

Gangadhar Meher University, SAMBALPUR, ODISHA

UNDERGRADUATE PROGRAMME IN COMMERCE
(Courses effective from Academic Year 2017-18)



SYLLABUS OF COURSES OFFERED IN
Core Courses, Generic Elective, Ability Enhancement Compulsory Courses & Skill
Enhancement Course

DEPARTMENT OF COMMERCE
Gangadhar Meher University
SAMBALPUR, ODISHA

REGULATIONS OF GENERAL ACADEMIC AND EXAMINATION MATTERS FOR BA/B.Sc./B.COM/BBA/BSc.IST EXAMINATIONS

(THREE YEAR DEGREE COURSE) UNDER CHOICE BASED CREDIT SYSTEM AND SEMESTER SYSTEM

(Effective for the students admitted to First year of Degree course during 2015-16 and afterwards)

CHAPTER-I

(REGULATIONS OF GENERAL ACADEMIC MATTERS)

1. APPLICATION & COMMENCEMENT:

- (i) These regulations shall come into force with effect from the academic session 2015-16.

2. CHOICE-BASED CREDIT SYSTEM (CBCS):

CBCS is a flexible system of learning that permits students to

1. Learn at their own pace.
2. Choose electives from a wide range of elective courses offered by the University Departments.
3. Adopt an inter-disciplinary approach in learning and
4. Make best use of the expertise of available faculty.

3. SEMESTER:

Depending upon its duration, each academic year will be divided into two semesters of 6 months duration. Semesters will be known as either odd semester or even semester. The semester from July to December will be Semesters I, III, V and similarly the Semester from January to June will be Semesters II, IV & VI. A semester shall have minimum of 90 instructional days excluding examination days / Sundays / holidays etc.

4. COURSE:

A Course is a set of instructions pertaining to a pre-determined contents (syllabus), delivery mechanism and learning objectives. Every course offered will have three components associated with the teaching-learning process of the course, namely:

- (i) Lecture – symbolized as L;
- (ii) Tutorial – symbolized as T; and
- (iii) Practical – symbolized as P.

In G.M. University, UG programmes have a minimum of 21 courses.

5. CREDIT:

Each course is rated in terms of credits or credit hours. Credit is a kind of weightage given to the contact hours to teach the prescribed syllabus, which is in a modular form. Normally one credit is allocated to 10 contact hours.

Mechanics of credit calculation:

As per G.M. University standard, 1 credit = 10 hours of lectures / contact hours. The contact hours will include all the modes of teaching like lectures / tutorials / laboratory work / field work or other forms. In determining the number of hours of instruction required for a course involving laboratory / field work, 2 hours of laboratory / field work is generally considered equivalent to 1 hour of lecture. In these regulations one credit means one hour of teaching works or two hours of practical works per week.

6. GRADE LETTER:

The Grade letter is an index to indicate the performance of a student in a particular course / paper. It is the transformation of actual marks secured by a student in a course / paper. The Grade letters are O, A+, A, B+, B, C, P, F. There is a range of marks for each grade letter.

7. GRADE POINT:

Grade point is an integer indicating the numerical equivalent of the letter grade / the weightage allotted to each grade letter depending on range of marks awarded in a course / paper.

8. CREDIT POINT (P):

Credit point is the value obtained by multiplying in grade point (G) by the credit (C): $P = G \times C$.

9. SEMESTER GRADE POINT AVERAGE (SGPA):

SGPA is the value obtained by dividing the sum of credit points (P) earned by a student in various courses taken in a semester by the total number of credits earned by the student in that semester. SGPA shall be rounded off to two decimal places.

10. CUMULATIVE GRADE POINT AVERAGE (CGPA):

CGPA is the value obtained by dividing the sum of credit points in all the courses earned by a student for the entire programme, by the total number of credits. CGPA shall be rounded off to two decimal places. CGPA indicates the comprehensive academic performance of a student in a programme.

An overall letter grade (Cumulative Grade) for the entire programme shall be awarded to a student depending on his / her CGPA.

11. COURSE STRUCTURE:

- (a) **COURSE:** A course is a component / a paper of a programme. A course may be designed to involve lectures / tutorials / laboratory work / seminar / project work / practical training / report writing / viva voce etc. or a combination of these, to meet effectively the teaching and learning needs and the credits may be assigned suitably.

(b) **TYPES OF COURSES:**

- (i) Core Courses (14x6=84 credits)

Core courses comprise a set of at least fourteen papers that are identified as compulsory for the students registered for the UG degree in a particular subject. Core courses shall be spread over all the semesters.

- (ii) Ability Enhancement Compulsory Course (04 credits)

The Ability Enhancement Course (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the content that leads to Knowledge enhancement; i. Environmental Science and ii. English / MIL Communication. These are mandatory for all disciplines.

- (iii) Skill Enhancement Course (SEC) (04 credits)

SEC courses are value-based and / or skill-based and are aimed at providing hands-on-training, competencies, skills, etc. These courses may be chosen from a pool of courses designed to provide value-based and / or skill-based knowledge.

(iv) Elective Courses: 48 credits (24+24)

Elective Course: A course that can be chosen from a number of options other than the core and compulsory courses is known as elective course. An elective may be “Generic Elective” focusing on those courses which add generic proficiency to the student. An elective may be “Discipline Centric” or may be chosen from the main discipline / subject of study called Discipline Specific Elective. Such elective may also include project work / dissertation. It is considered as a special course involving the application of knowledge in solving / analyzing / exploring a real life situation / difficult problem.

The Three year Degree course leading to the Bachelors Degree in Arts/Science/Commerce/BBA/BSc.IST shall be spread over a period of six semesters in three academic years with the following course structure.

Semester	Core Course (6 credits per paper)	Ability Enhancement Compulsory Course (2 credits per paper)	Skill Enhancement Course (2 credits per paper)	Discipline Specific Elective (6 credits per paper)	Generic Elective (6 credits per paper)
I (350 Marks)	CC-I CC-II	AECC-I	-	-	GE-I
II (350 Marks)	CC-III CC-IV	AECC-II	-	-	GE-II
III (450 Marks)	CC-V CC-VI CC-VII	-	SEC-I	-	GE-III
IV (450 Marks)	CC-VIII CC-IX CC-X	-	SEC-II	-	GE-IV
V (400 Marks)	CC-XI CC-XII	-	-	DSE-I DSE-II	-
VI (400 Marks)	CC-XIII CC-XIV	-	-	DSE-III DSE-IV	-

CHAPTER – II

(REGULATION ON EXAMINATION MATTERS)

1. The Examinations

1.1.(a) A candidate for the Bachelor's Degree in Arts/Science/Commerce/BBA/BSc.IST shall be required to pass each of the following examinations.

- | | |
|--------------------|------------------|
| (i) Semester-I | (ii) Semester-II |
| (iii) Semester-III | (iv) Semester-IV |
| (v) Semester-V | (vi) Semester-VI |

Each of the semester examination includes one Mid-Term and one End Term examination.

1.1.(b) Each student has to register himself / herself within schedule date to be eligible to appear the examination. Unless a student registers himself / herself by filling up examination forms and pays the requisite fees for Semester-I, he/she will not be eligible to sit for semester-II examination. Similarly, he/she will not be eligible to take the subsequent semesters unless he/she registers for the previous semester.

1.1.(c) A student has to clear all semester examinations within a maximum period of 05 years.

1.2 Examination Calendar

The broad format of the examination calendar for UG classes shall be as follows:

- | | |
|--|-------------------------|
| (a) Mid term examination of odd semesters | ... September |
| (b) End Term examination of odd semesters | ... November – December |
| (c) Mid term examination of even Semesters | ... February |
| (d) End Term examination of even semesters | ... March – April |

The detail programme of end term examination shall be notified one month before the commencement of examinations.

1.3. Mid Term examination

In each semester there shall be one Mid Term examination of one hour / 60 minutes duration irrespective of marks in each paper having theory component. Out of the total marks of a paper, 20% of marks are earmarked for midterm examination.

1.4 End Term Examination

At the end of each semester, there shall be one examination of each paper called End Term examination. It shall cover 80% of the total marks of a paper. A student fulfilling the following conditions is eligible to appear the End Term examination.

- i. A student shall pay the prescribed examination fees and fill up the prescribed form meant for the examination as per the notification issued by Examination Section (General). No form fill up is allowed before seven days of the commencement of the End-Term examination.

- ii. The minimum number of lectures, practicals, seminars, which a student shall be required to attend before being eligible to take any Semester Examination shall not be less than 75% of the total number of lectures, practicals, seminars taken separately during the semester period.
- iii. Provided that in exceptional cases the authority may condone the shortage of attendance to the extent of 15%.
- iv. Provided further that the authority may condone the shortage of attendance to the extent of 10% over and above 15% in respect of students who represented the college or the state in any National / State Level: Camp, NCC, games or sports during the semester period under reference subject to prior approval and subsequent production of authenticated certificate of participation.

1.5.(a) Mode of Examination

The duration of examination shall be as follows:

Examination	Total marks	Duration
Theory paper	40 Marks	2 hours
	60/80 Marks	3 hours
Practical papers / Project Papers	25 Marks	3 hours
	50/100 marks	6 hours

1.5.(b) Mode of question papers

- (i) All examinations except Viva-voce and Project work shall be conducted by means of written paper (Printed, written / typed in English). The papers in Modern Indian Languages shall be set and answered in the respective languages as mentioned in the syllabus.
- (ii) Questions for a paper shall be set covering the total course of that paper either unit wise giving options from each unit unless specified otherwise in the syllabus.

1.5 (c) Results of examinations

The candidates shall have to appear and secure minimum pass grade in all the paper of a semester examination to be declared as pass. The following 10 – point grading system and corresponding letter grades be implemented in awarding grades and CGPA under CBCS system.

1.6 Award of Grade

The grade awarded to the student in any particular course / paper shall be based on his / her performance in all the tests conducted in a semester for that course / paper. The percentage of marks secured by the students in a particular course / paper shall be converted to a grade and grade point for that course / paper in the manner specified in the following table after conversion in to 100 marks.

% of Marks	Grade	Grade Letter	Grade Point
> = 90 – 100	Outstanding	O	10.0
> = 80 – < 90	Excellent	A+	9.0
> = 70 – < 80	Very good	A	8.0
> = 60 – < 70	Good	B+	7.0
> = 50 – < 60	Above average	B	6.0
> = 40 – < 50	Average	C	5.0
> = 30 – < 40	Pass	P	4.0
< 30	Fail	F	0.0
	Absent	S	0.0
	Malpractice	M	0.0

N.B.: Grade 'P' (30% of marks) shall be the pass grade for Theory and Grade 'C' (40% of marks) shall be the pass grade for Practical / Project work / Dissertation.

1.7 Result

1.7(a) In order to pass a course / paper, a candidate has to secure a minimum of Grade Point 4.0 in that course / paper with Grade 'P' (30% of marks) in Theory and Grade 'C' (40% of marks) in Practical / Project work / Dissertation failing which the candidate will be marked 'F' in that course / paper with the Grade Point of 0.0 (below 30 marks) irrespective of the marks secured in that course / paper.

A candidate obtaining Grade 'F' shall be considered as fail and will be required to reappear the course(s) / paper(s) as back paper. The back paper examination shall be held with the normal end semester examination and the students with backlogs shall clear their backlog course(s) / paper(s) along with regular students of lower semesters in the subsequent year within a period of 05 years from the date of admission and with the current syllabus after two consecutive chances.

1.7(b) In order to clear a semester examination, a candidate is required to pass each credit course / paper of that semester and must secure a minimum Semester Grade Point Average (SGPA) of 4.0. The semester result shall be indicated as detail below:-

A. P (Passed or Cleared) indicating that:

- The candidate has cleared every registered course / paper of odd/even semester of the academic year with a minimum Grade Point (GP) of 4.0 in each paper / component of a paper.

He / She has secured SGPA / CGPA of 4.0 or more.

- B.** NC (Not Cleared) indicating that:
The candidate is eligible for promotion with backlogs to next higher semester if he / she has registered for all the subjects of any semester.
- C.** 'X' (Not eligible for promotion) indicating that:
The candidate is not eligible for promotion to next higher level, when as he / she has not registered / filled up the form for the different subjects of a semester.

