

The University of Burdwan
Syllabus for B.Com. Honours
(1+1+1 Pattern)
with effect from 2005-2006 onwards

Honours : Accounting Group

Part-I Hons. Papers

Paper I Financial Accounting	100 Marks
Paper II Cost Accounting	100 Marks
	200 Marks

General Papers

Group-I

Paper I Economic Principles and Indian Economic Problem (50+50)	100 Marks
Paper II Management Theory and Practice	100 Marks
	200 Marks

Language

English	50 Marks
MIL	50 Marks
	100 Marks

Part II Honours Papers

Part III Advanced Accounting	100 Marks
Paper IV Auditing	100 Marks
	200 Marks

General Papers

Group II

Paper I Entrepreneurship Development And Business Communication (50+50)	100 Marks
Paper II Business Economics	100 Marks
	200 Marks

Group III

Paper I Business Laws (60+40)	100 Marks
Paper II Mathematics and Statistics (50+50)	100 Marks
	200 Marks

Part III Honours papers

<u>Paper V</u> Taxation (80+20)	100 Marks
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<u>Paper VI</u> Computer Application in Business [Theory 60, Practical 40]	100 Marks
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<u>Paper VII</u> Accounting Theory and Management According (50+50)	100 Marks
<u>Paper VIII</u> Advanced Business Mathematics and Statistics (70+30)	100 Marks
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Environmental Studies	50 Marks

Honours : Business Finance Group

Part I Honours papers and General papers are same as mentioned in Accountancy (Hons.)

Part II Honours papers

Paper III Banking Theory and Practice (70+30)	100 Marks
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Paper IV Financial Management and Analysis	100 Marks
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General Papers

Same as mentioned in Accountancy (Hons.)

Part III Honours Papers

Paper V Taxation (80+20)	100 Marks
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Paper VI Industrial and Agricultural Finance in India	100 Marks
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Paper VII Money Market and Capital Market in India	100 Marks
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Paper VIII Advanced Business Mathematics and Statistics (70+30)	100 Marks
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Environmental Studies	50 Marks
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Part – I Honours Papers

1. Financial Accounting

2. Cost Accounting

Paper I

Financial Accounting: Marks 100

1. **Meaning and Scope of Accounting:** Need, development and definition of accounting, Book Keeping and accounting; Persons interested in accounting; Disclosures; Branches of accounting; objectives of accounting L4
2. **Accounting Transactions:** Accounting Cycle; Journal; Rules of debit and credit; Compound journal entry; Opening entry; Relationship between journal and ledger, Rules regarding posting; Trial Balance; Sub-Division of journal L6
3. **Capital and Revenue:** Classification of Income; Classification of expenditure; Classification of Receipts.
Final Accounts: Manufacturing account; Trading account; Profit and Loss account; Balance sheet; Adjustment entries.
Rectification of Errors: Classification of errors; Location of errors: Suspense account; effect on profit . L8
4. **Depreciation, Provisions and Reserves:** Concept of depreciation, Causes of depreciation, depreciation, Depletion, Amortization and Dilapidation; Depreciation accounting. Methods of recording depreciation; Methods of providing depreciation L8
5. Accounting from incomplete records including conversion into double Entry. L6
6. Accounting for Non-Trading Institution L8
7. Accounting for Bill of Exchange. L6
8. **Sectional Balancing System:** Self balancing system including rectification of errors. L6
9. **Special accounting Areas:** Consignment Accounts: Important terms, Accounting records; Valuation of Unsold Stock. L10
Joint Venture Accounts: Meaning of Joint Venture; Joint Venture and Partnership; Accounting Records.
10. **Partnership Accounts:** General Accounts; Goodwill; Joint Life Policy, Change in Profit Sharing Ratio, Admission of a Partner; Retirement of a Partner, Death of a Partner; Amalgamation of Partnership Firms. L12
11. **Partnership Dissolution:** Garner Vs Murray; Gradual Realization of Assets and

- piecemeal Distribution. Dissolution of partnership Firm – Modes of dissolution of a firm; Accounting entries; Insolvency of Partners. L6
12. Company accounts: Accounting for various kinds of shares, their issue, allotment and forfeiture, re-issue of forfeited shares. L8
13. Company Accounts: Issue of Debentures & treatment of cost of issue of debenture; issue of bonus shares; Redemption of Debentures & Preference shares.

Suggested Readings:

1. Grewal, T.S. – *Introduction to Accountancy*
2. Xavier *Advanced Accounts* (Vol. I)
3. Hanif and Mukherjee – *Modern Accountancy* (Vol.I)
4. Agarwal, B.D. – *Financial Accounting Advanced* Vol. I
5. Jain and Narang . – *Accountancy*
6. Shukla, M.C. and Grewal, T. C. – *Advanced Accounts*

Paper II

Cost Accounting: Marks 100

1. **Introducing:** Evolution of Cost Accounting – Concepts of cost, costing, Cost Accounting, Cost Accountancy, cost unit, cost Centre, Costing methods and Costing techniques. Features, Utility, Purpose, Scope, Functions, Advantages and Limitations of Cost Accounting – Relations with Financial and Management Accounting – Installation of Cost Accounting Systems (Steps, Difficulties, Remedies) L6
2. **Cost Classification and Analysis:** Various types of classification of costs – Main Elements of cost (Direct Material, Direct Labour, Chargeable Exp. and Overheads). Analysis of Total Cost (Prime Cost, Works Cost, Cost of Production, Total Cost and Cost of Sales) – Preparation of Estimates and Fixation of Selling prices – Cost Sheet and Manufacturing Account (including preparation of these statements) L6
3. **Materials:** Purchase Organization and Purchase Procedure (When, how much and wherefrom to purchase and related Documents) – Receiving, Inspection, Acceptance, Return, Transfer etc. of Material and related Documents – Stores organization and Stores Routine Purchase, Cost of Material – Issue of Materials and related Documents – Various

- methods of Pricing (FIFO, Weighted Average), Issues of Materials – Stores Records (Bin Card, Stores Ledger and Stores Abstract)- Materials Losses – Materials Control Procedures (Fixing Various levels, Various Methods of Fixing Economic Order Quantity, Perpetual Inventory system, Methods of Stock taking, ABC Analysis, Stores Ratio Analysis and Stores Report) L10
4. **Labour:** Introduction, Recruitment – Time keeping and Time booking (various Methods and Documents)Idle Time and Overtime (causes and treatment in Cost Accounts) – Various Methods of Remuneration – Various Incentive Schemes (Incentives) – Calculation of wages, Preparation of Pay Rolls and Payment of Wages (including Relevant Internal Checks) – Accounting Treatment and Control of Labour Costs – Labour Turnover – meaning, causes, effects and methods. L10
5. **Overheads:** Definitions and classification – Various Sources of Collection – various Methods of Grouping and codification – Allocation, Apportionment (Various Principles, Bases and Rates) – Under and Over Absorptions (reasons, treatment in Cost Accounting and measures to avoid) – Control of Overheads – Factory Overhead – Departmentalization – Primary Distribution – Various Methods of Secondary Distribution and that of Absorption (Including Practical Applications of these Methods) Administration, Selling and Distribution Overheads (Features, Accounting treatment, Apportionment, Inclusion in Costs and Various types of Analysis).
Miscellaneous matters connected with Overheads. (Depreciation on the basis of Replacement Costs, Obsolescence Loss, Plant and Machinery Register, Repairs and Maintenance Costs, Research and Development Costs, Inclusion of Interest on Capital and Notional Depreciation in Costs, Excess Capacity and Idle Capacity Costs, Costs of Wastes, Scraps, Spoilages and Defectives). L15
6. **Cost Accounting Procedure:** Non-integrated Accounting System: Maintaining Ledgers (including Control Accounts) under this system. Reconciliation of Cost and Financial Accounts. Integrated Accounting System – Features – Advantages and Disadvantages – Accounting Procedures. L10
7. **Various Methods of Costing:**
Job Costing : Job order – Job Ledger – preparation of Job Cost Accounts and Cost Control Accounts – Batch costing, Contract Account and Determination of Profit or Loss on uncompleted contract (including value of work certified – Contract cost and valuation of WIP) – Presentation of Contract particulars in the Balance Sheet – Retention money – Cost Plus contract – Escalation Clauses. L10

