

# **COURSES OF STUDIES**

**FOR**

**THREE YEAR DEGREE COURSE**

**IN**

## **COMMERCE HONOURS**

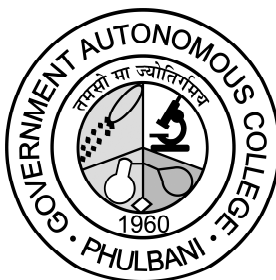
**DEPARTMENT OF COMMERCE**

### **Choice Based Credit System(CBCS)**

First & Second Semester Examination – 2018-19

Third & Fourth Semester Examination – 2019-20

Fifth & Sixth Semester Examination – 2020-21



**GOVERNMENT AUTONOMOUS COLLEGE,  
PHULBANI, KANDHAMAL**

### SYLLABI FOR CBCS COURSE

Sem	CORE COURSE (14)	Ability Enhancement Compulsory Course (AECC) (2)	Skill based Enhancement Compulsory Course (SECC) (2)	Elective: Discipline Specific DSE (4)	Elective: Generic (GE) (4)
I	CORE-I				
	CORE-II				
II	CORE-III				GE-I (Minor 2)
	CORE -IV				
III	CORE-V				
	CORE-VI				
	CORE-VII				
IV	CORE-VIII				GE-II (Minor 2)
	CORE-IX				
	CORE-X				
V	CORE-XI			DSE-1	
	CORE-XII			DSE-2	
VI	CORE-XIII			DSE-3	
	CORE-XIV			DSE-4 (Project)	

SECC-1 : To be offered by English Department.

SECC-2 : To be offered by Mathematics Department.

GE : Minor-1 and Minor-2 is to be decided by the college Based on Subject.

**QUESTION PATTERN FOR MID SEM**

<b>Mid Semester Examination</b>	<b>Full Marks</b>	<b>No. of Short Answer type Questions (2 marks each) (Compulsory)</b>	<b>No. of Long Answer type Questions (8 marks each)</b>	<b>No. of Long Answer type Questions (12 marks each)</b>
Practical Subject	20	6	1	*
Non-Practical Subject	20	4	*	1

**QUESTION PATTERN FOR END SEM**

<b>End Semester Examination</b>	<b>Full Marks</b>	<b>GROUP – A</b>					<b>GROUP - B</b>									
		<b>No. of Short Answer type Questions (2 marks each) (Compulsory)</b>					<b>No. of Long Answer type Questions (8 marks each)</b>					<b>No. of Long Answer type Questions (12 marks each)</b>				
Units -->		I	II	III	IV	V	I	II	III	IV	V	I	II	III	IV	V
Non-Practical Subject	80	10					*	*	*	*	*	1	1	1	1	1
Practical Subject	50	5					1	1	1	1	1	*	*	*	*	*

- ❖ There is no alternative questions (choice) in Group-A questions (Short Answer type questions). All questions are compulsory.
- ❖ There is internal alternative questions (choice) in each number in Group-B questions (Long Answer type questions). Examinee has to answer one questions out of two alternative questions from each number.
- ❖ There is little deviation in question pattern of AECC (Eng Communication) & SECC-I & II. Details regarding question pattern of concerned subject is given at appropriate place.)
- ❖ The duration of Mid Sem exam of each paper is 1 hour irrespective of Full marks.
- ❖ The duration of End Sem exam of each paper is 3 hours for 80 marks/50 marks

**YEAR & SEMESTER-WISE PAPERS & CREDITS AT A GLANCE**

Three-Year (6-Semester) CBCS Programme (B.Com. Hons.) (Commerce Department)					
Yr.	Sl.No.	Course Structure		Code	Credit Points
FIRST YEAR	SEMESTER-I				
	1	Financial Accounting		C-1.1	6
	2	Business Law		C-1.2	6
	SEMESTER-II				
	3	Business Organization and Management		C-2.1	6
	4	Corporate Laws		C-2.2	6
	5	Business Statistics		GE-2.3	6
SECOND YEAR	SEMESTER-III				
	6	Business Mathematics		C-3.1	6
	7	Income-tax Law and Practice		C-3.2	6
	8	Human Resource Management		C-3.3	6
	SEMESTER-IV				
	9	Goods and Services Tax		C-4.1	6
	10	Cost and Management Accounting		C-4.2	6
	11	Computer Applications in Business (Lab) (Practical)		C-4.3	6
	12	Indian Economy – Performance and Policies		GE-4.4	6
	FINAL YEAR	SEMESTER-V			
13		Corporate Accounting		C-5.1	6
14		Principles of Marketing		C-5.2	6
15		DSE-1 (Any <i>one</i> of the following)		DSE-5.3	6
		A. Accounting and Finance	Financial Markets , Institution and Services		
		B. Banking and Insurance	Indian Banking and Insurance System		
		C. Financial Markets	Indian Financial System		
16		DSE-2 (Any <i>one</i> of the following)		DSE-5.4	6
		A. Accounting and Finance	Financial Statement Analysis and Reporting		
		B. Banking and Insurance	Merchant Banking and Financial Services		
		C. Financial Markets	Financial Institutions and Services		
SEMESTER-VI					
17		Auditing and Corporate Governance		C-6.1	6
18		Fundamentals of financial Management		C-6.2	6
19		DSE-3(Any <i>one</i> of the following)		DSE-6.3	6
		A. Accounting and Finance	Corporate Tax Planning		
	B. Banking and Insurance	Fundamentals of Investment			
	C. Financial Markets	Financial Market Operations			
20	Business Research Methods and Project Work		DSE-6.4	6	

**Notes:**

- C- Core Course
- GE- Generic Elective Course
- DSE- Discipline Specific Elective Course
- AECC- Ability Enhancement Compulsory Course
- SECC- Skill based Enhancement Compulsory Course
- For a 6 credit course, the total teaching hours are: Minimum- 50 Hours, Maximum-65 Hours

## **SEMESTER-I**

### **C-1.1: FINANCIAL ACCOUNTING**

**Full Marks - 100**  
**Mid Sem – 20/1 hr**  
**End Sem – 80/3 hrs**

#### **UNIT- I :**

##### **(a) Theoretical Framework**

**5 Lectures**

- i. Accounting as the language of business and an information system, the users of financial accounting information and their needs. Qualitative characteristics of accounting information. Functions, advantages and limitations of accounting. Branches of accounting. Bases of accounting; cash basis and accrual basis.
- ii. 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 and Accounting Equation.

##### **(b) Accounting Process**

**12 Lectures**

From recording of business transactions to the preparation of trial balance including adjustments: journal, sub division of journal, ledger accounts, trial balance

#### **UNIT-II : Business Income**

**10 Lectures**

- i. Measurement of business income-Net income: the accounting period, the continuity doctrine and matching concept. Objectives of measurement and revenue recognition.
- ii. Depreciation Accounting: The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method; Dep. Fund method, Annuity method, Disposal of depreciable assets-change of method. Salient features of Accounting Standard (AS): 6(ICAI)

#### **UNIT-III : Final Accounts**

**12 Lectures**

Capital and revenue expenditures and receipts: general introduction only. Preparation of financial statements of Sole Trade and Partnership Business with adjustments.

#### **UNIT-IV : Accounting for Hire Purchase and Installment Systems**

**10 Lectures**

Concepts of operating and financial lease (theory only) Departmental Accounting and Branch Accounting including foreign branch (Theory and Problem)

#### **UNIT-V : Accounting for Partnership Firm**

**15 Lectures**

Accounting of Admission of partner, Retirement and Death of partner and Dissolution of the Partnership Firm Including Insolvency of one partners

#### **Suggested Readings:**

1. Anthony, R.N. Hawkins, and Merchant, *Accounting: Text and Cases*. McGraw-Hill Education.
2. Horngren, *Introduction to Financial Accounting*, Pearson Education.
3. Monga, J.R. *Financial Accounting: Concepts and Applications*. Mayoor Paper Backs, New Delhi.
4. Shukla, M.C., T.S. Grewal and S.C. Gupta. *Advanced Accounts. Vol.-I*. S. Chand & Co., New Delhi.
5. Maheshwari, S.N. and. S. K. Maheshwari. *Financial Accounting*. Vikas Publishing House, New Delhi.
6. Sehgal, Ashok, and Deepak Sehgal. *Advanced Accounting. Part –I*. Taxmann Applied Services, New Delhi.
7. Bhushan Kumar Goyal and HN Tiwari, *Financial Accounting*, International Book House
8. Goldwin, Alderman and Sanyal, *Financial Accounting*, Cengage Learning.
9. Tulsian, P.C. *Financial Accounting*, Pearson Education.
8. Jain, S.P. and K.L. Narang. *Financial Accounting*, Kalyani Publishers, New Delhi
9. Gupta, Nirmal. *Financial Accounting*, Sahitya Bhawan, Agra.
10. *Compendium of Statements and Standards of Accounting*. The Institute of Chartered Accountants of India, New Delhi

