

**SYLLABUS FOR +3 COMMERCE
(PASS & HONS)**

SESSION : 2014-2015



D.D.C.E.
Education For All

DIRECTORATE OF DISTANCE & CONTINUING EDUCATION
UTKAL UNIVERSITY , BHUBANESWAR-751 007
Website: www.ddceutkal.org

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UTKAL UNIVERSITY
SYLLABUS FOR +3 COMMERCE
(PASS & HONOURS)
COURSE STRUCTURE

B. Com. (Pass)

First year	Second year	Third year
BC 1.1 English BC 1.2 Business Economics BCP 1.3.1 Financial Accounting BCP 1.3.2 Buss Regu. Framew. BCP 1.3.3 Fundamentals of Entrepreneurship	BC 2.1 Indian Society & Culture BCP 2.2.1 Business Statistics BCP 2.2.2 Business Environment BCP 2.2.3 Cost Accounting BCP 2.2.4 Income Tax	BC 3.1 Environmental Studies Computer Application/ Population Studies BCP 3.2.1 Mgt. Accounting BCP 3.2.2 Princ. of Buss. Mgt. BCP 3.2.2 Auditing
500 Marks	500 Marks	400 Marks

B. Com. (Honours)

First year	Second year	Third year
BCH 1.1 English BCH 1.2 Business Economics BCHP1.3.1 Financial Accounting BCHP 1.3.2 Business Regulatory Framework BCHP 1.3.3 Fundamentals of Entrepreneurship BCHP 1.3.4 Business Math.	BCH 2.2 Indian Society & Culture BCHH 2.2.1 Business Statistics BCHH 2.2.2 Business Environment BCHH 2.2.3 Cost Accounting BCHH 2.2.4 Papers as per BCHH 2.2.5 diff. Hons. stre.	Environmental Studies Computer Application or, Population Studies BCHH 3.2.1 Management Accounting BCHH 3.2.2 Principles of Business Mgt. BCHH 3.2.3 Papers as per BCHH 3.2.4 diff. Hons. stre. BCH 3.2.5
600 Marks	600 Marks	600 Marks

Accounting	Marketing	Management
BCHHA 2.2.4 Corporate A/C BCHHA 2.2.5 Income Tax BCHHA 3.2.3 Fin. St. Analysis & Reporting BCHHA 3.2.4 Indirect Taxes BCHHA 3.2.5 Auditing	BCHHMK 2.2.4 Principles of Mkt. BCHHMK 2.2.5 Int. Marketing BCHHMK 3.2.3 Adv. & Sales Prom. BCHHMK 3.2.4 Ag. & Rural Mkt. BCHHMK 3.2.5 Dist. Retailing	BCHHMG 2.2.4 Mkt. Mgt. BCHHMG 2.2.5 Fin. Mgt. BCHHMG 3.2.3 H.R. Mgt. BCHHMG 3.2.4 Bank Mgt. BCHHMG 3.2.5 Prod. Mgt.

Finance	Banking & Insurance
BCHHF 2.2.4 Money & Fin. System BCHHF 2.2.5 Fin. Mgt. BCHHF 3.2.3 Fin. St. Analysis & Reporting BCHHF 3.2.4 Fin. Mkt. Operations BCHHF 3.2.5 Security Analysis	BCHHBI 2.2.4 Indian Banking System BCHHBI 2.2.5 Fundamentals of Insurance BCHHBI 3.2.3 Merchant Banking & Fin. Service BCHHBI 3.2.4 Insurance Management BCHHBI 3.2.5 Bank management

UTKAL UNIVERSITY

Revision of the +3 Commerce 1st Year compulsory English of effecting from the Admission batch 2011-2012 & onwards.

B.C.H 1.1: Communication English Full Mark -100

i) An Anthology of English Prose (For Intensive reading)

ENDLESS ADVENTURES: (E.d.) H.S. Mohapatra, K.Samantray, J.K. Nayak, A.K. Purohit, Orient Blackswan, 2011.

Pieces to be studied:

1. Need for Excellence - by N.R.N. Murthy
2. Decoding the Newspaper - by S Desai
3. A pilgrimage to Tawang, by Ellwyn V.
4. Lifestyle English - by H. S. Mohapatra
5. The man who knew too much, by Alexander Baron.

ii) Anthology of Poems (For Intensive Reading)

DISTANT DREAMS (Ed.) K Samantaray
Orient Blackswan, 2011.

Pieces to be studied:

1. Paradise lost - John Milton.

BC 1.2/ BCH 1.2 BUSINESS ECONOMICS - F.M.-100

Objective

This course is meant to acquaint the students with the principles of Business Economics as are applicable in business.

Course Inputs

Unit-1 Introduction :- Basic Problems of an economy ; Working of price mechanism.

Elasticity of Demands : Concept and measurement of elasticity of demand; Price, Income and Cross elasticities; Average revenue, Marginal revenue and elasticity of demand; Determinants of elasticity of demand; Importance of elasticity of demand.

Unit-II Production Function :- Law of variable proportions; Economic regions and optimum factor combination; Expansion path; Returns to scale; Internal and external economies and diseconomies.

Unit-III Market Structures :- Market structures and business decisions ; Objectives of a business firm

Perfect Competition : Profit maximisation and equilibrium of firm and industry; Short run and long run supply curves; Price and output determination, Practical applications.

Monopoly : Determination of price under monopoly; Equilibrium of a firm; Comparison between perfect competition and monopoly; Multi-plant monopoly; Price discrimination; Practical applications.

Unit-IV Monopolistic Competition :- Meaning and characteristics; price and output determination under monopolistic competition; Product definition; Selling costs; Comparison with perfect competition; Excess capacity under monopolistic competition.

Oligopoly : Characteristics, Indeterminate pricing and output; Classical models of oligopoly; Price leadership; Collusive oligopoly; Kinked demand curve.

