



# **Netaji Subhas Open University**

## **4-Year Undergraduate Degree**

### **Program Structure under**

### **National Curriculum & Credit**

### **Framework (NEP 2020)**

### **Commerce**

**[Bachelor of Commerce (B. Com) / B. Com. (Hons. in commerce) (NCO)]**

#### **Programme Objectives:**

The main learning objectives of this programme are to help the learners to develop competency in the field of Commerce and business. The Programme consists of 23 Discipline Specific Core Courses (CC), 8 Discipline Specific Elective Courses (DSEC), 3 Skill Enhancement Courses (SEC), 3 Multi-Disciplinary (MDC) Courses, 2 Value Added Courses (VAC), 4 Ability Enhancement Compulsory Courses (AECC) and one Internship/Research Internship of 4 credits. Total Credit points are 136 credit and 3400 Marks for Bachelor of Commerce (B. Com) and Total Credit points are 176 credit and 4400 Marks for Bachelor of Commerce (B. Com/Hons). All the papers have been distributed over 8 (eight) semesters. The Bachelor Degree in commerce is designed for the workforce of commerce and industry who wants to work in a business organization or to develop his/her own business. Considering the importance of self-employment, the programme aims to develop and inculcate entrepreneurial skills among the learners/students. The under-graduate degree in commerce is designed for the workforce who wish to work in commerce and industry. The fresh graduates and existing workforce can take the advantage of ODL system to increase their skills and competency in this particular field without disturbing their work schedule. The programme thus aims to provide students with the opportunity to develop and broaden their management and leadership with specialized skills. The curriculum seeks to develop managerial knowledge and strategic agility, providing students with a broader skill set and a fresh perspective and to encourage them to seek out bold, innovative solutions for today's business and societal challenges.

#### **Expected Programme outcomes:**

After successful completion, the learners/students may get increased their knowledge in the domain of commerce and management which intern will increase their employability in the trade and commerce.

After completion of this programme [NCO/Bachelor of Commerce (Hons)] learners will be:

- ✓ able to demonstrate a comprehensive understanding of business principles, concepts, and practices.
- ✓ capable of applying analytical and problem-solving skills to business problems and opportunities.
- ✓ able to communicate effectively in written and oral forms, using appropriate business terminology and technology.

- ✓ capable of applying ethical principles and social responsibility in business decision-making.
- ✓ able to demonstrate proficiency in using technology and software applications relevant to business.
- ✓ able to analyze and interpret financial and accounting data to inform business decisions.
- ✓ able to develop and implement effective business strategies and plans.
- ✓ capable of evaluating the environmental factors that influence business operation with the conceptual requirements and skills on preparation and interpretation of financial statements;
- ✓ knowing the technique of Statistical methods and proficient use of tools for modelling and analysis of business data;
- ✓ getting proficiency in capital budgeting techniques for investment decisions.
- ✓ developing within them to appraise the structure and operations of banking system;
- ✓ having an in-depth analysis of investment, portfolio management, investment banking and liquidation of investments;
- ✓ growing competency about the laws and regulations, and roles of commercial, government and central banks in controlling money market and inflation
- ✓ imparting within them the concept of risk mitigation in financial sectors and their role in investment decisions of individuals and business enterprises;
- ✓ capable of having self-guidance to plan and undertake independent research in a chosen discipline;
- ✓ capable of doing teamwork, lifelong learning and continuous professional development.

## **Course Structure**

SEM		CODE	Course	Group	Theory/ Prac.	Credit	Study Hours	TE FM	TE Pass %	Assig. FM	TM
1 <sup>st</sup> Year	I	5CC-CO-01	Financial Accounting	DSC-1	Theory	4	120	70	30	30	100
		NEC-MG-01	Principles and Practice of Management	DSE-1	Theory	4	120	70	30	30	100
		MDC-1: May be selected by the learner from the list.									
		5AE-BG-01	Bengali	AEC-1	Theory	4	120	70	30	30	100
		5VA-ES-01	Environmental Sciences	VAC-1	Theory	4	120	70	30	30	100
		NSE-CO-01	Business Communication	SEC-1	Theory	4	120	70	30	30	100
	II	5CC-CO-02	Cost Accounting	DSC-2	Theory	4	120	70	30	30	100
		NEC-MG-02	Marketing and Human Resource Management	DSE-2	Theory	4	120	70	30	30	100
		MDC-2: May be selected by the learner from the list.									
		5AE-EG-02	English	AEC-2	Theory	4	120	70	30	30	100
		VAC-2: # Refer Table below		VAC-2	Theory	4	120	70	30	30	100
		NSE-CO-02	E-Business and Computer Applications in Business	SEC-2	Theory	4	120	70	30	30	100
Level 4.5		NU-C5-CO	Exit 1: UG Certificate in Commerce (on completion of 1 <sup>st</sup> Year Learners may exit from the programme with UG Certificate in Commerce)							48 Credit	
2 <sup>nd</sup> Year	III	6CC-CO-03	Accounting Theory	DSC-3	Theory	4	120	70	30	30	100
		6CC-CO-04	Direct Taxation-I	DSC-4	Theory	4	120	70	30	30	100
		NEC-MG-03	Entrepreneurship Development and Start Ups	DSE-3	Theory	4	120	70	30	30	100

		<b>MDC-3: May be selected by the learner from the list.</b>									
		6AE-CF-03	Computer Fundamentals	AEC-3	Theory	4	120	70	30	30	100
		NSE-CO-03	Food Processing and Packaging	SEC-3	Theory	4	120	70	30	30	100
	IV	6CC-CO-05	Business Regulatory Framework	DSC-5	Theory	4	120	70	30	30	100
		6CC-CO-06	Advanced Financial Accounting	DSC-6	Theory	4	120	70	30	30	100
		6CC-CO-07	Direct Taxation-II	DSC-7	Theory	4	120	70	30	30	100
		NEC-MG-04	Business Mathematics and Statistics	DSE-4	Theory	4	120	70	30	30	100
	6AE-RT-04	Reading & Reflecting on Texts	AEC-4	Theory	4	120	70	30	30	100	
<b>Level 5.0</b>		<b>NU-D6-CO</b>	Exit 2: UG Diploma in Commerce (on completion of 2 <sup>nd</sup> Year Learners may exit from the programme with UG Diploma in Commerce)							<b>92 Credit</b>	
3 <sup>rd</sup> Year	V	7CC-CO-08	Corporate and Labour Laws	DSC-8	Theory	4	120	70	30	30	100
		7CC-CO-09	Indirect Taxation	DSC-9	Theory	4	120	70	30	30	100
		7CC-CO-10	Financial Management	DSC-10	Theory	4	120	70	30	30	100
		7CC-CO-11	Indian Financial System	DSC-11	Theory	4	120	70	30	30	100
		NEC-MG-05	Retail and Service Marketing	DSE-5	Theory	4	120	70	30	30	100
	VI	7CC-CO-12	Banking, Insurance and Social Stock Exchange	DSC-12	Theory	4	120	70	30	30	100
		7CC-CO-13	Corporate Accounting	DSC-13	Theory	4	120	70	30	30	100
		7CC-CO-14	Management Accounting	DSC-14	Theory	4	120	70	30	30	100
		7CC-CO-15	Business Ethics and Corporate Social Responsibility	DSC-15	Theory	4	120	70	30	30	100
		NEC-MG-06	Integrated Marketing Communication	DSE-6	Theory	4	120	70	30	30	100
		7SI-CO-01	Internship/Research Internship	SI-01		4					
<b>Level 5.5</b>		<b>NU-P7-CO</b>	Exit 3: UG Degree Programme in Commerce (on completion of 3 <sup>rd</sup> Year Learners may exit from the programme with UG Degree in Commerce)							<b>136 Credit</b>	
4 <sup>th</sup> Year	VII	8CC-CO-16	Financial Statement Analysis	DSC-16	Theory	4	120	70	30	30	100
		8CC-CO-17	Tax Planning and Management	DSC-17	Theory	4	120	70	30	30	100
		8CC-CO-18	Indian Accounting Standards	DSC-18	Theory	4	120	70	30	30	100
		8CC-CO-19	Strategic Cost Management	DSC-19	Theory	4	120	70	30	30	100
		NEC-MG-07	Management of Non-Profit Organizations	DSE-7	Theory	4	120	70	30	30	100
	VIII	8CC-CO-20	Auditing and Assurance	DSC-20	Theory	4	120	70	30	30	100
		8CC-CO-21	Corporate Reporting	DSC-21	Theory	4	120	70	30	30	100
		8CC-CO-22	International Accounting	DSC-22	Theory	4	120	70	30	30	100
		8CC-CO-23	International Business	DSC-23	Theory	4	120	70	30	30	100
		NEC-MG-08	Tourism Management	DSE-8	Theory	4	120	70	30	30	100
<b>Level 6.0</b>		<b>NU-H8-CO</b>	Exit 4: UG Degree Hons in Commerce							<b>176 Credit</b>	

**List of Courses under Discipline Specific Course (Group A: DSE 1 to 8, Group B: DSE 5 to 8)**

CODE	Course	Group	Theory/ Prac.	Credit	Study Hours	TE FM	TE Pass %	Assig. FM	TM
NEC-MG-01	Principles and Practice of Management	DSE-1	Theory	4	120	70	30	30	100
NEC-MG-02	Marketing and Human Resource Management	DSE-2	Theory	4	120	70	30	30	100
NEC-MG-03	Entrepreneurship Development and Start Ups	DSE-3	Theory	4	120	70	30	30	100
NEC-MG-04	Business Mathematics and Statistics	DSE-4	Theory	4	120	70	30	30	100
NEC-MG-05	Retail and Service Marketing	DSE-5	Theory	4	120	70	30	30	100
NEC-MG-06	Integrated Marketing Communication	DSE-6	Theory	4	120	70	30	30	100
NEC-MG-07	Management of Non-Profit Organisations	DSE-7	Theory	4	120	70	30	30	100
NEC-MG-08	Tourism Management	DSE-8	Theory	4	120	70	30	30	100

**Subject wise list of Discipline Specific Elective (DSE) for Group B:**

Subject	CODE	Course	Group	Theory/ Prac.	Credit	Study Hours	TE FM	TE Pass %	Assig. FM	TM
Management	NEC-MG-05	Retail and Service Marketing	DSE-5	Theory	4	120	70	30	30	100
	NEC-MG-06	Integrated Marketing Communication	DSE-6	Theory	4	120	70	30	30	100
	NEC-MG-07	Management of Non-Profit Organisations	DSE-7	Theory	4	120	70	30	30	100
	NEC-MG-08	Tourism Management	DSE-8	Theory	4	120	70	30	30	100
Economics	NEC-EC-01	Microeconomics	DSE-1	Theory	4	120	70	30	30	100
	NEC-EC-02	Macroeconomics	DSE-2	Theory	4	120	70	30	30	100
	NEC-EC-03	Development Economics	DSE-3	Theory	4	120	70	30	30	100

**List of Courses under Multi-Disciplinary Course**

NMD-CO-01	Accounting for All	MDC-1	Theory	4	120	70	30	30	100
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**List of Courses under Skill Enhancement Course**

NSE-CO-01	Business Communication	SEC-1	Theory	4	120	70	30	30	100
NSE-CO-02	E-Business and Computer Applications in Business	SEC-2	Theory	4	120	70	30	30	100
NSE-CO-03	Food Processing and Packaging	SEC-3	Theory	4	120	70	30	30	100

**List of Courses under VAC**

5VA-CY-02	Cyber Security (SWAYAM)	VAC-2	Theory	4	120	70	30	30	100
5VA-UI-02	Understanding India	VAC-2	Theory	4	120	70	30	30	100
5VA-EI-02	Exploring the Indian Constitution	VAC-2	Theory	4	120	70	30	30	100

N.B. Total Marks will be calculated based on 20% of the marks obtained in the assignment and 80% of the marks obtained in the term-end examination.

# **Detailed Syllabus**

## **Discipline Specific Course (DSC)**

### **5CC-CO-01: Financial Accounting**

**Course Objectives and Outcome:** The course "Financial Accounting" aims to equip students with a comprehensive understanding of financial accounting principles and practices. The primary objectives of this course are to understand the fundamental principles and concepts of financial accounting, develop skills in recording, classifying, and reporting financial transactions, analyse and interpret financial statements, and apply accounting standards and regulatory requirements. Upon completion of this course, learners or students will be able to prepare and present financial statements, apply accounting principles and standards to real-world scenarios, analyse and interpret financial data to inform business decisions, and demonstrate an understanding of accounting concepts, including assets, liabilities, equity, revenues, and expenses.

**Unit-1: Theoretical Framework:** Accounting as information system, users of accounting information system, qualitative characteristics of accounting information, branches of accounting, Bases of accounting-cash and accrual; basic concepts and conventions-entity, money measurement going concern, cost, realization, accrual, periodicity, matching, consistency, prudence (conservatism), materiality, full disclosure.

**Unit-2A: Accounting Process:** Accounting cycle, Recording of transactions-Debit and Credit, Double Entry System, Accounts, Transactions, Accounting Equation, Benefits and Limitations of Double Entry System.

**Unit-2B: Books of Accounts:** Journal, Rules of Journal Entries, Passing of Journal Entries, Ledger Posting, Balancing of Ledgers, Classification of Journals and Ledgers.

**Unit-3: Primary Books of Accounts:** Purchase Day Book, Sales Day Book, Purchase Return Book, Sales Return Book, Cash Book, Bank Reconciliation Statement, Petty Cash Book.

**Unit-4: General Journal and Trial Balance:** Transactions recorded in General Journal, Trial Balance and its preparation, Accounting Errors, Errors not detected in Trial Balance.

**Unit-5: Significance of Expenditures, Depreciation, Inventory, Reserves and Provisions, Rectification of Errors for adjustment in Business Income:** Capital and revenue expenditure, Depreciation- Accounting concept, factors in measurement, methods (straight line method and diminishing balance method), disposal of assets; Inventories- meaning, significance of inventory valuation (As per AS 2), Bad Debts, Reserve & Provision- meaning and accounting, Rectification of errors.

## **MODULE-2**

**Unit-6: Bill of Exchange:** Basic concepts, types of bills, accounting for bill of exchange including accommodation of bill.

**Unit-7: Accounting for Consignment and Joint Ventures:** Consignment- features, accounting treatment in the book of consignor and consignee, Joint ventures-accounting procedure: joint bank account, records maintained by co-ventures –(i) all transactions, (ii) only his /her transactions (Memorandum joint venture).

**Unit 8: Self Balancing Ledger:** Concepts, preparation of adjustment accounts.

**Unit 9: Accounting for Not-for-Profit Organizations:** Preparation of financial statement of Not-for-profit organizations- Receipts and Payments Account, Income and Expenditure Account and Balance Sheet.

**Unit 10: Final Accounts:** Preparation of financial statement of non-corporate business entities – Manufacturing Account, Trading Account, Profit and Loss Account, Balance Sheet (Manufacturer/Trader-Sole Proprietorship & Partnership business).

### **Suggested Readings**

- ❖ Basu A, Financial Accounting-I, Tee Dee Publications
- ❖ Basu and Das, Financial Accounting, (Vol-I), Rabindra Library
- ❖ Hanif & Mukherjee, Financial Accounting (Vol-I, Tata McGraw-Hill
- ❖ Maheswari, S.N. *Financial Accounting* (Vol. I & II), Sultan Chand & Sons
- ❖ Mukherjee and Mukherjee, Financial Accounting, Oxford University Press
- ❖ Nayak O Manna, Arthik Hisabnikashkarener Ruparekha, Parul Library
- ❖ Shukla, M.C. and Grewal, T.S., *Advanced Accounts*, S Chand Publication

## **5CC-CO-02: Cost Accounting**

**Course Objectives and Outcome:** The course "Cost Accounting" aims to provide learners or students with a comprehensive understanding of cost accounting principles and techniques. The primary objectives of this course are to understand the concepts and methods of cost accounting, identify and analyse various costs associated with production, and develop skills in costing systems, budgeting, and cost control. Upon completion of this course, learners or students will be able to determine and classify costs, apply various costing methods, including job costing, process costing, and activity-based costing, prepare and analyse cost reports, and make informed decisions using cost accounting information. Additionally, learners or students will develop critical thinking skills to apply cost accounting concepts to real-world business scenarios.

