

**Syllabus
For
Integrated Masters Degree in Commerce
(IMD in Commerce)**

Under

*Tripura University Rules & Regulations for the Integrated Masters' Degree
Programme in the Choice Base Credit System (CBCS)*



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

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Tripura University
Suryamaninagar-799022
West Tripura, Tripura
Integrated Masters' Degree (IMD) in Commerce
COURSE STRUCTURE AND SYLLABUS
(With exit option after completion of 6th Semester successfully)
Course Structure

First Semester

Subject Code	Subject	Type of Paper	Credit	Internal Evaluation Marks	Semester End Examination Marks	Total Marks	No. of Lectures / Classes
COMM 101C	Business Communication	AECC1	4	30	70	100	60
COMM 102C	Financial Accounting	CC1	4	30	70	100	60
COMM 103C	Principles of Management	CC2	4	30	70	100	60
COMM 104C	Business Mathematics	GE1	4	30	70	100	60
COMM 105C	Fundamentals of Computer	GE 2 (Skill-I)	4	30	70	100	60
Total		-	20	-	-	500	-

Second Semester

Subject Code	Subject	Type of Paper	Credit	Internal Evaluation Marks	Semester End Examination Marks	Total Marks	No. of Lectures / Classes
COMM 201C	Environmental Studies	AECC2	4	30	70	100	60
COMM 202C	Advanced Accountancy	CC3	4	30	70	100	60
COMM 203C	Principles of Marketing	CC4	4	30	70	100	60
COMM 204C	Micro Economics	GE3	4	30	70	100	60
COMM 205C	Business Law	CC7	4	30	70	100	60
Total		-	20	-	-	500	-

Third Semester

Subject Code	Subject	Type of Paper	Credit	Internal Evaluation Marks	Semester End Examination Marks	Total Marks	No. of Lectures / Classes
COMM 301C	Human Resource Management	CC5	4	30	70	100	60
COMM 302C	Business Statistics	CC6	4	30	70	100	60
COMM 303C	Corporate Accounting	CC7	4	30	70	100	60
COMM 304C	Business Environment	GE4	4	30	70	100	60
COMM 305C	E-Commerce	SEC1	4	30	70	100	60
Total		-	20	-	-	500	-

Fourth Semester

Subject Code	Subject	Type of Paper	Credit	Internal Evaluation Marks	Semester End Examination Marks	Total Marks	No. of Lectures / Classes
COMM 401C	Financial Management	CC8	4	30	70	100	60
COMM 402C	Cost Accounting	CC9	4	30	70	100	60
COMM 403C	Computer Applications in Business	CC10	4	30	70	100	60
COMM 404C	Macro Economics	GE5	4	30	70	100	60
COMM 405C	Entrepreneurship	SEC2	4	30	70	100	60
Total		-	20	-	-	500	-

Fifth Semester

Subject Code	Subject	Type of Paper	Credit	Internal Evaluation Marks	Semester End Examination Marks	Total Marks	No. of Lectures / Classes
COMM 501C	Direct Tax Law & Practice	CC11	4	30	70	100	60
COMM 502C	Indian Financial System	CC12	4	30	70	100	60
COMM 503C	Management Accounting-I	DSE1	4	30	70	100	60
COMM 504C	Principles of Banking & Insurance	DSE2	4	30	70	100	60
COMM 504C	Self Project/ Industrial Training & Viva	4	30	70	100	60	4
Total		-	20	-	-	500	-

Sixth Semester

Subject Code	Subject	Type of Paper	Credit	Internal Evaluation Marks	Semester End Examination Marks	Total Marks	No. of Lectures / Classes
COMM 601C	Auditing	CC13	4	30	70	100	60
COMM 602C	Indirect Tax Law & Practice	CC14	4	30	70	100	60
COMM 603C	Management Accounting-II	CC15	4	30	70	100	60
COMM 604C	Fundamentals of Investment	DSE3	4	30	70	100	60
COMM 605C	Dissertation & Viva	DSE4	4	30	70	100	60
Total		-	20	-	-	500	-

Syllabus of Semesters VII-X will be as per the Syllabus of M.Com.

Other Relevant Information:

1. **Semester and Credits:** The syllabus comprises of 10 Semesters of 6 months duration of each semester. 200 Credits for 5,000 marks are allotted among the 10 Semesters considering 120 credits (3,000 marks) up to exit point (i.e. , 6th semester for B.Com. (Hons.) in Accounting & Finance) as desired by the authority.
2. **Exit Option:** All the students will be awarded B. Com. (Hons.) in Accounting & Finance degree after completion of 6th Semester (i.e., 120 credits for 3,000 marks) successfully. M. Com. degree will be awarded only after completion of 10th Semester (i.e., 200 credits for 5,000 marks) successfully. The students have option to quit the course after completion of 6th Semester successfully and will be awarded **B. Com. (Hons.) in Accounting & Finance** degree.
3. **Elective:** There are two optional elective groups offered in Integrated Masters' Degree (IMD) in Commerce namely Accounting (Code: 913E, 914E, 1013E & 1014E) and Finance (Code: 923E, 924E, 1023E & 1024E). Students may opt for either Accounting or Finance Group as special papers but cannot choose one paper from Accounting and another paper from Finance. The decision to select either Accounting Group or Finance Group will be taken by the students during their entry at the 9th Semester only.
4. **Involvement of Faculty from other Disciplines:** 104C, 204C, 702C and 804C are Economics related subjects. Therefore teachers with Economics background are only suitable to teach these subjects. Similarly 202C, 302C, and 802C are Statistics / Mathematics related subjects. Teachers with Statistics / Mathematics background are only suitable to teach these subjects. Likewise, 305C and 902C are IT/Computer related subjects. Teachers with IT/Computer Science background are only suitable to teach these subjects. Teachers with Environmental Studies background are only suitable to teach the subject 105FC (Environmental Studies). Teachers from English Department are only suitable to teach the subject 205FC (English Communication).
5. **Number of Lectures/Classes:** Lecture/Class means teaching-learning process of 60 minutes. The number of lectures includes the viva-voce of assignment submitted by the students pertaining to internal assessment.

6. Evaluation Procedure:

(i) *Internal Assessment*: Internal Evaluation Marks is 30 per subject. The students will be asked to submit assignment(s) in own hand writing based on the questions/problems/case studies given by the respective faculty member/ Department at the beginning of each Semester (preferably within 2 months from the commencement date of the Semester). The submitted assignments will be evaluated by the respective faculty / Department. The maximum marks allotted for this evaluation is 10 marks. Based on the submitted assignments by the students Viva-Voce will also be conducted by the concerned faculty member/ Department. 10 marks are kept for the performances of the students during the viva-voce based on the submitted assignments.

