

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

B.Com. General

Part-I

Group - I

Paper I Economics Principles and Indian Economic Problems (50+50)	100 Marks
Paper II Management Theory and Practices	100 Marks
Paper III Financial Accounting	100 Marks
	300 Marks

Language

English	50 Marks
MIL	50 Marks
	100 Marks

Part-II

Group-II

Paper-I Entrepreneurship Development and Business Communication (50+50)	100 Marks
Paper-Ii Business Economics	100 Marks
Paper-III Accounting Theory and Management Accounting (50+50)	100 Marks
	300 Marks

Group-III

Paper-I Business Law (60+40)	100 Marks
Paper-II Mathematics and Statistics (50+50)	100 Marks
Paper-Iii Cost Accounting	100 Marks
	300 Marks

Part III

Group-IV

Alternative-A

Paper – I Taxation(80+20)	100 Marks
Paper- II Advanced Accounting and Auditing (50+50)	100 Marks
Paper – III Marketing and Sales Management (50+50)	100 Marks
	300 Marks

Alternative – B

Paper-I Taxation (80+20)	100 Marks
Paper-II Fundamentals of Insurance and Fundamentals of Banking (50+50)	100 Marks
Paper-III Application of Computer in Business [theory 60, Practical 40]	100 Marks
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	300 Marks
Environmental Studies	50 Marks

**B.Com. General
Part-I
Group-I
Part-I (1st Year) General Papers for General Studies**

Group I

Economic Principles and Indian Economics Problems (100 Marks)

Management Theory & Practice (100 Marks)

Financial Accounting (100 Marks)

Part-I

Economic Principles and Indian Economics Problems: Marks 50+50

Group-A: Economic Principles: Marks-50

Paper – I

Economic Principles and Indian Economic Problems : Marks 50+50

Group – A: Economic Principles: Marks – 50

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

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

Group – B: Indian Economic Problems : Marks – 50

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

Suggested Readings:

1. Samuelson and Nordhaus – *Economics* (McGraw Hill)
2. Lipsey, R – *An Introduction to Positive Economics* (ELBS)
3. Datt, R. and Sundharam, K.P.M. – *Indian Economy* (S. Chand)
4. Misra, S.K. and Puri, V.K. – *Indian Economy* (Himalaya)
5. Sarkhel and Salim – *Economic Principles and Indian Economic Problems* (Book Syndicate)
6. সর্খেল : অর্থনৈতিক তত্ত্ব ও ভারতের অর্থনৈতিক সমস্যা (Book Syndicate)

Paper – II
Management Theory and Practice

Marks – 100

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

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

Suggested Readings:

1. Wehrich and Koontz: *Management – A Global Perspective* (Tata McGraw-Hill)
2. Wehrich and Koontz: *Essentials of Management* (Tata McGraw-Hill)
3. Pearce and Robinson: *Management* (McGraw-Hill International)
4. Gupta, C.B. *Management Theory and Practice* (Sultan Chand & Sons)
5. Prasad, LM. *Principles and Practice of Management* (Sultan Chand & Sons.)
6. ব্যবস্থাপনার নীতি, পদ্ধতি প্রয়োগ (Vol - I, II) (পশ্চিমবঙ্গ পুস্তক পর্ষদ)