Computation of SGPA and CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

- i.** The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA (S}_i\text{)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where C_i is the number of credits of i th course and G_i is the grade point scored by the student in the i th course.

- ii.** The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

Where S_i is the SGPA of the Ist. semester and C_i the total number of credits in that semester.

- iii.** The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Illustration of Computation of SGPA and CGPA and Format for Transcripts

- i.** Computation of SGPA and CGPA

Illustration for SGPA

Course	Credit	Grade letter	Grade point	Credit point
Course 1	3	A	8	3X8=24
Course 2	4	B+	7	4X7=28
Course 3	3	B	6	3X6=18
Course 4	3	O	10	3X10=30
Course 5	3	C	5	3X5=15
Course 6	4	B	6	4X6 =24
	20			139

Thus, SGPA = 139/20=6.95

Illustration for CGPA					
Semester-I	Semester-II	Semester-III	Semester-IV	Semester-V	Semester-VI
Credit-20 SGPA:6.9	Credit-22 SGPA:7.8	Credit-25 SGPA:5.6	Credit-26 SGPA:6.0	Credit-26 SGPA:6.3	Credit-25 SGPA:8.0
Thus, CGPA= $\frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{144}$					=6.73

1.7(c) In order to pass a programme, a candidate must secure a minimum CGPA of 4.5. A candidate securing CGPA of less than 4.5 shall be declared as fail.

The conversion of CGPA to percentage of marks = (CGPA – 0.5) x 10.

The conversion of CGPA into Grade Letter shall be made on the basis of percentage of marks in the manner specified in the following table.

CGPA / OGPA	Grade Letter	Grade	% of Marks after conversion	Classification of Honours
≥ 9.5	O	Outstanding	≥ 90	First Class Honours
$\geq 8.5 - < 9.5$	A+	Excellent	$\geq 80 - < 90$	
$\geq 7.5 - < 8.5$	A	Very good	$\geq 70 - < 80$	
$\geq 6.5 - < 7.5$	B+	Good	$\geq 60 - < 70$	
$\geq 5.5 - < 6.5$	B	Above average	$\geq 50 - < 60$	Second Class Honours
$\geq 5.0 - < 5.5$	C	Average	$\geq 45 - < 50$	Pass without Honours
$\geq 4.5 - < 5.0$	P	Pass	$\geq 40 - < 45$	
Below 4.5	F	Fail	< 40	Fail

1.8 Promotion to the next semester

A student shall be promoted to the next higher semester when he/she has appeared and passed in all the courses of the previous semester examinations. However, a student failing to appear / pass semester examination in few or all papers due to some reasons may be admitted to the next semester, provided that such a student shall produce sufficient proof in favour of his/her reason for not being able to appear / pass in some or all papers of the semester examination and has taken readmission in the year. Such students shall be considered as absent / failed candidate and will required to appear the repeat / back paper examination in the next year.

1.9 Repeat / Back Paper Examination

A student who remains absent or failed to secure 30% of marks / SGPA of 4.0 in aggregate has to take the repeat examination. He/she shall repeat all the theory and practical papers of that semester within a period of 5 years from the date of first

registration. However, a student who secures more than 30% of marks / SGPA of 4.0 in aggregate but failed in one / some papers, he/she has to take the Back paper examination in the failed papers only. If the student is unable to clear the back papers in the next two consecutive chances, he/she has to appear the repeat examination of all papers in the third and subsequent chances as per the current syllabus and the marks secured in the previous examinations shall stand cancelled.

During back paper examinations, the higher marks of the papers shall be retained at the time of computation of result. The student passing in all papers in terms of grade point but failing in grade point average, then he / she has to appear the back paper examinations in those papers in which he / she has secured less than the required average grade point to pass. Such students shall have to apply to the Head of the Department in plain paper before one week of the form fill up and also filling the form in due date of the ensuing semester examination by depositing the fees as prescribed by the university. The repeat / back paper examination shall be held with the normal end semester examination.

A student appearing in repeat / back paper examination shall not be awarded distinction even if he/she subsequently fulfils the conditions of distinction and will not be included in the merit list. The final result of the candidate will be determined after taking all the subject wise marks and hard case rule into consideration. Candidates taking repeat / improvement examinations shall not be considered for the merit list and it shall be reflected in the provisional certificate- cum mark sheet but not in the final Degree certificate.

1.10 Improvement Examination

After the publication of final result the student getting 2nd Class (Honours) or Pass without Honours may be allowed to improve his/her performance in the next two year immediately from the year of publication of result. He/she shall be allowed to improve in Honours paper only. However he / she has to fill up the form of all the Honours papers of odd semester (I/III/V) and even semester (II/IV/VI). In such case, the highest mark secured in each paper shall be considered for computation of the mark.

1.11 Discipline in the examination

1.11(a) The students are allowed to enter the examination hall half an hour before the commencement of examination. A student arriving in the examination hall / room fifteen minutes after the commencement of the examination shall not be ordinarily allowed to sit for the examination. No examinee shall be allowed to go out of the examination hall within one hour of the commencement of examination.

1.11(b) The students are allowed to enter the examination hall only with a valid admit card and Identity card. Mobile phones and any other electronic gadgets are strictly prohibited in the examination hall. The possession of such things in the examination hall shall be treated as malpractice.

1.11(c) The possession of unauthorized materials and using it / copying from the scripts of other students / from any other source, sharing his/her answer scripts with other, creating disturbance or acting in a manner, so as to create inconvenience for the other students / invigilators inside the examination hall shall be treated as adoption of unfair means or malpractice.

In case of adoption of unfair means by an examinee in the examination hall / outside, the invigilator shall immediately report to the Centre Superintendent in writing along with the incriminating material recovered from the examinee signed by both the examinee and invigilator. The Centre Superintendent shall refer the matter to the Controller of Examinations for necessary disciplinary action as per the rules and regulations of the University.

1.12 Issue of Grade sheet, Provisional Certificate, Award of Degree & Gold Medals.

After the publication of the result of Semester examination, the Controller of Examinations shall issue the grade sheet of each semester as per the prescribed format (Appendix-I) and provisional certificate cum grade sheet after the final semester examination as per the prescribed format (Appendix-II) to the candidates against a prescribed fee collected at the time admission / filling of form. A degree certificate under the official seal of the university and signed by Vice-Chancellor as per the prescribed format (Appendix-III) shall be issued / given to the successful students of a particular course at the convocation or in-absentia on submission of application and fee as prescribed.

For award of gold medals, the University shall form a committee. The best graduate shall be decided from amongst the toppers of each Honours. In case of equality of CGPA, the SGPA of last semester examination shall be considered. The students who have failed / remained absent / improved their marks by repetition or improvement shall not be eligible for University rank or gold medal.

Registrar
G.M. University, Sambalpur

**PROPOSED SCHEME FOR CHOICE BASED CREDIT SYSTEM IN
COMMERCE (Honors)**

Semester		CORE COURSE (14)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Elective Course (SEEC) (2)	Elective: Discipline Specific DSE (4)	Elective: Generic (GE) (4)
I	CC1	Financial Accounting	AECC-I Environmental Studies			GE-I Indian Economy - Performances & Policies
	CCII	Business Law				
II	CCIII	Management Principles and Applications	AECC-II English Communication/ Odia/ Hindi			GE-II Business Statistics
	CCIV	Corporate Laws				
III	CCV	Business Mathematics		SEC -I Communicative English and English Writing		GE-III Micro Economics
	CCVI	Income tax Law and Practice				
	CCVII	Human Resource Management				
IV	CCVIII	Indirect Tax		SEC -II Entrepreneurship		GE-IV Macro Economics
	CCIX	Corporate Accounting				
	CCX	Organizational Behavior				
V	CCXI	Cost and Management Accounting			DSE-I Financial Markets, Institutions and Financial Services	
	CCXII	Principles of Marketing			DSE -II Fundamentals of Investment	
VI	CCXIII	Auditing and Corporate Governance			DSE -III International Business	
	CC XIV	Financial Management			DSE - IV Dissertation/ Project Work	

Course Structure for Bachelor of Commerce

Semester	Course Name	Course Offered	Title Of Paper	Credits	Marks
I 4 Papers 350 marks 20 Credits	AECC	Ability Enhancement Compulsory Course-I	Environmental Science	2	50 (10+40)
	Generic Elective	Generic Elective -I	Indian Economy	6	100 (20+80)
	Core Course	Core Course-I	Financial Accounting	6	100 (20+80)
		Core Course-II	Business Law	6	100 (20+80)
II 4 Papers 350 marks 20 Credits	AECC	Ability Enhancement Compulsory Course II	English Communications / Odia / Hindi	2	50 (10+40)
	Generic Elective	Generic Elective -II	Business Statistics	6	100 (20+80)
	Core Course	Core Course-III	Management Principles and Applications	6	100 (20+80)
		Core Course-IV	Corporate Laws	6	100 (20+80)
III 5 paper 450 Marks 26 Credits	SEC	Skill Enhancement Course -I	Communicative English and English writing skill	2	50 (10+40)
	Generic Elective	Generic Elective - III	Micro Economics	6	100 (20+80)
	Core Course	Core Course-V	Business Mathematics	6	100 (20+80)
		Core Course-VI	Income tax Law and Practice	6	100 (20+80)
		Core Course-VII	Human Resource Management	6	100 (20+80)
IV 5 Papers 450 Marks 26 Credits	SEC	Skill Enhancement Course -II	Entrepreneurship	2	50 (10+40)
	Generic Elective	Generic Elective - IV	Macro Economics	6	100 (20+80)
	Core Course	Core Course-VIII	Indirect Tax	6	100 (20+80)
		Core Course-IX	Corporate Accounting	6	100 (20+80)
		Core Course-X	Organizational Behavior	6	100 (20+80)
V 4 Paper 400 marks 24 credits	DSE	Discipline Specific Elective I	Financial Markets, Institutions and Financial Services	6	100 (20+80)
		Discipline Specific Elective -II	Fundamentals of Investment	6	100 (20+80)
	Core Course	Core Course-XI	Cost and Management Accounting	6	100 (20+80)
		Core Course-XII	Principles of Marketing	6	100 (20+80)
VI 4 paper 400 marks 24 credits	DSE	Discipline Specific Elective -III	International Business	6	100 (20+80)
		Discipline Specific Elective IV	Dissertation / Project work	6	100
	Core Course	Core Course-XIII	Auditing and Corporate Governance	6	100 (20+80)
		Core Course-XIV	Financial Management	6	100 (20+80)
			Total Credits	140	2400

SEMESTER – I

Ability Enhancement Compulsory Course (AECC- I): Environmental Studies Credits – 2, Full marks 50 (Mid Term 10 + End Term 40) (Unit wise question pattern, answer one question from each unit)

Unit I: Introduction to environmental studies

- Multidisciplinary nature of environmental studies;
- Scope and importance; Concept of sustainability and sustainable development.

Ecosystems

- What is an ecosystem? Structure and function of ecosystem; Energy flow in an ecosystem: food chains, food webs and ecological succession. Case studies of the following ecosystems :
 - a) Forest ecosystem
 - b) Grassland ecosystem
 - c) Desert ecosystem
 - d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

Unit II: Natural Resources: Renewable and Non-renewable Resources

- Land resources and land use change; Land degradation, soil erosion and desertification.
- Deforestation: Causes and impacts due to mining, dam building on environment, forests, biodiversity and tribal populations.
- Water: Use and over-exploitation of surface and ground water, floods, droughts, conflicts over water (international & inter-state).
- Energy resources: Renewable and non renewable energy sources, use of alternate energy sources, growing energy needs, case studies.

Unit III: Biodiversity and Conservation

- Levels of biological diversity : genetic, species and ecosystem diversity; Biogeographic zones of India; Biodiversity patterns and global biodiversity hot spots
- India as a mega-biodiversity nation; Endangered and endemic species of India
- Threats to biodiversity: Habitat loss, poaching of wildlife, man-wildlife conflicts, biological invasions; Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity.
- Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and Informational value.

Unit IV: Environmental Pollution

- Environmental pollution : types, causes, effects and controls; Air, water, soil and noise pollution
- Nuclear hazards and human health risks
- Solid waste management: Control measures of urban and industrial waste.
- Pollution case studies.

