

Vide Resolutions taken at U.G.BOS Meeting, C&M WBSU dt. 23.5.2018. and in concurrence with CBCS Guidelines provided by UGC, WBSCHSE and WBSU.

© Department of Commerce & Management, West Bengal State University.

WEST BENGAL STATE UNIVERSITY

Department of Commerce & Management

DRAFT OF THE SEMESTER-WISE COURSE STRUCTURES

Final Draft Syllabus

B.Com. (Honours) Course

UNDER THE CHOICE BASED CREDIT SYSTEM (CBCS)

Recommended by the University Grants Commission (UGC)

[To be implemented from the Academic Session 2018-19]

Three year B.Com. Honours Course

Semester wise Structure of Syllabus CBCS

To be effective from the Academic Session 2018-19

Year 1: Semester 1

Subject Code Subject Credit

FACACOR01T Financial Accounting I 6

FACACOR02T Principles & Practice of Management 6

FACHGEC01T Business Economics 6

ENVSAEC01T Environmental Studies 2

Total 20

Year 1: Semester 2

Subject Code Subject Credit

FACACOR03T Cost & Management Accounting I 6

FACACOR04T Marketing Management and Human Resource
Management 6

FACHGEC02T Business Mathematics & Statistics 6

ENGSAEC01M Language : English

Modern Indian Language 2

Total 20

Year 2: Semester 3

Subject Code Subject Credit

FACACOR05T Business Regulatory Framework 6

FACACOR06T Direct Taxation 6

FACACOR07T Financial Accounting II 6

FACHGECO3T Business Communication & E-Commerce 6

FACSSEC01M Information Technology & its Business Application 2

Total 26

Year 2: Semester 4

Subject Code Subject Credit

FACACOR08T Company Law 6

FACACOR09T Indirect Taxation 6

FACACOR10T Cost & Management Accounting II 6

FACHGEC04T Entrepreneurship Development 6

FACSSEC02M Tax Returns & Filing of Tax Returns 2

Total 26

Year 3: Semester 5

Subject Code Subject Credit

FACACOR11T Auditing 6

FACACOR12T Indian Financial System 6

FACADSE01T To FACADSE06T

DSE 1 TO DSE 6 from Group-A

(Any two DSEs are to be chosen) [For details

see Table-1] 6

Total 24

Year 3: Semester 6

Subject Code Subject Credit

FACACOR13T Financial Management 6

FACACOR14T Research Methods & Project Work 6

FACADSE07T

To

FACADSE12T

DSE 7 TO DSE 12 from Group-B

(Any two DSEs are to be chosen) [For details see Table-2] 6

Total 24

Grand Total 140

DISCIPLINE SPECIFIC ELECTIVE COURSES

Table-1 : Group-A

Course Code Course Name

FACADSE01T Banking & Insurance

FACADSE02T Corporate Accounting

FACADSE03T Consumer Behaviour & Customer Relationship
Management

FACADSE04T Product & Pricing Management and Marketing
Communication

FACADSE05T Fundamentals of Computer

FACADSE06T DBMS and Networking

Notes : Students must opt for FACADSE01T and FACADSE02T for Finance Specialisation, FACADSE03T and FACADSE04T for Marketing Specialisation and FACADSE05T and FACADSE06T for Systems & Operations Specialisation.

Table-2 : Group-B

Course Code Course Name

FACADSE01T Financial Statement Analysis

FACADSE02T Business Ethics & Corporate Governance

FACADSE03T Retail Management and Marketing of Services

FACADSE04T Rural Marketing and International Marketing

FACADSE05T Internet & WWW and Functional e-Business System

FACADSE06T Computer Applications and e-Business Applications –
Practical

Notes : Students must opt for FACADSE07T and FACADSE08T for Finance Specialisation, FACADSE09T and FACADSE10T for Marketing Specialisation and FACADSE11T and FACADSE12T for Systems & Operations Specialisation.

Year 1:

Semester 1

FINANCIAL ACCOUNTING - I

Paper 1: Semester 1 Subject Code : FACACOR01T

Full Marks: 75 [Internal assessment – 25 Marks ; Semester-end Examination – 50 Marks]

Total Credits : 6 [90 Hours]

TOTAL CLASS HOURS : 90 [LECTURE HOURS 75 & TUTORIAL HOURS 15]

Unit Topic Details

Hours

1 Introduction • Nature of accounting; Users of accounting information;
Qualitative characteristics of accounting information.

• Double entry book keeping system – Basic accounting equation, meaning of assets, liabilities, equity, revenue and expenses. Accounting Cycle - Recording of transaction: Journal, Ledger and preparation of Trial Balance.

• Bases of accounting; Cash Basis and Accrual Basis.

• Basic concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality, matching and full disclosures.

05

2 Determination of business income

• Revenue recognition: Meaning of revenue; objective; timing of recognition. Recognition of expenses

• Inventories: meaning. Significance of inventory valuation. Lower of cost or market rule; Inventory ascertainment and reconciliation.

• The nature of depreciation--Accounting concept of 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-depreciation, Asset-provision.	
• Reserves and provisions: Meaning; Objective; Types & Accounting.	
• Capital and revenue expenditures and receipts (general introduction only).	
• Adjustment and rectification entries	15
Introduction to Accounting Standard	
Financial Accounting Standards: Concept, Benefits, Procedure for issuing accounting standards in India. Need for a global standard, IFRS (concept only).	
3 Introduction to Accounting Theory	
Concept of accounting theory; Relation with practice; GAAP; Capital – Capital Maintenance concepts;	
Limitations of Historic Cost accounting; Introduction to Fair Value accounting .	15
4 Final accounts of Preparation of financial statements of sole proprietorship business entities from a trial balance – Manufacturing, Trading Concern Trading, P/L A/c and Balance Sheet.	15
5 Financial statements From Incomplete records and of NPO	
Preparation of financial statements:	
a) from incomplete records	
b) of non-profit organization	15
Accounting for special Sales transaction	
• Consignment: Basic features; Difference with sales.	
Recording in the books of Consignor – at cost & at invoice price, Valuation of unsold stock; Ordinary commission.	
Treatment and valuation of abnormal & normal loss. Special commission; Del credere commission (with and without bad debt) – Concept of Consignment Debtors; Recording in the books of Consignee.	
• Accounting for sale on approval. Sectional and Self balancing ledger	
• Concept of sectional balancing, Self balancing Ledger: advantages; Recording process; preparation of Adjustment accounts.	
6 Insurance claim for loss of stock and for loss of profit	
• Loss of stock: Physical & ownership concept; Concept of under-insurance and average clause; Computation of claim – with price change; Consideration of unusual selling line; price reduction etc.	
• Loss of profit: Concept – Insured & uninsured standing charges, GP rate, Short sales and increased cost of working, Average clause and computation of claim (simple problems).	25

90**

** including 15 hours for tutorial.

Notes : Relevant Accounting Standards issued by the Institute of Chartered Accountants of India are to be followed.

Suggested Reading

- ✂ Sukla, Grewal, Gupta: Advanced Accountancy Vol. I, S Chand
 - ✂ R. L. Gupta & Radheswamy, Advanced Accountancy Vol. I, S. Chand
 - ✂ Maheshwari & Maheshwari, Advanced Accountancy Vol. I, Vikash Publishing House Pvt. Ltd.
 - ✂ Sehgal & Sehgal, Advanced Accountancy Vol. I, Taxman Publication
 - ✂ B. Banerjee, Regulation of Corporate Accounting & Reporting in India, World Press.
 - ✂ Hanif & Mukherjee, Financial Accounting, McGraw Hill
 - ✂ Frank Wood, Business Accounting Vol 1, Pearson
 - ✂ Tulsian, Financial Accounting, Pearson
 - ✂ Accounting Standards issued by ICAI
 - ✂ Mukherjee & Mukherjee, Financial Accounting, Oxford Publishing House.
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PRINCIPLES AND PRACTICE OF MANAGEMENT

Paper 2 : Semester 1

Paper Code : FACACOR02T

Full Marks: 75

[Internal assessment – 25 Marks; Semester-end Examination – 50 Marks]

Total Credits : 6 [90 Hours]

TOTAL CLASS HOURS : 90 [LECTURE HOURS 75 & TUTORIAL HOURS 15]

Unit 1. Introduction [20 L]*

Management - Concept, Importance, Functions; Management as profession; Management as Science and Art, Universality of management; Levels of management; Managerial tasks and skills. Different Schools of Management Thought: Classical School--- Contributions of Taylor and Fayol; Neo-classical School---Human Relations approach and Behavioural Science approach.

Unit 2. Planning [10 L]

Concept, Importance, Types, Steps, Barriers to effective planning and remedial measures; Strategic Planning---Concept; Forecasting---Concept, Techniques

Unit 3. Organizing [20 L]

Concept, Importance, Principles, Departmentation – Need, Basis, Principles; Delegation of Authority--- Elements, Steps, Barriers; Centralization and Decentralization of Authority; Span of Management -Concept and determining factors.

Unit 4: Directing and Staffing [20 L]

Concept of directing, Importance of directing, Leadership: Concepts, Importance, Types, Leadership Traits, Tannenbaum & Schmidt's Model, Blake & Mouton Model, Staffing: Concept & importance

Unit 5. Motivation, Co-ordination and Control [20 L]

Motivation: Concepts, Importance, McGregor, Maslow and Herzberg theory of motivation, Co-ordination & Control: Concepts, Significance, Principles, Techniques, Steps, Control: Concepts, Importance and tools

Suggested Readings

- ✂ Koontz and Weirich, Essentials of Management, Tata McGraw Hill, New Delhi.
- ✂ Drucker, P F, Management Challenges for the 21st Century, Butterworth, Oxford.

- ✧ Luthans, F, Organizational Behavior, McGraw Hill, New York.
- ✧ Allen, L A, Management and Organisation, Tokyo.
- ✧ Stoner and Freeman, Management, PHI, New Delhi.
- ✧ Griffin, R W, Management, Houghtan Mifflin, Boston.
- ✧ Tripathy, P C, Reddy, P N, Principles of Management, Tata McGraw Hill, New Delhi.
- ✧ Ravichandran, K, Nakkiran, S, Principles of Management, Avinash Paperbacks, Delhi.
- ✧ Jwalkar, Ghanekar & Bhivpathaki, Principles & Practice of Management, Everest Publishing House.

* L = 1 Hour.

