

The University of Burdwan



Syllabus for 3- Yr. B.Com.(Hons.)

Under Semester with

Choice Based Credit System

w.e.f. 2017-2018 onward

Structure of B. Com (Hons.) Syllabus under CBCS

Course	Subject	Course Title	Nature
Semester I			
1.1		Environmental Studies	[AECC-1]
1.2 CH	Accounting and Finance	Financial Accounting-I	[CC-1]
1.3 CH	Accounting and Finance	Business Management	[CC-2]
1.4 CH		Microeconomics	[GE-1]
Semester II			
2.1		Communicative English/MIL	[AECC-2]
2.2 CH	Accounting and Finance	Cost Accounting	[CC-3]
2.3 CH	Accounting and Finance	Business Law	[CC-4]
2.4 CH		Macroeconomics	[GE-2]
Semester III			
3.1 CH	Accounting and Finance	Corporate Laws	[CC-5]
3.2 CH	Accounting and Finance	Income Tax Law and Practice	[CC-6]
3.3 CH	Accounting and Finance	Financial Accounting-II	[CC-7]
3.4 CH		E-Commerce	[SEC-1]
3.5 CH		Indian Economy	[GE-3]
Semester IV			
4.1 CH		Business Mathematics and Statistics	[GE-4]
4.2 CH	Accounting and Finance	Fundamentals of Marketing Management	[CC-8]
4.3 CH	Accounting and Finance	Computer Applications in Business	[CC-9]
4.4 CH		Entrepreneurship	[SEC-2]
4.5 CH	Accounting and Finance	Fundamentals of Human Resource Management	[CC-10]
Semester V			
5.1 CH	Accounting and Finance	Financial Accounting-III	[CC-11]
5.2 CH	Accounting and Finance	Auditing	[CC-12]
Any one of the following			
5.3.1 CH	Accounting and Finance	Management Accounting	[DSE-1]
5.3.2 CH		Fundamentals of Banking and Insurance	
Any one of the following			
5.4.1 CH		Indian Financial System	[DSE-2]
5.4.2 CH		Advertising	
Semester VI			
6.1 CH	Accounting and Finance	Fundamentals of Financial Management	[CC-13]
6.2 CH	Accounting and Finance	Indirect Tax Law	[CC-14]
Any one of the following			
6.3.1 CH		Fundamentals of Investment	[DSE-3]
6.3.2 CH		Business Tax Procedures and Management	
Any one of the following			
6.4.1 CH		International Business	[DSE-4]
6.4.2 CH		Project Work	

B.Com (Hons.) CBCS
Semester – I
CC-1 : FINANCIAL ACCOUNTING-I

Marks: 75 Credit : 6 Lectures: 65 Objectives: The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.

CONTENTS

Unit 1: (a) Theoretical Framework

5 Lectures

- i. Accounting as an information system, the users of financial accounting information and their needs. Qualitative characteristics of accounting, information. Functions, advantages and limitations of accounting. Branches of accounting. Bases of accounting; cash basis and accrual basis.
- ii. The nature of financial accounting principles– Basic concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures.
- iii. Financial accounting standards: Concept, benefits, procedure for issuing accounting standards in India. Salient features of First-Time Adoption of Indian Accounting Standard (Ind-AS) 101. International Financial Reporting Standards (IFRS): - Need and procedures.

(b) Accounting Process

3 Lectures

From recording of a business transaction to preparation of trial balance including adjustments

Unit 2: (a) Business Income

8 Lectures

- i. Measurement of business income-Net income: the accounting period, the continuity doctrine and matching concept. Objectives of measurement.
- ii. Revenue recognition: Recognition of expenses.
- iii. The nature of depreciation. The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method; Disposal of depreciable assets-change of method.
- iv. Inventories: Meaning. Significance of inventory valuation. Inventory Record Systems: periodic and perpetual. Methods: FIFO, LIFO and Weighted Average. Salient features of Indian Accounting Standard (Ind-AS): 2

(b) Final Accounts

7 Lectures

Capital and revenue expenditures and receipts: general introduction only. Preparation of financial statements of non-corporate business entities

Unit 3: Financial statements from Incomplete records and of NPO

10 Lectures

Preparation of financial statements: a) from incomplete records b) of non-profit organisation

Unit 4: (a) Consignment Accounting

10 Lectures

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. Special commission; Del credere commission (with and without bad debt) - use of Consignment Debtors A/C. Recording in the books of Consignee

(b) Joint Venture

7 Lectures

Accounting procedures: Joint Bank Account, Records Maintained by Co-venturer of (i) all transactions (ii) only his own transactions. (Memorandum joint venture account)

(c) Accounting for Sale on Approval Sectional and Self balancing ledger

5 Lectures

Concept of sectional balancing, preparation of control accounts. Self balancing Ledger: advantages; Recording process; preparation of Adjustment accounts.

Unit 5: Insurance Claim for Loss of Stock and for Loss of Profit

10 Lectures

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

Notes:

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

Suggested Readings:

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. S.N. Maheshwari, and S.K. Maheshwari. Financial Accounting. Vikas Publishing House.
5. Tulsian, P.C. Financial Accounting, Pearson Education.
6. Compendium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India, New Delhi.
7. Rajasekaran, Financial Accounting, Pearson
8. Mukherjee and Mukherjee, Financial Accounting I, Oxford
9. Amitabha Mukherjee, Mohammed Hanif, Corporate Accounting, McGraw Hill Education.

Note: Latest edition of text books may be used.

CC - 2: BUSINESS MANAGEMENT

Marks: 75

Credit : 6

Lectures: 65

Objective: The objective of the course is to provide the student with an understanding of basic management concepts, principles and practices.

CONTENTS

Unit 1: Introduction

Lectures: 15

- a. Concept of Management: Need for Study, Managerial Functions – An overview; Co-ordination: Essence of Managership
- b. Evolution of the Management Thought, Classical Approach – Taylor, Fayol, Neo-Classical and Human Relations Approaches, Behavioural Approach, Systems Approach, Contingency Approach, Concepts of MBO.

Unit 2: Planning and Strategic Planning

Lectures: 15

- a. Planning - Types of Plan – An overview to highlight the differences
- b. Strategic Planning– Concept, process, Importance and limitations
- c. Environmental Analysis and diagnosis (internal and external environment) – Definition, Importance and Techniques (Concepts of SWOT/TOWS/WOTS-UP, Competitor Analysis), Business environment; Concept and Components
- d. Decision-making – concept, importance; Committee and Group Decision-making Process.

Unit 3: Organising

Lectures: 13

Concept and process of organising – An overview, Span of management, Different types of authority (line, staff and functional), Decentralisation, Delegation of authority, Formal and Informal Structure; Principles of Organising.

Unit 4: Staffing and Leading

Lectures: 12

- a. Staffing: Concept, Process
- b. Motivation: Concept, Importance, Motivation theories - Maslow's Need-Hierarchy Theory; Herzberg's Two-factor Theory.
- c. Leadership: Concept, Importance, Theories of Leadership (Likert's scale theory, Blake and Mouten's Managerial Grid theory, Trait Theory).

Unit 5: Control

Lectures: 10

Control - Concept, Process, Limitations, Principles of Effective Control, Major Techniques of Control - Ratio Analysis, ROI, Budgetary Control, EVA, PERT/CPM (Concept only)

Suggested Readings:

1. Harold Koontz and Heinz Weihrich, *Essentials of Management: An International and Leadership Perspective*, McGraw Hill Education.
2. Stephen P Robbins and Madhushree Nanda Agrawal, *Fundamentals of Management: Essential Concepts and Applications*, Pearson Education.
3. George Terry, *Principles of Management*, Richard D. Irwin
4. Newman, Summer, and Gilbert, *Management*, PHI
5. James H. Donnelly, *Fundamentals of Management*, Pearson Education.
6. B.P. Singh and A.K. Singh, *Essentials of Management*, Excel Books
7. Griffin, *Management Principles and Application*, Cengage Learning
8. Robert Kreitner, *Management Theory and Application*, Cengage Learning
9. TN Chhabra, *Management Concepts and Practice*, Dhanpat Rai & Co. (Pvt. Ltd.)
10. Stoner, *Management*, Pearson

Note: Latest edition of text books may be used.

GE - 1: MICROECONOMICS

Marks: 75

Credit: 6

Lectures: 65

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

CONTENTS

Unit 1: Demand and Consumer Behaviour

13 lectures

Concepts of revenue: marginal and Average: Revenue under conditions of Perfect and imperfect competition Elasticity of demand: price, income and cross. Consumer Behaviour: Indifference curve analysis of consumer behavior; Consumer's equilibrium (necessary and sufficient conditions). Price elasticity and price consumption curve, income consumption curve and Engel curve, price change and income and substitution effects.

Indifference curves as an analytical tool (cash subsidy v/s. kind subsidy).

