

Department of Commerce

Programme Specific Outcome (PSO) - Course Outcome (CO)

Programme Specific Outcome (PSO) – B. Com(Gen) students of the college, after completing the course, are able to-

1. To build a strong foundation of knowledge in different areas of Commerce.
2. To develop the skill of applying concepts and techniques used in Commerce.
3. To develop an attitude for working effectively and efficiently in a business environment.
4. To encourage students about entrepreneurship.
5. To enable a student to be capable of making decisions at personal and professional level..

Semester	Core Courses	Content of CU Syllabus	Course Outcome (CO)
1 st	AECC 1.1Chg Language: Communicative English – 50 & Indian Language – 50		CO1. Improve skill of languages CO2.Improve their writing skills.
	GE 1.1 Chg Microeconomics I & Statistics (50+50)	<p>Module: I</p> <p>1. Demand and Consumer behaviour. Concept of demand, demand function, law of demand, derivation of individual and market demand curves, shifting of the demand curve; elasticity of demand. Consumer behaviour: Marshallian utility approach and Indifference Curve approach; utility maximization conditions . Income-Consumption Curve (ICC) and Price-Consumption Curve (PCC): Derivation of demand curve from PCC.</p> <p>2. Production and cost. Production function: Short-run and Long-run; Relation among Total Product, Average Product and Marginal Product, Law of returns to a variable factor, Law of Returns to Scale; Concepts of Iso-quant and iso-cost line; Conditions for optimization (graphical approach). Cost: Accounting and Economic Costs; Social and Private Costs; Short-run and Long-run Costs; Relation between Average and Marginal Costs; Determination of LAC curve from SAC curves, LMC</p> <p>3. Perfect competition.</p>	<p><u>Module 01 helps the learners to understand</u></p> <p>CO1. The quantity of a particular goods or services that a consumer want to purchase at a given price is termed as demand,. it is the consumers ability or willingness to buy a specific product.</p> <p>CO2. How we can separate the different kinds of cost related with production functions and also it is affected the production directly or indirectly.</p> <p>CO3. How perfect competitive market runs and makes their profit maximum</p>

		<p>Concept of Perfectly Competitive market: Assumptions, Profit maximization conditions; Related concepts of Total Revenue, Average Revenue and Marginal Revenue, Short-run and Longrun equilibrium of a firm; determination of short-run supply curve of a firm, measuring producer surplus under perfect competition, Stability analysis–Walrasian and Marshallian, demandsupply analysis including impact of taxes and subsidy.</p> <p>Module: II</p> <p>1. Fundamentals. Definition of Statistics, Scope and limitation of Statistics, Attribute and variable, Primary and secondary data, Method of data collection, Tabulation of data, Graphs and charts, Frequency distribution, Diagrammatic presentation of frequency distribution.</p> <p>2. Measures of central tendency. Meaning of central tendency, Common measures – mean (A.M., G.M., H.M.) median and mode, Partition values- quartiles, deciles and percentiles, Applications of different measures</p> <p>3. Measures of Dispersion. Meaning of dispersion, Common measure– range, quartile deviation, mean deviation and standard deviation; Relative measures of dispersion, Combined standard deviation, Applications of different measures.</p> <p>4. Moments, skewness & Kurtosis.</p>	<p>and how they affect to earn revenue in short run as well as long run.</p> <p><u>Module 02 introduces the learner to significantly and after completion of this module they should know</u></p> <p>CO1. Statistical significance is the likelihood that a relationship between two or more variables is caused by something other than chance. Statistical hypothesis testing is used to determine whether the result of a data set is statistically significant or not.</p> <p>CO2. Measures of central tendency are very useful in Statistics. Their importance is because of the following reasons: (i) To find representative value: measures of central tendency or averages that gives us one value for the distribution and this value represents the entire distribution</p> <p>CO3. The purpose of measures of dispersion is to find out how spread out the data values are on the number line. Another term for these statistics is measures of spread.</p> <p>CO4. Skewness essentially measures the relative size of the two tails. Kurtosis is a measure of the</p>
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	<p>CC 1.1 Chg Business Laws</p>	<p>1.The Indian contract act 1872.</p> <p>a) Contract – meaning, characteristics and kinds, Essentials of a valid contract b) Offer and acceptance (Definition, Rules, Communication and Revocation of offer and acceptance) c) Consideration (Definition, Elements, Types, Rules), “No Consideration No Contract” and its exceptions; Capacity to Parties (Definition and Types) d) Consent, Free consent, Coercion, Undue Influence, Fraud, Misrepresentation, Mistake e) Legality of objects and Consideration f) Void and Voidable agreements – Definition, Types and Distinction g) Discharge of a contract – Modes of discharge, Breach and Remedies against breach of contract h) Specific Contracts - Contingent contracts, Quasi, Contract of Indemnity, Guarantee, Bailment, Pledges</p> <p>2.TheSales of goods act,1930.</p> <p>a) Contract of sale, meaning and difference between sale and agreement to sell b) Conditions and warranties c) Transfer of ownership in goods including sale by a non-owner d) Unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer</p>	<p><u>After completion of the Business law the learner have some specific knowledge of</u></p> <p>CO1. The Indian Contract Act is one of the oldest mercantile laws of our country. It came into effect on the 1st of September 1872 and is applicable to the whole of India with the exception of Jammu & Kashmir. Containing a total of 266 sections it is the principal law regulating contracts in India.</p> <p>CO2.The sale of goods act,1930 It says that "goods" means every kind of movable property other than actionable claims and money; and it includes-stock and shares, growing crops, grass, and things attached to or forming part of the land which are agreed to be severed before sale or under the contract of sale.</p>

		<p>3.Partnership Laws. A) The Partnership Act, 1932 a. Definition – Partner, Partnership b) Nature and Characteristics of Partnership c) Types of Partners d) Registration of a Partnership Firms and consequences of non-registration e) Rights and Duties of Partners f) Dissolution of firms – meaning and grounds B) The Limited Liability Partnership Act, 2008 a) Definition b) Salient Features of LLP c) Advantages and disadvantages of LLP d) Differences between: LLP</p> <p>4.The Negotiable Instrument Act 1881 a) Definition, Features, Types, Parties of Negotiable Instruments: Promissory Note, bill of exchange, Cheque (Definition and Types) b) Endorsement: Types of Endorsement c) Holder and Holder in Due Course, Privileges of Holder in Due Course. d) Dishonour of Negotiable Instruments: Modes, Consequences, Notice of Dishonour; Noting and Protesting e) Discharge of Negotiable Instruments: Meaning and Modes</p> <p>5.Consumer protection Act,1986 a) Objectives and features of Consumers Protection Act b) Definitions – Complainant, Complaint, Consumer, Consumer Dispute, Defect, Deficiency, District Forum, Person c) Unfair trade practices d) Consumer Protection Council (Central, State and District – their constitutions and</p>	<p>CO3. According to section 4 of the Partnership Act, 1932,"Partnership is defined as the relationship between two or more persons who have agreed to share the profits of a business run by all or any one of them acting for all". ... It has limited identity for the purpose of tax law as per section 4 of the Partnership Act of 1932.</p> <p>CO4.Negotiable instruments recognized by Negotiable Instruments Act, 1881 are: (i) Promissory notes (ii) Bills of exchange (iii) Cheques. A negotiable instrument is a piece of paper which entitles a person to a sum of money and which is transferable from one person to another by mere delivery or by endorsement and delivery.</p> <p>CO5. Consumer Protection is a term given to a practice wherein we need to protect the consumer from the unfair trade practices, educating them about their rights and responsibilities and also redressing their grievances</p>
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	<p>CC 1.2 Chg Principles of Management</p>	<p>1.Introduction. Management-definition, importance, functions, nature-as profession, science and art, universality of management; levels of management; managerial tasks and skills. Different Schools of Thoughts: Classical School-contributions of Taylor and Henri Fayol; Neo-classical school-Human Relations approach and Behavioral Science Approach; Modern School; System approach and Contingency approach.</p> <p>2.Planning Concept, importance, steps, types, premises, barriers to effective planning and remedial measures; strategic planning-concept forecasting –concept, techniques.</p> <p>3.Organising. Concept, importance, principles, different organization models-line and staff; Functional; Departmentation-need, basis, principles, Delegation of Authority-elements, steps barriers; Centralization and Decentralization of Authority; Span of Management; concept and determining factors.</p> <p>4.Directing & Staffing Directing: concepts, importance of directing, Leadership: Concept, importance, types, leadership traits, Tannenbaum & Schmidt’s Model and Blake &</p>	<p><u>This chapter introduces to learner in different fields of management and some knowledge of this area</u></p> <p>CO1. Management helps in achieving Group Goals - It arranges the factors of production, assembles and organizes the resources, integrates the resources in effective manner to achieve goals. If employees and machines are producing its maximum there is no under employment of any resources.</p> <p>CO2. The planning process provides the information of top management which helps to make effective decisions about how to allocate the resources in a way that will enable the organization to reach its objectives. Productivity is maximized and resources are not wasted on projects with little chance of success.</p> <p>CO3. A sound organizing facilitates administration, promotes specialization, encourages growth, and stimulates creativity. A sound organizing helps the management in many ways. It defines various activities and their authority relationships in the organizational structure</p> <p>CO4. Directing is the heart of management functions. All other functions of management includes planning, organizing, and staffing have no importance without directing.</p>