### **C-1.2: BUSINESS LAW**

**Full Marks - 100**  
**Mid Sem – 20/1 hr**  
**End Sem – 80/3 hrs**

#### **UNIT-I : The Indian Contract Act, 1872: General Principle of Law of Contract**

**13 Lectures**

- a) Contract – meaning, characteristics and kinds
- b) Essentials of valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects.
- c) Void agreements

- d) Discharge of contract – modes of discharge including breach and its remedies.
- e) Contingent contracts
- f) Quasi – contracts

**UNIT-II : The Indian Contract Act, 1872: Specific Contracts**

**13 Lectures**

- a) Contract of Indemnity and Guarantee
- b) Contract of Bailment
- c) Contract of Agency

**UNIT-III : The Sale of Goods Act, 1930**

**13 Lectures**

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

**UNIT-IV : Partnership Laws : The Partnership Act, 1932**

**13 Lectures**

- a) Nature and Characteristics of Partnership
- b) Registration of Firms
- c) Types of Partners
- d) Rights and Duties of Partners
- e) Mode of Dissolution of Partnership

**UNIT-V : The Negotiable Instruments Act 1881**

**13 Lectures**

- a) Meaning and Characteristics of Negotiable Instruments : Promissory Note, Bill of Exchange, Cheque
- b) Holder and Holder in due Course, Privileges of Holder in Due Course.
- c) Negotiation: Types of Endorsements
- d) Crossing of Cheque
- e) Bouncing of Cheques

**Suggested Readings:**

1. Kuchhal, M.C. and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.
2. Singh, Avtar, *Business Law*, Eastern Book Company, Lucknow.
3. Maheshwari & Maheshwari, *Business Law*, National Publishing House, New Delhi.
4. Chadha, P. R., *Business Law*, Galgotia Publishing Company, New Delhi.
5. Aggarwal S K, *Business Law*, Galgotia Publishers Company, New Delhi.
6. Goyal Bhushan Kumar and Jain Kinneri, *Business Laws*, International Book House
7. Ravinder Kumar, *Legal Aspects of Business*, Cengage Learning

## **SEMESTER-II**

### **C- 2.1: BUSINESS ORGANIZATION AND MANAGEMENT**

**Full Marks - 100**

**Mid Sem – 20/1 hr**

**End Sem – 80/3 hrs**

**UNIT-I : Foundation of Indian Business:**

**13 Lectures**

Manufacturing and service sectors; Small and medium enterprises; Problems and government policy. India's experience of liberalisation and globalisation. Technological innovations and skill Development. 'Make in India' Movement. Social responsibility and ethics.

**UNIT-II : Business Enterprises**

**13 Lectures**

Forms of Business Organization: Sole Proprietorship, Joint Hindu Family Firm, Partnership firm, Joint Stock Company, Cooperative society; Limited Liability Partnership; Choice of Form of Organization. Government - Business Interface; Rationale and Forms of Public Enterprises. International Business. Multinational Corporations

**UNIT-III : Management and Organisation**

**13 Lectures**

The Process of Management: Planning; Decision-making; Strategy Formulation. Organizing: Basic Considerations; Departmentation – Functional, Project, Matrix and Network; Delegation and Decentralization of Authority; Groups and Teams

**UNIT-IV: Leadership, Motivation**

**13 Lectures**

Leadership: Concept and Styles; Trait and Situational Theory of Leadership. Motivation: Concept and Importance; Maslow's Need Hierarchy Theory; Herzberg Two Factors Theory. Communication: Process and Barriers

## UNIT-V: Functional Areas of Management

13 Lectures

Marketing Management: Marketing Concept; Marketing Mix; Product Life Cycle; Pricing Policies and Practices. Financial Management: Concept and Objectives; Sources of Funds – Equity Shares, Debentures

### Suggested Readings:

1. Kaul, V.K., *Business Organisation and Management*, Pearson Education, New Delhi
2. Chhabra, T.N., *Business Organisation and Management*, Sun India Publications, New Delhi
3. Robert; Lawrence, *Modern Business Organization*, Macmillan India.
4. Koontz and Weihrich, *Essentials of Management*, McGraw Hill Education.
5. Basu, C. R., *Business Organization and Management*, McGraw Hill Education.
6. Jim, Barry, John Chandler, Heather Clark; *Organisation and Management*, Cengage Learning.
7. Buskirk, R.H., et al; *Concepts of Business: An Introduction to Business System*, Dryden Press, New York.
8. Allen, L.A., *Management and Organisation*; McGraw Hill, New York.
9. Burton Gene and Manab Thakur; *Management Today: Principles and Practice*; Tata McGraw Hill, New Delhi.
10. Griffin, *Management Principles and Application*, Cengage Learning

## C-2.2: CORPORATE LAWS

Full Marks - 100

Mid Sem – 20/1 hr

End Sem – 80/3 hrs

### UNIT-I : Introduction

15 Lectures

Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts]; Characteristics of a company; types of companies including one person company, small company, dormant company and producer company; association not for profit; formation of company, promoters: their legal position (As per companies Act, 2013)

### UNIT-II : Documents

15 Lectures

Memorandum of association, articles of association, GDR; book building; issue, allotment and forfeiture of share, transmission of shares, buyback and provisions regarding buyback; issue of bonus shares (As per companies Act, 2013)

### UNIT-III : Management

15 Lectures

Classification of directors, women directors, independent director, disqualifications, director identity number (DIN); appointment; Legal positions, powers and duties; removal of directors; managing director, meetings of shareholders and board; types of meeting, meeting through video conferencing (As per companies Act, 2013)

### UNIT-IV : Dividends, Accounts, Audit

15 Lectures

Provisions relating to payment of Dividend, Provisions relating to Books of Account, Provisions relating to Audit, Auditors' Appointment, Rotation of Auditors, Auditors' Report

**Winding Up** - Concept and modes of Winding Up

**Insider Trading, Whistle Blowing** – Insider Trading; meaning & legal provisions; Whistle blowing: Concept and Mechanism

### UNIT-V : Depositories Law:

5 Lectures

The Depositories Act 1996 – Definitions; rights and obligations of depositories; participants issuers and beneficial owners; inquiry and inspections, penalty

### Suggested Readings:

1. MC Kuchhal *Corporate Laws*, Shri Mahaveer Book Depot. (Publishers).
2. GK Kapoor & Sanjay Dhamija, *Company Law*, Bharat Law House.
3. Reena Chadha and Sumant Chadha, *Corporate Laws*, Scholar Tech Press.
4. Gower, LCB, *Principles of Modern company Law*, Stevens & Sons, London.
5. Ramaiya, *A Guide to Companies Act*, LexisNexis, Wadhwa and Buttersworth.
6. *A Compendium of Companies Act 2013, along with Rules*, by Taxmann Publications.
7. Avtar Singh, *Introduction to company Law*, Eastern Book Company

## GE-2.3: BUSINESS STATISTICS

**Full Marks - 100**  
**Mid Sem – 20/1 hr**  
**End Sem – 80/3 hrs**  
**15 Lectures**

### UNIT-I : Statistical Data and Descriptive Statistics

Nature and Classification of data: univariate, bivariate and multivariate data; time-series and cross-sectional data

Measures of Central Tendency

- a) Mathematical averages including arithmetic mean, geometric mean and harmonic mean. Properties and applications.
- b) Positional Averages  
Mode and Median (and other partition values including quartiles, deciles, and percentiles) (including graphic determination)

### UNIT-II :

**15 Lectures**

Measures of Variation: absolute and relative. Range, quartile deviation, mean deviation, standard deviation, and their coefficients, Properties of standard deviation/variance

Skewness: Meaning, Measurement using Karl Pearson and Bowley's measures

#### **Probability and Probability Distributions**

Theory of Probability. Approaches to the calculation of probability Calculation of event probabilities. Addition and multiplication laws of probability (Proof not required) Conditional probability and Bayes' Theorem (Proof not required)

### UNIT-II : Simple Correlation and Regression Analysis

**10 Lectures**

Correlation Analysis. Meaning of Correlation: simple, multiple and partial; linear and non-linear, Correlation and Causation, Scatter diagram, Pearson's co-efficient of correlation; calculation and properties (proofs not required). Correlation and Probable error; Rank Correlation

Regression Analysis. Principle of least squares and regression lines, Regression equations and estimation; Properties of regression coefficients; Relationship between Correlation and Regression coefficients; Standard Error of Estimate

### UNIT-IV : Index Numbers

**10 Lectures**

Meaning and uses of index numbers. Construction of index numbers: fixed and chain base: univariate and composite. Aggregative and average of relatives – simple and weighted

Tests of adequacy of index numbers, Problems in the construction of index numbers

Construction of consumer price indices

### UNIT-V : Time Series Analysis

**10 Lectures**

Components of time series. Additive and multiplicative models Trend analysis. Fitting of trend line using principle of least squares – linear, Moving averages Seasonal variations- Calculation of Seasonal Indices using Simple averages, Uses of Seasonal Indices

#### **Suggested Readings:**

1. Levin, Richard, David S. Rubin, Rastogi, and Siddiqui. *Statistics for Management*. 7<sup>th</sup> Edition. Pearson Education.
2. Berenson and Levine. *Basic Business Statistics: Concepts and Applications*. Pearson Education.
3. Siegel Andrew F. *Practical Business Statistics*. McGraw Hill.
4. Vohra N. D., *Business Statistics*, McGraw Hill.
5. Spiegel M.D. *Theory and Problems of Statistics*. Schaum's Outlines Series. McGraw Hill Publishing Co.
6. Gupta, S.P., and Archana Gupta. *Statistical Methods*. Sultan Chand and Sons, New Delhi.
7. Gupta, S.C. *Fundamentals of Statistics*. Himalaya Publishing House.
8. Anderson Sweeney and William, *Statistics for Students of Economics and Business*, Cengage Learning.
9. Thukral J. K., *Business Statistics*.

