

PANSKURA BANAMALI COLLEGE
(Autonomous)
EVENING COMMERCE DEPARTMENT

Program Outcome of B.Com (Hons)

The Learning Outcomes-based Curriculum Framework (LOCF) committee constituted by University Grants Commission (UGC) is pleased to submit its report concerning the curriculum of B. Com. Programme to be implemented by Universities and Higher Education Institutions. During this journey, a series of meetings were held and intensive discussions have taken place with various stakeholders to complete the exercise in a fruitful manner. The key role of any system of education is to build abilities, develop attitude, and cultivate the right approach towards life. Considering these aspects, it is of vital importance to design and develop a curriculum which should result in transforming the personality of a student. Educational programmes, when designed with specific objectives of transformation and development of the students help in bringing desired holistic personality. The principal focus, therefore, is on how to cultivate an aspiration to learn, understand, and adapt new skills and learning inputs. The focus of LOCF of Commerce and Business Education is aimed at improving the students' abilities and helping them to become a competent business leader who can contribute in nation building. Commerce education is not related only with knowing how to organize and apply skills related to business, trade, commerce, industry, and economy, but it further accelerates the process of thinking in a pragmatic manner about nation building through effective utilization of skills, resources, manpower, and one's abilities. One essential aspect of LOCF is to develop a commerce graduate who can meet the present and the future requirements of industry and economy. LOCF emphasizes on developing the competent persons who can work as the contemporary and future leaders of the industry and business. The education system in the emerging scenario demands to enrich the personality of the students so as to develop a holistic personality. Therefore, the focus of LOCF is based on the four pillars of education which are learning to know, learning to do, learning to live together, and learning to be. Another focus of LOCF is to build a set of requisite social and ethical values that will meet the expectations of modern society. It shall also promote ideals of universal brotherhood and cooperation. The core basis of LOCF is to emphasize cultivating the ideology which promotes sustainable economic system and encourages eco-friendly fair business practices. The emphasis of this exercise is to provide a right understanding to the

students about objective and transparent system of governance. This would bring a desired change in the system of administration and quality of governance of all the institutions. The present situation of business education requires total over-hauling and restructuring in the light of changed socio-economic scenario of the global economy in the context of Industry 4.0. The dynamic nature of global business demands a pool of competent human capital for which relevant education is essential in terms of timeliness, speed, flexibility, and dynamism. There is a need to provide students with appropriate skills and knowledge inputs which would make them globally competent and empower them to work in the changing business environment.

As a result, the LOCF in Commerce is focusing on introducing a globally recognised choice-based credit system that will provide several possibilities to master various key courses as well as explore new learning channels outside of the routine and standardised framework. The main goal of this activity is to give possibilities for kids' complete development. Thus, the LOCF can help in bringing uniformity in curricula on the one hand and empower the student on the other hand to choose the career options making it more relevant and globally acceptable which would create new benchmark in the world. The salient features of the LOCF in B. Com. are:

1. The objectives of LOCF are to mentally prepare the students to learn various courses/ subjects in the domain of Commerce and Business leading to a graduate degree.
2. The learning outcomes for each course has been carefully designed to help students to have experiential learning in various domains of Commerce discipline.
3. Because commerce is an interdisciplinary subject, special attention has been made to include courses in areas such as accounting, management, finance, taxation, law, marketing, human resource management, economics, statistics, information and communication technologies, and entrepreneurship.
4. The core courses have been selected considering the need for studying Commerce as a separate discipline and the required theoretical knowledge and practical exposure.
5. In order to achieve the spirit of LOCF under CBCS and to empower the students, large number of optional courses under Generic Elective (GE), Skill Enhancement Courses (SECs), and Discipline Specific Elective Courses (DSEs) have been included in the structure.

6. For B. Com. Programme, fourteen (14) CC are placed from first to sixth semester, two (02) language courses are placed in first and second semester, four (4) GE courses are placed in the first to fourth semester, and eight (08) DSE courses in fifth and sixth semester, and Six (6) SEC courses in third and fourth semester have been placed respectively along with an option to offer specific sector skill council courses are placed in third, fourth, fifth, and sixth semester. The idea of offering optional courses and also creating space for developing more Sector Skill Council courses covering different aspects of knowledge and skills is to create opportunities for employability of a commerce graduate and also broaden the learner's horizon towards practical relevance of studying commerce discipline so that a learner can have a wide choice of courses to have a better living and to lead a meaningful and contented life. Keeping in view the needs of the Commerce students, Ability Enhancement Compulsory Courses (AECCs) have been designed in a manner that provides relevant knowledge and skills.

7. An option to adopt courses offered by Sector Skill Council in the course structure of B. Com. as Skill Enhancement Courses is a pioneering step where the idea is to directly embed the academic course with relevant skill enhancement courses offered by various Sector Skill Councils in India. Hence, a scope for enhancing employability of regular Commerce graduates has been created in the proposed course structure.

8. Keeping in mind the objectives and learning outcomes specified in each course, special attention has been paid to providing practical tasks for each unit in the course so that students can obtain hands-on experience (learning by doing) in addition to textbook-based theoretical knowledge. In the sixth semester, a discipline-specific course incorporating the application of knowledge in exploring/analyzing/solving difficulties related to a real-life situation has been offered as a discipline-specific course.

9. The courses are designed keeping in view the employability, research, and innovation in the field of Commerce and Business especially in Accounting, Management, Finance, Marketing, Human Resource, Computer Applications in Business, Taxation, Business Laws, and Entrepreneurship.

10. The Faculty members are expected that while delivering a lecture in a classroom situation, they should use ICT based teaching learning andragogy and various interactive teaching and learning techniques like case studies, simulation, role play, etc., to have better engagement of the students and effective teaching learning process. It is also expected that character building of students, development

of holistic personality, values and ethics, etc., should be the prime focus in the teaching learning process so that they become good global citizens.

Programme Specific Outcomes of B. Com.

Students achieve the aims and traits indicated in qualification descriptions through learning acquired after completing a programme of study. The term 'programme' refers to a student's whole course of study that leads to a qualification. B. Learning Outcomes from the Program Com. comprise a variety of subject-specific abilities as well as generic talents such as mind management, creativity, and invention of competences in a variety of fields of Commerce and Business, the achievement of which will be shown by B. Com. Program leading to a bachelor's degree. The programme learning outcomes of B. Com. also enable a student to prepare for further study, employment, and good citizenship. Further, the difference in the level of achievement of programme outreach provides for comparing of learning levels and standards across different college/institution. The various learning outcomes of the programme are mentioned below:

- i. Bachelor's Degree in Commerce results in giving comprehensive knowledge of Marketing, Human Resource Management, Business and Corporate Law, Economics, Finance, Accounting, Management, Tax and several other branches of Commerce that includes Investment, Insurance, and Banking. Thus, this programme helps students in building a concrete footing for advanced studies in Commerce and to stand with the requirement of business sector, insurance, banking seeking youth fit for employment.
- ii. Students undergoing this programme will be equipped to the world of work, particularly, work of the future. The student will get a first-hand exposure of working in the real world.
- iii. Students completing this programme will be able to develop managerial knowledge and tactical dexterity, with a broader skill set and encourages them to seek out audacious, innovative solutions for today's business.

- iv. Completion of this programme will also enable the students to formulate business problems and provide innovative solutions thus, molding them into future visionaries, management leaders that are compassionate yet efficient.

- v. The course provides an extreme and rigorous base for teaching, research, and allied business administrations

**PROPOSED SYLLABUS FOR B.COM (Honours) COURSE UNDER CBCS
SCHEME (With Specialisation in Accounting and Finance)**

Semester - 1				
Paper Code	Paper Name	Full Marks	Paper Category	Credit Points
ACNH CC1	Financial Accounting- I	75	Core Course-1	6
ACNH CC2	Business Law	75	Core Course-2	6
ACNE GE1	Business Economics / Micro and Macro	75	GE-1	6
AECCEL	Communicative English / MIL	50	AECC-1	2
	Total	275		20
Semester – 2				
ACNH CC3	Cost Accounting	75	Core Course-3	6
ACNH CC4	Corporate Law	75	Core Course-4	6
ACNE GE2	Business Environment & Business Communication	75	GE-2	6
AECCEV	Environmental Studies	(70+30)	AECC-2	4
	Total	325		22
Semester - 3				
ACNH CC5	Principles of Management	75	Core Course-5	6
ACNH CC6	Direct Taxes	75	Core Course-6	6
ACNH CC7	Indian Financial System	75	Core Course-7	6
ACNE GE3	Business Statistics	75	GE-3	6
ACNH SE1	Computer Application in Business and E- Commerce	50	SEC-1	2
	Indian Banking System			
	Life Insurance, Principles and Practice			
	Total	275		26
Semester-4				
ACNH CC8	Financial Accounting-II	75	Core Course-8	6
ACNH CC9	Marketing Management and HRM	75	Core Course-9	6
ACNH CC10	Business Mathematics	75	Core Course-10	6
ACNH GE4	Indian Economy	75	GE-4	6
ACNH SE2	Computerized Accounting and E-Filing	50	SEC-2	2

	Loans and Advance Management in Banking			
	Life Insurance & General Insurance Business in India			
	Total	275		26
Semester - 5				
ACNH CC11	Management Accounting	75	Core Course-11	6
ACNH CC12	Entrepreneurship Development	75	Core Course-12	6
ACNH DS1	Financial Management	75	DSE-1	6
	Consumer Behavior and Sales Management			
ACNH DS2	Financial Reporting and Analysis	75	DSE-2	6
	Product and Pricing Management and Marketing Communication			
	Total	300		24
Semester - 6				
ACNH CC13	Auditing & Assurance	75	Core Course-13	6
ACNH CC14	Indirect Taxes	75	Core Course-14	6
ACNH DS3	Corporate Accounting	75	DSE-3	6
	Retail Management and Marketing of Services			
ACNH DS4	Field Study, Project Work and Viva Voce	75	DSE-4	6
	Rural Marketing and International Marketing			
	Total	300		24
	Total Marks	1750		142

Semester I
Paper: FINANCIAL ACCOUNTING
Duration: 3 hrs. Marks: 75. Lectures: 54

LEARNING OBJECTIVES:

- 1. To impart the definition and basic concepts of financial accounting**
- 2. To understand the need, role, importance and functions of financial accountin**
- 3. To provide necessary information to interested parties about the financial statements of various organisations**
- 4. To understand the application of financial accounting in measuring trading results of a concern**
- 5. To learn how to ascertain position of various assets and liabilities of an organisation at the end of each financial year.**

CONTENTS

Unit 1: Theoretical Framework in Accounts (4 Lectures)

I. 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.

Unit 2: Business Income (2 Lectures)

I. Measurement of business income-Net income: the accounting period, the continuity doctrine and matching concept. Objectives of measurement.

