

**Syllabus for  
Master of Commerce (M.Com.)**

**Under**

*Tripura University Rules & Regulations for the Post Graduate Degree  
Programme in the Choice Base Credit System (CBCS)  
(With effect from the Academic Session 2016-17)*

*based on*

*UGC-2015-16 Guidelines*



**Department of Commerce  
Tripura University  
(A Central University)  
2016**

[https://www.tripurauniv.ac.in/Page/departmentsDetailsHome/21-  
DepartmentsHome](https://www.tripurauniv.ac.in/Page/departmentsDetailsHome/21-DepartmentsHome)

## M.Com. Course Contents

### Semester I

Sl. No.	CODE	Name of the Course	Credit
1	COMM701C	Management and Organisational Behaviour	4
2	COMM702C	Corporate Accounting and Reporting	4
3	COMM703C	Business Statistics	4
4	COMM704C	Macro Economics and Business Environment	2
Any <u>ONE</u> Paper from the following:			4
5	COMM705E	Banking and Insurance	
6	COMM706E	Business Ethics and Corporate Governance	
For Non-Commerce Students Only			
7	COMM707E	Fundamentals of Accounting	
<b><u>Total Credit (I)</u></b>			<b>18</b>

### Semester II

Sl. No.	CODE	Name of the Course	Credit
8	COMM801C	Strategic Financial Management	4
9	COMM802C	Marketing Management and Human Resource Management	4
10	COMM803C	Managerial Economics	4
11	COMM804C	Business Analysis Using Spreadsheet (Practical)	2
Any <u>ONE</u> Paper from the following:			4
12	COMM805E	Entrepreneurship Dynamics and New Venture Creation	
13	COMM806E	International Business	
For Non-Commerce Students Only:			
14	COMM807E	Business Communication	
<b><u>Total Credit (II)</u></b>			<b>18</b>

**Semester III**

<b>Sl. No.</b>	<b>CODE</b>	<b>Name of the Course</b>	<b>Credit</b>
15	COMM901C	Accounting Theory	4
16	COMM902C	E-Commerce	2
<i>Select any <u>ONE</u> Group either Accounting or Finance, consisting of Four (4) papers, Two (2) in Semester III and Two (2) in Semester IV (Only for Students of Department of Commerce)</i>			
<b>Accounting Group; OR</b>			
17	COMM913E	Group A: Direct Tax and Tax Planning	4
18	COMM914E	Group A: International Accounting	4
<b>Finance Group</b>			
19	COMM923E	Group B: Direct Tax and Tax Planning	4
20	COMM924E	Group B: International Finance	4
Any <u>ONE</u> Paper from the following:			4
21	COMM905E	Operation Research	
22	COMM906E	Strategic Management	
<b><u>Total Credit (III)</u></b>			<b>18</b>

**Semester IV**

<b>Sl. No.</b>	<b>CODE</b>	<b>Name of the Course</b>	<b>Credit</b>
23	COMM1001C	Cost and Management Accounting	4
24	COMM1002C	Research Methodology	2
<i>Students who have selected Group A in Semester III will take Group A Papers and Students who have selected Group B in Semester III will take Group B Papers, respectively (Only for Students of Department of Commerce)</i>			
<b>Accounting Group; OR</b>			
25	COMM1013E	Group A: Auditing and Assurance Services	4
26	COMM1014E	Group A: Financial Accounting Practices	4
<b>Finance Group</b>			
27	COMM1023E	Group B: Financial Market and Services	
28	COMM1024E	Group B: Security Analysis and Portfolio Management	4
<b>Dissertation/Term Paper</b>			
29	COMM1005C	Dissertation/ Term Paper/ Internship and Viva-voce	4
<b><u>Total Credit (IV)</u></b>			<b>18</b>
<b><u>Total Credit of the Course (I+II+III+IV)</u></b>			<b>72</b>

## M.Com. 1<sup>st</sup> Semester

### COMM701C: Management and Organisational Behaviour

*Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4*

#### Contents:

##### **Principles and Practice of Management**

- Dynamic role of management.
- History of management thought- Management as a profession- Management process- Management levels.
- Different approaches to the study of Management.
- Challenges of Management. Planning- Importance, elements, objective, process.
- Planning process- philosophy and principles; planning by objectives- emerging trends in planning.
- **Decision making-Nature and Steps: The Rational Model, Decision-making styles, Decision-making criteria: aids to Decision-making: Management Information System.**
- **Motivation: Process of motivation; Theories of motivation.**
- **Leadership: Concept; Leadership styles; Theories of Leadership.**
- Communication-concept, types, feedback, barriers to communication system.
- Controlling-Nature and importance, Relation of control with other Management Functions. Pre-requisites of control systems: requirements of an Adequate control system. Control techniques.

##### **Organisational Behaviour**

- The concept of organisation- meaning and context.
- Organisationalbehaviour-organisationalbehaviour in the global context.
- Objectives and goals of the study of OrganisationalBehaviour. The organisational system – foundations of organisational structure, organisational culture.
- Foundations of individual behavior, Perception.
- Groups in the organisation – foundations of group behavior- stages of group development- group decision making.
- Organisational power and politics.
- Organizational change and conflict management.

#### **Suggested Readings:**

1. Robbins, Stephen P, and Mary Coulter: Management, Prentice Hall, New Delhi.

2. Koontz, Harold, Cyril O'Donnell, and Heinz Wehrich: Essentials of Management, McGraw-Hill, New Delhi.
3. Robbins, Stephen P: Organizational Behavior, Prentice Hall, New Delhi.
4. C. B. Gupta: Management Principles & Practices, Sultan Chand & Sons, New Delhi.
5. K. Aswathappa: Organizational Behavior, Himalaya Publishing House, New Delhi.
6. Ivancevich; John and MicheolT.Matheson: Organizational Behavior and Management, Business Publication Inc., Texas.
7. Fred Luthans, "Organization Behavior", McGraw Hill, Millennium Ed.
8. Streers, Richard M. and J. Stewart Black: Organizational Behavior, Harper Collins, College Publishers, New York.
9. P. Subba Rao: Management Principles & Practices, Himalaya Publishing House, New Delhi.
10. Stroner, Freeman & Gilbert Jr.: Management,Prentice Hall, New Delhi.

## **COMM702C: Corporate Accounting and Reporting**

*Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4*

### **Contents**

- Aims and objectives of corporate financial accounting and reporting; Issues and problems with special reference to published financial statements; Structure of company accounts Valuation of assets, liabilities and shares.
- Group accounts – Consolidated Financial Statements; Accounting for merger and acquisition; Accounting for companies in financial distress.
- Accounting Standards in India; Analysis and interpretation of published accounts.
- Financial Reporting by Mutual funds, Non-banking finance companies, Merchant bankers, Stock and commodity market intermediaries.
- Human Resource Reporting; Inflation Accounting.
- Developments in Financial Reporting: Value Added Statement, Economic Value Added; Social Responsibility Reporting; Environmental Accounting; Brand Accounting.

### **Suggested Readings:**

1. Ahmed, N., Khan, N. A., & Kumar, R. Fundamentals of Corporate Accounting. New Delhi: Ane Books Pvt Ltd.
2. Goyal, V. K., & Goyal, R. Corporate Accounting. New Delhi: Prentice Hall India.
3. Maheshwari , S. N., &Maheshwari , S. K. Corporate Accounting. New Delhi: VikasPublishing Company Ltd.
4. Mukherjee, A., &Hanif, H. Corporate Accounting. New Delhi: Tata McGraw Hill.
5. Rajasekaran, V., &Lalitha, R. Corporate Accounting. New Delhi: Pearson.
6. Verma, K. K. Corporate Accounting. New Delhi: Excel Books.

# COMM703C: Business Statistics

*Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4*

## Contents:

### **Probability and Probability Distributions**

- Definition of Probability- Unconditional Probability statement
- Conditional Probability statement and its implications
- Bayes Theorem and its applications
- Joint Probabilities and its implications
- Mathematical Expectations
- Theoretical Probability Distributions – Binomial, Poisson and Normal (Their Characteristics and Applications in Business).

### **Sampling Distributions and Estimating**

- Concept of Population and samples
- Types of Sampling.
- Sampling and Sampling Distributions
- Sampling from a Population
- Sampling Error and Non-sampling Error
- Selection of a Random Sample
- Sampling of variables- small and large samples
- Sampling of Attributes
- Population Point Estimation and Population Interval Estimation
- Some other continuous Probability distribution based on Normal Population

### **Hypothesis Testing**

- Concept and Errors of Hypothesis Testing
- Hypothesis Test Construction and Testing Procedure
- Parametric vs. non-parametric tests of difference
- Parametric Tests
- The Power of a Test, The Power Function and the Operating-Characteristics Curve
- Some non-parametric (distribution free) Tests

### **Chi-square Tests and Factorial Experiments**

- Chi-Square Tests- Tests of association and Tests of Goodness of Fit
- Concept and Types of factorial experiments
- Single Factor Experiments- Single factor (or one-way) ANOVA, Kruskal-Wallis test
- Two factor experiments with No Replication- Two-way ANOVA with no repeated measures (or one factor with repeated measures), Friedman's Test



- Two factor experiments with Equal Replication- Two-way ANOVA with equal replications, Friedman's Test with equal replicates in each cell

### **Index Number and Forecasting Techniques**

- Concept and Types of Index Numbers- Price index, Quantity Index, Value Index, Stock Market Index
- Linear Correlation Analysis- Scatter Plot, Covariance, Pearson's Correlation Coefficient ( $r$ ), Spearman's rank Correlation Coefficient ( $r_s$ ), Testing the significance of ' $r$ ' and ' $r_s$ '
- Linear Regression Analysis- Sample versus Population Regression Models, The Least-Square estimation of  $\alpha$  and  $\beta$ , the standard error of estimate and the coefficient of Determination, test of significance of  $\alpha$  and  $\beta$ , test of significance of  $p$
- Time Series Data Analysis- Classical Time Series component Model, moving average and seasonally adjusted time series, Forecasting Model for Seasonal and non-seasonal time series data.

