



COOCH BEHAR PANCHANAN BARMA UNIVERSITY

PANCHANAN NAGAR, VIVEKANANDA STREET, COOCH BEHAR – 736101

COOCH BEHAR PANCHANAN BARMA UNIVERSITY

4 Year Under Graduate Degree (Honours) in Commerce



Syllabus for Commerce

Under NEP 2022

Cooch Behar Panchanan Barma University

Panchanan Nagar, Vivekananda Street, Cooch Behar, 736101, West Bengal



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THE PREAMBLE:

In this modern era of Market Economy, Commerce education plays a pivotal role in bridging the gap between what exists in nature, what is produced by mankind and people's access to what is required for survival and development. The under-graduate Commerce education curriculum, prepared in accordance to the National Education Policy 2020, have befittingly focused on four of the primary knowledge dimensions that Commerce discipline cannot do without, viz. Finance, Marketing, Human Resource Management and Banking and Insurance. The curriculum provides ample scope to Commerce educators to upgrade and customize the mechanisms involved in imparting of knowledge of various commerce topics and courses as per the need of the hour. Also, the learners have been given much scope to not only be well-acquainted with various concepts and theories of commerce but also to gain practical exposure in their chosen courses/subjects. This has been made possible because of the different teaching- learning-assessment mechanisms incorporated in the curriculum like assignments, group discussions, seminars, project works, research, industry exposure, etc.

Moreover, owing to the inter-disciplinary facet indicated in the NEP, the structural and content-based changes made in the Commerce Curriculum would certainly bring in an interface of the inventions and discoveries contributed by science disciplines, the social, cultural, ethical and economical theories and practices indicated by the arts and humanities, their market and commercial viability and implications for overall economic and ecological development.



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INTRODUCTION:

The introduction of the National Education Policy (NEP) 2020 has been one of the biggest highlights in the Indian education system. It is a comprehensive policy that emphasises multidisciplinary & multimode approaches, and education backed by technology. The NEP has transformed the administrative structure of the educational system in India. It focuses on skill development in order to help students succeed in life.

Keeping in mind the NEP 2020, Commerce education, with continuous revision of the curriculum will develop the creative potential of each individual and create new career growth opportunities. The Bachelor of Commerce Degree of Cooch Behar Panchanan University adapted as per the recommendations of NEP 2020 is of either three or four-years duration with multiple entry/exit options within the period with appropriate certification/diploma/degree.

Introducing holistic and multi-disciplinary under-graduate education that would develop all capacities of human beings- intellectual, aesthetic, social, physical, emotional, ethical in an integrated manner.



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AIMS OF FOUR YEAR UNDER-GRADUATE PROGRAMME (FYUGP) IN COMMERCE:

The aims of Four Year Under-Graduate Programme (FYUGP) in Commerce are:

- ✓ To equip students with practical and hands-on skills required in accounting, finance, marketing, human relations and many other sub disciplines of commerce so as to ensure their place in the job market and in practice.
- ✓ To acquaint the students with the basic and advanced concepts and theories of various commerce subjects aimed at building a solid base for higher learning, research and practice.
- ✓ To develop capabilities of the students to critically evaluate issues and the emerging trends influencing the field of Commerce.
- ✓ To familiarize students with the changes evidenced in the use of technology in modern trade and commerce in general and more specifically in the practices of each of the sub-disciplines.
- ✓ To acquaint the students in recent developments in the fields of business, trade, commerce and economics and thereby, to encourage entrepreneurial spirit in them to go for their own start-ups.



GRADUATE ATTRIBUTES OF THE FYUGP IN COMMERCE:

Graduate attributes include both disciplinary knowledge related to the particular discipline and generic attributes that the graduates of all the disciplines of study should acquire and demonstrate. Graduate attributes of the FYUGP in Commerce are: **Disciplinary Knowledge:** The graduates should have the ability to demonstrate the attribute of comprehensive knowledge and understanding of the discipline of Commerce and its many components like accounting, finance, human relationships and human resource management, marketing, banking, insurance, taxation, entrepreneurship, etc.

Critical Thinking: The graduates should be able to apply critical and analytical thinking and logical reasoning to the threats and opportunities faced in developing new theories, in commercial research, policy making and/or in their practice.

Information/Digital Literacy: Understanding the rapid changes in technology and keeping pace with their growing extent of use in both learning and implementation has become inevitable, particularly in the globalized status of commerce. The graduates should develop the ability to use information and communication technology in different learning situations and in general.

Research related Skills: Discoveries and innovation are the keys to survival and to attain a competitive edge in the field of commercial practices. And this approach starts at the learning and research level itself. As such, the graduates should have the ability to demonstrate the attribute of scientific enquiry for research in varied areas of Commerce so as to build new models, theories, methods of practice and behaviour – if only to establish and consistently retain a stronghold in the modern competitive and dynamic era of social, technological and economical changes.

Moral and Ethical Values: Ethics in business (inclusive of market ethics, financial ethics, behavioural ethics and more), in the workplace and in human relationships and interactions are some of the unavoidable aspects of any commercial practice. Hence, the graduates are



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expected to have a basic understanding of and orientation towards the need to imbibe ethical behaviour and conduct.

Reflective Thinking and Problem Solving: There are enough cases and events in business and commerce that are indicative of experience being the stepping stone to success. Thus, the graduates are expected to take maximum advantage of the opportunities provided by their course curriculum to learn through personal and observed experience.

Communication Skills: Commerce graduates need to be able to communicate their ideas and opinions in a very lucid and implementable manner, both during the period of learning as well as practice, for success in academics, business ventures and/or in job. This apart human interactions and technological interactions prove highly significant for commerce graduates; hence, the need to acquire the respective need and situation- based hard and soft skills.

Co-operation and Multicultural Competence: The impact and extent of globalization in commerce is evidenced by all. Keeping this in mind, it is required of commerce graduates to acquire and enhance their multicultural competence and adaptability traits in any workplace, work group and/or social neighbourhood.

Professional Competence: The graduates should be able to apply the various technical skills required for professions like accounting, taxation, auditing, finance, marketing, investment, business analytics, digital marketing, and other allied professions.



PROGRAMME LEARNING OUTCOMES:

PLO 1. The students will be able to acquire the basic knowledge and skills required in business theories and practices.

PLO 2. Research and Development is an unavoidable part in the field of commerce and management – be it in finance, HR, marketing, banking, entrepreneurship or any other pure and applied subject area in Commerce. The students will build an intent to carry out further research in their chosen field of study and will be able to contribute towards the theory and practice of the same.

PLO 3. The students will acquire enough theoretical and practical knowledge about different subjects of commerce and allied disciplines to be employed in functional areas like Accounting, Auditing, Finance, HR, Marketing, Management, Banking, and also allied commercial sectors like Tourism and Hospitality, Health Care, Corporate Law and others.

PLO 4. The students will be acquainted with the global stand of commerce and its multi-dimensions. Also, they will develop an understanding of communication skills in business and at job. This will help them work in diverse job profiles and work teams across the nation and the world at large.

PLO 5. The students will build an inclination towards academic and applied research in specific components of commerce discipline, which will ensure their employment in both academics and industry.



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TEACHING LEARNING PROCESS:

The programme allows to use varied pedagogical methods and techniques both within classroom and beyond.

- ✓ Lecture
- ✓ Tutorial
- ✓ Power point presentation
- ✓ Project Work/Dissertation
- ✓ Group Discussion
- ✓ Seminars/conferences
- ✓ Field and industry visits and Report/Excursions
- ✓ Mentoring and Counselling
- ✓ Micro Teaching
- ✓ Case Study
- ✓ Role Playing
- ✓ Workshops/Hands-on learning

TEACHING LEARNING TOOLS:

- ✓ Smart Boards
- ✓ Desktop Computers with latest Commerce Related Softwares
- ✓ Projector
- ✓ LCD Monitor
- ✓ WLAN
- ✓ White/Green/Black Board

ASSESSMENT TECHNIQUES:

- ✓ Home Assignment
- ✓ Class Assignments
- ✓ Group Discussions
- ✓ Field Tour/Industrial Visit
- ✓ Seminars
- ✓ Project Report
- ✓ Class Presentation: Oral/Poster/Power point
- ✓ In semester examinations
- ✓ End Semester examinations.