Unit-V Factor pricing-I : - Marginal Productivity theory and demand for factors; Nature of supply of factors inputs; Determination of wage rates under perfect competition and monopoly; Exploitation of labour; rent- Concept; Ricardian and modern theories of rent; Quasi-rent

Factor Pricing-II : Interests, Concepts and theories of interest; profit nature, concepts and theories of profit.

Suggested Readings :

1. John P. Gould, Jr. and Edward P. Lazear : Micro-economic Theory, All India Traveller, Delhi.
2. Browning Edgar K. and Browning Jacqueline M : Microeconomic Theory and Applications, Kalyani, New Delhi.
3. Watson Donald and Gets Malcolm : Price Theory and Its Users, Khosla Publishing House, New Delhi.
4. Koutsoyianami A.: Modern Microeconomic, Macmillan, New Delhi
5. Richard G. Lipsey : An Introduction to Positive Economics, ELBS, Oxford
6. Stigler, G : The Theory of Price, Prentice Hall of India.
7. Nellis & Parker : The Essence of Business Economics, Prantice Hall, New Delhi.
8. Ferguson P.R. and Rothschild R. and Ferguson, G. J. : Business Economics, Mac Millan, Hampshire.

9. Ahuja; H. L. : Business Economics, S. Chand & Co., New Delhi.
10. Lekhi R. K. : Business Economics, Kalyani Publishers, New Delhi.
11. Bhutanani Prem J. C. : Principles of Economics, Faxman, New Delhi.
12. Reddy and Appaniah : Principles of Business Economics, S. Chand.

BCP 1.3.1 / BCP 1.3.1 FINANCIAL ACCOUNTING - F.M.-100

Objectives

To impart basic accounting knowledge as applicable to business.

Course Inputs

- Unit-1** **Meaning and Scope of Accounting** : Need, Development and definition of accounting; Accounting- The language of Business, Book-keeping and accounting; Persons interested in accounting, Disclosures, Branches of accounting, Objectives of accounting.
Accounting Principles : International Accounting Standards (only outlines) ; Accounting principles; Accounting Standards in India.
Accounting Transactions : Accounting cycle; Journal; Rules of debit and credit; Compound journal entry; Opening entry; Relationship between journal and ledger; Rules regarding posting; Trial balance; Sub division of journal.
- Unit-2** **Capital and Revenue** :- Classification of Income; Classification of expenditure; Classification of receipts.
Final Accounts : Manufacturing account ; Trading account; Profit and loss account; Balance sheet; Adjustment entries.
Rectification of Errors : Classification of errors; Location of errors; Rectification of errors; Suspense account; Effect of error on profit.
- Unit-3** **Depreciation, Provisions and Reserves** :- Concept of depreciation, Causes of depreciation; Depreciation; Depletion; Amortization and dilapidation; Depreciation accounting; methods of recording depreciation; methods for providing depreciation; Depreciation of different assets; Depreciation of replacement cost; Depreciation policy as per Accounting Standards; Depreciation accounting; provisions and reserves.
Accounts of Non-trading Institutions :
Consignment Accounts : Important terms ; Accounting records; Valuation of unsold stock; Valuation of Abnormal loss.
- Unit-4** **Joint Venture Accounts** : Meaning of Joint venture; Joint venture and partnership; Accounting records.
Branch Accounts, Dependent Branch : Debtors system, Stock and debtor system ; Final accounts system; Wholesale branch ; Independent branch; Hire-purchase and Instalment purchase system; meaning of hire-purchase contract; Legal provision regarding hire-purchase contract; Accounting records for goods of substantial sale values and accounting records for goods of small values; Instalment purchases system; After sales service.
- Unit-5** **Partnership Accounts** : Essential characteristics of partnership ; Partnership deed ; Final accounts; Joint life policy; Change In profit sharing Ratio.
Reconstitution of a partnership firm; Admission of a partner; Retirement of a partner; Modes of dissolution of a firm; Accounting entries and records; Insolvency of Partners; Sale of firm to a company; Gradual realisation of assets and placement distribution.

Suggested Readings :

- 1) Anthony, R. N. and Reece, J. S. : Accounting Principles, Richard Irwin Inc.
- 2) Gupta, R. L. and Radhaswamy, M. : Financial Accounting, Sultan Chand and Sons, New Delhi.
- 3) Watson Donald S. and Getz Molcolm : price Theory and Its Uses, Khosla Publishing House, New Delhi.
- 4) Koutsoylananni A. : Modern Microeconomic, Macmillan, New Delhi
- 5) Richard G. Lipsey : An Introduction to Positive Economics, ELBS, Oxford.
- 6) Stigler, G : The Theory of Price, Prentice Hall of India.
- 7) Nellis & Parker : The Essence of Business Economics, Prentice Hall, New Delhi.
- 8) Ferguson P. R. and Rothschild R. and Ferguson, G. J. : Business Economics, Mac Millan, Hampshire.
- 9) Ahuja H. L. Business Economics, S. Chand & Co. New Delhi
- 10) Shukla / Grewal / Gupta- Advanced Accounts Vol. I & II, S. Chand.
- 11) Jawaharlal : Financial Accounts, S. Chand.
- 12) Maheswari and Maheswari : Advanced Accounting Vol. I, Vikash
- 13) Maheswari, S. N. : Corporate Accounting, Vikash.
- 14) Jain / Narang : Financial Accounting, Kalyani Publisher.
- 15) Jain, S. P. Narang, K. L. : Financial Accounting, Kalyani Publishers, New Delhi.
- 16) Maheswar & Maheswar : Advanced Accountign, Vikash Publishers, Pvt. Ltd., New Delhi.
- 17) Sehgal & Sehgal : Advanced Accounting, Taxman, New Delhi.
- 18) Sehgal & Sehgal : Financial Accounting, Taxman, New Delhi.

BCP 1.3.2/BCHP-1.3.2 BUSINESS REGULATORY FRAMEWORK- F.M. 100

Objectives :

The objective of this course is to provide a brief idea about the framework of Indian business laws.