- Joint Product and By – Product** : Discussion at elementary level L02
8. **Budgetary Control and Standard Costing:**
- Budgetary Control**
- Introduction, Define Budget & Budgetary Control, Features & Objectives of Budgetary Control System. Factors to be considered for preparing budgets. Functional, Fixed & Flexible, Zero-Base Budgets. Budget reports. L8
- Standard Costing:**
- Introduction, Concept and Uses of Standard Costing, Setting up of Standards Cost Accounting Methods, Computation of Variances relating to material, labour. L7
9. **Marginal Costing:** Basic Concepts of marginal costing and absorption costing, C.V.P. Analysis, break-even analysis, limitation of Break Even Analysis, B.E.P and C.V.P. analysis through charts (graphs). Application for managerial decision making (simple type) L5
- Suggested readings:**
1. N.K. Prasad: *Principles and Practice of Cost Accounting*
 2. Nigam and Sharma : *Advanced Cost Accounting.*
 3. Jain S.P. & Narang, K.L. – *Cost Accounting.*
 4. M.C. Shukla & T. S. Grewal – *Cost Accounts.*
 5. V.K. Saxena & C.D. Vashist – *Advanced Cost & Management Accounting*
 6. Jahar Lal – *Cost Accounting.*

General Papers
For Honours Students
Group - I

1. Economics Principles and Indian Economic Problems
2. Management Theory and Practice

Paper – I

Economic Principles and Indian Economic Problems : Marks 50+50

Group – A: Economic Principles: Marks – 50

1. **Introduction:** Economic terms and basic concepts. Nature and scope of economics . L2
2. **Theory of Demand:** Law of demand, Elasticity of demand – Price, Income and Cross elasticity of demand – Measurement of elasticity – Law of diminishing marginal utility – Derivation of law of demand – Indifference curves – Properties – Equilibrium of the consumer – Law of demand with the help of indifference curves. L10
3. **Theory of Production and Cost:** Production Function- Total Product, Average Product and Marginal product – Law of variable proportions – Returns to scale – Short run and L6

Long run costs.

4. **Theory of Markets:** Classification of markets – Short run and Long run equilibrium under perfect competition- Equilibrium under monopoly – Price discrimination. L6
5. **Theory of Factor Pricing:** Marginal productivity theory of distribution – Rent – Ricardian and modern theories – Theory of wages – Liquidity preference theory of rate of interest – Risk and uncertainty theory of profit. L10
6. **National Income:** Measurement of national income – Circular flow of income – Consumption function – Determination of equilibrium level of income – multiplier. L6
7. **Public Finance:** Different sources of public revenue – Direct and indirect taxes – Public expenditure – Public debt – Deficit financing. L5
8. **International Trade:** Classical theory of international trade – Balance of payments and its components. L5

Group – B: Indian Economic Problems : Marks – 50

1. **Basic Issues:** Features of Indian economy – Sectoral change in national income – Problems of population, poverty and unemployment. L8
2. **Agriculture:** Problems of Indian agriculture – strategy for agricultural development – Green Revolution – Land reform measures. L6
3. **Industry:** Industrial policy – Role of public sector – Industrial labour – Causes of industrial sickness – Foreign capital in India. L6
4. **Planning:** Rationale and objectives of planning in India – Achievements and failures a general discussion. L6
5. **Public finance in India:** Features of Indian tax system – Major direct and indirect taxes – public debt in India – Centre-state financial relation. L5
6. **Foreign Trade of India:** Balance of payments during the plan period – Export promotion and import substitution, opening up of the Indian economy. L5

Suggested Readings:

1. Samuelson and Nordhaus – *Economics* (McGraw Hill)
2. Lipsey, R – *An Introduction to Positive Economics* (ELBS)
3. Datt, R. and Sundharam, K.P.M. – *Indian Economy* (S. Chand)
4. Misra, S.K. and Puri, V.K. – *Indian Economy* (Himalaya)

5. Sarkhel and Salim – *Economic Principles and Indian Economic Problems*
(Book Syndicate)
6. সরখেল : অর্থনৈতিক তত্ত্ব ও ভারতের অর্থনৈতিক সমস্যা (Book Syndicate)

Paper – II

Management Theory and Practice

Marks – 100

1. **Introductory:** Concept, definition and nature of nature of Management – concepts of productivity, efficiency and effectiveness – concept of organization – Elements of Organization – Importance of management- Management Science or art or both – Management as a profession – Professional management in India – Functions and levels of management – managerial skills and organizational hierarchy – Functional managers and general managers – Universality of management – concept and nature of coordination – Coordination as the essence of management. L12
2. **Evolution of Management Thought:** Meaning of management thought and theories Schools of management theory – Scientific management: elements, principles and criticisms – Contributions of Henri Fayol – Management principles and their criticisms – Human Relations Approach – Hawthorne Experiments and their findings – Systems and contingency approaches to management. L10
3. **Management and Society:** Elements of organizational environment: economic, social, technological, political and legal: Social responsibilities of managers – Managerial ethics – Ethical theories – Code of Ethics. L06
4. **Planning:** Definition, nature and importance of planning – Hierarchy of Planning – Types of Plan – Steps in Planning Process – Planning Premises – Meaning of forecasting – Techniques of forecasting – benefits and limitations of Planning – Management by Objectives (MBO): meaning, feature and objectives – Steps in MBO process – Benefits and weakness of MBO. L12
5. **Organizing:** Concept and meaning of organizing – Process of organizing – Methods of Departmentation – Span of management: factors determining an effective span – concepts of authority, responsibility and accountability – Delegation of authority: concept and principles – Measures for making delegation effective – Centralization and decentralization of authority – Line and staff concepts. L12
6. **Board of Directors:** Concept of plural executive – Functions and criticisms of the Board L04

of directors – Composition of the Board.

7. **Staffing:** Definition, features, importance of staffing – Elements and functions of staffing – Manpower planning – Job analysis, job description and job specification – Sources of recruitment – Selection and placement procedure – Training and development of managerial and non-managerial personnel. L10
8. **Leading:** Concept, features and importance of leadership – Ingredients of leadership – Functions of leadership – Differences between leadership and management – Leadership styles: autocratic, democratic and free-rein leadership – Trait theory of leaders. L8
9. **Motivation:** Definition, features and importance of motivation – Motivation and morale – Job enrichment and job enlargement – Theories of motivation: McGregor's Theory X and Theory Y, Maslow's Theory, Herzberg's theory, Maclelland's Need Theory – Critical appraisal of motivation theories. L8
10. **Communication:** Meaning and importance of communication – Communication process – Channels of communication – Communication media – oral, written and gestural – Barriers in communication – Measures for effective communication. L10
11. **Controlling:** Definition, nature and importance of managerial control – Relationship between planning and control – Types of control – Steps in control process – Resistance to control – Requirements for effective control system – Important control techniques: budgetary control, performance budgeting, zero-base budgeting, management audit. L10

Suggested Readings:

1. Wehrich and Koontz: *Management – A Global Perspective* (Tata McGraw-Hill)
2. Wehrich and Koontz: *Essentials of Management* (Tata McGraw-Hill)
3. Pearce and Robinson: *Management* (McGraw-Hill International)
4. Gupta, C.B. *Management Theory and Practice* (Sultan Chand & Sons)
5. Prasad, LM. *Principles and Practice of Management* (Sultan Chand & Sons.)
6. গুহ , শংকর প্রসাদ : আধুনিক কারবার ব্যবস্থাপনা (নিউ দেজ পাবলিশার্স)
7. গঙ্গোপাধ্যায় ও মুখোপাধ্যায় : কারবার ব্যবস্থাপনার রূপরেখা (দে বুক কনসার্ন)

