

# **UNIVERSITY OF NORTH BENGAL**

**Raja Rammohunpur, Dt. Darjeeling, West Bengal, Pin: 734013**

## **SYLLABUS FOR BACHELOR OF COMMERCE UNDER FOUR YEAR UNDERGRADUATE PROGRAM (FYUGP)**

**[Effective from: 2024-25]**

**THREE DISCIPLINE SPECIFIC MULTIDISCIPLINARY COURSE**

**(ACCOUNTING & FINANCE)**

**AND**

**(BUSINESS MANAGEMENT)**

**THREE DISCIPLINE SPECIFIC MULTIDISCIPLINARY COURSE****(ACCOUNTING & FINANCE)****(BUSINESS MANAGEMENT)**

Sem - I	DSC-A-1	<b>MANAGEMENT PRINCIPLES AND APPLICATIONS</b>	<b>MANAGEMENT PRINCIPLES AND APPLICATIONS</b>
	DSC-B-1	<b>FINANCIAL ACCOUNTING - I</b>	<b>FINANCIAL ACCOUNTING - I</b>
	Minor DSC-1	<b>BUSINESS LAWS</b>	<b>BUSINESS LAWS</b>
	VAC- 1/2	UNDERSTANDING INDIA	
	SEC-1	<i>A paper to be chosen from the appropriate pool of papers for SEC</i>	

Sem - II	DSC-A-2	<b>BUSINESS MATHEMATICS-I</b>	<b>BUSINESS MATHEMATICS-I</b>
	DSC-B-2	<b>COMPANY LAW</b>	<b>COMPANY LAW</b>
	Minor DSC-2	<b>BUSINESS COMMUNICATION</b>	<b>BUSINESS COMMUNICATION</b>
	AEC- 1/2	MIL / ALTERNATIVE ENGLISH	
	IDC-1	<i>1<sup>st</sup> Paper of the chosen Inter-Disciplinary Course (IDC)</i>	
	SEC-2	<i>A paper to be chosen from the appropriate pool of papers for SEC</i>	

Sem - III	DSC-A-3	<b>FINANCIAL ACCOUNTING-II</b>	<b>HUMAN RESOURCE MANAGEMENT</b>
	DSC-B-3	<b>HUMAN RESOURCE MANAGEMENT</b>	<b>INDIAN FINANCIAL SYSTEM</b>
	Minor DSC-3	<b>INDIAN FINANCIAL SYSTEM</b>	<b>FINANCIAL ACCOUNTING-II</b>
	AEC- 1/2	COMPULSORY ENGLISH	
	IDC-2	<i>2<sup>nd</sup> Paper of the chosen Inter-Disciplinary Course (IDC)</i>	
	SEC-3	<i>A paper to be chosen from the appropriate pool of papers for SEC</i>	

Sem - IV	DSC-A-4	<b>INCOME TAX LAW AND PRACTICES</b>	<b>INCOME TAX LAW AND PRACTICES</b>
	DSC-B-4	<b>CORPORATE ACCOUNTING</b>	<b>CORPORATE ACCOUNTING</b>
	Minor DSC-4	<b>DIGITAL FLUENCY</b>	<b>DIGITAL FLUENCY</b>
	VAC- 1/2	ENVIRONMENTAL EDUCATION	
	IDC-3	<i>3<sup>rd</sup> Paper of the chosen Inter-Disciplinary Course (IDC)</i>	

Sem-V	DSC-A-5	<b>PRINCIPLES OF MARKETING MANAGEMENT</b>	<b>PRINCIPLES OF MARKETING MANAGEMENT</b>
	DSC-A-6	<b>BUSINESS MATHEMATICS -II</b>	<b>BUSINESS MATHEMATICS -II</b>
	DSC-B-5	<b>AUDITING</b>	<b>AUDITING</b>
	DSC-B-6	<b>COST AND MANAGEMENT ACCOUNTING-I</b>	<b>COST AND MANAGEMENT ACCOUNTING-I</b>
	Minor DSC-5	<b>FINANCIAL INCLUSION AND FINANCIAL LITERACY</b>	<b>FINANCIAL INCLUSION AND FINANCIAL LITERACY</b>

Sem-VI	DSC-A-7	<b>COST AND MANAGEMENT ACCOUNTING-II</b>	<b>COST AND MANAGEMENT ACCOUNTING-II</b>
	DSC-A-8	<b>INDUSTRIAL RELATIONSHIP AND LABOUR LAWS</b>	<b>INDUSTRIAL RELATIONSHIP AND LABOUR LAWS</b>
	DSC-B-7	<b>MANAGERIAL ECONOMICS</b>	<b>MANAGERIAL ECONOMICS</b>
	DSC-B-8	<b>GST AND CUSTOMS DUTY</b>	<b>GST AND CUSTOMS DUTY</b>
	Minor DSC-6	<b>BUSINESS STATISTICS</b>	<b>BUSINESS STATISTICS</b>

Sem-VII	DSC-12	<b>RESEARCH METHODOLOGY</b>	<b>RESEARCH METHODOLOGY</b>
	DSC-A-9	<b>CUSTOMER RELATIONSHIP MANAGEMENT</b>	<b>CUSTOMER RELATIONSHIP MANAGEMENT</b>
	DSC-B-9	<b>OPERATIONS RESEARCH</b>	<b>OPERATIONS RESEARCH</b>
	Minor DSC-7	<b>FINANCIAL REPORTING</b>	<b>FINANCIAL REPORTING</b>

Sem-VIII	DSC-A-10	<b>ORGANISATIONAL BEHAVIOUR</b>	<b>ORGANISATIONAL BEHAVIOUR</b>
	DSC-A-11	<b>BUSINESS ETHICS AND CSR</b>	<b>BUSINESS ETHICS AND CSR</b>
	DSC-B-10	<b>BUSINESS ANALYTICS</b>	<b>BUSINESS ANALYTICS</b>
	DSC-B-11	<b>FINANCIAL MANAGEMENT</b>	<b>FINANCIAL MANAGEMENT</b>
	Minor DSC-8	<b>INVESTMENT ANALYSIS</b>	<b>INVESTMENT ANALYSIS</b>

The details of the Value Added Courses (VACs), Skill Enhancement Courses (SECs) Ability Enhancement Courses (AECs) and Inter-disciplinary Courses (IDCs) will be notified by the concerned authority separately.

## Semester: I

### MANAGEMENT PRINCIPLES AND APPLICATIONS

**Course Code:**

<b>Course Type: Major</b>	<b>Marks: 80</b>	<b>Credit: 4</b>	<b>Lectures: 50</b>
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**Course Objective:** *The objective of the course is to provide the students with an understanding of basic management concepts, principles and practices.*

**Course Outcome:** *On successful completion of the course, the students will be able to bring out the relevance of management in today's knowledge era which in turn will help them to design strategic plans for various organizations for the attainment of organizational goals.*

**Course Contents:**

**Unit I: Introduction (Lectures:10)**

- (a) Management: Concept, Definition, Scope, Levels and Significance.
- (b) Evolution of the Management Thoughts: Classical Approach-Taylor, Fayol; Neo-Classical Approach- Hawthorne Experiments; Behavioural Approach; Systems Approach; Contingency Approach-Peter F. Drucker, Michael Porter.

**Unit II: Planning and Organizing (Lectures:16)**

- (a) Planning: Concept, Process, Steps in Planning, Significance, Limitations and Types of Plan.
- (b) Decision-Making: Concept, Process, Types.
- (c) Organizing: Concept, Process, Significance; Organizational Structure—Various forms; Span of Control, Delegation of authority, Decentralization.

**Unit III: Directing and Coordinating (Lectures: 16)**

- (a) Directing: Concept, Features, Importance and Limitations.
- (b) Motivation: Concept, Importance, Extrinsic and Intrinsic motivation; Motivation Theories-McGregor, Maslow.
- (c) Staffing: Concept and Process
- (d) Leadership: Concept, Importance, Qualities of a successful leader, Leadership styles- Autocratic, Democratic and Laissez Faire.
- (e) Communication: Concept, Purpose, Process; Types of communications, Barriers to communication, overcoming barriers to communication
- (f) Coordinating: Concept, Feature, Importance, Internal and External Coordination

**Unit IV: Controlling (Lectures:8)**

Controlling: Concept, Features, Importance and Limitations; Process; Essentials of a good control system.

**Suggested Readings:**

1. Harold Koontz and Heinz Weihrich, *Essentials of Management: An International and Leadership Perspective*, McGraw Hill Education.
2. Stephen P Robbins and Madhushree Nanda Agrawal, *Fundamentals of Management: Essential Concepts and Applications*, Pearson Education.
3. George Terry, *Principles of Management*, Richard D. Irwin
4. Newman, Summer, and Gilbert, *Management*, PHI
5. James H. Donnelly, *Fundamentals of Management*, Pearson Education.
6. B.P. Singh and A.K.Singh, *Essentials of Management*, Excel Books
7. Griffin, *Management Principles and Application*, Cengage Learning

8. Robert Kreitner, *Management Theory and Application*, Cengage Learning
9. TN Chhabra, *Management Concepts and Practice*, Dhanpat Rai & Co. (Pvt. Ltd.), New Delhi
10. Peter F Drucker, *Practice of Management*, Mercury Books, London
11. Sharma & Gupta, *Management Principle and Applications*, Kalyani Publishers
12. S.K. Debnath and S.P. Datta, *Principles and Practice of Management*, Tee Dee Publications (P) Ltd.

