

Bachelor of Commerce (B. Com.) Syllabus under Choice Based Credit System (CBCS)

w.e.f. July 2016



**Department of Commerce
School of Economics, Management and Information Science
Mizoram University
Aizawl
2015**

Bachelor of Commerce (B. Com.) Programme under the

Choice Based Credit System (CBCS) & Continuous Assessment Grading Pattern (CAGP)

Course Structure

Sem	Course Code	Course Name	Course Type	Contact Hours	Credits			Marks			
					L	T	P	Total	Cont.	Sem	Total
I	BC/1/FC/01	English Paper	FC	5	4	1	0	5	25	75	100
	BC/1/CC/02	Fundamentals of Accounting	CC	6	5	1	0	6	25	75	100
	BC/1/CC/03	Business Organization & Management	CC	6	5	1	0	6	25	75	100
	BC/1/CC/04	Computer Application in Business (Theory)	CC	4	3	1		4	25	75	100
	BC/1/CC/04P	Computer Application in Business (Practical)	CC	4			2	2	25	75	100
Total (Credit Distribution : FC= 05; CC=18.)				25	17	4	2	23	125	375	500
II	BC/2/FC/05	Gender Sensitization / Eng Paper-II	FC	5	4	1	0	5	25	75	100
	BC/2/CC/06	Functional Areas of Business	CC	6	5	1	0	6	25	75	100
	BC/2/CC/07	Cost Accounting	CC	6	5	1	0	6	25	75	100
	BC/2/CC/08	Banking & Insurance	CC	6	5	1	0	6	25	75	100
Total (Credit Distribution : FC= 05; CC=18.)				23	19	4	0	23	100	300	400
III	BC/3/FC/09	History of Science / Language Paper (MIL)	FC	5	4	1	0	5	25	75	100
	BC/3/CC/10	Indian Economy	CC	6	5	1	0	6	25	75	100
	BC/3/CC/11	Management Accounting	CC	6	5	1	0	6	25	75	100
	BC/3/CC/12	Business Regulatory Framework	CC	6	5	1	0	6	25	75	100
Total (Credit Distribution : FC= 05; CC=18.)				23	19	4	0	23	100	300	400
IV	BC/4/FC/13	Environmental Studies	FC	5	4	1	0	5	25	75	100
	BC/4/CC/14	Entrepreneurship (Theory)	CC	4	3	1		4	25	75	100
	BC/4/CC/14P	Entrepreneurship (Project work)	CC	4			2	2	25	75	100
	BC/4/CC/15	Industrial and Company Laws	CC	6	5	1	0	6	25	75	100
	BC/4/CC/16	Quantitative Techniques	CC	6	5	1	0	6	25	75	100
Total (Credit Distribution : FC= 05; CC=18.)				25	17	4	2	23	125	375	500
V	BC/5/CC/17	Business Economics	CC	6	5	1	0	6	25	75	100
	BC/5/CC/18	Income Tax Law and Practice	CC	6	5	1	0	6	25	75	100
	BC/5/CC/19	Indian Financial System	CC	6	5	1	0	6	25	75	100
	BC/5/CC/20	Optional Paper- 1 BC/5/CC/16 F/M/E*	CC	6/4*	4	2*		6/4*	25	75	100
	BC/5/CC/20P	Optional Paper- 1 BC/5/CC/16 E*	CC	4*			2*	2*	25*	75*	100*
Total (Credit Distribution : FC= 00; CC=24.)				24 (+2)	19	5*	2*	24	125	375	500
VI	BC/6/CC/21	Auditing & Corporate Governance	CC	6	5	1	0	4	25	75	100
	BC/6/CC/22	Financial Accounting	CC	6	5	1	0	5	25	75	100
	BC/6/CC/23	Corporate Accounting	CC	6	5	1	0	6	25	75	100
	BC/6/CC/24	Optional Paper-2 BC/6/CC/20 F/M/E*	CC	6/4*	4	2*		6/4*	25	75	100
	BC/6/CC/24P	Optional Paper-2 BC/6/CC/20 E*	CC	4*			2*	2*	25*	75*	100*
Total (Credit Distribution: FC= 00; CC=24.)				24 (+2)	19	5*	2*	24	125	375	500
Entire B. Com Programme (FC= 20; CC=120.)								140	700	2100	2800

Note: (1) CC – Core Courses; FC - Foundation Course.

(2) L – Lecture; T – Tutorial; P – Practical

* Optional Papers **BC/5/CC/20 E & BC/6/CC/24 E** contains practical works, thus credit distribution will be **L=4 + P=2**, optional papers **BC/5/CC/20 F/M & BC/6/CC/24 F/M** don't have practical thus credit distribution will be **L=4 + T=2**

Optional Group & Papers: Students are advised to choose any one Optional Group out of three groups (Finance/ Marketing/E-Commerce). First paper (BC/5/CC/20 F/M/E) of either group will be part of the Fifth Semester and second paper (BC/6/CC/24 F/M/E) will be part of the Sixth Semester.

Finance:

BC/5/CC/20 F: Financial Management

BC/6/CC/24 F: Capital Market Operations

Marketing:

BC/5/CC/20 M: Principles of Marketing

BC/6/CC/24 M: Agricultural & Rural Marketing

E-Commerce:

BC/5/CC/20 E: Internet & www

BC/6/CC/24 E: Essentials of E-Commerce.

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BC/1/CC/02: Fundamentals of Accounting

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(6 Credit Course) (L=5, T=1, P=0)

- Unit I Introduction
Definition, features, objectives, functions, scope of accounting; Book keeping vs. Accounting; Branches of Accounting; Advantages and limitations of Accounting; Accounting concepts and conventions. Accounting equation; Classification of accounts, Rules of double entry book keeping - Journalizing and Posting to Ledgers.
- Unit II Basic Accounting
Depreciation: Meaning, Causes, objectives of charging depreciation; Factors affecting depreciation; Methods of providing depreciation - Straight line method - Diminishing balance method; Provisions and Reserves - Reserve Fund – Different types of Provisions and Reserves (Theory & Numericals).
- Unit III Final Accounts of Sole Proprietary Firm
Trial Balance: Concept, need, advantages, Trading, Profit & Loss a/c and Balance Sheet: Concept, need and preparation (Theory & Numericals).
- Unit IV Accounting for Partnership – I
Partnership Deed; Treatment of goodwill; Calculation of gaining and sacrificing ratios; Admission of a new partner (Theory & Numericals).
- Unit V Accounting for Partnership - II
Accounting on retirement of a partner; Death of a partner; Dissolution of partnership firm (Theory & Numericals).

Suggested Readings:

1. Haneef & Mukherjee, Modern Accountancy, Tata Mc Graw.
2. RL Gupta & Radhaswamy, Advanced Accountancy, Sultan Chand & Sons.
3. RL Gupta & VK Gupta, Principles and Practice of Accounting:, Sultan Chand & sons.
4. Shukla & Grewal, Advanced Accountancy, S. Chand & Co.
5. SN Maheshwari & SK Maheshwari, Advanced Accountancy, Vikas
6. Tulsian, Accountancy, Tata Mc Graw.
7. VK Goyal, Financial Accounting, Excel.

BC/1/CC/03: Business Organization & Management

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(5 Credit Course) (L=4, T=1, P=0)

- Unit I Nature & Scope of Business; Business Organisations: Concept and Nature;
Management: Meaning and nature, Henry Minzberg's Managerial Roles, Development of Management Thought, Classical Approach (The three pillars), Neo-Classical approach (Hawthorne Studies), Systems and Contingency approach.
- Unit II Planning: Concept and process; Types of Plans; Decision-making: Concept and process, Management by Objectives (MBO).
- Unit III Organising: Nature and Purpose; Principles of organisation; Departmentation; Staffing: Nature and importance; Process of Recruitment and Selection.
- Unit IV Directing: Meaning and Nature; Leadership Styles; Motivational Theories: Maslow & Herzberg;
- Unit V Communication: Nature and process, Barriers to communication.
Controlling: Concept and process; Essentials of a sound control system, Techniques of controlling.

Skill development activities:

1. Preparation of an Organizational Chart of any establishment of student's choice.
2. Organisational goals of at least three organizations.
3. Preparation of chart on Development of Management Thought.
4. Preparation of Questionnaire to study leadership style.

