

COURSE OUTCOME

THE UNIVERSITY OF BURDWAN

SYLLABUS FOR 3- YR. B.COM.(HONS.) UNDER SEMESTER WITH CHOICE BASED CREDIT SYSTEM

W.E.F. 2020-21 ONWARD

B.COM (HONS.) CBCS

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.

		<ul style="list-style-type: none"> • 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.
	<p>ACCOUNTING STANDARDS</p>	<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.
	<p>INDIAN ACCOUNTING STANDARDS</p>	<ul style="list-style-type: none"> • Understand the significance of issuance of Indian Accounting Standards. • Learn the need of issuance of Indian Accounting Standards
<p>Unit 2: a) SINGLE ENTRY TO DOUBLE ENTRY</p>	<p>ACCOUNTS FROM INCOMPLETE RECORDS AND NOT-FOR-PROFIT ORGANIZATIONS</p>	<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 Not for-profit-Organization. • Accounting for Not-for-profit-Organizations. • Understand the meaning of Receipts and Payments Account and Income and expenditure

		<p>Account and see the distinction between the two Accounts.</p> <ul style="list-style-type: none"> • 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.
B) SECTIONAL AND SELF BALANCING LEDGERS	ACCOUNTING FOR 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
UNIT 3:(A) CONSIGNMENT	CONSIGNMENT	<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 consignment is termed as special transaction. • Practice the accounting treatments for consignment transactions and events in the books of consignor and consignee. • Note the variations in accounting when goods are sent at cost and goods are sent above the cost. • Learn the technique of computing value of consignment inventory lying with the consignee and also the amount of inventory reserve in it. • Learn the technique of computing cost of abnormal loss and treatment of insurance claim in relation to it.

		<ul style="list-style-type: none"> • 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.
B) ACCOUNTING FOR SALE ON APPROVAL	ACCOUNTING FOR SALE ON APPROVAL	<ul style="list-style-type: none"> • Learn the concept of sale on approval • Learn the accounting process of sale on approval • Know about the adjustments
UNIT 4: INSURANCE CLAIM FOR LOSS OF STOCK AND FOR LOSS OF PROFIT		<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"> • Learn how to arrive at the corrected net profit which is to be taken to Profit and Loss Appropriation Account after rectification of errors with or without retrospective effect. • Learn the calculation of effect of change in profit sharing ratio. • See the technique of arriving at new profit-sharing ratio. • Learn the technique of treating reserve balance on admission of a partner. • Observe the technique of inferring goodwill although figure of good will is not mentioned clearly.

		<ul style="list-style-type: none">• Understand the reasons for which revaluation of assets and liabilities is required in case of admission of a new partner. Also understand the logic of revaluation of assets and liabilities at the time of admission of a partner.• Learn the accounting treatments under two circumstances: (a) When revalued assets and liabilities are shown in the Balance sheet (b) When revalued assets and liabilities are not shown in the Balance sheet.• Learn the accounting entries related to admission of partners.• Learn how to compute the gaining ratio.• Be familiar with the accounting treatment of revaluation of assets, liabilities and reserves.• Familiarize with the term Joint Life Policy.• Learn how to keep records for payment of premium in relation to joint life policy. Also observe the accounting treatment in relation to such joint life policy in case of retirement of a partner.• Learn the technique of closing of retiring partners accounts and keeping records if the balance due to the retiring partner is transferred to loan account.• Learn the technique of retirement cum admission of partners and related accounting treatments.• Learn the treatments of money received on death of a partner from a joint life policy from the insurance company in the accounts of the partnership and
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		<p>journal entries required to record this transaction.</p> <ul style="list-style-type: none"> • Understand the accounting implications if death of a partner takes place at any date during the accounting period and learn the techniques to record payment of profit to the Executor of the deceased partner for part of the accounting year. • Familiar with other accounting treatments in case of death of partner which are similar to the explained in case of retirement of a partner.
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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. • Learn the theories of Leadership like Likier'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.

BUSINESS MATHEMATICS (GE-1)

UNIT: 1	ALGEBRA	<ul style="list-style-type: none"> • Students are introduced with the basic of Indices and they get clear idea about the base and power of a variable and its application. • Learn to process of solution of equations of more than one variable.
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		<ul style="list-style-type: none"> • Get idea about Logarithms and its application in various fields of mathematics. • They get knowledge about Set, Subset, Power set, properties of sets like union, intersection of sets associative properties, commutative properties etc. and various application of set algebra.
UNIT: 2	MATRIX ALGEBRA AND DETERMINANT	<ul style="list-style-type: none"> • Students get knowledge about Algebra of Matrix, Matrix operation –equality, addition, subtraction and multiplication, inverse of matrix. • Learn to process of solution of the linear equations by using Matrix method. • Familiarize with Determinant, properties of Determinants. Addition and Multiplication of Determinant. • Get idea of solution of Determinant by Crammer’s Rule.
UNIT: 3	CALCULAS-1	<ul style="list-style-type: none"> • Understand about function and their types. Concept of limit and continuity of functions. • Students are introduced with basic knowledge about Differentiation, Higher order Differentiation. • Students are able to find Maximum-Minimum value of function. • Get an idea about Partial Differentiation, use of great Euler’s theorem.
UNIT:4	CALCULAS-2	<ul style="list-style-type: none"> • Familiarize with Integration, standard forms and methods of integration. • Get knowledge about its application to find area in simple cases. • They also able to apply integration in various purpose in Mathematics
UNIT-5	LINEAR PROGRAMMING	<ul style="list-style-type: none"> • The Linear Programming is a very emerging branch in mathematics. • They will be able to formulate the mathematical problem by Linear Programming. • Students will learn how to solve the equations by graphical method with