B.Com. Part II (Hons.)
Elective Accounting Group Papers
Paper- III
Advanced Accounting: Marks 100

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| 1. Amalgamation by Merger – Amalgamation by Absorption – External Reconstruction – Capital Reduction – Preparation of Simple Schemes. | 12L |
| 2. Preparation of Consolidated Balance Sheet of Holding Company (Excluding Chain in holding) | L10 |
| 3. Liquidation of companies – Mode of liquidation; Disposal of Assets: Order of Payments of Liabilities; Statement of Affairs and Deficiency/Surplus Account; Receiver’s Receipts and Payments Account: Liquidator’s Final Statement of Account. | L4 |
| 4. Double Accounts System (including simple problems) | L2 |
| 5. Accounts of Banking Companies | L3 |
| 6. Departmental and Branch Accounts (excluding foreign branch) | L8 |
| 7. Royalty Accounts (including Sub-lease) | L8 |
| 8. Hire Purchase and Instalment Payment Systems. | L6 |
| 9. Miscellaneous Accounts: | L10 |
| a. Investment Account | |
| b. Goods on Sale or Return Account | |
| c. Packages or Containers Accounts | |
| d. Voyage Accounts | |
| 10. Valuation of Goodwill and Shares. | L8 |
| 11. Insurance Claim – General – Loss of Stock – Average Clause – Consequential Loss or Loss of Profits – Terms Used – Calculation of Claims. | L12 |
| 12. Accounting of Local Government Municipalities & Panchayats. | L4 |

Suggested Readings:

1. Shukla, M.C. and Grewal, T.S. : *Advanced Accounts*
2. Chakraborty, H, *Advanced Accountancy*
3. Hanif & Mukherjee: *Modern Accountancy (Vol-II)*
4. Agarwal, B.D. *Financial Accounting Advanced (Vol. II)*
5. Jain & Narang: *Advanced Accountancy*
6. Yorston, Smith & Brown: *Advanced Accountancy*
7. Gupta, R.L. *Principles of Accountancy*
8. Lee, G.A. *Advanced Financial Accounting.*

Paper IV: Auditing : Marks: 100

1. Definition and Scope of Audit: Its relation with Accountancy and Control Objects and Uses of Auditing: - Social Objects of Auditing. L4
2. Classification of Audit: Continuous & Periodical Audits – Their distinction and comparative uses and limitations. L4
3. Basic qualities and also qualifications of an auditor under the Chartered Accountants Act, 1949: Rights, duties and liabilities – professional misconducts. L5
4. Procedures of Audit: Audit programmes – working paper – Audit Notes – Routine checking – Test checking – Auditing – in –depth. L3
5. Internal Check – Internal Audit – Internal Control: Vouching of transactions – Verification & Valuation of Assets & Liabilities. L8
6. Audit of Sole Proprietorship & partnership Firms. L5
7. Company Audit: Qualification. Appointment, Remuneration and the Removal of Auditor – Rights and Duties of Auditor - Civil and Criminal Liabilities of Auditors – Audit of Profit & Loss Account & Balance sheet & Statutory reports – Audit of Branches & Holding Companies – Audit of Divisible Profits & Dividend Special Reference to Depreciation – Provision & Reserve, as per Companies Act, 1956 (with relevant case laws) L14
8. Audit of (a) Club, (b) Charitable Hospital, (c) Educational Institution (d) Cinema (e) Hotel & Restaurant (f) Transport Company L3
9. Cost Audit: Definition, Reasons and Objects Provisions of Companies Act. 1956 – Cost Audit – Financial Audit. L3
10. Other kinds of Audit: Performance audit, proprietary audit, management audit and social audit (concepts and respective objects, uses and limitations) L3
11. Investigation: Its difference with Audit, General considerations – Investigation as to inefficiency of a going concern or proposed project. L4
12. Auditing for computerized Accounting: Procedure, advantages and limitations. L2
13. Auditor's Report and Certificate: Definitions and Differences. Kinds of Reports. Contents of Report. L4

Suggested Readings:

1. Tandon, B.N. – Practical Auditing
2. Gupta. K. Contemporary Auditing
3. Sharma, T.R. – Auditing Principles and Practice
4. Ghatalia – Spicer and Pegler's Practical Auditing (Indian Edition)
5. Pagare Dinker – Principle's and Practice of Auditing

B.Com. Part II (Hons.)
Elective Business Finance Group Papers
Paper- III : Banking Theory and Practice: 100 marks

Banking Theory: 70 Marks

Functions and services of a Bank – Classification of banks, Principles of Commercial banking – Balance Sheet of a Bank – Bank's statement of liabilities and assets. Banking Ratios – Theories of Asset Management – Real Bills Doctrine – Shiftability theory and Anticipated income theory.

Term lending – Consumer Loans, Creation and destruction of money by Commercial banks – Unit Banking Vs. Branch Banking – Cash Reserves and Liquidity Ratios of Commercial Banks – Different Systems of Cash reserve requirements and liquidity requirements.

Central Banking – Role and functions of a Central Bank – Different systems of note issue – Methods of Credit Control – Bank rate – Open market operations – Variable reserve ratio and Selective methods of credit control.

Banking in different Countries – The English Banking System – the London Discount Market – The American Banking System – Indian banking: RBI, SBI and other Commercial banks, Indigenous Banking in India – Report of the Banking Commission – Reports of the Narasimham Committee (1991 and 1998).

Nationalization of Banks and the Scheme of Deposit Insurance Corporation – working of Deposit Insurance Corporation in the USA and India. Banking reforms in India – Prudential Norms.

Growth of Non-banking financial institutions and its impact on the effectiveness of monetary policy. The Gurley Shaw thesis – Radcliffe Doctrine and Availability Doctrine.

Practical Banking: 30 Marks

Deposits: Demand deposit, Time deposit. Account opening – Procedure, special cases. Banker – Customer Relation.

Cheques – Dating of Cheques, Crossing of Cheques, General Crossing and Special Crossing. Endorsements – significance and kinds, holder and holder in due course. Electronic Banking System and its Instruments. Bank Pass Book.

Bills of Exchange – Types, Discounting, Rediscounting, Accounting procedure at Bank. Documentary Credit – Letter of Credit, Bank Guarantee. Securities for bank advances – Lien, Pledge, mortgage. Paying Bankers & Collecting Bankers' risk, liability and Protection.

Reference:

K.C Shekhar: Banking Theory and Practice, Vikas Publishing House Pvt. Ltd.

R. Parameshwaran – Indian Banking (S. Chand)

M.L. Tannan – Banking Law and Practice in India.

Paper- IV : Financial Management and Analysis:

1. **Financial Management, Financial Planning and Capitalization:** Definition, Objectives and Functions of Financial Management – Financial Planning (Meaning, Nature and Purposes) – Capitalization (Meaning and Theories) – Over and Under Capitalization (Causes, Effects, Corrective Measures and Comparison) – Over Trading and Under Trading.

2. **Management of Capital Structure:** Capital Structure Vs. Financial Structure – Sound Capital Structure (Objects, Factors affecting it, Characteristics expressed through Capital Gearing Ratio, Financial Leverage and Debt Equity Ratio) – Sound Capital Mix (Meaning, Principles, Achieving a Balanced Mix) – Various Techniques applied in determining a

Sound Capital Structure (EBIT –EPS Analysis, DPS-EPS Analysis, Price Earning Ratio Analysis) – Capital Gearing (Meaning, Factors affecting it, Conditions for success, Risks Involved).

