

UNIVERSITY OF NORTH BENGAL

SYLLABUS

**BACHELLOR OF COMMERCE**  
**PART I, II, III**  
**(HONOURS AND GENERAL COURSES)**

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## PREAMBLE

*Imparting Commerce education at the bachelors level has always been challenging, as Commerce has been a versatile subject of study since inception. The course inputs of this academic programme at the undergraduate level are targeted to impart the necessary knowledge and skills to students so as to make them suitable for managerial and supervisory jobs in business and trade, especially in the small and medium scale sectors. The changes that have occurred in the national and international spheres due to policies of liberalisation, privatisation, globalisation and rapid advancement of information technology have radically altered the dynamics of trade and industry and all spheres of human activity. The effect of the changed scenario has been more pervasive on Commerce education and the academic programmes offered under its fold. Accordingly, the syllabi in Commerce have had to undergo relevant and required changes to remain socially relevant in the contemporary context. The strengths of Commerce education which principally relied on its traditional root subjects of Accounting, Auditing, Finance, Banking and Insurance have had to be reoriented with subjects from management and information technology based courses. The aim is to render Commerce undergraduate programme useful enough to cater to the needs of industry and serve as a terminal degree.*

*The syllabus of the three year degree course of Bachelor of Commerce (General and Honours) of the University of North Bengal have been reframed with the above perspectives in view and also in consonance with the policies of the Higher Education Council, Government of West Bengal. The contents of the syllabus are in line with the prescriptions made by the University Grants Commission and aims at vertical development of a student's concepts and skills as he/she progresses upwards in each academic year. The contents aim at introducing the students with the core and peripheral areas in the first two years of study and offering specialised subjects in the third year. Honours courses have been designed to offer further specialisation in areas of Accounting, Finance and Management. As such the total marks for the Honours stream is 1550 as compared to 1350 in the General degree course. The students of the General Course will have to pursue nine courses of fifty marks each in the first year in addition to modern Indian languages or Alternative English. There are further nine courses of fifty marks each to be pursued in the second year in addition to compulsory English. Three courses of hundred marks each together with a paper on environmental studies will have to be pursued in the third and terminal year of study. The students of the Honours course will have to pursue two courses of hundred marks each in the first year in addition to the first six courses and alternative English/modern Indian languages as prescribed for the general students. The same pattern will be in vogue for the second year. In the third year the Honours students will pursue four specialised courses of hundred marks each and a paper on environmental studies. The University will hold examinations at the end of each year.*

*The contents of the syllabus offer a guideline as to the general framework of concepts and skills to be grasped in each subject. It is expected that the students will extend his/her efforts to get familiar with the changes occurring in the subjects as a result of changes in business environment and regulatory framework. A list of books has been provided with this syllabus to suggest some books, which may be used for each course. The courses have been appropriately coded to bring out whether it is for the Honours course or General and the stage at which it is being pursued. It is believed that the reoriented syllabus will be of immense use for the students and teachers of undergraduate Commerce programs.*

**UNIVERSITY OF NORTH BENGAL**  
**SYLLABUS FOR BACHELOR OF COMMERCE (B.Com.)**

**COURSE STRUCTURE FOR B.Com. (General)**

	<b>PART – I (1<sup>st</sup> year)</b>	<b>PART – II (2<sup>nd</sup> year)</b>	<b>PART – III (3<sup>rd</sup> year)</b>	<b>TOTAL MARKS</b>
<b>LANGUAE GROUP</b>	MODERN INDIAN LANGUAGE/ALTERNATIVE ENGLISH [50]	COMPULSORY ENGLISH [50]		<b>100</b>
<b>GROUP - A</b>	1G1. BUSINESS COMMUNICATION [50]	2G1. SECRETARIAL PRACTICE [50]		<b>300</b>
	1G2. MONEY AND FINANCIAL SYSTEM – I [50]	2G2. MONEY AND FINANCIAL SYSTEM – II [50]		
	1G3. ECONOMIC PRINCIPLES [50]	2G3. ECONOMIC PROBLEMS [50]		
<b>GROUP - B</b>	1G4. BUSINESS REGULATORY FRAMEWORK [50]	2G4. COMPANY LAW [50]		<b>300</b>
	1G5. INTRODUCTION TO INFORMATION TECHNOLOGY [50]	2G5. APPLICATION OF INFORMATION TECHNOLOGY IN BUSINESS [50]		
	1G6. PRINCIPLES OF MANAGEMENT [50]	2G6. FUNDAMENTALS OF ENTREPRENEURSHIP [50]		
<b>GROUP - C</b>	1G7. FINANCIAL * ACCOUNTING – I [50]	2G7. FINANCIAL * ACCOUNTING – II [50]		<b>300</b>
	1G8. CORPORATE * ACCOUNTING – I [50]	2G8. CORPORATE * ACCOUNTING – II [50]		
	1G9. BUSINESS MATHEMATICS [50]	2G9. BUSINESS STATISTICS [50]		
			ENVIRONMENTAL STUDIES [50]	<b>50</b>
<b>GROUP - D</b>			3G1. COST ACCOUNTING * AND MANAGEMENT ACCOUNTING [50+50]	<b>300</b>
			3G2. DIRECT AND INDIRECT TAXES IN INDIA [60 + 40]	
			3G3. AUDITING [100]	
<b>TOTAL MARKS</b>	<b>500</b>	<b>500</b>	<b>350</b>	<b>1350</b>

*\* Relevant Accounting Standards must be followed*

COURSE STRUCTURE FOR B. Com. (Honours)

**General Papers:** LANGUAGE GROUP (Part-I & Part-II), GROUP – A (Part-I & Part-II), GROUP – B (Part-I & Part-II), AND ENVIRONMENTAL STUDIES (Part-III) as mentioned in the Course Structure for B.Com. (General).

