

<h1 style="margin: 0;">The University of Burdwan</h1> <h2 style="margin: 0;">Syllabus for B. Com. Honours Course</h2> <p style="margin: 0;">(1 + 1 + 1 Pattern)</p> <p style="margin: 0;">With effect from 2014-2015 academic session and onwards</p>
---

### Honours: Accounting Group

#### Part I

##### Honours Papers:

Paper - 1 Financial Accounting (HONS.)	: 100 marks
Paper – 2 Business Mathematics and Statistics (HONS.)	: (50+50) marks

Total : 200 marks

##### General Papers:

##### GROUP -I

Paper-1 Economic Principles and Indian Economic Problems	: (50+50) marks
Paper-2 Management Theory	: 100 marks
M.I.L.	: 50 marks
English	: 50 marks

Total : 300 marks

Grand Total of Part I Examination

**: 500 marks**

#### Part II

##### Honours Papers:

Paper – 3 Business Economics and Basics of Indian Financial System	: (60 +40) marks
Paper – 4 Cost Accounting (HONS.)	: 100 marks

Total : 200 marks

##### General Papers:

##### GROUP –II

Paper-1 Entrepreneurship Development and Business Communication	: (50+50) marks
Paper-2 Accounting Theory and Auditing	: (50+50) marks

##### GROUP-III

Paper-1 Business Regulatory Frameworks	: 100 marks
Paper-2 Business Environment and Business Ethics	: (50+50) marks

Total : 400 marks

Grand Total for Part II Examination

**: 600 marks**

### **Part – III**

#### **Honours Papers:**

Paper – 5 Taxation (Direct and Indirect) (HONS.)	: (80+20) marks
Paper – 6 Computer Applications in Business (HONS.)	: (60+40) marks
Paper – 7 Corporate Accounting and Auditing	: (60 +40) marks
Paper – 8 Management Accounting and Financial Management	: (50+50) marks

Total: 400 marks

#### **General Paper:**

Environmental Studies : 100 marks

Total : 100 marks

Grand Total of Part III : **500 marks**

### **Honours: Finance Group**

**Part I** Honours papers and General papers are same as mentioned in Accounting group.

**Part II** Honours papers and General papers are same as mentioned in Accounting group.

### **Part – III**

#### **Honours Papers:**

Paper – 5 Same as mentioned in Accounting group.	
Paper – 6 Same as mentioned in Accounting group.	
Paper – 7 Banking and Insurance (HONS.)	: (60 +40) marks
Paper – 8 Financial Management	: 100 marks

#### **General Paper:**

Same as mentioned in Accounting group.

## Part – I Honours Papers

Paper - 1 Financial Accounting (HONS.)

Paper – 2 Business Mathematics and Statistics (HONS.)

### Paper - 1

#### Financial Accounting (Hons.): Marks 100

1. **Basic Concepts of Accounting and Accounting Process:** Book keeping and accounting, Journal entry, Opening and closing entry, Adjustment entry, Preparation of ledgers, Preparation of trial balance, Accounting for capital expenditure and revenue expenditure, accounting for contingent assets and contingent liabilities, Different types of errors and their rectifications; Final Accounts (Sole Proprietary and Partnership Firms): Preparation of Manufacturing Account, Trading and Profit & Loss Accounting, Preparation of Balance Sheet; Bank Reconciliation Statement: Importance of reconciliation, Reconciliation process-direct and through amendment of cash book; Depreciation Accounting: Concept and cause of depreciation, Methods of charging depreciation, Computation and accounting treatment of depreciation, Change in depreciation methods; Accounting for Bills of Exchange and Promissory Notes: Concepts and difference between bills of exchange and promissory notes, Issue and acceptance of bills, Dishonour and renewal of bills, Bills for accommodation.

(10LH)

2. **Accounting from Incomplete Records:** Preparation of statement of profit or loss and statement of affairs, Preparation of final accounts from incomplete records by converting into double entry system.

(8 LH)

3. **Accounting of Non-trading Concerns:** Preparation of final accounts of non-trading concerns.

(4 LH)

4. **Accounting for Special Transactions:**

- Consignment Accounting-Concept, agent and agency commission, Valuation of unsold stock
- Joint Venture Accounting- Concept, Settlement of accounts between the joint venturers.

(12 LH)

5. **Sectional Balancing System:** Self balancing system including rectification of errors

(4 LH)

6. **Partnership Accounts:**

- **Partnership-I:** Accounting treatment on admission of new partner, Retirement of partner, Death of partner, Treatment of goodwill, Change in profit sharing ratio, Amalgamation of firms. (6 LH)
  - **Partnership-II:** Accounting for dissolution of partnership firm, Insolvency of partners, application of Garner vs. Murray Rule, Distribution of assets between the partners- piecemeal distribution. (8 LH)
7. **Departmental and Branch Accounts (excluding foreign branch)** (8 LH)
  8. **Royalty Accounts (including sub-lease)** (6 LH)
  9. **Hire Purchase and Instalment Payment System** (6 LH)
  10. **Insurance Claims:** Loss of Stock, Loss of Profit Policy. (6 LH)
  11. **Miscellaneous Accounts:**
    - Investment Account
    - Packages and Containers Account
    - Voyage Account
    - Goods on Sale or Return Account (12LH)

**Suggested Readings:**

1. Shukla, M.C. and Grewal, T.S., *Advanced Accounts*, S Chand Publication.
2. Jain and Narang, *Accountancy*, Kalyani Publication.
3. Hanif and Mukherjee, *Modern Accountancy* (Vol.-I & II), TMH.
4. Agarwal, B.D., *Financial Accounting* (Vol.I & II),
5. Maheswari, S.N. *Financial Accounting* (Vol. I & II), Sultan Chand & Sons.
6. Rajasekaran, *Financial Accounting*, Pearson

**Paper – 2**  
**Business Mathematics and Statistics (100 marks)**  
**Group – A**

**Business Mathematics (50 marks)**

**Algebra -25 marks**

1. **Series:** A.P. , G.P , Convergence and Divergence of G.P. series (2LH)
2. **Logarithms:** Definition – Base and index of logarithm, general properties of logarithm. (4LH)
3. **Permutations:** Definition, Factorial notation – Theorems on permutation - permutations with repetitions, Restricted permutations. (3 LH)
4. **Combinations:** Definition, Theorems on combination; Basic identities - Restricted combinations. (3 LH)
5. **Binomial Theorem:** Statement of the theorem for positive integral index, General term, middle term, Equidistant terms – Simple properties of binomial coefficients. (4LH)
6. **Set Theory and Matrix Algebra:** Sets and subsets – set operations -Venn diagram – De Morgan’s Law  
 Definition of matrix – Different types of Matrix, Symmetric and skew symmetric matrices, Equality, Addition, Subtraction and Multiplication of matrices – Transpose of a matrix, Determinant of a square matrix (upto third order), properties of determinants – minors and co-factors – Inverse of a matrix – Solution of a system of simultaneous equations in 2 and 3 unknowns using Cramer’s rule and matrix rule. (8LH)