Unit 2: Production and Cost

13 lectures

Production function-short run and long run, Cobb Douglas production function (concept only), Production isoquants, marginal rate of technical substitution, economic region of production, optimal combination of resources, the expansion path, isoclines, returns to scale using isoquants. Cost of Production: Social and private costs of production, long run and short run costs of production. Economies and diseconomies of scale and the shape to the long run average cost. Learning curve and economies of scope.

Unit 3: Perfect Competition

13 lectures

Perfect competition: Assumptions. Equilibrium of the firm and the industry in the short and the long runs, including industry's long run supply curve. Measuring producer surplus under perfect competition. Impact of taxes and subsidy.

Unit 4: Monopoly

10 lectures

Monopoly: Monopoly short run and long run equilibrium. Shifts in demand curve and the absence of the supply curve. Measurement of monopoly power and the rule of thumb for pricing. The social costs of monopoly power including deadweight loss. Degrees of price discrimination.

Unit 5: Imperfect Competition

16 lectures

Monopolistic Competition and Oligopoly: Monopolistic competition price and output decision-equilibrium. Monopolistic Competition and economic efficiency Oligopoly and Interdependence – Cournot's duopoly model, Stackelberg model, Collusive oligopoly, sales maximization.

Suggested Readings:

1. Pindyck, R.S., D. L. Rubinfeld and P. L. Mehta; *Microeconomics*, Pearson Education.
2. N. Gregory Mankiw, *Principles of Micro Economics*, Cengage Learning
3. Maddala G.S. and E. Miller; *Microeconomics: Theory and Applications*, McGraw-Hill.
4. Salvatore, D. *Schaum's Outline: Microeconomic Theory*, McGraw-Hill, Education.
5. Case and Fair, *Principles of Micro Economics*, Pearson Education
6. Koutsiyannis, *Modern Micro Economic Theory*.
7. C Snyder, *Microeconomic Theory: Basic Principles and Extensions*, Cengage Learning
8. Bilas, Richard A., *Microeconomics Theory: A Graphical Analysis*, McGraw-Hill.
9. Paul A Samuelson, William D Nordhaus, *Microeconomics*, McGraw-Hill Education.
10. JaydebSarkhel, *Micro Economics*, Book Syndicate
11. AmitSachdeva, *Micro Economics*, KusumLata Publishers
12. Petersen, Lewis, *Managerial Economics*, Pearson

Note: Latest edition of text books may be used.

Semester - II

CC - 3: COST ACCOUNTING

Marks: 75

Credit : 6

Lectures: 65

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

CONTENTS:

Unit 1: Introduction

6 Lectures

Meaning, objectives and advantages of cost accounting; Difference between cost accounting and financial accounting; Cost concepts and classifications; Elements of cost; Installation of a costing system; Role of a cost accountant in an organization, cost accounting records rules.

Unit 2: Elements of Cost: Material and Labour

14 Lectures

a. *Materials:* Material/inventory control techniques. Accounting and control of purchases, storage and issue of materials. Methods of pricing of materials issues — FIFO, LIFO, Simple Average, Weighted Average, Replacement, Standard Cost. Treatment of Material Losses
b. *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 and the Incentive schemes- Halsey, Rowan, Taylor's Differential piece wage.

Unit 3: Elements of Cost: Overheads

8 Lectures

Classification, allocation, apportionment and absorption of overheads; Under- and over-absorption; Capacity Levels and Costs; Treatments of certain items in costing like interest on capital, packing expenses, bad debts, research and development expenses; Activity based cost allocation.

Unit 4: Methods of Costing

28 Lectures

Unit costing, Job costing, Contract costing, Process costing (process losses, valuation of work in progress, inter process profit, equivalent production, joint and by-products), Service costing (only transport).

Unit 5: Book Keeping in Cost Accounting

9 Lectures

Integral and non-integral systems; Reconciliation of cost and financial accounts

Suggested Reading:

1. JawaharLal, *Cost Accounting*. McGraw Hill Education
2. Jain, S.P. and K.L. Narang. *Cost Accounting*, Kalyani Publishers
3. Arora, M.N. *Cost Accounting – Principles and Practice*. Vikas Publishing House,
4. Maheshwari, S.N. and S.N. Mittal. *Cost Accounting: Theory and Problems*. ShriMahavir Book Depot, New Delhi.
5. Iyengar, S.P. *Cost Accounting*. Sultan Chand & Sons
6. B.K.Bhar - *Cost Accounting* , World Press.
7. Saxsena&Basistha - *Cost Accounting*
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*.

Note: Latest edition of text books may be used.

CC – 4 : BUSINESS LAW

Marks: 75 Credit : 6 Lectures: 65 Objective: The objective of the course is to impart basic knowledge of the important business legislation along with relevant case law.

CONTENTS

Unit 1: The Indian Contract Act, 1872: General Principle of Law of Contract 20 Lectures

- a) Contract – meaning, characteristics and kinds
- b) Essentials of a valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects.
- c) Void agreements
- d) Discharge of a contract – modes of discharge, breach and remedies against breach of contract.
- e) Contingent contracts
- f) Quasi - contracts

Unit 2: The Indian Contract Act, 1872: Specific Contract 10 Lectures

- a) Contract of Indemnity and Guarantee
- b) Contract of Bailment
- c) Contract of Agency

Unit 3: The Sale of Goods Act, 1930 10 Lectures

- a) Contract of sale, meaning and difference between sale and agreement to sell.
- b) Conditions and warranties
- c) Transfer of ownership in goods including sale by a non-owner
- d) Performance of contract of sale
- e) Unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer.

Unit 4: Partnership Laws 15 Lectures

A) The Partnership Act, 1932

- a. Nature and Characteristics of Partnership
- b. Registration of a Partnership Firms
- c. Types of Partners
- d. Rights and Duties of Partners
- e. Implied Authority of a Partner
- f. Incoming and outgoing Partners
- g. Mode of Dissolution of Partnership

B) The Limited Liability Partnership Act, 2008

- a) Salient Features of LLP
- b) Differences between LLP and Partnership, LLP and Company
- c) LLP Agreement,
- d) Partners and Designated Partners
- e) Incorporation Document
- f) Incorporation by Registration
- g) Partners and their Relationship

Unit 5: The Negotiable Instruments Act 1881 10 Lectures

- a) Meaning, Characteristics, and Types of Negotiable Instruments : Promissory Note, Bill of Exchange, Cheque
- b) Holder and Holder in Due Course, Privileges of Holder in Due Course.
- c) Negotiation: Types of Endorsements
- d) Crossing of Cheque
- e) Bouncing of Cheque

Suggested Readings:

1. M.C. Kuchhal, and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.
2. Avtar Singh, *Business Law*, Eastern Book Company, Lucknow.
3. Ravinder Kumar, *Legal Aspects of Business*, Cengage Learning
4. SN Maheshwari and SK Maheshwari, *Business Law*, National Publishing House.
5. Aggarwal S K, *Business Law*, Galgotia Publishers Company, New Delhi.
6. Bhushan Kumar Goyal and Jain Kinneri, *Business Laws*, International Book House
7. Sushma Arora, *Business Laws*, Taxmann Publications.
8. Akhileshwar Pathak, *Legal Aspects of Business*, McGraw Hill Education,
9. P C Tulsian and Bharat Tulsian, *Business Law*, McGraw Hill Education
10. Sharma, J.P. and Sunaina Kanojia, *Business Laws*, Ane Books Pvt. Ltd., New Delhi
11. Sheth, *Business Law*, Pearson

Note: Latest edition of text books may be used.

GE – 2 : MACROECONOMICS

Marks: 75

Credit : 6

Lectures: 65

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

CONTENTS

Unit 1: Introduction

10 Lectures

Concepts and variables of macroeconomics, income, expenditure and the circular flow, components of expenditure. Static macroeconomic analysis short and the long run – determination of supply, determination of demand, and conditions of equilibrium

Unit 2: Determination of Price and Output

20 Lectures

Consumption, savings, investment-A simple model of income determination-introduction of money market-demand for and supply of money, IS–LM framework, fiscal and monetary policy, determination of aggregate demand, shifts in aggregate demand, introduction of labour market, aggregate supply in the short and long run, and aggregate demand aggregate supply analysis.

Unit 3: Theory of Investment

5 Lectures

Determinants-MEC & MEI theory-Investment demand curve

Unit 4: Inflation and Unemployment

20 Lectures

Inflation: Causes of rising and falling inflation, inflation and interest rates, social costs of inflation; Unemployment – natural rate of unemployment, frictional and wait unemployment. Phillips curve-the trade-off between inflation and unemployment.

Unit 5: Open economy

10 Lectures

Open economy – flows of goods and capital, saving and investment in a small and a large open economy, exchange rates, Determination of exchange rate-fixed vs. flexible exchange rates.