**Honours Papers:**

	<b>PART - I (1<sup>st</sup> year)</b>	<b>PART – II (2<sup>nd</sup> year)</b>	<b>PART – III (3<sup>rd</sup> year)</b>	<b>TOTAL MARKS</b>
<b>HONOURS IN ACCOUNTING</b>	1H1. FINANCIAL * ACCOUNTING [100]	2H1. CORPORATE * ACCOUNTING [100]	3H1. BUSINESS ECONOMICS AND QUANTITATIVE TECHNIQUES [100]	<b>800</b>
	1H2. BUSINESS MATHEMATICS AND STATISTICS [50 + 50]	2H2. COST ACCOUNTING [100]	3H2. MANAGEMENT * ACCOUNTING [100]	
			3H3. DIRECT AND INDIRECT TAXES IN INDIA [60+40]	
			3H4. AUDITING [100]	
<b>HONOURS IN MANAGEMENT</b>	1H1. FINANCIAL * ACCOUNTING [100]	2H1. CORPORATE * ACCOUNTING [100]	3H1. BUSINESS ECONOMICS AND QUANTITATIVE TECHNIQUES [100]	<b>800</b>
	1H2. BUSINESS MATHEMATICS AND STATISTICS [50 + 50]	2H3. PRODUCTION MANAGEMENT AND COST ACCOUNTING [60+ 40]	3H5. PEERSONNEL MANAGEMENT [100]	
			3H6. MARKETING MANAGEMENT [100]	
			3H7. FINANCIAL MANAGEMENT * ENT & FINANCIAL STATEMENT ANALYSIS [100]	
<b>HONOURS IN FINANCE</b>	1H1. FINANCIAL * ACCOUNTING [100]	2H1. CORPORATE * ACCOUNTING [100]	3H1. BUSINESS ECONOMICS AND QUANTITATIVE TECHNIQUES [100]	<b>800</b>
	1H2. BUSINESS MATHEMATICS AND STATISTICS [50 + 50]	2H4. FINANCIAL MARKET OPERATIONS [100]	3H7. FINANCIAL MANAGEMENT * ENT & FINANCIAL STATEMENT ANALYSIS [100]	
			3H8. INDIAN BANKING SYSTEM [100]	
			3H9. INTERNATIONAL FINANCIAL SYSTEM & PUBLIC FINANCE [100]	
<b>TOTAL MARKS (HONOURS)</b>	200	200	400	
<b>GENERAL PAPERS (MARKS)</b>	350	350	50	<b>750</b>
<b>GRAND TOTAL</b>	<b>550</b>	<b>550</b>	<b>450</b>	<b>1550</b>

*\*Relevant Accounting Standards must be followed.*

<b>PART – I</b>
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**GROUP – A*****(1G1) – Business Communication***

- A. Introduction: Definition, Objectives, Basic forms of communicating, communication Models and Processes, Principles of effective communication, Audience Analysis.
- B. Self – development and communication: Development of positive personal attitude. SWOT Analysis, Voted mode of interdependence, whole communication.
- C. Types of communication: Corporate communication, Formal and Informal communication Networks, Miscommunication, Improving communications.
- D. Tools of Communication: Emergence of communication technology, Modern forms of communication: Fax, E-mail, Video conferencing.
- E. International communication: Cultural sensitiveness and cultural context, writing and presenting in international situation, Inter – cultural factors in interaction.
- F. Drafting: Business letters, Report writing.

***(1G2) – Money and Financial System – I***

- A. Money: Functions, Alternative measures to money supply in India – their different components, meaning and changing relative importance, High powered money – meaning and uses, sources of changes in high powered money.
- B. Finance: Role of finance in an economy, Kinds of Finance, Financial system, Components, Financial Intermediaries, markets instruments and their function.
- C. Indian Banking System: Definition, Commercial banks – importance and functions, structure of commercial banking system in India, Balance Sheet of a bank, Liabilities and Assets, Rural and Co-operative Banks.
- D. Process of credit creation by banks, determination of money supply and total bank credits.
- E. Capital Market: Concept, Security Market, New Issue Market, Stock Exchange – Functions and Role; Role of SEBI.

***(1G3) – Economic Principles***

- A. Introduction: Basic problems of an economy, working of Price mechanism.
- B. Consumer Behaviour: Law of diminishing marginal utility, Consumer's surplus, concept of indifference curve, Budget line, Equilibrium under static conditions, Law of Demand.
- C. Elasticity of demand: Concept and measurement of elasticity of demand: Price, income and cross elasticities. Average revenue, Marginal Revenue. Determinants of elasticity of Demand.
- D. Theory of Costs: Short – run and Long – run cost curves – traditional and modern approaches.
- E. Market: Equilibrium under perfect competition, monopoly and monopolistic competition.
- F. Factor Pricing: Marginal Productivity theory and demand for factors, Nature of Supply of factor inputs, Determination of wage, rent, interest and profit.
- G. Elements of macroeconomics: (i) National Income: Measurement, Quantity theory of Money, inflation and deflation. (ii) International Trade: Basis of international trade –

- H. Balance of Trade and Balance of Payment. (iii) Public Finance: Direct and Indirect tax, Proportional and Progressive Tax, Public Debt, Deficit Financing.

### **GROUP – B**

#### ***(1G4) - Business Regulatory Framework***

- A. Indian Contract Act 1872: Essential elements of valid contract, Offer and acceptance, consideration, capacity of the parties to contract, Free consent, void, void able and illegal contracts, Performance of Contract, Breach of Contract, Remedies for Breach of Contract. Special contracts: Indemnity, Guarantee, Bailment, and Pledge, Agency.
- B. Sale of goods Act 1930: Formation of contract of Sale, Goods and their Classifications. Price, Conditions, Warranties, Transfer of Property in Goods, Performance of the contract of Sale, unpaid seller and his rights, Caveat emptor.
- C. Negotiable Instruments Act 1881: Definition, Promissory Note, Bill of Exchange, Cheque, holder, holder in due course, dishonour and discharge of negotiable instruments.
- D. The Consumer Protection Act 1986: Purpose, Features, and Definition of Consumer, grievance redressal machinery.
- E. Foreign exchange Management Act. 2000: definition and main provisions.

#### ***(1G5) – Introduction to Information Technology***

- A. Concept of Data & Information, Information processing cycle; Basic concepts of Management Information Systems – definition, scope, M/s and levels of management. Information on Revolution and impact of Information and Communication Technology on business. Role of radio, T.V., telephone, FAX, satellites in information dissemination. Technological development of Computation and Computers – Abacus, Pascalins, Differential Engine and Analytical Engine, Computer Generations and types of Computers.
- B. Number systems – binary, octal, decimal, hexagonal and their conversion codes used in computers, binary arithmetic, complements, addition & subtraction conversion from one system to another; logic gates and truth tables.
- C. Computer Hardware & Software: (Basic Concepts). CPU and its functions, I/O devices i.e. keyboard, mouse, MICR, OCR, Microphones, Types of Monitor, Types of Printers, Plotters, Scanners, HDD, FDD, CD – R/RW Drive, DVD – R/RW Drive, BIOS, CMOS, Ports, Storage devices; Primary and Secondary memory; memory capacity audit's enhancement, Comparison of storage devices. System Software; Operating Systems, utilities, element, of operating systems, Basic network concepts, OSI, Types of Topologies, LAN, WAN.
- D. Windows – (basics) – windows components, Installing and managing applications adding and Removing Software, Creating application on desktop, Addition and deletion of drivers, change of setting.
- E. (a) MS-Word – Creating and Editing documents, Formatting and Printing documents, Mail Merge – creating data sources, entering information for date file, inserting fields in documents and merging data into main document.  
(b) MS – PowerPoint: - Creating new presentations, Inserting work table and pictures in presentations, editing, printing presentation components, viewing a slide show, Running a slideshow.