		<p>the help of Linear Programming.</p> <ul style="list-style-type: none"> • Students will get benefit to solve the real life problems by formulating the data and plotting graphically by Graphical Method. • This part of mathematics helps students in higher study in commerce.
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SEMESTER – II (CBCS)

COST ACCOUNTING-1 (CC-3)

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. • The concept of cost reduction and cost control. • The methods and techniques of costing. • Classification and ascertainment cost on the basis of function. • Preparation of cost sheet/ statement for production of goods and providing services.
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<p>UNIT 2: ELEMENTS OF COST</p>	<p>MATERIALS</p>	<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. • Identification of normal and abnormal loss and its accounting treatment.
<p>UNIT 3: ELEMENTS OF COST</p>	<p>LABOUR</p>	<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. • The efficiency rating procedures.
<p>UNIT 4: ELEMENTS OF COST</p>	<p>OVERHEADS</p>	<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. • The accounting and control of administrative, selling and distribution overheads.

		<ul style="list-style-type: none"> • The various methods to calculate overhead rate.
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.

BUSINESS LAW (CC-4)

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.
	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 – 2: 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.
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: THE PARTNERS HIP ACT	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. • Note the points of difference between partnership and other various forms of organization.
	RELATIONS OF PARTNERS AND THEIR	<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.

	RIGHTS AND DUTIES	<ul style="list-style-type: none"> 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:	CONSUMER PROTECTION ACT, 2019	<ul style="list-style-type: none"> Understand the objective of the Consumer Protection Act, 2019 Define the consumer, consumer disputes, consumer rights, complainants and compliant, unfair trade practices etc. Know about the rules and regulations of consumer protection council (Central, State and District) Distinguish between consumer rights and consumer protection Ascertain the various uses of Consumer Protection Act, 2019

BUSINESS STATISTICS (GE-2)

Unit: 1.	Fundamentals	<ul style="list-style-type: none"> The Statistics is a very emerging branch in Mathematics
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		<ul style="list-style-type: none"> • In this part students are introduced with definition of Statistics, scope and limitation of Statistics. • Understand the significance of data collection, tabulation of data, Graphs and charts. • Students will be able to solve various problems by analyzing and tabulating the data with the help of Graphs and charts. • Histogram and Polygon is the unique representing method of statistics.
Unit:2	Measure of Central Tendency	<ul style="list-style-type: none"> • Get an idea about meaning of central tendency and common measures. • Students get knowledge about Mean, Median, Mode, Standard Deviation, Range and Variance. • Familiarize with the partial values- quartiles, composite mean.
Unit: 3.	Measures of Dispersion and Shape	<ul style="list-style-type: none"> • Get an idea about meaning of dispersion. Absolute measures - range, quartile deviation, mean deviation and standard deviation. • Learn the process of relative measure of dispersion, combined standard deviation. • They will be able to apply different measures, Moments, Skewness and Kurtosis.
Unit: 4.	Correlation and Regression Analysis	<ul style="list-style-type: none"> • The students will learn about Correlation Analysis and Regression Analysis. • Students will learn how one variable is related with other variable and able to draw statistical graph. • Students will learn the concept of Scatter diagram, simple correlation, coefficients of correlation and properties of Regression.
Unit: 5	Index Numbers and Time Series Analysis	<ul style="list-style-type: none"> • The students will learn about measure of index numbers and component of time series. • Students learn about measure and uses of index number and

		<p>time series.</p> <ul style="list-style-type: none"> • Students will be able to know uses of index number, construction of index number, construction of consumer price index and able to apply time series in mathematics.
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SEMESTER – III (CBCS)

COMPUTER APPLICATIONS IN BUSINESS (CC-5)

UNIT-1	COMPUTER BASICS	<ul style="list-style-type: none"> • introduction to computer • Applications of computer • Elements of computer • Characteristics of computer • Advantages and disadvantages of computer
UNIT-2	NUMBER SYSTEM AND BINARY ARITHMETIC AND LOGIC GATES	<ul style="list-style-type: none"> • Binary, Octal and Hexadecimal Number system • Conversion codes of the number systems • BCD, EBCDIC and ASCII • Binary arithmetic • Complements • Addition and subtraction • Logic gates and their truth tables • Combinational circuit • Half adder and Full adder
UNIT-3	INTERNET, AND ITS APPLICATIONS	<ul style="list-style-type: none"> • Evolution of Internet • Governing of the internet • Specific applications of internet • Information system audit • Advantages and limitations of Internet
UNIT-4	DATABASE MANAGEMENT SYSTEM	<ul style="list-style-type: none"> • Creating data tables • Editing databases • Performing queries • Generating reports

		<ul style="list-style-type: none"> • Creating DBMS in the areas of Accounting, Employees, Suppliers and Customers
UNIT-5:	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
	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
	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
	COMPUTERIZED ACCOUNTING SYSTEMS	<ul style="list-style-type: none"> • Computerized accounting by using any popular accounting software • Creating a company, ledger and groups, stock items and groups, • Vouchers entry • Generating reports • Shutting a company • Backup and restore data of a company
	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

COST ACCOUNTING-II (CC-6)

