

SEMESTER – I

Fundamentals of Accounting Theory

1COMMJ-MC-01

Credit: 04

Objective of the Course: The objective of the course is to help students in acquiring theoretical and conceptual insights into the discipline and to familiarize them about purposes, principles, rules and procedure governing the accounting function of an enterprise.

Learning Outcomes: The students will be able to understand and conceptual framework of accounting along with its principles, rules and procedures which are relevant for recording of different types of transactions.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	Contents of the Course	M	L
1	Introduction to Accounting: Meaning, need, nature, classification, evaluation, role and Users of Accounting and Accounting Theory. History of Accounting Thoughts (in brief) Basic Accounting concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality, matching and full disclosures. Basic accounting equation, meaning of assets, liabilities, equity, revenue and expenses Bases of accounting: cash basis and accrual basis Branches of Accounting: Financial, cost and management accounting	15	22
2	Conceptual Framework of Accounting: Concept and development of Financial Reporting (including True blood Report, The Corporate Report, FASB Concept No. 1, Stamp Report).	5	8
3	Income Measurement: Concepts of Income, Revenues, Expenses, Gains, Losses, Assets, Liabilities and Equity. Approaches of income measurement, Methods of valuation of assets	8	8
4	Expenses: Meaning, categories, association with revenue and unexpired costs, Recognition of Gains and losses: Depreciation Accounting and Policy: Meaning, concept, causes and benefits of depreciation, methods of depreciation, Depreciation – a source of fund or not; Disposals of fixed assets, Exchange of plant assets, Amortisation of intangible assets	6	10
5	Accounting Standard (AS) and Ind AS: Concept, purpose and benefits of AS, Procedure of setting AS in India, IFRS and Ind AS: Brief idea and applications.	6	12
Semester end exam		40	60
Internal Assessment		10	
Total Marks (Semester end exam + Internal Assessment)		50	

Suggested Readings

- Prof. Jawahar Lal. Accounting theory and Practice, Himalaya Publishing House
- Das & Saxena. Accounting Theory & Practice, Navyug Publications
- Porwal, L.S. – Accounting Theory
- Hendrickson – Accounting Theory
- Bierman and Drebin – Financial Accounting
- Thacker, R.J. – Accounting Principles
- Meigs and Keller – Intermediate Accounting
- Edwards and Black – The Modern Accountant's Handbook
- Davidson – Handbook of Modern Accounting
- Maheshwari, S.N. – Advanced Accountancy Vo. I and II
- Shukla and Grewal – Advanced Accounting
- Gupta and Radhaswamy – Advanced Accounts, Vol. I and II

Financial Accounting – I

1COMMJ-MC-02

Credit: 04

Objective of the Course: The objective is to help students in acquiring conceptual knowledge of financial accounting and to impart skills for recording various kinds of transactions.

Learning Outcomes:

- (i) The students will be able to understand and identify the accounting principles, rules and procedures which are relevant to recording of different types of transactions.
- (ii) The students will be able to apply the accounting principles, rules and procedures in preparing basic financial statements of trading concerns and Non-profit making concern

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	CONTENTS OF THE COURSE	M	L
I	Recording of transaction: Journal, Ledger and preparation of Trial Balance. Cash Book and Bank Reconciliation Statement	6	8
II	Capital and revenue expenditures and receipts Bill of exchange – including accommodation bill Opening, Closing, Transfer, Adjustment and Rectification entries	6	10
III	Depreciation: The accounting concept of fixed asset and depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method; Disposal of depreciable assets; change in estimate and method of charging depreciation. Accounting for depreciation: Asset-provision. Reserve and Provisions: Theory and problems	8	10
IV	Consignment Accounts: Theory and Problems on cost price and invoice price Basis Joint Venture: Theory and Problems	8	12
V	Final Accounts of sole proprietorship business entities from a trial balance – Manufacturing, Trading, P/L A/c and Balance Sheet. Financial Statement of Not for Profit Concern: Preparation of Receipts & Payments A/c, Income & Expenditure A/c and Balance Sheet	12	20
	Semester end exam	40	60
	Internal Assessment	10	
	Total Marks (Semester end exam + Internal)	50	

Relevant Accounting Standards issued by the Institute of Chartered Accountants of India is to be followed.

Suggested Readings:

- Sukla, Grewal, Gupta: Advanced Accountancy Vol. I & II, S Chand
- Hanif & Mukherjee, Financial Accounting, Corporate Accounting
- A.Basu, Financial Accounting, Corporate Accounting
- Mukherjee and Mukherjee, Financial Accounting Vol. 1 and II, Oxford University Press
- Paul and Paul, Financial Accounting, Corporate Accounting
- Basu & Das , Financial Accounting, Corporate Accounting
- R. L.Gupta & Radheswamy, Advanced Accountancy Vol. I & II, S. Chand
- Maheshwari & Maheshwari, Advanced Accountancy Vol. I & II, Vikash Publishing House Pvt. Ltd.
- Sehgal & Sehgal, Advanced Accountancy Vol. I & II, Taxman Publication
- Gokul Sinha, Accounting Theory & Management Accounting,

Fundamentals of Microeconomics

1COMMN-MN-01

Credit: 4

Objective of the Course: This course intends to expose the student to the basic principles in Microeconomic Theory. It covers the decision-making behaviour of consumers and producers, and the functioning of different markets.

Learning Outcome: After successful completion of the course, the students will be able

- (i) To learn some basic principles of microeconomics, interactions of supply and demand, and characteristics of perfect and imperfect markets.
- (ii) To define market, categorize markets and analyze perfectly competitive markets
- (iii) To interpret the relation between price change and elasticity
- (iv) To pursue advanced course on Finance

Exam Duration: 2hrs.