**(1G6) – Principles of Management**

- A. Management: Definition, concept, nature and scope, importance, social responsibilities, Management – art of science, Management- Profession, Functions of management. Management thoughts: Taylor, Fayol, Mayo, Follet, and Weber.
- B. Planning: Definition, features, importance, principles, process, planning premises, Budgets, forecasting, sales forecasting.
- C. Organising: Definition, features, importance, principles, process, formal and informal organisation, Delegation of authority, Line and staff relationship.
- D. Staffing: Recruitment, selection, Induction, Training, Placement.
- E. Motivation: Concept, Theories (Maslow, Herzberg, McGregor), Morale.
- F. Co-ordination: Concept, nature, need, types, methods.
- G. Leadership: Concept, Leadership style, Leadership theories (Tannenbaum and Schmidt).
- H. Controlling: Features, process, effective control system, Technique of control – traditional and modern.

**GROUP – C (For General Course only)****(1G7) – Financial Accounting – I**

- A. Meaning and scope of accounting: need, development and definition, bookkeeping and accounting, users of accounting information.
- B. Accounting principles, Accounting concepts and conventions.
- C. Journal, ledger, Trial Balance, sub-divisions of journal, rectification of errors.
- D. Capital & revenue - classification of income, expenditure and receipts; Final Accounts (excluding for companies): Manufacturing, Trading and Profit and Loss Account, Balance sheet. Adjustment Entries.
- E. Depreciation, Reserve and Provisions: Concept, Methods.
- F. Accounting for: Consignments, Joint Ventures, Bill of Exchange, Hire Purchase and Instalment payment system (excluding Trading and Stock & Debtor system), Royalty (excluding sub-lease)

**(1G8) – Corporate Accounting – I**

- A. Issue forfeiture and reissue of shares, rights and bonus shares, Redemption of preference shares, Issue and redemption of debentures.
- B. Final accounts.
- C. Revenue accounts of Life Insurance and General Insurance Companies.
- D. International Accounting Standards (only outline), Accounting Standards in India.
- E. Investment accounts.

**(1G9) – Business Mathematics**

- (A) Calculus (excluding problems and theorems involving trigonometrical ratios)



- (i) Functions and graphical representation of functions, even and odd functions, concept of limit and continuity and simple problems, differentiation from the first principle, rules of differentiation and applications, derivatives of the second order.
  - (ii) Integration as anti derivative process, Standard forms.
- (B) Definition of matrix, types of matrices, algebra of matrices, properties of determinants, calculation of rules of determinants up to third order, adjoint of a matrix, elementary row or column operations, solution of a system of linear questions having unique solution and involving not more than three variables (Cramer's Rule and Matrix inversion Method).
- (C) AP & GP, Logarithm, elementary ideas of permutation and combinations, Binomial theorem (Statement only) and simple applications, Variation, Theory of Quadratic Equation Homogeneous.
- (D) Compound Interest and Annuities. Bill discounting.
- (E) Equations of Straight Line in different Standard Forms – Gradient of a straight line

### **HONOURS PAPERS**

#### ***(1H1) Financial Accounting (For Honours in Accounting, Management and Finance)***

- A. Meaning and scope of accounting; need, development and definition, bookkeeping and accounting, users of accounting information.
- B. Accounting principles, Accounting concepts and conventions.
- C. Journal, Ledger, Trial Balance, sub-divisions of journal, rectification of errors.
- D. Capital & revenue - classification of income, expenditure and receipts; Final Accounts (excluding for companies): Manufacturing, Trading and Profit and Loss Account, Balance sheet. Adjustment Entries.
- E. Depreciation, Reserve and Provisions: Concept, Methods.
- F. Accounts of Non – trading Concerns.
- G. Accounting for incomplete records (including conversion into Double Entry System)
- H. Control Ledger: Sectional Balancing and Self – balancing system.
- I. Farm Accounting, Cooperative Accounting, Government Accounting: Concept, features.
- J. Accounting for: Consignment, Joint Ventures, Bill of Exchange. Branch Accounts (including interdepartmental transfer but excluding foreign branch), Hire Purchase and instalment payment system (including Trading and Stock & Debtor system), Royalty (including sub-lease), Sale or Return.
- K. Partnership: Final accounts, profit and loss appropriation account, treatment of goodwill, admission of a partner, retirement of a partner, dissolution of partnership firm, piecemeal distribution, amalgamation of partnership firm.
- L. Insurance claim: Loss of stock, loss of profit.
- M. Insolvency accounts: Accounting procedure, statement of affairs, deficiency account.

**(1H2) Business Mathematics and Statistics** (For Honours in Accounting, Management and Finance)

Business Mathematics (50 Marks)

- A. Calculus (Problem and Theorems involving trigonometrical ratios are not to be done)
- Functions and graphical representation of functions, even and odd functions, concept of limit and continuity and simple problems, differentiation from the first principle, rules of differentiation and applications, derivatives of the second order, Maxima & Minima: cases of one variable second or higher order derivatives, cases of two variables involving not more than one constraint.
  - Partial differentiation upto the second order, Homogeneous functions, and Euler's Theorem for two variables, Total differentials, Differentiation of Implicit functions with the help of total differentials.
  - Differential Equations of the first order, solution by separation of variables, Homogeneous Equations, linear and Bernoulli's equations, second order differential equations with constant and variable coefficients.
  - Integration as anti derivative process, Standard forms, Integration by substitution, by parts and by use of partial functions, definite integral, finding areas in simple cases.
- B. Definition of matrix, types of matrices, algebra of matrices, properties of determinants, calculation of rules of determinants up to 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 (Cramer's Rule and Matrix Inversion Method).
- C. AP & GP, Logarithm, elementary ideas of permutation and combinations, Binomial theorem (Statement only) and simple applications, Variation, Theory of Quadratic Equation.
- D. Compound Interest and Annuities, Bill Discounting.
- E. Co-ordinate Geometry: Standard of equation of a straight line ( $y = mx + c$ ,  $x/a + y/b = 1$ ), point of intersection of two straight lines, condition that the general equation of second degree represents a parabola, standard form of equation of a parabola.
- F. Set theory, Definition of Set, Presentation of sets, Different types of Sets – Null Set, Finite & infinite sets, Universal set, Subset, Power Set, Set Operations; Laws of Algebra of Sets Venn Diagram (Derivation not required).

