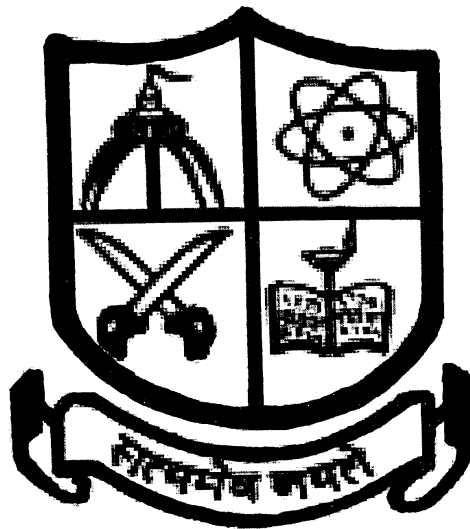


COURSES OF STUDIES COMMERCE STREAM

Admission Batch - 2023-24



Buxi Jagabandhu Bidyadhar Autonomous College

Bhubaneswar - 751014

Accredited at the 'A' Level by

National Assessment and Accreditation Council (NAAC)

Telephone/Fax : 0674-2436971, Website : www.bjbcollge.ac.in

General Instructions

CBCS SYLLABUS

- Details of course structure for B.Sc/BA/B.Com (core) :
(with suitable modification of draft model provided by OSHEC)

Courses	Credits
	Theory + Practical
I. Core Course (14 Papers)	14 x 4 = 56
Core Course Practical/Tutorial (14 Papers)	14 x 2 = 28
II. Elective Course	
A.1 Discipline Specific Elective (3 Papers)	3 x 4 = 12
A.2 Discipline Specific Elective Practical/Tutorial (3 Papers)	3 x 2 = 6
A.3. Discipline Specific Elective Project (Report and Presentation) (1 Paper)	6
III. Generic Elective/Interdisciplinary 2 papers/2 subjects (GE-1 & GE-2 in 1 st year) and Generic Elective (GE-3 & GE4 in 2 nd year) Practical/Tutorial (4 Papers each from GE -1, GE -2, GE - 3, GE - 4)	4 x 4 = 16 4 x 2 = 8
IV. Ability Enhancement Compulsory Course(AECC) (2 Papers of 4 Credit each)	4 x 2 = 8
(i) AECC-1 (Environmental Studies & Disaster mgt.)	
(ii) AECC-2 Odia/Hindi/Communicative English	
(iii) AECC-EV-I, II, III, IV, V, VI (From 2021 Adm. Batch)	1 x 6 = 6
V. SECC (Skill Enhancement Compulsory Course) (2 Papers of 2 Credit each) Refer to 18.4,18.5,18.6.	4 x 2 = 8
Total Credit	154

Arts, Science and Commerce students can also opt for NCC and other subjects (as and when required by the Board of Studies) as additional Generic Elective in the 1st year (1st and 2nd Semester) to enhance their credit points.

- Mark Distribution Core Courses: 14x100=1400
 Discipline specific elective: 3x100=300
 Project + Viva: 1x100 =100
 Generic Elective- 1, 2 2x100=200
 Generic Elective- 3, 4 2x100=200
 Ability Enhancement (Compulsory) 2x100=200
 AECC (Ethics & Values) 6 x 25 = 150
 Skill Enhancement Compulsory Course 2x100=200

Total Mark = 2750, Total number of Papers = 32

Subjects with Practical: Theory-75 Marks, Practical-25 Marks

Mid Semester Theory-15 Marks, End Semester Theory-60 Marks

There is no Practical Exam. in Mid Semester.

Subjects without Practical : 100 Marks

Mid Semester-20 Marks, End Semester-80 Marks

SEMESTER	COURSE	COURSE NAME	Credits
I. 5 Papers (425 Marks) 23 credits	Ability Enhancement Compulsory Course-I	Environmental Studies & D. Mngt.	04
	AECC-EV-I	Ethics & Values	01
	Core Course-I	Financial Accounting	4/5
	Core Course-I Tutorial	Financial Accounting	2/1
	Core Course-II	Business Law	4/5
	Core Course-II Tutorial		2/1
	Generic Elective -1	GE-1 Micro Economics	4/5
	Generic Elective -1 Tutorial		2/1
II. 5 Papers (425 Marks) 23 credits	Ability Enhancement Compulsory Course-II	Communicative English	04
	AECC-EV-II	Ethics & Values	01
	Core Course-III	Cost Accounting	4/5
	Core Course-III Tutorial	Cost Accounting	2/1
	Core Course-IV	Corporate Laws	4/5
	Core Course-IV Tutorial		2/1
	Generic Elective -2	GE-2 Macro & Indian Economics	4/5
	Generic Elective -2 Tutorial	GE-2 Macro & Indian Economics	2/1
III. 6 Papers (525 Marks) 29 credits	AECC-EV -III	Ethics & Values	01
	Core Course-V	Corporate Accounting	4/5
	Core Course-V Tutorial	Corporate Accounting	2/1
	Core Course-VI	Income Tax Law & Practice	4/5
	Core Course-VI Tutorial	Income Tax Law & Practice	2/1
	Core Course-VII	Mngt Principle & Applications	4/5
	Core Course-VII Tutorial	Mngt Principle & Applications	2/1
	Skill Enhancement Compulsory Course -1	SEC-1 Communicative English	4
	Generic Elective -3	GE-3 Business Statistics	4/5
	Generic Elective -3 Tutorial		2/1
IV. 6 Papers (525 Marks) 29 credits	AECC-EV -IV	Ethics & Value	01
	Core Course-VIII	GST & Indirect Tax	4/5
	Core Course-VIII Tutorial	GST & Indirect Tax	2/1
	Core Course-IX	Fundamental of Data Management	4/5
	Core Course-IX Practical / Tutorial	Fundamental of Data Management	2/1
	Core Course-X	Management Accounting	4/5
	Core Course-X Tutorial	Management Accounting	2/1
	Skill Enhancement Compulsory Course -2	SEC -2 QLT	4
	Generic Elective -4	GE-4 Principle of Marketing	4/5
	Generic Elective -4 Tutorial	GE-4 Principle of Marketing	2/1
V. 5 Papers (425 Marks) 25 credits	AECC-EV -V	Ethics & Values	01
	Core Course-XI	Com. A/c & E-Filing of Tax Return	4/5
	Core Course-XI Practical / Tutorial	Com. A/c & E-Filing of Tax Return	2/1
	Core Course-XII	Fundamental of Financial Mngt.	4/5
	Core Course-XII Tutorial	Fundamental of Financial Mngt.	2/1
	Discipline Specific Elective-1	DSE-1 A/c or Banking & Industries	4/5
	Discipline Specific Elective-1 Practical/Tutorial	DSE-1 Tutorial	2/1
	Discipline Specific Elective-2	DSE-2 A/c or Banking & Industries	4/5
Discipline Specific Elective-2 Practical/Tutorial	DSE-2 Tutorial	2/1	
VI. 5 Papers (425 Marks) 25 credits	AECC-EV -VI	Ethics & Value	01
	Core course-XIII	Auditing & Corporate Governance	4/5
	Core Course-XIII Tutorial	Auditing & Corporate Governance	2/1
	Core course-XIV	Business Mathematics	4/5
	Core Course-XIV Tutorial	Business Mathematics	2/1
	Discipline Specific Elective-3	DSE-3 A&F FCTP / B&IFI	4/5
	Discipline Specific Elective-3 Tutorial	DSE-3 Tutorial	2/1
Discipline Specific Elective-4	DSE-4 (Project Work)	6	
Total Credits			154

Model Regulation for Under Graduate Programme

(BA/B.Com/B.Sc) As per CBCS system from 2019 admission batch
(with suitable modification)

1. Compulsory Registration for 1st Semester :

- (A) Registration for 1st semester is compulsory. A candidate admitted to +3 Course but not registered for 1st semester examination, his/her admission will be automatically cancelled . If a student doesn't appear for all the papers in both first & second semester examination his/her admission for the said course will be cancelled.
- (B) Only one admit card (called Examination card) for all semester examinations should be issued to the student by Controller of Examination (COE) in the first semester. This will be valid for all semesters.

2. ● Mid semester examination of will be of 1hour duration for 20/15 marks (20 for subject having no practical and 15 for subject with practical papers). There shall be no pass mark in Mid semester Examination. The type of questions will be decided by the college authority. Absence in Mid semester Examination will be declared fall in that paper.
- A student who fails to appear in a Mid semester examination will allowed one more chance to take the same examination. There will be no provision to reappear in the Mid semester Examination for Improvement. This will be applicable for the students of 2019 admission batch.
- It a student does not appear for all the papers in both first and second semester examinations, his/her admission for the said course will be cancelled.

3. GRADING SYSTEM

Grading system in each paper (Mid+End Semester Exam) in a semester :

Qualification	Grade	Mark Secured from 100	Grade Points	Classification for Honours/Core
Outstanding	'O'	90-100	10	First class Hons.
Excellent	'A+'	80-89	9	
Very Good	'A'	70-79	8	
Good	'B+'	60-69	7	
Above average	'B'	50-59	6	Second class Hons
Fair	'C'	45-49	5	
Pass	'D'	40-44	4	Pass
Failed	'F'	Below 40	0	Fail
Absent	'ABS'	00	0	Fail
Malpractice	'M'	00	0	M.P.

- (a) The Candidate obtaining Grade-F is considered failed and will be required to clear the Back paper(s) in the subsequent examinations within the stipulated time.
- (b) Candidate in Honours Courses securing "B" Grade and above in aggregate in their first appearance will be awarded Distinction. However, students who could not appear at an examination due to their representing the University or state in Inter-University or Inter-State competitions in Games and Sports at National/International level or attending National level NCC/NSS camps will get one chance exemption for Distinction.
- (c) FAIL/ MP/ HARD CASE and Back Paper Clearance candidates in any Semester Examination are not eligible for award of Distinction
- (d) Minimum percentage of marks to be secured for passing:
40% (40 out of 100) in theory paper by taking both components (i.e. Mid + End Semester Examination) and minimum pass mark for practical paper in 40%.
- (i) No pass mark for Mid-Semester Examination, A student has to appear at the Mid Semester Examination. Securing "ABS" in Mid-Semester Examination students will be declared fail in that paper, through he/she secures pass mark in theory and practical paper. Such candidates would require to appear at the Mid-Semester Examinations in subsequent semester.
- (ii) There will be no Mid-Semester examination (for AECC-Ethics and value)
- (iii) In order to clear a semester examination a candidate is required to pass in all theory and practical papers/project component of the said paper.
- (e) Mark Distribution:

A. Subjects without Practical :

Mid Semester	End Semester	Total
20	80	100

B. Subjects with Practical :

Mid Semester	End Semester		Total
	(a)Theory	(b)practical	
15	60	25(20+05 Record)	100

C. DSE-4 for all Core students (6th semester) is the project.

Project- The mark distribution would be subject specific. In general the project will carry 80 marks and Viva Voce/Seminar will carry 20 marks. The project paper will not have mid semester Examination and it will be evaluated by an internal examiner specified by the college.

D. AECC (EV - I to EV - VI) there is no mid semester exam for students.

N.B : A Candidate has to secure Grade-D or above to pass in each of the papers

4. A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as :

SGPA - Semester Grade Point Average

CGPA - Cumulative Grade Point Average

- (a) **POINT** - Integer equivalent of each letter grade
 (b) **CREDIT**- Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.

CREDIT POINT - (b) x (a) for each course item

CREDIT INDEX - $\sum \text{CREDIT POINT}$ of course items in each semester.

GRADE POINT AVERAGE - $\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$

SEMESTER GRADE POINT AVERAGE (SGPA) = $\frac{\text{CREDIT INDEX for each Semester}}{\sum \text{CREDIT}}$

CUMULATIVE GRADE POINT AVERAGE (CGPA) = $\frac{\text{CREDIT INDEX of all previous Semester up to a Semester}}{\sum \text{CREDIT}}$

- (c) Formula of Equivalent percentage of marks

Case (a) Equivalent percentage of marks =

$$(\text{CGPA} - 0.5) \times 10 \text{ for } 4 < \text{CGPA} \leq 10$$

case (b) Equivalent percentage of marks = $\text{CGPA} \times 10$ for $\text{CGPA} < 4$.

5. A student in order to retain honours has to secure Grade 'C' and above in each of the Core papers. Further in order to obtain distinction a student has to secure Grade 'C' in all the papers in 1st appearance
6. The details of grading system and percentage of mark calculation shall be printed on the backside of University Gradesheet.

REPEAT EXAMINATION

- A student has to clear back papers (i.e., in the paper/papers one has failed) by appearing at subsequent two consecutive semesters of the same nomenclature.
- A student after passing out may appear in improvement in any number of papers in the two immediate examinations with batch students. The higher marks shall be retained.
- A student has to pass the course within 6 years from the date of admission for Under Graduate students. For post Graduate students, it has to be completed within 4 years from the date of admission.
- No improvement will be allowed for the students who have cleared the semesters by appearing special back examination.

HARD CASE RULE

- 2% of grace mark on the aggregate mark subject to maximum of 5 (five) marks in single papare shall be given. This shall be applicable in each semester.
- 0.5% (point five percent) grace mark can be given for award of B & B+ Grade in single semester provided grace mark, under 6.1 hasn't been awarded.

QUESTION PATTERN

A. FOR NON-PRACTICAL SUBJECTS OTHER THAN ENGLISH, ODIA, HINDI AND SANSKRIT (TOTAL MARKS 80) (CORE, DSE, GE)

1. Part-I will carry 12 one - mark questions in the form of fill in the blanks and one word answer ($1 \times 12 = 12$)
2. Part-II will carry 10 two-mark questions of which 8 have to be answered. The answer should be two or three sentences maximum ($2 \times 8 = 16$).
3. Part-III will carry 10 three - marks questions out of which 8 have to be answered. The answer should be within 75 words ($3 \times 8 = 24$)
4. Part-IV will carry 4 seven-marks questions or format. The question can be set from each unit. the answer should be within 500 words maximum. ($7 \times 4 = 28$)

B. FOR PRACTICAL SUBJECTS (TOTAL MARKS 60) (CORE, DSE, GE)

1. Part-I will carry 8 one-mark questions in the form of fill in the blanks and one word answer ($1 \times 8 = 8$)
2. Part-II will carry 10 one point five (1.5) mark question of which 8 have to be answered. The answer should be written in two or three sentence maximum ($1.5 \times 8 = 12$)
3. Part-III will carry 10 two (2) marks questions out of which 8 have to be answered. the answer should be within 75 words maximum ($2 \times 8 = 16$)
4. part-IV will carry 4 six marks questions of either or format. The either or question can be set from each unit. the answer should be within 500 words maximum ($6 \times 4 = 24$)

C. FOR LANGUAGE SUBJECTS (TOTAL MARKS 80) ENGLISH :

1. (Core, Course, DSE & GE)

Part-I : 4 short questions of 14 marks each to be set from units-1-4 in either or format ($14 \times 4 = 56$)

Part-II : 4 short notes / annotation / analysis of 6 marks each covering all the units with internal choice ($6 \times 4 = 24$)

2. FOR AECC- II COMMUNICATION (ENGLISH) (TOTAL MARKS - 80)

Part-I : 5 short questions of 4 marks each to be set from unit 1 covering all prescribed stories with internal choice ($4 \times 5 = 20$)

Part-II : 5 short questions of 4 marks each to be set from unit 2 covering all prescribed prose pieces with internal choice ($4 \times 5 = 20$)

Part-III : An unknown passage to be set with 5 questions carrying 4 marks each. ($4 \times 5 = 20$)

Part-IV : 10 bit questions carrying 2 marks each from grammar / vocabulary and usage ($2 \times 10 = 20$)