Unit V: Environmental Policies & Practices

- Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture
- Environment Laws: Environment Protection Act; Air (Prevention & Control of Pollution) Act; Water (Prevention and control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act. International agreements: Montreal and Kyoto protocols and Convention on Biological Diversity (CBD).
- Nature reserves, tribal populations and rights, and human wildlife conflicts in Indian context.

Human Communities and the Environment

- Human population growth: Impacts on environment, human health and welfare.
- Resettlement and rehabilitation of project affected persons; case studies.
- Disaster management : floods, earthquake, cyclones and landslides.
- Environmental movements : Chipko, Silent valley, Bishnois of Rajasthan.
- Environmental ethics: Role of Indian and other religions and cultures in environmental conservation.
- Environmental communication and public awareness, case studies (e.g., CNG vehicles in Delhi).

Suggested Readings:

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17. Thapar, V. 1998. *Land of the Tiger: A Natural History of the Indian Subcontinent*.
18. Warren, C. E. 1971. *Biology and Water Pollution Control*. WB Saunders.
19. Wilson, E. O. 2006. *The Creation: An appeal to save life on earth*. New York: Norton.
20. World Commission on Environment and Development. 1987. *Our Common Future*. Oxford University Press.

Commerce GE I: Indian Economy – Performance and Policies

Full Marks - 100 (Mid Term 20+ End Term 80) , Credits 06
(Unit wise question pattern, answer one question from each unit)

Contents:

Unit I: Basic Issues in Economic Development: Concept and Measures of Development and Underdevelopment; Human Development.

Unit II: Basic Features of the Indian Economy at Independence: Composition of national income and occupational structure, the agrarian scene and industrial structure.

Unit III: Policy Regimes:

- a) The evolution of planning and import substituting industrialization.
- b) Economic reform and liberalization.

Unit IV: Growth, Development and Structural Change:

- a) The experience of Growth, Development and Structural Change in different phases of growth and policy regimes across sectors and regions.
- b) The Institutional Framework: Patterns of assets ownership in agriculture and industry; Policies for restructuring agrarian relations and for regulating concentration of economic power;
- c) Changes in policy perspectives on the role of institutional framework after 1991.
- d) Growth and Distribution; Unemployment and Poverty; Human Development; Environmental concerns.
- e) Demographic Constraints: Interaction between population change and economic development.

Unit V: Sectoral Trends and Issues:

- a) Agriculture: Agrarian growth and performance in different phases of policy regimes i.e. pre green revolution and the two phases of green revolution; Factors influencing productivity and growth; the role of technology and institutions; price policy, the public distribution system and food security.
- b) Industry and Services: Phases of Industrialisation – the rate and pattern of industrial growth across alternative policy regimes; Public sector – its role, performance and reforms; The small scale sector; Role of Foreign capital.
- c) The Financial Sector: Structure, Performance and Reforms. Foreign Trade and balance of Payments: Structural Changes and Performance of India's Foreign Trade and Balance of Payments; Trade Policy Debate; Export policies and performance; Macro Economic Stabilisation and Structural Adjustment; India and the WTO.

Readings:

1. Mishra and Puri, *Indian Economics*, Himalaya Publishing House
2. Gaurav Dutt and KPM Sundarum, *Indian Economy*, S. Chand & Company.
3. Deepashree, "*Indian Economy, Performance and Policies*", Scholar Tech. New Delhi
4. Bettelheim, Charles *India Independent*. Chapters 1, 2 and 3.
5. Bhagwati, J. and Desai, P. *India: Planning for industrialization*, OUP, Ch 2.
6. Patnaik, Prabhat. *Some Indian Debates on Planning*. T. J. Byres (ed.). *The Indian Economy: Major Debates since Independence*, OUP.
7. Ahluwalia, Montek S. *State-level Performance under Economic Reforms in India* in O. Krueger. (ed.). *Economic Policy Reforms and the Indian Economy*, The University of Chicago Press.
8. Nagaraj, R. *Indian Economy since 1980: Vitrious Growth or Polarisation?* Economic and Political Weekly. pp. 2831-39.

9. Ray, S. K. *Land Systems and its Reforms In India. Sections II & III*, Indian Journal of Agricultural Economics. Vol. 51. Nos. 1 & 2.
10. Visaria, Pravin. *Demographic Aspects of Development: The Indian Experience*. Indian Journal of Social Sciences. Vol. 6. No. 3.
11. Dreze, Jean and Amartya Sen. *Economic Development and Social Opportunity*. Ch.2. OUP.
12. Vaidyanathan, A. *India's Agricultural Development Policy*. Economic and Political Weekly.
13. Sawant, S. D. and C. V. Achuthan. *Agricultural Growth Across Crops and Regions: Emerging Trends and Patterns*. Economic and Political Weekly. Vol. 30 A2-A13.
14. Krishnaji, N. *Agricultural Price Policy: A Survey with Reference to Indian Foodgrain Economy*. Economic and Political Weekly. Vol. 25. No. 26.
15. Chaudhuri, Sudip. *Debates on Industrialisation*. in T.J. Byres (ed.). *The Indian Economy: Major Debates since Independence*, OUP.
16. Chandra, Nirmal K. *Growth of Foreign Capital and its Importance in Indian Manufacturing*. Economic and Political Weekly. Vol. 26. No. 11.
17. Khanna, Sushil. *Financial Reforms and Industrial Sector in India*. Economic and Political Weekly. Vol. 34. No. 45.
18. Vaidyanathan, A. *Poverty and Development Policy*. Economic and Political Weekly.
19. Deaton, A and Jean Dreze. *Poverty and Inequality in India*. Economic and Political Weekly.
20. Planning Commission, *Task Force on Employment Opportunities*. Ch 1 and 2
21. Uma Kapila (ed), "*Indian Economy since Independence*", Relevant articles.
22. Rangarajan, C. and N. Jadhav. *Issues in Financial Sector Reform*. Bimal Jalan. (ed). *The Indian Economy*. Oxford University Press, New Delhi.
23. Chakravarty, Sukhamoy. *Development Planning – The Indian Experience*. Oxford University Press, Delhi.

Note: Latest edition of text books may be used.

Commerce CC I: Financial Accounting
Full Marks - 100 (Mid Term 20+ End Term 80), Credits 06
(Unit wise question pattern, answer one question from each unit)

Objectives: The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.

CONTENTS

Unit I (a) Theoretical Framework

- i. Accounting as an information system, the users of financial accounting information and their needs. Qualitative characteristics of accounting, information. Functions, advantages and limitations of accounting. Branches of accounting. Bases of accounting; cash basis and accrual basis.
- ii. The nature of financial accounting principles – Basic concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures.
- iii. Financial accounting standards: Concept, benefits, procedure for issuing accounting standards in India. Salient features of Accounting Standard (AS): 1 (ICAI). International Financial Reporting Standards (IFRS): - Need and procedures.

(b) Accounting Process

From recording of a business transaction to preparation of trial balance including adjustments: Manual and Computerised Accounting Systems (Computerized Accounts by using any popular accounting software: Creation of vouchers and recording transactions, preparing reports – cash book and bank book, ledger accounts, trial balance, Profit and Loss Account (Income Statement) and Balance Sheet.)

Unit II: (a) Business Income

- i. Measurement of business income-Net income: the accounting period, the continuity doctrine and matching concept. Objectives of measurement.
- ii. Revenue recognition: Salient features of Accounting Standard (AS): 9 (ICAI) Recognition of expenses.
- iii. The nature of depreciation. The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method; Disposal of depreciable assets- change of method. Salient features of Accounting Standard (AS): 6(ICAI)
- iv. Inventories: Meaning. Significance of inventory valuation. Inventory Record Systems: periodic and perpetual. Methods: FIFO, LIFO and Weighted Average. Salient features of Accounting Standard (AS): 2 (ICAI)

(b) Final Accounts

Capital and revenue expenditures and receipts: general introduction only. Preparation of financial statements of non-corporate business entities

Unit III: Accounting for Hire Purchase and Installment Systems

Concepts of operating and financial lease (theory only)

Unit IV: Accounting for Inland Branches

Concept of dependent branches; accounting aspects; debtors system, stock and debtors system, branch final accounts system and whole sale basis system. Independent branches: concept-accounting treatment: important adjustment entries and preparation of consolidated profit and loss account and balance sheet.

Unit V: Accounting For Dissolution of the Partnership Firm

Accounting of Dissolution of the Partnership Firm Including Insolvency of partners, sale to a limited company and piecemeal distribution

Note:

- 1. Any revision of relevant accounting standard issued by ICAI would become applicable immediately.**
- 2. Theory Exam shall carry 80 marks**

Suggested Readings:

1. Anthony, R.N. Hawkins, and Merchant, *Accounting: Text and Cases*. McGraw-Hill Education.
2. Horngren, *Introduction to Financial Accounting*, Pearson Education.
3. Monga, J.R. *Financial Accounting: Concepts and Applications*. Mayoor Paper Backs, New Delhi.
4. Shukla, M.C., T.S. Grewal and S.C.Gupta. *Advanced Accounts. Vol.-I*. S. Chand & Co., New Delhi.
5. Maheshwari, S.N. and S. K. Maheshwari. *Financial Accounting*. Vikas Publishing House, New Delhi.
6. Sehgal, Ashok, and Deepak Sehgal. *Advanced Accounting. Part –I*. Taxmann Applied Services, New Delhi.
7. Bhushan Kumar Goyal and HN Tiwari, *Financial Accounting*, International Book House
8. Goldwin, Alderman and Sanyal, *Financial Accounting*, Cengage Learning.
9. Tulsian, P.C. *Financial Accounting*, Pearson Education.
8. Jain, S.P. and K.L. Narang. *Financial Accounting*, Kalyani Publishers, New Delhi
9. Gupta, Nirmal. *Financial Accounting*, Sahitya Bhawan, Agra.
10. *Compendium of Statements and Standards of Accounting*. The Institute of Chartered Accountants of India, New Delhi

Note: Latest edition of the text books should be used.

Commerce CC II: Business Law
Full Marks - 100 (Mid Term 20+ End Term 80), Credits 06
(Unit wise question pattern, answer one question from each unit)

Objective: The objective of the course is to impart basic knowledge of the important business laws along with relevant case law.

CONTENTS:

Unit I: The Indian Contract Act, 1872: General Principle of Law of Contract

- a) Contract – meaning, characteristics and kinds
- b) Essentials of valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects.
- c) Void agreements
- d) Discharge of contract – modes of discharge including breach and its remedies.
- e) Contingent contracts
- f) Quasi - contracts

Unit II: The Indian Contract Act, 1872: Specific Contract

- a) Contract of Indemnity and Guarantee
- b) Contract of Bailment
- c) Contract of Agency

Unit III: The Sale of Goods Act, 1930

Contract of sale, meaning and difference between sale and agreement to sell.

- a) Conditions and warranties
- b) Transfer of ownership in goods including sale by non-owners
- c) Performance of contract of sale
- d) Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.

Unit IV: Partnership Laws

(A) The Partnership Act, 1932

- a. Nature and Characteristics of Partnership
- b. Registration of Firms
- c. Types of Partners
- d. Rights and Duties of Partners
- e. Implied Authority of a Partner
- f. Incoming and outgoing Partners
- g. Mode of Dissolution of Partnership

B) The Limited Liability Partnership Act, 2008 (an overview)

- a) Salient Features of LLP
- b) Difference between LLP and Partnership, LLP and Company
- c) LLP Agreement,
- d) Partners and Designated Partners
- e) Incorporation Document
- f) Incorporation by Registration
- g) Partners and their Relations

Unit V: The Negotiable Instruments Act 1881

- a) Meaning and Characteristics of Negotiable Instruments : Promissory Note, Bill of Exchange, Cheque
- b) Holder and Holder in due Course, Privileges of Holder in Due Course.
- c) Negotiation: Types of Endorsements
- d) Crossing of Cheque
- e) Bouncing of Cheques

Suggested Readings:

1. Kuchhal, M.C. and Vivek Kuchhal, *Business Law*, Vikas Publishing House, New Delhi.
2. Singh, Avtar, *Business Law*, Eastern Book Company, Lucknow.
3. Maheshwari & Maheshwari, *Business Law*, National Publishing House, New Delhi.
4. Chadha, P. R., *Business Law* Galgotia Publishing Company, New Delhi.
5. Aggarwal S K, *Business Law*, Galgotia Publishers Company, New Delhi.
6. Goyal Bhushan Kumar and Jain Kinneri, *Business Laws*, International Book House
7. Ravinder Kumar, *Legal Aspects of Business*, Cengage Learning

Note: Latest edition of text books may be used.