## FINANCIAL ACCOUNTING - I

**Course Code:**

<b>Course Type: Major</b>	<b>Marks: 80</b>	<b>Credit: 4</b>	<b>Lectures: 50</b>
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**Course Objective:** To help students to acquire conceptual knowledge of the Financial Accounting and to impart skills for recording various kinds of business transactions.

**Course Outcome:** On successful completion of the course, the students will be able to understand the theoretical framework of accounting. It will demonstrate the ability to prepare financial statements of profit seeking and non-profit seeking concerns.

### **Course Contents:**

#### **Unit I: Conceptual Framework and Accounting Process (Lectures:10)**

- (a) Accounting as an information system; its users, functions, advantages and limitations; Cashbasis and accrual basis of accounting; Capital and revenue expenditures and receipts;
- (b) Accounting Concepts: entity, accrual, cost, dual aspect, going concern, money measurement, periodic, revenue recognition, realization, matching; Accounting conventions: full disclosure, consistency, materiality, conservatism; Concept on Accounting Standards;
- (c) Accounting process: recording of transactions, preparation of trial balance, transfer and closing entries

#### **Unit II: Accounting for Depreciation, Reserves and Provisions (Lectures: 10)**

- (a) Depreciation: meaning, reasons, factors, different methods; Change in the method of depreciation;
- (b) Reserve: meaning, types; reserve fund; Provisions: meaning, accounting; Reserves vs. provisions

#### **Unit III: Financial Statements (Lectures: 12)**

Financial Statements of Non-Profit Organization, Sole Proprietorship and Partnership business

#### **Unit IV: Consignment and Joint Venture (Lectures: 12)**

- (a) Consignment: Concepts, Features, Accounting treatments in the books of the consignor and consignee.
- (b) Joint Venture: Concepts, Features, Accounting procedures under different methods;

#### **Unit V: Control Ledger (Lectures: 6)**

Concepts and Accounting procedures: Self Balancing & Sectional Balancing.

### **Suggested Readings:**

1. Robert N Anthony, David Hawkins, Kenneth A. Merchant, *Accounting: Text and Cases*. McGraw-Hill Education, 13th Ed. 2013. Charles T. Horngren and Donna Philbrick, *Introduction to Financial Accounting*, Pearson Education.
2. J.R. Monga, *Financial Accounting: Concepts and Applications*. Mayur Course Backs, New Delhi.
3. M.C. Shukla, T.S. Grewal and S.C. Gupta. *Advanced Accounts*. Vol.-I. S. Chand & Co., New Delhi.

4. S.N. Maheshwari, and. S. K. Maheshwari. *Financial Accounting*. Vikas Publishing House, New Delhi.
5. Deepak Sehgal. *Financial Accounting*. Vikas Publishing H House, New Delhi.
6. Bhushan Kumar Goyal and HN Tiwari, *Financial Accounting*, International Book House
7. Goldwin, Alderman and Sanyal, *Financial Accounting*, Cengage Learning.
8. Tulsian, P.C. *Financial Accounting*, Pearson Education.
9. *Compendium of Statements and Standards of Accounting*. The Institute of Chartered Accountants of India, New Delhi
10. M. Haniff & A. Mukherjee, *Financial Accounting 2nd Edition*
11. Basu & Das, *Financial Accounting*, Rabindra Library
12. SP Jain & K.L Narang, *Financial Accounting*, Kalyani Publishers
13. Amitabha Basu & Sibasish Dutta, *Financial Accounting*, Tee Dee Publications (P) Ltd.

## BUSINESS LAWS

**Course Code:**

<b>Course Type: Minor</b>	<b>Marks: 80</b>	<b>Credit: 4</b>	<b>Lectures: 50</b>
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**Course Objective:** To impart basic knowledge of the important business legislations along with relevant case laws.

**Course Outcome:** On successful completion of the course, the students will form a clear idea about the legal aspects of the business.

### Course Contents:

#### Unit I: The Indian Contract Act, 1872: General Principle of Law of Contract (Lectures: 10)

Contract: meaning, characteristics and types; Essentials of a valid contract, breach and remedies against breach of contract; Contingent contracts; Quasi-contracts; Basic concepts of special contracts: Contract of Indemnity and Guarantee, Bailment, Agency

#### Unit II: The Sale of Goods Act, 1930 (Lectures: 10)

Contract of sale: meaning and difference between sale and agreement to sell; Conditions and warranties; Unpaid seller: meaning, rights of an unpaid seller

#### Unit III: Indian Partnership Act, 1932 (Lectures: 10)

Meaning of a partner and a firm; essential elements of a partnership; Types of Partner; Registration of Partnership Firm and consequences of non-registration; Rights and Duties of a partner; Dissolution of Firms : Meaning and ground of dissolution; Limited Liability Partnership, 2008: Similarity and difference with Partnership Act, 1932

#### Unit IV: The Negotiable Instrument Act, 1881 (Lectures: 10)

Negotiable instruments: Definition, features; Promissory Note, Bill of Exchange and Cheque: Essential characteristics and difference between them; Cheque: Types, modes of crossing and endorsement; Holder and Holder in due Course: meaning and Rights; Modes of Dishonour of Negotiable instruments.

#### Unit V: Consumer Protection Act, 2019 (Lectures: 10)

Objective of the Act; Definition of Complaint, Consumer, Consumer dispute, Goods, services; Objectives of District, State and Central Consumer Protection Councils; Consumer Disputes Redressal Commission: Composition and jurisdiction of district, state and central Commission.

### Suggested Readings:

1. M.C. Kuchhal, and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.
2. D L Dutta, *Business Laws*, Tee Dee Publications.
3. Ravinder Kumar, *Legal Aspects of Business*, Cengage Learning
4. S N Maheshwari and SK Maheshwari, *Business Law*, National Publishing House, New Delhi.
5. Aggarwal S. K., *Business Law*, Galgotia Publishers Company, New Delhi.

6. *Bhushan Kumar Goyal and Jain Kinneri, Business Laws, International Book House*
7. *Sushma Arora, Business Laws, Taxman Pulications.*
8. *Akhilshwar Pathak, Legal Aspects of Business, McGraw Hill Education, 6th ed*
9. *P C Tulsian and Bharat Tulsian, Business Law, McGraw Hill Education*
10. *Sharma, J.P. and Sunaina Kanojia, Business Laws, Ane Books Pvt. Ltd., New Delhi*
11. *Garg, Sareen& Sharma, Business Laws, Kalyani Publishers*
12. *Avtar Singh, Business Law, Eastern Book Company,Lucknow.*

**Semester: II****BUSINESS MATHEMATICS-I****Course Code:****Course Type: Major****Marks: 80****Credit: 4****Lectures: 50**

**Course Objective:** The objective of this course is to familiarize the students with the basic mathematical tools and their applications to business and economic situations.

**Course Outcome:** On successful completion, the students will be able to apply various mathematical tools to make relevant business decisions.

**Course Contents:****Unit I: Arithmetic (Lectures: 12)**

- (a) Ratio and Proportion
- (b) Permutation and Combination
- (c) Arithmetic and Geometric Progression

**Unit II: Algebra (Lectures: 13)**

- (a) Indices
- (b) Binomial Theorem
- (c) Logarithm
- (d) Theory of Quadratic Equation

**Unit III: Mathematics of Finance (Lectures: 13)**

- (a) Compounding Interest: Compounding and discounting of a sum using different types of rates.
- (b) Annuities: 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

**Unit IV: Coordinate Geometry (Lectures: 12)**

- (a) Concepts of coordinate geometry, graphs of linear equations. Distance formula. Section formula (internal division) (b) Straight Line

**Suggested Readings:**

1. Budnick, P. *Applied Mathematics*. McGraw Hill Education.
2. R.G.D. Allen, *Mathematical Analysis For Economists*
3. Ayres, Frank Jr. *Schaum's Outlines Series: Theory and Problems of Mathematics of Finance*. McGraw Hill Education.
4. N.G. Das & J.K Das, *Business Mathematics & Statistics*
5. Thukral, J.K., *Mathematics for Business Studies*.
6. Vohra, N.D., *Quantitative Techniques in Management*. McGraw Hill Education.
7. Soni, R.S., *Business Mathematics*. Ane Books, NewDelhi.
8. Singh J. K., *Business Mathematics*. Himalaya Publishing House.
9. S.K. Nag, *Business Mathematics & Statistics*, Kalyani Publisher.
10. S.N. Dey, *Business Mathematics*, Chhaya Prakashani.
11. R.K. Ghosh and S. Saha, *Business Mathematics and Statistics*, New Central Book Agency (P) Ltd.
12. *Fundamentals of Business Mathematics and Statistics*, ICAI Study Material.
13. Sri Harsha Baidya, *Business Mathematics and Statistics*, Tee Dee Publications (P) Ltd.