Course Inputs

- Unit-1** Law of Contract (1872) : Nature of Contract; Classification; Offer and acceptance; Capacity of Parties to contract; Free consent; Consideration; Legality of object; Agreement declared void; Performance of contract; Remedies for breach of contract.
- Unit-2** Special Contracts : Indemnity; Guarantee; Bailment and pledge; Agency.
- Unit-3** Sale of Goods Act 1930 : Formation of contracts of sale; Goods and their classification; price; Conditions and Warranties; Transfer of property in goods; Performance of the contract of sales; Unpaid seller and his rights; Sale by auction; Hire purchase agreement.
- Unit-4** Negotiable Instrument Act 1881 : Definition of negotiable instruments; features ; Promissory Note; Bill of exchange & cheque; Holder and holder in due course; Crossing of a cheque; Types of crossing; Negotiation; Dishonour and discharge of negotiable instruments.
- Unit-5** Company Law : Promotion and Incorporation of companies; Memorandum of Association Articles of Association; Prospectus; Company meetings; Kinds; Quorum; Voting; Resolutions; Minutes.

Suggested Readings :

- 1) Desai, T. R. : Indian Contract Act, Sale of Goods Act and Partnership Act, S.C. Sarkar & Sons, Pvt. Ltd.
- 2) Khergamwala, J. S. The Negotiable Instruments Act, N. M. Tripathy Pvt. Ltd., Mumbai.
- 3) Singh-Avtar : The Principles of Mercantile Law, Eastern Book Company, Lucknow.
- 4) Kuchal, M.C. : Business Law, Vikas Publishing House, New Delhi.
- 5) Kapoor N.D. : Business Law, Sultan Chand & Sons, New Delhi.
- 6) Chandha, P. R. : Business Law, Galgotia, New Delhi.
- 7) Ramaiya, A. : Guide to the Companies Act (Wadhwa & Co.)
- 8) Singh Avtar : Company Law (Eastern Books)
- 9) Chawla, Garg : Business Regulatory Framework, Kalyani Publishers, New Delhi.
- 10) Goel Rohini : Students Guide to Business and Mercantile Law, Taxman, New Delhi.
- 11) Datey, V. S. : Corporate Laws, Taxman, New Delhi.
- 12) Datey, V. S. : Economics Laws, Taxman, New Delhi.
- 13) R. S. N. Pillai & Bhagavat- Business Law, S. Chand.
- 14) G. K. Varshney- Elements of Business Law, S. Chand.

BCP-1.3.3/BCHP-1.3.3 FUNDAMENTALS OF ENTREPRENEURSHIP-F.M.-100

Objective :

It provides exposure to the students to the entrepreneurial culture and industrial growth so as to preparing them to set up and manage their own small units.

Course Inputs

- Unit-1 Introduction :** The entrepreneur; Definition; Emergence of entrepreneurial class; Theories of entrepreneurship; Role of Socio-economic environment; Characteristics of entrepreneur; Leadership; Risk taking; Skills of an Entrepreneur.
- Unit-2 Promotion of a Venture :** Opportunity analysis; External environment analysis-economic, Social and technological; Competitive factors; Legal requirements for establishing of a new unit and raising of funds; Sources of funds and documentation required for promotion of new units.
- Unit-3 Entrepreneurial Behaviour :** Innovative and entrepreneur; Entrepreneurial behaviour and Psyc-Theories, Social responsibility of Entrepreneurs.
- Unit-4 Entrepreneurial Development programme (EDP) :** EDP, their role, relevance and achievements; Role of DIC Entrepreneurship development.
- Unit-5 Role of Entrepreneur :** Role of entrepreneur in Economic growth as an innovator, generation of employment opportunities; Complementing and supplementing economic growth; bringing about social stability and balanced regional development of Industries; Role in export promotion and import substitution, forex meanings and augmenting and meeting local demand.

Suggested Readings :

- 1) Tandon B. C. - Environment and Entrepreneur : Chugh Publication, Allahabad
- 2) Siner A David- Entrepreneurial Megabooks; John Wiley and Sons, New York.

- 3) Srivastava S. B.- A Practical guide to Industrial Entrepreneurs; Sultan Chand and Sons, New Delhi.
- 4) Prasanna Chandra- Project preparation, Appraisal Implementation, Tata McGraw Hill, New Delhi.
- 5) Pandey I. M. : Venture Capital- The Indian Experience ; Prentice Hall of India.
- 6) Holt : Entrepreneurship- New Venture Creation ; Prentice Hall of India.
- 7) Dollings- Entrepreneurship- Strategies and Resources, Pearson, New Delhi.
- 8) Khanka- Entrepreneurial Development, S. Chand
- 9) Saini- Entrepreneurship, Theory and Practice, S. Chand
- 10) Saibaba- Fundamentals of Entrepreneurship- Kalyani Publisher.
- 11) Kaulgud Aruna ; Entrepreneurship Management.

BCHP-1.3.4 BUSINESS MATHEMATICS-F.M.-100

Objective :

The objective of this course is to enable the students to have such minimum knowledge of Mathematics & Business Mathematics as is applicable to business and economic situation.

Course Inputs :

- Unit-1** **Calculus** (Problems and theorems involving trigonometrical ratios are not to be done).
Differentiation : Partial derivatives up to second order; Homogeneity of functions and Euler's theorem; total differentials; Differentiation of implicit function with the help of total differentials.
Maxima and Minima :: Causes of one variable involving second or higher order derivatives. Cases of two variables involving not more than one constraint.
- Unit-2** **Integration** : Integration as anti-derivative process; Standard forms; methods of Integration by substitution, by parts, and by use of partial fractions; Definite Integration; Finding areas in simple cases; Consumers and producers surplus; Nature of commodities learning curve; Leontiff input-output model.
- Unit-3** **Matrices and Determinants** : Definition of a matrix : Types of Matrices : Algebra of Matrices; Properties of determinants; Calculation of values of determinants upto third order; Adjoint of a matrix. Elementary row or column operations; Solution of a system of linear equations having unique solution and involving not more than three variables.
- Unit-4** **Linear Programming - Formulation of LPP** : Graphical method of solution; Graphical method of solution; problems relating to two variables including the case of mixed constraints; Cases having no solution, multiple solutions, unbounded solution and redundant constraints.
Simplex Methods : Solution of problems up to three variables, including cases of mixed constraints, Duality; Transportation Problem.
- Unit-5** **Compound Interest and Annuities** : Certain different types of Interest rates; Concept of present value and amount of a sum; Types of annuities; Present value and annuities amount of an annuity, including the case of continuous compounding; Valuation of simple loans and debentures; Problems relating to sinking funds.