SEMESTER - II

Ability Enhancement Compulsory Course (AECC -II): English Communication Credits – 2, Full marks 50 (Mid Term 10 + End Term 40) (Unit wise question pattern, answer one question from each unit)

This course aims at enhancing the English language proficiency of undergraduate students in humanity, science and commerce streams to prepare them for the academic, social and professional expectations during and after the course. The course will help develop academic and social English competencies in speaking, listening, pronunciation, reading and writing, grammar and usage, vocabulary, syntax, and rhetorical patterns. Students, at the end of the course, should be able to use English appropriately and effectively for further studies or for work where English is used as the language of communication.

Unit I: Reading Comprehension

- Locate and remember the most important points in the reading
- Interpret and evaluate events, ideas, and information
- Read “between the lines” to understand underlying meanings
- Connect information to what they already know

Book Prescribed

Vistas and Visions: An Anthology of Prose and Poetry. Texts to be studied

PROSE

- Playing the English Gentleman (M.K. Gandhi)
- The Need for Excellence (N.R. Narayana Murthy)
- The Last Leaf (O. Henry)

POETRY

- One Day I Wrote Her Name (Edmund Spenser)
- Miracles (Walt Whitman)
- The Felling of the Banyan Tree (DilipChitre)

Unit II: Writing

1. Expanding an Idea
2. Writing a Memo
3. Report Writing
4. Writing a Business Letter
5. Letters to the Editor
6. CV & Resume Writing
7. Covering Letter
8. Writing Formal Email
9. Elements of Story Writing
10. Note Making

Unit III: Language functions in listening and conversation

1. Discussion on a given topic in pairs
2. Speaking on a given topic individually
(Practice to be given using speaking activities from the prescribed textbooks)

Grammar and Usage

1. Simple and Compound Sentences
2. Complex Sentences
3. Noun Clause
4. Adjective Clause
5. Adverb Clause
6. The Conditionals in English
7. Words and their features
8. Phrasal Verbs
9. Collocation
10. Using Modals
11. Use of Passives
12. Use of Prepositions
13. Subject-verb Agreement
14. Sentence as a system
15. Common Errors in English Usage

Examination pattern

Each reading and writing question will invite a 200 word response.

Language function questions set in context will carry 01 mark per response. There will be 15 bit questions.

Midterm test 10 marks

End Term Total 40 marks

Unit I- Reading: 05 questions (03x 05 qns= 15 marks)

Unit II- Writing: 03 questions (05 x 03 qns= 15 marks)

Unit III- Grammar & usage: 10 qns (01x 10 qns = 10 marks)

Grammar questions must be set in contexts; not as isolated sentences as used for practice in the prescribed textbook.

All grammar and writing activities in the textbook

‘Vistas and Visions: An Anthology of Prose and Poetry’ (Ed.) Kalyani Samantray, Himansu S. Mohapatra, Jatindra K. Nayak, Gopa Ranjan Mishra, Arun Kumar Mohanty. (Orient Black Swan Publisher)

Ability Enhancement Compulsory Course (AECC - II): ODIA
Credits – 2, Full marks 50 (Mid Term 10 + End Term 40)
(Unit wise question pattern, answer one question from each unit)

ପ୍ରଥମ ଏକକ : କବିତା : ଭକ୍ତି - ଗଙ୍ଗାଧର ମେହେର

ଗ୍ରାମପଥ - ବିନୋଦ ଚନ୍ଦ୍ର ନାୟକ

ଦ୍ୱିତୀୟ ଏକକ : ଗଳ୍ପ : ମାଗୁଣିର ଶଗଡ଼ - ଗୋଦାବରୀଶ ମହାପାତ୍ର

ଗୋପପୁର - ରାମଚନ୍ଦ୍ର ବେହେରା

ତୃତୀୟ ଏକକ : ପ୍ରବନ୍ଧ : ଜନ୍ମଭୂମି - କୃଷ୍ଣଚନ୍ଦ୍ର ପାଣିଗ୍ରାହୀ

ଆଧୁନିକ - ହରେକୃଷ୍ଣ ମହତାବ

ଚତୁର୍ଥ ଏକକ : ପ୍ରବନ୍ଧ ରଚନା, ପତ୍ରଲିଖନ, ସମ୍ବାଦଲିଖନ

ପଞ୍ଚମ ଏକକ : ବ୍ୟାକରଣ – ଭ୍ରମ ସଂଶୋଧନ, ବିପରିତାର୍ଥବୋଧକ ଶବ୍ଦ, ସମୋଚ୍ଚାରିତ ଭିନ୍ନାର୍ଥବୋଧକ ଶବ୍ଦ

ଆନ୍ତଃପରୀକ୍ଷା ପାଇଁ ୧୦ ମାର୍କ ପ୍ରଶ୍ନ ପଡ଼ିବ । (୧ x ୧୦ = ୧୦)

ବିଶ୍ୱବିଦ୍ୟାଳୟସ୍ତରୀୟ ମୁଖ୍ୟ ପରୀକ୍ଷାରେ ନିମ୍ନମତେ ପ୍ରଶ୍ନ ପଡ଼ିବ:

ପ୍ରଥମ ଏକକରୁ ଚତୁର୍ଥ ଏକକ ପର୍ଯ୍ୟନ୍ତ ପ୍ରତ୍ୟେକ ଏକକରୁ ୨ଟି ଲେଖାଏଁ ପ୍ରଶ୍ନ ପଡ଼ିବ। ବିଦ୍ୟାର୍ଥୀ ପ୍ରତ୍ୟେକ ଏକକରୁ ଗୋଟିଏ ଲେଖାଏଁ ପ୍ରଶ୍ନ ର ଉତ୍ତର ଦେବେ । (୪ x ୮ = ୩୨)

ପଞ୍ଚମ ଏକକରୁ ୧୫ ଟି ଅତି ସଂକ୍ଷିପ୍ତ ପ୍ରଶ୍ନ ପଡ଼ିବ । ବିଦ୍ୟାର୍ଥୀ ନିର୍ଦ୍ଦେଶ ଅନୁଯାୟୀ ୮ ଟି ପ୍ରଶ୍ନର ଉତ୍ତର ଦେବେ । (୮x୧=୮)

ଗ୍ରନ୍ଥ ସୂଚୀ

୧. କବିତାଶ୍ରୀ - ସଂ. - କୃଷ୍ଣଚରଣ ବେହେରା
୨. ଗଳ୍ପ ଦିଗନ୍ତ - ସଂ. - ସୁରେନ୍ଦ୍ର ନାଥ ଦାସ
୩. ଭାଷଣ କଳା ଓ ଅନ୍ୟାନ୍ୟ ପ୍ରସଙ୍ଗ - ଡ. କୃଷ୍ଣଚନ୍ଦ୍ର ପ୍ରଧାନ
୪. ପ୍ରବନ୍ଧ ଗୌରବ - ସଂ.- ପ୍ର. କୃଷ୍ଣଚନ୍ଦ୍ର ପ୍ରଧାନ
୫. ସାରସ୍ୱତ ପ୍ରବନ୍ଧ ପତ୍ରମାଳା -
୬. ବିଶ୍ୱବିଦ୍ୟାଳୟ ପ୍ରବନ୍ଧମାଳା - ପ୍ର. କୃଷ୍ଣଚନ୍ଦ୍ର ପ୍ରଧାନ
୭. ସର୍ବସାର ବ୍ୟାକରଣ - ଶ୍ରୀଧର ଦାସ ଓ ନାରାୟଣ ମହାପାତ୍ର
୮. ସାରସ୍ୱତ ବ୍ୟାବହାରିକ ବ୍ୟାକରଣ - ଡ. କୃଷ୍ଣଚନ୍ଦ୍ର ପ୍ରଧାନ ଓ ସାଥୀ

Ability Enhancement Compulsory Course (AECC - II): HINDI

Credits – 2, Full marks 50 (Mid Term 10 + End Term 40)
(Unit wise question pattern, answer one question from each unit)

हिन्दी भाषा, ब्याकरण एवं रचना

Unit I: हिन्दी के विविध रूप

- (क) राजभाषा, संचारभाषा (श्रव्या माध्यम - दृश्य) (8)
- (ख) सरकारी पत्र लेखन (ब्याबहरिक पक्ष) नमूना (8)

Unit II: अपठित गद्यांश (8)

Unit III: अशुद्धि लेखन

- (क) शब्द शुद्धिकरण (4)
- (ख) वाक्य शुद्धिकरण (4)

Unit IV: शब्द ज्ञान

- (क) पर्याय वाची (4)
- (ख) अनेक शब्द के लिए एक शब्द (4)

Unit V: प्रशासनिक शब्दावली

- (क) अँग्रेजी से हिन्दी (4)
- (ख) हिन्दी से अँग्रेजी (4)

Unit I: यूनिट एक (क) विभाग से एक प्रश्न एवं (ख) विभाग से एक प्रश्न पूछे जाएंगे ।

एक का उत्तर लिखना होगा । (8)

Unit II: एक अपठित गद्यांश दिया जाएगा । जिनमे से चार प्रश्न पूछे जाएंगे । चारों प्रश्नों का उत्तर

देना अनिवार्य होगा । (8)

Unit III: (क) छः शब्द शुद्धिकरण के लिए दिये जाएंगे । चार का उत्तर लिखना होगा । (4)

(ख) छः वाक्य शुद्धिकरण के लिए दिये जाएंगे । चार का उत्तर लिखना होगा । (4)

Unit IV: (क) छः पर्यायवाची शब्द दिये जाएंगे , जिनमे से चार शब्दों का पर्यायवाची लिखना होगा । (4)

(ख) छः अनेक शब्दों के लिए एक शब्द दिये जाएंगे , जिनमे से चार का उत्तर लिखना होगा । (4)

Unit V: (क) छः अँग्रेजी शब्द दिये जाएंगे , जिनमे से चार का हिन्दी रूप लिखना होगा । (4)

(ख) छः हिन्दी शब्द दिये जाएंगे , जिनमे से चार का अँग्रेजी प्रतिरूप लिखना होगा । (4)

Commerce GE II: Business Statistics
Full Marks - 100 (Mid Term 20+ End Term 80), Credits 06
(Unit wise question pattern, answer one question from each unit)

Objective: The objective of this course is to familiarize students with the basic statistical tools used to summarize and analyze quantitative information for decision making.

Expected Learning Outcomes: The student is expected to be equipped with the tools of processing and description of statistical data. In addition, the student would develop competence to use computer for statistical calculations especially for comparatively large- sized problems.