**Differential and Integral Calculus - 25 Marks**

7. **Function :** Type, Domain (Trigonometric functions excluded). (2 LH)
8. **Limit of a function :** Existence, Evaluation by factorization and rationalization, limit when  $x \rightarrow \infty$ , Standard limits (L’Hospital’s rule excluded):
 
$$\lim_{x \rightarrow a} \frac{x^n - a^n}{x - a} = na^{n-1} \text{ (n being a rational number)}$$

$$\lim_{x \rightarrow 0} \frac{\log(1+x)}{x} = 1$$

$$\lim_{x \rightarrow 0} \frac{a^x - 1}{x} = \log_e a \text{ (} a > 0 \text{)}$$

$$\lim_{x \rightarrow 0} \frac{e^x - 1}{x} = 1$$
 (4 LH)
9. **Continuity of a function:** Continuity at a point and in an interval, geometrical interpretation, Simple examples. (2 LH)
10. **Derivative of a function :** Geometrical interpretation, First principle formula – Standard formula of derivatives of  $x^n$ ,  $a^{mx}$ ,  $e^{mx}$  and  $\log x$ , Derivatives of composite and parametric functions, Logarithmic differentiation, Higher order derivative (upto 2<sup>nd</sup> order), Convexity, concavity and point of inflexion – Maximum and minimum values of a function - Function of several variables – Partial Differentiation of simple algebraic functions – Homogeneous functions and their properties – Euler’s theorem (without proof), The concept of total differential of a function- Differentiation of implicit function with the help of total differential. (12 LH)

11. **Integration:** Indefinite Integration as the inverse process of differentiation, Illustration with integral of simple algebraic functions, Definite Integral (for simple algebraic and exponential functions). (6 LH)

**Group – B**  
**Statistics: 50 marks**

1. **Collection and Presentation of Data:** Primary and Secondary data: Methods of data collection-Tabulation of data-Graphs and charts-Frequency Distribution-Diagrammatic presentation of frequency distribution (5LH)

2. **Measures of Central tendency:** Mean, median, mode, geometric mean and harmonic mean; Different properties; partition values; quartiles, deciles, percentiles (5LH)

3. **Measures of Dispersion:** Range, quartile deviation, mean absolute deviation, standard deviation, Measures of relative dispersion, Different properties. (5LH)

4. **Moments, Skewness and Kurtosis :** Raw moments and central moments - their relationship – Different measures of Skewness and Kurtosis (5LH)

5. **Correlation and Regression :** Scatter diagram, Two-way table, Marginal and Conditional distributions, simple correlation coefficient and its properties, simple regression lines and properties, Spearman's rank correlation (8LH)

6. **Index numbers :** Definition and types of index numbers-problems in the construction of price index numbers- Methods of construction of price index numbers and quantity index numbers, Tests of index numbers – Consumer price index and its uses (6LH)

7. **Time Series Analysis:** Causes of variation in time series data – Components of time series – Determination of trend by semi-average, moving average and method of least squares (linear, second degree and exponential trend), Computation of seasonal indices by simple average, ratio to moving average and ratio to trend method (6LH)

8. **Elements of Probability Theory:** Events and sample space-classical definition of probability Addition law of probability for two or three events, conditional probability and statistical independence (excluding Bayes' theorem). Random variable-expectation and variance of a random variable. (8LH)

**Suggested Readings:**

1. R.G.D. Allen, *Mathematical Analysis for Economists*, Macmillan
2. S.N. Dey, *Business Mathematics and Statistics*, Chhaya Prakashani.
3. J. Chakrabarti, *Business Mathematics and Statistics*, Dey Book Concern.
4. V.K. Kapoor, *Essential Mathematics for Commerce and Economics*, Sultan Chand
5. Sarkhel and Dutta, *An Insight into Statistics*, Book Syndicate Pvt. Ltd.
6. Goon, Gupta and Dasgupta, *Fundamentals of Statistics*, The World Press.
7. Sharma, *Business Statistics*, Pearson
8. S.C. Gupta, *Fundamentals of Statistics*, Himalaya Publishing House.
9. N.G. Das, *Statistical Methods in Commerce, Accountancy and Economics*, TMH.
10. Maity and Ghosh, *Calculus*, Cental.

11. Ghosh and Saha, *Business Mathematics and Statistics*, Central.
12. N.K. Nag, *Advanced Business Mathematics and Statistics*, Kalyani Publishers.
13. Sourendranath De: *Ganit O Parisankhan* , Vol 1 and 2, ABS Publishing House.
14. S. Saha and S.Saha: *Byabsay Ganit O Rashividyan* , New Central Book Agency.

**General Papers  
For Honours Students  
Group – I**

Paper-1 Economic Principles and Indian Economic Problems  
Paper-2 Management Theory

**Paper-1  
Economic Principles and Indian Economic Problems: Marks 50+50**

**Group – A: Economic Principles (50 Marks)**

1. **Introduction:** Economic terms and basic concepts – Nature and scope of Economics. (5 LH)
2. **Consumer Behaviour:** Law of diminishing marginal utility – consumer’s surplus – concept of indifference curves – Equilibrium of the consumer. (5 LH)
3. **Theory of Demand:** Law of demand Derivation of law of demand from indifference Curve – Elasticity of demand – Price, income and cross elasticity of demand – Measurement of elasticity of demand, Different revenue concepts. (5 LH)
4. **Theory of Production and cost:** Production function – Total product, average product and marginal product – law of variable proportion – Returns to scale. Shape of short run and long run cost curves. (5 LH)

5. **Theory of Markets:** Classification of markets – Equilibrium of a firm under perfect competition – Derivation of supply curve – Price determination in a perfectly competitive market pricing under monopoly – Price Discrimination. (5 LH)
6. **Theory of Factor Pricing:** Marginal productivity theory of distribution – Rent: Ricardian and modern theories – Theory of wages – Liquidity Preference theory of rate of interest determination – Theories of profit. (5 LH)
7. **National Income:** Measurement of national income – circular flow of income – consumption and saving functions – determination of equilibrium level of income – multiplier. (5 LH)
8. **Money and Banking:** Definition and functions of money – classification of money – Quantity theory of money – Inflation – Definition and functions of Commercial Banks – Deposit creation by commercial banks – Functions of Central Banks. (5 LH)
9. **International Trade:** Basis of international trade – Balance of payments Account – equality and equilibrium in balance of payments. (5 LH)
10. **Public Finance:** Different sources of public revenue – Direct and indirect taxes – proportional and progressive tax – public debt – deficit financing. (5 LH)

**Group – B: Indian Economic Problems (50 Marks)**

1. **Basic Issues:** Features of Indian economy as a developing economy – Sectoral change in national income – Problems of population, poverty and unemployment. (5 LH)
2. **Agriculture:** Problems of Indian Agriculture – Land Reforms – Green Revolution – Problems of rural credit – Agricultural marketing – Marketable surplus of food grains. (8 LH)
3. **Industry:** Industrial Policy – Public Sector – Privatisation and Disinvestment of Public sector – Industrial sickness– Foreign capital in India (8 LH)
4. **Planning:** Objectives, achievements and failures. (6 LH)

5. **Monetary System:** Principles of note issue – Money supply in India – Functions of the RBI – Nationalisation of Commercial Banks – Banking Sector Reforms. (8 LH)

6. **Foreign Trade:** Changes in the composition and direction of foreign trade – Balance of payments position over the plan period – Export promotion and Import substitution in India – Globalisation of Indian economy – GATT, WTO, IMF, IBRD. (8 LH)

7. **Public Finance:** Features of Indian Tax System – Public Expenditure – Public Debt – Centre State financial relations. (7 LH)

### **Suggested Readings:**

1. Samuelson and Nordhaus, *Economics*, TMH
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. Sarkhel: *Arthanitik Tattwa O Bharater Arthanaitik Samasya*, Book Syndicate.