Suggested Readings :

- 1) Allen R. G. D. - Basic Mathematics; Macmillan, New Delhi.
- 2) Dowling, E.T.- Mathematics for Economics; Schaum Series, McGraw Hill London.
- 3) Loomba, Paul- Linear Programming ; Tata McGraw Hill, New Delhi.
- 4) Vohra, N. D.- Quantitative Techniques in Management, Tata McGraw Hill, New Delhi.
- 5) Soni, R. S. - Business Mathematics; Pitamber Publishing House.
- 6) Kapoor, V. K. - Business Mathematics; Sultan Chand & Sons, New Delhi.
- 7) Holden- Mathematics for Business and Economics; Macmillan, New Delhi.
- 8) Patil Digamber- Business Mathematics; Kalyani Publisher.
- 9) Goel and Goel- Mathematics and Statistics, Taxman, New Delhi.
- 10) Thomas- Calculus and Analytical Geometry, Pearson, New Delhi.
- 11) P.L. Hazirika- A Class Text Book of Business Mathematics- S. Chand.

SECOND UNIVERSITY EXAMINATION, 2007

BC 2.1 / BCH. 2.1 : INDIAN SOCIETY AND CULTURE- F.M. 100

SECTION-I : INDIAN SOCIETY

- Unit-1** Indian Society- Origin and composition and diversity; Formation of castes and tribes; Major religions; Little tradition and great tradition; Conflict and threats to unity; Approaches to social integration.
- Unit-2** Process of socio-cultural changes in India; Impact of changes in different periods of culture; Somkritisation secularisation; Impact of western culture and modernisation; changes due to democratisation. Liberalisation and globalisation and its impact on Indian Society, Local response to globalisation and the role of civil society.

SECTION-II : INDIAN CULTURE

- Unit-3** Roots of Indian culture, Concept of Bharatvarsa, Religion, faith and belief, Social systems, Characteristics of Indian Culture, Protestant religious movements during 6th century B.C., Cultural attainments with reference to the Gupta period.
- Unit-4** Cultural Expansion; Overseas Trade and Commerce and its Impact on Southeast Asia.
External impact on Indian Culture; Hellenistic Impact on art and architecture; Impact of Islam on Indian life; Socio-religious reform movements, Bhakti Movement; Brahmo Samaj and Arya Samaj.
- Unit-5** Growth of Nationalism in India; Phases of Freedom Movement in India- Moderate, Extremist and Gandhian.
Freedom struggle and the role of Mahatma Gandhi, Jawaharlal Nehru, Rabindranath Tagore and Mohammad Ali Jinnah.

BCP 2.2.1 / BCHH 2.2.1 BUSINESS STATISTICS- F.M. 100

Objective :

It enable the students to gain understanding of statistical techniques as are applicable to business :

- Unit-1** Introduction- Statistics; as a subject; Definition; Importance and Limitation of Statistics; Types of data; Collection of data; Classification of data; Graphical Presentations of data.
- Unit-2** Analysis of Univariate Data- Construction of a frequency distribution; Concept of central tendency and dispersion and their measures; Partition values; Moments Skewness and measures; Kurtosis and measures.
- Unit-3** Analysis of Bivariate Data- Linear regression and correlation.
- Unit-4** Index Number; Meaning, types of adequacy; Chain-base index numbers; Base shifting; splicing and deflating; problems in constructing index numbers, consumers price Index.
- Unit-5** Analysis of Time Series; Causes of variations in time series data; Components of a time series; Decomposition- Additive and multiplicative models; Determination of trend; Moving averages methods and Methods of least squares (Including linear, second degree, parabolic and exponential trend) Computations of seasonal Indices by simple averages, ratio-to-trend, ratio to moving averages and link relatives methods.

Suggested Readings :

- 1) Hooda, R. P.; Statistics of Business and Economics; Macmillan, New Delhi.
- 2) Ya-Lun Chou; Statistical Analysis with Business and Economics Applications, Holt Rinehart and Winster, New York.
- 3) Lewin and Rubin; Statistics for Management; Prentice Hall of India; New Delhi
- 4) Hoel and Jessen; basic Statistics for Business and Economics; John Wiley and Sons, New York.
- 5) Statistics- S. P. Gupta; Sultan Chand Publication.
- 6) S. C. Gupta- Statistics; Himalaya Publication.
- 7) D.C. Senapati and V. K. Kapoor- Statistics- Sultan Chand Publication.
- 8) Aczel, Amir D. and Jayavel Sandespanidian, Complete Business Statistics; Tata McGraw-Hill.
- 9) Viswanathan- Business Statistics- An Applied Orientation, Pearson, New Delhi
- 10) P. N. Arora & S. Arora- Statistics for Management, S. Chand
- 11) D. Patri- Business Statistics- Kalyani Publishers.