<b>COMPANY LAW</b>			
<b>Course Code:</b>			
<b>Course Type: Major</b>	<b>Marks: 80</b>	<b>Credit: 4</b>	<b>Lectures: 50</b>

**Objective:** The objective of the course is to impart basic knowledge of the provisions of the Companies Act, 2013. Students will also get to know several case studies involving issues of corporate laws.

**Course Outcome:** On successful completion of the course the students will acquire in depth knowledge of the law governing corporate sector in India.

**Course Contents:**

**Unit I: Introduction (Lectures: 10)**

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 II: Documents (Lectures: 10)**

Memorandum of association, Articles of association, Doctrine of constructive notice and indoor management, prospector-shelf and red herring prospectus, misstatement in prospectus, GDR;

**Unit III: Management (Lectures: 20)**

- a) 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;
- b) Meetings: Meetings of shareholders and board of directors; Types of meetings, Convening and conduct of meetings, Requisites of a valid meeting, postal ballot, meeting through video conferencing, e-voting.
- c) Committees of Board of Directors - Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee, Corporate Social Responsibility Committee

**Unit IV: Winding Up (Lectures: 10)**

Concept and modes of Winding Up; Insider-Trading: meaning and legal provisions; Whistle-blowing: Concept and Mechanism.

**Suggested Readings:**

1. MC Kuchhal, *Modern Indian Company Law*, Shri Mahavir Book Depot (Publishers), Delhi.
2. GK Kapoor and Sanjay Dhamija, *Company Law*, Bharat Law House, Delhi.
3. Anil Kumar, *Corporate Laws*, Indian Book House, Delhi
4. Reena Chadha and Sumant Chadha, *Corporate Laws*, Scholar Tech Press, Delhi.
5. Avtar Singh, *Introduction to Company Law*, Eastern Book Company  
Revised Syllabus for B.Com Honours Program [Effective from: 2022-23]
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6. Ramaiya, *A Guide to Companies Act*, LexisNexis, Wadhwa and Buttersworth.
7. *Manual of Companies Act, Corporate Laws and SEBI Guideline*, Bharat Law House, New Delhi,.
8. *A Compendium of Companies Act 2013, along with Rules*, by Taxmann Publications.
9. Gower and Davies, *Principles of Modern Company Law*, Sweet & Maxwell
10. Sharma, J.P., *An Easy Approach to Corporate Laws*, Ane Books Pvt. Ltd., New Delhi
11. Garg, Sareen, Sharma & Dhingra, *Corporate Legal Framework*, Kalyani Publishers



## BUSINESS COMMUNICATION

**Course Code:**

<b>Course Type: Minor</b>	<b>Marks: 80</b>	<b>Credit: 4</b>	<b>Lectures: 50</b>
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**Course Objective:** To equip students of the B. Com course effectively to acquire skills in reading, writing, comprehension, and communication, as also to use electronic media for business communication.

**Course Outcome:** On successful completion of the course the students will develop the skills of inter and intra business correspondence.

### **Content:**

#### **Unit I: Nature of Communication (Lectures: 12)**

Process of Communication, Types of Communication (Verbal & Nonverbal), Importance of Communication, Different forms of Communication, Barriers to Communication Causes, Linguistic Barriers, Psychological Barriers, Interpersonal Barriers, Cultural Barriers, Physical Barriers, Organizational Barriers

#### **Unit II: Business Correspondence (Lectures: 13)**

Letter Writing, presentation, inviting quotations, Sending quotations, Placing orders, Inviting tenders, Sales letters, claim & adjustment letters and social correspondence, Memorandum, Inter-office Memo, Notices, Agenda, Minutes, Job application letter, preparing the Resume.

#### **Unit III: Report Writing (Lectures: 15)**

Business reports, Types, Characteristics, Importance, Elements of structure, Process of writing, Order of writing, the final draft, check lists for reports.

#### **Unit IV: Oral Presentation (Lectures: 10)**

Importance, Characteristics, Presentation Plan, Power point presentation, Visual aids

### **Suggested Readings:**

1. Bovee, and Thill, *Business Communication Today*, Pearson Education
2. Lesikar, R.V. & Flatley, M.E. Kathryn Rentz; *Business Communication Making Connections in Digital World*, 11th ed., McGraw Hill Education.
3. Shirley Taylor, *Communication for Business*, Pearson Education
4. Locker and Kaczmarek, *Business Communication: Building Critical Skills*, TMH
5. Leena Sen, *Communication Skills*, PHI Learning.
6. Kumar Varinder & Bodh Raj *Business Communication*, Kalyani Publisher

# **UNIVERSITY OF NORTH BENGAL**

**Raja Rammohunpur, Dt. Darjeeling, West Bengal, Pin: 734013**

## **SYLLABUS FOR BACHELOR OF COMMERCE UNDER FOUR YEAR UNDERGRADUATE PROGRAM (FYUGP)**

**[Effective from: 2024-25]**

**SINGLE MAJOR – SINGLE MINOR (ACCOUNTING & FINANCE)**

**SINGLE MAJOR – SINGLE MINOR****Major: ACCOUNTING & FINANCE**

Sem - I	Major DSC-1	<b>MANAGEMENT PRINCIPLES AND APPLICATIONS</b>
	Major DSC-2	<b>FINANCIAL ACCOUNTING - I</b>
	Minor DSC-1	<b>BUSINESS LAWS</b>
	VAC- 1/2	<i>ENVIRONMENTAL EDUCATION</i>
	SEC-1	<i>A paper to be chosen from the appropriate pool of papers for SEC</i>
Sem - II	Major DSC-3	<b>BUSINESS MATHEMATICS-I</b>
	Major DSC-4	<b>COMPANY LAW</b>
	Minor DSC-2	<b>BUSINESS COMMUNICATION</b>
	AEC- 1/2	<i>COMPULSORY ENGLISH</i>
	IDC-1	<i>1<sup>st</sup> Paper of the chosen Inter-Disciplinary Course (IDC)</i>
	SEC-2	<i>A paper to be chosen from the appropriate pool of papers for SEC</i>
Sem - III	Major DSC-5	<b>FINANCIAL ACCOUNTING-II</b>
	Major DSC-6	<b>INDIAN FINANCIAL SYSTEM</b>
	Minor DSC-3	<b>HUMAN RESOURCE MANAGEMENT</b>
	AEC- 1/2	<i>MIL / ALTERNATIVE ENGLISH</i>
	IDC-2	<i>2<sup>nd</sup> Paper of the chosen Inter-Disciplinary Course (IDC)</i>
	SEC-3	<i>A paper to be chosen from the appropriate pool of papers for SEC</i>
Sem - IV	Major DSC-7	<b>INCOME TAX LAW AND PRACTICES</b>
	Major DSC-8	<b>CORPORATE ACCOUNTING</b>
	Minor DSC-4	<b>DIGITAL FLUENCY</b>
	VAC- 1/2	<i>UNDERSTANDING INDIA</i>
	IDC-3	<i>3<sup>rd</sup> Paper of the chosen Inter-Disciplinary Course (IDC)</i>
Sem-V	Major DSC-9	<b>FINANCIAL INCLUSION AND FINANCIAL LITERACY</b>
	Major DSC-10	<b>BUSINESS MATHEMATICS -II</b>
	Major DSC-11	<b>AUDITING</b>
	Major DSC-12	<b>COST AND MANAGEMENT ACCOUNTING-I</b>
	Minor DSC-5	<b>PRINCIPLES OF MARKETING MANAGEMENT</b>
Sem-VI	Major DSC-13	<b>COST AND MANAGEMENT ACCOUNTING-II</b>
	Major DSC-14	<b>BUSINESS STATISTICS</b>
	Major DSC-15	<b>MANAGERIAL ECONOMICS</b>
	Major DSC-16	<b>GST AND CUSTOMS DUTY</b>
	Minor DSC-6	<b>INDUSTRIAL RELATIONSHIP AND LABOUR LAWS</b>
Sem-VII	Major DSC-17	<b>RESEARCH METHODOLOGY</b>
	Major DSC-18	<b>FINANCIAL REPORTING</b>
	Major DSC-19	<b>OPERATIONS RESEARCH</b>
	Minor DSC-7	<b>CUSTOMER RELATIONSHIP MANAGEMENT</b>
Sem-VIII	Major DSC-20	<b>INVESTMENT ANALYSIS</b>
	Major DSC-21	<b>BUSINESS ETHICS AND CSR</b>
	Major DSC-22	<b>BUSINESS ANALYTICS</b>
	Major DSC-23	<b>FINANCIAL MANAGEMENT</b>
	Minor DSC-8	<b>ORGANISATIONAL BEHAVIOUR</b>

*The details of the Value Added Courses (VACs), Skill Enhancement Courses (SECs) Ability Enhancement Courses (AECs) and Inter-disciplinary Courses (IDCs) will be notified by the concerned authority separately.*