### **Suggested Readings:**

1. Mathai, A. M., and P. N. Rathie. *Probability and Statistics*. Macmillan India Ltd., New Delhi, 1975.
2. Lee, Cheng F., John C. Lee, and Alice C. Lee. *Statistics for business and financial economics*. Singapore: Springer World Scientific, 2000.
3. Aczel, A. D. "iSounderpandian, J.(2009)." *Complete Business Statistics*. McGraw-HillCos.In. Boston, 2009.
4. Mustafi, C. K. *Statistical Methods in Managerial Decisions*, Macmillan India Inc., New Delhi, 1981
5. Das, J. K. *Statistics for Business Decisions*, Academic Publishers, Kolkata, 2010.

## **COMM704C: Macro Economics and Business Environment**

*Marks: 50 (Theory = 35, Internal Assessment = 15); Credit: 2*

### **Contents:**

- Basics of Macro Economics: National Income Accounting, Government Budgetary Policies; Concept of Inflation
- Business Environment: Meaning and Elements of Business Environment
- Economic Environment: Economic Policies, Economic Planning
- Legal Environment of Business in India
- Societal Environment: Social Responsibility of Business; Corporate Governance; Business Ethics; Consumer Rights, Consumerism and Business

### **Suggested Readings:**

1. Ahuja, H. L. (2010). *Economic Environment of Business: Macro Economic Analysis*. New Delhi: S.Chand & Company Ltd.
2. Branson, W. H. (2005). *Macroeconomics : Theory and Policy*. Affiliated East-west Press Pvt Ltd.
3. Cherunilam, F. (2014). *Business Environment: Test & Cases*. New Delhi: Himalaya Publishing House.
4. Datt , R., & Sundharam, K. (2013). *Indian Economy (67 ed.)*. (G. Datt, & A. Mahajan, Eds.) New Delhi: S. Chand & Company Pvt. Ltd.
5. Fernando, A. C. (2011). *Business Environment*. New Delhi: Pearson.
6. Musgrave, R., & Musgrave, P. B. (1989). *Public Finance in Theory and Practice*. US: McGraw-Hill Inc.
7. Saleem, S. (2010). *Business Environment*. New Delhi: Pearson.

## **COMM705E: Banking and Insurance**

*Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4*

### **Contents:**

#### **Banking**

- Introduction to Banking: Brief History, Business of Banking, Types of Banks, Function of Banks, Sources of Bank's Income, Annual Report and Balance Sheet of a Bank.
- Indian Banking System: Structure of Indian Banking System, Public Sector Banks, Private Sector Banks, Local Area Banks, Indian Banks, Foreign Banks, Regional Rural Banks, Cooperative Banks.
- Banking Regulation and Legislation: Reserve Bank of India (RBI), RBI's Constitution and Objectives, RBI's Main Functions; Important Laws.
- Commercial Banking: Banker-Customer Relationship, Bank Deposits, Loans and Advances, Priority Sector Lending, Payment and Collection of Cheques and Other Negotiable Instruments, Ancillary Services, Risk Management; Financial Inclusion; New Concepts in Banking.
- Banking Technology: Core Banking, Electronic Payments Systems, Electromagnetic Cards, Electronic Banking, Signature Storage and Retrieval System, New Age Clearing, New Age Payment.

#### **Insurance**

- Introduction to Insurance: Definition and Nature of Insurance, Evolution of Insurance, Functions of Insurance, Role and Importance of Insurance, Principles of Insurance, Insurance Contract.
- Insurance in India: Life Insurance; General Insurance: Fire Insurance, Marine Insurance, Motor Vehicle Insurance, Health Insurance and other miscellaneous insurance.
- Insurance Regulation and Insurance Legislation: Insurance Regulatory and Development Authority of India (IRDAI), Duties, powers and functions of IRDAI; Important Laws.
- Principles and Process of Insurance Business: Reinsurance, Insurance Pricing, Underwriting, Claim Settlement, Channels of Distribution.

### **Suggested Readings:**

1. Gulati, N. C. (2007). Principles Of Insurance Management: A Special Focus On Developments In Indian Insurance Sector. New Delhi: Excel Books.
2. Iyengar, V. (2007). Introduction to Banking. New Delhi: Excel Books.
3. Machiraju, H. (2012). Modern Commercial Banking. New Delhi: New Age International.
4. Mohapatra, S. R., & Acharya, D. (2012). Banking and Insurance. New Delhi: Pearson.
5. Sethi, J., & Bhatia, N. (2012). Elements of Banking and Insurance. New Delhi: PHI Learning Pvt. Ltd.
6. Tripathy, N. P., & Pal, P. (2006). Insurance: Theory and Practice. New Delhi: PHI.

## COMM706E: Business Ethics and Corporate Governance

*Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4*

### Contents:

- **Business Ethics:** The concept of ethics; ‘ethics’ and related connotations; business values and ethics; concept of business ethics; various approaches to business ethics; ethical theories; ethical governance; social responsibility –an extension of business ethics; the concept of corporate ethics; benefits of adopting ethics in business; ethics programme; code of ethics; ethics committee.
- **Conceptual Framework of Corporate Governance:** Evolution of corporate governance; developments in India; regulatory framework of corporate governance in India; SEBI guidelines and clause 49; reforms in the Companies Act; secretarial audit; class action; NCLT; insider trading; rating agencies; green governance/e-governance; shareholders’ activism; corporate governance in PSUs and banks; legislative framework of corporate governance –an international perspective (United Kingdom, USA, Australia, China, Russia, South Africa).
- **Corporate Management:** Management vs. Governance; internal constituents of the corporate governance; key managerial personnel (KMP); chairman-qualities of a chairman, powers, responsibilities and duties of a chairman; chief executive officer (CEO), role and responsibilities of the CEO; separation of roles of chairman and CEO; CFO; manager; company secretary; auditor.
- **Role and Functions of Board Committees:** Standing committees, ad-hoc committees, task force committees, advisory committees; powers, functions and duties of board committees; enhanced performance of board committees; limitations of board committees; statutory committees of board-audit committee, remuneration committee, nomination committee, compliance committee, shareholders grievance committee, investors relation committee, investment committee, risk management committee, other committees.
- **Whistleblowing and Corporate Governance:** The Concept of Whistle-Blowing; Types of Whistle-blowers; Whistle-blower Policy; the Whistle-Blower Legislation across Countries; developments in India.

- **Corporate Social Responsibility (CSR):** Meaning; corporate philanthropy; CSR – an overlapping concept; corporate sustainability reporting; CSR through triple bottom line; CSR and business ethics; CSR and corporate governance; environmental aspect of CSR; CSR models; drivers of CSR; global reporting initiatives; major codes on CSR; initiatives in India.

**Suggested Readings:**

1. Mallin, Christine A., Corporate Governance (Indian Edition), Oxford University Press, New Delhi.
2. Blowfield, Michael, and Alan Murray, Corporate Responsibility, Oxford University Press.
3. Francesco Perrini, Stefano, and Antonio Tencati, Developing Corporate Social Responsibility-A European Perspective, Edward Elgar.
4. Sharma, J.P., Corporate Governance, Business Ethics & CSR, Ane Books Pvt Ltd, New Delhi

## COMM801C: Strategic Financial Management

*Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4*

### Contents:

- **Financial Policy & Corporate Strategy:** Financial Management, Corporate Strategy, Strategic Financial Management (SFM), Interface of financial policy with corporate strategic management, strategic decision making framework, financial forecasting – concept, benefit & techniques.
- **Project Planning & Control:** Capital investment process and kinds of projects, project organization structure, stages in setting up of a project, cash flow estimation – Detailed Project Report (DPR), project appraisal by Financial Institutions. Cost of project and means of finance, discounting and non-discounting techniques of appraisal.
- **Risk evaluation in capital budgeting:** Decision making under risk and uncertainty, Risk management, Probability Analysis, DTA, Sensitivity analysis, best and worst estimates, Standard Deviation (SD) & Coefficient of Variation (CV), Certainty Equivalent (CE) approach.
- **Lease Decisions:** Concept, Methods – lease rent calculations and practice.
- **Merger & Acquisitions (M&A):** Types, motives, stages, tax planning, practice.
- **Corporate sickness:** Concept, causes, Altman's model, Treynor model and practice.

### **Suggested Readings:**

1. Strategic Financial Management: Ravi M. Kishore, Taxmann Publications Pvt. Ltd., New Delhi, latest edition.
2. Strategic Financial Management: J. B. Gupta,, Taxmann Publications Pvt. Ltd., New Delhi, latest edition.
3. Strategic Financial Management: A. N. Sridharan, TaxmannShroff Publishers and Distributors Pvt. Ltd, Mumbai, latest edition.
4. Strategic Financial Management: V. Patabji Ram, S. D. Bala, Snow White Publications Pvt. Ltd., Mumbai, latest edition.
5. Strategic Financial Management: P. Chandra, McGrawhill Publications, New Delhi.

