

VIDYASAGAR UNIVERSITY



COMMERCE (Honours & General)

Under Graduate Syllabus (3 Tier Examination Pattern) w.e.f. 2014-2015

REVISED

Vidyasagar University
Midnapore 721 102
West Bengal

**Structure of Syllabus for Honours in 'Accounting and Finance' and
for 'General' Courses**

FIRST YEAR:: PART - I EXAMINATION

Group - I (Common Papers for both Honours and General Courses:
Two Papers of 100 Marks each = 200 Marks)

Paper C 1: Business Thoughts, Ethics and Management

Paper C 2: Business Laws

Group - II (Elective Papers for General Course: Two Papers of 100
Marks = 200 Marks)

Paper G 1: Financial Accounting

Paper G 2: Business Mathematics and Statistics

Group - III AH (Elective Paper for Honours Course in 'Accounting &
Finance': Two Papers of 100 Marks each = 200 Marks)

Paper AH 1: Financial Accounting and Accounting Theory

Paper AH 2: Business Mathematics and Statistics

SECOND YEAR:: PART - II EXAMINATION

Group - I (Common Papers for both Honours and General Courses:
Three Papers of 100 Marks each = 300 Marks)

Paper C 3: Entrepreneurship Development and Financing for SMEs

Paper C 4: Computer Application in Business

Paper C 5: Auditing

Group - II (Elective Papers for General Course: Two Papers of 100 Marks = 200 Marks)

Paper G 3: Advanced Financial Accounting

Paper G 4: Cost and Management Accounting

Group - III AH (Elective Paper for Honours Course in 'Accounting & Finance': Two Papers of 100 Marks each = 200 Marks)

Paper AH 3: Advanced Financial Accounting (including Accounting Standards and IFRS)

Paper AU 4: Cost Accounting

Paper AH 5: Direct and Indirect Taxes

THIRD YEAR :: PART - III EXAMINATION

Group - I (Common Papers for both Honours and General Courses: One Paper of 100 Marks = 100 Marks)

Paper C 6: Business Practice and Business Communication (Only in English)

Group - II (Elective Papers for General Course: Two Papers of 100 Marks=200 Marks)

Paper G 5: Direct and Indirect Taxes

Paper G 6: Micro and Macro Economics

Group - III AH (Elective Paper for Honours Course in 'Accounting & Finance': Three Papers of 100 Marks each = 300 Marks)

Paper AH 6: Indian Financial System

Paper AH 7: Financial Management and Management Accounting

Paper AH 8: Micro and Macro Economics

Language Papers Common for both Honours and General Courses: Two Papers of 50 Marks each = 100 Marks

C 7: Compulsory English

C8: Modern Indian Language

Common Paper for both Honours and General Courses: One Paper of 50 Marks

C 9: Environmental Studies

Total Marks

General Course: 1350

Honours Course: 1550

NB. (AH: Only for Honours; G: Only for General; C: Common for both Honours and General)

Detailed Syllabus
FIRST YEAR :: PART - I EXAMINATION

Group – I (Common Papers for both Honours and General Courses)

Paper C 1: Business Thoughts, Ethics and Management (100 Marks)

University Examination: 90 Marks

[Long Answer type questions: 30 Marks (Max. 15 Marks in each question); Semi-long Answer type questions: 40 Marks (Max. 08 Marks in each question); Short Answer type questions: 20 Marks (Max. 04 Marks in each question)]

Internal Assessment: 10 Marks

Group A (Business Thoughts, Business Ethics): Marks-50

(Long, Semi-long and Short answer type questions should carry 45 marks preferably in the ratio of 3:4:2)

1. **Basic Business Thoughts:** Concept, Nature, Scope of business, Objectives of business. Evolution of business and its impact on society, Evolution of business in India. (05 L)
2. **Social and Economic Environment of Business:** Different economic systems, Features, Advantages and Disadvantages, WTO- main features, Regional trade agreement of different countries. (08 L)
3. **Business Structure:** Sole proprietorship, Joint Hindu family business, Partnership, Joint Stock Company, Cooperatives, Limited Liability Partnership, Evolution of different structure, Determination of optimum size, Factors influencing size, Multinational corporations. (10 L).
4. **Business Combination:** Definition, Causes of combination, Types of business combination, Advantages and limitations of business combination. (06 L)
5. **Government and Business:** Public Enterprises, Objectives, Contributions, Merits, Demerits, Public utility undertakings, Reasons for Government control. (08 L)
6. **Business Ethics:** Concept of ethics, Definition of Business. ethics, Importance and significance of business ethics, Ethical practices

in: Profit making, Utilization of Resources, Protection of Environment, Advertisement, Social responsibility of business.
(08L)

Group B (Business Management): Marks-50

(Long, Semi-long and Short answer type questions should carry 45 marks preferably in the ratio of 3:4:2)

Group B (Business Management): Marks-50

1. **Management:** Definition, Nature, Principles, Functions, Levels of Management (06L)
2. **Evolution of Management Thoughts:** Henri Fayol, F.W. Taylor, Mary Parker Follett, Elton Mayo (06 L)
3. **Planning:** Definition, Importance, Planning process, advantages and disadvantages (07 L)
4. **Organising:** Definition, Organising process, Organization chart, Departmentation: concept and forms, centralisation and decentralization: Meaning, advantages and disadvantages (08 L)
5. **Motivation:** Definition, Importance, Theories of motivation: Need-based and Process based theories, Abraham Maslow's theory and Herzberg theory - a discussion. (06 L)
6. **Leadership:** Concept, Leadership styles, Importance (06 L).
7. **Coordinating:** Definition, Importance, Techniques (04 L)

8. **Controlling:** Definition, steps in controlling, planning-controlling relationship. techniques of controlling: Budgetary control, Management Information System. Management audit (06 L)

Suggested Readings:

- Carroll, A. B. and Buchholtz, A. K., Business and Society- Ethics. Sustainability and Stakeholder Management, CENGAGE Learning, USA
- Mahikutti, S., Being Ethical- Ethics is the Foundation of Business, IIM Ahmedabad
- Banerjee, R. P., Ethics in Business and Management, Himalaya Publishing House, Mumbai
- Koontz & Weihrich, Essentials of Management, Tata McGraw Hill, New Delhi
- Prasad, LM., Principles and Practice of Management, Sultan Chand and Sons. New Delhi
- Kumar, A. & Sharma, R., Principles of Business Management, Atlantic Publishers, New Delhi
- Tripathy, P. C. and Reddy, P. N., Principles of Management, Tata McGraw Hill, New Delhi
- Jwalkar, Ghanekar & Bhivpathaki, Principles & Practice of Management Everest Publishing House

Paper C 2: Business Laws (100 Marks)

University Examination: 90 Marks

[Long Answer type questions: 30 Marks (Max. 15 Marks in each question); Semi-long Answer type questions: 40 Marks (Max. 08 Marks in each question); Short Answer type questions: 20 Marks (Max. 04 Marks in each question)]

Internal Assessment: 10 Marks

1. **Introduction:** Concept and scope of Business Laws, relation with society, sources of business law. (05 L)
2. **Indian Contract Act, 1872:** Introduction, importance, essential features, types of contract, offer and acceptance, consideration, consents, termination of contracts, breach of contract, indemnity and guarantee, agency. (10 L)
3. **Sale of Goods Act, 1930:** Formation of contract of sale, goods and their classifications, price, conditions, warranties, transfer of property in goods, performance of the contract of sale, unpaid seller and his rights, caveat emptor, sale by auction. (10 L)
4. **Negotiable Instrument Act, 1881:** Definition of Negotiable Instruments, features. promissory note, bill of exchange and cheque, dishonour and discharge of negotiable instruments. (10 L)
5. **Consumer Protection Act, 1986:** Purpose, definition of consumer, complaint, consumer dispute, goods, services. Objective of Central