CONTENT

Unit I: Statistical Data and Descriptive Statistics

- 1.1 Nature and Classification of data: univariate, bivariate and multivariate data; time-series and cross-sectional data
- 1.2 Measures of Central Tendency
 - a) Mathematical averages including arithmetic mean, geometric mean and harmonic mean. Properties and applications.
 - b) Positional Averages
Mode and Median (and other partition values including quartiles, deciles, and percentiles)(including graphic determination)
- 1.3 Measures of Variation: absolute and relative.
Range, quartile deviation, mean deviation, standard deviation, and their coefficients, Properties of standard deviation/variance
- 1.4 Skewness: Meaning, Measurement using Karl Pearson and Bowley's measures; Concept of Kurtosis

Unit II: Probability and Probability Distributions

- 2.1 Theory of Probability. Approaches to the calculation of probability
- 2.2 Calculation of event probabilities. Addition and multiplication laws of probability (Proof not required)
- 2.3 Conditional probability and Bayes' Theorem (Proof not required)
- 2.4 Expectation and variance of a random variable
Probability distributions:
 - (a) Binomial distribution: Probability distribution function, Constants, Shape, Fitting of binomial distribution
 - (b) Poisson distribution: Probability function, (including Poisson approximation to binomial distribution), Constants, Fitting of Poisson distribution
 - (c) Normal distribution: Probability distribution function, Properties of normal curve, Calculation of probabilities

Unit III Simple Correlation and Regression Analysis

- 3.1 Correlation Analysis. Meaning of Correlation: simple, multiple and partial; linear and non-linear, Correlation and Causation, Scatter diagram, Pearson's co-efficient of correlation; calculation and properties (proofs not required). Correlation and Probable error; Rank Correlation
- 3.2 Regression Analysis. Principle of least squares and regression lines, Regression equations and estimation; Properties of regression coefficients; Relationship between Correlation and Regression coefficients; Standard Error of Estimate

Unit IV: Index Numbers

- 4.1 Meaning and uses of index numbers. Construction of index numbers: fixed and chain base: univariate and composite. Aggregative and average of relatives – simple and weighted
- 4.2 Tests of adequacy of index numbers, Base shifting, splicing and deflating. Problems in the construction of index numbers
- 4.3 Construction of consumer price indices. Important share price indices, including BSE SENSEX and NSE NIFTY

Unit V: Time Series Analysis

- 5.1 Components of time series. Additive and multiplicative models
- 5.2 Trend analysis. Fitting of trend line using principle of least squares – linear, second degree parabola and exponential. Conversion of annual linear trend equation to quarterly/monthly basis and vice-versa; Moving averages
- 5.3 Seasonal variations- Calculation of Seasonal Indices using Simple averages, Ratio-to-trend, and Ratio-to-moving averages methods. Uses of Seasonal Indices

Sampling Concepts, Sampling Distributions and Estimation:

Populations and samples, Parameters and Statistics, Descriptive and inferential statistics. Sampling methods including Simple Random sampling, Stratified sampling, Systematic sampling, Judgement sampling and Convenience sampling.

Concept of Sampling distributions and Theory of Estimation: Point and Interval estimation of means (large samples) and proportions.

The students will be familiarized with software and the statistical and other functions contained therein related to formation of frequency distributions and calculation of averages, measures of variation, correlation and regression coefficients.

Suggested Readings:

1. Levin, Richard, David S. Rubin, Rastogi, and Siddiqui. *Statistics for Management*. 7th Edition. Pearson Education.
2. Berenson and Levine. *Basic Business Statistics: Concepts and Applications*. Pearson Education.
3. Siegel Andrew F. *Practical Business Statistics*. McGraw Hill.
4. Vohra N. D., *Business Statistics*, McGraw Hill.
5. Spiegel M.D. *Theory and Problems of Statistics*. Schaum's Outlines Series. McGraw Hill Publishing Co.
6. Gupta, S.P., and Archana Gupta. *Statistical Methods*. Sultan Chand and Sons, New Delhi.
7. Gupta, S.C. *Fundamentals of Statistics*. Himalaya Publishing House.
8. Anderson Sweeney and William, *Statistics for Students of Economics and Business*, Cengage Learning.
9. Thukral J. K., *Business Statistics*.

Note: Latest edition of text books may be used.

Commerce CC III: Management Principles and Application

Full Marks - 100 (Mid Term 20+ End Term 80), Credits 06
(Unit wise question pattern, answer one question from each unit)

Objective: The objective of the course is to provide the student with an understanding of basic management concepts, principles and practices.

Unit I: Introduction

- 1.1 Concept: Need for Study, Managerial Functions –A overview; Coordination – Essence of Managership
- 1.2 Evolution of Management Thought, Classical Approach-Taylor, Fayol, Neo Classical and Human Relations Approach –Mayo, Hawthorne Experiments, Behavioral Approach, Systems Approach, Contingency Approach-Lawrence & Lorsch, MBO-Peter F. Drucker, Re-engineering -Hammer and Champy, Michael Porter-Five-force analysis, Three generic strategies and value chain analysis, Senge's Learning Organisation, Fortune at the Bottom of Pyramid – C.K. Prahalad.

Unit II: Planning

- 2.1 Types of Plan – An overview to highlight the differences
- 2.2 Strategic planning – Concept, process, Importance and limitations
- 2.3 Environmental Analysis and diagnosis (Internal and external environment) – Definition, Importance and Techniques (SWOT/TOWS/WOTS-UP, BCG Matrix, Competitor Analysis), Business environment; Concept and Components
- 2.4 Decision-making – concept, importance; Committee and Group Decision- making, Process, perfect rationality and bounded rationality, techniques (qualitative and quantitative, MIS, DSS)

Unit III: Organising

- 3.1 Concept
- 3.2 Process of organizing – An overview, Span of management, Different types of authority (line and staff and functional), Decentralization, Delegation
- 3.3 Formal and Informal Structure
- 3.4 Principles of Organizing
- 3.5 Network Organization Structure.

Unit IV: Staffing and Leading

- 4.1 Concept of staffing, An Overview of staffing
- 4.2 Motivation–Concept, Importance, extrinsic and intrinsic motivation; Major Motivation theories-Maslow's need Hierarchy theory; Herzberg's Two-factor theory, Vroom's Expectation Theory.
- 4.3 Leadership-Concept, Importance, Major theories of Leadership (Likert's scale theory, Blake and Mouten's Grid theory, House's Path Goal theory, Fred Fielder's situational Leadership), Transactional leadership, Transformational Leadership, Transforming Leadership.
- 4.4 Communication – Concept, purpose, process; Oral and written communication; Formal and informal communication networks, Barriers to communication, Overcoming barriers to communication.

Unit V: Control

- 5.1 Concept, Process, Limitation, Principles of Effective Control, Major Techniques of control - Ratio Analysis (ROI), Budgetary Control, EVA, MVA, PERT/CPM.
- 5.2 Emerging issues in Management

Suggested Readings:

1. Harold Koontz and Heinz Weihrich, *Essentials of Management*, Pearson Education.
2. Stephen Robbins and M. Coulter, *Management*, Pearson Education.
3. Stephen P Robbins, David A Decenzo, Sanghmitra Bhattacharya and Madhushree Manda Agrawal, *Fundamentals of Management*, Essentials, Concepts and Applications, Pearson Education.
4. Drucker Peter F, *Practice of Management*, Mercury Books, London
5. George Terry, Principles of *Management*, Richard D. Irwin
6. Newman Summer and Gilbert, *Management*, PHI
7. James H. Donnelly, *Fundamentals of Management*, Pearson Education.
8. Chhabra, T.N. *Essentials of Management*. Sun India.
9. Griffin, *Management Principles and Application*, Cengage Learning
10. Robert Kreitner, *Management Theory and Application*, Cengage Learning

Note: Latest edition of text books may be used.

Commerce CC IV: Corporate Laws
Full Marks - 100 (Mid Term 20+ End Term 80), Credits 06
(Unit wise question pattern, answer one question from each unit)

Objective: The objective of the course is to impart basic knowledge of the provisions of the Companies Act 2013 and the Depositories Act, 1996. Case studies involving issues in corporate laws are required to be discussed.

CONTENT

Unit 1: Introduction – Administration of Company Law [including National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Special Courts]; Characteristics of a company; lifting of corporate veil; types of companies including one person company, small company, dormant company and producer company; association not for profit; illegal association; formation of company, on-line filing of documents, promoters, their legal position, pre- incorporation contract and provisional contracts; on-line registration of a company.

Unit II: Documents – Memorandum of association, articles of association, doctrine of constructive notice and indoor management prospectus-shelf and red herring prospectus, misstatement in prospectus, GDR; book building; issue, allotment and forfeiture of share, transmission of shares, buyback and provisions regarding buyback; issue of bonus shares.

Unit III: Management – classification of directors, women directors, independent director, small shareholder's director; disqualifications, director identity number (DIN); appointment; Legal positions, powers and duties; removal of directors; Key managerial personnel, managing director, manager; meetings of shareholders and board; types of meeting, convening and conduct of meetings, postal ballot, meeting through video conferencing, e-voting. Committees of Board of Directors - Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee, Corporate Social Responsibility Committee.

Unit IV: Dividends, Accounts, Audit– Provisions relating to payment of Dividend, Provisions relating to Books of Account, Provisions relating to Audit, Auditors' Appointment, Rotation of Auditors, Auditors' Report, Secretarial Audit.

Winding Up - Concept and modes of Winding Up.

Insider Trading, Whistle Blowing – Insider trading; meaning & legal provisions; Whistle-blowing: Concept and Mechanism.

Unit V: Depositories Law: The Depositories Act 1996 – Definitions; rights and obligations of depositories; participants issuers and beneficial owners; inquiry and inspections, penalty.

Suggested Readings:

1. MC Kuchhal *Corporate Laws*, Shri Mahaveer Book Depot. (Publishers).
2. GK Kapoor & Sanjay Dhamija, *Company Law*, Bharat Law House.
3. Reena Chadha and Sumant Chadha, *Corporate Laws*, Scholar Tech Press.
4. Gowar, LCB, *Principles of Modern company Law*, Stevens & Sons, London.
5. Ramaiya, *A Guide to Companies Act*, LexisNexis, Wadhwa and Buttersworth.
6. *A Compendium of Companies Act 2013, along with Rules*, by Taxmann Publications.
7. Avtar Singh, *Introduction to company Law*, Eastern Book Company

Note: Latest edition of text books may be used.

SEMESTER - III

English: SEC-I – Communicative English & English Writing skill

Full Marks- 50 (10+40) marks, 02 credits

(Unit wise question pattern, answer one question from each unit)

Unit I: Introduction to the essentials of Business Communication: Theory and practice

Communication: Definition, Process, Purpose, Communication Network, Types of Communication, Barriers to communication

Unit II: Mechanics of Writing

Stages of writing, Preparing Notes, Style and Tone, linguistic unity, coherence and cohesion, How to Compose Business Messages, Citing references, and using bibliographical

Unit III: Writing a project report

Report planning, Types of Reports, Developing an Outline, Sections of the Report

Unit IV: Writing minutes of meetings, Circular, Notices, Memos, Agenda

Unit V: E-correspondence: E-mails, Business Letter Format, Styles, Types of Letter

Suggested Readings:

1. Scot, O.; Contemporary *Business Communication*. Biztantra, New Delhi.
2. Lesikar, R.V. & Flatley, M.E.; *Basic Business Communication Skills for Empowering the Internet Generation*, Tata McGraw Hill Publishing Company Ltd. New Delhi.
3. Ludlow, R. & Panton, F.; *The Essence of Effective Communications*, Prentice Hall Of India Pvt. Ltd., New Delhi.
4. R. C. Bhatia, *Business Communication*, Ane Books Pvt Ltd, New Delhi

Commerce GE III: Micro Economics
Full Marks - 100 (Mid Term 20+ End Term 80), Credits 06
(Unit wise question pattern, answer one question from each unit)

Objective: Objective of the course is to acquaint the students with the concepts of microeconomics dealing with consumer behavior. The course also makes the student understand the supply side of the market through the production and cost behavior of firms.

Learning Outcomes: The students would be able to apply tools of consumer behavior and firm theory to business situations.

CONTENTS

Unit I: Demand and Consumer Behaviour

Concepts of revenue: marginal and Average: Revenue under conditions of Perfect and imperfect competition Elasticity of demand: price, income and cross.

Consumer Behaviour: Indifference curve analysis of consumer behavior; Consumer's equilibrium (necessary and sufficient conditions). Price elasticity and price consumption curve, income consumption curve and Engel curve, price change and income and substitution effects. Indifference curves as an analytical tool (cash subsidy v/s. kind subsidy). Revealed Preference Theory.

Unit II: Production and Cost

Production isoquants, marginal rate of technical substitution, economic region of production, optimal combination of resources, the expansion path, isoclines, returns to scale using isoquants. Cost of Production: Social and private costs of production, long run and short run costs of production. Economies and diseconomies of scale and the shape to the long run average cost. Learning curve and economies of scope.

Unit III: Perfect Competition

Perfect competition: Assumptions. Equilibrium of the firm and the industry in the short and the long runs, including industry's long run supply curve. Measuring producer surplus under perfect competition. Stability Analysis – Walrasian and Marshallian. Demand - supply analysis including impact of taxes and subsidy.

Unit IV: Monopoly

Monopoly: Monopoly short run and long run equilibrium. Shifts in demand curve and the absence of the supply curve. Measurement of monopoly power and the rule of thumb for pricing. Horizontal and vertical integration of firms. The social costs of monopoly power including deadweight loss. Degrees of price discrimination.

