

<p>The University of Burdwan Syllabus for B. Com. General Course (1 + 1 + 1 Pattern) With effect from 2014-2015 academic session and onwards</p>

B. Com. General

Part I

GROUP -I

Paper-1 Economic Principles and Indian Economic Problems	: (50+50) marks
Paper-2 Management Theory	: 100 marks
Paper-3 Financial Accounting (GEN)	: 100 marks
M.I.L.	: 50 marks
English	: 50 marks

Total : 400 marks

Part II

GROUP -II

Paper-1 Entrepreneurship Development and Business Communication	: (50+50) marks
Paper-2 Accounting Theory and Auditing	: (50+50) marks
Paper-3 Cost Accounting (GEN)	: 100 marks

GROUP-III

Paper-1 Business Regulatory Frameworks	: 100 marks
Paper-2 Business Environment and Business Ethics	: (50+50) marks
Paper-3 Business Mathematics and Statistics (GEN)	: (50+50) marks

Total : 600 marks

Part – III

GROUP-IV Alternative – A

Paper – 1 Taxation (Direct and Indirect) (GEN)	: 100 marks
Paper – 2 Computer Applications in Business (GEN)	: (60+40) marks
Paper – 3 Corporate Accounting and Management Accounting	: (50+50) marks

Environmental Studies : 100 marks

Total : 400 marks

GROUP-IV Alternative – B

Paper – 1 Taxation (Direct and Indirect) (GEN)	: 100 marks
Paper – 2 Computer Applications in Business (GEN)	: (60+40) marks
Paper – 3 Banking and Insurance (GEN)	: (60+40) marks

Environmental Studies : 100 marks

Total : 400 marks

B. Com. General

Part I

Group – I

Paper-1 Economic Principles and Indian Economic Problems	: (50+50) marks
Paper-2 Management Theory	: 100 marks
Paper-3 Financial Accounting (GEN)	: 100 marks

Paper-1

Economic Principles and Indian Economic Problems: Marks 50+50

Group – A: Economic Principles (50 Marks)

1. **Introduction:** Economic terms and basic concepts – Nature and scope of Economics. (5 LH)
2. **Consumer Behaviour:** Law of diminishing marginal utility – consumer's surplus – concept of indifference curves – Equilibrium of the consumer. (5 LH)
3. **Theory of Demand:** Law of demand Derivation of law of demand from indifference Curve – Elasticity of demand – Price, income and cross elasticity of demand – Measurement of elasticity of demand, Different revenue concepts. (5 LH)
4. **Theory of Production and cost:** Production function – Total product, average product and marginal product – law of variable proportion – Returns to scale. Shape of short run and long run cost curves. (5 LH)
5. **Theory of Markets:** Classification of markets – Equilibrium of a firm under perfect competition – Derivation of supply curve – Price determination in a perfectly competitive market pricing under monopoly – Price Discrimination. (5 LH)
6. **Theory of Factor Pricing:** Marginal productivity theory of distribution – Rent: Ricardian and modern theories – Theory of wages – Liquidity Preference theory of rate of interest determination – Theories of profit. (5 LH)
7. **National Income:** Measurement of national income – circular flow of income – consumption and saving functions – determination of equilibrium level of income – multiplier. (5 LH)

8. **Money and Banking:** Definition and functions of money – classification of money – Quantity theory of money – Inflation – Definition and functions of Commercial Banks – Deposit creation by commercial banks – Functions of Central Banks.

(5 LH)

9. **International Trade:** Basis of international trade – Balance of payments Account – equality and equilibrium in balance of payments.

(5 LH)

10. **Public Finance:** Different sources of public revenue – Direct and indirect taxes – proportional and progressive tax – public debt – deficit financing.

(5 LH)

Group – B: Indian Economic Problems (50 Marks)

1. **Basic Issues:** Features of Indian economy as a developing economy – Sectoral change in national income – Problems of population, poverty and unemployment.

(5 LH)

2. **Agriculture:** Problems of Indian Agriculture – Land Reforms – Green Revolution – Problems of rural credit – Agricultural marketing – Marketable surplus of food grains.

(8 LH)

3. **Industry:** Industrial Policy – Public Sector – Privatisation and Disinvestment of Public sector – Industrial sickness– Foreign capital in India

(8 LH)

4. **Planning:** Objectives, achievements and failures.

(6 LH)

5. **Monetary System:** Principles of note issue – Money supply in India – Functions of the RBI – Nationalisation of Commercial Banks – Banking Sector Reforms.

(8 LH)

6. **Foreign Trade:** Changes in the composition and direction of foreign trade – Balance of payments position over the plan period – Export promotion and Import substitution in India – Globalisation of Indian economy – GATT, WTO, IMF, IBRD.

(8 LH)

7. **Public Finance:** Features of Indian Tax System – Public Expenditure – Public Debt – Centre State financial relations.

(7 LH)

Suggested Readings:

1. Samuelson and Nordhaus, *Economics*, TMH
2. Lipsey, R, *An Introduction to Positive Economics*, ELBS
3. Datt, R. and Sundharam, K. P. M., *Indian Economy*, S. Chand
4. Misra, S. K. and Puri, V.K., *Indian Economy*, Himalaya
5. Sarkhel and Salim, *Economic Principles and Indian Economic Problems*, Book Syndicate
6. Sarkhel: *Arthanitik Tattwa O Bharater Arthanaitik Samasya*, Book Syndicate.

