Control and IT Environment; Materiality and audit risk; Internal audit, Basics of Standards on Internal Audit (SIAs) issued by the ICAI.

Unit VII: Audit Report: Forming an opinion on the Financial Statements; Auditor's Report-basic elements; Types of Modified Opinion; Circumstances When a Modification to the Auditor's Opinions Required , Qualified, Adverse, and Disclaimer of Opinion.

Suggested Readings:

1. Gupta, Karnal. Contemporary Auditing. Tata Mc Graw-Hill, New Delhi.
2. Manjunatha J.M. et al. Auditing and Assurance. Himalaya Publishing House.
3. Ramaswamy, M.S. Principles and Practice of Auditing.
4. Tandon, B.N. Principles of Auditing. S. Chand and Company, New Delhi.

Note: Latest edition of readings may be used.

Teaching Learning Process:

Teaching learning process may be interactive classroom sessions with the help of Power Point presentations, reflective assessment and case study discussions to ensure active participation and continuous learning.

Assessment Methods: Continuous Assessment:(30Marks): Internal Assessment maybe conducted by using anyone or in combinations of Class participation, Presentation, Project Writing and Presentation, Assignment and Presentation, Surprise Test as suitable.

End-Semester Examination: (70 Marks): End Semester Written Examination, Duration- 4 Hours.

Semester-VI Course Name- Corporate Laws Course Code: BCOMMJ602					
CourseType:MAJOR (Theoretical)	CourseDetails: MJC-11		L-T-P:4-1-0		
Credit:5	FullMarks: 100	CAMarks		ESEMarks	
		Practical	Theoretical	Practical	Theoretical
		-	30	-	70

Objectives: To impart basic knowledge of the provisions of the Companies Act 2013 and the Depository Laws.

Case studies involving issues in corporate laws are required to be discussed.

Learning Outcomes:

LOC1: To understand key aspects of company law, including the characteristics of a company, the concept of lifting the corporate veil, different types of companies, and the formation process, including promoters, pre-incorporation contracts, and online registration.

LOC2: To focus on key aspects of company law, covering the foundational documents of a company, legal doctrines related to their operation, and methods for raising capital and managing shareholdings.

LOC3: To comprehend the different aspects of directors within a company, including their classification, qualifications, appointment, removal, and the legal framework surrounding their roles.

LOC4: To understand the importance of maintaining accurate financial records, complying with online filing

requirements, and the legal aspects of dividend payments, auditing practices, and company dissolution.

LOC5: To understand Depositories Act 1996, particularly its role in dematerialization and the operation of depositories

LOC6: understand about corporate liquidation

LOC7: understand miscellaneous Provisions

Course Contents:

Unit 1: Introduction: INTRODUCTION TO COMPANY Meaning and Definition – Features –, High Lights of Companies Act 2013 - Body Corporate ,Kinds of Companies (Concept, Definition and Features) – One Person Company, Private Company, Public Company, Company limited by Guarantee, Company limited by Shares, Holding Company, Subsidiary Company, Government Company, Associate Company, Small Company, Foreign Company, Listed Company, Dormant company

Unit II:Formation of Company- Incorporation of Company and Matters Incidental Thereto-Formation-Incorporation-Documents-Service(Sec20)-Authentication (Sec21)-Execution(Sec 22)-Registered Office-Commencement of Business Certificate of Incorporation-Companies Incorporation Rules 2014-Forms of Companies-Types of Companies -Formation of Companies with charitable objectives,ECT(Sec8)-Effect of Registration(Sec 9)

Unit III: Documents: Memorandum of association, articles of association, doctrine of constructive notice and indoor management, regulation of issues and transmission of securities(Sec 24)- prospectus-shelf and red herring prospectus, matter to be stated in the prospectus-misstatement in prospectus- Public Offer in Dematerialised form Sec 29-GDR-Private placement sec 42

Unit IV: Management: classification of directors, women directors, independent director, small

shareholder's director; disqualifications, director identity number (DIN); appointment; legal positions, powers and duties; removal of directors; key managerial personnel, managing director, manager; meetings of shareholders and board; types of meeting, convening and conduct of meetings, postal ballot, meeting through video conferencing, e-voting.