## SEMESTER - III

### C-3.1: BUSINESS MATHEMATICS

**Full Marks - 100**  
**Mid Sem – 20/1 hr**  
**End Sem – 80/3 hrs**  
**12 Lectures**

#### **UNIT-I : Matrices and Determinants**

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

#### **UNIT-II : Calculus I**

**12 Lectures**

Mathematical functions and their types- linear, quadratic, polynomial, exponential, logarithmic and logistic function. Concepts of limit, and continuity of a function. Concept and rules of differentiation, Maxima and Minima involving second or higher order derivatives.

#### **UNIT-III : Calculus II**

**13 Lectures**

Integration. Standard forms. Methods of integration – by substitution, by parts. Definite integration. Finding areas in simple cases. Application of Integration to marginal analysis. Consumer's and Producer's Surplus.

#### **UNIT-IV : Mathematics of Finance**

**10 Lectures**

Compounding and discounting of a sum using different types of rates. 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*)

#### **UNIT-V : Linear Programming**

**17 Lectures**

Formulation of linear programming problems (LPP). Graphical solution to LPPs. Cases of unique and multiple optimal solutions. Unbounded solutions and infeasibility, and redundant constraints. Solution to LPPs using Simplex method – maximization and minimization cases.

#### **Suggested Readings:**

1. Anthony, M. and N. Biggs. *Mathematics for Economics and Finance*. Cambridge University Press.
2. Ayres, Frank Jr. *Theory and Problems of Mathematics of Finance*. Schaum's Outlines Series. McGraw Hill Publishing Co.
3. Budnick, P. *Applied Mathematics*. McGraw Hill Publishing Co.
4. Dowling, E.T. *Mathematics for Economics*, Schaum's Outlines Series. McGraw Hill Publishing Co.
5. Mizrahi and John Sullivan. *Mathematics for Business and Social Sciences*. Wiley and Sons.
6. Wikes, F.M. *Mathematics for Business, Finance and Economics*. Thomson Learning.
7. Prasad, Bindra and P.K. Mittal. *Fundamentals of Business Mathematics*. Har-Anand Publications.
8. Thukral, J.K. *Mathematics for Business Studies*. Mayur Publications.
9. Vohra, N.D. *Quantitative Techniques in Management*. Tata McGraw Hill Publishing Company.
10. Soni, R.S. *Business Mathematics*. Pitambar Publishing House.
11. Singh J. K. *Business Mathematics*. Himalaya Publishing House.

### C-3.2: INCOME TAX LAW AND PRACTICE

**Full Marks - 100**  
**Mid Sem – 20/1 hr**  
**End Sem – 80/3 hrs**  
**13 Lectures**

#### **UNIT-I :**

Basic concept: Income, agricultural income, person, assessee, assessment year, previous year, gross total income, total income, Maximum marginal rate of tax. Permanent Account Number (PAN), Residential status; Scope of total income on the basis of residential Status Exempted income under section 10

#### **UNIT-II : Computation of income under different heads**

**20 Lectures**

- Salaries
- Income from house property

#### **UNIT-III : Computation of income under different heads**

**12 Lectures**

- Profits and gains of business or profession
- Capital gains
- Income from other sources

#### **UNIT-IV : Total income and tax computation**

**17 Lectures**

- Income of other persons included in assessee's total income- Aggregation of income and set-off and carry forward of losses Deductions from gross total income
- Computation of total income of individuals and firms

**UNIT-V : Preparation of return of income:**

**13 Lectures**

- Manually and On-line filing of Returns of Income & TDS.
- Provision & Procedures of Compulsory On-Line filing of returns for specified assesses.

**Suggested readings:**

1. Singhanian, Vinod K. and Monica Singhanian. *Students' Guide to Income Tax, University Edition*. Taxmann Publications Pvt. Ltd., New Delhi.
2. Ahuja, Girish and Ravi Gupta. *Systematic Approach to Income Tax*. Bharat Law House, Delhi.
3. Pagare, Dinkar. *Law and Practice of Income Tax*. Sultan Chand and Sons, New Delhi.
4. Lal, B.B. *Income Tax Law and Practice*. Konark Publications, New Delhi.

**Journals**

1. *Income Tax Reports*. Company Law Institute of India Pvt. Ltd., Chennai.
2. *Taxman*. Taxman Allied Services Pvt. Ltd., New Delhi.
3. *Current Tax Reporter*. Current Tax Reporter, Jodhpur.

**Software**

1. Dr. Vinod Kumar Singhanian, *e-filing of Income Tax Returns and Computation of Tax*, Taxmann Publication Pvt. Ltd, New Delhi. Latest version
2. Excel Utility available at [incometaxindiaefiling.gov.in](http://incometaxindiaefiling.gov.in)

**C-3.3: HUMAN RESOURCE MANAGEMENT**

**Full Marks - 100**

**Mid Sem – 20/1 hr**

**End Sem – 80/3 hrs**

**UNIT-I :**

**13 Lectures**

Human Resource Management: Concept and Functions, Role, Status and competencies of HR Manager, HR Policies, Evolution of HRM. Emerging Challenges of Human Resource Management; workforce diversity, empowerment, Downsizing; VRS

**UNIT-II :**

**13 Lectures**

Acquisition of Human Resource: Human Resource Planning- Quantitative and Qualitative dimensions; job analysis – job description and job specification; Recruitment – Concept and sources; Selection – Concept and process; test and interview; placement, induction

**UNIT-III :**

**13 Lectures**

Training and Development; Concept and Importance; Identifying Training and Development Needs; Designing Training Programmes; Role Specific and Competency Based Training; Evaluating Training Effectiveness; Training Process Outsourcing; Management Development; Career Development

**UNIT-IV :**

**13 Lectures**

Performance appraisal; nature and objectives; Modern Techniques of performance appraisal; potential appraisal and employee counseling; job changes - transfers and promotions. Compensation: concept and policies; job evaluation; methods of wage payments and incentive plans; fringe benefits; performance linked compensation

**UNIT-V :**

**13 Lectures**

Maintenance: employee health and safety; employee welfare; social security; Employer Employee relations- an overview. grievance handling and redressal Industrial Disputes causes and settlement machinery

**Suggested Readings:**

1. Gary Dessler. *A Framework for Human Resource Management*. Pearson.
2. DeCenzo, D.A. and S.P. Robbins, "*Personnel/Human Resource Management*", Prentice Hall of India, New Delhi.
3. Bohlendar and Snell, *Principles of Human Resource Management*, Cengage Learning
4. Chhabra, T.N. *Essentials of Human Resource Management*. Sun India Publication New Delhi.
5. Ivancevich, John M. *Human Resource Management*. McGraw Hill.
6. Wreather and Davis. *Human Resource Management*. Pearson Education.
7. Robert L. Mathis and John H. Jackson. *Human Resource Management*, Cengage Learning.

## **SEMESTER - IV**

### **C-4.1: GOODS AND SERVICES TAX**

**Full Marks - 100**  
**Mid Sem – 20/1 hr**  
**End Sem – 80/3 hrs**

#### **UNIT-I : Introduction to Goods and Services Tax (GST)**

**10 Lectures**

Constitutional provisions regarding taxation in India, Pre-GST indirect taxation regime in India – comparison of Pre-GST and Post-GST regime – Objectives and basic scheme of GST, Meaning – Salient features of GST – Subsuming of taxes – Benefits of implementing, GST – Constitutional amendments – Structure of GST (Dual Model) – Central GST – State / Union Territory GST – Integrated GST.