Marks: 50

Lectures: 60

U	CONTENTS OF THE COURSE	M	L
I	Introduction to Economics — Concept of utility, scope of economics. Relation with other disciplines. Basics of Demand and Supply: The concept of demand and demand function - Derivation of Individual demand curve and Market demand curve– Shifting of the demand curve – The supply function and the supply curve – Derivation of individual supply curve and market supply curve – Shifting of the supply curve- Determination of equilibrium price.	8	12
II	Theory of Consumer Behaviour: Cardinal analysis – Law of diminishing marginal utility – consumer surplus Ordinal approach – Indifference curve analysis – Budget line – Consumer Equilibrium – Income consumption curve and Price consumption curve –Demand curve for Normal, inferior and Giffen goods Concept of Elasticity of demand – Measurement of elasticity of demand – Distinction between slope of a demand curve and the elasticity of demand – Elasticity of supply – Measurement.	10	14
III	Theory of Production and Production Function – Concept of production function- Short run and long run- The Law of variable proportions – Relationships among TP, AP, and MP. Concept of Iso-quant and Iso-cost – Finding the optimal employment of inputs – Ridge lines: the economic region of production – Output expansion path and homogeneous production function.	8	12
IV	Theory of Cost: Cost analysis – Different concepts – Accounting and Economic costs, Opportunity cost, Private and social costs; Short run and long run costs.	6	10
V	Market for Commodities: Revenue concepts under different market conditions: TR, AR, MR and relationship among AR, MR and elasticity of demand. Perfect competition – Short run and long run equilibrium – Supply curve in the short run (shutdown and breakeven point concepts). Monopoly – Short run and long run equilibrium – Concept of Price discrimination. Monopolistic competition,	8	12
	Semester end exam	40	60
	Internal Assessment	10	
	Total Marks (Semester end exam + Internal)	50	

Suggested Readings:

- Amit Sachdeva, Micro Economics, Kusum Lata Publishers
- Bilas, Richard A., Microeconomics Theory: A Graphical Analysis, McGraw-Hill. C Snyder, Microeconomic Theory: Basic Principles and Extensions, Cengage Learning
- Case and Fair, Principles of Micro Economics, Pearson

Education

- Jaydeb Sarkhel, Micro Economics, Book Syndicate
- Koutsyannis, Modern Micro Economic Theory.
- Maddala G.S. and E. Miller; Microeconomics: Theory and Applications, McGraw-Hill.
- N. Gregory Mankiw, Principles of Micro Economics, Cengage Learning
- Paul A Samuelson, William D Nordhaus, Microeconomics, McGraw-Hill Education. Petersen, Lewis, Managerial Economics, Pearson
- Pindyck, R.S., D. L. Rubinfeld and P. L. Mehta; Microeconomics, Pearson Education Salvatore, D. Schaum's Outline: Microeconomic Theory, McGraw-Hill, Education.

Principles and Practice of Management

MDC1.1

Credit: 03

Objective of the Course: To gain a basic understanding of the nature and forms of business management and the primary functions of management that are vital for the smooth operation of business organisations.

Learning Outcome: The students should be able to understand the distinctive significance of each functional sphere of management and make meaningful decisions regarding the same for effective application in different types of organizations.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 45

U	CONTENTS OF THE COURSE	M	L
I	Introduction to Management: Management-definition, importance, functions; Nature-as profession, science and art, universality of management; Levels of management; managerial tasks and skills	6	6
II	Different Schools of Management Thought: Classical School-contributions of Taylor and Fayol; Neo-classical School-Human Relations approach and Behavioural Science approach; Modern School-Systems approach and Contingency approach	8	8
III	Planning: concept, importance, types, steps, premises, barriers to effective planning and remedial measures; Strategic Planning-concept; Forecasting- concept, techniques	6	7
IV	Organizing: concept, importance, principles, different organization models - Line & Staff, Functional; Departmentalisation – need, basis, principles; Delegation of Authority elements, steps, barriers; Centralisation and Decentralization of Authority; Span of Management -concept and determining factors	6	8
V	Directing and Leadership: Directing: concepts, elements and importance; Leadership: Concept, importance, types, Major theories of Leadership (Likert's system four theory, Blake and Mouton's Managerial Grid theory, Fred Fiedler's situational leadership, Tannenbaum & Schmidt's Behavioural Model, Trait theory of leadership)	6	8
VI	Motivation, Coordination and Control: Motivation: Concept, steps, importance, Motivation theories: Maslow's Need-Hierarchy theory, Herzberg's Two- factor theory and McGregor's theory of X and Y;. Coordination: concepts, importance, principles; Control: concepts, importance and Managerial tools of control.	8	8
	Semester end exam	40	45
	Internal Assessment	10	
	Total Marks (Semester end exam + Internal)	50	

Suggested Readings

- Koontz and Weirich, Essentials of Management, Tata McGraw Hill, New Delhi

- P F, Drucker, Management Challenges for the 21st Century, Butterworth, Oxford
- F. Luthans, Organizational Behavior, McGraw Hill, New York
- Stoner and Freeman, Management, PHI, New Delhi
- R W, Griffin, Management, HoughtanMifflin, Boston
- P C. Tripathy, P N. Reddy, Principles of Management, Tata McGraw Hill, New Delhi
- K. Ravichandran, S. Nakkiran, Principles of Management, Avinash Paperbacks, Delhi
- Jwalkar, Ghanekar&Bhivpathaki, Principles & Practice of Management, Everest Publishing House
- ParagDewan, Management Principles & Practices, Excel Books
- AnjaneeSethi&BhavanaAdhikari, Business Communication, TMH
- R.K.Madhukar, Business Communication, Vikash Publishing House Pvt. Ltd.
- Chaturvedi & Chaturvedi, Business Communication: Concepts, Cases and Applications, Pearson
- M.K.Shegal & VandanaKhetarpal, Business Communication, Excel Books

AEC1

Modern Indian Language -1 (MIL-1)**

Credit- 02

Marks-25

Application of Information Technology in Business Data Analysis (Practical)

1COMMJ-SEC-01

Credit-3

Course Objectives: To provide computer skills and knowledge for commerce students and to enhance their level of understanding of usefulness of information technology tools for business operations.

Learning Outcomes: The students after completing the course will be able to perform basic functions in a word processor, spread- sheet and presentation software and apply the techniques for business purposes.

Exam Duration: 2hrs.