### **Module-I**

**Unit 1: Introduction to Cost Accounting:** Cost concepts, Costing and Cost Accounting, Allocation and Absorption of Cost, Cost Audit, Objectives and Importance of Cost Accounting, Relationship of Cost Accounting with Financial Accounting and Management Accounting, Desirable conditions for installation of a Costing System, Steps before starting Cost Accounting System.

**Unit 2: Costs and Classification of Costs:** Concepts, Costs and Expense, Direct Costs,

Indirect Costs, Cost Centre, Cost Unit, Classification of Costs, Elements of Cost, Methods of Costing, Techniques of Costing.

**Unit 3: Cost Sheet and Method of Determination:** Cost Sheet- Concept, Need of Cost Sheet, Preparation of cost sheet.

**Unit 4: Material Cost, Material Control and Store Control:** Purchase procedure, Receiving and inspection of materials, Ascertainment of material cost, Stores routine, Stores records-Bin Card, Store Ledger, Receipts and issues of materials, Methods of pricing of issues, Material Control- Levels of stock and economic order quantity (EOQ), ABC System.

**Unit-5: Labour Cost:** Concepts, Time keeping, Time booking, Methods of remuneration, Incentive schemes, Labour turnover, Treatment of idle time and over time.

## **Module-II**

**Unit 6: Overhead Cost:** Meaning and classification, Sources of collecting overheads, Primary and Secondary distribution, Recovery of overhead and treatment of over and under recovery of overhead.

**Unit 7: Job Costing and Batch Costing:** Meaning, features and accounting process, Advantages and disadvantages of Job Costing, Ascertainment of cost under Batch Costing and its importance.

**Unit-8: Contract Costing:** Meaning, features and accounting process- Determination of cost of Contract, Concept of Escalation clause in Contract Costing.

**Unit-9: Process Costing:** Meaning, System of determining cost in Process Costing, features of Process Costing, and accounting principles and methods of Process Costing, Treatment of normal and abnormal loss in Process Costing.

**Unit-10: Operating Costing:** Meaning and concept, Areas of application of Process Costing, Concept of unit in Process Costing, features and accounting process of Process Costing.

## **Suggested Readings**

- Banerjee B, Cost Accounting, PHI
- Basu and Das, Cost Accounting, Rabindra Library
- Datta Uttam Kumar and Sur Debasis, Paribay Hisab Rakshan (Bengali), Publication Division of the Burdwan University
- Ghosh Anirban, Cost Accounting, Theory and Practice, Deep Prakashan
- Jawahar Lal & Seema Srivastava, Cost Accounting, Tata McGraw Hill

## **6CC-CO-03: Accounting Theory**

**Course Objectives and Outcome:** The course "Accounting Theory" aims to provide learners or students with a comprehensive understanding of the fundamental principles

and concepts that underlie accounting practices. The primary objectives of this course are to examine the historical development of accounting thought, analyse the underlying assumptions and principles of accounting, and evaluate the different accounting theories and frameworks. Upon completion of this course, learners or students will be able to critically evaluate the strengths and limitations of various accounting theories, understand the role of accounting standards and regulatory bodies, and apply theoretical frameworks to real-world accounting issues. Additionally, learners or students will develop critical thinking skills to analyse and evaluate the impact of accounting theories on financial reporting and decision-making.

## **Module-I**

**Unit-I: Introduction-** Concept of Accounting theory, objectives and rationale of Accounting Theory, Importance and Role of Accounting Theory, Relation between accounting theory and accounting practice, Postulates, Concepts and Principles of Accounting, Measurement in Accounting, Accounting Standards-Concept and objectives.

**Unit-2: Classification and Structure of Accounting Theory-** Classification of Accounting Theory-Accounting Structure Theory, Interpretational Theory, Behavioral Theory, Reasoning in Accounting Theory: Deductive Vs Inductive Theory, Event Approach Vs Value Approach, Methodology in Accounting Theory: Positive Methodology and Normative Methodology.

**Unit-3: Capital:** Important concepts of capital, Characteristics of accounting capital, Measurement and Maintenance of capital.

**Unit-4: Income:** Accounting Concept of Income, Economic Concept of Income, Capital Maintenance Concept of Income, Current Operating Concept of Income, Measurement of Income, Relation between capital and income.

**Unit 5: Revenues and Expenses:** Revenues-Nature, Recognition, and Measurement of Revenue, Expenses-Categories of Expense, Recognition, Measurement of Expenses,

## **Module-II**

**Unit 6: Gains and Losses:** Features, Measurement and recognition of gains & losses-relevant accounting standards.

**Unit-7: Assets and Liabilities-** Assets-Concepts, Characteristics and Classification, Objectives of asset valuation, Liabilities-Concept, Characteristics and Classification, Objectives of valuation of liabilities.

**Unit-8: Depreciation Policy and Analysis-** Depreciation-Concepts, Causes, Depreciation Policy, Different methods of charging depreciation, Factors influencing the selection of depreciation method.

**Unit-9: Accounting for Price Level Changes-** Meaning, Accounting problems during Inflation, Advantages and limitations of Inflation Accounting, Impact of Inflation on Assets and Liabilities, Different Accounting Models, An Introduction to Current Purchasing Power (CPP) and Current Cost Accounting (CCA) Models (Basic Concepts only).



**Unit-10: Contemporary Issues in Accounting-** Social Accounting, Human Resources Accounting, Environmental Accounting, Green Accounting- (Concepts and objectives in all cases).

### **Suggested Readings**

- Ahmed Belkaoui, Accounting Theory. Harcourt Brace Jovanovich, Publisher, USA
- Hendrickson, Accounting Theory, Khosla Publishing House, New Delhi
- Lele, R.K, Lal, Jawahar, Accounting Theory, Kitab Mahal
- Most S. Kenneth, Accounting Theory, Ohio: Grid Inc.
- Porwal, L.S., Accounting Theory, Tata McGraw-Hill
- Glautier and Underdown, Accounting Theory, Pearson
- Vernon Kam, Accounting Theory, John Wiley & Sons Ltd.

## **6CC-CO-04: Direct Taxation-I**

**Course Objectives and Outcome:** The course "Direct Taxation-I" aims to provide learners or students with a comprehensive understanding of the fundamental principles and concepts of direct taxation in India. The primary objectives of this course are to understand the basics of income tax law, including the definition of income, residential status, and tax incidence, and to learn about the various heads of income, including salaries, income from house property, and profits and gains of business or profession. Upon completion of this course, learners or students will be able to compute taxable income, apply tax rates and deductions, and understand the procedural aspects of tax assessment and compliance. Additionally, learners or students will develop analytical skills to apply direct tax laws to real-world scenarios.

### **Module-I**

**Unit-1: Concepts and Definitions-** Previous year, Assessment year, Assessee, Person, Charge of income tax, Rates of tax, Concept of income, Sources of income, Heads of income.

**Unit-2: Residential Status:** Residential status of different persons, Indian Income and Foreign Income.

**Unit-3: Incidence of Tax:** Incidence of tax, Scope of total income on the basis of residential status.

**Unit-4: System of Taxation:** Sources of government revenue and taxation, Progressive Taxation, Regressive Taxation and Proportional Taxation. 4 Rs of Taxation (Revenue Raising, Re-distribution of Income, Representation of Income and Re-Pricing).

**Unit-5: Exempted Incomes:** Incomes which do not form part of total income (excluding Section 10AA).

### **Module-II**

**Unit-6: Agricultural Income:** Definition, Concept of Agricultural and Non-Agricultural Income with examples, Partial integration of agricultural income with non-agricultural income for tax purposes.

**Unit-7: Concept of Taxability of Income:** Gross total income, Taxable income / Total income, Basic exemption limit for different categories of taxpayers, Applicable tax rates and tax slabs under old and new tax regime.

**Unit-8: Income under the head 'Salaries'-I:** Definition of salary, Chargeability of Salary Income, Tax treatment of advance salary and arrear salary, Taxation of allowances to employees, Taxation on gratuity, pension, leave salary, voluntary retirement, Perquisites and their valuations, Profits in lieu of salary.

**Unit-9: Income under the head 'Salaries'-II:** Deductions from salary income, Computation of income from salary- problems.

**Unit-10: Income under the head 'Income from House Property'-** Ownership of house property, Chargeability of house property income, annual value of house property (let out and self-occupied), Deductions from house property income, Taxation of arrear rent and unrealised rent subsequently realised, Computation of income from house property-problems.

### **Suggested Readings**

- Ahuja & Gupta, Systematic Approach to Income Tax, Bharat
- Bhadra & Satpati, Direct & Indirect Tax (Bengali), Dishari
- Singhania & Singhania, Students' Guide to Income Tax, Taxmann
- Swatantra Sethi, Self-Preparation and Filling of Income Tax Returns by Individuals
- Income Tax Act, 1961
- Income Tax Rules, 1962

## 6CC-CO-05: Business Regulatory Framework

**Course Objectives and Outcome:** The course "Business Regulatory Framework" aims to provide learners or students with a comprehensive understanding of the legal and regulatory environment in which businesses operate. The primary objectives of this course are to understand the various laws and regulations that govern business, including the Companies Act, the Indian Contract Act, and the Consumer Protection Act, and to analyze the impact of these laws on business decisions. Upon completion of this course, learners or students will be able to identify and explain the key provisions of various business laws, apply legal principles to real-world business scenarios, and understand the role of regulatory bodies in promoting fair business practices. Additionally, learners or students will develop critical thinking skills to analyze the ethical implications of business decisions.

### Module-I

**Unit 1: Indian Contract Act, 1872-I:** Contract: Definition, Essential elements, Classification.

**Unit 2: Indian Contract Act, 1872-II:** Offer and acceptance, Consideration; Capacity of the parties to contract; Free consent [Coercion, Undue influence, Mistake, Misrepresentation and fraud]; Lawful object, Void, Voidable, Un-enforceable and illegal agreements [concept, types, rules].

**Unit 3: Indian Contract Act, 1872-III:** Performance of Contract: Breach of Contract [concept, types] remedies and damages [concept, types], Termination of Contract [concept, types] Specific Contract: Contingent contract, Quasi-contract, Indemnity and Guarantee, Bailment and Pledge [concept, features, types], Agency -nature, function, kind, relation between principal, agent and third parties, Termination of agency[concept].

**Unit 4: Sale of Goods Act, 1930:** Nature of Contract of Sale; Classification of goods; Condition and Warranties; Passing of property; Rights of Unpaid Seller; Remedies for Breach of Contract of Sale of Goods; Sale by auction.

**Unit 5: Indian Partnership Act, 1932:** Meaning and types of partnership; Partners-meaning, types, Rights and Duties; Relation of partners with one another and with third parties; Formalities for Registration; Dissolution of partnership firm (only causes and effects).

### Module-II

**Unit 6: The Limited Liability Partnership Act, 2008:** Definition, Salient Features of LLP, Advantages and disadvantages of LLP, Differences between: LLP and Partnership, LLP and Company, Incorporation of LLP.

**Unit 7: Negotiable Instruments Act, 1881:** Definition, feature, types and parties to negotiable instruments; definition, features and types of cheque; endorsement, alteration and dishonour of negotiable instruments [only concept] bouncing of cheque [concept].

**Unit 8: Consumer Protection Act, 2019:** Definition, Objectives and features; Consumer Protection Council: Composition and objectives of District, State and Central council;

Consumer dispute redressal agencies: Composition and jurisdiction of District, State and National commission.

**Unit 9: Information Technology Act, 2000:** Scope, Digital Signature and Electronic Governance Basic concepts and important provisions, Data Privacy, Cyber Security.

**Unit 10: Right to Information (RTI) Act, 2005:** Basic concepts and important provisions, Different authorities and procedures for filling RTI.

### **Suggested Readings**

- Bhadra, Satpati & Mitra, Karbari Ainer Ruprekha (Bengali Version), Dishari
- Chandra P.R., Business Law, Galgotia
- U. Ray Chowdhury, S. Bhattacharjee & S.P.Datta, Business Regulatory Framework, Elegant Publications
- Information Technology Act, 2000 and Right to Information Act, 2005
- Kapoor, N.D., Business Law, Sultan Chand.
- Sen & Mitra, Commercial Law including Company Law, World Press
- P. C.Tulsian, Business Laws, Tata McGraw-Hill

### **6CC-CO-06: Advanced Financial Accounting**

**Course Objectives and Outcome:** The course "Advanced Financial Accounting" aims to provide learners or students with an in-depth understanding of advanced financial accounting concepts and techniques. The primary objectives of this course are to analyse complex financial accounting issues, including consolidated financial statements, foreign currency transactions, and accounting for leases and pensions, and to apply advanced accounting standards and regulatory requirements. Upon completion of this course, learners or students will be able to prepare and analyse complex financial statements, apply advanced accounting principles and standards to real-world scenarios, and evaluate the impact of accounting choices on financial reporting. Additionally, learners or students will develop critical thinking skills to analyse and resolve complex financial accounting issues.

#### **Module-I**

**Unit 1: Accounting for Incomplete Records:** Preparation of financial statements from incomplete records.

**Unit 2: Insurance Claim for Loss of Stock and Loss of Profit:** Concept of underinsurance and average clause, Computation of claims with price fluctuation and abnormal items.

**Unit 3: Partnership Accounts-I:** Profit and loss Appropriation Accounts; Capital and current account, Correction of appropriation item with retrospective effect, Change in the constitution of firm-Change in profit sharing ratio, Accounting for Admission, Retirement, Retirement-cum-admission, treatment of Joint Life Policy, Death of a partner.

**Unit - 4: Partnership Accounts – II: Accounting for dissolution of firm-**insolvency of one or more partner(s), consideration of private estate and private liabilities, Piecemeal Distribution-surplus capital basis and maximum possible loss basis.

**Unit -5: Partnership Accounts-III:** Amalgamation of firms, Conversion of partnership firm into limited company.

## **Module-II**

**Unit 6: Accounting for Inland Branch:** Concept of dependent branch; Accounting under Synthetic Method-preparation of Branch Account(at Cost and Invoice Price)-normal and abnormal losses; Preparation of Branch Trading and Profit & Loss Account; Analytical method- Stock and Debtors method-Preparation of Branch Stock, Stock Adjustment Account (at Cost and Invoice Price )-normal and abnormal losses, apparent profit/losses; Preparation of Double column Stock Account for controlling purpose and ascertainment of branch gross profit.

**Unit 7: Departmental Accounts:** Concept, Distinction between branch and department, Objectives of departmental accounting. Preparation of Departmental and Consolidated Trading & Profit and Loss Account including inter-departmental transfer.

**Unit 8: Hire Purchase and Instalment Payment System:** Meaning and Differences, recording of transactions in the books of buyer, Default-complete and partial repossession of goods. Books of Hire Vendor-Stock and Debtors A/C (with repossession), H.P. Trading A/C without H.P. Sales and H.P. Debtors and General Trading Account (with repossession).

**Unit 9: Investment Accounts:** Need for maintenance of Investment Ledger, Preparation of investment accounts for fixed interest-bearing securities (transactions with brokerage, STT, cum & ex-interest), Valuation of investment under FIFO and Weighted Average method.

**Unit 10: Business Acquisition:** Profit or Loss prior to incorporation, Accounting for Acquisition of business.

## **Suggested Readings**

- Basu and Das, Financial Accounting II & III, Rabindra Library
- Hanif and Mukherjee, Financial Accounting (Vol II & III), McGraw-Hill
- Basu, Amitava, Financial Accounting II, Tee Dee Publications
- Maheswari and Masheshwari, Advanced Accounting (Vol.I& II), Vikash Publishing
- Gupta & Radhaswamy, Advanced Accountancy (Vol. I & II), S. Chand
- Sehgal and Sehgal, Advanced Accounting (Vol I & II), Taxmann
- Rawat, Students' Guide to Accounting Standard, Taxmann

## **6CC-CO-07: Direct Taxation-II**

**Course Objectives and Outcome:** The course "Direct Taxation-II" aims to provide learners or students with an advanced understanding of direct taxation laws and practices in India. The primary objectives of this course are to analyse the provisions of the Income-tax Act, 1961, related to taxation of income from various sources, including capital gains, income from other sources, and agricultural income, and to understand the tax planning strategies and tax management techniques. Upon completion of this course, learners or students will be able to compute tax liability, apply tax planning strategies, and understand the procedural aspects of tax assessment, appeal, and penalty. Additionally, learners or students will develop analytical skills to apply direct tax laws to complex real-world scenarios and develop expertise in tax planning and management.