BCP 2.2.2 / BCH 2.2.2 BUSINESS ENVIRONMENT- F.M. 100

- Unit-1** Business : Goals of Business, Business and Economic System, Business Planning and its significance, Importance, Relevance, Essentials of Business Policy, Business Objectives and its Characteristics, Business Policy & Corporate Strategy, Business Policy formulation & Implementation.
- Unit-2** Indian Business Environment Concept components, Importance and key factors, Types of Business Environment-Micro-Macro., Political, Social, Technological, Legal MNC & Business Environment.
- Unit-3** Role of Government In Business, Monetary and Fiscal Policy, Industrial Policy, resolution, Social Responsibility of Business, International Business Environment.
- Unit-4** Planning In India : Five Year Plans, Major thrust areas, resource allocations, New Economic Policy components, objectives, evaluation of New Economic Policy, Industrial Development under New Policy- Private Sector, Public Sector, SSI.
- Unit-5** Globalisation and Liberalisation - Nature of Globalisation characteristics, Liberalisation- its need, need for global integration, process of liberalisation, GATT & WTO- Its impact on Indian Industries and Agriculture.

References :

- 1) Dutta, R and Sundaram K.P- Indian Economy, S. Chand
- 2) Agarwal A.N- Indian Economy- Vikash
- 3) Mishra S. K. & Puri V.K.- Indian Economy- Himalaya
- 4) Dutta Rudder- Economic Reforms in India- S. Chand
- 5) Mamarla & Rao- Sub Business Planning & Policy- Himalaya
- 6) Michael V.P.- Russian Policy & Environment- S. Chand
- 7) Cherunilam Francis- Business Environment Policy- Himalaya
- 8) Aswathapa, K.- Essentials of Business Environment- Himalaya

BCP 2.2.3 / BCH 2.2.3 COST ACCOUNTING- F.M. 100

Objective :

This course exposes the students to the basic concepts and the tools used in cost accounting.

- Unit-1** Introduction; Nature, Importance, Scope of Accounting; Cost concepts and classification; Methods and Techniques, Installation of costing system; Cost sheet; Concept of cost audit.
- Unit-2** Accounting for Material Control; Concept and techniques; Pricing of material issues; Treatment of material losses.
- Unit-3** Accounting for labour; Labour cost control procedure; Labour turnover, idle time and overtime; Methods of wages payment-time and piece rates; Incentive schemes.
- Unit-4** Accounting for overheads; Classifications and departmentalisation; Absorption of overheads; Determination of overhead rates; Under and over absorption and its treatment; Reconciliation of cost and financial accounts.

Unit-5 Cost ascertainment : Job and contract process costing (excluding inter process profits and joint by-products) accounts.

Suggested Readings :

- 1) Arora M. N. : Cost Accounting Principles and Practice; Vikas; New Delhi.
- 2) Jain S. P. and Narang K. L. : Cost Accounting; Kalyani New Delhi.
- 3) Anthony Robert, Rees, et al; Principles of Management Accounting, Richard D. Irwin, Inc. Illinois.
- 4) Homgren, Charles, Foster and Datar; Cost Accounting- A Management Emphasis; Prentice Hall of India, New Delhi.
- 5) Gupta M. P., Shukla M.C. Grewal T.S. - Cost Accounting ; Text and Problems- S. Chand.
- 6) Khan M. Y. and Jain P. K. ; Management Accounting ; Tata MC Graw Hill.
- 7) Kalpana R. S. and Atkinson A. A.; Advanced Management Accounting ; Prentice India International.
- 8) Tulsian P. C.; Practical Costing; Vikas , New Delhi.
- 9) Maheswari S. N., Advanced Problems and Solutions in Cost Accounting.
- 10) Saha A.B.-Theory and Practice of Cost Accounting , S. Chand.

BCP 2.2.4 / BCHHA 2.2.5 INCOME TAX- F.M. 100

Unit-1 Basic Concept, Who is liable to pay tax, Income, Connotation of Income, Taxable income, taxfree income, Gross total income, Assessment year, Previous year, Person, Assessee, How income tax charged ? Residential status of assessee.

Types of tax rate, surcharge, maximum marginal rate of tax, average rate of tax, exemption limit, double tax, capital and revenue receipts, Difference between exemption, deduction and rebate, Computation of total income.

Unit-2 Heads of Income - Income from salary- basis of charge, place of charge, component of salary, partially taxable salary, pension, gratuity, retrenchment, voluntary retirement compensation, PF, profit in lieu of salary, fully exempted, salary payment, salary to non-resident technician consultant, remuneration and consultant and foreign citizen, Relief in receipt of salary Allowances both taxable and fully exempted, perquisites standard deductions, computations of total salary income after deductions.

Income from house property - Chargeable income - deemed owner, co-owner, fair rent, annual rent, standard rent, calculation of annual value, and net annual value for rented and self occupied houses, deductions.

Unit-3 Profits and Gains from Business and Professions- Chargeable incomes, meaning of profits and gain, speculation business and speculation transactions, deemed profits and gain, Treatment of recovery of bad debt, withdrawal from special reserve, sum receipt after discontinuation of business, deductions.

Capital Gain- Meaning, chargeable incomes, transfer, transaction not treated as transfer, long term and short term capital gain, calculation of indexed cost of acquisition and improvement, Capital gain on buy back of shares, Distribution of assets on liquidation, If dissolution, conversion of debentures in to shares, How to compute tax on capital gain (U/S-112)

- Unit-4** Other Sources - Chargeable incomes, deductions, amounts not deductible, deemed incomes taxable under this head, Deductions admissible from gross total income deduction in respects of certain payments and deduction in respects of certain incomes.
- Unit-5** Income Tax Authorities and Their Powers- CBDT, Assessing officers, powers of search, seizure, survey, call for informations
Submission of return, TDS, Advance payment of tax, PAN, GIR, Assessment procedures.

References :

- 1) Lal B. B. Income Tax Laws and Practices- Konark Publisher
- 2) Gaur and Narang- Income Tax Laws and Practice- Kalyani
- 3) Singhanla- Direct Tax Laws and Practice- Taxman
- 4) Nag and Sons- Guide to Income Tax- Taxman

BOHHA 2.2.4 CORPORATE ACCOUNTING- F.M. 100

Objective :

This course enable the students to develop awareness about corporate accounting in conformity with provisions of Companies Act.