## **COMM802C: Marketing Management and Human Resource Management**

*Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4*

### **Contents:**

#### **Marketing Management**

- Evolution of marketing concept, Concepts of Marketing, Marketing Mix and Marketing Environment, Buying Behaviour, Market Segmentation;
- Product Decision, Pricing Decision;
- Distribution Decisions, Promotion Decisions, Marketing Planning, Organising and Control

#### **Human Resource Management**

- Human Resource Management (HRM) – concept, role and functions;
- Human Resource Planning, Recruitment and Selection; Training and Development; Career planning and succession; Compensation, Performance appraisal;
- Industrial Relations, Health, Safety, Welfare and Social Security; Workers' Participation in Management

### **Suggested Readings:**

1. Gupta, C. B. Human Resource Management. New Delhi: S. Chand & Sons.
2. Jayachandra, S. Marketing Management. New Delhi: Excel Books.
3. Kothler, P. Marketing Management. New Delhi: Prentice Hall.
4. Prasad, L. M.. Human Resource Management. New Delhi: Sultan Chand & Sons.
5. Ramaswamy, V. S., & Namakumari, S. Marketing Management: Global Perspective. Mac Millan Publishers India Ltd.
6. Rao, V. P. Human Resource Management. New Delhi: Excel Books.



## COMM803C: Managerial Economics

*Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4*

### Contents:

- Managerial Economics- Definition, nature, scope, relation with other discipline; basic mathematical preliminaries.
- Consumer Behaviour- Determination of demand; the type of goods and the demand function; Estimation and forecasting of demand.
- Theory of Production: production function, concept of productivity, isoquants, ridge lines, isoclines; isocost lines, expansion path; some empirical production functions; estimation of production functions.
- Theory of Cost: Classification of costs, short run and long run cost functions; law of variable proportion, return to scale, economies of scale, economies of scope; Estimation of cost function; Problem of estimating cost and production functions; Duality between production and cost functions; Efficiency of the firm; Input-Output Analysis.
- Price and output relationship under different market structures: perfect competition, monopoly, discriminating monopoly, monopolistic competition, oligopoly; game theory and oligopolistic behaviour; relating the structure with the market situations; economics of advertisement costs, barrier to entry; different pricing strategies in practice.
- Firm and its objectives: theories of the firm, managerial theories, behavioural approaches; relevance of profit maximization in the modern context.
- Economics of information: symmetric and asymmetric information; risk and uncertainty and the decision making; concept of risk, risk-return evaluation, risk preference, risk aversion, adjusting business decision for risk.

### **Suggested Readings:**

1. Ravindra H. Dholakia and Ajay N. Oza, (1996), *Micro Economics for Management Students*, Oxford University Press, New Delhi.
2. Baumol, William, J., *Economic Theory and Operations Analysis*, Prentice-Hall of India Pvt. Ltd., New Delhi.
3. Barthwall, R. R.,(2010) *Industrial Economics* (Third Ed.), New Age International Publishers., New Delhi.
4. Paul, G., Keat Philip K, Y. Young, Sreejata Banerjee,(2006), *Managerial Economics Economic Tools for Today's Decision Makers*, Fifth Edition, Pearson Education India Pvt. Ltd., New Delhi.
5. Ramesh, C, Das, (2011), *Microeconomics*, KunalBooks., New Delhi.

## **COMM804C: Business Analysis Using Spreadsheet (Practical)**

*Marks: 50 (Theory = 35, Internal Assessment = 15); Credit: 2*

### **Contents:**

- **Introduction:** Loading a spreadsheet; Entering Data and Formatting; Handling ASCII data- fixed width and delimited format; Performing Basic calculations- Mathematical functions, coordinate geometry, Basic Statistical Functions, Basic Financial Functions
- **Visualizing and Presenting Data:** Types of Data Variable, Presentation of Data in Tabular Form; Presentation of Data in Chart Form ; Presentation of Data in Graphical Form
- **Descriptive Statistics:** Concept and Types of Data Description; Measure of Central Tendency; Measures of Dispersion; Measures of relative Positions; Measures of Shapes; Exploratory Data Analysis
- **Forecasting Techniques:** Linear Correlation Analysis; Linear Regression Analysis; Time Series Data Analysis
- **Multiple Linear Regressions:** Introduction to Multiple Linear Regression- Assumption, Model; Multicollinearity-Definition and Effect, Rules of Thumb in Determining the Degree of Collinearity; Heteroscedasticity-Definition and Concept, Evaluating the Existence of Heteroscedasticity; Autocorrelation- Basic Concept, The Durbin–Watson Statistic; Model Specification and Specification Bias

### **Suggested Readings:**

1. Davis, Glyn, and Branko Pecar. *Business statistics using Excel*. Oxford University Press, 2013.
2. Lee, Cheng F., John C. Lee, and Alice C. Lee. *Statistics for business and financial economics*. Singapore: Springer World Scientific, 2000.
3. Sah, Ash Narayan. *Data Analysis Using Microsoft Excel*. Excel Books, New Delhi. 2009.

## **COMM805E: Entrepreneurship Dynamics and New Venture Creation**

*Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4*

### **Contents:**

- Entrepreneurial Dynamics- Concepts, new dimension.
- New venture creation- concept, procedural steps.
- Status of ventures in India.
- Concepts of entrepreneurship and characteristics of entrepreneur
- Theories of entrepreneurship.
- Legal, Social, Cultural and Economic environment of entrepreneurial activities
- Women entrepreneurs.
- Creativity and its process -Techniques of generating Idea- creating. shaping and recognizing opportunity- Screening Business Opportunities & Ideas
- What needs to start a business- business plan: creating and starting a venture; Importance, scope and value of a business plan to investor
- Forms of Business in Perspective- Importance & understanding of key Financial Statements- Balance Sheet- income Statement- Cash Flow Statement- Fund Flow Statement- Capital Budgeting- Break-Even point- Ratio Analysis.

## **COMM806E: International Business**

*Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4*

### **Contents:**

- **Introduction to International Business:** Importance, nature and scope of international business; Modes of entry into International Business; Internationalization process and managerial implications;
- **International Business Environment:** Economic, Political, Cultural and Legal environments in International Business. Framework for analysing international business environment
- **Theoretical Foundations of International Trade:** Reasons for international trade; theories of international trade; Gains from trade; foreign trade multiplier; Terms of trade.
- **International liquidity, International Economic Institutions:**IMF, World Bank IFC, IDA, ADB.
- **World Trade Organisation:** Functions and policies.
- **Balance of Payments:** Meaning, Principles and Conceptual Framework, Components of Balance of Payments, Balance of Payment Disequilibrium- Factors and Methods of Correcting Disequilibrium.
- **Multinational Corporations (MNCs):** Meaning, Organisational Models, Importance and Dominance of MNCs, Code of Conduct; Technology Transfer.
- **Trade Policy and Performance of India:** Foreign Trade Policy; Regulation and Promotion of Foreign Trade; Composition and Direction of Foreign Trade.

### **Suggested Readings:**

1. Aswathappa, K. (2010). *International Business*. New Delhi: Tata McGraw Hill.
2. Cherunilam, F. (2010). *International Business*. New Delhi: PHI Learning Private Limited.
3. Hill, C. W., & Jain, A. K. (2008). *International Business*. New Delhi: Tata McGraw Hill.

4. Neelankavil, J. P., & Rai, A. (2009). *Basics of International Business*. New York: Routledge.
5. Sharan, V. (2009). *International Business: Concept, Environment and Strategy*. New Delhi: Pearson Education.
6. Sinha, P. K., & Sinha, S. (2008). *International Business Management: A Global Perspective*. New Delhi: Excel Books.

## **COMM807E: Business Communication**

*Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4*

### **Contents:**

- **Basic Principles of Communication:** Introduction, Understanding Communication, the Communication Process, Barriers to Communication, the Importance of Communication in the Workplace
- **Types and Channels of Communication:** Introduction, Types of Communication, Classification of Communication Channels
- **The Nature of Business Communication:** Introduction, Types of Business Communication, Communication Network in Organizations
- **Effective Listening and Reading:** Introduction, Barriers to Listening, Strategies for Effective Listening, Listening in a Business Context; Reading Style, Reading Process, Essentials of Effective Reading
- **Guidelines for Written Business Communication:** Introduction, General Principles of Writing, Principles of Business Writing
- **Developing Oral Business Communication Skills:** Introduction, Advantages of Oral Communication, Oral Business Presentations
- **Internal Business Communication: Guidelines for Meetings:** Introduction, Types of Meetings, Before the Meeting, During the Meeting, After the Meeting, and Common Mistakes made at Meetings
- **Internal Business Communication: Writing Memos, Circulars and Notices:** Introduction, What is a Memo? Circulars and Notices, Communicating through Email
- **External Business Communication: Writing Business Letters:** Introduction, Principles of Business Letter Writing, Types of Business Letters, Format for Business Letters
- **Employment Communication: Resumes and Cover Letters:** Introduction, Writing a Resume, Writing Job Application Letters, Other Letters about Employment
- **Employment Communication: Group Discussions and Interviews:** Introduction, What is a Group Discussion? Attending Job Interviews

**Suggested Readings:**

1. Bhatia, R. C. (2009). *Business Communication*. New Delhi: Ane Books Pvt. Ltd.
2. Sethi, A. & Adhikari, B. (2010). *Business Communication*. New Delhi: Tata McGraw Hills
3. Ellis, M. & Johnson, C. (2003). *Teaching Business English*. Oxford: Oxford University Press

## **COMM901C: Accounting Theory**

*Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4*

### **Contents:**

- The nature and scope of Accounting theory
- Formulation of Accounting theory
- Alternative theory approaches
- Evolution of accounting thoughts
- Social Cultural Behavioural dimension of Accounting
- Accounting as an information system
- Concepts and Views of Accounting
- Conceptual framework of Accounting
- Income-Value and Capital
- Revenue and Recognition; Nature- Recognition, Criteria and Basis
- Depreciation
- Accounting Standards- Theoretical and Conceptual issues
- Process and Approaches to standard setting



## **COMM902C: E-Commerce**

*Marks: 50 (Theory = 35, Internal Assessment = 15); Credit: 2*

### **Contents:**

- E-commerce: Meaning and Concept, E-Commerce versus traditional Commerce;
- E-Commerce and E- Business; Business application of E-Commerce; need for E-Commerce
- E-Commerce as electronic trading system- special features.
- Models of E-Commerce; B to C Model, B to B Model, benefits of E-Commerce, Limitations of E-Commerce.
- Regulatory and Legal Framework of E-Commerce with special reference to India.
- Information System Audit.