		<p>Mouton's Model. Staffing: concepts, importance</p> <p>5.Motivation. Motivation: Concept, importance, importance of need theory, and contributions of McGregor, Maslow, Herzberg.</p> <p>6.Coordination & control Coordination: concepts, importance, principles and implementation techniques. Control: concepts, importance and tools of control.</p>	<p>Leadership, motivation, supervision, communication are various aspects of directing.</p> <p>CO5. There are several reasons why employee motivation is important. Mainly because it allows management to achieve the company's goals. Motivated employees can lead to increased productivity and allow an organisation to achieve higher levels of output.</p> <p>CO6. work force that binds all the other functions of management. The management of an organization endeavors to achieve optimum coordination through its basic functions of planning, organizing, staffing, directing, and controlling.</p>
<p>CC 1.1 Cg Financial Accounting - I</p>		<p>1.Introduction a) Nature of accounting; Users of accounting information; Qualitative characteristics of accounting information. b) Double entry book keeping system – Basic accounting equation, meaning of assets, liabilities, equity, revenue and expenses. Accounting Cycle - Recording of transaction: Journal, Ledger and preparation of Trial Balance. c) Bases of accounting; cash basis and accrual basis. d)Basic concepts and conventions: entity, money measurement, going concern, cost, realisation, accruals, periodicity, consistency, prudence (conservatism), materiality, matching and full disclosures.</p> <p>2.Concepts, determination of business income a)Revenue recognition: Meaning of revenue; objective; timing of recognition. Recognition of expenses. • Inventories: meaning. Significance of inventory valuation. Lower of cost or</p>	<p><u>After study the Financial Accounting the learner have specific knowledge in a significant manner.</u></p> <p>CO1. The purpose of accounting is to accumulate and report on financial information about the performance, financial position, and cash flows of a business. This information is then used to reach decisions about how to manage the business, or invest in it, or lend money to it.</p> <p>CO2. Using standardized guidelines, the transactions are recorded, summarized, and presented in a financial report or financial statement such as an income statement or a balance sheet. Rather, its purpose is to provide enough information for others to assess the value of a company for</p>

		<p>market rule; Inventory ascertainment and reconciliation.</p> <p>b) The nature of depreciation. The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method; Disposal of depreciable assets; change in estimate and method of charging depreciation. Accounting for depreciation: Asset-depreciation, Asset-provision.</p> <p>c) Reserves and provisions: Meaning; Objective; Types & Accounting</p> <p>d) Capital and revenue expenditures and receipts: general introduction only.</p> <p>e) Adjustment and rectification</p> <p>3.Introduction to Accounting standards Financial accounting standards: concept, benefits, procedure for issuing accounting standards in India. Need for a global standard, IFRS (concept only).</p> <p>4.Introduction to Accounting theory Concept of accounting theory; relation with practice; GAAP; Capital – capital maintenance concepts; Limitations of Historic Cost accounting; Introduction to Fair Value Accounting</p> <p>5.Final Accounts of trading Concern Preparation of financial statements: of sole proprietorship business entities from a trial balance – Manufacturing, Trading, P/L A/c and Balance Sheet</p>	<p>themselves.</p> <p>CO3. In this respect the main purpose of accounting standards is to provide information to the users as to the basis on which the accounts have been prepared. The objective of setting standards is to bring about uniformity in financial reporting and to ensure consistency in the data published by enterprises</p> <p>CO4. The most important aspect of accounting theory is usefulness, which, in the corporate finance world, means that all financial statements should provide important information that can be used to make informed business decisions. Finally, all financial statements must be prepared on a monthly or annual basis.</p> <p>CO5. Financial position is reflected by Balance Sheet. These are, usually, prepared at the end of the accounting year hence known as final accounts. They serve the ultimate purpose of keeping accounts. Their purpose is to investigate the consequence of various incomes and expenses during the year and the</p>
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2 nd	AECC 1.2Chg		

ENVS		
<p>GE 2.1 Chg E-Commerce & Business Communication (50+50)</p>	<p><u>Module: I</u></p> <p>1.Introduction. E-Commerce-meaning, nature, concepts, types; e-commerce business models B2B [concept, major activities, types of B to B market (independent, buyer oriented, supplier oriented, emarket place)], B2C [portals, e-tailer, content provider, transaction broker, real life examples of B2C], C2C, C2B, etc.; forces behind e-commerce, e-Governance [meaning, types, significance, real life examples].</p> <p>2.E-CRM & SCM E-CRM-definition, features, goals of E-CRM business framework, phases of E-CRM, types of E-CRM, Functional components of E-CRM, strategies for E-CRM solutions; SCM-definition, features, types of supply chain</p> <p>3.Digital Payment. Methods of e-payments [Debit Card, Credit Card, Smart Cards, e-Money], electronic or digital wallet, digital signature (procedures, working and legal provisions), payment gateways [Core Banking Solution or CBS, Mobile Payment, UPI, NCPI, International Payments], Online banking [meaning, concepts, importance, electronic fund transfer, automated clearing house, automated ledger posting], risks involved in e-payments</p> <p>4.ERP Definition, features, major characteristics, levels of ERP, benefits of ERP, enterprise potential of ERP, modules of ERP, phases of ERP implementation, limitations of ERP.</p> <p>5.New Trends in E-commerce</p>	<p><u>After learning this Module-I E-commerce subject the Learner can conclude that:</u></p> <p>CO1. E-Commerce is the online buying and selling process which is extremely important in our daily life now. The foremost reason behind the growth of Internet users besides social media is e-commerce. E-Commerce is at the heart of the Internet and e-commerce is as important as a heart is for a body</p> <p>CO2. Digital payments have emerged as an important tool for advancing financial inclusion because it lowers the cost of providing financial services to poor people and increases the safety and convenience of using savings, payments, and insurance products</p> <p>CO3. 21 Latest E-commerce trends to Boost Sales in 2019. The worldwide revenue of e-commerce amounted almost 2290 Billion USD. It can further grow up to an annual rate of almost 19.11 percent. This would result in a market volume of 4479 Billion USD by the end of the year 2021, it is expected</p>

		<p>Social Commerce-concept, definition, features; Digital Marketing-definition, objectives, methods, limitations; Advertisement in Social Media-objectives, advantages and disadvantages, procedures</p> <p><u>Module: II</u></p> <p>1.Introduction Definition, objectives, importance, elements, process, forms, models, principles of effective communication, barriers to communication and remedial measures, role of communication in conflict resolution.</p> <p>2.Types of Communication Formal and informal communication, Grapevine, Characteristics of corporate communication, Characteristics of corporate communication, Communication network</p> <p>3.Tools of communication. Emergence of communication technology, Modern Forms of communication, Fax, Email, Video Conferencing</p> <p>4.Drafting. Notice, Circular, Resolution & Minutes, Report, CV writing, Business letter writing- Offer letter, Quotation, Status enquiry, Confirmation, Execution, Refusal and cancellation of order, Recommendation, Credit collection, Claim, Bank loan</p>	<p><u>After learning this Module-II E-Business communication subject the Learner can conclude that:</u></p> <p>C01. Communication plays a crucially important role in all aspects of a business. Business communications may be in-house or external. Effective business communication helps build a good relationship between the employer and the staff, which can help increase productivity and the company's bottom line</p> <p>C02. Business communication is important to managers as it helps them carry out their basic functions within the organization. They should have all the information pertaining to the specific tasks as well as the entire organization and must then seek to communicate this information to the employees of the organization.</p> <p>C03. According to the Management Study Guide website, communication involves a mutual exchange of understanding and is the essence of the basic functions of business management, which include staffing, directing, planning, organizing and controlling</p>
	<p>CC2.1 Chg Company Law</p>		<p><u>After completion of the subject Company law the learner have some</u></p>