Subject 605C (6th Semester) and 1002C (10th Semester) are Dissertation and Viva-Voce. Therefore no assignment submission by the students is required for these two papers. Viva-Voce of dissertation carrying 20 marks will be considered as internal assessment. Evaluation of Dissertation carrying 80 marks will be considered as Semester end examination.

The Paper 801C (Advanced Marketing & Human Resource Management) comprises of two subjects viz. Marketing and Human Resource. Similarly Paper 1001C (Research Methodology and Statistical Software for Research) comprises of two subjects namely Research Methodology and Statistical Software. In case of above mentioned 2 Subjects (801C and 1001C) the students have to submit 2 assignments of 10 marks each for both the papers/ groups. 5 marks are allotted for evaluation of assignment and 5 marks are allotted for students' performances during the viva-voce based on the submitted assignments.

(ii) *Semester End Examination*: The Semester Examination will be held at the end of the Semester. Semester End Examination Marks is 70 per subject.

7. **Practical Component**: 105C (Basic Computer Learning), 305C (Information Technology & its Application in Business) and 902C (Computer Applications in Business) are practical related subjects. Out of 100 marks 70 marks relate to Semester End Practical Examination and 30 marks relate to Assignment. The Paper 1001C comprises of two subjects namely Research Methodology and Statistical Software for Research. The 2nd component namely Statistical Software for Research is Practical Component carrying 50 marks. Out of 50 marks 35 marks relate to Semester End Practical Examination and 15 marks relate to Assignment.

8. **Dissertation and Viva-Voce**: Paper 605C (6th Semester) and Paper 1002C (10th Semester) are Dissertation and Viva-Voce. The students will submit a dissertation on a title/topic approved by the department. The student will select a title/topic on any issues covered in the syllabus or related areas and submit the same for approval to the department. The respective

department will reject / modify / accept the same with the name of a teacher as Supervisor to monitor the work. The details are explained in relevant portion of syllabus.

9. Question Structure for Term end Examination (without any Group):

Short Type Questions (5 Questions of 2 Marks each)	= 10 Marks
Long Type Questions (5 Questions of 12 Marks each with split option)	= 60 Marks
Total	= 70 Marks

There will be separate question setters/ scripts pertaining to those papers having Group-A & Group-B.

Question Structure for Term end Examination (For Group):

Short Type Questions (5 Questions of 1 Marks each)	= 5 Marks
Long Type Questions (3 Questions of 10 Marks each with split option)	=30 Marks
Total	= 35 Marks

The students will be encouraged to opt for at least One MOOC in every semester starting from 2nd semester onward after consulting with the Department.

Abbreviations:

AECC	: Ability Enhancement Compulsory Course
CC	: Core Course
GE	: Generic Elective
SEC	: Skill Enhancement Elective Course
DSE	: Discipline Specific Elective

SYLLABUS of Integrated Masters ' Degree (IMD) in Commerce

First Semester

COMM101C: Business Communication

Nature of Communication: Process of Communication, Types of Communication (verbal & Non Verbal), Importance of Communication, Different forms of Communication Process, Channels of communication, Significance of Feedback, Barriers to Effective Communication, Ways to overcome the Barriers.

Business Correspondence: Letter Writing, presentation, Inviting quotations, Sending quotations, Placing orders, Inviting tenders, Sales letters, claim & adjustment letters and social correspondence, Memorandum, Inter -office Memo, Notices, Agenda, Minutes, Job application letter, preparing the Resume, Comprehending notices, advertisements, official documents, booklets, newspapers, instructional manuals and other documents.

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

Vocabulary: Words often confused Words often misspelt, common errors in English.

Oral Presentation: Importance, Characteristics, Presentation Plan, Power point presentation, Visual aids; Group Discussion.

Suggested Readings:

- *Bovee, and Thill, Business Communication Today, Pearson Education.*
- *Lesikar, R.V. & Flatley, M. E. Kathryn Rentz; Business Communication Making Connections in Digital World, 11th ed., McGraw Hill Education.*
- *Shirley Taylor, Communication for Business, Pearson Education*
- *Locker and Kaczmarek, Business Communication: Building Critical Skills, McGraw Hill Publications.*
- *Leena Sen, Communication Skills, PHI Learning*

COMM 102C: Financial Accounting

Accounting as an Information System: the users of financial accounting information and their needs. Qualitative characteristics of accounting information, Functions, advantages and limitations of accounting, Branches of Accounting. Bases of accounting: cash basis and accrual basis. Accounting Equation, Entity concept, Going concern concept, Dual aspect concept, Fund concept, periodicity concept, GAAP, Accounting Standard.

Measurement of Business Income: Net income, the accounting period, the continuity doctrine and matching concept, Objectives of measurement; Revenue recognition: Recognition of expenses; Preparation of Bank Reconciliation Statement (Advanced Levels). Depreciation: Definition, Nature, Accounting concept, Factors relating to the measurement of Depreciation. Methods of computing depreciation: straight line method and diminishing balance method with retrospective calculation.

Preparation of Final Accounts (Profit Seeking and Non-Profit Seeking): Capital and revenue expenditures and receipts; Preparation of financial statements of both profit seeking (Proprietorship only) and non-profit seeking organisation.

Bill of Exchange and Promissory Notes: Record of bills of exchange or promissory notes, endorsement of bills, noting, renewal of bills, accommodation of bills, bankruptcy, bills sent for collection.

Accounting for Consignment, Joint Venture and Hire-Purchase Transactions: Journal entries and ledger accounts in the books of Hire Vendors and Hire purchaser for large value items including Default and repossession. ii) Consignment: Features, Accounting treatment in the books of the consignor and consignee. iii) Joint Venture: Accounting procedures: Joint Bank Account, Records Maintained by Co-venturer of (a) all transactions (b) only his own transactions. (Memorandum joint venture account).

Suggested Readings:

- M.C., Shukla, T.S. Grewal, & S.C.: Gupta, *Advanced Accounts Vol.-I*. S. Chand & Co.: New Delhi.
- M. Hanif & A. Mukherjee: *Financial Accounting*, McGraw-Hill Publishing Co.: New Delhi.
- S. N. Maheshwari & S. K., Maheshwari: *Financial Accounting*, Vikas Publishing House: New Delhi.
- D. Sehgal : *Financial Accounting*, Vikas Publishing House: New Delhi.
- P. C. Tulsian: *Financial Accounting*, Pearson Education: New Delhi.
- *Compendium of Statements and Standards of Accounting*. The Institute of Chartered Accountants of India, New Delhi.