## **COMM913E: Direct Tax and Tax Planning**

*Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4*

### **Contents:**

- Set off and carry forward of losses.
- Deductions from gross total income.
- Tax Planning – concept, significance & problems.
- Tax evasion and avoidance methods of tax planning.
- Tax planning with reference to location, nature and form of organizations.
- Tax consideration in Specific business decisions- leasing, make or buy, capital structure decisions, replacement decisions, plant shutdown and foreign collaboration.
- Tax provisions relating to Free Trade Zones, Infrastructure Sectors and Backward areas.
- Tax Incentive for Exporters.
- Tax Deductions and Collection at Source.
- Submission of returns and procedure of assessment.
- Appeals and revisions.
- Provisions for search and seizures.

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

1. Corporate Tax Planning & Business Tax Procedures with Case Studies- V. K. Singhanian & Monica Singhanian, Taxmann Publications Pvt. Ltd., New Delhi, latest edition.
2. Simplified Approach to Corporate Tax Planning & Tax Management- Girish Ahuja & Ravi Gupta, Bharat Law House, New Delhi, latest edition.
3. Corporate Tax Planning - Khushal Kumar Agarwal, Atlantic Publishers, New Delhi, latest edition.
4. Direct Tax Planning & Tax Management- Rajeshwar Tripathi, A B D Publishers, New Delhi, latest edition.
5. Tax Planning and Management- S. P. Goyal, Sahitya Bhavan Publications, Agra, latest edition.

## **COMM914E: International Accounting**

*Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4*

### **Contents:**

- International Accounting: concept, development process, interaction with environment, scope, importance, difficulties.
- International Accounting Standards and organizations, harmonization of international accounting, pressure for harmonization, obstacles in harmonization, measuring harmonization.
- International Financial Reporting Standards (IFRSs): concept, adoption, convergence, determinants, rationale, effect of convergence, roadmap for convergence, Ind AS.
- Comparative Accounting Practices and Disclosures: a global assessment.
- Accounting for Currency Exchange, Rate Exchange.
- Accounting for Segmental Reporting.
- International Financial Statement Analysis.
- Accounting for Transfer Pricing.
- Tax Effect Accounting.
- Accounting Information system for Multinational Corporation performance.

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

1. International Accounting: A. K. Das Mahapatra, PHI Learning Pvt. Ltd., New Delhi, latest edition.
2. International Accounting: SirinRathore, PHI Learning Pvt. Ltd., New Delhi, latest edition.
3. International Accounting A User Perspective: Shahrokh M. Saudagaran, Thomson, South Western, USA, latest edition.
4. IFRSs For Finance Executives: T. P. Ghosh, Taxmann Publications Pvt. Ltd., New Delhi, latest edition.
5. Practical Implementation and Application Guide of Indian Accounting Standards (Ind AS) IFRS Converged Ind AS: MukheshSaraf, Bharat Law House Pvt. Ltd., New Delhi, latest edition.
6. First Lessons in IFRS, Beginners Guide: M. P. Vijay Kumar, Snow White Publications Pvt. Ltd., Mumbai, latest edition.

7. IFRS for India- A Quick Ready Reckoner and Implementation Guide: A. L. Saini, Snow White Publications Pvt. Ltd., Mumbai, latest edition.
8. The Chartered Accountant, monthly journal for practitioners, The Institute of Chartered Accountants of India, New Delhi.

## **COMM923E: Direct Tax and Tax Planning**

*Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4*

### **Contents:**

- Set off and carry forward of losses.
- Deductions from gross total income.
- Tax Planning – concept, significance & problems.
- Tax evasion and avoidance methods of tax planning.
- Tax planning with reference to location, nature and form of organizations.
- Tax consideration in Specific business decisions- leasing, make or buy, capital structure decisions, replacement decisions, plant shutdown and foreign collaboration.
- Tax provisions relating to Free Trade Zones, Infrastructure Sectors and Backward areas.
- Tax Incentive for Exporters.
- Tax Deductions and Collection at Source.
- Submission of returns and procedure of assessment.
- Appeals and revisions.
- Provisions for search and seizures.

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

1. Corporate Tax Planning & Business Tax Procedures with Case Studies- V. K. Singhania & Monica Singhania, Taxmann Publications Pvt. Ltd., New Delhi, latest edition.
2. Simplified Approach to Corporate Tax Planning & Tax Management- Girish Ahuja & Ravi Gupta, Bharat Law House, New Delhi, latest edition.
3. Corporate Tax Planning - Khushal Kumar Agarwal, Atlantic Publishers, New Delhi, latest edition.
4. Direct Tax Planning & Tax Management- Rajeshwar Tripathi, A B D Publishers, New Delhi, latest edition.
5. Tax Planning and Management- S. P. Goyal, Sahitya Bhavan Publications, Agra, latest edition.

## COMM924E: International Finance

Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4

### Contents:

- **Introduction to International Finance:** Meaning, Scope of International Finance, International Finance Function and Domestic Finance Function, Balance of Payment.
- **International Monetary System:** Evolution of the International Monetary System, Classical Gold Standard, Inter-war period, Bretton Woods System, Triffin's Paradox, Special Drawing Rights, Flexible Exchange Rate Regime, Present Day Currency Regimes; Fixed versus Floating exchange rate systems; International Monetary Fund, European Monetary System, European Monetary Union, World Bank.
- **International Financial Markets-** Euro- markets, Institutions and Instruments- Main instrument of Equity Market, Debt Market, GDR, ADR.
- **Foreign Exchange Market:** Structure of Foreign Exchange Market and Participants, Types of Transactions, Mechanism of Currency Dealing, Exchange Rate Quotations, Arbitrage, Forward Rates, Foreign Exchange Market in India.
- **Theories of Exchange rate:** Purchasing Power Parity (PPP) theory, Interest Rate Parity (IRP) theory, International Fisher Effect (IFE), Comparison of PPP, IRP and IFE Theories, Methods of Forecasting Exchange rates.
- **Nature and Measurement of Foreign Exchange Exposure:** Exchange Risk Meaning, Types of Exposure, Tools and Procedures of Foreign Exchange Risk Management, Management of Transaction Exposure, Translation Exposure
- **Financial Management of Multinational Firm:** International Investment Decision, International Working Capital Management, Country Risk Analysis, International Taxation

### **Suggested Readings:**

1. Apte, P.G. (2014). *International Financial Management*. New Delhi: Tata McGraw Hill.
2. Sharan, V. (2016). *International Financial Management*. New Delhi: Prentice Hall of India
3. Avadhani, V.A. (2014). *International Finance*. New Delhi: Himalaya Publishing House.
4. Shapiro, A.C. (2009). *Multinational Financial Management*. New Delhi: Wiley India.

5. Bekaert, G. and Hodrick, Robert J. *International Financial Management*, Prentice Hall.
6. Madura, Jeff. *International Financial Management*. Cengage Learning.
7. Levi D, Maurice. *International Finance*. Routledge.

## **COMM905E: Operation Research**

*Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4*

### **Contents:**

#### **Group-A (Theory)**

- Linear Programming Problem
- Formulation,
- Graphical Solution,
- Simplex Algorithm,
- Duality
- Solution of Primal Problem via Dual;
  
- Transportation Problem-Formulations,
- Solution; its relation with LPP;
  
- Assignment Problem- Formulations,
- Solution of assignment problem using Hungarian Method.
  
- Theory of Games- Formulations,
- Solution of TPZS game,
- Concept of Non-Constant Sum game;
- Application of Prisoner's Dilemma
  
- Network analysis
- Critical Path Method(CPM);
- Project Evaluation and Review Technique (PERT);
  
- Concept of Shortest Path problem;
- Application of Dijkstra's Algorithm
- Application of Floyd's Algorithm
  
- Simulation Technique- Concept
- Different Steps
- Congruential Method of Random number Generation;
- Monte-Carlo Simulation Technique.

#### **Group-B (Practical)**

Computer Applications- Solution using Excel Solver, TORA & R



**Suggested Readings:**

1. Taha, H. A. (2011). *Operations Research: An Introduction (9<sup>th</sup> Edition)*. Pearson Education India.
2. Mustafi, C. K. (1996). *Operations Research methods and practice*. New Age International.
3. Eiselt, H. A., & Sandblom, C. L. (2012). *Operations research: a model-based approach*. Springer Science & Business Media.
4. Chiang, A. C. (1984). *Fundamental methods of mathematical economics*. Mc-Graw Hill Book Inc, Singapore
5. Ragsdale, C. T. (2004). *Spreadsheet modeling and decision analysis*. Thomson South-Western.
6. Schumacker, R., & Tomek, S. (2013). *Understanding statistics using R*. Springer Science & Business Media.

## **COMM906E: Strategic Management**

*Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4*

## **COMM1001C: Cost and Management Accounting**

*Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4*

**Introduction to Management Accounting** as an area of Accounting, Objectives, Nature and Scope of Financial Accounting and Management Accounting; Management Accounting and Managerial decisions; Management Accountants Position, Role and Responsibilities. Management Accounting vs Cost Accounting vs Financial Accounting.

Analysis of Financial Statements

Fund flow analysis & working capital management.

**Accounting Plan and Responsibility Accounting:** Meaning and Significance of Responsibilities Accounting; Responsibility Centre- Cost centre, Profit Centre and Investment Centre; Problems in Transfer Pricing; Objectives and Determinants of Responsibility Centre.