Unit V-Registration of Charges-Definition of Charge -Duty to Register Charges,etc [Sec 77]- Application for registration of Charge -Date of Notice of Charge -Keeping of Register of Charges - Satisfaction of Charge -Punishment and Rectification in Register of Charges

Unit VI: Corporate Liquidation- Winding up of Companies- Mode of winding up of the companies - Compulsory Winding up under the Order of the Tribunal- Voluntary winding up -Contributories - Payment of liabilities

Unit VII: Miscellaneous Provisions: Books of accounts, registers; online filing of documents; dividend provisions; auditor's appointment; rotation of auditors; auditor's report; secretarial audit; concept and modes of winding up; national company law tribunal (NCLT); special courts.

Depositories-Definitions; rights and obligations of depositories; participants issuers and beneficial owners; inquiry and inspections, penalty.

Suggested Readings:

1. Hicks, Andrew & Goo S H, Cases and Material on Company Law, Oxford University Press .
2. Kershaw, David, Company Law in Context, Oxford University Press, UK .
3. Gowar, LCB, Principles of Modern Company Law, Stevens & Sons, London.
4. Hanningan, Brenda, Company Law, Oxford University Press, UK
5. Sharma, J. P, An Easy Approach to Corporate Laws, Ane Books Pvt Ltd, New Delhi.
6. Ramaiya,A Guide to Companies Act, Wadhwa and Company Nagpur .
7. Kannal, S., & V.S. Sowrirajan, Company Law Procedure, Taxman's Allied Services (P) Ltd., New Delhi
8. Companies Act and Corporate Laws, Bharat Law House Pvt Ltd, New Delhi

Note: Latest edition of textbook may be used.

Teaching Learning Process:

Teaching learning process may be interactive classroom sessions with the help of Power Point presentations, reflective assessment and case study discussions to ensure active participation and continuous learning.

Assessment Methods:

Continuous Assessment:(30Marks):Internal Assessment maybe conducted by using anyone or in combinations of Class participation, Presentation, Project Writing and Presentation, Assignment and Presentation, Surprise Test as suitable.

End-Semester Examination: (70 Marks): End Semester Written Examination, Duration- 4 Hours

Semester-VI Course Name- Financial Management Course Code: BCOMMJ603					
Course Type: MAJOR (Theoretical)		Course Details: MJC-12		L-T-P: 4-1-0	
Credit: 5	Full Marks: 100	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		-	30	-	70

Course Objective

To familiarize the students with the principles and practice of financial management

Course Learning Outcomes

After completing the course, the student shall be able to:

CO1 - explain the nature and scope of financial management as well as time value of money and risk return trade off

CO2 – analyze cost of capital

CO3 - analyze capital structure

CO4 - critically leverage

CO5 - evaluate capital budgeting

CO6- evaluate cash management

CO7- evaluate dividend decision

Course Contents

Unit I: (a) Introduction: Definition, Functions, Nature, scope and objective of Financial Management, Strategic Financial Management, Role of Finance Officer, Financial Environment, Sources of Finance, Portfolio Management, Tax Effects, Tax Shield **(b) Objectives of a Firm:** Profit Maximization, Wealth Maximizations, Value Maximization

Unit II: Cost of Capital: Sources of long-term financing Estimation of components of cost of capital. Methods for Calculating cost of equity capital, Cost of Retained Earnings, Cost of Debt and Cost of Preference Capital, Weighted Average cost of capital (WACC) and Marginal cost of capital.

Unit-III: Capital Structure-Meaning, Optimum Capital Structure, Factors Determining Capital Structure, Debt-Equity Analysis, EBIT-EPS Analysis-Financial Break Even, Net Income Approach, Net Operating Income Approach, Weighted Average Cost of Capital Approach-Modigliani and Miller Theory, Capital Asset pricing Model.

Unit-IV: Leverage: Meaning - Operating Leverage- Financial Leverage-Combine/Total Leverage Structure of Leverage - Trading on Equity-Financial Gearing-Interest Cover and Income Gearing-Gearing and Cost of Capital-Gearing and EPS.

