

UNIVERSITY OF NORTH BENGAL

Raja Rammohunpur, Dt. Darjeeling, West Bengal, Pin: 734013

SYLLABUS FOR BACHELOR OF COMMERCE UNDER FOUR YEAR UNDERGRADUATE PROGRAM (FYUGP)

[Effective from: 2024-25]

SINGLE MAJOR – SINGLE MINOR (BUSINESS MANAGEMENT)

SINGLE MAJOR – SINGLE MINOR**Major: BUSINESS MANAGEMENT**

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|-----------|--------------|---|
| Sem - I | Major DSC-1 | MANAGEMENT PRINCIPLES AND APPLICATIONS |
| | Major DSC-2 | FINANCIAL ACCOUNTING - I |
| | Minor DSC-1 | BUSINESS LAWS |
| | VAC- 1/2 | <i>ENVIRONMENTAL EDUCATION</i> |
| | SEC-1 | <i>A paper to be chosen from the appropriate pool of papers for SEC</i> |
| Sem - II | Major DSC-3 | BUSINESS MATHEMATICS-I |
| | Major DSC-4 | COMPANY LAW |
| | Minor DSC-2 | BUSINESS COMMUNICATION |
| | AEC- 1/2 | <i>COMPULSORY ENGLISH</i> |
| | IDC-1 | <i>1st Paper of the chosen Inter-Disciplinary Course (IDC)</i> |
| | SEC-2 | <i>A paper to be chosen from the appropriate pool of papers for SEC</i> |
| Sem - III | Major DSC-5 | HUMAN RESOURCE MANAGEMENT |
| | Major DSC-6 | INDIAN FINANCIAL SYSTEM |
| | Minor DSC-3 | FINANCIAL ACCOUNTING-II |
| | AEC- 1/2 | <i>MIL / ALTERNATIVE ENGLISH</i> |
| | IDC-2 | <i>2nd Paper of the chosen Inter-Disciplinary Course (IDC)</i> |
| | SEC-3 | <i>A paper to be chosen from the appropriate pool of papers for SEC</i> |
| Sem - IV | Major DSC-7 | INCOME TAX LAW AND PRACTICES |
| | Major DSC-8 | CORPORATE ACCOUNTING |
| | Minor DSC-4 | DIGITAL FLUENCY |
| | VAC- 1/2 | <i>UNDERSTANDING INDIA</i> |
| | IDC-3 | <i>3rd Paper of the chosen Inter-Disciplinary Course (IDC)</i> |
| Sem-V | Major DSC-9 | PRINCIPLES OF MARKETING MANAGEMENT |
| | Major DSC-10 | BUSINESS MATHEMATICS -II |
| | Major DSC-11 | AUDITING |
| | Major DSC-12 | COST AND MANAGEMENT ACCOUNTING-I |
| | Minor DSC-5 | FINANCIAL INCLUSION AND FINANCIAL LITERACY |
| Sem-VI | Major DSC-13 | INDUSTRIAL RELATIONSHIP AND LABOUR LAWS |
| | Major DSC-14 | BUSINESS STATISTICS |
| | Major DSC-15 | MANAGERIAL ECONOMICS |
| | Major DSC-16 | GST AND CUSTOMS DUTY |
| | Minor DSC-6 | COST AND MANAGEMENT ACCOUNTING-II |
| Sem-VII | Major DSC-17 | RESEARCH METHODOLOGY |
| | Major DSC-18 | CUSTOMER RELATIONSHIP MANAGEMENT |
| | Major DSC-19 | OPERATIONS RESEARCH |
| | Minor DSC-7 | FINANCIAL REPORTING |
| Sem-VIII | Major DSC-20 | ORGANISATIONAL BEHAVIOUR |
| | Major DSC-21 | BUSINESS ETHICS AND CSR |
| | Major DSC-22 | BUSINESS ANALYTICS |
| | Major DSC-23 | FINANCIAL MANAGEMENT |
| | Minor DSC-8 | INVESTMENT ANALYSIS |

The details of the Value Added Courses (VACs), Skill Enhancement Courses (SECs) Ability Enhancement Courses (AECs) and Inter-disciplinary Courses (IDCs) will be notified by the concerned authority separately.