## **Module-I**

**Unit-1: Income under the head ‘Profits and Gains of Business or Profession’-** Chargeability of business and Professional income, Expenses deductible in computing income from business or profession, Residual expenses allowable for deduction, Inadmissible Expenses, Computation of income from business or profession - problems.

**Unit-2: Income under the head ‘Capital Gains’-** Definition of Capital Gains/Losses, Capital assets- long term and short-term, Transfer of assets leading to capital gains/loss, Computation of capital gains, Full value of consideration, Cost of acquisition of capital assets, Indexed cost of acquisition, Cost of Improvement, Indexed Cost of Improvement, Capital gains exempt from tax (Sec. 54, 54B, 54D, 54EC, 54EE, 54F, 54G), Computation of income from capital gains - problems.

**Unit-3: Income under the head ‘Income from Other Sources’-I:** Chargeability of income from other sources, Taxation of interest on fixed deposits/securities, Taxation on dividend income, Taxation of receipt of money without consideration (gift).

**Unit-4: Income under the head ‘Income from Other Sources’-II:** Taxation of receipt of immovable property- without consideration or for inadequate consideration, Taxation of receipt of movable property without consideration, Taxation of income on sub-letting, family pension, and winning from lottery, cross-word puzzles, horse racing, card games, gambling, Deduction u/s 57, Computation of income from other sources - problems.

**Unit-5: Clubbing of Income-** Meaning of clubbing and its significance, Transfer of income without transfer of assets, Revocable transfer of assets, Income from remuneration to spouse, Income from assets transferred to spouse without adequate consideration, Income from assets transferred to son’s wife, Income from assets transferred for the benefit of spouse and son’s wife, Cross transfer, Clubbing of minor’s income, Income from accretion to assets transferred, Income from self-occupied property converted into HUF property, Computation of income - problems.

## **Module-II**

**Unit-6: Set Off and Carry Forward of Losses-** Concept, Inter-source and inter-head adjustments, Carry forward of unabsorbed losses, Restriction on set-off of past losses of

different heads of income, Time limit for carry forward of past losses and depreciation, Computation of income.

**Unit-7: Deductions from Gross Total Income and Rebate-** Deductions under Chapter-VIA: Sec. 80C, 80CCC, 80CCD, 80CCE, 80D, 80DD, 80DDB, 80E, 80G, 80GG, 80GGC, 80TTA, 80TTB, 80U, Tax rebate available under section 87A.

**Unit-8: Assessment of Total Income-** Assessment of taxable income of different assessees (except corporate assessees).

**Unit-9: Computation of Tax Liabilities-** Rates of tax, Tax liability on total income of assessee (except corporate assessees), Net tax payable after deduction of tax already paid.

**Unit-10: Payment of Tax and Filing of Return-** Different modes of tax payment- Advance payment of tax, Tax deduction at source, Tax collection at source, Self-assessment tax, Final payment of tax after completion of assessment of income, Refund of tax for excess payment, Filing of return, Types of return.

### **Suggested Readings**

- Ahuja & Gupta, Systematic Approach to Income Tax, Bharat
- Bhadra & Satpati, Direct & Indirect Tax (Bengali), Dishari
- Singhanian & Singhanian, Students' Guide to Income Tax, Taxmann
- Swatantra Sethi, Self-Preparation and Filing of Income Tax Returns by Individuals
- Income Tax Act, 1961
- Income Tax Rules, 1962

## **7CC-CO-08: Corporate and Labour Laws**

**Course Objectives and Outcome:** The course "Corporate and Labour Laws" aims to provide learners or students with a comprehensive understanding of the legal framework governing corporate entities and employer-employee relationships in India. The primary objectives of this course are to analyze the provisions of the Companies Act, 2013, and the various labour laws, including the Industrial Disputes Act, 1947, and the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Upon completion of this course, learners or students will be able to understand the legal structure and governance of companies, explain the rights and duties of employers and employees, and apply the provisions of corporate and labour laws to real-world scenarios. Additionally, learners or students will develop critical thinking skills to analyze the impact of these laws on business operations and industrial relations.

### **Module-I**

**Unit 1: Introduction to Company:** Companies: Concept, features, types; Important documents: Memorandum of Association, Articles of Association, and Prospectus [concept and content], difference between company and partnership.

**Unit 2: Incorporation of Company:** Stages of incorporation, Essential steps for Formation of company, Procedure for registration and incorporation, Promoters: concept, kinds, functions and duties

**Unit 3: Financial Resources of Company:** Share Capital: concept, features, types [Equity, Preference, Sweat, Right and Bonus]; Debentures: concept, features, types; Share transfer and transmission [concept, difference]

**Unit 4: Company Administration:** Directors: Concept, types, appointment, rights, duties qualifications, disqualification; concept of key managerial persons.

**Unit 5: Company Meetings:** Company meetings: concept and types; Requisite of valid meetings-notice, quorum, resolutions; minutes; statutory committees.

## **Module-II**

**Unit 6: Factories Act, 1948:** Definitions, Provisions regarding health, safety and welfare for employees; Women and Minors.

**Unit 7: Industrial Disputes Act, 1947:** Definitions, Different Authorities- Powers and Duties; Retrenchment provisions and penalties.

**Unit 8: Trade Union Act, 1926:** Meaning and Registration of Trade Union; Privileges of registered Trade union.

**Unit 9: Payment of Wages Act, 1936:** Definitions, Scope, Provisions regarding wage payment; Deduction from wages.

**Unit 10: Payment of Minimum Wages Act, 1948:** Definitions, Scope, Fixation and revision of minimum wages.

### **Suggested Readings**

- Bhadra, Satpati & Mitra, Kompany Ainer Ruprekha (Bengali Version), Dishar
- Companies Act, 2013, Taxman
- Kapoor, N.D., Business Law, Sultan Chand
- Mathur, Satish B., Business Law, Tata McGraw-Hill
- Ramaiya, A., Guide to the Companies Act, Wadhwa & Co.
- Sen & Mitra, Commercial Law including Company Law, World Press
- Tulsian, P.C., Business Law, Tata McGraw-Hill
- Udayan Roy Choudhury, S. Bhattacharyya & S.P. Datta, Business Regulatory Framework, Elegant Publication



## 7CC-CO-09: Indirect Taxation

**Course Objectives and Outcome:** The course "Indirect Taxation" aims to provide learners or students with a comprehensive understanding of the principles and practices of indirect taxation in India. The primary objectives of this course are to analyse the provisions of the Goods and Services Tax (GST) Act, 2017 and the Customs Act, 1962. Upon completion of this course, learners or students will be able to understand the concepts of GST, explain the procedures for registration, payment, and refund of GST, and apply the provisions of indirect tax laws to real-world business scenarios. Additionally, learners or students will develop analytical skills to evaluate the impact of indirect taxes on business operations, pricing strategies, and supply chain management. They will also be able to identify and mitigate tax risks, and provide tax planning advice to businesses.

### Module-I

**Unit 1: Introduction:** Concept of indirect tax, difference between direct and indirect tax, indirect tax structure in India.

**Unit 2: Goods and Services Tax (GST):** Concept and features of GST, application of SGST, CGST, IGST, UTGST, Rate of GST, definitions.

**Unit 3: Taxable Events and Concepts of Supply under GST:** Taxable events of GST, Supply as per GST law, mixed and composite supply.

**Unit 4: Charges of GST:** Forward and Reverse Charge.

**Unit 5: Composition Levy and Exemption under GST:** Meaning of composition scheme, Applicability, tax rate under composition scheme, aggregate turnover, eligibility of composition supply, Goods exempt from tax, Services exempt from GST.

### Module-II

**Unit 6: Place and Time of Supply under GST:** Place of supply of goods and services other than export and import; Time of supply of goods and services.

**Unit 7: Value of Supply under GST:** Supply- definition, taxable supply, Scope of supply, Value of supply of goods and services, Composite Supply and Mixed Supply-valuation.

**Unit 8: Input Tax Credit (ITC):** Brief overview, Eligibility for claiming Input Tax Credit under GST, Important definition for ITC, condition for availing of credit under GST.

**Unit 9: Registration and Submission of GST Returns:** Persons Liable to Registration, Registration Procedure, Concept, who can file GST Returns, Different types of GST returns.

**Unit 10: Customs Duty:** Concepts, Definitions- Customs Airport, Customs Port, Customs Station, Dutiable Goods, Export, Goods, Import, Indian Customs Water. Taxable events and date of determination of duty, Types of Customs Duties, Determination of Assessable Value, Duty drawback.

## Suggested Readings

- Acharjee, M. Goods and Service Tax.
- Banger and Banger. Goods and Services Tax, Aadhya Prakashani.
- Chatterjee T. B. and Sony V. Goods and Services Tax, Book Corporation.
- Datey, V. S. Goods and Services Tax, Taxmann.
- Singhanian & Singhanian, Student Guide to Income Tax including GST, Taxmann.
- Bhadra & Satpati, Kar Aiyner Ruprekha (Bengali), Dishari Publication

## 7CC-CO-10: Financial Management

**Course Objectives and Outcome:** The course "Financial Management" aims to provide learners or students with a comprehensive understanding of the principles and practices of financial management. The primary objectives of this course are to analyse the financial environment, understand the time value of money, and apply financial management techniques to real-world business scenarios. Upon completion of this course, learners or students will be able to understand the role of financial management in business decision-making, analyse financial statements, and apply financial ratios to evaluate business performance. Additionally, learners or students will develop skills to make informed investment and financing decisions, manage risk, and create value for shareholders. They will also be able to apply financial management concepts to real-world business problems, think critically about financial data, and communicate financial information effectively to stakeholders.

### Module-I

**Unit 1: Introduction:** Functions; Objectives, Profit maximization vs. Value maximization; Role of Chief Financial Officer (CFO).

**Unit 2: Time Value of Money:** Meaning, Technique of Compounding and Discounting, Annuity and perpetuity, Risk-return relationship (concepts only)

**Unit 3: Sources of Finance and Cost of Capital:** Different sources of finance, Cost of capital- concept, relevance, specific cost, weighted average cost and marginal cost of capital.

**Unit 4: Leverage:** Concept of Business Risk and Financial Risk, Operating, Financial and Combined Leverage, Trading on Equity, Relation between operating leverage and margin of safety.

**Unit 5: EBIT-EPS analysis -Concept, need and its limitations.** Financial Break Even, point of indifference.

### Module-II

**Unit 6: Capital Structure Theories and Planning:** Capital Structure Decisions, Factors determining capital structure, Features of Optimum Capital Structure, designing optimum Capital Structure, Various Capital Structure Theories (excluding M-M model)

**Unit 7: Working Capital Management:** Meaning and various concepts of working capital; Operating or Working Capital Cycle, determinants of working capital, various

sources of finance to meet working capital requirements; Financing current assets: Strategies of financing (Matching, Conservative, and Aggressive policies), Management of components of working capital (debtors management only).

**Unit 8: Capital Budgeting Decision-I:** Objectives, Features, Importance, Process, Understanding different types of Investment Decisions, Techniques of Decision Making-I Non-discounted Cash Flow Approaches- Payback Period method, Payback Reciprocal, Payback Profitability, Accounting Rate of Return.

**Unit 9: Capital Budgeting Decision-II:** Techniques of Decision Making-II- Discounted Cash Flow Approaches- Discounted Payback Period, Profitability Index, Net Present Value, Internal Rate of Return. Conflict between NPV & IRR.

**Unit 10 Dividend Decisions:** Meaning, Types of Dividends; Factors determining dividend decisions, Dividend Theories-Walter's Model, Gordon's Model, Modigliani and Miller Approach.

### **Suggested Readings**

- Banerjee, B. Financial Policy & Management Accounting, PHI
- James C. Van Horne, Financial Management, PHI
- Kar & Bagchi, Financial Management, Dey Book Concern
- Khan & Jain, Financial Management, Tata McGraw-Hill
- Pandey I.M., Financial Management-, Vikash
- Sana, Biswas, Sarkar and Das, Financial Management, McGraw-Hill
- Bhadra & Satpati, Financial Management (Bengali and English), Dishari Publication

## **7CC-CO-11: Indian Financial System**

**Course Objectives and Outcome:** The course "Indian Financial System" aims to provide learners or students with a comprehensive understanding of the financial system in India. The primary objectives of this course are to analyse the structure and functions of the Indian financial system, understand the role of financial markets, instruments, and institutions, and evaluate the impact of monetary and fiscal policies on the economy. Upon completion of this course, learners or students will be able to understand the evolution and development of the Indian financial system, explain the functions of financial markets, including money, capital, and foreign exchange markets, and analyse the role of financial institutions, including banks, insurance companies, and pension funds. Additionally, learners or students will develop skills to evaluate the impact of financial sector reforms and regulations on the Indian economy and identify the challenges and opportunities facing the Indian financial system.

### **Module-I**

**Unit 1: Introduction:** Financial System - Meaning and significance; Components (Institutions, Instruments, Markets, Services and Regulators); Structure of Indian Financial System (brief).

**Unit 2: Financial Institutions and Intermediaries:** Financial Institutions- concept, functions and types, Financial Intermediaries- role and functions, types.

**Unit 3: Money and Indian Banking System I:** Meaning and Functions of Money; Alternative measures to money supply; Components of money, High powered money – meaning and uses; Concept of Money Multiplier, Structure of Indian Banking System (brief).

**Unit 4: Money and Indian Banking System II:** Commercial Banks – Importance and functions; Structure of Commercial Banking system in India; Credit Creation Process of Commercial Banks, Banking Sector Reforms in India.

**Unit 5: Reserve Bank of India:** Organization and Structure, Role, Functions; Instruments of Monetary and Credit Control, Monetary Policy.

## **Module-II**

**Unit 6: Money Market:** Concept, Functions, Types- Call Money Market, Treasury Bills Market, Certificate of Deposit Market, Commercial Papers, Money Market Mutual Funds, Recent Development of Indian money markets.

**Unit 7: Capital Market-I:** Meaning, Functions; Types- Primary & Secondary markets; Primary- Meaning, Functions, Intermediaries, Issue Mechanism; Secondary- Meaning, Functions, Intermediaries, Trading operations-Demat, Concepts of Depositories, Depository Participants and Online Trading Procedure.

**Unit 8: Capital Market-II:** Stock Exchange-Role and Functions, Different Stock Exchanges in India, Functionaries of Stock Exchanges-Brokers, Sub- Brokers, Institutional Investors & NRIs; Securities and Exchange Board of India (SEBI)- Role, Functions and Important Regulations.

**Unit-9: Financial Services-I:** Merchant Banking- Meaning, Objectives, Functions, Types and SEBI guidelines, Mutual Funds-Meaning, Organisation and Types.

**Unit-10: Financial Services-II:** Credit Rating- Meaning, Objectives, Types, Functions & Limitations, Profile of Indian Rating Agencies.

## **Suggested Readings**

- Bhole, L. M., Financial Markets and Institutions, TMH, New Delhi
- Gurusamy S., Financial Services, TMH
- Khan, M. Y., Indian Financial System-Theory and Practice, TMH, New Delhi
- Meir Kohn, Financial Institution and Market, Oxford University Press. New Delhi
- Nayak and Sana, Indian Financial System (English and Bengali), Rabindra Library
- Pathak, B., Indian Financial System-Pearson, New Delhi
- The RBI Act, 1934
- The SEBI Act, 1992 and Various Regulations

## **7CC-CO-12: Banking, Insurance and Social Stock Exchange**

**Course Objectives and Outcome:** The course "Banking, Insurance and Social Stock Exchange" aims to provide learners or students with a comprehensive understanding of the banking, insurance, and social stock exchange sectors in India. The primary objectives of this course are to analyze the structure and functions of the banking and insurance sectors, understand the role of social stock exchanges in promoting social enterprises, and evaluate the impact of regulatory frameworks on these sectors. Upon completion of this course, learners or students will be able to understand the evolution and development of the banking and insurance sectors in India, explain the various banking and insurance products and services, and analyze the role of social stock exchanges in promoting social entrepreneurship. Additionally, learners or students will develop skills to evaluate the risks and opportunities facing the banking, insurance, and social stock exchange sectors and identify the challenges and opportunities facing these sectors in the context of emerging trends and technologies.