Course Inputs :

- Unit-1** Share Capital and Loan Capital- Issue, Forfeiture and Re issue of shares; Redemption of preference shares; Issue and redemption of debentures.
- Unit-2** Final Accounts; Preparation of profit and loss accounts and Balance sheets excluding computations of managerial remunerations and disposal of profit.
- Unit-3** Valuation of good will and shares
- Unit-4** Accounting for Amalgamation of Companies- As per Indian Accounting Standard 14; Accounting for internal reconstruction excluding inter company holding and reconstruction schemes.
- Unit-5** Cash Flow Statement (As-3) and Funds Flows Statement.

Suggested Readings

- 1) Gupta R. L., Radhaswamy M., Company Accounts; Sultan Chand and Sons, New Delhi.
- 2) Maheswari S. N.; Corporate Accounting; Vikas Publishing House, New Delhi.
- 3) Monga J. R., Ahuja, Girish and Sehgal Ashok ; Financial Accounting; Mayur Paper Backs; Noida.
- 4) Shukla M.C. Grewal T. S., and Gupta S. C. ; Advanced Accounts; S. Chand & Co., New Delhi.
- 5) Moore C.L. and Jaudecke R. K. ; Managerial Accounting; South Western Publishing Co., Cincinnati, Ohio.
- 6) Jain & Narang- Corporate Accounting- Kalyani Publishers.

FINAL DEGREE EXAMINATION, 2008
BC/H 3.1 ENVIRONMENTAL STUDIES
(COMPULSORY)
FOR +3 COMMERCE STUDENTS
(2005-06 Admission Batch)

Full Marks-50

Unit -I Basic Concepts :

Scope and importance of environmental studies, multidisciplinary nature, Need for Public awareness, Concept of Environment, Atmosphere, Hydrosphere, Lithosphere and Biosphere, Ecosystem, Biotic (Producer, Consumer and Decomposer) and Abiotic components of ecosystem, functional aspects of ecosystem: Food web, Nutrient Cycling, Energy pathways, Homeostasis, Renewable and non-renewable resources, Natural resources (Forests, Water, Mineral, Food), Role of an individual in conservation of natural resources.

Unit -II Elementary Approach to Environmental Pollution :

Type and classification of air and water pollution, Layers and composition of the atmosphere, Global warming and Ozone layer Depletion, Acid rain, Eutrophication, Ecological magnification, Preliminary idea on waste water treatment, purification of water, Water management and resources, Solid waste disposal and management, Effect of fertiliser and pesticide application in agriculture, Biological control of pest.

Unit -III Population Growth and Effect of Urbanisation :

Basic concepts of Demography, population Growth Curve, Human Population, Growth in developing and developed countries, Age structure, Population Growth in India, Urbanisation and its impact on society, Population Control Methods, Communicable diseases: Transmission of communicable diseases (Water-borne, air-borne, food-borne and vector-borne diseases).

Unit -IV Environment and Society :

Environmental economics, Environmental Ethics, Sustainable Earth Society, Environmental degradation and women, Environmental Movements, Role of NGOs and International Agencies in Environmental protection, Some grass root environmental Movements in Orissa and India, Biodiversity and its conservation, species and genetic diversity, Value of biodiversity: consumptive use, productive use, Social, Ethical and aesthetic values, Biodiversity conservation at local and global levels, Hot spots of biodiversity, Threats, habitat loss, endangered and endemic species of India, In-situ and Ex-situ conservation of biodiversity.

Unit -V Environment Management :

Resettlement and rehabilitation of displaced people, its problems, concerns and case studies, Issues of environmental ethics, Climate change, Nuclear accidents, Global warming, Ozone hole, acid rain, conservation and waste products, Environment protection act, Air, Water, Wildlife and Forest Conservation Acts, Issues involved in enforcement of Acts, Public awareness.

Recommended Books :

1. Principles of Environmental Studies P.C. Manoharachary and P.J. Reddy - B.S. Pubb. 2004.
2. Introduction to Environmental Science : Y. Anjanayullu. B.S. Pubb. 2004
3. Ecology : Subrahmanyam and Sambamurty. Narosa Pubb. House 2000
4. A Text Book In Environmental Science : V. Subramaniam - Narose Pubb. House-2000
5. Managing Industrial Pollution : S.C. Bhatia - Mac Millan - 2003
6. Man and Environment : Dash and Mishra - Mac Millan
7. Environment and Society : Mishra and Dash - Mac Millan
8. Text Book of Environmental Science : Panigrahi and Sahu - Sadagrath Mandir.

**THIRD YEAR
POPULATION STUDIES
FOR B.Comm. PASS & HONS. STUDENTS
(2005-06 Admision Batch)**

F.M.-50

- UNIT-I** Concept and Theory : Concepts of Population Studies and Demography : Definition, Nature and Scope, Relation with other disciplines : Anthropology, Sociology, Geography, Statistics and Economics.
- UNIT-II** Theories in Population Studies : Malthusian, Marxian theory and theory of Demographic Transition.
- UNIT-III** Factors Affective Population Growth : Facility, Mortality, Migration, Emigration, Immigration, Causes of Migration, Rural-Urban Migration.
- UNIT-IV** Statistics for Population Studies : Concept of data, Frequency distribution, Averages, Dispersion, Range and Standard Deviation, Birth Rate, Fertility Rate, Crude Death Rate, Sex ratio.
- UNIT-V** Demographic Profiles of Indian Population with reference to Orissa, Population size and growth, Population composition of Indian population, Age and Sex Structure, Literacy, Language, Religion, Tribal, Rural and Urban.

BOOKS RECOMMENDED

1. Agarwal. S. N.- India's Population Problem.
2. Barelay, C. W. - Techniques of Population Analysis.
3. Blende, Asha and Kanitkar Tara- Principles of Demography.
4. Bose, Ashis- India's Urbanisation (1901-2001).
5. Davis, Kingsley- The Population of India and Pakistan.
6. Driver, E. R. - Differential Fertilty In Central India.
7. Hans Raj- Fundamental of Demography.
8. Jain, A. K. - Infant Mortality in India.
9. Mohavedan, K.- Fertility and Mortality.
10. Premi, M. K. - Introduction to Social Demography.
11. Senapati, R. N. P. K. Nayak & P. K. Das- Population Profile of Orissa.
12. Srinivashan, O.S.- Demography.