Suggested Readings

1. Mankiw, N. Gregory. Principles of *Macroeconomics*. Cengage Learning
2. Robert J Gordon, *Macroeconomics*, Pearson Education
3. Branson, William H. *Macroeconomic Theory and Policy*. HarperCollins India Pvt. Ltd.
4. Rudiger Dornbusch and Stanley Fischer, *Macroeconomics*. McGraw-Hill Education.
5. Rudiger Dornbusch, Stanley Fischer, and Richard Startz, *Macroeconomics*. McGraw-Hill
6. Oliver J. Blanchard, *Macroeconomics*, Pearson Education
7. G. S. Gupta, *Macroeconomics: Theory and Applications*, McGraw-Hill Education
8. Shapiro, *Macroeconomic Analysis*,
9. Paul A Samuelson, William D Nordhaus, and Sudip Chaudhuri, *Macroeconomic*, McGraw-Hill Education
10. Jaydeb Sarkhel, *Macro Economics*, Book Syndicate
11. D'Souza, Errol, *Macroeconomics*, Pearson
12. Froyen, *Macroeconomics*, Pearson

Note: Latest edition of text books may be used.

Semester - III

CC- 5 : CORPORATE LAWS

Marks: 75

Credit: 6

Lectures: 65

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

CONTENTS

Unit 1: Introduction

15 Lectures

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

Unit 2: Documents

15 Lectures

Memorandum of association, Articles of association, Doctrine of constructive notice and indoor management, prospectus-shelf and red herring prospectus, misstatement in prospectus, GDR; book-building; issue, allotment and forfeiture of share, transmission of shares, buyback and provisions regarding buyback; issue of bonus shares.

Unit 3: Management

15 Lectures

Classification of directors, women directors, independent director, small shareholder's director; disqualifications, director identity number (DIN); appointment; Legal positions, powers and duties; removal of directors; Key managerial personnel, managing director, manager; *Meetings:* Meetings of shareholders and board of directors; Types of meetings, Convening and conduct of meetings, Requisites of a valid meeting, Basic Concept of postal ballot & meeting through video conferencing, e-voting.

Unit 4:

12 Lectures

Dividends, Accounts, Audit: Provisions relating to payment of Dividend, Provisions relating to Books of Account, Provisions relating to Audit, Auditors' Appointment, Rotation of Auditors, Auditors' Report, Secretarial Audit.

Winding Up: Concept and modes of Winding Up.

Insider Trading, Whistle Blowing: Insider Trading; meaning & legal provisions; Whistle-blowing : Concept and Mechanism.

Unit 5: Depositories Law

8 Lectures

The Depositories Act 1996 – Definitions; rights and obligations of depositories; participants issuers and beneficial owners; inquiry and inspections, penalty.

Suggested Readings:

1. MC Kuchhal, *Modern Indian Company Law*, ShriMahavir Book Depot (Publishers),.
2. GK Kapoor and Sanjay Dhamija, *Company Law*, Bharat Law House, Delhi.
3. Anil Kumar, *Corporate Laws*, Indian Book House, Delhi
4. ReenaChadha and SumantChadha, *Corporate Laws*, Scholar Tech Press, Delhi.
5. Avtar Singh, *Introduction to Company Law*, Eastern Book Company
6. Ramaiya, *A Guide to Companies Act*, LexisNexis, Wadhwa and Buttersworth.
7. *Manual of Companies Act, Corporate Laws and SEBI Guideline*, Bharat Law House,
8. *A Compendium of Companies Act 2013, along with Rules*, by Taxmann Publications.
9. Gower and Davies, *Principles of Modern Company Law*, Sweet & Maxwell
10. Sharma, J.P., *An Easy Approach to Corporate Laws*, Ane Books Pvt. Ltd.

Note: Latest edition of text books may be used.

CC- 6 : INCOME TAX LAW AND PRACTICE

Marks: 75

Credit: 6 Lectures: 65,

Practical lab 15

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

CONTENTS:

Unit1: Introduction

13 Lectures

Basic concepts: Income, agricultural income, person, assessee, assessment year, previous year, gross total income, total income, Permanent Account Number, Tax Planning, Tax Management, Tax Evasion and Tax Avoidance; Residential status; (All assesses), Scope of total income on the basis of residential status for Individual Assesses. Exempted income under section

Unit2: Computation of Income under different heads-I

20 Lectures

Income from Salaries; Income from house property

Unit3: Computation of Income under different heads-II

16 Lectures

Profits and gains of business or profession; Basic Concepts of Capital gains and Income from other sources

Unit4: Computation of Total Income and Tax Liability

16 Lectures

Clubbing of Income-Income of other persons included in the total income of the assessee; set-off and carry forward of losses; Deductions from gross total income (80C, 80CCC, 80CCD, 80D, 80DD, 80DDB, 80E, 80G, 80TTA); Rebates and reliefs and Computation of total income of and tax liability of individual assessee.

Unit 5: Practical (For Internal Assessment only)

Practical Lab 15 Hours

Preparation of Return of Income, Filing of returns: Manually, On-line filing of Returns of Income & TDS; Provision & Procedures.

Suggested readings:

1. Singhania, Vinod K. and Monica Singhania. *Students' Guide to Income Tax, University Edition*. Taxmann Publications Pvt. Ltd., New Delhi.
2. Ahuja, Girish and Ravi Gupta. *Systematic Approach to Income Tax*. Bharat Law House, Delhi.

Journals

1. *Income Tax Reports*. Company Law Institute of India Pvt. Ltd., Chennai.
2. *Taxman*. Taxman Allied Services Pvt. Ltd., New Delhi.
3. *Current Tax Reporter*. Current Tax Reporter, Jodhpur.

Software

1. Vinod Kumar Singhania, *e-filing of Income Tax Returns and Computation of Tax*, Taxmann Publication Pvt. Ltd, New Delhi. Latest version
2. 'Excel Utility' available at incometaxindiaefiling.gov.in

Note: Latest edition of text books may be used.

CC- 7 : FINANCIAL ACCOUNTING- II

Marks: 75

Credit : 6

Lectures: 65

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

Unit 1: (a) Accounting for Hire Purchase and Installment Systems

10 Lectures

Calculation of interest, partial and full repossession, Hire purchase trading (total cash price basis), stock and debtors system; Concepts of operating and financial lease (theory only)

(b) Departmental accounts**10 Lectures**

Concept, objective of preparation of departmental accounts; apportionment of common cost; Preparation of Departmental Trading and P/L account, Consolidated Trading and P/L account; inter departmental transfer of goods at cost, cost plus and at selling price and elimination of unrealized profit.

Unit 2: Accounting for Inland Branches**10 Lectures**

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

Unit 3: Royalty Accounting**10 Lectures****Unit 4: Partnership accounts****20 Lectures**

Correction of appropriation items with retrospective effect, Change in constitution of firm – change in P/S ratio, admission, retirement and retirement cum admission – treatment of Goodwill, revaluation of assets & liabilities (with/without alteration of books), treatment of reserve and adjustment relating to capital; treatment of Joint Life Policy, Death of a partner, Amalgamation of firms, accounting in the books transferor and transferee firm.

Accounting for dissolution of firm – insolvency of one or more partner, consideration of private estate and private liabilities, Piecemeal distribution – surplus capital basis; maximum possible loss basis.

Conversion of Partnership into Limited Company

Unit 5: Banking Companies**5 Lectures**

Difference between Balance sheet of Banking and non- Banking companies ; prudential norms.; Asset structure of a Commercial Bank ;Non- performing assets (NPA).

Note:

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

Suggested Readings:

1. M.C. Shukla, T.S. Grewal, and S.C. Gupta. Advanced Accounts. Vol.-II. S.Chand & Co.
2. R. L. Gupta & Radheswamy, Advanced Accountancy Vol. I & II, S. Chand
3. Maheshwari & Maheshwari, Advanced Accountancy Vol. I & II, Vikash
4. Sehgal & Sehgal, Advanced Accountancy Vol. I & II, Taxman Publication
5. Hanif & Mukherjee, Financial Accounting, Vol II, McGraw Hill
6. Basu, Amitabha, Vol. II., Principles & Applications of Accounting, Tee Dee Publications
7. Compendium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India, New Delhi.

Note: Latest edition of text books may be used.

SEC- 1 : E-COMMERCE**Marks: 50****Credit : 2****Lectures: 45, Practical Lab 15**

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

CONTENTS**Unit 1: Introduction****10 Lectures**

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

Unit 2: Security and Encryption**10 Lectures**

Need and concepts, the e-commerce security environment: (dimension, definition and scope of e security), security threats in the E-commerce environment (security intrusions and breaches, attacking methods like hacking, sniffing, cyber-vandalism etc.), technology solutions (Encryption, security channels of communication, protecting networks and protecting servers and clients),

Unit 3: IT Act 2000 and Cyber Crimes**7 Lectures**

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

Unit 4: E-payment System**8 Lectures, 6 Practical Lab**

Models and methods of e-payments (Debit Card, Credit Card, Smart Cards, e-money), digital signatures (procedure, working and legal position), payment gateways, online banking (meaning, concepts, importance, electronic fund transfer, automated clearing house, automated ledger posting), risks involved in e-payments.