D. FOR LANGUAGE SUBJECTS : AECC II (ODIA / HINDI / SANSKRIT) MIL COMMUNICATION / CORE / DSE / GE FOR TOTAL MARKS - 80

Part-I it will carry 12 two (2) - marks questions out of which 10 have to be answered. ($2 \times 10 = 20$)

Part-II it will carry 4 15-mark questions of either or format. The either or question can be set from each unit. ($15 \times 4 = 60$)

E. FOR AECC- I FOR (EVS & DM) (TOTAL MARKS- 80)

Part-I it will carry 12 two (2) marks questions out of which 10 have to be answered. ($2 \times 10 = 20$)

Part-II it will carry 4 15-mark questions of either or format. the either or question can be set from each unit. (15 x 4 = 60)

F. FOR ETHICS & VALUES (EV 1-6) (TOTAL MARKS 25)

Part- I it will carry 5 Nos. of questions each carrying 1 mark (1 x 5 = 5)

Part-II it will carry 5 (five) 2marks questions (2 x 5 = 10)

Part-III it will carry 2 (two) questions each carrying 5 marks, to be answered within 250 words each (5 x 2 = 10)

G. FOR SEC- I COMMUNICATIVE ENGLISH (TOTAL MARKS 80)

Part-I: 20 Nos. 1-Marks Questions from grammar and Usage (choose the best, fill up...)(1 x 20 = 20)

Part-II: 10 Nos. 2-Marks Questions from Proof Reading (Punctuation, article...)(2 x 10 = 20)

Part-III: 5 Nos. 2-Marks Questions on very short notes on the Reading process, skills.... (2 x 5 = 10)

Part-IV: 5 Nos. 2-Marks Questions from Reading comprehension (very short questions from an unseen extract) (2 x 5 = 10)

Part-V: 10 Nos. 2-Marks Questions: Vocabulary and usage (contextual pattern) (2 x 5 = 10)

Part-VI: 10 Nos. 2-Marks Questions: Vocabulary and usage (contextual pattern) (2 x 10 = 20)

H. FOR SEC- II QUANTITATIVE AND LOGICAL THINKING (TOTAL MARKS 80)

Part-I: 10 Nos. questions of 2 marks each (2 x 10 = 20)

Part-II: 10 Nos. questions of 3 marks each (3 x 10 = 30)

Part-III: 6 Nos. questions of 5 marks each (5 x 6 = 30)

IN COMMERCE STREAM EACH STUDENT SHALL OFFER

- (a) For Commerce stream the students have to opt for Accountancy as the core subject.
- (b) There will be two AECC compulsory paper (100-marks each) in 1st semester is M.I.L Communication(English) and EV & DM in 2nd Semester. There will be Six AECC papers Ethics & values (EV I to EV6) in each semester.
- (c) There will be four Generic Elective papers with 100 marks each. Student will opt for micro economics in GE - 1 and Macro and Indian Economics for GE- 2 paper in 1st and 2nd semesters respectively and Business Statistics in GE - 3 and Principle of Management in GE -4 in 3rd and 4th semester Respectively.
- (d) There will be SEC courses comprising of two papers (100 marks each) SEC - 1 Communicative English, SEC - 2 Quantitative and Logical Thinking.
- (e) There are four DSE papers (100 marks each) two in 5th semesters and two in 6th semesters to be chosen from syllabus related to core subjects. The fourth DSE paper is a project work to be submitted by the student.

N.B : Arts, Science and Commerce students can also opt for NCC as additional Generic Elective in the first year (1st and 2nd semester). This will not be considered to calculate SGPA,CGPA and division.

SYLLABUS FOR B.COM HONS.

B.Com. Hons. (CBCS) for the Academic Year 2023-24

Course Structure		Category Theory	End Sem. Theory/ Practical	Marks Total /Internal	Total	Credits
Semester-I						
BCH-1.5	Ethics & Values-EV-I	AECC	-	-	25	1
BCH-1.1	Environmental Studies & Disaster Management-AECC	AECC-1	80	20 (1)	100	4
BCH-1.2	Financial Accounting	Core -1	80	20 (1)	100	6
BCH-1.3	Business Law	Core -2	80	20 (1)	100	6
BCH-1.4	Micro Economics	GE-1	80	20 (1)	100	6
	Total		320	80	425	23
Semester-II						
BCH-2.5	Ethics & Values-EV-II	AECC	-	-	25	1
BCH-2.1	MIL (Communication English)	AECC-2	80	20 (1)	100	4
BCH-2.2	Cost Accounting	Core -3	80	20(1)	100	6
BCH-2.3	Corporate Laws	Core -4	80	20(1)	100	6
BCH-2.4	Macro & Indian Economics	GE-2	80	20(1)	100	6
	Total		320	80	425	23
Semester-III						
BCH-3.6	Ethics & Values-EV-III	AECC	-	-	25	1
BCH-3.1	Communicative English	SEC-1	80	20(1)	100	4
BCH-3.2	Corporate Accounting	Core-5	80	20(1)	100	6
BCH-3.3	Income-tax Law and Practice	Core -6	80	20(1)	100	6
BCH-3.4	Management Principles and Application	Core -7	80	20(1)	100	6
BCH-3.5	Business Statistics	GE-3	80	20(1)	100	6
	Total		400	100	525	29
Semester-IV						
BCH-4.6	Ethics & Values-EV-IV	AECC	-	-	25	1
BCH-4.5	Quantitative and Logical Thinking	SEC-2	80	20(1)	100	4
BCH-4.1	GST & Indian Tax	Core -8	80	20 (1)	100	6
BCH-4.2	Fundamental of Data Mngt. & Term Exam. Practical	Core -9	60+25	15	100	6
BCH-4.3	Management Accounting	Core -10	80	20(1)	100	6
BCH-4.4	Principle of Marketing	GE-4	80	20(1)	100	6
	Total		400	100	525	29

Course Structure		Category Theory	Practical	Marks Total /Internal	Total	Credits
Semester-V						
BCH-5.5	Ethics & Values-EV-V	AECC	-	-	25	1
BCH-5.1	Computerized Accounting & E-filing of Tax Return	Core -11	60+25	15 (1)	100	6
BCH-5.2	Fundamentals of Financial Management	Core -12	80	20 (1)	100	6
BCH-5.3	DSE-1 (<i>Any one of the following</i>)	DSE-1	80	20 (1)	100	6
	A. Accounting and Finance	Financial Markets , Institution and Services				
	B. Banking and Insurance	Indian Banking and Insurance System				
	C. Management	Human Resource Management				
BCH-5.4	DSE-2 (<i>Any one of the following</i>)	DSE-2	80	20 (1)	100	6
	A. Accounting and Finance	Financial Statement Analysis and Reporting				
	B. Banking and Insurance	Merchant Banking and Financial Services				
	C. Management	International Business				
	Total		325	75	425	25
Semester-VI						
BCH-6.5	Ethics & Values-EV-VI	AECC	-	-	25	1
BCH-6.1	Auditing and Corporate Governance	Core -13	80	20 (1)	100	6
BCH-6.2	Business Mathematics	Core- 14	80	20 (1)	100	6
BCH-6.3	DSE-3 (<i>Any one of the following</i>)	DSE-3	80	20 (1)	100	6
	A. Accounting & Finance: Corporate Tax Planning					
	B. Banking and Insurance: Fundamental Investment					
	C. Management	Consumer Affairs and Customer Care				
BCH-6.4	Project Work*	DSE-4	80	20 (1)	100	6
	Total		320	80	425	25
	Grand Total		2085 (Min)		2750	154(Min)
Notes :						
<ul style="list-style-type: none"> • AECC-Ability enhancement Compulsory Course • GE - Generic Elective Course • DSE- Discipline Specific Elective Course • SEC- Skill Enhancement Compulsory Course 						

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COURSE OBJECTIVES AND LEARNING OUTCOMES OF NCC GE COURSE

The NCC GE course is introduced from 2014 in different colleges of Odisha.

1. BJB (Autonomous) College, Bhubaneswar.
2. Ramadevi Women's (Autonomous) college, Bhubaneswar.
3. Khariar (Autonomous) College, Khariar.

The Philosophy of introducing the subject by UGC is to give basic military training to our young generation who are opting for career in defense, Paramilitary forces and state police cadre in various Ranks. As the NCC cadets are appearing 5000 marks written, practical and viva test in 'B' certificate and "C" certificate examinations during NCC career, here this theory paper of NCC GE I and II in 1st and 2nd semesters are abridged and selected portions of vast "B" and "C" examination syllabus is taught. They will keep elective subject of 200 marks from the above course to reduce their total syllabus pressure.

AIMS OF NCC:

1. To develop character, commandership, discipline, leadership, secular outlook, spirit of adventure and the ideals of selfless service among the youth of the country.
2. To create a human resource of organized trained and motivated youth to provide leadership in all walks of life and always available for the service of the Nation.
3. To provide a suitable environment to motivate the youth to take up a career in the Armed forces.

NCC SLOGAN:

- * Nation first.
- * Motto of NCC - Unity and discipline.
- * NCC helps a lot in promoting National integration and patriotism.

+3 FIRST YEAR FIRST SEMESTER

Addl. GENERIC ELECTIVE - I

PAPER - I

NCC (Arts/Science/Commerce)

Time : 3 Hours

Credit : 6

End Semester : 60 Marks

Mid-Semester : 15 Marks

The NCC

Unit-1

- (a) Aims and Objectives of NCC.
Organisation & Training and NCC Song. Incentives.
- (b) Basic organisation of the Armed Forces Organisation, Army Badges of Rank.
- (c) Religions, Culture, Traditions and Customs of India. National Integration : Importance and Necessity.

Unit-2

- (a) Introduction to Personality Development, Factors Influencing / shaping Personality, Self Awareness-know yourself, change your mind set.
- (b) Types of communications.

Unit-3

- (a) Civil Defence organisation, types of emergencies/National Disaster
- (b) National Resources, Conservation, Water conservation, Rain water Harvesting
- (c) Basics of Social service, weaker sections of our society & their needs., Social & Rural Development projects: MNREGA.SASY, NSAP etc., Contribution of youth towards social Welfare

Unit-4

- (a) Introduction to types of maps & conventional signs.
- (b) Scales & Grid system, Topographical Forms & Technical terms.
- (c) Relief, contours and Gradient.

PRACTICAL-1Mark - **25**

- | | | | |
|----|------------------|---|----|
| 1. | Foot-Drill | - | 15 |
| 2. | Health & Hygiene | - | 10 |

+3 FIRST YEAR SECOND SEMESTER**Addl. GENERIC ELECTIVE - 2****NCC (Arts/Science/Commerce)**Time : **3 Hours**End Semester : **60 Marks,**Credit : **6**Mid-Semester : **15 Marks****Unit-1**

- a) Freedom struggle and Nationalist Movement in India, Nationalist Interest, objectives threats and opportunities,
- b) Self defence

Unit-2

- a) Scout and Patrol
- b) Judging Distance

Unit-3

- a) Dressing of Wounds
- b) Yoga : Introduction and Exercises, Physical and Mental Health
- c) Fractures : types and treatment, evacuation of Casualties

Unit-4

- a) Cardinal points & types of north
- b) Types of bearing & use of Service Protractor
- c) Prismatic compass & its use

PRACTICAL-2Full Mark - **25 Marks**

- | | | | |
|----|------------------|---|----|
| 1. | Map Reading | - | 15 |
| 2. | Judging Distance | - | 10 |
-

+ 3 FIRST YEAR SECOND SEMESTER

AECC - 2

MIL COMMUNICATION ENGLISH

Time: 3 Hours

Credits: 06

End Semester: 80 Marks

Mid Semester: 20 Marks

INTRODUCTION :

The paper is focused upon developing one fundamental skill of Language learning; reading which needs a through rethink and revision. In order to build a strong base for acquisition of the communication skills, suitable reading content is selected from diverse areas in prose form. This would boost the learner's competence in expressive and comprehension skills. The well researched language exercises in the form of usage, vocabulary and grammar is the other area that should attract the teacher and learner to work out for giving decent shape to the mastery of English language.

UNIT 1 : Short story

- (i) Jim Corbett - The Fight between Leopards
- (ii) Dash Benhur - The Bicycle
- (iii) Dinanath Pathy - George V High School
- (iv) Alexander Baron - The Man who knew too much
- (v) Will f Jenkins - Uneasy Homecoming

UNIT 2 : Prose

- (i) Mahatma Gandhi - The way to Equal Distribution
- (ii) S Radhakrishnan - A call to Youth
- (iii) CV Raman - Water - The Elixir of Life
- (iv) Harold Nicolson - An Educated Person
- (v) Claire Needell Hollander - No Learning without FeelingS

UNIT 3 :

Comprehension of a passage and answering the questions

UNIT 4 :

Language exercises, test of vocabulary, usage and grammar

Text Books :

All stories and prose pieces

Reference Books :

- The Widening Arc: A Selection of prose and stories, Ed. AR Parhi, S Deepika, P Jani, Kitab Bhavan, Bhubaneswar.
 - A Communicative Grammar of English, Geoffrey Leech.
 - A University Grammar of English, Randolph quirk and Sidney Greenbaum
 - Developing Reading Skills. F. Grellet. Combridge: Combridge University Press, 1981.
-

ENVIRONMENTAL STUDIES & DISASTER MANAGEMENT

(AECC - 1)/ SEMESTER-1 (From 2021 Admission Batch)

Time : **3 Hours**

End Semester : **80 Marks**

Credit : **4**

Mid Semester : **20 Marks**

Course Objectives:

- To gain knowledge on Environment, its structure, climate change, sustainable development, disaster management, different type of diseases and public health management.
- To develop understanding on the Environment, ecosystem, biogeochemical cycle, environmental pollution, and capability to identify relevant environmental issues.
- To analyses the various underlying causes, evaluate the practices and policies, and develop framework to make informed decisions.

Unit 1 (Environment)

The Environment : The Atmosphere, Lithosphere. Hydrosphere, Biosphere (01 period)

Ecosystem : Energy flow in the ecosystem (01 period)

Biogeochemical cycle : Water Cycle, Carbon Cycle, Nitrogen Cycle (02 periods)

Pollution : Water Pollution, Air Pollution, Soil Pollution, Radiation Pollution, Industrial Pollution, Light Pollution, Sound Pollution (05 periods)

Environmental Laws (Water Act 1974, Air Act 1981, The Wildlife Protection Act 1972, The Environment Protection Act 1986), The Forest Conservation Act 1980 (04 periods)

Unit 2 : (Climate Change & Sustainable Development)

Population Ecology : Individuals, Species. Population, Community (01 period)

Human Population Growth, Population Control Methods (01 period)

Urbanization and its effect on society (01 period)

Climate Change : Causes, effect, Global Warming, Carbon Footprint and environmental protection (05 periods)

Steps taken towards Sustainable Development : Ban of single use plastics, Automobile Scrapping policy, Promotio of Electrical Vehicles (03 periods)

Brief idea on Sustainable Development : Goals (SDGs), Agenda 21 of Rio Earth Summit (02 periods)

UNIT III (DISASTER MANAGEMENT)

Disaster Management : Types of disasters (Natural and Man- made) and their causes and effect. (02 periods)

Vulnerability Assessment and Risk Analysis : Vulnerability to various disasters (Flood, Cyclone, Earthquake, Heat waves and Lightning) (02 periods)

Institutional Framework : Institutional arrangements for disaster management (National Disaster Management Authority (NDMA), state Disaster Management Authority (SDMA), District Disaster Management Authority (DDMA), National Disaster Response Force (NDRF) and Odisha Disaster Rapid Action Force (ODRAF) (02 periods)

Preparedness Measures : Disaster Management Cycle, Early Warning System Pre-Disaster and Post-Disaster Preparedness, Strengthening of SDMA and DDMA, Community Preparedness, Stakeholder participation, Corporate Social Responsibility (CSR) (05 periods)

Survival Skills : Survival skills adopted during an after disaster (Flood, Cyclone, Earthquake, Heat waves and Lightning) (02 periods)

UNIT IV (Public Health Management)

Brief idea on epidemics and Pandemics (01 period)

Non - communicable diseases with special reference to cardiovascular diseases, Cancer, Diabetes, Hypertension and Obesity and their prevention (02 period)

Communicable disease with special reference to Covid-19, Flu, Hepatitis, AIDS and Tuberculosis and their transmission (02 periods)

Dynamics of Disease Transmission : Mode of transmission (Direct/Indirect), Events after infection: immunity (Active vrs Passive, Innate vrs Acquired, Herd Immunity), Incubation Period (02 periods)

Prevention of Epidemics/Pandemics Diseases : Preventing Measure (Quarantine, Sanitization, Personal Protective measures such as Hand washing and use of protective devices, Vaccination); Control Measures (Surveillance, Isolation, Contact Tracing) (03 periods)

Life Style Management : (Diet, Physical Exercise, Yoga and Sleeping habit) (02 periods)

Role of Different sectors in Managing Health Disaster : Role of Government (Centre and State), Community, Civil Society student mass, NGOs (01 periods)

Course Outcome

On successful completion of the course the learners will be able to:

- Recognize the connections between the earth and human activity.
- Analyze and describe the effects of humans on the environment.
- Apply knowledge, ideas, and techniques from several disciplines to environmental issues.