- 3. Management of Long-Term External Financing:** Meaning – Important Sources of Long term Funds – Financing through the Issues of Ownership Securities (Various Types of Securities Issued, Comparison, Advantages and Limitations) – Distinction between Stocks and Shares – Issues of Bonus and Right Issues (Provisions, Problems and Advantages) – Financing through the Issues of Creditorship Securities (Various types of Securities Issued, Comparison, Advantages and Disadvantages) – need for and Limitations of Debt Financing – Analysis of Risk involved in Debt Financing (Various Ratios Computed, Advantages and Limitations of such Ratios) – Long term Loans from Various Financial Institutions and Public Deposits (Advantages and Disadvantages).
- 4. Management of Long-Term Internal Financing:** Ploughing Back of profits (meaning, Merits and Dangers) – Reserves created out of Profits – Corporate Dividend Policy (Importance, Factors Influencing, Different Types of Dividend: Regular, Interim and Stock Dividends), Stock Dividend (Object, Advantages, Disadvantages, Legal Provisions).
- 5. Management of Working Capital:** Working Capital (Meaning, Various Concepts, Elements, Classifications, Financing and Importance of Working Capital) – Working Capital Cycle (Various Ratios relating to this Cycle) – Various sources of Working Capital and their Limitations – Working Capital Requirement (Factors Influencing) – Management of Components of Working Capital: inventories , Receivables and Cash.
- 6. Analysis and Interpretation of Financial Statements:** Financial Statements (Concepts, Nature and Limitations) – Analysis of Financial

Statements (Meaning, Objects and Techniques or Tools) – Profit & Loss Account (Object, Nature, Parts, Forms of Presentation) – Balance Sheet (Objective, Various concepts or views, Forms of Presentation) – Relation between Profit and Loss Account and Balance Sheet – Exhibiting ‘ True and Fair View’ (Meaning, Arguments for and against the view) – Critical Study of Schedule VI of the Companies Act, 1956- Comparative Financial Statements (Preparation, Analysis and Interpretation).

- 7. Analysis of Changes in Financial Position :** (a) **Funds Flow Analysis :** Meaning – Purpose – Funds-Flow Statement (Meaning and Advantages) – Various Sources and Application of Funds – Preparation of Funds Flow Statement. (b) **Cash Flow Analysis:** Meaning – Purpose – Cash flow Statement (Meaning and Advantages) – Difference between Cash Book and Cash Flow Statement – Sources and Uses of Cash – Comparison between Cash Flow Statement and Funds Flow Statement – preparation of Cash Flow Statement.
- 8. Accounting Ratio Analysis:** Meaning, Utility, Limitations – Sourcewise and Purposewise classification of Accounting Ratios – Important Accounting Ratios used in measuring Liquidity, Solvency, Profitability and Managerial Efficiency – Computation and Interpretation of these Ratios.
- 9. Budgetary Control:** Concepts of Budget, Budgeting and Budgetary Control – Objectives, Functions, Advantages and Limitations of Budgetary Control – Essential Pre-requisites – Organization (Budget Office, Budget Committee) – Various Types of Budget (Functional, Behavioural and other Budgets) – Master Budget – Budget Manual – Principal or Limiting Factors – Preparation of Various Types of Budgets – Budget Reports.
- 10. Marginal Costing Techniques:** Definition – Features – Uses – Advantages – Limitations – Marginal Costing Vs. Absorption Costing and Direct Costing

– Methods of Segregating Fixed and Variable Elements of Cost (Excluding Statistical Methods) – Justification for excluding Fixed Cost – Concepts of Key Factor, Marginal Cost, Marginal Contribution, Profit Volume Ratio, Break Even Point Margin of Safety and Angle of Incidence (including Relevant Calculations) – CVP Analysis (Meaning, Assumptions, Advantages, Limitations and Preparation of BEP Chart/Graph).

Reference:

Khan & Jain – Financial Management (Tata McGraw Hill)

P. Chandra – Financial Management (Tata McGraw Hill)

General Papers

For Honours Students of Accounting Group & Business Finance group

Group- II

Paper – I

Entrepreneurship Development and Business Communications [Marks 100]

Group – A: Entrepreneurship Development: Marks – 50

1. Concept of Entrepreneurship and Entrepreneur – characteristics, Nature of entrepreneurship. Entrepreneurial qualities. Role of creativity and innovation in entrepreneurship. L5
2. Entrepreneurship Roles in Different Environment: Small business entrepreneurship – the family venture – Entrepreneurship in service industries. L5
3. The Entrepreneur and the Law – Legal protection of innovations – Patents, trademarks and copyrights – basic idea about intellectual property right. L10
4. Development of new product and process – formulation of new process of manufacturing – exploration of new markets. L5
5. Financing of new ventures- Methods of financing: equity- financing, venture capital, debt financing, Government grants. L15
6. Project Planning and Feasibility Studies – Methods of preparation of project plan and conducting feasibility studies. L10

Group –B : Business Communications: Marks 50 (To be written in English)

1. Introducing Business Communications: Basic forms of Communicating: Communication models; Effective Communication. L5
2. Corporate Communication: Formal and informal communication networks – Basic idea about business communication- Group discussion, Mock interview, Seminar – Very brief idea. L10

3. Writing Skills – Planning business messages – rewriting & editing, first and final draft, L15
Business letter – good newsletters, bad news letter, persuasive letter, sales letter.
4. Report writing, Oral Presentation – Effective listening – Principles and factors. L10
5. Interviewing Skills – Appearing, conducting; Writing resumes and application. L5
6. Modern forms of Communication: Fax, E-mail, Video conferencing. L5

Suggested Readings:

1. Tandon, B.C. *Environment and Entrepreneur*, Chug Publications, Allahabad.
2. Prasanna Chandra: *Project preparation, Appraisal, Implementation*: TMH, New Delhi
3. Holt, David H: *Entrepreneurship, New Venture Creation*: PHI
4. Bevee & Thill: *Business Communication Today*, Tata McGraw-Hill, New Delhi
5. Balasubramanyam: *Business Communications*, Vikas Publishing House, New Delhi
6. Kaul: *Business Communication*, Prentice Hall, New Delhi
7. Patri V.R: *Essential of Communication*, Greens?? Publications, New Delhi

Paper II

Business Economics: Marks 100

1. **Introduction**: Definition, nature and scope of Business Economics – Relationship L5
of Business Economics with other subjects
2. **Demand Analysis**: Necessity of demand analysis: demand distinctions – slope of L10
demand curve and elasticity of demand – Different revenue concepts – Relation
concerning average revenue, marginal revenue and elasticity of demand.
3. **Production and Cost analysis** : Isoquants and their properties – Economic L10
regions of isoquants – Iso-cost lines and the choice of best input combination –
Expansion path
4. **Theory of Costs**: Classification of costs: Actual cost and Opportunity cost, Fixed, L10
variable and semi-variable costs – Modern theory of costs.
5. **Organizational Goals**: Profit maximization hypothesis – its assumptions and L15
limitations – Alternative goals of firms – Sales maximization hypothesis –
Behavioural theory: Maximizing versus satisficing.
6. **Keynesian Theory of Income Determination**: Consumption function, Investment L15
function, Determination of equilibrium level of income – multiplier – Liquidity
preference theory – IS-LM model of general equilibrium of commodity and money
markets – Monetary and Fiscal policy.
7. **Inflation and Value of Money**: Quantity theory of money – Definition and types of L10

inflation – Keynesian theory of inflationary gap – Cost inflation – Demand pull and cost push inflation – Effects of inflation – Measures to control inflation.

8. **Business Cycles**: Features, phases and control of business cycles.

L5

(N.B.: Treatment of the subject will be non-mathematical as far as practicable)

Suggested Readings:

1. Samuelson and Nordhaus – *Economics* (RNG)
2. Lipsey, R – *An Introduction to Positive Economics* (ELBS)
3. Ahuja – *Business Economics* (S. Chand & Co.)
4. সম্পৎ মুখোপাধ্যায় - সমকালীন অর্থনীতি
5. হরিদাস আচার্য - আধুনিক অর্থনীতি

Group - III

Business Laws

Mathematics and Statistics

Paper I

Business Laws [Marks: 60+40]

Group- A: Business Laws: Marks 60

1. Laws of Contract:

A. Indian Contract Act, 1872

- i. Introduction – importance of Contract Act in Indian Business.
- ii. Formation of a valid contract – proposal, (including intention to create legal relationship), acceptance, consideration, capacity of the parties to contract, free consent, legality of object, agreement declared void, enforceability of agreement.
- iii. Classification of contract – absolute contract, contingent contract, quasi contract (of certain relations resembling those created by contract.)
- iv. Performance of contract – actual performance, attempted performance or tender. Performance of reciprocal promises.