Semester: I**MANAGEMENT PRINCIPLES AND APPLICATIONS****Course Code:****Course Type: Major****Marks: 80****Credit: 4****Lectures: 50**

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

Course Outcome: *On successful completion of the course, the students will be able to bring out the relevance of management in today's knowledge era which in turn will help them to design strategic plans for various organizations for the attainment of organizational goals.*

Course Contents:**Unit I: Introduction (Lectures:10)**

- (a) Management: Concept, Definition, Scope, Levels and Significance.
- (b) Evolution of the Management Thoughts: Classical Approach-Taylor, Fayol; Neo-Classical Approach-Mayo, Hawthorne Experiments; Behavioural Approach; Systems Approach; Contingency Approach-Peter F. Drucker, Michael Porter, Senge and, C.K. Prahalad

Unit II: Planning and Organizing (Lectures:16)

- (a) Planning: Concept, Process, Steps in Planning, Significance and Types of Plan
- (b) Strategic Planning: Concept, Process, Importance and limitations
- (c) Environmental Analysis (internal and external environment): Importance and Techniques (SWOT and BCG Matrix).
- (d) Decision-Making: Concept, Process, Types
- (e) Organizing: Concept, Process, Significance; Organizational Structure—Various forms; Span of Control, Different types of authority, Delegation of authority, Decentralization

Unit III: Directing and Coordinating (Lectures:16)

- (a) Directing: Concept, Features, Importance and Limitations.
- (b) Motivation: Concept, Importance, Extrinsic and Intrinsic motivation; Motivation Theories-McGregor, Maslow, Herzberg
- (c) Staffing: Concept and Process
- (d) Leadership: Concept, Importance, Qualities of a successful leader, Leadership styles- Autocratic, Democratic and Laissez Faire, Theories-Likert, Blake and Mouten, House's Path Goal theory
- (e) Communication: Concept, Purpose, Process; Types of communications, Barriers to communication, overcoming barriers to communication
- (f) Coordinating: Concept, Feature, Importance, Internal and External Coordination

Unit IV: Controlling (Lectures:8)

Controlling: Concept, Features, Importance and Limitations; Process; Essentials of a good control system, Principles of Effective Control; Relationship between Planning and Control.

Suggested Readings:

1. Harold Koontz and Heinz Weihrich, *Essentials of Management: An International and Leadership Perspective*, McGraw Hill Education.
2. Stephen P Robbins and Madhushree Nanda Agrawal, *Fundamentals of Management: Essential Concepts and Applications*, Pearson Education.

3. George Terry, *Principles of Management*, Richard D. Irwin
4. Newman, Summer, and Gilbert, *Management*, PHI
5. James H. Donnelly, *Fundamentals of Management*, Pearson Education.
6. B.P. Singh and A.K.Singh, *Essentials of Management*, Excel Books
7. Griffin, *Management Principles and Application*, Cengage Learning
8. Robert Kreitner, *Management Theory and Application*, Cengage Learning
9. TN Chhabra, *Management Concepts and Practice*, Dhanpat Rai & Co. (Pvt. Ltd.), New Delhi
10. Peter F Drucker, *Practice of Management*, Mercury Books, London
11. Sharma & Gupta, *Management Principle and Applications*, Kalyani Publishers
12. S.K. Debnath and S.P. Datta, *Principles and Practice of Management*, Tee Dee Publications (P) Ltd.

FINANCIAL ACCOUNTING - I

Course Code:

Course Type: Major

Marks: 80

Credit: 4

Lectures: 50

Course Objective: To help students to acquire conceptual knowledge of the Financial Accounting and to impart skills for recording various kinds of business transactions.

Course Outcome: On successful completion of the course, the students will be able to understand the theoretical framework of accounting. It will demonstrate the ability to prepare financial statements of profit seeking and non-profit seeking concerns.

Course Contents:

Unit I: Conceptual Framework and Accounting Process (Lectures:6)

- (a) Accounting as an information system; its users, functions, advantages and limitations; Cashbasis and accrual basis of accounting; Capital and revenue expenditures and receipts;
- (b) Accounting Concepts: entity, accrual, cost, dual aspect, going concern, money measurement, periodic, revenue recognition, realization, matching; Accounting conventions: full disclosure, consistency, materiality, conservatism; Concept on Accounting Standards;
- (c) Accounting process: recording of transactions, preparation of trial balance, transfer and closing entries

Unit II: Accounting for Depreciation, Reserves and Provisions (Lectures: 6)

- (a) Depreciation: meaning, reasons, factors, different methods; Change in the method of depreciation;
- (b) Reserve: meaning, types; reserve fund; Provisions: meaning, accounting; Reserves vs. provisions

Unit III: Financial Statements (Lectures: 12)

Financial Statements of Non-Profit Organization, Sole Proprietorship and Partnership business

Unit IV: Consignment, Joint Venture and Sale or Return (Lectures: 12)

- (a) Consignment: Concepts, Features, Accounting treatments in the books of the consignor and consignee.
- (b) Joint Venture: Concepts, Features, Accounting procedures under different methods;
- (c) Sale or return: Concepts and Accounting procedures

Unit V: Insurance Claim (Lectures: 10)

- (a) Loss of Stock: Concept and Computation.
- (b) Loss of Profit: Concept and Computation.