**Marginal Costing and Decision Making:** Concept of Marginal cost; Marginal Costing and Absorption Costing; Marginal Costing vs Direct Costing. Cost Volume Profit Analysis; Break even analysis, assumption and practical applications of break-even analysis: decision regarding sales mix, make or buy decisions, discontinuation of product line, export vs local sale decision, expand or contract decision, sell or further process decision, marketing decisions etc.

**Standard Costing and Variance Analysis:** Standard Costing as a control technique, setting of standards and their revision; Variance Analysis meaning and importance, kinds of variances and their uses- material, labour and overhead variances, Disposal of variances, relevance of variance analysis and standard costing.

**Contemporary Issues in Management Reporting:** Value chain analysis; Activity- based costing, Quality costing; Target and life cycle costing. Meaning and objective of reporting, Types and mode of reporting, Types and mode of reporting, reporting at different levels of management.

**Corporate Sickness**

**Merger & Acquisition**

## **COMM1002C: Research Methodology**

*Marks: 50 (Theory = 35, Internal Assessment = 15); Credit: 2*

### **Course Inputs**

#### ***Fundamentals of Research***

Definition and Objectives of Research – Motivation, Types of Research – Descriptive vs. Analytical, Applied vs. Fundamental, Quantitative vs. Qualitative, Conceptual vs. Empirical, Research Process- Meaning of research problems, Identification and Formulation of research problem, Research objectives, Formulation of Hypothesis. Pilot study.

#### ***Review of Literature***

Need for Reviewing Literature, Planning of Review work, Sources of Literature, Literature Review Procedure, Identifying Research Gap

#### ***Data and Methodology***

Sources of Data - Use of Primary Data and Secondary Data; Methods of Collecting Primary Data and Secondary Data, Questionnaire, Features of good Questionnaire. Processing of data; Methodological Issues in research problem.

#### ***Report Writing***

Structure and Components of Research Report, Types of Report, Planning of Report Writing, Layout of Research Report, Characteristics of a good report, referencing in academic writing.

### **Reference:**

1. Bryman, A. *Social Research Methods*. New York: Oxford University Press.
2. Gill, J., & Johnson, P. *Research Methods for Managers*. New Delhi: SAGE Publication Ltd.
3. Kothari, C. R. *Research Methodology: Methods and Techniques*. New Delhi: New Age International.
4. Murthy, S. N., & Bhojanna, U. *Business Research Methods*. New Delhi: Excel Books India.
5. Sekaran, U. *Research Methods For Business: A Skill Building Approach*. New Delhi: Wiley India Pvt Ltd.
6. Azzara, C. V. *Questionnaire Design for Business Research: Beyond Linear Thinking-An Interactive Approach*. Oklahoma: Tate Publishing & Enterprises.
7. Zikmund, W. G., Babin, Carr, J. C., & Gri, M. *Business Research Methods*. Mason: Cengage Learning.

## **COMM1013E: Auditing and Assurance Services**

*Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4*

**Auditing Concepts:** Nature and limitations of Auditing, Basic Principles governing an audit, Ethical principles and concept of Auditor's Independence, Relationship of auditing with other disciplines.

**Auditing and Assurance Standards:** Overview, Standard-setting process, Role of Standards Board; Significant differences between Indian Standards on Auditing and International Standards on Auditing.

**Audit evidence:** Procedures for obtaining evidence, Sources of evidence, Reliability of audit evidence, Methods of obtaining audit evidence, Physical verification, Documentation, Direct confirmation, Re-computation, Analytical review techniques, Representation by management.

**Internal Control:** Elements of internal control, Review and documentation, Evaluation of internal control system; Internal control questionnaire, Internal control check list, Tests of control, Application of concept of materiality and audit risk, Concept of internal audit.

**Audit under computerized information system (CIS) environment:** Special aspects of CIS Audit Environment; Internal Control and Computerized Environment, Approaches to Auditing in Computerised Environment.

**Company Audit:** Rights, duties, and liabilities of auditors; third party liability, Auditing for Dividends and divisible profits.

**Audit reports:** Meaning, Types; qualifications, notes on accounts, distinction between notes and qualifications, detailed observations by the statutory auditor to the management vis-a-vis obligations of reporting to the members.

**Audit Sampling:** Types of sampling, Test checking, Techniques of test checks.

**Professional Ethics:** Code of Ethics with special reference to the relevant provisions of The Chartered Accountants Act, 1949 and the Regulations thereunder.

**Special audits:** Cost audit, management audit, operational audit, forecast audit & Environmental audit.

## **COMM1014E: Group A: Financial Accounting Practices**

*Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4*

- Disclosure Practices
- Ratio Analysis
- Cash Flow Analysis
- Economic Value Added, Market Value Added and Value Added Statement
- Horizontal, Vertical and Trend Analysis
- Human Resource Accounting
- Inflation Accounting
- Sustainable Reporting
- Distress Analysis
- Corporate Governance
- Emerging trends in reporting practices

## **COMM1023E: Financial Market and Services**

*Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4*

**Security Markets:** Primary and secondary market; Primary market- Role , Functions & Methods of Selling securities in Primary Market; Allotment procedure; National Stock exchanges and major international stock exchanges; security market indicators and their contraction.

**Public Issues:** SEBI guidelines on public issue, size of issue, pricing of issue, promoters contribution, appointment of merchant bankers, underwriters, broker, register and managers, bankers and allotment of shares.

**Secondary Market:** Role, Importance, Type of brokers, trading mechanism, listing of securities in stock exchanges, screen based trading, Demat- Depository- role and need NSDL, and CDSL depository participant.

**Financial Services:** Meaning, Classification, Scope, regulatory Environment of Financial Services.

**Merchant banking:** Role of services of Merchant Banks. Merchant Banks Guidelines. Scope and Progress of Merchant Banking in India.

**Leasing and Hire Purchase:** Leasing - Meaning , Nature and Types, Evolution and Current Structure of Leasing Industry in India,

Hire Purchase: Genesis, Feature, Banks and Hire Purchase Business. Hire Purchase and Credit Sale.

Leasing vs Hire Purchase and Instalment Sales. Leasing as a Tax Planning instrument.

**Mutual Funds:** Meaning, Functions and Types, Valuation of Life Policies, Regulations and Current Scenario.

**Underwriting:** Concept, SEBI, regulations and Recent Developments.

Venture Capital: Meaning, Elements and Evolution, Forms of assistance, Present Structure of Venture Capital Funds in India, SEBI Guidelines.

Factoring: Meaning, Features and Benefits, Type of Factoring Modus operandi, Factoring in India.

## **COMM1024E: Security Analysis and Portfolio Management**

*Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4*

**Investment:** Nature and Scope of investment analysis, elements of investment, avenues of investment, approaches of investment analysis.

**Financial Assets:** Types and their characteristics, Sources of financial information.

**Security Markets:** Primary and secondary market

**Risk and Return Analysis:** Concept of return and risk: Security returns and risk analysis  
Concept of Systematic and Unsystematic Risk, Risk and Return Measurement, Using Beta to Estimate return

**Valuation of Securities:** Bonds, Debentures, Performance shares, securities.

**Fundamental Analysis:** Economic Analysis, Industry Analysis, Company Analysis.

**Technical Analysis:** Important tools, Dow Theory, Chart and trend lines, moving averages.

**Efficient Market theories:** Weak, semi strong and strong market and its testing.

**Portfolio Analysis:** Estimating rate of return and standard deviation of portfolio. Effect of combining the securities; Markowitz Risk- return optimization, single index model or Market Model, Portfolio total risk, portfolio market risk and unique risk, simple Sharpe's optimization solution.

**Capital Market theory:** Capital Market line, security market line, risk free lending and borrowings; factor models, CAPM, Arbitrage pricing theory two factors and multi factor models principle of arbitrage, arbitrage portfolios.

**Portfolio Performance Evaluation:** Measure of return, risk adjusted measures of return market timing, evaluation criteria and procedures



## **COMM1005C: Dissertation/ Term Paper/ Internship and Viva-voce**

*Marks: 100 (Project =50, Viva = 50); Credit: 4*

### **PROJECT/ DISSERTATION**

60 Marks for Project/ Dissertation Preparation.

40 Marks for Viva-voce on Research Methodology and Project / Dissertation.

**Note:** While preparing the Project /Dissertation, the Students are required to incorporate the following Categories of information:-

- Statement of the Problem.
- Review of the Literature.
- Hypothesis (if required).
- Data Collect & Methodology.
- Data Analysis & Interpretation.
- Conclusion/ Recommendation.

## POST GRADUATE DIPLOMA IN FINANCE AND TAXATION (P.G.D.F.T.)

### Course Structure

Semester	Paper No.	Subjects	Internal Assessment	Semester End Examination	Total
I	PGDFT 701	Managerial Accounting	30	70	100
	PGDFT 702	Financial Management	30	70	100
	PGDFT 703	Financial Institutions and Financial Markets	30	70	100
	PGDFT 704	Direct Taxes-I	30	70	100
	PGDFT 705	Information Technology	30	70	100
II	PGDFT 801	Security Analysis & Portfolio Management	30	70	100
	PGDFT 802	Quantitative Techniques for Financial Decisions	30	70	100
	PGDFT 803	Direct Taxes-II	30	70	100
	PGDFT 804	Indirect Taxes-Structure and Procedure	30	70	100
	PGDFT 805	Project Work/ Dissertation	30	70	100

## **PGDFT 701: Managerial Accounting**

**Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4**

### **Contents**

- Basic Concept: Overview of Management Accounting, Financial Accounting and Cost Accounting. Role of each in business organization. Relationship between financial, cost and management accounting. Special features of management accounting. Role of management accounting in the global business environment.
- Analysis and interpretation of financial statements. Tools of financial analysis. Comparability, Ratio analysis, common -size statement, trend analysis, functional classification of ratios. Applications of various financial analytical tools.
- Cash flow and Fund flow statements, sources and uses of funds, statement changes in working capital, transactions involving accounts from current and non-current categories and thus resulting in the flow of fund. Analysis of transactions of difficult nature.
- Budgetary Control, Uses of budgetary system, Preparation of Working Capital Budget, Cash Budget, Flexible budget, Master budget.
- Marginal costing, cost-volume-profit analysis, break- even analysis. Applications of marginal costing.
- Variance analysis, material variances, labour variances, overhead variances and sales variances; Identification of various causes of deviation and Reconciliation between the actual with standard.
- Reporting for management, functions of accounting reports, requirements of a good report, report improvement programme.