Unit V: Capital Budgeting: The Capital Budgeting Process, Cash flow Estimation, Payback Period Method, Discounted Pay Back Period Method, Accounting Rate of Return, Net Present Value (NPV), Internal Rate of Return (IRR), Profitability Index, Capital Rationing (Definition only), Social Cost Benefit Analysis (Concept only)

Unit-VI: Cash Management: Reasons for Cash Surplus, Effect of Cash Deficits, Cash Cycle, Electronic Cash Management System, Virtual Banking, Float, Methods of Improving Liquidity, Cash Budget, Baumol's EOQ Model for Cash Management, Miller-Orr Cash Management Model

Unit VII: Dividend Decisions

Classification of Dividends, Determinants of dividend Policy, Dividend Theory-Modigliani and Miller Model, Residual Theory of dividend, Cash and stock dividends; Dividend policies in practice.

Suggested Readings:

1. James C. Van Horne and Sanjay Dhamija, Financial Management and Policy, Pearson Education
2. Levy H. and M. Sarnat . Principles of Financial Management. Pearson Education .
3. Joy, O.M. Introduction to Financial Management. Mc Graw Hill Education.
4. Brigham and Houston, Fundamentals of Financial Management, Cengage Learning
5. Khan and Jain. Basic Financial Management, McGraw Hill Education
6. Chandra, P. Fundamentals of Financial Management. McGraw Hill Education
7. Singh, J.K. Financial Management- text and Problems. 2nd Ed. Dhanpat Rai and Company, Delhi.
8. Rustagi, R.P. Fundamentals of Financial Management. Taxmann Publication Pvt. Ltd.
9. Singh, Surender and Kaur, Rajeev. Fundamentals of Financial Management. Mayur Paperback, New Delhi.
10. Pandey, I.M. Financial Management. Vikas Publications.

Note: Latest Edition of Text Books may be used.

Teaching Learning Process

Teaching learning process may be interactive classroom sessions with the help of Power Point presentations, reflective assessment and case study discussions to ensure active participation and continuous learning. It includes theoretical discussion and numerical problems solving.

Assessment Methods

Internal Examination (30 Marks): Internal Assessment may be conducted by using any one or in combinations of Class participation, Presentation, Project Writing and Presentation, Assignment and Presentation, Surprise Test as suitable.

External Examination (70 Marks): End Semester Written Examination, Duration 4 Hours

Semester-VI Course Name- Fundamentals of Banking and Insurance Course Code: BCOMMJ604					
CourseType:MAJOR (Theoretical)	CourseDetails: MJC-13			L-T-P:4-1-0	
Credit:5	FullMarks: 100	CAMarks		ESEMarks	
		Practical	Theoretical	Practical	Theoretical
		-	30	-	70

B. Course Objective :

To develop an understanding among students about identifying, analyzing and managing various types of risks. Besides the students will be in a position to understand principles of insurance and its usefulness in business along with its regulatory framework.

Course Learning Outcomes :

After completing the course, the student shall be able to:

CO1: understand the Concept of Risk, it's types, sources and measurements.

CO2: learn issues relating to lans and advances provided by banks

CO3: develop insights into E-banking services and Banking sector reform.

CO4: examine the Legal aspects of Insurance contract and Actuaries

CO5: understand life insurance

CO6: learn about fire insurance

CO7: understand legal aspect of insurance contract

Course Contents

Unit I: Basic Concept and Services of Bank- Definition –Functions- Payment and collection, Purchase and sale of stocks and shares – Acting as Executors, Trustees and Attorneys – Bankers as Correspondents of Other banks and Financial Corporations – General utility services – Dealing in Foreign Exchange. Issuing Letters of Credit, Travellers's Cheques etc. – Underwriting of Loans raised by Government, Public Bodies and Trading Corporations – Providing specialized Advisory Services – Merchant Banking – Bid Bonds – Performance Guarantee – Gift Cheques.