Unit 5: On-line Business Transactions**10 Lectures, 6 Practical Lab**

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

Suggested Readings

1. Kenneth C. Laudon and Carlo GuercioTraver, E-Commerce, Pearson Education.
2. David Whiteley, E-commerce: Strategy, Technology and Applications, McGraw Hill
3. Bharat Bhaskar, Electronic Commerce: Framework, Technology and Application, McGraw Hill Education
4. PT Joseph, E-Commerce: An Indian Perspective, PHI Learning
5. KK Bajaj and Debjani Nag, E-commerce, McGraw Hill Education
6. TN Chhabra, E-Commerce, DhanpatRai& Co.
7. SushilaMadan, E-Commerce, Taxmann
8. Chhabra, Hem Chand Jain, and Aruna Jain, An Introduction to HTML, DhanpatRai& Co.
9. Schneider, *E-Business*, Cengage Learning
10. Kalakota, Electronic Commerce: A Manager's Guide , Pearson
11. Chaffey, E-Business and E-Commerce Management: Strategy, Implementation and Practice, Pearson

Note: Latest edition of text books may be used.

GE – 3 : INDIAN ECONOMY**Marks: 75****Credit : 6****Lectures: 65**

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

CONTENTS**Unit 1: Basic Issues in Economic Development****10 Lectures**

Concept and Measures of Development and Underdevelopment; Human Development

Unit 2: Basic Features of the Indian Economy at Independence 10 Lectures

Composition of national income and occupational structure, the agrarian scene and industrial structure

Unit 3: Policy Regimes**15 Lectures**

- a) The evolution of planning and import substituting industrialization.
b) Economic Reforms since 1991: Macro Economic Stabilization and Structural Adjustment; Agricultural reforms – subsidies, marketing, finance; New industrial policy of 1991 and its impact on industrial growth; Indian fiscal policy – Govt. budget, various deficit-fiscal reforms; Inflation management policies.

Unit 4: Growth, Development and Structural Change**15 Lectures**

- a) The experience of Growth, Development and Structural Change in different phases of growth and policy regimes across sectors and regions.
b) Growth and Distribution; Unemployment and Poverty; Human Development; Environmental concerns. c) Demographic Constraints: Interaction between population change and economic development.

Unit 5: Sectoral Trends and Issues**15 Lectures**

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

Suggested Readings:

1. Mishra and Puri, *Indian Economy*, Himalaya Publishing House
2. IC Dhingra, *Indian Economics*, Sultan Chand & Sons
3. Gaurav Dutt and KPM Sundarum, *Indian Economy*, S. Chand & Company.
4. 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.
6. 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.
7. Dreze, Jean and Amartya Sen. *Economic Development and Social Opportunity*. Ch. 2. OUP.
8. Khanna, Sushil. *Financial Reforms and Industrial Sector in India*. EPW, Vol. 34. No. 45.
9. Uma Kapila (ed), "*Indian Economy since Independence*", Relevant articles.
10. Rangarajan, C. and N. Jadhav. *Issues in Financial Sector Reform*. Bimal Jalan. (ed). *The Indian Economy*. Oxford University Press, New Delhi.
11. Fernando, A.C., *Indian Economy*, Pearson
12. Prakash, B.A., *The Indian Economy Since 1991*, Pearson

Note: Latest edition of text books may be used.

Semester - IV

GE – 4 : BUSINESS MATHEMATICS AND STATISTICS

Marks: 75 Credit : 6 Lectures: 65 Practical: 15 Hours

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

Unit 1: Matrices and Determinants

Lectures 7

- a. Algebra of matrices. Matrix Operations – Equality, Addition, Subtraction and Multiplication. Transpose of a Matrix.
- b. Determinant of a square Matrix (up to third order), Properties of Determinants, Inverse of a matrix,
- c. 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 2: Calculus Lectures 18 a. Mathematical functions and their types- linear, quadratic, polynomial, exponential, logarithmic function. Concepts of limit, and continuity of a function

- b. Concept and rules of differentiation – First principle formula and Standard formula of derivatives.
- c. Higher order derivative (up to 2nd order). Maximum and Minimum values of a function.
- d. 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.
- e. Integration: Standard forms. Methods of integration – by substitution, by parts, and by use of partial fractions; Definite integration; Finding areas in simple cases

Unit 3: Linear Programming

Lectures 5, Practical 10 Hours

Formulation of linear programming problem (LPP). Graphical solution to LPP. Cases of unique and multiple optimal solutions. Unbounded solutions, infeasibility, and redundant constraints.

Unit 4: Statistical Data and Descriptive Statistics Lectures 15 Practical 10 Hours

- a. Nature and Classification of data: univariate, bivariate and multivariate data; time-series and cross-sectional data
- b. Measures of Central Tendency
 - i. Mathematical averages including arithmetic mean, geometric mean and harmonic mean. Properties and applications.
 - ii. Positional Averages Mode and Median (and other partition values including quartiles, deciles, and percentiles) (including graphic determination)
- c. Measures of Variation: absolute and relative.
Range, quartile deviation, mean deviation, standard deviation, and their coefficients, Properties of standard deviation/variance
- d. Moments, Skewness and Kurtosis: Meaning and Concepts. Raw moments and central moments – their relationship. Different measures of Skewness and Kurtosis.

Unit 5: Simple Correlation and Regression Analysis Lectures 10 Practical 5 Hours

- a. **Correlation Analysis:** Meaning of Simple Correlation, Scatter diagram, Pearson's co-efficient of correlation; calculation and properties (Proof not required). Correlation and Probable error; Spearman's Rank Correlation
- b. **Regression Analysis :** Principle of least squares and regression lines, Regression equations and estimation; Properties of regression coefficients; Relationship between Correlation and Regression coefficients; Standard Error of Estimate and its use in interpreting the results.

Unit 6: Index Numbers and Time Series Analysis

Lectures 10

- a. Meaning and uses of index numbers; Construction of index numbers: fixed and chain base: univariate and composite. Aggregative and average of relatives – simple and weighted Tests of

adequacy of index numbers, Base shifting, splicing and deflating. Problems in the construction of index numbers; Construction of consumer price indices

b. Components of time series; Additive and multiplicative models; Trend analysis: Fitting of trend line using principle of least squares – linear and second degree parabola. 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

Note:

The students will be familiarized with software and the statistical and other functions contained therein related to formation of frequency distributions and calculation of averages, measures of Dispersion and variation, correlation and regression coefficient. This will be done through internal assessment.

Suggested Readings:

1. Levin, Richard, Rubin, S.Rastogi, and HM Siddiqui. *Statistics for Management*, Pearson.
2. Keller/ Arora, *Business Statistics: A south-Asian Perspective with Course Mate*, Cengage
3. Siegel Andrew F. *Practical Business Statistics*. McGraw Hill Education.
4. N.G. Das, *Statistical Methods in Commerce, Accountancy and Economics*, TMH.
5. Sarkhel and Dutta, *An Insight into Statistics*, Book Syndicate Pvt. Ltd.
6. S.C. Gupta, *Fundamentals of Statistics*, Himalaya Publishing House.
7. Bajpai, Naval, *Business Statistics*, Pearson
8. Ghosh and Saha, *Business Mathematics and Statistics*, New Central Book Agency (P) Ltd.
9. Nag and Nag, *Advanced Business Mathematics and Statistics*, Kalyani Publishers.
10. J. Chakrabarti, *Business Mathematics and Statistics*, Dey Book Concern.
11. Hazarika, Padmalochan. *A Textbook of Business Statistics*. S. Chand
12. Newbold, *Statistics for Business and Economics*, Pearson
13. Francis, *Business Statistics*, Cengage Learning
14. R.G.D. Allen, *Mathematical Analysis for Economists*, Macmillan
15. Ghosh and Saha, *Business Mathematics and Statistics*, New Central Book Agency (P) Ltd.
16. Nag, N.K. and Nag, S. K., *Business Mathematics and Statistics*, Kalyani Publishers.
17. J. Chakrabarti, *Business Mathematics and Statistics*, Dey Book Concern.
18. V.K. Kapoor, *Essential Mathematics for Commerce and Economics*, Sultan Chand
19. Maity and Ghosh, *Calculus*, Cental.
20. Hazarika, Padmalochan. *A Textbook of Business Mathematics*. S. Chand
21. Trivedi, *Business Mathematics*, Pearson
22. Singh J. K., *Business Mathematics*. Himalaya Publishing House.
23. Wikes, F.M., *Mathematics for Business, Finance and Economics*. Thomson Learning.
24. Vohra, N.D., *Quantitative Techniques in Management*. McGraw Hill Education.

Note: Latest edition of text books may be used.