**Semester: I****MANAGEMENT PRINCIPLES AND APPLICATIONS****Course Code:****Course Type: Major****Marks: 80****Credit: 4****Lectures: 50**

**Course Objective:** *The objective of the course is to provide the students with an understanding of basic management concepts, principles and practices.*

**Course Outcome:** *On successful completion of the course, the students will be able to bring out the relevance of management in today's knowledge era which in turn will help them to design strategic plans for various organizations for the attainment of organizational goals.*

**Course Contents:****Unit I: Introduction (Lectures:10)**

- (a) Management: Concept, Definition, Scope, Levels and Significance.
- (b) Evolution of the Management Thoughts: Classical Approach-Taylor, Fayol; Neo-Classical Approach-Mayo, Hawthorne Experiments; Behavioural Approach; Systems Approach; Contingency Approach-Peter F. Drucker, Michael Porter, Senge and, C.K. Prahalad

**Unit II: Planning and Organizing (Lectures:16)**

- (a) Planning: Concept, Process, Steps in Planning, Significance and Types of Plan
- (b) Strategic Planning: Concept, Process, Importance and limitations
- (c) Environmental Analysis (internal and external environment): Importance and Techniques (SWOT and BCG Matrix).
- (d) Decision-Making: Concept, Process, Types
- (e) Organizing: Concept, Process, Significance; Organizational Structure—Various forms; Span of Control, Different types of authority, Delegation of authority, Decentralization

**Unit III: Directing and Coordinating (Lectures:16)**

- (a) Directing: Concept, Features, Importance and Limitations.
- (b) Motivation: Concept, Importance, Extrinsic and Intrinsic motivation; Motivation Theories-McGregor, Maslow, Herzberg
- (c) Staffing: Concept and Process
- (d) Leadership: Concept, Importance, Qualities of a successful leader, Leadership styles- Autocratic, Democratic and Laissez Faire, Theories-Likert, Blake and Mouten, House's Path Goal theory
- (e) Communication: Concept, Purpose, Process; Types of communications, Barriers to communication, overcoming barriers to communication
- (f) Coordinating: Concept, Feature, Importance, Internal and External Coordination

**Unit IV: Controlling (Lectures:8)**

Controlling: Concept, Features, Importance and Limitations; Process; Essentials of a good control system, Principles of Effective Control; Relationship between Planning and Control.

**Suggested Readings:**

1. Harold Koontz and Heinz Weihrich, *Essentials of Management: An International and Leadership Perspective*, McGraw Hill Education.
2. Stephen P Robbins and Madhushree Nanda Agrawal, *Fundamentals of Management: Essential Concepts and Applications*, Pearson Education.

3. George Terry, *Principles of Management*, Richard D. Irwin
4. Newman, Summer, and Gilbert, *Management*, PHI
5. James H. Donnelly, *Fundamentals of Management*, Pearson Education.
6. B.P. Singh and A.K.Singh, *Essentials of Management*, Excel Books
7. Griffin, *Management Principles and Application*, Cengage Learning
8. Robert Kreitner, *Management Theory and Application*, Cengage Learning
9. TN Chhabra, *Management Concepts and Practice*, Dhanpat Rai & Co. (Pvt. Ltd.), New Delhi
10. Peter F Drucker, *Practice of Management*, Mercury Books, London
11. Sharma & Gupta, *Management Principle and Applications*, Kalyani Publishers
12. S.K. Debnath and S.P. Datta, *Principles and Practice of Management*, Tee Dee Publications (P) Ltd.

## FINANCIAL ACCOUNTING - I

**Course Code:**

**Course Type: Major**

**Marks: 80**

**Credit: 4**

**Lectures: 50**

**Course Objective:** To help students to acquire conceptual knowledge of the Financial Accounting and to impart skills for recording various kinds of business transactions.

**Course Outcome:** On successful completion of the course, the students will be able to understand the theoretical framework of accounting. It will demonstrate the ability to prepare financial statements of profit seeking and non-profit seeking concerns.

### **Course Contents:**

#### **Unit I: Conceptual Framework and Accounting Process (Lectures:6)**

- (a) Accounting as an information system; its users, functions, advantages and limitations; Cashbasis and accrual basis of accounting; Capital and revenue expenditures and receipts;
- (b) Accounting Concepts: entity, accrual, cost, dual aspect, going concern, money measurement, periodic, revenue recognition, realization, matching; Accounting conventions: full disclosure, consistency, materiality, conservatism; Concept on Accounting Standards;
- (c) Accounting process: recording of transactions, preparation of trial balance, transfer and closing entries

#### **Unit II: Accounting for Depreciation, Reserves and Provisions (Lectures: 6)**

- (a) Depreciation: meaning, reasons, factors, different methods; Change in the method of depreciation;
- (b) Reserve: meaning, types; reserve fund; Provisions: meaning, accounting; Reserves vs. provisions

#### **Unit III: Financial Statements (Lectures: 12)**

Financial Statements of Non-Profit Organization, Sole Proprietorship and Partnership business

#### **Unit IV: Consignment, Joint Venture and Sale or Return (Lectures: 12)**

- (a) Consignment: Concepts, Features, Accounting treatments in the books of the consignor and consignee.
- (b) Joint Venture: Concepts, Features, Accounting procedures under different methods;
- (c) Sale or return: Concepts and Accounting procedures

#### **Unit V: Insurance Claim (Lectures: 10)**

- (a) Loss of Stock: Concept and Computation.
- (b) Loss of Profit: Concept and Computation.

**Unit VI: Control Ledger (Lectures: 4)**

Concepts and Accounting procedures: Self Balancing & Sectional Balancing.

**Suggested Readings:**

1. Robert N Anthony, David Hawkins, Kenneth A. Merchant, *Accounting: Text and Cases*. McGraw-Hill Education, 13th Ed. 2013. Charles T. Horngren and Donna Philbrick, *Introduction to Financial Accounting*, Pearson Education.
2. J.R. Monga, *Financial Accounting: Concepts and Applications*. MayurCourse Backs, New Delhi.
3. M.C.Shukla, T.S. Grewal and S.C.Gupta. *Advanced Accounts. Vol.-I*. S. Chand & Co., New Delhi.
4. S.N. Maheshwari, and. S. K. Maheshwari. *Financial Accounting*. Vikas Publishing House, New Delhi.
5. Deepak Sehgal. *Financial Accounting*. Vikas Publishing H House, New Delhi.
6. Bhushan Kumar Goyal and HN Tiwari, *Financial Accounting*, International Book House
7. Goldwin, Alderman and Sanyal, *Financial Accounting*, Cengage Learning.
8. Tulsian, P.C. *Financial Accounting*, Pearson Education.
9. *Compendium of Statements and Standards of Accounting*. The Institute of Chartered Accountants of India, New Delhi
10. M. Haniff & A. Mukherjee, *Financial Accounting 2nd Edition*
11. Basu & Das, *Financial Accounting*, Rabindra Library
12. SP Jain & K.L Narang, *Financial Accounting*, Kalyani Publishers
13. Amitabha Basu & Sibasish Dutta, *Financial Accounting*, Tee Dee Publications (P) Ltd.

<b>BUSINESS LAWS</b>			
<b>Course Code:</b>			
<b>Course Type: Minor</b>	<b>Marks: 80</b>	<b>Credit: 4</b>	<b>Lectures: 50</b>

**Course Objective:** To impart basic knowledge of the important business legislations along with relevant case laws.

**Course Outcome:** On successful completion of the course, the students will form a clear idea about the legal aspects of the business.

**Course Contents:****Unit I: The Indian Contract Act, 1872: General Principle of Law of Contract (Lectures: 10)**

Contract: meaning, characteristics and types; Essentials of a valid contract; Discharge of a contract: modes of discharge, breach and remedies against breach of contract; Contingent contracts; Quasi-contracts; Basic concepts of special contracts: Contract of Indemnity and Guarantee, Bailment, Agency

**Unit II: The Sale of Goods Act, 1930 (Lectures: 10)**

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

**Unit III: Indian Partnership Act, 1932 (Lectures: 10)**

Meaning of a partner and a firm; essential elements of a partnership; Types of Partner; partnership distinguished from co-ownership, company, club; partnership by: estoppels or holding out and limited ownership; Registration of Partnership Firm and consequences of non-registration; Rights and Duties of a partner: relation of partners with third parties; implied authority of a partner and restrictions on it; Dissolution of Firms : Meaning and ground of dissolution; Limited Liability Partnership, 2008: Similarity and difference with Partnership Act, 1932

**Unit IV: The Negotiable Instrument Act, 1881 (Lectures: 10)**

Negotiable instruments: Definition, features; Promissory Note, Bill of Exchange and Cheque: Essential

characteristics and difference between them; Cheque: Types, modes of crossing and endorsement; Holder and Holder in due Course: meaning and Rights; Dishonour of Negotiable instruments: Modes of dishonour, consequences, notice of dishonour

**Unit V: Consumer Protection Act, 2019 (Lectures: 10)**

Objective of the Act; Definition of Complaint, Consumer, Consumer dispute, Goods, services; Objectives of District, State and Central Consumer Protection Councils; Consumer Disputes Redressal Commission: Composition and jurisdiction of district, state and central Commission; Mediation: Establishment of consumer mediation cell, empanelment, nomination, duty and replacement of mediator, procedure for mediation