### **Module-I**

**Unit-1: Banking:** Concept, History, functions of Banking in India, Structure of Indian Banking System, Types of Bank Accounts in India.

**Unit-2: Banking Regulation Act, 1949 and Reserve Bank of India Act, 1934:** Background of Enactment, PART-I, PART-II Banking Regulations Act, 1949, Background and Structure; Reserve Bank of India Act, 1934- Background and Structure, important provisions.

**Unit 3: Banking Operations:** Types of accounts, digital Banking-Internet banking, Mobile Banking, NEFT, RTGS, UPI, AEPS, Fintech (brief).

**Unit 4: Banking Companies:** Public Sector Banks, Private Sector Banks, Regional Rural Banks, Cooperative Banks, Agricultural Banks, Small Finance Banks, Payment Banks.

**Unit 5: Non-Banking Companies:** Concept, Functions, Types of NBFCs, Regulations of NBFCs, Bank Finance to NBFCs, Applicability of Ombudsman Scheme to NBFCs.

### **Module-II**

**Unit 6: Non-Performing Assets (NPA) Management and Debts Recovery Tribunals (DRT Act) -** Non-Performing Assets-Concept, Types and Management; Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest (SARFAESI) Act and DRT Act-Scope and Applicability.

**Unit 7: Insurance -I:** Concept, Importance, Functions, Types (Life and General), General Insurance Corporations-Objectives and Functions.

**Unit 8: Insurance-II:** Life Insurance Corporation of India, Objective and Functions, Insurance Regulatory Development Authority of India (IRDA)-Role, Functions and Regulations.

**Unit 9: Development Financial Institutions (DFIs):** Types of DFIs; Objectives and Functions of Industrial Finance Corporation of India (IFCI), Small Industries Development Bank of India (SIDBI), Export Import Bank of India (EXIM Bank), National Bank for Agriculture and Rural Development (NABARD), National Housing Bank (NHB),

National Bank for Financing Infrastructure and Development (NABFID), State Financial Corporations (SFCs).

**Unit 10: Social Stock Exchange-** Concept, Functions, Benefits, Social Stock Exchange in industry, Fund raising mechanism, Regulatory Authority (SEBI).

### **Suggested Readings**

- Applied Insurance Analytics: A Framework for Driving More Value from Data Assets, Technologies, and Tools (FT Press Analytics) - Patricia L Saporito
- Bad Money: Inside the NPA Mess and How It Threatens the Indian Banking System - Vivek Kaul
- Bangia R K. Banking Law & Negotiable Instruments Act, Allahabad Law Agency
- Damani and Angela Johnson
- Insurance Economics (Springer Texts in Business and Economics) —by— by Peter Zweifel, Roland Eisen
- Insurance: Best Practical Guide for Risk Management, Property, Liability, Life and Health with Concepts and Coverage (Personal Finance Book 1) - James Stevens
- Insurance: Concepts & Coverage: Property, Liability, Life, Health and Risk Management -Marshall Wilson Reavis III PhD
- Principles and Practices of Banking 2023, IIBF
- Shetty M.S, Banking in India, Atlantic Publishers & Distributors Pvt Ltd.
- The Banking Regulations Act, 1949
- The RBI Act, 1934

## **7CC-CO-13: Corporate Accounting**

**Course Objectives and Outcome:** The course "Corporate Accounting" aims to provide learners or students with a comprehensive understanding of corporate accounting principles and practices. The primary objectives of this course are to analyze the financial statements of companies, understand the accounting treatment of corporate transactions, and evaluate the impact of corporate decisions on financial performance. Upon completion of this course, learners or students will be able to prepare and analyze corporate financial statements, including balance sheets, income statements, and cash flow statements. Additionally, learners or students will develop skills to account for corporate transactions, such as mergers and acquisitions, and evaluate the financial implications of corporate decisions, including dividend payments and share repurchases. Learners or students will also develop critical thinking skills to analyze and interpret corporate financial data.

### **Module-I**

**Unit -1: Accounting for Share Capital-I:** Issue, Forfeiture and reissue of shares; Issue of right and bonus shares, Underwriting of shares.

**Unit -2: Accounting for Share Capital-II:** Buyback of shares, Employees' Stock Option Scheme (ESOP), Redemption of Preference shares.

**Unit 3: Accounting for Debentures-I:** Issue of debentures, Accounting for interest payment on debentures, Treatment of Discount on issue and Loss on issue of debentures.

**Unit-4: Accounting for Debentures-II:** Redemption of Debentures, Purchase of own debentures for immediate cancellation and for investment in own debenture and later on cancellation of investment in own debentures.

**Unit 5: Final Accounts:** Preparation of Profit & Loss Statement and Balance Sheet of Corporate entities as per Schedule III including computation of managerial remuneration.

## **Module-II**

**Unit 6: Amalgamation, Absorption:** Meaning; Relevant accounting standard and meaning of different terms, Accounting in the books of Transferor Company, Accounting in the books of Transferee Company; Inter-company transactions (excluding inter-company shareholding), preparation of Balance Sheet after amalgamation.

**Unit 7: Internal Reconstruction:** Meaning, Accounting for internal reconstruction, Surrender of Shares for redistribution; preparation of Balance Sheet after reconstruction.

**Unit-8: Valuation of Goodwill:** Need for valuation of goodwill, Different methods for valuation of goodwill- Average Profit method, Super Profit method, Capitalization and Annuity method.

**Unit-9: Valuation of Shares:** Need for valuation of shares, Different methods of valuation: Asset approach, Average Earnings approach, Dividend Yield and Fair Value method; Cum-div and Ex-div values, Valuation under Majority and Minority view points.

**Unit 10: Consolidation of Financial Statements:** Meaning, Importance, treatment of minority interest, treatment of pre and post- acquisition profits and dividend, treatment of bonus issue, revaluation of fixed assets, unrealized profit on stock, inter-company transactions, Preparation of consolidated balance sheet.

### **Suggested Readings**

- Basu and Das, Financial Accounting II ; III, Rabindra Library
- Hanif and Mukherjee, Financial Accounting (Vol II & III), McGraw-Hill
- Maheswari and Mashewari, Advanced Accounting (Vol. I & II), Vikash Publishing
- R.L. Gupta & Radhaswamy, Advanced Accountancy (Vol. I & II), S. Chand
- Sehgal and Sehgal, Advanced Accounting (Vol I & II), Taxmann
- Students' Guide to Accounting Standard, Rawat, Taxmann

## **7CC-CO-14: Management Accounting**

**Course Objectives and Outcome:** The course "Management Accounting" aims to provide students with a comprehensive understanding of management accounting principles and practices. The primary objectives of this course are to analyse the role of management

accounting in business decision-making, understand the concepts of cost accounting, budgeting, and performance measurement, and evaluate the use of management accounting techniques in real-world business scenarios. Upon completion of this course, learners or students will be able to identify and analyse costs, prepare and analyse budgets, and evaluate business performance using various management accounting metrics. Additionally, learners or students will develop skills to apply management accounting techniques to support strategic decision-making, think critically about management accounting data, and communicate management accounting information effectively to stakeholders.

### **Module-I**

**Unit 1: Introduction:** Meaning, Scope, Importance, Functions, Characteristics, Comparison with Financial Accounting and Cost Accounting.

**Unit 2: Forecasting of Working Capital:** Concept, Need, Operating cycle, Factors determining working capital requirement, Forecasting of working capital requirement.

**Unit 3: Changes in Financial Position:** Preparation of Fund Flow and Cash Flow Statement (as per relevant Accounting Standard), Uses and limitations.

**Unit 4: Accounting Ratios:** Meaning, Nature, Objectives, Classification, Uses and Limitations; Standard Ratio; Composite Ratio-Altman's Z Score (1968).

**Unit 5: Financial Analysis:** Application of accounting ratios in measuring liquidity, solvency, profitability, capital structure and managerial efficiency; Du Pont Analysis.

### **Module-II**

**Unit 6: Budget & Budgetary Control:** Budget-Meaning, Objectives and Importance, Distinction between Budget and Budgetary Control, Classification of budgets, Techniques of Budgeting, functional, cash and flexible budgets. Zero Based Budgeting.

**Unit 7: Standard Costing:** Standard Costs and Standard Costing, Importance and Uses; Limitations, Differences with Budgetary Control; Preliminary Steps; Types, Variance Analysis: Material, Labour and Overhead (Concepts only).

**Unit 8: CVP Analysis, Marginal Costing:** Concepts, CVP assumptions and uses, Objectives, Importance, Advantages, Limitations, Application of Marginal Costing-P/V Ratio, Break-Even Analysis, Margin of Safety, Angle of Incidence, Graphical presentation of Cost-Volume-Profit relationship, Profit graph.

**Unit 9: Application of Marginal Costing in Short-term Decision Making:** Marginal cost and decision relating Product Pricing, Alternative method of manufacture; Accepting additional order and exploring new market etc; Selection of most suitable Product Mix (without and with limiting factor); Make or Buy, Accepting or rejecting choosing among alternatives and closing down or suspending an activity (with simple types of problems).

**Unit 10: Relevant Costing:** Concept of Relevant Costing; Features of Relevant Cost; Relevant Cost Terms-Differential Costs, Opportunity Cost; Avoidable Costs: Non-relevant



Costs-Sunk Costs, Committed Costs, Non-cash Flow Costs, General Fixed Overheads, Net Book Values; Relevant costs for materials, labour and overheads.

### **Suggested Readings**

- Jain and Narang, Management Accounting, Kalyani
- Khan, M.Y. & Jain, P.K., Management Accounting, Tata McGraw Hill
- Sinha, G., Accounting Theory and Management Accounting, Vidyoday Library Pvt. Ltd.
- Ravi M Kishore, Cost and Management Accounting, Taxmann
- Horngren C.T, Cost Accounting-A Managerial Emphasis, Prentice Hall of India
- Kishore, Ravi M., Advanced Management Accounting, Taxmann, New Delhi
- Maheshwari S.N, Management Accounting and Financial Control, Mahavir Book Depot.
- Prasad N K, Principles & Practice of Cost Accounting, Book Syndicate Pvt Ltd, Kolkata
- Banerjee.B., Financial Policy and Management Accounting, PHI.
- Basu, Banerjee and Dandapat, ed. Cost Management, University of Calcutta.
- Bierman and Duckman, Managerial Cost Accounting, Macmillan.
- Drury, C., Management and Cost Accounting, Thompson Learning and Taxman

## **7CC-CO-15: Business Ethics and Corporate Social Responsibility**

**Course Objectives and Outcome:** The course "Business Ethics and Corporate Social Responsibility" aims to provide learners or students with a comprehensive understanding of the ethical and social responsibilities of businesses. The primary objectives of this course are to analyse the concepts of business ethics and corporate social responsibility, understand the importance of ethical decision-making in business, and evaluate the impact of business activities on stakeholders and the environment. Upon completion of this course, learners or students will be able to identify and analyse ethical dilemmas in business, develop and implement ethical decision-making frameworks, and understand the role of corporate social responsibility in promoting sustainable business practices. Additionally, learners or students will develop critical thinking skills to evaluate the ethical implications of business decisions and communicate ethical and social responsibility issues effectively to stakeholders.

### **Module-I**

**Unit 1: Introduction:** Meaning, Scope, Features and Significance of Ethics; Types of Ethics; Business Ethics-concept, characteristics and need, Corporate Integrity-brief concept, Indian ethos for Management-brief concept.

**Unit 2: Ethics, Laws, Values & Culture:** Values, Attitudes and Morale, Relationship between Business and ethics, Relationship between ethics and law, Impact of Corporate Culture, Stages of Moral Development- Kohlberg and Gilligan, Globalization and cross-culture issues in ethics, Corporate Code of ethics (elementary).

**Unit 3: Principles of Business Ethics:** Meaning, Elements, Ethical dilemma, Factors influencing Business Ethics; Arguments in favour of and against Business Ethics.

**Unit 4: Ethics in Management:** Introduction, Ethics in Human Resource Management, Ethics in Marketing, Ethics in Accounting and Finance.

**Unit 5: Ethics at Work Place:** Concept, Need, Work Place Culture and Values, Whistle Blowers Policy, Gender Equity, Corporate Code of Conduct.

### **Module-II**

**Unit 6: Corporate Social Responsibility (CSR):** Meaning, Objectives and Significance, Carroll's CSR Pyramid-traditional and contemporary approach, Triple Bottom Line and CSR, Corporate Citizenship and sustainable development- stakeholder mapping and thinking in global context

**Unit 7: Various Dimensions of CSR:** Meaning and Concepts of Internal Social Responsibility (ISR), Organizational Citizenship Behaviour (OCB), Social Responsibility towards Customers-Fair Marketing, Consumer Protection, Social responsibility toward the environment- Sustainable resource use, Protection of the environment, biodiversity and restoration of natural habitats

**Unit 8: Corporate Governance:** Concept, Scope, Reports on Corporate Governance and its benefits and limitations- Corporate Governance and Corporate Citizenship.

**Unit 9: Theories and Models in Corporate Governance:** Agency Costs- Concepts and Core Principles. Stakeholder Theory-Concepts and Core Principles, Models of Corporate Governance- Anglo Saxon Model, German Model, Japanese Model and Indian Model of Corporate Governance.

**Unit 10: CSR Performance:** Enactment of CSR Performance under the Companies Act, 2013- Basic concepts, formation, functions of CSR Committee, areas of CSR Performance as recommended under Schedule-VII.

### **Suggested Readings**

- Albuquerque, Business Ethics, Oxford
- Ferrell, Fraedrich, Farrell, Business Ethics, Cengage
- Raj Rituparna, A study in Business Ethics, Himalaya Publishing House
- Bhadra and Satpati, Business Ethics, Dishari Prakashani

## **8CC-CO-16: Financial Statement Analysis**

**Course Objectives and Outcome:** The course "Financial Statement Analysis" aims to provide learners or students with a comprehensive understanding of financial statement analysis techniques and their application in business decision-making. The primary objectives of this course are to analyze and interpret financial statements, including balance sheets, income statements, and cash flow statements, and to evaluate the financial performance and position of companies. Upon completion of this course, learners or students will be able to analyze and interpret financial ratios and metrics, identify trends and patterns in financial data, and evaluate the financial implications of business decisions. Additionally, learners or students will develop critical thinking skills to apply financial statement analysis techniques to real-world business scenarios, think critically about financial data, and communicate financial analysis results effectively to stakeholders.

### **Module-I**

**Unit-1: Introduction:** Meaning, Objectives, Need, Components, Approaches to Financial Statement Analysis- Traditional and Modern, Types of Financial Statement Analysis, Parties interested in Financial Statement Analysis.

**Unit-2: Method of Financial Statement Analysis-I:** Comparative Statement- Meaning Merits, Demerits, Preparation, Uses, Common-size Statement- Meaning, Merits and Demerits Preparation, Uses.

**Unit-3: Method of Financial Statement Analysis-II:** Trend Analysis-Meaning, Merits, Demerits, Preparation, Uses.

**Unit-4: Accounting Ratios for Financial Statement Analysis-I:** Meaning and Objectives of Ratio Analysis, Classification of Accounting Ratios, Advantages and

Limitations of Ratio Analysis, Preparation of Classified Financial Statements and Statement of Proprietor's Fund from the given ratios.

**Unit-5: Accounting Ratios for Financial Statement Analysis-II** Analysis and Interpretation of important ratios for measuring -Liquidity, Solvency, Capital Structure, Profitability and Managerial Effectiveness.

## **Module- II**

**Unit-6: Analysis of Growth and Sustainable Earnings:** Meaning of Growth, Concept of Sustainable Earnings, Analysis of changes in operations, Concept of Operating Leverage, Analysis of changes in Financing of Operations, Analysis of Growth in Investment.

**Unit-7: Cash Flow Analysis:** Meaning, Objectives, Classification of activities, Preparation, and presentation of Cash Flow Statement as per relevant Accounting Standard, Interpretation of Cash Flow Statement.

**Unit-8: Fund Flow Analysis:** Meaning, Objectives, Differences between Cash Flow and Fund Flow Statement, Changes in working capital, Sources and applications of fund, interpretation of fund flow statement.

