

B.Com. General

Syllabus under CBCS (2017-18)

Semester-I

CC-1 : FINANCIAL ACCOUNTING-I

UNIT 1: (A) THEORETICAL FRAMEWORK:	MEANING AND SCOPE OF ACCOUNTING	<ul style="list-style-type: none"> • Understand the meaning and significance of accounting. • Understand the meaning of book-keeping and the distinction of accounting with book-keeping. • Appreciate the evolutionary process of accounting as a social science. • Explain sub-fields of accounting. • Identify the various user groups for whom accounting information is to be generated. • Understand the relationship of accounting with Economics, Statistics, Mathematics, Law and Management. • Explain the limitations of accounting.
	ACCOUNTING CONCEPTS, PRINCIPLES AND CONVENTIONS	<ul style="list-style-type: none"> • Grasp the basic accounting concepts, principles and conventions and observe their implications while recording transactions and events. • Identify the three fundamental accounting assumptions: ▪ Going Concern ▪ Consistency ▪ Accrual. • Understand the qualitative characteristics that will help to develop the skill in course of time to prepare financial statements.
	ACCOUNTING STANDARDS	<ul style="list-style-type: none"> • Understand the significance of issuance of Accounting Standards. • Grasp the objectives, benefits and limitations of Accounting Standards. • Learn the process of formulation of Accounting Standards by the Council of the Institute of Chartered Accountants of India. • Familiarize with the list of applicable Accounting Standards in India.
	INDIAN ACCOUNTING	<ul style="list-style-type: none"> • Understand the significance of issuance of Indian Accounting Standards. • Learn the need of issuance of Indian Accounting Standards

	STANDARDS	
UNIT 1: (B) ACCOUNTING PROCESS	BASIC ACCOUNTING PROCEDURES - JOURNAL ENTRIES	<ul style="list-style-type: none"> • Understand meaning and significance of Double Entry System. • Familiarize with the term 'account' and understand the classification of accounts into personal, real and nominal. • Note the utility of such classification and sub-classifications. • Understand how debits and credits are determined from transactions and events. • Observe the points to be taken care of while recording a transaction in the journal.
	LEDGERS	<ul style="list-style-type: none"> • Understand the concept of Ledgers. • Learn the technique of ledger posting and how to balance an account. • Learn the technique of opening accounts each year taking closing balances of the previous year. Note also the use of 'balance c/d' and 'balance b/d'.
	TRIAL BALANCE	<ul style="list-style-type: none"> • Learn the technique of taking balances from ledger accounts to prepare trial balance. • Understand what trial balance is and what purposes it can serve.
	SUBSIDIARY BOOKS	<ul style="list-style-type: none"> • Understand the techniques of recording transactions in Purchase Book, Sales Book; Returns Inward Book and Returns Outward Book; Bills Receivable and Bills Payable Book. • Learn the technique of posting from Subsidiary Books to Ledger. • Understand that even if subsidiary books are maintained, journalisation is required for many other transactions and events. • Learn the difference between the subsidiary books and principal books.
	CASHBOOK	<ul style="list-style-type: none"> • Understand that a Cash Book is a type of subsidiary book but treated as a principal book. • Be familiar with various kinds of Cash Books, viz., Simple Cash Book, Two-column Cash Book and Three-column Cash Book. • Learn the technique of preparation of Simple Cash Book and how to balance it. • See how Double Column Cash Book is prepared adding discount column along with cash column. • Understand the techniques of preparing Three-column Cash Book.

		<ul style="list-style-type: none"> • Understand what is a Petty Cash Book and the Impress System of Petty Cash. • Note the advantages of the Petty Cash Book. • Learn how to maintain a Petty Cash Book and how to post the entries of the Petty Cash Book in the ledger. • Understand the accounting of credit/debit sales transactions
	RECTIFICATION OF ERRORS	<ul style="list-style-type: none"> • Understand different types of errors which may occur in course of recording transactions and events. • Be familiar with the steps involved in locating errors. • Learn the nature of one-sided errors and two-sided errors. • Understand why suspense account is opened for rectification of errors. • Understand the technique of correcting errors of one period in the next accounting period.
UNIT 2: (A) BUSINESS INCOME	ACCOUNTING AS A MEASUREMENT DISCIPLINE – VALUATION PRINCIPLES, ACCOUNTING ESTIMATES	<ul style="list-style-type: none"> • Understand the meaning of measurement and its basic elements. • Know how far accounting is a measurement discipline if considered from the standpoint of the basic elements of measurement. • Distinguish measurement from valuation. • Learn the different measurement bases namely historical cost, realizable value and present value. • Understand the measurement bases which can give objective valuation to transactions and events. • Understand that the traditional accounting system mostly uses historical cost as measurement base although in some cases other measurement bases are also used.
	CONCEPT AND ACCOUNTING OF DEPRECIATION	<ul style="list-style-type: none"> • Understand the meaning and nature of depreciation. • Understand how to determine the amount of depreciation from the total value of Property, Plant and Equipment and its useful life. • Understand various methods of depreciation and learn advantages and disadvantages of such methods. • Understand how to calculate the amount of profit or loss resulting from the sale/disposal of Property, Plant and Equipment. • Familiarize with the accounting treatment for change in the method of depreciation from Straight Line Method to Reducing Balance method. • Familiarize with the accounting treatment for change in estimated useful life and residual value of property, plant and equipment.
	INVENTORIES	<ul style="list-style-type: none"> • Understand the meaning of term 'Inventory'.

		<ul style="list-style-type: none"> • Learn the technique of Specific identification method, FIFO, Average Price, Weighted Average Price and Adjusted Selling Price methods of inventory valuation. • Understand the methods of inventory record keeping and comprehend the intrinsicacies relating to Inventory taking.
UNIT 2: (B) FINAL ACCOUNTS	FINAL ACCOUNTS OF NON- MANUFACTU RING ENTITIES	<ul style="list-style-type: none"> • Draw final Accounts of Non- manufacturing entities. • Learn the relationship between Profit and Loss Account and Balance Sheet. • Understand the Trading Account items. This will help you to learn which of the transactions and events should be shown in the Trading Account. • Understand the items shown in the Profit and Loss Account. By that you will learn the technique of preparing Profit and Loss Account and deriving the Profit and loss balance. • Learn how to adjust outstanding and pre-paid expenses, accrued income and income received in advance. • Understand the items to be shown in the balance sheet. Also learn the classification of assets and liabilities and the order by which they are put in the Balance Sheet.
UNIT 3: ACCOUNTS FROM INCOMPLETE RECORDS AND NOT- FOR-PROFIT ORGANIZATI ONS	ACCOUNTS FROM INCOMPLETE RECORDS AND NOT- FOR-PROFIT ORGANIZATIO NS	<ul style="list-style-type: none"> • Learn how to derive capitals at two different points of time through statement of affairs; • Learn the technique of determining profit by comparing capital at two different points of time; • Prepare trading and profit and loss account and balance sheet from incomplete records. • Understand the meaning of Not-for-profit- Organizations and distinction between a profit-making organization and a Notfor-profit-Organization. • Accounting for Not-for-profit-Organizations. • Understand the meaning of Receipts and Payments Account and Income and Expenditure Account and see the distinction between the two Accounts. • Learn the technique of preparing Receipts and Payments Accounts. • Identify main sources of Income and learn the technique of preparing Income and Expenditure Account from Receipts and Payments Account. • Learn the technique of preparing Balance Sheet of Not-for-profit Organizations.
UNIT 4: CONSIGNME	CONSIGNMEN T	<ul style="list-style-type: none"> • Understand the special features of consignment business, meaning of the terms consignor and consignee. • Analyse the difference between the two transactions – sale and consignment and understand that why

NT & JOINT VENTURES		<p>consignment is termed as special transaction. • Practicetheaccountingtreatmentsforconsignmenttrans actionsand eventsinthebooksofconsignor and consignee.</p> <ul style="list-style-type: none"> • Notethevariationsinaccountingwhengoodsarentatcostand goods are sent above the cost. • Learnthetechniqueofcomputingvalueofconsignmentinventory withtheconsigneeandalso the amount of inventory reserve in it. • Learnthetechniqueofcomputingcostofabnormallossand treatmentto finsuranceclaiminrelationto it. • Understand the distinction between ordinary commission, del-credere commission and over-riding commission paid to the consignee. • See the variation of accounting treatment for bad debts when consignee is paid ordinary commission and when consignee is paid del-credere commission in addition to it. • Understand the reason of including/excluding various expenditures to cost while valuing the goods returned by the consignee.
	JOINT VENTURES	<ul style="list-style-type: none"> • Understand special features of joint venture transactions, • LearnthetechniquesOfpreparingJointVentureAccount andalsothesettlementofaccounts with the co-venture(s), • Familiarize with the use of Memorandum Joint Venture Account, • Learn the technique of deriving venture profit and its allocation among the ventures. • Distinguish joint venture with partnership.
UNIT 5: ACCOUNTING FOR SALE ON APPROVAL SECTIONAL AND SELF BALANCING LEDGER	ACCOUNTING FOR SALE ON APPROVAL SECTIONAL AND SELF BALANCING LEDGER	<ul style="list-style-type: none"> • Learn the concept of sectional balancing • Prepare control accounts • Prepare self-balancing ledgers • Learn advantages of sectional and self balancing • Prepare adjustment accounts

BUSINESS MANAGEMENT(CC-2)

UNIT 1	INTRODUCTION	<ul style="list-style-type: none"> • Understand concept of management, its needs and essence of manager ship. • Know about the evolution and approaches of management • Know about MBO concepts of management.
UNIT-2:	PLANNING AND STRATEGIC PLANNING	<ul style="list-style-type: none"> • Understand the meaning planning, steps of planning and various types of planning. • Understand the concepts strategic planning, its process, importance and limitations. • Know the importance environment analysis and various techniques of environment analysis like SWOT, TOWS and competitor analysis etc. and the components of business environment • Get an idea about concept of decision making, its importance in management and group decision-making process.
UNIT-3:	ORGANIZING	<ul style="list-style-type: none"> • Be familiar with the Concept and process of organizing. • Know about the Span of management, Different types of authority like line, staff and functional) and Decentralization. • Have clarity about Delegation of authority, Formal and Informal Structure and Principles of Organizing.
UNIT-4:	STAFFING AND LEADING	<ul style="list-style-type: none"> • Understand the Concept of Staffing and the process to be followed in staffing. • Understand the Concept Motivation and its Importance. • Learn the theories of Motivation - Maslow's Need-Hierarchy Theory; Herzberg's Two-factor Theory. • Understand the Concept of Leadership and its Importance in management.