Suggested Readings:

1. B.P.Singh and T.N. Chhabra: Business Organization and Management: Dhanpat Rai & Co., New Delhi.
2. Koontz and Weihrich: Principles of Management: Tata McGraw Hill, New Delhi.
3. L.M. Prasad: Principles and Practice of Management: Sultan Chand, New Delhi.
4. R.N.Gupta: Business Organization and Management: S.Chand, New Delhi.
5. S.A.Sherlekar & V.S.Sherlekar: Modern Business Organization and Management: Himalaya Publishing House, New Delhi.
6. T.N.Chhabra: Principles and Practice of Management: Dhanpat Rai & Co., New Delhi

BC/1/CC/04: Computer Application in Business (CAB)

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]

(5 Credit Course: 3 Theory & 2 Practical)

(L=3, T=0, P=2)

UNIT 1:

Computer Hardware: Computer system as information processing system; Types of computer system, Computer hardware peripherals - CPU, input devices, output devices, storage devices, Memory, communication devices, Factors influencing PC performance.

Introduction to Operating System: Introduction to software, Types of Software-System Software and Application Software, Operating system and its functions; DOS; WINDOWS operating system, programming languages.

UNIT2:

MS Office I:

MS Word & Word Processing : Meaning and features of word processing – Advantages and applications of word processing in Business - Parts of MS Word application window – Toolbars – Creating, Saving and closing a document – Opening and editing a document - Moving and copying text – Text and paragraph formatting, applying Bullets and Numbering – Find and Replace – Insertion of Objects, Date and Time, Headers, Footers and Page Breaks – Auto Correct – Spelling and Grammar checking – Graphics, Templates and wizards - Mail Merge : Meaning, purpose and advantages – creating merged letters, mailing labels, envelops and catalogs- Working with Tables – Format Painter.

MS EXCEL: Features of MS Excel , Advantage of Spreadsheet in Business Field– Spread sheet / worksheet, workbook, cells, - Parts of MS Excel window – Saving, Opening and Closing workbook – Insertion and deletion of worksheet – Entering and Editing data in worksheet – cell range – Formatting – Auto Fill –Formulas and its advantages – References : Relative, absolute and mixed – Functions: Meaning and Advantages of functions, different types of functions available in Excel – Templates –Charts – Graphs.

UNIT 3:

MS Office II:

MS Access - Data, Information, Database, File, Record, Fields - Features, advantages and limitations of MS Access – Application of MS Access –parts of MS Access window – Tables, Forms, Queries and Reports.

MS PowerPoint: Features, advantages and application of Ms Power point – Parts of MS Power point window – Menus and Tool bars – Creating presentations through Auto content wizard, Templates and manually – slide show – saving, opening and closing a Presentation – Inserting, editing and deleting slides –Types of slides - Slide Views- Formatting – Insertion of Objects and Charts in slides- Custom Animation and Transition.

UNIT 4:

Tally: Description of Tally Software and Screen: Features of Tally(Accounting Features, Financial Management Features, Inventory Management Features); Opening Company (without inventory) vouchers, journals, ledgers ; Configuration,Features, Preparation of Final Account using Trial Balance. (Theory & Practical)

Suggested Readings:

1. Computer Fundamentals 3rd Edition Pradeep K. Sinha, Priti Sinha BPB Publications
2. Computer Fundamentals By Anita Goel
3. Microsoft Office – Dienes, Sheila S. – BPB Publication Delhi
4. Creating a Presentation in Microsoft Office PowerPoint 2007 for Windows -Tom Negrino
5. Financial Accounting On Computers Using Tally - By Namrata Agrawa
6. Bhasker Bharat: Electronic Commerce(Framework, Technologies and Applications); Tata McGraw Hill, New Delhi.
7. Edwards, Ward and Bytheway: The Essence of Information Systems; Prentice Hall, New Delhi.
8. Kanter: Managing with Information; Prentice Hall New Delhi Leon Alexis and Leon Matthews: Introduction to Computers; Leon Vikas, Chennai.
9. Minoli Daniel, Minoli Emma: Web Commerce Technology Handbook; Tata McGraw Hill, New Delhi.
10. Minoli Daniel: Internet & Intranet Engineering; Tata McGraw Hill, New Delhi.
11. Reddy Jayaprakash R.: Advanced Financial Accounting and Software; APH Publishing Corporation, New Delhi.
12. Tanebaum Andrew S.: Computer Networks; PHI Learning Pvt. Ltd., New Delhi.

LIST OF PRACTICAL: (BC/1/CC/04P)**MS-WORD**

1. Text Manipulations
2. Usage of Numbering, Bullets, Tools and Headers
3. Usage of Spell Check and Find and Replace
4. Text Formatting
5. Picture Insertion and Alignment
6. Creation of Documents Using Templates
7. Mail Merge Concept
8. Creation of Tables, Formatting Tables

MS-POWER POINT**Working With Slides**

1. Creating, saving, closing presentation
2. Adding Headers and footers
3. Changing slide layout
4. Working fonts and bullets
5. Working with Clipart
6. Applying Transition and animation effects

MS-EXCEL

1. Creation of Worksheet and Entering Information
2. Aligning, Editing Data in Cell
3. Excel Function (Date, Time, Mathematical, Financial Functions)
4. Changing of Column Width and Row Height (Column and Range of Column)
5. Moving, copying, Inserting and Deleting Rows and Columns
6. Formatting Numbers and Other Numeric Formats
7. Drawing Borders around Cells
8. Creation of Charts-Manipulating chart.
9. Using Excel as a *Grade book/Exam result sheet.*

TALLY:

Creating Vouchers, Journals, Ledgers ; Preparation of Final Account using Trial Balance.

BC/2/CC/06: Functional Areas of Business

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(5 Credit Course) (L=4, T=1, P=0)

Unit I Introduction

Functional areas of business: Financial Management; Human Resource Management; Marketing Management; Operations Management; Their changing role in business organizations.

Unit II Financial Management

Meaning, Scope and Importance; Basic Objectives of Financial Management; Sources of short and long term finance; Debt vs Equity; Finance Function: Capital Budgeting, Capital Structure, Dividend Policy, Working Capital Management.

Unit III: Human Resource Management

Meaning, Scope and Importance; HRM Functions: Human Resource Planning, Selection, Training & Development, Compensation; Employee welfare, Employer-Employee Relation, Grievances handling and redressal of Industrial Disputes.

Unit IV Marketing Management

Meaning, Scope and Importance; Marketing Mix: Product, Pricing, Placing, Promotion Decisions.

Unit V Production & Operations Management

Meaning, Scope and Importance; Production Functions: Product Planning & Control, Product Design and Development, Plant Location, Plant layout.

Skill development activities:

1. Visit any firm and estimate its working capital requirements
2. Prepare a Capital Budget for your new Business.
3. Study of recruitment rules & policy of any organization
4. Organize a mock job interview session
5. Prepare a model Advertisement Copy for any consumer product
6. Prepare a plant layout for a product of your choice

Suggested Readings:

1. C.B. Gupta : Human Resource Management, Sultan Chand & Sons, Mumbai
2. I.M.Pandey : Financial Management, Vikas Publishing, New Delhi.
3. Khan and Jain: Financial Management, Tata McGrawhill, New Delhi
4. Koontz and Wehrich: Principles of Management: Tata McGraw Hill, New Delhi.
5. N.G Nair: Production and Operations Management, Tata McGraw Hill, New Delhi
6. P. Subha Rao : Human Resource Management, Himalaya Publishing, New Delhi
7. Philip Kotler : Principles of Marketing, PHI,
8. R.B. Khanna: Production and Operations Management: PHI, New Delhi
9. T.N. Chhabra: Principles and Practice of Management: Dhanpat Rai & Co., New Delhi

BC/2/CC/07: Cost Accounting

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(5 Credit Course) (L=4, T=1, P=0)