### **Paper-2**

#### **Management Theory: Marks 100**

**1. Introduction:** Management- definition, types of manager; managerial role functions, Importance of management; management Science or Art or both; management as profession; managing people and organizations for competitive advantage; universality of management; social responsibility of a manager; managerial ethics, Concept of stress management. (12 LH)

**2. Evolution of Management Thought:** Meaning of management thought and theories; School of management thought; Scientific Management (F. W. Taylor, Franc and Lillian Gilberth); elements, principles and criticisms; contribution of Henry Fayol, management principles and their criticism; human relation approach- Hawthorne Experiment and their findings; systems and contingency approach to management. (12 LH)

**3. Planning:** Concept, nature, importance, steps, limitations, planning premises; Management by Objective (MBO): meaning, features, objectives; steps in MBO process, benefits and weaknesses. (12 LH)

**4. Organizing:** Concept, nature, importance, process; organization structure, line and staff authority; new forms of organization; virtual, organization as network; concept of plural executive; span of

management; factors determining an effective span; concept of authority; responsibility and accountability; delegation of authority – concepts and principles; centralization & decentralization of authority. (12 LH)

**5. Staffing:** Concept, feature, importance; 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; concept of knowledge workers. (12 LH)

**6. Leadership:** Concept, features and importance of leadership, attributes of a leader; Leadership functions, leadership styles: autocratic, democratic and free-rein leadership; trait theory of leaders. (7 LH)

**7. Motivation:** Definition, features, importance; motivation & morale; morale indicators; relationship with productivity; Theories of motivation - Maslow's Theory of need hierarchy, McGregor's Theory X and Theory Y, Herzberg's Two Factors Theory, Maclelland's Need Theory. (8 LH)

**8. Controlling:** Definition, nature and importance of managerial control; requirements for effective control system; important control techniques: budgetary control, relationship between planning and control, types of control, steps in control process, resistance to control; performance budgeting, zero based budgeting, management audit. (10 LH)

**9. Basic Elements of Human Resource Management:** Overview; Recruitment- concept; Selection- concept & process; Training and Development – concept, methods; Performance Appraisal – concept, process in brief; Industrial Relations – concept and Importance.. (10 LH)

**10. Basic Elements of Marketing Management:** Marketing: concept, definition, objectives, dimensions of marketing; Marketing Mix; Marketing Environment- concept; Consumer behaviour- concept; Product: meaning and definition, features of a product, Product classification, Product Life Cycle(PLC); Concept of Pricing; Communication process and Promotional tools; Concept of Distribution and distribution channels; Service marketing- concept. (10 LH)

### **Suggested Readings:**

1. Wehrich and Koontz, *Management – A Global Perspective*, Tata McGraw Hill.
2. Wehrich and Koontz, *Essentials of Management*, Tata McGraw Hill.
3. Stoner, *Management*, Pearson
4. Gupta, C.B., *Management Theory & Practice*, Sultan Chand.
5. Guha, *Shankar Prosad, Adhunik Karbar Byabosthaponar*, New Dey Publishers
6. Biswas, S. K., *Byabosthaponar niti paddhati o pryog*, (Vol. I & II), Paschim Bango Rajya Pustak Parsad.
7. V.S.P. Rao, *Human Resource Management*, Excel Books
8. Garry Dessler and Biju Varkkey, *Human Resource Management*, Pearson Education.
9. Kotler / Keller, *A Framework for Marketing Management*, Pearson
10. Mallik, P., *A Text Book of Marketing Management*, Allied Publishers Pvt. Ltd.

11. Sherlekar, S.A., *Marketing Management*, Himalaya Publishing House  
12. Gangopadhyay and Mukhopadhyay: *Karbar Byabasthapanar Ruprekha*, Dey Book Concern.

## Part – II Honours Papers

Paper – 3 Business Economics and Basics of Indian Financial System : (60 +40) marks  
Paper – 4 Cost Accounting (HONS.) : 100 marks

### Paper – 3

### Business Economics and Basics of Indian Financial System: (60 +40) marks

#### Group – A: Business Economics (60 Marks)

1. **Introduction:** Definition, Nature and scope of Business Economics, Relationship of Business Economics with other subjects. (5 LH)
2. **Demand Analysis:** Necessity of demand Analysis, Demand distinctions, Demand Forecasting, Different methods of demand forecasting. (10 LH)
3. **Theory of Production:** Isoquants, iso-cost lines and the choice of best input combination, expansion path, Properties of Cobb-Douglas production function. (5 LH)
4. **Theory of Costs:** Derivation of cost function from the expansion path, Different methods of estimating cost functions (5 LH)
5. **Organizational Goals:** Profit maximization hypothesis, its assumptions and limitations, Alternative Goals of firms, Sales maximization hypothesis, Behavioural theory: maximizing vs. satisficing. (10 LH)
6. **Linear Programming:** Definition and nature of LPP, Formulation of a LPP, Graphical method of solution, Special cases of multiple solution, no solution, mixed inequalities, unbounded solution, Dual problem and relation between primal and dual. (10 LH)

7. **Theory of Games:** Games and strategies, Two person zero-sum game, Maxi-min Mini-max principle, Saddle point and its properties. (5 LH)

8. **Decision Theory:** Decision taking and its elements, Decision making under different conditions, Decision making under conditions of risk, Decision making under conditions of uncertainty. (5 LH)

**Group – B: Basics of Indian Financial System (40 Marks)**

1. **Financial System:** Definition, Components of the financial System, Direct and indirect finance, Financial intermediaries, Economic basis of financial intermediation, Financial system and Economic Development, The Structure of Indian Financial System. (10 LH)

2. **Money and Indian Banking System:** Definition of Money Supply, Alternative Measures of Money Supply in India, Their different components , High - powered money and the concept of money multiplier, Structure of Commercial Banking System in India, The Reserve Bank of India, Monetary Policy of RBI since independence. (10 LH)

3. **Money Market:** Concept, Characteristics, Importance of Money Market, Money Market Instruments, Structure of Indian Money Market, Call Money Market, Treasury Bill Market and Commercial Bill Market. (10 LH)