**Unit-9: Inter-firm Comparison:** Meaning and need for Inter-firm comparison, Tools of Inter-firm comparison, steps to be followed in Inter-firm comparison.

**Unit-10: Corporate Distress Analysis:** Meaning and Concept, Causes of Corporate Failure, Symptoms of Distress, Need for Corporate Distress Analysis, Approaches to Corporate Failure Prediction, Suggested measure for revival of sick companies.

## **Suggested Readings**

- B. Banerjee, Regulation of Corporate Accounting & Reporting in India, World Press.
- Bernstein & Wild, Financial Statement Analysis: Theory, Application & Interpretation, McGraw Hill
- Bhattacharyya, Asish K., Introduction to Financial Statement Analysis, Elsevier
- Foster G., Financial Statement Analysis, Prentice Hall
- Hanif & Mukherjee, Financial Accounting, Vol III, McGraw Hill
- Lev B., Financial Statement Analysis-Anew Approach, Prentice Hall
- Maheshwari & Maheshwari, Advanced Accountancy Vol. II, Vikash Publishing
- Ormiston, Understanding Financial Statement, Pearson
- R. L. Gupta & Radhaswamy, Advanced Accountancy Vol. II, S. Chand
- Sehgal & Sehgal, Advanced Accountancy Vol. I II, Taxman Publication
- Subramanyam, K.R. and Wild, Financial Statement Analysis, McGraw Hill
- Sur Debasish, Financial Statement Analysis, Excel Books

## **8CC-CO-17: Personal Tax Planning & Management**

**Course Objectives and Outcome:** The course "Personal Tax Planning & Management" aims to provide learners or students with a comprehensive understanding of personal tax planning and management strategies. The primary objectives of this course are to

analyze the provisions of the Income-tax Act, 1961, related to individual taxation, understand the tax planning opportunities and challenges, and develop skills to manage personal taxes effectively. Upon completion of this course, learners or students will be able to understand the tax implications of various personal financial decisions, develop tax-efficient investment and savings strategies, and manage tax liabilities through effective tax planning. Additionally, learners or students will develop skills to analyze tax laws and regulations, identify tax planning opportunities, and communicate tax planning strategies effectively to individuals and families.

## **Module-I**

**Unit-1: Tax Planning:** Concepts and objectives, Tax Planning, Tax Evasion and Tax Avoidance, Tax Management, Distinction between tax planning, tax avoidance and tax evasion.

**Unit-2: Permanent Account Number (PAN):** Definition and its features, Compulsory application for PAN, Mandatory quoting of PAN in certain transactions, Penalty for not quoting PAN or for quoting incorrect PAN, Tax Deduction and Collection Account Number (TAN) of tax deductors, PAN Aadhar Seeding.

**Unit-3: Tax Deducted at Source (TDS) and Tax Collection at Source (TCS):** Meaning of TDS and TCS, Difference between TDS and TCS, Persons liable to deduct tax at source, Persons liable to collect tax at source

**Unit-4: TDS on Various Incomes:** Salary, interest on bank deposits and securities, dividend distribution, payment of rent, winning from lottery, cross word puzzle, horse races etc., Time limits for depositing TDS by tax deductors, Penalty for failure to deduct or collect tax at source.

**Unit-5: Advance Tax and Refund of Excess Payment:** Definition, Liability to pay advance tax, Schedule and due dates for payment of advance tax, Exemption from payment of advance tax, Computation of advance tax liability, Interest for short payment/ non-payment of advance tax, Refund for excess payment of tax.

## **Module-II**

**Unit-6: Filing of Return-I:** Concept of return, Different types of returns- voluntary return, belated return, revised return, defective return, Various return forms (ITR 1, ITR 2, ITR 3, ITR 4, ITR 5, ITR 6, and ITR 7), AIS, 26AS, Special considerations for filing of return under the new tax regime.

**Unit-7: Filing of Return-II:** Persons mandatorily required to file income tax return, Time limit for filing return of income, Fee for failure or delay in filing of return, Interest obligation for non-filing of return, Penalty/prosecution for not filing/late filing of return.

**Unit-8: E-filing of Return and Payment of Tax including E-payment of Tax:** E-filing of return and mandatory e-filing of return- Offline and Online Mode, Persons not liable to e-filing, Procedure for e-filing of return, Benefits of e-filing of return, e-verification of return, Payment of tax through bank challans, E-payment of tax and its procedure including payment of advance tax, self-assessment tax under minor heads.

**Unit-9: Assessment of Income:** Concept, Types of assessment- self-assessment, summary or regular assessment, scrutiny assessment and best judgment assessment, Income escaping assessment, Re- assessment of income.

**Unit-10: Appeals and Revisions:** Structure of tax authorities, Concepts of appeal and revision, Appeal procedure, Appeal to -Commissioner (Appeals), Appellate Tribunal, High Court, Supreme Court, Revision application by assesseees, Revision of Orders prejudicial to department, Grievance cells- application for grievances.

### **Suggested Readings**

- Ahuja & Gupta, Systematic Approach to Income Tax, Bharat
- Bhadra & Satpati, Direct & Indirect Tax (Bengali), Dishari
- Singhania & Singhania, Students' Guide to Income Tax, Taxmann
- Swatantara Sethi, Self-Preparation and Filling of Income Tax Returns by Individuals
- Income Tax Act, 1961
- Income Tax Rules, 1962

### **8CC-CO-18: Indian Accounting Standards**

**Course Objectives and Outcome:** The course "Indian Accounting Standards" aims to provide learners or students with a comprehensive understanding of Indian Accounting Standards (Ind AS) and their application in financial reporting. The primary objectives of this course are to analyze the framework of Ind AS, understand the accounting standards related to assets, liabilities, revenues, and expenses, and develop skills to apply Ind AS in financial statement preparation and analysis. Upon completion of this course, learners or students will be able to understand the concepts and principles of Ind AS, apply Ind AS to various business transactions and events, and analyze financial statements prepared in accordance with Ind AS. Additionally, learners or students will develop critical thinking skills to evaluate the impact of Ind AS on financial reporting and make informed decisions based on financial statement analysis.

### **Module-I**

**Unit-1: Introduction:** Accounting Standards (meaning, objectives, advantages & disadvantages) Applicability of Accounting Standards, List of Accounting Standards, Standard setting process, Framework for preparation and presentation of Accounting Standards (as per Accounting Standards).

**Unit-2: AS-1 & 2:** AS-1 - Disclosure of Accounting Policies, AS-2 - Valuation of Inventories.

**Unit-3: AS 3 & 4:** AS-3- Cash Flow Statement, AS-4 - Contingencies and Events occurring after the Balance Sheet Date.

**Unit-4: AS 5 & 9:** AS-5 - Net Profit or Loss for the period, prior period items and change in Accounting policies, AS-9 - Revenue Recognition.

**Unit-5: AS-10 & 16:** AS-10 – Property, Plant and Equipment and AS-16 -Borrowing Costs.

## Module-II

**Unit-6: AS-13, 14:** AS-13 - Accounting for Investment, AS-14 - Accounting for Amalgamation.

**Unit-7: IFRS & Ind AS:** Limitations of Accounting Standards, Need and Benefits of Global Accounting Standards, Convergence vs Adoption of IFRS, Applicability of Ind AS (roadmap), List of Ind AS, Process of development & finalization of Ind AS.

**Unit-8: Ind AS-1 & 2:** Ind AS-1 - Presentation of Financial Statement, Ind AS-2 – Inventories.

**Unit-9: Ind AS-7 & 10:** Ind AS- Statement of Cash Flows, Ind AS 10- Events after the Reporting date.

**Unit-10: Ind AS-16 & 33:** Ind AS 16- Property, Plant & Equipment, Ind AS-33 - Earnings per Share.

\*All the relevant units will contain simple case studies.

### Suggested Readings

- Accounting Standards – Vinod Kumar Agarwal (A.S. Foundation)
- Accounting Standards Made Easy-Miriyala & Miriyala (Taxmann)
- Compendium of Accounting Standards – ICAI, New Delhi.
- Indian Accounting Standards (Ind AS)-ICAI, New Delhi.
- Student's Guide to Accounting Standard – D.S. Rawat (Taxmann)

## 8CC-CO-19: Strategic Cost Management

**Course Objectives and Outcome:** The course "Strategic Cost Management" aims to provide learners or students with a comprehensive understanding of strategic cost management concepts and techniques. The primary objectives of this course are to analyze the relationship between cost management and business strategy, understand the various cost management techniques, including activity-based costing and target costing, and develop skills to apply strategic cost management principles to real-world business scenarios. Upon completion of this course, learners or students will be able to identify and analyze cost drivers, develop and implement cost management strategies, and evaluate the impact of cost management decisions on business performance. Additionally, learners or students will develop critical thinking skills to apply strategic cost management principles to drive business innovation, sustainability, and competitiveness.

### Module- I

**Unit-I: Introduction-** Conceptual framework, Importance of Strategic Cost Management, Competitive scenario and the changing role of Strategic Cost Management Accountant, Relationship between Strategic Management and Strategic Cost Management, Types of Strategic Cost Management, Factors affecting Strategic Cost Management.

**Unit-2: Tools of Strategic Cost Management-I:** Activity Based Costing (ABC)- Meaning of Activity Based Costing, Distinction between Activity Based Costing and Traditional Costing System, Cost Pool; Activity Cost Drivers, Steps in Activity Based Costing, Factors influencing application of Activity Based Costing, Advantages and Disadvantages of Activity Based Costing, Installation of Activity Based Costing, Activity Based Management.

**Unit-3: Tools of Strategic Cost Management-II:** Meaning, Features, Importance, Principles, Steps, Advantages and Disadvantages, Distinction between Standard cost and Target cost; Applications (Simple problems).

**Unit-4: Tools of Strategic Cost Management-III:** Life Cycle Costing- Meaning, objectives and application, Quality Costing-Meaning, Features and application, JIT (Just in Time)-Meaning, objectives and application, Kaizen Costing and Throughput Costing-Meaning, features and applications; Value Chain Analysis.

**Unit 5: Management Control Techniques:** Cost Control, Cost Reduction, Value Analysis and Value Engineering.

## **Module-II**

**Unit-6: Total Quality Management (TQM):** Concept of Quality, Quality Control, Quality Assurance, Quality Management, TQM-Basics, Stages, Principles and Control, Quality Report, Quality Circle, Continuous Process Improvement.

**Unit- 7: Transfer Pricing:** Introduction, Objectives of sound Transfer Pricing System, Methods of Transfer Pricing, Transfer Pricing and Control of Divisional Performance, Universal Transfer Pricing Method, Illustrations of Transfer Pricing, Concept of International Transfer Pricing and factors to be considered for International Transfer Pricing. .

**Unit 8: Performance Measurement:** Concept and need; Financial and non-financial measures; Performance Measurement Techniques: Return on Investment; Residual Income and Economic Value Added; Balance Score Card.

**Unit 9: Responsibility Accounting and Reporting:** Concepts; Types of Responsibility Centres-Cost Centre, Revenue Centre, Profit Centre and Investment Centre with examples; Responsibility and Controllability; Basic processes in implementation of Responsibility Accounting; Responsibility Reporting: Simple problems on Responsibility Accounting & Reporting.

**Unit 10: Performance Measurement in Non-profit Organizations:** The problem of non-quantifiable objectives; The problem of multiple objectives: Value for Money (VFM) as a measure of performance; Cost benefit Analysis.

## **Suggested Readings**

- Banerjee,B.; Cost Accounting: Theory and Practice, Prentice Hall of India
- Bhattacharya & Dearden, Accounting for Managerial Decisions, Prentice Hall of India



- Daff Trevor, Cost and Management Accounting, Woodhead Faulkner
- Horngren C.T, Cost Accounting-A Managerial Emphasis, Prentice Hall of India
- Kishore, Ravi M., Advanced Management Accounting, Taxmann, New Delhi
- Maheshwari S.N, Management Accounting and Financial Control, Mahavir Book Depot.
- Prasad N K, Principles & Practice of Cost Accounting, Book Syndicate Pvt Ltd, Kolkata
- Banerjee.B., Financial Policy and Management Accounting, PHI.
- Basu, Banerjee and Dandapat, ed. Cost Management, University of Calcutta.
- Bierman and Duckman, Managerial Cost Accounting, Macmillan.
- Drury, C., Management and Cost Accounting, Thompson Learning and Taxman
- Horngren, Foster and Datar, Cost Accounting- A managerial Emphasis, Prentice Hall.
- Kaplan and Atkinson, Advanced Management Accounting, Prentice Hall.
- Kishore, R. M., Advanced Management Accounting, Taxmann.
- Saxena & Vahist, Cost and Management Accounting, S.Chand.
- Tulsian, P.C., Cost Accounting, Sultan Chand.

### **8CC-CO-20: Auditing and Assurance**

**Course Objectives and Outcome:** The course "Auditing and Assurance" aims to provide learners or students with a comprehensive understanding of auditing principles, procedures, and standards. The primary objectives of this course are to analyse the role of auditing in ensuring the reliability and accuracy of financial statements, understand the auditing process, including planning, risk assessment, and evidence collection, and develop skills to apply auditing standards and procedures to real-world scenarios. Upon completion of this course, learners or students will be able to understand the concepts of auditing, including assurance, risk, and materiality, apply auditing procedures to test financial statement transactions and balances, and evaluate the effectiveness of internal controls. Additionally, learners or students will develop critical thinking skills to identify and assess audit risks, and communicate audit findings and recommendations effectively to stakeholders.

#### **Module-I**

**Unit 1: Introduction: Auditing:** Definition, Objectives, Importance and Limitations; Errors and Frauds – Concept, types, Auditor's duty regarding non-detection of errors and frauds.

**Unit 2: Conducting Audit of an Organization:** Audit Engagement, Audit Programme, Audit File, Audit Note Book, Audit Working Papers, Audit evidence; Preliminary steps before commencement of audit; Audit Procedure – Routine Checking, Test Checking, Surprise Checks, Audit-in-depth; Auditing Standards & Assurance – Concept, Objectives, Auditing and Assurance Standards Board (AASB) – Standard setting process.

**Unit 3: Types of Audit:** Regulatory mandate based- Statutory vs. Non-statutory Audit; Coverage based- Complete, Partial; Objective wise - Internal and Independent Financial audit; Technique Based - Balance Sheet, Systems, EDP; Periodicity based - Periodical, Continuous, Interim, Final; Specific matter based - Social Audit, Performance Audit, Propriety Audit, Tax Audit, Environment Audit [Basic concepts only].

**Unit 4: Internal Control and Internal Audit:** Internal Check-Definition, Objectives, Internal Control-Definition, Objectives, Evaluation, Internal Control Procedure, Comparison with Internal Checks; Internal Audit-Definition, Objectives, Requirement of Internal Audit as per Companies Act.

**Unit-5: Vouching, Verification & Valuation:** Vouching- Meaning, objectives, features and importance, General principles of vouching; Vouching of different items of transactions, liabilities of auditors arising out of vouching, Meaning and importance of Verification and Valuation, Verification and Valuation of different assets and liabilities and auditors' role thereof.

## **Module-II**

**Unit 6: Company Audit-I:** Company Auditor-Qualification, Disqualification, Appointment, Remuneration and Removal, Rights, Duties and Liabilities.

**Unit-7: Company Audit-II:** Depreciation- Definition, Objectives and Causes, Different methods, Treatment prescribed under the Companies Act, Auditor's Duties; Divisible Profits and Dividends –Meaning, Provisions regarding declaration and payment of dividend, Auditor's Duties.

**Unit 8: Audit Report and Certificate:** Concept, Meaning, Characteristics of Audit Report; Types and contents of Audit Report; True & Fair view- Auditor's Duties, Distinction between Report and Certificate.

**Unit 9: Investigation:** Meaning, purpose and scope of investigation, Difference between investigation and audit; Investigation as to suspected fraud / defalcation, Suspicion of a concern.

**Unit 10: Audit of different Institutions:** Audit of Educational Institutions [Schools, Colleges and Universities], Clubs, Nursing Home and Hospitals, Cost Audit – Concepts, Objectives and Legal Provisions as per Companies Act, Management Audit - Concepts, Objectives and Importance.