**Suggested Readings:**

1. M.C. Kuchhal, and Vivek Kuchhal, *Business Law*, Vikas Publishing House, NewDelhi.
2. D L Dutta, *Business Laws*, Tee Dee Publications.
3. Ravinder Kumar, *Legal Aspects of Business*, CengageLearning
4. S N Maheshwari and SK Maheshwari, *Business Law*, National Publishing House, New Delhi.
5. Aggarwal S. K., *Business Law*, Galgotia Publishers Company, New Delhi.
6. Bhushan Kumar Goyal and Jain Kinneri, *Business Laws*, International Book House
7. Sushma Arora, *Business Laws*, Taxman Pulications.
8. Akhileshwar Pathak, *Legal Aspects of Business*, McGraw Hill Education, 6th ed
9. P C Tulsian and Bharat Tulsian, *Business Law*, McGraw Hill Education
10. Sharma, J.P. and Sunaina Kanojia, *Business Laws*, Ane Books Pvt. Ltd., New Delhi
11. Garg, Sareen& Sharma, *Business Laws*, Kalyani Publishers
12. Avtar Singh, *Business Law*, Eastern Book Company,Lucknow.

**Semester: II****BUSINESS MATHEMATICS-I****Course Code:****Course Type: Major****Marks: 80****Credit: 4****Lectures: 50**

**Course Objective:** The objective of this course is to familiarize the students with the basic mathematical tools and their applications to business and economic situations.

**Course Outcome:** On successful completion, the students will be able to apply various mathematical tools to make relevant business decisions.

**Course Contents:****Unit I: Arithmetic (Lectures: 12)**

- (a) Ratio and Proportion
- (b) Variation
- (c) Permutation and Combination
- (d) Arithmetic and Geometric Progression

**Unit II: Algebra (Lectures: 13)**

- (a) Indices
- (b) Surds
- (c) Binomial Theorem
- (d) Logarithm
- (e) Theory of Quadratic Equation

**Unit III: Mathematics of Finance (Lectures: 13)**

- (a) Compounding Interest: Compounding and discounting of a sum using different types of rates.
- (b) Annuities: 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
- (c) Concept and Calculation of Equated Monthly Instalment (EMI).

**Unit IV: Coordinate Geometry (Lectures: 12)**

- (a) Concepts of coordinate geometry, graphs of linear equations. Distance formula. Section formula (internal division) (b) Straight Line

**Suggested Readings:**

1. Budnick, P. *Applied Mathematics*. McGraw Hill Education.
2. R.G.D. Allen, *Mathematical Analysis For Economists*
3. Ayres, Frank Jr. *Schaum's Outlines Series: Theory and Problems of Mathematics of Finance*. McGraw Hill Education.
4. N.G. Das & J.K Das, *Business Mathematics & Statistics*
5. Thukral, J.K., *Mathematics for Business Studies*.
6. Vohra, N.D., *Quantitative Techniques in Management*. McGraw Hill Education.
7. Soni, R.S., *Business Mathematics*. Ane Books, NewDelhi.
8. Singh J. K., *Business Mathematics*. Himalaya Publishing House.
9. S.K. Nag, *Business Mathematics & Statistics*, Kalyani Publisher.
10. S.N. Dey, *Business Mathematics*, Chhaya Prakashani.
11. R.K. Ghosh and S. Saha, *Business Mathematics and Statistics*, New Central Book Agency (P) Ltd.



12. *Fundamentals of Business Mathematics and Statistics, ICAI Study Material.*

13. *Sri Harsha Baidya, Business Mathematics and Statistics, Tee Dee Publications (P) Ltd.*

<b>COMPANY LAW</b>			
<b>Course Code:</b>			
<b>Course Type: Major</b>	<b>Marks: 80</b>	<b>Credit: 4</b>	<b>Lectures: 50</b>

**Objective:** The objective of the course is to impart basic knowledge of the provisions of the Companies Act, 2013 and the Depositories Act, 1996. Students will also get to know several case studies involving issues of corporate laws.

**Course Outcome:** On successful completion of the course the students will acquire in depth knowledge of the law governing corporate sector in India.

**Course Contents:**

**Unit I: Introduction (Lectures: 10)**

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 II: Documents (Lectures: 10)**

Memorandum of association, Articles of association, Doctrine of constructive notice and indoor management, prospectus-shelf and red herring prospectus, misstatement in prospectus, GDR;

**Unit III: Management (Lectures: 18)**

a) 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;

b) Meetings: Meetings of shareholders and board of directors; Types of meetings, Convening and conduct of meetings, Requisites of a valid meeting, postal ballot, meeting through video conferencing, e-voting.

c) Committees of Board of Directors - Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee, Corporate Social Responsibility Committee

**Unit IV: Winding Up (Lectures: 5)**

Concept and modes of Winding Up; Insider-Trading: meaning and legal provisions; Whistle-blowing: Concept and Mechanism

**Unit V: The Depositories Act, 1996 (Lectures: 7)**

Definitions; rights and obligations of depositories; participant issuers and beneficial owners; inquiry and inspections, penalty.

**Suggested Readings:**

1. MC Kuchhal, *Modern Indian Company Law*, Shri Mahavir Book Depot (Publishers), Delhi.
2. GK Kapoor and Sanjay Dhamija, *Company Law*, Bharat Law House, Delhi.
3. Anil Kumar, *Corporate Laws*, Indian Book House, Delhi
4. Reena Chadha and Sumant Chadha, *Corporate Laws*, Scholar Tech Press, Delhi.

5. Avtar Singh, *Introduction to Company Law*, Eastern Book Company  
Revised Syllabus for B.Com Honours Program [Effective from: 2022-23]

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6. Ramaiya, *A Guide to Companies Act*, LexisNexis, Wadhwa and Buttersworth.

7. *Manual of Companies Act, Corporate Laws and SEBI Guideline*, Bharat Law House, New Delhi,.

8. *A Compendium of Companies Act 2013, along with Rules*, by Taxmann Publications.

9. Gower and Davies, *Principles of Modern Company Law*, Sweet & Maxwell

10. Sharma, J.P., *An Easy Approach to Corporate Laws*, Ane Books Pvt. Ltd., New Delhi

11. Garg, Sareen, Sharma & Dhingra, *Corporate Legal Framework*, Kalyani Publishers

## BUSINESS COMMUNICATION

Course Code:

Course Type: Minor	Marks: 80	Credit: 4	Lectures: 50
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**Objective:** To equip students of the B. Com course effectively to acquire skills in reading, writing, comprehension, and communication, as also to use electronic media for business communication.

**Course Outcome:** On successful completion of the course the students will develop the skills of inter and intra business correspondence.

### Course Content:

#### Unit I: Nature of Communication (Lectures: 10)

Process of Communication, Types of Communication (Verbal & Nonverbal), Importance of communication, Different forms of Communication, Barriers to Communication Causes, Linguistic Barriers, Psychological Barriers, Interpersonal Barriers, Cultural Barriers, Physical Barriers, Organizational Barriers

**Unit II: Business Correspondence (Lectures: 10)** Letter Writing, presentation, inviting quotations, Sending quotations, Placing orders, Inviting tenders, Sales letters, claim & adjustment letters and social correspondence, Memorandum, Inter-office Memo, Notices, Agenda, Minutes, Job application letter, preparing the Resume.

**Unit III: Report Writing (Lectures: 10)** Business reports, Types, Characteristics, Importance, Elements of structure, Process of writing, Order of writing, the final draft, check lists for reports.

#### Unit IV: Oral Presentation (Lectures: 10)

Importance, Characteristics, Presentation Plan, Power point presentation, Visual aids

#### Unit V - Creative Writing, Group Discussion and Resume Writing (Lectures: 10)

Creative thoughts in different forms; Nature of Group Discussion, Difference between debate and discussion, Ways to present the arguments and ways of defending; Art of preparing resume as a job applicant.