#### **UNIT-II : GST Acts (Structure & Terminology) and GST council and GSTN**

**10 Lectures**

- i. Salient features of CGST Act, SGST Act (Odisha State), IGST Act – Meaning and Definition of various terms used under GST.  
(Coverage – Provisions and Illustration)
- ii. GST council structure, powers and functions; GST network : Network structure, vision and mission, powers and functions

#### **UNIT-III : Procedure and Levy Under CGST and SGST**

**20 Lectures**

Persons liable for registration, Persons not liable for registration, Types : Compulsory registration, voluntary registration, Deemed registration – Procedure for registration, special provisions for casual taxable persons and Non-resident taxable persons.

**Procedure relating to Levy : (CGST & SGST) :** Scope of supply, Tax liability on Mixed and Composite supply, Time of supply of goods and services. Value of taxable supply. Computation of taxable value and tax liability.

#### **UNIT-IV : Procedure of Levy under IGST and Input Tax Credit**

**13 Lectures**

**Procedure relating to Levy : (IGST) :** Inter-state supply, intra-state supply, Zero rates supply, Value of taxable supply – Computation of taxable value and tax liability.

**Input Tax Credit:** Eligibility, Apportionment, Inputs on capital goods, Distribution of credit by Input Service Distributor (ISD) – Transfer of Input tax credit – Simple problems on utilization of input tax credit.

(Coverage – Provisions and Illustration)

#### **UNIT-V : Goods and Services Tax**

**12 Lectures**

HSN, SAC, Debit Note, Credit Note, Vouchers, Invoice, Furnishing details of outward supplies and inward supplies, First return, Claim of input tax credit, Matching reversal and reclaim of input tax credit, Annual return and Final return, Problems on Assessment of tax and tax liability.

(Coverage – Provisions and Illustration)

#### **Suggested Readings:**

1. Text book on GST & Practice : By Mishra & Padhi, Vikas Publishing House
2. GST Manual – Taxman Publication

### **C-4.2: COST AND MANAGEMENT ACCOUNTING**

**Full Marks - 100**  
**Mid Sem – 20/1 hr**  
**End Sem – 80/3 hrs**

#### **UNIT-I :**

**6 Lectures**

Introduction: Meaning, objectives and advantages of cost accounting, Difference between financial, cost, and management accounting and Cost concepts and Classifications, Role of a cost accountant in an organization

#### **UNIT-II : Elements of Cost**

**13 Lectures**

- a. Materials: Material/inventory control- concept and techniques, Accounting and control of purchases, storage and issue of materials. Methods of pricing of materials issues – FIFO, LIFO, Simple Average, Weighted Average, Replacement, Standard, Treatment of Material Losses.
- b. Labour: Accounting and Control of labour cost, time keeping and time booking, concept and treatment of idle time, over time, labour turnover and fringe benefits.
- c. Overhead: Classification, allocation, apportionment and absorption of overhead. Under- and over-absorption. Capacity costs. Treatments of certain items in costing, like interest on capital, packing expenses, debts, research and development expenses.

**UNIT-III :**

**13 Lectures**

Methods of Costing: UNIT-costing, Job costing. Contract Costing, Process costing (process losses, valuation of work in progress, joint and by-products) Service costing (only transport) and Reconciliation of cost and financial accounts.

**UNIT-IV : Budgetary Control and Standard Costing**

**20 Lectures**

Budgeting and budgetary control: Concept of budget and budgetary control, objectives, merits, and limitations, Fixed and flexible budgets,

Standard costing and variance analysis: Meaning of standard cost and standard costing: advantages, limitations and applications, Variance analysis – material, labour

**UNIT-V :**

**13 Lectures**

Absorption versus variable costing: Distinctive features and income determination. Cost-Volume-Profit Analysis: Break-even analysis-algebraic and graphic methods. Contribution / sales ratio, key factor. Margin of safety. Angle of incidence and techniques of marginal costing for making decisions – fixation of selling price, exploring new market, make or buy, product mix

**Suggested Reading:**

1. Horngreen, Charles T., George Foster and Srikant M. Dattar. *Cost Accounting: A Managerial Emphasis*. Prentice Hall of India Ltd., New Delhi.
2. Horngreen, Charles T., Gary L. Sundem. *Introduction to Management Accounting*, Prentice Hall.
3. Jain, S.P. and K.L. Narang. *Cost Accounting: Principles and Methods*. Kalyani Publishers, Jalandhar.
4. Lal, Jawahar. *Cost Accounting*. Tata McGraw Hill Publishing Co., New Delhi.
5. Nigam, B.M. Lall and I.C. Jain. *Cost Accounting: Principles and Practice*. Prentice Hall of India, New Delhi.
6. Arora, M.N. *Cost Accounting – Principles and Practice*. Vikas Publishing House, New Delhi.
7. Maheshwari, S.N. and S.N. Mittal. *Cost Accounting: Theory and Problems*. Shri Mahabir Book Depot, New Delhi.
8. Singh, S. K. and Gupta Lovleen. *Management Accounting – Theory and Practice*. Pinnacle Publishing House.
9. Usry, Milton E. and Lawrence H. Hammer. *Cost Accounting: Planning and Control*, South Western Publishing Co.
10. Barfield, Jesset T., Cecily A. Raibarn and Michael R. Kinney. *Cost Accounting: Traditions and Innovations*. Thomson Learning.
11. Lucey, T. Costing. ELST, London.
12. Garrison H., Ray and Eric W. Noreen. *Managerial Accounting*. McGraw Hill.
13. Drury, Colin. *Management and Cost Accounting*. Cengage Learning.
14. Lal, Jawahar. *Advanced Management Accounting Text and Cases*. S. Chand & Co., New Delhi.
15. Khan, M.Y. and P.K. Jain. *Management Accounting*. Tata McGraw Hill, Publishing Co., New Delhi.
16. Hansen, *Managerial Accounting*, Cengage Learning

**C-4.3: COMPUTER APPLICATIONS IN BUSINESS  
(Lab or Practical)**

**Full Marks - 100**

**End Sem Practical – 100 (Practical-70+Viva-voce-10+Work Book-20)/6 hrs**

**UNIT-I : Word Processing**

**7 Lectures**

Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: (Opening an existing document/creating a new document, Saving, Selecting text, Editing text, Finding and replacing text, Closing, Formatting, Checking and correcting spellings)Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Mail Merge including linking with Access Database, Tables: Formatting the table, Inserting filling and formatting a table Creating Documents in the areas: Mail Merge including linking with Access Database, Handling Tables, Inserting Pictures and Video

**UNIT-II : Preparing Presentations**

**6 Lectures**

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

**UNIT-III : Spreadsheet and its Business Applications**

**16 Lectures**

Spreadsheet concepts, Creating a work book, Saving a work book, Editing a workbook, Inserting, deleting work sheets, Entering data in a cell, Formula Copying, Moving data from selected cells, Handling operators in formula, Rearranging Worksheet, Project involving multiple spreadsheets, Organizing Charts and graphs, Printing worksheet, Generally used Spread sheet functions:

Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Text functions.

**UNIT-IV : Creating spreadsheet in the following areas**

**16 Lectures**

- Loan & Lease statement
- Ratio Analysis.
- Payroll statements
- Capital Budgeting
- Depreciation Accounting
- Graphical representation of data
- Frequency distribution and its statistical parameters
- Correlation and Regression

**UNIT-V : Database Management System**

**20 Lectures**

Creating Data Tables, Editing a Database using Forms, Performing queries, Generating Reports Creating DBMS in the areas of Accounting, Employees, Suppliers and Customer

**GE-4.4: INDIAN ECONOMY – PERFORMANCE AND POLICIES**

**Full Marks - 100**

**Mid Sem – 20/1 hr**

**End Sem – 80/3 hrs**

**UNIT-I : Basic Issues in Economic Development**

Concept and Measures of Development and Underdevelopment; Human Development.

**UNIT-II : Basic Features of the Indian Economy at Independence**

Composition of national income and occupational structure, the agrarian scene and industrial structure.

**UNIT-III : Policy Regimes**

- a) The evolution of planning and import substituting industrialization.
- b) Economic reform and liberalization.

**UNIT-IV : Growth, Development and Structural Change**

- a) The experience of Growth, Development and Structural Change in different phases of growth and policy regimes across sectors and regions.
- b) The Institutional Framework: Patterns of assets ownership in agriculture and industry; Policies for restructuring agrarian relations and for regulating concentration of economic power;
- c) Changes in policy perspectives on the role of institutional framework after 1991.
- d) Growth and Distribution; Unemployment and Poverty; Human Development; Environmental concerns.
- e) Demographic Constraints: Interaction between population change and economic development.

**UNIT-V : Sectoral Trends and Issues**

- a) Agriculture: Agrarian growth and performance in different phases of policy regimes i.e. pre green revolution and the two phases of green revolution; Factors influencing productivity and growth; the role of technology and institutions; price policy, the public distribution system and food security.
- b) Industry and Services: Phases of Industrializations – the rate and pattern of industrial growth across alternative policy regimes; Public sector – its role, performance and reforms; The small scale sector; Role of Foreign capital.
- c) The Financial Sector: Structure, Performance and Reforms. Foreign Trade and balance of Payments: Structural Changes and Performance of India's Foreign Trade and Balance of Payments; Trade Policy Debate; Export policies and performance; Macro Economic Stabilization and Structural Adjustment; India and the WTO.