COMM103C: Principles of Management

Introduction: Concept, objective and importance of Management, Managerial Functions—An overview; Evolution of the Management Thought, Classical Approach: F.W. Taylor, Henry Fayol, Neo-Classical and Human Relations Approaches: Elton Mayo, Merry Parker Follet. Hawthorne Experiments, Behavioral Approach, Systems Approach, Contingency Approach: Lawrence & Lorsch, MBO: Peter F. Drucker, ‘Fortune at the Bottom of the Pyramid’: C.K. Prahalad.

The Process of Management Planning: Decision-making; Strategy Formulation. Organizing: Basic Considerations; Formal and Informal Structure; Principles of Organising Departmentalization: – Functional, Project, Matrix and Network; Delegation and Decentralisation of Authority; Dynamics of group behaviour.

Leadership: Concept and Styles; Trait and Situational Theory of Leadership.

Motivation: Concept and Importance; Maslow Need Hierarchy Theory; Herzberg Two Factors Theory, McGregor theory, Vroom’s Expectancy Theory.

Communication: Process and Barriers. Coordination: Concept, Features, Significance, Principles, Technique.

Controlling: Concept and Process; Principles of Effective Control, Major Techniques of control; and Emerging issues in management.

Suggested Readings:

- H. Koontz & H. Weihrich, : *Essentials of Management: An International and Leadership Perspective*, McGraw Hill Education: New Delhi.
- R.P. Stephen, P. Agrawal & M. Nanda: *Fundamentals of Management - Essential Concepts and Applications*, Pearson: New Delhi.
- P. F. Drucker: *Practice of Management*, Mercury Books, London.
- L. M. Prasad: *Principles of Management*, S. Chand & Sons: New Delhi.
- P. C. Tripathi: *Principles of Management*, McGraw Hill Publishing: New Delhi.

COMM104C: Business Mathematics

Introduction to Algebra: Indices - Positive indices - Fractional indices - Operation with power functions; Logarithms – Definition, General laws of logarithms and its applications (Without the application of antilog); Set theory - Representation of a set, Concept of Subset, Power sets, Size of a set: Set; operations-union, intersection, disjoint, set difference, compliment; Properties of union and intersection of sets, associative properties, commutative properties, identity property of union, intersection property of the empty set, distributive properties.

Matrix Algebra & Determinants: Definition of Matrix, Different types of Matrix; Matrix Operations – Equality, Addition, Subtraction and Multiplication. Transpose of matrices, Inverse of a Matrix; Solution of linear simultaneous equations by matrix inversion method (having unique solution and involving not more than three variables); Determinant of a square Matrix (up to third order), Expansion of a determinant; Types of determinants'; Properties of Determinants, Addition and Multiplication of determinants, Minor and cofactors of a determinant, Solution of system of linear equations (up to third order) using Cramer's Rule.

Calculus-I: Mathematical functions and their types – linear, quadratic, polynomial; Concepts of limit and continuity of a function; Concept of differentiation; Rules of differentiation – simple standard forms. Applications of differentiation – elasticity of demand and supply; Maxima and Minima of functions (involving second or third order derivatives) relating to cost, revenue and profit. Partial Differentiation: Partial derivatives up to second order; Homogeneity of functions and Euler's theorem; Total differentials; Differentiation of implicit functions with the help of total differentials.

Calculus-II: Integration- Standard forms. Methods of integration – by substitution, by parts, and by use of partial fractions; definite integration; Finding areas in simple cases [Without Trigonometric application]

Linear Programming Problem: Formulation of linear programming problem (LPP). Graphical solution to LPP. Cases of unique and multiple optimal solutions. Unbounded solutions, infeasibility, and redundant constraints.

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.*

COMM105C: Fundamentals of Computer

- **Basic Computer Concept:** Computer Appreciation - Characteristics of Computers, Input, Output, Storage units, CPU, Computer System; Computer Organization-Central processing Unit - Processor Speed, Cache, Memory, RAM, ROM, Booting; Memory-Secondary Storage Devices: Floppy and Hard Disks, Optical Disks CD-ROM, DVD, Mass Storage Devices: USB thumb drive. Managing disk Partitions, File System Input; Devices - Keyboard, Mouse, joystick, Scanner, web cam, Output Devices- Monitors, Printers – Dot matrix, inkjet, laser, Multimedia- What is Multimedia, Text, Graphics, Animation, Audio, Images, Video; Multimedia Application in Education, Entertainment, Marketing. Names of common multimedia file formats, Computer Software-Relationship; between Hardware and Software; System Software, Application Software, Compiler, names; of some high level languages, free domain software.
- **Introduction to Windows:** Operating system and basics of Windows-The User Interface; Windows Explorer Viewing of File, Folders and Directories; Windows Setting-Control Panels, Wall paper and Screen Savers, Setting the date and Sound, Concept of menu Using Help; Basics of Window Setup-Notepad, Window Accessories.
- **Word Processing:** Word processing concepts: saving, closing, Opening an existing document, Selecting text, Editing text, Finding and replacing text, printing documents, Creating and Printing Merged Documents, Character and Paragraph Formatting, Page Design and Layout. Editing and Profiling Tools: Checking and correcting spellings. Handling Graphics, Creating Tables and Charts, Document Templates and Wizards.
- **Spreadsheet Package:** Spreadsheet Concepts, Creating, Saving and Editing a Workbook, Inserting, Deleting Work Sheets, entering data in a cell / formula Copying and Moving from selected cells, handling operators in Formulae, Functions: Mathematical, Logical, statistical, text, financial, Date and Time functions, Using Function Wizard. Formatting a Worksheet: Formatting Cells –changing data alignment, changing date, number, character or currency format, changing font, adding borders and colors, Printing worksheets, Charts and Graphs – Creating, Previewing, Modifying Charts. Integrating word processor, spread sheets, web pages.
- **Presentation Package:** Creating, Opening and Saving Presentations, Creating the Look of Your Presentation, Working in Different Views, Working with Slides, Adding and Formatting Text, Formatting Paragraphs, Checking Spelling and Correcting Typing Mistakes, Making Notes Pages and Handouts, Drawing and Working with Objects, Adding Clip Art and other pictures, Designing Slide Shows, Running and Controlling a Slide Show, Printing Presentations.
- **Internet usage:** WWW and Web Browsers: Web Browsing software, Surfing the Internet, Chatting on Internet, Basic of electronic mail, Using Emails, Document

handling, Network definition, Common terminologies: LAN, WAN, Node, Host, Workstation, bandwidth, Network Components: Servers, Clients, Communication Media.