<p><u>UNIT-1</u></p>	<p>JOB & BATCH COSTING</p>	<ul style="list-style-type: none"> • Unit costing method. • Preparation and calculation of cost under Unit Costing. • Job Costing methods. • The accounting entries for cost elements under both the methods. • Determination of cost for a job. • Batch Costing methods. • The accounting entries for cost elements under the method. • Determination of the cost for a batch. • Differentiation between Job Costing and Batch Costing
<p><u>UNIT-2</u></p>	<p>CONTRACT COSTING</p>	<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.
<p><u>UNIT-3</u></p>	<p>PROCESS COSTING</p>	<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
<p><u>UNIT-4</u></p>	<p>STANDARD COSTING</p>	<ul style="list-style-type: none"> • The students will learn about measure of index numbers and component of time series. • Students learn about measure and uses of index number and time series.

		<ul style="list-style-type: none"> Students will be able to know uses of index number, construction of index number, construction of consumer price index and able to apply time series in mathematics.
<u>UNIT-5</u>	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

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 resale of such goods. Learn the concepts of operating and financial lease.
UNIT 2:	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.

		<ul style="list-style-type: none"> • Reconcile the statement of branches and head office after finding the reasons for their disagreement.
	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:	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 4:	PARTNERSHIP ACCOUNTS-II	<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.
UNIT 5:	COMPANY ACCOUNTS-INTRODUCTION	<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.

		<ul style="list-style-type: none"> • 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 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. • Learn the provisions of the Companies Act, 2013 regarding underwriting of shares • Determine the liability of underwriters where shares are fully underwritten or partially underwritten • Account for firm underwriting of shares
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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
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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

PRINCIPLES OF ECONOMICS (GE-3)

UNIT-1:	DEMAND-SUPPLY FRAMEWORK & EQUILIBRIUM	<ul style="list-style-type: none"> • The Students will learn about consumer's behavior as well as knowledge of subsidy in all respect. • They also learn the relation between the price and demand and learn the demand determining factors. • They also know about why supply of a goods decrease when marker price fall. • Students also learn some basic limitation of Demand law and Supply law.
UNIT-2:	PRODUCTION & COST	<ul style="list-style-type: none"> • The Students will learn about the production costs and the concept of

		<p>economics & diseconomies. This concept will help for practical field.</p> <ul style="list-style-type: none"> • The Students will learn about the classification of costs and cost function. • Students will learn how production process will run and what the factors behind this process are.
UNIT-3:	MARKET STRUCTURE	<ul style="list-style-type: none"> • The students will learn about various concept & features of market in our economy. • Students will learn how equilibrium price and quantity are determined in the market and to learn how market supply curve will be deriving. • They also learn the concept of Shut-down point, break-even point etc. • The students will learn about the monopoly market as well as price discrimination. They also learn when price discrimination possible and profitable.
UNIT-4:	INCOME DISTRIBUTION & FACTOR PRICING	<ul style="list-style-type: none"> • The students will learn about the concept of marginal productivity theory and also know where this theory has applicable. • Students also learn the concept of economic rent, idea of functional distribution of income.
UNIT-5:	SELECTED MACROECONOMIC PRINCIPLES	<ul style="list-style-type: none"> • The students will learn about the inflation and what is the effect of inflation in our economy. • They also know how National income of country has calculated • Students able to distinguish between the GDP & GNP.

SEMESTER – IV (CBCS)

INDIAN ECONOMY (GE-4)

UNIT 1:	BASIC ISSUES IN ECONOMIC DEVELOPMENT	<ul style="list-style-type: none"> • The students will learn about the concept of Human Development Index and different measures of development and underdevelopment • Students will learn the main features of a under developing countries. • Students learn about the concept of Basic Needs Approach.
UNIT-2:	BASIC FEATURES OF THE INDIAN ECONOMY AT INDEPENDENCE	<ul style="list-style-type: none"> • The students will learn about the basic features of the Indian economy at our Independence. • Students learn about Economic Drain and its effect in Indian economy. • Students also learn how occupational pattern has changed in the Indian economy after Independence.
UNIT-3:	POLICY REGIMES	<ul style="list-style-type: none"> • The students will learn about the concept of Govt. budget, deficit budget and fiscal reforms in Indian respect. • They also learn about the features of new economic policy and its affect in our economy.
UNIT-4:	E- GROWTH, DEVELOPMENT AND STRUCTURAL CHANGE	<ul style="list-style-type: none"> • The students will learn about the different phases of growth and policy regimes across different sectors. • The students will learn about the interaction between population change and economic development. • Students will learn about the reason behind the poverty and anti poverty measure. • Students will learn various forms of unemployment in our economy. • Students will learn about the Government Population policy in our country
UNIT-5:	SECTORAL TRENDS AND ISSUES	<ul style="list-style-type: none"> • The students will learn about the performance of our agricultural sector as well as industrial sectors. • They also learn different industrial policy and their achievement which have taken in our economy at different time • Students will learn the structure and functions of WTO.