Paper III

Financial Accounting: Marks 100

1. **Meaning and Scope of Accounting:** Need, development and definition of accounting, Book Keeping and accounting; Persons interested in accounting; Disclosures; Branches of accounting; objectives of accounting L5
2. **Accounting Transaction:** Accounting Cycle; Journal; Rules of debit and credit Compound journal entry; Opening entry; Relationship between journal and ledger, Rules regarding posting; Trial Balance; Sub-Division of journal L7
3. **Capital and Revenue:** Classification of Income; Classification of expenditure; Classification of Receipts. L2
Final Accounts: Manufacturing account; Trading account; Profit and Loss account; Balance sheet; Adjustment entries. L10
Rectification of Errors: Classification of errors; Location of errors: Suspense account; Effect on profit. L6
4. **Depreciation, Provisions and Reserves:** Concept of depreciation, Causes of depreciation, depreciation, Depletion, Amortization and Dilapidation; Depreciation accounting. Methods of recording depreciation; Methods of providing depreciation L8
5. **Accounting from incomplete records** including conversion into double Entry. L8
6. **Accounting for Non-Trading Institution** L6
7. **Accounting for Bill of Exchange.** L6
8. **Sectional Balancing System:** Self balancing system including rectification of errors. L6
9. **Special accounting Areas:** Consignment Accounts: Important terms, Accounting records; Valuation of Unsold Stock. L10
Joint Venture Accounts: Meaning of Joint Venture, Joint Venture and Partnership, Accounting Records.
10. **Partnership Accounting:** General Accounts; Goodwill; Joint Life Policy, Change in Profit Sharing Ratio, Admission of a Partner; Retirement of a Partner, Death of a Partner; Amalgamation of Partnership Firms, Dissolution of a partnership firm, Modes of dissolution of a Partnership Firm, Insolvency of Partners. L12
11. **Company Accounts:** Accounting for various kinds of shares their issue, allotment and forfeiture, reissue of forfeited shares. L 8

Suggested Readings:

1. Grewal, T.S. – *Introduction to Accountancy*
2. Xavier *Advanced Accounts* (Vol. I)

3. Hanif and Mukherjee – *Modern Accountancy* (Vol.I)
4. Agarwal, B.D. – *Financial Accounting Advanced* Vol. I
5. Spicer and Peglar – *Book-Keeping & Accounts*.

Part - II
Group – II
Paper - I

Entrepreneurship Development and Business Communications [Marks 100]

Group – A: Entrepreneurship Development: Marks 50

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

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

1. Introducing Business Communications: Basic forms of Communicating: Communication models; Effective Communication. L5
2. Corporate Communication: Formal and informal communication networks – Basic idea about business communication – Group discussion, Mock interview, Seminar – Very brief idea. L10
3. Writing Skills – Planning business messages – rewriting & editing, first and final draft, Business letter – good newsletters, bad news letters, persuasive letters, sales letter. L15
4. Report writing, Oral Presentation – Effective listening – Principles and factors. L10

5. Interviewing Skills – Appearing, conducting; Writing resumes and application. L5
6. Modern forms of Communication: Fax, E-mail, Video conferencing. L5

Suggested Readings:

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

Paper II

Business Economics: Marks 100

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

function, Determination of equilibrium level of income – multiplier – Liquidity preference theory – IS-LM model of general equilibrium of commodity and money markets – Monetary and Fiscal policy.

7. Inflation and Value of Money: Quantity theory of money – Definition and types of inflation – Keynesian theory of inflationary gap – Cost inflation – Demand pull and cost push inflation – Effects of inflation – Measures to control inflation. L10
8. Business Cycles: Features, phases and control of business cycles. L5

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

Suggested Readings:

8. Samuelson and Nordhaus – *Economics* (TMH)
9. Lipsey, R – *An Introduction to Positive Economics* (ELBS)
10. Ahuja – *Business Economics* (S. Chand & Co.)
4. সম্পৎ মুখাপাধ্যায় - সমকালীন অর্থনীতি
5. হরিদাস আচার্য - আধুনিক অর্থনীতি

Paper-III

Accounting Theory and Management Accounting: Marks [50+50]

Group- A: Accounting Theory: [Marks: 50]

1. **Basic Ideas of Accounting and Accounting Theory**: Accounting: definition, objectives, cycle, advantages, limitation, various branches, Accounting Theory: definition, nature, classification, foundations, approaches to the formulation, advantages, limitations-Relation between accounting theory and accounting practice. L5
2. **Accounting Principles**: Explanation of different terms (Principle, concept, postulate, convention, doctrine etc.) – Generally Accepted Accounting Principles (GAAP) important accounting concepts: proprietary entity, fund, money measurement, accounting period, going concern, – Important accounting conventions or doctrines disclosure, materiality, consistency, comparability, conservatism. L15
3. **Measurement of Accounting Income**: Significant concepts: revenue, gain, cost, expense, loss, accrual etc. Accounting concept and economic concept of income – Need for measurement of periodic income in accounting – Approaches to the measurement of periodic income – Recognition of Revenue – Measurement of revenue and expenses, Matching costs with revenue. L10