BUSINESS ECONOMICS

Paper 3 : Semester 1

Paper Code : FACAGEC01T

Full Marks: 75

[Internal assessment – 25 Marks; Semester-end Examination – 50 Marks]

Total Credits: 6 [90 Hours]

TOTAL CLASS HOURS : 90 [LECTURE HOURS 75 & TUTORIAL HOURS 15]

Unit 1: Consumer Theory [18 L]*

Indifference curve approach: Consumer's preferences; Budget line; Consumer's equilibrium;

Income consumption curve, Price consumption curve and the derivation of demand curve for a commodity (Normal, Inferior, Giffen); Hicksian decomposition of price Effect into income and substitution effect.

Unit 2: Demand & Supply [18 L]

(a) Demand and Supply: Law of demand, Determinants of demand, Movements vs. shift in demand curve, Exceptions to the law of demand, Determinants of Supply, Movement along a supply curve vs. shift in supply curve; Market equilibrium and price determination.

(b) Measurement of various Elasticity of demand, Elasticity of supply.

Unit 3: Production and Cost [12 L]

(a) Production: Concept of production and production function, Homogeneous production function; Law of variable proportions; Isoquant: definition and properties, Return to scale.

(b) Costs: Costs in the short run and in the long run.

Unit 4: Market Structure (20 L)

(a) Perfect Competition: Assumptions --Theory of a firm under perfect competition, Demand and Revenue, Equilibrium of the firm in the short run and long run.

(b) Monopoly: Short-run and long-run equilibrium of monopoly firm, Concept of supply curve under monopoly, Allocation inefficiency and dead-weight loss monopoly, Price discrimination.

(c) Imperfect Competition: Difference between perfect competitions, monopoly and imperfect competition; (i) Monopolistic Competition: Assumptions; Short run and Long run Equilibrium. (ii) Oligopoly, Duopoly – basic characteristics.

Unit 6: National Income [12 L]

National Income Accounting, Concepts of GDP, GNP, NNP, NDP, Real and Nominal National Income, Circular flow of income

Unit 7: Money and Inflation [10 L]

Concept of demand for and supply of money --Quantity theory of money and Keynesian theory of demand for money, Measures of money supply, High powered money, Concept of Inflation, Demand-pull and cost push theories of inflation, Monetary and fiscal policies to control inflation.

Suggested Readings

- ✂ Gould & Ferguson, Micro Economic Theory
- ✂ Banerjee & Majumdar, Business Economics and Business Environment, ABS
- ✂ Banerjee & Majumdar, Banijjik Arthaniti –o-Banijjik Paribesh (Bengali)
- ✂ Dwivedi, D.N., Managerial Economics, Vikash Publications
- ✂ Mankiw.N.G., Principles of Microeconomics, Cengage
- ✂ Das, P. & Sengupta A., Economics , Oxford
- ✂ Samuelson & Nordhaus, Macroeconomics, McGraw Hill

*** L = 1 Hour.**

Year 1 : Semester 2

COST AND MANAGEMENT ACCOUNTING-I

Subject Code : FACACOR03T

Full Marks: 75

[Internal assessment – 25 Marks; Semester-end Examination – 50 Marks]

Total Credits: 6 [90 Hours]

TOTAL CLASS HOURS : 90 [LECTURE HOURS 75 & TUTORIAL HOURS 15]

UNIT

Topic Content Hours

1 Introduction

Definition of costing, Objectives of Cost Accounting And Management Accounting, Cost Accounting Vs. Management Accounting, Installing a good Cost Accounting System, Essentials of good Cost Accounting System, Cost concepts, terms and classification of costs:(Cost, cost object, types of cost, classification of costs, Direct and Indirect cost, Element wise, Function wise ,Behavior wise , Sunk Cost, Opportunity cost, Costing Methods and Techniques(introduction only)

10 L*

2 Materials Material Costs

Purchase of materials: Organization, Purchase procedure, Documentation, Determination of material purchase costs. Storage of materials: Need of storage, location and types, Functions of store keeper, requisition, receipt and issue and transfer of materials, storage record, accounting for material cost. Materials Control: Organization Tools : JIT purchase ; various stock levels; EOQ and ABC Analysis; Periodic Inventory;

Perpetual inventory, Physical Verification; Discrepancies of stock and their treatment, Methods of Pricing Material Issues: FIFO, LIFO and Weighted Average, Treatment of Normal and Abnormal Loss of materials. 10 L

3 Labour Employee Cost And incentive systems

Introduction, Recording Labour cost: Attendance and Pay roll Procedures (Time-Keeping, Time- Booking, Payroll procedure, payment of Wages- Piece rate , Differential piece rate , Time rate); Idle Time(Causes and treatment in Cost Accounting). Overtime (its effect and treatment in Cost Accounting) Labour Turnover(causes , impact and methods of calculating labour turn over).

Main Principles for sound system of wage incentive schemes, labour utilization ; System of wage payment and incentives (Halsey, Halsey-Weir, Rowan and Emerson).

Systems of Incentive Schemes for indirect Worker; Component of wages cost for costing purpose. 15 L

4 Overhead and Cost statement

*Introduction : Definition, classification of overhead. Cost Statement- Functional and Behavioral.

*Manufacturing overheads: Allocation and Apportionment of overhead; Absorption of overhead ; various methods and their application; treatment of under-absorption/over-absorption of overheads.

*Administration and Selling & Distribution Overheads and their charging : an introduction only. 20 L

*Preparation of Cost Sheet and estimation

5 Cost Bookkeeping

Non-Integrated System: Meaning & Features; Ledgers Maintained ; Accounts prepared ; General/ Cost Ledger Adjustment Accounts; Meaning of closing balance in various accounts; Disadvantages.

Reconciliation: Need for reconciliation; Items causing differences between Cost and Financial profits and their reconciliation. 10 L

6 Costing Methods

Job Costing (Job Cost Cards and data bases, collecting direct costs of each job, Attributing overhead costs to jobs, Application of job-costing), 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.
Service Costing and output costing: Introduction; Motor
Transport Costing only.
Process Costing : Meaning, Features, Process Vs. Job costing,
Principles of cost ascertainment for materials, Labour &
Overhead; Normal Loss and Abnormal Loss and Gain and
preparation of Process Accounts. Inter process profit (Simple cases).) 25 L

90 L**

**** including 15 hours for tutorial.**

Suggested Readings

- ✧ B, Banerjee, Cost Accounting ,PHI
- ✧ M. Y. Khan & P. K. Jain Management Accounting, TMH
- ✧ Bhattacharyya, Ashish K. Cost Accounting for Business Managers, Elsevier.
- ✧ Hanif, M. Cost & Management accounting, Mc. Graw Hill.
- ✧ Mitra , J.K. Cost & Management Accounting, Oxford.

*** L = 1 Hour.**

MARKETING MANAGEMENT AND HUMAN RESOURCE MANAGEMENT

Paper 2: Semester 2

Subject Code : FACACOR04T

Total No. of Credits - 6

Full Marks 75

[Internal Assessment: 25 Marks Semester End Examination: 50 Marks]

Total Credits: 6 [90 Hours]

TOTAL CLASS HOURS : 90 [LECTURE HOURS 75 & TUTORIAL HOURS 15]

Module: I – Marketing Management (3 Credit)

Unit – 1: Introduction to Marketing Management [15 L]*

Marketing Management: Definition, Nature & Importance. Distinction between selling & marketing.

Traditional & Modern Concept of marketing. Concept of Marketing Environment: Micro & Macro environment of marketing. Marketing Mix: Concept & Elements. Consumer Behaviour: Meaning, Nature & Importance. Consumer decision making Process. Market Segmentation: Concept, Definition & Importance. Bases of Market segmentation. Factors determining Market Segmentation.

Unit – 2 : Product & Pricing [15 L]

Product: Meaning & importance, Classification, Product Mix. Product life Cycle: Definition, Stages, Marketing Strategies in each stage. New product Development Process. Concept & Importance of Branding, Packaging, labeling. Price & Pricing: Concept & importance, Pricing methods & policies. Factors to be considered in pricing of a product.

Unit – 3 : Physical Distribution & Promotion [15 L]

Distribution Channels: Meaning and Importance, Types of Distribution Channel. Factors determining choice of Distribution Channel. Promotion: Meaning & Importance, Promotion Mix- Elements. Concepts of Advertising, Salesmanship, Sales promotion & Publicity. Functions of

advertising, essential qualities of Good salesmen.

Suggested readings:

- Kotler & Keller, Marketing Management, Pearson.
- Venugopal, P., Marketing Management, Sage.
- Bhagwati, Pillai, Marketing Management, S.Chand .
- Ramaswamy and Namakumari, Marketing Management, McMillan.
- Dr Pranam Dhar, Monalisa Maity & Bidhan Baidya, Fundamentals of Marketing Management & Human Resource Management, International Publishing House.
- Sushil Mukherjee & Kallol Saha, Marketing Management & Human Resource Management, B.B. Kundu Grandsons.

Module : II Human Resource management (HRM) (3 credit)

Unit – 4 : Fundamentals of HRM [15 L]

Meaning and concept of HRM. Evolution & Developments of HRM (in brief). Nature, objectives, importance, scope and functions of HRM, Job Analysis – Definition, Human resource planning- Definition, features, objectives and needs. Levels of Human resource planning. Process of Human resource planning in an organization.

Unit – 5 : Acquisition & Development of Human Resource [15 L]

Recruitment of Human resources – Sources (internal & external) Advantages and disadvantages of internal and external sources of recruitment. Selection of Human resources – Definition, concept , significance and steps involved in selection process. Needs, objectives, and benefits of Training and Development. Difference between training and education. Different Training methods, their comparative advantages and disadvantages. A brief idea of staff welfare programmes and fringe benefits.

Unit – 6 : Maintenance of Human Resource [15 L]

Job evaluation- Definition, Objectives, procedures and advantages. Job Analysis- Definition, uses , process, purpose methods and aspects (Job description & Job specification).

Performance Appraisal - Meaning, objectives, methods of appraisal (brief concept of all traditional and modern methods along with their advantages and disadvantages). Potential Appraisal –objectives and requirements, Remuneration System.

Industrial Relations- definition features & objectives, Factors influencing industrial relations.

Conditions for sound industrial relations. Importance of industrial relations. Systems approach to industrial relations.