Books Recommended :

1. Asthana DK and Asthana M: A Text Book of Environmental Studies, S. Chand, New Delhi
 2. Bharucha E: A Text Book of Environmental Studies, New Delhi : UGC
 3. Dash MC and Mishra PC: Man and Environmental, McMillan, London
 4. Disaster Management and Mitigation Plan, 2013 of Dept. of Health & Family Welfare,
-

Govt. of Odisha

5. Mishra DD: Fundamental Concepts in Environmental Studies, S. Chand, New Delhi
6. National Policy on Disaster Management, 2009
7. National Disaster Management Plan, 2019*
8. Odum EP: Fundamentals of Ecology, Natraj Publications
9. State Disaster Management Plan, 2019 of Government of Odisha*
10. Standard Operating Procedure (SOP) issued by Govt. of India and Govt. of Odisha on Public Health Managements in the websites: www.mohfw.gov.in and health.odisha.gov.in*
11. The Disaster Management Act, 2005 of Government of India*

[Note: star(*) marked References, published by the state as well as Central Government are available in the open sources]

AECC EV - I (Ethics & Values) From 2021 Admission Batch

SEMESTER - I/ Unit - 1

Title : ISSUES RELATING TO WOMEN

Total No. of periods: 15

Full Mark- 25

Credit Point - 1 in each semester

1.0 Aims of the Unit:

- The module aims to generate a sensitivity among the students towards women
- Enable them to value the contributions of women, from family to the larger society
- To generate among them a distinct urge to respect women.
- To appreciate that women should have equal status and equal entitlements as member of the society.

Learning Objectives:

After going through the contents of the module and the classroom transactions on the contents, the students are expected to

Have changes in their perceptions and practices towards women

Develop proper attitude towards women and value their work and contribution

Come forward to challenge unethical treatments against women

End gender based hierarchy and hegemony, remove the feeling that women are counter to men and bring about a complementarity among the hitherto existing gender binary.

Allow women to realize their self worth and contribute their best for betterment of the society

Pioneer in creating a gender equal society where the well being happiness and security of the women will be well protected; contributing towards a better and happier society.

1.1 Introduction:

General introduction on Ethics and Values, Gender equality as an essential precursor to social progress, the present scenario, Desirable gender related values.

(Taught by Sociology Deptt. -3classes per month)

1.2 Women and Family

Pre-natal sex selection, Gendered practices in the family, Gender based division of labour in the family, Marriage and women, Marriage and women's consent, Child marriage Practice of dowry, Women and family violence.

(Taught by Social Deptt. -3classes per month)

1.3 Women and Work

Women's work : The invisible hands, Exploitation of Women at work, Gender Stereotyping at work, Glass ceiling, Women and pay gap, Sexual Harassment of women at work, Working women and role conflict.

(Taught by Psychology Deptt. -4 classes per month)

1.4 Women, Community and Society

Violence against women in public spaces, Gender Sensitive language and communication, Gendered language, Sexist Language, Gender neutral language, Women and property Rights, Women's property Rights in Indian Laws, the Functionality of Women's Property Rights

(Taught by social work Deptt. - 4 Classes Per Month)

EV -II SEMESTER - IV/ UNIT -2

TITLE: VALUES AND GOOD CITIZENSHIP

2.0 Aim of the Unit :

- * Introducing the Salient features of Indian Constitution to students and to inculcate the sense of patriotism in them
- * Encouraging them to Volunteer for social work
- * Instilling appropriate work ethics in them

Learning Objectives:

- * Understanding Basic Values of Indian Constitution
- * Inculcating Volunteerism for Social change
- * Helping students to become good human being and citizen.

2.1 Indian Constitution

Salient Values of Preamble : Sovereign, Socialist, Secular, Democratic, Republic, Justice, liberty, Equality and Fraternity.

(Taught by Political Science Deptt. - 3 Classes per Month)

2.2 Patriotism

Patriotic Value and ingredients of nation building, Concept of Good Citizenship, Emotional Connection with the country, Duties of Citizens and Qualities of Good Citizens.

(Taught by History Deptt. - 4 Classes Per Month)

2.3 Volunteerism

Concept and facets of Volunteerism and Leadership, Building a better society through Volunteerism, Blood Donation, Social Work, Helping the Aged, Environmental Protection.

(Taught by Social Work Deptt. - 4 Classes Per Month)

2.4 Work Ethics

Punctuality, Cleanliness, Law abidingness, Rational Thinking and Scientific Temper.

(Taught by E.V.S. Deptt. - 4 Classes Per Month)

EV -III SEMESTER - III / UNIT -3

TITLE: ISSUES OF DRUG, TOBACCO AND ALCOHOL ADDICTION

(All the Papers taught by Social Work Deptt.)

3.0 Aims of the Unit:

- * Creating awareness about health and Societal hazards of drugs, tobacco and alcohol addiction
- * Sensitizing students about professional support system for treatment and rehabilitation.

Learning Objectives:

- * The students become aware of the grave danger of consuming alcohol, tobacco and drugs
- * Students would encourage their friends to remain away from tobacco, alcohol, drugs and seek professional help when needed.

3.1 Extent of the Problem

Extent of Drug and Tobacco addiction and alcoholism in India, Myths associated with them, Health, Hazards associated with them and how they have become silent killers.

3.2 Socio-Economic Impact

Socio-economic impact of Drug and Tobacco addiction and alcoholism:

Loss of physical and mental strength, Loss of character, Loss of family ties and relationship, Loss of earning and livelihood potentials, Loss of social respect and dignity etc.

3.3 Laws to Address this Problem

Salient features of social legislation such as NDPS Act, 1985 and COTPA Act, 2003, Mechanism

and Government Schemes for prevention of addiction and rehabilitation.

3.4 Role of Stake - holders

Provision of Tobacco free campus and role of students, Role of students in their family and immediate surroundings, Role of NGO's and other agencies.

EV -IV SEMESTER - IV/ UNIT -4

TITLE: ETHICAL VALUES FOR STUDENT LIFE

4.0 Aims of the Unit:

- * To familiarize the students with core values of Academics and Goals of Education
- * To create an awareness about Unethical practices in the academics.

Learning Objectives :

- * The students will learn to behave ethically in the campus
- * Exhibit respectful treatment to others in an organizational context
- * Contribute to develop a positive social environment through active participation and cooperation with others.

4.1 Meaning and Objective of Education

Knowledge is power and quest for knowledge is the real meaning of education, not quest for Degree and qualifications; Real education builds character : Difference between Academic Qualification and Ability. Academic failure could be failure within the classroom, but not outside (i.e. Failed in Exam, passed in life!) (Taught by Edn/B.Ed. Deptt.- 3 Classes Per Month)

4.2 Challenges for Ethical Practices in Institution of Higher Education :

Ragging, Suicide and Need for Educational Counseling, Violence vs. Peaceful protest, conflict resolution, Plagiarism and violation of intellectual property Rights, Cheating in Examination and other Fraudulent Practices. (Taught by E.V.S. Deptt. - 4 Classes Per Month)

4.3 Inter personal Relation and Community Life in HEI :

Green precher and conservation of Energy, Community Life in Campus including Hostels, Local common area, Inter personal relations (Students - Teacher, Students - student and Man-Woman, Positive Friendship). (Taught by Geography Deptt. - 4 Classes Per Month)

4.4 Ethical Leadership in Academic Institution :

Concept and Traits of Leadership to provide solution, everyone has Leadership Role (not limited to position), concept of Ethical leadership, Scope of Leadership in College and Universities for students, Teachers and Administrators, Importance of Co-curricular and extra-curricular activities. (Taught by psychology Deptt. - Classes Per Month)

EV - V SEMESTER - V/ UNIT - 5

TITLE: VULNERABLE SECTIONS OF SOCIETY : UNDERSTANDING THEIR ISSUES

5.0 Aims of the Unit:

To create an awareness amongst students about the need for ensuring dignity and equality for the vulnerable sections of the society.

Learning Objectives:

- * Students would be able to appreciate values and ethics relating to vulnerable sections of the society.
- * Students would learn to practice equality, diversity and social justice.
- * Students would become more empathetic and compassionate towards vulnerable sections of the society.

5.1 Issues Relating to Children :

Nutrition and health, Child Exploitation : Child labour, Trafficking, Sexual Exploitation

5.2 Issues Relating to Elderly Persons :

Abuse of elders, Financial Insecurity, Loneliness and social Insecurity, Health Care Issues, Needs for a Happy and Dignified Ageing

5.3 Issues Relating to Persons with Disability :

Rights of PWD, affirmative action, Prevention of discrimination, providing equal opportunity, various scheme for empowering PWD and social justice for PWD

5.4 Issues Relating to Third Gender :

Understanding the Third Gender, Social justice for them, Removal of discrimination, Affirmative action and Acceptance of diversity of gender.

EV - VI SEMESTER - V/ UNIT - 6

TITLE: ENVIRONMENTAL & TECHNO ETHICS

6.0 Aims of the Unit:

- * To develop awareness and sensitize students about the importance of environment for a sustainable earth and to bring Green Technology into action.
 - * To focus their attention towards cleanliness, preservation of biodiversity and practice of conservation of natural resources.
 - * To make them understand the judicious use of modern technology strictly on need basis
-

- * To use science and technology for preservation of environment and its sustainable development but not for destruction.

Learning Objectives:

- * Develop an understanding of environmental ethics and work towards sustainable development
- * To use science and technology for preservation of environment and its sustainable development but not for destruction.

6.1 Environmental Ethics :

Types of Ecological Values, Environmental Values & Valuing, Nature, Equitable use of resources, Role of Individual in the conservation of resources for future generation, Bio Ethics-Genetic manipulation in plants and animals for benefit of society and cruelty and cruelty against animal.

6.2 Promotion of Green Technology :

Goal of Green Technology : Reduce recycling, **Renew** (removal of chemicals) **Refuse** and **Responsibility**

Green Technology in relation to : Energy and Construction.

6.3 Ethics and Technology :

Ethics and Technology with reference to Science, gadget, machine etc. and interaction with each other.

Agricultural, Industrial, Digital, Globalized, Age etc.

6.4 Judicious Use of Technology :

Judicious Use of Mobile Phones, Electrical machines, Plastics, Television, Computers and their harmful effects.

Ethics and Use of Digital Technology : Cyber ethic - Crimes and Ethical hacking.

Ethics and Social Media : WhatsApp, Facebook, Twitter and others.

+ 3 FIRST YEAR THIRD SEMESTER

SEC - 1

(COMMUNICATIVE ENGLISH)

Time: 3 Hours
Credits: 4

End Semester: 50 Marks
Mid Semester: 20 Marks

This special course of Communicative English aims to engage the students more creatively to improve their English language and communication skills. This paper will be taught under Skill Enhancement compulsory course - 1 (SECC -1). The main intent of this paper is to strengthen the language competency of graduate students, majority of who are set to enter the job market with high hopes. Needless to say, a good command over English language is one skill which various companies expect from the prospective employees.

UNIT - I : CONTEXTS OF COMMUNICATION AND PHONETIC FEATURES

1. Why English Communication is essential and how to improve the skill ?
2. Introduction to voice and Accent
 - a. Why do we have such different accents ?
 - b. Accent Training - Consequences
 - c. Voice and accent in the Enterprise Industry
 - d. Globally Comprehensible Accent
 - e. International Phonetic
 - f. International Phonetic Alphabet
3. Consonant Sounds
4. Vowels
5. Diphthongs
6. A Few Phonic Rules
7. Word Stress: Syllables
8. Intonation and Stress
9. Pacing and Chunking
 - a. Common Patterns of Pacing
 - b. Importance of Chunking
10. Fluency
11. Indianisms - Errors in pronunciation

UNIT II : GRAMMAR

1. English: Spoken Versus Written Communication
 2. Nouns
 - a. Kinds of Nouns
 - b. Nouns Number
-

- c. Noun Gender
- d. Countable and Uncountable Nouns
- 3. Pronouns
- 4. Adjectives
 - a. Positioning of adjectives
 - b. Comparative Degrees of Adjectives
 - c. Order of Adjectives
- 5. Adverbs
 - a. Kinds of Adverb
 - b. Degree of Comparison
 - c. Word Order with Adverbs
- 6. Prepositions
Prepositions with Adjectives, Nouns and Verbs
- 7. Conjunctions
 - a. Coordinating Conjunctions
 - b. Subordinating Conjunctions
 - c. Correlative Conjunctions
 - d. Conneting Adverbs
- 8. Verbs
 - a. Verb Classification
 - b. List of irregular verbs
- 9. subject and verb agreement
- 10. Determiners and Modifiers
- 11. Proof Reading and Punctuation
- 12. Tenses
- 13. Common errors in grammar and vocabulary

UNIT II : READING COMPREHENSION

Reading A-7 Step Process, Techniques to enhance students reading skills, types of reading skills (Skimming, Scanning, Extensive reading, Intensive reading). Three levels of Reading, improving your reading speed. Reading comprehension practice exercises.

+ 3 FIRST YEAR FOURTH SEMESTER SEC - 2 QUANTITATIVE AND LOGICAL THINKING

Time: 3 Hours
Credits: 06

End Semester: 80 Marks
Mid Semester: 20 Marks

Unit - 1 : QUANTITATIVE APTITUDE & DATA INTERPRETATION

1. Whole numbers, Integers, Rational and irrational numbers, Fractions, Square roots and cuberoots, Surds and indices, Problems on Numbers, Divisibility. Steps of Long Division Method for Finding Square Roots.
2. Basic concepts, Different formula of Percentage, Profit and Loss, Discount, Simple Interest, Ratio and Proportion, Mixture.
3. Time and Work, Pipes and Cisterns, Basic concepts of Time, Distance and Speed; relationship among them
4. Concept of Angles, Different Polygons like triangles, rectangle, square, right angled triangle, Pythagorean Theorem, Perimeter and Area of Triangles, Rectangles, Circles.
5. Raw and Grouped Data, Bar graphs, Pie charts, Mean, Mode, Events and sample space, probability.

Unit - II : LOGICAL REASONING

1. Analogy basing on Kinds of relationships, Simple Analogy; Pattern and Series of Numbers, Letters, Figures. Coding-Decoding of Numbers, Letters, Symbols (Figures), Blood relations.
2. Logical Statements-Two premise argument, More than two premise argument using connective

Unit - III :

Venn Diagrams, Mirror Images, Problems on Cubes and Dices

+ 3 FIRST YEAR FIRST SEMESTER CORE PAPER - 1 FINANCIAL ACCOUNTING

Time : 3 Hrs
Credit : 06

End Semester Theory : 80 Marks
Mid-Semester : 20 Marks

Objectives:

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

Unit - I.