OR
COMPUTER APPLICATION
FOR B.Com. PASS & HONS. STUDENTS
(2005-2006 ADMISSION BATCH)

F.M.-50

- UNIT-I** Characteristics, History, Generations, Classifications and Applications of Computers, Architecture and Organisation, Personal Computer and Its Devices, Hardware and Software, Operating System, Computer Languages, Application Programme and Custom Software.
- UNIT-II** Windows : Windows, Desktop, Mouse, Window, Maximising, Minimising, Restoring and Closing Window, Start Menu, Control Panel, Managing Multiple Windows, Arranging Icons, Creating a New Folder, My Computer, Windows Explorer, Copying and Moving Files without using Windows Explorer, Recycle Bin to restore Items, Managing Fonts, Finding Files or Folders.
- UNIT-III** Word Processing : Word, Creating a document, Saving in a Disk File, Printing, Resaving and Closing, Creating a New Document, Opening a Document, Cursor movement, Editing, Selecting, Deleting and Replacing Text, Undoing and Redoing, Saving with a New Name, Moving Text, Copy, Smart Cut and Paste, Copying Text to another File, Formatting, Using the Font Dialog Box, Paragraph Formatting, Bullets and Numbering, Hanging Paragraph, Moving to a Specific Page, Finding Text, Replace Command, Checking Spelling and Grammar, Auto Correct, Auto Text, Auto Complete, Page Setup, Page Breaks, Borders and Shading, Opening and Closing Toolbars, Print Preview, Zoom.
- UNIT-IV** Database : Creating and Editing Database Files, Report Generation, Label Generation, Building Menu Based Applications, Using 4GL Query Commands.
- UNIT-V** Spread Sheet : Excel, Organisation of the Worksheet Area, Entering Number, Formula and Data, Alligning data in Cells, Editing, Range, Changing Column Width, Moving and Copying, Inserting and Deleting Rows and Columns, Creating Charts, Statistical, Mathematical and Financial Functions.

BOOKS RECOMMENDED

1. Taxall, R. K. : P.C. Software (TMH)
2. Manuals of MS Office.

BCP 3.2.1/BCHH 3.2.1 MANAGEMENT ACCOUNTING-F.M. 100

Objective :

This course provides the students an understanding of the application of accounting techniques for Management.

UNIT-1 Management Accounting : Meaning, nature, scope and function of management accounting, Role of management accounting in decision making : Management accounting Vs Financial accounting, Tools and techniques of management accounting.

Unit-2 **Financial Statements :** Meaning and types of financial statement ; Limitations of financial statements ; Objectives and methods of financial statements analysis ; Ratio and analysis ; Classification of ratios ; Profitability ratios, Turnover ratios, Liquidity ratios, Advantages of ratio analysis; Limitations of accounting ratios

- Unit-3** Absorption and Marginal Costing : Marginal and differential costing as a tool for decision making, make or buy : Change of product mix : pricing : Break-even analysis : Exploring new markets : Shutdown decisions.
- Unit-4** Budgeting for Profit Planning and Control : Meaning of Budget and Budgetary Control Objectives : Merits and Limitations : Types of Budgets, Fixed and flexible budgeting, Control ratios, Zero base budgeting, Performance Budgeting
- Unit-5** Standard Costing and Variance Analysis : Meaning of Standard cost and standard costing; Advantages and application; Variance analysis- Material; Labour and Overhead ; Responsibility Accounting, Responsibility Centres.

Suggested Readings :

- 1) Arora M.N. : Cost Accounting, Principles and Practices, Vikas, New Delhi.
- 2) Jain S.P. & Narang K.L. : Cost Accounting : Kalyani, New Delhi.
- 3) Anthony, Robert & Reece, et al : Principles of Management Accountign : Richard Irwin Inc.
- 4) Horngren, Charles, Foster and Datae et al : Cost Accounting : A Management Emphasis : Prentice Hall, New Delhi.
- 5) Khan M.Y. and Jain P.K. Management Accounting :Tata Mc Graw Hill, New Delhi
- 6) Kalpan R.S. and Atkinson A.A : Advanced Management Accountig : Prentice Hall of India, New Delhi.
- 7) Pillai / Bhagyati- Management Accounting- S. Chand
- 8) Sharma / Gupta- Management Accounting- Kalyani Publishers
- 9) Sanat. M.A. Management Accounting, Vikash

**BCP 3.2.2 / BCHH 3.2.2
PRINCIPLES OF BUSINESS MANAGEMENT-F.M. 100**

Objective :

This course familiarises the students with the basis of principles of management

- UNIT-1** Introduction : Concept, nature, process and significance of management, Managerial roles, An overview of functional areas of management : Development of management thought : Classical and neo classical systems.
- Unit-2** Planning : Concept, Process and types, decision making- concept and process, Management by objectives : Corporate planning ; Environment analysis and diagnosis; strategy formulation.
- Unit-3** Organising : Concept, nature, process and significance : Authority and, responsibility relationships, centralisation and decentralisation, Departmentation, Organisation structure-forms and contingency factors.
- Unit-4** Motivating and Leading People at Work ; Motivation- concept, theories- Maslow Herzburg, McGregor, Financial and non-financial Incentives, Leadership - concept and leadership styles, leadership theories, Likerts system management.
- Unit-5** Communication- nature, process, network and barriers, Managerial Control : concept and process; effective control system; techniques of control traditional and modern.

Suggested Readings :

- 1) Drucjer Peter F : Management CHallenges for the 21st Century : Butterworth Heinemann, Oxford.
- 2) Weihrich and Koontz et al:Essentials of Management :Tata McGraw Hill, New Delhi
- 3) Fred Luthans : Organisational Behaviour : Mc Graw Hill, New York.
- 4) Louis A. Allen : Management and Organisation : Mc Graw Hill, Tokyo.