		<ul style="list-style-type: none"> Learn the theories of Leadership like Liker's scale theory, Blake and Mouton's Managerial Grid theory and Trait Theory etc.
UNIT-5:	CONTROL	<ul style="list-style-type: none"> Understand the Concept of Control and its Process. Also know the Limitations Control. Be familiar with the Principles of Effective Control. Know about the Major Techniques of Control - Ratio Analysis, ROI, Budgetary Control, EVA, PERT/CPM etc.

Semester-II

PRINCIPLES OF ECONOMICS (GE-1)

UNIT 1:	DEMAND SUPPLY FRAMEWORK AND EQUILIBRIUM	<ul style="list-style-type: none"> Consumer's behavior as well as knowledge of subsidy in all respect and also learn the relation between the income and consumption
UNIT-2:	PRODUCTION AND COST	<ul style="list-style-type: none"> The production costs and the concept of economics & diseconomies. This concept will help for practical field
UNIT-3:	MARKET STRUCTURE	<ul style="list-style-type: none"> Various concept & features of market in our economy.
UNIT-4:	INCOME DISTRIBUTION AND FACTOR PRICING	<ul style="list-style-type: none"> The monopoly market as well as price discrimination. Students also learn the relation between the social costs and monopoly power.
UNIT-5:	SELECTED MACRO-ECONOMIC PRINCIPLES	<ul style="list-style-type: none"> The sale maximization problem and also learn the economic efficiency

BUSINESS LAW(CC-3)

UNIT-1: THE INDIAN CONTRACT ACT, 1872:	GENERAL PRINCIPAL OF LAW	<ul style="list-style-type: none"> Understand the meaning of the terms 'agreement' and 'contract' and note the distinction between the two. Note the essential elements of a contract. Be clear about various types of contract. Understand the concept of offer and acceptance and rules of communication and revocation thereof.
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	CONSIDERATION	<ul style="list-style-type: none"> Understand the concept of consideration, its importance for a contract and its double aspect. Clearly understand how consideration may move from a third party and how this makes the contract valid. Learn about the peculiar circumstances when a contract is valid even without consideration. Be aware of the rule 'A stranger to a contract cannot sue' and exceptions thereof.
	OTHER ESSENTIAL ELEMENTS OF A CONTRACT	<ul style="list-style-type: none"> Note the various ingredients of incapacity to contract. Be clear about the legal consequence of contracting with a minor. Be familiar with the concept of 'consensus ad idem' i.e. parties agreeing upon the same thing in the same sense. Try to grasp the characteristics of different elements vitiating free consent and particularly to distinguish amongst fraud, misrepresentation and mistake. Understand the circumstances when object and consideration become unlawful. Be aware of the agreements opposed to public policy.
	PERFORMANCE OF CONTRACT	<ul style="list-style-type: none"> Understand how obligations under a contract must be carried out by the parties. Be familiar with the various modes of performance. Be clear about the consequence of refusal of performance or refusal to accept performance, by either of the parties. Understand rights of joint promisees, liabilities of joint promisors, and rules regarding appropriation of payments.
	BREACH OF CONTRACT AND ITS REMEDIES	<ul style="list-style-type: none"> Understand the concept of breach of contract and various modes thereof. Be clear about how the damages are to be measured.
	CONTINGENT AND QUASI CONTRACTS	<ul style="list-style-type: none"> Have clarity about the basic characteristics of 'Contingent contract' and 'Quasi-contract' so that you are able to distinguish between a contract of any of these types and a simple contract. Be familiar with the rules relating to enforcement of these in order to gain an understanding of rights and obligations of the parties to the contract.
UNIT-2: THE INDIAN CONTRACT ACT, 1872:	CONTRACT OF INDEMNITY AND GUARANTEE	<ul style="list-style-type: none"> Identify special type of contracts i.e. indemnity contracts and guarantee contracts and also nature, obligation and rights of each of the parties to the contracts. Explain distinction between these contracts.
	BAILMENT AND PLEDGE	<ul style="list-style-type: none"> Understand the general principles underlying contracts of bailment and pledge. Know duties and rights of the parties to the contracts.

SPECIFIC CONTRACT		<ul style="list-style-type: none"> • Agency • Understand the relationship between agent and principal and the intention behind adoption of such course of agency. • Know that consideration is not at all necessary for validity of agency contracts. • Understand rights and obligations of an agent as well as the circumstances when the agent is personally liable for the acts done by him on behalf of the principal and the legal position of the agent, the principal and the third parties involved. • Identify with the terms 'sub-agent' and 'substituted agent' and to distinguish between the two.
UNIT -3: THE SALE OF GOODS ACT, 1930	FORMATION OF THE CONTRACT OF SALE	<ul style="list-style-type: none"> • Definitions of certain terms. • Meaning of contract of sale. • Distinctions of sale from other similar contracts. • Formalities of contract of sale. • Subject matter of contract of sale. • Ascertainment of price for the contract of sale.
	CONDITIONS & WARRANTIES	<ul style="list-style-type: none"> • To understand and identify conditions and warranties. • To know the implied conditions and warranties. • To understand doctrine of 'caveat emptor'. • Stipulation as to time
	TRANSFER OF OWNERSHIP AND DELIVERY OF GOODS	<ul style="list-style-type: none"> • Understand how and at what point of time the ownership in goods which are the subject matter of a contract of sale passes to the buyer from the seller. • Be clear about what appropriation of goods is and how it affects the passing of property in goods. • Distinguish between passing of property and passing of title. • Understand the rule of 'nemodat quod non habet' (no one can give what he has not got) and exceptions thereof. • Be familiar with the rules relating to delivery of goods and acceptance of goods.
	UNPAID SELLER	<ul style="list-style-type: none"> • Understand the concept of Unpaid Seller • Know the rights of Unpaid Seller • Analyze the effect of sub-sale or pledge by the buyer • Distinguish the right of lien and right of stoppage in transit • Know the rights of parties in case of breach of contract • Understand the concept of sale by auction.
	GENERAL NATURE OF A PARTNERSHIP	<ul style="list-style-type: none"> • Understand the concept of partnerships and be clear about its essentials. • Try to understand the 'principal - agent relationship' among the partners.

UNIT – 4: PARTNERSHIP LAW		<ul style="list-style-type: none"> • Note the points of difference between partnership and other various forms of organization.
	RELATIONS OF PARTNERS AND THEIR RIGHTS AND DUTIES	<ul style="list-style-type: none"> • Be familiar with the legal provisions regulating relation of partners' interest as well as relations with the third parties. • Note the scope of implied authority of a partner to bind the partnership by his acts. • Be aware of the various situations in which the constitution of a firm may change and its effect on the rights and duties of the partners. • Learn how the share in a partnership is transferred and what shall be the rights and obligations of such transferee.
	REGISTRATION AND DISSOLUTION OF A FIRM	<ul style="list-style-type: none"> • Be aware of mode of getting a firm registered with the authorities. • Understand the effect of registration of a firm upon the rights of partners' inter-se and the rights of the third parties. • Note the effect of non-registration on rights of partners and the third parties. • Learn the various circumstances when a firm is dissolved. • The consequences and the effect of the dissolution upon rights and liabilities of various parties.
	THE LIMITED LIABILITY PARTNERSHIP ACT, 2008	<ul style="list-style-type: none"> • Understand the meaning of the term 'Limited Liability Partnership', its need, features and advantages. • Have a look on the difference between 'Limited Liability Partnership' and other forms of organization. • Be aware of mode of getting a firm registered with the authorities and required documents • Learn the Concepts of partners and designated partners.
UNIT – 5: NEGOTIABLE INSTRUMENTS ACT, 1881	NEGOTIABLE INSTRUMENTS ACT 1881	<ul style="list-style-type: none"> • Understand the meaning, characteristics and elements of different kinds of negotiable instruments. • Know the parties of notes, bills and cheques and various ways of negotiation of the instruments and their presentments. • Know the concepts of noting and protest and of dishonor of instruments.

COST ACCOUNTING-I (CC-4)

UNIT 1:	INTRODUCTION	<ul style="list-style-type: none"> • The meaning, objective and importance of cost accounting.
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		<ul style="list-style-type: none"> • The functions and role of cost accounting department in an organization. • The essentials of cost and to know how a system of cost accounting is installed. • Difference between cost accounting with financial accounting and management accounting. • List the various elements of cost and the way these are classified. • The methods of segregating semi-variable costs into fixed and variable cost. • The concept of cost reduction and cost control. • The methods and techniques of costing. • Classification and ascertainment cost on the basis of function. <p>Preparation of cost sheet/ statement for production of goods and providing services.</p>
UNIT-2:	MATERIALS	<ul style="list-style-type: none"> • The meaning, need and importance of materials. • The procedures and documentations involved in procuring, storing and issuing material. • The various inventory control techniques and determination of various stock levels. • Computation of Economic Order Quantity (EOQ) and application of the EOQ to determine the optimum order quantity. • Various methods of inventory accounting and Prepare stock ledger/account. <p>Identification of normal and abnormal loss and its accounting treatment</p>
UNIT-3:	LABOUR	<ul style="list-style-type: none"> • The meaning and importance of employee (labour) cost in an organization. • The attendance and payroll procedures. • The meaning and treatment of idle time and over time cost.

		<ul style="list-style-type: none"> • Computation of employee (labour) turnover, discuss its meaning, reasons, methods of measurement and cost impacts. • Application the various methods of remuneration and incentive system in calculation of wages, bonus etc. <p>The efficiency rating procedures.</p>
UNIT-4:	OVERHEADS-1	<ul style="list-style-type: none"> • The meaning of Overheads- Production, Administrative and Selling & Distribution. • The meaning and methods of allocation, apportionment and absorption of overheads. • The meaning and treatment of under-absorption and over-absorption of overheads and apply the same in cost computation.
UNIT-5:	OVERHEADS-2	<ul style="list-style-type: none"> • The accounting and control of administrative, selling and distribution overheads. <p>The various methods to calculate overhead rate</p>

Semester-III

CORPORATE LAWS(CC-5)

UNIT-1:	INTRODUCTION	<ul style="list-style-type: none"> • Know about the extent and commencement of the Companies Act, 2013. • Know about the application of the Act. • Familiar with the definition clause given in the Act. Familiar with the Administration of Company Law like NCLT, NCLAT etc. • Know about the various features of a company. • Familiar with the types of companies. • Know about the concepts of corporate veil and the circumstances of lifting the corporate veil.
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		<ul style="list-style-type: none"> • Explain the Formation & Incorporation of company and the formation of not for profit organization. • Familiar with the on-line filling of documents and on-line registration of companies. • Know about the promoters and their rights. • Know about the status of pre-incorporation contracts.
<p>UNIT-2:</p>	<p>DOCUMENTS</p>	<ul style="list-style-type: none"> • Identify the need for Memorandum and Articles of Association and changes incidental thereto. • Identify the different clauses of Memorandum Association and Articles of Association. • Identify the need for Memorandum Association and Articles of Association and changes incidental thereto. • Know the effect of registration. • Explain and identify the concepts related to registered office of company. • know about Doctrine of constructive notice and indoor management • Explain the procedure for issue of prospectus and other related concepts • Know about the various type of prospectus like -shelf and red herring prospectus etc. • Know the criminal and civil liability for mis-statements in prospectus and punishment for fraudulently inducing persons to invest money. • Understand the concept of global depository receipt. • Explain the basic requirements for issue of share, Voting rights & Variation of shareholders' rights. • Know about the book-building process. • Explain the process of allotment. • Explain calls on unpaid shares • Explain the circumstances and process of forfeiture of shares.