Unit 3: Final Accounts (20 Lectures)

- I. Conversion of Single Entry System to Double Entry System
- II. Final Accounts of Trading and Non- Trading Concerns

Unit 4: Miscellaneous Accounting (16 Lectures)

- I. **Consignment:** Features, Accounting treatment in the books of the consignor and Consignee.
- II. **Joint Venture:** Accounting procedures: Joint Bank Account, Records Maintained by Covertures.

Unit 5: Accounting for Dissolution of Partnership Firm**(12 Lectures)**

Admission cum Retirement. Accounting of Dissolution of the Partnership Firm Including Insolvency of partners and piecemeal distribution

Course Outcomes: On successful completion of the course the students will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	Understanding	Have an idea about the basic concepts of Financial Accounting
2	Remembering and Understanding	Know the need, role, importance of financial accounting
3	Understanding, Evaluating and Applying	Gain knowledge about application of financial accounting in measuring performance and efficiency of any organisation.
4	Understanding and Evaluating	Learn how to prepare financial statements.

Suggested Readings:

1. Basu and Das, *Practical Problems in Financial Accountancy*, Rabindra Liabrary, Calcutta
2. Mukherjee and Hanif, *Fiancial Accounting*, Tata McGraw-Hill Education
3. Amitabh Basu, *Financial Accounting*, Tee Dee Publications

Paper: BUSINESS LAW
Duration: 3 hrs. Marks: 75.Lectures: 48

LEARNING OBJECTIVES:

- 1. To impart the basic principles and definitions of the five statutes commonly used in businesses and creation of contractual relationships and obligations.**
- 2. To learn the types of the laws along with the relevant case laws and analysis of the cases.**
- 3. To introduce the fundamentals of legal aspects of business; legally correct mechanisms of doing business and the requirements to conduct entrepreneurial activities as per the statutory requirements.**
- 4. To research and read through cases along with recent updates in the field of law through legislative changes and judicial pronouncements.**
- 5. To introduce the basic principles of equity, natural justice and conscience in businesses as to the integration of law in the practical application of the same and shall have the scope of deliberations in the class to understand the logic of application and implementation.**
- 6. To appreciate the nuances of theory and the application of the law in practical aspects of the legal theory by understanding the difference in the laws and the principles or areas of specific application of the provisions.**

CONTENTS:

Unit 1: The Indian Contract Act, 1872: General Principles of Contract (10 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) Quasi – contracts

Unit 2: The Indian Contract Act, 1872: Specific Contracts (7 Lectures)

- a) 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: The Partnership Act, 1932 (12 Lectures)

- a. Nature and Characteristics of Partnership
- b. Registration of a Partnership Firms
- c. Types of Partners
- d. Rights and Duties of Partners

Unit 5: The Negotiable Instruments Act 1881

(9 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

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	REMEMBERING	DESCRIBE and learn the basic definitions and basic concepts of law and papers which will be relevant during the process of entering into commercial relations and contracts.
2	UNDERSTANDING	SUMMARIZE the fundamentals of legal aspects of business orienting them to legally correct mechanisms of doing business and the requirements to conduct entrepreneurial activities as per the statutory requirements. Gain the knowledge of legal intricacies, basic principles of equity, natural justice and conscience and shall have the scope of deliberations in the class to understand the logic of application and implementation.
3	APPLYING	ILLUSTRATE through research and read through cases to make them aware of the recent updates in the field of law through legislative changes and Judicial pronouncements.

4	ANALYSING	CLASSIFY the nuances of theory and the application of the law in practical aspects of the legal theory by understanding the difference in the laws and the principles or areas of specific application of the provisions.
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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, New Delhi.
5. Aggarwal S K, *Business Law*, Galgotia Publishers Company, New Delhi

Paper: Micro & Macro Economics
Duration: 3hrs.Marks:75 .Lectures:48

LEARNING OBJECTIVES:

MICRO ECONOMICS:

1. To make the student understand demand and consumer behaviour and the choices made by agents under different economic conditions to reach equilibrium.
2. To analyse the production side of the economy and the producers equilibrium.
3. To make the student understand different types of market and levels of competition prevailing in the markets - strategies adopted by firms in the imperfectly competitive markets.
4. To make the students understand features of public goods and common resources.

MACRO ECONOMICS:

1. To understand the basic principles of Macroeconomics.
2. Coverage includes determination of and linkages between major economic variables; level of output and prices, inflation, interest rates and exchange rates.
3. Analyse the impact of various monetary and fiscal policy instruments on the economy under differing economic conditions.
4. Compare the differences in policy implications of various monetary and fiscal policies undertaken through the use of macro models

MICRO ECONOMICS
GROUP A

CONTENTS

Unit I: Demand and Consumer Behaviour

(8 lectures)

Demand and Supply Analysis: Concept, Determinants, Shift in Demand and Elasticity of demand.

Consumer Behavior: 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.

Unit II: Production and Cost

(10 lectures)

Production isoquants, marginal rate of technical substitution, economic region of production, optimal combination of resources, the expansion path.

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.

Unit III: Market

(6 lectures)

Classification of different markets and their features. Perfect competition: Assumptions. Equilibrium of the firm and the industry in the short and the long runs, including industry's long run supply curve.

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. Browning, E.K. and J.M. Browning; *Microeconomic Theory and Applications*, Kalyani Publishers, New Delhi.
4. Gould, J.P. and E.P. Lazear; *Microeconomic Theory*, All India Traveller Bookseller, New Delhi.
5. Lipsey, R.G. and K.A. Chrystal; *Economics*, Oxford University Press.
6. Maddala G.S. and E. Miller; *Microeconomics: Theory and Applications*, McGraw-Hill International.
7. Salvatore, D. *Schaum's Outline of Theory and Problems of Microeconomic Theory*, McGraw-Hill, International Edition.
8. Bilas, Richard A. *Microeconomic Theory: A Graphical Analysis*, McGraw-Hill Book Co. Kogakusha Co. Ltd.

Note: Latest edition of text books shall be used.

MACRO ECONOMICS

GROUP B

CONTENT

Unit I

(4 Lectures)

Introduction – concepts and variables of macroeconomics, income, expenditure and the circular flow, components of expenditure. Static macro economic analysis short-and the long run – determination of supply, determination of demand, and conditions of equilibrium.

Unit II

(5 Lectures)

National Income Counting: Definition, Determinants and measurement procedure of national income. Concept of G.D.P, G.N.P, N.N.P, Disposable income. G.N.P Identity, saving and investment equality

Unit III

(9 Lectures)

Economy in the short run – IS–LM framework, fiscal and monetary policy, determination of aggregate demand, shifts in aggregate demand & aggregate supply in the short run.

Unit IV

(6 Lectures)

Inflation & Unemployment: Inflation, causes of rising and falling inflation, inflation and interest rates, social costs of inflation. Unemployment – natural rate of unemployment, frictional and wait unemployment.

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	UNDERSTANDING	<p>EXPLAIN utility maximisation and profit maximisation exercises by rational consumers and firms subject to their respective constraints as well as INTERPRET the concept of equilibrium in each case;</p> <p>SUMMARIZE the characteristics of private goods, public goods and common property resources.</p> <ol style="list-style-type: none">1. Understand the basics of national income accounting.2. Understand the causes and consequences of business cycles.3. Understanding the basics of the money structure and the banking system across the globe.
2	APPLYING	<p>SOLVE numerical problems on utility maximisation, profit maximisation/cost minimization.</p> <p>Apply economic reasoning to understand the operations of an economy.</p> <p>Apply basic international trade and</p>

		finance concepts to global pricing issues, including working with the exchange rates.
3	EVALUATING	Evaluating to what extent the factors that contribute to and detract from long-term economic growth.
4	ANALYSING	DIFFERENTIATE across different market forms and ANALYZE the social welfare implications of each; INVESTIGATE the phenomenon of market failure in the presence of externalities and public goods. Analysing the roles of fiscal and monetary policy in fighting recessions and inflation.

Suggested Readings

1. Mankiw, N. Gregory. *Principles Macroeconomics*. Cengage Learning
2. Dornbusch, Rudiger, and Stanley. Fischer, *Macroeconomics*. McGraw-Hill.
3. Dornbusch, Rudiger., Stanley. Fischer and Richard Startz, *Macroeconomics*. Irwin/McGraw-Hill.
4. Deepashree, *Macro Economics*, Scholar Tech. New Delhi.
5. Barro, Robert, J. *Macroeconomics*, MIT Press, Cambridge MA.
6. Burda, Michael, and Wyplosz. *Macroeconomics A European Text*. Oxford University Press, Oxford.
7. Salvatore, Dominick. *International Economics*. John Wiley & Sons Singapore

Paper: COMMUNICATIVE ENGLISH
Duration: 3 hrs. Marks: 50. Lectures: 30

LEARNING OBJECTIVES:

1. The course aims at providing the student with knowledge of basic concepts of Communication using English
2. To develop their communicative skills

CONTENTS

1. Introduction:

Theory of Communication, Types and modes of Communication

2. Language of Communication:

Verbal and Non-verbal (Spoken and Written) Personal, Social and Business Barriers and Strategies Intra-personal, Inter-personal and Group communication

3. Speaking Skills:

Monologue

Dialogue

Group Discussion

Effective Communication/ Miss- Communication

Interview

Public Speech

4. Reading and Understanding Close Reading Comprehension Summary Paraphrasing Analysis and Interpretation Translation (from Indian language to English and vice-versa) Literary/Knowledge Texts

5. Writing Skills Documenting Report Writing Making notes Letter writing

Course Outcomes: On successful completion of the course the students will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	Understanding	Basic elements of Communicative English

2	Remembering and Understanding	Development of Communicative Skill to cope up with the present scenario
3	Understanding, Evaluating and Analysing	To be able to communicate properly

Recommended Readings:

1. Fluency in English - Part II, Oxford University Press, 2006.
2. Business English, Pearson, 2008.
3. Language, Literature and Creativity, Orient Blackswan, 2013.
4. Language through Literature (forthcoming) ed. Dr. Gauri Mishra, Dr Ranjana Kaul, Dr Brati Biswas

Semester - II
Paper: COST ACCOUNTING
Duration: 3 hrs. Marks: 75. Lectures: 54

LEARNING OBJECTIVES:

1. To impart the definition and basic concepts of Cost Accounting.
2. To understand the need, role, importance and functions of Cost Accounting.
3. To understand how to ascertain different types of cost.
4. To learn how to analyze different elements of Cost Sheet.