		<p>1.Introduction to Company. Meaning and Definition – Features –, High Lights of Companies Act 2013 - Body Corporate ,Kinds of Companies (Concept, Definition and Features) – One Person Company, Private Company, Public Company, Company limited by Guarantee, Company limited by Shares, Holding Company, Subsidiary Company, Government Company, Associate Company, Small Company, Foreign Company, Listed Company, Dormant company , Lifting of corporate veil.</p> <p>2.Formation of a Company. Steps in formation of a Company, Promotion Stage, Meaning of Promoter, Position of Promoter & Functions of Promoter, Incorporation Stage – Meaning, Contents, Forms of Memorandum of Association & Articles of Association and its alteration, Distinction between Memorandum of Association and Articles of Association, Doctrines of constructive notice and Indoor management, Certificate of Incorporation, Subscription Stage – Meaning & contents of Prospectus, Types, Misstatement in prospectus and its consequences.</p> <p>3.Company administration Director (Concept and Definition), DIN, Qualification, Disqualification, Appointment, Position, Rights, Duties, Power, Resignation, Liabilities, Removal and Resignation of director. Key Managerial Personnel (Definition, Appointment and Qualifications) – Managing Director, Whole time Directors, the Companies Secretary, Chief Financial Officer, Resident Director, Independent Director, Women director.</p> <p>4.Share Capital Debentures. Share, Share Capital - Types and</p>	<p><u>holistic knowledge of</u></p> <p>CO1. A company, abbreviated as co, is a legal entity made up of an association of people, be they natural, legal, or a mixture of both, for carrying on a commercial or industrial enterprise. Companies take various forms, such as: voluntary associations, which may include non profit organizations</p> <p>CO2. A meeting must do corporate act. The principle that corporate or collective act must be done by “meeting” has universal acceptance. Sometimes it is thought that why meeting is important. Because of the fact that the company is an artificial person so it cannot do any act by itself.</p> <p>CO3. The learner should have knowledge about the company’s’ share capital, and how the shares can be distributed and issued in the various share holders.</p>
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	<p>CC 2.2 Chg Marketing Management and Human Resource Management</p>	<p><u>MKT:</u></p> <p>1. Introduction. Nature, scope and importance of marketing; Selling vs Marketing; Marketing mix, Marketing environment: concept, importance, and components (Economic, Demographic, Technological, Natural, Socio-Cultural and Legal).</p> <p>2. Consumer Behaviour & Market segmentation. Consumer Behaviour: Nature and Importance, Factors influencing consumer buying behaviour. Market segmentation: concept, importance and bases; Product differentiation vs. market segmentation</p> <p>3. Product. Concept and importance, Product classifications; Concept of product mix; Branding,</p>	<p><u>To acquire in-depth knowledge regarding intricacies of Marketing</u></p> <p>CO1. Marketing is of vital importance to any business. It is the key process of researching, promoting and selling products or services to your target market. The bottom line of any business is profit. It's important that you use marketing to promote your business, brand and offerings</p> <p>CO2. Market segmentation is a process of dividing a potential market into distinct sub-sets of consumers with common needs and characteristics and selecting one or more segments to target with a distinct marketing mix. Consumers are better satisfied when a wide range of products are available to them.</p> <p>CO3. Product Marketing is the function accountable for the success and growth of a product by connecting customer needs to product capabilities. The value</p>

		<p>packaging and labeling; Product life-cycle; New Product Development Process.</p> <p>4.Pricing, distribution channels & Physical distribution. Pricing: Significance. Factors affecting price of a product. Pricing policies and strategies. Distribution Channels and Physical Distribution: Channels of distribution - meaning and importance; Types of distribution channels; Factors affecting choice of distribution channel</p> <p>5.Promotion and recent development in Marketing. Promotion: Nature and importance of promotion; Communication process; Types of promotion: advertising, personal selling, public relations & sales promotion, and their distinctive characteristics. Recent developments in marketing: Social Marketing, online marketing, direct marketing, services marketing, green marketing, Rural marketing; Consumerism.</p> <p><u>HUMAN RESOURCE MANAGEMENT:</u></p> <p>1. Nature and Scope Concept and meaning of HR, Understanding the Nature and Scope of HRM, Functions and importance.</p> <p>2.Human Resource Planning Definition, Need and Features of Human Resource Planning, factors affecting Human Resource Planning.</p> <p>3. Recruitment and Selection Definition of Recruitment, Source, need and importance of Recruitment, Recruitment Policy – process – sources of Recruitment Definition of Selection, Steps in selection.</p>	<p>of Product Marketing comes from its deep understanding of markets, customers and their needs</p> <p>CO4. Physical distribution includes all the activities associated with the supply of finished product at every step, from the production line to the consumers. Important physical distribution functions include customer service, order processing, inventory control, transportation and logistics, and packaging and materials.</p> <p><u>To acquire in-depth knowledge regarding intricacies of Human Resource Management</u></p> <p>CO1.Human Resource planning helps in knowing current need of an organization and select the right way for fulfil the organizational need with the help of outsourcing.</p> <p>CO2. The vital goal of selection is to hire the candidate who is most suitable for the job duties and the culture of the organization. Using the right selection methods and delivering them effectively is important. Selection can also reduce employee problems in the organization such as labour turnover and absenteeism.</p>
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	<p>CC 2.1Cg Cost and Management Accounting - I</p>	<p>1. Introduction a) Definition of Costing, Objectives of Cost Accounting; Management Accounting and difference with Cost Accounting; Installing a Cost Accounting System, Essentials of a good Cost Accounting System. b) Cost concepts, terms and classification of costs: Cost, Cost object, Cost units and Cost Centres, Types of costs, classification of costs- Direct-Indirect, Element wise, Function wise, Behaviour wise, Sunk Cost, opportunity Cost. Costing Methods and Techniques (introduction only).</p> <p>2. Material Cost a) Purchase of materials: Organisation, purchase procedure, documentation, determination of material purchase costs. b) Storage of materials: Need for storage, location and types, functions of a storekeeper, requisition, receipt, issue and transfer of materials, storage record, accounting for materials cost. c) Materials control: Organisation; Tools: Just-in-Time Purchase; various stock levels, Economic Ordering Quantity and ABC Analysis; Periodic</p>	<p><u>After completion this subject the learner to understand</u></p> <p>CO1. This provides relevant information in a systematic way that can be used by the management in planning and decision-making. Cash flow, fund flow, ratio analysis, trend analysis, and comparative financial statements are the tools normally used in management accounting to interpret and analyze accounting data</p> <p>CO2. One of the biggest uses of cost accounting is that it helps us calculate efficiency. It also helps set industry standards and helps with price fixing, tariff plans, cost control etc. Customers: The main aims of costing are cost control and improvement in efficiency.</p>