Marks:50

Lectures: 45

U	CONTENTS OF THE COURSE	M	L
I	Introduction to word Processing: Concepts, Use of Templates, working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Auto text; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge: including linking with Database; Printing documents Creating Business Documents using Word Processor, C.V. writing using a word processor.	10	15
II	Spreadsheet: Concepts, managing of worksheets; Formatting, entering data, Editing, and Printing a worksheet; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs Generally used Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database, and Text functions.	8	8
III	Creating spreadsheet in Business Area: Loan and Lease statement; Payroll statements; Graphical representation of data; Frequency distribution and its statistical parameters.	8	8
IV	Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow. Creating Business Presentations using above facilities	8	8
V	Internet: Concept of different networks- LAN, WAN, use of internet- e-mail with and without attachments	6	6
	Semester end Practical exam	40	45
	Internal Assessment	10	
	Total Marks (Semester end exam + Internal)	50	

Suggested Readings:

- Biswajit Paul & Arindam Ghosh, Information Technology & Its Application in Business, Suhrd Book Stall, Kolkata.
- Wallec Wang:Absolute Beginner's Guide to Computing.
- Goyal & Tiwari: Financial Accounting. Taxmann Publication. New Delhi
- Goe, Anita: Computer Fundamentals. Pearson
- Ram,B:Computer Fundamentals: Architecture & Organization. 4th ed New Age
- Sinha, P. K.: Computer Fundamentals: Concepts, Systems & Applications. BPB

VAC1.1

Credit-2

Environmental Science

Marks-25

SEMESTER – II

Financial Accounting II

2COMMJ-MC-03

Credit-4

Objective of the Course: The objective is to help students in acquiring advanced knowledge of financial accounting and to develop skills for recording special types of transactions.

Learning Outcomes:

- (i) The students will be able to understand the procedures for recording transactions of Indian branches and departments in the books of head office
- (ii) The students will be able to prepare a statement of claim in case of fire insurance policy.
- (iii) The students will learn the procedures for accounting of a partnership firm under several conditions.
- (iv) The students will generate a concrete idea about the special modes of credit sale system.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	Contents of the Course	M	L
I	Departmental and Branch Accounting: Dependent and Independent Branch (Excluding Foreign Branch)	8	16
II	Insurance claim: loss of stock and for loss of profit	8	10
III	Partnership accounts – Change on partnership and change in partnership firm- Profit and Loss Appropriation, Treatment of Goodwill and Joint life policy, Admission, Retirement, Death, Dissolution (including insolvency)	12	18
IV	Hire Purchase and Instalment Payment System – Characteristics, Differences, Accounting records in the books of hire purchaser and hire vendor, surrender /repossession [excluding hire purchase arrangements for smaller value items]	12	16
	Semester end exam	40	60
	Internal Assessment	10	
	Total Marks(Semester end exam + Internal)	50	

Suggested Reading:

- Sukla, Grewal, Gupta: Advanced Accountancy Vol. I & II, S Chand
- Hanif & Mukherjee, Financial Accounting, Corporate Accounting
- A.Basu, Financial Accounting, Corporate Accounting
- Paul and Paul, Financial Accounting, Corporate Accounting
- Basu and Das, Financial Accounting, Corporate Accounting
- Mukherjee and Mukherjee: Financial Accounting, Vpl – I and II, Oxford University press
- R. L.Gupta & Radheswamy, Advanced Accountancy Vol. I & II, S. Chand
- Maheshwari & Maheshwari, Advanced Accountancy Vol. I & II, Vikash Publishing House Pvt. Ltd.
- Sehgal & Sehgal, Advanced Accountancy Vol. I & II, Taxman Publication
- GokulSinha, Accounting Theory & Management Accounting,
- B. Banerjee, Regulation of Corporate Accounting & Reporting in India, World Press.

Principles and Practice of Direct Tax - I

2COMMJ-MC-04

Credit: 04

Course Objective: The objective of this course is to provide a broad conceptual framework for understanding different aspects of direct tax, primarily income tax.

Learning Outcomes: To understand the concepts and importance of direct tax 2. Understanding the residential status of persons in lieu of direct tax 3. Classification of allowances and calculation of income from salaries, income from house property, and income from other sources 5. computation of taxable income and tax liability of an individual assessee.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	CONTENTS OF THE COURSE	M	L
I	Basic Concepts and Definitions under IT Act: Assessee, Previous year, Assessment year, Sources of income, Heads of income, Gross total income, Total income, Tax Evasion, Tax avoidance, Tax planning Residential Status and Incidence of Tax: Residential status of all persons except company Incomes which do not form part of Total Income: Except sections 10A, 10AA, 10B, 10BA Agricultural Income: Definition, determination of agricultural and non-agricultural Income, assessment of tax liability when there are both Agricultural and Non-agricultural income	8	15
II	Heads of Income and Provisions governing Heads of Income Salaries, Income from House property, and income from other sources	16	20
III	Deduction from Gross Total Income: Basic concepts, deductions u/s 80C, 80CCC, 80CCD, 80CCE, 80CCF, 80D, 80DD, 80DDB, 80E, 80G, 80GG, 80GGA, 80GGC, 80U	12	15
IV	Computation of Total Income and Tax Payable: Rate of tax applicable to different assesses (except corporate assessee), Computation of tax liability of an individual.	4	10
	Semester end Exam	40	60
	Internal Assessment	10	
	Total Marks(Semester end exam + Internal)	50	

Suggested Readings:

- Singhanian, V. and Singhania, M., Students' guide to Income Tax, Taxmann
- H C Sengupta, Direct & Indirect Tax
- Lal & Vashist, Income Tax and Central Sales Tax, Pearson
- Ahuja & Gupta, Systematic Approach to Income Tax, Bharat
- V.S. Datey, Indirect Taxes Laws and Practice, Taxmann
- Bangar and Bangar, Students' guide to Indirect Tax, Aadhya Prakashan

Fundamentals of Macroeconomics

2COMMN-MN-02

Credit: 04

Course Objective: This course aims to introduce the students to the basic concepts of Macroeconomics (aggregate economy). It discusses the preliminary concepts associated with the determination and measurement of aggregate macroeconomic variables like GDP, savings, investment, money, inflation, etc. It also introduces students to simple analytical frameworks (e.g., the IS-LM model) for determination of equilibrium output.