- and State Council, composition and jurisdiction of district forum, process of filing return. (10 L)
6. **Electronic Commerce Act, 1998:** Concept of e-commerce, electronic signature, internet, information, formation and validity of e-contracts and effectiveness between parties. (06 L)
 7. **Foreign Exchange Management Act, 1999:** Object of FEMA, definitions of capital account transaction, currency, current account transaction, foreign exchange, person, person resident in India, Regulation and Management of Foreign Exchange. (08 L)
 8. **Indian Partnership Act, 1932:** Definition, types of partnership and partners, partnership deed with its contents, rights, duties and liability of partner, rules and result of dissolution of partnership. (15 L)
 9. **Companies Act, 2013:** Origin of the Indian Companies Act, definition, types and features of company, promotion and incorporation of company, memorandum of association and article of association, prospectus and statement in lieu of prospectus. capital, directors and their types, concept of company meeting. (20 L)
 10. **Factories Act:** Definition of Factory, Worker, Manufacturing Process, Power, Prime Mover, Transmission Machinery, Machinery, Adult, Adolescent, Child, Young Person, Calendar Year, Day, Week, Shift and Relay, Occupier, Provisions regarding

the Health of Worker, Provisions regarding the Safety of Worker.
(10 L)

Suggested Readings:

- Tulsian, P. C., Business Law, Tata McGraw Hills Pvt Ltd., New Delhi
- Kapoor, N.D., Elements of Mercantile Law, Sultan Chand & Sons, New Delhi
- Kapoor, N.D., Company Law & Secretarial Practice, Sultan Chand & Sons, New Delhi
- Gulshan & Kapoor, Business Law including Company Law, New Age International (P) Ltd, New Delhi.
- Mohana Rao, P., Mercantile Law, Prentice Hall Learning Pvt. Ltd., New Delhi
- Sen & Mitra, Commercial and Industrial Law, World Press Private Ltd., Kolkata
- Shukla, M.C., Mercantile Law, S Chand & Co Ltd., New Delhi
- Bhadra, Satpathi and Mitra, Karbari Ainer Ruprekha (Bengali Version), Chaya Prakasani, Kolkata,
- Bare Acts: Indian Contract Act, 1972; The sale of Goods Act 1930; Essential Commodities Act, 1955; Consumer protection Act, 1986; The companies Act; 2013; Factories Act, 1948.

Group - II (Elective Papers for General Course)

Paper G 1 : Financial Accounting (100 Marks)

University Examination: 90 Marks

[Long Answer type questions: 30 Marks (Max. 15 Marks in each question); Semi-long Answer type questions: 40 Marks (Max. 08 Marks in each question); Short Answer type questions: 20 Marks (Max. 04 Marks in each question)]

Internal Assessment: 10 Marks

1. **Introduction:** Meaning and objectives of Accounting - Accounting as a language of Business- events and transactions - Cash basis and Accrual basis of accounting - Accounting assumptions and Accounting principles. (05 L)
2. **Accounting Equation:** Double Entry Principle: advantages and limitation in relation to single entry system-definition and functions of journal, Ledger, day Books, and Journal Proper-Cash Book: Its dual functions, classification. (08 L)
3. **a) Bank Reconciliation Statement (without amended cash book)** (05 L)
b) Rectification of Errors at different stages (05 L)
c) Closing and Adjustment Entries (03 L)
d) Providing for Depreciation (different methods) (06 L)

4. **Final Accounts of Trading and Non-Trading Concern (10 L)**
5. **a) Accounting for Bill of Exchange (05 L)**
b) Consignment-outward and inward (07 L)
c) Joint Ventures (08L)
6. **Accounting from incomplete records (07 L)**
7. **Partnership Accounts: Profit & Loss Appropriation Account, Admission, Retirement of a Partner, Dissolution. (20 L)**
8. **Miscellaneous Accounting:**
 - a) **Branch and Departmental Accounting (08 L)**
 - b) **Hire-Purchase and Installment Payment System (08 L)**
 - c) **Royalty (08 L)**

Suggested Readings:

- Gupta, S. C., Grewal, T. S. and Sukla, M.c.; Advanced Accounts, S Chand & Co Ltd., New Delhi
- Jain, S. P.-and Narang, K. L., Financial Accounting, Kalyani Publishers, Delhi
- Paul, S. K., Financial Accounting, New Central Book Agency (P) Ltd., Delhi
- Maheswari, S. N., and Maheswari, S. K., Advanced Accountancy, Vikash Pub. House (P) Ltd., New Delhi
- Gupta, R. L., and Radhaswami, M., Financial Accounting, Sultan Chand & Sons, New Delhi

Paper G 2: Business Mathematics and Statistics (100 Marks)

University Examination: 90 Marks

[Long Answer type questions: 30 Marks (Max. 15 Marks in each question); Semi-long Answer type questions: 40 Marks (Max. 08 Marks in each question); Short *Answer* type questions: 20 Marks (Max. 04 Marks in each question)]

Internal Assessment: 10 Marks

Group A: Business Mathematics (50 Marks)

(Long, Semi-long and Short answer type questions should carry 45 marks preferably in the ratio of 3:4:2)

- 1. Arithmetic and Geometric Progression (12 L)**
- 2. Equation:** Linear, Quadratic and Simultaneous equations (10 L)
- 3. Logarithm (10 L)**
- 4. Counting:** Permutations and Combinations (12 L)
- 5. Financial Mathematics:** Simple interest, Compound Interest, Annuities, Exponential Growth (10 L)

Group B: Statistics (50 Marks)

(Long, Semi-long and Short answer type questions should carry 45 marks preferably in the ratio of 3:4:2)

1. **Introduction:** Definition, Scope, Importance, Types and Sources of Data, Limitations of Statistics. (6 L)
2. **Charts and Diagrams:** Line Chart, Bar Chart, Histogram, Frequency Polygon, Ogive, Frequency Table. (10 L)
3. **Measures of Central Tendency:** Mean, Median, Mode. (15 L)
4. **Measures of Dispersion:** Range, Mean Deviation, Quartile Deviation, Standard Deviation, Coefficient of Variance. (12 L)
5. **Analysis of Bivariate Data:** Scatter Diagram, Simple Correlation and Simple Regression (12L)
6. **Index Number:** Concept, Types of Index Number, Problems in constructing Index Number, Methods of Constructing Price and Quantity Indices, Cost of Living Index. (12 L)

Suggested Readings:

- Hazarika, P., A textbook of Business mathematics, S Chand & Co Ltd., New Delhi
- Das, N. G. and Das, J. K., Business Mathematics and Statistics, Tata McGraw Hills Education, New Delhi
- Maity and Chakraborty, Business Mathematics and Statistics, The World Press, Kolkata

- Ghosh and Saha, Business Mathematics and Statistics, Central Book Agency (P) Ltd., Kolkata
- Das, N. G., Statistical Methods, M Das & Company, Kolkata
- Arora, Arora and Arora, Statistical Methods, S Chand & Co Ltd., New Delhi
- Gupta, S. P. Statistical Methods, Sultan Chand & Sons, New Delhi

**Group - III AH (Elective Paper for Honours Course in
'Accounting & Finance')**

Paper AH 1: Financial Accounting and Accounting Theory (100 Marks)

University Examination: 90 Marks,

[Long Answer type questions: 30 Marks (Max. 15 Marks in each question); Semi-long Answer type questions: 40 Marks (Max. 08 Marks in each question); Short Answer type questions: 20 Marks (Max. 04 Marks in each question)]

Internal Assessment: 10 Marks

Group A: Financial Accounting (80 Marks)

(Long, Semi-long and Short answer type questions should carry 72 marks preferably in the ratio of 3:4:2)

1. **Introduction:** Meaning and objectives of Accounting, Accounting as a language for communicating information, 'event' and transactions, difference between the accounts of terminable but 'profit seeking venture' and accounts of continued concern both profit seeking and non-profit seeking-cash basis and accrual basis of accounting. (06 L)
2. a) **Bank Reconciliation Statement** (with amended cash book only). (04 L)
b) **Rectification of Errors at different stages** (05 L)