(a) Basics of Accounting

- i. Accounting as the language of business and 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 and Accounting Equation.

(b) Accounting Process

From recording of business transactions to the preparation of trial balance including adjustments: journal, sub-division of journal, ledger accounts, trial balance.

Unit – II: Reporting Standards & Business Income

- i. Concepts of AS, Ind AS (Indian Accounting Standards), IFRS (International Financial Reporting Standards) & XBRL (extensible Business Reporting Language)
- ii. Measurement of business income-Net income: the accounting period, the continuity doctrine and matching concept. Objectives of measurement and revenue recognition.
- iii. Depreciation Accounting: 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 6 (AS- 6) issued by ICAI

Unit – III: Final Accounts

Capital and revenue expenditures and receipts, Preparation of financial statements of Sole Trade and Partnership Business with adjustments

Accounting for Partnership Firm:

Accounting of Admission of partner, Retirement and Death of partner and Dissolution of the Partnership Firm Including Insolvency of partners

Unit – IV:

- i. Hire Purchase and Instalment Systems and Accounting for Branch & Department
 - ii. Concepts of operating and financial lease (theory only)
-

- iii. Departmental Accounting and Branch Accounting including foreign branch (Theory and Problem)
- iv. Hire purchase and Instalment System

Learning Outcomes:

The course structure of this paper would equip the students to get in-depth knowledge of financial accounting along with its practical application thereby giving an opportunity to gain easy access to this competitive business world.

Text Books Recommended

1. Financial Accounting I and Financial Accounting II: Mukherjee, Oxford University Press
2. Jain, S.P. and K.L. Narang. Financial Accounting, Kalyani Publishers, New Delhi

Suggested Readings:

1. Financial Accounting, R.K. Mittal, M.R. Bansal, V.K, Global Publication.
2. Bal Ranjan Kumar, Financial Accounting – S. Chand
3. Text Book of Financial Accounting-Anil Kumar and Mariappa- Himalaya Publishing House
4. Financial Accounting - P. C. Tulsiani, Pearson Publication
5. Anthony, R.N. Hawkins, and Merchant, Accounting: Text and Cases. McGraw-Hill Education.
6. Bansal.K.M- Financial Accounting – Taxman Publication
7. Horngren, Introduction to Financial Accounting, Pearson Education.
8. Maheshwari, S.N. and. S. K. Maheshwari. Financial Accounting. Vikas Publishing House, New Delhi.
9. Compendium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India, New Delhi
10. N.Godwin and D. Sanyal, Financial ACCT, Cengage Learning.

+ 3 FIRST YEAR FIRST SEMESTER CORE PAPER - 2 BUSINESS LAW

Time : 3 Hrs

Credit : 06

End Semester Theory : 80 Marks

Mid-Semester : 20 Marks

Objective:

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

Unit I: The Indian Contract Act, 1872

1. Contract – meaning, characteristics and kinds, Essentials of a valid contract
 2. Offer and acceptance (Definition, Rules, Communication and Revocation of offer and acceptance)
-

3. Consideration (Definition, Elements, Types, Rules), “No Consideration No Contract” and its exceptions; Capacity to Parties (Definition and Types)
4. Consent, Free consent, Coercion, Undue Influence, Fraud, Misrepresentation, Mistake
5. Legality of objects and Consideration
6. Void and Voidable agreements – Definition, Types and Distinction
7. Discharge of a contract – Modes of discharge, Breach and Remedies against breach of contract
8. Specific Contracts - Contingent contracts, Quasi, Contract of Indemnity, Guarantee, Bailment, Pledges

Unit II: The Sale of Goods Act, 1930

1. Contract of sale, meaning and difference between sale and agreement to sell
2. Conditions and warranties
3. Transfer of ownership in goods including sale by a non-owner
4. Unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer

Consumers Protection Act, 1986 and Right to Information Act

- a. Objectives and features of Consumers Protection Act
- b. Definitions – Complainant, Complaint, Consumer, Consumer Dispute, Defect, Deficiency, District Forum, Person
- c. Unfair trade practices Consumer Protection Council (Central, State and District – their constitutions and objectives)

Unit III: Partnership Laws

A. The Partnership Act, 1932

- a. Definition – Partner, Partnership
- b. Nature and Characteristics of Partnership
- c. Types of Partners
- d. Registration of a Partnership Firms and consequences of non-registration
- e. Rights and Duties of Partners
- f. Dissolution of firms – meaning and grounds

B. The Limited Liability Partnership Act, 2008

- a. Definition
- b. Salient Features of LLP
- c. Advantages and disadvantages of LLP
- d. Differences between: LLP and Partnership, LLP and Company
- e. Incorporation of LLP

Unit IV: The Negotiable Instruments Act 1881

- a. Definition, Features, Types, Parties of Negotiable Instruments: Promissory. Note, bill of exchange, Cheque (Definition and Types)
-

- b. Endorsement: Meaning and Types of Endorsement
- c. Holder and Holder in Due Course, Privileges of Holder in Due Course.
- d. Dishonour of Negotiable Instruments: Modes, Consequences, Notice of Dishonour; Noting and Protesting
- e. Discharge of Negotiable Instruments: Meaning and Modes

Learning Outcomes:

The students would be able to deal with the legal aspect of different business situations.

Text Books Recommended

1. Business Law, Garg K.C., Saareen, Sharma, Kalyani Publishers
2. Kumar, R. Legal Aspects of Business, Cengage Learning

Suggested Readings:

1. Arora Sushma – Business Law – Taxmann Publication
2. A Book of Business Laws-Jena B and Mohapatra-Himalaya Publishing House
3. Business Law, Ashok Sharma, V.K. Global Publication.
4. Business Laws: Das & Roy, Oxford University Press
5. Business Law-- S K Matta, Geetika Matta, Vrinda Publications (P) Ltd
6. Business Law - Tejpal Singh, Pearson Publication
7. Kuchhal, M.C. and Vivek Kuchhal, Business Law, Vikas Publishing House, New Delhi.
8. Tulsian, P.C, Business Law, S.Chand
9. Maheshwari & Maheshwari, Business Law, National Publishing House, New Delhi.

+ 3 FIRST YEAR FIRST SEMESTER

GE - 1

MICRO ECONOMICS

Time : 3 Hrs
Credit : 06

End Semester Theory : 80 Marks
Mid-Semester : 20 Marks

Objective:

Objective of the course is to acquaint the students with the concepts of micro-economics 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.

Unit - I : Demand and Consumer behaviour

Concept of demand: demand function, law of demand, derivation of individual and market demand curves, shifting of the demand curve, elasticity of demand, Consumer behavior, Marshallian utility approach and Indifference Curve approach; utility maximization conditions . Income-Consumption Curve (ICC) and Price-Consumption Curve (PCC)

Unit - II : Production and Cost

Production function: Short-run and Long-run; Total Product, Average Product and Marginal Product, Law of returns to a variable factor, Law of Returns to Scale; Concepts of Iso-quant and iso-cost line; Cost: Accounting and Economic Costs; Social and Private Costs; Short-run and Long-run Costs; Relation between Average and Marginal

Unit - III : Perfect Competition

Concept of Perfectly Competitive market : Assumptions, Profit maximization conditions; Related concepts of Total Revenue, Average Revenue and Marginal Revenue, Short-run and Long-run equilibrium of a firm; determination of short-run supply curve of a firm, measuring producer surplus under perfect competition.

Unit - IV : Imperfect Competition Monopoly

Concept of Monopoly: Sources of monopoly power; Short-run and Long-run equilibrium of a monopoly firm; Price discrimination; Social Cost of Monopoly (concept only).

Monopolistic Competition

Concept of Imperfectly Competitive market; Monopolistic Competition: Features and examples; Oligopoly: Non-Collusive Oligopoly: Sweezy's Kinked demand Curve Model, Collusive Oligopoly: Cartel (concept with example)

Learning Outcomes:

The students would be able to apply tools of consumer behaviour and firm theory to business situations.

Text Books Recommended

1. Micro Economics-K C Dash- Himalaya Publishing House
2. Ahuja, H.L, Micro Economics, S.Chand

Suggested Readings:

1. Mehta P.K, Singh M. – Micro Economics – Taxmann Publication
 2. Micro Economics-T.R. Jain , B.D. Majhi, V.K. Global
 3. Browning, E.K. and J.M. Browning; Microeconomic Theory and Applications,
 4. Kalyani Publishers, New Delhi.
 5. Microeconomics I and Statistics: Das & Sengupta, Oxford University Press
 6. N. Gregory Mankiw, Principles of Micro Economics, Cengage Learning
 7. Dwivedi, D.N. Micro Economics, Vikash Publication
 8. Pindyck, R.S., D. L. Rubinfeld and P. L. Mehta; Microeconomics, Pearson Education.
 9. N. Gregory Mankiw, Principles of Micro Economics, Cengage Learning
 10. Maddala G.S.and E.Miller; Microeconomics: Theory and Applications,
 11. MCGraw-Hill International.
-

+ 3 FIRST YEAR SECOND SEMESTER

CORE PAPER - 3

COST ACCOUNTING

Time : 3 Hrs
Credit : 06

End Semester Theory : 80 Marks
Mid-Semester : 20 Marks

Objective:

To acquaint the students with basic concepts used in cost accounting, various methods involved in cost ascertainment.

CONTENTS:

Unit - 1: Introduction to Cost Accounting:

Meaning, concept, scope, objectives, principles, importance and limitations of cost accounting; Implementation of costing system; Methods & Techniques of costing; Cost concepts and Cost Sheet, Job costing and Batch Costing.

Unit - II: Accounting for Material:

Concept and technique of accounting for material; Methods of pricing of materials issues – FIFO, LIFO and Average; Treatment of material losses; Techniques of material control – level setting, Economic Ordering Quantity, ABC Analysis, VED Analysis, Perpetual inventory system, & Just-In-Time.

Unit – III: Accounting for Labour:

Accounting for labour cost, control procedure, labour turnover, idle time, overtime, Methods of wage payment and the Incentive schemes- Halsey, Rowan, Taylor's Differential piece wage plan.

Accounting for Overheads:

Classification, Allocation & Apportionment of production overheads; Re-apportionment of Service department overheads; Absorption of overheads, methods of absorption – actual and predetermined rates, blanket and multiple rates, choice of an overhead absorption rate; Administration, selling and distribution overheads; Under absorption and over absorption of overheads.

Unit – IV: Methods of Costing:

Contract costing: Features and procedure of contract costing, uncompleted contract profit determination, Escalation clause, cost plus contracts. Process costing: Meaning and characteristics of Process costing, Procedure for process costing, treatment of process losses and wastages.

Learning Outcome:

After the completion of this paper, the students will be able to have confidence in managing cost issues and also to keep a check on cost control and taking managerial decisions.

Text Books Recommended

1. Cost Accounting-Arora MNA- Himalaya Publishing House
2. Nigam, B.M. Lall and I.C. Jain. Cost Accounting: Principles and Practice. Prentice Hall of India, New Delhi.

Suggested Reading:

1. Jain, S.P. and K.L. Narang. Cost Accounting: Principles and Methods. Kalyani Publishers, Jalandhar.
2. Cost accounting, S.P. Gupta/ A Sharma- V.K. Global Publishing Pvt. Ltd.
3. Cost & Management Accounting I: Mitra, Oxford University Press.
4. Cost & Management Accounting, Taxmann Publications
5. Colin Drury, Management and Cost Accounting, Cengage Learning
6. Lal, Jawahar. Cost Accounting. Tata McGraw Hill Publishing Co., New Delhi.
7. Arora, M.N. Cost Accounting – Principles and Practice. Vikas Publishing House, New Delhi.
8. Lal, Jawahar. Advanced Management Accounting Text and Cases. S. Chand & Co., New Delhi.
9. Cost Accounts - Datar and Rajan, Pearson Publication

+ 3 FIRST YEAR SECOND SEMESTER

CORE PAPER - 4

CORPORATE LAWS

Time : 3 Hrs
Credit : 06

End Semester Theory : 80 Marks
Mid-Semester : 20 Marks

Objectives:

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.

Contents:**Unit – I: INTRODUCTION TO COMPANY**

Meaning and Definition – Features –, High Lights of Companies Act 2013 - Body Corporate, Kinds of Companies (Concept, Definition and Features) – One Person Company, Private Company, Public Company, Company limited by Guarantee, Company limited by Shares, Holding Company, Subsidiary Company, Government Company, Associate Company, Small Company, Foreign Company, Listed Company, Dormant company

FORMATION OF A COMPANY

Steps in formation of a Company, Promotion Stage, Meaning of Promoter, Position of Promoter & Functions of Promoter, Incorporation Stage – Meaning, Contents, Forms of Memorandum of

Association & Articles of Association and its alteration, Distinction between Memorandum of Association and Articles of Association, Certificate of Incorporation, Subscription Stage – Meaning & contents of Prospectus, Types, Mis-statement in prospectus and its consequences.

Unit - II: COMPANY ADMINISTRATION

Director (Concept and Definition), DIN, Qualification, Disqualification, Appointment, Position, Rights, Duties, Power, Resignation, Liabilities, Removal and Resignation of director, Key Managerial Personnel (Definition, Appointment and Qualifications) – Managing Director, Whole time Directors, the Companies Secretary, Chief Financial Officer, Resident Director, Independent Director, Women director.

Unit - III: SHARE CAPITAL & DEBENTURE

Share and Share Capital - Types and Definition, Allotment and Forfeiture, Calls on Shares, ESOP, Buyback, Sweat Equity, Bonus, Right, Capital Reduction, Share Certificate, D-mat System, Transfer and Transmission, Redemption of Preference Shares, Debenture– Definition, Types, Rules Regarding Issue of Debenture, Rules regarding Dividend and distribution of dividend.

Unit - IV: CORPORATE MEETINGS

Corporate Meetings - Shareholder and Board, Types of Meetings – Annual General Meeting Extraordinary General meeting, Minutes of Proceedings of General Meeting, Meeting of BOD and other meetings (Section 118), Requisite of Valid Meeting- Notice, Agenda, Chairman, Quorum, Proxy, Resolutions, Minutes, Postal Ballot, E- voting, Video Conferencing,

Learning Outcomes:

Students would acquire knowledge about the legal framework and the ways and means to deal with the legal aspect of different situations of corporate sector.

Text Books Recommended

1. Corporate Laws-Maheswari, Maheswari- Himalaya Publishing House
2. Corporate Law, Ashok Sharma, V.K. Global Publishing Pvt. Ltd., New Delhi

Suggested Readings:

1. A Compendium of Companies Act 2013, along with Rules, by Taxmann Publications.
 2. Corporate Law, Gupta, Garg, Dhingra, Kalyani Publication
 3. Company Law: Roy & Das, Oxford University Press.
 4. Kumar, R., Legal Aspects of Business, Cengage Learning
 5. Corporate Law– S K Matta, Geetika Matta, Vrinda Publications (P) Ltd
 6. Arora & Banshal, Corporate Law – Vikash Publication
 7. Gogna, P.P.S – Company Law, S. Chand
 8. MC Kuchhal Corporate Laws, Shri Mahaveer Book Depot. (Publishers).
 9. GK Kapoor & Sanjay Dhamija, Company Law, Bharat Law House.
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+ 3 FIRST YEAR SECOND SEMESTER

GE - 2

MACRO & INDIAN ECONOMY

Time : 3 Hrs

Credit : 06

Objectives:

End Semester Theory : 80 Marks

Mid-Semester : 20 Marks

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.