4. **Capital Market:** Concept, Distinction between Money market and Capital Market, Security Market - Government Security Market, Private Security Market, Primary Market and Secondary Market, Capital Market in India, Stock Exchanges in India. (10 LH)

5. **Financial Services:** Merchant Banking Services and Credit Rating Services, Functions and Roles of Financial Services in India. (5 LH)

**Suggested Readings:**

1. Baumol, *Economic Theory and Operation Analysis*, PHI.
2. Koutsoyiannis, A., *Modern Microeconomics*, Macmillan

3. Varshney and Maheswari, *Managerial Economics*, Sultan Chand
4. Mehta, P.L., *Managerial Economics*, Sultan Chand
5. Loomba, *Linear Programming*, TMH
6. Pal, Sumitra, *Managerial Economics: Cases and Concepts*, Macmillan
7. Gupta, S.B., *Monetary Economics- Institutions, Theory and Policy*, S. Chand.
8. Bhole, L. M., *Financial Markets and Institutions*, TMH
9. Varshney, P. N. and Mittal, D. K., *Indian Financial System*, Sultan Chand
10. Pathak, B., *Indian Financial System*, Pearson
11. Khan, M. Y., *Indian Financial System- Theory and Practice*, TMH
12. Gurusamy, *Financial Markets and Institutions*, TMH.
13. Saha, S. S., *Indian Financial System and Markets*, TMH
14. Gomez, C., *Financial Markets, Institutions and Financial Services*, PHI.

#### **Paper – 4**

#### **Cost Accounting (HONS.): 100 marks**

1. **Introduction:** 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). Cost Accounting Records Rules. (LH10)
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). (LH10)
3. **Materials:** Purchase Organization and Purchase Procedure (When, how much and where from to purchase and related Documents) – Receiving, Inspection, Acceptance, Return, Transfer etc. of Material 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). (LH10)

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. (LH10)

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 of Wastes, Scraps, Spoilages and Defectives). (LH10)

6. **Cost Accounting Procedure:** Non – integrated Accounting System: Maintaining Ledgers (including Control Accounts) under this systems. Reconciliation of Cost and Financial Accounts. Integrated Accounting System – Features – Advantages and Disadvantages – Accounting Procedures. (LH10)

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 incomplete 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. Processing Costing: preparation of process accounts (including normal and abnormal loss, abnormal gain, equivalent production, inter process Profit and treatment of joint – products and by-products. (LH10)

8. **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. (LH10)

9. **Standard Costing:** Introduction, Concept and Uses of Standard Costing, Setting up of Standards Cost Accounting Methods, Computation of Variances relating to Material and Labour. (LH10)

10. **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). (LH10)

### **Suggested Readings:**

1. N. K. Prasad: *Principles and Practice of Cost Accounting*, Book Syndicate

2. M.C. Shukla & T.S. Grewal – *Cost Accounts*. Sultan Chand.
3. Ravi M. Kishore, : *Cost Management*, Taxmann Publishing.
4. V. K. Saxena & C. D. Vashist: *Advanced Cost and Management Accounting*, Sultan Chand & Sons.
5. Bhattacharyya A. K: *Principle and Practice of Cost Accounting*, Prentice Hall
6. Horngren/Datar/ Rajan, *Cost Accounting: A Managerial Emphasis*, Pearson
7. Dutta O Sur: *Paribyay Hisabrahkan*, Prakashana Bibhag, Bardhaman Viswavidyalaya.

**General Papers  
For Honours Students  
Group – II**

Paper-1: Entrepreneurship Development and Business Communication : (50+50) marks

Paper-2: Accounting Theory and Auditing :(50+50) marks

**Paper-1**

**Entrepreneurship Development and Business Communications: Marks 50+50**

**Group – A: Entrepreneurship Development (50 Marks)**

1. **Concept of Entrepreneurship and the Entrepreneur:** Nature of Entrepreneurship; Characteristics of Entrepreneurs, Functions; Entrepreneurial Qualities; Role of creativity and Innovation in Entrepreneurship; Personal Ethics of the Entrepreneur; Social entrepreneur; Role of entrepreneurship in economic development. (LH 5)
2. **Different Forms of Entrepreneurship:** Small and Large Entrepreneurship, Sole Proprietorship, Family business, Family business in India, Corporate and Cooperative Entrepreneurship, Entrepreneurship in Service Industries. (LH 10)
3. **Laws Relating to Intellectual Properties and the Entrepreneur:** Basic idea about Intellectual Property Rights; Legal Protection of Patent, Trademark and Copyright, Geographical indications, Protection of new plant variety. (LH 10)
4. **Financing of New and Existing Ventures:** Equity Financing, Debt Financing, Venture Capital, Lease financing and hire purchase, Institutional Financing and Government Support. (LH 5)
5. **Project Planning and Feasibility Studies:** Concept of project appraisal, Methods of project appraisal: economic analysis, financial analysis, market analysis, technical feasibility, Preparation of project report and conducting feasibility studies, Environmental clearance process. (LH 10)
6. **Institutional Support to Entrepreneurs:** Need for institutional support, Study of some institutions providing support to small entrepreneurs: National Small Industries Corporation (NSIC), Small Industries Development Organization (SIDO), Small – Scale Industries Board (SSIB), Small Industries Service Institutes (SISI), District Industries Centre (DIC), Industrial Estates. (10 LH)

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

1. **Introducing Business Communications:** Introduction, Definition, Objectives, Network and Channels, Feedback, Models, Effective Communication. (LH 10)
2. **Types of Communication:** Corporate Communication, Formal and Informal Communication, Group Discussion, Seminar, Effective Listening. (LH 10)
3. **Tools of Communication:** Communication Technology, Modern forms of Communication, Video-Conferencing, e-mail, fax. (LH 10)
4. **Practice in Effective Communication:** Drafting of Notice and Circulars, Letter writing, Report writing, Newsletter. (LH 15)
5. **Interviewing Skills:** Mock Interview, Appearing in Interview, Conducting, Writing Resumes and Applications. (LH 5)

**Suggested Readings:**

1. Tandon, B.C., *Environment and Entrepreneur*, Chug Publications, Allahabad .
2. Chandra Prasanna, *Project Preparations, Appraisal, Implementation*, TMH, New Delhi .
3. Khanka, S.S., *Entrepreneurial Development*, S. Chand.
4. Holt, David M, *Entrepreneurship*, New Venture Creation, PHI.
5. Bevee and Thill, *Business Communication Today*, TMH, New Delhi .
6. Balasubramanyam, *Business Communication*, Vikas Publishing House, New Delhi .
7. Chaturvedi, *Business Communication: Concepts, Skills and Practices*, Pearson
8. Charantimath, *Entrepreneurship Development and Small Business Enterprises*, Pearson