- c) **Closing and Adjustment Entries** (03 L)
- d) **Providing for Depreciation** (different methods) (06 L)
- 3. **Final Accounts of Trading and Non-Trading Concern** (10 L)
- 4. a) **Accounting for Bill of Exchange** (with special emphasis on Accommodation bill). (06 L)
- b) **Consignment: Outward and Inward.** (08 L)
- c) **Joint Ventures** (08 L)
- 5. **Accounting from incomplete records:** drawbacks, conversion into Double Entry system of Accounting. (08 L)
- 6. **Partnership Accounts:** treatment of goodwill at the time of Admission, Retirement/Death of partner, Admission-Cum-Retirement, Dissolution (with Piecemeal Distribution). (30 L)
- 7. **Miscellaneous Accounting:**
 - a) **Branch and Departmental Accounting** (10 L)
 - b) **Hire-Purchase and Installment Payment System** (10 L)
 - c) **Insurance Claims (with average clause principle) only for loss of Stock fire insurance** (05 L)

Group B: Accounting Theory (20 Marks)

Short Answer type questions: 18 Marks (Max. 06 Marks in each question)

1. **Accounting theory:** Definition, Nature, Roots, Framework, and Function. Various approaches to the formulation. Characteristics, advantages and drawbacks-various types of classification-need of the study relation with practices.(08 L)
2. **History and Evolution of Accounting Thought:** Single Entry System, Double Entry System, Accounting Equations. (08 L)
3. **Principles of Accounting:** Basic Accounting principles, Accounting assumptions, Accounting concepts and Accounting Conventions, Accounting concept of Income and Economic concept of Income. (08 L)

Suggested Readings:

- Porwal, L S., Accounting Theory, Tata McGraw Hill, New Delhi
- Gupta, S. c., Grewal, T. S. and Sukla, M.c., Advanced Accounts, S Chand & Co Ltd., New Delhi
- Jain, S. P. and Narang, K. L, Financial Accounting, Kalyani Publishers, Delhi
- Maheswari, S. N. and Maheswari, S. K. Advanced Accountancy, Vikash Pub. House (P) Ltd., New Delhi .

- Chakraborty, H., Advanced Accountancy, Oxford University Press, Kolkata, Gupta, R. L and Radhaswami, M., Financial Accounting, Sultan Chand & Sons, New Delhi
- Paul, S. K., Financial Accounting, New Central Book Agency (P) Ltd., Delhi

Paper AH 2: Business Mathematics and Statistics (100 Marks)

University Examination: 90 Marks

[Long Answer type questions: 30 Marks (Max. 15 Marks in each question); Semi-long Answer type questions: 40 Marks (Max. 08 Marks in each question); Short Answer type questions: 20 Marks (Max. 04 Marks in each question)]

Internal Assessment : 10 Marks

Group A: Business Mathematics

(Long, Semi-long and Short answer type questions should carry 32 marks preferably in the ratio of 3:4:2)

(Algebra -35 Marks)

1. **Arithmetic and Geometric Progression** (10 L)
2. **Equation:** Linear, Quadratic and Simultaneous equations (08 L)
3. **Logarithm, Surds and Indices** (12 L)
4. **Counting:** Permutations and Combinations. (10 L)

5. **Financial Mathematics:** Simple interest, Compound Interest, Annuities, Exponential Growth. (08 L)
6. **Matrix Algebra:** Definition of Matrix, Types, Algebra of Matrices, Properties of Determinants, Cramer's Rule for solving equation, Adjoint Matrix, Inverse Matrix. (12 L)

(Calculus -15 Marks)

1. **Function:** Definition, Classification and Types of function, Elementary idea of Limit and Continuity. (05 L)
2. **Differentiation:** Definition of Derivative and its geometrical interpretation, Rules of Derivatives, Partial Differentiation of simple algebraic functions, Maximum and minimum value of functions. (10 L)
3. **Integration:** Integration of functions, Standard integral forms, Integration by parts, Integration by partial functions (elementary problems), Definite integral. (08 L)

Group B: Statistics (50 Marks)

(Long, Semi-long and Short answer type questions should carry 45 marks preferably in the ratio of 3:4:2)

1. **Introduction:** Definition, Scope, Importance, Types and Sources of Data, Limitations of Statistics. (05 L)

2. **Charts and Diagrams:** Summarization of data, Frequency Table, Line Chart, Bar Chart, Histogram, Frequency Polygon, Ogive. (08 L)
3. **Measures of Central Tendency:** Mean, median, Mode (10 L)
4. **Measures of Dispersion:** Range, Mean Deviation, Quartile Deviation, Standard Deviation, Coefficient of Variance. (10 L)
5. **Skewness, Kurtosis and Moments:** (03 L)
6. **Analysis of Bivariate Data:** Scatter Diagram, Simple Correlation and Simple Regression, Spearman's Rank Correlation. (12 L)
7. **Probability:** Classical Probability, Total probability, Compound probability, Independence of events, Conditional probability. (10 L)
8. **Index Number:** Concept, Types of Index Number, Problems in constructing Index Number, Methods of Constructing Price and Quantity Indices, Cost of Living Index. (12 L)

Suggested Readings:

- Hazarika, P., A textbook of Business mathematics, S Chand & Co Ltd., New Delhi
- Gupta, A. S., Calculus of Variations with Applications, PHI Learning, New Delhi
- Das, N. G. and Das, J. K., Business Mathematics and Statistics. Tata McGraw Hills Education, New Delhi

- Maity and Chakraborty, Business Mathematics and Statistics, The World Press. Kolkata
- Ghosh and Saha, Business Mathematics and Statistics, Central Book Agency (P) Ltd., Kolkata
- Levin, R. and Rubin, D. S., Statistics for Management, Prentice Hall, New Delhi Das, N. G., Statistical Methods, M Das & Company, Kolkata
- Arora, Arora and Arora, Statistical Methods, S Chand & Co Ltd., New Delhi Gupta, S. P. Statistical Methods, Sultan Chand & Sons, New Delhi

SECOND YEAR: PART - II EXAMINATION

Group - I

(Common Papers for both Honours and General Courses)

**Paper C 3: Entrepreneurship Development and Financing for SMEs
(100 Marks)**

University Examination: 90 Marks

[Long Answer type questions: 30 Marks (Max. 15 Marks in each question); Semi-long Answer type questions: 40 Marks (Max. 08 Marks in each question); Short Answer type questions: 20 Marks (Max. 04 Marks in each question)]

Internal Assessment: 10 Marks

Entrepreneurship Development: (70 Marks).

(Long, Semi-long and Short answer type questions should carry 62 marks preferably in the ratio of 3:4:2)

1. **Introduction:** Definition of Entrepreneurship, types of entrepreneurship; Entrepreneurship Development; Entrepreneurship as career. (10 L)
2. **Entrepreneurship Development in India in 21st Century** (04 L)

3. **Traits of Entrepreneur:** Entrepreneurial personality,. knowledge and skill of entrepreneur, entrepreneurship development training. (08 L)
4. **Entrepreneurship in India:** Scope of Entrepreneurship development in India, Government assistance, Problems of entrepreneurs in India; choice of goods or services; pre-feasibility study; matching of entrepreneur's capacity and project requirement; preparation of feasibility study. (15 L)
5. **Planning for Entrepreneurship:** Basic concept, operational planning, planning for human resources and marketing planning, Planning of some projects e.g. hatchery; doll making; PC assembly etc. (15 L)
6. **Micro business to Industry:** Case Studies and notes of idea from initial stage of operation to expansion as an industry. (08 L)

Sources of Finance for SMEs (30 Marks)

(Semi-long and Short answer type questions should carry 28 marks preferably in the ratio of 3:2)

Different sources of capital (internal and external) for SMEs; Procurement of own capital, debt capital, govt. Subsidy; Recapitulation of Financial and Economic Concepts (Profit, Profitability, and Break-Even Analysis; projection of Forecasting and Pro Forma Financial Statements; Working Capital Management; Factors for allowing loan by Banks; Contents of

project report, Application format for loan from Bank, project report of hatchery; doll making; PC assembly etc. (35 L)

Suggested Readings:

- Hisrich, R. D., Peters, M. P. and Shepherd, D. A., Entrepreneurship, McGraw Hill Education, New Delhi
- Khanka, S. S., Entrepreneurial Development, S. Chand and Company Limited, New Delhi
- Manimala, M. J., Entrepreneurship Theory at the Crossroads - Paradigms & Praxis, Biztantra Publishing
- Chandra, P., Projects - Planning, Analysis, Selection, Implementation and Reviews, Tata McGraw-Hill, New Delhi