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COOCH BEHAR PANCHANAN BARMA UNIVERSITY, COOCH BEHAR-736101, WEST BENGAL, INDIA

FYUGP Structure as per UGC Credit Framework of December, 2022

SEMESTER	MAJOR/MINOR/MDC	SUBJECTS	CODE	CREDIT
FIRST SEMESTER	MAJOR	FINANCIAL ACCOUNTING- I	ACC MAJ 1	6
	MINOR	PRINCIPLES AND PRACTICES OF MANAGEMENT	ACC MIN 1	4
	MDC	ENTREPRENEURSHIP DEVELOPMENT	ACC MDC 1	3
SECOND SEMESTER	MAJOR	FINANCIAL ACCOUNTING- II	ACC MAJ 2	6
	MINOR	MICROECONOMICS	ACC MIN 2	4
THIRD SEMESTER	MAJOR	COST & MANAGEMENT ACCOUNTING-I	ACC MAJ 3	6
	MAJOR	BUSINESS REGULATORY FRAMEWORK CORPORATE LAWS	ACC MAJ 4	6
	MINOR	MACROECONOMICS	ACC MIN 3	4
	MDC	COMPUTER APPLICATION IN OFFICE MANAGEMENT	ACC MDC 2	3
FOURTH SEMESTER	MAJOR	COST & MANAGEMENT ACCOUNTING-II	ACC MAJ 5	6
	MAJOR	BUSINESS MATHEMATICS	ACC MAJ 6	6
	MINOR	APPLICATION OF IT AND E-COMMERCE	ACC MIN 4	4
FIFTH SEMESTER	MAJOR	CORPORATE ACCOUNTING	ACC MAJ 7	6
	MAJOR	BUSINESS STATISTICS	ACC MAJ 8	6
	MAJOR	ENTREPRENEURSHIP AND START UPS IN INDIA	ACC MAJ 9	6
	MDC	SECRETARIAL PRACTICES & OFFICE MANAGEMENT	ACC MDC 3	3
SIXTH SEMESTER	MAJOR	AUDITING & ASSURANCE	ACC MAJ 10	6
	MAJOR	HUMAN RESOURCE MANAGEMENT AND MARKETING MANAGEMENT	ACC MAJ 11	6
	MAJOR	DIRECT AND INDIRECT TAX LAWS & PRACTICE	ACC MAJ 12	6



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Note: -

Abbreviations Used:

- C = Core/Major
- MDC = Multi Disciplinary Course
- AEC = Ability Enhancement Course
- SEC = Skill Enhancement Course
- VAC = Value Added Course

General Information and Guidelines:

1. L = Lecture, T = Tutorial and P = Practical

2. Distribution of Marks :

End Semester Examination	75
Continuous Evaluation	10
Assignments	10
Attendance	5
Total	100

3. **Distribution of Marks** :

End Semester Examination	35
Continuous Evaluation	10
Attendance	5
Total	50

4. **Models of Continuous Evaluation:** The department or faculty concern can chose any method or any combination of the following options:

- One Sessional Examination -
- Group Discussion
- Assignment
- Seminar Presentation on any of the relevant topics
- Micro Teaching



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BACHELOR OF COMMERCE PROGRAMME (FYUGP) DETAILED SYLLABUS OF FIRST SEMESTER

COURSE: MAJOR PAPER NAME: FINANCIAL ACCOUNTING- I PAPER CODE: ACC MAJ 1

Course Objectives:

- To enable the students to acquire conceptual and practical knowledge of Financial Accounting and to impart skills for recording various kinds of business transactions.

Unit I

Financial Accounting Principles: The nature of financial accounting principles – Basic concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures

Financial Accounting Standards: Financial accounting standards: Concept, benefits, and procedure for issuing accounting standards in India. Salient features of First-Time Adoption of Indian Accounting Standard (Ind-AS),

International Financial Reporting Standards (IFRS): Need and procedures.

Preparation of Financial Statements: Preparation of Trial Balance including adjustments and preparation of Financial Statements as per Ind-AS.

Unit II

Single Entry System: Meaning of single entry or incomplete records and the distinction between single entry v/s double entry; statement of affairs and ascertainment of profit under single entry system; conversion into double entry system

Preparation of Accounts of Non-profit Organization: Introduction, Preparation of Receipts and Payment Account, Income and Expenditure Account, Payments account and Income and Expenditure Account, critical items used in the Accounts of Non-Trading Concerns.

Unit III

Consignment Accounting: 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) - Use of Consignment Debtors A/C, Recording in the books of Consignee.

Accounting for Joint Venture: Accounting procedures: Joint Bank Account, Records Maintained by Co-venturer of (i) all transactions (ii) only his own transactions. (Memorandum joint venture account)

Unit IV

Accounting for Sale on Approval, Sectional and Self Balancing Ledger: Concept of sectional balancing, preparation of control accounts, Self-balancing Ledger: advantages; Recording process; preparation of Adjustment accounts.

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.

Learning Outcomes: The course will enable the students.

- To gain both conceptual and practical knowledge of Financial Accounting
- To pursue advanced course on Financial Accounting



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- To get engaged in the jobs with basic accounting knowledge requirements.
 - To handle accounting activities of small business concern.

References:

1. S.N. Maheshwari, and. S. K. Maheshwari. *Financial Accounting*. Vikas Publishing House, New Delhi.
2. Deepak Sehgal. *Financial Accounting*. Vikas Publishing H House, New Delhi.
3. Bhushan Kumar Goyal and HN Tiwari, *Financial Accounting*, International Book House
4. Goldwin, Alderman and Sanyal, *Financial Accounting*, Cengage Learning
5. Tulsian, P.C. *Financial Accounting*, Pearson Education.
6. *Compendium of Statements and Standards of Accounting*. The Institute of Chartered Accountants of India, New Delhi.
7. Dam, and Goswami. *Financial Accounting*.

Note: Latest edition of the text books should be used.



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BACHELOR OF COMMERCE PROGRAMME (FYUGP) DETAILED SYLLABUS OF FIRST SEMESTER

COURSE: MINOR

PAPER NAME: PRINCIPLES AND PRACTICES OF MANAGEMENT

PAPER CODE: ACC MIN 1

Course Objectives:

- To gain a basic understanding of the principles and the applications of management that are vital for the smooth operation of business organizations.

Unit I

Introduction- Concept of Management, Need for Study, Managerial Functions.

Evolution of the Management Thought, Classical Approach – Taylor, Fayol, Neo-Classical and Human Relations Approaches, Behavioural Approach, Systems Approach, Contingency Approach, Concepts of MBO.

Unit II

Planning- Planning Concepts, steps and types

Decision-making – concept, importance, decision-making Process

Unit III

Organizing- Organizing Concept, process and Principles of Organizing; Span of management; Different types of authority (line, staff and functional); Delegation and Decentralization; Formal and Informal Structure

Unit IV

Staffing and Leadership- Staffing: Concept, Process; Motivation: Concept, Importance, Motivation theories - Maslow's Need-Hierarchy Theory, Herzberg's Two-factor Theory; Leadership: Concept, Importance, Theories of Leadership (Likert's scale theory, Blake and Mouten's Managerial Grid theory, Trait Theory).

Unit V

Control - Concept, Process, Limitations, Principles of Effective Control.

Learning Outcomes:

- 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.

References:

1. O.P. Gupta, Business Organisation and Management (According to National Education Policy 2020), SBPD Publications
2. P.C. Tulsian, Business Organisation and Management, Pearson India
3. Anthony, Lakshmi, Padmavathi and Satyavathi, Business Organisation and Management, Himalaya Publishing House
4. Sharma, Gupta and Sharma, Business Organisation and Management, Kalyani Publications



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BACHELOR OF COMMERCE PROGRAMME (FYUGP) DETAILED SYLLABUS OF FIRST SEMESTER

COURSE: MDC

PAPER NAME: ENTREPRENEURSHIP DEVELOPMENT

PAPER CODE: ACC MDC 1

Course Objectives:

- To Equip Students with the specialized knowledge in the field of Entrepreneurship.
- It provides opportunity to learn Indian Business environment and enhance their skills in the field of establishment and development of business.
- Equipping the students for career in various vocations.
- Equipping the students for Self-Employment and application oriented jobs in Government, PSU's, Private Organizations

Unit I

Introduction: Concept, Elements, Determinants and Importance of Entrepreneurship; Entrepreneurship and MSME; Introductory steps in establishing a business or projects

Unit II

Business Ideas: Writing a business plan/project proposal; Designing business process; preparation of business report (Practical)

Unit III

Start ups: Basic concepts of Start-ups; Basic Start-up problems, Sources of Finance, Govt. supports in different modes.

Learning Outcomes:

- The students should be able to understand the distinctive significance of Entrepreneurship, Business Ideas and Startups.

References:

1. Kuratko and Rao, Entrepreneurship: A South Asian Perspective; Ferrell, Fraedrich, Farrell, Business Ethics, Cengage Learning
2. Ferrell, Fraedrich, Farrell, Business Ethics, Cengage
3. Entrepreneurship, R. Saibaba, Kalyani Publishers, New Delhi.
4. Entrepreneurship Development and Business Ethics, Sanjeet Sharma – V.K. Global Pvt. Ltd., New Delhi.
5. SS Khanka, Entrepreneurial Development, S. Chand & Co, Delhi.
6. Rao, V.S.P – Business Entrepreneurship & Management – Vikash Publication



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BACHELOR OF COMMERCE PROGRAMME (FYUGP) DETAILED SYLLABUS OF SECOND SEMESTER

COURSE: MAJOR
PAPER NAME: FINANCIAL ACCOUNTING- II
PAPER CODE: ACC MAJ 2

Course Objectives:

- To enable the students to acquire conceptual and practical knowledge of Financial Accounting and to impart skills for recording various kinds of business transactions.