		<p>Inventory, Perpetual Inventory, Physical verification; Discrepancies in stock and their treatment.</p> <p>d) Methods of Pricing Material Issues: FIFO, LIFO, and Weighted Average.</p> <p>e) Treatment of Normal and Abnormal Loss of Materials</p> <p>3.Employee cost and Incentive System.</p> <p>a) Introduction, Recording labour cost: Attendance and payroll procedures (Time-keeping, Time-Booking, Payroll procedure, Payment of wages- Piece rate, differential piece rate, time rate); Idle time (causes and treatment in Cost Accounting), Overtime (its effect and treatment in Cost Accounting), Labour turnover (Causes, impact and methods of calculating labour turnover).</p> <p>b) Main Principles for sound system of wage incentive schemeslabour utilisation; System of Wage Payment and Incentives(Halsey, Halsey-weir, Rowan and Emerson</p> <p>c) System of Incentive Schemes for Indirect Workers;Component of wages cost for costing purpose.</p> <p>4.Overhead and Cost statement</p> <p>Introduction: Definition, Classification of Overhead- Functional and Behavioural.</p> <p>a) Manufacturing Overheads: Allocation and apportionment of Overhead; Absorption of Overhead: various methods and their application; Treatment of under absorption/over absorption of overheads.</p> <p>b) Administration and Selling & Distribution Overheads and their charging: an introduction only</p> <p>c) Preparation of Cost Sheet and estimation</p> <p>5.Cost Book-keeping</p> <p>Non-Integrated System: Meaning & Features; Ledgers</p>	<p>CO3. The main purpose of cost accounting is to determine the manufacturing cost of each product of the company. The cost of the product is then used in determination of optimum selling prices</p> <p>CO4. Employee reward system refers to programs set up by a company to reward performance In addition, they increase the fixed costs of a company as opposed to including bonus programs, stock options, and one-time awards.</p> <p>CO5. Overheads are also very important cost element along with direct materials and direct labor. Overheads are often related to accounting concepts such as fixed costs and indirect costs. Overhead expenses are all costs on the income statement except for direct labor, direct materials, and direct expenses</p> <p>CO6. Similar to a financial accountant entering transactions</p>
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		<p>Maintained; Accounts prepared; General/Cost Ledger Adjustment Account; Meaning of Closing Balance in Various Accounts; Disadvantages.</p> <p>a)Reconciliation: Need for reconciliation; Items causing differences between Cost and Financial Profits and their reconciliation.</p> <p>6.Costing Methods.</p> <p>a) Job Costing (Job cost cards and databases, Collecting direct costs of each job, Attributing overhead costs to jobs, Applications of job costing).</p> <p>Batch Costing</p> <p>b)Contract Costing - Progress payments, Retention money, Escalation clause, Contract accounts, Accounting for material, Accounting for plant used in a contract, Contract Profit and Balance sheet entries.</p> <p>c)Service Costing and Output Costing-</p> <p>Introduction; Motor Transport Costing only</p> <p>d) Process Costing: Meaning, Features, Process vs Job Costing, Principles of cost ascertainment for Materials, Labour & Overhead; Normal loss, Abnormal loss and gain and preparation of process accounts. Inter-process profit (simple cases). Valuation of WIP and</p>	<p>for bookkeeping purposes, costs also have to be accounted for. Cost and expenses are debited into relevant accounts, whilst income is credited. The main ledgers required in order to deal with cost of product are: Material cost accounts.</p>
3 rd	<p>SEC 3.1 Chg Information Technology & Its Application in Business (Theory-50 + Practical- 50)</p>	<p>Module: I (Theory)</p> <p>1.Information technology and business.</p> <p>Concepts of data, information and computer based information system, impact of information technology on business [business data processing, intra-organizational and inter-organizational communication by using network technology,</p>	<p><u>After completion of the theoretical knowledge from Module –I the learner would introduce the application of IT in the Business world.</u></p> <p>CO1. The Importance of Information Technology in Business. Information technology is defined as the application of computers and internet to store, retrieve, transmit, and manipulate data, or information They're a valuable part of every office and business environment.</p>

		<p>business process outsourcing and knowledge process outsourcing], types of Information System- Transaction Processing System (TPS), Management Information System (MIS), Decision Support System (DSS), Knowledge Management System (KMS) and their implementation at managerial levels [operational, tactical and strategic].</p> <p>2.Data organisation and Data base Management system. (a) Data Organisation: Character, field, record, file and database, types of data processing systems [Serial, Batch, Real-time, Online, Centralized, Distributed], File Organizations [Sequential, Direct, Indexed-Sequential, Relative], Traditional file organisation vs. Database file organisation.</p> <p>(b) Database Management System: Concept of database management system (DBMS), definition ,importance of DBMS, important terms of database [Entity, Attribute, Keys- Primary, Foreign and Candidate, Referential Integrity, Table, Views, Data Dictionary], types of database [Hierarchical ,Network and Relational], basic ideas of Data Warehouse and Data Mining (definition, importance, advantages and disadvantages), Big data analysis- Concept.</p> <p>3.Internet and its Application. Meaning of Internet, IPAddress [IPv4, IPv6], URL, Domain Name System, Internet Protocols - TCP/IP, UDP, FTP, TELNET[brief ideas only], HTML, DHTML AND XML [Concepts only],Ethical Hacking, Cloud Computing, Mobile Computing, Internet of Things, Ethical issues in Social Networking.</p>	<p>CO2. Technology has important effects on business operations. No matter the size of your enterprise, technology has both tangible and intangible benefits that will help you make money and produce the results your customers demand.</p> <p>CO3. Technology has important effects on business operations. No matter the size of your enterprise, technology has both tangible and intangible benefits that will help you make money and produce the results your customers demand.</p>
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		<p>Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation, Hyperlink and Slideshow.</p> <p>3.Spreadsheet and Business application. Managing worksheets-Formatting, Entering data, Editing, and Printing a worksheet; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs, Pivot Table.</p> <p>Spreadsheet Functions: Mathematical [SUMIF, SQRT, SUBTOTAL, SUMPRODUCT etc.], Statistical [AVERAGE, STDEV, VAR, CORRELATION, REGRESSION etc.], Financial [PMT, RATE, PV, FV, NPER, IRR, NPV, Data Table Etc.] Logical [AND, OR, IF etc.], Date and Time, lookup and reference, Database and Text functions</p> <p>4.Database Management System. Creation of Tables, Multiple Table Handling-Defining Relationship [Foreign Key], Simple and Conditional Queries, Types of Queries [Update, Delete, Append], Forms, Reports, Introduction to SQL through Basic Commands.</p> <p>5.Website Designing . Introduction to HTML; Tags and Attributes: Text Formatting, Fonts, Hypertext Links, Tables, Images, Lists, Forms, Frames, Cascading Style Sheets.</p>	<p>CO3. Creating Spreadsheet in the area of: Loan and Lease statement; Ratio Analysis; Payroll Statements; Capital Budgeting; Depreciation Accounting; Graphical Representation of Data; Frequency Distribution and its Statistical Parameters; Correlation and Regression</p> <p>CO4. Applying DBMS in the areas of Accounting, Inventory, HRM and its accounting, Managing the data records of Employees, Suppliers and Customers</p> <p>CO5. Moderating the Company website as per requirements.</p>
	<p>GE 3.1 Chg Business Mathematics & Statistics</p>	<p>Math: 1.Permutations & Combinations Definition, Factorial Notation, Theorems on Permutation, Permutations with repetitions, Restricted Permutations; Theorems on Combination,</p>	<p>From the Mathematics Part</p> <p>CO1. Business Mathematics.- Mathematics is an important part of managing business.. Business mathematics is used by commercial enterprises to record and</p>

		<p>Basic identities, Restricted Combinations.</p> <p>2.Set Theory Definition of set, Presentation of sets, Different types of sets- Null set, Finite and infinite Sets, Universal set, Subset, Power set etc.; Set Operations, Law of algebra of Sets.</p> <p>3.Bionomial Theory. Statement of the theorem for positive integral index, General term, Middle term, Simple properties of binomial coefficients.</p> <p>4.Logarithm Definition, Base and Index of Logarithm, General properties of Logarithm, Common Problems.</p> <p>5.Compoung interest and Annuity. Simple AP and GP Series, Different types of interest rates, Net present value, Types of annuities, Continuous compounding, Valuation of simple loans and debentures, Problems relating to Sinking Funds.</p> <p>Stat:</p> <p>1.Co-rellation & Association Bivariate data, Scatter diagram, Pearson's correlationco efficient, Spearman's rank correlation, Measures of association of attributes</p> <p>2.Regression Least squares method, Simple regression lines, properties of regression, Identification of regression lines.</p> <p>3.Index Number Meaning and types of index numbers, Problems of constructing index numbers, Construction of price and quantity indices, Test of adequacy, errors in index numbers, Chain base index numbers; Base shifting, Splicing, Deflating, Consumer price index and its uses.</p> <p>4.Time Series Analysis</p>	<p>manage business operations. Commercial organizations use mathematics in accounting, inventory management, marketing, sales forecasting, and financial analysis.</p> <p>From the Statistics part</p> <p>CO2. Business Statistics helps a business to: deal with uncertainties by forecasting seasonal, cyclic and general economic fluctuations. Helps in Sound Decision making by providing accurate estimates about costs, demand, prices, sales etc. Helps in business planning on the basis of sound predictions and assumptions</p>
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	<p>CC3.1 Cg Financial Accounting II</p>	<p>1.Partnership A/c-I Correction of appropriation items with retrospective effect. Change in constitution of firm – change in P/S ratio, admission, retirement and retirement cum admission – treatment of Goodwill, revaluation of assets & liabilities (with/without alteration of books), treatment of reserve and adjustment relating to capital; treatment of Joint Life Policy, Death of a partner</p> <p>2.Partnership A/c-II Accounting for dissolution of firm – insolvency of one or more partner, consideration of private estate and private liabilities. Piecemeal distribution – surplus capital basis; maximum possible loss basis.</p> <p>3.Branh A/c Concept of Branch; different types of Branches. Synthetic method – preparation of Branch account Preparation of Branch Trading and P/L account. (at cost & at IP) – normal and abnormal losses. Analytical method – preparation of Branch Stock, Adjustment etc A/C (at</p>	<p><u>From this subject the learner can getting the knowledge of</u></p> <p>CO1. A company's financial statements serve several purposes. They provide important information to shareholders and loan creditors which can help to improve investment interest. The financial statements are used internally by management to manage both the current operations and future activities for the firm.</p> <p>CO2. A partnership agreement should lay out how the business can be dissolved or a partnership transferred. Partners often go into business together because they trust one another and enjoy working together. ... Several partnership agreements protect partners in the event of the death of one partner.</p> <p>CO3. The main object of keeping branch accounts is dependent on the nature of the business and specific need of a particular branch. The objectives of keeping the branch accounts acceptable to all business are to know the profit or loss of each branch separately.</p>