**Paper – 2**

**Accounting Theory and Auditing: Marks 50+50**

**Group – A: Accounting Theory (50 Marks)**

1. **Basic Ideas of Accounting Theory:** Accounting Theory: definition, nature, classification, functions, approaches to the formulation, advantages, limitations - Relation of accounting theory with accounting practice - A brief history of the development of accounting theory. (LH 8)
2. **Accounting Principles:** Generally accepted accounting principles (GAAP) - Important accounting concepts: proprietary, entity, fund, money measurement, accounting period, going concern, financial transaction, duality, realization, accrual, balance sheet equation, sequence – Important accounting conventions or doctrines: materiality, consistency, comparability, objectivity, conservatism, disclosure, historical cost. (LH 8)
3. **Measurement of Accounting Income:** Concepts of revenue, gain, cost, expense, loss, revenue expenditure, capital expenditure and deferred revenue expenditure – Difference between accounting and economic concepts of income – Necessity and methods of measuring accounting income – Matching concept. (LH 8)

4. **Capital:** Concepts of economic capital and accounting capital – Characteristics of capital – Classification of accounting capital – Relation between capital and income - Reasons for differentiating between capital and income- Maintenance of capital. (LH 8)
5. **Assets and Liabilities:** (a) Assets: definition, classification, characteristics, recognition, need for valuation – Valuation of tangible fixed assets – Valuation of current assets. (b) Liabilities: definition, characteristics, classification, recognition, need for valuation. (LH10)
6. **Financial Statements and Accounting Standard:** Meaning, nature, importance, different types of financial statements, limitations; Concept of Accounting Standard and its objectives (LH 8)

### **Group – B: Auditing (50 Marks)**

1. **Meaning and Scope of Auditing:** Concept of auditing, Relationship of auditing with accounting, Objectives of auditing, Advantages of auditing, Role of auditing in protecting the interests of owners/investors, Limitations of auditing. (LH 3)
2. **Classification of Audit:** Statutory and Non-statutory audit, Continuous audit, Final audit, Periodical audit, Internal audit, Interim audit. (LH4)
3. **Commencement of Audit and Audit Procedure:** Steps to be undertaken before actual commencement of audit of sole proprietorship, partnership and company, Checking of important documents, Routine checking and test checking, audit note book, audit working papers. (LH 6)
4. **Internal Check and Internal Control:** Concepts of internal check, internal control and internal audit, Role of internal checking and internal control in conducting audit, Internal checking system adopted by concerns in regard to sales, purchases, stores and wage payments. (LH 6)
5. **Vouching:** Concept and objective of vouching, Vouching of receipts, payment, purchase of assets, outstanding assets and liabilities, importance of vouching in auditing. (LH 5)
6. **Verification and Valuation of Assets and Liabilities:** Importance of verification of assets and liabilities in auditing, Verification procedure of assets and liabilities, Verification of contingent assets and contingent liabilities. (LH 5)
7. **Company Auditor:** Qualification and disqualification of company auditor, Appointment, removal, remuneration of company auditor, Rights and duties of a company auditor. (LH 6)

8. **Divisible Profit and Dividend:** Concept of divisible profit, Declaration and payment of dividend, Audit of dividend payment. (LH 4)
9. **Auditor's Report:** Concept of audit report, Contents of audit report, Auditor's certificate, Distinction between auditor's report and auditor's certificate. (LH5)
10. **Audit Programme of Specific Enterprises:** Club, Hospital, Cinema, Library, Educational institution. , Hotel and restaurant, Transport company. (LH 6)

**Suggested Readings:**

1. Hendriksen, E.S., *Accounting Theory*, Khosla Publishing House, Delhi.
2. Lal, J. , *Accounting Theory*, Himalaya Publishing House, Mumbai.
3. Porwal, L.S., *Accounting Theory*, Tata McGraw - Hill Publishing Co. Ltd., New Delhi.
4. Sinha, G., *Accounting Theory and Management Accounting*, Vidyoday Library Pvt. Ltd.
5. Sur, D., *Financial Statement Analysis – A Comprehensive Approach*, Excel Books.
6. Gupta, K., *Contemporary Auditing*, TMH
7. Tandon, B.N., *Practical Auditing*,
8. Basu, *Auditing: Principles and Techniques*, Pearson
9. Kumar and Sharma, *Auditing: Principles and Practice*, PHI

**General Papers  
For Honours Students  
Group – III**

Paper-1 Business Regulatory Frameworks	: 100 marks
Paper-2 Business Environment and Business Ethics	: (50+50) marks

**Paper-1  
Business Regulatory Frameworks: Marks 100**

**Group – A: Business Laws (60 Marks)**

1. **Law of Contract: 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, 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 (LH 30)

**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. (8 LH)

**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 (8 LH)

**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 (5 LH)

**5. Foreign Exchange Management Act, 1999**

- i. Introduction – objectives 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 (4 LH)

**6. The Competition Act, 2002 (As amended up to date)**

- i. Aims and objects,
- ii. Definitions – acquisition, cartel, commission, consumer, enterprise, goods, person, price, service, shares, trade, turnover.
- iii. Anti competitive agreements (Sec. 3): Abuse of Dominant Position (Sec. 4)
- iv. Competition Commission of India:- Duties, Powers and functions (Sec10 to Sec. 40).

### Group – B: Company Law: (40 Marks)

- i. Corporate personality
- ii. Kinds of companies
- iii. Promotion and incorporation of companies
- iv. Memorandum of Association, Articles of Association, Prospectus.
- v. Share, share capital, Members, Share capital – transfer and transmission
- vi. Capital Management.
- vii. Directors – types, qualifications, powers, functions and duties, liabilities, remuneration, 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*.
10. Taxman's *Competition - Law and Practice*.

### Paper-2

### Business Environment & Business Ethics: Marks 50+50

#### Group – A: Business Environment (50 Marks)

1. **Business Environment:** Concept and Importance, Nature and Scope, Types of Environment: Natural, Economic, Financial, Political, Social, Technical, Cultural, Demographical, Global, Educational, Legal, Cross-cultural etc. (5 LH)
2. **Physical Environment:** Factors affecting Business: Topography, Climate, Minerals and Water resources. Natural Resources and sustainability, Renewable and Non-renewable resources, Limitations of non-renewable resources, Need of renewable resources, Strategy for conservation of natural resources. Global warming and Kyoto Protocol. (10 LH)
3. **Economic, Financial and Legal Environment:** Different Economic systems and their characteristics, Macroeconomic environment of business, Role of the Government, Monetary Policy and Fiscal Policy; Elements of legal environment, Relationship between law and society, Securities and Exchange Board of India Act - Customs & Central Excise Act (10 LH)

4. **Technological Environment:** Defining technology – Technology and Business Growth – Technology and Competitive Advantage – Perspective on creating a national environment to promote technology (5 LH)

5. **Social and Cultural Environment:** Concept and Importance of Socio-Cultural Environment of Business, Social and Educational set-up, Cultural heritage Tradition, Social attitudes, Impacts of foreign culture ,Castes and communities, Joint family system ,Linguistics and Religious Groups, Social responsibility of business. Infrastructure, Technology. (10 LH)