Business Statistics (50 Marks)

- G. Statistics as a subject, Descriptive Statistics – Compared to Inferential Statistics, Types of data Summation operation, Rules of sigma operations.
- H. Analysis of Uni-variate data – construction of a frequency distribution, concept of central tendency and dispersion and their measures, partition values, Moments, Skewness, Kurtosis and their measures.
- I. Analysis of Bivariate data – Linear regression and correlation.
- J. Interpolation and Extrapolation.
- K. Index Number – Meaning, types and uses, Methods of constructing price and quantity indices (simple and aggregate) Tests of adequacy, Chain – base index numbers.
- L. Theory of Probability – Basic Concept; addition and multiplication – conditional probability.
- M. Distribution: Binomial, Poisson and Normal Distribution.

- N. Sampling – Different Aspects of Sampling Theory – Simple Random Sampling and Stratified Random Sampling.
- O. Analysis of Time Series – Causes of variations in time series data, components of time series, Determination of trend – Moving averages method and method of least squares, Computation of seasonal indices by simple average.

<b>PART – II</b>
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**GROUP – A*****(2G1) – Secretarial Practice***

- A. Secretary: Definition, importance, and qualities of a successful secretary, Functions of Secretary, Secretaryship as profession.
- B. Different Classes of Secretaries (Private/Company/Cooperative/Gram Panchayet /Panchayet Samity / Zilla Parishad), their status, qualifications and functions.
- C. Secretary's office organization and operations: Routine work of the office, Departmentation, Centralized and decentralized, office layout, handling of incoming and outgoing mails, filing, indexing.
- D. Meeting: Lawful and unlawful meeting, Requisition of valid meeting, Power and duties of Chairperson, Notice, Agenda, Quorum, Motion, Resolution, Amendments, voting procedure, Minutes.
- E. Company Meeting: Kinds of company meetings, Essential requisites, Secretary's duties regarding different kinds of meetings.
- F. Drafting: Notice, circular, Minutes, Resolution.

***(2G2) – Money and Financial System – II***

- A. Development Banks and other non-banking financial institutions – features, unregulated credit markets in India – features.
- B. Reserve Bank of India – functions, Instruments of monetary and credit control – features.
- C. Problems and Policies of allocation of institutional credit, problems between the Government and commercial sectors, Inter–Sectoral & inter–regional problems, problems between large and small borrowers.
- D. Interest Rates: Various rates in India (Bond rate, bill rate, and deposit rate), Administered rates and market determined rates, Sources of difference in rates of interest, Behaviour of average level of interest rates since 1951 – impact of inflation and inflationary expectations.

***(2G3) Economic Problems***

- A. Basic Issue: Features of India economy as a developing country. Problems: Population, unemployment, poverty, regional influence, social injustice, inflation, parallel economy, industrial sickness.
- B. Indian Agriculture: Problems of Indian agricultural strategy, problems of rural credit and marketing. Land reform, Cooperative farming.
- C. Role of Government: Monetary and Fiscal policy, Industrial policy, Privatisation, Disinvestments of public enterprises, Foreign exchange problems.
- D. International Environment: Trades in World Trade and the problems of Developing Countries, foreign trade and economic growth, International economic institutions: GATT, WTO, World Bank, IMF.
- E. Five year Plans & Objectives – achievements – failure.

**GROUP – B*****(2G4) – Company Law***

- A. Definition, Features of a company. Kinds of Companies
- B. Promotion and incorporation of Company.
- C. Memorandum of association, Articles of Association, Prospectus.
- D. Capital: Shares, Debentures, Rights and Bonus Shares, Share Certificate, Shares Warrant.
- E. Directors: Definition, Appointment, Retirement, Resignation, Removal, Remuneration, and Power of the Board, Legal positions. Power and Liabilities of Directors. Managing Director, Whole time Director, Executive Committee.
- F. Winding up: kinds and conduct.

***(2G5) – Application of Information Technology in Business***

- A. Application of Electronic Spreadsheets for Accounting, Finance, Marketing and HRD – MS-Excel – working with spreadsheets, working with formulas and functions in spreadsheets, creating charts, changing text and data in charts.
- B. Accounting Softwares – utilities, types and operation & Basic concept of EDI and DBMS.
- C. The Internet (basic concepts) – Network/protocol/Server – Client/ Domain name systems, IP Address, Web Browser – types, Basic Services for ISP, Browsing websites Basic functions of web Browsers, Search Engines/ Directories, E-mail – utility, types, e-mail clients, making e-mail address, sending and receiving mail.
- D. Internet and Commerce: E-Commerce practices VS Traditional business practices; concept of b2b, b2c, c2c, b2g, g2h, g2c; Benefits of e – Commerce to business organisations, consumers and society: Limitation of e – Commerce. Operations of E – Commerce : Credit Card transaction: Secure Hyper text Transfer Protocol; Electronic payment systems, Secure electronic transaction; Cyber Cash; Smart Cards; Indian payment models, e – cheques, Credit Cards, Debit Cards.
- E. Applications in B2c: Consumers shopping procedure on the internet Impact of disintermediation and re-intermediation; Products in b2c model. Success failures of e – brokers, broker based service online. Online travel – tourism services, on – line real estate market, on- line stock – trading and benefits, on line financial services.
- F. Application in B2B: Key technologies, Characteristic of supply oriented market place, buyer oriented market place and intermediary oriented market place, Internet based EDI from traditional EDI. Marketing issues in b2b.

***(2G6) Fundamentals of Entrepreneurship***

- A. Introduction: The entrepreneur, definition, Emergence of entrepreneurial class, theories of entrepreneurship, Role of socio-economic environment, Characteristic of entrepreneur, Leadership, Risk taking, Decision making and Business planning.
- B. Promotion of a venture: Analysis of opportunities, External Environmental analysis – economic, social, technological, and competitive factors, Legal requirements for establishment of a new unit and raising funds, venture capital sources and documentation required.

- C. Entrepreneurial Behaviour: Innovation and entrepreneur, Entrepreneurial behaviour and psycho- theories, social responsibility.
- D. Entrepreneurial Development Programme: EDPs, their role, relevance and achievements, Role of government in organizing EDPs, Critical evaluation.
- E. Role of Entrepreneur: Role of an 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 earnings and augmenting and meeting local demand.
- F. Project planning and feasibility studies: Methods of preparation of project plans. Technical, Financial and Commercial feasibility.