Unit VI: Control Ledger (Lectures: 4)

Concepts and Accounting procedures: Self Balancing & Sectional Balancing.

Suggested Readings:

1. Robert N Anthony, David Hawkins, Kenneth A. Merchant, *Accounting: Text and Cases*. McGraw-Hill Education, 13th Ed. 2013. Charles T. Horngren and Donna Philbrick, *Introduction to Financial Accounting*, Pearson Education.
2. J.R. Monga, *Financial Accounting: Concepts and Applications*. MayurCourse Backs, New Delhi.
3. M.C.Shukla, T.S. Grewal and S.C.Gupta. *Advanced Accounts*. Vol.-I. S. Chand & Co., New Delhi.
4. S.N. Maheshwari, and. S. K. Maheshwari. *Financial Accounting*. Vikas Publishing House, New Delhi.
5. Deepak Sehgal. *Financial Accounting*. Vikas Publishing H House, New Delhi.
6. Bhushan Kumar Goyal and HN Tiwari, *Financial Accounting*, International Book House
7. Goldwin, Alderman and Sanyal, *Financial Accounting*, Cengage Learning.
8. Tulsian, P.C. *Financial Accounting*, Pearson Education.
9. *Compendium of Statements and Standards of Accounting*. The Institute of Chartered Accountants of India, New Delhi
10. M. Haniff & A. Mukherjee, *Financial Accounting 2nd Edition*
11. Basu & Das, *Financial Accounting*, Rabindra Library
12. SP Jain & K.L Narang, *Financial Accounting*, Kalyani Publishers
13. Amitabha Basu & Sibasish Dutta, *Financial Accounting*, Tee Dee Publications (P) Ltd.

BUSINESS LAWS

Course Code:

Course Type: Minor

Marks: 80

Credit: 4

Lectures: 50

Course Objective: To impart basic knowledge of the important business legislations along with relevant case laws.

Course Outcome: On successful completion of the course, the students will form a clear idea about the legal aspects of the business.

Course Contents:**Unit I: The Indian Contract Act, 1872: General Principle of Law of Contract (Lectures: 10)**

Contract: meaning, characteristics and types; Essentials of a valid contract; Discharge of a contract: modes of discharge, breach and remedies against breach of contract; Contingent contracts; Quasi-contracts; Basic concepts of special contracts: Contract of Indemnity and Guarantee, Bailment, Agency

Unit II: The Sale of Goods Act, 1930 (Lectures: 10)

Contract of sale: meaning and difference between sale and agreement to sell; Conditions and warranties; Transfer of ownership in goods including sale by a non-owner; Performance of contract of sale; Unpaid seller: meaning, rights of an unpaid seller

Unit III: Indian Partnership Act, 1932 (Lectures: 10)

Meaning of a partner and a firm; essential elements of a partnership; Types of Partner; partnership distinguished from co-ownership, company, club; partnership by: estoppels or holding out and limited ownership; Registration of Partnership Firm and consequences of non-registration; Rights and Duties of a partner: relation of partners with third parties; implied authority of a partner and restrictions on it; Dissolution of Firms : Meaning and ground of dissolution; Limited Liability Partnership, 2008: Similarity and difference with Partnership Act, 1932

Unit IV: The Negotiable Instrument Act, 1881 (Lectures: 10)

Negotiable instruments: Definition, features; Promissory Note, Bill of Exchange and Cheque: Essential

characteristics and difference between them; Cheque: Types, modes of crossing and endorsement; Holder and Holder in due Course: meaning and Rights; Dishonour of Negotiable instruments: Modes of dishonour, consequences, notice of dishonour

Unit V: Consumer Protection Act, 2019 (Lectures: 10)

Objective of the Act; Definition of Complaint, Consumer, Consumer dispute, Goods, services; Objectives of District, State and Central Consumer Protection Councils; Consumer Disputes Redressal Commission: Composition and jurisdiction of district, state and central Commission; Mediation: Establishment of consumer mediation cell, empanelment, nomination, duty and replacement of mediator, procedure for mediation