**Suggested Readings:**

1. Mishra and Puri, *Indian Economics*, Himalaya Publishing House
2. Gaurav Dutt and KPM Sundarum, *Indian Economy*, S. Chand & Company.
3. Deepashree, "*Indian Economy, Performance and Polices*", Scholar Tech. New Delhi
4. Bettelheim. Charles *India Independent*. Chapters 1, 2 and 3.
5. Bhagwati, J. and Desai, P. *India: Planning for industrialization*, OUP, Ch 2.
6. Patnaik, Prabhat. *Some Indian Debates on Planning*. T. J. Byres (ed.). The Indian Economy: Major Debates since Independence, OUP.
7. Ahluwalia, MontekS. *State-level Performance under Economic Reforms in India* in A. O. Krueger. (ed.). Economic Policy Reforms and the Indian Economy, The University of Chicago Press.
8. Nagaraj, R. *Indian Economy since 1980: Vitrious Growth or Polarisation?* Economic and Political Weekly. pp. 2831-39.

9. Ray, S. K. *Land Systems and its Reforms In India. Sections II & III*, Indian Journal of Agricultural Economics. Vol. 51. Nos. 1 & 2.
10. Visaria, Pravin. *Demographic Aspects of Development: The Indian Experience*, Indian Journal of Social Sciences. Vol. 6. No. 3.
11. Dreze, Jean and Amartya Sen. *Economic Development and Social Opportunity*. Ch. 2. OUP.
12. Vaidyanathan, A. *India's Agricultural Development Policy*. Economic and Political Weekly.
13. Sawant, S. D. and C. V. Achuthan. *Agricultural Growth Across Crops and Regions: Emerging Trends and Patterns*. Economic and Political Weekly. Vol. 30 A2-A13.
14. Krishnaji, N. *Agricultural Price Policy: A Survey with Reference to Indian Foodgrain Economy*. Economic and Political Weekly. Vol. 25. No. 26.
15. Chaudhuri, Sudip. *Debates on Industrialisation*. in T.J. Byres (ed.). *The Indian Economy: Major Debates since Independence*, OUP.
16. Chandra, Nirmal K. *Growth of Foreign Capital and its Importance in Indian Manufacturing*. Economic and Political Weekly. Vol. 26. No. 11.
17. Khanna, Sushil. *Financial Reforms and Industrial Sector in India*. Economic and Political Weekly. Vol. 34. No. 45.
18. Vaidyanathan, A. *Poverty and Development Policy*. Economic and Political Weekly.
19. Deaton, A and Jean Dreze. *Poverty and Inequality in India*. Economic and Political Weekly.
20. Planning Commission, *Task Force on Employment Opportunities*. Ch 1 and 2
21. Uma Kapila (ed), "*Indian Economy since Independence*", Relevant articles.
22. Rangarajan, C. and N. Jadhav. *Issues in Financial Sector Reform*. BimalJalan. (ed). *The Indian Economy*. Oxford University Press, New Delhi.
23. Chakravarty, Sukhamoy. *Development Planning – The Indian Experience*. Oxford University Press, Delhi.

## SEMESTER - V

### C-5.1: CORPORATE ACCOUNTING

**Full Marks - 100**  
**Mid Sem – 20/1 hr**  
**End Sem – 80/3 hrs**

#### **UNIT-I : Accounting for Share Capital & Debentures**

**15 Lectures**

Issue, forfeiture and reissue of forfeited shares- concept & process of book building. Issue of rights and bonus shares. Buy back of shares. Redemption of preference shares. Issue and Redemption of Debentures

#### **UNIT-II : Final Accounts**

**15 Lectures**

Preparation of profit and loss account and balance sheet of corporate entities, excluding calculation of managerial remuneration. Disposal of company profits

#### **UNIT-III : Valuation of Goodwill and Valuation of Shares**

**13 Lectures**

Concepts and calculation - simple problem only.

#### **UNIT-IV : Amalgamation of Companies**

**12 Lectures**

Concepts and accounting treatment as per Accounting Standard: 14 (ICAI) (excluding intercompany holdings). Internal reconstruction: concepts and Accounting treatment excluding scheme of reconstruction

#### **UNIT-V :**

**10 Lectures**

Meaning of liquidation, modes of winding up, consequences of winding up, statement of affairs, liquidator's final statement of account, list 'B' contributories

#### **Suggested Readings:**

1. Monga, J.R. *Fundamentals of Corporate Accounting*. Mayur Paper Backs, New Delhi.
2. Shukla, M.C., T.S. Grewal, and S.C. Gupta. *Advanced Accounts*. Vol.-II. S. Chand & Co., New Delhi.
3. Maheshwari, S.N. and S. K. Maheshwari. *Corporate Accounting*. Vikas Publishing House, New Delhi.
4. Sehgal, Ashok and Deepak Sehgal. *Corporate Accounting*. Taxman Publication, New Delhi.
5. Gupta, Nirmal. *Corporate Accounting*. Sahitya Bhawan, Agra.
6. Jain, S.P. and K.L. Narang. *Corporate Accounting*. Kalyani Publishers, New Delhi.
7. Compendium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India, New Delhi.
8. Bhushan Kumar Goyal, *Fundamentals of Corporate Accounting*, International Book House

## C-5.2: PRINCIPLES OF MARKETING

**Full Marks - 100**  
**Mid Sem – 20/1 hr**  
**End Sem – 80/3 hrs**  
**(6+5) Lectures**

### UNIT-I :

**Introduction:** Nature, scope and importance of marketing; Evolution of marketing concepts; Marketing mix, Marketing environment

**Consumer Behavior – An Overview:** Consumer buying process; Factors influencing consumer buying decision

### UNIT-II :

**(6+9) Lectures**

**Market Selection:** Market segmentation – concept, importance and bases; Target market selection; Positioning concept, importance and bases; Product differentiation vs. market segmentation

**Product:** Meaning and importance. Product classifications; Concept of product mix; Branding, packaging and labeling; Product-Support; Product life-cycle; New Product Development

### UNIT-III :

**(6+6) Lectures**

**Pricing:** Significance. Factors affecting price of a product. Pricing Policies and strategies

**Promotion:** Nature and importance of promotion; Communication process; Types of promotion: advertising, personal selling, public relations & sales promotion, and their distinctive characteristics; Promotion mix and factors affecting promotion mix decisions

### UNIT-IV :

**(7+6) Lectures**

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

**Retailing:** Types of retailing – store based and non-store based retailing, chain stores, specialty stores, supermarkets, retail vending machines, mail order houses, retail cooperatives; Retailing in India: changing scenario

### UNIT-V :

**(7+7) Lectures**

**Rural marketing:** Growing Importance; Distinguishing characteristics of rural markets; Understanding rural consumers and rural markets; Marketing mix planning for rural markets.

**Recent developments in marketing:** Social Marketing, online marketing, direct marketing, services marketing, green marketing,

### **Suggested Readings:**

1. Kotler, Philip, Gary Armstrong, Prafulla Agnihotri and Ahsan UIHaque. *Principles of Marketing*. 13<sup>th</sup> edition. Pearson Education.
2. Michael, J. Etzel, Bruce J. Walker, William J Staton and Ajay Pandit. *Marketing Concepts and Cases*. (Special Indian Edition).
3. McCarthy, E. Jerome., and William D. Perreault. *Basic Marketing*. Richard D. Irwin.
4. Lamb, Charles W., Joseph F. Hair, Dheeraj Sharma and Carl McDaniel. *Marketing: A South Asian Perspective*. Cengage Learning.
5. Pride, William M., and D.C. Ferrell. *Marketing: Planning, Implementation & Control*. Cengage Learning.
6. Majaro, Simon. *The Essence of Marketing*. Prentice Hall, New Delhi.
7. Zikmund William G. and Michael D'Amico. *Marketing; Creating and Keeping Customers in an E-Commerce World*. Thomson Learning.
8. Chhabra, T.N., and S. K. Grover. *Marketing Management*. Fourth Edition. Dhanpat Rai & Company.
9. The Consumer Protection Act 1986.
10. Iacobucci and Kapoor, *Marketing Management: A South Asian Perspective*. Cengage Learning.