Suggested Readings :

- Prof. A. K. Ghosh: Human Resource Management (with cases) : Manas Publications.
- Dr. P. Dhar, M. Maity & B. Baidya : Fundamentals of Marketing & Human Resource Management: International Publishing House.
- Sushil Mukherjee & Kallol Saha, Marketing Management & Human Resource Management, B.B. Kundu Grandsons
- C. B. Mamoria & S. V. Gankar: Human Resource Management : McGraw Hill
- V.S.P. Rao : Human Resource Management : (Excel Books)
- P. Subba Rao: Essentials of Human Resource Management and Industrial Relations- Text

Cases and Games : Himalaya Publishing House

- Michael Armstrong : A Hand Book of Human Resource Management : Kogan Page Ltd.
- M. S. Saiyadin: Human Resource Management : Tata McGraw Hill
- Gary Dressler : Human Resource Management : Prentice Hall
- DeCenzo Robbins: Personnel/Human Resource Management: Prentice Hall.
- K. Aswathappa, Human Resource Management, Himalaya Publishing House.

* L = 1 Hour.

BUSINESS MATHEMATICS AND STATISTICS

Paper 3: Semester 2

Subject Code : FACHGEC02T

Total No. of Credits - 06

Full Marks 75

[Internal Assessment: 25 Marks Semester End Examination: 50 Marks]

TOTAL CLASS HOURS : 90 [LECTURE HOURS 75 & TUTORIAL HOURS 15]

Unit 1: Set Theory

Definition of Set and its presentation. Different types of Sets- Null Sets, Finite & Infinite Sets, Subsets, Universal Set, Power Set etc. Set Operations- Laws of Algebra of Sets, Venn diagram.

(04 L)*

Unit 2: Matrices and Determinants:

Definition of a matrix, Types of matrices; Equality, Addition, Subtraction, and Multiplication;

Transpose of a matrix; Determinant of a square matrix, Values of determinants up to third order;

Properties of Determinants, minors and co-factors, Adjoint of a Matrix, Elementary row and column operations,

Inverse of a matrix; Solution of a system of linear equations (having unique solution and involving not more than three variables) using matrix inversion Method and Crammer's Rule. **[10 L]**

Unit 3: Basic Mathematics for Finance

Functions and their types – linear, quadratic, polynomial, exponential, logarithmic; Concepts of limit and continuity of a function.

Concept of differentiation; Rules of differentiation – simple standard forms. Maxima and Minima of functions (involving first and second order differentiation) relating to cost, revenue and profit.

Different types of Interest Rates, concept of Present Value – Present Value and Annuity,

Compounding & Discounting, amount of Annuity – Valuation of Simple Loans.

[20 L]

Unit 4: Basics of Statistics

Collection, classification of data, Primary & Secondary data, Tabulation of data, Graphs and charts, Frequency distribution, Diagrammatic presentation of frequency distribution.

[05 L]

Unit 5: Measure of Central Tendency & Dispersion

Measures of Central Tendency including arithmetic mean, geometric mean and harmonic mean: properties and applications; mode and median.

Measures of Variation: absolute and relative. Range, quartile deviation and mean deviation;

Variance and Standard deviation: calculation and properties. **[15 L]**

Unit 6: Bivariate Analysis

Simple Linear Correlation Analysis: Meaning, and measurement. Karl Pearson's co-efficient and

Spearman's rank correlation.

Simple Linear Regression Analysis: Regression equations and estimation. Relationship between Correlation and regression coefficients. **[20 L]**

Unit 7: Time-based Data: Index Numbers and Time-Series Analysis

Meaning and uses of index numbers; Construction of index numbers: Aggregative and average of relatives – simple and weighted, Components of time series; additive and multiplicative models; Trend analysis: Finding trend by moving average method and Fitting of linear trend line using principle of least squares.

[16 L]

Suggested Readings

- ✂ Ghosh and Saha, Business Mathematics and Statistics, New Central Book Agency (P) Ltd.
- ✂ M. Raghavchari, Mathematics for Management, Tata McGraw-Hill.
- ✂ S. Baruah, Basic Mathematics and its application in Economics, McMillan.
- ✂ R. S. Bhardwaj, Mathematics for Economics and Business, Excel Books.
- ✂ P. K. Giri and J. Banerjee, Introduction to Business Mathematics, Academic Publishers.
- ✂ R.G.D. Allen, Mathematical Analysis for Economists, McMillan.
- ✂ G. C. Beri, Business Statistics, Tata McGraw-Hill.
- ✂ J. K. Sharma, Business Statistics, Pearson Education.
- ✂ Nag and Nag, Advanced Business Mathematics and Statistics
- ✂ D. Sengupta, Application of Calculus, Books & Allied.
- ✂ Dr. Ranjit Dhar, Business Mathematics & Statistics, Dishari.
- ✂ J. Chakrabarti, Business Mathematics and Statistics, Dey Book Concern.
- ✂ Maity and Ghosh, Calculus, Central.
- ✂ Singh J. K., Business Mathematics. Himalaya Publishing House.
- ✂ N.G. Das, Statistical Methods in Commerce, Accountancy and Economics
- ✂ Hazarika, Padmalochan. A Textbook of Business Mathematics. S. Chand
- ✂ Trivedi, Business Mathematics, Pearson
- ✂ Sanyal & Das, Introduction to Linear Programming, U.N. DHUR & SONS PVT. LTD.

*** L = 1 Hour.**

Year 2 : Semester 3

BUSINESS REGULATORY FRAMEWORK

Paper 1 : Semester 3

Subject Code : FACACOR05T

Total No. of Credits - 06

Full Marks 75

[Internal Assessment: 25 Marks Semester End Examination: 50 Marks]

TOTAL CLASS HOURS : 90 [LECTURE HOURS 75 & TUTORIAL HOURS 15]

Unit Topic Details Hours

1 The Indian Contract Act, 1872

a) Contract – meaning, characteristics and kinds,

Essentials of a valid contract

- b) Offer and acceptance (Definition, Rules, Communication and Revocation of offer and acceptance)
- c) Consideration (Definition, Elements, Types, Rules), "No Consideration No Contract" and its exceptions; Capacity to Parties (Definition and Types)
- d) Consent, Free consent, Coercion, Undue Influence, Fraud, Misrepresentation, Mistake
- e) Legality of objects and Consideration
- f) Void and Voidable agreements – Definition, Types and Distinction
- g) Discharge of a contract – Modes of discharge, Breach and Remedies against breach of contract
- h) Specific Contracts - Contingent contracts, Quasi, Contract of Indemnity Guarantee, Bailment, Pledges

20 L

2 The Sales of goods Act, 1930

- a) Contract of sale, meaning and difference between sale and agreement to sell
- b) Conditions and warranties
- c) Transfer of ownership in goods including sale by a non-owner
- d) Unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer

10 L

The Partnership Laws 3A.

The Partnership Act, 1932

- a. Definition – Partner, Partnership
- b) Nature and Characteristics of Partnership
- c) Types of Partners
- d) Registration of a Partnership Firms and consequences of non-registration
- e) Rights and Duties of Partners
- f) Dissolution of firms – meaning and grounds

3 3B. The Limited Partnership Act, 2008

- a) Definition
- b) Salient Features of LLP
- c) Advantages and disadvantages of LLP
- d) Differences between: LLP and Partnership, LLP and Company
- e) Incorporation of LLP

10 L

10 L

4 The Negotiable Instrument Act, 1881

a) Definition, Features, Types, Parties of Negotiable

Instruments: Promissory

Note, bill of exchange, Cheque (Definition and Types)

b) Endorsement: Types of Endorsement

c) Holder and Holder in Due Course, Privileges of
Holder in Due Course.

d) Dishonour of Negotiable Instruments: Modes,
Consequences, Notice of Dishonour; Noting and Protesting
20 L

e) Discharge of Negotiable Instruments: Meaning and Modes
5 The Consumers Protection Act, 1986

a) Objectives and features of Consumers Protection Act

b) Definitions – Complainant, Complaint, Consumer,
Consumer Dispute, Defect, Deficiency, District Forum, Person

c) Unfair trade practices

d) Consumer Protection Council (Central, State and
District – their constitutions and objectives)

e) Consumer Dispute Redressal Agencies: Composition
and jurisdiction of District forum, State
Commission and National Commission

10 L

6 Electronic Commerce Act, 1998

a) Definitions: Computer, Electronic signature,
Internet, Information.

b) Formation and Validity of Electronic Contracts (econtracts)
(Section 15)

c) Effectiveness between parties (Section 16)

10 L

90 L**

**** including 15 hours for tutorial.**

Notes : If any new provision is enacted in place of the existing provisions, the syllabus will accordingly include such new provisions in place of existing provisions with effect from such date as prescribed West Bengal State University. Similarly if any existing provision becomes redundant due to changes, it will be left out of the syllabus)

Suggested Readings

✂ Tulsian & Tulsian, Business Laws, S.Chand

✂ Kapoor N.D., Business Laws, Sultan Chand

✂ Das S.K. & Roy P., Business Regulatory Framework, OUP

✂ Gulsan S.S., Business Laws, Excel Books

✂ Roychowdhury, Bhattacharjee & Datta, Business Regulatory Framework, Elegant Publishers.

✂ Bhadra, Satpati and Mitra, Ainer Ruprekha (Bengali Version), Dishari.

*** L = 1 Hour.**

DIRECT TAXATION

Paper 2 : Semester 3

Subject Code : FACACOR06T

Total No. of Credits - 06

Full Marks 75

[Internal Assessment: 25 Marks Semester End Examination: 50 Marks]

TOTAL CLASS HOURS : 90 [LECTURE HOURS 75 & TUTORIAL HOURS 15]

Unit 1: Introduction [15 L]*

- a) Concept of direct and indirect taxes, assessment year, previous year, person, assessee, income, sources of income, heads of income, agricultural income, gross total income, total income.
- b) Residential status of individuals, place of accrual and receipt of income, incidence of tax.
- c) Incomes exempted under section 10(1), 10(2A), 10(7), 10(10), 10(10A), 10(10AA), 10(10B), 10(10D), 10(11), 10(12), 10(13A), 10(14), 10(15), 10(34), 10(34A), 10(35), 10(38).

Unit 2: Computation of Incomes under the heads: [45 L]

- a) Salary
- b) Income from House Property

Computation of Incomes under the following heads of income:

- a) Profits and gains from business or profession [sec. 28, 32, 35, 36(1), 36(1)(ii), 36(1)(iii), 36(1)(vii), 37, 37(2B), 40A(3), 43B.]
- b) Capital gains: Meaning and types of capital assets, simple computation of STCG and LTCG
- c) Income from other sources (excluding deemed dividend).