4. **Capital:** Accounting concept and economic concept of capital – characteristics of capital – Classification of capital – Relation between capital and income – L5
5. **Assets and Liabilities:** (A) Assets: Definition, Characteristics, recognition, classification, L5

Management Accounting: Marks 50

1. **Introduction to Management Accounting:** Definition, Objectives, Nature, objectives, Scope, functions, Advantages and disadvantages, Limitations, Techniques and Need for – Comparison with Financial Accounting and cost Accounting – Role of Management Accountant. L5
2. **Sources of Finance:** Introduction – classification of source of finance-medium and long-term source of finance – equity shares – preference shares – bonus shares – right shares-debentures – internal source of finance – short-term source of finance-trade credit, bills of exchange – cash credit-overdrafts-short –term bank, borrowings etc. L10
3. **Accounting Ratio Analysis:** Meaning – classification-importance-nature-advantages and limitations- computation of important accounting ratios. L15
3. **Working Capital Management and Controls:** Introduction -: Working Capital concepts – importance – operating cycle concept – various determinants – estimation of working capital – fund flow and cash flow analysis (including simple sums) – difference between the two. L10

Suggested Readings:

1. G.C. Sinha – *Accounting Theory & Management Accounting*
2. Glautier and Underdown – *Accounting Theory and Practice*
3. Lal, J and Lele – *Accounting Theory*
4. Horngren,C.T. – *Management Accounting*
5. I.M. Pandde – *Financial Management*

Group - III

- 1. Business Laws**
- 2. Mathematics and Statistics**
- 3. Cost Accounting**

Paper I

Business Laws [Marks: 60+40]

Group- A: Business Laws: Marks 60

1. Laws of Contract:

1. Indian Contract Act, 1872

- 1.1 Introduction – importance of Contract Act in Indian Business.
- 1.2 Formation of a valid contract – proposal, (including intention to create legal relationship), acceptance, consideration, capacity of the parties to contract, free consent, legality of object, agreement declared void, enforceability of agreement.
- 1.3 Classification of contract – absolute contract, contingent contract, quasi contract (of certain relations resembling those created by contract.)
- 1.4 Performance of contract – actual performance, attempted performance or tender. Performance of reciprocal promises.
- 1.5 Discharge of contract – by performance, by novation, recession, alteration, etc. by impossibility, by breach of contract.
- 1.6 Remedies for breach of contract.
- 1.7 Special contract agency.

2. Electronic Commerce Act, 1998

- 2.1 Definition – Computer, Electronic Signature, Internet, Information.
- 2.2 Formation and validity of electronic contracts (e-contracts) (Sec 15)
- 2.3 Effectiveness between parties (Sec 16) (32 L)

2.3.1 Sale of Goods Act. 1930

1. Formation of contract of sale of goods.
2. Goods and their classification.
3. Condition and warranty.
4. Transfer of property in goods.
5. Performance of contract.
6. Breach of contract – right of unpaid seller. (8L)

2.3.2 Negotiable Instruments Act. 1881

1. Characteristics of negotiable instruments.
2. Features – Promissory note , Bill of Exchange, Cheque
3. Holder and holder in due course.
4. Crossing of cheque – types of crossing and its effects.
5. Dishonour of negotiable instruments. (8L)

2.3.3 Consumer Protection Act. 1986

1. Importance of Consumer Protection Act.
2. Definitions – Complainant, Complaint, Consumer, Consumer dispute, Person
3. Consumer Protection Councils – composition, objects.
4. Consumer Disputes Redressal Agencies – composition, powers, functions (5L)

2.3.4 Foreign Exchange Management Act. 1999

1. Introduction – object of FEMA.
2. Definitions – Capital account transaction, currency, current account transaction, foreign exchange, person, person resident in India.
3. Regulation and Management of Foreign Exchange. (4L)

Group-B: Company Law: Marks 40

1. Corporate personality
2. Kinds of companies
3. Promotion and incorporation of companies
4. Memorandum of Association, Articles of Association, Prospectus.