Unit - I - Introduction to Macro Economics

Introduction: Meaning and definition of Microeconomics and macroeconomics, Difference between Microeconomics and macroeconomics, macro-economic goals, components of Macroeconomics, Economic Systems: Mixed economy, Socialism economy, Capitalism economy and Islamic economy (only meaning and characteristics)

Unit - II : National Income Accounting

Definition of National Income, Concepts of National Income, GDP and GNP, Methods of Measuring National Income, Uses of National Income, Difficulties in calculating National Income, Real Income, Per Capita Income and Growth Rate

Unit - III : National Income Equilibrium

I Concepts of Equilibrium, Consumptions & Savings, Investment Theory, Government Sector, Foreign Sector, Determination of Equilibrium, Multiplier Concept, Inflationary Gap and Deflationary Gap, Summary of Two, Three and Four-sector Economies

Unit - IV : Role of Government

Economic functions of Government, Types of Budget, Government Revenue, Government Expenditure, Public Debt, and Government Policy

Macroeconomic Problems

Introduction, Business cycle, Unemployment, Inflation, Deflation, Depression, RBI and monetary policy

Learning Outcomes:

Students would be able to apply the modern tools of macro-economic analysis so as to minimize the adverse impact of macro-economic factors on business.

Text Books Recommended

3. Macro & Indian Economy, M. Treheran, T Treheran, V.K. Global publishing Pvt. Ltd., New Delhi
4. Ahuja H.L – Macro Economics – S.Chand

Suggested Readings

5. Mankiw, N. Gregory. Principles Macroeconomics. Cengage Learning
6. Macro and Indian economy, P.K. Dhar, Kalyani Publishers
7. Macro and Indian Economy-V K Puri- Himalaya Publishing House
8. Dornbusch, Rudiger., Stanley. Fischer and Richard Startz, Macroeconomics. Irwin/McGraw-Hill.
9. Vaish – Macro Economics – Vikash Publication
10. Macroeconomics & Indian Economy: Bhattacharyya, Oxford University Press.

+ 3 SECOND YEAR THIRD SEMESTER

CORE PAPER - 5

CORPORATE ACCOUNTING

Time : 3 Hrs
Credit : 06

End Semester Theory : 80 Marks
Mid-Semester : 20 Marks

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 : Meaning of Company :

Maintenance of Books of Accounts; Statutory Books; Annual Return Company – Issue of Shares – issue, forfeiture, reissue, issue other than cash consideration and issue to the promoters; Pro-rata issue of shares. Issue of Right and Bonus Share – Rules,

Accounting for debentures:

Issue of debenture, Underwriting of shares and debentures: Determination of Underwriters Liability – with marked, unmarked & firm underwriting; Accounting of Employee Stock Option Plan – meaning; rules; Vesting Period; Exercise Period, Accounting for ESOP and Accounting of ESPS.

Unit – II: Redemption of Preference shares & Debentures

Buy Back of Securities: meaning, rules and accounting.

Redemption of Preference Shares:

Rules and Accounting (with and without Bonus Shares) ; Redemption of Debenture – Important Provisions, Redemption of debenture Accounting for Redemption: by conversion, by lot, by purchase in the open market (cum and ex-interest), held as Investment and Use of Sinking Fund.

Unit – III: Company's Final Accounts

Introduction to Schedule III of Companies Act 2013; Treatment of Tax; transfer to reserve, Dividend and applicable tax (out of current profit, out of past reserve); Preparation of Statement of Profit & Loss and Balance Sheet. (tax on net profit without recognizing deferred tax)

Valuation of Goodwill & Shares

Goodwill – valuation using different methods, i.e., Average Profit, Super Profit, Capitalization and Annuity.

Shares – Valuation using different methods: Asset approach, Earnings approach, Dividend Yield, Earnings- Price, Cum-div and Ex-div, Majority and Minority view and Fair Value

Unit – IV: Liquidation

Meaning of liquidation, modes of winding up, consequences of winding up, statement of affairs, liquidator's final statement of account, list 'B' contributories.

Learning Outcomes:

This paper can provide conceptual clarity about the techniques to prepare financial statements of companies along with accounting treatment of various situations viz. floating of shares, and liquidation of companies.

Text Books Recommended

1. Jain, S.P. and K.L. Narang. Corporate Accounting. Kalyani Publishers, New Delhi.
2. Maheshwari, S. N. and S. K. Maheshwari. Corporate Accounting. Vikas Publishing House, New Delhi.

Suggested Readings:

1. Sehgal, Ashok and Deepak Sehgal. Corporate Accounting. Taxman Publication, New Delhi.
2. Corporate Accounting, R.K. Mittal? S. Ahuja- V .K. Global Pub. Pvt. Ltd, New Delhi.
3. Corporate Accounting – Anil Kumar, Mariappa- Himalaya Publishing House
4. Tulsian, P.C, Corporate Accounting, S. Chand
5. Monga, J.R. Fundamentals of Corporate Accounting. Mayur Paper Backs, New Delhi.
6. Gupta, Nirmal. Corporate Accounting. SahityaBhawan, Agra.
7. Bhushan Kumar Goyal, Fundamentals of Corporate Accounting, International Book House.

+ 3 SECOND YEAR THIRD SEMESTER

CORE PAPER - 6

INCOME TAX LAW AND PRACTICE

Time : 3 Hrs
Credit : 06

End Semester Theory : 80 Marks
Mid-Semester : 20 Marks

Objective:

To provide basic knowledge and equip students with the application of principles and provisions of Income Tax Act 1961.

Contents:**Unit I :**

- a. **Basic Concepts and Definitions under IT Act:** Assessee, Previous year, Assessment year, Person, Income, Sources of income, Heads of income, Gross total income, Total income, Maximum marginal rate of tax, Tax Evasion, Tax avoidance and Tax planning
 - b. Residential Status and Incidence of Tax, Residential status of all persons except company
 - c. Incomes which do not form part of Total Income Except section 10AA.
 - d. Agricultural Income Definition, determination of agricultural and non-agricultural Income, assessment of tax liability when there is both agricultural and non-agricultural income
-

Unit II : Heads of Income and Provisions governing Heads of Income

- (a) Income from Salary
- (b) Income from House property

Unit III : Heads of Income and Provisions governing Heads of Income

- a) Profits and Gains of Business and Profession Special emphasis on sec. 32, 32AC, 32AD, 35, 35D, 36(i) (ib), (ii), (iii), (iv), (vii), 37, 37(2B), 40A(2), 40A(3), 43B, (Excluding presumptive taxation).
- b) Capital Gains Meaning and types of capital assets, basic concept of transfer, cost of acquisition, cost of improvement and indexation, computation of STCG and LTCG, exemptions u/s 54, 54B, 54EC and 54F, capital gain on transfer of bonus shares, right entitlement and right shares, taxability of STCG and LTCG.
- c) Income from Other Sources Basis of charge excluding deemed dividend

Unit IV:

- a) **Income of other Persons** included in Assessee's Total Income Remuneration of spouse, income from assets transferred to spouse and Son's wife, income of minor.
- b) Set off and Carry Forward of Losses Mode of set off and carry forward, inter source and inter head set off, carry forward and set off of losses u/s 71B, 72, 73, 74, 74A.
- c) Deductions from Gross Total Income Basic concepts, deductions u/s 80C, 80CCC, 80CCD, 80CCE, 80D, 80DD, 80DDB, 80E, 80G, 80GG, 80GGC, 80TTA, 80U
- d) Rebate u/s 87A

Computation of Total Income and Tax Payable

- a) Rate of tax applicable to individual assessee
- b) Computation of tax liability of an individual
- c) Provision for Filing of Return Date of filing of return, relevant forms of return, different types of returns, return by whom to be signed, PAN, TAN
- d) Assessment of Return Self assessment u/s 140A, Summary assessment u/s 143(1), Scrutiny assessment u/s 143(3) and Best judgement assessment u/s 144.
- e) Advance Tax Who is liable to pay, due dates and computation of advance tax (excluding corporate assessee)
- f) Interest & Fees Section 234A, 234B, 234C, 234F
- g) TDS Provisions regarding TDS from salary, interest on securities, horse racing, lottery.

Learning Outcomes:

This paper would provide the understanding of various provisions of Income Tax Act as well as equip the students to make practical applications of the provisions for taxation purpose.

Text Books Recommended

1. Gour and Narang, Income tax: Law and practice, kalyani Publishers
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2. Dr. Vinod Kumar Singhania, e-filing of Income Tax Returns and Computation of Tax,
3. Taxmann Publication Pvt. Ltd, New Delhi. Latest version.

Suggested readings:

1. Income tax Law and practice, Makta Jain/ Rakesh Jain, V.K. Global Pub. Pvt. Ltd., New Delhi
2. Income Tax Law and Praticce-Saha, Dash- Himalaya Publishing House.
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.

+ 3 SECOND YEAR THIRD SEMESTER

CORE PAPER - 7

MANAGEMENT PRINCIPLES & APPLICATIONS

Time : 3 Hrs
Credit : 06

End Semester Theory : 80 Marks
Mid-Semester : 20 Marks

Objective:

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

Unit-I: Introduction:

Management-definition, importance, functions, nature-as profession, science and art, universality of management; levels of management; managerial tasks and skills Different Schools of Thoughts: Classical School-contributions of Taylor and Henri Fayol; Neo-classical school-Human Relations approach and Behavioral Science Approach; Modern School; System approach and Contingency approach

Unit-II: Planning:

Concept, importance, steps, types, premises, barriers to effective planning and remedial measures; strategic planning-concept forecasting –concept, techniques.

Organizing:

Concept, importance, principles, different organization models-line and staff; Functional; Departmentation-need, basis, principles, Delegation of Authority-elements, steps barriers; Centralization and Decentralization of Authority; Span of Management; concept and determining factors

Unit-III: Directing and Staffing :

Directing: concepts, importance of directing, Leadership: Concept, importance, types, leadership traits, Tannenbaum & Schmidt's Model and Blake & Mouton's Model.

Staffing: concepts, importance

Unit- IV: Motivation, Co-ordination and Control:

Motivation: Concept, importance, importance of need theory, and contributions of McGregor, Maslow, Herzberg.

Coordination: concepts, importance, principles and implementation techniques. **Control:** concepts, importance and tools of control.

Learning Outcomes: Students would be able to make use of different management principles in the course of decision making in different forms of business organizations.

Text Books Recommended

1. Pany Tushar K , Management Principles and Application, Kalyani
2. Prasad, L.M. Principles and Practice of Management, Sulatan Chand

Suggested Readings:

1. Sharma gupta , Management: Principles and application , Kalyani Publishers
2. R. K . Singhal, Management Principle and application, V.K. Global Pub. Pvt. Ltd, New Delhi.
3. Management Principles and Applications-Jhunjhunwala J Mohanty- Himalaya Publishing House
4. Principles of Management: Mitra, Oxford University Press.
5. Griffin, R.W. – Management :Principles& Practices, Cengage Learning
6. Gupta R.N - Principles & Practice of Management – S. Chand
7. A K Jha, Management Principles and Application - Vrinda Publications (P) Ltd.
8. Chandan J.S – Management Concepts of Strategy – Vikash Publication
9. B.P. Singh and A.K.Singh, Essentials of Management, Excel Books
10. TN Chhabra, Management Concepts and Practice, DhanpatRai& Co. (Pvt. Ltd.), New Delhi
11. Peter F Drucker, Practice of Management, Mercury Books, London

+ 3 SECOND YEAR THIRD SEMESTER
GE - 3
BUSINESS STATISTICS

Time : 3 Hrs
Credit : 06

End Semester Theory : 80 Marks
Mid-Semester : 20 Marks

Objective:

The objective of this course is to familiarize students with the basic statistical tools used for managerial decision-making.

Contents:**Unit - I: Statistical Data and Descriptive Statistics (With the use of Excel and other statistical software)**

Nature and Classification of data : Univariate, Bivariate and multivariate data; time-series and cross-sectional data

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

Unit - II : Measures of Variation (With the use of Excel and other statistical software)

Absolute and relative, Range, quartile deviation, mean deviation, standard deviation, and their coefficients, Properties of standard deviation/variance Skewness: Meaning, Measurement using Karl Pearson and Bowley's measures; Concept of Kurtosis

Unit - III: Simple Correlation and Regression Analysis (With the use of Excel and other latest software)

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 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 (With the use of Excel and other latest software)

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 Tests of adequacy of index numbers, Base shifting, splicing and deflating. Problems in the construction of index numbers Construction of consumer price indices, important share price indices

Time Series Analysis (With the use of Excel and other latest software)

Components of time series, Additive and multiplicative models 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 Seasonal variations- Calculation of Seasonal Indices using Simple averages, Ratio-to-trend, and Ratio-to-moving averages methods. Uses of Seasonal Indices

Learning Outcomes:

Students would be armed with the knowledge of using different statistical tools very much required in the decision making process in any business as well as business research.

Text Books Recommended

1. Gupta, S.P., and Archana Gupta. Statistical Methods. Sultan Chand and Sons, New Delhi.
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2. Business Statistics - Levine and Viswanathan, Pearson Publication

Suggested Readings:

1. Business statistics, S.C. Agarwal, V.K. Global Pub. Pvt. Ltd, New Delhi.
2. Patri and Patri, Business statistics , Kalyani Publishers New Delhi.
3. Keller G, and Arora H, BSTAT, Cengage Learning
4. Gupta, S.C. Fundamentals of Statistics. Himalaya Publishing House.
5. Business Statistics– S K Sahoo, P K Prusty, Vrinda Publications (P) Ltd
6. Microeconomics I and Statistics: Das & Sengupta, Oxford University Press.
7. Sharma J K, Fundamentals of Business Statistics – Vikash Publication
8. Vohra N. D., Business Statistics, McGraw Hill.

+ 3 SECOND YEAR FOURTH SEMESTER

CORE PAPER - 8

GST & INDIRECT TAX

Time : 3 Hrs
Credit : 06

End Semester Theory : 80 Marks
Mid-Semester : 20 Marks

OBJECTIVE:

The objective is to equip students with the principles and provisions of Goods and Services Tax (GST), which is, implemented from 2017 under the notion of One Nation, One Tax and One Market and to acquaint students with basic provisions of GST Law and basic working knowledge.

Unit I- INTRODUCTION TO GOODS AND SERVICES TAX (GST)

Introduction to GST : Introduction, Constitutional provisions regarding Taxation In India, Pre-GST Indirect Taxation Structure in India, What is GST, Need for GST in India, Overview and Genesis of GST IN INDIA, GST objectives, **Scope of GST**, Salient features of GST, GST and Centre-State Financial Relations, The Constitution (122nd Amendment) Bill, Constitutional Amendments required for introduction of GST Indirect Taxes subsumed Post-GST : Principles for subsuming taxes under Goods & Services Tax (GST) in India, Indirect Taxes and Levies subsumed in GST, Events that have led to the introduction of GST, **DUAL GST : Benefits of Dual GST**, Structure Of Dual Model of GST , Key Features of Dual Model of GST, Benefits of implementing GST, CENTRAL GST – STATE / UNION TERRITORY GST – INTEGRATED GST and GST Cess, Pre-GST Regime Vs. GST Regime, Indirect Taxes

Unit II- GST ACTS: (Structure & Terminology)

Salient features of CGST Act, SGST Act (Odisha State), IGST Act, Meaning and Definition of various terms used under GST (Coverage- Provisions and Illustration).