Suggested Readings:

1. M.C. Kuchhal, and Vivek Kuchhal, *Business Law*, Vikas Publishing House, NewDelhi.
2. D L Dutta, *Business Laws*, Tee Dee Publications.
3. Ravinder Kumar, *Legal Aspects of Business*, CengageLearning
4. S N Maheshwari and SK Maheshwari, *Business Law*, National Publishing House, New Delhi.
5. Aggarwal S. K., *Business Law*, Galgotia Publishers Company, New Delhi.
6. Bhushan Kumar Goyal and Jain Kinneri, *Business Laws*, International Book House
7. Sushma Arora, *Business Laws*, Taxman Pulications.
8. Akhileshwar Pathak, *Legal Aspects of Business*, McGraw Hill Education, 6th ed
9. P C Tulsian and Bharat Tulsian, *Business Law*, McGraw Hill Education
10. Sharma, J.P. and Sunaina Kanojia, *Business Laws*, Ane Books Pvt. Ltd., New Delhi
11. Garg, Sareen& Sharma, *Business Laws*, Kalyani Publishers
12. Avtar Singh, *Business Law*, Eastern Book Company,Lucknow.

Semester: II**BUSINESS MATHEMATICS-I****Course Code:**

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|---------------------------|------------------|------------------|---------------------|
| Course Type: Major | Marks: 80 | Credit: 4 | Lectures: 50 |
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Course Objective: The objective of this course is to familiarize the students with the basic mathematical tools and their applications to business and economic situations.

Course Outcome: On successful completion, the students will be able to apply various mathematical tools to make relevant business decisions.

Course Contents:**Unit I: Arithmetic (Lectures: 12)**

- (a) Ratio and Proportion
- (b) Variation
- (c) Permutation and Combination
- (d) Arithmetic and Geometric Progression

Unit II: Algebra (Lectures: 13)

- (a) Indices
- (b) Surds
- (c) Binomial Theorem
- (d) Logarithm
- (e) Theory of Quadratic Equation

Unit III: Mathematics of Finance (Lectures: 13)

- (a) Compounding Interest: Compounding and discounting of a sum using different types of rates.
- (b) Annuities: Types of annuities, like ordinary, due, deferred, continuous, perpetual, and their future and present values using different types of rates of interest; Depreciation of Assets
- (c) Concept and Calculation of Equated Monthly Instalment (EMI).

Unit IV: Coordinate Geometry (Lectures: 12)

- (a) Concepts of coordinate geometry, graphs of linear equations. Distance formula. Section formula (internal division) (b) Straight Line

Suggested Readings:

1. Budnick, P. *Applied Mathematics*. McGraw Hill Education.
2. R.G.D. Allen, *Mathematical Analysis For Economists*
3. Ayres, Frank Jr. *Schaum's Outlines Series: Theory and Problems of Mathematics of Finance*. McGraw Hill Education.
4. N.G. Das & J.K Das, *Business Mathematics & Statistics*
5. Thukral, J.K., *Mathematics for Business Studies*.
6. Vohra, N.D., *Quantitative Techniques in Management*. McGraw Hill Education.
7. Soni, R.S., *Business Mathematics*. Ane Books, NewDelhi.
8. Singh J. K., *Business Mathematics*. Himalaya Publishing House.
9. S.K. Nag, *Business Mathematics & Statistics*, Kalyani Publisher.
10. S.N. Dey, *Business Mathematics*, Chhaya Prakashani.
11. R.K. Ghosh and S. Saha, *Business Mathematics and Statistics*, New Central Book Agency (P) Ltd.

12. *Fundamentals of Business Mathematics and Statistics, ICAI Study Material.*

13. *Sri Harsha Baidya, Business Mathematics and Statistics, Tee Dee Publications (P) Ltd.*

| COMPANY LAW | | | |
|---------------------------|------------------|------------------|---------------------|
| Course Code: | | | |
| Course Type: Major | Marks: 80 | Credit: 4 | Lectures: 50 |

Objective: The objective of the course is to impart basic knowledge of the provisions of the Companies Act, 2013 and the Depositories Act, 1996. Students will also get to know several case studies involving issues of corporate laws.

Course Outcome: On successful completion of the course the students will acquire in depth knowledge of the law governing corporate sector in India.