		<ul style="list-style-type: none"> • Students will learn about the features and effect of Green revolution in Indian economy. • Students will learn about the role of FDI in our economy. • Students will learn the role of public sector in our economy as well its reforms.
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FINANCIAL ACCOUNTING-III (CC-8)

UNIT 1:	ACCOUNTING FOR SHARE CAPITAL & DEBENTURES	<ul style="list-style-type: none"> • 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 meaning and basic purpose for raising debentures by the company • Differentiate between shares and debentures of a company
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		<ul style="list-style-type: none"> • 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:	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 Schedule III to the Companies Act,2013 • Calculate managerial remuneration of managers in a Company. • Appreciate the term divisible profits and dividends.
UNIT 3:	VALUATION OF GOODWILL AND VALUATION OF SHARES	<ul style="list-style-type: none"> • Understand the concept and significance of valuation. • Familiarize with the bases of valuation. • Learn the terminology of valuation models. • Understand the implications of valuation of goodwill. • Familiarize with the valuation approaches adopted for valuation of goodwill. • Compute Future Maintainable profit, Capital employed and goodwill. • Understand the various methods of valuation of shares. • Learn the various steps to calculate the valuation of shares under different methods.

UNIT 4:	INTERNAL & EXTERNAL RECONSTRUCTION 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 5:	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.

FUNDAMENTALS OF MARKETING MANAGEMENT AND HUMAN RESOURCE MANAGEMENT (CC-9)

UNIT 1:	INTRODUCTION OF HRM	<ul style="list-style-type: none"> • Concept, nature, scope and functions of human resource management (HRM)
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		<ul style="list-style-type: none"> • Role status of competencies of human resource manager • Evolution of HRM • Difference between HRM and human resource development • Challenges of HRM
Unit 2:	HUMAN RESOURCE PLANNING, DEVELOPMENT AND MAINTENANCE	<ul style="list-style-type: none"> • Concept and importance of training • Methods of employee training • Executive development, management development and career development • Concept and importance of training • Methods of employee training • Executive development, management development and career development • Nature, objectives and importance of performance appraisal • Methods of performance appraisal • Concepts and policies of compensation • Methods of wage payments and incentive plans • Concept of employee health and safety • Social security of employees • Handling and redressal of grievances
UNIT 3:	INTRODUCTION OF MARKETING MANAGEMENT	<ul style="list-style-type: none"> • Nature, objectives and importance of performance appraisal • Methods of performance appraisal • Concepts and policies of compensation • Methods of wage payments and incentive plans
UNIT-4:	CONSUMER BEHAVIOR AND MARKETING RESEARCH	<ul style="list-style-type: none"> • Concept of employee health and safety • Social security of employees • Handling and redressal of grievances

UNIT-5:	MANAGING THE PRODUCT	<ul style="list-style-type: none"> • Concept and importance of product management • Classification of products • Product life cycle
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ENTREPRENEURSHIP (SEC-2)

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

		<ul style="list-style-type: none"> • Contract management
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CORPORATE LAWS (CC-10)

UNIT-1:	INTRODUCTION TO COMPANY	<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.
UNIT-2:	FORMATION OF COMPANY	<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. • 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.

		<ul style="list-style-type: none"> • 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. • 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.
<p>UNIT-3:</p>	<p>COMPANY ADMINISTRATION</p>	<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. • Explain the qualification, disqualification, appointment, Legal positions, powers and duties of

		independent directors and woman directors.
UNIT-4:	SHARE CAPITAL & DEBENTURE	<ul style="list-style-type: none"> • Understand the concept of different types of share capital and debenture • Note the scope of share capitals and debentures of the business concerns to carry on their activities • Be aware of the various situations in which the concerns choose capital or debentures • Know the various formalities to arrange share capital and debenture • Define the various types of share capital and debenture • Distinguish between capitals and debentures • Ascertain the various uses of bonus, rights, sweets, buy-back of shares • Be familiar with the rule of d-mat system, debenture issues with reference to share issues
UNIT-5:	CORPORATE MEETING	<ul style="list-style-type: none"> • 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. • Explain the provision of Meeting of BOD and other meetings (Section 118) • Know about the basic concept of postal ballot & meeting through video conferencing, e-voting.

**SYLLABUS FOR 3- YR. B.COM.(HONS.) UNDER SEMESTER
WITH CHOICE BASED CREDIT SYSTEM**

W.E.F. 2017-2018 ONWARD

B.COM (HONS.) CBCS

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 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 1:	BASIC ACCOUNT	<ul style="list-style-type: none">• Understand meaning and significance of Double Entry System.

(B) ACCOUNTING PROCESS	ING PROCEDURES - JOURNAL ENTRIES	<ul style="list-style-type: none"> • 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. • 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.

		<ul style="list-style-type: none"> 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'. 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 intricacies 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 INCOMPLET E 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. • UnderstandthethemeaningofReceiptsandPaymentsAccountand 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.
UNIT 4: CONSIGNME NT & JOINT VENTURES	CONSIGNMEN T	<ul style="list-style-type: none"> • Understand the special features of consignment business, meaning of the terms consignor and consignee. • Analysethedifferencebetweenthetwotransactions– saleandconsignmentandunderstandthatwhy consignment is termed as special transaction. • Practicetheaccountingtreatmentsforconsignmenttrans actionsand eventsinthebooksofconsignor and consignee.

		<ul style="list-style-type: none"> • Note the variations in accounting when goods are sent at cost and goods are sent above the cost. • Learn the technique of computing value of consignment inventory lying with the consignee and also the amount of inventory reserve in it. • Learn the technique of computing cost of abnormal loss and treatment to insurance claim in relation to 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, • 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 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. • 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.