5. Shares, share capital, Members, Share capital – transfer and transmission
6. Capital Management.
7. Directors – types, qualifications, powers, functions and duties, liabilities remuneration, legal position, removal.
8. Company meetings – kinds, quorum, noting, resolutions, minutes.
9. Majority powers and minority rights, prevention of oppression and mismanagement.
10. Winding up – Kinds of conduct. (40 L)

Suggested Readings:

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

Paper-II

Mathematics and Statistics (Marks 50+50)

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

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

6. The equation of a straight line in different standard forms-slope or gradient of a straight line. The standard equation of a circle. L6

Group-B: Statistics: Marks 50

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

Suggested Readings:

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

Paper-III

Cost Accounting: Marks: 100

1. **Introduction:** Nature and Scope of Cost Accounting- Concepts of Cost – Classification of Costs – Cost Accounting Vs. Financial Accounting – Cost Accounting Vs. Management Accounting – methods of Costing – Installation of Costing System. L10
2. **Material Control and Material Costing:** Definition of Materials Cost – Classification of Materials Cost (Direct and Indirect) – Materials purchase procedure (When, How, and where from to Purchase and Related Documents) – Different types of Stock Levels –Economic Order Quantity –

- Methods of Pricing of Issues of Materials (FIFO, LIFO and Weighted Average). L15
3. Labour Costs: Definition of Labour Costs – Classification of Labour Costs – Methods of Time Keeping and Time Booking – Idle Time and Overtime (Causes) – Methods of wage Payment – Time and Piece Rates – Halsay and Rowan System of Wage Payments. L15
 4. Overhead: Definition – Classification – Departmentalization of overhead Costs – Absorption of Overhead Costs – Determination of Overhead Absorption Rates – Application of Different Methods of Absorption of Overhead Costs. L15
 5. Contract Costing: Features of Contract Costing – Preparation of Contract Account – Determination of Profit on Unfinished Contract (Including Value of Work Certified and Valuation of Work-in-progress) . L5
 6. Marginal Costing: Definition – Features- Uses – Advantages – Limitations – Marginal Costing vs Absorption Costing and Direct Costing – Methods of Segregating Fixed and Variable Elements of Cost-Contribution, Profit Volume Ratio, Break-Even Point, Margin of Safety and Angle of Incidence (Including relevant calculation). L9

Suggested Readings:

- A. Jawahar Lal – *Cost Accounting*, Tata McGraw-Hill Publishing Company Ltd. New Delhi.
- B. S.P. Iyengar – *Cost Accounting*, Sultan Chand & Sons.
- C.

B. Com. (General)

Paper – III

Alternative – A

(Paper – I)

Taxation (Direct and Indirect): Marks 100

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

Group A (80 Marks)

1. **Basic Concepts & Definition:** Assessee, Person, Assessment Year, Previous Year, Income, Earned Income & Unearned Income; Casual Income, Heads of Income, Capital Receipts & Revenue Receipts, Capital Expenditure & Revenue Expenditure; Gross Total Income, Total Income; Capital Asset, Long Term Capital Asset, Short Term Capital Asset; Long- Term Capital gain, Short-Term Capital gain, Agricultural Income; Basic Exemption Limits for Various Types of Assessee; Personal and Residential Code Nos. of Assessee. L10
2. **Scope of Total Income & Residential Status:** Residential status how to determine; Residential status and incidence of tax; Income received or deemed to be received in India. Incomes which accrued or arise in India or deemed to be accrue or arise in India problems on residential status & tax incidence. L12
3. **Incomes which do not form part of total income:** Incomes exempt u/s 10; Special provisions in respect of newly established undertakings in free trade zone etc. L6
4. **Computation of Total Income under the heads:** (i) Salary (ii) House property (iii) Business & Profession (Only individual assessee) (Sections 28-37 (1)) L18
5. **Deductions from Gross total Income:** Secs. 80C, 80CCA, 80CCB, 80CCC, 80CCD, 80D, 80G . L6
6. **Reliefs of Income Tax:** U/s 89 L2
7. **Return of Income:** Voluntary return, Belated return, Revised return, Due dates for submission of Income Tax Returns. L8
8. **Concept of Tax Avoidance & Tax Planning:** L3

Group B (20 Marks)

9. **Wealth Tax:** Basic Concepts (i.e., Valuation date, Assets, Deemed Assets, Debts) computation of New Wealth. L10
10. **Value Added Tax (VAT) [W.B. State Level] _____ :** Definition and Origin of VAT, Objectives of VAT, VAT Computation (Addition Method), Advantages of VAT. Rates Structure of VAT. L10