Paper-2

Management Theory: Marks 100

1. Introduction: Management- definition, types of manager; managerial role functions, Importance of management; management Science or Art or both; management as profession; managing people and organizations for competitive advantage; universality of management; social responsibility of a manager; managerial ethics, Concept of stress management. (12 LH)

2. Evolution of Management Thought: Meaning of management thought and theories; School of management thought; Scientific Management (F. W. Taylor, Franc and Lillian Gilberth); elements, principles and criticisms; contribution of Henry Fayol, management principles and their criticism; human relation approach- Hawthorne Experiment and their findings; systems and contingency approach to management. (12 LH)

3. Planning: Concept, nature, importance, steps, limitations, planning premises; Management by Objective (MBO): meaning, features, objectives; steps in MBO process, benefits and weaknesses. (12 LH)

4. Organizing: Concept, nature, importance, process; organization structure, line and staff authority; new forms of organization; virtual, organization as network; concept of plural executive; span of management; factors determining an effective span; concept of authority; responsibility and accountability; delegation of authority – concepts and principles; centralization & decentralization of authority. (12 LH)

5. Staffing: Concept, feature, importance; functions of staffing, manpower planning, job analysis, job description and job specification; sources of recruitment; selection and placement procedure; training and development of managerial and non managerial personnel; concept of knowledge workers. (12 LH)

6. Leadership: Concept, features and importance of leadership, attributes of a leader; Leadership functions, leadership styles: autocratic, democratic and free-rein leadership; trait theory of leaders. (7 LH)

7. Motivation: Definition, features, importance; motivation & morale; morale indicators; relationship with productivity; Theories of motivation - Maslow's Theory of need hierarchy, McGregor's Theory

X and Theory Y, Herzberg's Two Factors Theory, Maclelland's Need Theory.

(8 LH)

8. Controlling: Definition, nature and importance of managerial control; requirements for effective control system; important control techniques: budgetary control, relationship between planning and control, types of control, steps in control process, resistance to control; performance budgeting, zero based budgeting, management audit. (10 LH)

9. Basic Elements of Human Resource Management: Overview; Recruitment- concept; Selection- concept & process; Training and Development – concept, methods; Performance Appraisal – concept, process in brief; Industrial Relations – concept and Importance.. (10 LH)

10. Basic Elements of Marketing Management: Marketing: concept, definition, objectives, dimensions of marketing; Marketing Mix; Marketing Environment- concept; Consumer behaviour- concept; Product: meaning and definition, features of a product, Product classification, Product Life Cycle(PLC); Concept of Pricing; Communication process and Promotional tools; Concept of Distribution and distribution channels; Service marketing- concept. (10 LH)

Suggested Readings:

1. Wehrich and Koontz, *Management – A Global Perspective*, Tata McGraw Hill.
2. Wehrich and Koontz, *Essentials of Management*, Tata McGraw Hill.
3. Stoner, *Management*, Pearson
4. Gupta, C.B., *Management Theory & Practice*, Sultan Chand.
5. Guha, *Shankar Prosad, Adhunik Karbar Byabosthaponar*, New Dey Publishers
6. Biswas, S. K., *Byabosthaponar niti paddhati o pryog*, (Vol. I & II), Paschim Bango Rajya Pustak Parsad.
7. V.S.P. Rao, *Human Resource Management*, Excel Books
8. Garry Dessler and Biju Varkkey, *Human Resource Management*, Pearson Education.
9. Kotler / Keller, *A Framework for Marketing Management*, Pearson
10. Mallik, P., *A Text Book of Marketing Management*, Allied Publishers Pvt. Ltd.
11. Sherlekar, S.A., *Marketing Management*, Himalaya Publishing House
12. Gangopadhyay and Mukhopadhyay: *Karbar Byabasthapanar Ruprekha*, Dey Book Concern.

Paper-3

Financial Accounting (GEN.): Marks 100

1. **Meaning and Scope of Accounting:** Book keeping and accounting, Need for and objectives of accounting, Accounting and disclosure of accounting, Users of financial disclosure, Limitations of accounting. (LH 4)

2. **Accounting Process:** Accounting cycle, Rules of debit and credit, Preparation of journal and ledger, Preparation of trial balance, Opening and closing journal entry, Compound journal entry. (LH 4)

3. **Accounting Concepts:** Capital expenditure and revenue expenditure, Capital income and revenue income, Reserves and provisions, Contingent assets and contingent liabilities, Different types of errors and their rectifications. (LH 4)
4. **Final Accounts (Sole Proprietary and Partnership Firms):** Preparation of Manufacturing Account, Trading and Profit & Loss Accounting, Preparation of Balance Sheet. (LH 8)
5. **Bank Reconciliation Statement:** Concept of bank reconciliation statement, Causes of reconciliation, Importance of reconciliation, Reconciliation process. (LH 4)
6. **Depreciation Accounting:** Concept and cause of depreciation, Methods of charging depreciation, Computation and accounting treatment of depreciation. (LH 6)
7. **Accounting for Bills of Exchange and Promissory Notes:** Concepts and difference between bills of exchange and promissory notes, Issue and acceptance of bills, Dishonour and renewal of bills, Bills for accommodation. (LH 6)
8. **Accounting for Bad and Doubtful Debts:** Concept of bad debt and doubtful debt, Accounting for provision for bad and doubtful debt, recovery of bad debt previously written off, Preparation of Debtors Account showing treatments of bad debt, provision for bad debt and discount allowed. (LH 5)
9. **Accounting from Incomplete Records:** Preparation of statement of profit or loss and statement of affairs, Preparation of final accounts from incomplete records (conversion into double entry system). (LH 8)
10. **Accounting of Non-trading Concerns:** Receipts and Payments Account, Income and Expenditure Account, Preparation of final accounts of non-trading concerns. (LH 5)
11. **Accounting for Special Transactions:**
- Consignment Accounting-Concept, agent and agency commission, Valuation of unsold stock
 - Joint Venture Accounting- Concept, Settlement of accounts between the joint venturers.