Paper C-4: Computer Applications in Business (100 Marks)

(Computer Practical: 80 Marks and Viva-voce: 20 Marks)

1. **Operating System:** MS-DOS, Windows (15 L)
2. **MS- Office:** MS-Word, MS-Excel, MS-Power Point, MS-Access (30 L)
3. **Anyone Accounting Package (Latest Version):** Tally, Fact, EX-NGN, Busy (30 L)
4. **Web Page Designing:** HTML (15 L)
5. **E-Banking:** Online Account Opening, Online Payment etc. (15 L)

Suggested Readings:

- Miller., Absolute Beginner's Guide to Computer Basic, Techmedia Publishers,
- Mansfield and Ron, The Compact Guide to Microsoft Office, BPB Publication, Delhi.
- Jain, S. and Sing, S., Digital Computer Fundamentals, BPB Publication, Delhi
- Schwartz, K., Quick Reference Guide to Microsoft 2000, I3PB Publication, Delhi
- Jain, S., EXCEL 2007 made simple, BPB Publication, Delhi
- Rutkosky, Word 2007, BPB Publication, Delhi
- Jain, S., MS Office 2010 - Training Guide, BPB Publication; Delhi
- Willard, W., HTML: A Beginner's Guide:, McGraw-Hill, New Delhi
- Purcell, L., Web Developer.com Guide to Creating Web Channels with Dynamic HTML and CDF, Wiley Publication

Paper C 5: Auditing (100 Marks)

University Examination: 90 Marks

[Long Answer type questions: 30 Marks (Max. 15 Marks in each question); Semi-long Answer type questions: 40 Marks (Max. 08 Marks in each question); Short Answer type questions: 20 Marks (Max. 04 Marks in each question)]

Internal Assessment: 10 Marks

1. **Introduction:** Definition, Nature, Objectives, Scope, Classification, Relationship with other subjects. (05 L)
2. **Procedure of Audit:** Consideration for commencing an audit, Audit Programme. Audit Note Book, Test Checking Selective Verification. (07 L)
3. **Internal Control System:** Meaning, Objectives, Internal Check, Internal Audit. Relationship of internal control - internal check and Internal audit, Audit Committee (08 L).
4. **Vouching:** Meaning, Importance, General Principles, Routine Checking and Vouching, Vouchers, Vouching of Sales items, Vouching of Purchase items and Vouching of Ledgers. (12 L)
5. **Verification of Assets:** Meaning, Objectives, Verification of various assets and liabilities and auditors role, Contingent liabilities and assets and auditors' role. (12 L)
6. **Audit of Sole proprietorship and Partnership business.** (10 L)
7. **Company Audit:** (10 L)
 - a) Qualification, Appointment, Remuneration and Removal of auditor;
 - b) Rights and duties of Auditors;
 - c) Criminal and Civil Liabilities of Auditors.
8. **Audit of** (06 L)
 - a) **Educational Institutions;**

- b) **Hospitals and**
- c) **Clubs,**
- 9. **Auditors Report and Certificate:** Concept, Importance, Contents, Types of Audit Report, Difference between Audit report and Auditors Certificate. (08 L)
- 10. **Divisible Profits and Dividends.** (06 L)
- 11. **New areas of Auditing:** Cost audit, Management Audit, Environment Audit, Social Audit. (08 L)
- 12. **Farm Audit:** Auditing principles applied to farming, Audit of farm transactions, Performance Audit in farms. (08 L)

Suggested Readings:

- Gupta, K., Contemporary Auditing, Tata McGraw Hill, New Delhi.
- Tandon, B.N., Principles of Auditing: S. Chand & Company, New Delhi.
- Jha, A., Students Guide to Auditing, Taxmann Publication, New Delhi.
- Gangopadhyay & Mukhopadhyay, Nirikshashastra, Dey Book Concern, Kolkata
- Maity, B.K., Hisab Parikhkhar Tatta O Prayog, Oriental Book Company (P) Ltd, Kolkata.
- Banerjee, D., Nirikshashastro, Dey Book Syndicate (P) Ltd, Kolkata.

Group - II (Elective Papers for General Course)

Paper G 3: Advanced Financial Accounting (100 Marks)

University Examination: 90 Marks

(Long Answer type questions: 30 Marks (Max. 15 Marks in each question); Semi-long Answer type questions: 40 Marks (Max. 08 Marks in each question); Short Answer type questions: 20 Marks (Max. 04 Marks in each question).

Internal Assessment: 10 Marks

1. Company Accounts:

- a) Issue of Equity Shares- Book Building process, Issue of Bonus Shares (10 L)
- b) Issue of Debentures. (4 L)
- c) Redemption of Preference Shares. (8 L)
- d) Redemption of Debentures. (8 L)

2. Merger and Acquisition

- a) Amalgamation. (10 L)
- b) Absorption. (10 L)
- c) Reduction of Capital and Internal Reconstruction. (12 L)

3. Investment Account (10L)

4. Fire Insurance Claims - Loss of Profit (8 L)

5. Valuation of Goodwill and Shares (20 L)

6. Accounting Standard: Meaning, Need, Formulation and Different Accounting Bodies. Harmonization of Accounting Standard, IFRS and its need. (10 L)

Suggested Readings:

- Gupta, S. C., Grewal, T. S. and Sukla, M.c. Advanced Accounts, S Chand & Co Ltd., New Delhi
- Jain, S. P. and Narang, K. L., Financial Accounting, Kalyani .Publishers, Delhi
- Maheswari, S. N. and Maheswari, S. K., Advanced Accountancy, Vikash Pub. House (P) Ltd., New Delhi
- Mukherhee, A. and Hanif, M., Advanced Accounting, Tata McGraw Hill Pub., New Delhi
- Gupta, R. L. and Radhaswami, M., Financial Accounting, Sultan Chand & Sons, New Delhi
- Paul, S. K., Financial Accounting, New Central Book Agency (P) Ltd., Delhi

Paper G .4: Cost and Management Accounting (100 Marks)

University Examination: 90 Marks

[Long Answer type questions: 30 Marks (Max. 15 Marks in each question); Semi-long Answer type questions: 40 Marks (Max. 08 Marks in each question); Short Answer type questions: 20 Marks (Max. 04 Marks in each question)]

Internal Assessment: 10 Marks

Group A: Cost Accounting (50 Marks)

(Long, Semi-long and Short answer type questions should carry 45 marks preferably in the ratio of 3:4:2)

1. **Introduction:** Concepts of Cost, Costing, Cost Accounting, Cost Centre, Cost Unit; Nature, Scope, Objectives and Functions of Cost Accounting; Comparison of Cost Accounting with Financial Accounting; Classification of Costs; Methods and Techniques of Costing; Need for Costing, Installation of a Costing System; Advantages and Limitations of Cost Accounting. (08 L)
2. **Elements of Cost:** Materials, Labour, Overheads; Preparation of Cost Sheet; Determining Selling Prices; Preparation of Quotations and Estimates. (12 L)
3. **Accounting for Materials:** Materials Purchase Procedure; Different Types of Stock Levels; Economic Order Quantity;

- Pricing of Material Issue; Perpetual Inventory System; ABC Analysis, Just-In-Time Approach. (12 L)
4. **Accounting for Labour:** Labour Cost Control Procedure; System of Wage Payment; Incentive Schemes; Idle Time and Overtime; Labour Turnover. (10 L)
 5. **Accounting for Overhead:** Classification, Accounting and Control of Overheads; Allocation, Apportionment and Re-apportionment and Absorption of Overhead; Determination of Overhead Rates; Under- or Over-absorption and their treatment. (10 L)
 6. **Methods of Costing:** Unit Costing, Job Costing, Batch Costing, Contract Costing. Process Costing (excluding Equivalent Production, Joint and By-Products). (12 L)

Group B: Management Accounting (50 Marks)

(Long, Semi-long and Short answer type questions should carry 45 marks preferably in the ratio of 3:4:2)