CONTENTS

Unit I: Introduction

(4 Lectures)

Meaning, Objectives, Scope, Advantages and Limitations of Cost Accounting, Difference between Financial, Cost and Management Accounting. Concept of Cost Centre, Cost Unit, Allocation and Apportionment of Cost, Types of Cost

Unit II: Elements of Cost

(16 Lectures)

A. Materials: Meaning, Types, Purchase Procedure, Different Levels of Stock And Economic Ordering Quantity: Meaning and calculation. Bin Card and Stores Ledger Account, Pricing Policy (Issue of Material) – Types, FIFO, LIFO, Simple Average, and Weighted Average (for practical problems). Perpetual Inventory System, Continuous Stock taking, and ABC Analysis.

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. Remuneration of Labour under different methods- Time Rate System, Piece Rate System, Differential Piece Rate System, Efficiency Plan, Bonus Scheme (i.e. Halsey ,Rowan and Halsey-Weir), Group Bonus, Overtime

Unit III: Overhead

(12 Lectures)

Classification; Allocation; Apportionment and Absorption of overhead. Under- and Over-Absorption. Redistribution of Overhead and Idle Capacity. Calculation of Machine Hour rate and Labour Hour Rate.

Unit IV: Methods of Costing

(22 Lectures)

Job Costing. Contract Costing. Process costing (simple illustrations including inter process profits), Operating Costing

Course Outcomes: On successful completion of the course the students will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	Understanding	Define and explain basic concepts of Cost Accounting.
2	Remembering and Understanding	Understand the need, role, importance and functions of Cost Accounting.
3	Understanding, Evaluating and Analysing	Ascertain and analyze different types of cost
4	Understanding, Evaluating and Analysing	Analyze different elements of Cost Sheet.

Suggested Readings

1. Horngreen, Charles T., George Foster and Srikant M. Dattar. *Cost Accounting: A Managerial Emphasis*. Prentice Hall of India Ltd., New Delhi.
2. Horngreen, Charles T., Gary L. Sundem. *Introduction to Management Accounting*. Prentice Hall.
3. Jain, S.P. and K.L. Narang. *Cost Accounting: Principles and Methods*. Kalyani Publishers, Jalandhar.
4. Basu and Das, *Cost and Management Accounting*, Rabindra Liabrary, Kolkata

Paper: CORPORATE LAWS
Duration: 3 hrs. Marks: 75. Lectures: 48

LEARNING OBJECTIVES:

1. The objective of the course is to impart basic knowledge of the provisions of the Companies Act 2013 and related statutes on corporate behaviour.
2. To impart the basic principles and definitions contained in the statutes commonly used in corporate and the companies are governed by these principles.
3. To learn the types of the laws along with the relevant case laws and analysis of the cases.
4. To introduce the fundamentals of companies- creation; incorporation; registration; functioning; management and regulation; competitive policies and principles and the regulatory provisions in corporate governance.
5. To research and read through cases along with recent updates in the field of law through legislative changes and Judicial pronouncements.
6. To introduce the basic principles of equity, natural justice and conscience in businesses as to the integration of law in the practical application of the same and shall have the scope of deliberations in the class to understand the logic of application and implementation.
7. To appreciate the nuances of theory and the application of the law in practical aspects of the legal theory by understanding the difference in the laws and the principles or areas of specific application of the provisions.

CONTENTS

UNIT I

8 Lectures

Introduction - Administration of Company Law , National Company Law Appellate Tribunal (NCLAT), formation of company, on-line filing of documents, promoters, their legal position, pre- incorporation contract and provisional contracts; on-line registration of a company.

UNIT II

12 Lectures

Documents - Memorandum of association, articles of association, doctrine of constructive notice and indoor management prospectus-red herring prospectus, misstatement in prospectus, issue, allotment and forfeiture and reissue of share, issue of bonus shares.

UNIT III

14 Lectures

Management - classification of directors, women directors, independent director, small shareholder’s director; disqualifications, director identity number (DIN); appointment; Legal positions, powers and duties; removal of directors; Key managerial personnel, managing director, manager; meetings of shareholders and board; types of meeting, convening and conduct of meetings, e-voting. Committees of Board of Directors - Audit Committee, Corporate Social Responsibility Committee.

UNIT IV

14 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.

COURSE OUTCOMES: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	REMEMBERING	DESCRIBE and learn learn the basic definitions and basic concepts of Companies law; regulatory provisions; incorporation requirements and papers which will be relevant during the process of entering into commercial markets.
2	UNDERSTANDING	SUMMARIZE the fundamentals of legal aspects of Companies; corporate behaviour; corporate governance and regulatory provisions making them aware of the basic requirements of market and corporate world. Gain the knowledge of legal intricacies, basic principles of equity, natural justice and conscience and shall have the scope of deliberations in the class to understand the logic of application and implementation.

3	APPLYING	ILLUSTRATE to research and read through cases to make them aware of the recent updates in the field of law through legislative changes and Judicial pronouncements.
4	ANALYSING	CLASSIFY the nuances of theory and the application of the law in practical aspects of the legal theory by understanding the difference in the laws and the principles or areas of specific application of the provisions.

Suggested Readings:

1. MC Kuchhal *Corporate Laws*, Shri Mahaveer Book Depot. (Publishers).
2. GK Kapoor & Sanjay Dhamija, *Company Law*, Bharat Law House.
3. Reena Chadha and Sumant Chadha, *Corporate Laws*, Scholar Tech Press

Paper: Business Environment & Business Communication

Duration: 3 hrs. Marks: 75. Lectures: 48

LEARNING OBJECTIVES:

1. To provide an overview of prerequisites to Business Communication.
2. To put in use the correct practices of effective business writing.
3. To stimulate their Critical thinking by designing and developing clean and lucid writing skills.
4. To provide an outline to effective Organizational Communication.
5. To underline the nuances of Business communication.

Group A: Business Environment

Unit 1: Meaning and Elements of Business Environment. **(6 Lectures)**

Unit 2: Economic environment, Economic Policies, Economic Planning. **(6 Lectures)**

Unit 3: Legal environment of Business in India, Competition policy, Consumer protection, Environment protection. **(6 Lectures)**

Unit 4: Policy Environment: Liberalization Privatisation and Globalisation, Second generation reforms, Industrial policy and implementation. Industrial growth and structural changes. **(6 Lectures)**

Group B: Business Communication

Unit 1: Introduction: Definition, objectives, importance, elements, process, forms, models, principles of effective communication, barriers to communication and remedial measures, role of communication in conflict resolution **(4 Lectures)**

Unit 2: Types of Communication: Formal and informal communication, Grapevine, Characteristics of corporate communication, Characteristics of corporate communication, Communication network. **(6 Lectures)**

Unit 3: Tools of Communication: Emergence of communication technology, Modern Forms of communication, Fax, Email, Video Conferencing **(6 Lectures)**

Unit 4: Drafting: Notice, Circular, Resolution & Minutes, Report, CV writing, Business letter writing- Offer letter, Quotation, Status enquiry, Confirmation, Execution, Refusal and cancellation of order, Recommendation, Credit collection, Claim, Bank loan **(8 Lectures)**

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
	REMEMBERING	<p>Hone their writing skills as they are exposed to writing which are different than the creative writing.</p> <p>To draft effective business correspondence with brevity and clarity.</p>
	UNDERSTANDING	<p>They are made to understand the purpose of writing in a formal language and how it is different from creative writing.</p> <p>Learn the entire process of acquiring a job with special reference to prepare resume. They learn the skills of appearing in an interview and being successful in it.</p> <p>To demonstrate his/her ability to write error free while making an optimum use of correct Business Vocabulary & Grammar.</p>
	APPLYING	<p>Learn by practice: What is comprehension, How to comprehend, Ways of reading, skimming, inferring, interpreting, understanding the tone of language and making important notes.</p> <p>To demonstrate his verbal and non-verbal communication ability through presentations.</p>

Suggested Readings:

1. Anjane, S. & Bhavana Adhikari, Business Communication, TMH
2. Chaturvedi & Chaturvedi, Business Communication : Concepts, Cases and Applications, Pearson
3. M.K. Shegal & Vandana Khetarpal, Business Communication, Excel Books

Paper: Environmental Studies
Duration: 3hrs.Marks:100.Lectures:48
Theory: 70; Practical: 30

LEARNING OBJECTIVES:

1. To make students aware of the environment and its present status
2. To understand the impact of urbanization on the environment
3. To know more about the sustainable way of living and to use natural resources more efficiently.

CONTENTS

Unit 1: Introduction to environmental studies (2 lectures)

Multidisciplinary nature of environmental studies; Scope and importance; Concept of sustainability and sustainable development.

Unit 2: Ecosystems

What is an ecosystem? Structure and function of ecosystem; Energy flow in an ecosystem: food chains, food webs and ecological succession. Case studies of the following ecosystems:

- a) Forest ecosystem
- b) Grassland ecosystem
- c) Desert ecosystem
- d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

Unit 3: Natural Resources: Renewable and Non-renewable Resources (6 lectures)

- Land resources and land use change; Land degradation, soil erosion and desertification.
- Deforestation: Causes and impacts due to mining, dam building on environment, forests, biodiversity and tribal populations.
- Water: Use and over-exploitation of surface and ground water, floods, droughts, conflicts over water (international & inter-state).
- Energy resources: Renewable and non renewable energy sources, use of alternate energy sources, growing energy needs, case studies.

Unit 4: Biodiversity and Conservation (8 lectures)

- Levels of biological diversity: genetic, species and ecosystem diversity; Biogeography zones of India; Biodiversity patterns and global biodiversity hot spots
- India as a mega-biodiversity nation; Endangered and endemic species of India
- Threats to biodiversity: Habitat loss, poaching of wildlife, man-wildlife conflicts, biological invasions; Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity.
- Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and Informational value.

Unit 5: Environmental Pollution (8 lectures)

- Environmental pollution: types, causes, effects and controls; Air, water, soil and noise pollution
- Nuclear hazards and human health risks
- Solid waste management: Control measures of urban and industrial waste.
- Pollution case studies.