Unit I

Partnership Accounts-I: Correction of appropriation items with retrospective effect. Change in constitution of firm – change in P/S ratio, admission, retirement and retirement cum admission – treatment of Goodwill, revaluation of assets & liabilities (with/without alteration of books), treatment of reserve and adjustment relating to capital; treatment of Joint Life Policy, Death of a partner.

Unit II

Partnership Accounts-II: Accounting for dissolution of firm – insolvency of one or more partners, consideration of private estate and private liabilities. Piecemeal distribution – surplus capital basis; maximum possible loss basis.

Conversion of partnership into limited Company: Conversion of Partnership into Limited, Company – with and without same set of books

Unit III

Branch Accounting and Departmental Accounting: (a) Different types of Branches; Synthetic method – preparation of Branch account; Preparation of Branch Trading and P/L account (at cost & at IP) – normal and abnormal losses; Analytical method – preparation of Branch Stock, Adjustment etc A/C (at cost & at IP) – normal & abnormal losses; Independent branch – concept of wholesale profit

(b) Departmental accounts -Preparation of Departmental Trading and P/L account, Consolidated Trading and P/L account; inter departmental transfer of goods at cost, cost plus and at selling price and elimination of unrealized profit.

Unit IV

Hire Purchase and Instalment Payment System: Meaning; difference with Instalment payment system; Recording of transaction in the books of buyer – allocation of interest – use of Interest Suspense a/c – partial and complete repossession Books of Seller – Stock and Debtors A/C (with repossession) Books of Seller – H.P. Trading A/C without HP Sales and HP Debtors and General Trading A/c (with repossession) Concept of operating and financial lease – basic concept only.

Learning Outcomes:

The course will enable the students

- To gain both conceptual and practical knowledge of Financial Accounting
- To pursue advanced course on Financial Accounting
- To get engaged in the jobs with basic accounting knowledge requirements.
- To handle accounting activities of small business concern.

References:

1. Accounting Standards issued by ICAI



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2. B. Banerjee, Regulation of Corporate Accounting & Reporting in India, World Press.
 3. Frank Wood, Business Accounting Vol. 1&II, Pearson
 4. Gokul Sinha, Accounting Theory & Management Accounting,
 5. Hanif & Mukherjee, Financial Accounting, Vol. II, McGraw Hill
 6. L.S.Porwal, Accounting Theory, Tata Mcgraw Hill
 7. Maheshwari & Maheshwari, Advanced Accountancy Vol. I & II, Vikash Publishing House Pvt. Ltd.
 8. R. L.Gupta&Radheswamy, Advanced Accountancy Vol. I & II, S. Chand
 9. Sehgal & Sehgal, Advanced Accountancy Vol. I & II, Taxman Publication
 10. Sukla, Grewal, Gupta: Advanced Accountancy Vol. I & II, S Chand
 11. Tulsian, Financial Accounting, Pearson

Note: Latest edition of the text books should be used.



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BACHELOR OF COMMERCE PROGRAMME (FYUGP) DETAILED SYLLABUS OF SECOND SEMESTER

COURSE: MINOR
PAPER NAME: MICROECONOMICS
PAPER CODE: ACC MIN 2

Course Objectives:

- This course intends to expose the student to the basic principles in Microeconomic Theory and illustrate with applications. It covers the decision-making behaviour of consumers and producers, and the functioning of markets.

Unit I

Demand and Consumer Behaviour: Concepts of revenue: marginal and Average: Revenue under conditions of Perfect and imperfect competition Elasticity of demand: price, income and cross. Consumer Behaviour: Indifference curve analysis of consumer behaviour; Consumer's equilibrium (necessary and sufficient conditions). Price elasticity and price consumption curve, income consumption curve and Engel curve, price change and income and substitution effects. Indifference curves as an analytical tool (cash subsidy v/s. kind subsidy).

Unit II

Production and Cost: Production function-short run and long run, Cobb Douglas production function (concept only), Production isoquants, marginal rate of technical substitution, economic region of production, optimal combination of resources, the expansion path, isoclines, returns to scale using isoquants. Cost of Production: Social and private costs of production, long run and short run costs of production. Economies and diseconomies of scale and the shape to the long run average cost. Learning curve and economies of scope.

Unit III

Perfect competition: Assumptions. Equilibrium of the firm and the industry in the short and the long runs, including industry's long run supply curve. Measuring producer surplus under perfect competition, Impact of taxes and subsidy.

Unit IV

Monopoly: Monopoly short run and long run equilibrium. Shifts in demand curve and the absence of the supply curve. Measurement of monopoly power and the rule of thumb for pricing. The social costs of monopoly power including deadweight loss. Degrees of price discrimination.

Unit V

Imperfect Competition: Monopolistic Competition and Oligopoly: Monopolistic competition price and output decision-equilibrium. Monopolistic Competition and economic efficiency Oligopoly and Interdependence – Cournot's duopoly model, Stackelberg model, Collusive oligopoly, sales maximization.

Learning Outcomes: The course will enable the students:

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

References:



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1. Amit Sachdeva, Micro Economics, Kusum Lata Publishers
 2. Bilas, Richard A., Microeconomics Theory: A Graphical Analysis, McGraw-Hill. C Snyder, Microeconomic Theory: Basic Principles and Extensions, Cengage Learning
 3. Case and Fair, Principles of Micro Economics, Pearson Education
 4. Jaydeb Sarkhel, Micro Economics, Book Syndicate
 5. Koutsiyannis, Modern Micro Economic Theory.
 6. Maddala G.S. and E. Miller; Microeconomics: Theory and Applications, McGraw-Hill.
 7. N. Gregory Mankiw, Principles of Micro Economics, Cengage Learning
 8. Paul A Samuelson, William D Nordhaus, Microeconomics, McGraw-Hill Education.
 9. Petersen, Lewis, Managerial Economics, Pearson
 10. Pindyck, R.S., D. L. Rubinfeld and P. L. Mehta; Microeconomics, Pearson Education
 11. Salvatore, D. Schaum's Outline: Microeconomic Theory, McGraw-Hill, Education.



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BACHELOR OF COMMERCE PROGRAMME (FYUGP) DETAILED SYLLABUS OF THIRD SEMESTER

COURSE: MAJOR PAPER NAME: COST & MANAGEMENT ACCOUNTING-I PAPER CODE: ACC MAJ 3

Course Objectives:

- To acquire knowledge and understanding of the concepts, techniques and practices of cost and management accounting and to develop skills for decision making.

Unit I

Introduction to Cost and Management Accounting: Cost Accounting: Evolution, Meaning, Objectives and Scope • Concepts of Costs, Classifications and Elements of Cost • Cost Centre and Cost Unit • Methods and Techniques of Costing • Cost Accounting Standards • Installation of a Costing System • Practical Difficulties in Installing a Costing System • Role of Cost Accountant in Decision Making • Management Accounting: Evolution, Meaning, Objectives and Scope • Tools and Techniques of Management Accounting • Relationship of Cost Accounting, Financial Accounting, Management Accounting and Financial Management • Conflicts in Profit versus Value Maximisation Principle • Role of Management Accountant in Decision Making.

Unit II

Material Cost: Materials Control – Concept and Techniques • Procurement Procedures and Documentation: Methods of Purchasing; Procedure of Purchases, Stores and Issue of Material; Stock Verification • Methods of Pricing of Material: FIFO, LIFO, Simple Average, Weighted Average • Accounting and Control of Material Losses, Wastage, Scrap, Spoilage and Defectives • Inventory Management: Techniques of fixing of minimum, maximum and reorder levels, Economic Order Quantity, ABC Analysis ; Stock Verification and Perpetual Inventory

Unit III

Labour Cost: Meaning and Classification of Labour Costs • Accounting and Control of Labour Costs • Time Keeping and Time Booking • Attendance and Payroll Procedures, Time Recording, Overtime and Idle Time • Labour turnover and Remedial Measures • Efficiency Rating Procedures; Remuneration Systems and Incentive Schemes.

Unit IV

Direct Expenses and Overheads: Direct Expenses: Meaning, Nature, Collection, Classification and Treatment of Direct and Indirect Expenses • Overheads: Meaning, Nature, Collection and Classification Functional Analysis: Factory, Administration, Selling, Distribution, Research and Development • Behavioural Analysis: Fixed, Variable, Semi variable and Step Cost Allocation, Apportionment, Absorption and Control of Overheads • Preparation of Cost Sheet.

Unit V

Cost Accounting Records and Cost Audit: Cost Ledger, Reconciliation of Cost and Financial Accounting, Integrated Accounting, Nature and Scope of Cost Audit • Cost Accounting Records and Cost Audit under Companies Act, 2013 • Purpose, Scope and Advantages of Cost Audit • Implementing Authorities of Cost Audit • Cost Audit Techniques and Programmes • Cost Audit Report • Cost Auditor – Appointment, Rights and Responsibilities.



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Unit VI

Activity Based Costing (ABC): Meaning, Importance, Characteristics • Elements and Steps involved • ABC vs. Traditional Costing • Uses and Limitations.