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		<p>cost & at IP) – normal & abnormal losses Independent branch – concept of wholesale profit</p> <p>4.Hire Purchase and Instalment Payment system. Meaning; difference with Instalment payment system; Recording of transaction in the books of buyer – allocation of interest – use of Interest Suspense a/c –partial and complete repossession Books of Seller – Stock and Debtors A/C (wither possession) Books of Seller – H.P. Trading A/C without HP Sales and HP Debtors and General Trading A/c (with repossession) Concept of operating and financial lease – basic conceptually.</p> <p>5.Departmental Accounts. Concept, objective of preparation of departmental accounts; apportionment of common cost; Preparation of Departmental Trading and P/L account, Consolidated Trading and P/L account; inter departmental transfer of goods at cost, cost plus and at selling price and elimination of unrealized profit.</p> <p>6.Investment A/c Maintenance of Investment Ledger; Preparation of Investment Account (transaction with brokerage, STT, cum & ex-interest), Valuation of Investment under FIFO and Average method; Investment Account for Shares (with Right Shares, Bonus Shares and Sale of Right).Relevant Accounting Standard.</p> <p>7.Business Acquisition and conversion of partnership into Limited company. Profit/ loss prior to incorporation; Accounting for Acquisition of business. Conversion of Partnership into</p>	<p>CO4. Under the Hire Purchase System the customer (Hire Purchaser) obtains possession of the goods at the outset and can use it, while paying for it by instalments over an agreed period of time. Return of Goods: The buyer may return the goods without further, payment, except for accrued instalment.</p> <p>CO5. Departmental accounting helps an organisation to evaluate each departmental growth separately on the basis of trading results over period of time.</p> <p>CO6. Investment Ledger can be used to maintain the history of all transactions related to the purchase and sale of stocks, bonds and short-term notes.</p> <p>CO7. A partnership firm converts itself into a joint stock limited company or sells its business to an existing one. Realisation Account will be opened and assets transferred to it, so also liabilities</p>
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		Limited Company – with and without same set of books	
4 th	GE 4.1 Chg Microeconomics II & Indian Economy (50+50)	<p><u>Microeconomics II</u></p> <p>1.Monopoly. Concept of Monopoly: Sources of monopoly power; Short-run and Long-run equilibrium of a monopoly firm; Price discrimination; Social Cost of Monopoly (concept only).</p> <p>2.Imperfect competition. Concept of Imperfectly Competitive market; Monopolistic Competition: Features and examples; Oligopoly: Non-Collusive Oligopoly: Sweezy’s Kinked demand Curve Model, Collusive Oligopoly: Cartel (concept with example)</p> <p>3.Factor price determination Introduction; Marginal Productivity Theory of Distribution; Marginal Productivity Theory of Wage, Demand Curve of Labour, Supply Curve of Labour; Wage Determination in an Imperfectly Competitive Labour Market: Case of Collective Bargaining, Factors determining the power of trade unions to raise wages; Theory of Rent: Ricardian Theory of Rent, Modern Theory of Rent, Quasi-rent; Theory of Profit: Gross Profit and Net Profit, Accounting Profit and Normal Profit, Different Theories of Determination of Profit; Concept of Interest: Gross Interest and Net Interest, Classic Theory of Interest Rate Determination.</p> <p><u>Indian Economy:</u> 1.Basic issues in economic developments.</p>	<p>CO1. In economics, a monopoly is a single seller. In law, a monopoly is a business entity that has significant market power, that is, the power to charge overly high prices. Although monopolies may be big businesses, size is not a characteristic of a monopoly</p> <p>CO2. Conditions that help cause imperfect competition include (1) restricted flow of information on costs and prices, (2) near monopoly power of some suppliers, (3) collusion among sellers to keep prices high, and (4) discrimination by sellers among buyers on the basis of their buying power</p> <p>CO3. The theory of factor pricing deals with the price determination of different factors of production. ... Moreover, the demand for factors of production is similar to the demand for product</p>

		<p>Concepts and measures of development and underdevelopment; Concept of national income: GDP,GNP,NDP,NNP,NI (concepts only).</p> <p>2.Basicfeatures of Indian economy.</p> <p>Sectoral distribution of National Income and Occupational Structure; Structural Change in Indian Economy, issue of Service-led Growth.</p> <p>3.Sectoral Trends and issues.</p> <p>(a) Agricultural Sector: Problem of low productivity; Green Revolution and its impact; Land Reforms; Problems of rural credit and marketing.</p> <p>(b) Industry and Service Sector: An overview of industrial growth during pre-reform and postreform period; Role of Public Sector: its performance and the issue of disinvestment; Role of MSME sector, problems faced by the MSME Sector; Role of the Service Sector: growth of banking and insurance sector during the post-reform period.</p> <p>(c) External Sector: Problem of unfavourable balance of payments and policy measures.</p> <p>4.Social issues in Indian economy.</p> <p>Problem of Poverty, Poverty alleviation measures; Problem of Unemployment and the policy measures.</p>	
	<p>CC 4.1 Chg Entrepreneurship Development and Business Ethics</p>	<p><u>E.dev:</u></p> <p>1.Introduction. Meaning, elements, determinants and importance of entrepreneurship and creative behavior; Entrepreneurship and Micro, Small and Medium Enterprises, Role of family business in India; The contemporary role models in Indian business: their values, business philosophyand</p>	<p><u>From the Entrepreneurship Development part learner to introduce</u></p> <p>CO1. While managing the business, entrepreneur uses advanced technologies to maintain efficiency and productivity and eventually contribute towards the development of the economy, followed by economic growth. Therefore ,entrepreneurship plays an important role in the economic growth around the world.</p>