Unit 4: Computation of Total income and tax liability [20 L]

Aggregation of income, set-off and carry forward of losses, deductions under section 80C, 80CCC, 80CCD, 80CCE, 80CCG, 80D, 80DD, 80ddb, 80E, 80G and 80GG, 80TTA, 80U, computation of total income of individuals, tax liability of individuals, rebate, TDS from salary, net tax liability.

Unit 5: Assessment of Income [10 L]

Due dates for filing of return, defective return, revised return, belated return, self-assessment, scrutiny and best judgement assessment, advance payment of tax for individuals (due dates for advance payment of tax for individuals, consequences of failing to pay advance tax without computations of interest).

Suggested Readings

- ✂ Singhania V.K., and Singhania K, Direct Tax Law and Practice, Taxmann
- ✂ Lal and Vasist, Direct Taxes, Pearson
- ✂ Ahuja and Gupta, Direct Taxes Law and Practice, Wolters Kluwer
- ✂ Manoharan & Hari , Direct Tax Laws , Snow White
- ✂ Sengupta, C.H., Direct & Indirect Taxes, Dey Book Concern.

*** L = 1 Hour.**

FINANCIAL ACCOUNTING II

Paper 3 : Semester 3

Subject Code : FACACOR07T

Total No. of Credits - 06

Full Marks 75

[Internal Assessment: 25 Marks Semester End Examination: 50 Marks]

TOTAL CLASS HOURS : 90 [LECTURE HOURS 75 & TUTORIAL HOURS 15]

Unit Topic Details Hours

1. Partnership Accounts - I

Profit and Loss Appropriation Accounts

Capital & Current A/C, Correction of appropriation items with retrospective effect.

Change in Constitution of Firm

Change in profit sharing ratio, Admission, Retirement, Retirement cum Admission – treatment of Goodwill, revaluation of assets and liabilities (with/without alteration of books), treatment of reserves and adjustment relating to capital, treatment of Joint Life Policy, Death of a Partner.

20

2. Partnership Accounts - II

Accounting for Dissolution of Firm

Insolvency of one or more partner, Consideration of

25

private estate and private liabilities, Piecemeal distribution (Surplus Capital basis and Maximum Possible Loss Basis).

Conversion of Partnership into Limited Company

3. Branch Accounting Concept of Branch, Types of Branches.

Synthetic Method - Preparation of Branch Account, Branch Trading & P/L Account (at cost and at invoice price) – normal and abnormal losses.

Analytical Method –

Preparation of Branch Stock Adjustment Account (at cost and at invoice price) – normal and abnormal losses.

10

4. Hire Purchase and Instalment Payment System

Meaning, Difference with Instalment payment system, Allocation of Interest.

Partial and Complete Repossession.

Concept of Operating and Financial Lease (Theory only).

13

5. Departmental Accounts

Concept, Objectives of preparation of departmental accounts.

Apportionment of common cost, Preparation of Departmental Trading & P/L Account, Consolidated

Trading & P/L Account, Inter departmental transfer of goods at cost; cost plus and at selling price and elimination of unrealized profit.

10

6. Investment Accounts

Preparation of Investment Account – treatment of brokerage, STT, cum and ex – interest, Valuation of Investment under FIFO and Average method.

Preparation of Investment Account for Shares (with Right Shares, Bonus Shares and Sale of Right).

Transfer of securities (Simple problem).

12

90**

**** including 15 hours for tutorial.**

Notes : Companies' Accounting Standards Rules 2005 as amended from time to time are to be followed.

Suggested Readings

- ✎ Sukla , Grewal, Gupta : Advanced Accountancy Vol. I & II, S Chand.
- ✎ 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.
- ✎ Basu Amitabha, Principles and Applications of Accounting Vol. II, Tee Dee Publications.
- ✎ Hanif & Mukherjee, Financial Accounting Vol. II, McGraw Hill.
- ✎ Accounting Standards issued by ICAI.

BUSINESS COMMUNICATION & E-COMMERCE

Paper 4 : Semester 3

Subject Code : FACHGECO3T

Total No. of Credits - 06

Full Marks 75

[Internal Assessment: 25 Marks Semester-End Examination: 50 Marks]

TOTAL CLASS HOURS : 90 [LECTURE HOURS 75 & TUTORIAL HOURS 15]

Unit Detailed Hours

Module I

Business Communication

1. Introduction

Definition, objectives, importance, elements, process, forms, models, principles of effective communication, barriers to communication and remedial measures.

2. Types of Communication

Formal and informal communication, Grapevine,
Characteristics of corporate communication, Characteristics of
corporate communication, Communication network

08

3. Tools of Communication

Emergence of communication technology, Modern Forms of
communication, Fax, Email, Video Conferencing

08

4. Drafting

Notice, Circular, Resolution & Minutes, Report, CV writing,
Business letter writing- Offer letter, Quotation, Status enquiry,
Confirmation, Execution, Refusal and cancellation of order,
Recommendation, Credit collection, Claim, Bank loan

21

Module II

E-Commerce

5. Introduction

E-Commerce-meaning, nature, concepts, types, Advantages of
E-commerce; forces behind e-commerce, e-governance
[meaning, types, significance, and real life examples].

10

6. E-commerce business models

Concept, Type: Business to Consumer (B to C), Business to
Business (B to B), Business to Government (B to G), Consumer
to Consumer (C to C), Consumer to Business (C to B)

10

7. Digital Payment

Methods of e-payments [Debit Card, Credit Card, Smart Cards,
e-Money], electronic or digital wallet, digital signature
(procedures, working and legal provisions), payment gateways
[Core Banking Solution or CBS, Mobile Payment, UPI, NCPI,
International Payments], Online banking [meaning, concepts,
importance, electronic fund transfer, automated clearing
house, automated ledger posting], risks involved in e-payments.

20

8. New Trends in E-Commerce

Social Commerce-concept, definition, features; Digital
Marketing-definition, objectives, methods, limitations;
Advertisement in Social Media-objectives, advantages and
disadvantages, procedures

Total Lecture Hours 90**

**** including 15 hours for tutorial.**

Suggested readings

Anjane, S. & Bhavana Adhikari, *Business Communication*, TMH

Chaturvedi & Chaturvedi, *Business Communication : Concepts, Cases and Applications*, Pearson

M.K.Shegal & Vandana Khetarpal, *Business Communication*, Excel Books

Dhar, Maity and Baidya, *Fundamentals of Business Communication & E-commerce*; International Publishing House, Kolkata; May, 2018.

R.K.Madhukar, *Business Communication*, Vikash Publishing House Pvt. Ltd.

Rao, Kumar & Bindu, *Business Communication*, Cengage

Khanna, Puja, *Business Communication*, Vikash

Raman & Sharma, *Technical Communication*, Oxford

Lesikar, Flatley et al, *Business Communication*, McGraw Hill

P. T. Joseph, *E-Commerce: An Indian Perspective*, PHI Learning

Henry Chan, Raymond Lee, Tharam Dillon, Elizabeth Chang, *E-Commerce: Fundamentals and Applications*, Wiley.

Laudon, *E-Commerce*, Pearson Education India

Schneider G., *E-Business*, Cengage

Bhaskar, B., *E-Commerce*, McGraw Hill

INFORMATION TECHNOLOGY & ITS BUSINESS APPLICATIONS

Paper 5 : Semester 3

Subject Code : FACSSEC01M

Total No. of Credits - 02

Full Marks 25

[Internal Assessment: 15 Marks Semester-End Examination: 10 Marks]

TOTAL CLASS HOURS : 45 [LECTURE HOURS 15 & PRACTICAL HOURS 30]

Module I

Information Technology and Its Application in Business (Theory)

Unit 1: Information Technology and Business [15 L]*

Concepts of data, information and computer based information system, impact of information technology on business [business data processing, intra-organizational and inter-organizational communication by using network technology, business process outsourcing and knowledge process outsourcing], types of Information System- Transaction Processing System (TPS), Management Information System (MIS), Decision Support System (DSS), Knowledge Management System (KMS) and their implementation at managerial levels [operational, tactical and strategic].

Module II

Information Technology and Its Application in Business (Practical)

Unit 2 : Word Processing [05 L]

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, Macros, Drop cap; Tables: Inserting, Filling and formatting a Table,

Inserting Pictures and Video; Mail Merge- including linking with Database, Printing documents.

Creating Business Documents using the above facilities

Unit 2: Preparing Presentations [05 L]

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

Creating Business Presentations using above facilities.

Unit 3: Spreadsheet and Computerised Accounting [20 L]

Managing worksheets- Formatting, Entering data, Editing, and Printing a worksheet; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs, Pivot Table.

Spreadsheet Functions: Mathematical [SUMIF, SQRT, SUBTOTAL, SUMPRODUCT etc.], Statistical [AVERAGE, STDEV, VAR, CORRELATION, REGRESSION etc.], Financial [PMT, RATE, PV, FV, NPV, IRR, NPV, Data Table Etc.] Logical [AND, OR, IF etc.], Date and Time, lookup and reference, Database and Text functions.

Tally – Basic Features.

Suggested Readings

- ✂ Thareja, IT & Application, Oxford.
- ✂ Aurora, Computer Fundamentals, Vikash.
- ✂ Sinha & Sinha, Fundamentals of Computers, BPB Publications.
- ✂ Dhar, P., Fundamental of IT and Its Application in Business, Abhijay Publishing House.
- ✂ Norton, P. (2001). Introduction to computers. TMH
- ✂ Rajaraman, V. (2004). Introduction to Information Technology. PHI.
- ✂ Cyganski - Information Technology: Inside and outside (Pearson, 1st Edition).
- ✂ Basandra SK - Computers Today (Galgotia, 1st Edition).
- ✂ Leon A and Leon M - Introduction to Computers (Leon Vikas, 1st Edition).

*** L = 1 Hour.**

Year 2 : Semester 4

COMPANY LAW

Paper 1 : Semester 4

Subject Code : FACACOR08T

Total No. of Credits - 06

Full Marks 75

[Internal Assessment: 25 Marks Semester-End Examination: 50 Marks]

TOTAL CLASS HOURS : 90 [LECTURE HOURS 75 & TUTORIAL HOURS 15]

UNIT 1: INTRODUCTION TO COMPANY (20 L)*

Meaning and Definition – Features –, High Lights of Companies Act 2013 - Body Corporate, Kinds of Companies (Concept, Definition and Features) – One Person Company, Private Company, Public Company, Company limited by Guarantee, Company limited by Shares, Holding Company, Subsidiary Company, Government Company, Associate Company, Small Company, Foreign Company, Listed Company, Dormant company , Lifting of corporate veil.