Suggested Readings:

1. Singhania, V. K. *Direct Taxes – Law and Practice*
2. Lal, B.B. : *Direct Tax – Law & Practice*
3. Prasad Bhagwati: *Direct Taxes*
4. Chatterjee, Timirbaran – Hand Book of **Value Added Tax in W.B. New Central Book Agency (Pvt.) Ltd.**
5. **Singhania, V.K. and Singhania, Monica- Students’ Guide to Income Tax including Service Tax and VAT, Taxmamm Publications (Pvt.) Ltd.**

Paper – II**Advanced Accounting and Auditing: (Marks: 50+50)****Group-A: Advanced Financial Accounting (Marks – 50)**

- i. Issue of Debentures: Issue of Bonus Shares: Redemption of Preference shares and Debentures. L12
- ii. Amalgamation, Absorption: External Reconstruction & Capital Reduction of Company Accounts. L13
- iii. Departmental and Branch Accounts (excluding foreign branches). L10
- iv. Royalty Account. L5
- v. Hire Purchase & Installment Payment Systems. L5
- vi. Double Account System: Concept – Difference from Double Entry System. (Excluding Practical Problems). L2
- vii. Miscellaneous Accounts: (a) Investment Account (b) Goods on Sale or Return Accounts: (c) Package Accounts (d) Voyage Accounts. L10

Group-B: Auditing (Marks-50)

1. Definition & Scope of Auditing: Relation of Auditing with Book keeping and Accounting – Objectives of Auditing – Errors (different types – their detection) Frauds – Manipulation of Accounts with or without misappropriation of cash and goods and Auditor’s positions in relation thereto – Advantage and limitation of Audit. L6
2. Classification of Audit: Statutory and Non-Statutory Audit, Continuous Audit and Periodical Audit: Internal Audit and Interim Audit. L4

3. Preparation before the Commencement of Audit and Procedure of Audit: Steps before the commencement of Audit of sole proprietorship, partnership firm & company – Preparation by Auditor (Audit Programme – Audit files – Audit Note Book & Working Papers) & Procedure (Routine Checking and Test Checking). L8
4. Internal Audit, Internal Check and Internal Control: Concepts & Principles: Auditor's position in relation thereto – Internal check as regards (a) Sales, (b) Purchases, (c) Stores and (d) Wages. L8
5. Vouching: Concept – Objective – Importance; Vouching of Cash Receipts & Payments, Outstanding Assets & Liabilities. L4
6. Verification & Valuation: Assets & Liabilities including Contingent Assets & Liabilities. L4
7. Company Auditor: Qualification, Appointment, Remuneration & Removal of Company Auditor – Rights and Duties of Company Auditor (Under the Provisions of Companies Act, 1956). L7
8. Divisible Profit and Dividend: L4
9. Concepts, Treatment of Depreciation, Reserve and Provision as per Company Act 1956, Relevant Case Laws. L8
10. Auditor's Report and Certificate. L2
11. Audit of (a) Club, (b) Library, (c) Educational Institutions. (d) Hospital. L4

Suggested Readings:

1. Shukla, M.C. & Grewal, T.S. – *Advanced Accounts*.
2. *Xavier – Advanced Accounting. (Vol. II)*
3. Hanif and Mukherje – *Modern Accountancy (Vol. II)*
4. Jain and Narang – *Advanced Accounts*.
5. Pickles, W.- *Accountancy*
6. Ghatalia Spicer and Pegler's *Practical Auditing (Indian Edition)*
7. Tandon, B.N. – *Practical Auditing*

1st Half: Marketing Management: Marks 50

1. **Understanding Marketing and its Environment**: What is Marketing. The core concepts of Marketing, Marketing Management, Marketing Management Philosophies, Marketing Mix, The Marketing Environment. Overview. L6
2. **Consumer Behaviour and Marketing Research**: Meaning and importance, Consumer Buying Process, Determinants of consumer behavior. Marketing research: meaning, procedure, types and techniques. L8
3. **Market Segmentation and Targeting**: General approaches for segmentation. Bases for market segmentation evaluating the market segments, selecting market segment, target marketing, positioning, positioning strategies. L6
4. **Product and Pricing**: Concept of product, product classification, individual product decisions, product line decisions, product life cycle, pricing theories and practices brief overview, factors to be considered while setting the price. L8
5. **Place and Promotion**: Nature of Distribution. Classification of distribution channels, Channel management decisions. Nature and meaning of Advertising. Sales promotion, public relations and personal selling. L10