(LH 8)

12. **Sectional Balancing System:** Self balancing system including rectification of errors

(LH 4)

13. **Partnership Accounts:** Accounting treatment on admission of new partner, Retirement of partner, Death of partner, Treatment of goodwill, Change in profit sharing ratio, Amalgamation of firms. Dissolution of partnership firm, Insolvency of partners, Simple application of Garner vs. Murray Rule, Distribution of assets between the partners- piecemeal distribution. (LH 8)

Suggested Readings:

1. Shukla, M.C. and Grewal, T.S., *Advanced Accounts*, S. Chand
2. Jain and Narang, *Accountancy*, Kalyani Publication
3. Hanif and Mukherjee, *Modern Accountancy* (Vol.-I), TMH
4. Agarwal, B.D., *Financial Accounting* (Vol.I)
5. Maheswari, S.N., *Financial Accounting* (Vol. I), Slutan Chand

Part II
GROUP –II

Paper-1 Entrepreneurship Development and Business Communication : (50+50) marks
Paper-2 Accounting Theory and Auditing : (50+50) marks
Paper-3 Cost Accounting (GEN) : 100 marks

Paper-1

Entrepreneurship Development and Business Communications: Marks 50+50

Group – A: Entrepreneurship Development (50 Marks)

1. **Concept of Entrepreneurship and the Entrepreneur:** Nature of Entrepreneurship; Characteristics of Entrepreneurs, Functions; Entrepreneurial Qualities; Role of creativity and Innovation in Entrepreneurship; Personal Ethics of the Entrepreneur; Social entrepreneur; Role of entrepreneurship in economic development. (LH 5)
2. **Different Forms of Entrepreneurship:** Small and Large Entrepreneurship, Sole Proprietorship, Family business, Family business in India, Corporate and Cooperative Entrepreneurship, Entrepreneurship in Service Industries. (LH 10)
3. **Laws Relating to Intellectual Properties and the Entrepreneur:** Basic idea about Intellectual Property Rights; Legal Protection of Patent, Trademark and Copyright, Geographical indications, Protection of new plant variety. (LH 10)
4. **Financing of New and Existing Ventures:** Equity Financing, Debt Financing, Venture Capital, Lease financing and hire purchase, Institutional Financing and Government Support. (LH 5)

5. **Project Planning and Feasibility Studies:** Concept of project appraisal, Methods of project appraisal: economic analysis, financial analysis, market analysis, technical feasibility, Preparation of project report and conducting feasibility studies, Environmental clearance process. (LH 10)

6. **Institutional Support to Entrepreneurs:** Need for institutional support, Study of some institutions providing support to small entrepreneurs: National Small Industries Corporation (NSIC), Small Industries Development Organization (SIDO), Small – Scale Industries Board (SSIB), Small Industries Service Institutes (SISI), District Industries Centre (DIC), Industrial Estates. (10 LH)

Group – B: Business Communication (50 Marks)
(To be written in English)

1. **Introducing Business Communications:** Introduction, Definition, Objectives, Network and Channels, Feedback, Models, Effective Communication. (LH 10)

2. **Types of Communication:** Corporate Communication, Formal and Informal Communication, Group Discussion, Seminar, Effective Listening. (LH 10)

3. **Tools of Communication:** Communication Technology, Modern forms of Communication, Video-Conferencing, e-mail, fax. (LH 10)

4. **Practice in Effective Communication:** Drafting of Notice and Circulars, Letter writing, Report writing, Newsletter. (LH 15)

5. **Interviewing Skills:** Mock Interview, Appearing in Interview, Conducting, Writing Resumes and Applications. (LH 5)

Suggested Readings:

1. Tandon, B.C., *Environment and Entrepreneur*, Chug Publications, Allahabad .
2. Chandra Prasanna, *Project Preparations, Appraisal, Implementation*, TMH, New Delhi .
3. Khanka, S.S., *Entrepreneurial Development*, S. Chand.
4. Holt, David M, *Entrepreneurship*, New Venture Creation, PHI.
5. Bevee and Thill, *Business Communication Today*, TMH, New Delhi .
6. Balasubramanyam, *Business Communication*, Vikas Publishing House, New Delhi .
7. Chaturvedi, *Business Communication: Concepts, Skills and Practices*, Pearson
8. Charantimath, *Entrepreneurship Development and Small Business Enterprises*, Pearson

Paper – 2

Accounting Theory and Auditing: Marks 50+50

Group – A: Accounting Theory (50 Marks)

1. **Basic Ideas of Accounting Theory:** Accounting Theory: definition, nature, classification, functions, approaches to the formulation, advantages, limitations - Relation of accounting theory with accounting practice - A brief history of the development of accounting theory. (LH 8)
2. **Accounting Principles:** Generally accepted accounting principles (GAAP) - Important accounting concepts: proprietary, entity, fund, money measurement, accounting period, going concern, financial transaction, duality, realization, accrual, balance sheet equation, sequence – Important accounting conventions or doctrines: materiality, consistency, comparability, objectivity, conservatism, disclosure, historical cost. (LH 8)
3. **Measurement of Accounting Income:** Concepts of revenue, gain, cost, expense, loss, revenue expenditure, capital expenditure and deferred revenue expenditure – Difference between accounting and economic concepts of income – Necessity and methods of measuring accounting income – Matching concept. (LH 8)
4. **Capital:** Concepts of economic capital and accounting capital – Characteristics of capital – Classification of accounting capital – Relation between capital and income - Reasons for differentiating between capital and income- Maintenance of capital. (LH 8)
5. **Assets and Liabilities:** (a) Assets: definition, classification, characteristics, recognition, need for valuation – Valuation of tangible fixed assets – Valuation of current assets. (b) Liabilities: definition, characteristics, classification, recognition, need for valuation. (LH10)
6. **Financial Statements and Accounting Standard:** Meaning, nature, importance, different types of financial statements, limitations; Concept of Accounting Standard and its objectives (LH 8)

Group – B: Auditing (50 Marks)

1. **Meaning and Scope of Auditing:** Concept of auditing, Relationship of auditing with accounting, Objectives of auditing, Advantages of auditing, Role of auditing in protecting the interests of owners/investors, Limitations of auditing. (LH 3)
2. **Classification of Audit:** Statutory and Non-statutory audit, Continuous audit, Final audit, Periodical audit, Internal audit, Interim audit. (LH4)
3. **Commencement of Audit and Audit Procedure:** Steps to be undertaken before actual commencement of audit of sole proprietorship, partnership and company, Checking of important documents, Routine checking and test checking, audit note book, audit working papers. (LH 6)
4. **Internal Check and Internal Control:** Concepts of internal check, internal control and internal audit, Role of internal checking and internal control in conducting audit, Internal checking system