Unit 6: Environmental Policies & Practices

(8 lectures)

- Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture
- Environment Laws: Environment Protection Act; Air (Prevention & Control of Pollution) Act; Water (Prevention and control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act.
- International agreements: Montreal and Kyoto protocols and Convention on Biological Diversity (CBD).
- Nature reserves, tribal populations and rights, and human wildlife conflicts in Indian context.

(7 lectures)

Unit 7: Human Communities and the Environment

(6 lectures)

- Human population growth: Impacts on environment, human health and welfare.
- Resettlement and rehabilitation of project affected persons; case studies.
- Disaster management: floods, earthquake, cyclones and landslides.
- Environmental movements: Chipko, Silent valley, Bishnois of Rajasthan.
- Environmental ethics: Role of Indian and other religions and cultures in environmental conservation.
- Environmental communication and public awareness, case studies (e.g., CNG vehicles in Delhi).

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
	REMEMBERING	<p>The various reasons for pollution, its control and effects.</p> <p>To know the various types of ecosystem and its structures.</p> <p>To know the environmental laws and sustainable development for the natural resources.</p>
	UNDERSTANDING	<p>SUMMARIZE the various environmental disaster and its effect. Summarize the impact of urbanisation on environment.</p>

Suggested Readings:

1. Carson, R. 2002. *Silent Spring*. Houghton Mifflin Harcourt.
2. Gadgil, M., & Guha, R. 1993. *This Fissured Land: An Ecological History of India*. Univ. of California Press.
3. Gleeson, B. and Low, N. (eds.) 1999. *Global Ethics and Environment*, London, Routledge.
4. Gleick, P. H. 1993. *Water in Crisis*. Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute, Oxford Univ. Press.
5. Groom, Martha J., Gary K. Meffe, and Carl Ronald Carroll. *Principles of Conservation Biology*. Sunderland: Sinauer Associates, 2006.
6. Grumbine, R. Edward, and Pandit, M.K. 2013. Threats from India's Himalaya dams. *Science*, 339: 36-37.
7. McCully, P. 1996. *Rivers no more: the environmental effects of dams* (pp. 29-64). Zed Books

Semester – III
Paper: Principles of Management
Duration: 3 hrs. Marks: 75. Lectures: 48

LEARNING OBJECTIVES:

1. To help the students gain understanding of the basic concepts of management.
2. To help students to identify the key competencies needed to be an effective manager.
2. To provide them tools and techniques to be used in the performance of the managerial job.
3. To enable them to analyze and understand the environment of the organization.
4. To help the students to develop cognizance of the importance of management principles.
5. To help students to understand how organizations develop and maintain competitive advantage.
6. To provide the students with the capability to apply theoretical knowledge in simulated and real-life settings.

CONTENTS

Unit I:

Introduction

Lectures: 10

- 1.1 Concept: Need for Study, Managerial Functions – An overview; Coordination – Essence of Managership
- 1.2 Evolution of Management Thought, Classical Approach – Taylor, Fayol, Neo Classical and Human Relations Approach – Mayo, Hawthorne Experiments, Behavioral Approach,

Unit II:

Planning

Lectures: 12

- 2.1 Types of Plan – An overview to highlight the differences
- 2.2 Strategic planning – Concept, process, Importance and limitations
- 2.3 Environmental Analysis and diagnosis (Internal and external environment) – Definition, Importance and Techniques (SWOT/TOWS/WOTS-UP, BCG)
- 2.4 Decision-making – concept, importance; Committee and Group Decision making process,

Unit III:

Organising

Lectures: 10

- 3.1 Concept
- 3.2 Process of organizing – An overview, Span of management, Different types of authority (line and staff and functional), Decentralization, Delegation
- 3.3 Formal and Informal Structure
- 3.4 Principles of Organizing

Unit IV:

Staffing and Leading

Lectures: 10

- 4.1 Concept of staffing, An Overview of staffing
- 4.2 Motivation – Concept, Importance, extrinsic and intrinsic motivation; Major Motivation theories - Maslow's need Hierarchy theory; Herzberg's Two Factor theory,
- 4.3 Leadership – Concept, Importance.

Unit V:

Control

Lectures: 6

- 5.1 Concept, Process, Limitation, Principles of Effective Control, Ratio analysis as a control technique.

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	UNDERSTANDING	UNDERSTAND the concepts related to Business .
2	APPLYING	DEMONSTRATE the roles, skills and functions of management .
3	ANALYZING	ANALYZE effective application of principles and practices of management knowledge to diagnose and solve organizational problems and develop optimal managerial decisions.
4	UNDERSTANDING	UNDERSTAND the complexities associated with management of human resources in the organizations and integrate the learning in handling these complexities.
5	UNDERSTANDING	UNDERSTAND the major internal features of a business system and the environment in which it operates.
6	ANALYZING	CONDUCT topic and case analysis to apply theoretical concepts.
7	APPLYING	PREPARE and present structured presentations and reports.

Suggested Readings:

1. Harold Koontz and Heinz Weihrich, *Essentials of Management*, Pearson Education.
2. Stephen Robbins and M. Coulter, *Management*, Pearson Education.
3. Stephen P Robbins, David A Decenzo, Sanghmitra Bhattacharya and Madhushree Manda Agrawal, *Fundamentals of Management*, Essentials, Concepts and Applications, Pearson Education.
4. Drucker Peter F, *Practice of Management*, Mercury Books, London
5. George Terry, *Principles of Management*, Richard D. Irwin

Paper: Direct Tax
Duration: 3 hrs. Marks: 75. Lectures: 54

LEARNING OBJECTIVES:

The primary objective of this course is to provide students with a sound knowledge of the principles and provisions of the Income-tax Act, 1961. More specifically, this course has the following objectives:

1. To make students aware of the basic concepts, residential status and incidence/charge of tax.
2. To make students aware of the provisions and rules regarding the agricultural income.
3. To provide students with a sound knowledge of the provisions and procedure to compute five heads of income, i.e., salaries, income from house property, profits & gains of business or profession, capital gains, and income from other sources.
4. To provide students with a sound knowledge of the provisions and procedure in respect of clubbing & aggregation of incomes and set-off & carry forward of losses.
5. To make students aware of the various deductions under chapter VI A in computing total income.
6. To provide students with a sound knowledge of the procedure to compute total income and net tax liability of an individual, and of the firm.

CONTENTS

Unit I:

8 Lectures

Basic concept: Income, agricultural income, person, assesses, assessment year, previous year, gross total income, total income, maximum marginal rate of tax. Permanent Account Number (PAN)

Residential status; Scope of total income on the basis of residential Status Exempted income under section 10 (including Agricultural Income)

Unit II

16 Lectures

Computation of income under different heads -1

- Income from Salaries
- Income from house property

Unit III

18 Lectures

Computation of income under different heads -2

- Profits and gains of business or profession
- Capital gains
- Income from other sources

Unit IV

12 Lectures

Total income and tax computation

- Income of other persons included in assessee's total income
- Aggregation of income and set-off and carry forward of losses
- Deductions from gross total income
- Rebates and reliefs
- Computation of total income of individuals and firms
- Tax liability of an individual and firm

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	Understanding, Remembering & Applying	Understand the basic concepts of tax; determine residential status of an individual, HUF and firms; identify the incidence/charge of tax.
2	Understanding & Remembering	Describe the provisions and rules regarding the agricultural income.
3	Understanding, Remembering & Evaluating	Compute five heads of income, i.e., salaries, income from house property, profits & gains of business or profession, capital gains, and income from other sources.
4	Understanding, Remembering & Evaluating	Explain the provisions and procedure in respect of clubbing & aggregation of incomes and set-off & carry forward of losses.
5	Understanding, Remembering & Evaluating	Identify, explain, and compute the various deductions under chapter VI A in computing total income.
6	Understanding & Evaluating	Compute total income and net tax liability of an individual, and of the firm.

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.
3. Pagare, Dinkar. *Law and Practice of Income Tax*. Sultan Chand and Sons, New Delhi.
4. Lal, B.B. *Income Tax Law and Practice*. Konark Publications, New Delhi.
5. Sengupta C.H., *Direct and Indirect Taxes*, Dey Book Concern, Kolkata

Paper: Indian Financial System
Duration: 3 hrs. Marks: 75. Lectures: 48

LEARNING OBJECTIVES:

1. To gain a basic understanding of the functioning of the Indian financial system.
2. To explain how the different markets in the financial system work.
3. To have an insight on the operations of various financial institutions.
4. To analyse the different types of financial services and their uses.
5. To show how different derivative instruments work.
6. To examine the various measures taken in order to protect the investors.

CONTENTS

Unit: I Financial System and Its Components: (4 Lectures)

Meaning, Significance and Role of the Financial System; Components of the Financial System; The structure of Indian Financial System.

Unit: II Financial Markets (20 Lectures)

- (a) Money Market: Functions and Instruments; Role of Central Bank; Indian Money Market: An Overview, Call Money Market, Treasury Bills Market, Commercial Paper (CP) Market, Certificate of Deposit (CD) Market; Concepts- Repo, Reverse Repo; Recent trends in the Indian money market.
- (b) Capital Market: Functions and Instruments; Primary and Secondary Markets- Functions and inter-relationship, Methods of New Issues; Indian debt market and equity market; Market Intermediaries- Brokers, Sub-Brokers; Role of Stock Exchanges in India; Recent trends in the Indian capital market.

Unit: III Financial Institutions Commercial Banking (10 Lectures)

Functions of Commercial Banks, Credit creation by commercial banks and its limitations; Reserve bank of India: Functions, Credit Control and Monetary Policy; Development Financial Institutions in India: NABARD, EXIM Bank, SIDBI; Life Insurance and General Insurance Companies in India: Functions; Mutual Funds: Concept of Mutual Fund, Types of Mutual Funds(open ended and close ended); Role of Mutual Funds in Indian capital market; Non-Banking Financial Companies (NBFCs): Definition, Functions, Regulations of RBI over NBFCs.

Unit: IV Financial Services & Merchant Banks (6 Lectures)

Functions and Role, SEBI Regulations; Credit Rating: Objectives and Limitations, SEBI Regulations; Credit Rating Institutions and their functions.

Unit: V Investors' Protection Concept of Investors' Protection (8 Lectures)

Grievances regarding new issue market and Stock Exchange transactions, and the Grievance Redressal Mechanism; Role of SEBI, judiciary and the media.