1. **Management Accounting:** Definition -Scope -Functions - Methods and Techniques Limitations - Differences from Financial Accounting. (08 L)
2. **Management of Working Capital:** Concept - Nature-Significance - Components of Working Capital - Sources - Factors determining Working Capital Requirements of Working Capital. (10 L)

3. **Analysis and Interpretation of Financial Statements:** Meaning, Nature, objectives and Limitation of Financial Statements; Financial Statement Analysis through Accounting Ratios; Uses and Limitations of Ratio Analysis. (14 L)
4. **Funds Flow and Cash Flow Analysis:** Concept of Fund's Flow and Cash Flow Statement; Uses and Limitations of Funds Flow and Cash Flow Statement; Difference between Funds Flow and Cash Flow Statement; Preparation of Funds Flow and Cash Flow Statement. (15 L)
5. **Budgetary Control:** Definition and Concept of Budget- Process of Budgetary Control, Fixed and Flexible Budget, Objectives and Limitation of Budgetary Control, Concept of Functional Budget and Master Budget, Preparation of Sales Budget, Production Budget, Labour Budget. (15 L)

Suggested Readings:

- Horngren, C. T., Datar, S. M. and Rajan, M., Cost Accounting - A Managerial Emphasis, Prentice Hall Publication, New Delhi
- Banerjee, B., Cost Accounting, Prentice-Hall Publication, New Delhi
- Arora, M. N., Cost Accounting - Principles and Practices, Vikas Publication, New Delhi
- Bhattacharyya, A. K., Principles and Practice of Cost Accounting, PHI, New Delhi

- Lal, J., Cost Accounting, Tata McGraw Hill Pub., New Delhi
- Sengupta, C. H. and Chowdhury, B.G., Cost and Management Accounting, Dey Book Concern, Kolkata
- Khan M. Y. and Jain, P. K., Management Accounting, Tata McGraw Hills Publication, New Delhi
- Kishore, R. M., Advanced Management Accounting, Taxmann Publication, New Delhi

**Group - III AU (Elective Paper for Honours Course in
'Accounting & Finance')**

**Paper AH 3: Advanced Financial Accounting (Including Accounting
Standards and IFRSs)**

University Examination: 90 Marks

[Long Answer type questions: 30 Marks (Max. 15 Marks in each question); Semi-long Answer type questions: 40 Marks (Max. 08 Marks in each question); Short Answer type questions: 20 Marks (Max. 04 Marks in each question)]

Internal Assessment: 10 Marks

Group A: Accounting Standards and IFRSs (20 Marks)

Short Answer type questions: 18 Marks

(Max. 06 Marks in each question)

1. **Accounting Standard:** Meaning, Needs, Standard Setting Procedure, Accounting Standard Board in India; List of Accounting Standards operating in India; Ind AS 1, Ind AS 2, Ind AS 7, Ind AS 16, Ind AS 17 (12 L)
2. **IFRS:** Basic Concept, International Accounting Standard Board (IASB), Objectives and Functions of IASB, List of IFRSs, Indian IFRSs, Implementation of IFRS in India. (10 L)

Group B: Advanced Financial Accounting (80 Marks)

(Long, Semi-long and Short answer type questions should carry 72 marks preferably in the ratio of 3:4:2)

1. **Conceptual Framework for Preparation and Presentation of Financial Statements:** Components, Objectives, Underlying Assumptions, Qualitative Characteristics, Elements and of Financial Statements (6 L)
2. **Valuation of Goodwill and Valuation of Shares** (15 L)
3. **Consolidation of accounts** [excluding Chain Holding and Cross Holding] (12 L)
4. **Internal and External Reconstruction** - Amalgamation, Absorption (20 L)
5. **Royalty and Sub-royalty Accounts** (10 L)
6. **Investment Accounts** (08 L)
7. **Redemption of Preference Shares and Debentures** (10 L)
8. **Fire Insurance Claim for Loss of Profit** (05 L)

Suggested Readings:

- Gupta, S. c., Grewal, T. S. and Sukla, M.c., Advanced Accounts, S Chand & Co Ltd., New Delhi
- Jain, S. P. and Narang, K. L., Financial Accounting, Kalyani Publishers, Delhi

- Maheswari, S. N. and Maheswari, S. K., Advanced Accountancy, Vikash Pub. House (P) Ltd., New Delhi
- Chakraborty, H., Advanced Accountancy, Oxford University. Press, Kolkata
- Gupta, R. L. and Radhaswami M., Financial Accounting, Sultan Chand & Sons, New Delhi
- Paul, S. K., Financial Accounting, New Central Book Agency (P) Ltd. Delhi
- Kaur, J., IFRS- A Practical Approach, Tata McGraw Hill, New Delhi

Paper AH 4: Cost Accounting (100 Marks)

University Examination: 90 Marks

[Long Answer type questions: 30 Marks (Max. 15 Marks in each question); Semi-long Answer type questions: 40 Marks (Max. 08 Marks in each question); Short Answer type questions: 20 Marks (Max. 04 Marks in each question)]

Internal Assessment: 10 Marks

1. **Introduction:** Concepts of Cost, Costing, Cost Accounting and Cost Accountancy, General Principles of Costing, Objectives of Cost Accounting, Importance of Cost Accounting, Limitation of Cost Accounting, Classifications of Costs, Cost Centre and Cost Unit, Methods and Techniques of Costing, Installation of a Costing System, Cost . Accounting - Management Accounting - Financial Accounting. (10 L).
2. **Elements of Costs:** Cost Sheet, Direct Material, Direct Labour, Direct Expenses. Overheads, Analysis of Total Cost - Primr Cost, Works Cost, Cost of Production, Cost of Goods Sold, Cost of Sales, Determination of Selling Prices, Preparation of Quotations and Estimates. (10 L)
3. **Material:** Cost of Materials, Methods of Purchasing, Purchase Procedure, Pricing of Stores Receipts, Store keeping, Functions of Store keeping, Inventory Control Objectives, Techniques; Economic

- Order Quantity, ABC Analysis, Just-In-Time Approach; Issue of Materials, Stores Requisition Note, Bill of Materials, Control of Material Issues, Pricing of Material Issues and Returns, Material Transfer Note, Material Losses, Control of Material Losses. (15 L)
4. **Labour:** Cost of Labour, Time Recording, Labour Remuneration, Basic Methods of Remuneration, Incentive Schemes, Classification of Incentive Schemes. Indirect Monetary Incentive Schemes, Other Non-Monetary Incentive Schemes, Labour Turnover, Idle Time, Overtime, Preparation of Payrolls. (15 L)
 5. **Overhead:** Direct Expenses, Indirect Expenses, Overheads, Classification of Overheads, Treatment of Factory Overheads, Collection of Overheads, Allocation and Apportionment of Overheads, Absorption of Overheads" Methods of Absorbing Production Overheads, Over or Under Absorption of Overheads, Treatment of Administrative Overheads, Treatment of Selling and Distribution Overheads. (15 L)
 6. **Method of Costing:** Unit Costing, Job Costing, Process Costing (up to Inter process profit), Contract Costing. (20 L)
 7. **Marginal Costing and Break Even Analysis:** Marginal Cost, Contribution, Cost Volume Profit Analysis, Objectives of Cost-Volume-Profit Analysis, Profit Volume Ratio, Break Even Analysis, Methods for determining Break Even Point, Margin of Safety. (15 L)
 8. **Standard Costing:** Introduction, Techniques of Standard Costing, Variance Analysis Material and Labour. (10 L)

Suggested Readings:

- Horngren, C. T., Datar, S. M. and Rajan, M., Cost Accounting - A Managerial Emphasis, Prentice Hall Publication, New Delhi
- Kishore, R. M., Advanced Management Accounting, Taxmann Publication (P) -Ltd., New Delhi
- Khan, M. Y. and Jain, P. K., Cost Accounting, McGraw-Hill Education (India) Ltd., New Delhi
- Saxena & Vashit, Cost and Management Accounting, Sultan Chand, New Delhi
- Kishore, R. M., Cost Management, Taxmann Publication (P) Ltd, New Delhi
- Carter, W. K., Cost Accounting, Dame Publications Inc.,
- Colin, D., Management and Cost Accounting, International Thomson Business Press.