### Suggested Readings:

1. Bovee, and Thill, *Business Communication Today*, Pearson Education
2. Lesikar, R.V. & Flatley, M.E. Kathryn Rentz; *Business Communication Making Connections in Digital World*, 11th ed., McGraw Hill Education.
3. Shirley Taylor, *Communication for Business*, Pearson Education
4. Locker and Kaczmarek, *Business Communication: Building Critical Skills*, TMH
5. Leena Sen, *Communication Skills*, PHI Learning. 6. Kumar Varinder & Bodh Raj *Business Communication*, Kalyani Publisher

# **UNIVERSITY OF NORTH BENGAL**

**Raja Rammohunpur, Dt. Darjeeling, West Bengal, Pin: 734013**

## **SYLLABUS FOR BACHELOR OF COMMERCE UNDER FOUR YEAR UNDERGRADUATE PROGRAM (FYUGP)**

**[Effective from: 2024-25]**

**SINGLE MAJOR – SINGLE MINOR (BUSINESS MANAGEMENT)**

**SINGLE MAJOR – SINGLE MINOR****Major: BUSINESS MANAGEMENT**

Sem - I	Major DSC-1	<b>MANAGEMENT PRINCIPLES AND APPLICATIONS</b>
	Major DSC-2	<b>FINANCIAL ACCOUNTING - I</b>
	Minor DSC-1	<b>BUSINESS LAWS</b>
	VAC- 1/2	<i>ENVIRONMENTAL EDUCATION</i>
	SEC-1	<i>A paper to be chosen from the appropriate pool of papers for SEC</i>
Sem - II	Major DSC-3	<b>BUSINESS MATHEMATICS-I</b>
	Major DSC-4	<b>COMPANY LAW</b>
	Minor DSC-2	<b>BUSINESS COMMUNICATION</b>
	AEC- 1/2	<i>COMPULSORY ENGLISH</i>
	IDC-1	<i>1<sup>st</sup> Paper of the chosen Inter-Disciplinary Course (IDC)</i>
	SEC-2	<i>A paper to be chosen from the appropriate pool of papers for SEC</i>
Sem - III	Major DSC-5	<b>HUMAN RESOURCE MANAGEMENT</b>
	Major DSC-6	<b>INDIAN FINANCIAL SYSTEM</b>
	Minor DSC-3	<b>FINANCIAL ACCOUNTING-II</b>
	AEC- 1/2	<i>MIL / ALTERNATIVE ENGLISH</i>
	IDC-2	<i>2<sup>nd</sup> Paper of the chosen Inter-Disciplinary Course (IDC)</i>
	SEC-3	<i>A paper to be chosen from the appropriate pool of papers for SEC</i>
Sem - IV	Major DSC-7	<b>INCOME TAX LAW AND PRACTICES</b>
	Major DSC-8	<b>CORPORATE ACCOUNTING</b>
	Minor DSC-4	<b>DIGITAL FLUENCY</b>
	VAC- 1/2	<i>UNDERSTANDING INDIA</i>
	IDC-3	<i>3<sup>rd</sup> Paper of the chosen Inter-Disciplinary Course (IDC)</i>
Sem-V	Major DSC-9	<b>PRINCIPLES OF MARKETING MANAGEMENT</b>
	Major DSC-10	<b>BUSINESS MATHEMATICS -II</b>
	Major DSC-11	<b>AUDITING</b>
	Major DSC-12	<b>COST AND MANAGEMENT ACCOUNTING-I</b>
	Minor DSC-5	<b>FINANCIAL INCLUSION AND FINANCIAL LITERACY</b>
Sem-VI	Major DSC-13	<b>INDUSTRIAL RELATIONSHIP AND LABOUR LAWS</b>
	Major DSC-14	<b>BUSINESS STATISTICS</b>
	Major DSC-15	<b>MANAGERIAL ECONOMICS</b>
	Major DSC-16	<b>GST AND CUSTOMS DUTY</b>
	Minor DSC-6	<b>COST AND MANAGEMENT ACCOUNTING-II</b>
Sem-VII	Major DSC-17	<b>RESEARCH METHODOLOGY</b>
	Major DSC-18	<b>CUSTOMER RELATIONSHIP MANAGEMENT</b>
	Major DSC-19	<b>OPERATIONS RESEARCH</b>
	Minor DSC-7	<b>FINANCIAL REPORTING</b>
Sem-VIII	Major DSC-20	<b>ORGANISATIONAL BEHAVIOUR</b>
	Major DSC-21	<b>BUSINESS ETHICS AND CSR</b>
	Major DSC-22	<b>BUSINESS ANALYTICS</b>
	Major DSC-23	<b>FINANCIAL MANAGEMENT</b>
	Minor DSC-8	<b>INVESTMENT ANALYSIS</b>

*The details of the Value Added Courses (VACs), Skill Enhancement Courses (SECs) Ability Enhancement Courses (AECs) and Inter-disciplinary Courses (IDCs) will be notified by the concerned authority separately.*

**Semester: I****MANAGEMENT PRINCIPLES AND APPLICATIONS****Course Code:****Course Type: Major****Marks: 80****Credit: 4****Lectures: 50**

**Course Objective:** *The objective of the course is to provide the students with an understanding of basic management concepts, principles and practices.*

**Course Outcome:** *On successful completion of the course, the students will be able to bring out the relevance of management in today's knowledge era which in turn will help them to design strategic plans for various organizations for the attainment of organizational goals.*

**Course Contents:****Unit I: Introduction (Lectures:10)**

- (a) Management: Concept, Definition, Scope, Levels and Significance.
- (b) Evolution of the Management Thoughts: Classical Approach-Taylor, Fayol; Neo-Classical Approach-Mayo, Hawthorne Experiments; Behavioural Approach; Systems Approach; Contingency Approach-Peter F. Drucker, Michael Porter, Senge and, C.K. Prahalad

**Unit II: Planning and Organizing (Lectures:16)**

- (a) Planning: Concept, Process, Steps in Planning, Significance and Types of Plan
- (b) Strategic Planning: Concept, Process, Importance and limitations
- (c) Environmental Analysis (internal and external environment): Importance and Techniques (SWOT and BCG Matrix).
- (d) Decision-Making: Concept, Process, Types
- (e) Organizing: Concept, Process, Significance; Organizational Structure—Various forms; Span of Control, Different types of authority, Delegation of authority, Decentralization

**Unit III: Directing and Coordinating (Lectures:16)**

- (a) Directing: Concept, Features, Importance and Limitations.
- (b) Motivation: Concept, Importance, Extrinsic and Intrinsic motivation; Motivation Theories-McGregor, Maslow, Herzberg
- (c) Staffing: Concept and Process
- (d) Leadership: Concept, Importance, Qualities of a successful leader, Leadership styles- Autocratic, Democratic and Laissez Faire, Theories-Likert, Blake and Mouten, House's Path Goal theory
- (e) Communication: Concept, Purpose, Process; Types of communications, Barriers to communication, overcoming barriers to communication
- (f) Coordinating: Concept, Feature, Importance, Internal and External Coordination

**Unit IV: Controlling (Lectures:8)**

Controlling: Concept, Features, Importance and Limitations; Process; Essentials of a good control system, Principles of Effective Control; Relationship between Planning and Control.

**Suggested Readings:**

1. Harold Koontz and Heinz Weihrich, *Essentials of Management: An International and Leadership Perspective*, McGraw Hill Education.
2. Stephen P Robbins and Madhushree Nanda Agrawal, *Fundamentals of Management: Essential Concepts and Applications*, Pearson Education.

3. George Terry, *Principles of Management*, Richard D. Irwin
4. Newman, Summer, and Gilbert, *Management*, PHI
5. James H. Donnelly, *Fundamentals of Management*, Pearson Education.
6. B.P. Singh and A.K.Singh, *Essentials of Management*, Excel Books
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8. Robert Kreitner, *Management Theory and Application*, Cengage Learning
9. TN Chhabra, *Management Concepts and Practice*, Dhanpat Rai & Co. (Pvt. Ltd.), New Delhi
10. Peter F Drucker, *Practice of Management*, Mercury Books, London
11. Sharma & Gupta, *Management Principle and Applications*, Kalyani Publishers
12. S.K. Debnath and S.P. Datta, *Principles and Practice of Management*, Tee Dee Publications (P) Ltd.

## FINANCIAL ACCOUNTING - I

**Course Code:**

**Course Type: Major**

**Marks: 80**

**Credit: 4**

**Lectures: 50**

**Course Objective:** To help students to acquire conceptual knowledge of the Financial Accounting and to impart skills for recording various kinds of business transactions.

**Course Outcome:** On successful completion of the course, the students will be able to understand the theoretical framework of accounting. It will demonstrate the ability to prepare financial statements of profit seeking and non-profit seeking concerns.

### **Course Contents:**

#### **Unit I: Conceptual Framework and Accounting Process (Lectures:6)**

- (a) Accounting as an information system; its users, functions, advantages and limitations; Cashbasis and accrual basis of accounting; Capital and revenue expenditures and receipts;
- (b) Accounting Concepts: entity, accrual, cost, dual aspect, going concern, money measurement, periodic, revenue recognition, realization, matching; Accounting conventions: full disclosure, consistency, materiality, conservatism; Concept on Accounting Standards;
- (c) Accounting process: recording of transactions, preparation of trial balance, transfer and closing entries

#### **Unit II: Accounting for Depreciation, Reserves and Provisions (Lectures: 6)**

- (a) Depreciation: meaning, reasons, factors, different methods; Change in the method of depreciation;
- (b) Reserve: meaning, types; reserve fund; Provisions: meaning, accounting; Reserves vs. provisions

#### **Unit III: Financial Statements (Lectures: 12)**

Financial Statements of Non-Profit Organization, Sole Proprietorship and Partnership business

#### **Unit IV: Consignment, Joint Venture and Sale or Return (Lectures: 12)**

- (a) Consignment: Concepts, Features, Accounting treatments in the books of the consignor and consignee.
- (b) Joint Venture: Concepts, Features, Accounting procedures under different methods;
- (c) Sale or return: Concepts and Accounting procedures

#### **Unit V: Insurance Claim (Lectures: 10)**

- (a) Loss of Stock: Concept and Computation.
- (b) Loss of Profit: Concept and Computation.