CC- 8 : FUNDAMENTALS OF MARKETING MANAGEMENT

Marks: 75

Credit : 6

Lectures: 65

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

CONTENTS

Unit 1: Introduction:

15 Lectures

Nature, scope and importance of marketing; Evolution of marketing; Selling vs Marketing; Marketing mix, Marketing environment: concept, importance, and components (Economic,

Demographic, Technological, Natural, Socio-Cultural and Legal) Concept Service Marketing and Online Marketing.

Unit 2:

15 Lectures

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

a. Marketing Research: Meaning, Types and Techniques, Market Segmentation – Concept, Importance and Bases, Target Market selection, Positioning – Concept, importance and Bases.

Unit 3: Managing the Product:

10 Lectures

Concept and importance, Product classifications; Concept of product mix; Branding, packaging and labeling; Product life-cycle.

Unit 4:

15 Lectures

a. Pricing: Significance. Factors affecting price of a product. Pricing policies and strategies.

c. Distribution Channels and Physical Distribution: Channels of distribution - meaning and importance; Types of distribution channels; Functions of middle man; Factors affecting choice of distribution channel.

Unit 5: Promotion:

10 Lectures

Nature and importance of promotion; Types of promotion: advertising, personal selling, public relations & sales promotion, Concept of Promotion mix.

Suggested Readings

1. Kotler, Philip, Gary Armstrong, Prafulla Agnihotri and Ehsanul Haque. *Principles of Marketing*. 13th edition. Pearson Education.
2. Michael, J. Etzel, Bruce J. Walker, William J Stanton and Ajay Pandit. *Marketing: Concepts and Cases*. (Special Indian Edition)., McGraw Hill Education
3. William D. Perreault, and McCarthy, E. Jerome., *Basic Marketing*. Pearson Education.
4. Zikmund William G. and Michael D'Amico. *Marketing; Creating and Keeping Customers in an E-Commerce World*. Cengage Learning.
5. Iacobucci and Kapoor, *Marketing Management: A South Asian Perspective*. Cengage Learning.
6. Dhruv Grewal, Michael Levy, *Marketing*, McGraw Hill Education.
7. Chhabra, T.N., and S. K. Grover. *Marketing Management*. Fourth Edition. Dhanpat Rai & Company.
8. Neeru Kapoor, *Principles of Marketing*, PHI Learning
9. Rajendra Maheshwari, *Principles of Marketing*, International Book House
10. Winer, *Marketing Management*, Pearson

Note: Latest edition of text books may be used.

CC- 9 : COMPUTER APPLICATIONS IN BUSINESS

Marks: 75

Credit : 6

Lectures: 30, Practical Lab 35

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

CONTENTS

Unit 1: Word Processing

6 Lectures, Practical Lab 6

Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Auto text; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge: including linking with Database;

Printing documents Creating Business Documents using the above facilities

Unit 2: Preparing Presentations**5 Lectures, Practical Lab 5**

Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow.

Creating Business Presentations using above facilities**Unit 3: Spreadsheet and its Business Applications****8 Lectures, Practical Lab 8**

Spreadsheet concepts, Managing worksheets; Formatting, Entering data, Editing, and Printing a worksheet; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs Generally used Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database, and Text functions. Creating spreadsheet in the area of: Loan and Lease statement; Ratio Analysis; Payroll statements; Capital Budgeting; Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression

Unit 4: Computerised Accounting Systems**6 Lectures, 10 Practical Lab**

Computerised Accounting Systems: Computerized Accounts by using any popular accounting software: Creating a Company; Configure and Features settings; Creating Accounting Ledgers and Groups; Creating Stock Items and Groups; Vouchers Entry; Generating Reports - Cash Book, Ledger

Accounts, Trial Balance, Profit and Loss Account, Balance Sheet, Funds Flow Statement, Cash Flow Statement

Selecting and shutting a Company; Backup and Restore data of a Company

Unit 5: Database Management System (Using MS Access) 5 Lectures, Practical Lab 6

Creating Data Tables, Editing a Database using Forms, Performing queries, Generating Reports
Creating DBMS in the areas of Accounting, Employees, Suppliers and Customer.

Suggested Readings

1. Goel, Computer Fundamentals, Pearson
2. IITL-ESL, Introduction to Computer Science, Pearson
3. Aksoy, Information Technology in Theory, Cengage

Note: Latest edition of text books may be used.

Notes: In addition to the above books, the suggested readings and guidelines shall be notified by the university department at least once in three years based on the selected software.

SEC – 2 : Entrepreneurship**Marks: 50****Credit : 2****Lectures: 45**

Objective: The purpose of the paper is to orient the learner toward entrepreneurship as a career option, creative thinking and behavior.

CONTENTS**Unit 1: Introduction****7 Lectures**

Entrepreneurship - meaning, elements, determinants and importance; role of an entrepreneur in economic growth, Dimensions of entrepreneurship: intrapreneurship, technopreneurship, cultural entrepreneurship, international entrepreneurship, netpreneurship, ecopreneurship and social entrepreneurship.

Unit 2: Entrepreneurship - Micro, Small and Medium Enterprises, Women Entrepreneurship 10 Lectures

Concept of business groups and role of business houses and family business in India; MSMEs – Concept, Registration, Women Entrepreneurship - Concept, Problems and Prospects of Women Entrepreneurship, Role of women entrepreneurs in India, Self Help Group – Concept, importance.

Unit 3: Role of Government and Institutions in Entrepreneurship Development

10 Lectures

Public and private system of stimulation, support and sustainability of entrepreneurship, Role of Central Government and State Government in promoting entrepreneurship with various incentives, subsidies, grants etc., institutional support for entrepreneurship development – NEDB, NIESBUD, EDII, MSME-DI, DIC, DO-MSME, SFC, Commercial Banks, Cooperative Banks, Regional Rural Banks. Role of industries/entrepreneur's associations and SHG.

Unit 4: Sources of business ideas and tests of feasibility.

10 Lectures

Significance of writing the business plan/ project proposal; Contents of business plan/ project proposal; Designing business processes, location, layout, operation, planning & control; preparation of project report (various aspects of the project report such as size of investment, nature of product, market potential may be covered) and conducting feasibility studies.

Unit 5: Mobilising Resources

8 Lectures

Mobilising resources for start-up. Accommodation and utilities; Preliminary contracts with the vendors, suppliers, bankers, principal customers; Contract management: Basic start-up problems.

Suggested Readings:

1. Kuratko and Rao, *Entrepreneurship: A South Asian Perspective*, Cengage Learning.
2. Robert Hisrich, Michael Peters, Dean Shepherd, *Entrepreneurship*, McGraw-Hill Education
3. Desai, Vasant. *Dynamics of Entrepreneurial Development and Management.*, Himalaya
4. Dollinger, Mare J. *Entrepreneurship: Strategies and Resources*. Illinois, Irwin.
5. Holt, *Entrepreneurship : New Venture Creation*, Pearson
6. Plsek, Paul E. *Creativity, Innovation and Quality*. (Eastern Economic Edition), New Delhi: Prentice-Hall of India. ISBN-81-203-1690-8.
7. Singh, Nagendra P. *Emerging Trends in Entrepreneurship Development*. New Delhi: ASEED.
8. SS Khanka, *Entrepreneurial Development*, S. Chand & Co, Delhi.
9. K Ramachandran, *Entrepreneurship Development*, McGraw-Hill Education
10. Reddy, *Entrepreneurship: Text & Cases*, Cengage Learning.
11. Kumar, Arya. *Entrepreneurship: Creating and Leading an Entrepreneurial Organization*, Pearson
12. Charantimath, P. *Entrepreneurship Development and Small Business Enterprises*, Pearson

Note: Latest edition of text books may be used.

CC- 10 : FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT

Marks: 75 Credit : 6

Lectures: 65

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

CONTENTS

Unit 1: Introduction

12 Lectures

Human Resource Management: Concept, Nature, Scope and Functions, Role, Status and competencies of HR Manager, HR Policies, Evolution of HRM, HRM vs. HRD. Emerging Challenges of Human Resource Management; Workforce diversity; Empowerment; Downsizing; VRS.

Unit 2: Acquisition of Human Resource

12 Lectures

Human Resource Planning- Quantitative and Qualitative dimensions; job analysis – job description and job specification; Recruitment – Concept and sources; Selection – Concept and process; test and interview; placement and induction, promotion- Basis.

Unit 3: Training and Development

13 Lectures

Concept and Importance of training, On- the-job and off-the-job methods for employee training and executive development, Management Development, Career Development.

Unit 4: Performance Appraisal

14 Lectures

Nature, objectives and importance of performance appraisal; Methods of Performance Appraisal – Job changes – transfer and promotion – Job Evaluation. Compensation: concept and policies; methods of wage payments and incentive plans- fringe benefits; performance linked compensation.

Unit 5: Maintenance

14 Lectures

Employee health and safety- employee welfare; social security (excluding legal provisions); Grievance-handling and redressal; Industrial Disputes: causes and settlement machinery.