- adopted by concerns in regard to sales, purchases, stores and wage payments. (LH 6)
5. **Vouching:** Concept and objective of vouching, Vouching of receipts, payment, purchase of assets, outstanding assets and liabilities, importance of vouching in auditing. (LH 5)
 6. **Verification and Valuation of Assets and Liabilities:** Importance of verification of assets and liabilities in auditing, Verification procedure of assets and liabilities, Verification of contingent assets and contingent liabilities. (LH 5)
 7. **Company Auditor:** Qualification and disqualification of company auditor, Appointment, removal, remuneration of company auditor, Rights and duties of a company auditor. (LH 6)
 8. **Divisible Profit and Dividend:** Concept of divisible profit, Declaration and payment of dividend, Audit of dividend payment. (LH 4)
 9. **Auditor's Report:** Concept of audit report, Contents of audit report, Auditor's certificate, Distinction between auditor's report and auditor's certificate. (LH5)
 10. **Audit Programme of Specific Enterprises:** Club, Hospital, Cinema, Library, Educational institution. , Hotel and restaurant, Transport company. (LH 6)

Suggested Readings:

1. Hendriksen, E.S., *Accounting Theory*, Khosla Publishing House, Delhi.
2. Lal, J. , *Accounting Theory*, Himalaya Publishing House, Mumbai.
3. Porwal, L.S., *Accounting Theory*, Tata McGraw - Hill Publishing Co. Ltd., New Delhi.
4. Sinha, G., *Accounting Theory and Management Accounting*, Vidyoday Library Pvt. Ltd.
5. Sur, D., *Financial Statement Analysis – A Comprehensive Approach*, Excel Books.
6. Gupta, K., *Contemporary Auditing*, TMH
7. Tandon, B.N., *Practical Auditing*,
8. Basu, *Auditing: Principles and Techniques*, Pearson
9. Kumar and Sharma, *Auditing: Principles and Practice*, PHI

Paper-3 Cost Accounting (GEN.): (100 Marks)

1. **Introduction:** Evolution of Cost Accounting- Concepts of Cost, Costing, Cost Accounting, Cost Accountancy, Concepts of Cost Unit, Cost Centre, Costing Methods and Costing Techniques,

Nature, Scope, Purpose, Utilities, Functions, Advantages and Limitations of Cost Accounting, Introduction of Cost Accounting System—Steps, Problems and Remedies. Relations with Financial Accounting and Management Accounting. (LH 10)

2. **Cost Classification and Analysis:** Various types of classification of costs – main elements of cost (Direct Material, Direct Labour, Chargeable Exp. and Overheads). Analysis of Total Cost (Prime Cost, Works Cost, Cost of Production, Total Cost and Cost of Sales) – Preparation of Estimates and Fixation of Selling prices – Cost Sheet and Manufacturing Account (including preparation of these statements). (LH 15)

3. **Materials:** (a) Procurement of material-Purchase Organization and purchase procedure (with related documents), (b) Storing of materials- Stores Organisation and procedure (with related documents), EOQ and Fixation of different levels, (c) Issue of materials: Various methods of issuing and pricing materials, (d) Various methods of controlling materials- Perpetual Inventory System and Continuous stock taking, ABC Analysis, VED analysis. (LH 10)

4. **Labour (Employee) Cost:** Introduction- Recruitment, Timekeeping and Time Booking, Labour Cost Control Procedure (including methods and documents), methods of wage payment, Incentive plans, Concepts and accounting treatment of Idle Time, Over Time and Labour Turnover, Control of Labour Costs. (LH 10)

5. **Overhead:** Definition, Classification, Accounting and Control of Overheads, Methods of Grouping and Codification-Allocation, Apportionment and Absorption of overheads, Under and Over absorption of overheads, primary and Secondary Distribution of overheads, Determination of overheads Rates, Control and Accounting of Factory, Administrative, Selling and Distribution Overhead. (LH 15)

6. **Cost Accounting Procedure:** Integrated and Non Integrated Accounting System, Cost Ledger Control Accounts, Reconciliation of Cost and Financial Accounts. (LH 10)

7. **Contract Costing:** Features of Contract Costing – Preparation of Contract Account – Determination of Profit on Unfinished Contract (Including Value of Work Certified and Valuation of Work-in-progress). Job costing-Job Ledger, Job Cost Sheet. Batch Costing (LH 15)

8. **Marginal Costing:** Definition – Features – Uses – Advantages – Limitations – Marginal Costing vs Absorption Costing and Direct Costing – Methods of Segregating Fixed and Variable Elements of Cost-Contribution, Profit Volume Ratio, Break-Even Point, Margin of Safety and Angle of Incidence (Including relevant calculation). (LH 15)

Suggested Readings:

1. N. K. Prasad, *Principles and Practice of Cost Accounting*, Book Syndicate
2. M.C. Shukla & T.S. Grewal, *Cost Accounting*, Sultan Chand.
3. Ravi M. Kishore, *Cost Management*, Taxmann Publishing.
4. V. K. Saxena & C. D. Vashist, *Advanced Cost and Management Accounting*, Sultan Chand & Sons.
5. Bhattacharyya A. K., *Principle and Practice of Cost Accounting*, Prentice Hall
6. Dutta O Sur: *Paribhaya Hisabrahkan*, Prakashana Bibhag, Bardhaman Viswavidyalaya.