Suggested Readings:

- *Firouz Mosharraf (2008): Basics of computer science Behrouz Forouzan, Firouz Mosharraf, Cengage Learning, New Delhi*
- *Heather Goslin (2013): An Introduction to MS Office, CTI Education Group*
- *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*

Second Semester

COMM201C: Environmental Studies

COMM202C: Advanced Accountancy

Accounting for the Reconstitution of the Partnership Firm: Admission, Retirement, Insolvency of Partner, Death and Dissolution.

Branch and Departmental Accounts: Accounts for various types of branches, invoice pricing, stock and debtors system, Departmental accounts, inter-departmental transfers.

Insurance Claims: Loss of stock, consequential loss or loss of profits, computation of claim.

Insolvency Accounts: Statement of affairs, Deficiency accounts.

Royalties: Minimum rent, short workings recoverable, Royalties receivable, sub-lease.

Packages accounts and Investment accounts.

Suggested Readings:

- M.C., Shukla, T.S. Grewal, & S.C.: Gupta, *Advanced Accounts Vol.-I*. S. Chand & Co.: New Delhi.
- M. Hanif & A. Mukherjee: *Financial Accounting*, McGraw-Hill Publishing Co.: New Delhi.
- S. N. Maheshwari & S. K., Maheshwari: *Financial Accounting*, Vikas Publishing House: New Delhi.
- D. Sehgal : *Financial Accounting*, Vikas Publishing House: New Delhi.
- P. C. Tulsian: *Financial Accounting*, Pearson Education: New Delhi.
- *Compendium of Statements and Standards of Accounting*. The Institute of Chartered Accountants of India, New Delhi.

COMM203C: Principles of Marketing

Introduction: Nature, scope and importance of marketing; Evolution of marketing; Selling vs Marketing; Marketing mix, Marketing environment: concept, importance, and components (Economic, Demographic, Technological, Natural, Socio-Cultural and Legal).

Consumer Behaviour: Nature and Importance, Consumer buying decision process; Factors influencing consumer buying behaviour.

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

Product: Concept and importance, Product classifications; Concept of product mix; Branding, packaging and labelling; Product-Support Services; Product life-cycle; New Product Development Process; Consumer adoption process.

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

Distribution Channels and Physical Distribution: Channels of distribution - meaning and importance; Types of distribution channels; Functions of middle man; Factors affecting choice of distribution channel; Wholesaling and retailing; Types of Retailers; e-tailing, Physical Distribution.

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

Suggested Readings:

- *Kotler, Philip, Gary Armstrong, Prafulla Agnihotri and Ehsanul Haque: Principles of Marketing. 13th edition. Pearson Education.*
- *Michael, J. Etzel, Bruce J. Walker, William J Stanton and Ajay Pandit: Marketing: Concepts and Cases. (Special Indian Edition), McGraw Hill Education*
- *William D. Perreault, and McCarthy, E. Jerome: Basic Marketing. Pearson Education.*
- *C. B. Gupta: Marketing Management, Sultan Chand Publications, New Delhi.*
- *Iacobucci and Kapoor: Marketing Management: A South Asian Perspective. Cengage Learning.*

COMM204C: Micro Economics

Introduction: Demand and Supply: Determinants of demand, movements vs. shift in demand curve, Determinants of Supply, Movement along a supply curve vs. shift in supply curve; - Market equilibrium and price determination. Elasticity of Demand and Supply, Application of demand and supply.

Consumer Theory Ordinal Utility Theory: (Indifference curve approach): Consumer's preferences; Indifference curves; Budget line; Consumer's equilibrium; Income and substitution effect; Price consumption curve and the derivation of demand curve for a commodity; Income Consumption Curve, Revealed Preference Theory

Theory of Production and Cost: Firm as an agent of production. Concepts of Production function. Law of variable proportions; Isoquants; Return to scale. Economics and Diseconomies of scale. Costs in the short run. Costs in the long run, Profit maximization and cost minimization. Equilibrium of the firm, Technological Change: the very long run.

Market Structure Perfect Competition: Assumption; Theory of a firm under perfect competition; Demand and Revenue; Equilibrium of the firm in the short run and long run, The long run industry supply curve: increasing, decreasing and constant cost industry. Allocation efficiency under perfect competition

Monopoly: Short-run and long-run equilibrium of monopoly firm; Concept of supply curve under monopoly; Allocation inefficiency and dead-weight loss monopoly; Price discrimination.

Imperfect Competition: Difference between perfect competitions, monopoly and imperfect competition; (i) Monopolistic Competition: Assumption; Short – run Equilibrium; Long run Equilibrium; Concepts of excess capacity; Empirical relevance.

Suggested Readings:

1. Pindyck, R.S., D. L. Rubinfeld and P. L. Mehta: *Microeconomics*, Pearson Education.
2. N. Gregory Mankiw: *Principles of Micro Economics*, Cengage Learning
3. Maddala G.S. & E. Miller: *Microeconomics: Theory and Applications*, McGraw-Hill Education.
4. Paul A Samuelson & William D Nordhaus: *Microeconomics*, McGraw-Hill Education.
5. Ramesh, C, Das, (2011), *Microeconomics*, Kunal Books., New Delhi.

COMM205C: Business Law

The Indian Contract Act, 1872: General Principles of Contract – meaning, characteristics and kinds. Essentials of a valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects. Void agreements Discharge of a contract – modes of discharge, breach and remedies against breach of contract. e) Contingent contracts Quasi - contracts

The Indian Contract Act, 1872: Specific Contracts: Contract of Indemnity and Guarantee Contract of Bailment c) Contract of Agency

The Sale of Goods Act, 1930: Contract of sale, meaning and difference between sale and agreement to sell. Conditions and warranties transfer of ownership in goods including sale by a non-owner, Performance of contract of sale, Unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer.

Partnership Laws: The Partnership Act, 1932-Nature and Characteristics of Partnership, Registration of a Partnership Firms, Types of Partners, Rights and Duties of Partners, Implied Authority of a Partner, Incoming and outgoing Partners g. Mode of Dissolution of Partnership The Limited Liability Partnership Act, 2008- Salient Features of LLP, Differences between LLP and Partnership, LLP and Company, LLP Agreement, Partners and Designated Partners Incorporation Document, Incorporation by Registration.

Suggested Readings:

- *M.C. Kuchhal, and Vivek Kuchhal: Business Law, Vikas Publishing House, New Delhi.*
- *Avtar Singh: Business Law, Eastern Book Company, Lucknow.*
- *Bhushan Kumar Goyal and Jain Kinneri: Business Laws, International Book House.*
- *Sushma Arora: Business Laws, Taxmann Publications.*
- *P. C. Tulsian and Bharat Tulsian: Business Law, McGraw Hill Education.*

Third Semester

COMM301C: Human Resource Management

Human Resource Management: Concept and Functions, Role, Status and competencies of HR Manager, HR Policies, Evolution of HRM, HRM vs HRD. Emerging Challenges of Human Resource Management; Workforce diversity; Empowerment; Downsizing; VRS; Human Resource Information System.