		<ul style="list-style-type: none"> • Know about the concept related to further issue of share capital, Issue of bonus shares, Reduction of share capital, buy back of shares and restrictions thereon.
UNIT-3:	MANAGEMENT	<ul style="list-style-type: none"> • Know about the Classification of directors, women directors, independent director, small shareholder's director. • Explain the qualification, disqualification, appointment, Legal positions, powers and duties of directors. • Know about the provisions regarding removal of directors. • Explain the key managerial personnel, managing director, manager etc. • Know Types of meetings like Meetings of shareholders and board of directors etc. • Explain the provision of Convening and conduct of meetings, Requisites of a valid meeting. • Know about the basic concept of postal ballot & meeting through video conferencing, e-voting.
UNIT-4:	DIVIDENDS, ACCOUNTS, AUDIT	<ul style="list-style-type: none"> • Understand the mechanism of declaration and paying dividend and the underlying legal provisions. • Know what formalities are to be fulfilled before declaring dividend in absence of profits • Know when the dividend will be transferred to the IEPF • Analyze the consequences for failure to distribute dividend • Know about preparation and maintenance of books of Account etc. to be kept by company • Know about the requirements as to preparation and filing of financial statement and other related matters. • Know about the reopening and revision of financial statements • Explain various concepts related to Corporate Social Responsibility.

		<ul style="list-style-type: none"> • Explain procedure related to internal audit of companies • Understand the procedure for appointment of auditors, their removal, resignation, eligibility, qualifications, disqualifications and remuneration • Know the powers and duties of auditors and auditing services • Know about certain services which an auditor cannot render • Know the provisions relating to power of auditor to sign audit reports, to attend general meetings. • Know the provisions relating Secretarial Audit.
UNIT-5:	DEPOSITORIES LAW	<ul style="list-style-type: none"> • Understand Depositories Act, 1996 • Definition , rights and obligations of depositories.

INCOME TAX LAW AND PRACTICE(CC-6)

UNIT1:	INTRODUCTION	<ul style="list-style-type: none"> • Understand the meaning of tax and types of taxes. • Know the difference between direct and indirect taxes. • Understand the procedure for computation of total income for the purpose of levy of income-tax. • Knowledge about the meaning of the important terms used in the Income-tax Act, 1961. • Recognize the previous year and assessment year for the purpose of computing income chargeable to tax and explain the circumstances when income of the previous year would be assessed to tax in the previous year itself. • Knowledge about rates of income tax applicable for the relevant assessment year for the purpose of determining the tax liability.
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		<ul style="list-style-type: none"> • Learn the provisions for determining the residential status of different persons and apply those provisions to determine the residential status of different type persons. • Examine the scope of income of a person based on his residential status. • Apply the relevant provisions to determine the total income of a person based on his residential status. • Identify the incomes which do not form part of total income, either wholly or partially, considering the conditions specified under different clauses of section 10 and compute the quantum of exemption under such clauses. • Comprehend the meaning and scope of agricultural income. • identify the operations which are fully agriculture, partly agricultural and partly non-agricultural and compute the agricultural income and business income arising from such operations; • Compute tax on non-agricultural income by applying the concept of partial integration of agricultural income with non-agricultural income.
<p>UNIT2: COMPUTATION OF INCOME UNDER DIFFERENT HEADS-I</p>	<p>INCOME FROM SALARY</p>	<ul style="list-style-type: none"> • Identify the point of time when salary income is chargeable to tax. • Understand the meaning of salary, profits in lieu of salary, allowances, perquisite and various retirement benefits. • Knowledge about the allowances and perquisites exempt from tax; • Determine the taxable portion of retirement benefits, allowances

		<p>and other benefits which form part of salary;</p> <ul style="list-style-type: none"> • Determine the value of perquisites chargeable to tax under the head of salaries. • Know the admissible deductions from salary and compute the income chargeable to tax under the head of Salaries.
	<p>INCOME FROM HOUSE PROPERTY</p>	<ul style="list-style-type: none"> • Understand when income is chargeable under the head Income from house property. • Determine annual value of different categories of house property. • Learn about the different categories of house property and computation of income from house property for different categories of house property. • Learn about the various deductions available under this head and their computation. • Understand the tax treatment on recovery of unrealized rent and arrears of rent. • Compute income from co-owned property.
<p>UNIT3: COMPUTATION OF INCOME UNDER DIFFERENT HEADS-II</p>	<p>INCOME FROM PROFITS AND GAINS OF BUSINESS OR PROFESSION</p>	<ul style="list-style-type: none"> • Comprehend the meaning of “business” and “profession” and the scope of income chargeable to tax under this head. • Comprehend the meaning of speculative transaction and the tax treatment of loss incurred in speculative business. • Identify the expenditures/ payments which are admissible as deduction, know the conditions to be satisfied to avail such deductions, the limits, if any, specified in respect thereof. • Compute the deductions available while computing business income applying the relevant provisions.

		<ul style="list-style-type: none"> • Identify the expenditures/ payments which are not admissible as deduction. • Identify the deductions allowable only on actual payment. • Examine when certain receipts are deemed to be income chargeable to tax under this head. • Compute the business income by applying the charging and deeming provisions and allowing permissible deductions. • Compute the business income in cases where income is partly agricultural and partly business in nature.
	<p>BASICS CONCEPTS OF CAPITAL GAINS</p>	<ul style="list-style-type: none"> • Understand the scope of income chargeable under this head. • Comprehend and identify the assets classified as capital assets for the purposes of chargeability under this head. • Understand the meaning of short-term capital asset and long-term capital asset. • Compute the period of holding for determining whether an asset is a short-term capital asset or long-term capital asset. • identify the transactions to be considered as transfer for the purpose of capital gains; • Identify the transactions not regarded as transfer.
	<p>INCOME FROM OTHER SOURCES</p>	<ul style="list-style-type: none"> • identify the income, which are chargeable to tax under the head “Income from other sources”; • know what are the admissible deductions while computing income under this head; • know what are inadmissible deductions while computing income under this head; • compute the tax on casual income by applying the rate of tax applicable on such income;

		<ul style="list-style-type: none"> • Compute the income chargeable to tax under this head.
<p>UNIT4: COMPUTATION OF TOTAL INCOME AND TAX LIABILITY</p>	<p>CLUBBING OF INCOME</p>	<ul style="list-style-type: none"> • Identify clubbing provisions are attracted and apply the same in computing total income of the assessee. • Examine the circumstances when income of the spouse is clubbed with the income of the individual and apply the same in computing total income of the individual. • Examine the circumstances when income of son's wife is included in the hands of the individual and apply the same in computing total income of the individual. • Identify the nature of income of minor, in respect of which clubbing provisions are not attracted. • Examine how minor's income is included in the hands of the parent and compute the amount to be included in the hands of the parent. • Examine the circumstances when income of HUF is included in the hands of a member of the HUF
	<p>SET OFF AND CARRY FORWARD OF LOSSES</p>	<ul style="list-style-type: none"> • Identify the permissible inter-source and inter-head adjustments. • Identify the restrictions to inter-source and inter-head set-off of losses. • Know the conditions to be satisfied for carry forward and set-off of losses under different heads. • State the maximum period for which different losses can be carried forward. • Comprehend and arrange the order of set-off of losses. • Apply the above provisions to arrive at the total income of an assessee.

	<p>DEDUCTIONS FROM GROSS TOTAL INCOME</p>	<ul style="list-style-type: none"> • appreciate the types of deductions allowable from gross total income; • identify the assesses eligible for deduction under various sections; • compute deductions in respect of payments, applying the provisions under the relevant sections; • compute deductions in respect of certain income, applying the provisions under the relevant sections; • Compute the deduction allowable in the case of a person with disability.
	<p>COMPUTATION OF TOTAL INCOME OF AND TAX LIABILITY</p>	<ul style="list-style-type: none"> • Identify the income earned in different capacities by an individual which are to be considered while computing his total income. • Appreciate the steps involved in computation of total income and tax liability of an individual. • compute the total income of an individual by identifying his residential status, applying the charging, deeming and exemption provisions under different heads, applying the clubbing provisions, provisions for set-off of losses and provisions for deductions from Gross Total Income. • Compute the tax liability of a person applying the applicable rates of taxes on total income, the rate of surcharge, if applicable, and rate of education cess / secondary and higher education cess.
<p>UNIT 5: PRACTICAL (FOR INTERNAL ASSESSMENT ONLY)</p>	<p>PRACTICAL</p>	<ul style="list-style-type: none"> • Comprehend as to what is a “return of income”. • Identify the persons who have to compulsorily file a return of income.

		<ul style="list-style-type: none"> • Identify and recall the due date for filing return of income for different assesses. • Know the consequences of late filing of return. • Appreciate when a return of income can be revised and the time limit within which a return has to be revised. • Appreciate the requirement to pay self-assessment tax before filing return of income. • Understand the provision TDS and its applicability. • Learn practically the procedure for filling of returns through offline and on-line mode.
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E-COMMERCE(SEC-1)

UNIT 1:	INTRODUCTION	<ul style="list-style-type: none"> • Meaning, nature and concepts, advantages and disadvantages of Ecommerce • Types of Ecommerce • Business models of e commerce and • Forces behind e-commerce
UNIT-2:	SECURITY AND ENCRYPTION	<ul style="list-style-type: none"> • The need and concepts of security environment for e-commerce • Security threats in E-commerce environment and their solutions
UNIT-3:	IT ACT, 2000 AND CYBER CRIMES	<ul style="list-style-type: none"> • Definitions of different terms used in IT Act,2000 • Digital signature and electronic governance • Regulations for certifying authorities • Duties of subscribers
UNIT-4:	E-PAYMENT SYSTEM	<ul style="list-style-type: none"> • Different models and methods and e-payments • Working procedures of payment gateways • Meaning, concepts and importance of online banking • Risks involved in e-payments

UNIT-5:	ON-LINE BUSINESS TRANSACTIONS	<ul style="list-style-type: none"> • Meaning, purpose, advantages and disadvantages of online transactions • Application of on-line transactions in various industries • Procedures of online shopping
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Semester-IV

FINANCIAL ACCOUNTING – II(CC-7)

UNIT 1:	ACCOUNTING FOR HIRE PURCHASE AND INSTALLMENT SYSTEMS	<ul style="list-style-type: none"> • Understand the nature, salient features and the differences between hire purchase and installment systems. • Understand the various terms related to hire purchase system. • Learn the journal entries of hire purchase in the books of hire vendor and hire purchaser. • Learn the different methods of accounting for hire purchase. • Calculate and record the value of repossessed goods and profit on re-sale of such goods. • Learn the concepts of operating and financial lease.
UNIT 2:	DEPARTMENTAL ACCOUNTS	<ul style="list-style-type: none"> • Understand the concept, objective of preparation of departmental accounts. • Allocate the common expenditure of the company among various departments on appropriate basis. • Deal with the inter-departmental transfer and their accounting treatment. • Calculate the unrealized profit on unsold stock-in-hand of interdepartmental transfer. • Learn the methods of preparation of departmental accounts.