Suggested Readings:

1. Dessler, Varkkey, *Human Resource Management*, Pearson
2. DeCenzo, D.A. and S.P. Robbins, *Personnel/Human Resource Management*, Pearson
3. Bohlendar and Snell, *Principles of Human Resource Management*, Cengage Learning
4. Ivancevich, John M. *Human Resource Management*. McGraw Hill.
5. Wreather and Davis. *Human Resource Management*. Pearson.
6. Robert L. Mathis and John H. Jackson. *Human Resource Management*. Cengage Learning.
7. TN Chhabra, *Human Resource Management*, DhanpatRai & Co., Delhi
8. Biswajeet Pattanayak, *Human Resource Management*, PHI Learning
9. Sinha, *Human Resource Management*, Cengage.
10. Durai, *Human Resource Management*, Pearson
11. Mondy, *Human Resource Management*, Pearson

Note: Latest edition of text books may be used.

Semester – V

CC- 11 : FINANCIAL ACCOUNTING- III

Marks: 75

Credit : 6

Lectures: 65

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

Unit 1: Accounting for Share Capital & Debentures

17 Lectures

Issue, forfeiture and reissue of forfeited shares: concept & process of book building; Issue of rights and bonus shares; Buy back of shares; Redemption of Preference shares; Issue and Redemption of Debentures; Underwriting of shares and debentures: Rules; Determination of Underwriters Liability – with marked, unmarked & firm underwriting; Accounting. Employee Stock Option Plan – meaning; rules; Vesting Period; Exercise Period. Accounting for ESOP, Meaning and Accounting of ESPS.

Unit 2: Final Accounts

10 Lectures

Profit/ loss prior to incorporation

Introduction to Schedule III; Treatment of Tax; transfer to reserve, Dividend and applicable tax (out of current profit, out of past reserve); Preparation of Statement of Profit & Loss and Balance Sheet.(tax on net profit without recognizing deferred tax)

Unit 3: Valuation of Goodwill and Valuation of Shares

8 Lectures

Concepts and calculation: simple problems only

Unit 4: Amalgamation of Companies

15 Lectures

Concepts and accounting treatment as per Accounting Standard: 14 (ICAI) (excluding inter-company holdings). Internal reconstruction: concepts and accounting treatment excluding scheme of reconstruction.

Unit 5: Accounts of Holding Companies/Parent Companies

15 Lectures

Preparation of Consolidated Balance Sheet with one subsidiary company; Relevant provisions of Accounting Standard: 21 (ICAI). (INDAS27)(excluding shares acquired on different dates by the Parent company, chain and cross holding)

Note:

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

Suggested Readings:

1. M.C. Shukla, T.S. Grewal, and S.C. Gupta. Advanced Accounts. Vol.-II. S.Chand & Co.,
2. S.N. Maheshwari, and S. K. Maheshwari. Corporate Accounting. Vikas
3. Jain, S.P. and K.L. Narang. Corporate Accounting, Kalyani Publishers, New Delhi
4. P. C. Tulsian and Bharat Tulsian, Corporate Accounting, S.Chand
5. Amitabha Mukherjee, Mohammed Hanif, Corporate Accounting, McGraw Hill Education
6. Basu, Amitabha, Vol.II., Principles & Applications of Accounting, Tee Dee Publications(P)
7. Compendium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India, New Delhi.
8. Rajsekaran, Corporate Accounting, Pearson
9. Corporate Accounting – 4th edition – Bhushan Goyal

Note: Latest edition of text books may be used.

CC- 12 : AUDITING

Marks: 75

Credit : 6

Lectures - 65

Objective: To provide knowledge of auditing principles, procedures and techniques in accordance with current legal requirements and professional standards.

CONTENTS:

Unit-1: Introduction

10 Lectures

Auditing: Introduction, Meaning, Objectives, Basic Principles and Techniques, Advantages and Limitations, Classification of Audit, Audit Planning and Audit Procedures-Relevant documents, Internal Control-Internal Check and Internal Audit: Audit Procedure-Vouching and verification of Assets and Liabilities (including relevant SAP's)

Unit-2: Audit of Companies

15 Lectures

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-3: Audit Report and Certificates

10 Lectures

Audit Report-Definition, Features, Scope, Value of Auditors Report, Difference between Audit Report and Certificate, Types of Audit Report, Contents of Audit Report as per Companies Act. 2013, True and Fair View, Cash Flow Statement Reporting.

Unit-4: Audit of Different Institutions

10 Lectures

Banks-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, Hotel and Restaurant, Transport Company and Co-operative Societies.

Audit of Local Self Government-Gram Panchayet, PanchayetSamity and ZilaParishad, Municipality and Municipal Corporation.

Unit-5: Special Areas of Audit

15 Lectures

Special Features of Cost Audit, Management Audit, Tax Audit, Social Audit, Environmental Audit, Energy Audit, Recent Trends in Auditing: Basic Consideration of Audit in EDP Environment: Computer Aided Audit Techniques and Tools; Auditing Standards, Relevant Case Studies/Problems.

Unit-6: Investigation

5 Lectures

Meaning of Investigation, Features, Purpose, Difference between Investigation and Audit, Types of Investigation, Principles and Duties of Investigators, Investigation to Direct Fraud, Misappropriation and Default Cases, Investigation as to inefficiency of a Going Concern or Proposed Project, Investigator's Report.

Suggested Readings

1. Ravinder Kumar and Virender Sharma, *Auditing Principles and Practice*, PHI Learning
2. ArunaJha, *Auditing*. Taxmann Publication.
3. A.K.Singh, and Gupta Lovleen, *Auditing Theory and Practice*. Galgotia Publishing
4. B.K.Maity-*Contemporary Auditing-Theory and Its Application*, Oriental Book Company
5. Gangopadhyay&Sengupta-*Auditing*, Dey Books Concern
6. J.L.Kundu, *Auditing*,ABS Publishing House
7. D.Banerjee, *Auditing*-Book Syndicate Pvt. Ltd.
8. B.N. Tandon, S. Sudharshan and S. Sundharabahu- *A Hand Book of Practical Auditing*-S.Chand
9. R.N.Sengupta-*Practical Guide to Auditing*-New Central Book Agency Pvt. Ltd.
10. Basu, *Auditing and Assurance* ,Pearson

Note: Latest edition of text books may be used.

DSE- 1 : MANAGEMENT ACCOUNTING

Marks: 75

Credit: 6

Lectures: 65

Objective: To impart the students, knowledge about the use of financial, cost and other data for the purpose of managerial planning, control and decision making.

CONTENTS:

Unit 1: Introduction

10 Lectures

Management Accounting: Definition, Objectives, Scope, Functions, Advantages, Limitations, Techniques and need – Comparison with Financial Accounting and Cost Accounting – Role of Management Accountant.

Unit 2:

15 Lectures

(a) **Ratio Analysis:** Meaning, Objectives, Advantages and Limitations – Classification of accounting ratios from different viewpoints – Important accounting ratios used in analysing liquidity, solvency, profitability, managerial efficiency, capital structure – Computation and interpretation of important accounting ratios – Preparation of financial statements and statements of proprietors' fund from the given ratios.

(b) **Cash Flow Statement:** Concepts of funds. Preparation of cash flow statement as per Indian Accounting Standard (Ind- AS): 7.

Unit 3: Budgetary Control

10 Lectures

Budgeting and Budgetary Control: Concept of budget, budgeting and budgetary control, objectives, merits, and limitations, Budget administration, Functional budgets, Fixed and flexible budgets. Zero base budgeting.

Unit 4: Standard Costing

20 Lectures

Standard Costing and Variance Analysis: Meaning of standard cost and standard costing, advantages, limitations and applications. Variance Analysis – material & labour.

Unit 5: Marginal Costing and Decision Making

10 Lectures

Absorption Costing versus Variable Costing: Distinctive features and income determination. Cost- Volume-Profit Analysis, Profit / Volume ratio. Break-even analysis-algebraic and graphic methods. Angle of incidence, margin of safety, Key factor, Steps in Decision Making Process, Various short term decision making situations – profitable product mix, Make or buy, operate or shut down.

Suggested Reading:

1. Charles T. Horngren, Gary L. Sundem, Dave Burgstahler, Jeff O. Schatzberg. *Introduction to Management Accounting*, Pearson Education.
2. Saxena, V.K. and Vashist, C.D., *Advanced Cost and Management Accounting*, Sultan Chand & Sons.
3. Bhattacharyya A. K: *Principle and Practice of Cost Accounting*, Prentice Hall
4. Horngren/Datar/ Rajan, *Cost Accounting: A Managerial Emphasis*, Pearson
5. Khan, M.Y. and Jain, P.K. *Management Accounting*. McGraw Hill Education
6. Dutta O Sur: *Paribhaya Hisab Rakhan*, Prakashana Bibhag, Bardhaman Viswavidyalaya.
7. Atkinson, *Management Accounting*, Pearson
8. Narasimhan, *Management Accounting*, Cengage

Note: Latest edition of text books may be used.