PROCEDURE RELATING TO LEVY OF, COLLECTION AND EXEMPTION FROM, TAX

PROCEDURE RELATING TO LEVY OF, COLLECTION AND EXEMPTION FROM, TAX: (CGST

& SGST)- **Meaning and Scope of 'Supply' under GST Law**, Taxable Person, Time of supply, Place of supply and Value of supply. Computation of Taxable Value and Tax Liability, Composition scheme; INPUT TAX CREDIT; PROCEDURE RELATING TO LEVY, COLLECTION AND EXEMPTION OF IGST; PAYMENT OF TAX, TCS, TDS; PRACTICAL PROBLEMS.
(Coverage- Provisions and Illustration)

Unit III- REGISTRATION, RETURNS AND ASSESSEMENT

REGISTRATION- Persons liable for registration, Persons not liable for registration, Types: Compulsory registration, Voluntary registration, Deemed registration - Procedure for registration, Special provisions for Casual taxable persons and Non-resident taxable persons; CLASSIFICATION OF GOODS & SERVICES- HSN, SAC; TAX INVOICE AND OTHER SUCH INSTRUMENTS IN GST - Debit Note, Credit Note, Vouchers, Invoice; ACCOUNTS AND RECORDS; RETURN- Process of Return Filing, Furnishing details of outward supplies and inward supplies, First return, Claim of input tax credit, Matching reversal and reclaim of input tax credit, Annual return and Final return; REFUND; **OFFENCES AND PENALTIES**; ASSESSMENT; AUDIT; APPEALS AND REVISION.

Unit IV- GST Council AND REGULATORY FRAMEWORK

GST COUNCIL: Structure, Powers and Functions. Provisions for amendments; ROLE OF CBEC; Division of Administrative Powers; GST AND TECHNOLOGY- GST Network, GST ECO SYSTEM, GSP, ASP; NATIONAL ANTI-PROFITEERING AUTHORITY IN GST; COMPLIANCE RATING.

Text Books Recommended

1. Swain AK & Agrawal – GST: Concepts and Applications, Himalayan Publishing House.
2. GST Manual: Taxman's Publication Ltd., New Delhi.

Suggested Books:

1. GST and Indirect Taxes, Sanjeet Sharma, V.K. Global Pub. Pvt. Ltd, New Delhi.
2. Mishra, Padhi and Bera – Text Books on GST & Practice, Vikash Publishing House Pvt. Ltd. New Delhi.

+ 3 SECOND YEAR FOURTH SEMESTER CORE PAPER - 9 FUNDAMENTALS OF DATA MANAGEMENT

Time : 3 Hrs
Credit : 06

End Semester Theory : 60 Marks
Mid-Semester : 15 Marks

Unit I: Word Processing

Working with word document- Editing text, Find and Replace text, Formatting, Spell check, Autocorrect, Auto text; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Macros, Drop cap; Tables: Inserting, Filling and formatting a

Table, Inserting Pictures and Video; Mail Merge- including linking with Database, Printing documents. Creating Business Documents using the above facilities

Preparing Presentations

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

Unit II: Spreadsheet and its Business Applications

Managing worksheets- Formatting, Entering data, Editing, and Printing a worksheet; handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs, Pivot Table

Spreadsheet Functions: Mathematical [SUMIF, SQRT, SUBTOTAL, SUMPRODUCT etc.], Statistical [AVERAGE, STDEV, VAR, CORRELATION, REGRESSION etc.], Financial [PMT, RATE, PV, FV, NPER, IRR, NPV, Data Table Etc.] Logical [AND, OR, IF etc.], Date and Time, lookup and reference, Database and Text functions.

Creating Spreadsheet in the area of : Loan and Lease statement; Ratio Analysis; Payroll Statements; Capital Budgeting; Depreciation Accounting; Graphical Representation of Data; Frequency Distribution and its Statistical Parameters; Correlation and Regression

Unit III: Database Management System

Creation of Tables, Multiple Table Handling-Defining Relationship [Foreign Key], Simple and Conditional Queries, Types of Queries [Update, Delete, Append], Forms, Reports, Introduction to SQL through Basic Commands. Applying DBMS in the areas of Accounting, Inventory, HRM and its accounting, managing the data records of Employees, Suppliers and Customers

Unit IV: Website Designing

Introduction to HTML; Tags and Attributes: Text Formatting, Fonts, Hypertext Links, Tables, Images, Lists, Forms, Frames, Cascading Style Sheets.

Text Books Recommended

1. Coronel and Rob, Database Principles, Cengage Learning
2. Fundamentals of Data Managemnet –Saha RG- Himalaya Publishing House

Suggested Readings

1. Thareja, IT & Application, Oxford
 2. Aurora, Computer Fundamentals, Vikash
 3. Sinha & Sinha, Fundamentals of Computers, BPB Publications
 4. Dhar, P., Fundamental of IT and Its Application in Business, APH.
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+ 3 SECOND YEAR FOURTH SEMESTER

CORE PAPER - 10

MANAGEMENT ACCOUNTING

Time : 3 Hrs
Credit : 06

End Semester Theory : 80 Marks
Mid-Semester : 20 Marks

Objective:

To acquaint the students with basic concepts of management accounting, and basic understanding of tools and techniques used for managerial decision making.

CONTENTS:

Unit – I : Management Accounting:

Meaning, nature, scope, and importance of management accounting; Role of management accounting; management accounting vs. financial accounting; Role of management accounting in modern business; Tools and techniques of management accounting.

Unit – II: Ratio Analysis & Cash flow statement

Ratio Analysis:

Meaning and utility of ratios; significance of Ratio analysis; Classification of Ratios – Profitability ratios, Efficiency Ratios, Liquidity Ratios, Solvency Ratios; Advantages and limitations of Ratio Analysis.

Cash flow Statements:

Cash Flow Statements: Meaning and utility of Cash flow statements; Preparation of Cash flow statements – Indirect method; Limitations of Cash flow statements; Cash flow statements vs. Funds flow statements. (Reference to Revised AS-3 and Ind AS-7)

Unit – III : Absorption & Marginal Costing:

P/V Ratio, Break-even analysis, Margin of safety, angle of incidence; Marginal and differential costing as a tool for decision making – make or buy, change of product mix, exploring new markets, shut down decisions.

Unit – IV : Budgeting & Standard Costing:

Concept of budget and budgetary control; objectives, merits and limitations of budgetary system; Master budget, Functional budget, Fixed and Flexible budgets; Zero based budgeting. Standard Costing & Variance Analysis: Meaning of standard cost and standard costing, Advantages and disadvantages of standard costing and variance analysis: Material, Labour, & Overhead.

Learning Outcome:

After the completion of this paper, the students will be able to have confidence in managing cost issues and also to keep a check on cost control and taking managerial decisions.

Text Books Recommended

1. Management Accounting, S swain/ S.P. Gupta/ A Sharma, V.K. Global Pub. Pvt. Ltd.,
2. Horngreen, Charles T., Gary L. Sundem. Introduction to Management Accounting.
3. Prentice Hall.

Suggested Reading:

1. Jain & Narang, Management Accounting, Kalyani Publications
2. Management Accounting-M Wilson- Cost Accounting-Jena B,Bal S and Das A- Himalaya Publishing House
3. Narasimhan M.S. , Management Accounting, Cengage Learning
4. Cost & Management Accounting, Taxmann Publications
5. Arora, M.N. Cost Accounting – Principles and Practice. Vikas Publishing House, New Delhi.
6. Maheshwari, S.N. and S.N. Mittal. Cost Accounting: Theory and Problems. Shri Mahabir Book Depot, New Delhi.
7. Lal, Jawahar. Advanced Management Accounting Text and Cases. S. Chand & Co., New Delhi.
8. Khan, M.Y. and P.K. Jain. Management Accounting. Tata McGraw Hill, Publishing.

+ 3 SECOND YEAR FOURTH SEMESTER

GE - 4

PRINCIPLES OF MARKETING

Time : 3 Hrs
Credit : 06

End Semester Theory : 80 Marks
Mid-Semester : 20 Marks

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; Selling vs Marketing; Marketing mix, Marketing environment: concept, importance, and components (Economic, Demographic, Technological, Natural, Socio-Cultural and Legal).

Consumer Behaviour and Market segmentation:

Consumer Behaviour: Nature and Importance, Factors influencing consumer buying behaviour. Market segmentation: concept, importance and bases; Product differentiation vs. market segmentation.

Unit - II : Product:

Concept and importance, Product classifications; Concept of product mix; Branding, packaging and labeling; Product life-cycle; New Product Development Process

Unit - III : Pricing, Distribution Channels and Physical Distribution

Pricing: Significance, Factors affecting price of a product, Pricing policies and strategies, Distribution Channels and Physical Distribution: Channels of distribution - meaning and importance; Types of distribution channels; Factors affecting choice of distribution channel

Unit - IV : Promotion and Recent developments in marketing:

Promotion: Nature and importance of promotion; Communication process; Types of promotion: advertising, personal selling, public relations & sales promotion, and their distinctive characteristics. Recent developments in marketing: Social Marketing, online marketing, direct marketing, services marketing, green marketing, Rural marketing; Consumerism

Learning outcome:

After the completion of this paper, the students will be able to identify marketing components and fit them in the value chain along with the various marketing strategies.

Text Books Recommended

Marketing Principles and Management-Sherleker and Pany— Himalaya Publishing House Kotler, Philip, Gary Armstrong, Prafulla Agnihotri and AhsanUIHaque. Principles of Marketing. 13th edition. Pearson Education.

Suggested Readings:

1. Principles of Marketing, Bajaj, Kaur, Kalyani Publishers, New Delhi.
2. Principles of Marketing , R.K. Mittal , A. Sharma, V .K. Global Pub. Pvt. Ltd, New Delhi.
3. Marketing Management & Human Resource Management: Verma et.al, Oxford University Press.
4. Lamb, C. W., Hair, J.F. and Sharma, D. MKTG, Cengage Learning
5. Principles of Marketing M K Nabi, K C Raut, Vrinda Publications (P) Ltd
6. Arun Kumar – Marketing management – Vikash Publication
7. Rudani R.B – Basics of Marketing Management – S. Chand
8. Majaro, Simon. The Essence of Marketing. Prentice Hall, New Delhi.
9. Zikmund William G. and Michael D'Amico. Marketing; Creating and Keeping Customers in an E-Commerce World. Thomson Learning.
10. Chhabra, T.N., and S. K. Grover. Marketing Management. Fourth Edition. DhanpatRai& Company.

+ 3 THIRD YEAR FIFTH SEMESTER**CORE PAPER - 11****COMPUTERIZED ACCOUNTING & E-FILING OF TAX RETURNS**

Time : 3 Hrs

Credit : 06

End Semester Theory : 60 Marks

Mid-Semester : 15 Marks

Practical : 25 Marks

Unit – I: Computerized Accounting Package: Using Generic Software

- (a) Company creation, ledger creation, order processing, accounting voucher, inventory voucher, memorandum voucher, invoicing, multiple godown handling, Transfer of materials across godowns, Bank Reconciliation
- (b) Cost Centre, Cost Category, Bill of Material (BoM), Budget and Controls

- (c) Payroll Accounting
- (d) TDS, GST
- (e) Back up & Restore, Export and Import data

Unit II: Designing Computerized Accounting System

- (a) Introduction to DBMS Package – Table, Query, Form and Report
- (b) Designing Computerized Accounting System using DBMS Package Creating a voucher entry Form, Preparing ledgers, trial balance, profit & loss a/c, and Balance Sheet with Form wizard and Report
- (c) Designing Payroll System for Accounting using Form, Query, and Report

Unit-III: E-filing of Tax return

- (a) Preparation and submission of the Income Tax Return (ITR) offline/online for individual Taxpayer [e- filing without using DSC and with using DSC, EVC]
- (b) View form 26AS, Upload return, View e-file returns, e-verification
- (c) Use of e-tax calculator (including interest calculation u/s 234A, 234B, 234C) (d) E-Pay tax (Challan No./ITNS 280, ITNS 281)
- (e) Preparation and submission online form 10E [Relief u/s 89(1)]

Text Books Recommended

1. Software: Singhania, V.K., E-Filing of Income Tax Returns and Computations of Tax, Taxmann
2. Book of Computerized Accounting and E Filing of Tax Returns-Mohanty R, Dash ALN- Cost Accounting-Jena B, Bal S and Das A- Himalaya Publishing House

Suggested Readings

1. Software: "Excel Utility", incometaxindiaefiling.gov.in.

+ 3 THIRD YEAR FIFTH SEMESTER

CORE PAPER - 12

FUNDAMENTALS OF FINANCIAL MANAGEMENT

Time : 3 Hrs
Credit : 06

End Semester Theory : 80 Marks
Mid-Semester : 20 Marks

Objective:

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

Contents:**Unit – I: Introduction & Basic Concepts**

Important functions of Financial Management, Objectives of the firm: Profit maximization vs. Value maximization, Role of Chief Financial Officer. Financial environment in which a firm has to operate, Time Value of Money: concept and reasons, Compounding and Discounting techniques, Concepts of Annuity and Perpetuity. Risk- return relationship (concepts only)

Unit – II: Sources of Finance and Cost of Capital/ Financing Decisions

Different sources of finance; long term and short term sources, Cost of capital: concept, relevance of cost of capital, Implicit and Explicit cost, specific costs (its computation) and weighted average

cost (its computation), rationale of after tax weighted average cost of capital, marginal cost of capital (its computation).

Unit – III: Capital Expenditure Decisions / Long term Financial Decisions & Dividend Decisions Capital Expenditure Decisions / Long term Financial Decisions

Objectives of Capital Budgeting Process, Concept of Cash flow, Methods of long term investment decisions - Discounted Payback Period, Net Present Value, Profitability Index, Average Rate of Return/ Accounting Rate of Return, Internal Rate of Return (Including relative merits and demerits of each of the methods)

Dividend Decisions

Meaning, Nature and Types of Dividend, concept of pay-out ratio, retention ratio Decisions and growth, Dividend policies and formulating a dividend policy, Dividend Theories: Walter's Model, Gordon's Model

Unit – IV: Working Capital Management/ Liquidity Management

Meaning and various concepts of Working Capital, Management of Working Capital and Issues in Working Capital, Estimating Working Capital Needs; Operating or Working Capital Cycle, Policies relating to Current Assets – Conservative, Aggressive and Balance, Various sources of finance to meet working capital requirements

Learning Outcome:

After the completion of this paper, students will be able to understand finance in a better way along with giving them insight to practical management of long and short finance for real business houses.

Text Books Recommended

1. Rostogi, Fundamentals of Financial Management, Taxmann Publications
2. Fundamental of Financial Management, Sharma, Gupta, Kalyani Publishers, **New Delhi**.

Suggested Readings

1. Fundamentals of Financial Management, Vandana Dangi, V.K. Global Pvt. Ltd., New Delhi.
 2. Parasuraman – Financial Management : A Step by Step Approach, Cengage Learning
 3. Pandey, I.M. Financial Management. Vikas Publications.
 4. Financial Management, Himalaya Publishing House
 5. Bhalla V.K – Financial Management – S.Chand
 6. Horne, J.C. Van and Wackowich. Fundamentals of Financial Management. 9th ed. New Delhi Prentice Hall of India.
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+ 3 THIRD YEAR FIFTH SEMESTER
DSE - 1
(Any one of the following Groups)
Group - A : ACCOUNTING & FINANCE
FINANCIAL MARKETS, INSTITUTIONS, & SERVICES

Time : 3 Hrs
Credit : 06

End Semester Theory : 80 Marks
Mid-Semester : 20 Marks

Objectives:

To enable the students to understand the financial institutions operating in India and services provided by them.

Unit-I : Basic Theoretical Framework:

The financial system and its technology; The factors affecting the stability of the financial system; Development finance vs. universal banking; Financial intermediaries and Financial Innovation; RBI-Central Banking.

Unit-II: Financial Institutions & Non-Banking Financial Institutions

Financial Institutions:

A brief historical perspective. An update on the performance of IDBI, ICICI, IFCI and SFCs, LIC & GIC, Banking Institutions: Commercial banks - the public and the private sectors - structure and comparative performance, problems of competition; interest rates, spreads, and NPAs. Bank capital - adequacy norms and capital market support.