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	REMEMBERING	DESCRIBE the background of the Indian financial system.
2	UNDERSTANDING	DISCUSS the functioning of money, capital, foreign exchange and commodities market.
3	APPLYING	RELATE to the functioning of derivative instruments.
4	ANALYSING	EXAMINE the various kinds of financial services available in the market. APPRAISE the protection available to investors.
5	EVALUATING	EVALUATE the role of financial institutions

Suggested Readings:

1. Khan, M. Y., Indian Financial System-Theory and Practice, TMH
2. Bhole, L. M., Financial Markets and Institutions, TMH
3. Majumder S., Indian Financial System
4. Nayak and Sana, Indian Financial System, Rabindra Library
5. Basu, A, Mazumdar, D, Datta S., Indian Financial System, ABS

Paper: BUSINESS STATISTICS
Duration: 3 hrs. Marks: 75. Lectures: 54

LEARNING OBJECTIVES:

1. Describe and discuss the basic statistical tools applicable for Managerial decision-making.
2. To develop an understanding of the theory of probability and probability distributions.
3. To discuss the theory of matrices and its applications in business and economics.
4. Independently solving of business problems.

CONTENTS

Unit 1

Statistical Data and Descriptive Statistics

Lectures: 20

- 1.1 Nature and Classification of data: univariate, bivariate and multivariate data; time-series and cross-sectional data
- 1.2 Measures of Central Tendency
 - a) Mathematical averages including arithmetic mean, geometric mean and harmonic Mean. Properties and Applications.
 - b) Positional Averages Mode and Median (and other partition values including quartiles, deciles, and percentiles)
- 1.3 Measures of Variation: absolute and relative. Range, quartile deviation, mean deviation, standard deviation, and their coefficients, Properties of standard deviation/variance
- 1.4 Skewness: Meaning, Measurement using Karl Pearson and Bowley's measures; Concept of Kurtosis

Unit 2

Probability and Probability Distributions

Lectures: 10

- 2.1 Theory of Probability. Approaches to the calculation of probability
- 2.2 Calculation of event probabilities. Addition and multiplication laws of probability (Proof not required)
- 2.3 Expectation and variance of a random variable

Unit 3

Simple Correlation and Regression Analysis

Lectures: 12

- 3.1 Correlation Analysis. Meaning of Correlation: simple, multiple and partial; linear correlation, Scatter diagram, Pearson's co-efficient of correlation; calculation and properties (proofs not required). Correlation and Probable error; Rank Correlation
- 3.2 Regression Analysis. Principle of least squares and regression lines, Regression Equations and estimation; Properties of regression coefficients; Relationship between Correlation and Regression coefficients; Standard Error of Estimate

Unit 4

Index Numbers

Lectures: 6

- 4.1 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, Problems in the construction of Index Number, Construction of Consumer Price Indices.

Unit 5

Time Series Analysis

Lectures: 6

5.1 Components of time series. Additive and multiplicative models

5.2 Trend analysis. Fitting of trend line using principle of least squares – linear; Moving average.

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	REMEMBERING & UNDERSTANDING	Students will be able to describe and discuss the basic statistical tools applicable for business decision making.
2	APPLYING	Students will be able understand Solve a range of problems using the techniques covered
3	UNDERSTANDING	Discuss critically the uses and limitations of statistical analysis.

Suggested Readings:

1. Das N.G, Statistical Methods (Vol 1 and Vol 2)
2. Dey S.N., Basic Mathematics and Statistics (Vol 1 and Vol 2)
3. Berenson and Levine. *Basic Business Statistics: Concepts and Applications*. Pearson Education.
4. Siegel Andrew F. *Practical Business Statistics*. McGraw Hill.
5. Vohra N. D., *Business Statistics*, McGraw Hill.

Note: Latest edition of text books may be used.

Paper: Computer Application in Business & E-Commerce

Duration: 3 hrs. Marks: 50 Lectures: 48

LEARNING OBJECTIVES:

The objective of this course is to examine and identify:

1. The key concepts related to the regulation of the internet and e-commerce.
2. The technologies facilitating electronic business and commercial transactions.
3. The legal and policy frameworks governing electronic business, platforms, and use of the internet.
4. Ethical considerations and consumer protections.
5. Current issues and concerns relating to e-commerce and internet regulation.

CONTENTS

Unit I: Introduction:

Meaning, nature, concepts, advantages and reasons for transacting online, categories of E-Commerce, Supply Chain Management, Customer Relations Management.

(08 Lectures)

Unit 2: Planning Online-Business:

Nature and dynamics of the internet, pure online vs. brick and click business; assessing requirement for an online business designing, developing and deploying the system, one to one enterprise.

(08 Lectures)

Unit 3: Technology for Online-Business:

Internet, IT Infrastructure, Middleware, contents: Text and Integrating E-business applications.

(08 Lectures)

Unit 4: Mechanism of making payment through internet:

Online-payment mechanism; Electronic Payment systems; payment Gateways; Visitors to website; tools for promoting websites; Plastic Money: Debit Card, Credit Card;

(08 Lectures)

Unit 5: Applications in E-Commerce:

E-commerce applications in manufacturing, wholesale, retail and service sector.

(08 Lectures)

Unit 6: Security and Legal Aspects of E-Commerce:

Threats in E-Commerce, Security of Clients and Service-Provider; Cyber Law - Information Technology Act 2000: An overview of major provisions.

(08 Lectures)

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	REMEMBERING	Define and describe the key concepts related to the regulation of the internet and e-commerce.

2	APPLYING	Apply knowledge of e-commerce and internet regulation in hypothetical scenarios.
3	UNDERSTANDING	Critically consider specific national and foreign laws that apply to the internet.
4	UNDERSTANDING	Recognize and assess ethical principles that apply to e-commerce.
	ANALYSING	Assess and evaluate emerging ethical, legal, and policy issues related to internet regulation.

Suggested Readings

1. Saha Kallol, E-Commerce and Application, Rabindra Liabrary
2. Ghosh and Majumdar, E-Commerce Applications, TD Publishers
3. Bhadra, Satpati, Dhar, Principles of Marketing and E-Commerce, Dishari Prakashan

Semester - IV
Paper: FINANCIAL ACCOUNTING- II
Duration: 3 hrs. Marks: 75. Lectures: 54

LEARNING OBJECTIVES:

- 1. To impart the definition and basic concepts of financial accounting**
- 2. To understand the need, role, importance and functions of financial accountin**
- 3. To provide necessary information to interested parties about the financial statements of various organisations**
- 4. To understand the application of financial accounting in measuring trading results of a concern**
- 5. To learn how to ascertain position of various assets and liabilities of an organisation at the end of each financial year.**

CONTENTS

- 1. Branch Accounts:** Concept of Branch; different types of Branches. Synthetic method – preparation of Branch account. Preparation of Branch Trading and P/L account. (at cost & at IP) – Normal and abnormal losses. Analytical method – preparation of Branch Stock, Adjustment etc A/C (at cost & at IP) – normal & abnormal losses Independent branch – concept of wholesale profit. **8 Lectures**
- 2. Departmental Accounts:** 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. **6 Lectures**
- 3. Hire Purchase and Instalments Payment System:** Meaning; difference with Installment payment system; Recording of transaction in the books of buyer – allocation of interest – use of Interest Suspense a/c – partial and complete repossession Books of Seller – Stock and Debtors A/C (with repossession) Books of Seller – H.P. Trading A/C without HP Sales and HP Debtors and General Trading A/c (with repossession). **10 Lectures**
- 4. Goods Sold on Sale or Return:** Accounting for sale on approval. **5 lectures**
- 5. Self balancing ledger:** Concept of sectional balancing, preparation of control accounts. Self balancing Ledger: advantages; Recording process; preparation of Adjustment accounts. **6 Lectures**
- 6. Insurance Claim for loss of stock and loss of profit:** 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)

10 Lectures

7. Royalty and Sub-Royalty.

9 Lectures

Course Outcomes: On successful completion of the course the students will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	Understanding	Have an idea about the basic concepts of Financial Accounting
2	Remembering and Understanding	Know the need, role, importance of financial accounting
3	Understanding, Evaluating and Applying	Gain knowledge about application of financial accounting in measuring performance and efficiency of any organisation.
4	Understanding and Evaluating	Learn how to prepare financial statements.

Suggested Readings:

1. Sukla, Grewal, Gupta: Advanced Accountancy Vol. I, S Chand
2. R. L.Gupta & Radheswamy, Advanced Accountancy Vol. I, S. Chand
3. Maheshwari & Maheshwari, Advanced Accountancy Vol. I, Vikash Publishing House Pvt. Ltd.
4. Sehgal & Sehgal, Advanced Accountancy Vol. I, Taxman Publication
5. B. Banerjee, Regulation of Corporate Accounting & Reporting in India, World Press.
6. Hanif & Mukherjee, Financial Accounting, McGraw Hill

Paper: MARKETING MANAGEMENT AND HUMAN RESOURCE MANAGEMENT

Duration: 3 hrs. Marks: 75. Lectures: 48

LEARNING OBJECTIVES:

The basic objective of the course is to provide knowledge on fundamental concepts of marketing. Different marketing strategies, marketing practices and marketing techniques are discussed in this course with reference to case studies. The main focus is given on different aspects of marketing mix and the recent trends associated with the marketing mix. Special emphasis is given on learning of students under this course are as follow:

1. To introduction to basic marketing concepts.
2. To comprehend market decision based upon marketing mix and to discuss the significance of all ingredients of marketing mix in marketing decision and planning process.
3. To discuss how marketers and business houses use marketing mix to motivate customers and the ways to provide suitable marketing mix to the existing and prospective customers.
4. To discuss the STP strategy through appropriate marketing mix strategies and also to create ability to determine positioning error and repositioning strategy on preliminary level.
5. To make the students conversant in the recent trends like social marketing, digital marketing, green marketing etc. to fulfil the present requirement of corporate and society at large.
6. To illustrate the impact of marketing environment on the dynamism of marketing.
7. To enable students to effectively contribute to dynamic organizations.
8. To enrich them with an understanding of key terms, theories/concepts and practices within the field of human resource management.
9. To help them learn to Identify and analyze the problems in the field of HRM and be able to provide innovative solutions.
10. To empower them to identify and appreciate the significance of ethical issues in HR practices and the management of people in the workplace