6. **Political Environment:** Government and business relationship in India, Provisions of Indian constitution pertaining to Business. Business and Government- Political system and its influence on business - Indian constitution - Directive Principles of State Policy. (10 LH)

### **Group – B: Business Ethics (50 Marks)**

1. **Introduction:** Ethics and Business – Defining Morality, Ethics and Ethical Theory - Definition of Business ethics – Why is Business Ethics important? Sources of Ethics- Relationship between business and ethics - Ethics and Values in Business – Globalisation and relevance of Globalisation for business ethics – Sustainability and Business Ethics (10 LH)

2. **Framing Business Ethics:** Moral Responsibility of a Business Firm – Corporate Social Responsibility – Legal, Ethical, Economic and Philanthropic Responsibility – Corporate Social Responsiveness - Ethical Principles in Business – Utilitarianism – Libertarianism –Justice and Fairness -Attitudes & beliefs-Relationship between law & ethics (10 LH)

3. **Ethics in the Market place:** Ethics and Perfectly competitive Market – Imperfect competition – Explicit Agreements, Price-fixing, Manipulation of Supply, Tying Arrangements – Price Discrimination – Tacit Agreements, Bribery Types of Ethical issues - Bribes - Coercion - Deception - Theft - Unfair Discrimination Consumers - Fair Prices - False Claim Advertisements (10 LH)

4. **Ethics and Employees:** Discrimination: Utility, Rights and Justice - Hiring - Employees - Promotions - Discipline - Wages - Job Description - Exploitation of employees - Ethics External (5 LH)

5. **Ethics and Stakeholders:** Social Responsibilities of Business towards shareholders - employees - customers - dealers - vendors - Government - Social Audit Environment Protection - Natural - Physical - Society - Relationship of Values and Ethics. (5 LH)

### **Suggested Readings:**

1. A.C.Fernando, *Business Environment*, Pearson
2. Paul Whetherly and Dorron Otter, *The Business Environment*, Oxford University Press
3. Prakash. V, *Business Environment*, Anmol Publication
4. Ravindra Saini Shaikh, *Business Environment*, Global Academic Publisher and Distributor
5. Agarwal ,R., & Parag Diwan , *Business Environment* , Excel Books.
6. Richard T Degorge, *Business Ethics*, Pearson Education
7. Manual G Velasquez, *Business Ethics: Concepts and Cases*, PHI Learning
8. A.C.Fernando, *Business Ethics: An Indian Perspective*, Pearson
9. Mukti Mishra and Ronald D Francis, *Business Ethics*, Tata McGraw Hill Education
10. Raj,Rituparna, *A Study in Business Ethics*, Himalaya publishing house.
11. Badi & Badi, *Business Ethics*, Vrinda Publications

12. Mruthyunjaya, H.C., *Business Ethics and Value Systems*, PHI.

13. Manna, S. and Chakrabarti, S., *Values and Ethics in Business and Profession*, PHI.

### Part – III Honours Papers for Accounting Group

Paper - 5 Taxation (Direct and Indirect) (HONS.)	: (80+20) marks
Paper - 6 Computer Applications in Business (HONS.)	: (60+40) marks
Paper - 7 Corporate Accounting and Auditing	: (60 +40) marks
Paper - 8 Management Accounting and Financial Management	: (50+50) marks

#### Paper-5

#### Taxation (Direct and Indirect) (Hons.): Marks 100

(Starting year of the session would be the Assessment year, e.g., for students of 2014-17 session, the Assessment year would be 2016-17).

#### Group – A: (80 Marks)

- Basic Concepts and Definition:** Assessee, Person, Previous year, Assessment year, Income, Earned and unearned income, Casual income, Capital receipt and revenue receipt, Heads of Income, Gross Total Income, Agricultural Income, Basis of charge, rates of taxes applicable to various assessees. (LH 6)
- Scope of Total Income and Residential Status:** Residential status and its determination, Incidence of tax, Income received or deemed to be received in India. (LH 2)
- Exempt Income:** Income which do not form part of income under section 10, Special provision in respect of newly established undertakings in free trade zones under section 10A and special economic zone (SEZ) under section 10AA, Special provision in respect of newly established hundred per cent export oriented undertaking under section 10B. (LH 2)
- Computation of Taxable Income under different Heads of Income:**
  - Income from Salary
  - Income from House Property
  - Income from Business/Profession (Individual assessee only)
  - Capital gains
  - Income from other sources (LH 25)
- Deductions from Gross Total Income (Applicable to individual assessee)** (LH 8)
- Relief under Section 89** (LH 2)
- Return of Income:** Different types of returns, Due dates for submission of return, Return by whom to be signed. (LH 6)
- Tax Planning:** Concept of tax planning, tax avoidance and tax evasion- their differences, Objectives and benefits of tax planning, Tax planning aspects in respect of residential status, income from salary. (LH 6)

9. **Use of PAN:** Allotment of PAN, Importance of PAN, Specified cases/transactions where quoting of PAN is compulsory. (LH 2)
10. **Agricultural Income :** Concept of agricultural income and its tax treatment. (LH 2)
11. **Dividend Income:** Concept of dividend and its tax treatment. (LH 2)

**Group – B: (20 Marks)**

1. **West Bengal Value Added Tax:** Concept of VAT, Objectives of VAT, Registration of dealer, Rates of VAT, Methodology of VAT computation (Addition method, Subtraction method and Input Tax Credit method), Advantages and disadvantages of VAT. (LH 7)
2. **Central Sales Tax:** Definition of dealer, goods, declared goods, place of business, sale price, turnover under the CST Act, Concept of Inter-state trade or commerce. (LH 7)

**Suggested Readings:**

1. Singhania, V.K., *Direct Taxes: Law and Practice*, Taxmann Publication
2. Singhania, V.K. and Singhania, M., *Students' Guide to Income Tax including Service Tax and VAT*, Taxmann Publication
3. Datey, V.S., *Indirect Taxes*, Taxmann Publication
4. Ahuja, G. And Gupta, R., *Systematic Approach to Income Tax*, Bharat Publishers
5. Lal, *Income Tax*, Pearson

**Paper – 6**

**Computer Applications in Business (HONS.): (60+40) marks**  
**Theory (60) and Practical (40)**

**Group – A: Theory (60 Marks)**

**1. Fundamentals of Computer (30 marks)**

- 1.1 **Introductory Concepts:** Introduction to 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, 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. (LH 50)

## 2. Basic Concepts of MIS: (15 marks)

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. (LH 25)

## 3. E-Commerce and Internet:(15 marks)

3.1 **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.

3.2 **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 systems audit; difference with the traditional concepts of audit: conduct and application of information system audit in internet environment. (LH 25)

## Group – B: Practical (40 Marks)

### 4. Computer Based Business Application

- 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, Lotus 123), 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).