Non-banking financial institutions:

Evolution, control by RBI and SEBI. A perspective on future role, Unit Trust of India and Mutual Funds, Reserve bank of India Framework for/Regulation of Bank Credit . Commercial paper: Features and advantages, Framework of Indian CP Market, effective cost/interest yield.

Unit-III : Financial services :

Asset/fund based Financial services - lease finance, consumer credit and hire purchase finance, factoring definition, functions, advantages, evaluation and forfeiting, bills discounting, housing finance, venture capital financing. Fee-based / Advisory services: Stock broking, credit rating.

Unit-IV : Operations :

Financial Assets/ Instruments Rights issues, issue of Debentures, issue of Equity shares - pre-issue activity, post-issue activities. The regulatory framework: SEBI and Regulation of Primary and Secondary Markets, Company Law provisions.

Learning Outcome:

After completion of this paper, the students will be able to understand the role and benefits of financial institution and services.

Text Books Recommended

1. Financial Markets, Institutions & Services-Gordon, Natrajan-Himalaya Publishing House
2. Pathak: Indian Financial Systems Pearson Education

Suggested Readings

1. Financial Market and Int. , A. goyal and M. Goyal, V.K. Global Pvt. Ltd., New Delhi
2. Financial Markets , Institutions and Services, Kaur, Talwar, KAlyani Publishers, New Delhi.
3. BHATTACHARYYA INDIAN FINANCIAL SYSTEM 2e, Oxford University Press.
4. M.Y.Khan, Financial Services, Tata McGraw-Hill, New Delhi, 2004.
5. H.R Machiraju, Indian Financial Systems, Vikas Publishing House Pvt. Ltd.2002.
6. Madura, J., Financial Institutions and Markets; Sharma R. and Mehta K. Financial Services, Cengage Learning.

+ 3 THIRD YEAR FIFTH SEMESTER**DSE - 1****Group - B : BANKING & INSURANCE****INDIAN BANKING AND INSURANCE SYSTEM**

Time : 3 Hrs
Credit : 06

End Semester Theory : 80 Marks
Mid-Semester : 20 Marks

Objectives:

To enable the students to acquire knowledge about basics of banking and insurance.

Unit-I: Concept of Bank and Banking & Types of Customers and Account holders Concept of Bank and Banking:

Historical Evolution of Banking: Origin and Development of Banking - Structure of Banking in India – Banks and Economic Development –Functions of Commercial banks (conventional and innovative functions) – Central Bank – RBI – functions – Emerging trends in Banking.

Types of Customers and Account holders:

Procedure and practice in opening and operating the accounts of customers - individuals including minors - joint account holders -Partnership firms - joint stock companies - executors and trustees- clubs and associations

Unit-II : Introduction to insurance :

Purpose and need of insurance, insurance as a social security tool - insurance and economic development - Principles of insurance -various kinds of insurance - life, marine, fire, medical, general insurance - features.

Unit-III : Life Insurance :

Law relating to life Insurance; General Principles of Life Insurance Contract; Proposal and policy; assignment and nomination; title and claims; General Insurance - Law relating to general insurance; different types of general insurance; general insurance Vs life insurance – Insurance business in India.

Unit-IV : Fundamentals of Agency Law :

Definition of an agent; Agents regulations; Insurance intermediaries; Agents' compensation. Procedure for Becoming an Agent: Pre-requisite for obtaining a license; Duration of license; Cancellation of license; Revocation or suspension/termination of agent appointment; Code of conduct; Unfair practices. Functions of the Agent: Proposal form and other forms for grant of cover; Financial and medical underwriting; Material information; Nomination and assignment; Procedure regarding settlement of policy claims.

Learning Outcome:

After the completion of this paper, the student will acquired practical knowledge of working mechanism of banking and insurance industries in India.

Text Books Recommended

1. M.N. Mishra: Insurance Principles and Practice, S. Chand & Company Ltd, Delhi.
2. Indian Institute of Bankers (Pub) Commercial Banking Vol-I/Vol-II (part I&II) Vol- III.
3. Hota P.K., and Das S.K. Financial Literacy and Banking, Kalyani Publishers

Suggested Readings

1. Dr. P. Periasamy: Principles and Practice of Insurance, Himalaya Publishing House, Delhi.
 2. Mishra S. Banking Law and Practice – S Chand
 3. Prasad – Banking Insurance – Vikash Publication
 4. Inderjit Singh, RakeshKatyul& Sanjay Arora: Insurance Principles and Practices, Kalyani Publishers, Chennai.
 5. Sheldon H.P :Practice and Law of Banking.
 6. Bedi. H.L :Theory and Practice of Banking.
 7. Maheshwari. S.N. :Banking Law and Practice.
 8. Shekar. K.C :Banking Theory Law and Practice.
 9. Pannandikar&Mithami': Banking in India.
 10. Radhaswamy&Vasudevan: Text Book of Banking.
 11. Varshaney: Banking Law and Practice.
 12. G. Krishnaswamy : Principles & Practice of Life Insurance
 13. Kothari &Bahl : Principles and Pratices of Insurance.
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+ 3 THIRD YEAR FIFTH SEMESTER

DSE - 1

Group - C : MANAGEMENT HUMAN RESOURCE MANAGEMENT

Time : 3 Hrs
Credit : 06

End Semester Theory : 80 Marks
Mid-Semester : 20 Marks

Objective:

The objective of the course is to acquaint students with the techniques and principles to manage human resource of an organization.

Contents:

Unit I: Nature and Scope & Human Resource Planning

Nature and Scope :

Concept and meaning of IR &HR, Understanding the Nature and Scope of IR & HRM, Functions and importance

Human Resource Planning :

Definition, Need and Features of Human Resource Planning, factors affecting Human Resource Planning

Unit II: Recruitment and Selection

Definition of Recruitment, Source, need and importance of Recruitment, Recruitment Policy process – sources of Recruitment Definition of Selection, Steps in selection.

Unit III: Training and Development

Training and Development Meaning and purpose of training, Benefits of training to organization and employees -Training methods

Unit IV: Job Evaluation and Performance Appraisal

Job evaluation - objectives, scope, method, Job analysis, Job description, Job Specification - basic concept and significance, Performance Appraisal - Concept

Learning Outcomes:

This paper can enhance the capability of the students to manage the most important assets of organization i.e. human beings which is much needed to ensure growth of that organization.

Text Books Recommended

1. Rao V.S.P - Human Resource Management. Vikash Publication
 2. Human Resource Management, Sagun Ahuja, V.K. Global Pvt. Ltd., New Delhi
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Suggested Readings:

1. Human Resource Management- Satapathy, Taheer and Mohanty—Himalaya Publishing House P Ltd.
2. Human Resource Management, Gupta, Joshi. Kalyani Publishers, New Delhi
3. Marketing Management & Human Resource Management: Verma et.al, Oxford University press.
4. Sinha, P. R. N. Shekhar, S.P.Human Resource Management, Cengage Learning
5. Human Resource Management -Gajendran, A K Jha, Vrinda Publications (P) Ltd
6. DeCenzo, D.A. and S.P. Robbins, "Personnel/Human Resource Management", Prentice Hall of India, New Delhi.
7. Khanka S.S. Human Resource Management. S Chand.
8. Ivancevich, John M. Human Resource Management. McGraw Hill.
9. Wreather and Davis. Human Resource Management. Pearson Education.

+ 3 THIRD YEAR FIFTH SEMESTER**DSE - 2**

(Any one of the following Groups)

Group - A : FINANCIAL STATEMENT ANALYSIS & REPORTING

Time : 3 Hrs

Credit : 06

End Semester Theory : 80 Marks

Mid-Semester : 20 Marks

Objectives:

To enable the students to understand the basic knowledge about the financial statement analysis and reporting for economic decision making,

Unit-1 : Introduction Concepts of financial statements

Nature of financial statements - Objectives of financial statements - Different types of financial statements: income statement, balance sheet, statement of retained earnings, fund flow statement, cash flow statement, schedules -Limitations of financial statements.

Unit-2: Analysis & Interpretation of Financial Statements:

Traditional Approaches Vs. Modern Approaches to financial statement analysis - Classification of financial statement analysis: based on modus operandi and based on materials used - Techniques of financial statement analysis: Comparative Statements, Common-size Statements. Trend Ratios and Ratio Analysis - Problems encountered in financial statement analysis.

Unit-3 : Ratio Analysis:

Classification of ratios - Ratio formation - Ratio interpretation - Practical methods of ratio analysis: Time Series (intra firm) Analysis, Cross Sectional (inter firm) Analysis, Residual Analysis and Multivariate Analysis.

Unit-4 : Multivariate Ratio Analysis:

Concept, objectives, uses and limitations - Univariate analysis Vs. Multivariate ratio analysis - Application of statistical tools in financial statement analysis.

Corporate Reporting: Cash Flow statement Analysis (AS 3) and Statutory and Non Statutory Reports, Integrated Reporting

Learning Outcome:

After the completion of this paper, the students will be able to prepare the end result of a business houses by preparation through financial statement analysis and reporting.

Suggested Readings:

1. Foster, G.: Financial Statement Analysis, Englewood Cliffs, NJ, Prentice Hall.
2. Sahaf M.A - Management Accounting- Principles & Practice - Vikash Publication
3. Foulke, R.A.: Practical Financial Statement Analysis, New York, McGraw-Hill.
4. Hendriksen, E.S.: Accounting Theory, New Delhi, Khosla Publishing House.
5. Kaveri, V.S.: Financial Ratios as Predictors of Borrowers' Health, New Delhi, Sultan Chand.
6. Lev, B.: Financial Statement Analysis-A New Approach, Englewood Cliffs, NJ, Prentice Hall.
7. Maheswari, S.N.: Management Accounting & Financial Control, New Delhi, Sultan Chand.
8. Myer, J.N.: Financial Statement Analysis, NJ, Prentice Hall. 8. Porwal, L.S.: Accounting Theory An Introduction, New Delhi, Tata-McGraw-Hill
9. Merchant banking and Financial Services, Gordon, Natrajan, Himalaya Publishing House.

+ 3 THIRD YEAR FIFTH SEMESTER
DSE - 2
Group - B : BANKING & INSURANCE
MERCHANT BANKING AND FINANCIAL SERVICES

Time : 3 Hrs
Credit : 06

End Semester Theory : 80 Marks
Mid-Semester : 20 Marks

Objectives:

To enable the students to understand the basic knowledge about the financial services available in India.

Unit-I : Merchant Banking:

Nature and scope of Merchant Banking - Regulation of Merchant Banking Activity - overview of current Indian Merchant Banking scene - structure of Merchant Banking industry - primary Markets in India and Abroad - professional Ethics and code of conduct - current Development

Unit-II : Financial Services:

Meaning and Definition, Role of Financial Services in a financial system. Leasing: Meaning and features. Introduction to equipment leasing: Types of Leases, Evolution of Indian Leasing Industry.

Legal Aspects of Leasing: present Legislative Framework. Hire purchase: concept and characteristics of Hire purchase. Difference between hire purchase and leasing

Unit-III : Factoring :

Concept, nature and scope of Factoring - Forms of Factoring - Factoring vis-à-vis Bills Discounting - Factoring vis-à-vis credit Insurance Factoring vis-à-vis Forfeiting-Evaluation of a Factor - Evaluation of Factoring - Factoring in India current Developments.

Unit-IV : Securitization / Mortgages:

Meaning, nature and scope of securitization, securitization as a Funding Mechanism, securitization of Residential Real Estate - whole Loans - Mortgages - Graduated-payment. Depository: Meaning, Evolution, Merits and Demerits of Depository. Process of Dematerialization and Dematerialization, Brief description of NSDL and CDSL

Security Brokerage:

Meaning of Brokerage, types of brokers. Difference between broker and jobber, SEBI Regulations relating to brokerage business in India.

Learning Outcome:

After the completion of this course, the student will be able to understand the structure and function of mercantile banking and various financial services available in the present business world.

Text Books Recommended

1. Machiraju, Indian Financial System, Vikas Publishing House, 2nd Edition, 2002.
2. Merchant banking and financial services, Gupta /Gupta, Kalyani Publishers, New delhi

Suggested Readings:

1. M.Y.Khan, Financial Services, Tata McGraw-Hill, 11th Edition, 2008
 2. Gopal C.R – Management Financial Service – S.Chand
 3. NaliniPravaTripathy, Financial Services, PHI Learning, 2008
 4. J.C.Verma, A Manual of Merchant Banking, Bharath Publishing House, New Delhi.
 5. Varshney P.N. & Mittal D.K., Indian Financial System, Sultan Chand & Sons, New Delhi.
 6. Sasidharan, Financial Services and System, Tata Mcgraw Hill, New Delhi, 1st Edition, 2008.
 7. Website of SEBI.
 8. Merchant Banking and Financial Services-Sharma M—Himalaya Publishing House
 9. Sharma R. and Mehta K. Financial Services, Cengage Learning
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+ 3 THIRD YEAR FIFTH SEMESTER

DSE - 2

Group - C : MANAGEMENT

INTERNATIONAL BUSINESS

Time : 3 Hrs
Credit : 06

End Semester Theory : 80 Marks
Mid-Semester : 20 Marks

Objective:

The objective of the course is to familiarize the students with the concepts, importance and dynamics of international business and India's involvement with global business. The course also seeks to provide theoretical foundations of international business to the extent these are relevant to the global business operations and developments.

Unit I : Introduction to International Business

- a. Introduction to International Business: Globalization and its importance in world economy; Impact of globalization; International business vs. domestic business: Complexities of international business; Modes of entry into international business.
- b. International Business Environment: National and foreign environments and their components - economic, cultural and political-legal environments, Issues in International Trade.

Unit –II : Theories of International Trade and International Organizations

- a. Theories of International Trade – an overview (Classical Theories, Product Life Cycle theory, Theory of National Competitive Advantage); Commercial Policy Instruments -tariff and non-tariff measures – difference in Impact on trade, types of tariff and non tariff barriers (Subsidy, Quota and Embargo in detail) ; Balance of payment account and its components.
- b. International Organizations and Arrangements: WTO – Its objectives, principles, organizational structure and functioning; An overview of other organizations – UNCTAD,; Commodity and other trading agreements (OPEC).

Unit –III International Financial Environment

- a. Regional Economic Co-operation: Forms of regional groupings; Integration efforts among in Europe, North America and Asia (NAFTA, EU , ASEAN and SAARC) .
 - b. International Financial Environment: International financial system and institutions (IMF and World Bank – Objectives and Functions) ; Foreign exchange markets and risk management; Foreign investments - types and flows; Foreign investment in Indian perspective
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Unit –IV Foreign Trade Promotion and Financing of foreign trade

- a. Foreign Trade Promotion Measures and Organizations in India; Special economic zones(SEZs) and export oriented units (EOUs), ; Measures for promoting foreign investments into and from India; Indian joint ventures and acquisitions abroad.
- b. Financing of foreign trade and payment terms – sources of trade finance (Banks, factoring, for factoring, Banker's Acceptance and Corporate Guarantee) and forms of payment(Cash in advance, Letter of Credit, Documentary Collection, Open Account)

Text Books Recommended

1. Daniels John, D. Lee H. Radenbaugh and David P. Sullivan. International Business.
2. Pearson Education
3. Cherunilam, Francis. International Business: Text and Cases. PHI Learning

Suggested Readings:

1. Charles W.L. Hill and Arun Kumar Jain, International Business. New Delhi: McGraw Hill a. Education
2. Johnson, Derbe., and Colin Turner. International Business - Themes & Issues in the Modern
3. Global Economy. London: Roulledge.
4. Michael R. Czinkota. et al. International Business. Fortforth: The Dryden Press.
5. Peng and Srivastav, Global Business, Cengage Learning
6. Subba Rao P – International Business-Himalaya Publishing House
7. JOSHI INTERNATIONAL BUSINESS SITKIN INTERNATIONAL BUSINESS, Oxford University Press.