Learning Outcomes: This course will allow students to understand the basic functioning of the economy as a whole.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 60

U	Contents of the Course	M	L
I	Introduction to macroeconomics and national income accounting: Basic issues studied in macroeconomics; measurement of gross domestic product; income, expenditure and the circular flow; real versus nominal GDP; price indices; national income accounting for an open economy; balance of payments: current and capital accounts	10	12
II	Money: Functions of money; quantity theory of money; determination of money supply and demand; credit creation; tools of monetary policy Inflation: Inflation and its social costs; hyperinflation, inflationary gap, inflation targeting and the role of monetary policy in controlling inflation.	10	12
III	Government Budget: Classification of expenditure and receipts, meaning, objectives and components of Government Budget, fiscal deficit, revenue deficit and primary deficit.	6	12
IV	Business Cycle: Concept, phases, causes, implications and policy response	6	12
V	Keynesian model of the income distribution: consumption function, Investment function, and I.S. curve, Asset market equilibrium and L.M. curve, Comparative study of Monetary and Fiscal Policies. Short run Classical and Keynesian systems, fiscal and monetary multipliers	8	12
	Semester end exam	40	60
	Internal Assessment	10	
	Total Marks(Semester end exam + Internal)	50	

Suggested Readings:

- Abel, A., Bernanke, B. Macroeconomics, 9th ed. Pearson Education.
- Blanchard, O. Macroeconomics, 7th ed. Pearson Education.
- Dornbusch, R., Fischer, S., Startz, R. Macroeconomics, 12th ed. McGraw-Hill.
- Jones, C. Macroeconomics, 4th ed. W. W. Norton.
- Mankiw, N. Macroeconomics, 9th ed. Worth Publishers.
- Errol D'Souza, Macroeconomics, Pearson Education, 2009.
- Paul R. Krugman, Maurice Obstfeld and Marc Melitz, International Economics, Pearson Education Asia, 9th edition, 2012.

Entrepreneurship Development and Start-up

MDC2.1

Credit: 3

Objective: The objective is to help students to understand the skills required for building enterprise and familiar with the process of developing enterprises.

Learning Outcomes: After successful completion of the course the student will be able to;

- (i) Understand the concept of Entrepreneurship, its applications and scope.
- (ii) Know various types of financial institutions that help the business at Central, State and Local Level.
- (iii) Applies the knowledge for generating a broad idea for starting an enterprise/start up.

Exam duration: 2 hrs

Marks: 50

Lectures: 45

U	Contents of the Course	M	L
I	Introduction: Meaning, elements, determinants and importance of entrepreneurship and creative behaviour; Entrepreneurship and Micro, Small and Medium Enterprises, Role of family business in India; Conflict in family business and its resolution. The contemporary role models in Indian business: their values, business philosophy and behavioural orientations;	8	10
II	Dimensions of Entrepreneurship: Entrepreneurship, techno-preneurship, cultural entrepreneurship, international entrepreneurship, netpreneurship, ecopreneurship and social entrepreneurship. Types of Business Entities: Big, Micro, Small and Medium Enterprises (MSMEs), concept of business groups and role of business houses and family business in India.	8	10
III	Sources of business ideas and tests of feasibility: Significance of writing the business plan/ project proposal; Contents of business plan/ project proposal; Designing business processes, location, layout, operation, planning & control; preparation of project report	8	10
IV	Mobilizing Resources - Mobilizing resources for business. Accommodation and utilities; Preliminary contracts with the vendors, suppliers, bankers, principal customers;	8	6
V	Emerging Issues in Start-up in India: Basic start-up problems; Arrangement of funds; Traditional sources of financing, Loan syndication, Consortium finance, role played by commercial banks, appraisal of loan applications by financial institutions, Venture capital.	8	9
	Semester end exam	40	45
	Internal Assessment	10	
	Total Marks(Semester end exam + Internal)	50	

Suggested Readings:

- Desai, Vasant, "Dynamics of Entrepreneurial Development and Management", Himalaya Publishing House
- Desai, Vasant, "Management of Small Scale Industry", Generic
- Drucker, Perer, "Innovation and Entrepreneurship", Harper Business; Reprint edition
- Gupta, C.B. & Srinivasan, N.P., "Entrepreneurship Development", S. Chand
- Kenneth, P.Van, "Entrepreneurship and Small Business Management"
- Pareek, Udai & Ven, "Developing Entrepreneurship book on Learning System"
- Khanka, S.S. "Entrepreneurship Development", S. Chand & Company
- Burns, P. (2001). Entrepreneurship and small business. New Jersey: Palgrave.
- Drucker, P. F. (2006). Innovation and entrepreneurship: Practice and principles. USA: Elsevier.
- Gersick, K. E., Davis, J. A., Hampton, M. M., & Lansberg, I. (1997). Generation to generation: Life cycles of the family business. Boston: Harvard Business School Press.
- Hisrich, R., & Peters, M. (2002). Entrepreneurship. New Delhi: Tata McGraw Hill.
- Holt, D. H. (2004). Entrepreneurship new venture creation. New Delhi: Prentice Hall of India.

- Kaplan, J. (2004). Patterns of entrepreneurship. Wiley.
- Khandwalla, P. (2003). Corporate creativity. New Delhi: Tata Mc.Graw Hill.
- Mullins, J. (2004). New business road test. New Delhi: Prentice Hall.
- Nicholls, A. (Ed.). (2006). Social entrepreneurship new models of sustainable social change. Oxford University Press.
- Prahalad, C. K. (2006). Fortune at the bottom of the pyramid, eradicating poverty through profits. Wharton school Publishing.
- Scarborough & Zimmerer, Effective Small Business Management
- Stevenson, H. (Ed.). (2007). Perspective on entrepreneurship. Boston: Harvard Business Press.