## **Suggested Readings**

- Auditing Assurance Standards and Guidelines issued by ICAI
- Ghosh, Jayanta, Contemporary Auditing & Assurance, Elegant Publication
- Basu, Sanjib Kumar, Fundamentals of Auditing, Pearson
- Gupta, Kamal, Contemporary Auditing, Tata McGraw-Hill
- Maity, Badal Kumar, Auditing, New India Book
- Sana, Sarkar, Biswas and Das, Auditing –Principles and Practices, McGraw-Hill
- Tandon, B.N., Principles of Auditing, S. Chand & Co

## **8CC-CO-21: Corporate Reporting**

**Course Objectives and Outcome:** The course "Corporate Reporting" aims to provide learners or students with a comprehensive understanding of corporate reporting principles, practices, and regulations. The primary objectives of this course are to analyze the concepts and frameworks of corporate reporting, understand the preparation and presentation of financial reports, including annual reports and sustainability reports, and develop skills to analyze and interpret corporate reports. Upon completion of this course, learners or students will be able to understand the regulatory framework of corporate reporting, prepare and present financial reports in accordance with accounting standards and regulatory requirements, and analyze and interpret corporate reports to make informed decisions. Additionally, learners or students will develop critical thinking skills to evaluate the quality and credibility of corporate reports and identify areas for improvement in corporate reporting practices.

### **Module-I**

**Unit-1: Introduction:** Meaning, Characteristics, Objectives, Types and Users of Financial Reports; Components of Corporate Financial Reports and Non-Financial Reports.

**Unit-2: Conceptual Framework on Financial Reporting:** Concept, need, benefits, development on conceptual framework, scope of the framework.

**Unit-3: Disclosures:** Significance of Disclosures, Disclosures under Companies Act, 2013, Ind AS-1, Securities Exchange Board of India (SEBI) - in annual reports.

**Unit-4: Other Reporting Framework:** Auditor's Report; Significant Accounting Policies; Corporate Governance Report-basic concepts, Other Voluntary Disclosures.

**Unit-5: Segment Reporting:** Objectives and Scope of Segment Reporting; Reporting Structures; Service Segments and Geographical Segments; Operating segments; Indian Accounting Standard (Ind AS) 108; Reportable Segments; Definitions of Segment Revenue, Expense, Assets, Liabilities, and Accounting Policies; Joint Assets; Segment Disclosures.

### **Module-II**

**Unit-6: Corporate Social Responsibility Reporting (CSR Reporting)-** Concept of CSR, CSR Compliances, CSR Activities, CSR Committee in India, CSR Reporting.

**Unit-7: Business Responsibility Reporting (BSR)-** Concept of Business Responsibility Reporting, Regulatory Requirements of Business Responsibility Report, Format for Business Responsibility Report, Principles of Business Responsibility and Sustainability Reporting.

**Unit-8: Sustainability Reporting-** Concept of Sustainability Reporting, Benefits of Sustainability Reporting, Fundamentals of Environmental, Social and Governance (ESG) Reporting, ESG Metrics and Global Reporting Initiative (GRI)-basic concepts.

**Unit-9: Integrated Reporting (IR)-**Concept and Purpose of IR, Value Creation and Six Capitals, Benefits of IR, Challenges to IR, Business Responsibility and Sustainability Reporting (BRSR).

**Unit-10: Triple Bottom Line Reporting (TBL)-** Concept, Benefits, Implementation and Forms of TBL Reporting, Users of TBL Reporting, Financial Reporting vis-à-vis Triple Bottom Line Reporting, Challenges of Triple Bottom Line Reporting.

### **Suggested Readings**

- Baker, Lembke and King, Advanced Financial Accounting, McGraw Hill,
- Beaver, W., Financial Reporting: An Accounting Revolution, Prentice Hall
- Bedford, N. M. Extensions in Accounting Disclosure, Prentice Hall
- Miles CPA Review Concept Notes: Financial Accounting & Reporting
- Wiley CPA Excel Exam Review Course Study Guide: Financial Accounting and Reporting

## **8CC-CO-22: International Accounting**

**Course Objectives and Outcome:** The course "International Accounting" aims to provide learners or students with a comprehensive understanding of international accounting principles, practices, and standards. The primary objectives of this course are to analyze the impact of globalization on accounting, understand the international accounting standards and regulations, and develop skills to apply international accounting principles to real-world business scenarios. Upon completion of this course, learners or students will be able to understand the differences between international accounting standards, including IFRS and US GAAP, analyze and interpret financial statements of multinational corporations, and evaluate the impact of international accounting standards on financial reporting. Additionally, learners or students will develop critical thinking skills to address international accounting issues, including foreign currency translation, transfer pricing, and taxation.

### **Module I**

**Unit-1: International Accounting:** Concept and Definition, Need for International Accounting, Development in International Accounting- Factors affecting the growth of International Accounting.

**Unit-2: International Accounting Standards Board and IFRS Accounting Standards-I:** Origin of the International Accounting Standards Board (IASB), Structure of the IFRS Foundation,

**Unit-3: International Accounting Standards Board and IFRS Accounting Standards-II:** International Accounting Standards (IAS), and International Financial Reporting Standards (IFRS), Conceptual Framework for Financial Reporting, Importance and significance of Financial Reporting, Concept of Global Financial Reporting.

**Unit-4: Revenue, Presentation and Profit:** IAS 1 Presentation of Financial Statements, IFRS 15 Revenue from Contracts with Customers, IAS 8 Accounting Policies, Changes in Accounting Estimates and Errors.

**Unit-5: Accounting for Non-current Assets:** IAS 16 Property, Plant and Equipment, IAS 40 Investment Property, IAS 23 Borrowing Costs, IFRS 5 Non-current Assets Held for Sale and Discontinued Operations.

## **Module-II**

**Unit 6: International Accounting Convergence:** Meaning of convergence, Harmonization and Convergence – Advantages of Accounting Convergence, Problems of Accounting Convergence

**Unit-7: Major International Organizations:** Working towards convergence of International Accounting including IASB, IOSCO and IFAC – Regional Accounting Organizations – Global Convergence of Accounting Standards.

**Unit 8: Foreign Currency Transactions and Translation (IAS 21):** Meaning and Recording of Foreign Currency Transactions, Foreign Currency Translation, Reasons for Foreign Currency Translation, Different Methods of Foreign Currency Translation.

**Unit 9: International Transfer Pricing:** Meaning, Objectives, Techniques, Arm's Length Principle, Advance Pricing Agreement, Safe Harbour Rule.

**Unit-10: IFRS Accounting Standards and other reporting frameworks:** IFRS for Small and Medium Enterprises (SMEs) Accounting Standard, FASB and US GAAP, Principal differences between IFRS Accounting Standards and US GAAP, Indian GAAP.

## **Suggested Readings**

- Apte, P.G., International Finance, Tata McGraw Hill
- Choi, Fredrick, D., Meek, G.K., International Accounting, Pearson
- Das Mahapatra, A.K., International Accounting, PHI
- Doupnik, T.S., Perera, H., International Accounting, McGraw- Hill international edition
- Levi, M.D., International Finance, Routledge
- R. Srivastava, International Finance, Oxford University Press
- Shapiro, A.C., Multinational Financial Management, Wiley

## **8CC-CO-23: International Business**

**Course Objectives and Outcome:** The course "International Business" aims to provide learners or students with a comprehensive understanding of the complexities of conducting business globally. The primary objectives of this course are to analyse the global business environment, understand the impact of globalization on businesses, and develop skills to manage international business operations. Upon completion of this course, learners or students will be able to understand the cultural, economic, and political factors that influence international business, analyse the strategies and

structures of multinational corporations, and evaluate the risks and opportunities associated with international business. Additionally, learners or students will develop critical thinking skills to develop effective international business strategies, manage global supply chains, and navigate the complexities of international trade and investment.

### **Module-I**

**Unit 1: Introduction:** International Business- Concept, Importance, Composition, Difference with Domestic Business, Trends in International Business.

**Unit 2: Foreign Exchange Market:** Meaning, Functions and its Structure, Quotes - Direct and Indirect, Exchange Rate – Appreciation and Devaluation of Domestic Currency, Different Exchange Rate Regimes and their Mechanisms.

**Unit 3: Balance of Payments:** Meaning, Composition, Identity and Equilibrium, Fundamental Disequilibrium.

**Unit 4: Multinational Corporations (MNCs):** Basic Concept, Advantages and Disadvantages, Role of MNCs in Emerging Economies.

**Unit 5: Regional Economic Integration:** Formation, Objectives and Mechanism of operations of various regional economic integration like SAARC, ASEAN, SAFTA, BRICS, OPEC, European Union, North American Free Trade Agreement (NAFTA), etc.

### **Module-II**

**Unit 6: Global Strategic Management:** Concept of Global Strategic Management; Theory of Global Competitiveness Alignment; Porter's Diamond Model of Competitive Advantage, 10P Model of Global Strategic Management, Linder's theory and Yip's Globalization Drivers

**Unit 7: Strategy and Organization of International Business:** Strategy in international business-motivation and pressures in internationalisation, the global firm as a value chain, Organization of international business structure, control systems and culture.

**Unit 8: Market Entry Strategy:** Entry objectives; scale of entry, timing of entry-early mover and late movers- advantages and disadvantages, location choice for foreign market, entry modes-trading, contractual and investment modes.

**Unit 9: Global Business Operations:** Global Manufacturing, Global Marketing Management, Global Human Resource Management (brief concepts with case studies in all cases).

**Unit 10: International Financing and International Economic Institutions:** International Financial Markets – Foreign Access to Domestic Markets – Development Banks – The Euro Markets; IMF, WTO, World Bank, ADB (objectives and functions in each case).

### **Suggested Readings**

- Chacholiades Miltiades, *International Economics*, McGraw Hill.
- Cherunilam, Francis: *International Business Environment*, Himalaya Publishing House, Mumbai.
- Hill Charles WL and Jain A.K., *International Business*, Tata McGraw Hill.
- Reid W. Click and Jashua D. Coval: *International Financial Management*, Pearson Education.

## **Discipline Specific Elective Course (DSE)**

### **NEC-MG-01: Principles and Practices of Management**

**Course Objectives and Outcome:** The course "Principles and Practices of Management" aims to provide learners or students with a comprehensive understanding of the fundamental principles and practices of management. The primary objectives of this course are to analyze the role and functions of management, understand the various management theories and models, and develop skills to apply management principles to real-world business scenarios. Upon completion of this course, learners or students will be able to understand the planning, organizing, leading, and controlling functions of management, analyze the impact of internal and external factors on organizational performance, and evaluate the effectiveness of different management styles and approaches. Additionally, learners or students will develop critical thinking skills to develop effective management strategies, lead and motivate teams, and make informed decisions in a rapidly changing business environment.

#### **Module-I**

**Unit 1: Introduction:** Concept, Meaning and Significance of Management, Management as a Profession, Universality of Management.

**Unit 2: Management Theories and Principles:** Evolution of Management Thoughts-School of Management Thoughts, Classical School (Scientific and Administrative Management School-Taylor and Fayol), Human Behavioural School, Modern School.

**Unit 3: Planning and Decision Making:** Concept, Types, Steps in planning, Decision making process, SWOT Analysis, Strategic Planning.

**Unit 4: Organising:** Concept, Types, Functions of different levels of Management, Span of Management, Delegation, Centralization and Decentralization.

#### **Module-II**

**Unit 5: Motivation:** Concept, Importance, Theories- McGregor, Maslow, Herzberg.

**Unit 6: Leadership:** Concept, Styles, Theories- Trait and Situational.

**Unit 7: Coordination and Control:** Meaning and Techniques of Coordination; Control-meaning, steps and types.

**Unit 8: Communication:** Meaning and Role, Process, Barriers to effective communication.

#### **Suggested Readings**

- Bhadra & Satpati, Management (Bengali), Elegant Publication
- Drucker, P F, Management Challenges for the 21st Century, Butterworth, Oxford
- Koontz and Weirich, Essentials of Management, Tata McGraw Hill, New Delhi
- Tripathy, P C, Reddy, P N, Principles of Management, Tata McGraw Hill, New Delhi



## **NEC-MG-02: Marketing and Human Resource Management**

**Course Objectives and Outcome:** The course "Marketing and Human Resource Management" aims to provide learners or students with a comprehensive understanding of the principles and practices of marketing and human resource management. The primary objectives of this course are to analyze the marketing mix and its application in different business contexts, understand the role of human resource management in supporting organizational objectives, and develop skills to apply marketing and HRM concepts to real-world business scenarios. Upon completion of this course, learners or students will be able to develop effective marketing strategies, understand the importance of segmentation, targeting, and positioning, and analyze the recruitment, selection, and training processes in HRM. Additionally, learners or students will develop critical thinking skills to evaluate the impact of marketing and HRM decisions on organizational performance and develop effective marketing and HRM plans.

### **Module – I: Marketing Management**

**Unit 1: Marketing Concepts:** Marketing- nature, scope and importance, Challenges in the new economy, Societal marketing, Consumerism. Market segments and selecting target markets, Product Positioning, Macro and Micro Environment, Marketing Mix, Consumer buying behaviour.

**Unit 2: Rural Marketing:** Features of Indian Rural Market, Rural buying pattern, Challenges and Opportunities of Rural Marketing.

**Unit 3: Brand Management:** Branding and Positioning, Product differentiation, Product Life Cycle-Concept, Different stages, Product Pricing, Pricing Strategies.

**Unit 4: Marketing Strategies:** Porter's Competitive strategies, Strategic Business Unit (SBU) analysis, Business level strategies.

### **Module-II: Human Resource Management**

**Unit 5: Human Resource Management (HRM):** Meaning, Scope and Objectives, Responsibilities of Human Resource Management, Importance of HRM, Qualities and Role of HR Manager, Difference between Personnel Management & HRM. HR as profession, Structure of HR Department.

**Unit 6: Human Resource Planning, Recruitment and Selection.** (a) HR Planning: Meaning Objectives, Processes, Succession Planning; (b) Recruitment & Selection: Concept, Objectives, Sources of Recruitment, Selection Process.

**Unit 7: HR Training and Development:** Systematic approach to Training, Needs for Assessment, Training Programme Design: Incorporating Learning Principles, Instructional Techniques, Training Evaluation: Functions of Training Department, Evaluation Designs.

**Unit 8: Performance Management System (PMS):** Objectives of PMS, Issues and Problems in PMS, Job Description, Job Analysis, Methods of Performance Appraisal, Appraisal Process and Documentation, Performance Feedback and Counselling, Major Job Attitudes: Satisfaction, Engagement, Commitment, Career Management, Talent Management, Employee Turnover Management.

### **Suggested Readings**

- Armstrong's Handbook of Human Resource Management Practice, 13th Edition, by Stephen Taylor, Michael Armstrong, Publisher: Kogan Page, ISBN: 9780749469641
- Dessler, G. Fundamentals of Human Resource Management (4th Edition, Pearson)
- Kotler and Armstrong, Principles of Marketing: Pearson.
- Kotler, Marketing Management: Pearson
- M.S. Saiyadain, Human Resources Management, Tata McGraw-Hill Publishing Company Ltd, New Delhi, 2003.
- N.G. Nair and Latha Nair, Personnel Management and Industrial Relations, S. Chand Publications, New Delhi, 1999.
- Personnel and Human Resource Management (ebook) by P. Subba Rao published 2009
- Peter Drucker, The Practice of Management, Allied Publishers Pvt Ltd., New Delhi, 2002. 300
- R.W Mondy, R.M. Noe and S.R. Premeaux, Human Resource Management, Prentice Hall International Editions, New Jersey, 1999.
- Ramaswamy and Namakumari, Marketing Management; Planning
- Rao, T,V. Human Resource Development Audit, Sage Publications, Response Books New Delhi, 2000.
- Stephen. P. Robbins Management, Fourth Edition, Prentice-Hall, New Jersey 1994.
- V.S.P. Rao, Human Resource Management – Text and Cases Excel Books, New Delhi, 2000.