**Unit VI: Control Ledger (Lectures: 4)**

Concepts and Accounting procedures: Self Balancing & Sectional Balancing.

**Suggested Readings:**

1. Robert N Anthony, David Hawkins, Kenneth A. Merchant, *Accounting: Text and Cases*. McGraw-Hill Education, 13th Ed. 2013. Charles T. Horngren and Donna Philbrick, *Introduction to Financial Accounting*, Pearson Education.
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3. M.C.Shukla, T.S. Grewal and S.C.Gupta. *Advanced Accounts*. Vol.-I. S. Chand & Co., New Delhi.
4. S.N. Maheshwari, and. S. K. Maheshwari. *Financial Accounting*. Vikas Publishing House, New Delhi.
5. Deepak Sehgal. *Financial Accounting*. Vikas Publishing H House, New Delhi.
6. Bhushan Kumar Goyal and HN Tiwari, *Financial Accounting*, International Book House
7. Goldwin, Alderman and Sanyal, *Financial Accounting*, Cengage Learning.
8. Tulsian, P.C. *Financial Accounting*, Pearson Education.
9. *Compendium of Statements and Standards of Accounting*. The Institute of Chartered Accountants of India, New Delhi
10. M. Haniff & A. Mukherjee, *Financial Accounting 2nd Edition*
11. Basu & Das, *Financial Accounting*, Rabindra Library
12. SP Jain & K.L Narang, *Financial Accounting*, Kalyani Publishers
13. Amitabha Basu & Sibasish Dutta, *Financial Accounting*, Tee Dee Publications (P) Ltd.

**BUSINESS LAWS**

**Course Code:**

**Course Type: Minor**

**Marks: 80**

**Credit: 4**

**Lectures: 50**

**Course Objective:** To impart basic knowledge of the important business legislations along with relevant case laws.

**Course Outcome:** On successful completion of the course, the students will form a clear idea about the legal aspects of the business.

**Course Contents:****Unit I: The Indian Contract Act, 1872: General Principle of Law of Contract (Lectures: 10)**

Contract: meaning, characteristics and types; Essentials of a valid contract; Discharge of a contract: modes of discharge, breach and remedies against breach of contract; Contingent contracts; Quasi-contracts; Basic concepts of special contracts: Contract of Indemnity and Guarantee, Bailment, Agency

**Unit II: The Sale of Goods Act, 1930 (Lectures: 10)**

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

**Unit III: Indian Partnership Act, 1932 (Lectures: 10)**

Meaning of a partner and a firm; essential elements of a partnership; Types of Partner; partnership distinguished from co-ownership, company, club; partnership by: estoppels or holding out and limited ownership; Registration of Partnership Firm and consequences of non-registration; Rights and Duties of a partner: relation of partners with third parties; implied authority of a partner and restrictions on it; Dissolution of Firms : Meaning and ground of dissolution; Limited Liability Partnership, 2008: Similarity and difference with Partnership Act, 1932

**Unit IV: The Negotiable Instrument Act, 1881 (Lectures: 10)**

Negotiable instruments: Definition, features; Promissory Note, Bill of Exchange and Cheque: Essential

characteristics and difference between them; Cheque: Types, modes of crossing and endorsement; Holder and Holder in due Course: meaning and Rights; Dishonour of Negotiable instruments: Modes of dishonour, consequences, notice of dishonour

**Unit V: Consumer Protection Act, 2019 (Lectures: 10)**

Objective of the Act; Definition of Complaint, Consumer, Consumer dispute, Goods, services; Objectives of District, State and Central Consumer Protection Councils; Consumer Disputes Redressal Commission: Composition and jurisdiction of district, state and central Commission; Mediation: Establishment of consumer mediation cell, empanelment, nomination, duty and replacement of mediator, procedure for mediation

**Suggested Readings:**

1. M.C. Kuchhal, and Vivek Kuchhal, *Business Law*, Vikas Publishing House, NewDelhi.
2. D L Dutta, *Business Laws*, Tee Dee Publications.
3. Ravinder Kumar, *Legal Aspects of Business*, CengageLearning
4. S N Maheshwari and SK Maheshwari, *Business Law*, National Publishing House, New Delhi.
5. Aggarwal S. K., *Business Law*, Galgotia Publishers Company, New Delhi.
6. Bhushan Kumar Goyal and Jain Kinneri, *Business Laws*, International Book House
7. Sushma Arora, *Business Laws*, Taxman Pulications.
8. Akhileshwar Pathak, *Legal Aspects of Business*, McGraw Hill Education, 6th ed
9. P C Tulsian and Bharat Tulsian, *Business Law*, McGraw Hill Education
10. Sharma, J.P. and Sunaina Kanojia, *Business Laws*, Ane Books Pvt. Ltd., New Delhi
11. Garg, Sareen& Sharma, *Business Laws*, Kalyani Publishers
12. Avtar Singh, *Business Law*, Eastern Book Company,Lucknow.



**Semester: II****BUSINESS MATHEMATICS-I****Course Code:**

<b>Course Type: Major</b>	<b>Marks: 80</b>	<b>Credit: 4</b>	<b>Lectures: 50</b>
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**Course Objective:** The objective of this course is to familiarize the students with the basic mathematical tools and their applications to business and economic situations.

**Course Outcome:** On successful completion, the students will be able to apply various mathematical tools to make relevant business decisions.

**Course Contents:****Unit I: Arithmetic (Lectures: 12)**

- (a) Ratio and Proportion
- (b) Variation
- (c) Permutation and Combination
- (d) Arithmetic and Geometric Progression

**Unit II: Algebra (Lectures: 13)**

- (a) Indices
- (b) Surds
- (c) Binomial Theorem
- (d) Logarithm
- (e) Theory of Quadratic Equation

**Unit III: Mathematics of Finance (Lectures: 13)**

- (a) Compounding Interest: Compounding and discounting of a sum using different types of rates.
- (b) Annuities: 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
- (c) Concept and Calculation of Equated Monthly Instalment (EMI).

**Unit IV: Coordinate Geometry (Lectures: 12)**

- (a) Concepts of coordinate geometry, graphs of linear equations. Distance formula. Section formula (internal division) (b) Straight Line

**Suggested Readings:**

1. Budnick, P. *Applied Mathematics*. McGraw Hill Education.
2. R.G.D. Allen, *Mathematical Analysis For Economists*
3. Ayres, Frank Jr. *Schaum's Outlines Series: Theory and Problems of Mathematics of Finance*. McGraw Hill Education.
4. N.G. Das & J.K Das, *Business Mathematics & Statistics*
5. Thukral, J.K., *Mathematics for Business Studies*.
6. Vohra, N.D., *Quantitative Techniques in Management*. McGraw Hill Education.
7. Soni, R.S., *Business Mathematics*. Ane Books, NewDelhi.
8. Singh J. K., *Business Mathematics*. Himalaya Publishing House.
9. S.K. Nag, *Business Mathematics & Statistics*, Kalyani Publisher.
10. S.N. Dey, *Business Mathematics*, Chhaya Prakashani.
11. R.K. Ghosh and S. Saha, *Business Mathematics and Statistics*, New Central Book Agency (P) Ltd.

12. *Fundamentals of Business Mathematics and Statistics, ICAI Study Material.*

13. *Sri Harsha Baidya, Business Mathematics and Statistics, Tee Dee Publications (P) Ltd.*

<b>COMPANY LAW</b>			
<b>Course Code:</b>			
<b>Course Type: Major</b>	<b>Marks: 80</b>	<b>Credit: 4</b>	<b>Lectures: 50</b>

**Objective:** The objective of the course is to impart basic knowledge of the provisions of the Companies Act, 2013 and the Depositories Act, 1996. Students will also get to know several case studies involving issues of corporate laws.

**Course Outcome:** On successful completion of the course the students will acquire in depth knowledge of the law governing corporate sector in India.

**Course Contents:**

**Unit I: Introduction (Lectures: 10)**

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 II: Documents (Lectures: 10)**

Memorandum of association, Articles of association, Doctrine of constructive notice and indoor management, prospectus-shelf and red herring prospectus, misstatement in prospectus, GDR;

**Unit III: Management (Lectures: 18)**

a) 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;

b) Meetings: Meetings of shareholders and board of directors; Types of meetings, Convening and conduct of meetings, Requisites of a valid meeting, postal ballot, meeting through video conferencing, e-voting.

c) Committees of Board of Directors - Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee, Corporate Social Responsibility Committee

**Unit IV: Winding Up (Lectures: 5)**

Concept and modes of Winding Up; Insider-Trading: meaning and legal provisions; Whistle-blowing: Concept and Mechanism

**Unit V: The Depositories Act, 1996 (Lectures: 7)**

Definitions; rights and obligations of depositories; participant issuers and beneficial owners; inquiry and inspections, penalty.