UNIT 2: FORMATION OF A COMPANY (20 L)

Steps in formation of a Company, Promotion Stage, Meaning of Promoter, Position of Promoter & Functions of Promoter, Incorporation Stage – Meaning, Contents, Forms of Memorandum of Association & Articles of Association and its alteration, Distinction between Memorandum of Association and Articles of Association, Certificate of Incorporation, Subscription Stage – Meaning & contents of Prospectus, Types, Misstatement in prospectus and its consequences.

UNIT 3: COMPANY ADMINISTRATION & MANAGEMENT (15 L)

Director (Concept and Definition), DIN, Qualification, Disqualification, Appointment, Position, Rights, Duties, Power, Resignation, Liabilities, Removal and Resignation of director. Key Managerial Personnel (Definition, Appointment and Qualifications) – Managing Director, Whole time Directors, the Companies Secretary, Chief Financial Officer, Resident Director, Independent Director, Women director.

UNIT 4: SHARE CAPITAL & DEBENTURES (15 L)

Share Capital: Meaning, Types of shares, Provisions relating to issue of new shares, Allotment, forfeiture of shares, Provision for issue of ESOP, bonus shares, right shares, sweat equity, transfer of shares. Redemption of Preference shares. Debentures: meaning and provisions for issue and redemption. Rules in respect of payment of dividends.

UNIT 5: CORPORATE MEETINGS (20 L)

Corporate Meetings - Shareholder and Board, Types of Meetings – Annual General Meeting Extraordinary General meeting, Minutes of Proceedings of General Meeting, Meeting of BOD and other meetings (Section 118), Requisite of Valid Meeting- Notice, Agenda, Chairman, Quorum, Proxy, Resolutions, Minutes, Postal Ballot, E- voting, Video Conferencing, Board Meetings and Resolutions.

Notes : *If any new legislation/provision is enacted in place of the existing legislation/provision, the syllabus will be modified accordingly to include such new legislation/provision in place of existing legislation/provision with effect from such date as prescribed by the West Bengal State University. Similarly, if any existing provision becomes redundant due to changes, it will be left out of the syllabus.]*

*** L = 1 Hour.**

Suggested Readings:

- ✂ M.C. Kuchhal, Modern Indian Company Law, Shri Mahaveer Book Depot (Publishers), Delhi.
- ✂ GK Kapoor and Sanjay Dhamija, Company Law, Bharat Law House, Delhi.
- ✂ Anil Kumar, Corporate Laws, Indian Book House, Delhi
- ✂ Reena Chadha and Sumant Chadha, Corporate Laws, Scholar Tech Press, Delhi.
- ✂ Avtar Singh, Introduction to Company Law, Eastern Book Company
- ✂ Ramaiya, A Guide to Companies Act, Lexis Nexis, Wadhwa and Buttersworth.
- ✂ Manual of Companies Act, Corporate Laws and SEBI Guideline, Bharat Law House, New Delhi,.
- ✂ A Compendium of Companies Act 2013, along with Rules, by Taxmann Publications.
- ✂ Gower and Davies, Principles of Modern Company Law, Sweet & Maxwell
- ✂ Sharma, J.P., An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi

P.S. : Latest edition of text books may be used.

INDIRECT TAXATION

Paper 2 : Semester 4

Subject Code : FACACOR09T

Total No. of Credits - 06

Full Marks 75

[Internal Assessment: 25 Marks Semester-End Examination: 50 Marks]

TOTAL CLASS HOURS : 90 [LECTURE HOURS 75 & TUTORIAL HOURS 15]

UNIT-1: GST: Basic concepts [10 L]*

Concept of Goods and Service tax; Pre- and post-GST indirect tax structure in India; GST council; GSTN; Concept of – Aggregate turnover, Business, India, Person, Taxable person, Taxable territory, Supplier, Recipient, Types of GST – Central GST, State/UT GST and Integrated GST; Rates of GST.

UNIT-2: GST: Supply [15 L]

Meaning of taxable event; Meaning of goods and services; Supply – Definition, Supply of goods and services, negative list; Different types of supply – taxable supply, zero rated supply, exempted supply, continuous supply; composite or mixed supply; Meaning of Reverse Charge, Supplies of goods and services liable to be reverse charged, Composition Levy.

UNIT-3: GST: Valuation, Time and Place of Supply [20 L]

Transaction value – Meaning, Inclusion in and exclusion from transaction value; Time of supply – Statutory time for issue of invoice for taxable supply of goods or services; Determination of time of supply of goods; Place of supply – how to find out.

UNIT-4: GST: Input Tax Credit and Tax Liability [15 L]

Meaning of input tax, Eligible and Ineligible Input Tax Credit; Apportionments of Credit and Blocked Credits; Time limit to avail input tax credit; Documentary requirements, Input tax credit for payment of SGST, CGST, UTGST and IGST; Payment of GST.

UNIT -5: GST: Registration and Returns [10 L]

Persons liable to be registered; Persons not required to be registered; Procedure for registration; Voluntary registration; Tax Invoice; Bill of Supply, Receipt Voucher, Payment Voucher, Refund Voucher, Debit Note, Credit Note; GST returns and filing.

UNIT -6: Customs [20 L]

Definition as per Customs Act – Territorial waters, Indian customs waters, Goods, Customs Station, India, Imported Goods, Export Goods; Taxable event; Types of Customs duties; Valuation for Customs Duty (simple problems on transaction value only); Baggage; Flow patterns of Import and Export of goods.

Notes: *If any new legislation/provision is enacted in place of the existing legislation/provision, the syllabus will be modified accordingly to include such new legislation/provision in place of existing legislation/provision with effect from such date as prescribed by the West Bengal State University. Similarly, if any existing provision becomes redundant due to changes, it will be left out of the syllabus.*

Suggested Readings

- ✧ V.S. Datey, GST Law & Practice with Customs & FTP, Taxmann.
- ✧ B. Saravana Prasath and G. Sekar, Students' Referencer on Indirect Taxes, Wolters Kluwer.
- ✧ Ahuja and Gupta, Systematic Approach to GST, Wolters Kluwer.
- ✧ V. Bangar and Y. Bangar, Comprehensive Guide to Indirect Tax Laws, Aadhya Prakashan.
- ✧ Raj K Agrawal and Shivangi Agrawal, Indirect Taxes, Bharat.
- ✧ Publication on GST by the Institute of Chartered Accountants of India (www.icaai.org).
- ✧ Publication on GST by the Central Board of Excise and Customs (www.cbec.org).

☞ Relevant Bare Acts and Rules.

P.S. Latest edition of the books may be read.

*** L = 1 Hour.**

COST & MANAGEMENT ACCOUNTING II

Paper 3 : Semester 4

Subject Code : FACACOR10T

Total No. of Credits - 06

Full Marks 75

[Internal Assessment: 25 Marks Semester-End Examination: 50 Marks]

TOTAL CLASS HOURS : 90 [LECTURE HOURS 75 & TUTORIAL HOURS 15]

Unit Topic Details Hours

Joint Product & By product

Meaning, Treatment and apportionment of cost;

Decision relating further processing

1.

Activity Based Costing

Problems of traditional costing; Meaning of Activity

Based Costing; Cost analysis under ABC; Application of ABC (Simple Problems)

20*

2. Budget and Budgetary Control

Budget and Budgetary Control; Principal budget

factor, Merits & limitations; Preparation and monitoring procedures, Fixed and Flexible budget,

Preparation of functional budgets – Concepts, Cash Budget.

15

3. Standard Costing

Standard Costs and Standard Costing; Uses &

Importance. Differences with Budgetary Control,

Advantages & limitations; Classification of Standards.

Analysis and computation of Materials, Labour and

Overhead Costs (concepts only) Variances.

20

4. CVP Analysis, Marginal Costing

CVP Analysis Introduction; CVP Assumptions and

Uses; Break-Even Analysis: BE Point and Margin of

Safety; Graphical presentation of CVP Relationship;

Profit Graph.

Marginal Costing and Management Decisions –

Marginal Costing vis-a-vis Absorption Costing; Cost

statement under marginal costing and absorption costing; Marginal Costing Techniques.

20

5. Short-term Decision Making

Marginal Cost and decision relating Product Pricing; Product Mix; Make or Buy; Choosing among alternatives and closing down or suspending an activity. (with simple type of problems).

15

**** including 15 hours for tutorial.**

*** L = 1 Hour.**

Suggested Readings

- ✧ Horngren, Foster & Rajan, Cost Accounting,- A Managerial Emphasis, Pearson
- ✧ B.Banerjee, Cost Accounting, PHI
- ✧ Jawahar Lal & Seema Srivastava, Cost Accounting, TMH
- ✧ M.Y.Khan & P.K.Jain, Management Accounting, TMH
- ✧ Atkinson, Management Accounting, Pearson
- ✧ Bhattacharyya, Ashish K., Cost Accounting for Business Manageres, Elsevier
- ✧ Ravi M Kishore, Cost and management Accounting, Taxmann
- ✧ Hanif, M., Cost and Managment Accounting, TMH
- ✧ Mitra, J.K., Cost and Management Accounting, Oxford

ENTREPRENEURSHIP DEVELOPMENT

Paper 4 : Semester 4

Subject Code : FACHGEC04T

Total No. of Credits - 06

Full Marks 75

[Internal Assessment: 25 Marks Semester-End Examination: 50 Marks]

TOTAL CLASS HOURS : 90 [LECTURE HOURS 75 & TUTORIAL HOURS 15]

Unit-I: Introduction [18 L]*

Meaning, elements, determinants and importance of entrepreneurship and creative behaviour;

Dimensions of entrepreneurship: intrapreneurship, technopreneurship, cultural entrepreneurship, international entrepreneurship, netpreneurship, ecopreneurship, and social entrepreneurship.

Unit-II: Entrepreneurship and Micro, Small and Medium Enterprises [18 L]

Basic concept of business houses, Role of business houses and family business in India; The contemporary role models in Indian business: their values, business philosophy and behavioural orientations; Conflicts in family business and its resolution.