### **References:**

1. Management Accounting- Mahesh Kulkarni
2. Management Accounting- Anthony Atkinson, Robert Kaplan  
Management Accounting -Khan and Jain

## **PGDFT 702: Financial Management**

**Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4**

### **Contents**

- Financial Management: Concept, objectives, functions, role of CFO.
- Time Value of Money: concept, present value, future value, annuity, perpetuity, loan amortization.
- Risk and Return: Concept, risk and return of a single asset, risk and return of a portfolio, relationship between risk and return, determination of beta, capital asset pricing model.
- Sources of Finance: Long term and short term sources.
- Leverage: Concept, business risk, financial risk, operating leverage, financial leverage, combined leverage, indifferent point, EBIT-EPS relationship.
- Cost of Capital: concept, importance, relevance, computation of cost of capital, weighted cost of capital using book value, market value and marginal value.
- Capital Structure: Concept, importance, determinants, optimum capital structure, capital structure theories: NI approach, NOI approach, MM approach, Traditional approach.
- Capital Expenditure Decisions: Concept, objectives, importance, process, discounting and non-discounting techniques of evaluation under certainty.
- Dividend Policy: Concept, types of dividend, objectives, determinants, dividend policy-relevant and irrelevant models.

### **Suggested Readings:**

1. Financial Management: Theory and Practice- P. Chandra, McGraw Hill Publishing Co., New Delhi, latest edition.
2. Financial Management- I. M. Pandey,
3. Financial Management- Ravi M. Kishore, Taxmann Publications Pvt. Ltd., New Delhi, latest edition.
4. Financial Management: Text & Problems- M. Y. Khan & P. K. Jain, McGraw Hill Publishing Co., New Delhi, latest edition.
5. Financial Management and Policy- C. T. Horngren, PHI Learning Pvt. Ltd., New Delhi, latest edition.
6. Financial Decision Making- J. J. Hampton, PHI Learning Pvt. Ltd., New Delhi, latest edition.

7. Financial Management- S. K. Gupta & R. K. Sharma, Kalyani Publishers, Ludhiana,  
latest edition.

## **PGDFT 703: Financial Institutions and Financial Markets**

**Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4**

### **Contents**

- Roles of Financial Markets and Institutions: Overview and Role of Financial Markets, Securities Traded in Financial Market; Role of Financial Institutions; depository and non-depository institutions, consolidation & competition among financial institutions, financial conglomerates
- Overview of the Indian financial system including financial sector reforms
- Money Market: Money market instruments, Institutional use of money Market, Money Market Intermediaries
- Capital Market Theory: History of Indian Capital Markets, Capital Market Scams, Reforms in Capital Market, Capital market Integration, Role of Capital market in India
- Primary Market: Free Pricing Regime, Book-building, Green-shoe Option, Online IPOs, Primary Issues, Resource Mobilisation from International Capital Markets
- Secondary Market: Pre Reforms and Post reforms Scenario, Listing of Securities, Trading Arrangements, Trading and Settlement, Stock Exchanges, Stock Market Indices, BSE, NSE
- Depositories and Custodians: Depository System, Depositories in India, Demat Accounts
- Debt Market: Background of Debt Market, Private Companies Debt Market, Public Sector Undertaking Bond Market, Government Securities Market
- Credit Rating and Credit Rating Agencies in India
- Development Financial Institutions: Evolution of Development Banks, Role of Development Financial Institutions, Development Banks in India: IDBI, EXIM Bank, NABARD, ICICI, NHB
- Financial Regulation: Regulation of Capital Market, SEBI, Reserve Bank of India

## **PGDFT 704: Direct Taxes-I**

**Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4**

### **Contents**

- Basic Concepts in Income Tax
- Residential Status and Tax Incidence
- Income exempt tax
- Income under Salary
- Income from House Property
- Profits and Gains of Business or Profession
- Capital Gains
- Income from other Sources
- Set off and Carry forward of Losses
- Deductions from Gross Total Income: 80C, 80D, 80E, 80G

## **PGDFT 705: Information Technology**

**Marks: 100 (Theory = 35, Practical = 35, Internal Assessment = 30); Credit: 4**

### **Contents**

- E-commerce: Meaning and Concept, E-Commerce as electronic trading system- special features.
- Models of E-Commerce; B to C Model, B to B Model, benefits of E-Commerce, limitations of E-Commerce.
- Regulatory and Legal Framework of E-Commerce with special reference to India.
- Introduction and working with Word Processor, Presentation software
- Statistical Packages- Excel, SPSS
- Use of Internet for E-filing of return, Online Payment of Taxes, Internet Banking, Handling Demat Accounts
- Tally



## **PGDFT 801: Security Analysis & Portfolio Management**

**Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4**

**Investment:** Nature and Scope of investment analysis, elements of investment, avenues of investment, approaches of investment analysis, concept of return and risk: Security returns and risk analysis, measurement of return and risk.

**Financial Assets:** Types and their characteristics, Sources of financial information.

**Security Markets:** Primary and secondary market; Primary market- Role , Functions & Methods of Selling securities in Primary Market; Allotment procedure; National Stock exchanges and major international stock exchanges; security market indicators and their contraction.

**Public Issues:** SEBI guidelines on public issue, size of issue, pricing of issue, promoters contribution, appointment of merchant bankers, underwriters, broker, registrar and managers, bankers and allotment of shares.

**Secondary Market:** Role, Importance, Type of brokers, trading mechanism, listing of securities in stock exchanges, screen based trading, Demat- Depository- role and need for NSDL, and CDSL depository participant.

**Valuation of Securities:** Bonds, Debentures, Performance shares, securities.

**Fundamental Analysis:** Economic Analysis, Industry Analysis, Company Analysis.

**Technical Analysis:** Important tools, Dow theory, Chart and trend lines, moving averages.

**Efficient Market theories:** Weak, semi strong and strong market and their testing.

**Portfolio Analysis:** Estimating rate of return and standard deviation of portfolio. Effect of combining the securities; Markowitz Risk- return optimization, single index model or Market Model, Portfolio total risk, portfolio market risk and unique risk, optimization solution.

**Capital Market theory:** Capital Market line, security market line, risk free lending and borrowings; factor models, Arbitrage pricing theory two factors and multi factor models principle of arbitrage, arbitrage portfolios.

**Portfolio Performance Evaluation:** Measure of return, risk adjusted measures of return market timing, evaluation criteria and procedures

## **PGDFT 802: Quantitative Techniques for Financial Decisions**

**Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4**

### **Measures of Central Tendency**

Introduction, Mean, Median and Mode for Ungrouped and Grouped Data, Relation between Mean, Median and Mode.

### **Measures of Dispersion**

Introduction and Definition, Range, coefficient of Range, Quartile Deviation, Mean Deviation, Standard Deviation, Coefficient of variation, Relation between Measures of Dispersions, Skewness & Kurtosis; Moments

### **Correlation and Regression Analysis**

Correlation: Introduction, Kinds of Correlation, Measures of Correlation, Probable Error.  
Regression: Introduction, Regression Lines, Properties of Regression Coefficients, Properties of Regression Lines.

### **Time Series**

Introduction, Analysis of Time Series (Models of Decomposition), Measurement of Trend.

### **Index Numbers**

Introduction, Types of Index Numbers, Methods of Construction of Index Numbers: Laspeyre's Price Index Number, Paasche's Index Number, Fisher's Ideal Index Number, Marshal-Edgeworth's Index Numbers.

### **Matrix & Determinant**

Types of matrices, Addition & Subtraction rule, multiplicative rule, inverse of a matrix. Determinant of 2X2 and 3X3 determinant. Application of matrix and determinant-Input-Output model.

### **Linear Programming Problem**

Introduction, Formulation, Graphical Solution, Simplex Algorithm.

## **PGDFT 803: Direct Taxes-II**

**Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4**

### **Contents:**

- Set off and carry forward of losses.
- Deductions from gross total income.
- Tax Planning – concept, significance & problems.
- Tax evasion and avoidance methods of tax planning.
- Tax planning with reference to location, nature and form of organizations.
- Tax consideration in Specific business decisions- leasing, make or buy, capital structure decisions, replacement decisions, plant shutdown and foreign collaboration.
- Tax provisions relating to Free Trade Zones, Infrastructure Sectors and Backward areas.
- Tax Incentive for Exporters.
- Tax Deductions and Collection at Source.
- Advance Payment of Taxes
- Submission of returns and procedure of assessment.
- Appeals and revisions.
- Provisions for search and seizures.

### **Suggested Readings:**

1. Corporate Tax Planning & Business Tax Procedures with Case Studies- V. K. Singhania & Monica Singhania, Taxmann Publications Pvt. Ltd., New Delhi, latest edition.
2. Simplified Approach to Corporate Tax Planning & Tax Management- Girish Ahuja & Ravi Gupta, Bharat Law House, New Delhi, latest edition.
3. Corporate Tax Planning - Khushal Kumar Agarwal, Atlantic Publishers, New Delhi, latest edition.
4. Direct Tax Planning & Tax Management- Rajeshwar Trikha, A B D Publishers, New Delhi, latest edition.
5. Tax Planning and Management- S. P. Goyal, Sahitya Bhavan Publications, Agra, latest edition.