- Unit I Fundamentals of Cost Accounting
Cost Accounting: Evolution, Objective, Importance, Difference between Cost Accounting and Financial Accounting;
Definitions of Important Concepts: Cost, Costing, Cost Accounting, Cost Control, Cost Unit, Cost Centre, Opportunity Cost and Imputed Cost;
Cost Sheet: Preparation of Cost Sheet.
- Unit II Material Cost Control
Purchase Control: Meaning, Importance of Purchasing, Centralization and Decentralization Purchasing, Purchase Procedure.
Storage Control: Techniques of Storage Control, Classification and Codification, Bin Cards and Stores Ledger, Determination of Levels of Materials, Perpetual Inventory System, EOQ ABC System of Stores Control;
Issues Control: Returns and Transfers, Bill of Materials, Pricing of Material Issues - LIFO, FIFO, HIFO.
- Unit III Labour Cost Control
Direct and Indirect Labour: Meaning, Difference between Direct and Indirect Labour;
Time Keeping: Meaning and Objectives, Methods of Time Keeping;
Time Booking: Meaning and Objectives, Methods of Time Booking; Difference between Time Keeping & time Booking;
Labour turnover: Meaning, Causes, Effect & Cost;
Methods of Remuneration: Time Rate System, Piece Rate System, Differential System;
Accounting Treatment: Overtime, Idle Time.
- Unit IV Overhead Cost Control
Overheads: Meaning, Importance of its Control, Classification;
Absorption of overheads: Meaning, Determination of overhead rates; Under and over absorption, and its treatment;
Accounting Treatment of Overhead Charges: Time Rate System, Piece Rate System, Differential System.
- Unit V Methods of Costing
Job Costing: Meaning, Features & Procedure;
Batch Costing: Meaning, Advantages and Disadvantages, Difference between Job costing & Batch costing, Determination of EBQ;
Contract Costing: Meaning, Features, Comparison between Job Costing and Contract Costing, Costing Procedures and Problems. *Process costing.*

Suggested Readings:

1. D.K. Mittal and Luv Mittal : Cost Accounting, Galgotia Publishing Co., New Delhi.
2. Horngren : Cost Accounting : A Managerial Emphasis.
3. Khanna, Pandey and Ahuja: Practical Costing
4. M. C. Shukla, T. S. Grewal and M.P. Gupta: Cost accounting, Text and Problems, S. Chand & Co. Ltd., New Delhi.
5. Ravi M. Kishore: Cost Accounting ; Taxmann Allied services, New Delhi.
6. S. N. Maheshwary and S. N. Mittal : Cost Accounting, Theory and Problems, Sri Mahabir Book Depot, New Delhi.
7. S.P. Jain & K.L. Narang: Cost Accounting Principles and Methods, Kalyani Publishers, Jalandhar

BC/2/CC/08: Banking and Insurance

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(5 Credit Course) (L=4, T=1, P=0)

- Unit I Banking: Origin and evolution of Banking in India, Meaning and definition of Banking, Types of banks: Public sector banks, Private sector banks, RRBs, Scheduled and non-scheduled banks.
Modern Banking Services: ATM Card, Credit & Debit Card, Internet Banking, Mobile Banking.
- Unit II Functions of banks; Deposits; Types of deposits: savings, current, fixed and recurring deposits; Deployment of Advances: Types of Advances, Personal Advances, Housing Advances, Agriculture Advances and Industrial Advances, Short, Medium and Long term Advances; Banker and Customer Relationship.
- Unit III Central banking: Meaning, Functions and role, RBI monetary and credit control policy; Commercial Banks: Meaning, Functions and Role; Co-operative banks: Meaning and role; Banking Documents: Concepts of Cheque, Passbook, Demand Draft.
- Unit IV Introduction to Insurance: Meaning, evolution & importance; Understanding Risk, Principles of Insurance; Insurance contracts; ULIP; Underwriting.
Insurance Laws: Nationalization of Life insurance and General insurance; IRDA Act 1999 (An overview – with recent Amendments).
- Unit V Life Insurance: Fundamentals and Classifications; Policy Conditions: Conditions relating to commencement of risk, premium, & claim; Procedure regarding settlement of policy claims;
General Insurance: Meaning, definition and types - Marine Insurance, Fire Insurance, Motor Insurance & Miscellaneous Insurance.

Skill development activities:

1. Visit a Bank and open an account.
2. Visit a bank and understand the procedure of sending a demand draft, transfer funds through IFSC.
3. Interaction with insurance agents
4. Best Selling products of LIC, ULIP policies of different insurers.
5. Number of active/ passive agents of insurers in the current year and marketing performance of active agents in the current year in Mizoram

Suggested Readings:

Banking

1. A.K. Basu: Fundamentals of Banking – Theory and Practice: A Mukherjee & Co., Kolkata.
2. B.S. Khubchandani: Practice and Law of Banking; Macmillan, New Delhi.
3. Khan M.Y: Financial Services; Tata Mcgraw Hill, New Delhi.
4. M.L. Tennan: Banking – Law and Practice in India; India Law House, Delhi.
5. R.P. Hooda : Indian Securities Market – Investors view point; Excell Books, New Delhi.
6. R.S. Sayers: Modern Banking; Oxford University Press.
7. S.G. Panandikar & D.M. Mithani: Banking in India; Orient Longman.
8. Sengupta A.K. and Agarwal M.K: Money Market Operations in India; Skylark Publications, New Delhi.
9. Shekhar & Shekhar: Banking Theory and Prectice; Vikas Publishing House, New Delhi
10. Vinayakan N: Banking by 2000 A.D; Kanishka Publishers, Delhi.

Insurance:

1. Gupta PK, *Insurance & Risk Management*, Himalaya, Delhi.
2. Insurance Regulatory Development Act 1999.
3. Life Insurance Corporation Act 1956.
4. M.N. Mishra: Insurance Principles and Practice; S Chand & Co., New Delhi.
5. M.N. Mishra: Life Insurance Corporation of India, Vols I, II, & III; Raj Books, Jaipur.
6. N. Vinayakam, Radhaswamy and SV Vasudevan: Insurance – Principles and Practice, S. Chand & Co., New Delhi
7. O.S. Gupta: Life Insurance; Frank Brothers, New Delhi.

BC/3/CC/10: Indian Economy

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(5 Credit Course) (L=4, T=1, P=0)

Unit I	Basic Issues in Economic Development: Concept and Measures of Development and Underdevelopment; Human Development. Indian Planning: Overview, Current Five Year Plan.
Unit II	Economic Environment: Basic characteristics of Indian economy, Savings and investment, Monetary and Fiscal Policies. Economic Reforms and Liberalization.
Unit III	Growth, Development and Structural Change: Growth and Distribution; Unemployment and Poverty; Regional Imbalance; Environmental concerns.
Unit IV	Sectoral Trends and Issues: Agriculture: Agrarian growth and performance; Green Revolution; factors influencing productivity and growth; Changing role in Indian GDP; Public Sector –its role, performance and reforms; MSME sector: Role and Performance; Public and Private Partnership: Concept & recent trends in india.
Unit V	Foreign trade and balance of Payments: Performance of India's Foreign trade and Balance of Payments; Export Policies and Performance; Role of Foreign Capital; India and WTO; UNCTAD, World Bank and IMF.

Skill development activities:

1. Devise a chart showing the connection between Prime Lending Rate, Statutory Liquidity Rate and Cash Reserve Ratio of RBI for select years.
2. Make a list of at least 20 agricultural products sold in the market in your area along with its price.
3. Make a chart showing a summary of the fiscal budget of your state within the last ten years.
4. Construct a chart of the organisational set up of any two of the international institutions.
5. Make an analysis of the trends in unemployment in your district within the last ten (10) years.

Suggested Readings:

1. Gaurav Dutt and KPM Sundaram, Indian Economy, S. Chand & Company.
2. Deepashree, Indian Economy, Performance and Policies, Scholar Tech. New Delhi.
3. Chopra, BK: Business Environment in India, Everest Publishing
4. Dutt R and Sundharam KPM: Indian Economy; S. Chand
5. Misra SK and Puri VK: Indian Economy; Himalaya Publishing
6. P. Chidambaram: Business Environment; Vikas Publishing
7. Sundaram & Black: The International Business Environment; Prentice Hall
8. Suresh Bedi: Business Environment, Excel Books
9. Upadhyay, S: Business Environment, Asia Books

BC/3/CC/11: Management Accounting

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(5 Credit Course) (L=4, T=1, P=0)

Unit I Management Accounting: Meaning, Functions and Role of Management Accounting in decision making, tools and Techniques of Management Accounting.

Unit II Analysis of Financial Statement: Meaning and types of Financial Statements, Limitations of Financial Statement Analysis.
Ratio Analysis: Meaning, classification of ratios - liquidity ratios, turnover ratios, solvency ratios, debt- equity ratios, advantages and limitations of accounting ratios.

Unit III Marginal Costing:
Meaning & Need of Marginal Costing, Distinction between Absorption and Marginal Costing, Need for marginal costing, Cost- Volume-Profit analysis, Marginal cost Equation, Composite BEP, Make or Buy Decision, Maintaining a desired level of profits, advantages and disadvantages (Simple Problems).