2nd Half Sales Management Marks:50

1. **Introduction**: Concept of Sales Management, Evolution of sales Department. Objectives of Sales Management, Sales Management and Financial Results and Control. L6
2. **Personal Selling**: Meaning and Importance, Buyer-seller Dyads. Diversity of personal selling situations. Theories of selling (AIDAS Right set of Circumstances Buying formula). L8

3. **The selling Job**: Nature and methods, Sales Management, Setting of personal selling Objectives, Sales potential and sales forecasting. L6
4. **Determining Sales Related Policies**: Product policies – What to sell, Distribution Policies – How to sell, Pricing policies. L8
5. **Sales Force Management**: Recruiting sales force, determining the size, selecting sales force, motivating sales force, compensation plan, controlling sales force. L8

Suggested Readings:

1. Kotler, Philip: *Marketing Management*, Prentice Hall, New Delhi
2. Rajan Saxena: *Marketing Management*, Tata McGraw Hill.
3. Ramaswamy, V.S. and Namakumari, S. *Marketing Management*. Macmillan India, New Delhi.
4. Still, Condif and Govoni, *Sales Management: Decisions, Strategies and Cases*, Prentice Hall, New Delhi
5. Das Gupta: *Sales Management: In the Indian Perspective* Prentice Hall of India.

B.Com. (General)

Part- III Alternative – B Paper- I

Taxation (Direct and Indirect): Marks 100

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

Group- A (80 Marks)

1. **Basic Concepts & Definition**: Assessee, Person, Assessment Year, Previous Year, Income, Earned Income & Unearned Income: Casual Income, heads of Income, capital Receipts & Revenue Receipts, Capital Expenditure & Revenue Expenditure, Gross Total Income; Total Income; Capital Asset, Long Term Capital Asset; Short Term Capital Asset; Long-

- Term Capital gain, short-Term Capital gain, Agricultural Income; Basic Exemption Limits for Various Types of Assessees; Personal and Residential Code Nos. of Assesses. L10
2. **Scope of total Income & Residential status:** Residential status-how to determine; Residential status and incidence of tax; Income received or deemed to be received in India; Incomes which accrued or arise in India or deemed to be accrue or arise in India; Problems on residential status & tax incidence. L12
 3. **Incomes which do not form part of total income:** Incomes exempt u/s 10; Special provisions in respect of newly established undertakings in free trade zone etc. L6
 4. **Computation of Total Income under the heads:** (i) Salary, (ii) House property, (iii) Business & Profession (only individual assessee). Sections 28-37 (1)). L18
 5. **Deductions from Gross Total Income:** Secs. 80C, 80CCA, 80CCB, 80CCC.80CCD, 80D, 80G. L6
 6. **Reliefs of Income Tax:** U/s 89. L2
 7. **Return of Income:** Voluntary return Belated return, Revised return, Due dates for submission of Income Tax Returns. L8
 8. **Concept of Tax Avoidance & Tax Planning:** L3

Group B (20 Marks)

9. **Wealth Tax:** Basic Concepts (i.e., Valuation date, Assets, Deemed Assets, Debts), Computation of New Wealth, valuation of assets, Location of Assets. L10
10. **Value Added Tax (VAT) [W.B. State Level] :** Definition and Origin of VAT, Objectives of VAT, VAT Computation (Addition Method), Advantages of VAT. Rates Structure of VAT. L10

Suggested Readings:

1. Sinhnania, V.K. *Direct Taxes : Law and Practice*
2. Mehrotra, H.C. & Goyal, S,P. – *Income Tax Law and Practice*.
3. Chatterjee, Timirbaran – Hand Book of **Value Added Tax in W.B. New Central Book Agency (Pvt.) Ltd.**
4. **Singhania, V.K. and Singhania, Monica- Students' Guide to Income Tax including Service Tax and VAT, Taxmamm Publications (Pvt.) Ltd.**
5. Lal, B.B. *Direct Tax Law and Practice* .