Paper AH 5: Direct and Indirect Taxes (100 Marks)

University Examination: 90 Marks

[Long Answer type questions: 30 Marks (Max. 15 Marks in each question); Semi-long Answer type questions: 40 Marks (Max. 08 Marks in each question); Short Answer type questions: 20 Marks (Max. 04 Marks in each question)]

Internal Assessment: 10 Marks

Direct Taxes (70 Marks)

(Long, Semi-long and Short answer type questions should carry 62 marks preferably in the ratio of 3:4:2)

1. **Basic Concept:** Categories of taxes, Income, Assessee, Previous year, Assessment year, Heads and sources of income, Gross total income, Taxable income, Tax planning, avoidance, evasion, Tax management and administration, Deductions. (10 L)
2. **Residential status of individuals:** Resident (Resident and ordinarily resident and resident but not ordinarily resident) and Non-resident, Tax incidence on different categories. (10 L).
3. **Incomes exempted from tax:** Under Section 10 -10(1), 10(3), 10(10D), 10(16), 10(17A), 10(32), 10(33), 10(5), 10(10), 10(10A), 10(10AA), 10(10B), 10(10C), 10(11), 10(12), 10(13), 10(13A), 10(14) and 10(18). (08 L)
4. **Fundamentals of total income computation:** Basic principles, tax exemption limit for different categories and tax rates (including surcharge, if any). (04 L)
5. **Income from salaries:** Basic principles and computation of income under this head. (10 L)
6. **Income from House Property:** Basic principles and computation of income under this head. (10 L)
7. **Profits and Gains of Business or Profession:** Basic principles and computation of income under this head. (08 L)

8. **Capital gains:** Basic concepts and computation of income under this head. (08 L)
9. **Income from other sources:** Basic concepts and computation of income under this head. (06 L)
10. **Total income computation:** Considering income of different heads and deductions under Chapter VI. (04 L)
11. **Rebates and relief:** Basic concepts. (04 L)
12. **Return of income and assessment of individuals:** Due dates of filing return, Forms for filing returns, Types of return - Belated, Revised and Defective, Self-assessment, Summary assessment, Introduction to online filing of returns. (05 L)
13. **Advance tax:** Theoretical discussion. (02 L)
14. **Income tax authorities:** Introduction to different classes of authorities. (04 L)

Indirect Taxes: (30 marks)

(Semi-long and Short answer type questions should carry 28 marks preferably in the ratio of 3:2)

1. **Indirect Taxes:** Basic concept of Indirect Taxes, Different Indirect Taxes and Duties, Difference between Direct and Indirect Taxes, Advantages and Limitations of Indirect Taxes. (06 L)
2. **Central Excise:** Central Excise Act 1944, Definition of Goods, Excisable Goods, Conditions for levy of Excise duty, Manufacturer, Deemed Manufacturer, Classification of Goods,

- Different methods for levy of Excise duty, Assessable value; Concept of VAT, CENVAT and CENVAT Credit. (15 L)
3. **Customs Duty:** Definition: Territorial Water, Customs Water, Goods; Types of Customs Duty; Determination of Assessable Value; Import & Export procedures. (10 L)
 4. **Service tax:** Definition of Services, Taxable Services, Registration; Calculation of Service tax. (06 L)

Suggested Readings:

- Singhanian, V. K., Direct Taxes: Law and Practice, Taxmann Publication, New Delhi
- Singhanian, V. K., Students' Guide to Income Tax:, Taxmann Publication, New Delhi
- Sengupta, C. H., Income Tax, Dey Book Concern, Kolkata
- Datey, V. S., Indirect Taxes- Law and Practice, Taxmann Publication, New Delhi
- Bangar, Y., Bangar, V. and Sodhani, V., Students' Guide to Indirect Taxes, Aadhya's Publishers, Kolkata

THIRD YEAR:: PART - III EXAMINATION

Group - I

(Common Papers for both Honours and General Courses)

Paper C 6: Business Practice and Business Communication (100 Marks)

University Examination: 90 Marks

[Long Answer type questions: 30 Marks (Max. 15 Marks in each question);
Semi-long Answer type questions: 40 Marks (Max. 08 Marks in each question);
Short Answer type questions: 20 Marks (Max. 04 Marks in each question)]

Internal Assessment: 10 Marks

Group- A: Business Practice- Practical (50 Marks)

1. On Accounting:

- a) Filling up of different Forms, Challans, Vouchers, Returns etc. of Banks and other Financial Institutions
- b) Preparation of Cash Book, Purchase Book, Sales Book, based on Vouchers
- c) Bank Reconciliation Statement (20 L)

2. On Taxation:

- a) Income Tax Planning for Salaried Employees
- b) Computation of Taxable Income and Income Tax for different assesses

- c) Filling up different I .T. Forms and Returns [e. g. F10E, FI5G, FI6, F16A, F24, F26, (Electronically), F24Q, SARAL, PAN (F49A), TAN (F 49 B), E-Return etc.]
- d) Filling up different I. T. Challans, (e.g. ITS-I, ITS-2,ITS 2D, ITS 2E, ITS-3)
- e) V AT, CENVEAT, CENV AT Credit, Personal Ledger Account, GAR-7 Challan. (20 L)

3. **On Auditing:**

- a) Vouching
- b) Detection of errors and frauds
- c) Preparation of Audit report (15 L)

Group B: Business Communication (50 Marks)

(Long, Semi-long and Short answer type questions should carry 45 marks preferably in the proportion of 3:4:2; Answers are to be written in English only)

1. **Introduction:** Definition, Objectives of communication, Feedback as the essence of communication, Channels of Communication, Communication Process. Principles of Effective Communication, Barriers to Communication. (12 L)
2. **Role of Communication:** In self-development, Resolution of Business Conflicts and Building Group Cohesiveness. (06 L)

3. **Types of Communication:** Formal. Informal, Oral, Verbal and Miscommunication. (05 L)
4. **Tools of Communication:** Emergence of ICT and its role in organizations. Modern Forms - Fax, Internet, Video-Conferencing, (10 L)
5. **Practice in Communication:** Drafting - Notice, Circular, Minute, Resolution, Report; Letter Writing - Letter of Offer, Quotation, Order Confirmation, Execution, Refusal, and Cancellation of Order, Status Enquiry, Recommendation and Credit Collection, Claim. (16 L)

Suggested Readings

- Bovee, L., and Thill, J. V., Business Communication Today, Tata McGraw Hill. New Delhi .
- Dulek, R.E. and Fieder, J. S., Principles of Business Communication, Macmillan Publishing Company, London
- Kaul, A., Effective Business Communication, Prentice Hall, New Delhi
- Harper and Row, Webster's Guide to Effective Letter Writing, New York

Group - II (Elective Papers for General Course)
Paper G 5 : Direct and Indirect Taxes (100 Marks)
University Examination: 90 Marks

[Long Answer type questions: 30 Marks (Max. 15 Marks. in each question); Semi-long Answer type questions: 40 Marks (Max. 08 Marks in each question); Short Answer type questions: 20 Marks (Max. 04 Marks in each question)]

Internal Assessment: 10 Marks

Group-A: Direct Taxes (70 Marks)

(Long, Semi-long and Short answer type questions should carry 62 marks preferably in the ratio of 3:4:2)

1. **Introduction:** Meaning of the term, Types of taxes, General principles of Income tax. (05 L) .
2. **Basic concepts:** Income tax, Income, Previous year and Assessment year, Assessee, dividend, agricultural income, heads of income, total income. (08 L)
3. **Residential status of individuals:** Resident (Resident and ordinarily resident and resident but not ordinarily resident) and Non-resident, tax incidence on different categories. (08 L)