Unit IV Budget and Budgetary Control: Meaning , Objectives, Merits and Limitations; Fix and Flexible Budgeting, Control ratios.

Unit V Standard Costing and Variance Analysis: Meaning of Standard cost and Standard costing, Differences between a Budgetary control and Standard costing, Determination of Standard cost;. Concept of Variance Analysis: Material Variance, Labour variance, Overhead variance and Sales Variance (simple problems)

Suggested Readings:

1. D.K. Mittal and Luv Mittal : Cost Accounting, Galgotia Publishing Co., New Delhi.
2. Horngren : Cost Accounting : A Managerial Emphasis.
3. Khanna, Pandey and Ahuja: Practical Costing
4. M. C. Shukla, T. S. Grewal and M.P. Gupta: Cost accounting, Text and Problems, S. Chand & Co. Ltd., New Delhi.
5. Ravi M. Kishore: Cost Accounting ; Taxmann Allied services, New Delhi.
6. S. N. Maheshwary and S. N. Mittal : Cost Accounting, Theory and Problems, Sri Mahabir Book Depot, New Delhi.
7. S.P. Jain & K.L. Narang: Cost Accounting Principles and Methods, Kalyani Publishers, Jalandhar.

BC/3/CC/12: Business Regulatory Framework

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(5 Credit Course) (L=4, T=1, P=0)

Unit I	The Law of Contract 1872 Nature of Contract: classification; offer and acceptance; capacity of parties of contract; free consent; consideration; legality of object; agreement declared void and voidable; special contracts; indemnity; guarantee; bailment and pledge; agency.
Unit II	The Sale of Goods Act 1930 Formation of contracts of sale; goods and their classification; price; condition and warranties; transfer of property in goods; Doctrine of caveat emptor; performance of contract of sale; sale by auction; unpaid seller and his rights.
Unit III	The Partnership Act 1932 Nature and types of partnership; partnership deed; rights and duties; liabilities of partners; registration of firm; dissolution of firm.
Unit IV	The Negotiable Instrument Act 1881 Definition of Negotiable instrument; features; promissory note; Bill of exchange-discounting and endorsing, cheque; holder and holder in the due course; crossing; negotiation; Dishonour and discharge of negotiable instrument.
Unit V	The Consumer Protection Act 1986 Salient features; definition of consumer; grievance redressal machinery; RTI and its application: RTI Act (in brief).

Skill development activities:

1. Draft the following
 - a) Tentative partnership deed
 - b) Tentative sales deed with an example
2. Write a complaint to the consumer forum for charging excess price by a shopkeeper
3. Write a representation to the RTI commissioner seeking information.
4. Enact a situation of auction sale in the classroom.
5. Show the difference between warranty and guarantee with document.

Suggested Readings

1. A. K. Sen & J. K Mitra: Commercial Law & Industrial Law, The World Press P. Ltd., Kolkata.
2. Avtar Singh: The Principles of Mercantile Law; Eastern Book Company, Lucknow.
3. J.S. Khergamwala: The Negotiable Instruments Act; N.M. Tripathi Pvt. Ltd. Mumbai.
4. M. C Shukla: A Manual of Mercantile Law, S. Chand & Co. Ltd., New Delhi.
5. M.C. Kuchal: Business Law; Vikas Publishing House, New Delhi.
6. N.D. Kapoor: Business Law; Sultan Chand & Sons, New Delhi.
7. N.D. Kapoor: Elements of Business & Economic Laws; Sultan Chand & Sons, New Delhi.
8. P.R. Chandha: Business Law; Galgotia, New Delhi.
9. Rohini Aggarawal: Students' Guide to Mercantile & Commercial Laws, Taxmann Allied Services P. Ltd., New Delhi.
10. S.S. Gulshan & Kapoor, G. K.: Business Law, New Age International P. Ltd., Publishers, New Delhi.
11. T.R. Desai: Indian Contract Act, Sale of Goods Act and Partnership Act; S.C. Sarkar & Sons Pvt. Ltd, Kolkata.

BC/4/CC/14: Entrepreneurship

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(6 Credit Course) (L=3, T=0, P=2)

- Unit I** Introduction
Entrepreneurship meaning and concept; Entrepreneurship in India before and after independence; Entrepreneur: characteristics; Role and functions; Innovation; Generation of employment opportunities; social stability; balanced regional development.
- Unit II** Theories of entrepreneurship and EDPs
Different theories; Entrepreneurship development programmes by EDI, IIE, DIC; KVIC, NABARD; importance of entrepreneurship development programmes.
- Unit III** Business opportunities
Entrepreneurship development process; identification of business opportunities; external and internal environmental analysis.
- Unit IV** Regulatory framework
MSMED Act, 2006 – an overview; Legal requirements for establishment of a new business unit; Sources of funds and venture capital.
Micro Units Development and Refinance Agency (MUDRA): Definition, role and functions.
- Unit V** Entrepreneurship development in North East
Entrepreneurship in Northeast; Problems and prospects; Women entrepreneurship in Northeast. Incentives; subsidies and grants for development of micro, small and medium enterprises in North East Region.

Suggested Readings:

1. C.B. Gupta and Srinivasan: Entrepreneurial Development in India, Sultan Chand, New Delhi.
2. D.D. Mali: Entrepreneurship Development in North East, IIE.
3. K. Natarajan and E. Gordon: Fundamentals of Entrepreneurship, Himalaya, New Delhi.
4. Khanka, S. S: Text book on Entrepreneurship , S. Chand Publications. New Delhi.
5. M.B. Shukla: Entrepreneurship and Small Business Management, Kitab Mahal.
6. Management, Himalaya Publishing House New Delhi.
7. Vasant Desai: Dynamics of Entrepreneurial Development and Management; Himalaya, New Delhi.
8. Vasant Desai: Fundamentals of Entrepreneurship and Small Business

BC/4/CC/15: Industrial and Company Law

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(5 Credit Course) (L=4, T=1, P=0)

- Unit I (a) Important provisions of Employees Compensation Act 1923: Employee definition; objectives; liability for compensation; commissioner's appeals.
(b) Industrial Disputes Act 1947: Definition; scope and objectives; lay off; lock-out; strike; authorities under the Act; general prohibition of strike and lock-out.
- Unit II (a) Salient features of Minimum Wages Act 1948: Enforcement of the Act; objectives of the Act; fixation and revision of minimum wages; payment of minimum wages.
(b) The Factories Act 1948: Definition; objectives of the Act; health; safety; welfare; employment of women; employment of young person.
- Unit III (a) Introduction of Indian Companies Act (Including recent amendments of 2013): Kinds of companies; promotion and incorporation of companies; Memorandum and Articles of Association; prospectus; certificate of incorporation and certificate of commencement of business; other documents.
(b) Share capital, Members and Directors of a company: Shares, share capital, members; borrowing powers; mortgages; debentures.
- Unit IV (a) Directors: Managing directors and whole time directors.
(b) Meetings: Kinds, quorum, voting, resolutions, minutes.
- Unit V (a) Majority powers and minority rights; prevention of oppression and mismanagement.
(b) Winding up: Kinds and conduct.

Skill development activities:

1. Draft a Memorandum of Association and mention different clauses
2. Draft an Articles of Association and its important contents.
3. Draft a procedure of a voluntary winding up.
4. Govt. approved minimum wages in the State
5. Draft a mortgage deed with a Bank.

Suggested Readings:

1. A Ramaiya: Guide to the Companies Act; Wadhwa & Co. Nagpur.
2. A. K. Majumdar & G. K. Kapoor: Students' Guide to Company Law, Taxmann Allied Services P. Ltd., New Delhi.
3. A.K. Bagriyal: Company Law; Vikas Publishing House, New Delhi.
4. Avtar Singh: Company Law; Eastern Book Co., Lucknow.
5. L.C.B Gower: Principles of Modern Company Law; Stevens & Sons, London.
6. M.C. Kuchal: Modern Indian Company Law; Shri Mahavir Books, Noida.
7. N.D. Kapoor.: Commercial Law & Industrial Law, Sultan Chand & Sons, Delhi.
8. N.D. Kapoor.: Company Law - Incorporating the Provisions of the Companies Amendment Act, 2000; Sultan Chand & Sons, New Delhi
9. N.D. Kapoor: Handbook of Industrial Law, Sultan Chand & Sons, New Delhi.
10. P. K Ghosh: Company Law & Practice (Part – I & II), Sultan Chand & Sons, New Delhi.