GROUP-III

Paper-1 Business Regulatory Frameworks	: 100 marks
Paper-2 Business Environment and Business Ethics	: (50+50) marks
Paper-3 Business Mathematics and Statistics (GEN)	: (50+50) marks

Paper-1 Business Regulatory Frameworks: Marks 100

Group – A: Business Laws (60 Marks)

1. Law of Contract: Indian Contract Act, 1872

- i. Introduction-importance of Contract Act in Indian Business.
- ii. Formation of a valid contract-proposal, (including intention to create legal relationship), acceptance, consideration, capacity of the parties to contract, free consent, legality of object, agreement declared void, enforceability of agreement.
- iii. Classification of contract- absolute contract, contingent contract, quasi contract (of certain relations resembling those created by contract.)
- iv. Performance of contract, Performance of reciprocal promises.
- v. Discharge of contract – by performance, by novation, recession, alteration, etc. by impossibility, by breach of contract.
- vi. Remedies for breach of contract.
- vii. Special contract agency (LH 30)

2. Sale of Goods Act, 1930

- i. Formation of contract of sale of goods.
- ii. Goods and their classification.
- iii. Condition and warranty
- iv. Transfer of property in goods
- v. Performance of contract
- vi. Breach of contract – rights of unpaid seller. (8 LH)

3. Negotiable Instruments Act, 1881

- i. Characteristics of negotiable instruments.
- ii. Features – Promissory note, Bill of Exchange, cheque
- iii. Holder and holder in due course.
- iv. Crossing of cheque – types of crossing and its effect.
- v. Dishonour of negotiable instruments (8 LH)

4. Consumer Protection Act, 1986

- i. Importance of Consumer Protection Act.
- ii. Definitions – Complainant, Complaint, Consumer, Consumer dispute, Person.
- iii. Consumer Protection Councils – Composition, objects.
- iv. Consumer Disputes Redressal Agencies – composition, powers, functions (5 LH)

5. Foreign Exchange Management Act, 1999

- i. Introduction – objectives of FEMA
- ii. Definitions- Capital account transaction, currency, current account transaction, foreign exchange, person, person resident in India
- iii. Regulation and Management of Foreign Exchange (4 LH)

6. The Competition Act, 2002 (As amended up to date)

- i. Aims and objects,
- ii. Definitions – acquisition, cartel, commission, consumer, enterprise, goods, person, price, service, shares, trade, turnover.
- iii. Anti competitive agreements (Sec. 3): Abuse of Dominant Position (Sec. 4)
- iv. Competition Commission of India:- Duties, Powers and functions (Sec10 to Sec. 40).

Group – B: Company Law: (40 Marks)

- i. Corporate personality
- ii. Kinds of companies
- iii. Promotion and incorporation of companies
- iv. Memorandum of Association, Articles of Association, Prospectus.
- v. Share, share capital, Members, Share capital – transfer and transmission
- vi. Capital Management.
- vii. Directors – types, qualifications, powers, functions and duties, liabilities, remuneration, removal.
- viii. Company meetings – kinds, quorum, noting, resolutions, minutes.
- ix. Majority powers and minority rights, prevention of oppression and mismanagement.
- x. Winding up – Kinds of conduct. (40 LH)

Suggested Readings:

1. M. C. Shukla – *Mercantile Law*
2. Sen & Mitra – *Commercial & Industrial Law*
3. Dr. Avtar Singh – *Consumer Protection Act.*
4. Dr. Avtar Singh – *Company Law.*
5. Dr. Avtar Singh – *Mercantile Law*
6. N. D. Kapoor – *Elements of Business and Economic laws.*
7. Taxman’s *Guide to Foreign Exchange Management Act.*
8. M. P. Gupta and S. B. Saxena – *Mercantile law.*
9. N. D. Kapoor, *Elements of Company Law.*
10. Taxman’s *Competition - Law and Practice.*

Paper-2

Business Environment & Business Ethics: Marks 50+50

Group – A: Business Environment (50 Marks)

1. **Business Environment:** Concept and Importance, Nature and Scope, Types of Environment: Natural, Economic, Financial, Political, Social, Technical, Cultural, Demographical, Global ,Educational, Legal, Cross-cultural etc. (5 LH)
2. **Physical Environment:** Factors affecting Business: Topography, Climate, Minerals and Water resources. Natural Resources and sustainability, Renewable and Non-renewable resources, Limitations of non-renewable resources, Need of renewable resources, Strategy for conservation of natural resources. Global warming and Kyoto Protocol. (10 LH)
3. **Economic, Financial and Legal Environment:** Different Economic systems and their characteristics, Macroeconomic environment of business, Role of the Government, Monetary Policy and Fiscal Policy; Elements of legal environment, Relationship between law and society, Securities and Exchange Board of India Act - Customs & Central Excise Act (10 LH)
4. **Technological Environment:** Defining technology – Technology and Business Growth – Technology and Competitive Advantage – Perspective on creating a national environment to promote technology (5 LH)
5. **Social and Cultural Environment:** Concept and Importance of Socio-Cultural Environment of Business, Social and Educational set-up, Cultural heritage Tradition, Social attitudes, Impacts of foreign culture ,Castes and communities, Joint family system ,Linguistics and Religious Groups, Social responsibility of business. Infrastructure, Technology. (10 LH)
6. **Political Environment:** Government and business relationship in India, Provisions of Indian constitution pertaining to Business. Business and Government- Political system and its influence on business - Indian constitution - Directive Principles of State Policy. (10 LH)

Group – B: Business Ethics (50 Marks)

1. **Introduction:** Ethics and Business – Defining Morality, Ethics and Ethical Theory - Definition of Business ethics – Why is Business Ethics important? Sources of Ethics- Relationship between business and ethics - Ethics and Values in Business – Globalisation and relevance of Globalisation for business ethics – Sustainability and Business Ethics (10 LH)
2. **Framing Business Ethics:** Moral Responsibility of a Business Firm – Corporate Social Responsibility – Legal, Ethical, Economic and Philanthropic Responsibility – Corporate Social Responsiveness - Ethical Principles in Business – Utilitarianism – Libertarianism –Justice and Fairness -Attitudes & beliefs-Relationship between law & ethics (10 LH)
3. **Ethics in the Market place:** Ethics and Perfectly competitive Market – Imperfect competition – Explicit Agreements, Price-fixing, Manipulation of Supply, Tying Arrangements – Price Discrimination – Tacit Agreements, Bribery Types of Ethical issues - Bribes - Coercion - Deception - Theft - Unfair Discrimination Consumers - Fair Prices - False Claim Advertisements (10 LH)
4. **Ethics and Employees:** Discrimination: Utility, Rights and Justice - Hiring - Employees - Promotions - Discipline - Wages - Job Description - Exploitation of employees - Ethics External (5 LH)

5. **Ethics and Stakeholders:** Social Responsibilities of Business towards shareholders - employees - customers - dealers - vendors - Government - Social Audit Environment Protection - Natural - Physical - Society - Relationship of Values and Ethics.