		<p>behavioural orientations; Conflict in family business and its resolution.</p> <p>2.Public system. Public and private system of stimulation, support and sustainability of entrepreneurship. Requirement, availability and access to finance, marketing assistance, technology, and industrial accommodation, Role of industries/entrepreneur's associations and self-help groups, The concept, role and functions of business incubators, angel investors, venture capital and private equity fund</p> <p>3.Source of Business Ideas. Sources of business ideas and tests of feasibility. Significance of writing the business plan project proposal; Contents of business plan/ project proposal; Designing business processes, location, layout, operation, planning & control; preparation of project report</p> <p>4.Mobilizing Resources. Mobilizing Resources - Mobilizing resources for start-up. Accommodation and utilities; Preliminary contracts with the vendors, suppliers, bankers, principal customers; Basic startup problems;</p> <p><u>Ethics:</u> 1.Business ethics Introduction – Meaning - Scope – Types of Ethics – features – Factors influencing Business Ethics – significance of Business Ethics - Arguments for and against business ethics- Basics of business ethics - Corporate Social Responsibility and Business Ethics</p> <p>2.Principles of Business ethics. Introduction – Meaning – Element – Ethics, Morale, Business ethics, Ethical dilemma</p>	<p>CO2. A business plan is a very important strategic tool for entrepreneurs. A good business plan not only helps entrepreneurs to focus on the specific steps necessary for their to make business ideas succeed, but it also helps them to achieve both their short-term and long-term objectives.</p> <p>CO3. Resource mobilization refers to all activities involved in securing new and additional resources for your organization. It also involves making better use of, and maximizing, existing resources</p> <p><u>From the Business Ethics part learner to introduce</u></p> <p>CO1. Every company should have their own moral principles and guidelines. Reputation is one of the most important assets of a company and it is also one of the most difficult tasks to rebuild once it is lost. We will start building a good reputation with consistent ethical behaviour.</p> <p>CO2. According to moral management ethics, managers aim to maximise profits within the confines of ethical values and principles. They conform to</p>
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		<p>[basic idea, features and significance of each of element]</p> <p>3.Ethics in Management. Introduction – Ethics in HRM – Ethics in Marketing — Ethics in Accounting and finance - Work place Ethics - Value and Ethics</p> <p>4.corporate Culture. Meaning – Role – Functions – Impact of Corporate Culture – Globalization and cross culture issues in ethics, Corporate Code of ethics</p> <p>5.Corporate Governance. Concept of Corporate Governance, Scope, Reports on Corporate Governance</p>	<p>professional and legal standards of conduct.</p> <p>CO3. Corporate culture is an umbrella term for the shared practices and values of a company's employees. It symbolizes the unique personality of a company and expresses the core values, ethics, behaviors, and beliefs of an organization.</p> <p>CO4. Corporate governance ensures transparency which ensures strong and balance economic development. This is also ensures that the interest of all shareholder</p> <p>CO5. Good corporate governance ensures corporate success and economic growth. Strong corporate governance maintains investors' confidence, as a result of which, company can raise capital efficiently and effectively. There is a positive impact on the share price.</p>
	<p>CC 4.1 Cg Taxation I</p>	<p>1.Basic conditions & definitions. a) Basic Concepts and Definitions under IT Act Assessee, Previous year, Assessment year, Person, Income, Sources of income, Heads of income, Gross total income, Total income, Maximum marginal rate of tax, Tax Evasion, Tax avoidance, Tax planning. b) Residential Status and Incidence of Tax Residential status of all persons except company c) Incomes which do not form part of Total Income Except section 10AA. d) Agricultural Income Definition, determination of agricultural and non-agricultural Income, assessment of tax liability when there are both agricultural and non-agricultural income</p> <p>2.Heads of income and probations. a) Salaries b) Income from House property</p>	<p>CO1.The term residential status has been coined under the income tax laws in India, Tax incidence depends on the residential status an assess in the previous year.</p> <p>CO2.The total income of an assess is the gross total of incomes under the five heads in total for a particular previous year.</p>

		<p>3.heads of income and governing.</p> <p>a) <i>Profits and Gains of Business and Profession</i> Special emphasis on sec. 32, 32AC, 32AD, 35, 35D, 36(i)(ib), (ii), (iii), (iv),(vii), 37, 37(2B), 40A(2), 40A(3), 43B, (Excluding presumptive taxation)</p> <p>b) <i>Capital Gains</i> Meaning and types of capital assets, basic concept of transfer, cost of acquisition, cost of improvement and indexation, computation of STCG and LTCG, exemptions u/s 54, 54B, 54EC and 54F, capital gain on transfer of bonus shares, right entitlement and right shares, taxability of STCG and LTCG.</p> <p>c) <i>Income from Other Sources</i> Basis of charge excluding deemed dividend</p> <p>4.income from other person total income.</p> <p>a) Income of other Persons included in Assessee's Total Income Remuneration of spouse, income from assets transferred to spouse and Son's wife, income of minor.</p> <p>b) Set off and Carry Forward of Losses Mode of set off and carry forward, inter source and inter head set off, carry forward and set off of losses u/s 71B, 72, 73, 74, 74A.</p> <p>c) Deductions from Gross Total Income Basic concepts, deductions u/s 80C, 80CCC, 80CCD, 80CCE, 80D, 80DD, 80ddb, 80E, 80G, 80GG, 80GGC, 80TTA, 80U</p> <p>d) Rebate u/s 87A</p>	<p>CO3. Total tax is calculated after giving deductions from Gross Total Income.</p> <p>CO4. When total tax is calculated the filing of return submitted to IT Department portal.</p> <p>CO5.Set off means adjusting the losses against the profit and income of a particular year .Losses not be adjusted in the same years profit will be carried forward in the subsequent years income.</p>
	<p>CC 4.2 Cg Cost and Management Accounting -II</p>	<p>1.Joint product & buy product Meaning, treatment and apportionment of cost; decision relating further processing</p>	<p>CO1. Joint products mean more than one product share the initial process and the material till specific point called split off point. ... Two or more joint products are produced from the same production process, and the result of the second joint product and further</p>

		<p>2.Activity based costing. Problems of traditional costing; meaning of Activity Based Costing; cost analysis under ABC; application of ABC (Simple problems)</p> <p>3.budget and budgetary control Budget and Budgetary Control; The budget manual, principal budget factor, preparation and monitoring procedures, Fixed and Flexible budget, preparation of functional budgets – concepts, cash budget, flexible budget.</p> <p>4.Standard costing Standard Costs and Standard Costing; Uses, & Importance. Differences with Budgetary Control, Preliminary Steps. Classification of Standards. Analysis and computation of Materials, Labour and Overhead Costs (concepts only) Variances</p> <p>5.CVP analysis and marginal costing. CVP Analysis Introduction; CVP Assumptions and Uses; Break-Even Analysis: BE Point and Margin of Safety; Graphical presentation of CVP Relationship; Profit Graph Marginal Costing and Management Decisions – Marginal Costing vis-à-vis Absorption Costing; Cost statement under marginal costing and absorption costing; Marginal Costing Techniques.</p> <p>6.Short term analysis and decision making. Marginal Cost and decision relating Product Pricing; Product Mix; Make or Buy; Choosing among alternatives and closing down or suspending an activity. (with simple type of problems)</p>	<p>is a result of additional processing.</p> <p>CO2. Activity-based costing (ABC) is an accounting method that identifies and assigns costs to overhead activities and then assigns those costs to products. ... Indirect costs, such as management and office staff salaries, are sometimes difficult to assign to a product.</p> <p>CO3. “Activity-based costing plays an important role in companies' strategies and long-range plans to develop a competitive cost advantage. While activity-based costing focuses attention on activities in allocating overhead costs to products, activity-based management focuses on managing activities to reduce costs.</p> <p>CO4. Standard costs are usually associated with a manufacturing company's costs of direct material, direct labour, and manufacturing overhead. ... If actual costs are greater than standard costs the variance is unfavourable.</p> <p>CO5. The ascertainment of marginal costs and of the effect on profit of changes in volume or type of output by differentiating between fixed costs and variable costs. Total Fixed Costs or Contribution = Fixed Cost + Profit or Profit =Contribution .taking decisions through marginal costing Marginal costing is very helpful</p> <p>CO6.Decision making is the process of taking decision among the alternatives such as- make or buy.</p>
5 th	CC 5.1Cg	1.Concept ,need and purpose.	CO1. Auditors contribute in both