- v. Discharge of contract – by performance, by novation, recession, alteration, etc. by impossibility, by breach of contract.
- vi. Remedies for breach of contract.
- vii. Special contract agency.

B. Electronic Commerce Act, 1998

- i. Definition – Computer, Electronic Signature, Internet, Information.
- ii. Formation and validity of electronic contracts (e-contracts) (Sec 15)
- iii. Effectiveness between parties (Sec 16) (32 LH)

2. Sale of Goods Act, 1930

- i. Formation of contract of sale of goods.
- ii. Goods and their classification.
- iii. Condition and warranty.
- iv. Transfer of property in goods.
- v. Performance of contract.
- vi. Breach of contract – rights of unpaid seller. (8LH)

3. Negotiable Instruments Act, 1881

- i. Characteristics of negotiable instruments.
- ii. Features – Promissory note, Bill of Exchange, Cheque
- iii. Holder and holder in due course.
- iv. Crossing of cheque – types of crossing and its effect.
- v. Dishonour of negotiable instruments. (8LH)

4. Consumer Protection Act, 1986

- i. Importance of Consumer Protection Act.
- ii. Definitions – Complainant, Complaint, Consumer, Consumer dispute, Person
- iii. Consumer Protection Councils – composition, objects.
- iv. Consumer Disputes Redressal Agencies – composition, powers, functions (5LH)

5. Foreign Exchange Management Act, 1999

- i. Introduction – object of FEMA.
- ii. Definitions – Capital account transaction, currency, current account transaction, foreign exchange, person, person resident in India.
- iii. Regulation and Management of Foreign Exchange. (4LH)

Group-B: Company Law: Marks 40

- i. Corporate personality
- ii. Kinds of companies
- iii. Promotion and incorporation of companies
- iv. Memorandum of Association, Articles of Association, Prospectus.
- v. Shares, share capital, Members, Share capital – transfer and transmission
- vi. Capital Management.
- vii. Directors – types, qualifications, powers, functions and duties, liabilities, remuneration, legal position, removal.
- viii. Company meetings – kinds, quorum, noting, resolutions, minutes.
- ix. Majority powers and minority rights, prevention of oppression and mismanagement.
- x. Winding up – Kinds of conduct. (40 LH)

Suggested Readings:

1. M. C. Shukla – *Mercantile Law*
2. Sen & Mitra – *Commercial & Industrial Law*
3. Dr. Avtar Singh – *Consumer Protection Act*.
4. Dr. Avtar Singh – *Company Law*.
5. Dr. Avtar Singh – *Mercantile Law*.
6. N. D. Kapoor – *Elements of Business and Economic Laws*.
7. Taxman's – *Guide to Foreign Exchange Management Act*.
8. M. P. Gupta and S.B. Saxena – *Mercantile Law*.
9. N.D. Kapoor – *Elements of Company Law*

Paper – II

Mathematics and Statistics (Marks 50+50)

Group – A: Algebra and Elements of Co-ordinate Geometry (Marks: 50)

1. Ratio and Proportion with simple applications L6
2. A.P., G.P. Convergence and Divergence of G.P. Series. L7
3. Idea of complex numbers. Solution of quadratic equation with real coefficients. L14
Relation between roots and coefficients and nature of the roots.
4. Logarithms – definition, elementary properties and applications for computing L8
compound interest and annuities.
5. Co-ordinates of points in a plane. Distance between two points. Area of triangle L6
formed by three points and conditions of collinearity.
6. The equation of a straight line in different standard forms – slope or gradient of a L6
straight line. The standard equation of a circle.

Group-B: Statistics: Marks-50

- 1 Collection of data and presentation of data-tabular and diagrammatic. Frequency L10
distribution – Diagrammatic representation of frequency distribution.
2. Different measures of Central Tendency – A.M., G.M., H.M., Median and Mode. L10
3. Measures of Dispersion: Range, Quartile Deviation, Mean Absolute Deviation, L10
Standard Deviation, Measures of Relative Dispersion.
4. Moments – Raw Moments and Central Moments. Measures of Skewness and L5
Kurtosis.
5. Bivariate Data-Simple Correlation Coefficient and its properties. Spearman's Rank L15
Correlation Coefficient (in case of no tie). Simple Linear Regression and its
properties.

Suggested Readings:

1. সৌরেন্দ্রনাথ দে : গণিত ও পরিসংখ্যান : Vol. II & I, ABS Publishing House
2. এস. সাহা ও এস. সাহা : ব্যবহারিক ব্যবসায়িক গণিত ও রাশি বিজ্ঞান : New Central Book Agency
3. Ghosh & Saha; Business Mathematics and Statistics: Central
4. N.G. Das: Statistical Methods: M Das & Co.
5. Sarkhel & Dutta: An Insight into Statistics: Book Syndicate Pvt. Ltd.
6. R.S. Bharadwaj: Business Statistics: Excel Books.

**B.Com. Part- III (Hons.)
Elective Accounting Group Papers
Paper- V**

Taxation (Direct and Indirect): Marks 100

(Starting year of the session would be the Assessment year, e.g. for students of 2005-08 session, the Assessment year would be 2007-08).

Group- A (80 Marks)

1. Basic Concepts & Definition: Assessee, Person, Assessment Year, Previous Year, Income, Earned Income & Unearned Income: Casual Income, Heads of Income, Capital Receipts & Revenue Receipts, Capital Expenditure & Revenue Expenditure, Gross Total Income; Total Income; Capital Asset, Long Term Capital Asset; Short Term Capital Asset; Long-Term Capital gain, Short-Term Capital gain, Agricultural Income; Basic Exemption Limits for Various Types of Assessee; Personal and Residential Code Nos. of Assessee. L8
2. Scope of Total Income & Residential status: Residential status-how to determine; Residential status and incidence of tax; Income received or deemed to be received in India; Incomes which accrued or arise in India or deemed to be accrue or arise in India; Problems on residential status & tax incidence. L8
3. Incomes which do not form part of total income: Incomes exempt u/s 10; Special provisions in respect of newly established undertakings in free trade zone etc. L4
4. Computation of Total Income under the heads: (i) Salary, (ii) House property, (iii) Business & Profession (only individual assessee). L12
5. Deductions from Gross Total Income: Secs. 80C, 80CCA, 80CCB, 80CCD, 80CCC, 80D, 80DD, 80DDB, 80E, 80G, 80GG, 80GGA, L8
6. Reliefs of Income Tax: U/s 89. L2
7. Return of Income: Voluntary return, Belated return, Revised return, Defective or incomplete return, Return by whom to be signed, Due dates for submission of Income Tax Returns. L8

8. Tax Planning: Tax Avoidance, Tax Evasion, Objectives of Tax Planning, Tax Planning in respect of Residential Status, Income under the heads 'Salary and Income from House Property'. L8
9. Use of PAN: Rules of application for allotment of PAN; compulsory quoting of PAN for specified transactions. Basic concept of income from Capital gain (excluding deduction on capital gain) . L6
10. Agricultural Income & Its Treatment. L2

Group B (20 Marks)

11. Wealth Tax: Basic Concepts (i.e., Valuation date, Assets, Deemed Assets, Debts), Computation of New Wealth, valuation of assets, Location of Assets. L8
12. Value Added Tax (VAT) [W.B. State Level] : Definition and Origin of VAT, Objectives of VAT, Registration of Dealer, Rates Structure of VAT, Methodology of VAT Computation (Addition Method, Subtraction Method & Input Tax Credit Method), Advantages and Disadvantages of VAT. L8
13. Central Sales Tax Act 1956 : Important terms and definition under Sales Tax Act Dealer, declared goods; place of business; sale; sale price; turnover; Year Formulation of principle for determining when a sale or purchase of goods takes place in the course of inter state trade or commerce or outside a state. L12

Suggested Readings:

1. Singhnania, V.K. *Direct Taxes : Law and Practice*
2. Lal, B.B. *Direct Tax – Law & Practice*.
3. Prasad Bhagwati: *Direct Taxes*
4. Ahuja Girish & Gupta Ravi: *Systematic Approach to Income Tax*.
5. Chandra Mahesh and Shukla, D.C. : *Income Tax Law and Practice*.
6. Chatterjee, Timirbaran – Hand Book of **Value Added Tax in W.B. New Central Book Agency (Pvt.) Ltd.**
7. **Singhanian, V.K. and Singhanian, Monica- Students' Guide to Income Tax including Service Tax and VAT, Taxmamm Publications (Pvt.) Ltd.**
8. Central Sale Tax Act.