CONTENTS

1. **Introduction:** Nature, scope and importance of marketing; Selling vs Marketing; Marketing mix, Marketing environment: concept, importance, and components (Economic, Demographic, Technological, Natural, Socio-Cultural and Legal). **3 Lectures**
2. **Consumer Behaviour and Market Segmentation:** Consumer Behaviour: Nature and Importance, Factors influencing consumer buying behaviour. Market segmentation: concept, importance and bases; Product differentiation vs. market segmentation. **4 Lectures**
3. **Product:** Concept and importance, Product classifications; Concept of product mix; Branding, packaging and labeling; Product life-cycle; New Product Development Process. **6 Lectures**
4. **Pricing, Distribution Channels and Physical Distribution:** Pricing: Significance. Factors affecting price of a product. Pricing policies and strategies. Distribution Channels and Physical Distribution: Channels of distribution - meaning and importance; Types of distribution channels; Factors affecting choice of distribution channel. **6 Lectures**

5. **Promotion and Recent Developments in Marketing:** Promotion: Nature and importance of promotion; Communication process; Types of promotion: advertising, personal selling, public relations & sales promotion, and their distinctive characteristics. Recent developments in marketing: Social Marketing, online marketing, direct marketing, services marketing, green marketing, rural marketing; Consumerism. **8 Lectures**
6. **Nature and Scope of HRM:** Concept and meaning of HR, Understanding the Nature and Scope of HRM, Functions and importance. **4 Lectures**
7. **Recruitment and Selection:** Definition of Recruitment, Source, need and importance of Recruitment, Recruitment Policy – process – sources of Recruitment Definition of Selection, Steps in selection. **6 Lectures**
8. **Training and Development:** Training and Development Meaning and purpose of training, Benefits of training to organisation and employees -Training methods. **5 Lectures**
9. **Job Evaluation and Performance Appraisal :** Job evaluation - objectives, scope, method, Job analysis, Job description, Job Specification - basic concept and significance, Performance Appraisal – Concept **6 Lectures**

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	REMEMBERING	Learn the jargons of marketing properly and use it where it is applicable in the real world.
2	UNDERSTANDING	Learn the STP and interpret and formulate the same plan in an organization.
3	APPLYING	Formulate and communicate marketing plan correctly in written and verbal (presentation) manner and repositioning the existing plan regarding marketing mix.
4	ANALYSING	Analyse the impact of marketing mix in any product and give suggestion for further improvement.

5	EVALUATING	Learn the recent development of marketing and synthesize the same for an organization.
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Suggested Readings:

1. Mahajan, Reeta, Human Resource Management, Vikash
2. Halder & Sarkar, Human Resource Management, Oxford
3. Sinha, Sekhar & Bala, Human Resource Management, Cengage
4. Jyothi & Venkatesh, Human Resource Management, Oxford
5. Kotler & Keller, Marketing Management, Pearson
6. Ramaswamy and Namakumari, Marketing Management, McMillan
7. Bhagwati, Pillai, Marketing Management, S.Chand
8. Verma & Duggal, Marketing Management,

Paper: BUSINESS MATHEMATICS
Duration: 3 hrs. Marks: 75. Lectures: 54

LEARNING OBJECTIVES:

1. Describe and discuss the basic Mathematical tools applicable for Managerial decision-making.
2. To discuss the theory of matrices and its applications in business and economics.
3. Define basic terms in the areas of business calculus and financial mathematics.
4. To introduce basic concepts of functions, continuity and derivatives and learn the concept of Maxima and Minima of functions and their applications in business and economics.
5. Independently solving of business problems.

CONTENTS

Unit 1. Matrices and Determinants Lectures 10

- 1.1 Algebra of matrices. Inverse of a matrix, Matrix Operation – Business Application
- 1.2 Solution of system of linear equations (having unique solution and involving not more than three variables) using matrix inversion Method and Cremer’s Rule,

Unit 2. Calculus I Lectures 15

- 2.1: Function , Limit, Continuity.
- 2.2: Concept and rules of differentiation, first order and second order derivatives, Maxima and Minima, application of maxima and minima.

Unit 3. Calculus II Lectures 10

- 3.1 Integration. Standard forms. Methods of integration – by substitution, by parts . Definite integration.

Unit 4. Algebra Lectures 19

Indices, Arithmetic Progress & Geometric Progress, Quadratic Equation, Logarithms, Permutation & Combination, Compound Interest & Annuities.

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	REMEMBERING& UNDERSTANDING	Students will be able to describe and discuss the Mathematical tools applicable for business decision making.
2	ANALYSING	Students will be able to solve a range of problems using the theory of matrices and its applications in business and economics.
3	REMEMBERING	Define basic terms in the areas of business calculus and financial mathematics

Suggested Readings:

1. Anthony, M. and N. Biggs. *Mathematics for Economics and Finance*. Cambridge University Press.
2. Ayres, Frank Jr. *Theory and Problems of Mathematics of Finance*. Schaum's Outlines Series. McGraw Hill Publishing Co.
3. Budnick, P. *Applied Mathematics*. McGraw Hill Publishing Co.
4. Dowling, E.T. *Mathematics for Economics*, Schaum's Outlines Series. McGraw Hill Publishing Co.
5. Mizrahi and John Sullivan. *Mathematics for Business and Social Sciences*. Wiley and Sons.

Note: Latest edition of text books may be used.

Paper: INDIAN ECONOMY
Duration: 3 hrs. Marks: 75 Lectures: 48

LEARNING OBJECTIVES:

- 1. To make the student understand the difference between economic growth and economic development**
- 2. To understand India's position in terms of development in comparison to countries across the globe**
- 3. To give the students an idea of India's economic history particularly at independence - the role of policy in India's economic development – stabilisation and structural adjustment**
- 4. To make students understand the importance of different sectors of the Indian economy in terms of their performance and contribution to India's national income and employment over the years; reforms pertaining to the different sectors.**

CONTENTS

Unit 1:

Basic Issues in Economic Development: Concept and Measures of Development and Underdevelopment; Human Development **4 Lectures**

Unit 2:

Basic Features of the Indian Economy at Independence: Composition of national income and occupational structure, the agrarian scene and industrial structure. **5 Lectures**

Unit 3:

Policy Regimes: **5 Lectures**

- a) The evolution of planning and import substituting industrialization.
- b) Economic reform and liberalization.

Unit 4:

Growth, Development and Structural Change: **12 Lectures**

- a) The experience of Growth, Development and Structural Change in different phases of growth and policy regimes across sectors and regions.
- b) The Institutional Framework: Patterns of assets ownership in agriculture and industry; Policies for restructuring agrarian relations and for regulating concentration of economic power;
- c) Changes in policy perspectives on the role of institutional framework after 1991.
- d) Growth and Distribution; Unemployment and Poverty; Human Development.

Unit 5: Sectoral Trends and Issues: **22 Lectures**

- a) **Agriculture:** 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.
- b) **Industry and Services:** Phases of Industrialisation – the rate and pattern of industrial growth across alternative policy regimes; Public sector – its role, performance and reforms; The small scale sector; Role of Foreign capital.

Course Outcomes: On successful completion of the course the learner will be able to-

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	UNDERSTANDING	DISTINGUISH between the concepts of growth and development; COMPARE across India's pre-independence and post-independence economic scenario; the role of policy in India's economic development
2	ANALYZING	RESARCH on the probable causes of economic downturn and COMPARE across alternative policies to stimulate growth.

Readings:

1. Mishra and Puri, *Indian Economics*, Himalaya Paublishing House
2. Gaurav Dutt and KPM Sundarum, *Indian Economy*, S. Chand & Company.
3. Deepashree, "*Indian Economy, Performance and Polices*", Scholar Tech. New Delhi
4. Bettleheim. Charles *India Independent*. Chapters 1, 2 and 3.
5. Bhagwati, J. and Desai, P. *India: Planning for industrialization*, OUP, Ch 2.

Paper: COMPUTERISED ACCOUNTING AND E-FILING

Duration: 3 hrs. Marks: 50 Lectures: 54

LEARNING OBJECTIVES:

The objective of this course is to examine and identify:

1. Gain familiarity with the concepts and terminology used in the development, implementation and operation of business computer applications.
2. Explore various methods where Information Technology can be used to support existing businesses and strategies.
3. Investigate emerging technology in shaping new processes, strategies and business models.
4. Achieve hands-on experience with productivity/application software to enhance business activities.
5. Accomplish projects utilizing business theories, teamwork, Internet resources and computer technology.
6. Work with simple design and development tasks for the main types of business systems.

CONTENTS

Unit 1.

Word Processing

12 Lectures

Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: (Opening an existing document/creating a new document, Saving, Selecting text, Editing text, Finding and replacing text, Closing, Formatting, Checking and correcting spellings) Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Mail Merge including linking with Access Database, Tables: Formatting the table, Inserting filling and formatting a table

Unit 2.

Preparing Presentations

10 Lectures

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

Unit 3.

Spreadsheet and its Business Applications

18 Lectures

Spreadsheet concepts, Creating a work book, Saving a work book, Editing a work book, Inserting, deleting work sheets, Entering data in a cell, Formula Copying, Moving data from selected cells, Handling operators in formula, Rearranging Worksheet, Project involving multiple spreadsheets, Organizing Charts and graphs, Printing worksheet.

Unit 4.

Accounting Packages-

14 Lectures

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Suggested Readings:

The suggested readings and guidelines shall be notified by the department at least once in three years.

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	REMEMBERING	Describe the fundamentals of Information Technology (IT) infrastructure components: hardware, software, and data communications systems.
2	UNDERSTANDING	Explain the guiding principles of professional behavior in computing.
3	APPLYING	Demonstrate proper file management techniques to manipulate electronic files and folders in a local and networked environment.
4	APPLYING	Use business productivity software to manipulate data and find solutions to business problems.
5	ANALYSING	Explain the concepts and terminology used in the operation of application systems in a business environment.
6	ANALYSING	Identify emerging technologies for use in business applications.
7	APPLYING	Complete projects that integrate business software applications.
8	ANALYSING	The student is expected to be able to identify and utilize appropriate technology for effective decision-making and improved performance, having mastered the Microsoft Office.

Semester - V
Paper: MANAGEMENT ACCOUNTING
Duration: 3 hrs. Marks: 75 Lectures: 54

LEARNING OBJECTIVES:

1. To impart the students, knowledge requirement about the use of financial, cost and other data to be applied in the industry.
2. To develop analytical skills for making decision making in complex business environment.
3. To understand and evaluate contemporary issues in the area of management accounting.