## **PGDFT 804: Indirect Taxes-Structure and Procedure**

**Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4**

### **Indirect Taxes: Conceptual Framework**

**Central Excise:** Central Excise Law – Goods – Manufacturer – Valuation Rules – Related Party – Captive Consumption - Registration – Payment of Duty – Monthly Returns – Job Work. CENVAT – input Services capital goods and procedures under Cenvat Credit Rules, Export procedures, SSI provisions

**Customs Laws:** Concepts– Types of Duties, Anti-dumping duties, Valuation rules – Import Procedures – Export Procedures – Baggage – Stores – Warehousing – Demurrage

**Service Tax:** Introduction, Nature of Service Tax, Service Provider and Service Receiver - Registration Procedure, Records to be maintained - Negative List of Services, Exemptions and Abatements - Valuation of Taxable Services (applicable services will be notified for each term of exam) - Payment of Service Tax, Returns of Service Tax - Point of Taxation Rules, 2012 - Place of Provision of Service Rules, 2012 - Other aspects of Service Tax

**Central Sales Tax:** Introduction, Definitions, Salient Features of CST Act - Stock Transfer, Branch transfer, Inter State Sale -Various forms for filing of returns under CST -Procedures under Central Sales Tax (CST)

**Value Added Tax (VAT):** Introduction, definitions, salient features of State VAT Act - Treatment of stock & branch transfer under State VAT Act - Filing of return under State VAT Act - Accounting & Auditing VAT

### **Recent reforms and changes in Indirect Taxation in India**

#### **Suggested Readings:**

1. Indirect Taxes: Law & Practice Taxmann, Taxmann
2. Central Excise Rules & Forms, Taxmann, Taxmann
3. Central Excise Manual, R.K.Jain, Centax Publications
4. Customs Manual, R.K.Jain, Centax Publications
5. Central Sales Tax & VAT, V.S.Datey, Taxmann

**PGDFT 805: Project Work (Written + Viva)**

*Marks: 100 (Project =60, Viva = 40); Credit: 4*

All the students are required to submit a project in the topics assigned to them by the department.

**PROJECT/ DISSERTATION**

60 Marks for Project/ Dissertation Preparation.

40 Marks for Viva-voice on Research Methodology and Project / Dissertation

**Syllabus  
For  
Post Graduate Diploma in Finance and Taxation  
(P.G.D.F.T.)**

**Under**

**Tripura University Rules & Regulations for the Post Graduate Diploma  
Programme in the Choice Base Credit System (CBCS)**



**Department of Commerce  
Tripura University  
(A Central University)  
2020**

[https://www.tripurauniv.ac.in/Page/departmentsDetailsHome/21-  
DepartmentsHome](https://www.tripurauniv.ac.in/Page/departmentsDetailsHome/21-DepartmentsHome)

**POST GRADUATE DIPLOMA IN FINANCE AND TAXATION (P.G.D.F.T.)**  
**(One Year: 02 Semesters)**

**Course Structure**

<b>Semester</b>	<b>Paper No.</b>	<b>Subjects</b>	<b>Internal Assessment</b>	<b>Semester End Examination</b>	<b>Total</b>
<b>I</b>	PGDFT 701	Managerial Accounting	30	70	100
	PGDFT 702	Financial Management	30	70	100
	PGDFT 703	Financial Institutions and Financial Markets	30	70	100
	PGDFT 704	Direct Taxes-I	30	70	100
	PGDFT 705 (Skill-I)	Information Technology	30	70	100
<b>II</b>	PGDFT 801	Security Analysis & Portfolio Management	30	70	100
	PGDFT 802	Quantitative Techniques for Financial Decisions	30	70	100
	PGDFT 803	Direct Taxes-II	30	70	100
	PGDFT 804	Indirect Taxes-Structure and Procedure	30	70	100
	PGDFT 805	Project Work/ Dissertation	30	70	100

## **PGDFT 701C: Managerial Accounting**

**Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4**

### **Contents**

- Basic Concept: Overview of Management Accounting, Financial Accounting and Cost Accounting. Role of each in business organization. Relationship between financial, cost and management accounting. Special features of management accounting. Role of management accounting in the global business environment.
- Analysis and interpretation of financial statements. Tools of financial analysis. Comparability, Ratio analysis, common -size statement, trend analysis, functional classification of ratios. Applications of various financial analytical tools.
- Cash flow and Fund flow statements, sources and uses of funds, statement changes in working capital, transactions involving accounts from current and non-current categories and thus resulting in the flow of fund. Analysis of transactions of difficult nature.
- Budgetary Control, Uses of budgetary system, Preparation of Working Capital Budget, Cash Budget, Flexible budget, Master budget.
- Marginal costing, cost-volume-profit analysis, break- even analysis. Applications of marginal costing.
- Variance analysis, material variances, labour variances, overhead variances and sales variances; Identification of various causes of deviation and Reconciliation between the actual with standard.
- Reporting for management, functions of accounting reports, requirements of a good report, report improvement programme.

### **References:**

- *Management Accounting- Mahesh Kulkarni*
- *Management Accounting- Anthony Atkinson, Robert Kaplan*
- *Management Accounting -Khan and Jain*



## **PGDFT 702: Financial Management**

**Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4**

### **Contents**

- **Financial Management: Concept, objectives, functions, role of CFO.**
- **Time Value of Money: concept, present value, future value, annuity, perpetuity, loan amortization.**
- **Risk and Return: Concept, risk and return of a single asset, risk and return of a portfolio, relationship between risk and return, determination of beta, capital asset pricing model.**
- **Sources of Finance: Long term and short term sources.**
- **Leverage: Concept, business risk, financial risk, operating leverage, financial leverage, combined leverage, indifferent point, EBIT-EPS relationship.**
- **Cost of Capital: concept, importance, relevance, computation of cost of capital, weighted cost of capital using book value, market value and marginal value.**
- **Capital Structure: Concept, importance, determinants, optimum capital structure, capital structure theories: NI approach, NOI approach, MM approach, Traditional approach.**
- **Capital Expenditure Decisions: Concept, objectives, importance, process, discounting and non-discounting techniques of evaluation under certainty.**
- **Dividend Policy: Concept, types of dividend, objectives, determinants, dividend policy-relevant and irrelevant models.**

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

- **Financial Management: Theory and Practice- P. Chandra, McGraw Hill Publishing Co., New Delhi, latest edition.**
- **Financial Management- I. M. Pandey,**
- **Financial Management- Ravi M. Kishore, Taxmann Publications Pvt. Ltd., New Delhi, latest edition.**
- **Financial Management: Text & Problems- M. Y. Khan & P. K. Jain, McGraw Hill Publishing Co., New Delhi, latest edition.**
- **Financial Management and Policy- C. T. Horngren, PHI Learning Pvt. Ltd., New Delhi, latest edition.**

## **PGDFT 703: Financial Institutions and Financial Markets**

**Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4**

### **Contents**

- Roles of Financial Markets and Institutions: Overview and Role of Financial Markets, Securities Traded in Financial Market; Role of Financial Institutions; depository and non-depository institutions, consolidation & competition among financial institutions, financial conglomerates
- Overview of the Indian financial system including financial sector reforms
- Money Market: Money market instruments, Institutional use of money Market, Money Market Intermediaries
- Capital Market Theory: History of Indian Capital Markets, Capital Market Scams, Reforms in Capital Market, Capital market Integration, Role of Capital market in India
- Primary Market: Free Pricing Regime, Book-building, Green-shoe Option, Online IPOs, Primary Issues, Resource Mobilisation from International Capital Markets
- Secondary Market: Pre Reforms and Post reforms Scenario, Listing of Securities, Trading Arrangements, Trading and Settlement, Stock Exchanges, Stock Market Indices, BSE, NSE
- Depositories and Custodians: Depository System, Depositories in India, Demat Accounts
- Debt Market: Background of Debt Market, Private Companies Debt Market, Public Sector Undertaking Bond Market, Government Securities Market
- Credit Rating and Credit Rating Agencies in India
- Development Financial Institutions: Evolution of Development Banks, Role of Development Financial Institutions, Development Banks in India: IDBI, EXIM Bank, NABARD, ICICI, NHB
- Financial Regulation: Regulation of Capital Market, SEBI, Reserve Bank of India

### **Suggested Readings:**

- *Khan, M. Y.: Financial Services, McGraw-Hill Publications, New Delhi.*
- *Bhole, L. M. & Mahakud, J.: Financial Institution and Markets, McGraw-Hill Publications, New Delhi.*
- *Shanmugham, R.: Financial Services, Wiley Publications.*
- *Sharma, R. & Mehata, K.: Financial Services, Carnage Publications.*
- *Siddaiah, T.: Financial Services, Pearson India.*

## **PGDFT 704: Direct Taxes-I**

**Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4**

### **Contents**

- **Basic Concepts in Income Tax**
- **Residential Status and Tax Incidence**
- **Income exempt tax**
- **Income under Salary**
- **Income from House Property**
- **Profits and Gains of Business or Profession**
- **Capital Gains**
- **Income from other Sources**
- **Set off and Carry forward of Losses**
- **Deductions from Gross Total Income: 80C, 80D, 80E, 80G**

### **Suggested Readings:**

- **1. V. K. Singhania & M. Singhania: *Students' Guide to Indirect Taxes*, Taxmann Publications Pvt. Ltd., New Delhi.**
- **2. V. S. Datey, : *Indirect Tax Law and Practice*, Taxmann Publications Pvt. Ltd., New Delhi.**
- **3. S. Kumar: *Systematic Approach to Indirect Taxes*, Taxmann Publications Pvt. Ltd., New Delhi.**
- **4. K. Garg: *Understanding GST*, Barat's Publication, New Delhi.**
- **6. N. K., Gupta & S. Bhatia: *Goods & Services Tax – Indian Journey*, Barat Publication, New Delhi.**

## **PGDFT 705C (Skill-I): Information Technology**

**Marks: 100 (Theory = 35, Practical = 35, Internal Assessment = 30); Credit: 4**

### **Group A: Theory**

- E-commerce: Meaning and Concept, E-Commerce as electronic trading system- special features.
- Models of E-Commerce; B to C Model, B to B Model, benefits of E-Commerce, limitations of E-Commerce.
- Regulatory and Legal Framework of E-Commerce with special reference to India.