**Suggested Readings:**

1. MC Kuchhal, *Modern Indian Company Law*, Shri Mahavir Book Depot (Publishers), Delhi.
2. GK Kapoor and Sanjay Dhamija, *Company Law*, Bharat Law House, Delhi.
3. Anil Kumar, *Corporate Laws*, Indian Book House, Delhi
4. Reena Chadha and Sumant Chadha, *Corporate Laws*, Scholar Tech Press, Delhi.

5. Avtar Singh, *Introduction to Company Law*, Eastern Book Company  
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6. Ramaiya, *A Guide to Companies Act*, LexisNexis, Wadhwa and Buttersworth.

7. *Manual of Companies Act, Corporate Laws and SEBI Guideline*, Bharat Law House, New Delhi,.

8. *A Compendium of Companies Act 2013, along with Rules*, by Taxmann Publications.

9. Gower and Davies, *Principles of Modern Company Law*, Sweet & Maxwell

10. Sharma, J.P., *An Easy Approach to Corporate Laws*, Ane Books Pvt. Ltd., New Delhi

11. Garg, Sareen, Sharma & Dhingra, *Corporate Legal Framework*, Kalyani Publishers

## BUSINESS COMMUNICATION

Course Code:

Course Type: Minor

Marks: 80

Credit: 4

Lectures: 50

**Objective:** To equip students of the B. Com course effectively to acquire skills in reading, writing, comprehension, and communication, as also to use electronic media for business communication.

**Course Outcome:** On successful completion of the course the students will develop the skills of inter and intra business correspondence.

### Course Content:

#### Unit I: Nature of Communication (Lectures: 10)

Process of Communication, Types of Communication (Verbal & Nonverbal), Importance of communication, Different forms of Communication, Barriers to Communication Causes, Linguistic Barriers, Psychological Barriers, Interpersonal Barriers, Cultural Barriers, Physical Barriers, Organizational Barriers

**Unit II: Business Correspondence (Lectures: 10)** Letter Writing, presentation, inviting quotations, Sending quotations, Placing orders, Inviting tenders, Sales letters, claim & adjustment letters and social correspondence, Memorandum, Inter-office Memo, Notices, Agenda, Minutes, Job application letter, preparing the Resume.

**Unit III: Report Writing (Lectures: 10)** Business reports, Types, Characteristics, Importance, Elements of structure, Process of writing, Order of writing, the final draft, check lists for reports.

#### Unit IV: Oral Presentation (Lectures: 10)

Importance, Characteristics, Presentation Plan, Power point presentation, Visual aids

#### Unit V - Creative Writing, Group Discussion and Resume Writing (Lectures: 10)

Creative thoughts in different forms; Nature of Group Discussion, Difference between debate and discussion, Ways to present the arguments and ways of defending; Art of preparing resume as a job applicant.

### Suggested Readings:

1. Bovee, and Thill, *Business Communication Today*, Pearson Education
2. Lesikar, R.V. & Flatley, M.E. Kathryn Rentz; *Business Communication Making Connections in Digital World*, 11th ed., McGraw Hill Education.
3. Shirley Taylor, *Communication for Business*, Pearson Education
4. Locker and Kaczmarek, *Business Communication: Building Critical Skills*, TMH
5. Leena Sen, *Communication Skills*, PHI Learning. 6. Kumar Varinder & Bodh Raj *Business Communication*, Kalyani Publisher

**SEMESTER-I**  
**Skill Enhancement Course (SEC)**  
**(Commerce)**

<i>Course code</i>	<i>Course Title</i>	<i>Type</i>	<i>Marks</i>	<i>Credit</i>	<i>Lectures</i>
	<b>Modern Office Management</b>	SEC	60	3	40

**Course Objective:** *To impart knowledge about the modern office appliances and to communicate with different stakeholders using modern techniques.*

**Course Outcome:** *On successful completion of the course, the students will be able to learn the new methods of office management, day to day business communication techniques and also the uses of modern office appliances.*

**Course Contents:**

**Unit I: Introduction (Lectures: 8)**

Meaning and importance of modern office, Office Management–Concepts, Definition, Nature & Scope, Elements and Functions; Changing Office view – Past, Present & Future; Importance and Principles of office location & Lay-out; New Trends in office layout under modern office management context. Meaning, importance, factors of good office environment, Modern Office Manager - Functions, Duties and Responsibilities.

**Unit II: Modern Office Systems and Office Services (Lectures: 12)**

Meaning and objectives of office system, advantages of office system; Office Routine – Meaning and Importance; Flow of work – Meaning, Significance and difficulties; Planning and scheduling of office work; Measurement of office work – Meaning, Needs, advantages and difficulties; Centralization and decentralization of office service – Meaning, Advantages & Disadvantages; Mail Service – Management of mail, Inward & Outward mail routines.

**Unit III: Filing System, Office appliances and Office Manuals (Lectures: 12)**

Meaning and essentials of good filing system, classification of files; Management of office stationery – Need and principles of stationery control, storing & issuing stationery; Office Appliances -Importance of types of Office Appliances and Machines i.e. Computers, Printers, Laptop, Wifi System, Internet facility, Fax, Scanner, video conferencing equipment, Telephone facility, office furniture. Office Manuals - sources, types and advantages of office manuals; classification of reports and basic Principles of writing reports.

#### **Unit IV: Office Personnel Communication and welfare (Lectures: 8)**

Definition, objectives and principles of effective communication; audience analysis; formal and informal communication; modern forms of communication – fax, email, video conferencing and social media; barriers to business communication; role of AI in business communication. Staff welfare, health & safety arrangements in office and grievances handling system.

*Skill Development Activities:*

- Visit to any local office (Govt. or Private) of your area and prepare a report on overall office management procedure
- Analyze the nature of communication of any five companies of different sectors.
- Prepare a suitable plan for modern office system and suggest an effective communication method that can be followed.
- List out major office appliances used by any three different categories of business houses
- Visit to any nearest Bank or Financial institution of your area and prepare a report on the office filing procedure and mail management.
- Write a brief case study on the welfare activities followed by any organization of your choice (e.g. tea manufacturing industry or any other manufacturing and/or service industry)
- Any other activities, which are relevant to the course

**SEMESTER-II**  
**Skill Enhancement Course (SEC)**  
**(Commerce)**

<i>Course code</i>	<i>Course Title</i>	<i>Type</i>	<i>Marks</i>	<i>Credit</i>	<i>Lectures</i>
	<b>Digital Marketing</b>	SEC	60	3	40

**Objective:** To get the students acquainted with the basic concepts, tools, techniques and importance of Digital Marketing, and enable them to understand how successful Digital marketing strategies are planned.

**Course Outcome:** After completion of the course, students will be able to apply the knowledge by comprehending the process of Digital Marketing and its relevance in the current scenario for developing digital marketing strategies by identifying different tools and their respective pros and cons.

**Course Contents:**

**Unit-I: Introduction (10 Lectures)**

**Digital Marketing:** concept, scope and significance; Traditional Marketing Vs Digital Marketing; Evolution of Digital Marketing; Challenges and opportunities for digital marketers; Digital Marketing Landscape in India; Terminologies used in Digital Marketing - Mobile Marketing, Email Marketing, Content marketing, Social Media Marketing, Influencer Marketing, Affiliate Marketing, Content Management System (CMS), Web Analytics, Search Engine Optimization, PPC, CPC, Link building, cookies.

**Unit-II: Digital Marketing Process (10 Lectures)**

**Digital Marketing Plan and Strategy:** Consumer Decision journey, Segmenting & Customizing messages; POEM Framework; tools of digital advertising: Display Advertising, Social Media Advertising; Digital metrics Buying Models- CPC, CPM, CPL, CPA, fixed Cost/Sponsorship.

**Unit-III: Social Media Marketing (10 Lectures)**

Fundamentals of Social Media Marketing, significance, and tools of Social Media Marketing; Building a Successful strategy; Facebook, Twitter, LinkedIn, Instagram and Snapchat Marketing: basics, different types of Ad formats, setting up Ad Account, audience & types, Content Creation, content Strategy, Designing Advertising campaigns, Apps, Live, Hashtags.

#### **Unit-IV: Search Engine Optimization (SEO) and Web Analytics (10 Lectures)**

**Search Engine Optimization (SEO):** concept, history, functions, phases, techniques, keywords;Googlebot (Google Crawler).

**Web Analytics:** Introduction, scope, functions, significance; Analysis vs intuition; Social Media Analytics- Facebook insights, Twitter analytics, Youtube analytics, Social Ad analytics /ROI measurement. Common mistakes analysts make while using Web analytics tools.

#### ***Suggested Readings:***

- 1. Digital Marketing –Kamat and Kamat-Himalaya*
- 2. Fundamentals of Digital Marketing, P.Singh Bhatia, Pearson*
- 3. Marketing Strategies for Engaging the Digital Generation, D. Ryan,*
- 4. Digital Marketing, V. Ahuja, Oxford University Press*
- 5. Digital Marketing, S.Gupta, McGraw-Hill*
- 6. Quick win Digital Marketing, H. Annmarie , A. Joanna, Paperback edition*