Accounting using Tally ERP

2COMMJ-SEC-02

Credit: 03 (Practical)

Course Objectives: The objective is to help the students to develop practical skills of computerised accounting through generating preliminary ability to run tally software in the practical field of business operation.

Learning Outcomes: The course will help students (i) To understand the concept of tally, its merits and demerits. (ii) To create the ability to record financial transactions through computerised mode. (iii) To analyse accounting information in an easy manner. (iv) To create a base for advanced study in computerised accounting systems.

Exam Duration: 2 hrs.

Marks: 50

Lectures: 45

U	Contents of the Course	M	L
I	Introduction & Basic concept: Concept of tally, Features, Usage, Advantages and Disadvantages, Version Histories, Comparison between various versions, Component of latest version of tally. Components of “Gateway of tally”	10	10
II	Accounts and inventory: Company: Company creation, Company alteration, Select and Shut Company Ledger: Ledger Creation (Single and Multiple), Ledger alteration, Displaying various ledger Inventory: Creation of Stock group, Stock items, Units of Measure, Displaying inventory	15	15
III	Invoicing, Voucher entry and Financial Reports: Invoice creation (Item invoice, Accounting invoice) Concept of voucher, Different types of vouchers Creation of various types of vouchers: Receipts, Payments, Contra, Purchase, Sales, Journal. (ignore tax) Display and Print of Day book, Sales Register, Purchase Register, Cash Book, Profit & Loss account, Balance sheet and Cash flow statement. Application of various shortcut keys.	15	20
	Semester end exam	40	45
	Internal Assessment	10	
	Total Marks(Semester end practical exam + Internal)	50	

Note: Latest version of Tally software should be consulted in conducting the course

Suggested Readings:

- Tally-Power of Simplicity, Shraddha Sing & Navneet Mehta, V&S Publishers.
- Tally. ERP 9 Training Guide, Ashok K Nadhani, BPB Publications.
- Tally Workbook: A real practical Accounting, Rakesh Sangwan, Ascent Prime Publications.
- Learn Tally. ERP 9 (With GST and E-way Bill), Rajesh Chheda, Ane Books Pvt. Ltd.
- Comdex Tally 9 Course Kit, Dr. Namrata Agaewal, Dreamtech press.

Business Communication

VAC2.1

Credit-2

Objective of the course: The course will prepare learners to create effective business communications, and business briefings, produce understandable business documents and examine the impact of the communications process on the business operation.

Learning outcomes: 1. Demonstrate the use of basic and advanced writing skills in a business environment.

2. Produce clear and concise written business documents.

3. Develop interpersonal communications skills that are required for social and business interaction.

4. Plan and conduct effective meetings.

5. Develop and deliver a formal presentation.

Exam Duration: 2 hrs.

Marks: 25

Lectures:

30

U	Contents of the Course	M	L
I	Introduction: Definition, objectives, importance, elements, process, forms, models; levels of analysis of business communication; principles of effective communication, barriers to Communication and remedial measures, role of communication in conflict resolution	5	6
II	Types of Communication: Formal and informal communication; grapevine; characteristics of corporate communication; communication network	4	6
III	Tools of Communication: Emergence of communication technology; modern forms of communication – Fax, E-mail, Video Conferencing	4	6
IV	Drafting: Notice, circular, resolution, minutes, CV writing, business letter writing – offer letter, quotation, status enquiry, confirmation, execution, refusal and cancellation of order, recommendation, credit collection, claim, bank loan	6	6
V	Report Writing: Business reports, Types, Characteristics, Importance, Elements of structure, Process of writing, Order of writing, the final draft, checklists for reports.	6	6
	Semester end exam	25	30
	Internal Assessment	00	
	Total Marks (Semester end exam + Internal)	25	

Suggested Readings:

- Bovee, and Thill, Business Communication Essentials, Pearson Education
- Shirley Taylor, Communication for Business, Pearson Education
- Locker and Kaczmarek, Business Communication: Building Critical Skills, McGraw Hill Education
- Herta A Murphy, Herbert W Hildebrandt, Jane P. Thomas, Effective Business Communication (SIE), McGraw Hill Education
- Dona Young, Foundations of Business Communication: An Integrative Approach, McGraw Hill Education
- Raymond V. Lesikar, Marie E. Flatley, Kathryn Rentz, Paula Lentz, and Neerja Pande, Business Communication: Connecting in a Digital World (SIE), McGraw Hill Education

SEMESTER – III

Cost Accounting-I

3COMMJ-MC-05

Credit 4

Course Objective: To acquire knowledge and understanding of the concepts, methods and techniques of cost accounting.

Learning Outcomes: This course will help students to apply cost accounting principles in ascertaining cost of a product/service/operation, etc. They will be able to analyse the relationship between costs and profits and to utilise resources optimally.

Lectures: 60

Module	TOPIC	Lecture Hour
I	Introduction: Definition of Cost, Costing, Cost Accounting. Objectives and Importance of Cost Accounting to Business Concern. Relationship between Cost Accounting, Financial Accounting, Management Accounting, Essentials of a good Cost Accounting System, Methods and Techniques of Costing (Concepts only) Cost concepts, terms and classification of costs: Cost, Cost object, Cost units and Cost Centres, Types of costs, classification of costs. Cost sheet (including estimated cost sheet, total costs and unit costs).	16
II	Material: Purchase of materials: Purchasing needs and organization, purchase procedure, documentation, material costs (direct and indirect). Storage of materials: Need for storage, location and types, functions of a storekeeper, requisition, receipt, issue and transfer of materials, storage record, accounting for materials cost. Materials control: Organisation; Tools: Just-in-Time Purchase; various stock levels, Economic Ordering Quantity and ABC Analysis; Periodic Inventory, Perpetual Inventory, Physical verification; Discrepancies in stock and their treatment. Methods of Pricing Material Issues: Various methods of pricing materials issues (FIFO, LIFO, Simple Average and Weighted Average with Base Stock); Advantages and disadvantages of each method; Comparative analysis; Stock Valuation for Balance Sheet. Treatment of Normal and Abnormal Loss of Materials; Accounting and control of Waste, Scrap, Spoilage and Defectives.	14
III	Labour: Employee Cost- Introduction, recording labour cost: Attendance and payroll procedures (Time-keeping, Time-Booking, Payroll procedure, Payment of wages, Overview of statutory requirements), Idle time (causes and treatment in Cost Accounting), Overtime (its effect and treatment in Cost Accounting). Incentive Systems –Main Principles for sound system of wage incentive schemes; System of Wage Payment and Incentives (Halsey & Rowan Only); System of Incentive Schemes for Indirect Workers; Component of wages cost for costing purpose.	15
IV	Overhead: Introduction, Definition, Classification of Overhead- Element-wise, Functional and Behavioural; Need for of classifying overhead into fixed and variable; various types of overheads. Manufacturing Overheads: Allocation and apportionment of Overhead; Absorption of Overhead: various methods and their application; Treatment of under absorption/over absorption of overheads; Basic concepts of different Capacities. Machine Hour Rate	15