## **NEC-MG-03: Entrepreneurship Development and Start Ups**

**Course Objectives and Outcome:** The course "Entrepreneurship Development and Start Ups" aims to provide learners or students with a comprehensive understanding of the principles and practices of entrepreneurship and start-up management. The primary objectives of this course are to analyze the entrepreneurial mindset and behavior, understand the process of opportunity recognition and idea generation, and develop skills to create and manage a start-up venture. Upon completion of this course, learners or students will be able to identify and evaluate business opportunities, develop a business plan and pitch, and understand the importance of innovation, risk-taking, and adaptability in entrepreneurial ventures. Additionally, learners or students will develop critical thinking skills to navigate the challenges of start-up growth, manage resources, and build effective teams to drive entrepreneurial success.

### **Module-I**

**Unit-1: Entrepreneur-** Meaning, features, functions and different types of entrepreneurs.

**Unit-2: Entrepreneurship-** Definition, nature, elements, factors influencing entrepreneurship, importance, evaluation of entrepreneurship in India, entrepreneurship profession.

**Unit-3: Traits of Entrepreneur-** Quality of entrepreneur, entrepreneurial behavior and creativity, Need for creativity and innovation in entrepreneurship, Training for entrepreneurship development.

**Unit-4: Planning for Entrepreneurship-** Planning-definition, elements, steps, Performance Planning, advantages of Performance Planning, Planning and Controls, Human Resource and Marketing Planning.

## **Module-II**

**Unit-5: Complementary Factors of Entrepreneurship-**Concept, Private or Personal stimulation of entrepreneurship, public stimulation of entrepreneurship, support and sustainability of entrepreneurship, marketing assistance to entrepreneurship, technological support to entrepreneurship.

**Unit-6: Sources of Business Ideas and Tests of Feasibility-** Concept, feasibility study; Project Proposal or Business Planning: Meaning, significance and elements.

**Unit-7: Resource Mobilization and Family Business in India-** Resource Mobilization-Definition, types, importance, features, need; Family Business-concept, features, The Contemporary role models of Indian business (including women entrepreneur): Their values, business philosophy, conflicts in family business and its resolution.

**Unit-8: Startup in India-** Startup- Concept, accommodation and utilities of start-ups, location and space selection of start-ups, Preliminary contracts with the vendors, suppliers, brokers and principal customers, start-ups financing, basic requirement for a contract, basic principles of start-ups, means to solve the start-ups problems.

## **Suggested Readings**

- Bhanu Murthy K V: Ethics and Social Responsibility of Business, Pearson Education India.
- Desai, Vasant, Dynamics of Entrepreneurial Development and Management. Mumbai, Himalaya Publishing House.
- Holt, David H. Entrepreneurship: New Venture Creation. Prentice-Hall of India, New Delhi.
- Kuratko and Rao, Entrepreneurship: A South Asian Perspective, Cengage Learning.
- Robert Hisrich, Michael Peters, Dean Shepherd, Entrepreneurship, McGraw-Hill Education
- Sharma J P: Corporate Governance, Business Ethics & CSR, Ane Books.

## **NEC-MG-04: Business Mathematics and Statistics**

**Course Objectives and Outcome:** The course "Business Mathematics and Statistics" aims to provide learners or students with a comprehensive understanding of

mathematical and statistical concepts and their application in business decision-making. The primary objectives of this course are to analyze mathematical models and statistical techniques, understand the application of probability and statistical inference, and develop skills to apply mathematical and statistical concepts to real-world business problems. Upon completion of this course, learners or students will be able to apply mathematical models to solve business problems, analyze and interpret statistical data, and evaluate the results of statistical analysis to inform business decisions. Additionally, learners or students will develop critical thinking skills to apply mathematical and statistical concepts to solve complex business problems and make informed decisions.

### **Module-I: Business Mathematics**

**Unit 1: Interest and Annuities:** Simple AP and GP Series, Different types of interest rates, Types of annuities, Continuous compounding.

**Unit 2: Equations:** Simple statement of equations of different degrees, solution of simple simultaneous equations involving two and three unknowns, Solutions of quadratic equation, Theory of quadratic equation (proof not needed).

**Unit 3: Permutations and Combinations:** Concept and simple problems.

**Unit 4: Differentiation:** Rules for differentiation of algebraic functions, implicit functions, Derivative by using logarithm of a function, Second order differentiation.

### **Module-II: Statistics**

**Unit 1: Introduction:** Concepts; Primary and Secondary data; Classification of data; Importance and scope of Statistics in business decisions; Limitations. Methods of data collection; Tabulation of data; Graphs and charts; Frequency distributions; Diagrammatic presentation of frequency distribution.

**Unit 2: Measures of Central Tendency:** Basic features of measures of central tendency, Common measures of central tendency - mean, median and mode; Partition values - quartiles, deciles, percentiles.

**Unit 3: Measures of Dispersion:** Common measures of dispersion – range, quartile deviation, mean deviation and standard deviation; Measures of relative dispersion, Lorenz curve and its applications.

**Unit 4: Correlation and Regression:** Scatter diagram; Simple correlation coefficient; Simple regression lines; Spearman's rank correlation; Measures of association of attributes.

### **Suggested Readings**

- Arup Ratan Kundu, Mathematics for Management - An Introduction, TMH
- Das J. K., Statistics for Business Decisions, Academic Publishers
- Das N. G. & Das J. K., Business Mathematics and Statistics, Tata McGraw Hill
- Dey S.N. Baybsaik Ganit O Prisan Khan, Chhaya Prakashani
- F. S. Budnick, Mathematics for Business, Economics and Social Science, TMH
- Fundamentals of Statistics, S.C. Gupta, Himalaya Publishing House
- Goon, Gupta and Dasgupta, Fundamentals of Statistics, The World Press

- M. Raghavachari, Mathematics for Management, TMH
- Maiti A.K. & Pal Tapas Kr., Banijjik Ganit –o- Parisankhan (Bengali & English)
- P. K. Giri and J. Bannerjee, Introduction to Business Mathematics, Academic Publishers
- S. Baruah, Basic Mathematics and its Application in Economics, Macmillan
- Sancheti and Kapoor, Business Mathematics, Sultan Chand
- Sharma J K, Business Statistics, Pearson Education

### **NEC-MG-05: Retail and Service Marketing**

**Course Objectives and Outcome:** The course "Retail and Service Marketing" aims to provide learners or students with a comprehensive understanding of the principles and practices of retail and service marketing. The primary objectives of this course are to analyse the retail and service marketing environment, understand the customer behaviour and expectations, and develop skills to create and implement effective retail and service marketing strategies. Upon completion of this course, learners or students will be able to understand the retail marketing mix, develop retail marketing plans, and analyse the role of service quality in customer satisfaction. Additionally, learners or students will develop critical thinking skills to evaluate the impact of digital technologies on retail and service marketing, develop effective loyalty programs, and create customer-centric retail and service marketing strategies.

#### **Module-I**

**Unit 1: Introduction to Retailing:** Concept of retailing, Functions of retailing, Retail formats and types, Retailing Channels, Importance of retailing, Changing trends in retailing, Retail Industry in India.

**Unit 2: Understanding the Retail Consumer:** Retail consumer behaviour, Factors influencing the retail consumer, Customer decision making process, Types of decision making, Market research for understanding retail consumers.

**Unit 3: Retail Market Segmentation and Strategies:** Market Segmentation and its benefits, Kinds of markets, Definition of Retail strategy, Strategy for effective market segmentation, Strategies for penetration of new markets, Growth strategies, Retail value chain.

**Unit 4: Retail Location Selection:** Importance of Retail locations, Types of retail locations, Factors determining the location decision, Steps involved in choosing a retail location, Measurement of success of choosing location.

#### **Module-II**

**Unit 5: Service Marketing and Merchandise Management:** Concept of service marketing and its objectives, Difference between product marketing and service marketing, Meaning of Merchandising, Factors influencing Merchandising, Functions of Merchandising Manager, Merchandise planning, Merchandise buying, Analysing of Merchandising performance.

**Unit 6: Retail Operations and Retail Pricing:** Store administration, Premises management, Inventory Management, Customer service, Retail Pricing, Factors influencing retail prices, Pricing strategies, Controlling and non-controlling costs.

**Unit 7: Retail Space Management and Marketing:** Definition of Space Management, Store layout and Design, Visual Merchandising, Promotions Strategy, Relationship Marketing Strategies, Customer Relationship Management, Retail Marketing Mix, Retail Communication Mix, Point of Purchase (POP) Displays.

**Unit 8: Emerging Trends in Retailing:** Changing nature of retailing, Organized retailing, Modern retail formats, E-tailing, Challenges faced by the retail sector.

### **Suggested Readings:**

- Berman, Evans & Mathur, Retail Management, Pearson
- Madaan, Fundamentals of Retailing, Tata McGraw-Hill
- Pradhan, S., Retailing Management, McGraw Hill
- Seshanna & Prasad, Retail Management, McGraw Hill

## **NEC-MG-06: Integrated Marketing Communication**

**Course Objectives and Outcome:** The course "Integrated Marketing Communication" aims to provide learners or students with a comprehensive understanding of the principles and practices of integrated marketing communication (IMC). The primary objectives of this course are to analyze the IMC process, understand the role of various marketing communication tools, and develop skills to create and implement effective IMC campaigns. Upon completion of this course, learners or students will be able to understand the importance of integrating marketing communication efforts, develop IMC plans and strategies, and analyze the effectiveness of IMC campaigns. Additionally, learners or students will develop critical thinking skills to evaluate the impact of digital technologies on IMC, develop effective messaging and branding strategies, and create IMC campaigns that drive business results.

### **Module-I**

**Unit 1: Integrated Marketing Communication (IMC) in Marketing Process:** Concept of IMC and its components, Role of IMC in marketing process, Marketing Process, Steps in Communication Process.

**Unit 2: Introduction to Marketing Communication Process:** Marketing Communication: Concept and Importance, Barriers to Marketing Communication, Social Media and Digital Marketing: Concepts, Relevance, Objective and Prospects.

**Unit 3: Introduction to Communication Mix:** Concept, Need, Objectives and Elements.

**Unit 4: Communication in Retail, Service, Rural and International Marketing:** Concepts, Features, Objectives, Tools and Strategies.

### **Module-II**

**Unit 5: Introduction to Advertising Process:** Advertising: Definition, Objectives, Importance, Types and Functions; Advertising Process & Advertising Budget, Legal, Ethical and Economic aspects of Advertising.

**Unit 6: Design and Execution of Advertising:** Copy Writing (Headlines, Illustrations, Message); Copy Type; Campaign Planning; Different Types of Media; Media Planning and Scheduling.

**Unit 7: Impact of Advertising:** Advertising Agency (Concept), Advertising Department (Concept), Difference between Advertising Agency and Advertising Department, Relationship with Clients, Measuring Advertising Effectiveness.

**Unit 8: Sales Promotion:** Meaning, Nature, Type, Function and Limitation; Sales Promotion Techniques (Sample Distribution, Consumer Contests, Displays, Demonstrations, Trade Fairs and Exhibitions).

### **Suggested Readings**

- Advertising Management, By Rajeev Batra, John Myers and Davis Aaket, Published by Prentice Hall of India Private Limited, New Delhi
- Advertising Management, concept and cases. By Manendra Mohan
- Advertising Management, Oxford University Press, By Jaishri Jethwaney and Shruti Jain
- Advertising: Principles and Practice, Latest Edition, by William Wells, John Burnett, and Sandra Moriary, Prentice Hall.
- Fundamentals of Marketing, William Stanton, Michael Etzel, Bruce Walker, McGraw-Hill International Editions 1994
- Introduction to Marketing, Theory & Practice, Second Edition, Adrian Palmer, Oxford University Press
- Marketing Management, 11th Edition, Philip Kotler, Published by Prentice Hall of India Private Ltd, New Delhi.
- Marketing Management, 15th Edition, Philip Kotler, Kevin Lane, Keller, Published by Pearson.
- Marketing Management: Indian Context-Global Perspective, 6th Edition, Ramaswamy and Namakumari, Sage Publication
- Marketing Management-A South Asian Perspective, ISBN -978-0-13-600998, 13th Edition, Philip Kotler, Kevin Keller, Abraham Koshy, Mithileshwar Jha, Published by Dorling Kindersley (India) Pvt. Ltd, Licensees of Pearson Education in South Asia
- Marketing Management-Global Perspective -Indian Context, 4th Edition-2010 V.S. Ramaswamy & S. Namakumari, Macmillan Publishers India LMT, New Delhi.
- Ogilvy on Advertising, by David Ogilvy

### **NEC-MG-07: Management of Non-Profit Organisations**

**Course Objectives and Outcome:** The course "Management of Non-Profit Organisations" aims to provide learners or students with a comprehensive understanding of the principles and practices of managing non-profit organisations. The primary objectives of this course are to analyse the unique characteristics and challenges of non-profit organisations, understand the role of governance and leadership, and develop skills to

manage non-profit organisations effectively. Upon completion of this course, learners or students will be able to understand the legal and regulatory framework of non-profit organisations, develop strategic plans and budgets, and analyze the impact of fundraising and resource development on non-profit organisations. Additionally, learners or students will develop critical thinking skills to evaluate the effectiveness of non-profit organisations, develop effective stakeholder engagement strategies, and create sustainable business models for non-profit organisations.

## **Module-I**

**Unit 1: Non-Profit Organisations:** Concept and Functions; Needs for NGO formation, Development issues, Development indicators; Legal procedures for establishment of NGOs; Overview of Societies Registration Act, Indian Trust Act, Indian Companies Act, 2013, Charitable Endowment Act and FCRA, Memorandum of Association and Bye laws, Issues and Challenges in NGO Management, Social impact of NGOs.

**Unit 2: Project Planning:** Identifying and analysing problems, Designing of project planning, Strategic Planning, Deciding the overall strategy.

**Unit 3: Result-Based Management and Project Cycle Management:** Concept of Result-Based Management; Project planning and programme in Result-Based Management, Project cycle management: Concept and Logical framework.

**Unit 4: Monitoring and Evaluation of Project:** Meaning, Evaluations- Internal and External, Monitoring.

## **Module-II**

**Unit 5: Proposals- Fund-raising and Granting:** Developing a coherent fund-raising strategy and Grant Proposals, Identification of budget and donor expectations, Structure of proposals for grant.

**Unit 6: Communication, Leadership Development and Human Resource Management:** Principles of communication, Successful negotiations, Leadership Development, Building and leading a team, Conflict resolution, Human Resource Management, Human Resource Policy, Staffing and Compensations, Staff development.

**Unit 7: NGO Governance- Linking experience to Best Practice:** Governance-Concept, challenges, perspectives and ethical concerns, Impact of different governance structures, Good Governance standard codes and accountability, Role of Board Members, Executive Directors, Senior Managers, Founders and other stakeholders.

**Unit 8: Co-ordinating Agencies, Funding Agencies and Schemes of NGOs:** International Organisations, National and Regional Organisations, Schemes for NGOs under various Ministries of Government of India, NABARD and Human Rights Commission, Success stories of model NGOs in India.

### **Suggested Readings**

- Steve Rothschild, “The Non Nonprofit: For-Profit Thinking for Non-profit Success”, The Jewish Floridian - University of Florida Digital Collections.
- Beth Kanter, Allison Fine and Randi Zuckerberg “The Networked Nonprofit: Connecting with Social Media to Drive Change”.



- Jim Collins, “Good to Great: Why Some Companies Make the Leap and Others Don't”
- Chip Heath and Dan Heath, “Made to Stick: Why Some Ideas Survive and Others Die”
- Leslie R. Crutchfield, Heather Mcleod Grant and Steve, “Forces for Good: The Six Practices of High-Impact Nonprofits”
- David Lubetzky, “Do the Kind Thing: Think Boundlessly, Work Purposefully, Live Passionately”

## **NEC-MG-08: Tourism Management**

**Course Objectives and Outcome:** The course "Tourism Management" aims to provide learners or students with a comprehensive understanding of the principles and practices of tourism management. The primary objectives of this course are to analyze the tourism industry and its components, understand the role of tourism planning and development, and develop skills to manage tourism operations effectively. Upon completion of this course, learners or students will be able to understand the tourism system and its stakeholders, develop tourism marketing strategies, and analyze the impact of tourism on local communities and environments. Additionally, learners or students will develop critical thinking skills to evaluate the sustainability of tourism development, develop effective tourism policies and plans, and create innovative tourism products and services.