Paper- VI
Computer Application in Business
Syllabus for B.Com. (Hons.)
Theory 60% and Practical 40%

Unit-I Fundamentals of Computer 30%

L40

1.1 INTRODUCTORY CONCEPTS:

Introduction of Computer, Computer Applications, Elements of a Computer, Classification of Computers, Characteristics of Computer, Development of Computers and Computer Generation. Advantages and Disadvantages of Computer. Basic Organization of a Computer System.

1.2 NUMBER SYSTEMS AND CODES:

Different number systems – binary, octal, decimal, hexadecimal, and their conversion Codes used in computers i.e., BCD, EBCDIC & ASCII etc.

1.3 COMPUTER ARITHMETIC AND GATES:

Binary arithmetic, complements, addition and subtraction; Conversion from one system to another Logic Gates, their truth table and applications minimization. Combinational Circuit: Introduction to combinational Circuit, Half Adder, Full Adder.

1.4 HARDWARE SOFTWARE AND OPERATING SYSTEM:

Hardware: Input Devices – Devices using: (i) Open Media, (ii) Magnetic Media (iii) Optical Media & (iv) Direct Data Entry Devices.

Storage Devices- Primary Storage and Secondary Storage Devices; and Output Devices – Printers, Visual Display Unit (VDU), Plotter, etc.

Software: System Software, Application Software.

Operating System: History and Evolution, Brief History of MS – DOS, Windows and Linux.

1.5 FLOW CHARTS

Introduction, ALGORITHMS, Symbols used in Flow Charts, Advantages and Limitations of Flow Charts, Development of Program Flow Chart.

Unit – II Basic Concepts of MIS: 15%

L20

2.1 Concepts of MIS

2.2 Data, Information and Data Processing, Need for Data Processing, Data Processing Cycle and Functions. Methods of Data Processing, Definition of System. Applications of Data Processing System, Types of Systems, Advantages and Disadvantages of Electronic Data Processing, Information, Business Information Systems. Transaction Processing Cycle, Components of the Transaction Processing System, Establishing the Information needs in Management Process, Factors on which Information requirements depend, organization structure and information needs.

Unit-III. E- Commerce and Internet. 15%

L20

E- Commerce: Definition, Reasons for the Growth of E-Commerce, Features, Importance, Objectives and Types of E-Commerce. The Current E-Commerce Scenario in India. Models of E-Commerce, Risks of E-Commerce.

Internet: Introduction, Evolution of Internet, Governing of the Internet, Transmission of Information and Resources, TCP/IP, Http. Domain Name System (DNS). Services of Internet, Features of Internet. Advantages and Limitations of Internet, Specific application of internets. Basic idea of information system audit; difference with the traditional concepts of audit: conduct and application of information system audit in internet environment.

PRACTICAL: 40%

Unit: V: Computer Based Business Application

L80

- a. Word processing: Meaning and role of word processing in creating of documents. Editing, formatting, and printing documents, using tools such as spelling check, thesaurus, etc. in word processors (MS – Word).

- b. Electronic spreadsheet : Structure of spreadsheet and its application to accounting, finance and marketing function of business: Creating a dynamic/ sensitive worksheet; Concept of absolute and relative cell reference; Using built-in function; Goal seeking and solver tools; Using graphics and formatting of worksheet; Sharing data with other desktop applications; Strategies of creating error free worksheet (MS-Excel, Lotus123). Practical knowledge on (Tally-7.2/6.3 software)
- c. Programming under a RDBMS environment: The concept of data base management system; Data field, records, files and Control structure: Sorting and indexing data; Searching records, designing queries, and reports; Linking of data files; Understanding programming environment in RDBMS: Developing menu driven applications in query language (MS-Access/FoxPro).

Suggested Readings;

1. Introduction to Computer Science: V. Rajaraman. Prentice Hall, New Delhi
2. Computer Fundamentals: PK. Sinha, BPB Publication, New Delhi
3. Agarwal kamalesh. N. And Agarwal Prateek Amar: WAP the Net: An Introduction to Wireless Application protocol; MacMillan India, New Delhi
4. Edwards, Ward and Bytheway: The Essence of Information Systems; Prentice Hall, New Delhi.
5. Goyal: Management Information System, Macmillan India, New Delhi
6. Digital Logic & Computer Desigh: M. Morris Mano (TMH)
7. Internet an introduction: CISTEMS TMH Series
8. Law of Information Technology by DP Mittal, Taxmann.

Paper-VII

Accounting Theory and Management Accounting: Marks 100

Accounting Theory: [Marks: 50]

1. **Basic Ideas of Accounting and Accounting Theory**: Accounting, definition, objectives cycle, advantages, limitations, various branches, Accounting Theory: definition, nature, classification, foundations, approaches to the formulation, advantages, limitations-Relation between accounting theory and accounting practice History of the development of accounting theory. L6
2. **Accounting Principles**: Explanation of different terms (principle, concept, postulate, convention, doctrine etc.) – Generally accepted accounting principles (GAAP) important accounting concepts proprietary entity, fund money measurement, accounting period, going concern, financial transaction, dual aspect, matching, realization sequence, balance sheet equation – Important accounting conventions or doctrines disclosure, materiality, consistency, comparability, conservatism, objectivity, dependability, historical cost. L10
3. **Measurement of Accounting Income**: Significant concepts revenue, gain, cost, expense, loss, accrual etc. – Accounting concept and economic concept of income. Need for measurement of income in accounting – Approaches to the measurement of periodic income – Recognition of Revenue – Measurement of revenue and expenses, Matching costs with revenue L8
4. **Capital**: Accounting concept and economic concept of capital – characteristics of capital – Classification of capital – Relation between capital and income – Consumption and recovery of capital, maintenance of capital – formation of capital. L5
5. **Assets and Liabilities**: (A) Assets: Definition, Characteristics, recognition, classification, need for valuation, measurement Vs. valuation – Valuation of tangible assets (including inventory and investment) Valuation of intangible assets (including goodwill). (B) Liabilities: Definition, characteristics, classification, recognition, need for valuation measurement – Relation between assets and liabilities. L8
6. **Accounting for Price level Changes**: Distortion in accounting results – Problems created by price changes in historical cost accounts – meaning, advantages and limitations of accounting for price level changes – Current purchasing power (CPP) method, Current Cost Accounting (CCA) method (including practical problems) L