BC/4/CC/16: Quantitative Techniques

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(6 Credit Course) (L=5, T=1, P=0)

Business Statistics

Unit I

1. Introduction: Meaning, Scope and Limitations; its relationship with other sciences; Statistics as a subject; Descriptive Statistics - compared to Inferential Statistics. (Theory)
2. Presentation of Univariate Data: Construction of a frequency distribution; Concept of central tendency and dispersion and their measures. (Theory & Numerical)

Unit II

3. Probability: Theory, Concepts; Simple application of addition and multiplication theorem. (Theory & Numerical)
4. Correlation and Simple Linear regression. (Theory & Numerical)

Unit III

5. Index Number: Meaning, types and uses; Methods of constructing price and quantity indices (simple and aggregate). Analysis of Time Series: Causes of variations in time series data; Components of a time series. (Theory & Numerical)

Business Mathematics

Unit IV Matrices and Determinants

6. Definition of Matrices, Types, Multiplication, Transpose, Minor, Cofactors, Inverse through Adjoin, Application of Matrices in solving business problems, Determinants of Second and Third Order, Properties of Determinants, Simple problems, Solutions of Simultaneous Equations and Business problems by Cramer's Rule (Simple problems only).

Unit V Calculus

7. Differential Calculus: Concept of Function, Limit and Continuity, definition of Derivative, Derivative of Function, Derivative as a Rate Measure, Second Order Derivative, Maxima – Minima of Functions involving Two Variables.
8. Integral Calculus: Integration as anti-derivative, Integration of $x^n \log x$, Rules for Integration, Integration by Substitution (Simple problems only).

Suggested Readings:

1. B.N. Gupta: Statistics, Sahitya Bhawan Publishers & Distributers (P) Ltd.
2. C.M.Chikkodi, Dr.B.G. Satyaprasad, Dr.K.Nirmala Business Mathematics and Statistics, Himalaya Publishing House New Delhi.
3. C.S. Sampangiram and G.K. Ranganath A Text Book of Business Mathematics Himalaya Publishing House New Delhi.
4. D.C. Sancheti and V.K. Kapoor: Business Mathematics, Sultan Chand & Sons
5. Fundamentals of Statistics by S.C. Gupta, Himalaya Publishing House
6. Goel & Goel: Mathematics & Statistics, Taxmann Allied Services (P) Ltd.
7. J.K. Thukural: Mathematics for Business Studies, Mayoor Paperbacks, Delhi
8. P.L. Hazarika: A Text Book of Business Mathematics, S. Chand & Co.
9. S.P. Gupta : Statistical Methods, Sultan Chand & Sons
10. SN De: Business Mathematics & Statistics (part-II), Chhaya Prakashni, Kolkata
11. SP. Gupta & A. Gupta: Elementary Statistics, Sultan Chand & Sons, New Delhi
12. SR Arora & D. Khattar: Business Mathematics with Applications S. Chand & Co.

BC/5/CC/17: Business Economics

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(5 Credit Course) (L=4, T=1, P=0)

Unit I Introduction

1. Definition, Scope and Importance of Business Economics
2. Meaning and Factors of demand; The Law of Demand; Demand schedules and demand curves; Exceptions to the Law of Demand

Unit II

3. Elasticity of Demand: Meaning of Price, Income and Cross Elasticity;
4. Demand Forecasting: Methods.

Unit III

5. Law of Diminishing Marginal Utility: Applications and uses; Law of Equi-marginal Utility
6. Indifference Curve: Meaning, properties.

Unit IV

7. Production Function: Concepts of products – total product, average and marginal product; The Law of Variable Proportions; Optimal factor combination..
8. Cost concepts: Accounting costs and economic costs, opportunity cost, short run and long run, fixed costs and variable costs; Marginal Cost (MC), Average Cost (AC) and Total cost; Relationship between AC and MC..

Unit V

9. Market: Different market structures and their characteristics;
10. Price and Equilibrium point under perfect competition, Monopolistic competition and Monopoly.

Skill development activities:

1. Make a survey report on the demand forecasting for a product.
2. Determine the price elasticity of a product of your choice.
3. Make a chart showing the connection between equilibrium of firm and industry under perfect competition and monopolistic competition.
4. Make a list of a few products in Mizoram under a monopolistic competition market.
5. Construct a diagrammatic representation of Indifference Curve using some products available within your city/town.

Suggested Readings:

1. Ahuja, H L: Business Economics: S. Chand & Co
2. Browning, Edger K. and Browning, Jacquenlence M: Microeconomic Theory and Applications
3. Ferguson P.R. and Rothschild R., and Ferguson G.J.: Business Economics
4. Nellis & Parker: The Essence of Business Economics
5. Seth, M L: Principles of Economics
6. Varshney and Maheshwari: Managerial Economics

BC/5/CC/18: Income Tax Law and Practice

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(6 Credit Course) (L=5, T=1, P=0)

Unit I: Introduction

1. The Income Tax Act 1961, Basic concepts: Agricultural income, Assessee, Assessment year, Previous year, Income, Person, Gross total income, Total Income, Charge of Income Tax.
2. Incidence of Tax: Residence Determination, Exempted Income u/s 10(1), 10(10), 10(10AA), 10(10B), 10(11), 10(12), 10(13), 10(13A), 10(14), 10(16), 10(26).

Unit II: Heads of Income: I

3. Heads of income (theory); Computation of Income under the head salary (theory & numericals).

Unit III: Heads of Income: II

4. Computation of Income from house property (theory & numericals).

Unit IV: Clubbing, Aggregation and Set off

5. Clubbing of Income: Income of individual to include income of spouse, son's wife, minor child; Liability of person in respect of income included in the income of another person, Heads of Income under which the income will be clubbed.
6. Deductions from gross total income u/s 80C, 80CCC, 80CCD, 80CCE, 80D, 80DDB, 80E, 80G, 80IE, 80TTA, 80U.

Unit V: Tax Administration

7. Payment of advance tax.
8. Deduction of tax at source: Salaries, interest on securities.
9. Filing of Income Tax Return (ITR).

Suggested Readings:

1. Ahuja G. and Gupta R: Handbook on Tax Reduction at Source, Bharat Law House, New Delhi.
2. Ahuja G. and Gupta R: Systematic Approach to Income Tax, Bharat Law House, New Delhi.
3. Singhania, Direct Taxes Ready Reckoner, Taxmann Publications New Delhi.

BC/5/CC/19: Indian Financial System

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(4 Credit Course) (L=3, T=1, P=0)

Unit-I

An overview of Indian Financial System: The Indian financial system on the eve of planning and in the post -1950 period; Structure of Indian Financial system and its impact on economic development.

Unit-II

Money market: Meaning and characteristics of money market. Money market instruments– (a) Call money market, (b) Treasury bills market, (c) Commercial bills market, (d) Commercial Papers Market, (e) Mutual Fund.

Unit-III

Capital market: Nature, Security market-(a) new issue market: Instruments- Debentures, Bonds, Preference shares, Equity shares.

Unit-IV

Secondary market-(b) Meaning functions and role of stock exchange, concept of depository system, Investors and types of speculators.

Unit-V

Development banks and other Non-Banking Financial Institutions- SIDBI, IFCI, NABARD, National Housing Bank(NHB), EXIM BANK – their evolution and growth, unregulated credit market- main features.

Skill development activities:

1. If possible, visit your nearest stock exchange and learn how the investors buy and purchase shares.
2. Visit the nearest branch of financial institutions and enquire about various services performed.
3. Find out what types of unregulated credit markets are there in your city and discuss with your friends how to protect people from them.

Suggested Readings:

1. Bhole, L. M.: Financial Markets & Institutions, Tata McGraw Hill, New Delhi.
2. Economic Survey; Government of India, Ministry of Finance, recent issues.
3. Hooda R.P.: Indian Securities Market – Investors View point; Excell Books, New Delhi.
4. Khan, M. Y.: Indian Financial System, Tata McGraw Hill, New Delhi.
5. Machiraju, H. R.: Indian Financial System, Vikas Publishing House, New Delhi.
6. R.B.I.: Report of the Committee on the Financial System, Narasimham Committee.
7. Report on Currency and Finance
8. Reserve Bank of India: Annual Reports
9. Reserve Bank of India: Bulletins
10. Sengupta A.K. and Agarwal M.K: Money Market Operations in India; Skylark Publications, New Delhi.
11. V.Pathak, Bhartia: Indian Financial System,
12. Vinayakan N: Banking by 2000 A.D; Kanishka Publishers, Delhi.