UNIT 3:	ACCOUNTING FOR INLAND BRANCHES	<ul style="list-style-type: none"> • Understand the concept of branches and their classification from accounting point of view. • Accounting treatment of dependent and independent branches. • Learn various methods of charging goods to branches. • Reconcile the statement of branches and head office after finding the reasons for their disagreement.
UNIT 4:	ROYALTY ACCOUNTING	<ul style="list-style-type: none"> • Understand the meaning of the term "Royalty". • Familiarize yourself with the terminology related to royalty accounting like minimum rent, short-workings and recoupment of shortworkings – (a) Fixed right of recoupment (b) Floating of recoupment. • Understand the accounting treatment in the books of Lessee and Lessor.
UNIT 5:	PARTNERSHIP ACCOUNTS	<ul style="list-style-type: none"> • Go through the circumstances in which a partnership is dissolved. • Learn the accounting technique relating to disposal of assets and payment of liabilities on dissolution of a partnership • Learn how to settle the partner's claims in case of surplus and how to raise money from partners in case of deficit. • Deal with piecemeal distribution of amount realised from assets net of liabilities to partners under different methods.

COST ACCOUNTING-II (CC-8)

	JOB COSTING	<ul style="list-style-type: none"> • Job Costing methods. • The accounting entries for cost elements under both the methods. • Determination of cost for a job.
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UNIT-1: METHODS OF COSTING I	CONTRACT COSTING	<ul style="list-style-type: none"> • Ascertainment of the cost of a contract, Progress payment, Retention • Money, Value of work certified, Cost of Work not certified. • Escalation clause, Cost plus contract. • Computation of Notional or Estimated profit from a contract
UNIT 2: METHODS OF COSTING II	PROCESS COSTING	<ul style="list-style-type: none"> • The meaning of Process Costing. • The treatment of process loss and gains in cost accounting. • Computation of equivalent completed production units. • Various methods of valuation of work in process. • The meaning and treatment of Inter-process profits. • The meaning of Joint products and By-products. • Difference between joint products and by-products. • The various methods of apportionment of joint costs to joint products and to by-products. • The treatment of by product's cost in cost accounting
UNIT 3:	SERVICE COSTING- TRANSPORTATION	<ul style="list-style-type: none"> • The cost accounting method for service sectors. • The units used in different service sectors. • The costs of service in transport industry.
UNIT 4:	MARGINAL COSTING AND DECISION MAKING	<ul style="list-style-type: none"> • Difference between absorption costing and variable costing • Process of income determination under marginal costing • CVP analysis • Break-even analysis • Concept of margin of safety • Steps in decision making process • Profitable product mix
UNIT 5:	BOOK KEEPING IN COST ACCOUNTING	<ul style="list-style-type: none"> • The Cost Accounting System. • Difference between Integral and Non- Integral system of accounting.

		<ul style="list-style-type: none"> • Identification of the ledgers maintained under Integral and Non-Integral accounting system. • The reasons for differences in profit under financial and cost accounts. • Preparation of reconciliation statement for profit under financial and cost accounts. • The accounting for management information and cost control.
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COMPUTER APPLICATIONS IN BUSINESS (SEC-2)

UNIT 1:	WORD PROCESSING	<ul style="list-style-type: none"> • Concepts of word processing • Editing, find and replace, formatting etc. of texts • Autocorrect, header-footer, bullets and numbering • Inserting pictures and videos in Word • Mail Merge
UNIT-2:	PREPARING PRESENTATIONS	<ul style="list-style-type: none"> • Basics of presentation like fonts, drawing, editing etc. • Inserting texts, tables, images, symbols, media etc. • Transition, Animation and Slideshow • Creating business presentations
UNIT-3:	SPREADSHEET AND ITS BUSINESS APPLICATIONS	<ul style="list-style-type: none"> • Concepts of spreadsheets and worksheets • Formatting, entering, editing and printing a worksheet • Charts and graphs • Spreadsheet functions • Spreadsheet for loan and lease statement, ratio analysis, payroll statements, capital budgeting and depreciation accounting • Frequency distribution and its statistical parameters
UNIT-4:	CREATING BUSINESS SPREADSHEET	<ul style="list-style-type: none"> • Create spreadsheet in the area of loan and lease statement, pay-roll statement, capital budgeting, depreciation etc.

UNIT-5:	DATABASE MANAGEMENT SYSTEM (USING MS ACCESS)	<ul style="list-style-type: none"> • Creating data tables • Editing databases • Performing queries • Generating reports • Creating DBMS in the areas of Accounting, Employees, Suppliers and Customers
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ENTREPRENEURSHIP(SEC-3)

UNIT 1:	INTRODUCTION	<ul style="list-style-type: none"> • Meaning, elements, determinants and importance of Entrepreneurship • Role of an entrepreneur in economic growth • Dimensions of entrepreneurship
UNIT-2:	ENTREPRENEURSHIP – MICRO, SMALL AND MEDIUM ENTERPRISES, WOMEN ENTREPRENEURSHIP	<ul style="list-style-type: none"> • Concept of business groups • Role of business houses and family businesses in India • Concept of MSMEs and its registration • Concept of Women Entrepreneurship and Self Help Groups • Role of women entrepreneurs in India
UNIT-3:	ROLE OF GOVT. AND INSTITUTIONS IN ENTREPRENEURSHIP DEVELOPMENT	<ul style="list-style-type: none"> • Public and private system of stimulation, support and sustainability of entrepreneurship • Role of Central and State Governments in promotion of entrepreneurship • Institutional support for entrepreneurship development
UNIT-4:	SOURCES OF BUSINESS IDEAS AND TESTS OF FEASIBILITY	<ul style="list-style-type: none"> • Significance of writing business plan/project proposal • Contents of business plan/ project proposal • Designing business process, location, layout, operation, planning and control
UNIT-5:	MOBILIZING RESOURCES	<ul style="list-style-type: none"> • Mobilizing resources for start-up • Accommodation and utilities • Preliminary contracts with the vendors, suppliers, bankers, principal customer

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| | | <ul style="list-style-type: none"> • Contract management |
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Semester-V

FINANCIAL ACCOUNTING-III (CC-9)

UNIT 1:	ACCOUNTING FOR SHARE CAPITAL & DEBENTURES	<ul style="list-style-type: none"> • Appreciate various types of shares and share capital. • Learn the accounting treatment if shares issued under different circumstances like share issued at premium or discount. • Differentiate the accounting treatment for under-subscription and over-subscription of shares. • Understand the concept and accounting treatment of call-in arrears and call-in-advance. • Deal with the forfeiture of shares issued with different conditions. • Journalize the entry for re-issue of shares. • Know the treatment of shares issued for consideration other than cash. • Learn the accounting treatment if preference shares issued under different circumstances. • understand the meaning of redemption and the purpose of issuing redeemable preference shares • learn various provisions of the Companies Act, 2013 regarding preference shares and their redemption • familiarize yourself with various methods of redemption of fully paid-up preference shares: (i) by Fresh issue of shares; (ii) by Capitalization of undistributed profits; (iii) Combination of (i) and(ii)
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		<ul style="list-style-type: none"> • understand the logic behind the creation of capital redemption reserve account • Learn the accounting treatment for redemption of fully paid- up preference shares, partly called-up preference shares and fully called-up but partly paid-up preference shares. • Understand the meaning and basic purpose for raising debentures by the company • Differentiate between shares and debentures of a company • Understand various types of debentures • Pass entries for issue of debentures payable in installments. • Make entries for issue of debentures considering the conditions of redemption • Pass entries for debentures issued for consideration other than for cash • Write off discount on issue of debentures • Calculate interest on debentures. • Understand the requirement of Debenture Redemption Reserve for the redemption of debentures. • Learn the accounting treatments for redemption of debentures. • Understand the provisions relating to issue of bonus shares and right shares. • Account for bonus shares and right issue in the books of issuing company. • Understand the meaning of renunciation of right. • Differentiate between Cum-right and Ex-right valuation of share. • Calculate value of rights.
UNIT 2:	FINAL ACCOUNTS	<ul style="list-style-type: none"> • Know how to maintain books of account of a company. • Learn about statutory books of a company. • Prepare and present the financial statements of a company as per

		<p>Schedule III to the Companies Act,2013</p> <ul style="list-style-type: none"> • Calculate managerial remuneration of managers in a Company. • Appreciate the term divisible profits and dividends.
UNIT 3:	AMALGAMATION OF COMPANIES	<ul style="list-style-type: none"> • Understand the term “Amalgamation” and the methods of accounting for amalgamations. • Appreciate the concept of transferee Company and the transfer or company. • Calculate purchase consideration under both the methods of amalgamation as per AS14. • Pass the entries to close the books of the vendor company. • Pass the journal entries in the books of purchasing company to incorporate the assets and liabilities of the vendor company and also giving effect to other adjustments. • Understand the meaning of term “reconstruction”. • Sub-divide and consolidate shares. • Convert shares into stock and stock into shares. • Account for the adjustments made at the time of internal reconstruction.
UNIT 4:	ACCOUNTS OF HOLDING COMPANIES/PARENT COMPANIES	<ul style="list-style-type: none"> • Understand Concept of Group, Holding Company and Subsidiary Company. • Apply the Consolidation procedure for consolidation of Financial Statements of subsidiaries with the holding companies. • Prepare the consolidated financial statements and solve related problems.
UNIT 5:	BANKING COMPANY	<ul style="list-style-type: none"> • Familiar with the balance sheet of a banking company. • Understand the differences between balance sheet of banking company and a non-banking company.