**GROUP – C (For General Course only)**

***(2G7) Financial Accounting – II***

- A. Accounts of Non- trading Concerns.
- B. Accounting for incomplete records (including conversion into Double Entry System)
- C. Control ledger: Sectional Balancing and Self – balancing system.
- D. Farm Accounting, Cooperative Accounting, Government Accounting: Concept, features, Special Accounting Areas: Branch Accounts (Excluding interdepartmental transfer and foreign branch), Sale or Return.
- E. Partnership: Final accounts, profit and loss appropriation account, treatment of Goodwill, admission of a partner, retirement of a partner, dissolution of partnership firm, piecemeal distribution, amalgamation of partnership firms.

***(2G8) Corporate Accounting – II***

- A. Amalgamation, absorption and reconstruction of companies. (including internal reconstruction).
- B. Valuation of business: Valuation of goodwill and shares.
- C. Bank accounts: book maintained by commercial banks, explanation of balance sheet items definitions of some important terms.
- D. Double Account System: Accounts of Electric supply companies – Concept, features, Double Account System and Double Entry system, Treatment of depreciation, repairs and renewals.

***(2G9) – Business Statistics***

- A. Statistics as a subject, Descriptive Statistics – compared to Inferential Statistics, Types of data, Summation operation, Rules of sigma operations.
- B. Analysis of Univariate data – construction of a frequency distribution, concept of central tendency and dispersion and their measures, partition values; Moments, Skewness, Kurtosis and their measures.
- C. Analysis of Bivariate data – Liner regression and correlation.

- D. Index Number – Meaning, types and uses, Methods of constructing price and quantity indices (simple and aggregate), Tests of adequacy, Chain – base index numbers.
- E. Analysis of Time Series – Causes of variations in time series data, components of time series, Determination of trend – Moving averages method and method of least squares, Computation of seasonal indices by simple average.

### **HONOURS PAPERS**

#### ***(2H1) – Corporate Accounting (For Honours in Accounting, Management and Finance)***

- A. Issue, forfeiture and reissue of shares, rights and bonus shares, Redemption of preference Shares, Issue and redemption of debentures.
- B. Final accounts.
- C. Amalgamation, absorption and reconstruction of companies. (including internal reconstruction).
- D. Revenue accounts of Life Insurance and General Insurance Companies.
- E. Bank accounts: Books maintained by commercial banks, explanation of balance sheet items and definitions of some important terms.
- F. International Accounting Standards (only outline), Accounting Standards in India.
- G. Valuation of business: Valuation of goodwill and shares.
- H. Consolidated balance sheet of holding company with one subsidiary.
- I. Investment accounts.
- J. Liquidation of companies: statement of affairs, deficiency account, liquidator's final statement of accounts.
- K. Double Account System: Accounts of Electric supply companies – Concept, features, Double Account system and Double Entry system, Final Accounts, Treatment of depreciation repairs and renewals.

#### ***(2H2) – Cost Accounting (For Honours in Accounting only)***

- A. Introduction: Nature and scope of cost accountancy, cost concepts and classification, methods and techniques, installation of costing system, cost unit, cost centre, relation of cost accounting with other branches of accounting, preparation of cost sheet.
- B. Materials: Materials control, Concept and techniques, Purchase procedure, Pricing of material issue, Different levels of stock, EOQ, Perpetual inventory, Periodic inventory, ABC analysis.
- C. Labour; Labour cost control procedure, Labour turnover, ideal time and overtime, methods of wage payment – time and piece rates, incentive schemes.
- D. Overheads: Classification and departmentalisation concept of allocation, apportionment, absorption, determination of overhead rates: machine hour rate, under and over absorption and their treatments.
- E. Cost Ascertainment: Unit costing, job, batch and contract costing, operating costing, process costing (excluding joint and by-products).
- F. Cost control accounts: Integral and non-integral, reconciliation of cost and financial accounts.
- G. Standard costing: Concept, application, advantages, variance analysis of material and labour.

- H. Marginal costing: Concept, contribution, P/V ratio, break-even analysis. Segregation of fixed and variable elements from semi – variable cost.
- I. Cost audit: Cost audit vis-a-vis financial audit, special characteristics, Scope and functions of cost audit.

***(2H3) – Production management and Cost Accounting (For Honours in management only)***

**Production Management (60 marks)**

- A. Concept of production- production and productive capacity – types of technology – choice of product and technology – Labour intensive and Capital intensive Hi-tech and lo-tech- Social impact of technology.
- B. Production planning and control system – Networking of a production planning and control system process planning – scheduling technique – Management information system for production planning and control system – integrated planning and control system.
- C. Manpower planning and control-methods of wage payment –Manpower requirement forecast – Job evaluation- Performance appraisal – work study – Labour cost control procedure – Labour Turnover – Idle time- Overtime Methods of Wage payment.
- D. Materials planning and control: Concept & technique, Purchase procedure – pricing of materials issue – Different levels of stock – EOQ, Perpetual Inventory – Periodic inventory ABC Analysis.
- E. Facility planning-plant layout – Layout of other facilities – Fundamentals of material handing operation.
- F. Quality control – Benefits of an effective quality control programme – Total quality Management ISO – Statistical Quality control.

**Cost Accounting (40 Marks)**

- G. Introduction of cost accounting-cost sheet.
- H. Overhead – Classification and departmentalisation, concept of allocation, apportionment, absorption, determination of overhead rates; Machine hour rate, under and over absorption and their treatments.
- I. Different methods of costing – Unit costing, job, batch and contract costing, operating costing, process costing (excluding joint and by-products).
- J. Standard costing: Concept, application, advantages, variance analysis of material and labour.
- K. Marginal costing: Concept, contribution, P/V ratio, break-even analysis. Segregation of fixed and variable elements from semi-variable costs.

***(2H4) Financial Market Operations (For Honours in Finance only)***

- A. An overview of Financial markets in India.
- B. Money Market: Indian money market's composition and structure; (a) Acceptance houses, (b) Discount Houses and (c) Call money market; Recent trends in Indian money market.



- C. Capital Market: Security market – (a) New issue market, (b) Secondary market; Functions and role of stock exchange; Listing procedure and legal requirements; Public issue – Pricing and marketing; Stock exchanges – National Stock Exchange and over – the – counter exchanges.
- D. Securities Contract and Regulations Act: Main provisions.
- E. Investors Protection: Grievances concerning stock exchange dealings and their removal; Grievance cells in stock exchanges; SEBI; Company Law Board; Press; Remedy through courts.
- F. Functionaries on Stock Exchanges; Brokers, sub brokers, market makers, jobbers, portfolio consultants, institutional investors, and NRIs.
- G. Financial Services: Merchant banking – functions and roles; SEBI guidelines; Credit rating-concept, functions, and types.