CONTENTS

Unit I:

Meaning, objectives, nature and scope of management accounting, difference between cost and management accounting, cost control, cost reduction and cost management **(4 Lectures)**

Unit II:

Ratio analysis: Meaning, impotence, benefits and limitation of uses of accounting ratio, types of ratio calculation of balance sheet, final account inter firm comparison, intra firm comparison, their application for analysis of financial statement **(10 Lectures)**

Unit III:

Cash flow and Fund flow statement: **(12 Lectures)**

Meaning, concept of fund, difference between cash flow and flow and fund flow statement, relevant accounting standards; preparation of Cash Flow and Fund Flow Statement

Unit IV:

Budgeting and budgetary control:

Concept of budget and budgetary control, objectives, merits, and limitations, Budget administration, Functional budgets, Fixed and flexible budgets, Zero base budget

(10 Lectures)

Unit V:

Standard costing and variance analysis: Meaning of standard cost and standard costing: advantages, limitations and applications, Variance analysis – material, labour.

(08 Lectures)

Unit VI:

Absorption versus variable costing: Distinctive features and income determination. Cost-Volume-Profit Analysis: Break-even analysis-algebraic and graphic methods. Contribution / sales ratio, key factor. Margin of safety. Angle of incidence. Determination of cost indifference point.

(10 Lectures)

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
	Understanding and Analysing	Analyse and critically discuss the reasons of various management accounting problems and solutions
	Understanding and Evaluating	Develop the skill to prepare efficient budget.
	Evaluating and Analysing	Measure performance by analysing various cost and revenues

Suggested Reading:

1. Bagchi Kar, Financial Statement Analysis
Horngreen, Charles T., George Foster and Srikant M. Dattar. *Cost Accounting: A Managerial Emphasis*. Prentice Hall of India Ltd., New Delhi.
2. Horngreen, Charles T., Gary L. Sundem. *Introduction to Management Accounting*. Prentice Hall.
3. Jain, S.P. and K.L. Narang. *Cost Accounting: Principles and Methods*. Kalyani Publishers, Jalandhar.
4. Lal, Jawahar. *Cost Accounting*. Tata McGraw Hill Publishing Co., New Delhi.
5. Nigam, B.M. Lall and I.C. Jain. *Cost Accounting: Principles and Practice*. Prentice Hall of India, New Delhi.

Paper: Entrepreneurship Development
Duration: 3 hrs. Marks: 75 Lectures: 48

LEARNING OBJECTIVES:

1. To understand basic concepts in the area of entrepreneurship.
2. To understand the role and importance of entrepreneurship for economic development.
3. To develop personal creativity and entrepreneurial initiative.
4. To understand the stages of the entrepreneurial process and the resources needed for the successful development of entrepreneurial ventures.

CONTENTS

Unit 1.

Meaning, elements, determinants and importance of entrepreneurship and creative behavior. Entrepreneurship and creative response to the society's problems and at work. Dimensions of entrepreneurship: intrapreneurship, technopreneurship, cultural entrepreneurship, international entrepreneurship, netpreneurship, ecopreneurship, and social entrepreneurship. **(12 Lectures)**

Unit 2.

Entrepreneurship and Micro, Small and Medium Enterprises. Concept of business groups and role of business houses and family business in India. . The contemporary role models in Indian business: their values, business philosophy and behavioural orientations. Conflict in family business and its resolution. **(12Lectures)**

Unit 3.

Public and private system of stimulation, support and sustainability of entrepreneurship. Requirement, availability and access to finance, marketing assistance, technology, and industrial accommodation, Role of industries/entrepreneur's associations and self-help groups. The concept, role and functions of business incubators, angel investors, venture capital and private equity fund. **(12Lectures)**

Unit 4

Mobilizing Resources (10 Lectures) Mobilizing resources for start-up. Accommodation and utilities; Preliminary contracts with the vendors, suppliers, bankers, principal customers; Basic start-up problems **(12 Lectures)**

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
	Understanding	Analyse the business environment in order to identify business opportunities.

	Understanding,& Applying	Identify the elements of success of entrepreneurial ventures. and Evaluate the effectiveness of different entrepreneurial strategies,
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Suggested Readings:

1. Kuratko and Rao, *Entrepreneurship: A South Asian Perspective*, Cengage Learning.
2. Desai, Vasant. *Dynamics of Entrepreneurial Development and Management*. Mumbai, Himalaya Publishing House.
3. Dollinger, Mare J. *Entrepreneurship: Strategies and Resources*. Illinois, Irwin.
4. Holt, David H. *Entrepreneurship: New Venture Creation*. Prentice-Hall of India, New Delhi.
5. Jain, Arun Kumar. *Competitive Excellence: Critical Success Factors*. New Delhi: Viva Books Limited. ISBN-81-7649-272-8.
6. Panda, Shiba Charan. *Entrepreneurship Development*. New Delhi, Anmol Publications. (Latest Editions)

Paper: FINANCIAL MANAGEMENT
Duration: 3 hrs. Marks: 75 Lectures: 56

LEARNING OBJECTIVES:

1. To familiarize students with the basic concepts of finance, the components underlying finance, and the organization of finance function in corporations;
2. To introduce students to the different areas of financial decision-making, and relevant approaches and criteria backing up the decision-making processes;
3. To impart critical thinking skills and problem-solving competencies in issues pertinent to finance in a corporate set up;
4. To help students gain a basic understanding of the aspects of return and risk in corporate finance parlance, and help them understand the implications and importance in business decisions of, and the intertwining of return and risk;
5. To assist students in understanding the applications of the concepts taught through relevant case discussions, and working out problems based on real-life publicly available company financials and research outcomes, and motivate students to pursue their own independent research in establishing validation links for a broader perspective and understanding of theories in corporate finance.

CONTENTS

1. **Introduction:** Important functions of Financial Management; Objectives of the firm: Profit maximisation vs. Value maximization; Role of Chief Financial Officer; Financial environment in which a firm has to operate. **3 Lectures**
2. **Basic Concepts:** Time Value of Money: Concept and Reasons; Compounding and Discounting techniques; Concepts of Annuity and Perpetuity. ; Risk-return relationship (concepts only) **5 Lectures**
3. **Sources of Finance and Cost of Capital :** Different sources of finance; long term and short term sources ; Cost of capital: concept, relevance of cost of capital, Implicit and Explicit cost, specific costs (its computation) and weighted average cost (its computation) , rationale of after tax weighted average cost of capital, marginal cost of capital (its computation). **10 Lectures**
4. **Leverage and Capital Structure Theories:** EBIT-EPS analysis and its limitations. Financial break even, point of indifference; Leverage- Business Risk and Financial Risk - Operating and financial leverage, trading on Equity; Capital Structure decisions - Capital structure patterns, designing optimum capital structure, Constraints, Features of sound capital structure, Various capital structure theories (excluding M-M model). **14 Lectures**
5. **Working Capital Management:** Introduction; Meaning and various concepts of Working Capital; Management of Working Capital and Issues in Working Capital; Estimating Working Capital Needs; Operating or Working Capital Cycle, Report of Tandon Committee and Chore Committee. **8 Lectures**
6. **Capital Expenditure Decision:** Purpose, Distinguishing features, Objectives & Process, Understanding different types of projects ; Concept of Cash flow; Cash flow vis-à-vis Profit and determination of Cash flow ; Techniques of Decision making: Non-discounted and Discounted Cash flow Approaches ; Payback Period method, Accounting Rate of Return and their relative

merits and demerits. Discounted Payback Period, Net Present Value, Profitability Index and Benefit Cost ratio, Internal Rate of Return, relative merits and demerits of the methods.(excluding replacement decision) **8 Lectures**

7. **Dividend Decision:** Meaning, Nature and Types of Dividend, Dividend and Retention; concept of pay-out ratio, retention ratio and growth. Dividend policies and formulating a dividend policy; Dividend Theories: Walter’s Model, Gordon’s Model, MM Hypothesis. **8 Lectures**

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	UNDERSTANDING	Appreciate and understand the nuances of corporate finance
2	APPLYING	Demonstrate skills in problem-solving in the three broad areas of financial decision-making through the concepts envisaged along the course
3	APPLYING	Apply the conceptual inputs in solving problems with numerical data and validating the results;
4	ANALYSING	Pursue their own independent examinations with publicly available data in generation of research outcomes in testing pervasiveness of concepts taught
5	ANALYSING	Solve cases pertinent to corporate finance practices around the globe, and appraise issues in the backdrop of finance theories.

Suggested Readings:

1. M.Y.Khan & P.K.Jain, Financial Management, TMH
2. Van Horne, Financial Management & Policy, Pearson
3. Banerjee, B., Financial Policy & Management Accounting, PHI
4. Majumdar, Ali and Nesha, Financial Management, ABS
5. Rustagi, R.P. Fundamentals of Financial Management. Taxmann Publication Pvt. Ltd
6. Pandey, I.M. Financial Management. Vikas Publications.

Paper: FINANCIAL REPORTING AND ANALYSIS

Duration: 3 hrs. Marks: 75 Lectures: 48

LEARNING OBJECTIVES:

1. To impart the students, knowledge requirement about the use of financial, cost and other data to be applied in the industry.
2. To develop analytical skills for making decision making in complex business environment.
3. To understand and evaluate contemporary issues in the area of management accounting.