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

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

Performance Appraisal: Nature, objectives and importance; Modern techniques of performance appraisal; potential appraisal and employee counselling; job changes - transfers and promotions; Compensation: concept and policies; job evaluation; methods of wage payments and incentive plans; fringe benefits; performance linked compensation.

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

Suggested Readings:

1. Bohlander and Snell: *Principles of Human Resource Management*, Cengage Learning
2. Ivancevich, John M.: *Human Resource Management*. McGraw Hill.
3. Wreather and Davis: *Human Resource Management*. Pearson Education.
4. Robert L. Mathis and John H. Jackson: *Human Resource Management*. Cengage Learning.
5. TN Chhabra: *Human Resource Management*, Dhanpat Rai & Co., Delhi
6. Biswajeet Patttanayak: *Human Resource Management*, PHI Learning

COMM302C: Business Statistics

Basics of Statistics: Definition of Statistics, Scope and limitation of Statistics, The Role of Statistics in Business and Economics; Attribute and variable, Primary and secondary data, Methods of data collection, Tabulation of data, Data Presentation- Tables, Charts and Graphs ,Applications; Tally Table for Constructing a Frequency Table, Diagrammatic presentation of frequency distribution- Histogram, frequency polygon and ogives. Economic and Business Applications

Measures of Central Tendency: Meaning of central tendency, Common measures – mean (A.M., G.M., H.M.) median and mode, Partition values- quartiles only, Combined/composite mean. Certain Summary Measures from Grouped Data

Measures of Dispersion and Shape: Meaning of dispersion, Absolute measures– range, quartile deviation, mean deviation and standard deviation; Relative measures of dispersion, combined standard deviation, Economic and Business Applications of different measures, Measures of Relative Position-Percentiles, Quartiles, and Interquartile Range; Measures of Shape-Moments, Skewness, and Kurtosis; Certain Summary Measures from Grouped Data

Correlation and Regression Analysis: Bivariate data, Scatter diagram, Pearson's correlation coefficient, Spearman's rank correlation, Simple regression, Kendal's tau; Properties of simple regression, Standard Assumptions for Linear Regression, Identification of regression lines. Regression equations and estimation; Properties of regression coefficients. The Standard Error of Estimate and the Coefficient of Determination.

Index Numbers and Time Series Analysis: Meaning and types of index numbers, Problems of constructing index numbers, Construction of price and quantity indices, Value Index, Stock Market Indexes, Business and Economic Applications, Test of index numbers- Factor reversal test and Time reversal test only. Business and Economic Applications; Components of time series- additive and multiplicative models; Trend analysis: Finding trend by moving average method and Fitting of linear trend line using principle of least squares, Seasonal variations: Simple averages, Ratio-to-trend, and Deviation from trend and Deviation from moving average.

Suggested Readings:

- Mathai, A. M., and P. N. Rathie. Probability and Statistics. Macmillan India Ltd., New Delhi, 1975.
- Lee, Cheng F., John C. Lee, and Alice C. Lee. Statistics for business and financial economics. Singapore: Springer World Scientific, 2000.
- Aczel, A. D. "i Sounderpandian, J.(2009)." Complete Business Statistics. Mcgraw-HillCos.In. Boston, 2009.
- Mustafi, C. K. Statistical Methods in Managerial Decisions, Macmillan India Inc., New Delhi, 1981
- Richard Levin and David S. Rubin: *Statistics for Management*, Prentice Hall of India, New Delhi.

COMM303C: Corporate Accounting

Accounting for Share Capital & Debentures: Issue, forfeiture and reissue of forfeited shares: concept & process of book building; Issue of rights and bonus shares; Buy back of shares; Redemption of preference shares; Issue and Redemption of Debentures.

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

Valuation: Valuation of Goodwill and Valuation of Shares Concepts and calculation: simple problem only.

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

Accounts of Holding Companies/Parent Companies: Preparation of consolidated balance sheet with one subsidiary company; Relevant provisions of Accounting Standard: 21 (ICAI).

Suggested Readings:

- *J.R. Monga: Fundamentals of Corporate Accounting. Mayur Paper Backs, New Delhi.*
- *M.C. Shukla, T.S. Grewal & S.C. Gupta. Advanced Accounts. Vol.-II. S. Chand & Co., New Delhi.*
- *S.N. Maheshwari & S. K. Maheshwari: Corporate Accounting. Vikas Publishing House, New Delhi.*
- *Ashok Sehgal: Fundamentals of Corporate Accounting. Taxman Publication, New Delhi*
- *Jain, S.P. & K.L. Narang: Corporate Accounting. Kalyani Publishers, New Delhi.*
- *P. C. Tulsian & Bharat Tulsian: Corporate Accounting, S. Chand Publishers, New Delhi.*
- *Amitabha Mukherjee & Mohammed Hanif: Corporate Accounting, McGraw Hill Education.*
- *Compendium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India, New Delhi.*

COMM304C: Business Environment

An Overview of Business Environment: Type of Environment-internal, external, micro and macro environment. Competitive structure of industries, environmental analysis and strategic management. Managing diversity. Scope of business, characteristics of business. Objectives and the uses of study. Process and limitations of environmental analysis

Economic Environment: Nature of Economic Environment. Economic factors-growth strategy, basic economic system, economic planning, Economic policies- new industrial policy, FEMA, Monetary and fiscal policies. Consumer Protection Act and Competition Law. Liberalization, Privatization and Globalization of Indian Economy, Trends and Issues.

Socio-Cultural Environment: Nature and impact of culture on business, culture and globalization, social responsibilities of business, social audit, business ethics and corporate governance, Demographic environment population size, migration and ethnic aspects, birth rate, death rate and age structure.

Political Environment: Functions of state, economic roles of government, government and legal environment. The constitutional environment, rationale and extent of state intervention.

Natural and Technological Environment: Innovation, technological leadership and followership, sources of technological dynamics, impact of technology on globalization, transfer of technology, time lags in technology introduction, Status of technology in India; Management of technology; Features and Impact of technology

Suggested Readings:

1. Rangarajan, C.A.; Perspective in Economics, S. Chand & Sons, New Delhi
2. Cherunilam, Francis; Business Environment - Text and Cases, Himalaya Publishing House.
3. Aswathappa, K.; Essentials of Business Environment, Himalaya Publishing House, New Delhi.
4. 4. Misra, S. K., & Puri, V. K. *Indian Economy*, Himalaya Publishing Co: New Delhi.
5. Ahuja, H. L. (2010). *Economic Environment of Business: Macro Economic Analysis*. S. Chand & Sons: New Delhi.