Unit-III: Sustainability of Entrepreneurship [30 L]

Public and private system of stimulation, support and sustainability of entrepreneurship; Role of Central Government and State Government in promoting entrepreneurship; Requirement, availability and access to finance, marketing assistance, technology, and industrial accommodation, Role of industries/entrepreneur's associations and self-help groups; The concept,

role and functions of business incubators, angel investors, venture capital and private equity fund

Unit-IV: Sources of business ideas and tests of feasibility [12 L]

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; Project submission/ presentation and appraisal thereof by external agencies, such as financial/non financial institutions.

Unit-V: Mobilization of Resources [12 L]

Mobilizing resources for start-up -- Accommodation and utilities; Preliminary contracts with the vendors, suppliers, bankers, principal customers: Basic start-up problems

Suggested Readings

- ✂ Kuratko and Rao, Entrepreneurship: A South Asian Perspective, Cengage Learning.
- ✂ Robert Hisrich, Michael Peters, Dean Shepherd, Entrepreneurship, McGraw-Hill Education
- ✂ Desai, Vasant. *Dynamics of Entrepreneurial Development and Management*. Himalaya
- ✂ Holt, Entrepreneurship: New Venture Creation, Pearson
- ✂ Singh, Nagendra P. Emerging Trends in Entrepreneurship Development. New Delhi: ASEED.
- ✂ SS Khanka, Entrepreneurial Development, S. Chand & Co, Delhi.
- ✂ K Ramachandran, Entrepreneurship Development, McGraw-Hill Education
- ✂ Reddy, Entrepreneurship: Text & cases, Cengage Learning.

* L = 1 Hour.

TAX RETURNS & FILING OF TAX RETURNS

Paper 5 : Semester 4

Subject Code : FACHGEC04T

Total No. of Credits - 02

Full Marks 25

[Internal Assessment: 15 Marks Semester-End Examination: 10 Marks]

TOTAL CLASS HOURS : 45 [LECTURE HOURS 15 & PRACTICAL HOURS 30]

UNIT 1: Income Tax Returns (15 L)*

- a) PAN and TAN- Procedure for application of PAN/TAN; Defective Return, Revised Return, Belated Return, Provisions regarding TDS from salary, interest on securities, horse racing, lottery.
- b) Advance Tax (simple problems).
- c) Interest- Interest u/s 234A, 234B, 234C, (simple problems)
- d) Different Forms of Returns
- e) Different TDS Returns

UNIT 2: E-filing of Tax Returns [30 L]

- a) Preparation and submission of the Income Tax Returns (ITR-1 and ITR-2) offline/online for individual taxpayer, EVC.
- b) View form 26AS, Upload return, View e-file returns, e-verification
- c) Use of e-tax calculator (including interest calculation u/s 234A, 234B, 234C)
- d) E-Pay tax (Challan No. ITNS 280 and ITNS 281)

e) e-TDS Return filing

Notes : For Project Work - Assignment based on each and every topic should be prepared.

Suggested Readings

✂ Software: Singhania, V.K., E-Filing of Income Tax Returns and Computations of Tax, Taxmann

✂ Software: "Excel Utility", incometaxindiaefiling.gov.in.

* L = 1 Hour.

Year 3 : Semester 5

AUDITING

Paper 1 : Semester 5

Subject Code : FACACOR11T

Total No. of Credits - 06

Full Marks 75

[Internal Assessment: 25 Marks Semester-End Examination: 50 Marks]

TOTAL CLASS HOURS : 90 [LECTURE HOURS 75 & TUTORIAL HOURS 15]

Unit –I : Introduction (20 L)*

Auditing : Introduction, meaning, objectives, basic principles and techniques, advantages and limitations, classification of audit. Audit planning and procedures –relevant documents. Internal control-internal check and internal audit, vouching and verification of Assets and liabilities (including relevant SAP's)

Unit-II: Audit of Companies (25 L)

Audit of limited companies: Company auditor – qualifications and disqualifications, Appointment, Rotation, Removal , Remuneration , Rights and Duties , Auditor's Report , Liabilities of Statutory Auditors under the Companies Act , 2013.

Divisible profits and dividend with special reference to depreciation, provisions and reserves as per Companies Act, 2013.

Unit-III: Audit Report and Certificate (15 L)

Audit Report- Definition, features, scope, value of Auditors Report , difference between Audit Report and Certificate, Types of Audit Report, Contents of Audit Report as per Companies Act, 2013, True and Fair View.

Unit- IV: Audit of different Institutions (15 L)

Audit of Educational Institutions, Library, Hospital, Club, Hotel, Transport Company and cooperative societies. Audit of Local Govt.-Gram Panchayat, Panchayat –Samity and Zilla-Parishad, Municipality and Municipal Corporation.

Unit-V : Special Areas of Audit (15 L)

Special features of Cost Audit, Management Audit, Tax Audit, Social Audit, Environmental Audit, Energy Audit.

Suggested Readings

✂ Ravinder Kumar and Virender Sharma, Auditing Principles and Practices, PHI Learning

✂ Aruna Jha, Auditing, Taxmann Publication

✂ Tandon, et al. Practical Auditing, S.Chand

✂ Basu, S.K.Auditing , Pearson

✂ Gangapadhyay and Sengupta .Auditing, Dey Books Concern

✂ Sengupta, R.N. Practical Guide to Auditing ,New Central Book Agency Pvt.Ltd.

* L = 1 Hour.

INDIAN FINANCIAL SYSTEM

Paper 2 : Semester 5

Subject Code : FACACOR12T

Total No. of Credits - 06

Full Marks 75

[Internal Assessment: 25 Marks Semester-End Examination: 50 Marks]

TOTAL CLASS HOURS : 90 [LECTURE HOURS 75 & TUTORIAL HOURS 15]

Unit – I: Financial System [10 L]*

Meaning and significance; Role of finance in an economy; Components of Financial system; Role of Regulatory Bodies, The structure of Indian Financial System.

Unit – II: Financial Institution [30 L]

Commercial Banks – Importance and functions; Structure of Commercial banking system in India; Distinction between Commercial and Central bank; Credit Creation Process of Commercial banks;

Reserve Bank of India:- Functions; Instruments of Monetary and Credit Control, Main features of Monetary Policy since independence.

Development Banks: - Concept of Development bank and their needs in Indian financial system – Difference with Commercial banks – Major Development banks and their functions (IFCI, EXIM Bank, SIDBI, SFCs, and NABARD).

Other Financial Institutions:- Life Insurance Corporation of India-Function, General Insurance Corporation of India-Function, Mutual Fund-Concepts, Types, Importance.

Non Banking Financial Companies (NBFCs): - Definition, Function and Regulations of RBI over NBFCs.

Unit –III: Financial Market [30 L]

An overview of financial markets in India

Money Market: Concept, Structure of Indian Money Market, Acceptance Houses, Discount Houses, Call money market, Recent trends of Indian money markets ,Treasury Bill Market, Commercial Paper (CP), Certificate of Deposits, Concept of Repo, Reserve Repo; Recent trend in Indian Money Market.

Capital Market: - Concept, Security market, Primary & Secondary markets: Functions & Role; Functionaries of stock exchanges: Brokers, Sub-Brokers, Jobbers; Role of Stock Exchange in India; Recent trend in Indian Money Market.

Unit-4: Investors' Protection [10 L]

Concept of investors' protection ; Grievances regarding new issue market and Stock Exchange transactions and Grievance Redressal Mechanism in Stock Exchanges; Role of The SEBI, Judiciary & Media

Unit-5: Financial Services [10 L]

Merchant Banks: Functions & Roles, SEBI Regulations;

Credit rating: concept & types, Functions & limitations.

Suggested Readings

- ✂ Meir Kohn, Financial Institution and Market, Oxford University Press. New Delhi.
- ✂ Khan, M. Y., Indian Financial System-Theory and Practice, TMH, New Delhi.
- ✂ Bhole, L. M., Financial Markets and Institutions, TMH, New Delhi.
- ✂ Mukherjee, Ghosh and Roy, Indian Financial System and Financial Market Operations, Dey Book Concern, Kolkata
- ✂ Clifford, Gomez, Financial Markets, Institutions and Financial Services, PHI
- ✂ Nayak and Sana, Indian Financial System and Financial Market Operations, Rabindra Library
- ✂ Pathak, B., Indian Financial System, Pearson.

* L = 1 Hour.

DISCIPLINE-SPECIFIC ELECTIVE SUBJECTS

A. Accounting & Finance Specialisation

BANKING AND INSURANCE

Paper 1A : Semester 5

Subject Code : FACADSE01T

Total No. of Credits - 06

Full Marks 75

[Internal Assessment: 25 Marks Semester-End Examination: 50 Marks]

TOTAL CLASS HOURS : 90 [LECTURE HOURS 75 & TUTORIAL HOURS 15]

Vide Resolutions taken at U.G.BOS Meeting, C&M WBSU dt. 23.5.2018. and in concurrence with CBCS Guidelines provided by UGC, WBSCHSE and WBSU.

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Unit-1: Introduction [15 L]*

Origin of banking: definition, banker and customer relationship, General and special types of customers, Types of deposits, Origin and growth of commercial banks in India. Financial Services offered by banks, changing role of commercial banks, types of banks.

Unit-2: Cheques and Paying Banker [15 L]

Crossing and endorsement - meaning, definitions, types and rules of crossing. Duties, Statutory protection in due course, collecting bankers: duties, statutory protection for holder in due course, Concept of negligence.

Unit-3: Bank Lending [15 L]

Principles of sound lending, Secured vs. unsecured advances, Types of advances, Advances against various securities, NPA Management.

Unit-4: Internet Banking [30 L]

Meaning, Benefits, Home banking, Mobile banking, Virtual banking, E-payments, ATM Card/Biometric card, Debit/Credit card, Smart card, NEFT, RTGS, ECS (credit/debit), E-money, Electronic purse, Digital cash.

Unit-5: Insurance [15 L]

Basic concept of risk, Types of business risk, Assessment and transfer, Basic principles of utmost good faith, Indemnity, Economic function, Proximate cause, Subrogation and contribution, Types of insurance: Life and Non-life, Re-insurance, Need for coordination. Power, functions and Role of IRDA, Online Insurance.

Suggested readings:

Agarwal, O.P., Banking and Insurance, Himalaya Publishing House.

Satyadevi, C., Financial Services Banking and Insurance, S.Chand.

Suneja, H.R., Practical and Law of Banking, Himalya Publishing House.