MICRO ECONOMICS (GE-1)

UNIT 1:	DEMAND AND CONSUMER BEHAVIOR	<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:	PERFECT COMPETITION	<ul style="list-style-type: none"> • Various concept & features of market in our economy.
UNIT-4:	MONOPOLY	<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:	IMPERFECT COMPETITION	<ul style="list-style-type: none"> • The sale maximization problem and also learn the economic efficiency

SEMESTER – II (CBCS)

COST ACCOUNTING (CC-3)

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. • Preparation of cost sheet/ statement for production of goods and providing services.
<p>UNIT 2: ELEMENTS OF COST</p>	<p>MATERIALS</p>	<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. • Identification of normal and abnormal loss and its accounting treatment.
	<p>LABOUR</p>	<ul style="list-style-type: none"> • The meaning and importance of employee (labour) cost in an organization. • The attendance and payroll procedures.

		<ul style="list-style-type: none"> • 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. • The efficiency rating procedures.
UNIT 3: ELEMENTS OF COST:	OVERHEADS	<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. • The accounting and control of administrative, selling and distribution overheads. • The various methods to calculate overhead rate.
UNIT 4: METHODS OF COSTING	UNIT & BATCH COSTING	<ul style="list-style-type: none"> • Unit costing method. • Preparation and calculation of cost under Unit Costing. • Batch Costing methods. • The accounting entries for cost elements under the method. • Determination of the cost for a batch. • Differentiation between Job Costing and Batch Costing
	JOB AND CONTRACT 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. • 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.

		<ul style="list-style-type: none"> • Computation of Notional or Estimated profit from a contract.
	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
	SERVICE COSTING	<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 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.

BUSINESS LAW (CC-4)

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. • 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 'nemo dat 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

		<ul style="list-style-type: none"> • 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: THE PARTNERS HIP ACT, 1932	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 point 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.
	REGISTRATIO N 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 PARTNERSHI P 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: NEGOTIABL E INSTRUME NTS ACT 1881	NEGOTIABLE INSTRUMENT S 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.

MACRO ECONOMICS (GE-2)

UNIT 1:	INTRODUCTION	<ul style="list-style-type: none">• The concept of various macroeconomics like income, saving, circular flow of income etc.
UNIT-2:	DETERMINATION OF PRICE AND OUTPUT	<ul style="list-style-type: none">• The concept of money market and goods market and also learn how the equilibrium level of income and rate of interest has determined with the help of IL-LM model
UNIT-3:	THEORY OF INVESTMENT	<ul style="list-style-type: none">• The concept of investment as well as investment determined factors
UNIT-4:	INFLATION & UNEMPLOYMENT	<ul style="list-style-type: none">• The inflation and what is the effect of inflation in our economy. Students also learn the relation between the inflation and unemployment.
UNIT-5:	OPEN ECONOMY	<ul style="list-style-type: none">• The concept of exchange rate and learn how the exchange rate has determined in the economy.

SEMESTER – III (CBCS)

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.
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		<ul style="list-style-type: none"> • Know about the concepts of corporate veil and the circumstances of lifting the corporate veil. • 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

		<ul style="list-style-type: none"> • Explain the circumstances and process of forfeiture of shares. • 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

		<ul style="list-style-type: none"> • Explain various concepts related to Corporate Social Responsibility. • 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:	WINDING UP	<ul style="list-style-type: none"> • Know about the concepts and circumstances of winding up and the related provisions. • Know about the modes of winding up. • Insider Trading, Whistle Blowing: • Explain the meaning of Insider Trading. • Explain the legal provisions relating to Insider Trading. • Explain the Concept Whistle Blowing. • Know the Mechanism Whistle Blowing.

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.
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		<ul style="list-style-type: none">• 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.• 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;
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		<ul style="list-style-type: none"> • Compute tax on non-agricultural income by applying the concept of partial integration of agricultural income with non-agricultural income.
UNIT2: COMPUTATION OF INCOME UNDER DIFFERENT HEADS-I	INCOME FROM SALARY	<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 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	<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.

UNIT3: COMPUTATION OF INCOME UNDER DIFFERENT HEADS-II	INCOME FROM PROFITS AND GAINS OF BUSINESS OR PROFESSION	<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. • 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.
	BASICS CONCEPTS OF CAPITAL GAINS	<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.

		<ul style="list-style-type: none"> • 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; • 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

		<p>to be included in the hands of the parent.</p> <ul style="list-style-type: none"> Examine the circumstances when income of HUF is included in the hands of a member of the HUF
	SET OFF AND CARRY FORWARD OF LOSSES	<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.
	DEDUCTIONS FROM GROSS TOTAL INCOME	<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.
	COMPUTATION OF TOTAL INCOME OF AND TAX LIABILITY	<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.

		<ul style="list-style-type: none"> • 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. • 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.

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.
	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 2:	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 3:	ROYALTY ACCOUNTING	<ul style="list-style-type: none"> • Understand the meaning of the term "Royalty".