### **Group A: Practical**

- Introduction and working with Word Processor,
- Presentation software
- Statistical Packages- Spreadsheets, Libre Office etc
- Use of Internet for E-filing of return, Online Payment of Taxes, Internet Banking, Handling Demat Accounts
- Tally

### **Suggested Readings:**

- Davis, Glyn, and Branko Pecar. (2013): Business statistics using Excel. Oxford University Press
- Lee, Cheng F., John C. Lee, and Alice C. Lee. (2020) Statistics for business and financial economics. Singapore: Springer World Scientific
- *Firouz Mosharraf (2008): Basics of computer science Behrouz Forouzan, Firouz Mosharraf, Cengage Learning, New Delhi*
- *Allan F. Livers (2008): Using Microsoft Office to Enhance Student Learning, SAGE Publications*
- *Qusay F. Hassan (2018): Internet of Things A to Z Technologies and Applications, Willey*

## **PGDFT 801: Security Analysis & Portfolio Management**

**Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4**

**Investment:** Nature and Scope of investment analysis, elements of investment, avenues of investment, approaches of investment analysis, concept of return and risk: Security returns and risk analysis, measurement of return and risk.

**Financial Assets:** Types and their characteristics, Sources of financial information.

**Security Markets:** Primary and secondary market; Primary market- Role , Functions & Methods of Selling securities in Primary Market; Allotment procedure; National Stock exchanges and major international stock exchanges; security market indicators and their contraction.

**Public Issues:** SEBI guidelines on public issue, size of issue, pricing of issue, promoters contribution, appointment of merchant bankers, underwriters, broker, registrar and managers, bankers and allotment of shares.

**Secondary Market:** Role, Importance, Type of brokers, trading mechanism, listing of securities in stock exchanges, screen based trading, Demat- Depository- role and need for NSDL, and CDSL depository participant.

**Valuation of Securities:** Bonds, Debentures, Performance shares, securities.

**Fundamental Analysis:** Economic Analysis, Industry Analysis, Company Analysis.

**Technical Analysis:** Important tools, Dow theory, Chart and trend lines, moving averages.

**Efficient Market theories:** Weak, semi strong and strong market and their testing.

**Portfolio Analysis:** Estimating rate of return and standard deviation of portfolio. Effect of combining the securities; Markowitz Risk- return optimization, single index model or Market Model, Portfolio total risk, portfolio market risk and unique risk, optimization solution.

**Capital Market theory:** Capital Market line, security market line, risk free lending and borrowings; factor models, Arbitrage pricing theory two factors and multi factor models principle of arbitrage, arbitrage portfolios.

**Portfolio Performance Evaluation:** Measure of return, risk adjusted measures of return market timing, evaluation criteria and procedures

### **Suggested Readings:**

- *Alpha C. Chiang: An Introduction to Mathematical Economics, Prentice Hall Inc.*
- *N. D. Vohra: Business Mathematics and Statistics, McGraw Hill Education: New Delhi.*
- *J. K. Singh: Business Mathematics, Himalaya Publishing House: New Delhi.*
- *N. K. Nag: Business Mathematics, New Central Book Agency: Kolkata.*

## **PGDFT 802: Quantitative Techniques for Financial Decisions**

**Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4**

**Measures of Central Tendency:** Introduction, Mean, Median and Mode for Ungrouped and Grouped Data, Relation between Mean, Median and Mode.

**Measures of Dispersion:** Introduction and Definition, Range, coefficient of Range, Quartile Deviation, Mean Deviation, Standard Deviation, Coefficient of variation, Relation between Measures of Dispersions, Skewness & Kurtosis; Moments

**Correlation and Regression Analysis:** Correlation: Introduction, Kinds of Correlation, Measures of Correlation, Probable Error. Regression: Introduction, Regression Lines, Properties of Regression Coefficients, Properties of Regression Lines.

**Time Series:** Introduction, Analysis of Time Series (Models of Decomposition), Measurement of Trend.

**Index Numbers:** Introduction, Types of Index Numbers, Methods of Construction of Index Numbers: Laspeyre's Price Index Number, Paasche's Index Number, Fisher's Ideal Index Number, Marshal-Edgeworth's Index Numbers.

**Matrix & Determinant:** Types of matrices, Addition & Subtraction rule, multiplicative rule, inverse of a matrix. Determinant of 2X2 and 3X3 determinant. Application of matrix and determinant- Input-Output model.

**Linear Programming Problem:** Introduction, Formulation, Graphical Solution, Simplex Algorithm.

### **Suggested Readings:**

- *Alpha C. Chiang: An Introduction to Mathematical Economics, Prentice Hall Inc.*
- *N. D. Vohra: Business Mathematics and Statistics, McGraw Hill Education: New Delhi.*
- *J. K. Singh: Business Mathematics, Himalaya Publishing House: New Delhi.*
- *N. K. Nag: Business Mathematics, New Central Book Agency: Kolkata.*

## **PGDFT 803:Direct Taxes-II**

**Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4**

### **Contents:**

- Set off and carry forward of losses.
- Deductions from gross total income.
- Tax Planning – concept, significance & problems.
- Tax evasion and avoidance methods of tax planning.
- Tax planning with reference to location, nature and form of organizations.
- Tax consideration in Specific business decisions- leasing, make or buy, capital structure decisions, replacement decisions, plant shutdown and foreign collaboration.
- Tax provisions relating to Free Trade Zones, Infrastructure Sectors and Backward areas.
- Tax Incentive for Exporters.
- Tax Deductions and Collection at Source.
- Advance Payment of Taxes
- Submission of returns and procedure of assessment.
- Appeals and revisions.
- Provisions for search and seizures.

### **Suggested Readings:**

- *Corporate Tax Planning & Business Tax Procedures with Case Studies- V. K. Singhania & Monica Singhania, Taxmann Publications Pvt. Ltd., New Delhi, latest edition.*
- *Simplified Approach to Corporate Tax Planning & Tax Management- Girish Ahuja & Ravi Gupta, Bharat Law House, New Delhi, latest edition.*
- *Corporate Tax Planning - Khushal Kumar Agarwal, Atlantic Publishers, New Delhi, latest edition.*
- *Direct Tax Planning & Tax Management- Rajeshwar Tripathi, A B D Publishers, New Delhi, latest edition.*
- *Tax Planning and Management- S. P. Goyal, Sahitya Bhavan Publications, Agra, latest edition.*

## **PGDFT 804: Indirect Taxes-Structure and Procedure**

**Marks: 100 (Theory = 70, Internal Assessment = 30); Credit: 4**

**Introduction** History of Indian Indirect tax system. Goods and Service Tax-I: Concepts and general principles, Charge of goods and service tax and taxable goods and services,

**GST Acts:** CGST Act, SGST features of CGST Act, SGST Act (Tripura), IGST Act – Meaning and Definition: Aggregate turnover, Adjudicating authority, Agent, Business, Capital goods, Casual taxable person, Composite supply, Mixed supply, Exempt supply, Outward supply, Principal supply, Place of supply, Supplier, Goods, Input service distributor, Job work, Manufacture, Input tax, Input tax credit, Person, Place of business, Reverse charge.

**Registration under GST:** Procedure for registration, Persons liable for registration, Persons not liable for registration, Compulsory registration, Deemed registration, Special provisions for Casual taxable persons and Non-resident taxable persons. Exempted goods and services – Rates of GST. Procedure relating to Levy: (CGST & SGST): Scope of supply, Tax liability on Mixed and Composite supply, Time of supply of goods and services, Value of taxable supply. Computation of taxable value and tax liability. Procedure relating to Levy: (IGST): Inter-state supply, intra-state supply, Zero rates supply, Value of taxable supply – Computation of taxable value and tax liability. Input tax Credit: Eligibility, Apportionment, Inputs on capital goods, Distribution of credit by Input Service Distributor (ISD) – Transfer of Input tax credit – Simple Problems on utilization of input tax credit.

**Customs Law:** Basic concepts of customs law, Territorial waters, high seas, Types of custom duties – Basic, Countervailing & Anti- Dumping Duty, Safeguard Duty, Valuation, Customs Procedures, Import and Export Procedures, Baggage, Exemptions (b)Information Technology and Tax administration TAN (Tax Deduction and Collection Account Number), TIN (Tax Information Network), e-Tax Deducted at Source/e-Tax Collected from Source.

### **Suggested Readings:**

- V. K. Singhania & M. Singhania: *Students' Guide to Indirect Taxes*, Taxmann Publications Pvt. Ltd., New Delhi.
- V. S. Datey,; *Indirect Tax Law and Practice*, Taxmann Publications Pvt. Ltd., New Delhi.
- S. Kumar: *Systematic Approach to Indirect Taxes*, Taxmann Publications Pvt. Ltd., New Delhi.
- K. Garg: *Understanding GST*, Barat's Publication, New Delhi.
- N. K., Gupta & S. Bhatia: *Goods & Services Tax – Indian Journey*, Barat Publication, New Delhi.



## **PGDFT 805: Project Work (Written +Viva)**

*Marks: 100 (Project =70, Viva = 30); Credit: 4*

All the students are required to submit a project in the topics assigned to them by the department.

### **PROJECT/ DISSERTATION**

70 Marks for Project/ Dissertation/ Term Paper Preparation.

30 Marks for Viva-voice on Research Methodology and Project / Dissertation/ Term Paper