COMM305C: E-Commerce

Introduction: Introduction to E Commerce and Definition, E-Commerce based activities, Goals of E-Commerce, Technical Components of E-Commerce, Functions, Advantages and disadvantages of E-Commerce, Scope of E-Commerce, Electronic Commerce Applications, Framework of E-Commerce, Supply Chain Management, Electronic Commerce and Electronic Business.

Planning Online-Business: Nature and dynamics of the internet. Electronic business models: B2B, B2C, C2C, C2B. E –commerce, pure online vs. brick and click business; assessing requirement for an online business designing, developing and deploying the system.

Technology for Online-Business: Internet and its Evolution, IT Infrastructure, Middleware, Domain names, Contents: Text and Integrating E-business applications. Component of Internet Information technology structure, Development of Intranet, Extranet and their Difference.

Operations of E Commerce: Online-payment mechanism; Electronic Payment systems; payment Gateways; Visitors to website; Tools for promoting websites; Risk management options for e - payment systems. Threats in E-Commerce, Security of Clients and Service-Provider; Cyber Laws – Relevant provisions of Information Technology Act 2000, offences,

Suggested Readings:

- Agarwala, K. N., Lal, A., & Agarwala, D.: *Business on the Net: An Introduction to the Whats and Hows of E -Commerce*, Macmillan India Ltd.: New Delhi.
- Bajaj, Deobyani: *E-Commerce*, McGraw Hill: New Delhi.
- Diwan, Prag & Sharma, S.: *Electronic Commerce -A Manager's Guide to E-Business*, Vanity Books International: New Delhi.
- Gupta, S. & Gupta, G.: *E-Commerce*, Khanna Books: New Delhi.
- Henry, C.: *E-Commerce, Fundamentals and Applications*, Wiley: New Delhi.

Fourth Semester

COMM401C: Financial Management

Introduction: Nature, scope and objective of Financial Management, Time value of money, Risk and return (including Capital Asset Pricing Model), Valuation of securities – Bonds and Equities.

Investment Decision: The Capital Budgeting Process, Cash flow Estimation, Payback Period Method, Accounting Rate of Return, Net Present Value (NPV), Net Terminal Value, Internal Rate of Return (IRR), Profitability Index, Capital budgeting under Risk – Certainty Equivalent Approach and Risk Adjusted Discount Rate.

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

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

Suggested Readings:

1. James C. Van Horne and Sanjay Dhamija: *Financial Management and Policy*, Pearson Education.
2. M. Y. Khan & P. K. Jain: *Basic Financial Management*, McGraw Hill Education
3. P. Chandra: *Fundamentals of Financial Management*, McGraw Hill Education
4. R.P. Rustagi: *Fundamentals of Financial Management*
, Taxmann Publication Pvt. Ltd.
5. I. M. Pandey: *Financial Management*. Vikas Publications.

COMM402C: Cost Accounting

Introduction: Meaning, objectives and advantages of cost accounting; Difference between cost accounting and financial accounting; Cost concepts and classifications; Elements of cost; Installation of a costing system; Role of a cost accountant in an organisation.

Elements of Cost: Material and Labour - Materials: Material/inventory control techniques. Accounting and control of purchases, storage and issue of materials. Methods of pricing of materials issues — FIFO, LIFO, Simple Average, Weighted Average, Replacement, Standard Cost. Treatment of Material Losses

Labour- Accounting and Control of labour cost. Time keeping and time booking. Concept and treatment of idle time, over time, labour turnover and fringe benefits. Methods of wage payment and the Incentive schemes- Halsey, Rowan, Taylor's Differential piece wage.

Elements of Cost: Overheads Classification, allocation, apportionment and absorption of overheads; Under- and over-absorption; Capacity Levels and Costs; Treatments of certain items in costing like interest on capital, packing expenses, bad debts, research and development expenses; Activity based cost allocation.

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

Suggested Reading:

1. Charles T. Horngren, Srikant M. Datar, Madhav V. Rajan: *Cost Accounting: A Managerial Emphasis*, Pearson Education.
2. Jawahar Lal: *Cost Accounting*. McGraw Hill Education
3. Nigam, B.M. Lall and I.C. Jain: *Cost Accounting: Principles and Practice*. PHI Learning
4. Jain, S.P. and K.L. Narang: *Cost Accounting: Principles and Methods*. Kalyani Publishers
5. Arora, M.N.: *Cost Accounting – Principles and Practice*. Vikas Publishing House, New Delhi.

COMM403C: Computer Applications in Business

Word Processing: Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Autotext; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge: including linking with Database; Printing documents Creating Business Documents using the above facilities.

Preparing Presentations: Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow. Creating Business Presentations using above facilities.

Spreadsheet and its Business Applications: Spreadsheet concepts, Managing worksheets; Formatting, Entering data, Editing, and Printing a worksheet; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs Generally used Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database, and Text functions.

Creating Business Spreadsheet: Creating spreadsheet in the area of: Loan and Lease statement; Ratio Analysis; Payroll statements; Capital Budgeting; Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression.

Suggested Readings:

1. S. Sudalaimuthu and S. Anthony Raj (2008): Computer applications in business : including introduction to information technology, MS Office, HTML and Tally, Himalaya Publishing House,, New Delhi
2. R Parameshwaran (2004): Computer applications in business, S.Chand & Company, New Delhi
Sushila Madan: *Computer Applications in Business*, Scholar Tech Press, New Delhi.
3. Sushil Mathur & Pooja Jain: *Computer Applications in Business*, Galghatia Publishing Company.

COMM404C: Macro Economics

National Income: Definition, concepts and measurement of GNP, NNP, GDP, NDP, NI, DI, GNP deflator, GDP deflator and price indices, • Different methods of measuring national income – product method, income method and expenditure method. • The Accounting identity of saving and investment. Problems of using national income as a measure of Economic welfare. Circular flow of income – equilibrium condition – concepts of injection, withdrawal etc.

Consumption & Investment Functions: Keynesian consumption function and its properties – factors affecting consumption expenditure – saving function and its properties. Relationship between MPC & MPS, APC & APS; four consumption hypothesis; Investment (Autonomous & Induced) and its Determinants.

The Simple Keynesian model of income determination: Determination of equilibrium level of income – nature of equilibrium – stability of equilibrium, Comparative Static analysis – the multiplier analysis with and without Governmental sector – Investment multiplier, Government expenditure multiplier, Balanced budget multiplier, limitations of the multiplier analysis, Paradox of thrift.