## DSE-5.3 (A): FINANCIAL MARKETS, INSTITUTIONS AND SERVICES

**Full Marks - 100**  
**Mid Sem – 20/1 hr**  
**End Sem – 80/3 hrs**

### UNIT-I : An Introduction To Financial System, its Components

**8 Lectures**

Financial markets and institutions, Financial intermediation, Flow of funds matrix, Financial system and economic development, An overview of Indian financial system

### UNIT-II : Financial Markets

**34 Lectures**

Money market – functions, organization and instruments. Role of central bank in money market; Indian money market – An overview

Capital Markets – functions, organization and instruments. Indian debt market; Indian equity market – primary and secondary markets; Role of stock exchanges in India

**UNIT-III : Financial Institutions**

**20 Lectures**

Commercial banking – introduction, its role in project finance and working capital finance. Development Financial institutions (DFIs) – An overview and role in Indian economy. Life and non-life insurance companies in India; Mutual Funds – Introduction and their role in capital market development. Non-banking financial companies (NBFCs)

**UNIT-IV : Overview of financial services industry**

**8 Lectures**

Merchant banking – pre and post issue management, underwriting. Regulatory framework relating to merchant banking in India

**UNIT-V : Leasing and hire-purchase**

**22 Lectures**

Consumer and housing finance; Venture capital finance; Factoring services, bank guarantees and letter of credit; Credit rating; Financial counseling

**Suggested Readings:**

1. Bhole, L.M. *Financial Markets and Institutions*. Tata McGraw-Hill Publishing Company.
2. Khan, M.Y. *Indian Financial System – Theory and Practice*. Vikas Publishing House.
3. Dhanekar. *Pricing of Securities*. New Delhi: Bharat Publishing House.
4. Prasanna, Chandra. *Financial Management: Theory and Practice*. Tata McGraw Hill Publishing Company Ltd., New Delhi.
5. Simha, S.L.N. *Development Banking in India*. Madras: Institute of Financial Management and Research
6. Khan and Jain. *Financial Services*. 2<sup>nd</sup> ed. Tata McGraw Hill
7. Singh, J.K. *Venture Capital Financing in India*. Dhanpat Rai and Company, New Delhi.
8. Annual Reports of Major Financial Institutions in India

**DSE-5.3 (B): INDIAN BANKING AND INSURANCE SYSTEM**

**Full Marks - 100**

**Mid Sem – 20/1 hr**

**End Sem – 80/3 hrs**

**UNIT-I : Concept of Bank and Banking**

Historical Evolution of Banking: Origin and Development of Banking - Structure of Banking in India – Banks and Economic Development –Functions of Commercial banks (conventional and innovative functions) – Central Bank – RBI – functions – Emerging trends in Banking.

**UNIT-II : Types of Customers and Account holders**

Procedure and practice in opening and operating the accounts of customers - individuals including minors - joint account holders -Partnership firms - joint stock companies - executors and trustees-clubs and associations

**UNIT-III : Introduction to insurance**

Purpose and need of insurance, insurance as a social security tool - insurance and economic development - Principles of insurance -various kinds of insurance - life, marine, fire, medical, general insurance - features.

**UNIT-IV : Life Insurance**

Law relating to life Insurance; General Principles of Life Insurance Contract; Proposal and policy; assignment and nomination; title and claims; General Insurance - Law relating to general insurance; different types of general insurance; general insurance Vs life insurance – Insurance business in India.

**UNIT-V : Fundamentals of Agency Law**

Definition of an agent; Agents regulations; Insurance intermediaries; Agents' compensation. Procedure for Becoming an Agent: Pre-requisite for obtaining a license; Duration of license; Cancellation of license; Revocation or suspension/termination of agent appointment; Code of conduct; Unfair practices. Functions of the Agent: Proposal form and other forms for grant of cover; Financial and medical underwriting; Material information; Nomination and assignment; Procedure regarding settlement of policy claims.

**Reference Books:**

1. Sheldon H.P : *Practice and Law of Banking*.
2. Bedi. H.L : *Theory and Practice of Banking*.
3. Maheshwari. S.N. : *Banking Law and Practice*.
4. Shekar. K.C : *Banking Theory Law and Practice*.
5. Pannandikar & Mithami: *Banking in India*.
6. Radhaswamy & Vasudevan: *Text Book of Banking*.
7. Indian Institute of Bankers (Pub) *Commercial Banking Vol-I/Vol-II (part I&II) Vol- III*.
8. Varshaney: *Banking Law and Practice*.

9. Dr. P. Periasamy: Principles and Practice of Insurance
10. Himalaya Publishing House, Delhi.
11. Inderjit Singh, Rakesh Katyal & Sanjay Arora: Insurance Principles and Practices, Kalyani Publishers, Chennai.
12. M.N. Mishra: Insurance Principles and Practice, S. Chand & Company Ltd, Delhi.
13. G. Krishnaswamy : Principles & Practice of Life Insurance
14. Kothari & Bahl : Principles and Practices of Insurance.

### **DSE-5.3 (C): INDIAN FINANCIAL SYSTEM**

**Full Marks - 100**

**Mid Sem – 20/1 hr**

**End Sem – 80/3 hrs**

#### **UNIT-I : Financial System**

Meaning and Significance-Functions of the financial system -Financial Assets- Financial markets- Classification-Financial instruments-weakness of Indian Financial System

#### **UNIT-II : Money market**

Definition-Features-Objectives-Features of a developed money market- Importance of Money market- Composition of Money market-Operations and Participants- Money market Instruments-features of Indian money market-Recent developments

#### **UNIT-III : Primary, Secondary and Capital Markets**

New issue market-meaning-functions-methods floating new issue - intermediaries in the new issue market-merchants bankers and their functions -Recent trends in new issue market - Stock Exchanges- Functions-Structure of stock exchanges-BSE-NSE- listing of securities-Advantages of listing-methods of trading in stock exchanges-on line trading-stock indices

#### **UNIT-IV : Financial Institutions**

Commercial banks- development financial institutions- Nonbanking financial corporation's-Mutual Funds, insurance companies – Objectives and functions (only a brief outline)

#### **UNIT-V : Regulatory Institutions**

RBI – Role and Functions. The Securities and Exchange Board of India-objectives-function-powers- SEBI guidelines for primary and secondary market.

#### **Reference Books:**

1. Kohn, Meir: *Financial Institutions and Markets*, Tata McGraw Hill.
2. Bhole L.M: *Financial Institutions and Markets*, Tata McGraw Hill.
3. Desai, Vasantha: *The Indian Financial System*, Himalaya Publishing House.
4. Machiraju. R.H: *Indian Financial System*, Vikas Publishing House.
5. Khan M.Y: *Indian Financial System*, Tata McGraw Hill.
6. Varshney, P.N., & D K Mittal, D.K.: *Indian Financial System*, Sultan Chand & Sons
7. Gordon E. &Natarajan K.: *Financial Markets & Services*, Himalaya Publishing House.
8. Pathak, V. Bharati: *Indian Financial System*, Pearson Education.

### **DSE-5.4 (A): FINANCIAL STATEMENT ANALYSIS AND REPORTING**

**Full Marks - 100**

**Mid Sem – 20/1 hr**

**End Sem – 80/3 hrs**

#### **UNIT-I : Introduction Concepts of financial statements**

Nature of financial statements – Objectives of financial statements – Different types of financial statements: income statement, balance sheet, statement of retained earnings, fund flow statement, cash flow statement, schedules – Limitations of financial statements.

#### **UNIT-II : Analysis & Interpretation of Financial Statements**

Traditional Approaches Vs. Modern Approaches to financial statement analysis – Classification of financial statement analysis: based on modus operandi and based on materials used – Techniques of financial statement analysis: Comparative Statements, Common-size Statements, Trend Ratios and Ratio Analysis – Problems encountered in financial statement analysis.

#### **UNIT-III : Ratio Analysis**

Classification of ratios – Ratio formation – Ratio interpretation – Practical methods of ratio analysis: Time Series (intra firm) Analysis, Cross Sectional (inter firm) Analysis, Residual Analysis and Multivariate Analysis.

#### **UNIT-IV : Multivariate Ratio Analysis**

Concept, objectives, uses and limitations – Univariate analysis Vs. Multivariate ratio analysis – Application of statistical tools in financial statement analysis.