		<ul style="list-style-type: none"> • Learn about the prudential norms of a banking company. • Understand capital structure of a commercial bank. • Learn how to classify an asset as a non-performing asset and rules of making provision for different class of assets
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CC- 10 : AUDITING

UNIT-1:	INTRODUCTION	<ul style="list-style-type: none"> • The nature of statutory audit • Qualification and disqualification of statutory auditors • The process of appointment of auditors • Remuneration and removal of auditors • Criminal liabilities of an auditor
UNIT-2:	AUDIT OF COMPANIES	<ul style="list-style-type: none"> • Audit of account of a company • Details of Branch audit, joint audit and revenue audit
UNIT-3:	AUDIT REPORT AND CERTIFICATE	<ul style="list-style-type: none"> • What is statutory audit report • Qualified and unqualified audit report • Notes of accounts
UNIT-4:	AUDIT OF DIFFERENT INSTITUTIONS	<ul style="list-style-type: none"> • Audit of educational institutions, hospitals, clubs, hotels etc.
UNIT-5:	SPECIAL AREAS OF SUDIT	<ul style="list-style-type: none"> • Cost audit, management audit, tax audit, social audit, environmental audit etc.

DSE- 1 : MANAGEMENT ACCOUNTING

UNIT 1:	INTRODUCTION	<ul style="list-style-type: none"> • Definition, objectives and scope of management accounting • Advantages and limitations of Management accounting • Techniques and need of management accounting • Comparison of management accounting with financial accounting and cost accounting • Role of a management accountant
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UNIT 2:	RATIO ANALYSIS	<ul style="list-style-type: none"> • Meaning and objectives of ratio analysis • Its advantages and limitations • Classification of accounting ratios • Ratios related to liquidity, solvency, profitability, managerial efficiency and capital structure • Compute and interpret important accounting ratios
UNIT 3:	CASH FLOW STATEMENT	<ul style="list-style-type: none"> • Meaning, nature, importance and limitations of cash flow statement • Difference between cash flow statement and fund flow statement • Various sources and uses of cash • Preparation of cash flow statement
UNIT 4:	BUDGETARY CONTROL	<ul style="list-style-type: none"> • Concept of budget, budgeting and budgetary control • Objectives, merit and limitation of budget • Functional budget • Fixed and Flexible budget • Zero base budgeting
UNIT 5:	STANDARD COSTING	<ul style="list-style-type: none"> • Concept of standard cost and standard costing • Compare standard costing with variance analysis • Advantages, limitations and applications of standard costing

DSE – 2: INDIAN FINANCIAL SYSTEM

UNIT-1:	FINANCIAL SYSTEM AND ITS COMPONENTS	<ul style="list-style-type: none"> • Meaning of financial markets and Financial institutions • An overview of Indian Financial system • Decision taken after liberalization in the Indian Financial Sector
UNIT-2:	FINANCIAL MARKETS	<ul style="list-style-type: none"> • Concept, functions, organization of money market • Instruments of money market : Treasury bill, Commercial bill, Commercial paper • Role of RBI in Indian money market for adjustment of liquidity • Concept, functions, organization and instruments of capital market

		<ul style="list-style-type: none"> • Know about Indian equity market • Understanding of primary and secondary market • Stock exchange in India
UNIT-3:	FINANCIAL INSTITUTIONS	<ul style="list-style-type: none"> • Meaning of Commercial banking • Project of finance and working capital by commercial bank • An overview of Development Financial Institution(DFI) and its role in Indian economy • Meaning of Mutual fund • Role of Mutual fund in capital market development • Meaning of Non-banking financial companies(NBFC)
UNIT-4:	FINANCIAL SERVICES	<ul style="list-style-type: none"> • Understanding of financial services industries • Meaning of Merchant banking • Underwriting • Regulatory framework relating to merchant banking in India
UNIT-5:	LEASING AND HIRE-PURCHASE	<ul style="list-style-type: none"> • Meaning of housing finance • Understanding of Venture capital finance • Stages, Factoring and forfeiting services of venture capital.

Semester-VI

PERSONAL SELLING AND SALESMANSHIP (SEC-4)

UNIT-1:	INTRODUCTION TO PERSONAL SELLING	<ul style="list-style-type: none"> • Understand the objective of selling, salesmanship and sales management • Define selling, salesmanship and sales management • Distinguish between personal selling, salesmanship, and sales management
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		<ul style="list-style-type: none"> • Understand the characteristics of a good salesman in different selling situations • Choose carrier opportunities in selling
UNIT-2:	BUYING MOTIVES	<ul style="list-style-type: none"> • Understand motivation, motivational aspects and need hierarchy • Define motivation and Maslow'S theory of need hierarchy • Acquiring the concept of buying motives and their uses in personal selling •
UNIT-3:	SELLING PROCESS	<ul style="list-style-type: none"> • Understand different approaches of selling process • Know about the pre-approach and approach of selling process • Presentation and demonstration of selling approach • Acquire the concept of post sales activities
UNIT-4:	SALES REPORTS	<ul style="list-style-type: none"> • Understand sales reports, sales manuals, cash memo, sales ethics • Know about the order book, cash memo, tour diary, periodical reports • Acquire concept about ethical aspects of selling. •

DSE – 3 : INDIRECT TAX LAW

UNIT-I:	INTRODUCTION:	<ul style="list-style-type: none"> • Meaning of Indirect taxes • Introduce of GST • Rationale and Structure of GST • Council of GST • Registration of GST • Composition scheme of GST
UNIT-II:	LEVY OF GST	<ul style="list-style-type: none"> • Classify of Goods and Services • Different place of supply(within state, interstate, import and export) • Exemption of GST
UNIT-III:	TIME AND VALUATION OF SUPPLY	<ul style="list-style-type: none"> • Goods and Services supply time • Valuation for Goods and Services • Taxable for reimbursement of expenses
UNIT-IV:	INPUT TAX CREDIT AND PAYMENT OF GST	<ul style="list-style-type: none"> • Eligibility for Input Tax Credit • Tax credit for Capital Goods • Recovery of Excess tax credit • Provision of tax credit in special circumstances
UNIT-V:	CUSTOMS LAW	<ul style="list-style-type: none"> • Meaning of Customs law in case of Territorial waters, High sea • Different types of custom duties • Computation of custom duties • Provision for procedure of Import and Export

DSE – 4: INTERNATIONAL BUSINESS

UNIT- 1:	INTRODUCTION TO INTERNATIONAL BUSINESS	<ul style="list-style-type: none"> • Meaning of Globalization and its impact on world economy • Comparison between international business and domestic business • Entry mode of international business
UNIT 2:	THEORIES OF INTERNATIONAL TRADE	<ul style="list-style-type: none"> • Different types of International trade • Absolute cost advantage, Relative cost advantage, Hecksher-Ohlin theory. • Meaning of tariff and quota • Understanding of tariff barrier

		<ul style="list-style-type: none"> • Meaning of Balance of Payment and its component
UNIT-3:	INTERNATIONAL ORGANIZATION AND ARRANGEMENTS	<ul style="list-style-type: none"> • Meaning, Objectives, Principles, organizational structure and functioning of WTO • UNCTAD, OPEC, IMF AND World Bank function • ASEAN And SAARC
UNIT-4:	DEVELOPMENT AND ISSUES IN INTERNATIONAL BUSINESS	<ul style="list-style-type: none"> • Role of IT in international business • International business and ecological consideration
UNIT-5:	EXPORT PROMOTION MEASURE	<ul style="list-style-type: none"> • Policy of foreign trade working in India • Concepts of SEZ, EOU • Foreign Investment into and from India • Policy of Indian joint ventures and acquisition abroad

Syllabus w.e.f. 2014-15 (1+1+1 Pattern)

Part-III

Paper – 1: Taxation (Direct and Indirect)

Group-A

Unit-1: Basic Concepts and Definition:

After studying this chapter one would be able to:

- Understand the meaning of tax and types of taxes.
- Know the difference between direct and indirect taxes.
- Understand the procedure for computation of total income for the purpose of levy of income-tax.
- Knowledge about the meaning of the important terms used in the Income-tax Act, 1961.
- Recognize the previous year and assessment year for the

purpose of computing income chargeable to tax and explain the circumstances when income of the previous year would be assessed to tax in the previous year itself.

- Knowledge about rates of income tax applicable for the relevant assessment year for the purpose of determining the tax liability.

Unit-2: Scope of Total Income and Residential Status:

After studying this chapter one would be able to:

- Learn the provisions for determining the residential status of different persons and apply those provisions to determine the residential status of different type persons.
- Examine the scope of income of a person based on his residential status.
- Apply the relevant provisions to determine the total income of a person based on his residential status.

Unit3: Exempt Income:

After studying this chapter one would be able to:

- Identify the incomes which do not form part of total income, either wholly or partially, considering the conditions specified under different clauses of section 10 and compute the quantum of exemption under such clauses.

Unit-4: Computation of Taxable Income under different Heads of Income:

Income from salary

After studying this chapter one would be able to:

- Identify the point of time when salary income is chargeable to tax.
- Understand the meaning of salary, profits in lieu of salary, allowances, perquisite and various retirement benefits.
- Knowledge about the allowances and perquisites exempt from tax;
- determine the taxable portion of retirement benefits, allowances and other benefits which form part of salary;
- Determine the value of perquisites chargeable to tax under the head of salaries.
- Know the admissible deductions from salary and compute the income chargeable to tax under the head of Salaries.

Income from house property

After studying this chapter one would be able to:

- Understand when income is chargeable under the head Income from house property.
- Determine annual value of different categories of house property.
- Learn about the different categories of house property and computation of income from house property for different categories of house property.
- Learn about the various deductions available under this head and their computation.
- Understand the tax treatment on recovery of unrealized rent and arrears of rent.
- Compute income from co-owned property.

Income from Profits and gains of business or profession

After studying this chapter one would be able to:

- Comprehend the meaning of “business” and “profession” and the scope of income chargeable to tax under this head.
- Comprehend the meaning of speculative transaction and the tax treatment of loss incurred in speculative business.
- Identify the expenditures/ payments which are admissible as deduction, know the conditions to be satisfied to avail such deductions, the limits, if any, specified in respect thereof.
- Compute the deductions available while computing business income applying the relevant provisions.
- Identify the expenditures/ payments which are not admissible as deduction.
- Identify the deductions allowable only on actual payment.
- Examine when certain receipts are deemed to be income chargeable to tax under this head.
- Compute the business income by applying the charging and deeming provisions and allowing permissible deductions.
- Compute the business income in cases where income is partly agricultural and partly business in nature.

Capital gains

After studying this chapter one would be able to:

- Understand the scope of income chargeable under this head.

- Comprehend and identify the assets classified as capital assets for the purposes of chargeability under this head.
- Understand the meaning of short-term capital asset and long-term capital asset.
- Compute the period of holding for determining whether an asset is a short-term capital asset or long-term capital asset.
- identify the transactions to be considered as transfer for the purpose of capital gains;
- Identify the transactions not regarded as transfer.