Money & Banking Sector: Fisherian Quantity Theory of Money & its Criticism, Meaning and Functions of Commercial Banks; The Process of Credit Creation and its Limitations; Functions of a Central Bank; Quantitative and Qualitative Methods of Credit Control, Monetary Policy: Objectives, Indicators and Instruments of Monetary Control.

Trade Cycles, inflation & Deflation Meaning and Characteristics of Trade Cycles; Theories of Trade Cycle: Hawtrey & Keynes; Measures to Control Trade Cycles; Inflation: Meaning, Causes and Anti-Inflationary Measures; Deflation: Meaning & Causes; Concept, Causes & Remedial measures of Inflationary Gap.

Suggested Readings:

- *H. Branson William (2005): Macroeconomic Theory And Policy (2nd Edition), A.I.T.B.S. Publishers*
- *Soumen Sikdar (2020): Principles of Macroeconomics, OUP India, New Delhi*
- *Rudiger Dornbusch, Stanley Fischer, Richard Startz (2017): Macroeconomics, McGraw-Hill Education*

COMM405C: Entrepreneurship

Introduction: Meaning, elements, determinants and importance of entrepreneurship and creative behavior; Entrepreneurship and creative response to the society's problems and at work; Dimensions of entrepreneurship: intrapreneurship, technopreneurship, cultural entrepreneurship, international entrepreneurship, netpreneurship, ecopreneurship, and social entrepreneurship.

Entrepreneurship and Micro, Small and Medium Enterprises: Concept of business groups and role of business houses and family business in India; The contemporary role models in Indian business: their values, business philosophy and behavioural orientations; Conflict in family business and its resolution.

Public and private system of stimulation, support and sustainability of entrepreneurship: Requirement, availability and access to finance, marketing assistance, technology, and industrial accommodation, Role of industries/entrepreneur's associations and self-help groups, The concept, role and functions of business incubators, angel investors, venture capital and private equity fund.

Sources of business ideas and tests of feasibility: Significance of writing the business plan/project proposal; Contents of business plan/project proposal; Designing business processes, location, layout, operation, planning & control; preparation of project report (various aspects of the project report such as size of investment, nature of product, market potential may be covered); Project submission/presentation and appraisal thereof by external agencies, such as financial/non-financial institutions.

Suggested Readings:

1. Kuratko and Rao: *Entrepreneurship: A South Asian Perspective*, Cengage Learning.
2. Vasant Desai: *Dynamics of Entrepreneurial Development and Management*. Mumbai, Himalaya Publishing House.
3. Mare J. Dollinger: *Entrepreneurship: Strategies and Resources*, Illinois, Irwin.
4. Nagendra P. Singh: *Emerging Trends in Entrepreneurship Development*. New Delhi: ASEED.
5. S. S. Khanka: *Entrepreneurial Development*, S. Chand & Co, Delhi.

Fifth Semester

COMM501C: Direct Tax Law & Practice

Basic Concepts: Income, Agricultural Income, Causal Income, Assessment Year, Previous Years, Gross Total Income, Exempted Income, Total Income; Tax Evasion, Tax Avoidance, Tax Planning.

Basis of Change: Scope of Total Income; Residence and Tax Liability; Income which does not fall part of total income.

Heads of Income I: Income from salary & Income from House Property.

Heads of Income II: Income from Business or Profession, Income from Capital Gains.

Heads of Income III: Income from Other Sources. Tax Deductions U/S 80C- 80U.

Tax Administration: Role of CBDT, PAN and Different types of assessments.

Suggested Readings:

1. Singhanar V.K: *Students' Guide to Income Tax*; Taxmann, Delhi.
2. Prasaci, Bhagwati: *Income Tax Law & Practice*, Wiley Publication, New Delhi.
3. Mehrotra H.C: *Income Tax Law & Accounts*, Sahitya Bhawan, Agra.
4. Dinker Pagare: *Income Tax Law and Practice*, Sultan Chand & Sons, New Delhi.
5. Girish Ahuja & Ravi Gupta: *Systematic Approach to Income Tax*, Sahitya Bhawan Publications, New Delhi.

COMM502C: Indian Financial System

Overview of the IFS: Definition and Meaning of Financial System Components of the Financial System: Institutions, Markets and Services; Financial System and Economic Development, Kinds of Finance – Rudimentary Finance, Direct and Indirect Finance.

Commercial Banks: Introduction, Its role in Project Finance and Working Capital Finance, Structure of Commercial Banking System in India; Credit Creation Process of Commercial Banks.

The Reserve Bank of India: Developmental Functions; Instruments of Monetary and Credit Control, Transmission channels of Monetary Policy.

Concept of Development Bank and their needs in Indian Financial System: Difference with Commercial Banks – Major Development Banks and their Functions (IFCI, IDBI, ICICI, EXIM Bank, SIDBI, SFCs, NABARD) Other Financial Institutions: Introduction; Life Insurance Corporation of India, General Insurance Corporation of India, Unit Trust of India, Mutual Funds- Introduction and their role in Capital Market Development.

Interest Rate Structure: Meaning – Gross and Net Interest Rate – their differences Nominal and Real Interest Rate – their difference, Differential Interest Rate Causes of Variation of Interest Rate Relationship between Interest Rate and Economic Progress Administered and Market determined Interest Rate Recent Changes in Interest Structure in India.

Suggested Readings:

1. M. Y., Khan: *Indian Financial System-Theory and Practice*, McGraw-Hill Publications, New Delhi.
2. B. Pathak: *Indian Financial System*, Pearson, New Delhi.
3. L. M. Bhole: *Financial Markets and Institutions*, McGraw-Hill Publications, New Delhi.
4. S. Mukherjee, A. Ghosh and A. Roy: *Indian Financial System and Financial Market Operations*, Dey Book Concern, Kolkata.
5. M. Y., Khan & P. K. Jain: *Financial Services*, McGraw-Hill Publications, New Delhi.

COMM503C: Management Accounting-I

Introduction: Meaning, Objectives, Nature and Scope of management accounting, Difference between cost accounting and management accounting, Cost control and Cost reduction, Cost management.

Standard Costing: Standard Costing and Variance Analysis: Meaning of standard cost and standard costing, advantages, limitations and applications. Variance Analysis – material, labour, overheads and sales variances. Disposition of Variances, Control Ratios.

Marginal Costing: Absorption versus Variable Costing: Distinctive features and income determination. Cost-Volume-Profit Analysis, Profit / Volume ratio. Break-even analysis- algebraic and graphic methods. Angle of incidence, margin of safety, Key factor, determination of cost indifference point.