<b>PART – III</b>
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**GROUP – D (For General Course only)****(3G1) – Cost Accounting and Management Accounting**Cost Accounting (50 Marks)

- A. Introduction: Nature and scope of cost accountancy, cost concepts and classification, methods and techniques, installation of costing system. cost unit, cost centre, relation of cost accounting with other branches of accounting, preparation of cost sheet, concept of cost audit.
- B. Materials: Materials control, Concept and techniques, Purchase procedure, Pricing of material issues, Different levels of stock, EOQ, Perpetual inventory, Periodic inventory, ABC analysis.
- C. Labour: Labour cost control procedure, Labour turnover, Ideal time and overtime, Methods of wage payment – time and piece rates, incentive schemes.
- D. Overheads: Classification and departmentalisation, concept of allocation, apportionment, absorption, determination of overhead rates: Machine hour rate, under and over absorption and their treatments.
- E. Cost ascertainment: Unit costing, job, batch and contract costing.

Management Accounting (50 Marks)

- F. Management Accounting: Meaning, Nature, Scope, Functions, Role in decision making, Management accounting Vs. Financial accounting. Tools and technique of Management accounting.
- G. Financial Statements: Meaning and types of financial statements. Its limitations. Objective and methods of financial statements analysis: Ratio Analysis: meaning, utility, limitation. Computation of important accounting ratios, Preparation of Financial statement from given ratios.
- H. Funds Flow Statement and Cash Flow Statement: Concept of funds, advantages and limitations of cash flow and funds flow statements. Preparation of Fund flow and cash flow statements.
- I. Marginal Costing: Concept of marginal cost, contribution, P/V Ratio, Break – Even Analysis, Tool for decision making – make or buy, change of product mix, pricing.
- J. Budget and Budgetary Control: Concept, need, objective, steps in budgeting, preparation of cash budget and flexible budget.

**(3G2) – Direct and Indirect Taxes in India**Direct Tax (60 marks)

- A. Definitions and short notes: Assessee, Person, Company, Assessment year, Previous year, Agricultural Income, Casual Income, Total Income, Perquisites, Profit in lieu of Salary, Annual value, Capital Assets.
- B. Residence and Tax liability – Determination of residential status and incidence of tax on total income on the basis of residential status.
- C. Income exempted from tax.

- D. Computation of Income: Under the head 'Salaries', Income from House Property, Profits and gains of Business or Profession, Capital Gains and Income from other sources.
- E. Deductions from Gross Total Income
- F. Ascertainment of tax liabilities of an individual (including Tax rebates and Relief).

Indirect Taxes (40 Marks)

G. Central Sales Tax Act:

Objects, definitions and concepts of terms: sale or purchase of goods in the course of inter – state trade or commerce or outside a state or in the course of import or export. Dealer, Declared goods, Place of business, Appropriate state, Crossing Customs frontier of India. Registration of dealers.

H. Central Excise:

Nature of Excise duty: Basic Conditions of Excise liability, Types of excise duties. Definitions: Goods, Excisable Goods, Manufacture produced, Manufacturer, CETA. Basis of Calculation of Duty payable, Assessable value, Registration of Factory/Warehouses. RG – 1, PLA, TRB Challan, Accounting Treatment of PLA, T – 12 Return.

I. Customs:

Taxable event, goods, types of custom duties.

J. VAT :

Concept and Rationale of VAT, Concept of Cascading Effect. West Bengal VAT, Definition of term like 'Business', 'Capital Goods', 'Dealer', 'Casual Dealer', 'Contractual Transfer Price', 'Goods', 'Input Tax', 'Input Tax Credit', 'Purchase', 'Purchase Price', 'Sale', 'Turnover of Sales', 'Works Contract', Basic concepts of Incidence and levy of Tax, mechanism of Input Tax Credit, Registration of dealers, enrolment of transporter, Carrier or transporting agent, Payment of Tax, interest, penalty, furnishing of returns, Maintenance of accounts by dealer, transporter, Carrier or transporting agent, Classification of goods and Tax rates,

**(3G3) – Auditing**

- A. Introduction: Meaning and Objectives of auditing. Types of audit, Internal audit.
- B. Audit process: Audit programme, Audit and Books, Working papers and evidences, considerations for commencing an audit, Routine checking and test checking.
- C. Internal check system and Internal Control.
- D. Audit procedure: Vouching, Verification and valuation of assets and liabilities.
- E. Audit of limited companies: (I) Company Auditor: appointment, power, duties and liabilities (II) Divisible profits and Dividend. (III) Auditors Report – Standard report and qualified report.

- F. Depreciation and Reserves: Duties of an auditor in relation thereto.
- G. Audit of educational Institution, Hospital, Club and Library.
- H. Investigation: Objectives, investigation and audit, Investigation: for Loan, purchase of business and fund.
- I. Recent Trends in Auditing: Nature and Significance of cost audit, Tax audit, Management Audit and Social Audit.

### **HONOURS PAPERS**

#### ***(3H1) - Business Economics and Quantitative Techniques (For Honours in Accounting Management and Finance)***

- A. Demand Analysis: Economics of demand: demand forecasting.
- B. Production Activity Analysis: Production function – Law of variable proportions, isoquant and its properties, Returns to Scale.
- C. Decision Analysis: Decision – Basis structure, conditions.
- D. Linear Programming: Definition, assumptions, limitations, graphical methods, simplex method, dual (only formulation)
- E. Game Theory: Concept, 2 person Zero –sum game, application of Baye’s Theorem.
- F. Business firm and its objectives: Different types of objectives.
- G. Competitive behaviour – pricing, product differentiation and innovation.
- H. Profit – nature of profit – theories – measurement of profit.
- I. Pricing promotion and product strategies – Quasi monopoly, discriminating monopoly pricing; oligopoly pricing, price leadership, competitive bidding, sales promotion – product line.
- J. Investment policy: measurement of investment opportunities – cash movement over the investment in life.
- K. Value of money – cash balance and cash transaction equations modern income expenditure approach –inflation and control of inflation.
- L. Business cycle – theories of business cycles – monetary and fiscal policies for business cycle control.
- M. Economic Development – Factors of income development – obstacles to economic development – some issues in Economic Development: (I) choice of technology (II) Balanced Vs. Unbalanced growth (III) Problems of critical formation in a labour surplus developing economy.