- 5) Ansof H.I. : Corporate Strategy : Mc Graw Hill New York.
- 6) Hampton, David R. : Modern Management Mc Graw Hill, New York.
- 7) Stoner and Freeman : Management : Prentice Hall, New Delhi
- 8) Robbins "Management" Person, New Delhi
- 9) Khanka S.S. - Organisational behaviour, S. Chand.
- 10) Sharma & Gupta- Business Management, Kalyani Publishers.

BCP 3.2.3 / BCHHA 3.2.5 AUDITING-F.M. 100

Objective :

This course aims at impacting knowledge about the principles and methods of auditing and their applications.

- UNIT-1** Introduction : Meaning and objectives of auditing : Types of audit : Internal audit, Audit Process ; Audit programme : Audit and books : Working papers and evidence : Consideration for commencing an audit : Routine checking and test checking.
- Unit-2** Internal Check System : Internal control, Audit Procedure : Vouching: Verification fo assets and liabilities.
- Unit-3** Audit of limited Companies :
- a. Company auditor- Appointment, Power, Duties and Liabilities
 - b. Divisible profits and dividends.
 - c. Auditors Report- Standard Report and Qualified Report
 - d. Special Audit of Banking Companies
 - e. Audit of Educational Institutions
 - f. Audit of Insurance Companies
- Unit-4** Investigation : Investigation : Audit of non profit companies
- a. Where fraud is suspected and
 - b. When a running business is proposed
- Unit-5** Recent Trends in Auditing : Nature and significance of cost audit : Tax audit : Management audit, Cost audit rules 1996, Ceiling on Cost audit.

Suggested Readings :

- 1) Gupta Kamal : Contemporary Auditing : Tata Mc Graw Hill, New Delhi
- 2) Tandon B.N. : Principles of Auditing : S. Chand and Co., New Delhi
- 3) Pagare Dinkar : Principles and Practice of Auditing : Sultan Chand, New Delhi
- 4) Sharma T.R. : Auditing Principles and Problems : Shahitya Bhawan, Agra
- 5) Sahu / Biswal : Fundamentals of Auditing : Kalyani Publishers.

BCHHA 3.2.3 / BCHHF 3.2.3

FINANCIAL STATEMENTS ANALYSIS AND REPORTING-F.M. 100

Objective :

This course enables students to have an understanding of the information reported in the financial statements.

- UNIT-1** Financial Statements Analysis : Meaning, Significance, Types and limitations of financial statements : Accounting policies, regulations of financial accounting and accounting choices/practices : window dressing, meaning and ways and means to check window dressing
- Unit-2** Techniques of Financial Analysis : Ratio analysis, common-size and comparative statement analysis, Inter-firm and Intra-firm comparison.

- Unit-3** Reporting and Measurement Income Concept for Financial Reporting : Measurement and reporting of revenue and expense and gain and losses; measurement of assets and liabilities.
- Unit-4** Other Development In Reporting : Disclosure in financial reporting; Human resource measurement, interim financial reporting, periodic reporting and segment reporting , social reporting, accounting and reporting of the effects of changing prices.
- Unit-5** Accounting Standards : An overview of national and International accounting standards, (excluding study of individual standard) : Harmonisation of accounting reports, financial reporting by banks, NBFCs and Insurance companies.

Suggested Readings :

- 1) Foster G. Financial Statements Analysis : Prentice Hall, New Delhi
- 2) Institute of Chartered Accountants of India : Various Publications.
- 3) International Accounting Standards Committee : Various Publications.
- 4) Pandey I.M. : Essentials of Management Accounting : Vikas Publishing House Pvt. Ltd.
- 5) Porwal L.S "Accounting Theory : An Introduction" : (3rd Ed.), Tata Mc Graw Hill, New Delhi.

BCHHA 3.2.4 INDIRECT TAXES-F.M. 100

- UNIT-1** Constitutional provisions in relation to tax, Union lists , State list, Concurrent list, the central excise act-basic concepts, important terms and definitions under central excise act, general procedures of central excise valuation of goods, assessable value, exemptions from central excise, types of exemptions, procedure for availing exemptions-CENVAT
- Unit-2** Central Excise Registration, Procedures, Exemption, Penal, Provision, Payment of Excise duties, Rates of duty, Set-off of duty, MODVAT, Excise concession for export, Refunds in central excise, Concession to SSI under Central Excise Act-Confiscation and penalty under the Act.
- Unit-3** Customs Act- Role of customs in International trade- Important terms and definitions under customs Act 1962- Dutiable goods, assessable value, baggage, bill of entry, duty, pilfered goods prohibited goods; mutilation goods, kinds of duty- basic, auxiliary, additional, abatement and remissions of duty, exemption from duty, refund and claim for duties.
- Unit-4** Custom valuation (Determination of price for imported goods) Rules-1968, Clearance procedure of goods, Bill of entry, clearance of goods imported by post office, procedure for export of excisable goods, ware housing bond, control over warehousing goods, removal of goods from warehouse.
- Unit-5** Central Sales Tax- Important terms and definitions under the central sales tax act-1956. Dealer, Declared goods, Place of business sale, sales price, turnover, year, provision relating to Inter-state values, values inside the sale, values / purchase in course of imports / exports out of India, rate of tax, determining levy of central sales tax.

References :

- 1) V.S. Oaley- Indirect taxes laws and practice- Taxman
- 2) V. Balachandran- Indirect Taxman- Sultan Chand and Sons
- 3) Bhargar Sharda- Income Tax for students- Mashbras Publications.
- 4) Lal B.B.- Income Tax and Central Sales Tax- Konark Publisher
- 5) Singhania V.K.- Students Guide to Income Tax- Taxman.
- 6) Mittal, R. K. Law of Income Tax, Vikash.