Unit II:-Loans and Advances: Loans and advances – Cash Reserve ratio – Factors Governing Cash Reserve Ratio – Types of Lending – Principles of sound lending – Secured Advances – General Principles of Secured advantage – Mode of securing advances: Lien – Pledge – Mortgage – Hypothecation – Types of Securities - Goods – Classification of Goods – Advantage – Documents of Title to Goods – Stock Exchange Securities – Creation Charge – Unsecured Loans – Guarantee – Exact Liability

Unit III: E-Banking Services and Banking Sector Reforms: Internet Banking, Phone Banking, Mobile Banking, ATM's, Debit Card, Credit Cards - Banking sector reforms - Basle Norms, Migration to Basel II Norms, Balance Sheet of a Bank; special items, off balance sheet items. Capital Adequacy, Globalised Challenges in Banking Services, New Trends in Banking Services, Measurement of Service Quality, SERVQUAL

Unit IV: Basic Concepts of Risk-Assessment and transfer, Basic principles of utmost good faith, Insurable interest, Indemnity, Economic function, Proximate cause, Subrogation and contribution. Insurance - Meaning, Definition, Functions, Nature and Principles of Insurance – Insurance Contract - Importance of Insurance to Society-Types of insurance: Life and Non-life insurance; Re- insurance and Co-insurance:

UNIT V - Life Insurance - Meaning and Features of Life Insurance Contract – Classification of policies – Annuities – Selection of risk – Measurement of risk – Calculation of premium – Investment of funds –

Surrender Value – Policy conditions – Life Insurance for the Under Privileged.

UNIT VI – Fire Insurance – Use of Fire Insurance- Fire Insurance Contract- Kinds of policies – Policy conditions – Payment of claim - Progress of Fire Insurance.-Marine Insurance – Classification of policies – Policy conditions – Premium calculation – Marine Losses – Payment of Claims- Personal Accident Insurance – Motor Insurance – Burglary Insurance – Agriculture Insurance – Health Insurance – Liability Insurance - Bancassurance.

Unit VII: Legal Aspects of Insurance Contract: Regulatory Framework of Insurance: Role, Power and Functions of IRDA, IRDA Act 1999. Bancassurance. Delegation of powers, establishment of Insurance Advisory Committee, powers to make regulations-Loss Assessment and Loss control, Control of Malpractices and Mis-selling, Exclusion of perils, Actuaries, Computation of insurance premium.

Suggested Readings:

1. Agarwal, O.P., Banking and Insurance, Himalya Publishing House 56 B.Com.(Hons) CBCS (LOCF) Department of Commerce, Kazi Nazrul University
2. Suneja, H.R., Practical and Law of Banking, Himalya Publishing House
3. Saxena, G.S., Legal Aspects of Banking Operations, Sultan Chand and Sons
2. Gupta, P.K., Insurance and Risk Management, Himalaya Publishing House
5. Mishra, M.N., Principles and Practices of Insurance, S. Chand and Sons.
6. Black, K. and H.D. Skipper, Life and Health Insurance, Pearson Education
7. Vaughan, E.J. and T. Vaughan, Fundamentals of Risk and Insurance, Wiley & Sons
8. Suri, Niti, Banking and Financial Institution, New Century Publications.

Teaching Learning Process Teaching learning process may be interactive classroom sessions with the help of Power Point presentations, reflective assessment and case study discussions to ensure active participation and continuous learning. Assessment Methods

Continuous Assessment (30 Marks): Internal Assessment may be conducted by using any one or in combinations of Class participation, Presentation, Project Writing and Presentation, Assignment and Presentation, Surprise Test as suitable.

End Semester Examination (70 Marks): End Semester Written Examination, Duration 4 Hours

Kazi Nazrul University
Department of Commerce
Summer Internship Guidelines

Programme: B.Com	Year: III		Semester: VI		
Discipline: Commerce					
Course Name: Summer Internship					
Course Code: SICOM601					
CourseType: SI(Practical)	CourseDetails: SI-1		L-T-P: 0 -0 -4		
CourseCredit: 2	Full Marks: 50	CA Marks		ESE Marks	
		Practical	Theoretical	Practical	Theoretical
		30	---	20	---

7. Scope:

The Summer Internship Programme shall include internships, community engagement programmes and field based learning/minor projects as prescribed in the guidelines laid down in C.C.F, 2022 issued by UGC bearing D.O. No.1-1/2021(QIP)(CBCS) dated 31.01.2023

The colleges are free to adopt and offer such programmes or to offer programmes designed by themselves according to local needs and feasibility.