Unit V: Imperfect Competition

Monopolistic Competition and Oligopoly: Monopolistic competition price and output decision-equilibrium. Monopolistic Competition and economic efficiency Oligopoly and Interdependence – Cournot's duopoly model, Stackelberg model, Kinked demand model. Prisoner's dilemma, collusive oligopoly – price-leadership model – dominant firm, cartels, sales maximization, Contestable markets theory. Pricing Public Utilities.

Suggested Readings:

1. Pindyck, R.S., D. L. Rubinfeld and P. L. Mehta; *Microeconomics*, Pearson Education.
2. N. Gregory Mankiw, *Principles of Micro Economics*, Cengage Learning
3. Browning, E.K. and J.M. Browning; *Microeconomic Theory and Applications*, Kalyani Publishers, New Delhi.
4. Gould, J.P. and E.P. Lazear; *Microeconomic Theory*, All India Traveller Bookseller, New Delhi.

5. Lipsey, R.G. and K.A. Chrystal; *Economics*, Oxford University Press.
6. Maddala G.S. and E. Miller; *Microeconomics: Theory and Applications*, McGraw-Hill International.
7. Salvatore, D. *Schaum's Outline of Theory and Problems of Microeconomic Theory*, McGraw-Hill, International Edition.
8. Bilas, Richard A. *Microeconomic Theory: A Graphical Analysis*, McGraw-Hill Book Co. Kogakusha Co. Ltd.
9. Amit Sachdeva, *Micro Economics*, Kusum Lata Publishers.

Note: Latest edition of text books shall be used.

Commerce CC V: Business Mathematics
Full Marks - 100 (Mid Term 20+ End Term 80), Credits 06
(Unit wise question pattern, answer one question from each unit)

Objective: The objective of this course is to familiarize the students with the basic mathematical tools with emphasis on applications to business and economic situations.

Unit I: Matrices and Determinants

- 1.1 Algebra of matrices. Inverse of a matrix, Matrix Operation – Business Application
- 1.2 Solution of system of linear equations (having unique solution and involving not more than three variables) using matrix inversion Method and Cremer’s Rule, The Leontief Input Output Model (Open Model Only).

Unit II: Calculus I

- 2.1 Mathematical functions and their types- linear, quadratic, polynomial, exponential, logarithmic and logistic function. Concepts of limit, and continuity of a function.
- 2.2 Concept and rules of differentiation, Maxima and Minima involving second or higher order derivatives.
- 2.3 Concept of Marginal Analysis, Concept of Elasticity, Applied Maximum and Minimum Problems including effect of Tax on Monopolist’s Optimum price and quantity, Economic Order Quantity.

Unit III: Calculus II

- 3.1 Partial Differentiation. Partial derivatives up to second order. Homogeneity of functions and Euler’s theorem. Total differentials. Differentiation of implicit functions with the help of total differentials.
- 3.2 Maxima and Minima in cases of two variables involving not more than one constraint including the use of the Lagrangean multiplier.
- 3.3 Integration. Standard forms. Methods of integration – by substitution, by parts and by use of partial fractions. Definite integration. Finding areas in simple cases.
- 3.4 Application of Integration to marginal analysis. Consumer’s and Producer’s Surplus, Rate of Salaries and the Learning Curve.

Unit IV: Mathematics of Finance

- 4.1 Rates of interest-nominal, effective– and their inter-relationships in different compounding situations.
- 4.2 Compounding and discounting of a sum using different types of rates.
- 4.3 Types of annuities, like ordinary, due, deferred, continuous, perpetual, and their future and present values using different types of rates of interest. Depreciation of Assets.
(General annuities to be excluded)

Unit V: Linear Programming

- 5.1 Formulation of linear programming problems (LPP). Graphical solution to LPPs. Cases of unique and multiple optimal solutions. Unbounded solutions and infeasibility, and redundant constraints.
- 5.2 Solution to LPPs using Simplex method–maximization and minimization cases. Shadow prices of the resources. Identification of unique and multiple optimal solutions, unbounded solution, infeasibility and degeneracy.

In addition the students will work on a software package for solving linear programming problems and analyze the results obtained there from. This will be done through internal assessment.

Suggested Readings:

1. Anthony, M. and N. Biggs. *Mathematics for Economics and Finance*. Cambridge University Press.
2. Ayres, Frank Jr. *Theory and Problems of Mathematics of Finance*. Schaum's Outlines Series. McGraw Hill Publishing Co.
3. Budnick, P. *Applied Mathematics*. McGraw Hill Publishing Co.
4. Dowling, E.T. *Mathematics for Economics*, Schaum's Outlines Series. McGraw Hill Publishing Co.
5. Mizrahi and John Sullivan. *Mathematics for Business and Social Sciences*. Wiley and Sons.
6. Wikes, F.M. *Mathematics for Business, Finance and Economics*. Thomson Learning.
7. Prasad, Bindra and P.K. Mittal. *Fundamentals of Business Mathematics*. Har-Anand Publications.
8. Thukral, J.K. *Mathematics for Business Studies*. Mayur Publications.
9. Vohra, N.D. *Quantitative Techniques in Management*. Tata McGraw Hill Publishing Company.
10. Soni, R.S. *Business Mathematics*. Pitambar Publishing House.
11. Singh J. K. *Business Mathematics*. Himalaya Publishing House.

Note: Latest edition of text books may be used.

Commerce CC VI: Income Tax Law and Practice

Full Marks - 100 (Mid Term 20+ End Term 80), Credits 06
(Unit wise question pattern, answer one question from each unit)

Objective: To provide basic knowledge and equip students with application of principles and provisions of Income-tax Act, 1961.

CONTANT

Unit I:

Basic concept: Income, agricultural income, person, assessee, assessment year, previous year, gross total income, total income, maximum marginal rate of tax.

Permanent Account Number (PAN)

Residential status; Scope of total income on the basis of residential status

Exempted income under section 10

Unit II: Computation of income under different heads

- Salaries
- Income from house property

Unit III: Computation of income under different heads

- Profits and gains of business or profession
- Capital gains
- Income from other sources

Unit IV: Total income and tax computation

- Income of other persons included in assessee's total income
- Aggregation of income and set-off and carry forward of losses
- Deductions from gross total income
- Rebates and reliefs
- Computation of total income of individuals and firms
- Tax liability of an individual and firm
- Five leading cases of Supreme Court

Unit V: Income Tax Authorities Refunds , Appeals and Revisions, Penalties

There shall be a practical examination of 20 Marks on E-filing of Income Tax Returns using a software utility tool. The student is required fill appropriate Form and generate the XML file.

Suggested readings:

1. Singhania, Vinod K. and Monica Singhania. *Students' Guide to Income Tax, University Edition*. Taxmann Publications Pvt. Ltd., New Delhi.
2. Ahuja, Girish and Ravi Gupta. *Systematic Approach to Income Tax*. Bharat Law House, Delhi.
3. Pagare, Dinkar. *Law and Practice of Income Tax*. Sultan Chand and Sons, New Delhi.
4. Lal, B.B. *Income Tax Law and Practice*. Konark Publications, New Delhi.

Journals

1. *Income Tax Reports*. Company Law Institute of India Pvt. Ltd., Chennai.
2. *Taxman*. Taxman Allied Services Pvt. Ltd., New Delhi.
3. *Current Tax Reporter*. Current Tax Reporter, Jodhpur.

Software

1. Dr. Vinod Kumar Singhania, *e-filing of Income Tax Returns and Computation of Tax*, Taxmann Publication Pvt. Ltd, New Delhi. Latest version
2. Excel Utility available at incometaxindiaefiling.gov.in

Note: Latest edition of text books and Software may be used.

Commerce CC VII: Human Resource Management

Full Marks - 100 (Mid Term 20+ End Term 80), Credits 06
(Unit wise question pattern, answer one question from each unit)

Unit I:

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

Unit II:

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

Unit III:

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

Unit IV:

Performance appraisal; nature and objectives; Modern Techniques of performance appraisal; potential appraisal and employee counseling; job changes - transfers and promotions. Compensation: concept and policies; job evaluation; methods of wage payments and incentive plans; fringe benefits; performance linked compensation.

Unit V:

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

Suggested Readings:

1. Gary Dessler. A Framework for *Human Resource Management*. Pearson.
2. DeCenzo, D.A. and S.P. Robbins, “*Personnel/Human Resource Management*”, Prentice Hall of India, New Delhi.
3. Bohlendar and Snell, *Principles of Human Resource Management*, Cengage Learning
4. Chhabra, T.N. *Essentials of Human Resource Management*. Sun India Publication New Delhi.
5. Ivancevich, John M. *Human Resource Management*. McGraw Hill.
6. Wreather and Davis. *Human Resource Management*. Pearson Education.
7. Robert L. Mathis and John H. Jackson. *Human Resource Management*. Cengage Learning.

Note: Latest edition of text books may be used.

SEMESTER - IV

Commerce SEC II: Entrepreneurship

Full Marks - 50 (Mid Term 10+ End Term 40), Credits 02
(Unit wise question pattern, answer one question from each unit)

Objective: The purpose of the paper is to orient the learner toward entrepreneurship as a career option and creative thinking and behavior for effectiveness at work and in life.

CONTENTS:

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

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

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

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

Unit V: Mobilising resources for start-up. Accommodation and utilities. Preliminary contracts with the vendors, suppliers, bankers, principal customers; Contract management: Basic start-up problems.

Suggested Readings:

1. Kuratko and Rao, *Entrepreneurship: A South Asian Perspective*, Cengage Learning.
2. Desai, Vasant. *Dynamics of Entrepreneurial Development and Management*. Mumbai, Himalaya Publishing House.
3. Dollinger, Mare J. *Entrepreneurship: Strategies and Resources*. Illinois, Irwin.
4. Holt, David H. *Entrepreneurship: New Venture Creation*. Prentice-Hall of India, New Delhi.
5. Jain, Arun Kumar. *Competitive Excellence: Critical Success Factors*. New Delhi: Viva Books Limited. ISBN-81-7649-272-8.
6. Panda, Shiba Charan. *Entrepreneurship Development*. New Delhi, Anmol Publications. (Latest Editions)
7. Plsek, Paul E. *Creativity, Innovation and Quality*. (Eastern Economic Edition), New Delhi: Prentice-Hall of India. ISBN-81-203-1690-8.
8. SIDBI Reports on Small Scale Industries Sector.
9. Singh, Nagendra P. *Emerging Trends in Entrepreneurship Development*. New Delhi: ASEED.
10. SS Khanka, *Entrepreneurial Development*, S. Chand & Co, Delhi.

Note: Latest edition of text books may be used.

Commerce GE IV: Macro Economics

Full Marks - 100 (Mid Term 20+ End Term 80), Credits 06
(Unit wise question pattern, answer one question from each unit)

Objectives: The course aims at providing the student with knowledge of basic concepts of the macro economics. The modern tools of macro-economic analysis are discussed and the policy framework is elaborated, including the open economy.

CONTENTS

Unit I:

Introduction – concepts and variables of macroeconomics, income, expenditure and the circular flow, components of expenditure. Static macro economic analysis short and the long run – determination of supply, determination of demand, and conditions of equilibrium.

Unit II:

Economy in the short run – IS–LM framework, fiscal and monetary policy, determination of aggregate demand, shifts in aggregate demand, aggregate supply in the short and long run, and aggregate demand- aggregate supply analysis.

Unit III:

Inflation, causes of rising and falling inflation, inflation and interest rates, social costs of inflation. Unemployment – natural rate of unemployment, frictional and wait unemployment. Labour market and its interaction with production system. Phillips curve, the trade-off between inflation and unemployment, sacrifice ratio, role of expectations adaptive and rational.

Unit IV:

Open economy – flows of goods and capital, saving and investment in a small and a large open economy, exchange rates, Mundell – Fleming model with fixed and flexible prices in a small open economy with fixed and with flexible exchange rates, interest- rate differentials case of a large economy.

Unit V:

Behavioral Foundations- Investment –determinants of business fixed investment, effect of tax, determinants of residential investment and inventory investment. Demand for Money – Portfolio and transactions theories of demand for real balances, interest and income elasticities of demand for real balances. Supply of money.