Suggested Readings

- Horngren, Foster, Datar, et al., Cost Accounting- A Managerial Emphasis, Pearson
- B. Banerjee, Cost Accounting, PHI
- Jain & Narang, Cost and Management Accounting
- B Bhattacharyya, Cost and Management Accounting,
- Jawahar Lal & Seema Srivastava, Cost Accounting, TMH
- M.Y. Khan & P.K. Jain, Management Accounting, TMH
- R. Anthony, Management Accounting, Taraporewala
- Colin Drury, Management & Cost Accounting, Chapman & Hall
- K.S. Thakur, Cost Accounting, Excel Books
- Satish Inamdar, Cost & Management Accounting, Everest Publishing House
- Atkinson, Management Accounting, Pearson
- Bhattacharyya, A. K. Cost Accounting for Business Managers, Elsevier
- Ravi M Kishore, Cost and management Accounting, Taxmann
- B K Bhar, Cost Accounting
- J K Mitra, Cost and Management Accounting, Oxford Press

INDIAN ECONOMY

3COMMN-MN-03

Credit 4

Objective of the Course: To enable the students to grasp the current economic problems in India. To highlight the important economic sectors and challenges faced by them in the recent years. To acquaint students with the major policy regimes of government to resolve problems in agriculture, industry of India. To enable students to understand the change in policy focus from central planning to process of market integration of the Indian Economy with other markets in the world.

Learning Outcomes: At end of this course Students will identify the current economic problems in India. Students will identify the important economic sectors and challenges faced by them in the recent years. Students will learn the major policy regimes of government and also try to resolve problems from agriculture, industry of India. Students will understand the change in policy focus from central planning to process of market integration of the Indian Economy with other markets in the world.

Lectures: 60

Mod ule	Contents of the Course	Lectu re Hour
I	Indian Business Environment: Concept and Elements Economic Growth and Development: Concept, Meaning of Underdeveloped Economy; Basic Characteristics of Indian Economy, Concept of sustainable development	14
II	National Income: Concept – Methods of measurement of national income in Indian economy – Trend of National Income & per capita income – trend in structural composition of national income. Trend in occupational structure. Trends in Saving and Investment in Indian economy. Problems of Growth: Unemployment, Poverty, Inequality in Income distribution, Inflation, Concept of Parallel economy.	16
III	Problems and Policies of Indian Economy Indian agriculture: Low productivity; Land reform; Green Revolution; Rural Credit; Agricultural Marketing; Impact of New Agricultural Policy (NEP) on Indian Agriculture with special reference to Food Security Industrial development during plan period; Industrial sickness; Industrial policies in the Pre – reform and Post – reform period in 1991. Globalization and the Policies of the Indian Economy under WTO Regime.	16
IV	Indian Economic Planning	14

	Concepts of Economic planning; Objective and achievements of Indian Five – year Plans (Plan period I to XI) Import Substitution vs. Export Promotion Strategy; Objectives of fiscal policy.	
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Suggested Reading:

- Ratan Khasnabish & Ranesh Roy, Banijjik Arthaniti-O- Bharoterarthanaitik Paribesh (Bengali)
- Dutt & Sundaram, Indian Economy
- Mishra & Puri, Indian Economy
- Joydeb Sarkhel & Swapan Kr. Roy, Bharoter Arthanaiti (Bengali)

E-Commerce and Artificial Intelligence

MDC 3.3

Credit 3

Objective of the Course: The objective is to impart the students with adequate level of knowledge and understanding of contemporary trends in e-commerce and some basic knowledge of artificial intelligence.

Learning Outcomes:

- The students will be able to understand the basic concepts and technologies used in the field of E-commerce, learn the processes for making payments on electronic platforms, and be aware of the ethical, social, and security issues related to e-business.
- The students will also be able to generate ideas about the basic concepts of artificial intelligence and its application in business.

Lectures: 45

Module	Topic	Lecture Hour
I	Introduction: Meaning, nature, concepts, advantages, disadvantages and reasons for transacting, Types of E-Commerce, e-commerce business models (introduction, key elements of a business model and categorizing major E-Commerce business models), and forces behind e-commerce.	10
II	Technology used in E-commerce: The dynamics of world wide web and internet (meaning, evolution and features); Designing, building and launching e-commerce website (A systematic approach involving decisions regarding selection of hardware, software, outsourcing vs. in-house development of a website)	8
III	Security and Encryption: Need and concepts, the e-commerce security environment: (dimension, definition and scope of e-security), security threats in the E-commerce environment (security intrusions and breaches, attacking methods like hacking, sniffing, cyber-vandalism etc.), technology solutions (Encryption, security channels of communication, protecting networks and protecting servers and clients)	10
IV	E-payment System: Models and methods of e-payments (Debit Card, Credit Card, Smart Cards, e-money), digital signatures (procedure, working and legal position), payment gateways, online banking (meaning, concepts, importance, electronic fund transfer, automated clearing house, automated ledger posting), risks involved in e payments.	7
V	Artificial Intelligence (AI): Evolution of AI, Importance of Artificial Intelligence in Business Data handling through use cases, Basic Concepts of an Expert system in context of Business Data Management, Basic concepts of Machine learning including supervised and unsupervised learning, Application of Machine learning in Banking and Finance, Basic concepts on ERP based Business Software Solutions.	10

Recommended Books:

- David Whiteley, E-commerce: Strategy, Technology and Applications, McGraw Hill Education

- Bharat Bhaskar, Electronic Commerce: Framework, Technology and Application, 4th Ed., McGraw Hill Education
- PT Joseph, E-Commerce: An Indian Perspective, PHI Learning
- KK Bajaj and Debjani Nag, E-commerce, McGraw Hill Education
- TN Chhabra, E-Commerce, Dhanpat Rai & Co.
- Sushila Madan, E-Commerce, Taxmann
- TN Chhabra, Hem Chand Jain, and Aruna Jain, An Introduction to HTML, Dhanpat Rai & Co.