#### **UNIT-V : Corporate Reporting**

Cash Flow statement Analysis (AS 3) and Statutory and Non Statutory Reports, Integrated Reporting

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

1. Foster, G.: Financial Statement Analysis, Englewood Cliffs, NJ, Prentice Hall.
2. Foulke, R.A.: Practical Financial Statement Analysis, New York, McGraw-Hill.
3. Hendriksen, E.S.: Accounting Theory, New Delhi, Khosla Publishing House.
4. Kaveri, V.S.: Financial Ratios as Predictors of Borrowers' Health, New Delhi, Sultan Chand.
5. Lev, B.: Financial Statement Analysis – A New Approach, Englewood Cliffs, NJ, Prentice Hall.
6. Maheswari, S.N.: Management Accounting & Financial Control, New Delhi, Sultan Chand.
7. Myer, J.N.: Financial Statement Analysis, NJ, Prentice Hall. 8. Porwal, L.S.: Accounting Theory – An Introduction, New Delhi, Tata-McGraw-Hill

### **DSE-5.4 (B): MERCHANT BANKING AND FINANCIAL SERVICES**

**Full Marks - 100**

**Mid Sem – 20/1 hr**

**End Sem – 80/3 hrs**

#### **UNIT-I : Merchant Banking**

Nature and scope of Merchant Banking - Regulation of Merchant Banking Activity - overview of current Indian Merchant Banking scene - structure of Merchant Banking industry - primary Markets in India and Abroad - professional Ethics and code of conduct - current Development

#### **UNIT-II : Financial Services**

Meaning and Definition, Role of Financial Services in a financial system. Leasing: Meaning and features. Introduction to equipment leasing: Types of Leases, Evolution of Indian Leasing Industry. Legal Aspects of Leasing: present Legislative Framework. Hire purchase: concept and characteristics of Hire purchase. Difference between hire purchase and leasing

#### **UNIT-III : Factoring**

Concept, nature and scope of Factoring - Forms of Factoring - Factoring vis-à-vis Bills Discounting - Factoring vis-à-vis credit Insurance Factoring vis-à-vis Forfeiting-Evaluation of a Factor - Evaluation of Factoring - Factoring in India current Developments.

#### **UNIT-IV : Securitization/Mortgages**

Meaning, nature and scope of securitization, securitization as a Funding Mechanism, securitization of Residential Real Estate - whole Loans - Mortgages -Graduated-payment. Depository: Meaning, Evolution, Merits and Demerits of Depository. Process of Dematerialization and Dematerialization. Brief description of NSDL and CDSL.

#### **UNIT-V :**

Security Brokerage: Meaning of Brokerage, types of brokers. Difference between broker and jobber. SEBI Regulations relating to brokerage business in India.

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

1. M.Y. Khan, Financial Services, Tata McGraw-Hill, 11th Edition, 2008
2. Nalini Prava Tripathy, Financial Services, PHI Learning, 2008
3. Machiraju, Indian Financial System, Vikas Publishing House, 2nd Edition, 2002.
4. J.C. Verma, A Manual of Merchant Banking, Bharath Publishing House, New Delhi.
5. Varshney P.N. & Mittal D.K., Indian Financial System, Sultan Chand & Sons, New Delhi.
6. Sasidharan, Financial Services and System, Tata McGraw Hill, New Delhi, 1st Edition, 2008.
7. Website of SEBI

### **DSE-5.4 (C): FINANCIAL INSTITUTIONS AND SERVICES**

**Full Marks - 100**

**Mid Sem – 20/1 hr**

**End Sem – 80/3 hrs**

#### **UNIT-I : Basic Theoretical Framework**

The financial system and its technology; The factors affecting the stability of the financial system; Development finance vs. universal banking; Financial intermediaries and Financial Innovation; RBI-Central Banking.

## **UNIT-II : Financial Institutions**

A brief historical perspective. An update on the performance of IDBI, ICICI, IFCI and SFCs, LIC & GIC. The banking Institutions: Commercial banks - the public and the private sectors - structure and comparative performance. The problems of competition; interest rates, spreads, and NPAs. Bank capital - adequacy norms and capital market support.

## **UNIT-III : Non-banking financial institutions**

Evolution, control by RBI and SEBI. A perspective on future role. UNIT-Trust of India and Mutual Funds. Reserve bank of India Framework for/Regulation of Bank Credit. Commercial paper: Features and advantages, Framework of Indian CP Market, effective cost/interest yield.

## **UNIT-IV : Financial services**

Asset/fund based Financial services - lease finance, consumer credit and hire purchase finance, factoring definition, functions, advantages, evaluation and forfeiting, bills discounting, housing finance, venture capital financing.

## **UNIT-V : Operations**

Financial Assets/ Instruments Rights issues, issue of Debentures, issue of Equity shares - pre-issue activity, post-issue activities. The regulatory framework: SEBI and Regulation of Primary and Secondary Markets, Company Law provisions.

## **References :**

1. M.Y. Khan, Financial Services, Tata McGraw-Hill, New Delhi, 2004.
2. Harsh V. Verma, Marketing of Services, Global Business Press, 2002
3. Sames L. Heskett, Managing In the Service Economy, Harvard Business School Press, Boston, 2001.
4. M.Y. Khan, Indian Financial System, 4/e Tata McGraw-Hill, New Delhi, 2004
5. Frank.J. Fabozzi & Franco Modigliani, Foundations of Financial Markets and Institutions, 3/e, Pearson Education Asia, 2002.
6. H.R Machiraju, Indian Financial Systems, Vikas Publishing House Pvt. Ltd.2002.
7. Meir Kohn, Financial Institutions and Markets, Tata McGraw-Hill, New Delhi, 2003.
8. Pathak: Indian Financial Systems Pearson Education

## **SEMESTER - VI**

### **C-6.1: AUDITING AND CORPORATE GOVERNANCE**

**Full Marks - 100**  
**Mid Sem – 20/1 hr**  
**End Sem – 80/3 hrs**

## **UNIT-I : Auditing:**

**13 Lectures**

Introduction, Meaning, Objects, Basic Principles and Techniques; Classification of Audit, Audit Planning, Internal Control – Internal Check and Internal Audit; Audit Procedure – Vouching and verification of Assets & Liabilities

## **UNIT-II : Audit of Limited Companies**

**13 Lectures**

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**

**13 Lectures**

Special features of Cost audit, Tax audit, and Management audit; Recent Trends in Auditing: Standard on Auditing(SA)

## **UNIT-IV : Corporate Governance**

**13 Lectures**

Conceptual framework of Corporate Governance, Corporate Governance Reforms. Major Corporate Scandals in India and Abroad: Common Governance Problems Noticed in various Corporate Failures

## **UNIT-V : Corporate Social Responsibility (CSR)**

**13 Lectures**

Strategic Planning and Corporate Social Responsibility; Corporate Philanthropy, Meaning of CSR, CSR and CR, CSR and Corporate Sustainability, CSR and Business Ethics, CSR and Corporate Governance, Environmental Aspect of CSR, CSR provision under the Companies Act 2013

## **Suggested Readings:**

1. Gupta, Kamal and Ashok Arora. *Fundamentals of Auditing*. Tata Mc-Graw Hill Publishing Co. Ltd., New Delhi.

2. Jha, Aruna. *Auditing*. Taxmann.
3. Tandon, B. N., S. Sudharsanam and S. Sundharabahu. *A Handbook of Practical Auditing*. S. Chand and Co. Ltd., New Delhi.
4. Ghatalia, S.V. *Practical Auditing*. Allied Publishers Private Ltd., New Delhi.
5. Singh, A. K. and Gupta Lovleen. *Auditing Theory and Practice*. Galgotia Publishing Company.
6. Alvin Arens and James Loebbecke, *Auditing: an Integrated Approach*
7. Ravinder Kumar and Virender Sharma, *Auditing Principles and Practice*, PHI Learning Christine A Mallin, *Corporate Governance (Indian Edition)*, Oxford University Press, New Delhi.
8. Bob Tricker, *Corporate Governance-Principles, Policies, and Practice* (Indian Edition), Oxford University Press, New Delhi.
9. The Companies Act 2013 (Relevant Sections)
10. MC Kuchhal *Corporate Laws*, Shri Mahaveer Book Depot. (Publishers). (Relevant Chapters)
11. Relevant Publications of ICAI on *Auditing* (CARO).

## C-6.2: FUNDAMENTALS OF FINANCIAL MANAGEMENT

Full Marks - 100  
Mid Sem – 20/1 hr  
End Sem – 80/3 hrs

### UNIT-I : Introduction to Financial Management

8 Lectures

Scope and objective, Time value of money, Risk and return, Valuation of securities – Bonds and Equities.

### UNIT-II : Long Term Investment Decisions

17 Lectures

The Capital Budgeting Process, Cash flow Estimation, Payback Period Method, Accounting Rate of Return, Net Present Value (NPV), Net Terminal Value, Internal Rate of Return (IRR), Profitability Index

### UNIT-III : Financing Decisions

17 Lectures

Sources of long-term financing Estimation of components of cost of capital. Methods for Calculating cost of equity capital, Cost of Retained Earnings, Cost of Debt and Cost of Preference Capital, Capital structure –Theories of Capital Structure (Net Income, Net Operating Income, MM Hypothesis, Traditional Approach). Operating and financial leverage. Determinants of capital structure.

### UNIT-IV : Dividend Decisions

10 Lectures

Theories for Relevance and irrelevance of dividend decision for corporate valuation. Cash and stock dividends. Dividend policies in practice.

### UNIT-V : Working Capital Decisions

13 Lectures

Concepts of working capital, the risk-return trade off, sources of short-term finance, working capital estimation, cash management, receivables management, inventory management and payables management.