Chabra, T.N., Elements of Banking Law, Dhanpat Rai and Sons.

Arthur, C. and C. William Jr., Risk Management and Insurance, McGraw Hill.

Saxena, G.S; Legal Aspects of Banking Operations, Sultan Chand and Sons.

Varshney, P.N., Banking Law and Practice, Sultan Chand and Sons.

JyotsnaSethi and Nishwan Bhatia, Elements of Banking and Insurance, PHI Learning.

* L = 1 Hour.

CORPORATE ACCOUNTING

Paper 2A : Semester 5

Subject Code : FACADSE02T

Total No. of Credits - 06

Full Marks 75

[Internal Assessment: 25 Marks Semester-End Examination: 50 Marks]

TOTAL CLASS HOURS : 90 [LECTURE HOURS 75 & TUTORIAL HOURS 15]

Vide Resolutions taken at U.G.BOS Meeting, C&M WBSU dt. 23.5.2018. and in concurrence with CBCS Guidelines provided by UGC, WBSCHSE and WBSU.

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UNIT AREA/TOPIC HOURS

UNIT-1 COMPANY FINAL ACCOUNTS

✧ Introduction of Company Act relevant for preparation of Statement of Profit and Loss Account and Balance Sheet

3

✧ Preparation of Statement of Profit and Loss Account and Balance Sheet of domestic company

10

✧ Schedule III of the Companies Act 2013, treatment of Tax Transfer to Reserve, Dividend applicable Tax (out of Profit and Reserve)

2

UNIT-2 Introduction of company and Accounting for Shares and Debentures

✧ Documents of a Company: Maintenance of books of accounts including Statutory Books and Annual Return

1

✧ Meaning and types of shares ;Rules and Regulations according to Company Act 2013 relevant to issue and forfeiture of Shares

1

✧ Accounting for issue and forfeiture ,re-issue of sharespro- rata, other than cash,

to Promoters; Meaning of Debenture, Issue and Redemption of Debenture

8

✧ Bonus Shares and Right Shares- Rules and Accounting Procedures

1

✧ Underwriting of Shares- Rules and Accounting Procedures

2

✧ Employees Stock Option Plan- Rules and Accounting procedure for ESOP and ESPS.

2

Unit-3 **Buy back of Shares and Redemption of Preference**

Shares

✧ Rules and accounting for buy back 2

✧ Redemption of Preference Shares (with and without Bonus Shares)

3

Unit-4 ✧ **Valuation of Goodwill and Shares**

✧ Goodwill: Meaning and types; Valuation of goodwill using different methods, need for valuation

4

✧ Valuation of Equity Shares (both fully and partly paid)

by using intrinsic value and yield value method & fair

value, cum-dividend and ex-dividend; majority and

minority point of view. Valuation of Preference Shares,

Bonus Shares, Right Shares

8

UNIT-5 **Amalgamation, Absorption and Reconstruction of Company:**

✧ Amalgamation- meaning and differences, causes of amalgamation, Recommendation and Application of

AS-14 (old), Business Combination (Ind AS-

103), Accounting for Amalgamation in the nature of

merger and in the nature of purchase.

Absorption of Company (with inter-company investment),

Schemes for Amalgamation

10

✧ Reconstruction- Internal and External-Provisions, rules and accounting, Schemes for internal reconstruction.

10

UNIT-6 **Liquidation of Companies**

✧ Meaning, types and procedures 1

✧ Statement of Affairs 5

✧ Liquidator's final statement of accounts 5

UNIT-7 Accounting for Holding Company

✧ Meaning, Legal requirements, relevant accounting standard

2

terms and issues as per Ind AS 27

✧ Preparation of Consolidated Balance Sheet (Simple Holding)

10

90**

**** including 15 hours for tutorial.**

Suggested Reading

✧ Sukla, Grewal, Gupta: Advanced Accountancy Vol. II, S Chand

✧ R. L.Gupta & Radheswamy, Advanced Accountancy Vol. II, S. Chand

✧ Maheshwari & Maheshwari, Advanced Accountancy Vol. II, Vikash Publishing

✧ Sehgal & Sehgal, Advanced Accountancy Vol. I II, Taxman Publication

✧ Hanif & Mukherjee, Financial Accounting, Vol III , TMH

✧ Frank Wood, Business Accounting Vol II, Pearson

✧ V.K.Goyal, Corporate Accounting, Excel Books

✧ Rajasekaran, Corporate Accounting, Pearson

✧ Accounting Standards issued by ICAI

*** L = 1 Lecture Hour.**

Year 3 : Semester 6

FINANCIAL MANAGEMENT

Paper 1 : Semester 6

Subject Code : FACACOR13T

Total No. of Credits - 6

Full Marks 75

[Internal Assessment: 25 Marks Semester-End Examination: 50 Marks]

TOTAL CLASSES: 90 [LECTURE CLASS 75 & TUTORIAL CLASS 15]

Unit Topic Content Hours

A- Financial Management an Overview

- Definition, Scope and Important functions of

Financial Management

- Emerging Role of Finance Manager
- Financial Goal: Profit maximization vs. value maximization

1 10

B- Concepts of Value and Return

- Time Value of Money: concepts and reasons
- Compounding and Discounting techniques
- Concepts of Annuity and Perpetuity.
- Risk-return relationship (concepts only)

10

2 Sources of Finance and Cost of Capital

- Different sources of finance : Long term and Short term sources
- Cost of Capital: concept, relevance of cost of capital, Implicit and Explicit cost, specific costs – (computation of Cost of Equity, Cost of Retained Earnings, Cost of Debt and Cost of Preference Capital); Weighted Average Cost (its computation), rationale of after-tax-weighted-average cost of capital and marginal cost of capital (its computation).

15

A- Leverage • Concept, types and significance of leverage, Concept of Business Risk and Financial Risk – Derivation of Operating and Financial Leverage and Combined Leverage, Trading on Equity

- EBIT-EPS analysis –Financial break even, Indifference Point.

3 7

B- Theories of Capital Structure

- Meaning and Importance of Capital Structure, Factors influencing Capital Structure, Linkage between Cost of Capital and Capital Structure, Designing Optimum Capital Structure, constraints,

8

Features of sound capital structure, Various Capital Structure Theories (excluding M-M model).

4 Working Capital Management

- Concept of Working Capital; Types of Working Capital, Determinants of Working Capital, Meaning of Working Capital Management.
- Estimation of Working Capital Needs; Operating or Working Capital Cycle.
- Various sources of finance to meet the working capital requirements.
- Management of component of working capital- Management of Cash, Receivables, Inventory (Basic Concept).

10

Capital Expenditure Decisions

(1)

- Meaning, Objectives & Importance, Techniques of Decision Making;

- Concept of Cash Flow; Cash flow vis-a-vis profit and determination of Cash Flow
- Non-discounted and Discounted Cash Flow Approaches

5 8

Capital Expenditure Decisions

(2)

✂ Payback Period Method, Accounting Rate of Return and their relative merits and demerits

✂ Discounted Payback Period, Net Present Value, Profitability Index, Benefit cost ratio, Internal Rate of Return, Relative merits and demerits of the methods (excluding replacement decision)

✂ Ranking of Competing Projects, Capital Rationing (elementary level).

12

6

Dividend Decisions • Meaning, nature, Significance and types of dividend; dividend and retention; concept of pay-out ratio, retention ratio and growth

- Dividend Policies and formulating a dividend policy.
- Dividend theories; Walter's Model, Gordon's Model,

10

• 90**

**** including 15 classes for tutorial.**

Suggested Readings

- ✂ James C. Van Horne and Sanjay Dhamija, Financial Management and Policy, Pearson Education
- ✂ Levy H. and M. Sarnat. Principles of Financial Management. Pearson Education
- ✂ B. Banerjee, Financial Policy & Management Accounting, PHI
- ✂ M.Y. Khan & P.K. Jain, Basic Financial Management, McGraw Hill Education
- ✂ P. Chandra, Fundamentals of Financial Management. McGraw Hill Education
- ✂ I.M. Pandey, Financial Management. Vikas Publications
- ✂ R.P. Rustagi, Fundamentals of Financial Management. Taxmann Publication Pvt. Ltd.
- ✂ R.Kothari, Financial Management, Sage Publication
- ✂ Dr. D. Sur & J. Sarkhel, An Introduction to Financial Management, Book Syndicate Private Limited.

* L = 1 Lecture Hour.

RESEARCH METHODS & PROJECT WORK

Paper 2 : Semester 6

Subject Code : FACACOR13T

Total No. of Credits - 6

Full Marks 75

[Internal Assessment: 25 Marks Semester-End Examination: 50 Marks]

TOTAL CLASSES: 90 [LECTURE CLASS 75 & TUTORIAL CLASS 15]

Module – 1 : Research Methodology (3 credits)

Unit I: Introduction to Research Methodology, Research Process and Design: Definition,

Meaning, Objectives and Categories of Research, Features of good research studies, Types of Research Studies, Scientific & non scientific methods, Research Methods & Research Methodology, Research Problem formulation and statement of research objectives – definition, selection of the Problem– techniques involved;

Meaning, need, features of Research Design **[07 L]***

Unit II: Sampling Design & Measurement Scales : Some Fundamental Definitions and Need for Sampling, Different types of sampling, Basic concepts of statistic, parameter, Standard Error, Important Sampling Distributions. Concept, meaning and definition of measurement and scaling. Types of data and measurement scales- nominal, ordinal, interval and ratio. Concept of reliability and validity – Basic Concepts.

[15 L]

Unit IV: Methods of Data Collection and Data Analytics – Basic Concept : Concept of Primary data and secondary data. Methods of Collection of Primary Data. Questionnaire Design.

Concept of Null hypothesis, alternative hypothesis, Type-I error, Type-II error, level of significance and power of a test. Parametric tests (considering univariate single/two /three population set up)--- z -test, t- test, F- test . Nonparametric tests - χ^2 test.

[16 L]

Unit IV : Interpretation and Report Writing : Interpretation – Meaning, techniques, precaution, significance of Report Writing, Steps in Writing Report, Layout and Types of the Research Report, Oral Presentation, Precautions, Procedure of writing Bibliography, Use of Computer & Computer Technology. **[07 L]**

Module – 2: Project Work (3 credits)

Each of the students has to undertake a project individually under the supervision of a teacher of the concerned college and to submit the same following the guidelines stated below.