(LH 80)

### Suggested Readings:

1. Rajaraman V., *Introduction to Computer Science*, Prentice Hall, New Delhi
2. Sinha P.K., *Computer Fundamentals*, BPB Publication, New Delhi
3. Agarwal Kamallesh. 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. M. Morris MAno, *Digital Logic & Computer Design*, TMH.
7. *Internet: An Introduction: SYSTEMS* TMH Series.
8. Mittal, D. P., *Law of Information Technology*, Taxmann.

**Paper-7**  
**Corporate Accounting and Auditing: (60+40) marks**

**Group – A: Corporate Accounting (60 Marks)**

1. **Company Accounts:**

- **Share:** Accounting for issue of shares at premium, issue at discount, issue of shares for consideration other than cash, Procedure of issue and allotment of shares- pro-rata allotment, Forfeiture and reissue of shares, Issue and redemption of preference shares, Bonus issue.

(6 LH)

- **Debenture:** Accounting for issue of debentures, Cost of issue of debentures and its treatment, Redemption of debentures.

(4 LH)

2. **Final Accounts of Companies as per Schedule VI (Revised); Underwriting of Shares and Debentures; Profits prior to incorporation.**

(10 LH)

3. **Reconstruction of Companies-Internal and External:** Concept of acquisition of business, Amalgamation and merger of companies (As per AS 14), Capital reduction, Preparation of simple scheme.

(LH 12)

4. **Preparation of Consolidated Balance Sheet of Holding Company and Subsidiary Company (excluding chain holding) as per AS 21**

(LH 12)

5. **Liquidation of Companies:** Concept and types of liquidation, Statement of affairs (including deficiency/surplus accounts), Liquidator's Final Statement of Account.

(LH 8)

6. **Valuation of Goodwill and Shares**

(LH 8)

7. **Accounts of Banking, Insurance and Electricity Companies (double accounts system)**  
(LH 6)

**Group – B: Auditing (40 Marks)**

1. **Statutory Audit and Statutory Auditors:** Statutory audit and its nature, Statutory auditors- their qualification and disqualification, appointment, remuneration, removal, rights & duties, civil and criminal liabilities under the Companies Act. (LH 10)
2. **Company Audit:** Audit of accounts of companies- Profit and Loss Account, Balance Sheet, Branch audit, Joint audit, Special audit, Revenue audit. (LH 8)
3. **Auditor's Report :** Statutory audit report, Qualified and unqualified audit report, Notes on accounts, (LH 6)
4. **Different Types of Audit:** Performance audit, Proprietary audit, Management audit, Social audit. (LH 6)
5. **Investigation:** Concept of investigation and its difference with audit, Investigation on efficiency of a going concern or proposed project. (LH 4)
6. **Cost Audit :** Definition and objective of cost audit, Cost audit report. (LH 4)
7. **Professional Ethics:** Professional ethics and code of conduct of auditors under The Chartered Accountants Act, 1949. (LH 4)

**Suggested Readings:**

1. Goyal, V.K. and Goyal, R., *Corporate Accounting*, PHI
2. Shukla, M.C. and Grewal, T.S., *Advanced Accounts*, S. Chand
3. Jain and Narang, *Accountancy*, Kalyani Publication.
4. Hanif and Mukherjee, *Corporate Accounting*, TMH
5. Rajasekaran, *Corporate Accounting*, Pearson
6. Agarwal, B.D., *Financial Accounting* (Vol.II)
7. Maheswari, S.N. *Financial Accounting* (Vol. II), Sultan Chand
8. Gupta, R.L. *Principles of Accountancy*, Sultan Chand
9. Gupta, K., *Contemporary Auditing*, TMH

10. Tandon, B.N., *Practical Auditing*,
11. Basu, *Auditing: Principles and Techniques*, Pearson
12. Kumar and Sharma, *Auditing: Principles and Practice*, PHI

### **Paper-8**

### **Management Accounting and Financial Management: (50+50) marks**

#### **Group – A: Management Accounting (50 Marks)**

1. **Introduction:** Management Accounting: Definition, Objectives, Scope, Functions, Advantages, Limitations, Techniques and need – Comparison with Financial Accounting and Cost Accounting – Role of Management Accountant. (LH 6)
2. **Financial Statement Analysis:** Meaning, Steps, Objectives, Advantages, Limitations and Methods. (LH 4)
3. **Accounting Ratio Analysis:** Meaning, Objectives, Advantages and Limitations – Classification of accounting ratios from different viewpoints – Important accounting ratios used in analysing liquidity, solvency, profitability, managerial efficiency, capital structure – Computation and interpretation of important accounting ratios – Preparation of financial statements and statements of proprietors' fund from the given ratios. (LH 12)
4. **Fund Flow Analysis:** Concepts of fund – Meaning, Nature, Importance and Limitations of fund flow statement – Various sources and uses of fund – Preparation of fund flow statement. (LH 8)
5. **Cash Flow Analysis:** Meaning, Objectives, Importance and Limitations of cash flow statement – Fund flow statement vs. cash flow statement – Various sources and uses of cash – Preparation of cash flow statement: conventional approach and approach as per AS-3. (LH 10)

#### **Group – B: Financial Management (50 Marks)**

1. **Introduction:** Financial Management: Meaning, core elements, objectives and scope – Role of Finance Manager – Concept of time value of money – Techniques for dealing with time value of money. (LH 8)
2. **Sources of Finance and Cost of Capital:** Different sources of finance: Long term and short term sources – Cost of Capital: Meaning, relevance and classification – Measurement of specific cost of capital and weighted cost of capital. (LH 6)

3. **Capital Structure Analysis:** Concept, importance and determinants of Capital Structure – Concept of optimal capital structure – Concepts of business and financial risks – Concepts of DOL, DFL, DTL and trading on equity. (LH 6)
4. **Working Capital Management:** Meaning and classification of working capital – Concept and importance of working capital management – Determinants of working capital requirement – Estimating working capital requirement – Strategies of financing current assets. (LH 8)
5. **Capital Budgeting Decision:** Meaning and importance of capital budgeting decisions – Capital budgeting appraisal methods: Payback period method, accounting rate of return method, net present value method, internal rate of return method and profitability index method – Capital rationing. (LH 12)

**Suggested Readings:**

1. Chandra, P., *Financial Management: Theory and Practice*, Tata McGraw Hill Publishing Co. Ltd., New Delhi.
2. Joy, O.M., *Introduction to Financial Management*, Richard D. Irwin, Inc., Homewood, Illinois.
3. Khan, M.Y. and Jain, P.K., *Financial Management: Text, Problems and Cases*, Tata McGraw Hill Publishing Co., Ltd. New Delhi.
4. Khan, M.Y. and Jain, P.K., *Management Accounting*, Tata McGraw Hill Publishing Co. Ltd., New Delhi.
5. Pandey, I.M., *Financial Management*, Vikas Publishing House Pvt. Ltd., New Delhi.
6. Sinha, G., *Accounting Theory and Management Accounting*, Vidyoday Library Pvt. Ltd., Kolkata.
7. Sur, D., *Financial Statement Analysis – A Comprehensive Approach*, Excel Books, New Delhi.
8. Sur, D. and Sarkhel, J., *An Introduction to Financial Management*, Book Syndicate Pvt. Ltd., Kolkata.
9. Bose, D. C., *Fundamentals of Financial Management*, PHI
10. Sinha, G., *Financial Statement Analysis*, PHI.