(5 LH)

Suggested Readings:

1. A.C.Fernando, *Business Environment*, Pearson
2. Paul Whetherly and Dorron Otter, *The Business Environment*, Oxford University Press
3. Prakash. V, *Business Environment*, Anmol Publication
4. Ravindra Saini Shaikh, *Business Environment*, Global Academic Publisher and Distributor
5. Agarwal ,R., & Parag Diwan , *Business Environment* , Excel Books.
6. Richard T Degorge, *Business Ethics*, Pearson Education
7. Manual G Velasquez, *Business Ethics: Concepts and Cases*, PHI Learning
8. A.C.Fernando, *Business Ethics: An Indian Perspective*, Pearson
9. Mukti Mishra and Ronald D Francis, *Business Ethics*, Tata McGraw Hill Education
10. Raj, Rituparna, *A Study in Business Ethics*, Himalaya publishing house.
11. Badi & Badi, *Business Ethics*, Vrinda Publications
12. Mruthyunjaya, H.C., *Business Ethics and Value Systems*, PHI.
13. Manna, S. and Chakrabarti, S., *Values and Ethics in Business and Profession*, PHI.

Paper-3

Business Mathematics and Statistics (GEN): (50 + 50) marks

Group – A: Business Mathematics (50 Marks)

Algebra (35 Marks)

1. **Series:** A.P. , G.P. Convergence and Divergence of G.P. Series (5LH)
2. **Logarithms :** Definition, base and index of logarithm – general properties of logarithms (5LH)
3. **Compound Interest and Annuities :** Different types of interest rates – concept of present value and amount of sum; Types of annuities : Present value and amount of an annuity (5LH)
4. **Idea of complex numbers:** Solution of quadratic equation with real coefficients Relation between roots and coefficients and nature of the roots. (5LH)
5. **Permutations and Combinations :** Definitions Theorems on permutations and combinations (10LH)
6. **Binomial Theorem :** Statement of the theorem for positive integral index – General term, middle term and equidistant terms, simple properties of binomial coefficients (5LH)

Elements of Coordinate Geometry (15 Marks)

7. **Introduction:** Rectangular Cartesian coordinates in a plane – Length of segments – Section of a finite segment in a given ratio – Area of triangle formed by three points and condition of collinearity. (5LH)
8. **Straight lines:** Equation of a straight line in different standard forms – Gradient or slope of a straight line. Angle between two straight lines. (5LH)

Group – B: Statistics (50 Marks)

1. **Collection and Presentation of Data:** Tabular and diagrammatic representation – Frequency distribution – Diagrammatic representation of frequency distribution. (10LH)
2. **Measures of Central Tendency:** Common measures of central tendency – Mean, Median, Mode, Geometric Mean and Harmonic Mean. Partition Values. Quartiles. (10LH)
3. **Measures of Dispersion :** Range, Quartile Deviation, Mean Absolute Deviation and Standard Deviation – Measures of Relative Dispersion (10LH)
4. **Bivariate Data :** Simple Correlation Coefficient and its properties , Spearman’s Rank correlation coefficient (in case of no tie) – Simple linear regression and its properties (10LH)
5. **Index Numbers :** Definition and Types of Index Numbers – Problems in the construction of price index numbers – Methods of construction of price index numbers and quantity index numbers – Tests of index numbers. (5LH)
6. **Time Series Analysis:** Causes of variation in time series data – components of time series – different methods of determining trend. (5LH)

Suggested Readings:

1. S.N. Dey, *Business Mathematics and Statistics*, Chhaya Prakashani.
2. J. Chakrabarti, *Business Mathematics and Statistics*, Dey Book Concern.
3. Sarkhel and Dutta, *An Insight into Statistics*, Book Syndicate Pvt. Ltd.
4. S.C. Gupta, *Fundamentals of Statistics*, Himalaya Publishing House.
5. N.G. Das, *Statistical Methods in Commerce, Accountancy and Economics*, TMH.
6. Ghosh and Saha, *Business Mathematics and Statistics*, Central.
7. N.K. Nag, *Advanced Business Mathematics and Statistics*, Kalyani Publishers.

Part – III

GROUP-IV Alternative – A

Paper – 1 Taxation (Direct and Indirect) (GEN)	: 100 marks
Paper – 2 Computer Applications in Business (GEN)	: (60+40) marks
Paper – 3 Corporate Accounting and Management Accounting	: (50+50) marks

Paper – 1

Taxation (Direct and Indirect) (GEN): Marks 100

(Starting year of the session would be the Assessment year, e.g., for students of 2014-17 session, the Assessment year would be 2016-17).