OR

DSE- 1 : FUNDAMENTALS OF BANKING AND INSURANCE

Marks: 75

Credit : 6

Lectures: 65

Objective: To impart knowledge about the basic principles of banking and insurance

CONTENTS:

Unit 1: Introduction

13 Lectures

Origin of banking, definition, banker and customer relationship, General and special types of customers, Types of deposits, Structure of Indian Banking at present-RBI, commercial banks, cooperative banks, RRBs, small banks, payment banks.

Unit 2: Cheques and Paying Banker

13 Lectures

Crossing and endorsement – meaning, definitions, types and rules of crossing. Duties, Collecting bankers: duties, statutory protection for holder in due course, Concept of negligence.

Unit 3: Banking Lending

13 Lectures

Principles of sound lending-Principle of Safety of Funds, Principle of Liquidity, Principle of Profitability, Principle of Purpose, Principle of Risk Spread, Principle of Security; Types of Credit Facilities-Fund Based Credit Facilities(Cash credits, Overdrafts, Term Loan, Bill finance), Non-Fund Based Credit Facilities (Bank Guarantees, Letter of Credit), Advances against various Securities.

Unit 4: Internet Banking

13 Lectures

Meaning, Benefits ,Home banking, Mobile banking, Virtual banking, E- Payments, Debit/ Credit Card, Smart Card, NEFT, RTGS, ECS (Credit/ debit), E- money, Electronic Purse, Digital Cash.

Unit 5: Insurance

13 Lectures

Basic concept of risk, Types of business risk, Assessment of transfer, Basic Principles of utmost good faith, Indemnity, Economic function, Proximate cause, Subrogation and contribution. Types of insurance: Life and Non Life, Re-insurance, Risk and return relationship, Need for coordination, Power functions and Role of IRDA, Online Insurance, Recent reforms in Insurance sector in India

Suggested Readings:

1. Agarwal. O.P..Banking and Insurance. Himalaya Publishing House
2. Satyadevi. C.. Financial Services Banking and Insurance . S.Chand
3. Suneja. H.R..Practical and Law of Banking. Himalaya Publishing House
4. Chabra. T.N..Elements of Banking Law.DhanpatRai and Sons
5. Arthur. C and C.WilliamJr..Risk Management and Insurance. McGraw Hill
6. Saxena. G.S..Legal Aspects of Banking Operations. Sultan Chand and Sons
7. Varshney .P.N..Banking Law and Practice. Sultan Chand and Sons
8. JyotsnaSethi and NishwanBhatia..Elements of Banking and Insurance. PHI Learning
9. Datt and Sundharam..Indian Economy.S.Chand
- 10.R.Cauvery. U.K. SudhaNayak.N.Kruparani. A. Manimekalai..Monetary Economics.S.Chand
11. Suresh,Paul,*Management of Banking and Financial Services*, Pearson

Note: Latest edition of text books may be used.

DSE – 2 : Indian Financial System

Marks: 75 Credit : 6 Lectures: 65 Objective: To provide the student a basic knowledge of financial markets and institutions and to familiarise them with major financial services in India.

CONTENTS

Unit 1: Financial System and its Components

(15 Lectures)

Financial markets and institutions; Financial intermediation; Financial system and economic development; An overview of Indian financial system; Important aspects of reforms in the Indian Financial Sector following liberalization.

Unit 2: Financial Markets

(15 Lectures)

Money market – functions, organization and instruments (Treasury Bill, Commercial Bill, Commercial Paper); Role of RBI in adjustment of liquidity in Indian Money Market; Capital Market – functions, organization and instruments. Indian debt market; Indian equity market – primary and secondary markets; Major stock exchanges in India.

Unit 3: Financial Institutions

(15 Lectures)

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

Unit 4: Financial Services

(10 Lectures)

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

Unit 5: Leasing and hire–purchase

(10 Lectures)

Housing finance- Securitization; Venture capital finance-Definition, Stages; Factoring and Forfeiting services.

Suggested Readings:

1. Pathak, Bharati, *Indian Financial System*, Pearson .
2. Khan, M.Y. *Indian Financial System*, McGraw-Hill Education.
3. Clifford Gomez, *Financial Markets, Institutions and Financial Services*, PHI Learning
4. MY Khan and PK Jain. *Financial Services*. McGraw Hill Education.
5. Singh, J.K. *Venture Capital Financing in India*. DhanpatRai and Company, New Delhi.
6. Madura, *Financial Institutions and Markets*, Cengage
7. Mishkin, *Financial Markets and Institutions*, Pearson

Note: Latest edition of text books may be used

OR

DSE – 2 : ADVERTISING

Marks: 75

Credit : 6

Lectures: 65

Objective: The objective of this course is to familiarize the students with the basic concepts, tools and techniques of advertising used in marketing.

CONTENTS

Unit 1: Introduction

10 Lectures

Communication Process; Advertising as a tool of communication; Meaning, nature and importance of advertising; Types of advertising; Advertising objectives. Audience analysis; Setting of advertising budget: Determinants and major methods

Unit 2: Media Decisions

15 Lectures

Major media types - their characteristics, internet as an advertising media, merits and demerits; Factors influencing media choice; media selection, media scheduling, Advertising through the Internet-media devices

Unit 3: Message Development

15 Lectures

Advertising appeals, Advertising copy and elements, Preparing ads for different Media

Unit 4: Measuring Advertising Effectiveness

15 Lectures

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

Unit 5:

10 Lectures

- a) Advertising Agency: Role, types and selection of advertising agency.
- b) Social, ethical and legal aspects of advertising in India.

Suggested Readings:

1. George E Belch, Michael A Belch, KeyoorPurani, *Advertising and Promotion : An Integrated Marketing Communications Perspective (SIE)*, McGraw Hill Education
2. S. Wats Dunn, and Arnold M. Barban. *Advertising: Its Role in Marketing*. Dryden Press
3. Burnett, Wells, and Moriarty. *Advertising: Principles and Practice*. PHI
4. Batra, *Advertising Management*. Pearson.
5. Terence A. Shimp. *Advertising and Promotion: An IMC Approach*. Cengage Learning.
6. Sharma, Kavita. *Advertising: Planning and Decision Making*, Taxmann Publications
7. JaishreeJethwaney and Shruti Jain, *Advertising Management*, Oxford University Press,
8. Chunawala and Sethia, *Advertising*, Himalaya Publishing House
9. Ruchi Gupta, *Advertising*, S. Chand & Co.
10. O'Guinn, *Advertising and Promotion: An Integrated Brand Approach*, Cengage Learning.
11. Clow, Baack, *Integrated Advertising, Promotion and Marketing Communications*, Pearson
12. Moriarty, *Advertising & IMC*, Pearson

Note: Latest edition of text books may be used.

Semester – VI

CC- 13 : FUNDAMENTALS OF FINANCIAL MANAGEMENT

Marks: 75

Credit : 6

Lectures: 65

Objective: To familiarize the students with the principles and practices of financial management.

CONTENTS

Unit 1: Introduction

10 Lectures

Financial Management: Meaning, core elements, objectives and scope – Role of Finance Manager – Concept of time value of money – Techniques for dealing with time value of money.

Unit 2: Sources of Finance, Cost of Capital and Capital Structure Analysis

20 Lectures

Different sources of finance: Long term and short term sources – Cost of Capital: Meaning, relevance and classification – Measurement of specific cost of capital and weighted cost of capital, Capital Structure- Concept, importance and determinants, Theories of Capital Structure (Net Income, Net Operating Income, MM Hypothesis, Traditional Approach), Concepts of DOL, DFL, DTL and Trading on equity.

Unit 3: Capital Budgeting Decision

15 Lectures

Meaning and importance of capital budgeting decisions – Capital budgeting appraisal methods: Payback period method, accounting rate of return method, net present value method, internal rate of return method and profitability index method – Capital rationing.

Unit 4: Working Capital Management

10 Lectures

Meaning and classification of working capital – Concept and importance of working capital management – Determinants of working capital requirement – Estimating working capital requirement – Strategies of financing current assets.

Unit 5: Dividend Decisions

10 Lectures

Meaning, nature and types of dividend, Some dividend policies, Determinants of dividend policy, Dividend theories: Walter's model, Gordon's model, Modigliani and Miller Irrelevance theory.

Suggested Readings:

1. Chandra, P., *Financial Management: Theory and Practice*, TMH.
2. Joy, O.M., *Introduction to Financial Management*, Richard D. Irwin, Inc., Homewood, Illinois.
3. Khan, M.Y. and Jain, P.K., *Financial Management: Text, Problems and Cases*, Tata McGraw Hill Publishing Co., Ltd. New Delhi.
4. Pandey, I.M., *Financial Management*, Vikas Publishing House Pvt. Ltd., New Delhi.
5. Sur, D. and Sarkhel, J., *An Introduction to Financial Management*, Book Syndicate
6. Parasuraman, *Financial Management: A Step by Step Approach*, Cengage
7. Sharan, *Fundamentals of Financial Management*, Pearson
8. Van Horne, *Fundamentals of Financial Management*, Pearson
9. VanHorne, *Financial Management and Policy*, Pearson

Note: Latest edition of text books may be used.