E-Return- Income tax (**PRACTICAL**)

3COMMJ-SEC-03

Credit 3

Course Objectives: The objective is to help the students to develop practical skills of computerised filing of Income Tax return through Income Tax Online Portal.

Learning Outcomes: The course will help students (i) To understand concept of various types of Income Tax return (ii) To create the ability to file the return through computerised Online mode.

Lectures: 45

Module	Topic	Lecture Hour
I	Returns under Income Tax Act: PAN and TAN – Procedure for application; Payment of Advance Tax and Self -Assessment Tax; Interest u/s 234A, 234B and 234C	20
II	E-return: ITR1; Due dates of filing such returns; Defective return, belated return, revised return, verification of return	25

Suggested Readings:

- Singhanian, V. and Singhania, M., Students' guide to Income Tax, Taxmann
- H C Sengupta, Direct & Indirect Tax
- Lal & Vashist, Income Tax and Central Sales Tax, Pearson
- Ahuja & Gupta, Systematic Approach to Income Tax, Bharat
- V.S. Datey, Indirect Taxes Laws and Practice, Taxmann
- Bangar and Bangar, Students' guide to Indirect Tax, Aadhya Prakashan

Semester IV
Cost Accounting-II
4COMMJ-MC-06
Credit 4

Objective of the Course: The objective is to help students in acquiring advanced knowledge of cost accounting.

Learning Outcomes:

- (i) The students will be able to understand the procedures for recording transactions in integrated and non-integrated accounting environments.
- (ii) The students will be able to calculate cost for different kinds of industries.
- (iii) The students will learn the procedures for cost accounting of a contract based industry
- (iv) The students will be able to control for variation of cost with the help of standard costing.
- (v) The learners will be able to acquire knowledge of marginal costing and its application in Cost-volume-profit (CVP) analysis

Lectures: 60

Module	Topic	Lecture Hour
I	Cost control accounts: Integrated and non-integrated system; reconciliation between cost and financial accounts	15
II	Job Costing: Theory and Problems Process Costing: Meaning, Features, Process vs. Job Costing, Principles of cost ascertainment for Materials, Labour & Overhead; Normal loss, Abnormal loss and Abnormal gain and preparation of process accounts(excluding Equivalent Production), Need for Valuation of WIP (only theory).	15
III	Batch Costing, Contract Costing - Progress payments, Retention money, Escalation clause, Contract accounts, Accounting for material, Accounting for plant used in a contract, Contract Profit and Balance sheet entries; Profit on incomplete contracts Operating Costing: meaning, features, principles of service costing, applications [problems on transport service only].	15
IV	Standard Costing and Variance Analysis: Standard Costs and Standard Costing; Uses & Importance. Differences with Budgetary Control, Preliminary Steps. Classification of Standards. Analysis and computation of Materials, Labour Variances (elementary level)	15

Suggested Readings

- Horngren, Foster, Datar, et al., Cost Accounting- A Managerial Emphasis, Pearson
- B.Banerjee, Cost Accounting, PHI
- Jain & Narang, Cost and Management Accounting
- B Bhattacharyya, Cost and Management Accounting,
- Jawahar Lal & Seema Srivastava, Cost Accounting, TMH
- M.Y.Khan & P.K.Jain, Management Accounting, TMH
- R.Anthony, Management Accounting, Taraporewala
- Colin Drury, Management & Cost Accounting, Chapman & Hall
- K.S.Thakur, Cost Accounting, Excel Books
- Satish Inamdar, Cost & Management Accounting, Everest Publishing House
- Atkinson, Management Accounting, Pearson
- Bhattacharyya, A. K. Cost Accounting for Business Managers, Elsevier
- Ravi M Kishore, Cost and management Accounting, Taxmann
- B K Bhar, Cost Accounting

Management Accounting-I

4COMMJ-MC-07

Credit 4

Objective of the Course: The objective is to help students in acquiring basic knowledge of management accounting.

Learning Outcomes: The students will be able to understand the basics of management accounting. It will also help students to be aware of different types of ratios and their computation. Preparation of various budgets and management of working capital is also imparted.

Lectures: 60

Module	Topic	Lecture Hour
I	Introduction: Meaning, Objectives, Nature and Scope of management accounting, Difference between cost accounting and management accounting, Cost control and Cost reduction, value maximization, profit maximization.	15
II	Marginal Costing: Absorption versus Variable costing; Distinctive features and income determination. Profit/ volume ratio, Break-even analysis- Algebraic and graphical method, Angle of incidence, margin of safety, Key Factor, determination of cost indifference point, Marginal costing Techniques. CVP Analysis: Introduction; CVP assumptions and uses; BE point; Graphical presentation of CVP relationship; profit graph.	18
III	Decision Making: Steps in decision making process; concept of relevant costs and benefits, various short-term decision making situations- profitable product mix, Make or buy, pricing decisions: Major factors influencing pricing decisions, various methods of pricing.	15
IV	Budget and Budgetary Control: Meaning and Concepts of Budgets and Budgetary Control, Classification of Budgets; The budget manual, principal budget factor, preparation and monitoring procedures, Cash Budget, Flexible Budget, Master Budget (concept only)	12

Suggested Readings:

- B.Banerjee, Cost Accounting, PHI
- Jain & Narang, Cost and Management Accounting
- B Bhattacharyya, Cost and Management Accounting,
- JawaharLal & Seema Srivastava, Cost Accounting, TMH
- M.Y.Khan & P.K.Jain, Management Accounting, TMH
- Colin Drury, Management & Cost Accounting, Chapman & Hall
- K.S.Thakur, Cost Accounting, Excel Books
- Satish Inamdar, Cost & Management Accounting, Everest Publishing House
- Atkinson, Management Accounting, Pearson
- Bhattacharyya, Ashish K., Cost Accounting for Business Manageres, Elsevier
- S Kr Paul, Management Accounting, New Central Book agency
- Arora, M.N. Management Accounting. Vikas Publishing House, New Delhi.