Learning Outcomes:

- The subject 'Cost and Management Accounting' is very important and useful for optimum utilization of existing resources. This course will help students become a competent accountant. There are many companies in need of good accountants, and these jobs will offer good pay and job security. They will be able to analyze the relationship between costs and profits to determine where money can be saved.

References:

1. N.S. Zad : Cost & Management Accounting Taxmann Publications Pvt. Ltd.
2. Deepak Jain : Cost & Management Accounting Taxmann Publications Pvt. Ltd.
3. S.P. Jain & K.L. Narang : Cost and Management Accounting; Kalyani Publishers, 23, Daryaganj, New Delhi-110 002.
4. V.K. Saxena & C.D. Vashist : Cost and Management Accounting; Sultan Chand & Sons, 23, Daryaganj New Delhi -110 002.
5. M.N. Arora : Cost and Management Accounting (Theory and Problems); Himalaya Publishing House, Ramdoot, Dr. Bhalerao Marg, Kelewadi, Girgaon, Mumbai-400 004.
6. S.N. Maheshwari : Cost and Management Accounting; Sultan Chand & Sons, 23, Daryaganj New Delhi -110 002.
7. I.M. Pandey : Management Accounting; Vikas Publishing House (P) Ltd. A-22, Sector 4, Noida – 201 301
8. Ravi M. Kishore : Advanced Management Accounting; Taxmann's, Taxmann Publication (P) Ltd. 59/32, New Rohtak Road, New Delhi – 110 005.
9. M.Y. Khan & P.K. Jain : Theory and Problems of Management and Cost Accounting; McGraw-Hill Education (India) Ltd. B-4, Sector 63, Gautam Budh Nagar, Noida – 201 301.
10. Jawahar Lal : Cost Accounting; McGraw-Hill Education (India) Ltd. B-4, Sector 63, Gautam Budh Nagar, Noida – 201 301.
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BACHELOR OF COMMERCE PROGRAMME (FYUGP) DETAILED SYLLABUS OF THIRD SEMESTER

COURSE: MAJOR

PAPER NAME: BUSINESS REGULATORY FRAMEWORK & CORPORATE LAWS

PAPER CODE: ACC MAJ 4

Course Objectives:

- The objective of the course is to cover the main laws impacting day to day business and to examine the legal framework so as to understand and adapt to new laws which are enacted from time to time. It also aims to introduce the participants to the legal and non-legal governance mechanisms that affect economic activities.

BUSINESS REGULATORY FRAMEWORK

Unit I

The Indian Contract Act 1872: General Principal of Law of Contract: *Contract* – meaning, characteristics and kinds; *Essentials of a valid contract* - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects; *Void agreements*; *Discharge of a contract* – modes of discharge, breach and remedies against breach of contract; *Contingent contracts*; *Quasi – contracts*.

The Indian Contract Act,1872: Specific Contract: Contract of Indemnity and Guarantee; Contract of Bailment; Contract of Agency

Unit II

The Sale of Goods Act,1930: Contract of sale, meaning and difference between sale and agreement to sell; Conditions and warranties; Transfer of ownership in goods including sale by a non-owner; Performance of contract of sale; Unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer.

Unit III

Partnership Laws:*The Partnership Act, 1932:* Nature and Characteristics of Partnership; Registration of a Partnership Firms;Types of Partners; Rights and Duties of Partners; Implied Authority of a Partner; Incoming and outgoing Partners; Mode of Dissolution of Partnership

The Limited Liability Partnership Act, 2008: Salient Features of LLP; Differences between LLP and Partnership, LLP and Company; LLP Agreement; Partners and Designated Partners; Incorporation Document; Incorporation by Registration Partners and their Relationship.

Consumer Protection Act, 2019: Features, objectives and significance of the act ; Rights of consumers, Prohibition and penalties , Unfair Trade Practices , Consumer protection in E – Commerce.

Unit IV

The Negotiable Instruments Act 1881: Meaning, Characteristics, and Types of Negotiable Instruments: Promissory Note, Bills of Exchange, Cheque; Holder and Holder in Due Course, Privileges of Holder in Due Course; Negotiation: Types of Endorsements; Crossing of Cheque Bouncing of Cheque, Dishonor & Liabilities

Corporate Laws

Unit V

Introduction: Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts]; Characteristics of a company; lifting of corporate veil; types of companies including one-person company, small company, and dormant company; association not for profit; illegal association; formation of company, on-line filing of documents, promoters, their legal position, pre-incorporation contract; on-line registration of a company

Unit VI



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Documents: Memorandum of association, Articles of association, Doctrine of constructive notice and indoor management, prospector-shelf and red herring prospectus, misstatement in prospectus, GDR; book-building; issue, allotment and forfeiture of share, transmission of shares, buyback and provisions regarding buyback; issue of bonus shares.

Management: Classification of directors, women directors, independent director, small shareholder's director; disqualifications, director identity number (DIN); appointment; Legal positions, powers and duties; removal of directors; Key managerial personnel, managing director, manager; Meetings: Meetings of shareholders and board of directors; Types of meetings, Convening and conduct of meetings, Requisites of a valid meeting, Basic Concept of postal ballot & meeting through video conferencing, e-voting.

Unit VII

Dividends, Accounts, Audit, Winding Up, Insider Trading, Whistle Blowing: Provisions relating to payment of Dividend, Provisions relating to Books of Account, Provisions relating to Audit, Auditors' Appointment, Rotation of Auditors, Auditors' Report, Secretarial Audit; Winding Up Concept and modes of Winding Up; Insider Trading- meaning & legal provisions; Whistle-blowing - Concept and Mechanism.

Depositories Law: The Depositories Act 1996 – Definitions; rights and obligations of depositories; participant's issuers and beneficial owners; inquiry and inspections, penalty.

Learning Outcomes: At the end of the course, the participants will be able to:

- Understand the Indian Legal System, the legal environment for Business in India and business laws in the global context.
- Critically analyse complex business problems in relation to the regulatory framework, apply the legal principles studied to these problems, and evaluate competing arguments or solutions.
- Communicate effectively using standard business and legal terminology.
- Identify issues addressed by corporate governance structures, and critically assess governance concerns for individual corporations and their stakeholders.

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1. Aggarwal S K, *Business Law*, Galgotia Publishers Company, New Delhi.
2. Akhileshwar Pathak, *Legal Aspects of Business*, McGraw Hill Education,
3. Avtar Singh, *Business Law*, Eastern Book Company, Lucknow.
4. Bhushan Kumar Goyal and Jain Kinneri, *Business Laws*, International Book House M.C.
5. Kuchhal, and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.
6. P C Tulsian and Bharat Tulsian, *Business Law*, McGraw Hill Education
7. SN Maheshwari and SK Maheshwari, *Business Law*, National Publishing House.
8. Sushma Arora, *Business Laws*, Taxmann Publications.
9. *A Compendium of Companies Act 2013, along with Rules*, by Taxmann Publications.
10. Anil Kumar, *Corporate Laws*, Indian Book House, Delhi
11. Avtar Singh, *Introduction to Company Law*, Eastern Book Company
12. GK Kapoor and Sanjay Dhamija, *Company Law*, Bharat Law House, Delhi.
13. Gower and Davies, *Principles of Modern Company Law*, Sweet & Maxwell
14. *Manual of Companies Act, Corporate Laws and SEBI Guideline*, Bharat Law House,
15. MC Kuchhal, *Modern Indian Company Law*, Shri Mahavir Book Depot (Publishers),
16. Reena Chadha and Sumant Chadha, *Corporate Laws*, Scholar Tech Press, Delhi.



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BACHELOR OF COMMERCE PROGRAMME (FYUGP) DETAILED SYLLABUS OF THIRD SEMESTER

COURSE: MINOR
PAPER NAME: MACROECONOMICS
PAPER CODE: ACC MIN 3

Course Objectives:

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

Unit 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.

Unit II

Money: Functions of money; quantity theory of money; determination of money supply and demand; credit creation; tools of monetary policy.

Unit III

Theory of Investment: Determinants-MEC & MEI Theory-Investment demand curve.

Unit IV

Inflation: Causes of rising and falling inflation, inflation and interest rates, social costs of inflation; Unemployment – natural rate of unemployment, frictional and wait unemployment. Phillips curve-the trade-off between inflation and unemployment.

Unit V

The closed economy in the short run: Classical and Keynesian systems; simple Keynesian model of income determination; IS-LM model; fiscal and monetary multipliers.

Unit VI

International Macroeconomics and Economic Integration: Balance of Payments, Trade protectionism vs Free trade, Monetary Policy in Open Economies.

Learning Outcomes: The course will enable the students.

- To develop the broad conceptual frameworks which will enable students to understand and comment upon real economic issues like inflation, money supply, GDP and their interlinkages. It will also allow them to critically evaluate various macroeconomic policies in terms of a coherent logical structure.