#### ***(3H2) - Management Accounting (For Honours in Accounting only)***

- A. Management Accounting: Meaning, Nature, Scope, Functions, Role in decision making, Management accounting Vs. Financial accounting, Tools and technique of Management accounting.
- B. Financial Statements: Meaning and types of financial statements. Its limitations. Objective and methods of financial statements analysis: Ratio Analysis: Meaning, utility, limitation. Computation of important accounting ratios. Preparation of Financial statement from given ratios.

- C. Funds Flow Statement and Cash Flow Statements: Concept of funds. Advantages and limitations of cash flow and funds flow statements. Preparation of Fund flow and cash flow statements.
- D. Marginal Costing: Concept of marginal cost, contribution, P/V Ratio, Break–Even Analysis, Tools for decision making – make or buy, change of product mix, pricing.
- E. Budget and Budgetary Control: Concept, need, objective, steps in budgeting, preparation of cash budget and flexible budget.
- F. Working Capital: Concept, composition, nature, importance and types of working capital, Different sources of working capital. Estimate of working capital requirement.
- G. Cost of Capital: Meaning, Components, Cost of: Debt Capital, Preference share capital, Equity capital, Retained earnings: Weighted average cost of capital.
- H. Capital Budgeting: Meaning, Need and importance, Types of capital budgeting decision, Different method – PBP, ROI, Discounted cash flow.

**(3H3) - Direct and Indirect Taxes in India (For Honours in Accounting only)**

Direct Tax ( 60 Marks)

- A. Definitions and short notes: Assessee, Person, Company, Assessment year, Previous year, Agricultural Income, Casual Income, Total Income, Perquisites, Profit in lieu of Salary, Annual value, Capital Assets.
- B. Residence and Tax liability – Determination of residential status and incidence of tax on total income on the basis of residential status.
- C. Income exempted from tax.
- D. Computation of Income: Under the head Salaries, Income from House Property, Profits and gains of Business or Profession, Capital Gains and Income from other Sources.
- E. Deductions from Gross Total Income.
- F. Ascertainment of tax liabilities of an individual (including Tax rebates and Relief).
- G. Assessment of Firms (Partnership); Set off and carry Forward losses; Tax Administration: Authorities, Appeals, Penalties.

Indirect Taxes (40 Marks)

- H. Central Sales Tax Act:  
Objects, definitions and concepts of terms: sale or Purchase of goods in the course of inter – state trade or commerce or outside a state or in the course of import or export, Dealer, Declared goods. Place or business, Appropriate state, Crossing Customs frontiers of India. Registration of dealers.
- I. Central Excise:  
Nature of Excise duty: Basic Conditions of Excise liability, Types of excise duties.  
Definitions: Goods, Excisable Goods, Manufacture produced, Manufacturer, CETA.  
Basis of Calculation of Duty payable, Assessable value, Registration of Factory/Warehouses. RG-1, PLA, TRB Challan, Accounting Treatment of PLA, T – 12 Return.

## J. Customs:

Taxable event, goods, types of custom duties.

Valuation: Tariff value, Customs Value, GATT Code, Customs value – inclusion, exclusion; Custom Station, Import Procedure, Export Procedure, Baggage, Courier, post percales, stores, Exemption from duty.

## K. VAT:

Concept and Rationale of VAT, Concept of Cascading Effect, West Bengal VAT, Definition of term like 'Business', 'Capital goods', 'Dealer', 'Casual Dealer', 'Contractual Transfer Price', 'Goods', 'Input Tax', 'Input Tax Credit', 'Purchase', 'Purchase Price', 'Sale', 'Turnover of Sale', 'Works Contract', Basic concepts of Incidence and Levy of Tax, mechanism of Input Tax Credit, Registration of dealer, enrolment of transporters, carrier or transporting agent, Payment of Tax, interest, penalty, furnishing of returns, Maintenance of accounts by dealer, transporter, carrier or transporting agent, Classification of Goods and tax rates.

**(3H4) - Auditing (For Honours in Accounting only)**

- A. Introduction: Meaning and Objectives of auditing, Types of audit, Internal audit.
- B. Audit process: Audit programme, Audit and Books, Working papers and evidences, considerations for commencing an audit. Routine checking and test checking.
- C. Internal check system and Internal Control.
- D. Audit procedure: Vouching, Verification and valuation of assets and liabilities.
- E. Audit of limited companies: (I) Company Auditor: Appointment, Powers, duties and liabilities. (II) Divisible profits and Dividend. (III) Auditors Report – Standard report and qualified report.
- F. Depreciation and Reserves: Duties of auditor in relation thereto.
- G. Audit of educational Institution, Hospital, Club, Library.
- H. Investigation: Objectives, investigation and audit, Investigation: for Loan, purchase of business and fund.
- I. Recent Trends in Auditing: Nature and Significance of cost audit, Tax audit, Management Audit, Social Audit.
- J. Special Audit of Banking Companies and Insurance Companies.

**(3H5) - Personnel Management (For Honours in Management only)**

- A. Introduction: Meaning, importance and philosophy-concept of Human Resource Management-Link between personnel and Human Management-Different approaches to Human Resource Management-Basic functions-Social and Technological factors affecting personal Management-Personal Management Department, its structure and its place in the organisation.
- B. Labour force issues:- introduction – the aggregate labour force-occupational outlook-Additional labour force issue – Implications of labour force trends for personal functions, - Equal employment opportunity- The concept of employment discrimination – Major areas of equal employment opportunities.
- C. Job Analysis and design – introduction- Job analysis information and its relation to other personal functions – Section of Jobs – Traditional job design – time and motion study – Psychological issues and job design.

- D. Personnel Planning – introduction – factors affecting personnel planning – The personnel planning process.
- E. Recruitment – Concept of recruitment – its difference with selection external recruitment – methods of external recruitment – Evaluation of external recruitment methods – internal recruitment – Methods of internal recruitment – Evaluation of Internal recruitment.
- F. Employee Selection – the selection process Internal Vs. External selection – Data gathering methods – Alternatives to the traditional selection process – outcomes and feedback.
- G. Training and Development – Concept – Training, Development and education – The training process – Career planning and management development.
- H. Compensation management – Compensation: Working Definition – The impact of compensation on employee performance and Organisational effectiveness – Establishing and administering the compensation programme – Indirect compensation.
- I. Employee Benefit Programme – Concept of Employee benefit programme – Types of employee benefit programme – The Govt. role in employee benefit plans- Employer provided benefits. Employee health, safety and well-being – The Historical Series – Causes of accidents and occupational diseases – Legal provisions for occupational safety- Components of a safety and health programme – Some emerging issues in employee safety.
- J. Labour Relations: the role of the personnel department – employee communication – employee counselling – Discipline.