**Part – III**  
**Honours Papers for Finance Group**

**Papers 5 and 6 same as in Accounting Group**

**Paper-7**  
**Banking and Insurance (Hons): (60+40) marks**

**Group – A: Banking (60 Marks)**

1. **Introduction:** Definition and function of a bank, classification of banks – Balance sheet of a bank – Banking ratios based on balance sheet – Principles of commercial banking – safety, liquidity and profitability – Theories of asset management – Real bills doctrine - Shiftability theory – Anticipated income theory. (10 LH)

2. **Commercial Banks:** Creation and destruction of money by commercial banks – unit banking vs. branch banking – cash reserve ratio and liquidity ratio of commercial banks – Different systems of cash reserve requirements and liquidity requirements. (10 LH)
3. **Central Banking :**Role and functions of a central bank – Difference between central bank and commercial banks – Different systems of note issue – Methods of credit control – bank rate, open market operations – Variable reserve ratio and selective methods of credit control. (10 LH)
4. **Banking in Different Countries:** British banking system including London Discount Market, US Banking System – Indian Banking System. (10 LH)
5. **Banking Sector Reforms in India:** Nationalization of commercial banks in India – performance of nationalized banks – Report of the Narasimham Committee (1991 and 1998) – Reform measures adopted - Prudential norms and capital adequacy norms. (10 LH)
6. **Practical Banking:** Account opening procedure – special cases- Bank Pass Book – Relation between banker and customer – Different types of cheques – crossing of cheques – General crossing and special crossing – Endorsement – significance and kinds – Holder and holder in due course – Paying banker’s and collecting banker’s risk, liability and protection – lien, pledge and mortgage – electronic banking system. (10 LH)

#### **Group – B: Insurance (40 Marks)**

1. **Introduction:** Definition of insurance – Basic principles of insurance – Need of insurance – Difference between life insurance and general insurance – Insurance as a social security tool – General nature of insurance companies. (5 LH)
2. **Life Insurance:** Life insurance products – Benefits of life insurance – Life Insurance Corporation of India – Objectives – Organizational set up of LIC – Investment pattern of LIC – Changing trends in life insurance. (10 LH)
3. **General Insurance :** General insurance products – Tariff Advisory Committee – Approved investments for general insurance business – General Insurance Corporation of India – Functions and objectives – subsidiaries of GICI. (10 LH)
4. **Reforms in Insurance Sector:** Recommendations of Malhotra Committee – Establishment of IRDA through the IRDA Act. Insurance Regulations (2000) prescribed by IRDA – Introduction of private players in life insurance business and general insurance business – Objectives, duties, powers and functions of IRDA (10 LH)

#### **Suggested Readings :**

1. Shekhar, K. C., *Banking Theory and Practice*, Vikas Publishing House Pvt. Ltd.
2. Parameshwaran, R., *Indian Bankng*, S. Chand
3. Tannan, M. L., *Banking Law and Practice in India*.
4. Mishra, M.N., *Insurance : Principles and Practices*, S. Chand
5. Gupta, O.S., *Life Insurance*, Frank Brothers.
6. Bhole, L.M., *Financial Institutions and Markets*, TMH
7. Pathak, B.V., *Indian Financial System*, Pearson Education.

**Paper-8**  
**Financial Management: 100 marks**

1. **Introduction:** Financial Management: Meaning, core elements, objectives and scope – Role of Finance Manager – Concept of time value of money – Techniques for dealing with time value of money. (LH 8)
2. **Sources of Finance and Cost of Capital:** Different sources of finance: Long term and short term sources – Cost of Capital: Meaning, relevance and classification – Measurement of specific cost of capital and weighted cost of capital. (LH 10)
3. **Capital Structure Analysis:** Concept, importance and determinants of Capital Structure – Concept of optimal capital structure – Concepts of business and financial risks – Concepts of DOL, DFL, DTL and trading on equity. (LH 10)
4. **Working Capital Management:** Meaning and classification of working capital – Concept and importance of working capital management – Determinants of working capital requirement – Estimating working capital requirement – Strategies of financing current assets. (LH10)
5. **Capital Budgeting Decision:** Meaning and importance of capital budgeting decisions – Capital budgeting appraisal methods: Payback period method, accounting rate of return method, net present value method, internal rate of return method and profitability index method – Capital rationing. (LH 15)
6. **Dividend Decisions:** Meaning, nature and types of dividend, Some dividend policies, Dividend theories: Walter’s model, Gordon’s model, Modigliani and Miller Irrelevance theory. (LH 10)
7. **Lease Financing:** Concept of leasing, types of lease agreements, methods of lease financing. (LH 5)
8. **Financial Statement Analysis:** Meaning, Steps, Objectives, Advantages, Limitations and Methods. **Ratio Analysis:** Meaning, Objectives, Advantages and Limitations – Classification of accounting ratios from different viewpoints – Important accounting ratios used in analysing liquidity, solvency, profitability, managerial efficiency, capital structure – Computation and interpretation of important accounting ratios; **Fund Flow Analysis:** Concepts of fund – Meaning, nature, importance and limitations of fund flow statement – Various sources and uses of fund – Preparation of fund flow statement. **Cash Flow Analysis:** Meaning, Objectives, Importance and Limitations of cash flow statement – Fund flow statement vs. cash flow statement – Various sources and uses of cash – Preparation of cash flow statement: conventional approach and approach as per AS-3. (LH 15)
9. **Risk and Return:** Risk and Return of a Single Asset, Risk and Return of a Portfolio, Measurement of Market Risk, Concept and computation of Beta. (LH 12)
10. **Financial Control:** Concept, Objectives, and Steps, Major Tools of Financial Control, Advantages and Limitations of Financial Control System. (LH 5)

**Suggested Readings:**

1. Chandra, P., *Financial Management: Theory and Practice*, TMH.

2. Joy, O.M., *Introduction to Financial Management*, Richard D. Irwin, Inc., Homewood, Illinois.
  3. Khan, M.Y. and Jain, P.K., *Financial Management: Text, Problems and Cases*, Tata McGraw Hill Publishing Co., Ltd. New Delhi.
  4. Pandey, I.M., *Financial Management*, Vikas Publishing House Pvt. Ltd., New Delhi.
  5. Sinha, G., *Accounting Theory and Management Accounting*, Vidyoday Library Pvt. Ltd.,
  6. Sur, D., *Financial Statement Analysis – A Comprehensive Approach*, Excel Books,
  7. Sur, D. and Sarkhel, J., *An Introduction to Financial Management*, Book Syndicate Pvt. Ltd.
  8. Bose, D. C., *Fundamentals of Financial Management*, PHI
  9. Sinha, G., *Financial Statement Analysis*, PHI.
-