References:

1. A Compendium of Companies Act 2013, along with Rules, by Taxmann Publications.
2. Anil Kumar, Corporate Laws, Indian Book House, Delhi
3. Avtar Singh, Introduction to Company Law, Eastern Book Company
4. GK Kapoor and Sanjay Dhamija, Company Law, Bharat Law House, Delhi.
5. Gower and Davies, Principles of Modern Company Law, Sweet & Maxwell



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6. Manual of Companies Act, Corporate Laws and SEBI Guideline, Bharat Law House,
 7. MC Kuchhal, Modern Indian Company Law, Shri Mahavir Book Depot (Publishers),.
 8. Ramaiya, A Guide to Companies Act, LexisNexis, Wadhwa and Buttersworth.
 9. Reena Chadha and Sumant Chadha, Corporate Laws, Scholar Tech Press, Delhi.
 10. Sharma, J.P., An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd.



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BACHELOR OF COMMERCE PROGRAMME (FYUGP) DETAILED SYLLABUS OF THIRD SEMESTER

COURSE: MDC

PAPER NAME: COMPUTER APPLICATION IN OFFICE MANAGEMENT

PAPER CODE: ACC MDC 2

Course Objectives:

- The course is designed to aim at imparting a basic level appreciation programme for the students. After completing the course the incumbent is able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc. This helps students to maintain their small account using the computers and enjoy in the world of Information Technology.

Unit I

Knowing computer: What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

Unit II

Understanding Word Processing: Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.

Unit III

Using Spread Sheet: Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.

Communications and Collaboration: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.

Unit IV

Financial Literacy for banking Scheme and Applications: Why savings are needed, Why save in a bank, Banking products-ATM card, Banking Instruments-Cheque, Demand Draft (DD), Banking Services Delivery Channels, Know Your Customer (KYC), Opening of bank account and documents required, Types of bank accounts, Bank's services including remittances, loan, mobile banking, Overdraft, Pension etc., Pradhan Mantri Jan Dhan Yojana (PMJDY), password security and ATM withdrawal, Insurance, Social Security Schemes-Atal Pension Yojana (APY), Pradhan Mantri Suraksha Bima Yojana (PMSBY), Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY), Pradhan Mantri Mudra Yojana (PMMY).

Learning Outcomes: The students after completing the course will be able to-

- appropriately start up and shut down your computer.
- navigate the operating system and start applications.
- perform basic functions of file management.
- perform basic functions in a word processor and spreadsheet.
- manage print settings and print documents.
- receive and send emails.
- use a web browser to navigate the Internet.



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References:

1. WallecWang:AbsoluteBigginers guide to Computing. Goyal & Tiwari: Financial Accounting. Taxmann Publication. New Delhi
2. Goe, Anita: Computer Fundamentals. Pearson
3. Ram,B:Computer Fundamentals: Architecture & Organization. 4th ed New Age
4. Sinha, P. K.: Computer Fundamentals: Concepts, Systems & Applications. BPB



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BACHELOR OF COMMERCE PROGRAMME (FYUGP) DETAILED SYLLABUS OF FOURTH SEMESTER

COURSE: MAJOR PAPER NAME: COST & MANAGEMENT ACCOUNTING-II PAPER CODE: ACC MAJ 5

Course Objectives:

- To acquire knowledge and understanding of the concepts, techniques and practices of cost and management accounting and to develop skills for decision making.

Unit I

Costing Systems: Unit and Output Costing • Job Costing: Job Cost Cards, Collecting Direct Costs, Allocation of Overheads and its Applications • Batch Costing: Features and Applications • Contract Costing: Features, Distinction between Job and Contract Costing, Progress Payments, Retention Money, Escalation Clause, Contract Accounts, Accounting for Material, Accounting for Plant Used in a Contract, Contract Profit and Accounting Entries • Process Costing: Features, Applications and Types of Process Costing, Process Loss, Abnormal Gains and Losses, Equivalent Units, Inter-Process Profit, Joint Products, By Products and Accounting • Service Costing: Features and Applications, Unit Costing and Multiple costing, Application, Identification of Cost Unit and Cost Determination and Control.

Unit II

Managerial Costing: Meaning, Advantages, Limitations and Applications • Breakeven Analysis • Cost-Volume Profit Analysis • P/V Ratio and its Significance • Margin of Safety • Absorption Costing: System of Profit Reporting and Stock Valuation • Difference between Marginal Costing and Absorption Costing • Income Measurement under Marginal Costing and Absorption Costing.

Unit III

Standard Costing: Definition, Significance and Applications • Various Types of Standards • Installation of Standard Costing System-for Material, Labour, and Overhead, Variance Analysis for Materials, Labour and Overheads and Accounting Treatment of Variances • Benchmarking for Setting of Standards • Variance Reporting to Management.

Unit IV

Budget, Budgeting and Budgetary Control: Budget Concept, Manual • Fixed and Flexible Budgets • Preparation and Monitoring of Various Types of Budgets • Budgetary Control System: Advantages, Limitations and Installation • Zero Base Budgeting • Programme and Performance Budgeting.

Unit V

Value added Statement: Introduction, Preparation.

Learning Outcomes:

- The subject 'Cost and Management Accounting' is very important and useful for optimum utilization of existing resources. This course will help students become a competent accountant. There are many companies in need of good accountants, and these jobs will offer good pay and job security. They will be able to analyze the relationship between costs and profits to determine where money can be saved.

References:

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2. Deepak Jain : Cost & Management Accounting Taxmann Publications Pvt. Ltd.
3. S.P. Jain & K.L. Narang : Cost and Management Accounting; Kalyani Publishers, 23, Daryaganj, New Delhi-110 002.



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4. V.K. Saxena & C.D. Vashist : Cost and Management Accounting; Sultan Chand & Sons, 23, Daryaganj New Delhi -110 002.
 5. M.N. Arora : Cost and Management Accounting (Theory and Problems); Himalaya Publishing House, Ramdoot, Dr. Bhalerao Marg, Kelewadi, Girgaon, Mumbai-400 004.
 6. S.N. Maheshwari : Cost and Management Accounting; Sultan Chand & Sons, 23, Daryaganj New Delhi -110 002.
 7. I.M. Pandey : Management Accounting; Vikas Publishing House (P) Ltd. A-22, Sector 4, Noida – 201 301
 8. Ravi M. Kishore : Advanced Management Accounting; Taxmann's, Taxmann Publication (P) Ltd. 59/32, New Rohtak Road, New Delhi – 110 005.
 9. M.Y. Khan & P.K. Jain : Theory and Problems of Management and Cost Accounting; McGraw-Hill Education (India) Ltd. B-4, Sector 63, Gautam Budh Nagar, Noida – 201 301.
 10. Jawahar Lal : Cost Accounting; McGraw-Hill Education (India) Ltd. B-4, Sector 63, Gautam Budh Nagar, Noida – 201 301.
 11. C.T. Horngren: Cost and Management Accounting - A Managerial Emphasis; Pearson Education Asia, 482, F.I.E. Patparganj, Delhi-110 092



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BACHELOR OF COMMERCE PROGRAMME (FYUGP) DETAILED SYLLABUS OF FOURTH SEMESTER

COURSE: MAJOR PAPER NAME: BUSINESS MATHEMATICS PAPER CODE: ACC MAJ 6

Course Objectives:

- To familiarize the students with the basic mathematical tools, with an emphasis on applications to business and economic situations.

Unit I

Algebra: Indices, Variation, Quadratic Equation, Binomial Theorem, Permutation and Combination, Logarithm including table values.

Co-ordinate Geometry: Basic concept, Slope of a curve, Straight line, Parabola

Unit II

Matrix and Determinants: (a) Algebra of matrices. Inverse of a matrix, Matrix Operation –Business Application
(b) Solution of system of linear equations (having unique solution and involving not more than three variables) using matrix inversion Method and Cremer's Rule, Basic properties of determinants.

Unit III

Calculus I: (a) Mathematical functions and their types- linear, quadratic, polynomial, exponential,
(b) Logarithmic function Concepts of limit, and continuity of a function
(c) Concept and rules of differentiation, Maxima and Minima involving second or higher order derivatives.
(d) Concept of Marginal Analysis, Concept of Elasticity, Applied Maximum and Minimum.

Unit IV

Calculus II: (a) Partial Differentiation: Partial derivatives up to second order; Homogeneity of functions and Euler's theorem; Total differentials; Differentiation of implicit functions with the help of total differentials
(b) Integration: Standard forms. Methods of integration – by substitution, by parts, and by use of partial fractions; Definite integration; Finding areas in simple cases.

Unit V

Mathematics of Finance: (a) Rates of interest-nominal, effective- and their inter-relationships in different compounding situations.
(b) Compounding and discounting of a sum using different types of rates.
(c) Types of annuities, like ordinary, due, deferred, continuous, perpetual, and their future and present values using different types of rates of interest. Depreciation of Assets. (General annuities to be excluded)

Learning Outcomes:

- The course will enable the students to gain both conceptual and knowledge of Mathematics that help for further study.