4. **Incomes exempted from tax:** Under Section 10 - 10(1), 10(3), 10(-100), 10(16), 10(17A), 10(32), 10(33), 10(5), 10(10), 10(10A), 10(10AA), 10(10B), 10(10C), 10(11), 10(12), 10(13), 10(13A), 10(14) and 10(18) (06 L)
5. **Fundamentals of total income computation:** Basic principles, tax exemption limit for different categories of assessee and tax rates (including surcharge, if any). (04 L)
6. **Income from salaries:** Basic principles and computation of income under this head. (10 L)
7. **Income from House Property:** Basic principles and computation of income under this head. (08 L)
8. **Profits and Gains of Business or Profession:** Basic principles and computation of income under this head. (06 L)
9. **Capital gains:** Basic principles and computation of income under this head. (06 L)
10. **Income from other sources:** Basic principles and computation of income under this head. (03 L)
11. **Total income and taxable income computation:** Considering income of different heads and deductions under Chapter VI. (04 L)
12. **Rebates and relief:** Basic concepts. (02 L)
13. **Return of income and assessment of Individuals:** Due Dates of Filing Return, Different Return Filing Forms, Types of return - Belated, Revised and Defective, Self-assessment, Summary assessment, Introduction to online filing of returns. (05 L)

14. **Income tax authorities:** Introduction to different classes of authorities. (03 L)

Group-B: Indirect Taxes (30 Marks)

(Semi-long and Short answer type questions should carry 28 marks preferably in the ratio of 3:2)

1. **Indirect Taxes:** Basic concept of Indirect Taxes, Different Indirect Taxes and Duties, Difference between Direct and Indirect Taxes, Advantages and Limitations of Indirect Taxes (08 L)
2. **Central Excise:** Central Excise Act 1944,' Definition of Goods, Excisable Goods, Conditions for levy of Excise duty, Manufacturer, Deemed Manufacturer, Classification of Goods, Different methods for levy of Excise duty, Assessable value; Concept of VA T, CENV A T and CENV AT Credit. (15 L)
3. **Customs Duty:** Definition: Territorial Water, Customs Water, Goods; Types of Customs Duty; Determination of Assessable Value; Import & Export procedures. (10 L)
4. **Service tax:** Definition of Services, Taxable Services, Registration; Calculation of Service tax. (06 L)

Suggested Readings:

- Singhania, V. K., Direct Taxes: Law and Practice, Taxmann Publication, New Delhi

- Singhania, V. K., Students' Guide to Income Tax:, Taxmann Publication, New Delhi
- Sengupta, C. H., Income Tax, Dey Book Concern, Kolkata .
- Datey, V. S., Indirect Taxes- Law and Practice, Taxmann Publication, New Delhi
- Bangar, Y., Bangar, V. and Sodhani, V., Students' Guide to Indirect Taxes, Aadhya's Publishers, Kolkata

Paper G 6 : Micro and Macro Economics (100 Marks)

University Examination: 90 Marks

[Long Answer type questions: 30 Marks (Max. 15 Marks in each question); Semi-long Answer type questions: 40 Marks (Max. 08 Marks in each question); Short Answer type questions: 20 Marks (Max. 04 Marks in each question)]

Internal Assessment: 10 Marks

Group A: Micro Economics (50 Marks)

(Long, Semi-long and Short answer type questions should carry 45 marks preferably in the ratio of 3:4:2)

1. **Introduction:** Economics - Definition & scope; micro & macro economics; wants, scarcity, choice, efficiency & welfare. [02 L]

2. **Demand & Supply Analysis:** Concept of demand functions; determination of individual and market demand; shifting of demand curves; various types of elasticity; factors affecting demand elasticity; supply - determining factors; determination of equilibrium price. [07 L]
3. **Consumer Behaviour:** Law of diminishing marginal utility and Marshallian equilibrium: ordinal & cardinal utility approach; concept of indifference curve and budget line; consumer equilibrium under ordinal utility approach; price consumption curve & income consumption curve. [07 L]
4. **Production & Producer Behaviour:** Concept of production function; law of variable proportion; relation between total product, average product and marginal product; concept of isoquant curve and isocost line; producer equilibrium; expansion path; returns to scale. [05 L]
5. **Theories of Cost:** Short & long run cost; total cost - fixed & variable cost; marginal cost; opportunity cost; average variable cost curve, average fixed cost curve, marginal cost curve and average cost curve; long run cost curves. [09 L]
6. **Markets, Revenue & Equilibrium:** Features of markets - Perfect Competition, Monopoly, Oligopoly, Monopolistic Competition; Revenue Concepts - total, average and marginal revenue; relation between MR, AR & elasticity. Perfect competition - short and long run equilibrium (firm and industry); supply curve; break even &

shut down points; Monopoly - short and long run equilibrium. [10 L]

Group- B: Macro Economics (50 Marks)

(Long, Semi-long and Short answer type questions should carry 45 marks preferably 'in the ratio of 3:4:2)

1. **National Income:** Definition; concept - GDP, GNP, NNP, NI, GDP deflator; methods of measurement; problems of measurement; national income as an index of growth and welfare; circular flow of income; national income identity. [10 L]
2. **Determination of National Income:** Keynesian consumption function; savings function; autonomous investment; saving-investment identity; simple Keynesian equilibrium; investment multiplier; paradox of thrift. [08 L]
3. **Money:** Definition, types, features and functions; demand and supply of money; credit creation; functions of central bank and credit control. [12 L]
4. **Theories of Inflation:** Concept; quantity theory of money; demand pull and cost push factors of inflation; inflation controlling measures. [08 L]
5. **Business Cycle:** Phases of business cycle; Theories of business cycle; fiscal and monetary policies to counter business cycle. [06 L]

Suggested Readings:

- Samuelson, P. and Nordhaus, W., Economics, McGraw Hill International Editions
- Mankiw, G., Economics: Principles and Applications, South Western of Cengage Learning
- Maddala, G.S. and Miller E., Microeconomics; McGraw-Hill International Editions:
- Sikdar, S., Principles of Macroeconomics, Oxford University Press, Kolkata
- Mukherjee, D., Essentials of Micro and Macro Economics, New Central Book Agency, Kolkata
- Ghosh, S. K. and Lahiri, I., Economics I & II; Pearson Publication, New Delhi
- Acharya, H., Adhunik Arthaniti, Prativa Publication, Kolkata
- Mukerjee, S. and Mukherjee, D., Samakalin Arthabidya, New Central Book Agency, Kolkata

**Group – III AH (Elective Paper for Honours Course in
'Accounting & Finance')**

Paper AH 6: Indian Financial System (100 Marks)

University Examination: 90 Marks

[Long Answer type questions: 30 Marks (Max. 15 Marks in each question); Semi-long Answer type questions: 40 Marks (Max. 08 Marks in each question); Short Answer type questions: 20 Marks (Max. 04 Marks in each question)]

Internal Assessment: 10 Marks

1. **Financial System:** Meaning and significance; Role of finance in an economy, Components (institutions, markets, services, instruments, etc.); Kinds of finance - Direct and Indirect finance; Role of financial intermediaries; The structure of Indian Financial System; Role of regulators. (12 L)
2. **Money and Indian Banking System:** Functions; Alternative measures to money supply in India - Their different components; Commercial Banks - Importance and functions; Structure of Commercial banking system in India; Credit Creation Process of Commercial banks; Concept of Money Multiplier; Merchant banking activities; The Reserve Bank of India: Functions; Instruments of Monetary and Credit control. (13 L)

3. **Interest Rate Structure:** Meaning - Gross and Net interest rate - their difference, Nominal and Real interest rate - their difference, 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. (10 L)
4. **Development Banks:** 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) (12 L)
5. **Insurance companies:** Life and non-life insurance; companies operating in private and public sectors in India, IRDA (10 L)
6. **An overview of financial markets in India:** Money market - constituents, instruments, etc.; Capital market - constituents, instruments, etc., Different methods of share trading, Dematerialization. (16 L)
7. **An overview of financial services in India:** Fund-based and fee-based services difference; A brief description of different services; Leasing services generally provided and used in India. (10 L)

Suggested Readings:

- Khan, M. Y., Indian Financial System-Theory and Practice, Tata McGraw Hill, New Delhi
- Bhole, L. M., Financial Markets and Institutions, Tata McGraw Hill, New Delhi