BC/6/CC/21: Auditing and Corporate Governance

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(4 Credit Course) (L=3, T=1, P=0)

Unit I:

1. Auditing: Introduction, Meaning, Objectives, Basic principles and techniques; Classification of Audit, Audit planning, Internal control- Internal check and Internal Audit;
2. Audit Procedure- Vouching and verification of assets and liabilities.

Unit II:

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

Unit III:

5. Special Areas of Audit: Special features of Cost Audit, Tax Audit, and Management Audit;
6. Recent Trends in Auditing: Basic considerations of audit in EDP Environment; Standard on Auditing(SA);

Unit IV:

7. Corporate Governance : Conceptual Framework of Corporate Governance, Corporate Governance Reforms;
8. Major Corporate Scandals in India and Abroad: Common Governance Problems Noticed in various Corporate Failures. Codes and Standards on Corporate Governance.

Unit V:

9. Corporate Social Responsibility (CSR): Strategic Planning and Corporate Social Responsibility; Corporate Philanthropy, Meaning of CSR, CSR and Corporate Sustainability, CSR and Business ethics, CSR and Corporate Governance;
10. Environmental Aspects of CSR, CSR provision under the Companies Act 2013, CSR Committees.

Skill development activities:

1. Preparation of chart for classification of audit.
2. Collection and study of audit report of any two organization.
3. A visit to the Accountant General Office.
4. Formulating an Internal check system for cash sales.
5. Preparation of a Qualified and Clean Audit report of a Company.

Suggested Readings:

1. Basu, Sanjib Kumar, Fundamentals of Auditing, Pearson
2. Duttachowdhury, Dhruva: Principles of Audit and Internal Auditing: New Central Book Agency, Kolkata
3. Gupta, Kamal: Contemporary Auditing: Tata McGraw Hill, New Delhi
4. Pagare, Dinkar: Principles & Practice of Auditing: S.Chand, New Delhi
5. Sengupta & Sengupta, A Practical Approach to Auditing: Rabindra Library, Kolkata
6. Sharma, T.R., Auditing Principles & Problems, Sahiya Bhavan, Agra
7. Tandon, B.N. et al: A Handbook of Practical Auditing: S.Chand, New Delhi

BC/6/CC/22: Financial Accounting

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(5 Credit Course) (L=4, T=1, P=0)

Unit I Accounting from incomplete Records

1. Single entry system; definition; special features of single entry system; Limitation of single entry system; Advantages of single entry systems; disadvantage of single entry system; Difference between single and double entry systems.
2. Calculation of profit under single entry system; statement of affairs method; conversion method (theory & numericals).

Unit II Accounting for Non-profit Organizations

3. Concepts; Receipts and payments Account; uses and limitations.
4. Income and Expenditure Account; features; Balance sheet; preparation of Income and Expenditure Account (theory & numericals).

Unit III Accounting for Consignment and Joint Ventures

5. Consignment Accounts- Important terms, Accounting records; valuation of unsold stocks (theory & numericals);
6. Joint venture Accounts- Concepts, Joint Venture vs Consignment; Joint venture vs partnership (theory & numericals).

Unit IV Accounting for Branches

7. Concepts; importance; Branches vs Departments, Independent branch, Foreign branch (Theory only).
8. Accounting for Branches: Dependent branch; Debtors system; Stock and debtors system (Theory & numerical).

Unit V Accounting for Cash Flow and Funds Flow

9. Funds Flow Statement: Meaning of Funds, Flow of Funds, preparation of Fund Flow statements (theory & numericals).
10. Cash Flow Statement: Concept , Importance, Cash Flow vs Fund Flow ; Preparation of Cash Flow statements (theory & numericals)

Skill development activities:

- Prepare final accounts under double entry system with imaginary figures.
- Prepare Statement of Affairs and Balance Sheet with imaginary figures
- Draft a Receipt and Payments account for a local club with imaginary figures
- Draft an Income & Expenditure A/c for a local club with imaginary figures.
- Prepare a performa Invoice with imaginary figures
- Draft a performa invoice sent by head office.
- Draft a cash flow statement from a local business house
- Draft a funds flow statement from a local business house.

Suggested Readings

1. Agarwal A.N., Agarwal K.N.: Higher Sciences of Accountancy; Kitab Mahal, Allahabad.
2. Basu, S.P. & Das, M: Practice in Accountancy, vol-I, Rabindra Library, Kolkata-73
3. Compendium of Statement and Standards of Accounting: The Institute of Chartered Accountants of India, New Delhi
4. Maheshwari, S.N. and Maheshwari, S.K., Advanced Accounting; Vikas publishing House, New Delhi.
5. Mukherjee, A and Harif, M: Financial Accounting, Tata McGraw Hill, Delhi.

BC/6/CC/23: Corporate Accounting

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(6 Credit Course) (L=5, T=1, P=0)

Unit I Shares and Debentures

1. Issue, Forfeiture and Reissue of Equity Shares including pro - rata allotment; Issue of debentures (theory & numericals).

Unit II Valuation of Goodwill and Shares

2. Valuation of Goodwill: Meaning; Factors affecting value of Goodwill; Need for valuation of Goodwill; Methods: Average Profit Method, Super Profits Method, Capitalization Method. (theory & numericals).
3. Valuation of Shares: Need for Valuation, Factors affecting value of shares. Methods of Valuation: Net Assets Method, Yield Basis Method, Fair Value Method (theory & numericals).

UNIT III Final Accounts of Companies

4. Final accounts (excluding computation of managerial remuneration corporate dividend tax) and Divisible profit (theory & numericals).

UNIT IV Amalgamation and Internal Reconstruction

5. Accounting for amalgamation as per AS-14; Types of Amalgamation; Methods of accounting for Amalgamation (excluding inter-company debts, stock and holdings) and Internal Reconstruction (Reconstruction Scheme) (theory & numericals).

UNIT V Holding Companies

6. Meaning and concept of Holding Company, Subsidiary Company and Consolidated Balance sheet of Holding Company (with one subsidiary only) (theory & numerical).

Suggested Readings:

1. Arulanandam: Advanced Accountancy, Himalaya, New Delhi.
2. Chandra Bose: Advanced Accountancy, (Vol-II), PHI, New Delhi.
3. Haneef & Mukherjee: Modern Accountancy, (Vol-III), Tata Mc Graw, New Delhi.
4. RL Gupta & Radhaswamy: Advanced Accountancy, Sultan Chand & Sons, New Delhi.
5. RL Gupta & VK Gupta: Principles and Practice of Accounting, Sultan Chand & Sons, New Delhi.
6. Shukla & Grewal: Advanced Accountancy, S. Chand & Co, New Delhi.
7. SN Maheshwari & VL Maheshwari: Advanced Accountancy (vol-II).
8. SP Jain & KL Narang: Accountancy III, Kalyani Pub, New Delhi.
9. Tulsian: Accountancy-III, Tata Mc Graw, New Delhi.
10. VK Goyal: Financial Accounting, Excel, New Delhi.

OPTIONAL GROUPS

Finance Group

BC/5/CC/20 F: Financial Management

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(5 Credit Course) (L=3, T=2, P=0)

Unit I Fundamentals of Financial Management

1. Objective, Nature and Scope
2. Time value of Money; Present value, Future value.

Unit II Cost of Capital

3. Concept; Sources of capital; Equity, Debt, Preference capital.
4. Weighted average cost of capital, Weighted marginal cost of Capital (Theory & Numericals).

Unit III Capital Budgeting

5. Capital Budgeting: Need and scope, Investment evaluation criteria, payback period, accounting rate of return, net present value (NPV), internal rate of return (IRR), profitability index (Theory & Numericals).

Unit IV Capital Structure

6. Need and significance of capital Structure. Determinants of capital structure, Optimum capital structure (Theory).
7. Leverages: Operating leverage, financial leverage, combined leverage, financial indifference point (Theory & Numericals).

Unit V Working Capital Management

8. Concept and constituents of working capital; Factors influencing working capital requirements (Theory)
9. Operating Cycle and cash cycle; Cash requirement for working capital (Theory & Numericals).