+ 3 THIRD YEAR SIXTH SEMESTER CORE PAPER - 13 AUDITING AND CORPORATE GOVERNANCE

Time : 3 Hrs
Credit : 06

End Semester Theory : 80 Marks
Mid-Semester : 20 Marks

Objective:

To provide knowledge of auditing principles, procedures and techniques in accordance with current legal requirements and professional standards and to give an overview of the principles of Corporate Governance and Corporate Social Responsibility.

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.

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-III : 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-IV : 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

Learning Outcome:

At the end of the paper student will have detail knowledge about principles and techniques of audit in accordance with current legal requirement and as per the guidelines of different statutory authorities.

Text Books Recommended

1. Gupta, Kamal and Ashok Arora. Fundamentals of Auditing. Tata Mc-Graw Hill Publishing Co. Ltd., New Delhi.
2. Auditing and corporate governance, Pradeep kumar , Klayani Publishers , New Delhi.

Suggested Readings:

1. Auditing and corporate governance, A. Sharma, V.K. Global Pvt. Ltd., New Delhi
 2. SATHEESH KUMAR Corporate Governance, Oxford University Press.
 3. Shikha, N. and Sharma, G. Corporate Governance in India : Principles and Policies, CENGAGE Learning
 4. Jha, Aruna. Auditing. Taxmann.
 5. Tandon, B. N., S. Sudharsanam and S. Sundharabahu. A Handbook of Practical Auditing. S. Chand and Co. Ltd., New Delhi.
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6. Ghatalia, S.V. Practical Auditing. Allied Publishers Private Ltd., New Delhi.
7. Singh, A. K. and Gupta Lovleen. Auditing Theory and Practice. Galgotia Publishing Company.
8. Alvin Arens and James Loebbecke, Auditing: an Integrated Approach
9. MC Kuchhal Corporate Laws, Shri Mahaveer Book Depot. (Publishers). (Relevant Chapters)
10. Khanka – Business Ethics & Corporate Governance – Vikash Publication
11. Auditing Principles and Techniques- S. K. Basu, Pearson Publication.

+ 3 THIRD YEAR SIXTH SEMESTER

CORE PAPER - 14

BUSINESS MATHEMATICS

Time : 3 Hrs
Credit : 06

End Semester Theory : 80 Marks
Mid-Semester : 20 Marks

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.

Contents:

Unit I Matrices and Determinant

Algebra of matrices., Inverse of a matrix, Matrix Operation – Business Application Solution of system of linear equations (having unique solution and involving not more than three variables) using matrix inversion Method and Cremer's Rule.

Unit II : Calculus

Calculus I :

Mathematical functions and their types- linear, quadratic, polynomial, exponential, logarithmic and logistic function. Concepts of limit and continuity of a function, Concept and rules of differentiation, Maxima and Minima involving second or higher order derivatives

Calculus II :

Integration: Standard forms. Methods of integration – by substitution, by parts and by use of partial fractions, definite integration, Finding areas in simple cases, Application of Integration to marginal analysis. Consumer's and Producer's Surplus, Rate of Sales and the Learning Curve.

Unit III : Mathematics of Finance

Compounding and discounting of a sum using different types of rates. 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 IV Linear Programming (Use of Excel spreadsheet & Other mathematical software):

Formulation of linear programming problems (LPP): Graphical solution to LPPs. Cases of unique and multiple optimal solutions, Unbounded solutions and infeasibility, Solution to LPPs using Simplex method – maximization and minimization cases, PERT and CPM (simple Problem)

Learning Outcome:

After reading this subject the students will be able to understand basic concepts in the areas of business calculus and financial mathematics and to connect acquired knowledge with practical problems in economic practice.

Text Books Recommended

1. Business Mathematics, Patri and Patri, Kalyani Publishers, New Delhi
2. Business Mathematics - S K Sahoo, Vrinda Publications (P) Ltd.

Suggested Readings:

1. Arora P.N. Business Mathematics – S.Chand
 2. Business Mathematics, S.C. Agarwal, V.K. Global Pub. Pvt. Ltd., New delhi.
 3. GHOSH & SINHA BUSINESS MATHEMATICS & STATISTICS, Oxford university press.
 4. Francis, J. Business Statistics, Cengage Learning
 5. Anthony, M. and N. Biggs. Mathematics for Economics and Finance. Cambridge University Press.
 6. Arora S.R & Gupta K. – Business Mathematics – Taxmann Publication
 7. Ayres, Frank Jr. Theory and Problems of Mathematics of Finance. Schaum's Outlines Series. McGraw Hill Publishing Co.
 8. Mizrahi and John Sullivan. Mathematics for Business and Social Sciences. Wiley and Sons.
 9. Zamirudeen&Bhambri – Business Statistics – Vikash Publication
 10. Wikes, F.M. Mathematics for Business, Finance and Economics. Thomson Learning.
 11. Prasad, Bindra and P.K. Mittal. Fundamentals of Business Mathematics. Har-Anand Publications.
 12. Thukral, J.K. Mathematics for Business Studies. Mayur Publications.
 13. Soni, R.S. Business Mathematics. Pitambar Publishing House.
 14. Singh J. K. Business Mathematics. Himalaya Publishing House.
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+ 3 THIRD YEAR SIXTH SEMESTER
DSE - 3
(Any one of the following Groups)
Group - A : ACCOUNTING & FINANCE
FUNDAMENTALS OF CORPORATE TAX PLANNING

Time : 3 Hrs
Credit : 06

End Semester Theory : 80 Marks
Mid-Semester : 20 Marks

Objective:

To provide a conceptual idea about the various provisions of tax planning related to corporate sector.

Contents

Unit-I : Corporate Tax in India :

Concept of Tax planning, Tax management, Tax avoidance, Tax evasion, Assessment year and Financial Year Residential status of corporate and its incidence of tax, Minimum Alternate Tax, Calculation of Tax Liability.

Unit-II :

Carryforward and set-off of losses and unabsorbed depreciation (headwise)

Unit-III :

Tax Planning with reference to Depreciation, Capital Gain and Scientific Research

Unit-IV :

Corporate Tax returns–Assessment, Return Filing, Penal provision, Double taxation Relief

Learning outcome:

After completion of this paper, students will be able to help tax consultants in tax planning, assessment and filing income tax returns of corporate sector, thereby they can get themselves self-employed.

Text Books Recommended

1. Bhagabati Prasad, Direct Tax Laws & Practices
2. Corporate Tax Planning, V.K. Global Publications

Suggested Readings

1. Singhania V.K. Direct Taxes: Law & Practices, Taxmann Publication.
 2. Corporate Tax Planning, Kalyani Publishers.
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+ 3 THIRD YEAR SIXTH SEMESTER

DSE - 3

Group - B : BANKING & INSURANCE FUNDAMENTALS OF INVESTMENT

Time : 3 Hrs

Credit : 06

End Semester Theory : 80 Marks

Mid-Semester : 20 Marks

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.

Investor Protection :

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

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 capitalization 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.

Learning outcome :

After completion of this paper, this paper will educate the students about various aspect of investment in detail along with understandability of stock market operation, focusing on need for common investor protection.

Text Books Recommended :

1. Bhalla – Fundamentals of Investment – S.Chand
 2. Rustogi, R.P., Fundamentals of Investment, Sultan Chand & Sons, New Delhi. **Suggested Readings**
 3. Pandian P. – Security Analysis & Portfolio Management – Vikash Publication
 4. Jones, C.P., "Investments Analysis and Management", Wiley, 8th ed.
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5. Prasanna, Chandra., "Investment Analysis and Portfolio Management", Tata McGraw Hill.
6. Vohra, N.D., and B.R. Bagri, "Futures and Options", McGraw Hill Publishing
7. Mayo, An Introduction to Investment, Cengage Learning.
8. Fundamentals of Investment, Sashi Gupta, Kalyani Publishers, New Delhi,
9. Fundamentals of Investment, Vandana Dangi, V.K. Globa. Pub. Pvt. Ltd. New delhi.

+ 3 THIRD YEAR SIXTH SEMESTER

DSE - 3

Group - C : MANAGEMENT

CONSUMER AFFAIRS & CUSTOMER CARE

Time : 3 Hrs

Credit : 06

End Semester Theory : 80 Marks

Mid-Semester : 20 Marks

Objective :

This paper seeks to familiarise the students with of their rights as a consumer, the social framework of consumer rights and legal framework of protecting consumer rights. It also provides an understanding of the procedure of redress of consumer complaints, and the role of different agencies in establishing product and service standards. The student should be able to comprehend the business firms' interface with consumers and the consumer related regulatory and business environment.

Unit - I : Conceptual Framework

Consumer and Markets: Concept of Consumer, Nature of markets, Concept of Price in Retail and Wholesale, Maximum Retail Price (MRP) and Local Taxes, Fair Price, labeling and packaging Experiencing and Voicing Dissatisfaction: Consumer Satisfaction/dissatisfaction-Grievances-complaint, Consumer Complaining Behaviour: Alternatives available to Dissatisfied Consumers; Internal and External Complaint handling: Corporate Redress Systems and Public Redress Systems

Unit - II : The Consumer Protection Act, 1986 (CPA) :

Objectives and Basic Concepts: Consumer, goods, service, defect in goods, deficiency in service, spurious goods and services, unfair trade practice, restrictive trade practice. Organizational set-up under the Consumer Protection Act: Advisory Bodies: Consumer Protection Councils at the Central, State and District Levels, Basic Consumer Rights; Adjudicatory Bodies: District Forums, State Commissions, National Commission: Their Composition, Powers, and Jurisdiction (Pecuniary and Territorial), Role of Supreme Court under the CPA. RTI Act.

Unit - III: Grievance Redress Mechanism under the Consumer Protection Act, 1986:

Who can file a complaint? Grounds of filing a complaint; Limitation period; Procedure for filing and hearing of a complaint; Disposal of cases, Relief/Remedy to be provided; Temporary Injunction, Enforcement of order, Appeal, frivolous and vexatious complaints; Offences and penalties.

Unit - IV : Industry Regulators and Consumer Complaint Redress Mechanism

- i. Banking: RBI and Banking Ombudsman
- ii. Insurance: IRDA and Insurance ombudsman
- iii. Telecommunication: TRAI
- iv. Food Products: FSSAI (an overview)
- v. Electricity Supply: Electricity Regulatory commission
- vi. Advertising: ASCI

Text Books Recommended

1. The Consumer Protection Act, 1986
2. Bhatta KG- Customer Care Management-Himalaya Publishing House

Suggested Readings:

1. Khanna, Sri Ram, Savita Hanspal, Sheetal Kapoor, and H.K. Awasthi. Consumer Affairs”
2. (2007) Delhi University Publication. 334 pp.
3. Aggarwal, V. K. (2003). Consumer Protection: Law and Practice. 5th ed. Bharat Law
4. House, Delhi, or latest edition.
5. Girimaji, Pushpa (2002). Consumer Right for Everyone Penguin Books.
6. Nader, Ralph (1973). The Consumer and Corporate Accountability. USA, Harcourt Brace
7. Jovanovich, Inc.
8. Sharma, Deepa (2011). Consumer Protection and Grievance-Redress in India: A Study of
9. Insurance Industry (LAP LAMBERT Academic Publishing GmbH & Co.KG,
10. Saarbrucken, Germany. 263 pp.
11. Empowering Consumers e-book, www.consumeraffairs.nic.in
12. ebook, www.bis.org
13. Nair Suja – Consumer Behaviour – Himalaya Publishing House

+ 3 THIRD YEAR SIXTH SEMESTER**DSE - 4****B.Com. (Hons.): Semester – VI****BUSINESS RESEARCH METHODS AND PROJECT WORK****Time : 3 Hrs****Credit : 06****End Semester Theory : 80 Marks****Mid-Semester : 20 Marks****Objective:**

This course aims at providing the general understanding of business research and the methods of business research. The course will impart learning about how to collect, analyze, present and interpret data.

Section - A : Business Research Methods**50 Marks****Unit - I : Introduction :**

Meaning of research; Scope of Business Research; Purpose of Research –Exploration, Description, Explanation; Unit of Analysis – Individual, Organization, Groups, and Data Series; Conception, Construct, Attributes, Variables, and Hypotheses.

Unit - II : Research Process :

An Overview; Problem Identification and Definition; Selection of Basic Research Methods- Field Study, Laboratory Study, Survey Method, Observational Method Existing Data Based Research, Longitudinal Studies, Panel Studies

Unit - III : Measurement:

Definition; Designing and writing items; Uni-dimensional and Multi-dimensional scales; Measurement Scales- Nominal, Ordinal, Interval, Ratio; Ratings and Ranking Scale, Thurstone, Likert and Semantic Differential scaling, Paired Comparison; Sampling –Steps, Types, Sample Size Decision; Secondary data sources Hypothesis Testing: Tests concerning means and proportions; ANOVA, Chi-square test and other Non- parametric tests; testing the assumptions of Classical Normal Linear Regression.

Section - B : Project Report**Marks (30 + 20)****Unit - IV : Report Preparation:**

Meaning, types and layout of research report; Steps in report writing; Citations, Bibliography and Annexure in report; JEL Classification

Note:

1. There shall be a written examination of 50% Marks on the basis of Unit I to III.
2. The student will write a project report under the supervision of a faculty member assigned by the college/institution based on field work. The Project Report carries 50% Marks and will be evaluated by University appointed examiners.

Learning Outcome:

After completion of this paper, the students will be able to assess and apply a range of research method on a practical project.

Text Books Recommended

1. Mishra Business Research Methods, Oxford University Press.
2. Business Research Methods and Project work, Priyaranjan Dash, Vrinda Publications (P) Ltd

Suggested Readings:

1. Business Research methods, S.C. Agarwal, V.K. Global Pub. Pvt. Ltd., New Delhi.
2. Upagade & Shende – Research Methodology – S. Chand
3. A.K.P.C. Swain, Business Research methods and Project work, Kalyani Publishers, New Delhi
4. Dangi, H.K. Business Research methods, Cengage Learning
5. Chawla Deepak – Research Methodology – Vikash Publication



+ 3 SECOND YEAR FOURTH SEMESTER
SEC - 2
QUANTITATIVE AND LOGICAL THINKING
(Special Course)

Time : 3 Hrs
Credit : 06

End Semester Theory : 80 Marks
Mid-Semester : 20 Marks

Unit - I : QUANTITATIVE APTITUDE & DATA INTERPRETATION.

1. Whole numbers, Integers, Rational and irrational numbers, Fractions, Square roots and Cube roots, Surds and indices, Problems on Numbers, Divisibility.
Steps of Long Division Method for Finding Square Roots.
2. Basic concepts, Different formulae of Percentage, Profit and Loss, Discount, Simple interest, Ratio and Proportion, Mixture.
3. Time and Work, Pipes and Cisterns, Basic concepts of Time, Distance and Speed; relationship among them.
4. Concept of Angles, Different Polygons like triangles, rectangle, square, right angled triangle, Pythagorean Theorem, Perimeter and Area of Triangles, Rectangles, Circles.
5. Raw and Grouped Data, Bar graphs, Pie charts, Mean, Median and Mode, Events and Sample Space, Probability.

Unit - II : LOGICAL REASONING

1. Analogy basing on kinds of relationships, Simple Analogy; Pattern and Series of Numbes, Letters, Figures. Coding-Decoding of Numbers, Letters, Symbols (Figures), Blood relations.
2. Logical Statements - Two premise argument, More than two premise argument using connectives.

Unit - III :

Venn Diagrams, Mirror Images, Problems on Cubes and Dices.