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	Auditing & Assurance	<p>Definition-Nature-Scope and Objectives of Independent Financial Audit</p> <p>a) Basic Principles Governing an Audit, Concept of Auditor's Independence</p> <p>b) Errors and Fraud-Concepts, Means of doing Fraud, Auditor's Responsibility towards Detection and Prevention of Fraud, Difference between Audit and Investigation</p> <p>c) Classification of Audit-Organization Structure wise (Statutory, Non-statutory); Objective wise (Internal and Independent Financial Audit); Periodicity wise (Periodical, Continuous, Interim, Final); Technique wise (Balance Sheet, Standard, Systems, EDP);</p> <p>d) Standards on Auditing (SA)-Concept and Purpose</p> <p>2.Audit procedures and techniques.</p> <p>a) Auditing Engagement-Audit Planning- Audit Programme (Concept)</p> <p>b) Documentation: Audit Working Paper, Ownership and Custody of Working Papers-Audit file (Permanent and Current) – Audit Note Book- Audit Memorandum.</p> <p>c) Audit Evidence – Concept, Need, Procedures to obtain Audit Evidence</p> <p>d) Routine Checking, Test Checking and Auditing in Depth</p> <p>e) Concept of Analytical Procedure and Substantive Testing in Auditing.</p> <p>□ Audit of Educational Institutions, Hospitals and Hotels</p> <p>3.Audit risk and internal control system.</p> <p>a) Audit Risk – Concept and Types only.</p> <p>b) Internal Control- Definition, Objectives</p> <p>c) Internal Check- Definition, Objectives</p> <p>d) Internal Audit- Definition, Objectives, Regulatory</p>	<p>internal as well as independent audit system in different but important ways. Objective of audit is to pursue and attain its various corporate objectives. ... Risk of Misstatement is assessed by the Auditor in a Company's financial reports</p> <p>CO2. Assess the Risk of Misstatement. Auditors assess the risk of material misstatement in a company's financial reports. Without a system of internal controls or an audit system, a company would not be able to create reliable financial reports for internal or external purposes.</p> <p>CO3. The purpose of an audit is to provide an objective independent examination of the financial statements, which increases the value and credibility of the financial statements produced by management, thus increase user confidence in the financial statement, reduce investor risk and consequently reduce the cost of capital .</p>
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		<p>Requirement, Reliance by Statutory Auditor on Internal Auditor's Work</p> <p>4.Vouching verification and valuation.</p> <p>a) Vouching: Meaning, Objectives - Difference with Routine Checking – Factors to be Considered during Vouching - Vouching of Following Items:</p> <p>i) Receipts: Cash Sale, Collection from Debtors, Interest and Dividend from Investment, Sale of Fixed Assets. ii)</p> <p>ii) Payments: Cash Purchase, Payment to Creditors, Payment of Wages and Salaries, Advertisement Expenses, Travelling Expenses, Research and Development Expenditure, Prepaid Expenses.</p> <p>b) Verification and Valuation: Concept, Objectives, Importance, Difference with Vouching, Difference between Verification and Valuation, Verification of following items:</p> <p>i) Non-Current Assets: Goodwill, Patent and Copy Right, Leasehold Land, Plant and Machinery, ii) Investments</p> <p>iii) Current Assets: Inventory, Loan and Advance, Cash and Bank Balances iv) Non-current Liability: Secured Loan v) Current Liability: Trade Payables (Sundry Creditors).</p> <p>5.Company Audit</p> <p>a) Qualification, Disqualification, Appointment and Rotation, Removal and Resignation, Remuneration, Rights, Duties and Liabilities of Company Auditor □ Branch Audit and Joint Audit</p> <p>b) Depreciation – Concept and Provisions of the Companies Act</p> <p>c) Divisible Profit and Dividend (Final, Interim and Unclaimed/Unpaid): Provisions of the Act, Legal Decisions and Auditor's Responsibility</p> <p>6.Audit report and certificate.</p> <p>a) Definition – Distinction</p>	<p>CO4. The main reasons for the audit are to provide reasonable assurance that the financial statements are free from material misstatements and errors and to ensure that all events that can adversely affect the company have been disclosed.</p>
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		<p>between Report and Certificate- Different Types of Report b) Contents of Audit Report (As per Companies Act and Standards on Auditing) c) True and Fair View – Concept d) Materiality – Concept and Relevance 7. Other trust areas. a) Cost Audit – Concepts, Objectives Relevant Provisions of Companies Act b) Management Audit - Concepts, Objectives, Advantages c) Tax Audit – Concepts, Objectives, Legal Provisions d) Social Audit – Propriety Audit – Performance Audit – Environment Audit (Concepts only)</p>	
	<p>DSE 5.1A Ch Taxation II</p>	<p>1.Computation of total tax payable. a) Rate of tax applicable to different assesses (except corporate assessee) b) Computation of tax liability of an individual, Firm (excluding application of 2.Tax management. a) Provision for Filing of Return Date of filing of return, relevant forms of return, different types of returns, return by whom to be signed, PAN, TAN b) Assessment of Return Self assessment u/s140A, Summary assessment u/s 143(1), Scrutiny assessment u/s 143(3) and Best judgement assessment u/s 144. c) Advance Tax Who is liable to pay, due dates and computation of advance tax (excluding corporate assessees) d) Interest & Fees Section 234A, 234B, 234C, 234F (simple problems on interest and fees) e) TDS Provisions regarding TDS from salary, interest on securities,</p>	<p>CO1. The money we pay in taxes goes to many places. In addition to paying the salaries of government workers, your tax dollars also help to support common resources, such as police and fire fighters. Tax money helps to ensure the roads you travel on are safe and well-maintained.</p> <p>CO2. Taxation is a means by which governments finance their expenditure by imposing charges on citizens and corporate entities. The main purpose of taxation is to accumulate funds for the functioning of the government machineries.</p> <p>CO3. In other words, taxation policy has some non-revenue objectives. Truly speaking, in the modern world, taxation is used as an instrument of economic policy. It affects the total volume of production, consumption, investment, choice of industrial location and techniques, balance of payments, distribution of income, etc.</p> <p>CO4. TDS is the process of collecting tax on interest, dividend , sale of assets directly.</p>

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		<p>horse racing, lottery.</p> <p>3.CST Definitions, incidence and levy of tax, exemptions and exclusions, forms under CST, determination of turnover and tax payable, registration of dealers</p> <p>4.GST</p> <p>5.Central exercise Basic concepts, conditions and taxable event for levy of excise duty, Goods and excisable goods, Manufacture and deemed manufacture, Definitions of factory, broker or commission agent, wholesale dealer, sale or purchase, valuation – MRP, transaction value</p> <p>6. customs Basic concepts, Taxable event, Territorial water, Indian customs water, Goods, Types of Customs duties – basic, Additional, Protective, Safeguard, Countervailing duty on subsidised goods, Anti Dumping, Valuation of custom Duty</p>	<p>CO5.CST is a tax on sale of goods levied by the central govt.</p> <p>CO6. Customs act , 1962 is the basic statute which governs entry and exit of different categories of vessels, goods ,passengers.</p>
	<p>DSE 5.2 A Corporate Accounting</p>	<p>1.Company introduction. Meaning of Company; Maintenance of Books of Accounts; Statutory Books; Annual Return • Issue of Shares – issue, forfeiture, reissue, issue other than in cash consideration and issue to the promoters; Pro-rata issue of shares. Issue of debentures. Sweat equity.</p> <p>2.Accounting for shares and debentures</p> <ul style="list-style-type: none"> • Right and Bonus Share – Rules, Accounting • Underwriting of shares and debentures: Rules; Determination of Underwriters Liability – with marked, unmarked & firm underwriting; Accounting. Employee Stock Option Plan – meaning; rules; Vesting Period; Exercise Period. Accounting for ESOP. Meaning and Accounting of ESOP. <p>3.Buy back and redemption of</p>	<p>CO1. Corporate accounting deals with processes such as the preparation of cash flow statements, financial records, balance sheets and more. It can be used to handle unique corporate business processes such as absorption, amalgamation and the creation of consolidated documents</p> <p>CO2. Corporate finance is an area of finance that deals with sources of funding, the capital structure of corporations, the actions that managers take to increase the value of the firm to the shareholders, and the tools and analysis used to allocate financial resources</p> <p>CO3. It involves managing the</p>