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1. Mizrahi and Sullivan. Mathematics for Business and Social Sciences. Wiley and Sons.
2. Budnick, P. Applied Mathematics. McGraw Hill Education.
3. R.G.D. Allen, Mathematical Analysis For Economists
4. Ayres, Frank Jr. Schaum's Outlines Series: Theory and Problems of Mathematics Finance. McGraw Hill Education.
5. Dowling, E.T., Mathematics for Economics, Schaum's Outlines Series. McGraw Hill Education.



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 7. Thukral, J.K., Mathematics for Business Studies.
 8. Soni, R.S., Business Mathematics. Ane Books, New Delhi.
 9. Singh J. K., Business Mathematics. Himalaya Publishing House.



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BACHELOR OF COMMERCE PROGRAMME (FYUGP) DETAILED SYLLABUS OF FOURTH SEMESTER

COURSE: MINOR
PAPER NAME: APPLICATION OF IT AND E-COMMERCE
PAPER CODE: ACC MIN 4

Course Objectives:

- To help the students to develop an understanding of Information Technology and its use by the business as facilitator and driver and to enable them to become familiar with the mechanism for conducting business transactions through electronic means.

Unit I

Fundamentals of Computer, MS-Word and Spreadsheet: Components of a Computer System, Applications of Computers, Advantages and Disadvantages of Computers, Software and its Types: System Software, Application Software, Operating System, Mobile Operating System, Free and Open Software. Creating and saving WORD document, displaying different views, working with styles and character formatting, working with paragraph formatting techniques using indents, tabs, alignment, spacing, bullets and numbering and creating borders. Working with cell and cell addresses, entering and editing data, finding and replacing data, selecting a range, moving, cutting, copying with paste, inserting and deleting cells, freezing cells, cell formatting options, adding, deleting and copying worksheet with in a workbook, renaming a worksheet.

Unit II

Information Technology and Business: 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 out sourcing].

Unit III

Data Organization and Data Base Management System: Data Organization: Character, field, record, file and database, types of data processing systems [Serial, Batch, Real-time, Online, Centralized, distributed], File Organizations [Sequential, Direct, Indexed-Sequential, Relative], Traditional file organization vs. Database file organization. Evolution of AI, Importance of Artificial Intelligence in Business Data handling through use cases. Database Management System: Concept of database management system (DBMS), definition, importance of DBMS, important terms of database [Entity, Attribute, Keys- Primary, Foreign and Candidate, Referential Integrity, Table, Views, Data Dictionary].

Unit IV

IT Act. 2000 and Cyber Crimes: IT Act 2000(as amended thereon)- Definitions of different terms, Digital signature, Electronic Governance, Attribution, Acknowledgement and Dispatch of Electronic Records, Regulation of Certifying Authorities, Digital Signatures Certificates, Duties of Subscribers, Penalties and Adjudication, Appellate Tribunal, Offences and Cyber-crimes.

Unit V

Introduction to E-COMMERCE: Meaning, nature, concepts, types; e-commerce business models B2B [concept, major activities, types of B to B market (independent, buyer oriented, supplier oriented, e-marketplace)], B2C [portals, e-tailer, content provider, transaction broker, real life examples of B2C], C2C, C2B, etc.; Concepts of CRM and E-CRM.

Digital Payment: Methods of e-payments [Debit Card, Credit Card, Smart Cards, e-Money, CBDC], 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,



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importance, electronic fund transfer, automated clearing house, automated ledger posting], risks involved in e-payments.

New Trends in E-Commerce: Social Commerce-concept, features; Digital Marketing-definition, objectives, limitations; Advertisement in Social Media-objectives, advantages and disadvantages.

Learning Outcomes:At the end of this course:

- The learners will be digital friendly and market ready.
- The learners will be able to handle word and spreadsheet.
- The learners will be able to identify issues related to information security.
- The learners will have a basic understanding on electronic business and its execution.

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1. Aurora, Computer Fundamentals, Vikash
2. Bhaskar, B., E-Commerce, McGraw Hill
3. Dhar, P., Fundamental of IT and Its Application in Business, APH
4. E-Commerce: Fundamentals and Applications, Wiley.
5. Henry Chan, Raymond Lee, Tharam Dillon, Elizabeth Chang,
6. Laudon, E-Commerce, Pearson Education India
7. P. T. Joseph, E-Commerce: An Indian Perspective, PHI Learning
8. Schneider G., E-Business, Cengage
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BACHELOR OF COMMERCE PROGRAMME (FYUGP) DETAILED SYLLABUS OF FIFTH SEMESTER

COURSE: MAJOR
PAPER NAME: CORPORATE ACCOUNTING
PAPER CODE: ACC MAJ 7

Course Objectives:

- The course aims to help learners to acquire conceptual knowledge of corporate accounting systems and to learn the techniques of preparing the financial statements of companies.

Unit I

Accounting for Share Capital and Debentures: Types of shares; Accounting for Share Capital, Issue of Rights and Bonus Shares; ESOPs and Buy-Back of shares; Issue and Redemption of preference Shares and Debentures. Underwriting of Shares and Debentures. [In reference to Relevant Accounting Standards (AS and Ind AS) and Guidance Notes as applicable.]

Unit II

Financial Statements of Companies: Preparation of financial statements of corporate entities including one Person Company (excluding calculation of managerial remuneration) as per Division I and II of Schedule III of the Companies Act 2013; Related Parties as per AS-18, Preparation of Statement of Profit and Loss, Balance Sheet, Statement of Equity and Cashflow Statement.

Unit III

Amalgamation, Absorption, Internal & External Reconstruction: Meaning- Amalgamation in the nature of Merger, Purchase - External Reconstruction - Applicability of AS 14- Calculation of Purchase consideration (all methods) - Journal Entries in the books of Transferor and Transferee Companies, Revised Balance Sheet (excluding inter - company holdings).

Accounting for Different forms of Internal Reconstruction (excluding drafting of Internal Reconstruction Scheme).

Unit IV

Liquidation: Meaning - Preparation of Liquidator's Final Statement of Accounts - Calculation of Liquidator Remuneration.

Unit V

Banking Companies: Difference between balance sheet of banking and non banking company; prudential norms. Asset structure of a commercial bank. Non-performing assets (NPA).

Learning Outcomes: After completion of the course, learners will be able to:

- Analyse the matters related to issues of share capital, debentures, bonus shares, redemption of preference shares and debentures of a company.
- Prepare financial statements of companies manually as well as using online software.
- Interpret the valuation of intangible assets and shares.
- Describe accounting for Amalgamation and Internal Reconstruction of Companies.
- Prepare Annual Reports of companies and analyse the voluntary and mandatory information contained in them.



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2. Dam, B. B., & Gautam, H. C. (2019). Corporate Accounting. Guwahati: Gayatri Publications.
3. Goyal, B. K. (2021). Corporate Accounting. (7th Ed.). New Delhi: Taxmann Publication.
4. Goyal, V. K., & Goyal, R. (2012). Corporate Accounting. (3rd Ed.). New Delhi: PHI Learning.
5. Jain, S. P., & Narang, K. L. (2015). Corporate Accounting. New Delhi: Kalyani Publishers.
6. Kumar, A. (2021). Corporate Accounting. (7th Ed.). New Delhi: Singhal Publications.
7. Maheshwari, S. N., Maheshwari, S. K., & Maheshwari, S. K. (2018). Corporate Accounting. (6th Ed.). New Delhi: Vikas Publishing House.
8. Monga, J. R., & Bahadur, R. (2022). Fundamentals of Corporate Accounting. (27th Ed.) New Delhi: Scholar Tech Press.
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BACHELOR OF COMMERCE PROGRAMME (FYUGP) DETAILED SYLLABUS OF FIFTH SEMESTER

COURSE: MAJOR
PAPER NAME: BUSINESS STATISTICS
PAPER CODE: ACC MAJ 8

Course Objectives:

- To familiarize the students with various Statistical Data Analysis tools that can be used for effective decision making. Emphasis will be on the application of the Concepts learnt.

Unit I

Collection of Data, Frequency Distribution, Diagrammatic representation of frequency distribution – Histogram, Frequency Polygon, Ogive, Pie-Chart.

Measures of Central Value: Characteristics of an ideal measure; Measures of Central Tendency - Mean, Median, Mode, Arithmetic Mean, Harmonic Mean and Geometric Mean. Merits, Limitations and Suitability of averages. Relationship between averages.

Measures of Dispersion: Meaning and Significance. Absolute and Relative measures of dispersion - Range, Quartile Deviation, Mean Deviation, Standard Deviation, Coefficient of Variation,

Moments, Skewness, and Kurtosis – Central and Non-Central Moments, Pearson's First and Second Measure, Bowley's Measure of Skewness, Moment Measure of Skewness, Kurtosis.

Unit II

Correlation Analysis: Meaning and significance. Correlation and Causation, Types of correlation. Methods of studying simple correlation - Scatter diagram, Karl Pearson's coefficient of correlation, Spearman's Rank correlation coefficient,

Regression Analysis: Meaning and significance, Regression vs. Correlation. Linear Regression, Regression lines (X on Y, Y on X) and Standard error of estimate.