Income from other sources

After studying this chapter one would be able to:

- identify the income, which are chargeable to tax under the head “Income from other sources”;
- know what are the admissible deductions while computing income under this head;
- know what are inadmissible deductions while computing income under this head;
- compute the tax on casual income by applying the rate of tax applicable on such income;
- Compute the income chargeable to tax under this head.

Unit-5: Deductions from Gross Total Income (Individual Assessee):

After studying this chapter one would be able to:

- appreciate the types of deductions allowable from gross total income;
- identify the assesses eligible for deduction under various sections;
- compute deductions in respect of payments, applying the provisions under the relevant sections;
- compute deductions in respect of certain income, applying the provisions under the relevant sections;
- Compute the deduction allowable in the case of a person with disability.

Unit-6: Relief under Section 89:

After studying this chapter one would be able to:

- Know the definition of arrears of salary
- Compute the amount of relief to be deducted during computation of Income Tax liability
- The need of submission of return within stipulated time to get relief

Unit-7: Return of Income:

After studying this chapter one would be able to:

- Comprehend as to what is a “return of income”.
- Identify the persons who have to compulsorily file a return of income.
- Identify and recall the due date for filing return of income for different assesses.
- Know the consequences of late filing of return.
- Appreciate when a return of income can be revised and the time limit within which a return has to be revised.
- Appreciate the requirement to pay self-assessment tax before filing return of income.

Unit-8: Tax Planning:

After studying this chapter one would be able to:

- Learn the concept of tax planning, tax avoidance and tax evasion
- Identify the differences between tax planning, tax avoidance and tax evasion
- Know tax planning aspects in respect of residential status and income from salary

Unit-9: Use of PAN:

After studying this chapter one would be able to:

- Learn the concept of PAN
- Know the process of getting PAN
- Identify the transactions where PAN is mandatory

Unit-10: Agriculture Income:

After studying this chapter one would be able to:

- Comprehend the meaning and scope of agricultural income.
- identify the operations which are fully agriculture, partly agricultural and partly non- agricultural and compute the agricultural income and business income arising from such operations;
- Compute tax on non-agricultural income by applying the concept of partial integration of agricultural income with non-agricultural income.

Unit-11: Dividend Income:

After studying this chapter one would be able to:

- Learn the concept of dividend
- Know the taxability of dividend income
- Appreciate the taxability of dividend received from an Indian Company

Group-B

Unit-1: West Bengal Value Added Tax:

After studying this chapter one would be able to:

- Learn the concept VAT
- Identify the objectives of its implementation
- Know the methodology of VAT computation
- Learn the addition method, subtraction method and input credit method to compute VAT

Unit-2: Central Sales Tax:

After studying this chapter one would be able to:

- Learn the definition of dealer, goods, declared goods, place of business, sale price and turnover the CST Act
- Appreciate the concept of Inter-state trade or commerce

Paper – 2: Computer Application in Business

Unit 1: Introductory Concepts:

After studying this chapter one would be able to learn:

- Introduction to computer
- Applications of computer
- Elements of computer
- Characteristics of computer
- Advantages and disadvantages of computer

Unit-2: Number System and Codes:

After studying this chapter one would be able to learn:

- Binary, Octal and Hexadecimal Number system
- Conversion codes of the number systems
- BCD, EBCDIC and ASCII

Unit-3: Computer Arithmetic and Gates:

After studying this chapter one would be able to learn:

- Binary arithmetic
- Complements
- Addition and subtraction
- Logic gates and their truth tables
- Combinational circuit
- Half adder and Full adder

Unit-4: Hardware, Software and Operating System:

After studying this chapter one would be able to:

- Concepts of Open Media, Magnetic Media, Optical media and Direct data Entry Devices
- Primary storage and secondary storage
- Printers, Visual Display Unit and Plotters
- Concepts and applicability of system software and application software
- History and Evolution of operating system
- History of MS-DOS, Windows and Linux

Unit-5: Basic Concepts of MIS:

After studying this chapter one would be able to learn:

- Concepts of MIS
- Need of Data processing
- Advantages and disadvantages of EDP
- Components of transaction processing system
- Establish the information needs for MIS

Unit-6: E-Commerce and Internet:

After studying this chapter one would be able to learn:

- Concepts E-commerce
- Reasons of growth of E-commerce
- Features, importance and objectives of E-commerce
- The current scenario of E-commerce in India
- Evolution of Internet
- Governing of the internet
- Specific applications of internet

- Information system audit
- Advantages and limitations of Internet

Paper-3: Corporate Accounting and Management Accounting: Group-A

Unit-1: Company Accounts: Share

After studying this chapter one would be able to:

- Appreciate various types of shares and share capital.
- Learn the accounting treatment if shares issued under different circumstances like share issued at premium or discount.
- Differentiate the accounting treatment for under-subscription and over-subscription of shares.
- Understand the concept and accounting treatment of call-in-arrears and call-in-advance.
- Deal with the forfeiture of shares issued with different conditions.
- Journalize the entry for re-issue of shares.
- Know the treatment of shares issued for consideration other than cash.
- Learn the accounting treatment if preference shares issued under different circumstances.
- understand the meaning of redemption and the purpose of issuing redeemable preference shares
- learn various provisions of the Companies Act, 2013 regarding preference shares and their redemption
- familiarize yourself with various methods of redemption of fully paid-up preference shares: (i) by Fresh issue of shares; (ii) by Capitalization of undistributed profits; (iii) Combination of (i) and(ii)
- understand the logic behind the creation of capital redemption reserve account
- Learn the accounting treatment for redemption of fully paid- up preference shares, partly called-up preference shares and fully called-up but partly paid-up preference shares.
- Understand the provisions relating to issue of bonus shares

and right shares.

- Account for bonus shares and right issue in the books of issuing company.
- Understand the meaning of renunciation of right.
- Differentiate between Cum-right and Ex-right valuation of share.
- Calculate value of rights.

Debenture

After studying this chapter one would be able to:

- Understand the meaning and basic purpose for raising debentures by the company
- Differentiate between shares and debentures of a company
- Understand various types of debentures
- Pass entries for issue of debentures payable in installments.
- Make entries for issue of debentures considering the conditions of redemption
- Pass entries for debentures issued for consideration other than for cash
- Write off discount on issue of debentures
- Calculate interest on debentures.
- Understand the requirement of Debenture Redemption Reserve for the redemption of debentures.
- Learn the accounting treatments for redemption of debentures.

Unit-2: Reconstruction of Companies-Internal and External

After studying this chapter one would be able to:

- Understand the term “Amalgamation” and the methods of accounting for amalgamations.
- Appreciate the concept of transferee Company and the transfer of company.
- Calculate purchase consideration under both the methods of amalgamation as per AS14.
- Pass the entries to close the books of the vendor company.
- Pass the journal entries in the books of purchasing company to incorporate the assets and liabilities of the vendor company and also giving effect to other adjustments.
- Understand the meaning of term “reconstruction”.
- Sub-divide and consolidate shares.

- Convert shares into stock and stock into shares.
- Account for the adjustments made at the time of internal reconstruction.

Unit-3: Departmental and Branch Accounts

- Understand the concept, objective of preparation of departmental accounts.
 - Allocate the common expenditure of the company among various departments on appropriate basis.
 - Deal with the inter-departmental transfer and their accounting treatment.
 - Calculate the unrealized profit on unsold stock- in-hand of interdepartmental transfer.
- Learn the methods of preparation of departmental accounts
- Understand the concept of branches and their classification from accounting point of view.
- Accounting treatment of dependent and independent branches.
- Learn various methods of charging goods to branches.
- Reconcile the statement of branches and head office after finding the reasons for their disagreement

Unit-4: Royalty Accounts

- Understand the meaning of the term “Royalty”.
- Familiarize yourself with the terminology related to royalty accounting like minimum rent, short-workings and recoupment of shortworkings – (a) Fixed right of recoupment (b) Floating of recoupment.
- Understand the accounting treatment in the books of Lessee and Lessor.

Unit-5: Hire Purchase and Installment Payment Accounts

- Understand the nature, salient features and the differences between hire purchase and installment systems.
- Understand the various term related to hire purchase system.
- Learn the journal entries of hire purchase in the books of hire vendor and hire purchaser.
- Learn the different methods of accounting for hire purchase.
- Calculate and record the value of repossessed goods and profit on re-sale of such goods.
- Learn the concepts of operating and financial lease.

Group-B

Unit 1: Introduction:

After studying this chapter one would be able to learn:

- Definition, objectives and scope of management accounting
- Advantages and limitations of Management accounting
- Techniques and need of management accounting
- Comparison of management accounting with financial accounting and cost accounting

- Role of a management accountant

Unit-2: Financial Statement Analysis:

After studying this chapter one would be able to learn:

- Meaning of FSA
- Steps to be followed to analyze financial statements
- Objectives and advantages of financial statement analysis
- Limitations and methods of financial statement analysis

Unit-3: Accounting ratio analysis:

After studying this chapter one would be able to learn:

- Meaning and objectives of ratio analysis
- Its advantages and limitations
- Classification of accounting ratios
- Ratios related to liquidity, solvency, profitability, managerial efficiency and capital structure
- Compute and interpret important accounting ratios

Unit-4: Fund Flow Analysis:

After studying this chapter one would be able to learn:

- Concept of fund
- Meaning, nature, importance and limitations of fund flow statement
- Various sources and use of fund
- Preparation of fund flow statement

Unit-5: Cash Flow Analysis:

After studying this chapter one would be able to learn:

- Meaning, nature, importance and limitations of cash flow statement
- Difference between cash flow statement and fund flow statement
- Various sources and uses of cash
- Preparation of cash flow statement

Syllabus under CBCS (2020-21)

Semester-I

CC-1 : FINANCIAL ACCOUNTING-I

UNIT 1: THEORETICAL FRAMEWORK:	MEANING AND SCOPE OF ACCOUNTING	<ul style="list-style-type: none"> Understand the meaning and significance of accounting. Understand the meaning of book-keeping and the distinction of accounting with book-keeping. Appreciate the evolutionary process of accounting as a social science. Explain sub-fields of accounting. Identify the various user groups for whom accounting information is to be generated. Understand the relationship of accounting with Economics, Statistics, Mathematics, Law and Management. Explain the limitations of accounting.
	ACCOUNTING CONCEPTS, PRINCIPLES AND CONVENTIONS	<ul style="list-style-type: none"> Grasp the basic accounting concepts, principles and conventions and observe their implications while recording transactions and events. Identify the three fundamental accounting assumptions: ▪ Going Concern ▪ Consistency ▪ Accrual. Understand the qualitative characteristics that will help to develop the skill in course of time to prepare financial statements.
	ACCOUNTING STANDARDS	<ul style="list-style-type: none"> Understand the significance of issuance of Accounting Standards. Grasp the objectives, benefits and limitations of Accounting Standards. Learn the process of formulation of Accounting Standards by the Council of the Institute of Chartered Accountants of India. Familiarize with the list of applicable Accounting Standards in India.
	INDIAN ACCOUNTING STANDARDS	<ul style="list-style-type: none"> Understand the significance of issuance of Indian Accounting Standards. Learn the need of issuance of Indian Accounting Standards
UNIT 2:	SINGLE ENTRY	<ul style="list-style-type: none"> Learn how to derive capitals at two different points of time through statement of affairs;