### **Module-I**

**Unit 1: Tourism Management:** Tourism- Meaning and Importance; Tourism Products- Meaning, Characteristics, Classification; Tourism Management – Meaning and Objectives.

**Unit 2: Forms and Types of Tourism:** Topology of tourism, Forms and types of tourism, Travel motivators and their roles.

**Unit 3: Tourism and its impacts:** Factors influencing the impact of tourism- Historical, Economic, Physical, Environmental, Socio- Cultural.

**Unit 4: Tourism Resources with special reference to West Bengal:** Tourism resources of West Bengal- North Bengal- Dooars, Darjeeling; South Bengal and tourism places in and around Kolkata, Tourism resources -Assam, Meghalaya, Arunachal Pradesh, Manipur, Mizoram, Tripura, Nagaland.

### **Module-II**

**Unit 5: Historical Background of Travel Agency:** Overview, Historical Background of Travel Agency, Functions and Profile of a Modern Travel Agency.

**Unit 6: Tourism Products in India:** Meaning, Types, Characteristic of Tourism Products, Archaeological, Historical, Scientific, World Heritage and Religious sites of India, Indian Museums etc.

**Unit 7: Tour Operation Business in India:** Rules for recognition of Tour Operators of India, Organization Structure of Travel / Tour Operators, Types and Forms of Tour Operators, Tour Packages.

**Unit 8: Marketing of Tourism:** Concept and features; Tourism as Service Industry, Hospitality and Tourism, Segmentation in Tourism, Tourism in India and abroad.

### **Suggested Readings**

- Cultural Tourism in India- S.P. Gupta, Krishna Lal, Mahua Bhattacharya
- Studies in Tourism - Sagar Singh
- Successful Tourism Management - Prannath Seth
- Sustainable Tourism Development, Guide for Local Planners by WTO
- Tourism Development - R. Gartner
- Tourism Management Vol - 4 - P.C. Sinha
- Tourism Planning and Development - J.K. Sharma
- Tourism Systems - Mill and Morisson
- Tourism: Past, Present and Future – Burkart & Medlik
- Tourism: Principles and Practices - Cooper C., Fletcher J., Gilbert D and Wanhil. S
- Tourism: Principles and Practices - McIntosh, R.W.
- Travel Industry: Chunky Gee et-al

### **Multi-Disciplinary Course (MDC)**

#### **NMD-CO-01: Accounting for All**

**Course Objectives and Outcome:** The course "Accounting for All" aims to provide learners or students with a foundational understanding of accounting principles and practices. The primary objectives of this course are to introduce learners or students to the basics of accounting, understand financial statements, and develop skills to apply accounting concepts to real-world scenarios. Upon completion of this course, learners or students will be able to understand the accounting equation, record and classify financial transactions, and prepare basic financial statements. Additionally, learners or students will develop critical thinking skills to analyze financial data, evaluate financial performance, and make informed decisions. This course is designed to be accessible and engaging, providing a solid foundation in accounting for learners or students from diverse backgrounds and disciplines.

#### **Module-I**

**Unit-1: Accounting:** Concept, objectives, features, advantages and limitations, Branches of Accounting.

**Unit-2: Basic Concepts of Accounting:** Accountancy and Accounting, Importance of Book-Keeping, Different Concepts of Accounting- Proprietary, Entity, Going Concern, Periodicity, Matching, Fund, Dual Aspects.

**Unit-3: Income, Expenditure, Capital, Assets and Liabilities:** Income-Concept and Types; Expenditure- Concept and Types; Capital- Concept and Classification, Assets-Concept and Types; Liabilities- Concept and Classification.

**Unit-4: Journal and Ledger:** Double Entry System -advantages, features; Journal-concept and classification; Ledger-Concept. Recording of Transactions in Journal, Ledger Posting and Balancing of Ledgers.

## **Module-II**

**Unit-5: Trial Balance:** Definition, objectives of preparing Trial Balance, Features of Trial Balance, Usefulness of Trial Balance, Types and Errors not detected in Trial Balance, , Simple Mathematical Problems.

**Unit-6: Cash Book and Bank Reconciliation Statement:** Cash Books-Concept, types, Advantage, Disadvantages of Cash Book, Bank Reconciliation Statement (BRS)- Concept, Rules for preparing BRS, causes for preparing BRS, Simple Mathematical Problems.

**Unit-7: Final Accounts:** Meaning, Features, Components of Final Accounts, Preparation of Final Accounts with simple Problems.

**Unit-8: Partnership Business:** Meaning, advantages of Partnership Business, Types of Partners, Preparation of Partnership Accounts with simple Problems.

### **References:**

- Basu A, Financial Accounting-I, Tee Dee Publications
- Basu and Das, Financial Accounting, (Vol-I), Rabindra Library
- Hanif & Mukherjee, Financial Accounting (Vol-I, Tata McGraw-Hill
- Maheswari, S.N. *Financial Accounting* (Vol. I & II), Sultan Chand & Sons
- Mukherjee and Mukherjee, Financial Accounting, Oxford University Press
- Nayak O Manna, Arthik Hisabnikashkaner Ruparekha, Parul Library

## **Skill Enhancement Course (SEC)**

### **NSE-CO-01: Business Communication**

**Course Objectives and Outcome:** The course "Business Communication" aims to provide learners or students with a comprehensive understanding of effective communication principles and practices in a business context. The primary objectives of this course are to analyse the importance of communication in business, understand the various forms of business communication, and develop skills to communicate effectively in business settings. Upon completion of this course, learners or students will be able to understand the communication process, develop effective written and oral communication skills, and analyse the impact of technology on business communication. Additionally, learners or students will develop critical thinking skills to evaluate the effectiveness of business messages, develop persuasive communication strategies, and create effective business presentations.

#### **Module-I**

**Unit 1: Introduction:** Meaning, Objectives, Elements, Types and Characteristics of Communication; Communication Process, Communication Models, Effective Communication.

**Unit 2: Business Communication I:** Meaning, Features, Advantages and disadvantages of Formal Communication; Meaning, Features, Advantages and disadvantages of Informal Communication; Importance of Business Communication.

**Unit 3: Business Communication II:** Barriers to Business Communication- Meaning and Types; Group Discussion, Mock Interview; Seminars.

**Unit 4: Modern form of Communication:** Meaning, Advantages and Disadvantages of E-mail; Meaning and Advantages of Video-conferencing and Conference Calling; Advantages of Video-conferencing, social media as a form of Communication- Facebook, WhatsApp, Twitter, Instagram etc.

#### **Module-II**

**Unit 5: Practice in Effective Communication:** Notice, Circular, Resolution, Minutes; Distinction between Notice and Circular; Report- Meaning, Features, Types and Styles.

**Unit 6: Drafting:** Rules for drafting a Report; Drafting of Notice, Resolutions, Minutes, Reports and Circulars.

**Unit 7: Business Letter Writing Skills:** Meaning, Importance, Essentials and Styles of Business Letter; Forms and Arrangements of Business Letter; Different Types of Business Letter.

**Unit 8: Interviewing Skills:** Definition of Interview; Types of Interview; Guidelines for Preparation of Successful Interview; Writing of application letter; Essentials of Curriculum Vitae and Resume.

#### **Suggested Readings**

- Anjanee, S. & Bhavana Adhikari, Business Communication, TMH
- Chaturvedi & Chaturvedi, Business Communication: Concepts, Cases and Applications, Pearson
- M.K.Shegal & Vandana Khetarpal, Business Communication, Excel Books
- R.K. Madhukar, Business Communication, Vikash Publishing House Pvt. Ltd.
- Rao, Kumar & Bindu, Business Communication, Cengage
- Khanna, Puja., Business Communication, Vikash
- Raman & Sharma, Technical Communication, Oxford
- Lesikar, Flatley et al, Business Communication, McGraw Hill

## **NSE-CO-02: E-Business and Computer Applications in Business**

**Course Objectives and Outcome:** The course "E-Business and Computer Applications in Business" aims to provide learners or students with a comprehensive understanding of the role of technology in business. The primary objectives of this course are to analyze the concepts and principles of e-business, understand the various computer applications in business, and develop skills to apply technology to business problems. Upon completion of this course, learners or students will be able to understand the e-business models and strategies, develop e-commerce websites, and analyze the impact of technology on business operations. Additionally, learners or students will develop practical skills in using software applications such as spreadsheets, databases, and presentation software to support business decision-making.

### **Module-I: E-Business**

**Unit 1: E-Business and Business Models:** Meaning, Emergence of E-Business, Features and Importance, E-Business based activities, Advantages, Limitations, Techniques and Barriers to e-Business, E-Business Models- B2B, B2C, C2C, C2B, G2C, Brokerage Model, Aggregator Model.

**Unit 2: Technology Enabling E-Business:** Networks and Internet-URL, TCP, Search Engine, The World Wide Web: Hypertext, Markup Languages, and Web Browser, Web Security Issues, Encryption Techniques- Symmetric and Asymmetric.

**Unit 3: E-Marketing:** Traditional Marketing, Web presence goals and meeting the needs of the web visitors, E-Marketing Value Chain, Website – vehicle for E-Marketing, Metrics defining Internet Units of Measurement, The Browsing Behavior Model, Online Marketing, E-Advertising, E-Branding, E-Marketing Strategies.

**Unit 4: E-Payment and E-Security:** Types of E-Payment- Electronic Card, Digital Cash, Digital Wallet, Online Stored value systems, E-Cheque, Electronic Billing presentation and payments, Online Banking, UPI, Case Study: Paytm and Free Charge; E-Security: Meaning, Importance, Dimensions, Types of Security Threats, Technological Solutions: Encryption and Decryption, Digital Envelope, Digital Certificate, Digital Signature, SSL, S-HTTP, VPN, Firewalls, Antivirus Software, Cyber-crime and Cyber security.

### **Module-II: Computer Applications in Business**

**Unit 5: Basic Concepts:** Characteristics of a Computer; Advantages of Computers; Limitations of Computers; Types of Computers; Application of computers, Hardware, Firmware, Liveware; Software; Input-output devices.

**Unit 6: Data Communication and Computer Network:** Transmission Modes - Simplex, Half- Duplex, Full Duplex, Analog and digital transmission, Synchronous and Asynchronous transmission, Multiplexing, Network: Concept, Types - LAN, WAN, MAN, VAN, SAN; Various Topologies - Bus, Star, Ring, Mesh, Tree, Protocol Models - OSI, TCP/IP.

**Unit 7: Word Processing and Spreadsheet:** Introduction to Word Processing, Saving, Selecting text, Editing text, Finding and Replacing text, Formatting text, Bullets and Numbering, Tabs, Paragraph Formatting, Page Setup, Spreadsheet concept; Formula Copying, Moving data from selected cells, Handling operators in formulae: Inserting Charts- LINE, PIE, BAR, Mathematical Formula- ROUND ALL, SUM, SUMIF, COUNT, COUNTIF; Statistical – AVERAGE, MAX, MIN, STDEV, FREQUENCY, INTERCEPT, SLOPE.; Financial - PMT, PPMT, IPMT; Logical - IF, AND, OR.

**Unit 8: Various Modern Accounting Softwares:** Features, advantages and disadvantages of some modern accounting softwares - Tally, Zoho Books, MARG ERP 9+Vyapar- Accounting & Invoicing, Book Keeper – Accounting & Invoicing.

### **Suggested Readings**

- Sanjay Saxena, A First Course in Computers, Vikas Publishing House, New Delhi
- Pradeep K. Sinha and Preeti Sinha, Foundation of Computing, , BPB, Publication
- Deepak Bharihoka, Fundaments of Information Technology, Excel Book, New Delhi
- Joseph, P.T. E-Commerce A Managerial Perspective. PHI
- Kenneth C. Laudon & Carol Guercio Traver, E-Commerce: Business, Technology, Society, Pearson.
- Diwan, Prag and Sunil Sharma, Electronic Commerce -A Manager's Guide to E-Business, Vanity Books International, Delhi.
- Dietel, Harvey M., Dietel, Paul J., and Kate Stein Buhler, E-business and E-commerce for managers, Pearson Education.
- Greenstein, M. and T.M. Feinman, Electronic Commerce: Security, Risk Management and Control, Tata McGraw hill.
- Kosiur, David, Understanding Electronic Commerce, Prentice Hall of India Private Ltd., New Delhi.
- Whiteley, David, E-commerce, McGraw Hill, New York.

### **NSE-CO-03: Food Processing and Packaging**

**Course Objectives and Outcome:** The course "Food Processing and Packaging" aims to provide learners or students with a comprehensive understanding of the principles and practices of food processing and packaging. The primary objectives of this course are to

analyze the physical, chemical, and biological changes that occur during food processing, understand the various food processing techniques and packaging materials, and develop skills to apply food processing and packaging principles to real-world scenarios. Upon completion of this course, learners or students will be able to understand the principles of food preservation, develop food processing and packaging protocols, and evaluate the safety and quality of processed foods. Additionally, learners or students will develop critical thinking skills to design and optimize food processing and packaging systems, and ensure compliance with food safety regulations.

## **Module-I**

**Unit-1. Nutrition:** Concept, Scope of Nutrition, Nutrients, Types of Food, Balanced Diet, Life Chemistry of Food, Malnutrition of Food, Malnutrition, Nutrition Inspection.

**Unit-2. Food Chemistry:** Concept; Chemical Compounds of Food, Colours in Food Products, Flavour of Food, Genetically Modified Food, Poisonous Food, Homo-cellulose, Lignin and other Chemicals, Antioxidants.

**Unit-3. Science of Food:** Scope of science of food, Types and analysis of Food.

**Unit-4. Toxicology:** Natural Food Poisons, Useful Chemistry, Non-naturally Occurring Poisons, Xenobiotic Toxins, Bishtriya, Acceptable Daily Intake (ADI), Food-borne Diseases.

**Unit-5. Standard of Food and Regulations:** Concept, Standards, Quality Control, Regulations, Dangers of Adulterated Food.

## **Module-II**

**Unit-6. Food Microbiology:** Concept, Germicidal Toxins, Food-borne Spore-borne Illness, Mycotoxins, Aflatoxin.

**Unit-7. Putrefaction and Fermentation:** Concept, Different types of Decomposition of Food- Grains, Sugar, Vegetables, Milk, Meat, Mussel, Sea Foods, Food Fermentation.

**Unit-8. Food Technology:** Food Additives, Technical Knowledge in Fruit Processing Industry, Technology in Food Grains, Bakeries Industry, Expanded Extruded Foodstuffs, Confectionery Technology, Spice Technology.

**Unit-9. Technological Knowledge in Food Grain:** Rice, food products made out of rice, wheat, pulse, bakery Industry.

**Unit-10. Packaging:** Concept, Necessity, Types of packaging, Importance of packaging, functions, features of good packaging, packaging of food products, process of packaging.

## **Suggested Readings:**

- Bennion, M.: Introductory Foods, Macmillan Publishing Co., New York.
- Coultate, T. P.: Food-Chemistry of its Components, Royal Society of Chemistry, London.

- Gaman, P. M. and Sherrington, K. B.: The Science of Food, Pergamon Press, New York.
- Ghosh, U., Choudhuri, D. R., Gangopadhyay, H.: Controlled & Modified Atmosphere Storage Studies on Fruits, Vegetables & Flowers, FTBE, Jadavpur University, Kolkata.
- Gilbert, J.: Analysis of Food Contaminants, Elsevier Applied Science Publishers Ltd., New York.
- Gordon L. Robertson, Food Packaging and Shelf Life: A Practical Guide
- Gordon L. Robertson, Food Packaging: Principles and Practice
- Manay, N. S. and Shadaksharaswamy, M.: Food, Facts & Principles, Wiley Eastern Ltd., Kolkata.
- Mondy, N. I.: Experimental Food Chemistry, Avi Publishing Co. Inc., Westport, Con.
- Mudambi, S. R. and Rao S. M.: Food Science, New Age International (P) Ltd., Kolkata.
- Ranken, M. D.: Food Industries Mannual, Leonard Hill, London, 21 Edn.
- Ruben Hernandez, Susan E. M. Selke, John Culter, John D. Culter, Plastics Packaging: Properties, Processing, Applications, and Regulations, 2000.
- Srilakshmi, B.: Food Science, New Age International (P) Ltd., Kolkata.
- Walter Soroka, Fundamentals of Packaging Technology-Fourth Edition.

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