Suggested Reading:

1. Charles T. Horngren, Gary L. Sundem, Dave Burgstahler, Jeff O. Schatzberg. *Introduction to Management Accounting*, Pearson Education.
2. Surender Singh: *Management Accounting*, Scholar Tech Press, New Delhi.
3. Rajiv Goel: *Management Accounting*. International Book House,
4. M. N. Arora: *Management Accounting*, Vikas Publishing House, New Delhi.
5. M.Y. Khan & P. K. Jain: *Management Accounting*, McGraw Hill Education, New Delhi.

COMM504C: Principles of Banking & Insurance

Introduction: Origin of banking: definition, banker and customer relationship, General and special types of customers, Types of deposits, Origin and growth of commercial banks in India. Financial Services offered by banks, changing role of commercial banks, types of banks

Cheques and Paying Banker: Crossing and endorsement - meaning, definitions, types and rules of crossing. Duties, Statutory protection in due course, collecting bankers: duties, statutory protection for holder in due course, Concept of negligence.

Principles of sound lending: Secured vs. unsecured advances, Types of advances, Advances against various securities.

Internet Banking: Meaning, Benefits, Home banking, Mobile banking, Virtual banking, E-payments, ATM Card/ Biometric card, Debit/Credit card, Smart card, NEFT, RTGS, ECS (credit/debit), E-money, Electronic purse, Digital cash.

Insurance: Basic concept of risk, Types of business risk, Assessment and transfer, Basic principles of utmost good faith, Indemnity, Economic function, Proximate cause, Subrogation and contribution, Types of insurance: Life and Non-life, Re-insurance, Risk and return relationship, Need for coordination. Power, functions and Role of IRDA, Online Insurance.

Suggested readings:

1. O. P. Agarwal: *Banking and Insurance*, Himalaya Publishing House, New Delhi.
2. C. Satyadevi: *Financial Services Banking and Insurance*, S. Chand Publications, New Delhi.
3. H. R. Suneja: *Practical and Law of Banking*, Himalya Publishing House, New Delhi.
4. T. N. Chabra: *Elements of Banking Law*, Dhanpat Rai and Sons, New Delhi.
6. G. S. Saxena: *Legal Aspects of Banking Operations*, Sultan Chand and Sons, New Delhi.

COMM505C: Self Project/Industrial Training & Viva

The students are required to work in industry to manufacture for diagnose problems and resolutions. The students need to have industry exposure, where they can experience real life accounting and financial practices followed. This course has been designed for the students to have real life experiences to help them prepare for their career. The students are expected to select the industry / firm/ units as per her/ his area of interest in consultations with the Department to prepare a Report and Internal presentation and viva by the Department.

Marks for Content of Report = 70

Marks for Viva on submitted Report = 30

Total Marks = 100

Sixth Semester

COMM601C: Auditing

Introduction to Auditing: Meaning, Objectives, Basic Principles and Techniques; Classification of Audit, Audit Planning, Internal Control – Internal Check and Internal Audit; Audit Procedure – Vouching and verification of Assets & Liabilities.

Vouching and Verification Vouching – Meaning, objectives, importance and factors, vouching of cash book, sales, receipts from debtors, preliminary and travelling expenses. Verification and valuation of Assets & Liabilities – Meaning, objectives, importance and Auditor's duties in regard to verification and valuation of tangible, intangible assets and tangible liabilities.

Audit of Limited Companies: Qualification, Disqualification, Appointment, Removal, Remuneration of company Auditors. Audit Ceiling-Status, Power, rights, Duties and Liabilities of company Auditors under the Companies Act 2013, Auditor's Report & Certificate – Contents and Types. Maintenance of Books of Account –Related Party Disclosures- Segment Reporting. Divisible Profit, Dividend and Depreciation (Companies Act, Standards on Accounting, Legal Decisions and Auditor's Responsibility). Representations by Management-Contents of Annual Report (A Brief Idea).

Special Areas of Audit and Recent Trends: Special Areas of Audit: Cost audit, Management audit, Performance audit, Tax audit, Social audit and Environment audit; Recent Trends in Auditing;

Suggested Readings:

1. R. Kumar & V. Sharma: *Auditing Principles and Practice*, PHI Learning, New Delhi.
2. A. Jha: *Auditing*, Taxmann Publication, New Delhi.
3. B. K. Basu: *An Insight to Auditing*, Book Syndicate Publications, Kolkata.
4. K. Gupta: *Auditing*, McGraw Hill Publishing Co.,New Delhi.
5. Institute of Chartered Accountants of India, Auditing and Assurance Standards, ICAI, New Delhi.

COMM602C: Indirect Tax Law & Practices

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:

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.

COMM603C: Management Accounting-II

Ratio Analysis: Meaning of accounting ratio, importance, limitations, parties interested in ratio analysis, standard ratio, applicability of different ratios.

Funds Flow Analysis: Meaning of fund and funds flow statements, objectives, importance, limitations, differences, presentation of funds flow statement.

Cash Flow Statement: Definition, characteristics, uses, limitations, differences between cash flow statement and funds flow statement, preparation as per AS-3 (Revised) format.

Budgetary Control: Budgeting and Budgetary Control: Concept of budget, budgeting and budgetary control, objectives, merits, and limitations. Budget administration. Functional budgets. Fixed and flexible budgets. Zero base budgeting. Programme and performance budgeting.

Distress Analysis: Definition, activities in distressed area, Financial distress analysis-features and area of application, Distress analysis model-Uni-Variate model, Multi-Variate model, L. C. Gupta Model.

Suggested Reading:

- Charles T. Horngren, Gary L. Sundem, Dave Burgstahler, Jeff O. Schatzberg. *Introduction to Management Accounting*, Pearson Education.
- Surender Singh: *Management Accounting*, Scholar Tech Press, New Delhi.
- Rajiv Goel: *Management Accounting*. International Book House,
- M. N. Arora: *Management Accounting*, Vikas Publishing House, New Delhi.
- M.Y. Khan & P. K. Jain: *Management Accounting*, McGraw Hill Education, New Delhi.

COMM604C: Fundamentals of Investment

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

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

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

Portfolio Analysis and Financial Derivatives: Portfolio and Diversification, Portfolio Risk and Return; Mutual Funds; Introduction to Financial Derivatives; Financial Derivatives Markets in India

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

Suggested Readings:

1. C.P. Jones: *Investments Analysis and Management*, Wiley, 8th ed.
2. P. Chandra: *Investment Analysis and Portfolio Management*, McGraw Hill Education
3. R. P. Rustogi: *Fundamentals of Investment*, Sultan Chand & Sons, New Delhi.
4. N.D. Vohra & B.R. Bagri: *Futures and Options*, McGraw Hill Education.

COMM605C: Dissertation & Viva

PROJECT/ DISSERTATION

70 Marks for Project/ Dissertation Preparation.

30 Marks for Viva-voice 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.