Group – A: (80 Marks)

1. **Basic Concepts and Definition:** Assessee, Person, Previous year, Assessment year, Income, Earned and unearned income, Casual income, Capital receipt and revenue receipt, Heads of Income, Gross Total Income, Agricultural Income, Long term capital asset, Short term capital asset, Basis of charge, rates of taxes applicable to various assessees, PAN. (LH 6)

2. **Scope of Total Income and Residential Status:** Residential status and its determination, Incidence of tax, Income received or deemed to be received in India. (LH 2)
3. **Exempt Income:** Income which do not form part of income under section 10, Special provision in respect of newly established undertakings in free trade zones under section 10A and special economic zone (SEZ) under section 10AA, Special provision in respect of newly established hundred per cent export oriented undertaking under section 10B. (LH 2)
4. **Computation of Taxable Income under different Heads of Income:**
 - Income from Salary
 - Income from House Property
 - Income from Business/Profession (Individual assessee only) (LH 10)
5. **Deductions from Gross Total Income:** Sections 80 C, 80CCA, 80CCB, 80CCC, 80D, 80G. (LH 8)
6. **Relief under Section 89** (LH 2)
7. **Return of Income:** Different types of returns, Due dates for submission of return, Return by whom to be signed. (LH 6)
8. **Tax Planning:** Concept of tax planning, tax avoidance and tax evasion- their differences, Objectives and benefits of tax planning. (LH 4)

Group – B: (20 Marks)

1. **Central Sales Tax:** Definition of dealer, goods, declared goods, place of business, sale price, turnover under the CST Act, Concept of Inter-state trade or commerce. (LH 7)
2. **West Bengal Value Added Tax:** Concept of VAT, Objectives of VAT, Registration of dealer, Rates of VAT, Methodology of VAT computation (Addition method, Subtraction method and Input Tax Credit method), Advantages and disadvantages of VAT. (LH 7)

Suggested Readings:

1. Singhania, V.K., *Direct Taxes: Law and Practice*, Taxmann Publication
2. Singhania, V.K. and Singhania, M., *Students' Guide to Income Tax including Service Tax and VAT*, Taxmann Publication
3. Datey, V.S., *Indirect Taxes*, Taxmann Publication
4. Ahuja, G. And Gupta, R., *Systematic Approach to Income Tax*, Bharat Publishers
5. Chatterjee, Timirbaran, *Hand Book of Value Added Tax in W.B.*, New Central Book Agency(Pvt.) Ltd.

Paper – 2

**Computer Applications in Business (GEN): (60+40) marks
Theory (60) and Practical (40)**

Group – A: Theory (60 Marks)

1. Fundamentals of Computer: (30 marks)

1. **Introductory Concepts:** Introduction to Computer, Computer Applications, Elements of a Computer, Classification of Computers, Characteristics of Computer, Development of Computers and

Computer Generation, Advantages and Disadvantages of Computer, Basic Organization of a Computer System.

2. **Number Systems and Codes:** Different number systems – Binary, Octal, hexadecimal and their conversion codes used in computers i.e. BCD, EBCDIC & ASCII etc. and Conversion.

3. **Computer Arithmetic and Gates:** Binary Arithmetic, Complements, Addition and Subtraction; Conversion from one system to another.

4. **Hardware, Software and Operating System:**

Hardware: Input Devices – Devices using: (i) Open Media, (ii) Magnetic Media (iii) Optical Media & (iv) Direct Data Entry Devices. Storage Devices – Primary Storage and Secondary Storage Devices; and Output Devices – Printers, Visual Display Unit (VDU), Plotter, etc.

Software: System Software, Application Software,

Operating System: History and Evolution, Brief History of MS – DOS, Windows and Linux. (LH40)

2. Basic Concepts of MIS: (15 marks)

Concepts of MIS, Data, Information and Data Processing, Need for Data Processing, Data Processing Cycle and Functions. Methods of Data Processing, Definition of System. Applications of Data Processing System, Types of Systems, Advantages and Disadvantages of Electronic Data Processing, Information, Business Information Systems. Transaction Processing Cycle, Components of the Transaction Processing System, Establishing the Information needs in Management Process, Factors on which Information requirements depend, organization structure and information needs. (LH 25)

3. E-Commerce and Internet:(15 marks)

E-Commerce: Definition, Reasons for the Growth of E-Commerce, Features, Importance, Objectives and Types of E-Commerce. The Current E-Commerce Scenario in India.

Internet: Introduction, Evolution of Internet, Governing of the Internet, Transmission of Information and Resources, TCP/IP, Http. Services of Internet, Features of Internet. Advantages and Limitations of Internet, Specific application of internets. (LH 25)

Group – B: Practical (40 Marks)

4. Computer Based Business Application

a. **Word Processing:** Meaning and role of word processing in creating documents. Editing, formatting and printing documents, using tools such as spelling check, thesaurus, etc. in word processors (Ms-Word).

b. **Electronic Spreadsheet:** Structure of spreadsheet and its application to accounting, finance and marketing function of business: Creating a dynamic/ sensitive worksheet; Concept of absolute and relative cell reference; Using built-in function; Goal seeking and solver tools; Using graphics and formatting of worksheet; Sharing data with other desktop applications; Strategies of creating error free worksheet (Ms-Excel). Practical Knowledge on Tally ERP-9.

c. **Programming under a RDBMS Environment:** The concept of data base management system; Data field, records, files and control structure; Sorting and indexing data; Searching records, Designing queries, and reports; Linking of data files; Understanding programming environment in RDBMS: Developing menu driven applications in query language (Ms-Access/FoxPro). (LH 80)

Suggested Readings:

1. Rajaraman, V., *Introduction to Computer Science*, Prentice Hall, New Delhi
2. Sinha, P.K., *Computer Fundamentals*, BPB Publication, New Delhi
3. Edwards, Ward and Bytheway, *The Essence of Information Systems*; Prentice Hall, New Delhi.
4. Goyal, *Management Information System*, Macmillan India, New Delhi
5. Mittal, D. P., *Law of Information Technology*, Taxmann.
6. *IT for the new generation* (CSI 98) MY HR Soft 2.0 (PHI)
7. Chakraborty, D. K. and Saha, D., *IT: An Overview of Component Technologies* , Published by Netaji Nagar Day College Computer Centre.
8. Bharihoke, D., *Fundamentals of Information Technology*, Excel Books.