8. Period of programme:

The Summer Internship shall be of 15 days duration comprising 60 hours. All the college teachers shall have to participate in planning of the programmes and in monitoring of the students during the programme.

9. Distribution of credits:

Every student undertaking summer internship shall maintain a project note - book which will carry 01(two) credits and the programme shall be followed by a viva of 01(one) credit.

10. Evaluation:

The evaluation on the basis of the project note-book and viva shall be made by an External Expert to be appointed by the University. The project note-book shall be duly signed by a teacher of the concerned college, authorised for the purpose, before the date of evaluation.

11. Internship Supervisor

A regular teacher shall be assigned the duty of Internship Supervisor to the student(s) for internship. The Internship Supervisor will guide, counsel, facilitate the students during the process of exploring the interest areas of internship and possible places for doing the internship accordingly. S/he will monitor and supervise the student(s)

during the internship period. The Internship Supervisor will also keep the record of the consent of Internship Mentor and the organization, awards submitted by Internship Mentor and the report of the internship submitted by the student(s).

12. Internship Providing Organization

The internship can be done by a student to get the opportunities for active engagement in on-site/online experiential learning preferably in their respective discipline at an Internship Providing Organization (IPO).

Different categories and types of the internship providing organizations are mentioned below:

- (a) Local industry; (b) Government or Private Organizations/Institutions (c) Non-government organizations (NGOs), (d) Educational institutions (e) Health Organisation (f) University

Signed certificate (mentioning period of internship with details activities performed) from the Internship Providing Organisation must be attached with the)Internship note book

List of Internship Providing Organizations

S. No.	Type of Internship	Objectives	Organizations /Establishments
	Book Keeping	Internships involve voucher entry, ledger posting, preparation of Trial Balance, Cash Book, Days Books, BRS	Sole Proprietary Business/ Partnership Business, Educational Institute, NGO
1	Account Preparation- Manual	Internships involve preparation of Financial statement like Profit & Loss Account, Income & Expenditure, Balance sheet, Cash Flow Statement,	Sole Proprietary Business/ Partnership Business, Educational Institute, NGO
2	Computerised Accounting	Internships that emphasize proficiency in accounting software such as QuickBooks, SAP, Tally or Oracle offer hands-on experience in data entry, reconciliation, and generating financial reports. Students can enhance their technical skills and familiarity with industry-standard software	Accountsservice providers/Banks/Educational Institute (commercial and cooperative)
3	Tax Preparation and Compliance	Internships in tax preparation and compliance provide exposure to tax law, regulations, and filing processes. Students can assist with preparing tax returns, conducting research on tax issues, and ensuring compliance with tax	Reputed CA, Account serviceproviders, Income tax service providers/ advocates/Educational Institute
4	Business Loans Processing	Internships involves preparation of projected and estimated financial statement, CMRI data	Reputed CA, Account service providers, Income tax service providers/ advocates/Educational Institute

5	Credit Management-Debtors Control	Internships involves calculation of gross collection days, bad debt calculation	Sole Proprietary Business/ Partnership Business,
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6	Financial Analysis and Reporting	Internships focused on financial analysis involve tasks such as interpreting financial statements, conducting ratio analysis, and evaluating investment opportunities. Students can develop skills in financial modelling, forecasting, risk assessment and effective reporting.	Companies/business organizations/Educational Institute (Manufacturing/Trading)
7	Cost Management	Internships involves calculation of cost per unit, Cost sheet, labour hour rate, machine hour rate, overhead rates	Companies/business organizations (Manufacturing)
8	Industrial Training	Internships involves finalisation of accounts in Tally-ERP, tax accounting and filing of income tax return and GST return	University/Industry

□ Continuous Assessment: 30 Marks

1. Evaluation of Report: The note book prepared by the students shall be evaluated by the supervisor and marks will be given as follows-

Note Book	20
Viva Voce	10
Total	30

□ End Semester Examination: 20 Marks

At the end of the semester, students will present a PPT on the report of summer internship in presence of external examiner. The marks distribution is as follows

PPT Presentation	15
Viva Voce	05
Total	20

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