		<ul style="list-style-type: none"> • Learn the technique of determining profit by comparing capital at two different points of time; • Prepare trading and profit and loss account and balance sheet from incomplete records. • Understand the meaning of Not-for-profit-Organizations and distinction between a profit-making organization and a Notfor-profit-Organization. • Accounting for Not-for-profit-Organizations. • Understandthethe meaningofReceiptsandPaymentsAccount and IncomeandExpenditureAccountand see the distinction between the two Accounts. • Learn the technique of preparing Receipts and Payments Accounts. • IdentifymainsourcesofIncomeandlearnthetechniqueof prepari ngIncomeandExpenditureAccount from Receipts and Payments Account. • Learn the technique of preparing Balance Sheet of Not-for-profitOrganizations.
	<p>SECTIONAL AND SELF BALANCING LEDGER</p>	<ul style="list-style-type: none"> • Learn the concept of sectional balancing • Prepare control accounts • Prepare self-balancing ledgers • Learn advantages of sectional and self balancing • Prepare adjustment accounts
<p>UNIT 3: CONSIGNMENT ACCOUNTING AND ACCOUNTING FOR SALE ON APPROVAL</p>		<ul style="list-style-type: none"> • Understand the special features of consignment business, meaning of the terms consignor and consignee. • Analysethedifferencebetweenthe two transactions– saleandconsignmentandunderstandthatwhy consignment is termed as special transaction. • Practicetheaccountingtreatmentsforconsignment transactionsand eventsinthebooksofconsignor and consignee. • Notethevariationsinaccountingwhengoodsaresentat costandgoods are sentabovethecost. • Learnthetechniqueofcomputingvalueofconsignment inventorylying withtheconsigneeandalso the amount of inventory reserve in it. • Learnthetechniqueofcomputingcostofabnormallossand treatmentto finsuranceclaiminrelationto it. • Understand the distinction between ordinary commission, del-credere commission and over-riding commission paid to the consignee. • See the variation of accounting treatment for bad debts when consignee is paid ordinary commission and when consignee is paid del-credere commission in addition to it.

		<ul style="list-style-type: none"> Understand the reason of including/excluding various expenditures to cost while valuing the goods returned by the consignee.
	JOINT VENTURES	<ul style="list-style-type: none"> Understand special features of joint venture transactions, Learn the techniques of preparing Joint Venture Account and also the settlement of accounts with the co-venture(s), Familiarize with the use of Memorandum Joint Venture Account, Learn the technique of deriving venture profit and its allocation among the ventures. Distinguish joint venture with partnership.
UNIT 4: INSURANCE CLAIM FOR LOSS OF STOCK		<ul style="list-style-type: none"> Understand the significance of Claim for loss of stock and loss of profit. Comprehend with the terms Loss of profit; Standing Charges and Increased cost of working. Compute the amount of claim for loss of stock and loss of profit
UNIT 5: PARTNERSHIP ACCOUNTS-I		<ul style="list-style-type: none"> Go through the circumstances in which a partnership is dissolved. Learn the accounting technique relating to disposal of assets and payment of liabilities on dissolution of a partnership Learn how to settle the partner's claims in case of surplus and how to raise money from partners in case of deficit. Deal with piecemeal distribution of amount realised from assets net of liabilities to partners under different methods.

BUSINESS MANAGEMENT(CC-2)

UNIT 1	INTRODUCTION	<ul style="list-style-type: none"> Understand concept of management, its needs and essence of manager ship. Know about the evolution and approaches of management Know about MBO concepts of management.
UNIT-2:	PLANNING AND STRATEGIC PLANNING	<ul style="list-style-type: none"> Understand the meaning planning, steps of planning and various types of planning.

		<ul style="list-style-type: none"> • Understand the concepts strategic planning, its process, importance and limitations. • Know the importance environment analysis and various techniques of environment analysis like SWOT, TOWS and competitor analysis etc. and the components of business environment • Get an idea about concept of decision making, its importance in management and group decision-making process.
UNIT-3:	ORGANIZING	<ul style="list-style-type: none"> • Be familiar with the Concept and process of organizing. • Know about the Span of management, Different types of authority like line, staff and functional) and Decentralization. • Have clarity about Delegation of authority, Formal and Informal Structure and Principles of Organizing.
UNIT-4:	STAFFING AND LEADING	<ul style="list-style-type: none"> • Understand the Concept of Staffing and the process to be followed in staffing. • Understand the Concept Motivation and its Importance. • Learn the theories of Motivation - Maslow's Need-Hierarchy Theory; Herzberg's Two-factor Theory. • Understand the Concept of Leadership and its Importance in management. • Learn the theories of Leadership like Liker's scale theory, Blake and Mouton's Managerial Grid theory and Trait Theory etc.
UNIT-5:	CONTROL	<ul style="list-style-type: none"> • Understand the Concept of Control and its Process. Also know the Limitations Control. • Be familiar with the Principles of Effective Control. • Know about the Major Techniques of Control - Ratio Analysis, ROI, Budgetary Control, EVA, PERT/CPM etc.

Semester-II

PRINCIPLES OF ECONOMICS (GE-1)

UNIT 1:	DEMAND SUPPLY FRAMEWORK AND EQUILIBRIUM	<ul style="list-style-type: none">• Consumer's behavior as well as knowledge of subsidy in all respect and also learn the relation between the income and consumption
UNIT-2:	PRODUCTION AND COST	<ul style="list-style-type: none">• The production costs and the concept of economics & diseconomies. This concept will help for practical field
UNIT-3:	MARKET STRUCTURE	<ul style="list-style-type: none">• Various concept & features of market in our economy.
UNIT-4:	INCOME DISTRIBUTION AND FACTOR PRICING	<ul style="list-style-type: none">• The monopoly market as well as price discrimination. Students also learn the relation between the social costs and monopoly power.
UNIT-5:	SELECTED MACRO-ECONOMIC PRINCIPLES	<ul style="list-style-type: none">• The sale maximization problem and also learn the economic efficiency

BUSINESS LAW(CC-3)

UNIT-1: THE INDIAN CONTRACT ACT, 1872:	GENERAL PRINCIPAL OF LAW	<ul style="list-style-type: none">• Understand the meaning of the terms 'agreement' and 'contract' and note the distinction between the two.• Note the essential elements of a contract.• Be clear about various types of contract.• Understand the concept of offer and acceptance and rules of communication and revocation thereof.
	CONSIDERATION	<ul style="list-style-type: none">• Understand the concept of consideration, its importance for a contract and its double aspect. Clearly understand how consideration may move from a third party and how this makes the contract valid.• Learn about the peculiar circumstances when a contract is valid even without consideration.• Be aware of the rule 'A stranger to a contract cannot sue' and exceptions thereof.
	OTHER ESSENTIAL ELEMENTS OF A CONTRACT	<ul style="list-style-type: none">• Note the various ingredients of incapacity to contract.• Be clear about the legal consequence of contracting with a minor.• Be familiar with the concept of 'consensus ad idem' i.e. parties agreeing upon the same thing in the same sense.

		<ul style="list-style-type: none"> • Try to grasp the characteristics of different elements vitiating free consent and particularly to distinguish amongst fraud, misrepresentation and mistake. • Understand the circumstances when object and consideration become unlawful. • Be aware of the agreements opposed to public policy.
	PERFORMANCE OF CONTRACT	<ul style="list-style-type: none"> • Understand how obligations under a contract must be carried out by the parties. • Be familiar with the various modes of performance. • Be clear about the consequence of refusal of performance or refusal to accept performance, by either of the parties. • Understand rights of joint promisees, liabilities of joint promisors, and rules regarding appropriation of payments.
	BREACH OF CONTRACT AND ITS REMEDIES	<ul style="list-style-type: none"> • Understand the concept of breach of contract and various modes thereof. • Be clear about how the damages are to be measured.
	CONTINGENT AND QUASI CONTRACTS	<ul style="list-style-type: none"> • Have clarity about the basic characteristics of 'Contingent contract' and 'Quasi-contract' so that you are able to distinguish between a contract of any of these types and a simple contract. • Be familiar with the rules relating to enforcement of these in order to gain an understanding of rights and obligations of the parties to the contract.
UNIT-2: THE INDIAN CONTRACT ACT, 1872: SPECIFIC CONTRACT	CONTRACT OF INDEMNITY AND GUARANTEE	<ul style="list-style-type: none"> • Identify special type of contracts i.e. indemnity contracts and guarantee contracts and also nature, obligation and rights of each of the parties to the contracts. • Explain distinction between these contracts.
	BAILMENT AND PLEDGE	<ul style="list-style-type: none"> • Understand the general principles underlying contracts of bailment and pledge. • Know duties and rights of the parties to the contracts. • Agency • Understand the relationship between agent and principal and the intention behind adoption of such course of agency. • Know that consideration is not at all necessary for validity of agency contracts. • Understand rights and obligations of an agent as well as the circumstances when the agent is personally liable for the acts done by him on behalf of the principal and the legal position of the agent, the principal and the third parties involved. • Identify with the terms 'sub-agent' and 'substituted agent' and to distinguish between the two.

UNIT -3: THE SALE OF GOODS ACT, 1930	FORMATION OF THE CONTRACT OF SALE	<ul style="list-style-type: none"> • Definitions of certain terms. • Meaning of contract of sale. • Distinctions of sale from other similar contracts. • Formalities of contract of sale. • Subject matter of contract of sale. • Ascertainment of price for the contract of sale.
	CONDITIONS & WARRANTIES	<ul style="list-style-type: none"> • To understand and identify conditions and warranties. • To know the implied conditions and warranties. • To understand doctrine of 'caveat emptor'. • Stipulation as to time
	TRANSFER OF OWNERSHIP AND DELIVERY OF GOODS	<ul style="list-style-type: none"> • Understand how and at what point of time the ownership in goods which are the subject matter of a contract of sale passes to the buyer from the seller. • Be clear about what appropriation of goods is and how it affects the passing of property in goods. • Distinguish between passing of property and passing of title. • Understand the rule of 'nemodat quod non habet' (no one can give what he has not got) and exceptions thereof. • Be familiar with the rules relating to delivery of goods and acceptance of goods.
	UNPAID SELLER	<ul style="list-style-type: none"> • Understand the concept of Unpaid Seller • Know the rights of Unpaid Seller • Analyze the effect of sub-sale or pledge by the buyer • Distinguish the right of lien and right of stoppage in transit • Know the rights of parties in case of breach of contract • Understand the concept of sale by auction.
UNIT – 4: PARTNERS HIP LAW	GENERAL NATURE OF A PARTNERSHI P	<ul style="list-style-type: none"> • Understand the concept of partnerships and be clear about its essentials. • Try to understand the 'principal - agent relationship' among the partners. • Note the points of difference between partnership and other various forms of organization.
	RELATIONS OF PARTNERS AND THEIR RIGHTS AND DUTIES	<ul style="list-style-type: none"> • Be familiar with the legal provisions regulating relation of partners' interest as well as relations with the third parties. • Note the scope of implied authority of a partner to bind the partnership by his acts. • Be aware of the various situations in which the constitution of a firm may change and its effect on the rights and duties of the partners. • Learn how the share in a partnership is transferred and what shall be the rights and obligations of such transferee.