Paper – 3

Corporate Accounting and Management Accounting: (50+50) marks

Group – A: Corporate Accounting (50 Marks)

1. **Company Accounts:** Accounting for issue of shares at premium, issue at discount, issue of shares for consideration other than cash, Procedure of issue and allotment of shares- pro-rata allotment, Forfeiture and reissue of forfeited shares, Issue and redemption of preference shares, Issue and redemption of debentures, issue of bonus shares, Final Accounts of Companies as per Schedule VI (Revised) (LH 15)
2. **Reconstruction of Companies:** Amalgamation and absorption of companies (As per AS 14), External reconstruction and capital reduction of companies. (LH 12)
3. **Departmental and Branch Accounts:** Preparation of departmental trading and profit & loss account, Preparation of branch accounts. (LH 6)
4. **Royalty Accounts** (LH 6)
5. **Hire Purchase and Instalment Payment Accounts** (LH 8)
6. **Double Account System:** Concept, Difference from double entry system. (LH 5)
7. **Miscellaneous Accounts:**

- Investment Account
 - Packages and Containers Account
 - Voyage Account
 - Goods on Sale or Return Account (LH 12)
8. **Insurance Claims:** Various terms, Computation of claim under the Loss of Stock and Loss of Profit Policy. (LH 6)

Group – B: Management Accounting (50 Marks)

1. **Introduction:** Management Accounting: Definition, Objectives, Scope, Functions, Advantages, Limitations, Techniques – Comparison with Financial Accounting and Cost Accounting –Role of Management Accountant. (LH 6)
2. **Financial Statement Analysis:** Meaning, Objectives, Advantages, Limitations and Methods. (LH 4)
3. **Accounting Ratio Analysis:** Meaning, Utility and Limitations – Sourcewise and purposewise classification of accounting ratios – Computation of important accounting ratios (excluding detail interpretation) – Preparation of financial statements from the given ratios. (LH12)
4. **Fund Flow Analysis:** Concepts of fund – Meaning, importance and limitations of fund flow statement – Preparation of fund flow statement. (LH 8)
5. **Cash Flow Analysis:** Meaning, importance and limitations of cash flow statement - fund flow statement vs cash flow statement – Preparation of cash flow statement under conventional method and as per AS-3 (elementary level). (LH 10)

Suggested Readings:

1. Shukla, M.C. and Grewal, T.S., *Advanced Accounts*, S. Chand
2. Jain and Narang, *Accountancy*, Kalyani Publication.
3. Goyal, V.K. and Goyal, R., *Corporate Accounting*, PHI
4. Rajasekaran, *Corporate Accounting*, Pearson
5. Hanif and Mukherjee, *Corporate Accounting*, TMH
6. Agarwal, B.D., *Financial Accounting* (Vol.II)
7. Maheswari, S.N. *Financial Accounting* (Vol. II), Sultan Chand
8. Khan, M.Y. and Jain, P.K., *Management Accounting*, Tata Mcgraw Hill Publishing Co. Ltd., New Delhi.
9. Khan, M.Y. and Jain, P.K., *Management Accounting and Financial Management: Problems and Solutions*, Tata McGraw Hill Publishing Co. Ltd., New Delhi.
10. Pandey, I.M., *Financial Management*, Vikas Publishing House Pvt. Ltd., New Delhi.
11. Sinha, G., *Accounting Theory and Management Accounting*, Vidyoday Library Pvt. Ltd., Kolkata.
12. Sur, D., *Financial Statement Analysis – A Comprehensive Approach*, Excel Books, New Delhi.

GROUP-IV Alternative – B

Paper – 1 Same as mentioned in Alternative – A

Paper – 2 Same as mentioned in Alternative – A

Paper – 3 Banking and Insurance (GEN)

: (60+40) marks

Paper-3

Banking and Insurance (GEN): (60+40) marks

Group – A: Banking (60 Marks)

1. **Introduction:** Definition and function of a bank, classification of banks – Balance sheet of a bank – Banking ratios based on balance sheet. (10 LH)
2. **Commercial Banks:** Creation and destruction of money by commercial banks – unit banking vs. branch banking – cash reserve ratio and liquidity ratio of commercial banks – Different systems of cash reserve requirements and liquidity requirements. (10 LH)
3. **Central Banking :** Role and functions of a central bank – Difference between central bank and commercial banks – Different systems of note issue – Methods of credit control – bank rate, open market operations – Variable reserve ratio and selective methods of credit control. (10 LH)
4. **Banking Sector Reforms in India:** Nationalization of commercial banks in India – performance of nationalized banks – Report of the Narasimham Committee (1991 and 1998) – Reform measures adopted - Prudential norms and capital adequacy norms. (10 LH)
5. **Practical Banking:** Account opening procedure – special cases- Bank Pass Book – Relation between banker and customer – Different types of cheques – crossing of cheques – General crossing and special crossing – Endorsement – significance and kinds – Holder and holder in due course – Paying banker's and collecting banker's risk, liability and protection – lien, pledge and mortgage – electronic banking system. (20 LH)

Group – B: Insurance (40 Marks)

1. **Introduction:** Definition of insurance – Basic principles of insurance –Difference between life insurance and general insurance – Insurance as a social security tool. (10LH)
2. **Life Insurance:** Life insurance products – Benefits of life insurance – Life Insurance Corporation of India – Objectives – Organizational set up of LIC – Investment pattern of LIC (10 LH)
3. **General Insurance :** General insurance products –Approved investments for general insurance business – General Insurance Corporation of India – Functions and objectives – subsidiaries of GICI. (10 LH)
4. **Reforms in Insurance Sector:** Recommendations of Malhotra Committee – Establishment of IRDA through the IRDA Act. Insurance Regulations (2000) prescribed by IRDA –Objectives, duties, powers and functions of IRDA (10 LH)

Suggested Readings :

1. Shekhar, K. C., *Banking Theory and Practice*, Vikas Publishing House Pvt. Ltd.
 2. Parameshwaran, R., *Indian Bankng*, S. Chand
 3. Tannan, M. L., *Banking Law and Practice in India*.
 4. Mishra, M.N., *Insurance : Principles and Practices*, S. Chand
 5. Gupta, O.S., *Life Insurance*, Frank Brothers.
 6. Bhole, L.M., *Financial Institutions and Markets*, TMH
 7. Pathak, B.V., *Indian Financial System*, Pearson Education.
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