Introduction to Fund Management

4COMMN-MN-04

Credit 4

Objective of the Course: To provide students with a comprehensive understanding of various investment options available in India. This curriculum aims to provide a well-rounded understanding of various investment avenues, enabling students to make informed decisions and effectively plan their finances.

Learning Outcomes: After successful completion of the course, the students will be able:

1. to understand the traditional savings schemes, pension plans, and modern investment avenues
2. to equip them with the knowledge to make informed financial decisions.

Lectures: 60

Module	Topic	Lecture Hour
I	Introduction to Investment Planning • Meaning of Investment and investment planning • Importance of investment planning • Financial goals and risk appetite • Time value of money • Overview of investment avenues • Interest rates (simple and compound; REPO and Reverse REPO) and inflation	10
II	Government-backed Savings Schemes - 1 • Fixed Deposits (FDs): Types, interest rates, and tenure options • Monthly Income Scheme in Post Office • National Savings Certificate (NSC): Features, benefits, and how to invest • Public Provident Fund (PPF): Features, benefits, and how to invest • Sukanya Samriddhi Yojana (SSY): Features, benefits, and how to invest • Krishan Viikash Patra	20
III	Government-backed Retirement Plans • National Pension System (NPS): Features, Types, benefits, and how to invest • Atal Pension Yojana (APY): Features, benefits, and how to invest • Employee Provident Fund (EPF): Features, benefits, and how to invest • PM Shram Yogi Maan-dhan Scheme: Features and benefits and How does the scheme work?	15
IV	Basics of the Share Market • Understanding shares and stocks • Primary vs. Secondary markets • Stock exchanges in India (NSE, BSE) • Key terminologies: IPO, FPO, Market Capitalization, Index, etc. • How to start investing in the stock market • DEMAT and trading accounts	15

Recommended Books:

- "Investment Planning" by William Reichenstein
- "Personal Finance" by Jack Kapoor, Les Dlabay, and Robert J. Hughes
- "Retirement Planning and Employee Benefits" by James F. Dalton
- "The Bogleheads' Guide to Investing" by Taylor Larimore, Mel Lindauer, and Michael LeBoeuf

Websites:

- India Post (www.indiapost.gov.in)
- Pension Fund Regulatory and Development Authority (PFRDA) (www.pfrda.org.in)

Investor Education and Protection Fund (IEPF) Authority (www.iepf.gov.in)

Investment Planning and Avenues

VAC3.1

Credit-2

Objective of the course: The course will prepare learners to create effective awareness about basic financial opportunities with the help of savings, investments, insurance and retirement schemes available in India.

Learning outcomes: After completion of the course, the learners will be able to acquire knowledge of

1. Interest and inflation rate
2. various savings and investment schemes offered by banks and post offices in India
3. Retirement plans
4. investment opportunities in mutual funds.

Exam Duration: 2 hrs.

Marks: 25

Lectures: 30

U	Contents of the Course	M	L
I	Introduction: Concept of Simple Interest, Compound Interest and Inflation, REPO and Reverse REPO rate; relationship between interest and inflation;	4	5
II	Bank & Post Office: Various savings schemes available in Banks and post offices in India and their features, eligibility criteria, tax implications, rate of interest, maturity period, premature closure, nomination facilities etc. [e.g.- Fixed deposit, Recurring deposits, Public Provident Fund (PPF), Sukanya Samriddhi Account (SSA), Senior Citizen Savings Scheme (SCSS), Kishan Vikas Patra (KVP), Monthly Income Scheme (MIS), National Savings Certificate (NSC) etc.]	6	7
III	Retirement Benefit Plan: Basic concept of retirement benefit plan, various Govt. sponsored retirement benefit plans available in India and their features, eligibility criteria, tax implications, rate of interest, maturity period, premature closure, nomination facilities etc. [e.g.- National Pension System (NPS), Atal Pension Scheme (APS), PM Vaya Vandhana Scheme (PM VVS) etc.]	5	5
IV	Mutual Fund: An overview of mutual fund (MF), history of MF, types of MF, features of MF, advantages and disadvantages of MF, income tax implication of MF, NAV, how to invest in MF etc. Basic concept of Equity Linked Savings Scheme (ELSS) and Systematic Investment Plan (SIP), their advantages and disadvantages, features etc.	6	8
V	Insurance: purpose of insurance schemes, types of insurance, various Govt. sponsored insurance schemes available in India and their features, eligibility criteria, tax implications, maturity period, premature closure, nomination facilities etc. [e.g.- Postal Life Insurance (PLI), PM Jeevan Jyoti Bima Scheme (PM JJBS), PM Suraksha Bima Scheme (PM SBS) etc.]	4	5
	Semester end exam	25	30
	Internal Assessment	00	
	Total Marks(Semester end exam + Internal)	25	

Note: Any new savings/ investment/ Retirement/ insurance scheme launched by the Govt. of India may be incorporated in the syllabus after reviewing the same in the UG BoS.

Suggested Readings:

- Madhu Sinha, Financial Planning: A Ready Reckoner, McGraw Hill
- Dr Ajit S Thite, Dr Pradip Kumar Sinha, Personal Financial Planning, Nirali Prakashan
- Joydeep Sen, Financial Planning & Wealth Management: Concepts and Practice, Shroff Publisher
- IIBF's Introduction to Financial Planning, Indian Institute of Banking & Finance