Suggested Readings

1. Mankiw, N. Gregory. Principles *Macroeconomics*. Cengage Learning
2. Dornbusch, Rudiger, and Stanley. Fischer, *Macroeconomics*. McGraw-Hill.
3. Dornbusch, Rudiger., Stanley. Fischer and Richard Startz, *Macroeconomics*. Irwin/McGraw-Hill.
4. Deepashree, *Macro Economics*, Scholar Tech. New Delhi.
5. Barro, Robert, J. *Macroeconomics*, MIT Press, Cambridge MA.
6. Burda, Michael, and Wyplosz. *Macroeconomics A European Text*. Oxford University Press, Oxford.
7. Salvatore, Dominick. *International Economics*. John Wiley & Sons Singapore
8. Branson, William H. *Macroeconomic Theory and Policy*. HarperCollins India Pvt. Ltd.

Commerce CC VIII: Indirect Taxes
Full Marks - 100 (Mid Term 20+ End Term 80), Credits 06
(Unit wise question pattern, answer one question from each unit)

Objective: To provide basic knowledge and equip students with application of principles and provisions of Service Tax, VAT, Central Excise, and Customs Laws.

CONTENTS:

Unit I: Service tax

Service tax – concepts and general principles, Charge of service tax and taxable services, Valuation of taxable services, Payment of service tax and filing of returns, Penalties, CENVAT Credit.

Unit II: VAT

VAT – concepts and general principles, Calculation of VAT Liability including input Tax Credits, Small Dealers and Composition Scheme, VAT Procedures

Unit III: Central Excise

Central Excise Law in brief – Goods, Excisable goods, Manufacture and Manufacturer, Valuation, CENVAT, Basic procedures, Export, SSI, Job Work

Unit IV: Customs laws

Basic concepts of customs law, Territorial waters, high seas, Types of custom duties – Basic, Countervailing & Anti- Dumping Duty, Safeguard Duty, Valuation, Customs Procedures, Import and Export Procedures, Baggage, Exemptions

Unit V: Customs procedures, Import & Export procedure baggage, Exemption

Suggested Readings:

1. Singhania Vinod K. and Monica Singhania, *Students' Guide to Indirect Taxes*, Taxmann Publications Pvt. Ltd., Delhi.
2. V.S. Datey. *Indirect Tax Law and practice*, Taxmann Publications Pvt. Ltd., Delhi, Latest edition.
2. Sanjeev Kumar. *Systematic Approach to Indirect Taxes*, Latest edition.
3. S. S. Gupta. *Service Tax -How to meet your obligation* Taxmann Publications Pvt. Ltd., Delhi, Latest edition.
4. Grish Ahuja & Dr. Ravi Gupta, *Indirect Taxes*, Flair Publication Pvt. Ltd.

Note: Latest edition of text books may be used.

Commerce CC IX: Corporate Accounting
Full Marks - 100 (Mid Term 20+ End Term 80), Credits 06
(Unit wise question pattern, answer one question from each unit)

Objectives: To help the students to acquire the conceptual knowledge of the corporate accounting and to learn the techniques of preparing the financial statements.

CONTENTS

Unit I: Accounting for Share Capital & Debentures

Issue, forfeiture and reissue of forfeited shares- concept & process of book building. Issue of rights and bonus shares. Buy back of shares. Redemption of preference shares. Issue and Redemption of Debentures.

Unit II: Final Accounts

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

Valuation of Goodwill and Valuation of Shares

Concepts and calculation - simple problem only.

Unit III: Amalgamation of Companies

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

Unit IV: Accounts of Holding Companies/Parent Companies

Preparation of consolidated balance sheet with one subsidiary company. Relevant provisions of Accounting Standard: 21 (ICAI).

Unit V: Banking Companies

Difference between balance sheet of banking and non banking company; prudential norms. Asset structure of a commercial bank. Non-performing assets (NPA).

Cash Flow Statement

Concepts of funds. Preparation of cash flow statement as per Accounting Standard (AS): 3 (Revised) (ICAI): Indirect method only.

Suggested Readings:

1. Monga, J.R. *Fundamentals of Corporate Accounting*. Mayur Paper Backs, New Delhi.
2. Shukla, M.C., T.S. Grewal, and S.C. Gupta. *Advanced Accounts*. Vol.-II. S. Chand & Co., New Delhi.
3. Maheshwari, S.N. and S. K. Maheshwari. *Corporate Accounting*. Vikas Publishing House, New Delhi.
4. Sehgal, Ashok and Deepak Sehgal. *Corporate Accounting*. Taxman Publication, New Delhi.
5. Gupta, Nirmal. *Corporate Accounting*. Sahitya Bhawan, Agra.
6. Jain, S.P. and K.L. Narang. *Corporate Accounting*. Kalyani Publishers, New Delhi.
7. Compendium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India, New Delhi.
8. Bhushan Kumar Goyal, *Fundamentals of Corporate Accounting*, International Book House

Note: Latest edition of text books may be used.

Commerce CC X: Organizational Behaviour
Full Marks - 100 (Mid Term 20+ End Term 80), Credits 06
(Unit wise question pattern, answer one question from each unit)

Objective: The objective of the course is to develop a theoretical understanding among students about the structure and behaviour of organization as it develops over time. The course will also make them capable of realizing the competitiveness for firms.

Unit I: Organizational Theories and Behaviour: Classical, Neo-classical and Contemporary. Authority, power, status, formal and informal structure; Flat and tall structures; Bureaucratization of organizations; Organizational Behaviour: concepts, determinants, challenges and opportunities of OB. Contributing disciplines of OB. Individual Behaviour: Foundations of individual behaviour, values, attitudes, personality and emotions. Theory X and Theory Y, Chris Argyris behaviour patterns, Perceptual process.

Unit II: Group Decision making and Communication: Concept and nature of decision making process, Individual versus group decision making, Nominal group technique and Delphi technique, models of communication, communication effectiveness in organizations. Feedback, TA, Jo Hari Window.

Unit III: Motivation: Need hierarchy, Maslow's Need Hierarchy, Two factor theory, Contemporary theories of motivation (ERG, Cognitive evaluation, goal setting, equity) expectancy model. Behavior modification, Motivation and organisational effectiveness.

Unit IV: Leadership, Power and Conflict: Concept and theories, Behavioral approach, Situational approach, Leadership effectiveness, Contemporary issues in leadership. Power and conflict. Bases of power, power tactics; Sources of conflict, Conflict Resolution Strategies.

Unit V: Organisational Culture, Organisational Development and Stress Management: Concept and determinants of organisational culture, Organisational Development: concept and intervention techniques. Individual and organisational factors to stress; Consequences of stress on individual and organization; Management of stress.

Suggested Readings:

1. Robbins; S.P., *Essentials of Organisational Behaviour*, Pearson Education
2. Luthans, Fred, *Organisational Behaviour*, McGraw Hill
3. Robins S.P., *Organisational Theory: Structure Design and Application*, Pearson Education
4. Newstrom, *Organisational Behaviour*, McGraw Hill
5. Nelson, quick and Preetam Khandewal, *Organisational Behaviour*, Cengage Learning.
6. Griffin and Moorhead, *Organisational Behaviour*, Cengage Learning.

SEMESTER - V

Commerce DSE I: Financial Markets, Institutions and Financial Services

Full Marks - 100 (Mid Term 20+ End Term 80), Credits 06
(Unit wise question pattern, answer one question from each unit)

Objective: To provide the student a basic knowledge of financial markets and institutions and to familiarise them with major financial services in India.

CONTENTS

Unit I: An Introduction To Financial System, its Components – financial markets and institutions. Financial intermediation. Flow of funds matrix. Financial system and economic development. An overview of Indian financial system.

Unit II: Financial Markets: Money market – functions, organisation and instruments. Role of central bank in money market; Indian money market – An overview

Capital Markets – functions, organisation and instruments. Indian debt market; Indian equity market – primary and secondary markets; Role of stock exchanges in India

Unit III: Financial Institutions: Commercial banking – introduction, its role in project finance and working capital finance. Development Financial institutions (DFIs) – An overview and role in Indian economy. Life and non-life insurance companies in India; Mutual Funds – Introduction and their role in capital market development. Non-banking financial companies (NBFCs).

Unit IV: Overview of financial services industry: Merchant banking – pre and post issue management, underwriting. Regulatory framework relating to merchant banking in India

Unit V: Leasing and hire–purchase; Consumer and housing finance; Venture capital finance; Factoring services, bank guarantees and letter of credit; Credit rating; Financial counseling.

Suggested Readings:

1. Bhole, L.M. *Financial Markets and Institutions*. Tata McGraw-Hill Publishing Company.
2. Khan, M.Y. *Indian Financial System – Theory and Practice*. Vikas Publishing House.
3. Dhanekar. *Pricing of Securities*. New Delhi: Bharat Publishing House.
4. Prasanna, Chandra. *Financial Management: Theory and Practice*. Tata McGraw- Hill Publishing Company Ltd., New Delhi.
5. Simha, S.L.N. *Development Banking in India*. Madras: Institute of Financial Management and Research.
6. Khan and Jain. *Financial Services*. 2nd ed. Tata McGraw Hill.
7. Singh, J.K. *Venture Capital Financing in India*. Dhanpat Rai and Company, New Delhi.
8. Annual Reports of Major Financial Institutions in India.

Note: Latest edition of text books may be used

Commerce DSE II: Fundamentals of Investment
Full Marks - 100 (Mid Term 20+ End Term 80), Credits 06
(Unit wise question pattern, answer one question from each unit)

Objective: To familiarize the students with different investment alternatives, introduce them to the framework of their analysis and valuation and highlight the role of investor protection.

CONTENTS

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

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

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

Unit IV: Portfolio Analysis and Financial Derivatives: (a) Portfolio and Diversification, Portfolio Risk and Return. (b) Mutual Funds. (c) Introduction to Financial Derivatives, Financial Derivatives Markets in India.

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

Suggested Readings

1. Jones, C.P., "*Investments Analysis and Management*", Wiley, 8th ed.
2. Prasanna, Chandra., "*Investment Analysis and Portfolio Management*", Tata McGraw Hill.
3. Rustogi, R.P., *Fundamentals of Investment*, Sultan Chand & Sons, New Delhi.
4. Vohra, N.D., and B.R. Bagri, "*Futures and Options*", McGraw Hill Publishing
5. Mayo, *An Introduction to Investment*, Cengage Learning.

Spreadsheet is the recommended software for doing basic calculations in finance and hence can be used for giving students subject related assignments for their internal assessment purposes.

Commerce CC XI: Cost and Management Accounting

Full Marks - 100 (Mid Term 20+ End Term 80), Credits 06
(Unit wise question pattern, answer one question from each unit)

Objective: To acquaint the students with basic concepts used in cost and management accounting and various methods involved in cost ascertainment systems.

CONTENTS:

Unit I: Introduction: Meaning, objectives and advantages of cost accounting, Difference between financial, cost, and management accounting and. Cost concepts and classifications, Role of a cost accountant in an organization.

Unit II: Elements of Cost

- a. Materials: Material/inventory control- concept and techniques, Accounting and control of purchases, storage and issue of materials. Methods of pricing of materials issues – FIFO, LIFO, Simple Average, Weighted Average, Replacement, Standard, Treatment of Material Losses.
- b. Labour: Accounting and Control of labour cost, time keeping and time booking, concept and treatment of idle time, over time, labour turnover and fringe benefits.
- c. Overhead: Classification, allocation, apportionment and absorption of overhead. Under- and over-absorption. Capacity costs. Treatments of certain items in costing, like interest on capital, packing expenses, debts, research and development expenses, Bad Activity – based cost allocation.

Unit III: Methods of Costing: Unit costing, Job costing. Contract Costing. Process costing (process losses, valuation of work in progress, joint and by-products) Service costing (only transport). Accounting Systems: Integral and non-integral systems, Reconciliation of cost and financial accounts.

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

Unit V: Standard costing and variance analysis: Meaning of standard cost and standard costing: advantages, limitations and applications, Variance analysis – material, labour, overhead and sales variances, Disposition of variances, Control ratios.

Absorption versus variable costing: Distinctive features and income determination. Cost-Volume-Profit Analysis: Break-even analysis-algebraic and graphic methods. Contribution / sales ratio, key factor. Margin of safety. Angle of incidence. Determination of cost indifference point. Decision making: Costs for decision making, variable costing and differential analysis as aids in making decisions – fixation of selling price, exploring new market, make or buy, product mix, operate or shut down, seller process further.