Unit III

Analysis of Time Series: Meaning and significance. Utility, Components of time series, Models (Additive and Multiplicative), Measurement of trend: Method of least squares, Parabolic trend and logarithmic trend; Index Numbers:

Meaning and significance, problems in construction of index numbers, methods of constructing index numbers-weighted and un-weighted, Test of adequacy of index numbers, chain index numbers, base shifting, splicing and deflating index number. Cost of Living Index numbers.

Unit IV

Probability: Meaning and need. Theorems of addition and multiplication. Conditional probability. Bayes' theorem

Probability Distribution- discrete and continuous Probability Distribution: Meaning, characteristics (Expectation and variance) of Binomial, Poisson, and Normal distribution. Central limit theorem.

Unit V

Fundamentals of Sampling: Basic Concepts, Types of Sampling, Method of Sampling, Sampling distribution & Concept of Parameter & Statistic.



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

- Produce appropriate graphical and numerical descriptive statistics for different types of data.
- Use simple/multiple regression models to analyze the underlying relationships between the variables through hypothesis testing.
- Conduct and interpret a variety of hypothesis tests to aid decision making in a business context.

References:

1. N. G. Das: Statistical Methods, McGraw Hill Education (India) Pvt. Ltd.
2. S.P. Gupta (S.P.): Statistical Methods, Sultan Chand & Sons.
3. Richard Levin & David Rubin: Statistics for management, Prentice Hall.
4. Anderson, Sweeny & Williams: Statistics for Business and Economics, South-Western.



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BACHELOR OF COMMERCE PROGRAMME (FYUGP) DETAILED SYLLABUS OF FIFTH SEMESTER

COURSE: MAJOR PAPER NAME: ENTREPRENEURSHIP AND START UPS IN INDIA PAPER CODE: ACC MAJ 9

Course Objectives:

- To orient the learner towards entrepreneurship as a career option. To encourage creative thinking and innovative business ideas. To associate the learners with the present scenario of Start Ups in India. To equip the students for Self-Employment and application oriented jobs in Government, PSU and other private organisations.

Unit I

Introduction: Concept, Elements, Determinants and importance of Entrepreneurship, Creativity and Innovation. Roll of a family business in India.

Unit II

MSME: Role of Micro Small and Medium Size Enterprises in India. Benefits provided by Government of India. Present condition.

Unit III

Business Planning: How to write a business proposal. Content of a project plan, Designing business process and project preparation in detail.

(Note: This unit should be taught as practical. 20 Marks should be allotted for project preparation.)

Unit IV

Start Ups in India: Brief overview of The Start ups in India. Mobilising resources for the start ups.

Unit V

Start Up problems: Basic start up problems. Ways to overcome the problems. Government support in different modes.

Learning Outcomes:

- Students will have the proper idea about Indian business environment. They will be well equipped with the concept of innovative business ideas and how to turn them into a feasible business plan. They will learn about the avenues of finances for their new ventures and how to prepare project proposal for Start Ups.

References:

1. Entrepreneurship Development by Dr. Buddhadeb Chandra (Author), Dr. Bhaskar Biswas (Author). TEE DEE Publications.
2. Entrepreneurship and Start-ups by Dr. Ramesh Parihar (Author), Dr. Chandresh Sharma (Author). Atlantic Publication.
3. Before You Start Up : How to Prepare to Make Your Startup Dream a Reality by Pankaj Goyal (Author). Atlantic Publication.
4. Entrepreneurship, Innovations & Start-Ups in India by Dr Savita Joshi (Author). Atlantic Publication.



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BACHELOR OF COMMERCE PROGRAMME (FYUGP) DETAILED SYLLABUS OF FIFTH SEMESTER

COURSE: MDC

PAPER NAME: SECRETERIAL PRACTICES & OFFICE MANAGEMENT

PAPER CODE: ACC MDC 3

Course Objectives:

- Objective of the course is to provide the students about the basic functions of an office, the ideas regarding the roles and functions of a secretary. The subject will also cover the basic ideas relating to a meeting and concepts of company meeting and various kinds of drafting of various office related documents.

Unit I

Office Organization and Management: Routine work of the office, Departmentation, Centralized and Decentralized, office layout, handling of incoming and outgoing mails, filing, indexing.

Unit II

Secretarial Practices: Definition, importance, and qualities of a successful secretary, Function of Secretary, Secretary as profession.

Unit III

Meeting including Company Meeting: Lawful and unlawful meeting, requisition of valid meeting, power and Duties of Chairperson, Notice, Agenda, Quorum, Motion, Resolution, Amendments, Voting procedures, Minutes. Kinds of Company Meetings, Essential Requisites, Secretary's Duties regarding different kinds of meetings.

Unit IV

Drafting: Notice, circular, Minutes, Resolution.

Learning Outcomes: The students after completing the course will be able to-

- understand the basic concepts of secretarial practices.
- navigate the various tools and techniques of office management.
- Will have a understanding on various types of meetings.

References:

1. Kuchhal. M.C. (2008). Secretarial Practices, Vikash Publishing House.
2. I. M. Sahai (2019). Office Management and Secretarial Practices. Sahitya Bhavan Publication, Agra.
3. Muthuswamy, Brinda , Sanjeev. (2023). Swamy,s Mannual for Office Procedure. EBC Webstore.
4. Dr. Rajani Divya Sharma. (2019). Office Management and Secretarial Practices. Golgotia Publishing Company



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BACHELOR OF COMMERCE PROGRAMME (FYUGP) DETAILED SYLLABUS OF SIXTH SEMESTER

COURSE: MAJOR
PAPER NAME: AUDITING & ASSURANCE
PAPER CODE: ACC MAJ 10

Course Objectives:

- To provide knowledge of auditing principles, procedures and techniques in accordance with current legal requirements and professional standards and to give an overview of the principles of Corporate Governance and Corporate Social Responsibility

Unit I

Concept, Need and Purpose of Audit: Definition-Nature-Scope and Objectives of Independent Financial Audit; Basic Principles Governing an Audit, Concept of Auditor's Independence – Errors and Fraud-Concepts, Means of doing Fraud, Auditor's Responsibility towards Detection and Prevention of Fraud, Difference between Audit and Investigation; Classification of Audit- Organization Structure wise (Statutory, Non-statutory); Objective wise (Internal and Independent Financial Audit); Periodicity wise (Periodical, Continuous, Interim, Final); Technique wise (Balance Sheet, Standard, Systems, EDP); Standards on Auditing (SA)- Concept and Purpose.

Unit II

Audit of Companies: Audit of Limited Companies: Company Auditor- Qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties Auditor's Report- Contents and Types. Liabilities of Statutory Auditors under the Companies Act 2013.

Unit III

Special Areas of Audit: Special features of Cost audit, Tax audit, and Management audit; Recent Trends in Auditing: Basic considerations of audit in EDP Environment; Computer aided audit techniques and tools; Auditing Standards; Relevant Case Studies/Problems.

Unit IV

Vouching: Vouching: Meaning, Objectives - Difference with Routine Checking – Factors to be Considered during Vouching - Vouching of Following Items: i) Receipts: Cash Sale, Collection from Debtors, Interest and Dividend from Investment, Sale of Fixed Assets. ii) Payments: Cash Purchase, Payment to Creditors, Payment of Wages and Salaries, Advertisement Expenses, Travelling Expenses, Research and Development Expenditure, Prepaid Expenses. Audit of Services.

Unit V

Verification and Valuation: Concept, Objectives, Importance, Difference with Vouching, Difference between Verification and Valuation, Verification of various assets and liabilities.

Unit VI

Audit Procedures and Techniques: Auditing Engagement-Audit Planning- Audit Programme (Concept); Documentation: Audit Working Paper, Ownership and Custody of Working Papers-Audit file (Permanent and Current) – Audit Note Book- Audit Memorandum; Audit Evidence – Concept, Need, Procedures to obtain Audit Evidence; Routine Checking, Test Checking and Auditing in Depth; Concept of Analytical Procedure and Substantive Testing in Auditing.

Unit VII

Internal Control System and Audit Report: Internal Control- Definition, Objectives; Internal Check- Definition, Objectives; Internal Audit- Definition, Objectives, Regulatory Requirement, Reliance by Statutory; Auditor on Internal Auditor's Work.



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Distinction between Report and Certificate- Different Types of Report; Contents of Audit Report (As per Companies Act and Standards on Auditing); True and Fair View – Concept; Materiality – Concept and Relevance

Learning Outcomes:

- Describe generally accepted auditing standards, audit reporting and examine the theory and methodology of auditing.
- Identify and Assess the Risk and evaluate internal control.
- Identify Fraud and Responsibilities of the Auditor in this regard.
- Examine Audit in an Automated Environment and audit sampling.