Management Accounting: Marks 50

1. **Introduction:** Definition, Objects, Nature, Scope, functions, Advantages, Limitations, Techniques of and Need for Management Accounting – Comparison with Financial and Cost Accounting – Role of Management Accounting. L6
2. **Working Capital Management:** Introduction, ,Meaning and Importance of Working Capital Management, Concept of Optimum Working Capital, Working Capital forecast, Factors to be taken into consideration while determining the requirement of Working Capital, Working Capital Management (Cash, Debtors, Inventory), Working Capital L10
3. **Ratio Analysis:** Meaning, Utility, Limitations, Process of Analysis Parties interested – Source wise and Purpose wise classification of Accounting Ratios, Important Accounting Ratios used in measuring. Liquidity, Solvency, Profitability and Managerial Efficiency- Cash position and Debt Service Coverage Ratio – Computation and Interpretation of these Ratios. L10
4. **(a) Analysis of Change in Financial Position:** Funds Flow; Meaning – Purpose – Funds Flow Statement (Uses and Advantages) – Flow of funds – Procedure of Analysis – Various Sources and Application of funds – calculation of Inflow of Funds from trading Operations- preparation of Funds Flow Statement.
(b) **Cash Flow Analysis:** Meaning- Purpose – Cash Inflows and outflows – Cash Flow Statement (Uses and Advantages) – Difference between Cash Book and Cash Flow Statement – Sources and uses of Cash – Comparison between Cash Flow Statement and Funds Flow Statements – Preparation of Cash flow Statement – General, AS – 3. L6
5. **Sources of Finance:** Introduction, Long term and Short Term sources of Finance, Project Financing, Venture Capital Financing, Lease Financing, Other Sources of financing. L8

Suggested Readings:

1. Glautier and Underdown – *Accounting Theory and Practice*
2. Hendriksen, E.S. – *Accounting Theory*
3. Lal, J and Lele – *Accounting Theory*
4. Roy, G.D. – *A Survey of Accounting Ideals*
5. Mukherjee and Roy (Ed.) – *Studies in Accounting Theory*
6. Porwal, L.S. – *Accounting Theory: An Introduction.*
7. Banerjee, B. *Financial Policy and Management Accounting.*
8. Brown L and Howard, L.R. – *Managerial Accounting and Finance.*
9. Anthony, R.N.- *Management Through Accounting.*
10. Smith. R.L. – *Management Through Accounting.*
11. Myres, J.N. – *Financial Statement Analysis*
12. Horngren,C T. – *Management Accounting*
13. Borwn and Howard, L.R. – *Principles and Practice of Management Accounting*
14. Sinha, Gokul – *Accounting Theory & Management Accounting*
15. Ghosh, Goyala and Maheswari – *Studies in Accounting Theory*
16. I.M. Pandde – *Financial Management.*

Paper – VIII

Advanced Business Mathematics & Statistics : Marks 100

Group – A: Mathematics: Marks 70

1. **Matrix Algebra and Set Theory (20 Marks)**: Definition of Matrix, Different types of Matrix; Equality; Addition and Multiplication of Matrices – Transpose of a matrices, Determinant of Square Matrix (upto 3rd order) - properties of determinants – minors and co-factors (proof not required). Inverse of a Matrix – solution of linear simultaneous equations by (i) Camer’s rule and (ii) matrix inversion.

Sets and sub-sets- set operations – Venn Diagram – De Morgan’s Law. L20

2. **Linear Programming Problem (20 Marks)**: Formulation of LPP, Graphical method of solution – special case. Simplex method – solution of problems upto three variables – special cases. L15

3. **Calculus (30 Marks)**: Functions – Limits of a function, continuity of a function (through examples), Derivative of function – its geometrical interpretation – Rules of differentiation of algebraic functions, exponential functions and logarithmic functions – Second order derivatives – Maximum and Minimum values of a function – Concavity and convexity of curves – points of inflexion – applications to simple problems only.

Function of several variables – Partial Differentiation of simple algebraic functions – Homogeneous functions – properties – Euler’s theorem (without proof). The concept of total differential of a function.

Indefinite Integration as the inverse process of differentiation – Illustration with integrals of simple algebraic functions. Definite Integral as the area under a plane algebraic curve. L35

Group-B: Statistics: Marks 30

1. **Index Number**: Meaning, type and uses. Problems in constructing index numbers. Methods of constructing price and quantity indices, Base Shifting, splicing and deflating of indices. L8

2. **Time Series:** Causes of variations in time series data; Components of a time series. Determination of trend – Moving average method and method of least squares (linear, second degree and exponential trend). L7
3. **Elements of Probability Theory:** Events and sample space – classical definition of probability, Addition and Multiplication laws of probability (for two and three events). Conditional probability and statistical independence. Random variable – Expectation and variance (problems only) L15

Suggested Readings:

1. S. N. De. : *Business Mathematics & Statistics*: Chhaya Prakashan (Vol.I & II)
2. Sancheti & Kapoor: *Business Mathematics*: Sultan Chand.
3. N. K. Nag : *Business Mathematics & Statistics*, Kalyani Publishers.
4. Goon, Gupta & Dastupta: *Basic Statistics*, World Press.
5. Das & Mukherjee : *Differential Calculus*: Dhur & Sons.
6. Das & Mukherjee : *Integral Calculus*: Dhur & Sons.
7. N. K. Nag: *Advanced Business Mathematics & Statistics*, Kalyani Publishers.
8. Soni, R. S.: *Business Mathematics*, Pitamber Publishing House.
9. Loomba, Paul: *Linear Programming*; Tata McGraw Hill, New Delhi
10. Allen, R. G. D. : *Basic Mathematics*< *Macmillan, New Delhi*
11. Levin and Rubin: *Statistics for Management*, Prentice-Hall of India, New Delhi
12. Hoel and Jessen: *Basic Statistics for Business and Economics*: John Wiley and Sons,
13. N. G. Das : *Statistical Methods* (Vol. I & II) M. Das & Co.

B. Com. Part-III (Hons.)
Elective Business Finance Group Papers
Paper – V

Taxation (Direct and Indirect): Marks 100

(Starting year of the session would be and Assessment year, e.g. for students of 2005-08) session, the Assessment year would be 2007-08)

Group A (80 Marks)

1. **Basic Concepts & Definition:** Assessee, Person, Assessment Year, Previous Year, Income, Earned Income & Unearned Income; Casual Income, Heads of Income, Capital Receipts & Revenue Receipts, Capital Expenditure & Revenue Expenditure; Gross Total Income, Total Income; Capital Asset, Long Term Capital Asset, Short Term Capital Asset; Long- Term Capital gain, Short-Term Capital gain, Agricultural Income; Basic Exemption Limits for Various Types of Assessee; Personal and Residential Code Nos. of Assessee. L8
2. **Scope of Total Income & Residential Status:** Residential status how to determine ; Residential status and incidence of tax; Income received or deemed to be received in India. Incomes which accrued or arise in India or deemed to be accrue or arise in India problems on residential status & tax incidence. L8
3. **Incomes which do not form part of total income:** Incomes exempt u/s 10; Special provisions in respect of newly established undertakings in free trade zone etc. L4
4. **Computation of Total Income under the heads:** (i) Salary (ii) House property (iii) Business & Profession (Only individual assessee) L12
5. **Deductions from Gross total Income:** Secs. 80C, 80CCA, 80CCB, 80CCC, 80CCD, 80D, 80DD, 80DB, 80E, 80G, 80GG, 80GGA. L8
6. **Reliefs of Income Tax:** U/s 89. L2
7. **Return of Income:** Voluntary return, Belated return, Revised return, Defective or incomplete return, Return by whom to be signed, Due dates for submission of Income Tax Returns. L8
8. **Tax Planning:** Tax Avoidance, Tax Evasion, Objectives of Tax Planning. Tax Planning in respect of Residential Status, Income under the heads 'Salary and Income from House Property'. L8
9. **Use of PAN:** Rules for application for allotment of PAN; compulsory quoting of PAN for specified transactions. Basic concept of Income from Capital gain (excluding deductions on capital gain). L6
10. Agricultural Income & Its Treatment. L2

Group B (20 Marks)

11. **Wealth Tax:** Basic Concepts (i.e., Valuation date , Assets, Deemed Assets, Debts) L8
computation of New Wealth , valuation of assets, Location of Assets.
12. **Value Added Tax (VAT) [W.B. State Level]** : Definition and Origin of VAT, L8
Objectives of VAT, Registration of Dealer, Rates Structure of VAT, Methodology of
VAT Computation (Addition Method, Subtraction Method & Input Tax Credit Method),
Advantages and Disadvantages of VAT.
13. **Central Sales Tax Act, 1956:** Important terms and definitions under Sales Tax Act- L4
Dealer, declared goods; place of business; sale; sale price, turnover, year, Formulation of
principle for determining when a sale or purchase of goods takes place in the course of
inter state trade or commerce or outside a state.