CONTENTS

- 1. Accounting Standards:** Conceptual Framework, Presentation of Financial Statements (Ind AS 1), Property, Plant and Equipment (Ind AS 16), Earnings per share (Ind AS 33), [Basic Definitions & Theoretical Concepts, Scope] **5 Lectures**
- 2. Introduction to Financial Statement Analysis:** Nature and Component of Financial Statement; Meaning and Need for FSA, Traditional & Modern approaches to FSA, Parties interested in FSA. ; Comparative Statement – meaning, preparation, uses, merits and demerits ; Common -size Statement – meaning, preparation, uses, merits and demerits ; Trend Analysis – meaning, determination, uses, merits and demerits. **9 Lectures**
- 3. Financial Reporting Parameters:** Value Added Statement; Economic Value Added; Market Value Added; Shareholders Value Added. **10 Lectures**
- 4. Corporate Financial Reporting** **5 Lectures**
- 5. Accounting and Reporting of Financial Instruments** **9 Lectures**
- 6. Share Based Payments** **10 Lectures**

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	Understanding and Analysing	Analyse and critically discuss the reasons of various management accounting problems and solutions
2	Understanding and Evaluating	Develop the skill to prepare efficient budget.
3	Evaluating and Analysing	Measure performance by analysing various cost and revenues

Suggested Readings:

1. L.S.Porwal, Accounting Theory, Tata Mcgraw Hill
2. Gokul Sinha, Accounting Theory & Management Accounting,
3. B. Banerjee, Regulation of Corporate Accounting & Reporting in India, World Press.
4. Lev, Financial Statement Analysis-a new approach, Prentice Hall
5. Foster G, Financial Statement Analysis, Prentice Hall
6. White, Sondhi& Fred, Analysis and Use of Financial Statement, John Wiley
7. Bernstein & Wild, Financial Statement Analysis; theory, application & interpretation, Mcgraw Hill
8. Ormiston, Understanding Financial Statement, Pearson
9. Bhattacharyya, Asish K., Introduction to Financial Statement Analysis, Elsevier
10. Hanif & Mukherjee, Financial Accounting, Vol III, McGraw Hill
11. Subramanyam, K.R. and Wild, Financial Statement Analysis, McGraw Hill

SEMESTER - VI
Paper: AUDITING AND ASSURANCE
Duration: 3 hrs. Marks: 75. Lectures: 48

LEARNING OBJECTIVES:

- 1. Aims to introduce students to the principles of auditing and assurance services;**
- 2. Helps to develop idea on both theoretical and practical aspects of the audit process;**
- 3. Enables to learn recent developments in the organization of the profession and the regulatory framework governing practitioners and factors affecting the future evolution of the practice of auditing and assurance services;**
- 4. Analyse how corporate governance systems influence the performance of individual firms;**

CONTENTS:

Unit I:

(12 Lectures)

Auditing: Introduction, Meaning, Objects, Basic Principles and Techniques; Classification of Audit, Audit Planning, Internal Control – Internal Check and Internal Audit; Audit Procedure – Vouching and verification of Assets & Liabilities.

Unit II:

(20 Lectures)

Audit of Limited Companies: Company Auditor- Qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties, Depreciation Concepts and Provisions of the Companies Act, Divisible Profit and Dividend (Final, Interim, Unclaimed/ Unpaid) provisions of the act and Auditor's responsibility, Auditor's Report- Contents and Types. Liabilities of Statutory Auditors under the Companies Act 2013

Unit III:

(12 Lectures)

Special Areas of Audit: Special features of Cost audit, Tax audit, Management audit, Social audit and Environment audit; Recent Trends in Auditing: Basic considerations of audit in EDP Environment.

Unit IV:

(4 Lectures)

Standards on Audit: Objectives, Types and features

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	EVALUATING	Read and evaluate financial statements of an entity with a focus on ‘true and fair’ view
2	UNDERSTANDING	Understand and apply substantive and compliance procedures in gathering audit evidence in establishing reliability of financial statements;
3	ANALYZING	Critique financial statements and entities as a whole in terms of risk, control, and materiality;
4	REMEMBERING	Checking compliance with statutory obligations of corporate entities with reference to Company legislation and regulatory framework;

Suggested Readings:

1. Gupta, Kamal and Ashok Arora. *Fundamentals of Auditing*. Tata Mc-Graw Hill Publishing Co. Ltd., New Delhi.
2. Jha, Aruna. *Auditing*. Taxmann.
3. Tandon, B. N., S. Sudharsanam and S. Sundharabahu. *A Handbook of Practical Auditing*. S. Chand and Co. Ltd., New Delhi.
4. Ghatalia, S.V. *Practical Auditing*. Allied Publishers Private Ltd., New Delhi.
5. Standards on Audit issued by the Institute of Chartered Accountants of India.
6. *Auditing and Assurance* by S.K. Basu, Pearson

Paper: INDIRECT TAXES
Duration: 3 hrs. Marks: 75. Lectures: 48

LEARNING OBJECTIVES:

1. To impart the basic concepts of indirect tax and analyze the difference between direct tax and indirect tax.
2. To identify the need and importance of implementation of GST in our economy.
3. To gain expert knowledge about the indirect tax laws in force and the relevant rules and principles emerging from leading cases.
4. To provide an insight into practical aspects and apply the provisions of laws to various situations and to understand the various external auditing requirements under tax laws.
5. To explain the input tax credit and other provisions relating to GST.
6. To make the students aware of the valuation of custom duty and duty drawbacks.

CONTENTS

Unit I: Introduction

(4 Lectures)

Constitutional framework of Indirect Taxes before GST (Taxation Powers of Union & State Government); Concept of VAT: Meaning, Variants and Methods; Major Defects in the structure of Indirect Taxes prior to GST; Rationale for GST; Structure of GST (SGST, CGST, UTGST & IGST); GST Council, GST Network, State Compensation Mechanism, Registration.

Unit II: Levy and collection of GST

(10 Lectures)

Taxable event- “Supply” of Goods and Services; Place of Supply: Within state, Interstate, Import and Export; Time of supply; Valuation for GST- Valuation rules, taxability of reimbursement of expenses; Exemption from GST: Small supplies and Composition Scheme; Classification of Goods and Services: Composite and Mixed Supplies.

Unit III: Input Tax Credit

(10 Lectures)

Eligible and Ineligible Input Tax Credit; Apportionments of Credit and Blocked Credits; Tax Credit in respect of Capital Goods; Recovery of Excess Tax Credit; Availability of Tax Credit in special circumstances; Transfer of Input Credit (Input Service Distribution); Payment of Taxes; Refund; Doctrine of unjust enrichment; TDS, TCS. Reverse Charge Mechanism, Job work.

Unit IV: Procedures

(8 Lectures)

Tax Invoice, Credit and Debit Notes, Returns, Audit in GST, Assessment: Self-Assessment, Summary and Scrutiny.

Unit V: Special Provisions

(8 Lectures)

Taxability of E-Commerce, Anti-Profititeering, Avoidance of dual control, Concept of E-way bills, zero-rated supply, Offences and Penalties, Appeals

Unit VI: Customs Law

(8 Lectures)

Basic Concepts, Territorial Waters, High Seas, Types of Custom Duties, Valuation, Baggage Rules & Exemptions applicable for Import and Export amongst neighboring nations.

N.B: In this paper primary knowledge and application of GST and Customs Law are to be imparted to the students.

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	Understanding	Ascertain the importance of one nation one tax through GST.
2	Understanding, Remembering & Applying	Know the goods and services on which GST is not chargeable.
3	Understanding, Remembering & Applying	Gain expert knowledge about various laws and provisions relating to GST and custom duty.
4	Understanding, Remembering & Applying	Understand the application of custom duty and other additional duties for various goods.

Suggested Readings:

1. Gupta, S.S. , GST- How to meet your obligations (April 2017), Taxmann Publications
2. Halakandhi, S., G.S.T (Vastu and Sevakar) (Hindi) Vol-1, 2017
3. Gupta, S.S., Vastu and Sevakar, Taxmann Publications, 2017
4. Vastu and Sevakar Vidhan by Government of India
5. Indirect Tax Laws by V.K. Singhania, Taxman Publication New Delhi
6. Customs Act and Practices by V.S. Datey, Pearson Publishers.

Paper: CORPORATE ACCOUNTING
Duration: 3 hrs. Marks: 75. Lectures:59

LEARNING OBJECTIVES:

- 1) To provide the students the requirement of different types of corporate reporting.
- 2) To provide the students the recent knowledge relating to Ind-AS and IFRS.
- 3) To help the students to understand the annual reports of the companies.
- 4) To provide the students the understanding and the presentation of financial statements of Corporate Entities.

CONTENTS

Unit 1. Accounting for Share Capital & Debentures 10 Lectures

Issue of rights and bonus shares. Redemption of preference shares and Redemption of Debentures.

Unit 2. Final Accounts 8 Lectures

Preparation of profit and loss account and balance sheet of corporate entities, excluding calculation of managerial remuneration. Disposal of company profits.

Unit 3. Valuation of Goodwill and Valuation of Shares 10 Lectures

Concepts and calculation - simple problem only.

Unit 4. Amalgamation of Companies 15 Lectures

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

Unit 5. Accounts of Holding Companies/Parent Companies 10 Lectures

Preparation of consolidated balance sheet with one subsidiary company. Case of Simple Holding.

Unit 6. Investment Accounts 6 Lectures

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	UNDERSTANDING	The student will be able to gain knowledge and understanding of the concepts and practices of company accounts in accordance with the statutory requirements
2	Analysing	comprehensive understanding about the advances issues in accounting like preparation of consolidated balance sheet.
3	Remebering	An understand of the regulatory environment in which the companies are formed and operate.

Suggested Readings:

1. Monga, J.R. *Fudamentals of Corporate Accounting*. Mayur Paper Backs, New Delhi.
2. Shukla, M.C., T.S. Grewal, and S.C. Gupta. *Advanced Accounts*. Vol.-II. S. Chand & Co., New Delhi.
3. Maheshwari, S.N. and S. K. Maheshwari. *Corporate Accounting*. Vikas Publishing House, New Delhi.
4. Sehgal, Ashok and Deepak Sehgal. *Corporate Accounting*. Taxman Publication, New Delhi.
4. *Corporate Accounting* by Basu and Das, Rabindra Liabrary, Kolkata
5. *Corporate Accounting* by Mukherjee and Hanif, Tata McGrahill, Kolkata
6. *Corporate Accounting* by Amitabh Basu, Tee Dee Publications, Kolkata

Paper: FIELD STUDY, PROJECT WORK AND VIVA VOCE
Duration: 2 hrs. Marks: 75. Lectures: 30

LEARNING OBJECTIVE

1. This course aims at providing the general understanding of business research
2. Practical knowledge in methods of business research.
3. The course will impart learning about how to collect, analyze, present and interpret data.

CONTENTS

Section A: Business Research Methods (25 Marks)

Unit I:

10 Lectures

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

Unit II:

10 Lectures

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

Unit III:

10 Lectures

Measurement: Definition; Designing and writing items; Uni-dimensional; Measurement Scales- Nominal, Ordinal, Interval, And Ratio;

Section B: Project Report and Viva Voce (50 Marks)

Unit IV:

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

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
1	UNDERSTANDING	The student will be able to gain knowledge and understanding of the concepts and practices of research methods
2	Analysing	Comprehensive understanding about the advances issues in research
3	Remebering	An understand of the various research techniques for future advancement.

Note:

1. There shall be a written examination of 25% Marks on the basis of Unit I to III based on MCQ Pattern and Short Questions.

2. The student will write a project report under the supervision of a faculty member assigned by the department based on primary/ secondary data. The Project Report carries 50% Marks and will be evaluated jointly by the External and the Internal Examiner. Field Study shall form a part a part of project and carry 25% of the assigned marks.

3. Distribution of marks for Section-B: Business Research Methods-25; Project Report Writing- 25; Viva Voce-25