- Gurusamy, S., Capital Market, Tata McGraw Hill, New Delhi
- Pathak, B. V., Indian Financial System, Pearson
- Clifford, Gomez, Financial Markets, Institutions and Financial Services, PHI
- Raghunathan and Rajib, Stock exchanges, Investments and Derivatives, Tata McGraw Hill, New Delhi

**Paper AH 7 : Financial Management and Management Accounting
(100 Marks)**

University Examination: 90 Marks

[Long Answer type questions: 30 Marks (Max. 15 Marks in each question); Semi-long Answer type questions: 40 Marks (Max. 08 Marks in. each question); Short Answer type questions: 20 Marks (Max. 04 Marks in each question)]

Internal Assessment: 10 Marks

Group-A: Financial Management (50 Marks)

(Long, Semi-long and Short answer type questions should carry 45 marks preferably in the ratio of 3:4:2)

1. **Financial Management:** Introduction - Scope of Financial Management, Financial Profit maximization vs. Wealth

- maximization - Objective of Financial Management - Role of Finance Managers. (06 L)
2. **Time Value of Money:** Present value - Future value - Compounding and Discounting Formulae -Value of Annuity - Multi-Period Compounding. (05 L)
 3. **Term Finance:** Short term finance - Nature and types of short term financing – Long term financing - Indian Capital and Stock Market - New Issue Market -.Shares, Debentures, Term Loans - Convertible Debentures and Warrants. (15 L)
 4. **Cost of Capital:** Concept and Significance - the concept of Opportunity Cost - Cost of Equity, preference and Debt - Floatation Cost and Weighted Cost of Capital. (10 L)
 5. **Capital Structure:** Meaning and Importance - Sources of Finance - Factors affecting Capital Structure; Concept of Leverage. (10 L)
 6. **Dividend Policies:** Nature and Types of Dividends - Valuation and dividend - Determinants of dividend policy- Dividend Policy Models:
 7. Walter and Modigliani and Miller. (12 L)

Group B -Management Accountancy (50 Marks)

(Long, Semi-long, and Short answer type questions should carry 45 marks preferably in the proportion of 3:4:2)

1. **Management Accounting:** Definition-Scope - Functions – Technique - Limitations Differences from Financial Accounting. (05 L)
2. **Management of Working Capital:** Concept - Nature-Significance - Components of Working capital - Sources - Factors determining Working Capital Requirements of Working Capital (10 L)
3. **Analysis and Interpretation of Financial Statements:** Meaning, Nature objectives and Limitation of Financial Statements - Financial Statement Analysis through Accounting Ratios: Uses and Limitations of Ratio Analysis. (15 L)
4. **Funds Flow and Cash Flow Analysis:** Concept of Funds Flow and Cash Flow Statement, Uses and Limitations of Funds Flow and Cash Flow Statement - Difference between Funds Flow and Cash Flow Statement- Preparation of Funds Flow and Cash Flow Statement. (12 L)
5. **Budgetary Control:** Definition and Concept of Budget- Process of Budgetary Control, Fixed and Flexible Budget, Objectives and Limitation of Budgetary Control, Concept of Functional Budget and Master Budget, Preparation of Sales Budget, Purchase Budget, labour Budget. ZBB. (12 L)

6. **Capital Budgeting:** Definition, Features of Capital Budgeting, methods of Capital Budgeting, Evaluation Criteria of ARR, PBP, NPV and IRR. (12 L)

Suggested Readings:

- Khan, M. Y. and Jain, P. K., Basic Financial Management, Tata McGraw Hills Publication, New Delhi
- Banerjee, B., Financial Policy and Management Accounting, Prentice-Hall Publication, New Delhi
- Van Home, J. C., Financial Management, and Policy, Prentie Hall Publication, India
- Chandra, P., Financial Management, McGraw Hill Education India Pvt. Ltd. New Delhi
- Kishore, R. M., Financial Management, Taxmann Publication, New Delhi
- Khan, M. Y. and Jain, P. K., Management Accounting, Tata McGraw Hills Publication, New Delhi
- Ghosh, S., Financial Management, Pearson Education

Paper AH 8: Micro and Macro Economics (100 Marks)

University Examination: 90 marks

[Long Answer type questions: 30 Marks (Max. 15 Marks in each question); Semi-long Answer type questions: 40 Marks (Max. 08 Marks in each question); Short Answer type questions: 20 Marks (Max. 04 Marks in each question)]

Internal Assessment: 10 Marks

Group A: Micro Economics (50 Marks)

(Long, Semi-long and Short answer type questions should carry 45 marks preferably in the ratio of 3:4:2)

1. **Introduction:** Economics - Definition & scope; micro & macro economics; wants, scarcity, choice, efficiency & welfare; concepts of equilibrium, - statics, dynamics, comparative statics and stability of equilibrium; micro foundation of macro economics. (04 L)
2. **Demand & Supply Analysis:** Concept of demand functions; determination of individual and market demand; shifting of demand curves; various types of elasticity; factors affecting demand elasticity; supply - determining factors & elasticity; determination of equilibrium price. (09 L)
3. **Consumer Behaviour:** Law of diminishing marginal utility and Marshallian equilibrium; ordinal & cardinal utility approach;

concept of Indifference curve and budget line; consumer equilibrium under ordinal utility approach; price effect - substitution effect & income effect; inferior & giffen commodity; price consumption curve & income consumption curve. Backward bending labour supply curve. (11 L)

4. **Production & Producer Behaviour:** Concept of production function; law of variable proportion; relation between total product, average product and marginal product; concept of isoquant curve and isocost line; producer equilibrium; expansion path; returns to scale. (05 L)
5. **Theories of Cost:** Short & long run cost; total cost - fixed & variable cost; marginal cost; opportunity cost; average variable cost curve, average fixed cost curve, marginal cost curve and average cost curve; long run cost curves. (09 L)
6. **Markets & Revenue:** Features of markets - perfect competition, monopoly, oligopoly, monopolistic competition; revenue concepts - total, average and marginal revenue; relation between MR, AR & elasticity; revenue curves under different markets. (04 L)
7. **Market Equilibrium:** Perfect competition - short and long run equilibrium (firm and industry); supply curve; break even & shut down points; Monopoly - short and long run equilibrium; non existence of supply curve. (08 L)

Group-B: Macro Economics (50 Marks)

(Long, Semi-long and Short answer type questions should carry 45 marks preferably in the ratio of 3:4:2)

1. **National Income:** Definition; concept - GDP, GNP, NNP, NI, DI; GDP deflator; methods of measurement; problems of measurement; national income as an index of growth and welfare; circular flow of income; national income identity. (08 L)
2. **Money:** Definition, types, features and functions; demand and supply of money; credit creation; money multiplier; Keynesian liquidity preference theory. (08 L)
3. **Determination of National Income:** Keynesian consumption function; savings function; investment function; accelerator principle; saving-investment identity; simple Keynesian equilibrium; investment multiplier; paradox of thrift; IS and LM curves; determination of equilibrium national income (closed economy with government) under IS-LM model; liquidity trap; comparative static analysis of equilibrium national income and various policy implications. (20 L)
4. **Theories of Inflation:** Concept; quantity theory of money; demand pull and cost push factors of inflation; inflation controlling measures. (08 L)

5. **Business Cycle:** Phases of business cycle; Theories of business cycle; fiscal and monetary policies to counter business cycle. (06 L)

Suggested Readings:

- Samuelson, P. and Nordhaus, W., Economics, McGraw Hill International Editions
- Mankiw, G., Economics: Principles and Applications, South Western of Cengage Learning
- Maddala, G.S. and Miller Eo, Microeconomics; McGraw-Hill International Editions
- Sikdar, So, Principles of Macroeconomics, Oxford University Press, Kolkata
- Mukherjee, D., Essentials of Micro and Macro Economics, New Central Book Agency, Kolkata
- Ghosh, S. K. and Lahiri, I., Economics I & II; Pearson Publication, New Delhi.
- Acharya, H., Adhunik Arthaniti, Prativa Publication, Kolkata
- Mukerjee, So and Mukherjee, D., Samakalin Arthabidya, New Central Book Agency, Kolkata.