Suggested Readings:

1. Archer, Stephen, H., Choate G Marc, Racette, George; Financial Management; John Wiley, New York.
2. Bhattacharya, Hrishikesh: Working Capital Management: Strategies and Techniques, Prentice Hall, New Delhi.
3. Block, Stanley B, Geoffrey A Hilt: Foundations of Financial Management; Richard D. Irwin, Homewood, Illinois.
4. Brealey, Richard A and Steward C. Myers: Corporate Finance, McGraw Hill; New York.
5. Chandra, Prasanna: Financial Management, Tata Mc Graw Hill, Delhi. .
6. Hampton, John: Financial Decision Making, Prentice Hall, Delhi.
7. J.C. Van Horne & J.M Wachowicz Jr.: Fundamentals of Financial Management, Prentice-Hall, Delhi.
8. Khan MY, Jain PK: Financial Management; Tata McGraw Hill, New Delhi.
9. Pandey, I.M: Financial Management, Vikas Publishing House, Delhi.
10. Pinches, George E: Essentials of Financial Management; Harper and Row, New York.
11. Van Horne; James C: Financial Management and Policy, Prentice Hall, Delhi.

BC/6/CC/24 F: Capital Market Operations

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(5 Credit Course) (L=3, T=2, P=0)

Unit I Capital Market Regulatory Framework in India

1. Institutional structure: Objective and role of SEBI; Securities Contract Act 1956: Objective and scope.
2. Functionaries of stock exchanges: Merchant Bankers, Brokers, Institutional Investors and Market Makers.

Unit II Primary Market

3. Listing of Securities: Legal requirements, Public Issue, Pricing and Marketing.

Unit III Secondary Market

4. Functions of Stock Exchanges: National Stock Exchange (NSE), Over the Counter Exchange of India (OTCEI), Bombay Stock Exchange (BSE).

Unit IV Mutual Funds and Derivatives

5. Mutual Funds: Meaning and importance, methods of trading in mutual funds.
6. Derivatives: Meaning and importance; Futures and Options: Meaning, objectives and importance, types of futures and options in India; Commodity trading.

Unit V Indices and Depository

7. Depository: Objectives, role and functions; CSDL and NSDL.
8. Stock Market Indices: Meaning and objective; Method of computation of SENSEX and NIFTY.

Skill development activities:

1. Make a chart showing institutional structures of capital market in India.
2. Make a chart showing different schemes for investment under mutual funds found in Mizoram.
3. Make a list of companies presently used for determining SENSEX and NIFTY indices.
4. Visit a stock exchange and write a report on it.
5. Make a chart showing the different rating systems used by rating agencies in India.

Suggested Readings:

1. Bhole, L M: Financial Institutions and Markets, Tata Mcgraw Hill, New Delhi.
2. Desai, Vasantha : The Indian Financial System, Himalaya, Mumbai.
3. Economic Survey; Government of India, Ministry of Finance, Latest Issues.
4. Hooda RP: Indian Securities Market -investors view point, Excel, NewDelhi.
5. Khan M.Y: Financial Services; Tata Mcgraw Hill, New Delhi.
6. Khan, M Y: Indian Financial System, Tata Mcgraw Hill, New Delhi.
7. Machiraju H.R: Indian Financial System, Vikas, New Delhi.
8. Machiraju, H. R.: The Working of Stock Exchanges in India, Vikas, New Delhi.
9. R.B.I.: Report of the Committee on the Financial System, Narasimham Committee.
10. Sengupta A.K and Agarwal M.K: Money Market Operations in India

Marketing Group

BC/5/CC/20 M: Principles of Marketing

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(5 Credit Course) (L=3, T=2, P=0)

- Unit I Introduction
1. Nature, scope and importance; Marketing concepts -traditional and modern.
 2. Selling vs. marketing; Marketing mix.
- Unit II Consumer Behaviour and Market Segmentation
3. Nature, scope and significance of consumer behavior.
 4. Market segmentation -concept and importance; Bases for market segmentation.
- Unit III Product and Pricing
5. Product: meaning and types, Product planning and development; Role and importance of branding and packaging.
 6. Pricing: Importance of pricing, factors influencing pricing decision.
- Unit IV Distribution Channels
7. Concept, role and types of distribution channels; Factors affecting choice of a distribution channel; Retailer & wholesalers.
- Unit V Promotion
8. Methods of promotion, Advertising media - their relative merits and limitations.
 9. Personal selling; Qualities of a successful sales person, Sales promotion tools.

Suggested Readings:

1. Arun Kumar & N. Minakshi: Marketing Management, Vikas, New Delhi.
2. Govindarajan: Marketing Management, McMillian, New Delhi
3. Philip Kotler and Gary Armstrong: Principles of Marketing; Prentice-Hall of India, New Delhi.
4. Philip Kotler, Keller, Koshy and Jha: Marketing Management: A South Asian Perspective, Pearson, New Delhi.
5. S.A. Sharlekar : Marketing Management, Himalaya,
6. W.J Stanton., J Etzel Michael., and Walker Bruce J; Fundamentals of Marketing; McGraw-Hill, New York.

BC/6/CC/24 M: Agricultural and Rural Marketing

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(5 Credit Course) (L=3, T=2, P=0)

Unit I Agricultural Marketing

1. Agricultural marketing – meaning and importance; Marketing of agricultural goods v/s manufactured goods; Role of agricultural marketing in economic development.
2. Challenges in agricultural marketing, Role of Govt. and non govt. sector; Crop insurance.

Unit II Rural Marketing

3. Meaning of the terms rural market and rural marketing; Tapping the rural market - need and how to identify the potential of rural market.
4. Factors leading to growth of rural markets; Distinction between rural and urban markets.

Unit III Rural Marketing – Problems and Opportunities

5. Problems of rural marketing; Measures to overcome problems, Strategies to optimize rural marketing opportunities
6. Institutional mechanism for promoting rural markets: Role of Govt., Co-operative societies and Private sector, Self Help Groups.

Unit IV Marketing Environment and segmentation for Rural Markets

7. Rural Marketing Environment – Meaning and components, emerging trends in rural marketing environment
8. Market segmentation – Meaning and bases - geographic, demographic, socio cultural, economic and behavioral.

Unit V Distribution for Rural Markets

9. Physical distribution management in Rural Markets – Constraints (transportation and storage); Marketing channels for rural markets;
10. E-distribution, Role of wholesalers and retailers, Emerging channels of distribution.

Suggested Readings:

1. Annual Reports and Survey Reports: Ministry of Agriculture, Govt. of India.
2. C.B. Mamoria: Agriculture Marketing, Himalaya Publishing House, Delhi.
3. H. Nayyar & P. Ramaswamy: Globalisation & Agricultural Marketing, Rawat Publications, Jaipur.
4. Rajagopal: Managing Rural Business; Wheeler Publishers, New Delhi.
5. Rajagopal: Organising Rural Business, Sage Publishers, New Delhi.
6. Ramakrishnan Krisnamacharyulu: Rural Marketing: Texts and Cases; Pearson, New Delhi
7. T.P. Gopaldaswamy: Rural Marketing, Wheeler Publishers, New Delhi.

E-Commerce Group

BC/5/CC/20 E: Internet & www

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(5 Credit Course: Theory 3 & Practical 2) (L=3, T=0, P=2)

UNIT 1 :

The Internet and its Basic Concepts:

Internet-concept, history, development- in India; Technological foundation of internet; Owner of Internet.; Packet Switching and Circuit Switching; Distributed computing; Client-server computing. Internet Enabled Services- Email, Social Network, Blog, Chat etc. Intranet and Extranet. LAN and WAN- topologies.

UNIT 2.

Internet Mechanism and Services:

Internet Protocols – OSI Model, TCP/IP.

Multimedia technology – ISDN, ATM, Cell relay, desktop Video Conferencing; Information Publishing Technology - HTML, URL, HTTP, HTML FORM, HTTPD.

UNIT 3.

Exploring www and data security:

World Wide Web- Origin; W3C- Origin and Evolution, Architecture of WWW, hyperlink, hypertext, HTML, HTTP, URL; Web standards, versions, naming, documents, Domains,IP.

Network security, PINA, SSL, Digital signature & Certificate, encryption, firewall, password, Biometrics, Payment security, Virus protection, Hacking

UNIT 4.

Web browsing and search engine:

Browser- functions, advanced facility, Types of Web Browser; Basic Internet Terminology, Net Etiquette .

Features of Search Engine, types, history, application, advantage and disadvantage.