**(3H6) - Marketing Management (For Honours in Management only)**

- A. Introduction: Nature and scope of marketing; Importance of marketing as a business function and in the economy; Marketing concepts – traditional and modern; selling Vs. marketing; marketing mix; marketing environment.
- B. Consumer behaviour and Market Segmentation: Nature, scope and significance of consumer behaviour; market segmentation – concept and importance; Bases for market segmentation.
- C. Product: Concept of product, consumer and industrial goods; Product planning and development; Packaging – role and functions; Brand name and trade mark; after-sales service; Product life cycle concept.
- D. Pricing: Importance of pricing. Pricing objectives. Methods of pricing: Cost oriented, demand oriented, competition oriented pricing, resale price maintenance significance, and regulation.
- E. Distributions Channels and Physical Distribution: Distribution channels – concept and role; Types of distribution channels; Factors affecting choice of a distribution channel; Retailer and wholesaler; Physical distribution of goods; Transportation; Warehousing; Inventory control; Order processing.
- F. Promotion: Methods of promotion; Optimum promotion mix; Advertising media – their relative merits and limitations; Characteristics of an effective advertisement; Personal selling; Selling as a career; Classification of a successful sales person; Functions of a salesman.

**(3H7) – Financial Management & Financial Statement Analysis (For Honours in Management and Finance)**

Financial Management

- A. Introduction Scope & goals of Financial Management: Profit & Wealth maximization; Role of Financial Manager.
- B. Cost of Capital: Meaning, use and component of cost of capital; preference capital; equity capital; retained earning; cost of debt, weighted average cost of capital, Factor affecting cost of Capital.
- C. Capital Budgeting: Meaning and importance of Capital budgeting; Types of capital budgeting decisions; Different techniques of capital budgeting – Average Rate of Return. Pay Back period, Net Present Value Method and Internal Rate of Return, PI
- D. Working Capital Management: Definition and need of working capital: Determinants of working capital, management of cash, receivables and inventory, Estimation of working capital requirement, operating cycle concepts, Permanent & variable working Capital.
- E. Financing Decision: Concept of Capital Structure, Different sources of long term finance, Financial leverage; EBIT – EPS Analysis; Operating leverage; Combined Leverage.

Financial Statement Analysis:

- F. Financial Statements: - concept, nature, objects, uses, limitations, types.
- G. Users of Financial Statement: - Multiplicity of users and user needs.
- H. Financial statement Analysis: - Concept of Analysis and interpretation, Approaches to financial Statement Analysis, Benefits of Financial Statement Analysis.
- I. Types of Financial Statement Analysis: - External Analysis – Internal Analysis- Horizontal Analysis – Vertical Analysis.
- J. Techniques of Financial Statement Analysis :- Comparative Statement, Common size Statement, Trend Ratio, and Ratio Analysis.
- K. Ratio Analysis: - Liquidity analysis, Profitability Analysis, Capital Structure Analysis, Activity Analysis, Practical method of Ratio Analysis-Inter firm Analysis, A combination of inter-firm and intra-firm Analysis, EPS according to AS-20 Presentation and Calculation of Basic & deleted EPS.
- L. Funds Flow & Cash Flow: - Concept of funds, Preparation of funds flow statements and cash flow Statements. Requirement of AS-3 (Direct & Indirect Methods), Cash and Cash Equivalent Account.

**(3H8) - Indian Banking System (For Honours in Finance only)**

- A. Indian Banking System: Structure and organisation of banks; Reserve Bank of India; Apex banking institutions, Commercial banks; Regional rural banks; Co-operative banks; Development Banks.
- B. State Bank of India: Brief History; Objectives; Functions; Structure and organisation; working and progress.
- C. Banking Regulation Act, 1949: History; Social control; Banking Regulation Act as applicable to banking companies and public sector banks; banking Regulation Act as applicable to Co-operative banks.



- D. Regional Rural and Co-operative Banks in India: Functions; Role of regional rural and cooperative banks in rural India; Progress and performance.
- E. Reserve Bank of India: Objectives; Organisation; Functions and working; Monetary policy; Credit control measures and their effectiveness.
- F. Mixed banking system: Concept, advantages of mixed banking – role played by mixed banks in the development of Indian economy.

**(3H9) - International Financial System and Public Finance (For Honours in Finance only)**

International Financial System

- A. Economic Integration: Meaning, importance, theories, Economic interdependence, Emerging dimensions of international Economic Relations.
- B. International Monetary System: Its historical perspectives and implications: Monetary Reserves and National Money Supply; International Payment system; The Banking System and its role in international Trade Exchange Control; Bilateral & Multilateral Agreement.
- C. The Foreign Exchange Market – The fixation of exchange rates; SDR, Swapping deals.
- D. International Liquidity: Meaning, problems and existing arrangements, Tariff Plans, GATT to WTO; UNCTAD, Customs Unions, Common Markets, Quota, Quantitative Restriction, The role of hard currency in international liquidity. The development of Secondary Money Market; The Role of Eurobonds.
- E. International Economic Institutions: IMF;IBRD; IDA; Asian Development Bank.
- F. Finance Capital in the Era of Globalisation with special reference to developing committees.

Public Finance:

- G. Public Finance: Meaning, Origin and Development; Public Finance and Private Finance and the Economic system, Public Finance & the Principle of maximum Social Advantage, methods to get it and its limitations.
- H. Public Revenues: Meaning and Sources; public Expenditure: Meaning and aims, canons of Public Expenditure: Reasons for the growth of public expenditure, Economic classification of public expenditure.
- I. What is Tax? Basic principles of Benefit approach and the ability to pay approach towards Taxation.
- J. Meaning of shifting and incidence of Taxation; Process of shifting; Factors influencing the incidence and shifting of Taxation; Single and Multiple Taxation, Ad-valorem and Value-added Taxation.
- K. Meaning, importance and sources of public borrowings; Burden of Public debts, Management of Public debt, The production of public debt on Indian economy.
- L. Public Budget, meanings, type and purpose; Classification of Budget: Economic and Functional: Budgetary Balances.
- M. Taxable capacity: meaning & significance; Absolute and relative taxable capacity; Factors determining Taxable capacity; Methods of estimation, Taxable capacity Vs optimal Budget.
- N. Principles of federal finance – The role of Finance Commission in India.
- O. An evaluation of India's Tax.

- P. Public Expenditure development in India – Public expenditure in revenue account, capital account, development & non-development account-Expenditure trends.
- Q. Public debts in India: Burden of Public debt of mobilization of resources for Indian Plans.