References:

1. Ravinder Kumar and Virender Sharma, Auditing Principles and Practice, PHI Learning
2. Aruna Jha, Auditing. Taxmann Publication.
3. Anil Kumar, Corporate Governance: Theory and Practice, Indian Book House, New Delhi
4. MC Kuchhal, Modern Indian Company Law, Shri Mahaveer Book Depot.
5. (Publishers). (Relevant Chapters)Tandon et al, Practical Auditing, S.Chand
6. Gupta & Arora, Fundamentals of Auditing, TMH
7. Jha, A., Auditing, Taxmann
8. Basu, S. K., Auditing and Assurance, Pearson
9. Ghosh, J., Contemporary Auditing and Assurance, Elegant Publishing



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BACHELOR OF COMMERCE PROGRAMME (FYUGP) DETAILED SYLLABUS OF SIXTH SEMESTER

COURSE: MAJOR PAPER NAME: HUMAN RESOURCE MANAGEMENT AND MARKETING MANAGEMENT PAPER CODE: ACC MAJ 11

Course Objectives:

- The course will facilitate an insight into the effective management of employees that will guide the managers through the principles and practices of HRM.
- To impart knowledge about marketing theories, principles, strategies and concepts and how they are applied.

GROUP A: HUMAN RESOURCE MANAGEMENT

Unit I

Nature and Scope: Concept and meaning of HR, Understanding the Nature and Scope of HRM, Functions and importance of HRM.

Unit II

Human Resource Planning: Definition, Need of Human Resource Planning, Factors affecting Human Resource Planning.

Unit III

Recruitment and Selection: Definition of Recruitment, Source, need and importance of Recruitment, Recruitment Policy–process–sources of Recruitment Definition of Selection, Steps in selection.

Unit IV

Training and Development: Training and Development Meaning and purpose of training, Benefits of training to organization and employees –Training methods.

Unit V

Job Evaluation and Performance Appraisal: Job evaluation- objectives, scope, Job analysis, Job description, Job Specification-basic concept and significance, Performance Appraisal-Concept.

GROUP B: MARKETING MANAGEMENT

Unit I

Introduction: Nature, scope and importance of marketing; Selling vs. Marketing; Marketing mix, Marketing environment: concept, importance, and components (Economic, Demographic, Technological, Natural, Socio-Cultural and Legal).

Unit II

Consumer Behaviour and Market segmentation: Consumer Behaviour: Nature and Importance, Factors influencing consumer buying behaviour. Market segmentation: concept, importance and bases; Product differentiation vs. market segmentation.

Unit III

Product: Concept and importance, Product classifications; Concept of product mix; Branding, packaging and labelling; Product life-cycle; New Product Development Process.



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Unit IV

Pricing, Distribution Channels and Physical Distribution: Pricing: Significance. Factors affecting price of a product. Pricing policies and strategies.

Distribution Channels and Physical Distribution: Channels of distribution - meaning and importance; Types of distribution channels; Factors affecting choice of distribution channel.

Unit V

Promotion and Recent developments in marketing- Promotion: Nature and importance of promotion; Communication process; Types of promotion: advertising, personal selling, public relations & sales promotion, and their distinctive characteristics.

Recent developments in marketing: Social Marketing, online marketing, direct marketing, services marketing, green marketing, Rural marketing; Consumerism

Learning Outcomes: After completion of the course students will be able to understand-

- The Concepts, functions, nature, importance and applications of Human Resource Management in an organization.
- The Process and key areas relating to HR recruitment and selection in an organization.
- Various techniques in association with performance appraisal and improvement of HR skills.
- Fundamental concepts of marketing and to identify the scope of marketing covering different functions of a marketing manager.
- Identify ethical and legal implications of marketing decisions.

References:

1. Kotler, P., Marketing Management, Pearson
2. Ramaswamy and Namakumari, Marketing Management, McMillan
3. Marketing Management, Govindarajan, M., PHI
4. Principles of Marketing, Kapoor, N., PHI
5. Bhagwati, Pillai, Marketing Management, S.Chand
6. Verma, Duggal, Haldar & Sarkar, Principles of Marketing, Oxford
7. Samanta, S R, Human Resource Management, PHI
8. Mahajan, Reeta, Human Resource Management, Vikash
9. Haldar & Sarkar, Human Resource Management, Oxford
10. Sinha, Sekhar & Bala, Human Resource Management, Cengage
11. Jyothi & Venkatesh, Human Resource Management, Oxford
12. Praharaj & Praharaj, Principle of Marketing and Human Resource Management, Tee Dee Pub (P) Ltd. (Bengali & English Version)
13. Ghosh Sudipta & Joshi Lalit Kumar, Marketing Management and Human Resource Management, Law Point
14. Kotler & Keller, Marketing Management, Pearson
15. Ramaswamy and Namakumari, Marketing Management, McMillan
16. Bhagwati, Pillai, Marketing Management, S.Chand
17. Verma & Duggal, Marketing Management, Oxford
18. Venugopal, P., Marketing Management, Sage
19. Saxena, Marketing Management, McGraw Hill



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BACHELOR OF COMMERCE PROGRAMME (FYUGP) DETAILED SYLLABUS OF SIXTH SEMESTER

COURSE: MAJOR
PAPER NAME: DIRECT AND INDIRECT TAX LAWS & PRACTICE
PAPER CODE: ACC MAJ 12

Course Objectives:

- To familiarize the students with The Direct and Indirect Taxation Laws in India. Computation of Income Tax liability of individual assessee and partnership business. Also to familiarize the students with the Goods and Service Tax Laws and Customs Duty.

DIRECT TAX

Unit I

Introduction: a) Basic Concepts and Definitions under IT Act: Assessee, Previous year, Assessment year, Person, Income, Sources of income, Heads of income, Gross total income, Total income, Tax Evasion, Tax avoidance, Tax planning. b) Residential Status and Incidence of Tax Residential status of all persons except company ; c) Incomes which do not form part of Total Income Except section 10AA.d) Agricultural Income Definition, determination of agricultural and non-agricultural Income, assessment of tax liability when there are both agricultural and non-agricultural income

Unit II

Heads of Income: a) Income from Salaries; b) Income from House property; c) Profits and Gains of Business and Profession Special emphasis on sec. 32, 32AC, 32AD, 35, 35D, 36(i)(ib), (ii), (iii), (iv), (vii), 37, 37(2B), 40A(2), 40A(3), 43B, (Excluding presumptive taxation); d) Capital Gains Meaning and types of capital assets, basic concept of transfer, cost of acquisition, cost of improvement and indexation, computation of STCG and LTCG, exemptions u/s 54, 54B, 54EC and 54F, capital gain on transfer of bonus shares, right entitlement and right shares, taxability of STCG and LTCG.; e) Income from Other Sources Basis of charge excluding deemed dividend.

Unit III

Clubbing of Income and Computation of Taxable Income: a) Income of other Persons included in Assessee's Total Income Remuneration of spouse, income from assets transferred to spouse and Son's wife, income of minor; b) Set off and Carry Forward of Losses Mode of set off and carry forward, inter source and inter head set off, carry forward and set off of losses u/s 71B, 72, 73, 74, 74A. c) Basic concepts, deductions u/s 80C, 80CCC, 80CCD, 80CCE, 80D, 80DD, 80DDB, 80E, 80G, 80GG, 80GGC, 80TTA, 80U Rebate u/s 87A; d) Provisions under section 115BAC

(Note: If any new legislations/provisions are enacted in place of the existing legislations/provisions, the syllabus will accordingly include such new legislations/provisions in place of existing rules).

INDIRECT TAX

Unit IV

Goods and Service Taxes: Concept and features of indirect taxes; Principal indirect taxes; Goods and Service Tax Laws- Meaning, Definitions, Concepts, Returns, Registration, including Constitutional aspects.

Unit V

Customs Duty: Basic concepts, Taxable event, Territorial water, Indian customs water, Goods, Types of Customs duties – Basic, Additional, Protective, Safeguard, Counter-veiling duty on subsidized goods, Anti-Dumping, Valuation of Custom Duty.

Learning Outcomes: After completion of the course students will be able to understand-



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- understand the basic concepts in the law of income tax and determine the residential status of different persons.
 - identify the five heads in which income is categorized and compute income under the heads 'Salaries' and 'Income from House Property', 'Profits and gains of business or profession', 'Capital gains' and 'Income from other sources'.
 - understand clubbing provisions, aggregate income after set-off and carry forward of losses, and deductions allowed under the Income Tax Act; and further to compute taxable income and tax liability of individuals and firms.
 - connect with the genesis of goods and services tax (GST), decipher the constitutional amendment carried out to install GST in India and comprehend the composition and working of GST council.
 - understand the meaning of supply under GST law, differentiate between intra-state and inter-state supply, comprehend rules related to the place of supply and compute the value of supply.

References:

1. Dr. V. K. Singhania, Students Guide to Income Tax; Taxmann Publication
2. Dr. Girish Ahuja & Dr. Ravi Gupta, Taxation, Commercial Law Publishers (India) Pvt. Ltd.
3. C. H Sengupta, Direct and Indirect Tax Laws in India
4. Dr. V. K. Singhania, Students Guide to GST and Customs Law; Taxmann Publication.
5. Dr. R. G. Saha, Dr. DivyaeshShah, Dr. Usha Devi N, Indirect Taxes, Himalaya Publishing House