CC – 14 : INDIRECT TAX LAW

Marks - 75

Credit : 6

Lectures: 65

Objective: To provide basic knowledge and equip students with application of principles and provisions of Service Tax, VAT, Central Excise, Custom Laws.

CONTENTS:

Unit1: Service Tax-I (20 Lectures)

Service tax– concepts and general principles, Charge of service tax and taxable services.

Unit2: Service Tax-II (15Lectures)

Valuation of taxable services, Mandatory dates relating to Payment of service tax and filing of Service Tax returns, Penalties.

Unit3: Value Added Tax (VAT) (10 Lectures)

VAT–concept and general principles, Calculation of VAT Liability including input Tax Credits, Small Dealers and Composition Scheme, VAT Procedures under W.B. VAT Act, 2002.

Unit 4: Central Excise (10 Lectures)

Central Excise Law in brief – Goods, Excisable goods, Manufacture and Manufacturer, Valuation, CENVAT, Basic procedures, Export, SSI, Job Work

Unit 5: Customs laws (10 Lectures)

Basic concepts of customs law, Territorial waters, high seas, Types of custom duties – Basic, Countervailing & Anti- Dumping Duty, Safeguard Duty, Valuation, Customs Procedures, Import and Export Procedures.

Note:

- This paper will be replaced by the GST Laws whenever that laws is enforced
- Latest edition of text books may be used.

Suggested Readings:

1. Singhanian Vinod K. and Monica Singhanian, *Students' Guide to Indirect Taxes*, Taxmann Publications Pvt. Ltd., Delhi.
2. V.S. Datey. *Indirect Tax Law and practice*, Taxmann Publications Pvt. Ltd., Delhi,
2. Sanjeev Kumar. *Systematic Approach to Indirect Taxes*,
3. S. S. Gupta. *Service Tax -How to meet your obligation* Taxmann Publications Pvt. Ltd., Delhi,
4. GrishAhuja and Ravi Gupta, *Indirect Taxes*, Flair Publication Pvt Ltd

Note: Latest edition of text books may be used.

DSE – 3 : FUNDAMENTALS OF INVESTMENT

Marks: 75 Credit : 6 Lectures: 65

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

CONTENTS

Unit 1: Investment Environment 10 Lectures

Concept, characteristics and objectives of investment, Investment vs. Speculation, Investment vs Gambling, Types of Investments – Commodities, Real Estate and Financial Assets, Investment decision process, Indian securities market, Market participants and trading of securities, Security market indices, Sources of financial information.

Unit 2: Fixed Income Securities 10 Lectures

Concept and features of bond, Types of bonds, Estimating bond yields, Bond risks.

Unit 3: Approaches to Equity Analysis 20 Lectures

Fundamental Analysis- Basic concepts of Economy analysis, Industry analysis and Company analysis, Technical Analysis- Concept, Dow theory, Price charts, Chart patterns, Dividend capitalization models of equity valuation.

Unit 4: Portfolio Analysis and Financial Derivatives 15 Lectures

Concept of return and risk, Impact of Taxes and Inflation on return, Portfolio and Diversification (Markowitz), Portfolio Risk and Return (2-securities); Introduction to Financial Derivatives- Concepts and features of forwards, futures, options and swaps

Unit 5: Investor Protection

10 Lectures

Concept of investors' protection, Importance of investors' protection, Regulatory framework for investors' protection in India, Legislations for investors' protection in India – The Securities Contracts (Regulation) Act, 1956, Provisions under Companies Act 2013 for investors' protection, The SEBI Act, 1992, Investor grievance redressal mechanism at SEBI

Suggested Readings

1. C.P. Jones, *Investments Analysis and Management*, Wiley, 8th ed.
2. P. Chandra, *Investment Analysis and Portfolio Management*, McGraw Hill Education
3. R.P. Rustogi, *Fundamentals of Investment*, Sultan Chand & Sons, New Delhi.
4. N.D. Vohra and B.R. Bagri, *Futures and Options*, McGraw Hill Education
5. S. S. Saha, *Capital Markets & Securities Laws*, Taxmann's
6. V. K. Bhalla, *Investment Management*, Sultan Chand
7. Fischer, Jordan, *Security Analysis and Portfolio Management*, Pearson
8. Ranganathan, *Security Analysis and Portfolio Management*, Pearson

Note: Latest edition of text books may be used.

OR

DSE – 3 : BUSINESS TAX PROCEDURES AND MANAGEMENT

Marks: 75 Credit : 6 Lectures: 65 Practical lab 4 Hrs.

Objective: To provide basic knowledge of business tax procedures and management under different provisions of the Income tax.

CONTENTS

Unit 1: (15 Lectures)

Advance payment of tax; Tax deduction/collection at source, returns, certificates; Interest payable by Assessee/Government; Collection and recovery of tax

Unit 2: (15 Lectures)

Assessment, re- assessment, rectification of mistakes; Appeals and revisions; Preparation and filing of appeals with appellate authorities; Drafting of appeal; statement of facts and statement of law.

Unit 3: (15 Lectures)

Tax administration, Penalties and prosecutions, Search and seizure.

Unit 4: (10 Lectures)

General anti-avoidance rule, Tax clearance certificate; Securities transaction tax

Unit 5: (10 Lectures & Practical Lab 4 Hours)

ICT and Tax System, TAN (Tax Deduction and Collection Account Number), TIN (Tax Information Network), e-TDS/e-TCS.

Suggested Readings:

1. Singhania, Vinod K. and Monica Singhania. *Corporate Tax Planning and Business Tax Procedures*. Taxmann Publications Pvt. Ltd., New Delhi.
2. Ahuja, Girish. and Ravi Gupta. *Corporate Tax Planning and Management*. Bharat Law House, Delhi.
3. Singhania, Vinod K. and Kapil Singhania. *TDS on CD*. Taxmann Publications Pvt. Ltd.,
4. Bajpai, Om Shanker. *Search, Seizure and Survey*. Taxmann Publications Pvt. Ltd.
5. Singhania, Vinod K. and Monica Singhania. *Students' Guide to Income Tax*. Taxmann Publications Pvt. Ltd.

6. Ahuja, Girish. and Gupta, Ravi *Systematic Approach to Income Tax*. Bharat Law House,
7. Akhileshwar Pathak and Savan Godiawala, *Business Taxation*, McGraw Hill Education

Journals

1. *Income Tax Reports*, Company Law Institute of India Pvt. Ltd., Chennai.
2. *Taxman*, Taxmann Allied Services Pvt. Ltd., New Delhi.
3. *Current Tax Reporter*, Current Tax Reporter, Jodhpur.

Note: Latest edition of text books may be used.

DSE – 4 : INTERNATIONAL BUSINESS

Marks: 75

Credit : 6

Lectures: 65

Objective: The objective of the course is to familiarize the students with the concepts, importance and dynamics of international business and India's involvement with global business. The course also seeks to provide theoretical foundations of international business to the extent these are relevant to the global business operations and developments.

CONTENTS

Unit 1: Introduction to International Business 13 Lectures

Globalization and its importance in world economy; Impact of globalization; International business vs. domestic business: Modes of entry into international business.

Unit –II : Theories of International Trade 13 Lectures

Classical Theories of International Trade (Absolute Cost Advantage, Relative Cost Advantage and Heckscher-Ohlin theory); Commercial Policy Instruments - tariff and quota – difference in Impact on trade, types of tariff and non tariff barriers (Concepts only); Balance of payment account and its components.

Unit –III: International Organizations and Arrangements 13 Lectures

WTO – Its objectives, principles, organizational structure and functioning; An overview of other organizations – UNCTAD; Commodity and other trading agreements (OPEC). International financial system and institutions (IMF and World Bank – Objectives and Functions) ;Regional Economic Co-operation (ASEAN and SAARC)

Unit –IV: Developments and Issues in International Business 13 Lectures

Outsourcing and its potentials for India; Role of IT in international business; International business and ecological considerations (multi-lateral measures to curb green house gas emission).

Unit –V: Export Promotion Measures 13 Lectures

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

Suggested Readings:

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

Note: Latest edition of text books may be used.

OR

DSE – 4 : PROJECT WORK

In the Project Work paper each student will have to select one topic on which he/she will conduct a study and submit a project report in not less than 1500 words. The study may be based on primary data collected from field survey or on secondary data available from published sources. Each project report will be examined jointly by one internal examiner and one external examiner. In the Project Work there will be 60 marks on the written project report. Each student will have to inform the Head of the Department about the title of the project work at the beginning of the sixth semester class and the project report will have to be submitted before the starting of the sixth semester final examination. There will be 15 marks consisting of presentation and viva voce on the project report. In this paper, each student will have to make a presentation on the report submitted by him/her and face a viva voce by a board of examiners.