Course Contents:

Unit I: Introduction (Lectures: 10)

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

Unit II: Documents (Lectures: 10)

Memorandum of association, Articles of association, Doctrine of constructive notice and indoor management, prospectus-shelf and red herring prospectus, misstatement in prospectus, GDR;

Unit III: Management (Lectures: 18)

a) Classification of directors, women directors, independent director, small shareholder's director; disqualifications, director identity number (DIN); appointment; Legal positions, powers and duties; removal of directors; Key managerial personnel, managing director, manager;

b) Meetings: Meetings of shareholders and board of directors; Types of meetings, Convening and conduct of meetings, Requisites of a valid meeting, postal ballot, meeting through video conferencing, e-voting.

c) Committees of Board of Directors - Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee, Corporate Social Responsibility Committee

Unit IV: Winding Up (Lectures: 5)

Concept and modes of Winding Up; Insider-Trading: meaning and legal provisions; Whistle-blowing: Concept and Mechanism

Unit V: The Depositories Act, 1996 (Lectures: 7)

Definitions; rights and obligations of depositories; participant issuers and beneficial owners; inquiry and inspections, penalty.

Suggested Readings:

1. MC Kuchhal, *Modern Indian Company Law*, Shri Mahavir Book Depot (Publishers), Delhi.
2. GK Kapoor and Sanjay Dhamija, *Company Law*, Bharat Law House, Delhi.
3. Anil Kumar, *Corporate Laws*, Indian Book House, Delhi
4. Reena Chadha and Sumant Chadha, *Corporate Laws*, Scholar Tech Press, Delhi.

5. Avtar Singh, *Introduction to Company Law*, Eastern Book Company
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6. Ramaiya, *A Guide to Companies Act*, LexisNexis, Wadhwa and Buttersworth.

7. *Manual of Companies Act, Corporate Laws and SEBI Guideline*, Bharat Law House, New Delhi,.

8. *A Compendium of Companies Act 2013, along with Rules*, by Taxmann Publications.

9. Gower and Davies, *Principles of Modern Company Law*, Sweet & Maxwell

10. Sharma, J.P., *An Easy Approach to Corporate Laws*, Ane Books Pvt. Ltd., New Delhi

11. Garg, Sareen, Sharma & Dhingra, *Corporate Legal Framework*, Kalyani Publishers

BUSINESS COMMUNICATION

Course Code:

Course Type: Minor

Marks: 80

Credit: 4

Lectures: 50

Objective: To equip students of the B. Com course effectively to acquire skills in reading, writing, comprehension, and communication, as also to use electronic media for business communication.

Course Outcome: On successful completion of the course the students will develop the skills of inter and intra business correspondence.

Course Content:

Unit I: Nature of Communication (Lectures: 10)

Process of Communication, Types of Communication (Verbal & Nonverbal), Importance of communication, Different forms of Communication, Barriers to Communication Causes, Linguistic Barriers, Psychological Barriers, Interpersonal Barriers, Cultural Barriers, Physical Barriers, Organizational Barriers

Unit II: Business Correspondence (Lectures: 10) Letter Writing, presentation, inviting quotations, Sending quotations, Placing orders, Inviting tenders, Sales letters, claim & adjustment letters and social correspondence, Memorandum, Inter-office Memo, Notices, Agenda, Minutes, Job application letter, preparing the Resume.

Unit III: Report Writing (Lectures: 10) Business reports, Types, Characteristics, Importance, Elements of structure, Process of writing, Order of writing, the final draft, check lists for reports.

Unit IV: Oral Presentation (Lectures: 10)

Importance, Characteristics, Presentation Plan, Power point presentation, Visual aids

Unit V - Creative Writing, Group Discussion and Resume Writing (Lectures: 10)

Creative thoughts in different forms; Nature of Group Discussion, Difference between debate and discussion, Ways to present the arguments and ways of defending; Art of preparing resume as a job applicant.

Suggested Readings:

1. Bovee, and Thill, *Business Communication Today*, Pearson Education
2. Lesikar, R.V. & Flatley, M.E. Kathryn Rentz; *Business Communication Making Connections in Digital World*, 11th ed., McGraw Hill Education.
3. Shirley Taylor, *Communication for Business*, Pearson Education
4. Locker and Kaczmarek, *Business Communication: Building Critical Skills*, TMH
5. Leena Sen, *Communication Skills*, PHI Learning. 6. Kumar Varinder & Bodh Raj *Business Communication*, Kalyani Publisher