		<ul style="list-style-type: none"> • 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.
<p>UNIT 4:</p>	<p>PARTNERSHIP ACCOUNTS</p>	<ul style="list-style-type: none"> • Learn how to arrive at the corrected net profit which is to be taken to Profit and Loss Appropriation Account after rectification of errors with or without retrospective effect. • Learn the calculation of effect of change in profit sharing ratio. • See the technique of arriving at new profit-sharing ratio. • Learn the technique of treating reserve balance on admission of a partner. • Observe the technique of inferring goodwill although figure of good will is not mentioned clearly. • Understand the reasons for which revaluation of assets and liabilities is required in case of admission of a new partner. Also understand the logic of revaluation of assets and liabilities at the time of admission of a partner. • Learn the accounting treatments under two circumstances: (a) When revalued assets and liabilities are shown in the Balance sheet (b) When revalued assets and liabilities are not shown in the Balance sheet. • Learn the accounting entries related to admission of partners. • Learn how to compute the gaining ratio. • Be familiar with the accounting treatment of revaluation of assets, liabilities and reserves. • Familiarize with the term Joint Life Policy. • Learn how to keep records for payment of premium in relation to joint life policy. Also observe the

		<p>accounting treatment in relation to such joint life policy in case of retirement of a partner.</p> <ul style="list-style-type: none">• Learn the technique of closing of retiring partners accounts and keeping records if the balance due to the retiring partner is transferred to loan account.• Learn the technique of retirement cum admission of partners and related accounting treatments.• Learn the treatments of money received on death of a partner from a joint life policy from the insurance company in the accounts of the partnership and journal entries required to record this transaction.• Understand the accounting implications if death of a partner takes place at any date during the accounting period and learn the techniques to record payment of profit to the Executor of the deceased partner for part of the accounting year.• Familiar with other accounting treatments in case of death of partner which are similar to the explained in case of retirement of a partner.• 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.• Understand the procedure for amalgamation of partnership firms.• Learn the entries in the books of transferee and transferor.
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		<ul style="list-style-type: none"> • Learn the accounting treatment when a partnership firm is converted in the form of a company. • Distribute the shares received as purchase consideration among the partners.
UNIT 5:	BANKING COMPANIES	<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. • 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.

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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INDIAN ECONOMY (GE-3)

UNIT 1:	BASIC ISSUES IN ECONOMIC DEVELOPMENT	<ul style="list-style-type: none"> • The students will learn about the concept of Human Development Index and different measures of development and underdevelopment • Students will learn the main features of a under developing countries. • Students learn about the concept of Basic Needs Approach.
UNIT-2:	BASIC FEATURES OF THE INDIAN ECONOMY AT INDEPENDENCE	<ul style="list-style-type: none"> • The students will learn about the basic features of the Indian economy at our Independence. • Students learn about Economic Drain and its effect in Indian economy. • Students also learn how occupational pattern has changed in the Indian economy after Independence.
UNIT-3:	POLICY REGIMES	<ul style="list-style-type: none"> • The students will learn about the concept of Govt. budget, deficit budget and fiscal reforms in Indian respect. • They also learn about the features of new economic policy and its affect in our economy.
UNIT-4:	E- GROWTH, DEVELOPMENT AND STRUCTURAL CHANGE	<ul style="list-style-type: none"> • The students will learn about the different phases of growth and policy regimes across different sectors. • The students will learn about the interaction between population change and economic development. • Students will learn about the reason behind the poverty and anti poverty measure. • Students will learn various forms of unemployment in our economy.

		<ul style="list-style-type: none"> • Students will learn about the Government Population policy in our country
UNIT-5:	SECTORAL TRENDS AND ISSUES	<ul style="list-style-type: none"> • The students will learn about the performance of our agricultural sector as well as industrial sectors. • They also learn different industrial policy and their achievement which have taken in our economy at different time • Students will learn the structure and functions of WTO. • Students will learn about the features and effect of Green revolution in Indian economy. • Students will learn about the role of FDI in our economy. • Students will learn the role of public sector in our economy as well its reforms.

SEMESTER – IV (CBCS)

FUNDAMENTALS OF MARKETING MANAGEMENT (CC-8)

UNIT 1:	INTRODUCTION	<ul style="list-style-type: none"> • Nature, scope and evolution of marketing • Difference between selling and marketing • Components of Marketing mix • Marketing environment
UNIT-2:	CONSUMER BEHAVIOR AND MARKETING RESEARCH	<ul style="list-style-type: none"> • Nature and importance of consumer buying behavior • Factors influencing consumer buying behavior • Meaning, types and techniques of marketing research • The process of target market selection

		<ul style="list-style-type: none"> • Security threats in E-commerce environment and their solutions
UNIT-3:	MANAGING THE PRODUCT	<ul style="list-style-type: none"> • Concept and importance of product management • Classification of products • Product life cycle
UNIT-4:	PRICING AND DISTRIBUTION	<ul style="list-style-type: none"> • Significance of pricing • Factors affecting price of a product • Pricing policies and strategies • Meaning and importance of channels of distribution • Types of distribution channels • Functions of middle man • Factors affecting choice of distribution channel
UNIT-5:	PROMOTION	<ul style="list-style-type: none"> • Need and importance of promotion • Different types of promotion • Concept of promotion mix

COMPUTER APPLICATIONS IN BUSINESS (CC-9)

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

		<ul style="list-style-type: none"> • Spreadsheet for loan and lease statement, ratio analysis, payroll statements, capital budgeting and depreciation accounting • Frequency distribution and its statistical parameters
UNIT-4:	COMPUTERIZED ACCOUNTING SYSTEMS	<ul style="list-style-type: none"> • Computerized accounting by using any popular accounting software • Creating a company, ledger and groups, stock items and groups, • Vouchers entry • Generating reports • Shutting a company • Backup and restore data of a company
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

FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT (CC-10)