Suggested Reading:

1. Horngreen, Charles T., George Foster and Srikant M. Dattar. *Cost Accounting: A Managerial Emphasis*. Prentice Hall of India Ltd., New Delhi.
2. Horngreen, Charles T., Gary L. Sundem. *Introduction to Management Accounting*. Prentice Hall.
3. Jain, S.P. and K.L. Narang. *Cost Accounting: Principles and Methods*. Kalyani Publishers, Jalandhar.
4. Lal, Jawahar. *Cost Accounting*. Tata McGraw Hill Publishing Co., New Delhi.

5. Nigam, B.M. Lall and I.C. Jain. *Cost Accounting: Principles and Practice*. Prentice Hall of India, New Delhi.
6. Arora, M.N. *Cost Accounting – Principles and Practice*. Vikas Publishing House, New Delhi.
7. Maheshwari, S.N. and S.N. Mittal. *Cost Accounting: Theory and Problems*. Shri Mahabir Book Depot, New Delhi.
8. Singh, S. K. and Gupta Lovleen. *Management Accounting – Theory and Practice*. Pinnacle Publishing House.
9. Usry, Milton E. and Lawrence H. Hammer. *Cost Accounting: Planning and Control*. South Western Publishing Co.
10. Barfield, Jesset T., Cecily A. Raibarn and Michael R. Kinney. *Cost Accounting: Traditions and Innovations*. Thomson Learning.
11. Lucey, T. *Costing*. ELST, London.
12. Garrison H., Ray and Eric W. Noreen. *Managerial Accounting*. McGraw Hill.
13. Drury, Colin. *Management and Cost Accounting*. Cengage Learning.
14. Lal, Jawahar. *Advanced Management Accounting Text and Cases*. S. Chand & Co., New Delhi.
15. Khan, M.Y. and P.K. Jain. *Management Accounting*. Tata McGraw Hill, Publishing Co., New Delhi.
16. Hansen, *Managerial Accounting*, Cengage Learning

Note: Latest edition of text books may be used.

Commerce CC XII: Principles Of Marketing

Full Marks - 100 (Mid Term 80+ End Term 20)

Credits 06 (Theory 05+Tutorial 01)

Objective: The objective of this course is to provide basic knowledge of concepts, principles, tools and techniques of marketing.

CONTENTS:

Unit I:

Introduction: Nature, scope and importance of marketing; Evolution of marketing concepts; Marketing mix, marketing environment.

Consumer Behavior – An Overview: Consumer buying process; Factors influencing consumer buying decisions.

Unit II:

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

Product: Meaning and importance. Product classifications; Concept of product mix; Branding, packaging and labeling; Product-Support; Product life-cycle; New Product Development.

Unit III:

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

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

Unit IV:

Distribution: Channels of distribution - meaning and importance; Types of distribution channels; Wholesaling and retailing; Factors affecting choice of distribution channel; Physical Distribution.

Retailing: Types of retailing – store based and non-store based retailing, chain stores, specialty stores, supermarkets, retail vending machines, mail order houses, retail cooperatives; Management of retailing operations: an overview; Retailing in India: changing scenario.

Unit V:

Rural marketing: Growing Importance; Distinguishing characteristics of rural markets; Understanding rural consumers and rural markets; Marketing mix planning for rural markets.

Recent developments in marketing: Social Marketing, online marketing, direct marketing, services marketing, green marketing,

Suggested Readings:

1. Kotler, Philip, Gary Armstrong, Prafulla Agnihotri and Ahsan Ul Haque. *Principles of Marketing*. 13th edition. Pearson Education.
2. Michael, J. Etzel, Bruce J. Walker, William J Staton and Ajay Pandit. *Marketing Concepts and Cases*. (Special Indian Edition).
3. McCarthy, E. Jerome., and William D. Perreault. *Basic Marketing*. Richard D. Irwin.
4. Lamb, Charles W., Joseph F. Hair, Dheeraj Sharma and Carl McDaniel. *Marketing: A South Asian Perspective*. Cengage Learning.
5. Pride, William M., and D.C. Ferrell. *Marketing: Planning, Implementation & Control*. Cengage Learning.
6. Majaro, Simon. *The Essence of Marketing*. Prentice Hall, New Delhi.
7. Zikmund William G. and Michael D'Amico. *Marketing; Creating and Keeping Customers in an E-Commerce World*. Thomson Learning.
8. Chhabra, T.N., and S. K. Grover. *Marketing Management*. Fourth Edition. Dhanpat Rai & Company.
9. The Consumer Protection Act 1986.
10. Iacobucci and Kapoor, *Marketing Management: A South Asian Perspective*. Cengage Learning.

Note: Latest edition of text books may be used.

SEMESTER - VI
Commerce DSE III: International Business
Full Marks - 100 (Mid Term 80+ End Term 20)
Credits 06 (Theory 05+Tutorial 01)

Objective: The objective of the course is to expose students to the concept, importance and dynamics of international business and India's involvement with global business operations. The course also discusses theoretical foundations of international business to the extent these are relevant to understand the mechanics of global business operations and development.

CONTENT

Unit I:

Introduction to International Business: Globalisation and its growing importance in world economy; Impact of globalization; International business contrasted with domestic business - complexities of international business; Modes of entry into international business.

International Business Environment: National and foreign environments and their components - economic, cultural and political-legal environments; Global trading environment - recent trends in world trade in goods and services; Trends in India's foreign trade.

Unit II:

Theories of International Trade – an overview; Commercial Policy Instruments -tariff and non-tariff measures; Balance of payment account and its components.

International Organizations and Arrangements: WTO – Its objectives, principles, organizational structure and functioning; An overview of other organizations – UNCTAD, World Bank and IMF; Commodity and other trading agreements.

Unit III:

Regional Economic Co-operation: Forms of regional groupings; Integration efforts among countries in Europe, North America and Asia.

International Financial Environment: International financial system and institutions; Foreign exchange markets and risk management; Foreign investments - types and flows; Foreign investment in Indian perspective.

Unit IV

Organisational structure for international business operations; Key issues involved in making international production, finance, marketing and human resource decisions; International business negotiations.

Developments and Issues in International Business: Outsourcing and its potentials for India; Strategic alliances, mergers and acquisitions; Role of IT in international business; International business and ecological considerations.

Unit V

Foreign Trade promotion measures and organizations in India; Special economic zones (SEZs) and 100% export oriented units (EOUs); Measures for promoting foreign investments into and from India; Indian joint ventures and acquisitions abroad.

Financing of foreign trade and payment terms.

Suggested Readings:

1. Charles W.L. Hill and Arun Kumar Jain, *International Business*. New Delhi: Tata McGraw-Hill.
2. Johnson, Derbe., and Colin Turner. *International Business - Themes & Issues in the Modern Global Economy*. London: Roulledge.
3. Cherunilam, Francis. *International Business: Text and Cases*. Prentice Hall of India Ltd.
4. Daniels John, D. Lee H. Radenbaugh and David P. Sullivan. *International Business*. Pearson Education
5. Justin, Paul. *International Business*. Prentice Hall of India Ltd.
6. Michael R. Czinkota. et al. *International Business*. Fortforth: The Dryden Press.
7. Bennett, Roger. *International Business*. Delhi: Pearson.
8. Sumati Verma, *International Business*, Pearson Education.
9. V Sharan, *International Business*, Pearson Education.
10. Peng and Srivastav, *Global Business*, Cengage Learning

Note: Latest edition of text books may be used.

**Commerce DSE IV:
Dissertation / Project Work
Full Marks - 100, Credits 06
(To be evaluated internally)**

Commerce CC XIII: Auditing and Corporate Governance

Full Marks - 100 (Mid Term 20+ End Term 80), Credits 06
(Unit wise question pattern, answer one question from each unit)

Objective: To provide knowledge of auditing principles, procedures and techniques in accordance with current legal requirements and professional standards.

CONTENTS:

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

Unit II: Audit of Limited Companies: Company Auditor- Qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties Auditor's Report- Contents and Types. Liabilities of Statutory Auditors under the Companies Act 2013

Unit III: Special Areas of Audit: Special features of Cost audit, Tax audit, and Management audit; Recent Trends in Auditing: Basic considerations of audit in EDP Environment; Standard on Auditing (SA); Relevant Case Studies/Problems;

Unit IV: Corporate Governance: Conceptual framework of Corporate Governance, Corporate Governance Reforms. Major Corporate Scandals in India and Abroad: Common Governance Problems Noticed in various Corporate Failures. Codes & Standards on Corporate Governance.

Unit V: Corporate Social Responsibility (CSR): Strategic Planning and Corporate Social Responsibility; Corporate Philanthropy, Meaning of CSR, CSR and CR, CSR and Corporate Sustainability, CSR and Business Ethics, CSR and Corporate Governance, Environmental Aspect of CSR, CSR provision under the Companies Act 2013, CSR Committees

Suggested Readings:

1. Gupta, Kamal and Ashok Arora. *Fundamentals of Auditing*. Tata Mc-Graw Hill Publishing Co. Ltd., New Delhi.
 2. Jha, Aruna. *Auditing*. Taxmann.
 3. Tandon, B. N., S. Sudharsanam and S. Sundharabahu. *A Handbook of Practical Auditing*. S. Chand and Co. Ltd., New Delhi.
 4. Ghatalia, S.V. *Practical Auditing*. Allied Publishers Private Ltd., New Delhi.
 5. Singh, A. K. and Gupta Lovleen. *Auditing Theory and Practice*. Galgotia Publishing Company.
 6. Alvin Arens and James Loebbecke, *Auditing: an Integrated Approach*
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1. Ravinder Kumar and Virender Sharma, *Auditing Principles and Practice*, PHI Learning Christine A Mallin, *Corporate Governance (Indian Edition)*, Oxford University Press, New Delhi.
 2. Bob Tricker, *Corporate Governance-Principles, Policies, and Practice* (Indian Edition), Oxford University Press, New Delhi.
 3. The Companies Act 2013 (Relevant Sections)
 4. MC Kuchhal *Corporate Laws*, Shri Mahaveer Book Depot. (Publishers). (Relevant Chapters)
 5. Relevant Publications of ICAI on *Auditing (CARO)*.

Note: Latest edition of text books may be used.

Commerce XIV: Financial Management
Full Marks - 100 (Mid Term 20+ End Term 80), Credits 06
(Unit wise question pattern, answer one question from each unit)

Objective: To familiarize the students with the principles and practices of financial management.

CONTENTS

Unit I: Scope and objective, Time value of money, Risk and return (including Capital Asset Pricing Model), Valuation of securities – Bonds and Equities.

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

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

Unit IV: Dividend Decision – Theories for Relevance and irrelevance of dividend decision for corporate valuation. Cash and stock dividends. Dividend policies in practice.

Unit V: Working Capital Decisions: Concepts of working capital, the risk-return trade off, sources of short-term finance, working capital estimation, cash management, receivables management, inventory management and payables management.

Spreadsheet is the recommended software for doing basic calculations in finance and hence can be used for giving students subject related assignments for their internal assessment purposes.

Suggested Readings

1. Horne, J.C. Van and Wackowich. *Fundamentals of Financial Management*. 9th ed. New Delhi Prentice Hall of India.
2. Levy H. and M. Sarnat . *Principles of Financial Management*. Engelwood Cliffs, Prenticehall.
3. Johnson, R.W. *Financial Management*. Boston Allyn and Bacon.
4. Joy, O.M. *Introduction to Financial Management*. Homewood: Irwin.
5. Khan and Jain. *Financial Management text and problems*. 2nd ed. Tata Mc Graw Hill New Delhi.
6. Pandey, I.M. *Financial Management*. Vikas Publications.
7. Chandra, P. *Financial Management- Theory and Practice*. (Tata Mc Graw Hill).
8. Rustagi, R.P. *Fundamentals of Financial Management*. Taxmann Publication Pvt. Ltd.
9. Singh, J.K. *Financial Management- text and Problems*. 2nd Ed. Dhanpat Rai and Company, Delhi.
10. Singh, Surender and Kaur, Rajeev. *Fundamentals of Financial Management*. Book Bank International.

Note: Latest edition of text books may be used.