Paper – II

Fundamentals of Insurances and Fundamentals of banking [100 marks (50+50)]

Fundamentals of Insurance: Marks : 50

1st Half

1. **Introduction to Insurance:** Purpose and need of insurance; Insurance as a social security tool; Insurance and economic development. L5
2. **Fundamentals/Principles of Life Insurance/General Insurance:**
Contracts of various kinds; Insurable interest: Asymmetry of Information in insurance business; Moral Hazards. L10
3. **Company Profile:** Organizational set-up of the Insurance Companies: Promotion Strategy: Market share; Important activities; Structure; Product: Actuarial profession: Product pricing-actuarial aspects; Distribution channels. Agency profession Definition of an agent, procedure for becoming an agent, major functions of agent. L25

Suggested Readings:

1. Mishra, M.N. : Insurance Principles and Practice: S. Chand and Co. New Delhi
2. Gupta, O.S. : Life Insurance; Frank Brothers, New Delhi
3. Vunayakam. N: Radhaswamy and Vasudevan SV: Insurance- Principles and Practice, S. Chand and Co. New Delhi.

Fundamentals of Banking: Marks 50

2nd Half

4. **Introduction**: Definition and classification of banks – Functions of commercial banks. Functions of a Central Bank. L5
5. **Principles of Commercial banking**: Description of balance sheet of a commercial bank – Theories of asset management – Real Bill doctrine. Shift ability Theory and Anticipated Income Theory, Unit Banking Vs. Branch Banking.. L15
6. **Banker and Customer**: Definition and functions of a Banker, Relationship between banker and customer – banker's rights and obligations – Garnishee order – Clayton's case – special types of bank customers – minors, co-depositors, partnership and joint stock companies. L10
7. **Practice and Laws relating to negotiable instruments**: Definition and essential features of cheques, hills of exchange, promissory notes and hundies. Holder and holder in due course. Payment in due course – endorsement – crossing of cheques – Discounting of cheques and bills L15

Suggested Readings:

1. Tannan, M.L., Banking Law and Practice in India (India Law House).
2. Skekhar and Shekhar, Banking Theory and Practice (Vikas).
3. Basu, A.K. Fundamentals of Banking Theory and Practice.

Paper- III

Computer Application in Business

Theory 60% and Practical 40%

THEORY

Unit-I Fundamentals of Computer : 30%

L40

a. INTRODUCTORY CONCEPTS:

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

b. NUMBER SYSTEMS AND CODES:

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

c. COMPUTER ARITHMETIC:

Binary arithmetic, complements, addition and subtraction; Conversion from one system to another.

d. HARDWARE , SOFTWARE AND OPERATING SYSTEM:

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

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

Software: System Software, Application Software.

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

Unit – II Basic Concepts of MIS:

15%

L20

1.1 Concepts of MIS

1.2 Data, Information and Data Processing, Need for Data Processing, Data Processing Cycle and Functions. Methods of Data Processing, Definition of System. Applications of Data Processing System, Types of Systems, Advantages and Disadvantages of Electronic Data Processing, Information, Business Information Systems. Transaction Processing Cycle, Components of the Transaction Processing System,

Establishing the Information needs in Management Process, Factors on which Information requirements depend organization structure and information needs.

Unit-III. E- Commerce and Internet: 15% L20

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

Internet: Introduction, Evolution of Internet, Governing of the Internet, Transmission of Information and Resources, TCP/IP, Http. Services of Internet, Features of Internet. Advantages and Limitations of Internet, Specific application of internets.

PRACTICAL: 40%

Unit: V: Computer Based Business Application L80

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

Suggested Readings;

1. Introduction to Computer Science: V. Rajaraman. Prentice Hall, New Delhi
2. Computer Fundamentals: PK. Sinha, BPB Publication, New Delhi
3. Edwards, Ward and By the way: the Essence of Information Systems; Printice Hall, New Delhi.
4. Goyal: Management Information System;
5. IT for the new generation (CSI 98) MY HR Soft 2.0 (PHI)
6. IT: An Overview of Component Technologies (Published by Netaji Nagar Day College Computer Centre)
 1. Dr. D.K. Chakraborty
 2. Dr. Debasis Saha
7. Fundamentals of Information Technology, Deepak Bharihoke, Excel Books.