UNIT 1:	INTRODUCTION	<ul style="list-style-type: none"> • Concept, nature, scope and functions of human resource management (HRM) • Role status of competencies of human resource manager • Evolution of HRM • Difference between HRM and human resource development • Challenges of HRM
UNIT-2	ACQUISITION OF HUMAN RESOURCE	<ul style="list-style-type: none"> • Quantitative and qualitative dimension of human resource planning • Difference between job description and job specification • Concept and sources of recruitment

UNIT-3	TRAINING AND DEVELOPMENT	<ul style="list-style-type: none"> • Concept and importance of training • Methods of employee training • Executive development, management development and career development
UNIT-4	PERFORMANCE APPRAISAL	<ul style="list-style-type: none"> • Nature, objectives and importance of performance appraisal • Methods of performance appraisal • Concepts and policies of compensation • Methods of wage payments and incentive plans
UNIT-5:	MAINTENANCE	<ul style="list-style-type: none"> • Concept of employee health and safety • Social security of employees • Handling and redressal of grievances

ENTREPRENEURSHIP (SEC-2)

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

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

SEMESTER – V

FINANCIAL ACCOUNTING-III (CC-11)

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.
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		<ul style="list-style-type: none"> • 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 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.
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		<ul style="list-style-type: none"> • 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 Schedule III to the Companies Act,2013 • Calculate managerial remuneration of managers in a Company. • Appreciate the term divisible profits and dividends.
UNIT 3:	VALUATION OF GOODWILL AND VALUATION OF SHARES	<ul style="list-style-type: none"> • Understand the concept and significance of valuation. • Familiarize with the bases of valuation. • Learn the terminology of valuation models. • Understand the implications of valuation of goodwill. • Familiarize with the valuation approaches adopted for valuation of goodwill. • Compute Future Maintainable profit, Capital employed and goodwill. • Understand the various methods of valuation of shares. • Learn the various steps to calculate the valuation of shares under different methods.
UNIT 4:	INTERNAL & EXTERNAL RECONSTRUCTION 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.

		<ul style="list-style-type: none"> • 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 5:	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.

CC- 12 : AUDITING

UNIT-1:	STATUTORY AUDIT AND STATUTORY AUDITORS:	<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:	COMPANY AUDIT	<ul style="list-style-type: none"> • Audit of account of a company • Details of Branch audit, joint audit and revenue audit
UNIT-3:	AUDITOR’S REPORT:	<ul style="list-style-type: none"> • What is statutory audit report

		<ul style="list-style-type: none"> • Qualified and unqualified audit report • Notes of accounts
UNIT-4:	DIFFERENT TYPES OF AUDIT	<ul style="list-style-type: none"> • Performance audit • Proprietary audit • Management audit • Social audit
UNIT-5:	INVESTIGATION	<ul style="list-style-type: none"> • Concept of investigation • Difference between investigation and audit • Investigation of proposed projects

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
UNIT 2:	(A)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
	(B)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 3:	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

		<ul style="list-style-type: none"> • Zero base budgeting
UNIT 4:	STANDARD COSTING	<ul style="list-style-type: none"> • The students will learn about measure of index numbers and component of time series. • Students learn about measure and uses of index number and time series. • Students will be able to know uses of index number, construction of index number, construction of consumer price index and able to apply time series in mathematics.
UNIT 5:	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

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 • Know about Indian equity market • Understanding of primary and secondary market

		<ul style="list-style-type: none"> • 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

CC- 13 : FUNDAMENTALS OF FINANCIAL MANAGEMENT

UNIT 1:	INTRODUCTION	<ul style="list-style-type: none"> • Meaning, core elements, objectives and scope of financial management • Role of a financial manager • Concept of time value of money • Techniques for dealing with time value of money
UNIT 2:	SOURCES OF FINANCE, COST OF CAPITAL AND CAPITAL STRUCTURE ANALYSIS	<ul style="list-style-type: none"> • Long term sources of capital • Short term sources of capital • Meaning of cost of capital • Classification of cost of capital • Measurement of specific cost of capital and weighted cost of capital • Concept of capital structure

		<ul style="list-style-type: none"> • Importance and determinants of capital structure • Concept of optimal capital structure • Concepts of business risk and financial risk • Concepts of DOL, DFL, DTL and Trading on Equity
UNIT 3:	CAPITAL BUDGETING DECISION	<ul style="list-style-type: none"> • Meaning and importance of capital budgeting decisions • Capital budgeting appraisal methods: payback period method, accounting rate of return method, net present value method, internal rate of return method and profitability index method • Concept of capital rationing
UNIT 4:	WORKING CAPITAL MANAGEMENT	<ul style="list-style-type: none"> • Meaning and classification of working capital • Concepts and importance of working capital management • Determinants of working capital management • Estimate the requirement of working capital • Strategies of financing current assets
UNIT 5:	DIVIDEND DECISIONS	<ul style="list-style-type: none"> • Meaning, nature and types of dividend • Dividend policies • Determinants of dividend policies

CC – 14 : 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 – 3 : BUSINESS TAX PROCEDURES AND MANAGEMENT

UNIT 1:	INTRODUCTION	<ul style="list-style-type: none"> • Meaning of tax planning, tax evasion and tax management • How to tax plan for salaried and house property income
UNIT-2:	TAX MANAGEMENT I	<ul style="list-style-type: none"> • Methods of assessment: Self assessment, Assessment by assessing officer, Summary assessment, Regular assessment, Re-assessment, Fresh assessment, Scrutiny assessment, Best judgment assessment, Income escaping assessment. • Definition of Pan, Applicability of Pan, Compulsory of Pan, Filling of form-49A • Meaning of TAN, TDS number, Understanding of TAN as per u/s 203(A)
UNIT-3:	TAX MANAGEMENT II	<ul style="list-style-type: none"> • Meaning of return of income, Person liable to file return of income, Time-table of filling return of income • Types of return: Return of loss, Belated return, Revised return, Defective return, Signing of return.