	REGISTRATION AND DISSOLUTION OF A FIRM	<ul style="list-style-type: none"> • Be aware of mode of getting a firm registered with the authorities. • Understand the effect of registration of a firm upon the rights of partners' inter-se and the rights of the third parties. • Note the effect of non-registration on rights of partners and the third parties. • Learn the various circumstances when a firm is dissolved. • The consequences and the effect of the dissolution upon rights and liabilities of various parties.
	THE LIMITED LIABILITY PARTNERSHIP ACT, 2008	<ul style="list-style-type: none"> • Understand the meaning of the term 'Limited Liability Partnership', its need, features and advantages. • Have a look on the difference between 'Limited Liability Partnership' and other forms of organization. • Be aware of mode of getting a firm registered with the authorities and required documents • Learn the Concepts of partners and designated partners.
UNIT – 5: NEGOTIABLE INSTRUMENTS ACT, 1881	NEGOTIABLE INSTRUMENTS ACT 1881	<ul style="list-style-type: none"> • Understand the meaning, characteristics and elements of different kinds of negotiable instruments. • Know the parties of notes, bills and cheques and various ways of negotiation of the instruments and their presentments. • Know the concepts of noting and protest and of dishonor of instruments.

COST ACCOUNTING-I (CC-4)

UNIT 1:	INTRODUCTION	<ul style="list-style-type: none"> • The meaning, objective and importance of cost accounting. • The functions and role of cost accounting department in an organization. • The essentials of cost and to know how a system of cost accounting is installed. • Difference between cost accounting with financial accounting and management accounting. • List the various elements of cost and the way these are classified. • The methods of segregating semi-variable costs into fixed and variable cost.
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		<ul style="list-style-type: none"> • The concept of cost reduction and cost control. • The methods and techniques of costing. • Classification and ascertainment cost on the basis of function. <p>Preparation of cost sheet/ statement for production of goods and providing services.</p>
UNIT-2:	MATERIALS	<ul style="list-style-type: none"> • The meaning, need and importance of materials. • The procedures and documentations involved in procuring, storing and issuing material. • The various inventory control techniques and determination of various stock levels. • Computation of Economic Order Quantity (EOQ) and application of the EOQ to determine the optimum order quantity. • Various methods of inventory accounting and Prepare stock ledger/account. <p>Identification of normal and abnormal loss and its accounting treatment</p>
UNIT-3:	LABOUR	<ul style="list-style-type: none"> • The meaning and importance of employee (labour) cost in an organization. • The attendance and payroll procedures. • The meaning and treatment of idle time and over time cost. • Computation of employee (labour) turnover, discuss its meaning, reasons, methods of measurement and cost impacts. • Application the various methods of remuneration and incentive system in calculation of wages, bonus etc. <p>The efficiency rating procedures.</p>
UNIT-4:	OVERHEADS-1	<ul style="list-style-type: none"> • The meaning of Overheads- Production, Administrative and Selling & Distribution. • The meaning and methods of allocation, apportionment and absorption of overheads.

		<ul style="list-style-type: none"> The meaning and treatment of under-absorption and over-absorption of overheads and apply the same in cost computation.
UNIT-5:	OVERHEADS-2	<ul style="list-style-type: none"> The accounting and control of administrative, selling and distribution overheads. <p>The various methods to calculate overhead rate</p>

Semester-III

COST ACCOUNTING-II (CC-5)

UNIT-1: METHODS OF COSTING I	JOB COSTING AND BATCH COSTING	<ul style="list-style-type: none"> Job Costing methods. The accounting entries for cost elements under both the methods. Determination of cost for a job.
UNIT 2:	CONTRACT COSTING	<ul style="list-style-type: none"> Ascertainment of the cost of a contract, Progress payment, Retention Money, Value of work certified, Cost of Work not certified. Escalation clause, Cost plus contract. Computation of Notional or Estimated profit from a contract
UNIT 3:	PROCESS COSTING	<ul style="list-style-type: none"> The meaning of Process Costing. The treatment of process loss and gains in cost accounting. Computation of equivalent completed production units. Various methods of valuation of work in process. The meaning and treatment of Inter-process profits. The meaning of Joint products and By-products. Difference between joint products and by-products. The various methods of apportionment of joint costs to joint products and to by-products.

		<ul style="list-style-type: none"> • The treatment of by product's cost in cost accounting
UNIT 4:	MARGINAL COSTING	<ul style="list-style-type: none"> • Difference between absorption costing and variable costing • Process of income determination under marginal costing • CVP analysis • Break-even analysis • Concept of margin of safety • Steps in decision making process • Profitable product mix
UNIT 5:	BOOK KEEPING IN COST ACCOUNTING	<ul style="list-style-type: none"> • The Cost Accounting System. • Difference between Integral and Non- Integral system of accounting. • Identification of the ledgers maintained under Integral and Non-Integral accounting system. • The reasons for differences in profit under financial and cost accounts. • Preparation of reconciliation statement for profit under financial and cost accounts. • The accounting for management information and cost control.

FINANCIAL ACCOUNTING – II (CC-6)

UNIT 1:	ACCOUNTING FOR HIRE PURCHASE AND INSTALLMENT SYSTEMS	<ul style="list-style-type: none"> • Understand the nature, salient features and the differences between hire purchase and installment systems. • Understand the various term related to hire purchase system. • Learn the journal entries of hire purchase in the books of hire vendor and hire purchaser. • Learn the different methods of accounting for hire purchase. • Calculate and record the value of repossessed goods and profit on re-sale of such goods. • Learn the concepts of operating and financial lease.
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UNIT 2:	DEPARTMENTAL ACCOUNTS	<ul style="list-style-type: none"> • Understand the concept, objective of preparation of departmental accounts. • Allocate the common expenditure of the company among various departments on appropriate basis. • Deal with the inter-departmental transfer and their accounting treatment. • Calculate the unrealized profit on unsold stock- in-hand of interdepartmental transfer. • Learn the methods of preparation of departmental accounts.
UNIT 3:	ACCOUNTING FOR INLAND BRANCHES	<ul style="list-style-type: none"> • Understand the concept of branches and their classification from accounting point of view. • Accounting treatment of dependent and independent branches. • Learn various methods of charging goods to branches. • Reconcile the statement of branches and head office after finding the reasons for their disagreement.
UNIT 4:	ROYALTY ACCOUNTING	<ul style="list-style-type: none"> • Understand the meaning of the term “Royalty”. • Familiarize yourself with the terminology related to royalty accounting like minimum rent, short-workings and recoupment of short workings – (a) Fixed right of recoupment (b) Floating of recoupment. • Understand the accounting treatment in the books of Lessee and Lesser.
UNIT 5:	PARTNERSHIP ACCOUNTS	<ul style="list-style-type: none"> • Go through the circumstances in which a partnership is dissolved. • Learn the accounting technique relating to disposal of assets and payment of liabilities on dissolution of a partnership • Learn how to settle the partner’s claims in case of surplus and how to raise money from partners in case of deficit. • Deal with piecemeal distribution of amount realised from assets net of

		liabilities to partners under different methods.
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E-COMMERCE(SEC-1)

UNIT 1:	INTRODUCTION	<ul style="list-style-type: none"> • Meaning, nature and concepts, advantages and disadvantages of Ecommerce • Types of Ecommerce • Business models of e commerce and • Forces behind e-commerce
UNIT-2:	E-CRM AND SCM	<ul style="list-style-type: none"> • Define e-CRM and SCM • Acquire the goals of e-CRM business framework and SCM chain • Identify the phases and types of e-CRM
UNIT-3:	DIGITAL PAYMENTS	<ul style="list-style-type: none"> • Different models and methods and digital payments • Working procedures of payment gateways • Meaning, concepts and importance of online banking • Risks involved in e-payments
UNIT-4:	ERP	<ul style="list-style-type: none"> • Define ERP • Benefits of ERP • Phases of ERP implementation and limitations
UNIT-5:	NEW TRENDS IN E-COMMERCE	<ul style="list-style-type: none"> • Define digital marketing • Advantages and disadvantages of social commerce • Methods and limitations of advertisement in social media

KALNA COLLEGE

KALNA, BURDWAN DEPARTMENT OF COMMERCE

PROGRAMME OUTCOME

Bachelor of Commerce (HONS & GEN.)

1. In three years Bachelor degree in Commerce subject taught are Accounting, Auditing, Costing, Management Accounting, Financial Management, Business Management, Business and Industrial Law, Corporate Law, Direct and Indirect Taxes, Computer Application in Business, Statistics, Mathematics, Economics and two languages. On completion of the programme the students would gain a thorough grounding in the fundamentals of business and finance.
2. The curriculum offers a number of specializations and practical exposures which would equip the students to face the challenges in businesses.
3. The course is all-inclusive outlook offers a number of value-based and job oriented up-to-date training in advanced accounting beyond introductory level.

Programme Specific Outcome (PSO):

1. The students will learn the role of accounting in society and businesses and demonstrate knowledge in setting up a computerized set of accounting books.
2. The pupil will be able to enhance their skill in applying and implementing various tax issues.
3. The pupil will learn necessary accounting carrier skill applying both quantitative and qualitative knowledge to their future carrier in business world.
4. The students will be benefited through systematic and subject skill within various disciplines of businesses, accounting, and finance, auditing and marketing.
5. The students will able to show their ability to engage in various lucrative courses like CA, CS, CMA etc.

6. The programme helps the students in recognizing the feature and role of businessmen, entrepreneurs, managers, consultant and the learners to react aptly when confronted with critical decision making.

7. The students can enhance their skill in managerial accounting carrier, applying both quantitative and qualitative knowledge to their future carrier in businesses.

8. Learners can also acquire practical skill to work as tax consultant, audit assistant and other financial supporting services.

9. Learners will be able to pursue higher education like M.Com, MBA etc. and advance research in the field of commerce and finance.