		<p>preference shares. Buy Back of Securities – meaning, rules and Accounting. Redemption of Preference Shares – Rules and Accounting (with and without Bonus Shares)</p> <p>4.Company final Accounts. Introduction to Schedule III; Treatment of Tax; transfer to reserve, Dividend and applicable tax (out of current profit, out of past reserve); Preparation of Statement of Profit & Loss and Balance Sheet. (tax on net profit without recognizing deferred tax)</p> <p>5.Redemption of debentures. Redemption of Debenture – Important Provisions, Accounting for Redemption: by conversion, by lot, by purchase in the open market (cum and ex-interest), held as Investment and Use of Sinking Fund</p> <p>6.Valuation Goodwill – valuation using different methods,i.e., Average Profit, Super Profit, Capitalisation and Annuity. Shares – Valuation using different methods: Asset approach, Earnings approach, Dividend Yield, Earnings- Price, Cum-div and Ex-div, Majority and Minority view and Fair Value</p> <p>7.Company Merger and Re-constructions Amalgamation, Absorption and Reconstruction– Meaning; relevant standard and meaning of different terms, Accounting in the books of Transferor Company. Accounting in the books of Transferee (based on relevant accounting standard); intercompany transactions (excluding inter-company share holding). Internal reconstruction – meaning, provisions and Accounting, Surrender of Shares for redistribution; preparation of Balance Sheet after reconstruction.</p>	<p>required finances and its sources. The basic role of corporate finance is to maximise the shareholders' value in both short and long-term. Corporate finance understands the financial problems of the organisation beforehand and prevents them.</p>
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6 th	AECC 6.1Chg Environmental Studies		
	SEC 6.1Chg Computerised Accounting and e-Filing of Tax Returns	<p>1.Computerised A/c packages (a) Company creation, ledger creation, order processing, accounting voucher, inventory voucher, memorandum voucher, invoicing, multiple go down handling, Transfer of materials across go downs, Bank Reconciliation, (b) Cost Centre, Cost Category, Bill of Material (BoM), Budget and Controls (c) Payroll Accounting (d) TDS, GST (e) Back up & Restore, Export and Import data</p> <p>2.Designing computerised A/c System (a) Introduction to DBMS Package – Table, Query, Form and Report (b) Designing Computerized Accounting System using DBMS Package Creating a voucher entry Form, Preparing ledgers, trial balance, profit & loss a/c, and balance sheet with Form wizard and Report (c) Designing Payroll System for Accounting using Form, Query, and Report</p> <p>3.E-filing of tax returns (a) Preparation and submission of the Income Tax Return (ITR) offline/online for individual taxpayer [e-filing without using DSC and with using DSC, EVC] (b) View form 26AS, Upload return, View e-file returns, e-verification (c) Use of e-tax calculator (including interest calculation u/s 234A, 234B, 234C) (d) E-Pay tax (Challan No./ITNS 280, ITNS 281) (e) Preparation and submission online form 10E [Relief u/s 89(1)]</p>	<p>CO1. Filing your tax return is one way of having a legitimate proof of your income. It also helps you establish a good record with the I-T Department. Paying your income tax and filing tax returns provides on time is a must for all individuals.</p>

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	<p>DSE 6.1 A** Financial Reporting and Financial Statement Analysis</p>	<p>1.Holding company Meaning of Holding Company & Subsidiary Company; relevant standard; Consolidation of Balance Sheets of Parent & Subsidiary (only one); Minority Interest – Basic principles and preparation of CBS; CBS with loss balance of Subsidiary Treatment for: Revaluation of Assets of Subsidiary, Intra-group Transactions, Holding of different securities. Consideration of dividend paid or proposed by Subsidiary in CBS; Bonus Shares issued or proposed to be issued by Subsidiary (excluding shares acquired on different dates by the Parent company, chain and cross holding)</p> <p>2.Accounting standards Conceptual Framework, Presentation of Financial Statements (Ind AS 1), Property, Plant and Equipment (Ind AS 16), Earnings per share (Ind AS 33), [Basic Definitions & Theoretical Concepts, Scope]</p> <p>3.Fund flow statement. Concept of fund, meaning, nature, various sources And applications, advantages & limitations of Fund Flow Statement.</p> <p>4.Cash flow statements Meaning, objectives, difference with Fund Flow Statement; activity classification and preparation and presentation as per relevant Accounting Standard</p> <p>5.Financial statement analysis Nature and Component of Financial Statement; Meaning and Need for FSA, Traditional & Modern approaches to FSA, Parties interested in FSA. Comparative Statement – meaning, preparation, uses, merits and demerits</p>	<p>CO1. Financial statement analysis allows analysts to identify trends by comparing ratios across multiple periods and statement types. These statements allow analysts to measure liquidity, profitability, company-wide efficiency, and cash flow. ... Analysts use the balance sheet to analyze trends in assets and debts</p> <p>CO2.Financial statement analysis is significant business activity because a corporation's financial statements provide useful information on its economic standing and profit levels.</p> <p>CO3. The general purpose of the financial statements is to provide information about the results of operations, financial position, and cash flows of an organization. This information is used by the readers of financial statements to make decisions regarding the allocation of resources</p> <p>CO4. The primary objective of financial statement analysis is to understand and diagnose the information contained in financial statement with a view to judge the profitability and financial soundness of the firm, and to make forecast about future prospects of the firm.</p>
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		<p>Common -size Statement – meaning, preparation, uses, merits and demerits Trend Analysis – meaning, determination, uses, merits and demerits</p> <p>6.Accounting Ratios for FSA Meaning, objective, Classification of Accounting Ratios, Advantages & Limitations Preparation of Classified Financial Statements and Statement of Proprietor’s Fund from the given Ratios. Computation, Analysis and Interpretation of important ratios for measuring –Liquidity, Solvency, Capital Structure, Profitability and Managerial Effectiveness.</p>	<p>CO5. Financial ratio gives us an idea about profitability, balance sheet ratio and represents the financial position of a concern.</p>
	<p>DSE 6.2 A** Financial Management</p>	<p>1.Introduction and basic concept. Important functions of Financial Management Objectives of the firm: Profit maximisation vs. Value maximisation Role of Chief Financial Officer. Financial environment in which a firm has to operate Time Value of Money: concept and reasons Compounding and Discounting techniques Concepts of Annuity and Perpetuity. Risk-return relationship (concepts only)</p> <p>2.Source of finance and cost of capital Different sources of finance; long term and short term Sources Cost of capital: concept, relevance of cost of capital, Implicit and Explicit cost, specific costs (its computation) and weighted average cost (its computation) , rationale of after tax weighted average cost of capital, marginal cost of capital (its computation)</p> <p>3.leverage and Capital</p>	<p><u>Importance of the study of Financial Management:</u></p> <p>CO1. Financial management is one of the most important responsibilities of owners and business managers. They must consider the potential consequences of their management decisions on profits, cash flow and on the financial condition of the company</p> <p>CO2. Financial management is very important in the field of increasing the wealth of the investors and the business concern. Ultimate aim of any business concern will achieve the maximum profit and higher profitability leads to maximize the wealth of the investors as well as the nation.</p> <p>CO3. The stronger your financial</p>

		<p>structure theory EBIT-EPS analysis and its limitations. Financial break even, point of indifference Leverage- Business Risk and Financial Risk - Operating and financial leverage, Trading on Equity Capital Structure decisions - Capital structure patterns, designing optimum capital structure, Constraints, Features of sound capital structure, Various capital structure theories (excluding M-M model).</p> <p>4.Working capital Management-I Introduction; Meaning and various concepts of Working Capital Management of Working Capital and Issues in Working Capital Estimating Working Capital Needs; Operating or Working Capital Cycle.</p> <p>5.Working Capital Management-II Policies relating Current Assets – Conservative, Aggressive and Balanced Various sources of finance to meet working capital requirements; Financing current assets: Strategies of financing (Matching, Conservative, and Aggress vepolicies) Management of components of working capital (debtors management only–credit period -simple type</p> <p>6.Capital Expenditure decision-I Purpose, Distinguishing features, Objectives & Process, Understanding different types of projects Concept of Cash flow; Cash flow vis-à-vis Profit and determination of Cash flow Techniques of Decision making: Non-discounted and Discounted Cash flow Approaches Payback Period method, Accounting Rate of Return and their relative merits and demerits</p> <p>7. Capital Expenditure</p>	<p>management the greater the opportunity, you have to maximise your profits in the short term and to grow your capital value in the long term. The stronger your financial management the easier it is for you to raise finance, and probably at a lower cost.</p> <p>CO4. Working capital is the diifference of current assets and current liabilities.</p> <p>CO5. The capital expenditure decision is the process of making decisions regarding investment in fixed assets.</p> <p>CO6. A company has to decide how much profit distributed as dividend and how much is to be retained for investment.</p>
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		<p>decision-II</p> <p>Discounted Payback Period, Net Present Value, Profitability Index and Benefit Cost ratio, Internal Rate of Return, relative merits and demerits of the methods.(excluding replacement decision)</p> <p>Ranking of competing projects, Ranking of projects with unequal lives. Capital Rationing</p> <p>8. Dividend Decisions</p> <p>Meaning, Nature and Types of Dividend, Dividend and Retention; concept of pay-out ratio, retention ratio and growth.</p> <p>Dividend policies and formulating a dividend policy</p> <p>Dividend Theories: Walter's Model, Gordon's Model</p>	