UNIT-4:	TAX MANAGEMENT III:	<ul style="list-style-type: none"> • Meaning of Advance tax, Application of Advance tax, Due date of Advance tax, Provision for non-payment of Advance tax, How to calculate of Advance tax. • Concepts, Objects of Tax deduction / Collection at source • Calculation of TDS on Salary, Interest on securities, Winning from lotteries/ card games, cross word puzzles/ Winning from horse race
UNIT-5:	TAX MANAGEMENT IV	<ul style="list-style-type: none"> • Levy of interest, Penalties, prosecution

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 • 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
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OLD PART – III

Paper – 5: 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.

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

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 – 6: 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: Flowcharts:

After studying this chapter one would be able to learn:

- Concepts of ALGORITHMS
- Symbols used in Flow Charts
- Advantages and limitations of Flow charts

Unit-6: 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-7: 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-7: Corporate Accounting and Auditing:

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: Final Accounts of Companies as per Schedule VI (Revised); Underwriting of Shares and Debentures; Profits prior to incorporation After studying this chapter one would be able to:

- 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 Schedule III to the Companies Act, 2013 • Calculate managerial remuneration of managers in a Company. • Appreciate the term divisible profits and dividends.

- Learn the provisions of the Companies Act, 2013 regarding underwriting of shares • Determine the liability of underwriters where shares are fully underwritten or partially underwritten

- Account for firm underwriting of shares • Understand the meaning of pre-incorporation profit or Loss; • Account for pre-incorporation profit or loss; • Learn method for computing profit or loss prior to Incorporation

Unit-3: 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 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: Preparation of Consolidated Balance Sheet of Holding Company and Subsidiary Company (excluding chain holding) as per AS 21 After studying this chapter one would be able to:

- 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: Liquidation of Companies After studying this chapter one would be able to:

- Understand the definition of Winding Up and its types. • Prepare Statement of Affairs as per the format prescribed by the Act. • Draw Deficiency account and will be able to point out the reasons for deficiency. • Distinguish between preferential payments and over-riding preferential payments. • Set an order of payment of all obligations.
- Prepare Liquidator's Final Statement of account.

Unit-6: Valuation of Goodwill and Shares After studying this chapter one would be able to:

- Understand the concept and significance of valuation. • Familiarize with the bases of valuation. • Learn the terminology of valuation models. • Understand the implications of valuation of goodwill. • Familiarize with the valuation approaches adopted for valuation of goodwill.
- Compute Future Maintainable profit, Capital employed and goodwill. • Understand the various methods of valuation of shares. • Learn the various steps to calculate the valuation of shares under different methods.

Unit-7: Accounts of Banking, Insurance and Electricity Companies (double accounts system) After studying this chapter one would be able to:

- Learn the process of accounting followed by Banking, Insurance and Electricity Companies

Group-B

Unit-1: Statutory Audit and Statutory Auditors: After studying this chapter one would be able to learn:

- 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: Company Audit: After studying this chapter one would be able to learn:

- Audit of account of a company • Details of Branch audit, joint audit and revenue audit

Unit-3: Auditor's Report: After studying this chapter one would be able to learn:

- What is statutory audit report • Qualified and unqualified audit report • Notes of accounts

Unit-4: Different types of Audit: After studying this chapter one would be able to learn:

- Performance audit • Proprietary audit • Management audit • Social audit

Unit-5: Investigation: After studying this chapter one would be able to learn:

- Concept of investigation • Difference between investigation and audit • Investigation of proposed projects

Unit-6: Cost Audit: After studying this chapter one would be able to learn:

- Definition and objectives of cost audit • Reports of cost audit

Unit-7: Professional Ethics: After studying this chapter one would be able to learn:

- Professional ethics and code of conduct of auditors

Paper – 8: Management Accounting and Financial Management

Group-A

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

Group-B

Unit 1: Introduction:

After studying this chapter one would be able to learn:

- Meaning, core elements, objectives and scope of financial management • Role of a financial manager • Concept of time value of money • Techniques for dealing with time value of money

Unit-2: Sources of Finance and Cost of Capital:

After studying this chapter one would be able to learn:

- Long term sources of capital • Short term sources of capital • Meaning of cost of capital • Classification of cost of capital • Measurement of specific cost of capital and weighted cost of capital

Unit-3: Capital Structure Analysis:

After studying this chapter one would be able to learn:

- Concept of capital structure • Importance and determinants of capital structure • Concept of optimal capital structure • Concepts of business risk and financial risk • Concepts of DOL, DFL, DTL and Trading on Equity

Unit-4: Working Capital Management:

After studying this chapter one would be able to learn:

- Meaning and classification of working capital • Concepts and importance of working capital management • Determinants of working capital management • Estimate the requirement of working capital • Strategies of financing current assets

Unit-5: Capital Budgeting Decision:

After studying this chapter one would be able to learn:

- Meaning and importance of capital budgeting decisions • Capital budgeting appraisal methods: payback period method, accounting rate of return method, net present value method, internal rate of return method and profitability index method • Concept of capital rationing

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.