UNIT 5

Introduction to HTML:

HTML – Concept and Origin, Versions, Document Structure, Naming convention, Elements of HTML, Hyperlinks, Attributes ,Tags, working with HTML- editor,

References:

1. Computer Network and internet – Douglas Comer – Pearson Education
2. Managing with information – Kanter – Prentice hall
3. Fundamental to Information Technology – Deepak Bharihoke – Excel Books New Delhi
4. Beginning Web Programming with HTML, XHTML, and CSS - Jon Duckett; John Wiley & Sons

Internet & WWW Practical list: (BC/5/CC/22/EP)

1. Using HTML, create an Exam marks table with five subjects and five students.
2. Using HTML, create a frameset with three (3) frames
3. An HTML page which shows the following tags:
 - a) Marquee
 - b) Background color
 - c) Background Sound
 - d) Image
 - e) Font (color, size, type, bold, Italic)
4. Problems based on creating Email Account, Composing mails and sending multiple copies to Cc and Bcc
5. Practicing Internet Chatting

Suggested Readings:

1. Christian Crumlish – The ABC's of the Internet, BPB Publication
2. Daniel Minoli - Internet & Intranet Engineering, Computing Mcgraw-Hill;
3. Daniel Minoli & Emma Minoli - Web Commerce Technology Handbook, Mcgraw-Hill
4. Fehrouzan - Data ommunication and Network, Mcgraw-Hill
5. Fehrouzan - TCP/IP Protocol Suite, Mcgraw-Hill.
6. K.N.Agarwal - E-Commerce on the Net, Macmillan Pub,
7. Kalakota, Whiston - Frontiers of electronic Commerce ,Pearson Edn,
8. NIIT: Internet Working Infrastructure and Operations, Prentice Hall India, New Delhi.

BC/6/CC/24 E: Essentials of E-Commerce

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(5 Credit Course: Theory 3 & Practical 2) (L=3, T=0, P=2)

UNIT 1 – Introduction to E- Commerce :

Meaning and concept: E- commerce v/s Traditional Commerce; E- Business & E- Commerce ; History of E- Commerce ; EDI ; Importance , features & benefits of E- Commerce ; Impacts, Challenges & Limitations of E Commerce; Supply chain management.

UNIT 2 – Business models of E – Commerce:

Business to Business ;Business to customers; customers to customers ; Business to Government ; Business to employee ;E – Commerce strategy; Influencing factors of successful E- Commerce.

UNIT 3– Marketing strategies & E – Commerce :

Website :- components of website –Concept & Designing website for E- Commerce ; Corporate Website ;Introduction to HTML ;Portal ;Search Engine ;Internet Advertising ; Emergence of the internet as a competitive advertising media; Models of internet advertising ;Weakness in Internet advertising ; Mobile Commerce.

UNIT IV – Electronic Payment system:

Introduction :- Online payment systems: Methods, Advantage & Disadvantage : e- cash, e- cheque, Smart Card, Credit Card , Debit Card, Electronic purse : Security issues on electronic payment system : Solutions to security issues : Biometrics – Types of biometrics.

UNIT V – Legal and ethical issues in E- Commerce:

Security issues in E- Commerce-Privacy Issues, Copyrighting, Patents, Trademarks, Censorship, Spamming, Authentication, Regulatory frame work of E- commerce. Cyber Law (Indian IT Act 2000).

Reference Books:

1. Turban, Efraim, David King et. al.: Electronic Commerce: A Managerial Perspective, Pearson Education Asia, Delhi.
2. Kalakota, Ravi: Frontiers of Electronic Commerce, Addison - Wesley, Delhi.
3. Rayport, Jeffrey F and Jaworksi, Bernard J: Introduction to E-Commerce, Tata McGraw Hill, New Delhi.
4. Rich, Jason R: Starting an E-Commerce Business, IDG Books, Delhi.
5. Laudon, Kenneth C and Carol Guercio Traver : E-Commerce business. Technology. Society, Pearson Education, Delhi.
6. Willam Stallings: Business Data Communications, Pearson Education, New Delhi.

E commerce Practical list: (BC/6/CC/26/EP)

1. Practicing uses of Credit card/ debit card in Online Shopping.
2. Using MS Office Publisher 2007,
 - a. Create website with a homepage hyperlinked to at least five(5) pages.
 - b. Create an E-catalogue
 - c. Create an E-Boucher
 - d. Create an Advertisement leaflet

Skill development activity:

Design a website for your college with all the required modules.

Suggested Readings:

1. Agarwala Kamlesh. N and Agarwal Deeksha: Business on the net-introduction to the E-Commerce; Macmillan India, New Delhi.
2. Bhatia V., E-commerce, Khanna Book Pub. Co.(P) Ltd., Delhi.
3. C.S.Rayudu: E-Commerce and E-Business Himalaya Publishing House , New Delhi.
4. Kalakota & Whiston: Frontier of Electronic Commerce, Pearson Education.
5. C.S.V. Murthy:E-commerce (Concepts, Models, Strategies), Himalaya Publishing House , New Delhi.
6. NIIT: BASICS OF WEB SITE DESIGN, Prentice Hall India, New Delhi.
7. Turban E., Lee J., King D. and Chung H.M: Electronic commerce-a Managerial Perspective, Prentice-Hall International, Inc.

BC/2/OE/09	New Business Venture	OE	2	2	0	0	2	25	75	100
BC/3/OE/14	Small Business Finance	OE	2	2	0	0	2	25	75	100

BC/2/OE/09: New Business Venture

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(2 Credit Course) (L=2, T=0, P=0)

Unit I:

Overview of Entrepreneurship: Meaning, concept; External and Internal Business environment; Identification of new business opportunities: Identification of markets- India & Mizoram; Support for New Businesses: Central Govt. Institutions, State Govt. Institutions and financial intermediaries; MUDRA Bank.

Unit II:

Business Plan: Business Plan creation- introduction, feasibility, capital, manpower, machines and equipments; projected sales, Projected profits, Break-even point, Functional areas of new business.

Funds for business creation: Financial intermediaries, types of loans available, application and payment procedures.

Legal issues facing entrepreneurs: Registration of firms; Clearances from different agencies; mandatory issues regarding payment of wages, Employee Provident Fund, Employment of women, Overtime payments, Taxes.

Skill Development Activities:

1. PowerPoint presentation of business plans.
2. Preparation of new business plan with future earnings projection of 5,10 and 20 years.
3. Collect and compare particulars of loans given by banks in your city/town.
4. Make a SWOT analysis template and write at least 5 points under each region.
5. Visit a factory/business unit and prepare a list of items for improvement.
6. Make a survey on market demand of a product or service of your proposed business unit.

Suggested Readings:

1. C.B. Gupta and Srinivasan: Entrepreneurial Development in India, Sultan Chand, New Delhi.
2. D.D. Mali: Entrepreneurship Development in North East, IIE.
3. K. Natarajan and E. Gordon: Fundamentals of Entrepreneurship, Himalaya, New Delhi.
4. Khanka, S. S: Text book on Entrepreneurship , S. Chand Publications. New Delhi.
5. M.B. Shukla: Entrepreneurship and Small Business Management, Kitab Mahal.
6. Management, Himalaya Publishing House New Delhi.
7. Vasant Desai: Dynamics of Entrepreneurial Development and Management; Himalaya, New Delhi.
8. Vasant Desai: Fundamentals of Entrepreneurship and Small Business

BC/3/OE/14: Small Business Finance

[Continuous Assessment: 40 Marks; End-Semester Exam: 60 Marks.]
(2 Credit Course) (L=2, T=0, P=0)

Unit I

Nature of Sole Proprietorship and Partnership form of business; Financial records suitable for small Business; Preparation and Interpretation of financial statements; Calculation of costs; Remuneration of employees; Tax Implementation: Value Added (VAT), C Form, F Form, Way bills, CST, Octroi; MUDRA Bank.

Unit II

Working Capital Management: Current Assets; Inventories; Sundry Debtors; Cash management; Other Current Assets; Current Liabilities; Sundry creditors; Provisions ; Receivables; Loans and Advances; Secured and Unsecured Loans; Commercial Paper; Public deposits. (Theory only)

Suggested Readings:

1. C.B. Gupta and Srinivasan: Entrepreneurial Development in India, Sultan Chand, New Delhi.
2. D.D. Mali: Entrepreneurship Development in North East, IIE.
3. K. Natarajan and E. Gordon: Fundamentals of Entrepreneurship, Himalaya, New Delhi.
4. Khanka, S. S: Text book on Entrepreneurship , S. Chand Publications. New Delhi.
5. M.B. Shukla: Entrepreneurship and Small Business Management, Kitab Mahal.
6. Management, Himalaya Publishing House New Delhi.
7. Vasant Desai: Dynamics of Entrepreneurial Development and Management; Himalaya, New Delhi.
8. Vasant Desai: Fundamentals of Entrepreneurship and Small Business