- Language of the Project Report and Viva-Voce Examination must be in English. It must be typed and spirally bounded.
- Failure to submit the Project Report or failure to appear at the Viva-Voce Examination shall be treated as “absent” in the examination. In such case, he / she can submit the Project Report and appear at the Viva-Voce Examination in the subsequent year(s) (within the time period as per University rules).
- No marks will be allotted on the Project report unless a candidate appears at the Viva-Voce Examination. Similarly, no marks will be allotted to Viva-Voce Examination unless a candidate submits his / her Project report.
- Evaluation of the Project Work to be done jointly by one internal expert and one external expert with equal weightage, i.e., average of the marks awarded by the internal and external experts will be allotted to the candidate.

- The project report should be restricted to 2,500 words.

- Components of the Project Report

Cover page: This should contain the title of the project proposed, to whom it is submitted, for which degree, name of the author, name of the supervisor, year of submission, name of university.

Acknowledgement: Various organizations & individuals who might have provided assistance / co- operation during the process of carrying out the study.

Documents to be attached with the Final Project Report:

1. Approval letter from the supervisor (As per Annexure 1)
2. Student's declaration (As per Annexure 2)
3. Certificate from the competent authority of the organization/ institution, if the student undertakes the project work in any organization / institution.

- **Body of the Report:** The body of the report should have these four logical divisions:

Introduction: this will cover the background, rationale / need / justification, brief review of literature, objective, methodology (the area of the study, sample, type of study, tools for data collection, and method of analysis), and Chapter Planning.

Conceptual Framework/ National/ International scenario (relating to the topic of the Project).

Presentation of Data, Analysis & Findings (using the tools and techniques mentioned in the methodology).

Conclusion, limitations and Recommendations: In this section, the concluding observations based on the main findings, limitations of the study and suggestions are to be provided.

Bibliography and References: This section will include the list of books and articles which have been used in the project work, and in writing a project report.

Annexure: Questionnaires (if any), relevant report etc.

- **No. of copies to be prepared:** Three (3) copies of the Project Report are to be prepared – one for the student and other two for submission.]

Annexure-1

Supervisor's Certificate

This is to certify that Mr. / Msa student of B.Com(Hons.) of(College) under the West Bengal State University, Barasat, has worked under my supervision and guidance for his / her Project Work and prepared a Project Report with the title

His / her work is genuine and original to the best of my knowledge.

Place : Signature

Date : Name:

Designation:

Annexure-2

Student's Declaration

Vide Resolutions taken at U.G.BOS Meeting, C&M WBSU dt. 23.5.2018. and in concurrence with CBCS Guidelines provided by UGC, WBSCHSE and WBSU.

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I hereby declare that the Project Work with the title (in block letters)

*submitted by me for the partial fulfillment of the degree of B.Com (Hons.)
under the West Bengal State University, Barasat, is my original work and has not been submitted
earlier to any other University / Institution for the fulfillment of the requirement for any course of
study.*

*I also declare that no chapter of this manuscript in whole or part has been incorporated in this
report from any earlier work done by others or by me. However, extracts of any literature which has
been used for this report are duly acknowledged providing details of such literature in references.*

Signature

Name:

Address:

Place: Registration No.

Date: Roll No.

..... Cover Page / Title page.....

Project Report

(Submitted for the Degree of B.Com (Hons.).....

at (College) under West Bengal State University)

Title of the Project

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

.....(Month & Year of Submission).....

Submitted by

..... (Name of the Candidate)

Registration No. :

Roll No. :

Supervised by

..... (Name of the Supervisor)

.....(Designation)

.....(Name of the College).....

**Vide Resolutions taken at U.G.BOS Meeting, C&M WBSU dt. 23.5.2018. and in concurrence with
CBCS Guidelines provided by UGC, WBSCHSE and WBSU.**

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Suggested Readings

✂ Krishnaswamy, K.N., Sivkumar, K.I., Mathirajan, M., Management Research Methodology,
Pearson Education.

✂ Cooper, Donald R., Schindler Pomde S., Business Research Methods, Tata McGraw Hill.

✂ Kulkarni, M.V., Research Methodology, Everest Publishing House.

✂ Kothari, C.R., Research Methodology – Methods & Techniques, New Age Intl.

✂ Ahuja, Ram., Research Methods, Rawat Publications.

✂ Russell, Ackoff, L., TheDesign of Social Research, University of Chicago Press.

✂ Wilkinson, T.S. and Bhandarkar, P.L., Methodology and Techniques of Social Research,

Himalaya Publishing House.

✂ Goon, A.M. Gupta, M.K. and Dasgupta, B., Fundamentals of Statistics, The World Press.

✂ Johnson, Richard A., Wicheres, Dean W., Applied Multivariate Statistical Analysis, Pearson Education.

✂ Bennet, R: *Management Research*, ILO, Geneva

✂ Fowler, Floyd J. Jr., *Survey Methods*, Sage Publication, New Delhi

✂ Fox, J.A. and P.E. Tracy: *Randomized Response: A Methods of Sensitive Surveys*, Sage Publication, New Delhi

✂ Gupta, S.P. *Statistical Methods*, Sultan Chand, New Delhi.

✂ Golden, Biddle, Koren and Karen D. Locke, *Composing Qualitative Research*, Sage Publication, New Delhi.

* L = 1 Lecture Hour.

DISCIPLINE-SPECIFIC ELECTIVE SUBJECTS

A. Accounting & Finance Specialisation

FINANCIAL STATEMENT ANALYSIS

Paper 3A : Semester 6

Subject Code : FACADSE03T

Total No. of Credits - 6

Full Marks 75

[Internal Assessment: 25 Marks Semester-End Examination: 50 Marks]

TOTAL CLASSES: 90 [LECTURE CLASS 75 & TUTORIAL CLASS 15]

UNIT 1: Introduction to Financial Statements Analysis: Nature and Component of Financial Statements; Meaning and needs of FSA; Sources of financial information; Parties interested in FSA; Techniques of financial statement analysis – Comparative Statement – meaning, preparation, uses, merits and demerits; Common-size Statement – meaning, preparation, uses, merits and demerits; Trend Analysis – meaning, determination, uses, merits and demerits. **[20 L]***

UNIT 2: Ratios for FSA: Meaning, objective, classification of financial ratios; Advantages and limitations; Computation, analysis and interpretation of important ratios for measuring liquidity, solvency, capital structure, profitability and managerial effectiveness; Preparation of financial statements and statement of proprietor's fund from the given ratios. **(20 L)**

UNIT 3: Fund Flow and Cash Flow Statements: Concept of fund, Meaning and objectives of fund flow statement, various sources and applications, advantages & limitations of fund flow statement; Meaning and objectives of cash flow statement, difference with fund flow statement, Preparation and presentation of cash flow statement as per relevant Accounting Standard; analysis and interpretation of the cash flow position. **(20 L)**

UNIT 4: Equity Analysis: Value and price; Dividend Discount Model; Deciding the appropriate cash flow for discounting; Free cash flow to the firm; Free cash flow to equity; Price-Earnings Ratio; Why P/E multiples vary; Du Pont Formula. **(20 L)**

UNIT 5: Corporate Distress Prediction: Concept, causes and symptoms of corporate financial

distress; Prediction of corporate distress using Altman Z-score, multiple discriminant analysis and decision-tree analysis. **(10 L)**

Suggested Readings

- Lev, Financial Statement Analysis-a new approach, Prentice Hall.
- Foster G, Financial Statement Analysis, Prentice Hall.
- White, Sondhi & Fred, Analysis and Use of Financial Statement, John Wiley.
- Bernstein & Wild, Financial Statement Analysis; theory, application & interpretation, McGraw Hill.
- Bhattacharyya, Asish K., Introduction to Financial Statement Analysis, Elsevier.
- Ormiston, Understanding Financial Statement, Pearson.
- Subramanyam, K.R. and Wild, Financial Statement Analysis, McGraw Hill.

* **L = 1 Lecture Hour.**

BUSINESS ETHICS & CORPORATE GOVERNANCE

Paper 4A : Semester 6

Subject Code : FACADSE04T

Total No. of Credits - 6

Full Marks 75

[Internal Assessment: 25 Marks Semester-End Examination: 50 Marks]

TOTAL CLASSES: 90 [LECTURE CLASS 75 & TUTORIAL CLASS 15]

Module I :Business Ethics

Internal Assessment: 12.5 marks, Semester-end Examinations: 25 marks

Unit1: Introduction [15 L]*

Nature of business ethics; ethics and morality; ethics versus law; Kohlberg's six stages of moral development; teleological approach; deontological approach;

Unit 2 : Social Aspects of Business Ethics [15 L]

Stakeholder theory; stakeholder mapping; ethical leadership; ethical leadership styles; traits of an ethical leader;

Unit 3: Managing Ethical Dilemmas [15 L]

Meaning and nature of ethical dilemma; characteristics of ethical dilemmas; the dilemma resolution process; common ethical dilemma in finance, marketing and HRM

Module II

Corporate Governance

Internal Assessment: 12.5 marks, Semester-end Examinations: 25 marks

Unit 1: Framework of Corporate Governance in India [15 L]

Meaning; American, European, Japanese and Indian models of corporate governance; corporate boards and its powers, responsibilities; board committees and their functions; shareholders grievance committee; investors relation committee; risk management committee; audit committee; corporate governance reforms in the Companies Act, 2013

Unit 2: Major Corporate Scandals in India and Whistle-blowing policy [15 L]

Case study of few Corporate Scams in India – Satyam Computers, Kingfisher Group, Punjab National Bank; The Concept of Whistle-blowing policy; types of whistleblowers; the whistle-blower legislation across countries; recent developments in India

Unit 3: Corporate Social Responsibility (CSR) [15 L]

Concept of CSR, Corporate Philanthropy; Relationship of CSR with Corporate Sustainability, CSR and Business Ethics, CSR and Corporate Governance; CSR provisions under the Companies Act

2013

Suggested Readings

- ✂ Fernando, A.C., Business Ethics: An Indian Perspective, Pearson Education
- ✂ Murthy, C.V.S., Business Ethics – Text and Cases, Himalaya Publishing House
- ✂ Fernando, A.C., Corporate Governance: Principles, Policies and Practices, Pearson Education
- ✂ Bajpai, G.N., The Essential Book of Corporate Governance, Sage
- ✂ ICSI, Study Material of Professional Programme, Module 2, Paper 6, Ethics, Governance and Sustainability

*** L = 1 Lecture Hour.**