### Suggested Readings :

1. Horne, J.C. Van and Wackowich. *Fundamentals of Financial Management*. 9<sup>th</sup> ed. New Delhi Prentice Hall of India.
2. Johnson, R.W. *Financial Management*. Boston Allyn and Bacon.
3. Joy, O.M. *Introduction to Financial Management*. Homewood: Irwin.
4. Khan and Jain. *Financial Management text and problems*. 2<sup>nd</sup> ed. Tata McGraw Hill New Delhi.
5. Pandey, I.M. *Financial Management*. Vikas Publications.
6. Chandra, P. *Financial Management- Theory and Practice*. (Tata McGraw Hill).
7. Rustagi, R.P. *Fundamentals of Financial Management*. Taxmann Publication Pvt. Ltd.
8. Singh, J.K. *Financial Management- text and Problems*. 2<sup>nd</sup> Ed. Dhanpat Rai and Company, Delhi.
9. Singh, Surender and Kaur, Rajeev. *Fundamentals of Financial Management*. Book Bank International.
10. Brigham and Houston, *Fundamentals of Financial Management*, 13<sup>th</sup> Ed., Cengage Learning

### DSE-6.3 (A): CORPORATE TAX PLANNING

**Full Marks - 100**  
**Mid Sem – 20/1 hr**  
**End Sem – 80/3 hrs**

#### UNIT-I :

Tax planning, tax management, tax evasion, tax avoidance, Corporate tax in India, Types of companies, Residential status of companies and tax incidence, Tax liability and minimum alternate tax, Tax on distributed profits

#### UNIT-II :

Tax planning with reference to setting up of a new business: Locational aspect, nature of business, form of organisation, Tax planning with reference to financial management decision -Capital structure, dividend including deemed dividend and bonus shares

#### UNIT-III :

Tax planning with reference to specific management decisions -Make or buy; own or lease; repair or replace, Tax planning with reference to employees' remuneration, Tax planning with reference to receipt of insurance Compensation, Tax planning with reference to distribution of assets at the time of liquidation

#### UNIT-IV :

Special provisions relating to non-residents, Double taxation relief, Provisions regulating transfer pricing, Advance rulings, Advance pricing agreement

#### UNIT-V :

Tax planning with reference to business restructuring

- Amalgamation
- Demerger
- Slump sale
- Conversion of sole proprietary concern/partnership firm into company
- Conversion of company into LLP
- Transfer of assets between holding and subsidiary companies

#### **Suggested Readings:**

1. Singhania, Vinod K. and Monica Singhania. *Corporate Tax Planning*. Taxmann Publications Pvt. Ltd., New Delhi.
2. Ahuja, Girish. and Ravi Gupta. *Corporate Tax Planning and Management*. Bharat Law House, Delhi.
3. Acharya, Shuklendra and M.G. Gurha. *Tax Planning under Direct Taxes*. Modern Law Publication, Allahabad.
4. Mittal, D.P. *Law of Transfer Pricing*. Taxmann Publications Pvt. Ltd., New Delhi.
5. IAS – 12 and AS – 22.
6. T.P. Ghosh. *IFRSs*. Taxmann Publications Pvt. Ltd. New Delhi.

#### **Journals**

1. *Income Tax Reports*, Company Law Institute of India Pvt. Ltd., Chennai.
2. *Taxman*, Taxman Allied Services Pvt. Ltd., New Delhi.
3. *Current Tax Reporter*, Current Tax Reporter, Jodhpur

### DSE-6.3 (B): FUNDAMENTALS OF INVESTMENT

**Full Marks - 100**  
**Mid Sem – 20/1 hr**  
**End Sem – 80/3 hrs**

#### UNIT-I : The Investment Environment

The investment decision process, Types of Investments –Commodities, Real Estate and Financial Assets, the Indian securities market, the market participants and trading of securities, security market indices, sources of financial information, Concept of return and risk, Impact of Taxes and Inflation on return.

#### UNIT-II : Fixed Income Securities

**15 Lectures**

Bond features, types of bonds, estimating bond yields, Bond Valuation types of bond risks, default risk and credit rating.

#### UNIT-III : Approaches to Equity Analysis

**15 Lectures**

Introductions to Fundamental Analysis, Technical Analysis and Efficient Market Hypothesis, dividend capitalization models, and price-earnings multiple approach to equity valuation.

**UNIT-IV : Portfolio Analysis and Financial Derivatives**

**15 Lectures**

(a) Portfolio and Diversification, Portfolio Risk and Return. (b) Mutual Funds. (c) Introduction to Financial Derivatives, Financial Derivatives Markets in India.

**UNIT-V : Investor Protection**

**10 Lectures**

Role of SEBI and stock exchanges in investor protection; Investor grievances and their redressal system, insider trading, investors' awareness and activism.

**Suggested Readings:**

1. Jones, C.P., "Investments Analysis and Management", Wiley, 8<sup>th</sup>ed.
2. Prasanna, Chandra., "Investment Analysis and Portfolio Management", Tata McGraw Hill.
3. Rustogi, R.P., *Fundamentals of Investment*, Sultan Chand & Sons, New Delhi.
4. Vohra, N.D., and B.R. Bagri, "Futures and Options", McGraw Hill Publishing
5. Mayo, *An Introduction to Investment*, Cengage Learning.

**DSE-6.3 (C): FINANCIAL MARKET OPERATIONS**

**Full Marks - 100**

**Mid Sem – 20/1 hr**

**End Sem – 80/3 hrs**

**UNIT-I : An overview of financial markets in India:**

Money Markets: Indian money markets composition and structure; (a) Acceptance houses, (b) Discount houses, and (c) Call money markets; Recent trends in India money markets.

**UNIT-II : Capital Market**

Security market – (a) New issue market. (b) Secondary market: Functions and role of stock exchange: listing procedure and legal requirements: Public Issue – pricing and marketing: Stock exchanges – National Stock Exchange and over-the-counter exchanges.

**UNIT-III : Securities Contract and Regulations Act**

Main provisions. Investors Protections: Grievances concerning stock exchange dealing and their removal: Grievances cells in stock exchanges: SEBI: Company Law Board: Press: Remedy through courts.

**UNIT-IV : Functionaries on Stock Exchanges**

Brokers, Sub brokers, market makers, jobbers, and NRIS.

**UNIT-V : Financial Services**

Concept, functions, and types. Financial Services: Meaning and Definition, Role of Financial Services in a financial system. Leasing: Meaning and features. Introduction to equipment leasing: Types of Leases, Evolution of Indian Leasing Industry. Legal Aspects of Leasing: present Legislative Framework. Hire purchase: concept and characteristics of Hire purchase. Difference between hire purchase and leasing. SEBI guidelines: Credit rating.

**Suggested Readings:**

1. Chandler M. V. and Goldfeld S. M: Economics of Money and Banking: Harper and Row, New York.
2. Gupta Suraj B: Monetary Economics: S. Chand and Co., New Delhi
3. Gupta Suraj B: Monetary Planning in India: Oxford, Delhi.
4. Bhole I. M.: financial Markets and Institutional: Tata McGraw Hill, New Delhi.

**DSE-6.4 : BUSINESS RESEARCH METHODS AND PROJECT WORK**

**Full Marks –100**

**Mid Sem – 10/1 hr**

**End Sem Theory – 40/3 hrs**

**SECTION A: Business Research Methods**

**40 Marks**

**UNIT-I : Introduction**

**10 Lectures**

Meaning of research; Scope of Business Research; Purpose of Research –Exploration, Description, Explanation; UNIT-of Analysis – Individual, Organization, Groups, and Data Series; Conception, Construct, Attributes, Variables, and Hypotheses

**UNIT-II : Research Process**

**10 Lectures**

An Overview; Problem Identification and Definition; Selection of Basic Research Methods- Field Study, Laboratory Study, Survey Method, Observational Method, Existing Data Based Research, Longitudinal Studies, Panel Studies

**UNIT-III : Measurement**

**19 Lectures**

Definition; Designing and writing items; Uni-dimensional and Multi-dimensional scales; Measurement Scales- Nominal, Ordinal, Interval, Ratio; Ratings and Ranking Scale, Thurstone, Likert and Semantic Differential scaling, Paired Comparison; Sampling –Steps, Types, Sample Size Decision; Secondary data sources

**Hypothesis Testing:** Tests concerning means and proportions; ANOVA, Chi-square test and other Non-parametric tests, Testing the assumptions of Classical Normal Linear Regression

**SECTION B: Project Report**

**End Sem Project – 50**

**UNIT-IV : Report Preparation**

**26 Lectures**

Meaning, types and layout of research report; Steps in report writing; Citations, Bibliography and Annexure in report; JEL Classification

**Note:**

1. There shall be a written examination of 50% Marks on the basis of UNIT-I to III (Section A)
2. The student will write a project report under the supervision of a faculty member assigned by the college/institution. The Project Report carries 50% Marks and will be evaluated by external examiners.

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