Suggested Readings:

1. Singhania, V. K. *Direct Taxes – Law and Practice*
2. Lal, B.B. : *Direct Tax – Law & Practice*
3. Prasad Bhagwati: *Direct Taxes*
4. Ahuja Girish & Gupta Ravi: *Systematic Approach to Income Tax*
5. Chandra Mahesh and Shukla, D.C. : *Income Tax Law and Practice*
6. Central Sales Tax Act.
7. Chatterjee, Timirbaran – Hand Book of Value Added Tax in W.B. New
Central Book Agency (Pvt.) Ltd.
8. Singhania, V.K. and Singhania, Monica- Students' Guide to Income Tax
including Service Tax and VAT, Taxmamm Publications (Pvt.) Ltd.

Paper VI: Industrial and Agricultural Finance in India: 100 Marks

1. Meaning and importance of Industrial Finance. Sources of industrial finance in
India – short term, medium term and long term.
2. Self-financing in Industry – Determinants of self-financing – Limitations of self-
financing-self-financing in India- Implications of self-financing for various sectors of
the economy.
3. Banks and Industrial Finance – Mixed Banking in India and in other countries.

4. Financing of large scale industries: Institutions for providing long term and medium term finance to industries: IDBI, IFCI, ICICI, NIDC, UTI, State Financial Corporations – State Industrial Development Corporations – Institutions for helping the revival of sick industries.
5. Finance for small scale industries: NSIC – Role of the RBI, SBI and other commercial banks etc. in supplying credit to the small scale industries. Role of the State Govts. in providing finance to small scale industries.
6. Foreign Capital – Forms and sources of foreign capital – Advantages and limitations of foreign capital – Foreign capital in India – Government's policy towards foreign capital. Foreign Direct Investment and Portfolio Investment.
7. Need and types of rural credit – productive, unproductive and consumption oriented loans. Sources of Agricultural credit – Institutional and non-institutional sources – Credit Delivery Mechanism in Rural Finance: Multi-Agency Approach. The problem of rural indebtedness.
8. Reports and Recommendations of various committees on rural credit:
 - a) All India Rural Credit Survey Committee (1951)
 - b) All India Rural Debt and Investment Survey (1961-62)
 - c) All India Rural Credit Review Committee (Venkatappa Committee (1966)
 - d) Suvaraman Committee (1976) etc.
 - e) Agricultural Credit Review Committee (1989)
9. RBI and Rural Credit, SBI and Rural Credit, Commercial Banks and Rural Credit, Primary Agricultural Credit Society (PACS) – Co-operative Banks and Rural Credit – Long Term agricultural Credit – Land Development Banks – NABARD – Regional Rural Banks – Different Schemes for rural development: SFDA, MFDA, IRDP, Lead Bank Scheme, Service Area Approach, Micro Finance in Rural Credit.

Reference.

Kuchhal – Corporation Finance (Chaitanya)

Datt & Sundharam - Indian Economy (S. Chand)

P.S. Grewal – Rural Economics (Kalyani Publishers)

Paper VII: Money Market and Capital Market in India: 100 marks

Definition of Money Market – Services rendered by the Money Market – constituent elements of the Money Market in India. Sources and supply of and demand for short term Finance in India. Role of the Reserve Bank of India, Bill Market Scheme of the R.B.I. Call money market, Treasury Bill Market, Commercial Bill Market, Certificates of deposits, Commercial papers – Features and Defects of the Indian money market – Reform of the Indian money market.

Definition of capital market – constituent elements of capital market in India: Corporate savings, Institutional Investors – LIC, UTI, GIC, Mutual Funds under different banks, Development banks – Market for Govt. Securities – Market for Industrial Securities.

New Issue market in India, Stock Exchange – Functions and economic importance – Stock Exchanges in India. Detailed study of the organization and functions of the National and Bombay Stock Exchanges, OTCEI. Regulation of Stock Exchanges. Securities Contract (Regulation) Act 1956, Securities and Exchange Board of India (SEBI) its powers and functions. Stock market indices – methodologies and uses. Reforms of the Capital Market.

Listing of securities, underwriting of shares, control of capital issues in India. Different kinds of shares – ordinary (equity) shares, preference shares, Rights shares, Bonus shares. Different kinds of debentures, convertible debentures. No-par stock. Global Depository Receipts and American Depository Receipts.

Reference:

S. B. Gupta: Monetary Economics – Institutions, Theory and Policy (S. Chand)

Varshney & Mittal – Indian Financial System (Sultan Chand)

Bhole – Financial Institutions and Markets (Tata McGraw Hill)

Paper VIII

Advanced Business Mathematics & Statistics : Marks 100

Group – A: Mathematics : Marks 70

Matrix Algebra and Theory (20 Marks): Definition of a Matrix, Different types of Matrices; Equality, Addition and Multiplication of Matrices – Transpose of a Matrix. Determinant of Square Matrix (upto 3rd order) properties of determinants – minors and co-factors (proof not required), Inverse of Matrix – solution of linear simultaneous equations by (i) Cramer's rule and (ii) matrix inversion.

Sets and sub-sets – set operations – Venn Diagram – De Morgan's Laws. L20

Linear Programming Problem (20 Marks): Formulation of LPP, Graphical method of solution – special cases. Simplex method – Solution of problems upto three variables – special cases.

L15

Calculus (30 Marks): Functions – Limit of a function, continuity of function (through examples). Derivative of function – its geometrical interpretation – Rules of differentiation of algebraic functions, exponential functions and logarithmic functions – Second order derivatives – Maximum and Minimum values of a function – Concavity and convexity of curves – points of inflexion – applications to simple problems only.

Function of several variables – Partial Differentiation of simple algebraic functions – Homogenous functions – properties – Euler's theorem (without proof). The concept of total differential of a function.

Indefinite Integration as the inverse process of differentiation – Illustration with integrals of simple algebraic functions. Definite Integral as the area under a plane algebraic curve. L35

Group – B: Statistics: Marks 30

1. Index Number: Meaning, types and uses. Problems in constructing index numbers Methods of constructing price and quantity indices Base Shifting, splicing and deflating of indices. L8
2. Time Series: Causes of variations in time series data; Components of a time series. Determination of trend – Moving average method and method of least squares (linear, second degree and exponential trend). L7

3. Elements of Probability Theory: Events and sample space – classical definition of probability, Addition and Multiplication laws of probability (for two and three events). Conditional probability and statistical independence. Random variable Expectation and variance (problems only). L15

Suggested Readings:

1. S.N. De: *Business Mathematics & Statistics*: Chhaya Prakashan (Vol. I and II).
2. Sancheti & Kapoor: *Business Mathematics*: Sultan Chand.
3. N.K. Nag: *Business Mathematics & Statistics*: Kalyani Pub.
4. Goon, Gupta & Dasgupta: *Basic Statistics*, World Press. Cal.
5. Das & Mukherjee: *Differential Calculus*: Dhur & Sons.
6. Das & Mukherjee: *Integral Calculus*: Dhur & Sons.
7. N. K. Nag: *Advanced Business Mathematics & Statistics*, Kalyani Publishers.
8. Soni, R.S. : *Business Mathematics*; Pitamber Publishing House.
9. Loomba, Paul: *Linear Programming*; Tata McGraw Hill, New Delhi.
10. Allen, R.G.D.: *Basic Mathematics*, Macmillan, New Delhi.
11. Levin and Rubin: *Statistics for Management*, Prentice-Hall of India, New Delhi.
12. Hoel and Jassen: *Basic Statistics for Business and Economics*; John Wiley and Sons, New York.
13. N.G. Das, *Statistical Methods* (Vol. I & II), M Das & Co.